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User manual XEROX WORKCENTRE PRO 232
User guide XEROX WORKCENTRE PRO 232
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XEROX

CentreWare

Printer Drivers Guide



For Windows
Release 6.00



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Manual abstract:

Printed in the United States of America. @@@@.....

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Locate your Xerox system serial number, and record it in the space below before you make your call. Xerox System Serial Number: The Xerox Welcome Center telephone numbers are listed in the following table. If the Welcome Center telephone number for your country is not listed, it will be provided to you when your Xerox system is installed. For future reference, please record the telephone number in the space provided below. Welcome Center Telephone Numbers: UNITED STATES UNITED STATES (TTY) CANADA 800-821-2797 800-855-2880 800-939-3769 (800-93-XEROX) Additional Tips Additional tips and technical information for printer drivers are available at the Xerox Web site.

Click Support & Drivers, then locate your product and access the documentation section. The documents listed in this section cover specific issues that may require special procedures or application notes regarding the operation and configuration of your Xerox system. Support 1-7 1-8 CentreWare Printer Drivers for Microsoft Windows 2 Installing Windows Printer Drivers The CentreWare printer drivers support the special features and functions of Xerox systems, enabling fast, efficient printing from your desktop. This chapter provides installation instructions for all current Windows environments. What's in this chapter: Requirements .

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..... 2-26 2-1 Requirements Printer Drivers A maximum of 32 MB of available hard disk space per CentreWare Windows printer driver.

Internet Explorer 5.5 or higher installed on the workstation for Windows NT, 2000, XP, or Server 2003 drivers. Xerox Print Driver Installation Utility The Xerox Print Driver Installation utility and Admin Config Wizard require: Administrator privileges in Windows NT / 2000 / XP / Server 2003 Internet Explorer 5.5 or higher Microsoft TCP/IP Printing installed and running to connect Peer To Peer in a Windows NT environment Service Pack 2 installed on Windows XP systems Service Pack 4 installed on Windows 2000 systems Service Pack 6 installed on Windows NT systems 2-2 Installing Windows Printer Drivers Installing Printer Drivers on Windows Networks In Windows environments, you can install a Xerox printer driver by using a direct installation, a custom installation, or a Point and Print installation. Direct Installation Use the Xerox Printer Driver Installation utility to install Xerox printer drivers for your network printers quickly and easily. If you have the CentreWare Print and Fax Drivers CD or know the network location where the contents of the CD have been saved, you need only run the installer once per Xerox product to install the appropriate drivers for multiple page description languages (PDLs) directly onto a PC or print server. NOTE: You can use the Add Printer Wizard to install Xerox printer drivers, but you must install each driver separately. Customized Installation System administrators can use the Admin Config Wizard to pre-configure the driver installation. Use this wizard to control settings such as printer detection method, default printer assignment, and network printer sharing. Set multiple installation configurations to distribute and apply to users or groups as appropriate.

Copy the contents of the CentreWare Print and Fax Drivers CD to your network. (See Locating Installation Files on the CD on page 2-25.) Then start the Admin Configuration Wizard to set up a configuration file. (See Customizing the Installation on page 2-8 to perform a customized installation.) Point and Print Installation Copy the contents of the CentreWare Print and Fax Drivers CD to your network. Install the drivers locally and modify the device settings and document settings (see Preconfiguring Default Driver Settings (Windows NT / 2000 / XP / Server 2003) on page 2-16).



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Then copy the new configurations to the server for enterprise use (see Point and Print Installations on page 2-15). NOTE: It is possible to upgrade a Windows driver without uninstalling the previous version. However, the impact of such an upgrade on system performance can be unpredictable. The most reliable way to upgrade is to uninstall the old drivers and perform a clean installation of the new ones.

For information on uninstalling drivers, see Uninstalling Windows Printer Drivers on page 2-26. Additional information on uninstalling and upgrading drivers is available in the Customer Tips portion of www.xerox.com. Installing Printer Drivers on Windows Networks 2-3 Direct Installation You can install the CentreWare Print and Fax drivers from the CentreWare Print and Fax Drivers CD, from a location on your network that your administrator specifies, or from a URL or intranet address. NOTE: After you start the installer, it detects the operating system of your server or workstation. If that operating system does not meet the product requirements, the installer issues a message and exits. This would occur, for example, if you attempted to install drivers housed on a Windows 2000 server onto a client running Windows 3.1. Installing from CD 1 Insert the CentreWare Print and Fax Drivers CD into the CD-ROM drive.

The AutoRun program displays the available selections. @@Double-click the setup.exe file. @@Click Print and Fax Drivers. Click Install Your Windows Print Driver. Continue with Completing the Installation on page 2-6. Installing from the Internet 1 2 3 4 5 6 7 Open a browser window and access www.xerox.com. Click the link to download the installation files.

Run the setup.exe file. Chose a language and click OK. Click Print and Fax Drivers. Click Install Your Windows Print Driver. Continue with Completing the Installation on page 2-6. 2-4 Installing Windows Printer Drivers Installing from an Intranet 1 2 3 4 5 6 7 Open a browser window and type the appropriate intranet address, such as <http://xyz.mycompany.com>. Run the setup.

exe file. Chose a language and click OK. Click Print and Fax Drivers. Click Install Your Windows Print Driver. Your administrator may have created a screen containing customized instructions for your site. If such a screen appears, record and follow any posted instructions. Then click Next. Continue with Completing the Installation on page 2-6. Installing from the Network 1 2 3 4 5 6 7 Use Windows Explorer to find the CentreWare Print and Fax Drivers installation files. Run the setup.

exe file. Chose a language and click OK. Click Print and Fax Drivers. Click Install Your Windows Print Driver. Your administrator may have created a screen containing customized instructions for your site. If such a screen appears, record and follow any posted instructions. Then click Next. Continue with Completing the Installation on page 2-6. Direct Installation 2-5 Completing the Installation The installer scans supported direct connections as well as the local network subnet for printers. The results appear on the Select Printer screen.

1 Do one of the following: If the printer that you want to install appears in the list of discovered printers, click Select From the Following Discovered Printers and select the printer. If the printer that you want to install does not appear in the list of discovered printers, do one of the following: Click Advanced Search and choose an automatic or manual search method. Automatic Manual The installer detects and searches for all printers on all available subnets. Enter the gateway and subnet mask for the search directly, or Use Previous Search. Select a search that the installer has previously performed from a drop-down list.

After making your selections, click Search. Choose Enter Printer's IP address, DNS name, or UNC path. Enter the information or browse for one of those identifiers. NOTE: Examples of printers that may not appear on the discovered printers list or search results, regardless of operating system, include printers connected to a different subnet or printers on a print queue. Using the discovered printers list, IP address, or DNS name to identify the printer results in the creation of a local print queue, while using the UNC name associates the printer with an existing queue.

2-6 Installing Windows Printer Drivers 2 Click Options if you want to configure any of the following settings: Language--Select the language in which to run the installer. Driver Selection (PDL)--Choose at least one of the following PDLs: PostScript, PCL 5e, or PCL 6. NOTE: This setting does not impact installation of a printer that is assigned to a network queue. Driver Settings--Select or deselect any of the following options: Share the printer on the network (requires Windows NT / 2000 / XP/ Server 2003). Convert the printer's DNS name to an IP address. Set the printer as your Windows default. Download driver files from the Internet (You must be connected to the Internet during installation). Click OK to exit Options. 3 Click Install. The installer copies the driver files, edits the registry, and adds the printer to the workstation or server.

NOTE: If you do not have sufficient rights to install a printer on the designated server, a logon prompt will appear. Enter an appropriate user name and password. 4 The Installation Complete screen appears to report a successful installation. Do any or all of the following: Click Set Contact/Location to enter, review, or edit the Printer Administrator Name, Printer Administrator Phone Number, Printer Administrator Location, and Printer Location. Click the support link to learn about using your printer. 5 Click Finish to end the installation. NOTE: If the installation fails, an Installation Failed window, with applicable error messages and suggestions, appears. Click Close to end the installation attempt. Direct Installation 2-7 Customizing the Installation The Admin Config Wizard is for system administrators who would like to set up standardized configuration files for users to install their printer drivers quickly and easily. Using the wizard, you can customize the driver installation process to meet your organization's needs.

Network administrators can use the Admin Config Wizard to preconfigure installer parameters and save these settings to a script file. Use this file with tools such as .vbs scripts or management programs like Microsoft System Management Services (SMS) to automate, configure, and control the deployment of CentreWare print and fax drivers on your network. You can begin the wizard from the CentreWare Print and Fax Drivers CD, from a location on your network that your administrator specifies, or from a URL or intranet address. However, the resulting script files and configuration folders must reside on or be saved to the network.

Installing from CD 1 Insert the CentreWare Print and Fax Drivers CD into the CD-ROM drive. The AutoRun program displays the available selections.



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@@Double-click the Setup.exe file. The AutoRun program displays the available selections.

2 Continue with Completing the Customization on page 2-9. Installing from the Internet 1 2 3 Open a browser window and access www.xerox.com. Click the link to download the installation files. Continue with Completing the Customization on page 2-9. Installing from an Intranet 1 2 3 Open a browser window and type the appropriate intranet address, such as <http://xyz.mycompany.com>. Run the setup.

exe file. Continue with Completing the Customization. Installing from the Network 1 2 3 Use Windows Explorer to find the CentreWare Print and Fax Drivers installation files. Run the setup.exe file. Continue with Completing the Customization. 2-8 Installing Windows Printer Drivers Completing the Customization 1 2 3 4 5 6 7 Choose a language and click OK. Click Print and Fax Drivers. Click Admin Config Wizard. The Admin Config Wizard opening screen appears. Select the location of the installation script file. Click Continue. The Admin Config Wizard dialog box appears. Configure the settings in the dialog box. See Table 2-1 on page 2-9 for a list of options.

Click Save Script to preserve your changes. NOTE: To set up multiple installation scenarios, first create a "baseline" script. Then, use the wizard to edit the baseline script and save each variation to its own path. Finally, send each user or group of users a link to the most appropriate script location, or incorporate it in their login scripts. Table 2-1 contains the settings that you can customize with the Admin Config Wizard.

Field Install Screen Default Description Choose the default option for printer selection. This selection controls which printer detection option the user sees as the default choice. It does not dictate the printer to install. To set that, use the Port Value field described below. Let installer decide (based on the number of printers discovered). Default to Printer List. Default to specify port. (The user enters an IP address, DNS name, or UNC path.) Location Contact Info Enter location and contact information during installation. Do NOT prompt.

Prompt for information (if not set). Always prompt. Set Printer As Default Make the printer being installed the default choice when submitting print jobs. Let installer/user decide. Always set printer as default. Never set printer as default. Share Printer Make the printer being installed accessible to network clients. Let installer/user decide. Always share the printer. Never share the printer.

Launch Scanner Install Install a scanning component after printer installation has succeeded. Let installer decide (based on the results of the printer installation and the availability of scanner functionality on the printer). Do not launch scanner install. Launch scanner install. Force Web Download Select to require downloading driver files from the Internet during installation.

Table 2-1: Admin Config Wizard Dialog Box Options Customizing the Installation 2-9 Field Resolve DNS Local Search Type Description Select to use the device DNS name for identification if available. Select one or more of the following search methods: LPT Search. USB Search. Net Search. PDL to use Install drivers that support one or more of the following PDLs: PostScript.

PCL 5e. PCL 6. Port Value Single Instance Only Save the Configuration Script file to Enter the IP address, DNS name, or UNC name of the printer to install. Select to prevent multiple copies of the printer definition from installing on a client. This option allows you to automate printer deployment by incorporating the installation in a login script. Enter the location to save the configuration script file. If this location matches the path entered in the opening screen, the wizard only saves changes to the XeroxInstallerAdmin.xml file. Otherwise, the wizard copies the entire contents of the original path to the path specified here.

Table 2-1: Admin Config Wizard Dialog Box Options 2-10 Installing Windows Printer Drivers XeroxInstallerAdmin.

xml The Admin Config Wizard writes the settings into the XeroxInstallerAdmin.xml file. The original version resides in the ...Utilities\Installer folder. You may edit this file directly to configure installer settings that are beyond the scope of the Admin Config Wizard, such as an opening message screen or the default gateway and subnet mask for the Advanced search. Table 2-2 lists the fields that you can configure directly in the XeroxInstallerAdmin.xml file: XML

Field <Admin_Defined_Dialog_Captions> <Admin_Message> <InstallScreenDefault> Description Window title bar for an optional custom message displayed at the beginning of the installation. Text of custom message displayed at beginning of installation.

Numeric value that sets the default method of printer selection. 0 - Let installer decide (based on the number of printers discovered). 2 - Default to Printer List. 3 - Default to Specify Port. 4 - Default to USB PnP.

The IP address, DNS name, or UNC name of the device to install. Default gateway address for Manual Search. Default subnet mask for Manual Search. Numeric values that represent the availability of each search method. 0 - Search using this method.

1 - Do not search using this method. Numeric value that controls the input of location and contact information during installation. 0 - Do not prompt user for information. 1 - Only prompt user to set information if it is not already set within printer. 2 - Always prompt user to set information. Numeric value that sets the preferred means for device identification. 0 - Use DNS name if available. 1 - Use IP address. Numeric value that controls the use of the installed printer as default. 0 - Installer determines default printer status.

1 - Always set as default. 2 - Never set as default. Numeric value that controls sharing of the installed printer. 0 - Let installer/user decide whether or not to share printer. 1 - Always share printer. 2 - Never share printer. Numeric value that indicates the preferred source for device drivers. 0 - Do NOT get files

from the Internet automatically. Table 2-2: XeroxInstallerAdmin.xml File Options <Printer_Port_Value> <GatewayDefault> <SubnetMaskDefault> <USBSearch> <LPTSearch> <NetSearch> <SetLocationContactInfo> <ResolveDNS> <SetPrinterAsDefault> <SharePrinter> <ForceWebDownload> Customizing the Installation 2-11 XML Field <DriverToUse> Description Numeric value that indicates which PDLs to install.

0 - Let the installer decide. 1 - PDL 1 (PostScript). 2 - PDL 2 (PCL 5e). 4 - PDL 3 (PCL 6). 3 - PDL 1 and PDL 2.

7 - PDL 1, 2, and 3. Numeric value for installing scanner software after printer. Requires Windows 2000 or above and Xerox Multifunction Device. 0 - Do not launch scanner installation. 2 - Launch scanner installation.

Define a field not listed above and its value. Table 2-2: XeroxInstallerAdmin.xml File Options <LaunchScannerInstall> <AdminConfigureableStrings> 2-12 Installing Windows Printer Drivers Considerations for Enterprise Technologies Large organizations, or organizations with specialized requirements for security, reliability, or remote access frequently employ technologies that impact the installation process.



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This section briefly describes two technologies that CentreWare printer drivers support--clusters and Citrix MetaFrame--and the role of the Add Printer Driver Wizard in preparing these environments for successful printer definition. Clustering is a technology that configures two or more servers ("nodes") to behave as one, from a user perspective. Each node has access to a storage medium (the "cluster") that houses the supported application or data. Clustering is usually employed to improve fault tolerance or to implement load balancing. Typical applications of clustering are applications or functions that require virtually uninterrupted service, such as production report generation in many manufacturing environments, where one server failure could have repercussions throughout the supply chain. Print servers are one of many possible applications of clustering. Others include Web services, ftp services, file management, and even managing some aspects of Active Directory.

When a cluster houses a print server, only the print spooler folder resides on the cluster. The printer drivers reside on the nodes in their standard locations. When one node fails, printing continues using the drivers that are present on a surviving node. Should that node lack the appropriate drivers, consequences range from a lack of access to advanced driver features to a complete inability to print. To ensure consistent printer availability in a cluster, use the Add Printer Driver Wizard (see Add Printer Driver Wizard on page 2-14) to install the same printer drivers on all nodes in a cluster before adding the printer to the cluster itself. NOTE: Xerox recommends this practice even on the Windows Server 2003 cluster management products that have an "Automatic Quorum Feature." This is to ensure that damaged or corrupt driver files are not passed from one node to another should failover occur. Citrix MetaFrame provides centralized application management and distribution to an enterprise. Applications that are published to users from a Citrix server have a single point of installation and maintenance, simplifying administration. Desktop hosting capabilities offer access to current operating platforms and applications to users running a wide range of hardware and operating systems, while providing administrators increased control.

A Citrix server can be configured to "auto-create" a printer or printers when a Windows client logs in. This procedure makes the client's Windows printers available within a Citrix session. If the appropriate drivers do not reside on the Citrix server, the Citrix server substitutes a "universal" driver. The user can still print, but many of the features associated with CentreWare printer drivers, such as accounting or booklet creation, are unavailable. To prevent this, install the CentreWare drivers (See Add Printer Driver Wizard on page 2-14) on a Citrix server (or on all members of a Citrix server farm) before clients that use local printers based on these drivers log in.

Considerations for Enterprise Technologies 2-13 Add Printer Driver Wizard This wizard loads the requested drivers on a Windows print server but does not create a queue or printer object. To run the Add Printer Driver Wizard: 1 2 3 4 5 At the desktop, click Start > Settings > Printers (Windows 2000) or Start > Printers and Faxes (Windows XP / Server 2003). The Printers window appears. Click File > Server Properties. The Print Server Properties dialog box appears.

Click the Drivers tab. Click Add. The Add Printer Driver Wizard appears. Follow the instructions on the screen. 2-14 Installing Windows Printer Drivers Point and Print Installations This procedure assumes that a Xerox system on a network server has been installed with the appropriate CentreWare printer driver prior to performing Point and Print. If you would like to standardize the device settings and document settings for the Windows NT / 2000 / XP / Server 2003 printer drivers, see Preconfiguring Default Driver Settings (Windows NT / 2000 / XP / Server 2003) on page 2-16 before installation. @@Browse to your printer. Double-click the Xerox system icon. At the prompt, select to install the printer driver. The Add Printer Wizard opens.

or Right-click the Xerox system icon. At the prompt, select to install the printer driver. The Add Printer Wizard opens. or Click the Xerox system icon. Drag and drop the printer icon on the Printers folder. The Add Printer Wizard opens. @@@@NOTE: This process can be performed in both Windows and non-Windows network environments (such as NetWare). To minimize impact to the server or potential down-time, first preconfigure an individual workstation. @@The AutoRun program displays the available selections. @@Double-click the Setup.

exe file. @@@@Choose Properties. @@@@11 Select Save Current Settings as Default. A Save button appears. 12 Click Save. @@@@Otherwise, close the Properties dialog and continue with step 21. @@The Printing Preferences dialog opens. For NT drivers, close the Properties dialog. @@17 Expand Override/Restore Defaults. 18 Select Save Current Settings as Default.

A Save button appears. @@@@See About Bi-Directional Printer Drivers on page 2-23. @@Right-click the appropriate printer icon and select Properties. Select the System Configuration (Configuration) tab. Figure 2-1: System Configuration Tab (Properties Dialog) Configuring Printer Drivers 2-19 4 Click Bi-Directional Setup.... The Bi-Directional Communication dialog opens. Figure 2-2: Bi-Directional Communication Dialog 5 6 7 Enter the Device Name or TCP/IP address.

Select Enable Bi-Directional Communication. Click OK. Bi-Directional communication is enabled. A Status button appears on the Paper/Output tab of the printer driver. By clicking Status, you can access current information about the printer. See About Bi-Directional Printer Drivers on page 2-23. NOTE: To change the SNMP Community Name, click SNMP Community Name. The printer name must be changed to match this name for Bi-Directional communication to be available. 2-20 Installing Windows Printer Drivers Configuring Installable Options--Manually If your network environment does not support Bi-Directional communication, you can configure installable options manually. See Bi-Directional Driver Support on page 2-24 to see if your network environment is supported.

To configure the Installable Options manually: 1 2 3 At the desktop, click Start > Settings > Printers. Right-click the appropriate printer icon and select Properties. Select the System Configuration (Configuration) tab. Figure 2-3: System Configuration Tab (Properties Dialog) Configuring Printer Drivers 2-21 4 Click Installable Options and select the options that are available on your Xerox system. Figure 2-4: Installable Options Dialog 5 6 Click OK to save the settings and OK to close the dialog.



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Click OK to close the printer driver. 2-22 Installing Windows Printer Drivers About Bi-Directional Printer Drivers If you have a TCP/IP network, the Windows 2000 / XP / Server 2003 printer drivers can provide Bi-Directional capabilities. With Bi-Directional communication, a printer driver communicates with the printer through your network. After an initial setup procedure, Bi-Directional communication automatically updates the printer driver with the printer's installed options and reports specific information about the printer's operational status, active jobs, completed jobs, and paper status in your Xerox system. NOTE: If network communication is temporarily unavailable or is not configured properly for the printer, the network, or your workstation, the Bi-Directional information does not appear.

Status Dialog The Status dialog shows the status of your Xerox system as well as specific information about your print jobs. You can check the status of up to 25 jobs currently in the print queue or you can verify the status of completed jobs. You can use this dialog to check the properties of the paper loaded in different paper trays on your printer and also the current paper levels in those trays. You can also use this dialog to verify that your printer is functioning properly. Click Status on the Paper/Output tab to access the Status dialog. Figure 2-5: Status Dialog--Paper Status Tab About Bi-Directional Printer Drivers

2-23 Bi-Directional Driver Support Supported Operating Systems Bi-Directional drivers are supported for the following Microsoft Operating Systems: Windows 98 Windows Me Windows 2000 (Professional, Server, Advanced Server) Windows XP (Home, Professional) Windows Server 2003 (Server, Enterprise Server) Client-Based Implementations Bi-Directional drivers installed on a client workstation communicate with Xerox systems via the following methods: Device Settings Job Monitoring Job History Device Status Device Configuration SNMP over TCP/IP SNMP over TCP/IP SNMP over TCP/IP SNMP over TCP/IP Microsoft Point and Print functionality NOTE: Windows 98 and Windows Me do not include support for native TCP/IP printing. Additional software is required. Server-Based Implementations Bi-Directional drivers installed on a server communicate with Xerox systems via SNMP over TCP/IP or SNMP over IPX/SPX. The data available in server-based drivers will not update on a regular basis. When configuration changes are made, the driver must be reopened to detect the changes.

2-24 Installing Windows Printer Drivers Locating Installation Files on the CD The installation .inf files for Windows Postscript (PS) and PCL printer drivers are located in the Drivers folder of the CentreWare Print and Fax Drivers CD. If you want to browse to, or access these files, locate the Drivers folder and open the Windows folder, as well as the folder for your particular Xerox system model, for example, WorkCentre Pro 255. @@@@A confirmation message appears. Click Yes to delete the printer driver. @@@@A confirmation message appears. Click Yes to delete the printer driver object.

@@@@@Rebooting your workstation is recommended. @@@@Right-click in a blank area of the folder. A drop-down menu opens.

Select Server Properties. A Properties dialog opens. @@@@11 Select Remove. The printer driver is removed. 12 Reboot the workstation.

2-26 Installing Windows Printer Drivers 3 Getting the Most from Your Printer Driver With the CentreWare printer drivers, you have an invaluable tool to save you time and increase your productivity. These drivers offer you over thirty-five feature options, depending on the type of driver and the installable finisher options, for you to choose how your document will look and print. The Help system is the primary source for information about using the printer drivers. At any time, you can access the Help system through the Help buttons on the driver. Through the Help system, you also have access to quick reference cards about printer driver features.

They were developed so that you can print and post them for a handy reference. What's in this chapter: Driver Structure

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3-2 Tabs

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... 3-5 3-1 Driver Structure The driver arranges the features on the following tabs: Paper/Output, Special Pages, Image Options, Layout/Watermark, and Advanced. Figure 3-1: Printer Driver Interface The features on the four tabs are organized for your convenience with the most frequently used features available to you when you open the driver.

Small icons are placed next to the features so that you can quickly find the features you want. By clicking on the icon you can go through the list of options for that feature. Or, use the drop down list to see the options. When chosen, certain features constrain other features. For example, if you set the Finishing Summary to Collated, Booklet Fold, Booklet Layout; the icon on the printer driver near the 2 Sided Print option changes, and 2 Sided Print displays in gray. When you click the icon, a pop-up dialog appears explaining why the feature is not available or why it is constrained to a particular selection, as in this case, booklet printing requires 2 Sided Print. 3-2 Getting the Most from Your Printer Driver Tabs Features vary on the driver tabs depending on the driver type and installable options. General Tabs These driver tabs are accessed through your application's print dialog. Driver setting changes on these tabs apply to the open document and application, and are temporary. The Paper/Output tab has the most frequently used features.

For example, you can choose to print on two sides of the paper, select specific media on which to print, or delay your print job to a time specified by you. The Paper/Output tab also presents the finishing options, which may include--depending on the type of finisher you have installed--collate, staple, fold, or punch options. If you have enabled the optional Bi-Directional communication for your printer driver, a Status button is added to your Paper/Output tab. When you click Status, the Status dialog opens and reports specific information about the printer's operational status as well as specific information about your print jobs. See Status Dialog on page 2-23. The Special Pages tab has features for adding Covers, Inserts, and Exceptions (specifying media/page characteristics on a per-page basis). The Image Options tab groups together those features that are related to image manipulation, such as Reduce/Enlarge, Lighten/Darken, or Mirror Image, a feature that flips the image from left to right, thereby reversing the image and all associated text. The Layout/Watermark tab contains all features that relate to Page Layout and Watermarks.



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The Advanced tab contains those features that infrequently change once set, such as Banner Sheet, Request Offset, TrueType Font options, and Custom Paper Sizes. Tabs 3-3 Default Tabs These driver tabs are accessed through the Printers folder and may be available only with administrative rights.

From the desktop select Start > Settings > Printers (Windows 9x / Me / NT / 2000) or Start > Printers and Faxes (Windows XP / Server 2003). Right-click on your printer icon and select Properties from the menu. The printer driver dialog appears. Driver settings from this dialog become the default settings. All of the General Tabs available through your application's print dialog are available, as well as some other tabs such as the Configuration tab and the Device Settings tab.

The Configuration tab contains several buttons (depending on your Xerox system model): Bi-Directional Setup, Installable Options, Accounting and About. Each button opens a dialog to configure your driver. Through Bi-Directional Setup you can enable Bi-Directional Communication. You will then receive information through your driver about your print job, Xerox system, and paper status. See About BiDirectional Printer Drivers on page 2-23.

Through Installable Options you can manually configure your driver with the number of paper trays and installable options--such as finishers and faxing--available on your Xerox system. Through Accounting you can set up the accounting features available to you. See the Accounting topic in the Help System of your driver for more information. Through About you can obtain the driver version number. Xerox personnel may request this number during support calls. The Device Settings tab contains features that relate to font settings and PostScript settings. 3-4 Getting the Most from Your Printer Driver Driver Help System The Help system is the primary source for information about using the printer drivers. Each driver tab has a Help button for easy access to the Help system. Through this Help button you can call up information on any feature on that tab or any other tab. Among the useful items in the Help system is a menu of How To.

.. procedures for each feature, for example, How To Print Booklets, Turn Banner Sheets On/Off, Print Transparencies, or Track Printer Use by Account. The Help also has information about problem solving and various constraint information such as, media size, media type, and finishing constraints. Quick Reference cards about printer driver features are also among the support information in the Help system. Quick Reference Cards Feature Cards--Use this card to find out what a printer driver is, where it is located, and how to use it. The card also contains the location on the printer driver of each feature. Print the card to remind you of the many options you can use and where they are located on the printer driver. Feature Facts--Use this card to learn what you can do with some selected features to enhance the printing of your documents. Print the card and post it as a handy reference.

Driver Help System 3-5 3-6 Getting the Most from Your Printer Driver 4 Installing the Font Management Utility The Font Management Utility is a tool used to maintain fonts on your network printers. Font lists can be developed and modified for your printers. For example, if you have special fonts that are used in documents but are not readily available on your printer(s), you can use the Font Management Utility to download the required fonts to the printers. Using the utility, fonts may be viewed, printed, downloaded to printers, or your downloaded (non-resident) fonts exported to a file. You may also maintain printer lists for font management.

What's in this chapter: Installing the Font Management Utility

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4-2 Uninstalling the Font Management Utility

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. 4-3 4-1 Installing the Font Management Utility To install the utility: 1 2 3 4 5 6 7 8 9 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The AutoRun program starts.

Click Management Services & Tools. Click Install Font Management Utility. The installation wizard opens. Click Next. Select the radio button to accept the license agreement. Click Next. Type the user name and organization. Specify who has access to the application. Click Next. Select the Setup type: Complete or Custom.

Click Next. Click Install to install the utility on the workstation. 10 Click Finish to exit the install wizard. The installation is complete. Accessing the Font Management Utility To access the utility in Windows environments: From the desktop, select Start > Programs > Xerox Font Management Utility > Font Management Utility in Windows 9x / Me / NT / 2000 or Start > All Programs > Xerox Font Management Utility > Font Management Utility in Windows XP / Server 2003.

Using the Font Management Utility The Help system is the primary source for information about using the Font Management Utility. You can access the Help system through the Help buttons. Included in the Help system are feature descriptions and step-by-step procedures. 4-2 Installing the Font Management Utility Uninstalling the Font Management Utility To uninstall the Font Management Utility, use the Add/Remove Programs wizard in the Control Panel

folder. If you have access to the CentreWare Print and Fax Drivers CD, you can modify and/or repair the Font Management Utility. To uninstall the utility: 1 Select Start > Settings > Control Panel > Add/Remove Programs in Windows 9x / Me / NT / 2000 or Start > Control Panel > Add or Remove Programs in Windows XP / Server 2003. The dialog for installing, changing, or uninstalling programs opens. Select Xerox Font Management Utility. Follow the procedures in the wizard to remove the Font Management Utility from your system. 2 3 To repair the utility: With this option, you can fix missing or corrupt files, shortcuts, and registry entries. 1 2 3 4 5 Insert the CentreWare Print and Fax Drivers CD into the CD-ROM drive. Click Management Services & Tools > Install Font Management Utility. The installation wizard opens. Click Next. Select Repair.

Click Next. Click Install. Click Finish to exit the wizard. Uninstalling the Font Management Utility 4-3 4-4 Installing the Font Management Utility 5 Installing the TIFF Submission Tool With the TIFF Submission Tool, you can submit TIFF (Tagged Image File Format) and PDF (Portable Document Format) files directly to a Xerox system for printing. The primary advantage of this application is that it does not add additional PostScript information to the submitted file (often referred to as a PostScript wrapper). Instead, the TIFF or PDF files are submitted as print-ready files.



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If the fonts on your printer are not updated to include the Euro, a box will be printed instead of the Euro symbol. A workaround for this problem is to send Euro fonts to the printer as bitmapped images. For PCL drivers, select the Always Send to Printer option in the CentreWare PCL driver when printing the Euro symbol. @@@@Excel will generate multiple print jobs instead of multiple copies of a single document. This behavior can result in performance degradation, as well as inoperability of features, such as Sample Set, which depend on multiple set printing. In Excel, deselect the Collate option.

This allows the driver settings to collate correctly. Excel may have occasional problems with documents that contain a mix of portrait and landscape pages. Selecting a different printer driver, then reselecting the original printer driver may help to resolve this problem. 6-4 Problem Solving PowerPoint The Microsoft PowerPoint feature that optimizes black and white printing will produce undesired results when Raster output is selected as the Graphics Mode in the CentreWare PCL printer driver. @@This will impact all applications that use the same printer driver.

Custom paper sizes will not work with Microsoft Word Version 6.0. @@@@Corel Draw may generate an excessive number of Vector commands, which may result in large amounts of processing time for each job. Print Colored Text in Black This feature may not work with some applications, or you may have to select the option from within the application if it is supported. Certain applications, such as WordPerfect and MS Publisher, always print text as graphics or may default to the graphics mode when memory is low or when the text is very complex.

When these circumstances occur, the Print Colored Text in Black feature in the CentreWare PCL printer drivers will not work. Sample Set Not Supported in FrameMaker Some applications generate print data that is intended for page printers rather than document printers, like the WorkCentre Pro and WorkCentre series. When the print data is sent in this format, both the WorkCentre Pro and the WorkCentre will print the first set of a Sample Set job, but the remaining sets of the document will be discarded. There is no known workaround for this problem. 6-6 Problem Solving Watermarks The Watermark preview image in the printer drivers may not provide an exact replica of the printed watermark under all conditions. This is primarily due to font and/or resolution differences between the display monitor and the printer. Using equivalent TrueType fonts instead of printer resident fonts will help minimize the differences. With some applications, the CentreWare PCL drivers may appear to print watermarks in the foreground even when the background printing option is selected in the driver. This is due to the different methods that applications use to send data to the printer. WordPerfect If you encounter problems stapling multiple jobs as separate documents with WordPerfect 8.

x, install the service pack available for WordPerfect at www.corel.com to correct the issue. Sample Set job types will not work with WordPerfect 8.x for Windows. B4 JIS, B4 ISO, B6, and A6 paper sizes do not print with WordPerfect 8.x for Windows. The scaling option in WordPerfect versions 7, 8, and 9 will override the Reduce/Enlarge option in the CentreWare drivers. Use the scaling option in the Print/Customize property sheet to adjust scaling rather than the CentreWare printer driver Reduce/Enlarge option. With WordPerfect 6.

1, the Playbill font may not print correctly when the Use Printer Fonts option is selected because the printer does not support the Playbill font. Common Issues 6-7 Frequently Asked Questions How do I obtain printer drivers? Printer drivers are available on the CentreWare Print and Fax Drivers CD-ROM or from the Xerox Web site at www.xerox.com. See Obtaining CentreWare Print and Fax Drivers on page -3 for more information.

How do I determine what printer driver is needed? The following information is necessary to determine the correct printer driver: model of your Xerox system, for example, WorkCentre Pro 255 operating system environment, for example, Windows NT type of printer driver, for example, PostScript or PCL.

How do I obtain a custom driver for an environment such as DOS or a mainframe platform? For DOS or other platforms, which are not supported by CentreWare printer drivers, the PDL (Printer Description Language) Reference Guide for your Xerox system is available by accessing Customer Tips at www.xerox.com. The PDL Reference Guides contain syntax information about the extended features of Xerox systems, which can be used to customize printing in unsupported environments.

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