

Xerox Customer Education

CentreWare 5.5 Print Driver Basics WorkCentre/WorkCentre Pro Training Course

Course Purpose

The course is designed to teach you the basic aspects of operating and achieving best productivity from the connected WorkCentre or WorkCentre Pro

Who Should Attend?

The course is aimed at Key Operators responsible for managing copy/print jobs, utilising CentreWare software. Xerox WorkCentre/WorkCentre Pro Operator Training knowledge and PC literacy would be useful, but not essential as a pre-requisite to the course. Your Instructor can tailor the course to your requirements

How is the course run?

The course is carried out on your premises. Maximum duration is 1.5 hours

How many students will there be?

Maximum of 4 per course

PRE-REQUISITES

- **THE PS OR PCL PRINT DRIVER MUST HAVE BEEN INSTALLED ON THE CLIENT WORKSTATIONS AND CONFIGURED ACCURATELY**
- **IF REQUIRED, SCAN TO FILE MUST HAVE BEEN INSTALLED, SET UP AND TEMPLATES CREATED**
- **IT IS IMPORTANT THAT NOTE IS MADE OF THE REPOSITORY PATH. THE TRAINER WILL NEED THIS INFORMATION**

What topics will be covered?

Only the Windows version of the software is covered on this course, and either the Postscript or PCL driver will be trained, depending on Customer Requirements. Please note that NO operator training is included in this course

Preparation

- Set up the Paper Trays on the WorkCentre or WorkCentre Pro
- System Configuration

Print Driver Options

- Paper/Output Printing Options
 - Duplex Printing
 - Finishing (Output/Stapling)
 - Selecting Paper
 - Delayed Print
 - Secure Print
 - Sample Set

Scan to File (if required)

- Using the Scanning Options at the Document Centre to scan to the Repository
- Scan to E-Mail (with or without Authentication Access)
- Scan to Fax



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