



GreenPrint
Xerox® Solid Ink Edition
User Guide

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About this Document

This document is meant as a reference guide for users of the GreenPrint client, to be used or referred to mainly during their initial learning phase. Used in conjunction with the online tutorial video, users will immediately find familiarity, comfort with the GreenPrint product and begin to show savings quickly.

System Requirements

Operating System and Hardware Compatibility

- Hardware: 512 MB Ram (1 GB Ram recommended), 1.6GHz+ Processor (Core 2 recommended) either 32-bit or 64-bit
- 100 MB Free disk space
- Microsoft .NET Framework 3.5 SP1
- Windows XP/Vista/Windows 7

Application Compatibility

GreenPrint should work with any application that you can normally print from. If you come across a problematic application, please contact xeroxsupport@printgreener.com and provide a detailed description as well as the problem document if possible.

Printer Compatibility

The GreenPrint Xerox® Solid Ink Edition is compatible with the following devices:

- Phaser 8860, 8870 and 8860MFP
- Phaser 8560, 8570 and 8560MFP
- ColorQube™ 9201/9202/9203 and 9301/9302/9303

If you come across a problem with one of these devices, please do the following:

1. Go to the [Xerox website](#) and download and install the most recent driver and firmware for your printer model.
2. If updating your printer driver and firmware doesn't fix the problem, please contact xeroxsupport@printgreener.com for assistance and be sure to mention the Xerox® Solid Ink device you are using.

If you'd like to be able to print through GreenPrint to other Xerox devices or any other printer in your office, please contact sales@printgreener.com for more information.

Installation

Pre-Installation Requirements

Microsoft .NET Framework 3.5 SP1

GreenPrint installation is quick and easy, but an additional Microsoft component needs to be installed first. To find out if your computer already has it installed, go to **Control Panel > Add/Remove Programs** (In Vista: **Control Panel > Programs and Features**), as shown in **Figure 1**.

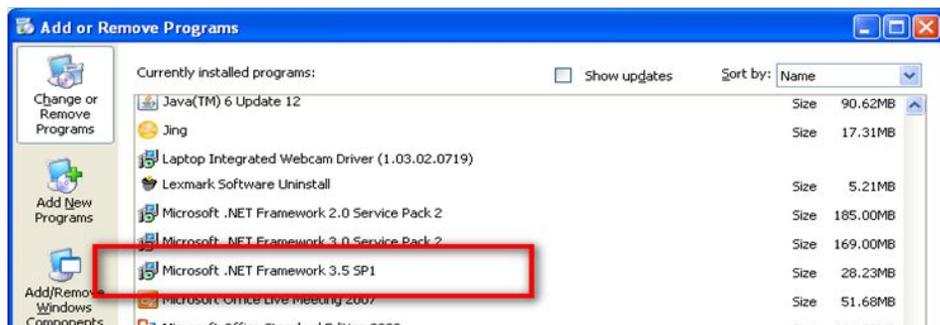


Figure 1: Checking if .NET Framework 3.5 SP1 is Installed

If Version 3.5 SP1 isn't listed there, use the following link to download and install prior to starting the GreenPrint installation: [Microsoft .NET Framework 3.5 SP1](#)
 If installing GreenPrint on a Windows XP machine, Microsoft XPS Essentials Pack is also required: [Microsoft XPS Essentials](#).

Administrator Account

GreenPrint installation also requires an Administrator account on Windows. To check go to Control Panel > User Accounts and verify that your account is a **Computer administrator**, as shown in **Figure 2**. If it's not, click on **Change an account** and then **Change my account type** to enable administrator access, as shown in **Figure 3**.

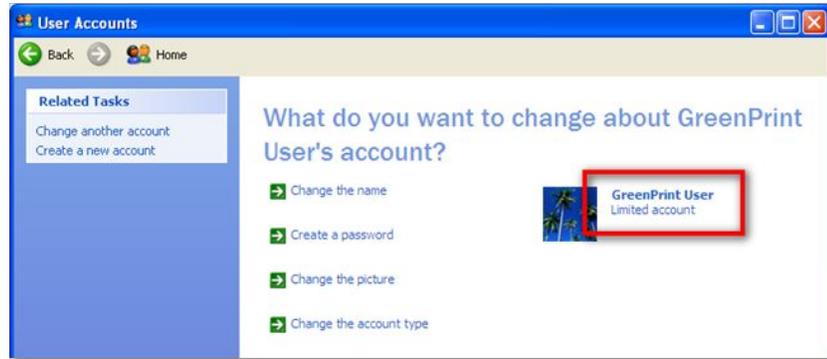


Figure 2: Checking the Type of Account

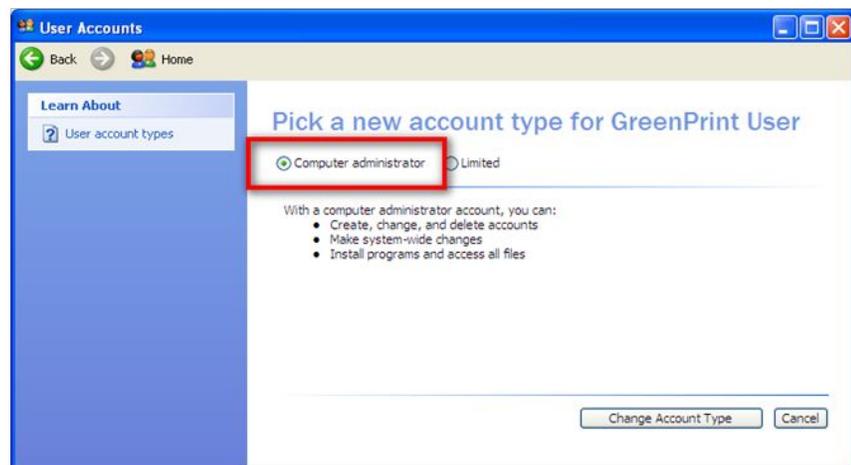


Figure 3: Changing to an Administrator Account

Enterprise Users

Your IT staff may decide to install GreenPrint for you to ensure that all of the pre-requirements have been met. Please contact your IT staff to determine their preferred installation method.

License Key

The GreenPrint Xerox® Solid Ink Edition does not require a license key. It is free for use on any computer connected to a Solid Ink device.

Installation Instructions

1. Install Microsoft .NET Framework 3.5 SP1, as discussed in the *Pre-Installation Requirements* section.
2. Uninstall any older version of GreenPrint from your computer by going to **Start > All Programs > GreenPrint > Uninstall GreenPrint**.
3. Restart your computer.
4. Download the installer and save it to your desktop.
5. Double click on the installer to start installation.
6. Click **I Agree and Install** to accept the End User License Agreement, as shown in **Figure 4**. The installation will start, as shown in **Figure 5**.



Figure 4: Accepting the End User License Agreement



Figure 5: Installation in Progress

7. When installation is completed click **Finish**, as shown in **Figure 6**.

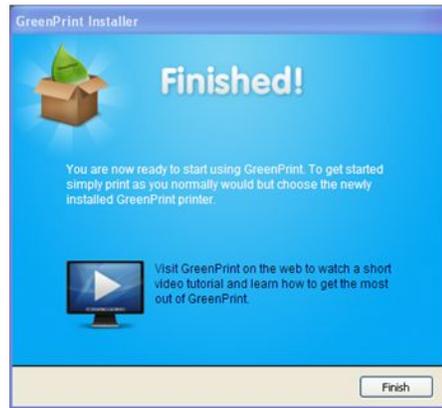


Figure 6: Installation Complete

First Logon after Installation

Again, depending upon the deployment options chosen by your IT staff, you may or may not be presented with the splash screen as shown in **Figure 7**, upon first logon, immediately after the product installation or both. This screen provides the end-user the ability to set their 'Target' printer – that physical printer to which they would typically direct the majority of their print jobs. Also embedded in this screen is a link to a short tutorial video that covers the basic functionality of the GreenPrint client.



Figure 7: GreenPrint Splash Screen

How to Use GreenPrint

Printing Using GreenPrint

When GreenPrint is installed it should become your default printer. To use GreenPrint do the following:

1. Open a document that you want to print (Microsoft Word, a webpage, and Excel document, etc).
2. Go to **File > Print** or use the **Print shortcut** button in the toolbar.
3. Check that GreenPrint is selected by default as your printer, as shown in **Figure 8**.

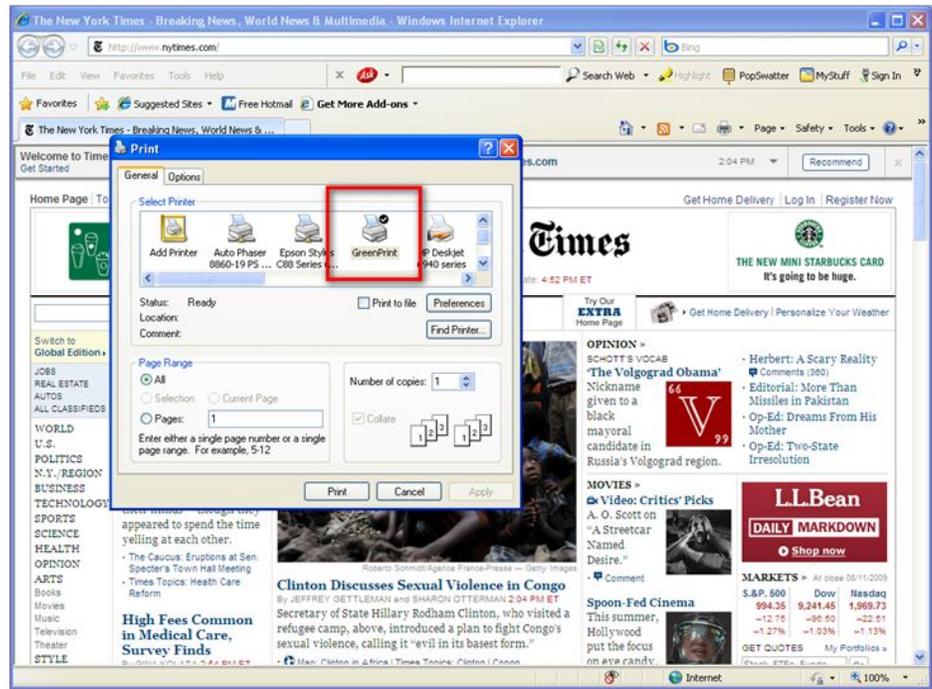


Figure 8: Checking if GreenPrint is Your Default Printer

4. Click the **Print** button.
5. The GreenPrint preview will appear, displaying your document on the screen, as shown in **Figure 9**.

Note: If no new GreenPrint preview window appears be sure you have completed printing your previous GreenPrint job.

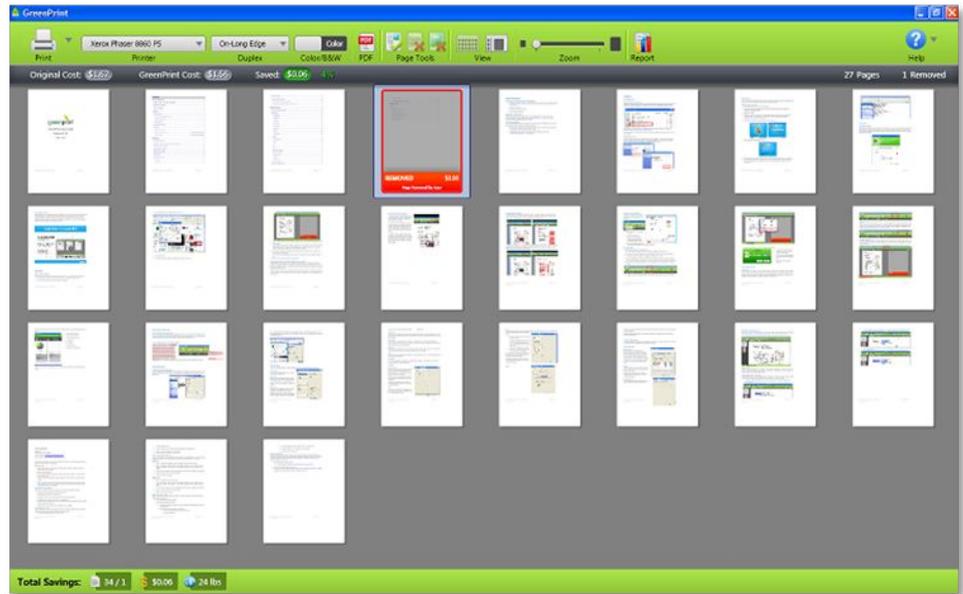


Figure 9: GreenPrint Preview of Your Document

6. Pages highlighted in red have been flagged as waste and will not be printed unless you click on them and choose **Include Page** from the hover or the toolbar menu at the top of the preview.
7. If you'd like to remove a page from the print job, click on it and select **Remove Page**.

When you are ready to print your document, check that the correct output printer is selected in the upper left corner of the preview. Check that your preferred duplex setting is selected in the drop down menu to the right of the printer list.

8. Click **Print**. Your document will be sent to your printer.

Taking Some Time for the GreenPrint Preview to Appear?

GreenPrint takes a small amount of time to analyze the document you are printing before displaying the preview. During this time GreenPrint is applying the waste detection filters to each page of your print job to determine what might be waste. The time for the preview to load will depend on the length and complexity of the document you are printing.

Please note that the first time you use GreenPrint after restarting your computer it will take a bit longer for the preview to appear as some Microsoft components are activated. Subsequent print jobs should appear much more quickly.

Including and Removing Pages

- To include or remove any page from your print job, click on the page and then select **Include Page** or **Remove Page** from the hover or the toolbar menu at the top of the preview.
- To include or remove multiple pages, click in the gray area and drag over the pages you would like to select. Once you have made your selection, choose **Include Pages** or **Remove Pages** from the hover or the toolbar menu at the top of the preview.
- To include or remove all pages of the document, hold **CTRL + A** on the keyboard, or click in the gray area and drag over all of the pages. Once all pages have been selected, **Include Pages** or **Remove Pages** from the hover or the toolbar menu at the top of the page.

Note: The pages you've removed from printing will be highlighted in red, as shown in **Figure 10**.

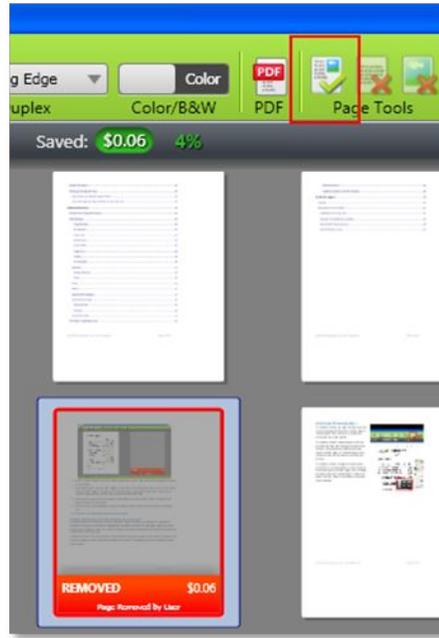


Figure 10: Red Highlight around Pages Removed from Printing

Removing Text or Images

To remove images from a page or multiple pages first select the page(s) that you'd like to work with, then choose **Remove Images** from the hover or the toolbar menu at the top of the preview, as shown in **Figure 11**. Once images are removed, they will be reduced in intensity to 10% of original – indicating that they won't be printed.



Figure 11: Removing Images from the Document

To remove text from a page or multiple pages first select the page(s) that you'd like to work with, then click on the **Remove Text** button in the toolbar menu at the top of the preview, as shown in **Figure 12**. Once text is removed, it will be reduced in intensity indicating that it won't be printed.



Figure 12: Removing Text from the Document

Modifying Printer Properties

To modify the properties for the printer selected in the Printer dropdown, do the following:

1. Click the arrow to the right of the **Print** icon, as shown in **Figure 13**.



Figure 13: Selecting Printer Properties from the Print Icon

2. Select **Printer Properties**.
3. Make any necessary changes (including potentially adding a Watermark) and then click **OK**.

Note: Changes made here will not be reflected back in the GreenPrint preview and changes to public settings will be ignored (such as color options – as these settings changes must be made prior to getting in to the GreenPrint preview window.

Creating a PDF

To create a PDF of any document, do the following:

1. Open the document you'd like to PDF (Microsoft Word, a webpage in Firefox or IE, etc).
2. Go to **File > Print**, check that GreenPrint is selected by default as your printer, click the **Print** button.
The GreenPrint preview will appear, displaying your document on the screen
3. Any page highlighted in red will not be included in your PDF unless you click on it and select **Include Page**. Likewise, any other edits to a page will be reflected in the resultant pdf document.
4. When you are ready to PDF your document, click on the **PDF** button in the toolbar at the top of the preview, as shown in **Figure 14**.



Figure 14: Clicking the PDF button

5. A **Save as** window will appear where you can select the location and name of the PDF. Click **Save**, as shown in **Figure 15**.

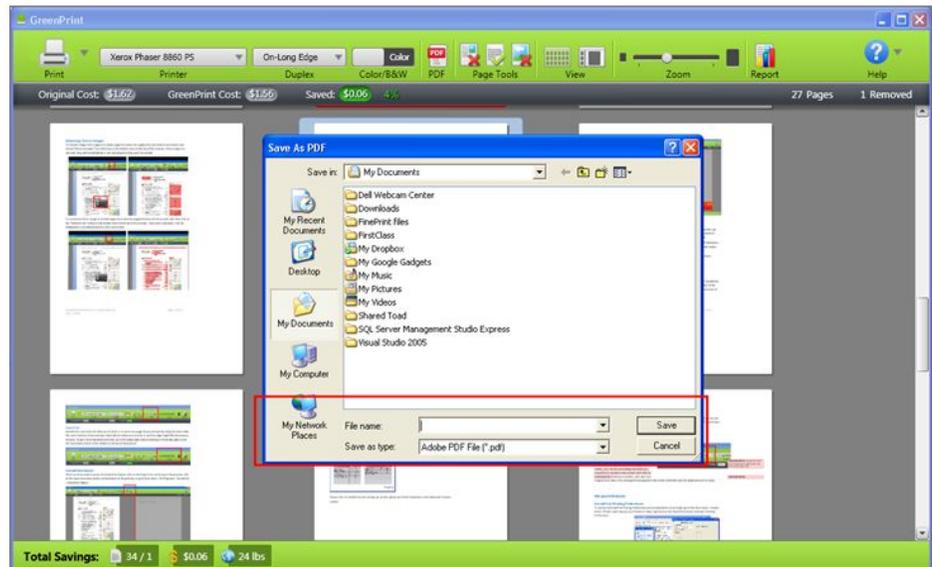


Figure 15: Saving the PDF

6. When your PDF has been created you will be given three options, as shown in **Figure 16**:
 1. The **Open PDF** option will open the PDF you have just created; the GreenPrint preview will remain open.
 2. The **Close** option will close the PDF dialog box; the GreenPrint preview will remain open.
 3. The **Quit** option will exit the GreenPrint preview.



Figure 16: Options on the Creating PDF Window

View and Zoom Tools

View Modes

GreenPrint has two view modes: Overview and Single Page. Overview mode is the default view for GreenPrint.

- If you would like to switch to single page view, click on the **Single Page** icon in the **View Mode** section of the toolbar at the top of the preview. Once in the single page mode, single text, image, or graphic elements can be removed by clicking and dragging to encircle the item or items, right-clicking, and choosing the option you desire.
- To return to the Overview mode from Single Page view, click on the icon of four pages in **View Mode** section of the toolbar at the top of the preview.

Zoom Tool

GreenPrint’s Zoom tool will allow you to zoom in or out on any page of your print job by using the zoom slider. The zoom function in the overview mode will only allow you to zoom in until the page height fills the preview window.

- To get a more detailed Zoom view, go to the single page view by clicking on the **Single Page** icon in the **View Mode** section of the toolbar at the top of the preview.



Figure 17: Using the Zoom Slider

Color to Black & White Tool

GreenPrint’s Color/B&W tool allows you to change any page or the entire document from color to Black and White – or the reverse. This can be done by choosing the page or pages you desire and then clicking on the **Color/B&W** slider to toggle them between color and Black and White, as shown in **Figure 18**. The GreenPrint preview will show the pages in Black and White or Color to indicate your selected option.



Figure 18: Using the Color/B&W Slider

GreenPrint Report

There are three ways to access the GreenPrint Report, as shown in **Figure 19**:

1. Click on the **Report** icon at the top of the preview.
2. Click on the **Report Summary** section at the bottom of the preview.
3. Go to **Start menu > All Programs > GreenPrint > GreenPrint Report**.

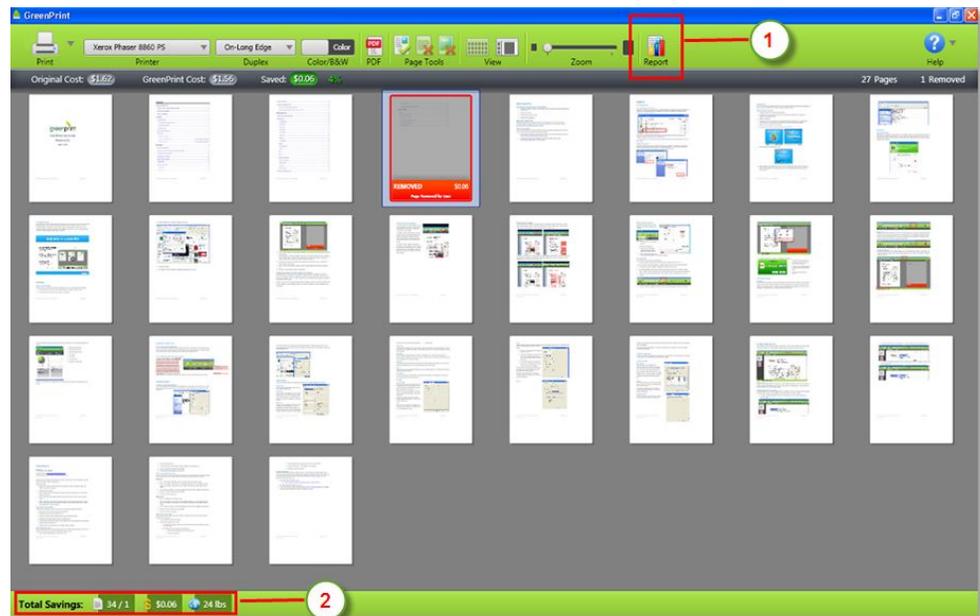


Figure 19: Accessing GreenPrint Reports

The GreenPrint Report keeps track of all documents printed to GreenPrint. From the GreenPrint Report you can see the following, as shown in **Figure 20**:

- Pages saved and printed
- Money saved and spent
- Greenhouse gasses saved
- Trees saved
- Top printers
- Top applications
- Savings by any date range

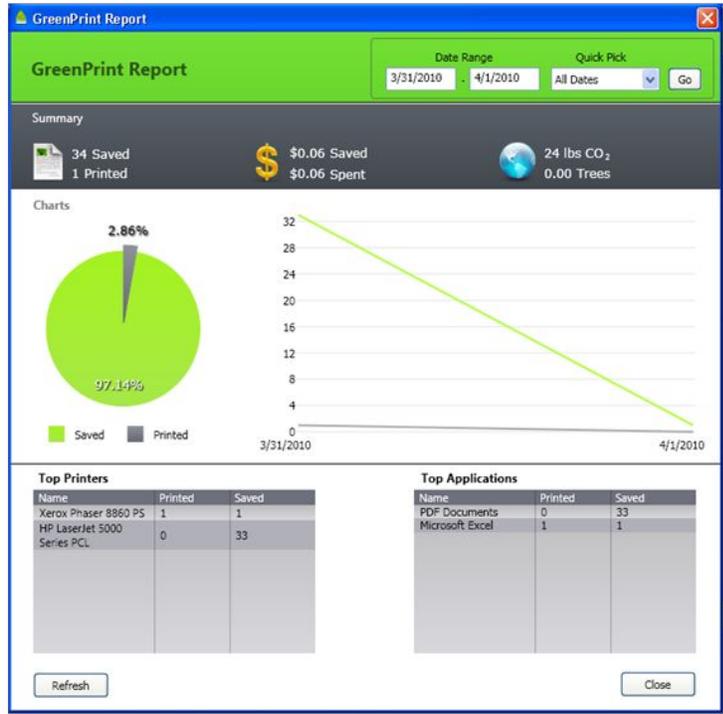


Figure 20: GreenPrint Report

Note: To modify the cost settings per printer, please see **Printer Properties** in the **Advanced Features** section.

Setting Your Output Printer

How to Set Your Default Output Printer

To set the printer that GreenPrint will print to by default:

1. Click **Start > Control Panel > Printers & Faxes** (or just Printers in Vista).
2. Right-click on the **GreenPrint Printer** and go to **Printing Preferences**.
3. Under **Target Printer** choose the printer that you print to, the most often with GreenPrint.
4. Click **Apply** and then click **OK**.

This Printer will be chosen as the default, as shown in **Figure 21**.



Figure 21: Setting up Your Default Output Printer

Note: The Xerox® Solid Ink Edition of GreenPrint only allows for printing to Solid Ink devices. If you'd like to purchase a version of GreenPrint that will work with all of your printers, please contact sales@printgreener.com.

How to Change the Output Printer for One Print Job

If you would like to change the output printer for an individual print job, but don't want to change your default setting, you can do this by selecting the output printer from within the **GreenPrint Print Preview** window.

The output printer selector is located directly to the right. To use the output printer selector:

1. Go to **File > Print** within the application you're using (Word, Firefox, etc.).
2. On the print dialog box make sure **GreenPrint** is selected as the printer.
3. Click on the **Properties/Preferences** button and select the target printer there.

This setting will only apply for that session within the specific application you're using.

Advanced Features

GreenPrint Printing Preferences

GreenPrint Printing Preferences for all Print Jobs

To access the GreenPrint Printing Preferences and set defaults for all print jobs:

1. Go to the **Start menu > Control Panel > Printers and Faxes** (or just **Printers** in Vista).
2. Right-click on the GreenPrint printer and select **Printing Preferences**.

The GreenPrint Preferences window is displayed, as shown in **Figure 22**.

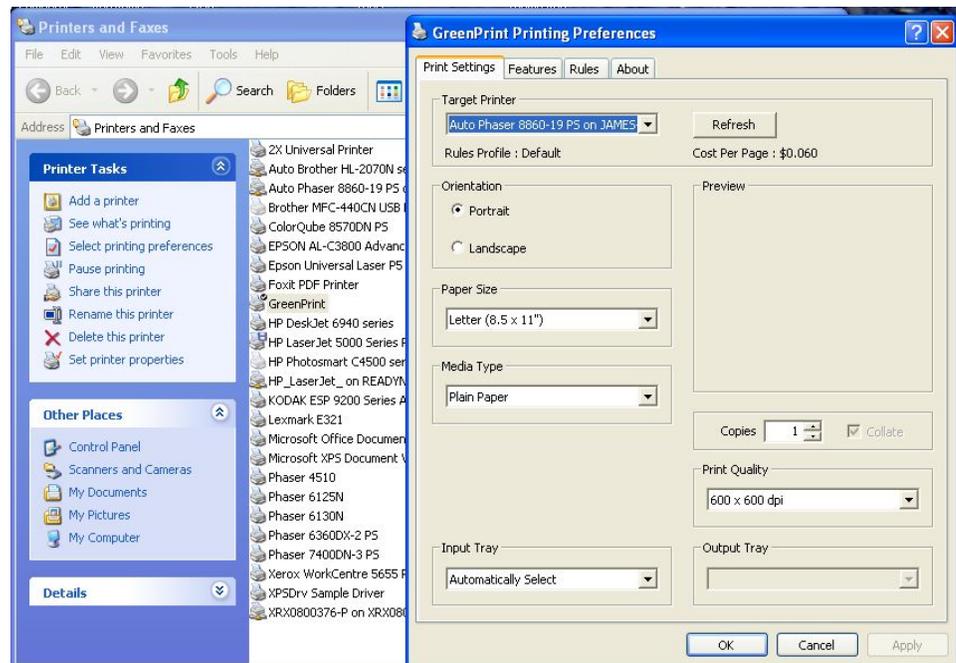


Figure 22: GreenPrint Preferences Window

GreenPrint Printing Preferences for a Specific Print Job

To access the GreenPrint Printing Preferences and change settings for a specific print job:

1. Go to **File > Print** from the application, make sure that GreenPrint is selected as the printer.
2. Click **Preferences** or **Properties** (application dependent).
3. Select the print from the **Target Printer** drop-down menu.
4. Click on **'Refresh'** if your printer was recently added and does not show.
5. Click **OK**, as shown in **Figure 23**.

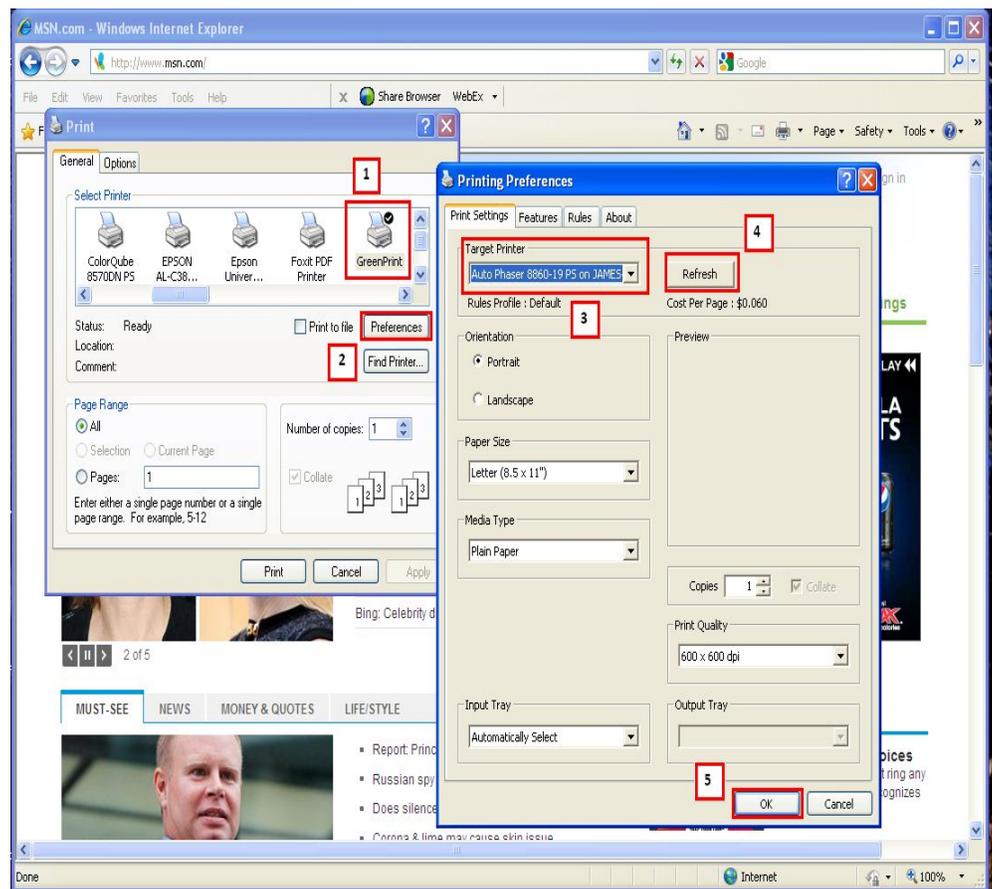


Figure 23: Changing Settings for a Specific Print Job

Print Settings

The **Print Settings** tab displays your chosen Target Printer and its corresponding default print settings, as shown in **Figure 24**.

Target Printer

Use the **Target Printer** drop-down menu to select your preferred output device.

Orientation

The **Orientation** setting displays the orientation of the document. If you'd like to change this setting for a specific document, it is recommended that you do so from within the application's **Page Setup** function.

Paper Size

The **Paper Size** setting displays the paper size to be used when printing the document. This list is populated only with paper sizes available in the selected Target Printer. If you'd like to change this setting for a specific document, it is recommended that you do so from within the application's **Page Setup** function.

Media Type

The **Media Type** setting displays the type of paper or media to be used when printing the document. This list is populated only with media types available in the selected Target Printer. You can select a different media type here as needed.

Color Mode

The **Color Mode** setting displays the color options for the Target Printer. This box will be grayed out for printers that do not support color printing. For printers that support both color and grayscale printing, you can select a different color mode here as needed.

Input Tray

The **Input Tray** setting shows from which tray the printer will select paper for the print job. This is usually set to Automatically Select; however, you can select a different tray here as needed.

Copies

If you'd like to print multiple copies of a document, you can set that number here. The checkbox will allow you to collate the copies if desired.

Print Quality

The **Print Quality** setting is determined by the Target Printer. Depending on the Target Printer's driver, you may or may not have a choice for print quality.

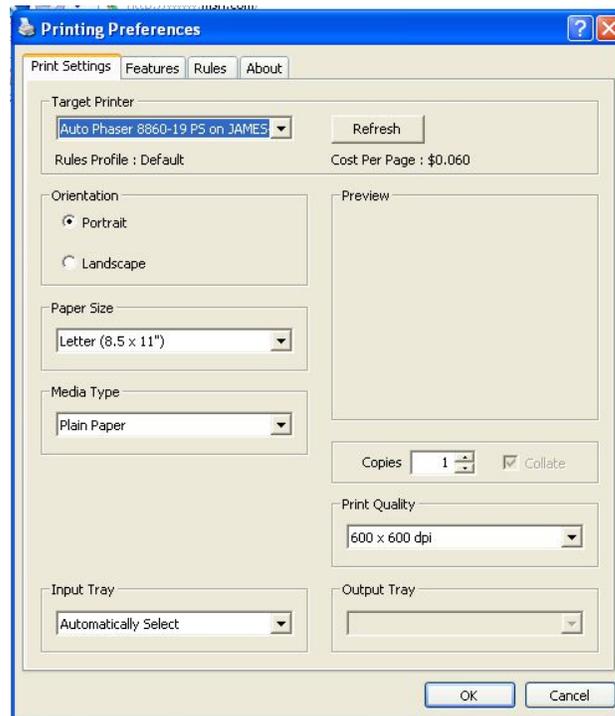


Figure 24: GreenPrint Printing Preferences Window: Print Settings

Features

Duplex Printing

- Selecting the **Automatic** radio button under **Duplex Printing** will enable a reminder dialog within the GreenPrint preview which allows you to choose a duplex preference for your printers, as shown in **Figure 25**.
- If your printers do not support duplex, or you do not wish to be reminded to duplex, select the **Off** radio button.

Enterprise users please note your IT staff may centrally manage these settings, so this area may not be available to you.

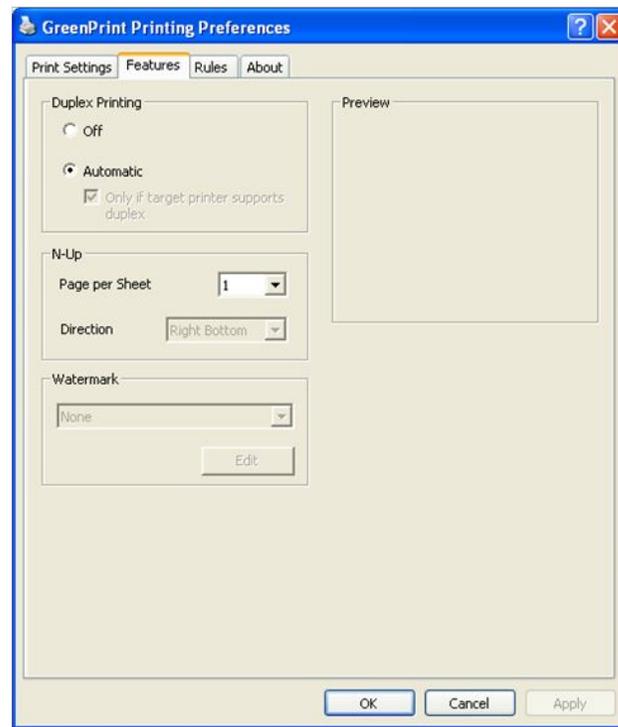


Figure 25: GreenPrint Printing Preferences Window: Features

N-Up

The **N-Up** feature will allow multiple pages to be printed on one sheet of paper. N-Up options are 1, 2, 4, 6, 9 and 16 pages per sheet.

Rules

GreenPrint uses a set of rules to check for waste criteria on each page of every print job. To customize these filters use the **New** button to create a new rules **Profile**, as shown in **Figure 26**.

- Check or un-check the box next to each rule to turn it on or off.
- Customize the **Pages with less than X lines of text** rule by using the up and down arrows or typing in the minimum number of lines of text
- Customize the **Pages with more than X% blank area** rule by using the up and down arrows or typing in the percentage

When you're done customizing your Rules Profile, name the profile, choose if you'd like to set it as your default, and click **Save** and **OK**.

Enterprise users please note your IT staff may centrally manage these settings, so this area may not be available to you.

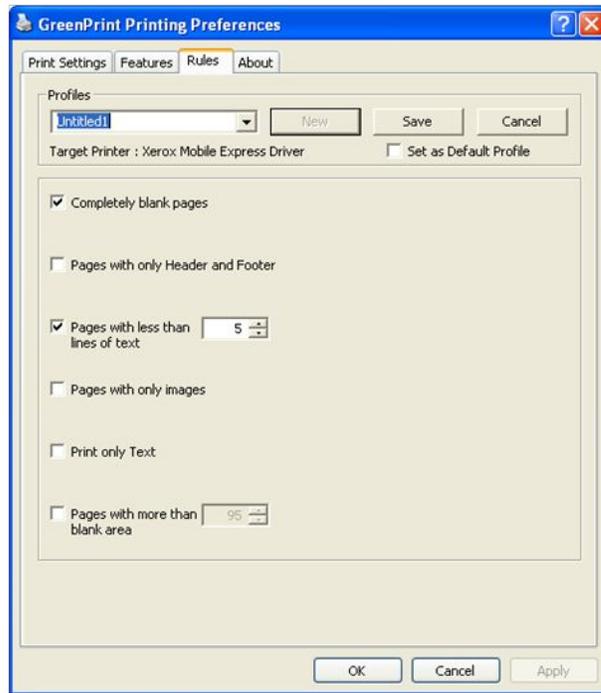


Figure 26: GreenPrint Printing Preferences Window: Rules

About

The About tab provides you with important information about the version of GreenPrint that you're using and your licensing details, as shown in Figure 27.



Figure 28: GreenPrint Printing Preferences Window: About

When contacting Technical Support it is important to provide the version numbers and license type to get accurate and efficient help.

GreenPrint Properties

To access the GreenPrint Properties:

1. Go to the **Start menu > Control Panel > Printers and Faxes** (or just **Printers** in Vista).
2. Right-click on the **GreenPrint** printer and select **Properties**.

GreenPrint Settings: Setting the Currency Symbol

This section allows you to set the currency symbol of your choice as well as the cost per page for each printer on your system, as shown in **Figure 28**.

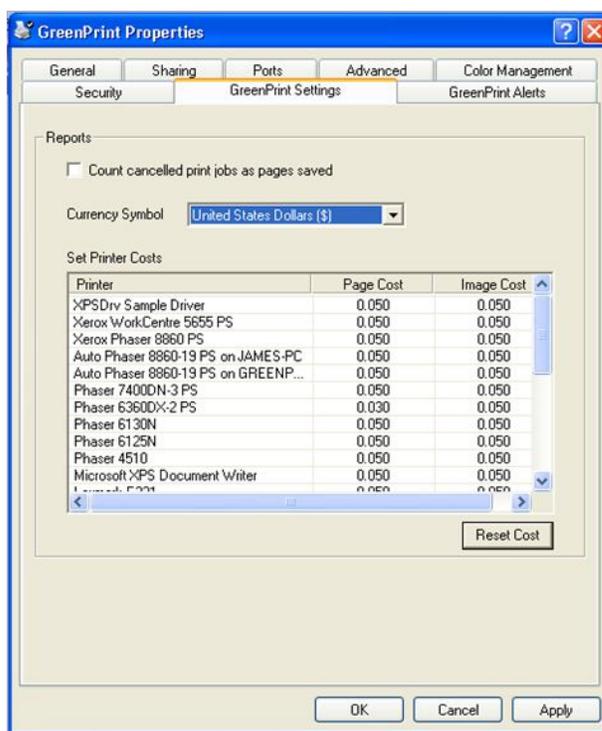


Figure 28: GreenPrint Properties: GreenPrint Settings

Working in a Single Page View

Single Page View can be accessed by clicking on the icon of one page in the **View Mode** section of the toolbar at the top of the preview, or alternatively by double-clicking on any page while in overview mode, as shown in **Figure 29**.

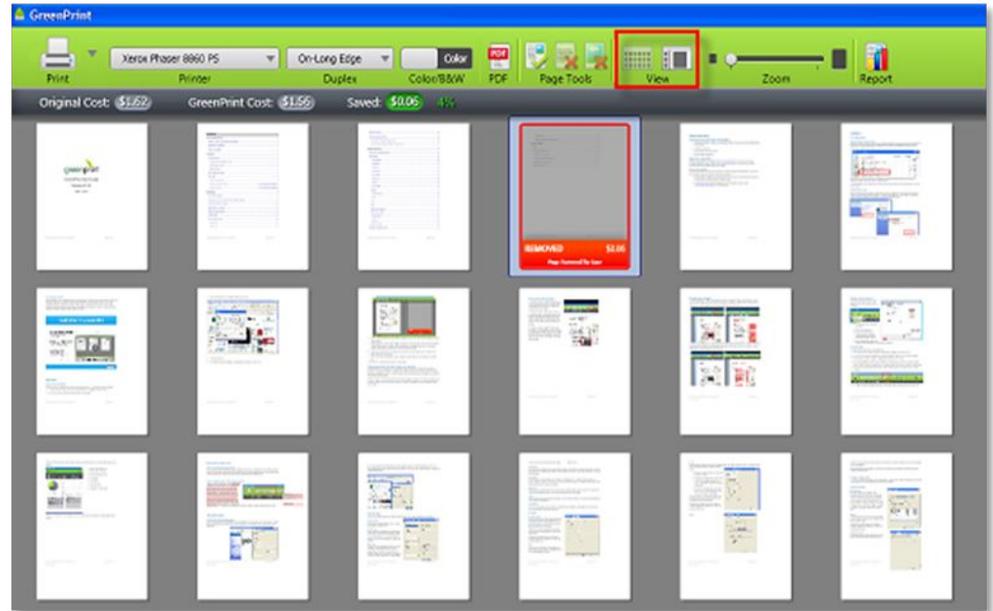


Figure 29: Choosing Viewing Options

Advanced Zoom

The Zoom tool in Single Page View will allow you to view any page in great detail. Use the zoom slider in the toolbar at the top of the preview to zoom in and out of any page. The navigation area on the left side of the preview will allow you to jump from page to page.

Individual Graphic and Text Removal

In Single Page View you can remove individual graphics and portions of text from any page. When the graphic or text has been removed it will be highlighted in red to indicate that it will not be printed.

- To remove an individual graphic, click on it or click and drag over it, then right click and choose **Remove Graphic**, as shown **Figure 30**.

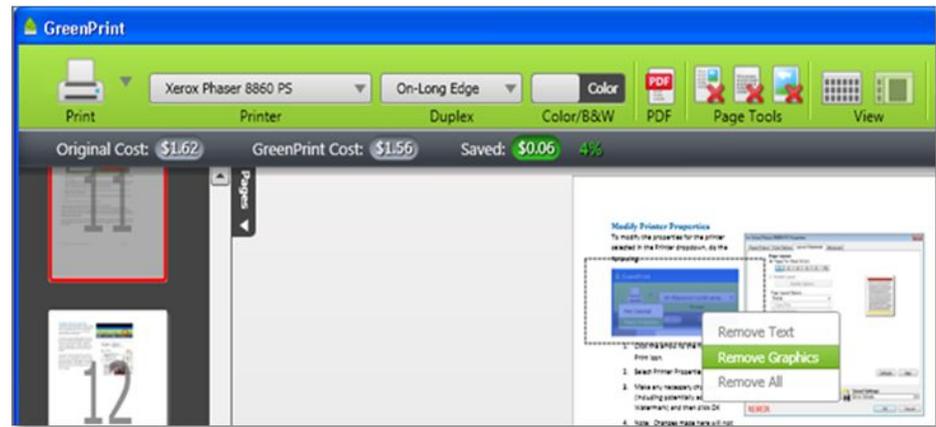


Figure 30: Removing an Individual Graphic

- To remove a block of text, click and drag over it to select, then right click and choose **Remove Text**, as shown in **Figure 31**.



Figure 31: Removing a Block of Text

- To remove text and graphics at the same time, click and drag over an area of the page to select it, then right-click **Remove All**, as shown in **Figure 32**.

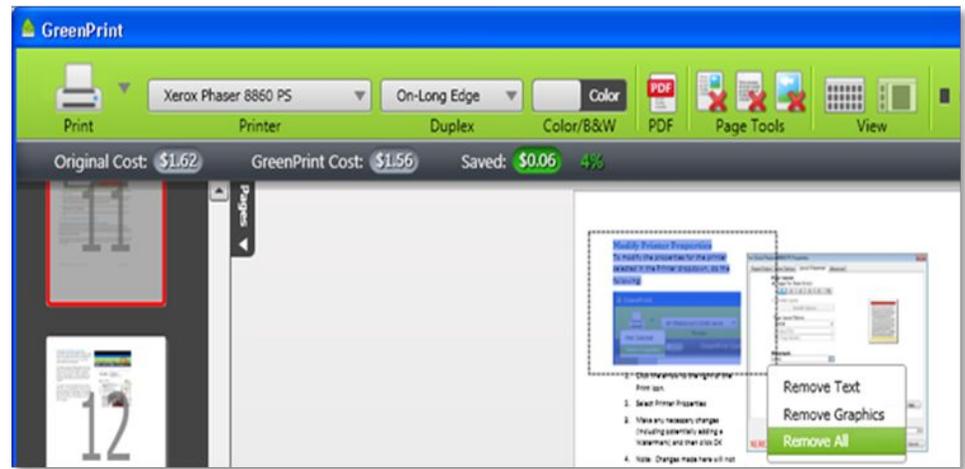


Figure 32: Removing Graphics and a Block Text

Technical Support

GreenPrint Support

GreenPrint Support can be reached at xeroxsupport@printgreener.com. Your email will be addressed within 24 hours if received Monday through Friday (9-5 Pacific Time), and first thing Monday if received over the weekend.

Xerox Support

If you're having a problem with your Xerox® Solid Ink device, please visit the [Xerox Support website](#) or call 877.362.6567.

What to Do First

1. Watch the Tutorials at <http://printgreener.com/xerox> to see if your question is answered in a short video.
2. Read the FAQ and check the Forums to see if your question is answered there. You can also post a question in the forum to get feedback from other GreenPrint users.
3. If the two options above don't help, please email xeroxsupport@printgreener.com.

Information to Include When Emailing Support

Basic Details

When emailing support please include the following information so we can help you as quickly as possible:

1. Operating System and Service Pack (XP: **Start > My Computer** > right click, **Properties**, Vista: **Start > Computer** > right click, **Properties**).
2. Version of Microsoft .NET installed (XP: Control Panel > **Add Remove Programs**, Vista: **Control Panel > Programs and Features**).
3. Printer manufacturer, model number & driver version (XP: **Control Panel > Printers & Faxes**, Vista: **Control Panel: Printers**).
4. Version of GreenPrint installed (print a document to GreenPrint, go to **Help > About**).
5. Step-by-step instructions on how to reproduce the problem.
6. Originating application and version (Word, IE, etc).
7. Target printer (listed in the printer drop down menu in the GreenPrint preview).
8. Screenshots of any relevant preview screens, error messages, etc.
9. If output related, scanned copies of the incorrect output.

Installation Related

If you are experiencing an error during installation, please include the following files with your email:

1. Open a **Run** window (Windows key + R or **Start > Run**).
2. Type **%temp%** and hit Enter.
3. In the main directory (not the GreenPrint folder) find **gpinstca.elr** and **gpsetup.elr**.
4. Copy the **.elr** files and paste them on your Desktop.
5. Attach **gpinstca.elr** and **gpsetup.elr** to your email, as shown in **Figure 33**.

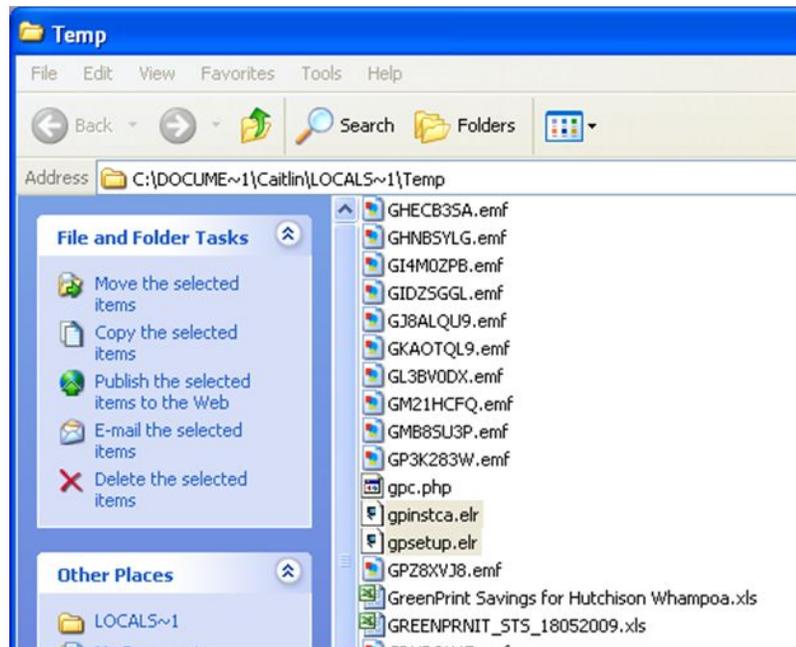


Figure 33: gpinstca.elr and gpsetup.elr files

Preview or Printing Record

If you are experiencing an error during the GreenPrint preview or while printing, please include the following files with your email:

Windows XP

1. Go to **Start > My Computer > C: > Documents and Settings > All Users > Application Data > GreenPrint > Logs**.
2. If you are not able to access this folder, it may be hidden by Windows. You can change this setting by going to **Control Panel > Folder Options > View > Hidden Files and Folders > Show hidden files and folders**.
3. Find any files there ending in .elr (for example gpdru01.elr, GPPreview.elr, gpsrdg01.elr, gprsht01.elr).
4. Copy the .elr files and paste them on your Desktop.
5. Attach the .elr files to your email, as shown in **Figure 34**.

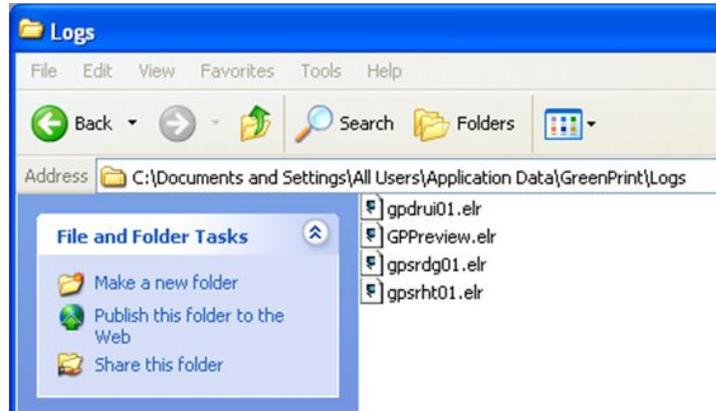


Figure 34: .elr files in Windows XP

Windows Vista/ Windows 7

1. Go to **Start > Computer > C: > Program Data > GreenPrint > Logs**.
2. If you are not able to access this folder, it may be hidden by Windows. You can change this setting by going to **Control Panel > Folder Options > View > Hidden Files and Folders > Show hidden files and folders**.
3. Find any files there ending in .elr (for example gpdru101.elr, GPPreview.elr, gpsrdg01.elr, gpsrht01.elr).
4. Copy the .elr files and Paste them on your Desktop.
5. Attach the .elr files to your email, as shown in **Figure 35**.

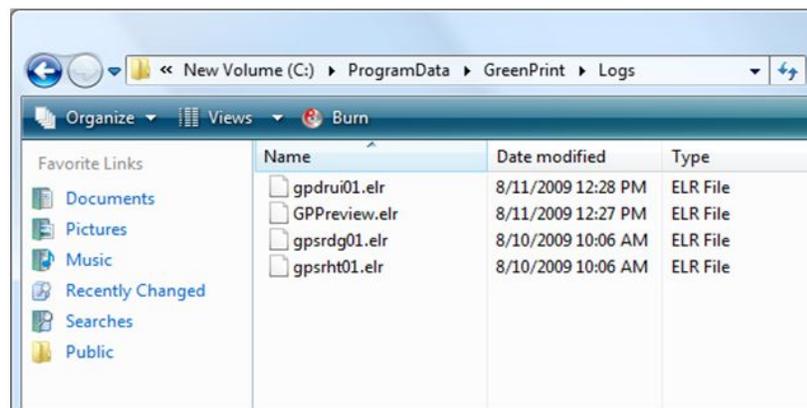


Figure 35: .elr files in Windows Vista/ Windows 7

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