

# Xerox® VersaLink® PCL/PS Printer Driver (Windows)

## Quick Start Guide

This guide enables you to get started with printing to a Xerox® VersaLink® multifunction printer from a Windows computer with the Xerox® PCL or PS (PostScript) printer driver. To download the latest drivers, visit [www.support.xerox.com/support](http://www.support.xerox.com/support).

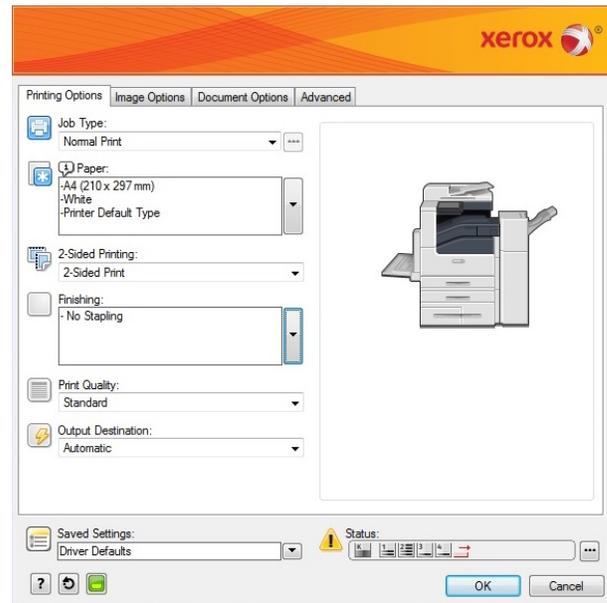
A Xerox® printer driver has a range of features that enable you to print professional looking documents. For example, you can print two sided documents, create booklets, add covers and insert watermarks. You can also print a sample set and store print jobs on the printer for reuse.

**NOTE:** Some features described in this guide only apply to a specific driver (PCL or PS), printer model or finisher configuration.

### Printing from a Computer

To print from an application on a computer:

1. In the application, open the **File** menu, click **Print**.
2. In the **Printer** list, select a printer.
3. Click **Printer Properties**, **Properties**, or **Preferences**.  
The Xerox® printer driver opens. The printer driver settings apply to the open document and application.



### Printing Options

#### Job Type

- Normal Print** Print the job immediately. This is the default job type.
- Secure Print** Print a job containing sensitive or confidential information. After you send the job, it is held on the printer until you enter the required passcode.
- Sample Set** Print an initial set for checking before printing the entire job.
- Personal Print** Store a print job in a personal folder identified with your User ID on the printer.
- Saved Job** Save the job on the printer for printing later.
- Fax** Fax the document from the computer.

#### Paper

Specify the size, type, and color of the paper for the job, or select a specific paper tray.

#### 2-Sided Printing

- 1-Sided Print** Print on one side of the paper.
- 2-Sided Print** Print on both sides of the paper to allow binding on the long edge.
- 2-Sided Print, Flip on Short Edge** Print on both sides of the paper to allow binding on the short edge.

#### Finishing

Finishing options such as folding and stapling are available if finishing equipment is installed. Not all printers support finishing equipment.

#### Print Quality

- Enhanced** Best overall image quality (1200 x 1200 dpi) for CAD applications and fine detail.
- Standard** Crisp, bright prints at high speed (600 x 600 dpi). Ideal for text. Best for most jobs.

#### Output Destination

Select the destination for the job from the tray choices in the list. If the printer has only one output destination, this list is not shown.

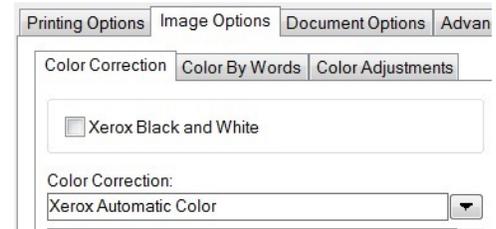
## Image Options

Control the way the printer uses color to produce a document.

**Lightness and Contrast** Under **Image Options** or **Image Options > Color Adjustments**, adjust the overall lightness and contrast of the text and images in the print job.

**Xerox Black and White** Convert all colors to grayscale.

**Color Correction** To apply the best color correction to text, graphics and images, in the **Color Correction** list, click **Xerox Automatic Color**. Xerox recommends this setting.



## Document Options

### Page Layout

Print more than one page of a document on a single page. Depending on the printer and the finishing equipment installed, the **Page Layout** tab shows either a **Booklet Layout** or **Booklet Creation** option. If enabled, the printer prints two images per page and automatically arranges the images in the correct sequence so that a booklet is created when folded in half.

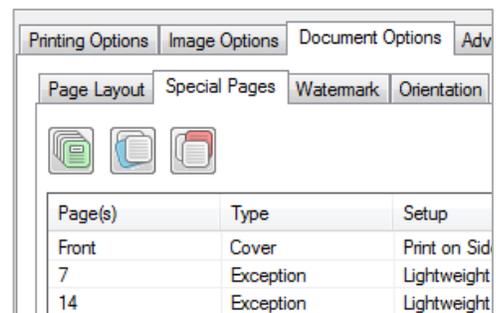
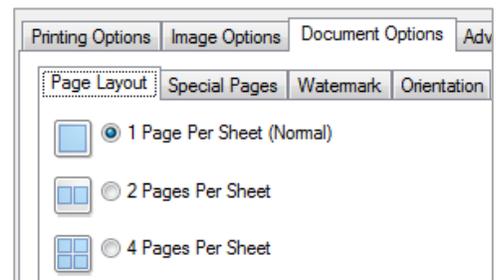
### Special Pages

Add covers, inserts, or exception pages to the printed output, using media from a different paper tray. Insert blank or printed covers at any point in the document. Define exceptions for pages that require different media or layouts, such as pages containing photos or illustrations.

### Watermark

Add a watermark is an identifying image or piece of text to the body of the document page. Watermarks are often used to provide information about the document's type for example, by adding the words *Confidential* or *Draft* to the page.

To create your own watermark, in the **Watermark:** list click **Custom** and then, in the list below it, click **Text**, **Time Stamp**, or **Picture**. To specify the position and orientation of the watermark, use the buttons in the middle of the **Watermark** tab.



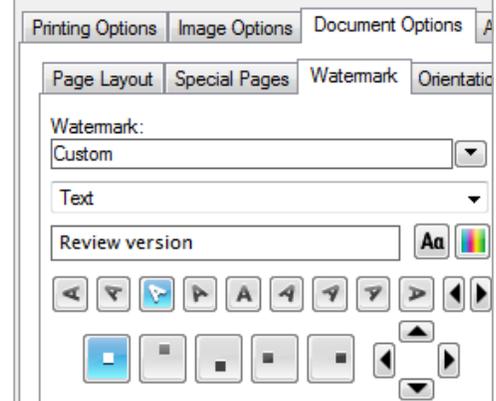
### Orientation

Specify the direction that the page prints.

**Portrait** Orients the paper so that the text and images print across the short dimension of the paper

**Landscape** Orients the paper so that the text and images print across the long dimension of the paper.

**Rotated Landscape** Orients the paper so that the content is rotated 180 degrees and with the long bottom side up.



## Other Features

### Saved Settings:

To save settings for jobs that you want to repeat another time, in the **Saved Settings** list, click **Save As...**

-  **Help** View online help for the printer driver.
-  **Reset** Reset all printer driver settings to default values.
-  **Earth Smart** Specify energy and waste reduction settings (2-sided printing; no banner page; 2-up; sample set).

### Status

View printer status information (remaining consumables and paper).

