Xerox® VersaLink® Printer Driver (Macintosh) Quick Start Guide

This guide enables you to get started with printing to a Xerox® VersaLink® multifunction printer from a Macintosh computer with a Xerox® printer driver. To download the latest drivers, visit 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 printer model or finisher configuration.

Printing from a Computer

To print from an application on a computer:

1. In the application, on the **File** menu, click **Print**.
2. In the **Printer** list, select a printer.
3. In the list below **Orientation**, click **Xerox Features**. A drop-down list is displayed below it. The following options are available in the list: **Paper/Output**, **Special Pages**, **Image/Color Options**, **Booklet Layout**, and **Advanced**.

Xerox Features

Paper/Output Option

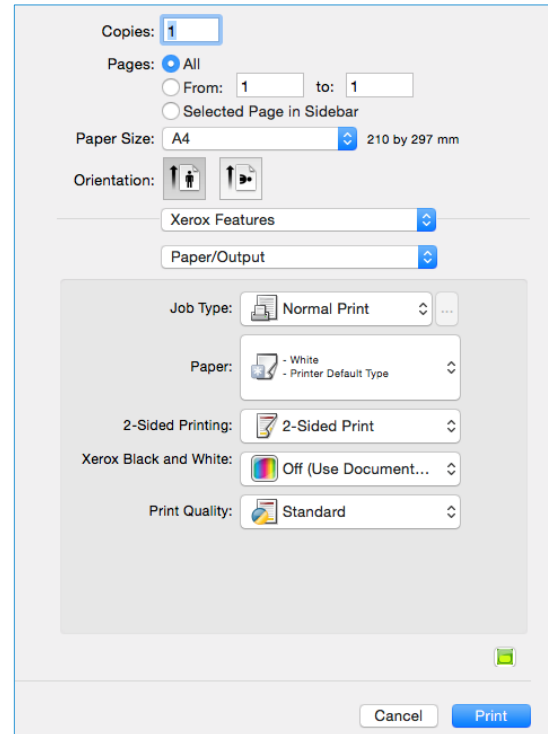#### Job Type

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.
Saved Job	Save the job on the printer for printing later.
Fax	Fax the document from the computer.

Paper

Specify a paper tray for the job.

2-Sided Printing

1-Sided Print	Print on one side of the paper.
2-SidedPrint	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.

Xerox Black and White

Print in color or black and white.

Print Quality

Enhanced	Best overall image quality for CAD applications and fine detail.
Standard	Crisp, bright prints at high speed. Ideal for text. Best for most jobs.

Finishing

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

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.

Special Pages Option

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 or define exceptions for pages that require different media or layouts, such as pages containing photos or illustrations.

Image/Color Options

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

Lighten/Darken and Contrast	Under **Image Options** or **Color Options > Custom Color Options > Color Adjustments**, adjust the overall lightness and contrast of the text and images in the print job.
Automatic Color (Recommended)	The best color correction to text, graphics and images. Xerox recommends this setting.
Xerox Black and White	Convert all colors to grayscale.

Booklet Layout

Create a booklet. If enabled, the printer produces two images per page and automatically arranges the images in the correct sequence so that a booklet is created when the output set is folded in half. To adjust the booklet margins and add an extra inside margin for binding (the gutter), click **Booklet Options**.

Earth Smart Settings

To specify settings that reduce energy and waste (2-sided Print, No Banner Page, 2-Up, Sample Set, Draft Mode), in the **Print** window, with **Xerox Features** selected, click .

Other Features
Layout
Pages per Sheet

In the **Print** window, in the list below **Orientation,** click **Layout,** then select the required number of pages per sheet.

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.

Save Current Settings

To save settings for jobs that you want to repeat another time, in the **Print** window, in the **Presets:** list, click **Save Current Settings as Preset…**

Help

To view online help for the printer driver, at the bottom left corner of the **Print** window, click .