

Xerox WCP – Presets – Saving Settings

How to save your most used settings for easy access with Presets.

Mac OS X – Presets

Selecting the printing options through the myriad of popup menus can be tedious. If you find yourself often picking the same options over and over, you may wish to save the settings in a preset.

To create a preset:

1. Select all of the options you wish to save: they can include # of copies, 2 sided printing, stapling, hole punch, secure print, or ANY of the available options.
2. Choose Save from the **Presets** popup.
3. Give the preset a name and save the preset. See tips below for suggestions on naming.

To use a preset:

1. Choose the desired preset from the **Presets** popup. Those options assigned to the preset will now be selected.
2. Make any additions or changes to the settings.
3. Print.

Some tips and hints:

- Make sure you create a different preset for the different models of WorkCentre Pro. Each has its own set of options.
- Name your presets to include which model they apply to, and what functions/options they apply to.