SP 5200S/5210SF/5210SR

Operating Instructions
Printer Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "Manuals and Safety Information for This Machine" before using the machine.

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2. Printing Documents

3. Printing Stored Documents

4. Printing Files from an External Memory Device

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Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

Manuals and Safety Information for This Machine 🌐 Region **A** **(mainly Europe and Asia)**

Contains introductions of the manuals and information about safe usage of this machine.

Before using the machine, be sure to read the section of this manual entitled Safety Information to avoid injury and prevent damage to the machine.

Manuals and Safety Information for This Machine 🌐 Region **B** **(mainly North America)**

Contains introductions of the manuals and information about safe usage of this machine.

Before using the machine, be sure to read the section of this manual entitled Safety Information to avoid injury and prevent damage to the machine.

This manual is provided in English only.

Quick Installation Guide

Contains procedures for unpacking and installing the machine.

Initial Guide for Scanner and Fax

Explains how to set up the Scanner and Facsimile functions and use their basic features. Details about these functions that are not included in this manual are provided in Scanner Reference, Facsimile Reference, and Network and System Settings Reference.

About This Machine

This manual introduces the machine's various functions. It also explains preparation procedures for using the machine, the control panel, how to install options, how to enter text, how to install the CD-ROMs provided, and how to replace paper, print cartridge, staples, and other consumables.

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Reference

Explains how to connect the machine to a network and how to configure and operate the machine in a network environment. It also explains how to change System Settings and how to register information in the Address Book.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

VM Card Extended Feature Settings Device Reference

Explains how to set up the extended features settings with the machine.

VM Card Extended Feature Settings Web Reference

Explains how to set up the extended features settings using Web Image Monitor.

UNIX Supplement

Explains how to set up and use a network printer using UNIX.

To obtain the "UNIX Supplement", visit our Web site or consult an authorized dealer.

This manual includes explanations of functions and settings that might not be available on this machine.

This manual is provided in English only.

Other manuals

- Quick Reference Copy Guide

- Quick Reference Printer Guide

- Quick Reference Fax Guide

- Quick Reference Scanner Guide

- App2Me Start Guide

Note

- The following software products are referred to using general names:

Product name	General name
SmartDeviceMonitor for Client 2	SmartDeviceMonitor for Client

Notice

Important

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good copy quality, the manufacturer recommends that you use genuine toner from the manufacturer.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔖 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

🌐 **Region A** (mainly Europe and Asia)

🌐 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information".

Machine Types

This machine comes in three models with different copy and print speeds, and different units installed.

Machine type	Copy/print speed	Finisher	Internal tray 2
Type 1	45 sheets/minute (A4�) 47 sheets/minute ($8^1/_2 \times 11$▶)	Cannot be installed	Cannot be installed
Type 2	50 sheets/minute (A4▶) 52 sheets/minute ($8^1/_2 \times 11$▶)	Cannot be installed	Standard
Type 3	50 sheets/minute (A4▶) 52 sheets/minute ($8^1/_2 \times 11$▶)	Standard	Cannot be installed

Notes

Contents of this manual are subject to change without prior notice.

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Names of Major Items

Major items of this machine are referred to as follows in this manual:

- Auto Document Feeder → ADF

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

Laws and Regulations

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:
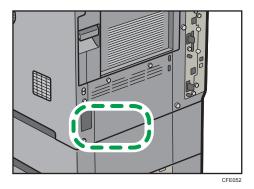
bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.

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The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

🌐 Region **A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -67, -69
- 220-240V

🌐 Region **B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -57
- 120-127V

⬇ Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.
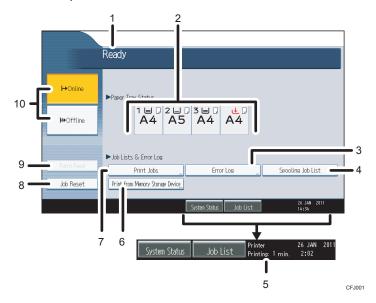
Display Panel

This section describes configuration using the display panel when the printer function is selected.

Initial Display

⭐**Important**

- The machine switches to offline when you make settings in online mode. After you complete the setting, the machine switches to online automatically.
- If you make a setting when the machine is offline, it will stay offline afterwards.
- The function items displayed serve as selector keys. You can select or specify an item by pressing it lightly.
- When you select or specify an item on the control panel, it becomes highlighted.
- Keys dimmed (for example, OK) cannot be used.

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1. **Operational status or messages**

   Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

2. **Paper Tray Status indicators**

   The paper tray settings appear.

3. **Error Log**

   Press to display the error logs of print jobs sent from a computer.

4. **Spooling Job List**

   Press to display spooled jobs.

5. **Estimated time until printing completes**

   Displays estimated time until printing completes after receiving all data from the computer.

6. **Print from Memory Storage Device**

   Press to display the screen for printing files stored on removable memory devices directly.

7. **Print Jobs**

   Press to display print jobs sent from a computer.

8. **Job Reset**

   Press to cancel the current print job.

   If you press it when the machine is offline and Hex Dump is selected, Hex Dump is canceled.

9. **Form Feed**

   Press to print all the data left in the machine's input buffer.

   When the machine is online, the status appears dimly.

10. **⊢Online / ⊩Offline**

    Press to switch the machine between online and offline.

    When the machine is online, it can receive data from the computer.

    When the machine is offline, it cannot receive data from the computer.

⬇ Note

- When the power is turned on, the copier display is shown. This is a factory default. This initial setting can be changed. For details, see "System Settings", Network and System Settings Reference.

Simplified Display
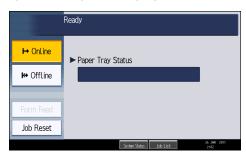
This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display. Letters and keys are displayed at a larger size, making operations easier.

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Example of a simplified display

⬇ Note

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.
- The [Simplified Display] key is lit when the simplified display is active.

1. Preparing the Machine

This chapter describes how to connect this machine to your computer, and install the printer driver.

Confirming the Connection Method

This machine supports network and local connection.

Before installing the printer driver, check how the machine is connected. Follow the driver installation procedure that is appropriate to the connection method.
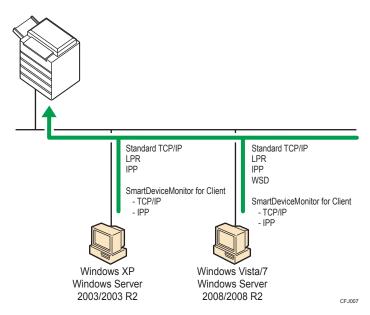
Network Connection

This machine can be used as a Windows printing port or network printer.

Using this machine as the Windows printing port

Network connections can be established through Ethernet, and Wireless LAN.

Available ports are determined based on the combination of Windows operating system version and connection method used.

Standard TCP/IP
LPR
IPP

SmartDeviceMonitor for Client
- TCP/IP
- IPP

Windows XP
Windows Server
2003/2003 R2

Standard TCP/IP
LPR
IPP
WSD

SmartDeviceMonitor for Client
- TCP/IP
- IPP

Windows Vista/7
Windows Server
2008/2008 R2

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Windows XP, Windows Server 2003/2003 R2

Connection Method	Available Ports
• Ethernet • Wireless LAN	• Standard TCP/IP port • IPP port • LPR port • SmartDeviceMonitor for Client port

Windows Vista/7, Windows Server 2008/2008 R2

Connection Method	Available Ports
• Ethernet • Wireless LAN	• Standard TCP/IP port • IPP port • LPR port • WSD port • SmartDeviceMonitor for Client port

⬇ **Note**

- See the explanation about how to install the printer driver for each type of port.
- For details about Standard TCP/IP port, see "Using the Standard TCP/IP Port".
- For details about IPP port, see "Using the IPP Port".
- For details about LPR port, see "Using the LPR Port".
- For details about WSD port, see "Using the WSD Port".
- For details about SmartDeviceMonitor for Client port, see "Using the SmartDeviceMonitor for Client Port".
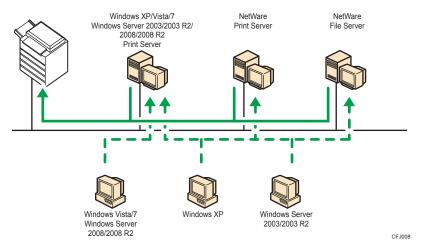
🗐 **Reference**

- p.24 "Using the Standard TCP/IP Port"
- p.26 "Using the IPP Port"
- p.28 "Using the LPR Port"
- p.30 "Using the WSD Port"
- p.33 "Using the SmartDeviceMonitor for Client Port"

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Using as a network printer

This machine can be used as the Windows network printer, the NetWare print server, or the NetWare remote printer.

⭐Important

- IPX/SPX (NetWare) cannot be used under Windows Vista/7 and Windows Server 2008/2008 R2.

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⬇Note

- In an IPv6 environment, NetWare servers cannot be used.

- See the explanation about how to install the printer driver for each type of network printer.

- For details about Windows network printer, see "Using as a Windows Network Printer".

- For details about NetWare print server and remote printer, see "Using as a NetWare Print Server/ Remote Printer".

📄Reference

Local Connection

Local connections can be established via USB.

⬇Note

- For details about USB connection, see "Installing the Printer Driver Using USB".

📄Reference

Installing the Printer Driver

This section explains how to install the printer driver. There are two ways to install the printer driver: using Quick Install, which installs the printer driver, or installing the appropriate driver according to the port you want to use.

Downloading the Printer Driver

You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

🔱 **Note**

- This manual uses procedures based on Windows XP as an example, unless otherwise specified. Procedures and screens might vary depending on the operating system you are using.

Quick Install

You can install the printer drivers easily from the CD-ROM provided with this machine.

Using Quick Install, the PCL 6 printer driver is installed under network environment, and the Standard TCP/IP port will be set.

⭐**Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- If you connect using USB, see "Installing the Printer Driver Using USB" and install the printer driver.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [Quick Install].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select the machine model you want to use in the [Select Printer] dialog box.**

   For network connection via TCP/IP, select the machine whose IP address is displayed in [Connect To].

7. **Click [Install].**

   If the [Hardware Installation] message appears, click [Continue Anyway].

   The printer driver installation starts.

   The PCL 6 printer driver is installed in the language specified by your operating system.

8. **Click [Finish].**

   A message about restarting the computer appears. Restart the computer to complete installation.

9. **Click [Exit] in the first dialog box of the installer, and then take out the CD-ROM.**

⬇**Note**

- To stop installation of Quick Install, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.

📄**Reference**

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Installing the Printer Driver for the Selected Port

You can install the appropriate driver according to the port you want to use.

Using the Standard TCP/IP Port

This describes how to install the PCL or PostScript® 3™ printer driver using the Standard TCP/IP port.

★Important

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the SmartDeviceMonitor for Client port.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

Installing the PCL printer driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL Printer Drivers].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [Standard TCP/IP Port], and then click [OK].**

    If [Standard TCP/IP Port] does not appear, see Windows Help and then configure the settings.

12. **Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

13. **Enter the machine name or IP address in the [Printer Name or IP Address] box.**

    The [Port Name] text box automatically obtains a port name. Change this name if necessary.

14. **Click [Next >].**

15. **Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

    The installation start dialog box reappears.

16. **Check that the port of the selected printer is displayed in [Port].**

17. **Configure the default printer as necessary.**

18. **Click [Continue].**

    The printer driver installation starts.

19. **Click [Finish].**

20. **Select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

🔸 **Note**

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Troubleshooting.

Installing the PostScript 3 printer driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The printer driver with the selected language will be installed. The English printer driver is installed when the following language is selected: Suomi, Magyar, Cestina, Polski, Portugues, Russian.

4. **Click [PostScript 3 Printer Driver].**

    Add Printer Wizard starts.

5. Click [Next >].

6. Click [Local printer attached to this computer], and then click [Next >].

7. Click [Create a new port:].

8. Click [Standard TCP/IP Port] in [Type of port:], and then click [Next >].

9. Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.

10. Enter the machine name or IP address in the [Printer Name or IP Address] box.

    The [Port Name] text box automatically obtains a port name. Change this name if necessary.

11. Click [Next >].

12. Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.

13. Check that the name of the machine whose driver you want to install is selected, and then click [Next >].

14. Change the machine name if you want, and then click [Next >].

    Select [Yes] to configure the machine as default.

15. Specify whether or not to share the machine, and then click [Next >].

16. Specify whether or not to print a test page, and then click [Next >].

17. Click [Finish].

    If the [Hardware Installation] message appears, click [Continue Anyway].

    The printer driver installation starts.

⬇ **Note**

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Using the IPP Port

This describes how to install the PCL or PostScript 3 printer driver using the IPP port.

⭐ **Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

- In an IPv6 environment, you cannot use the IPP Port. Use the SmartDeviceMonitor for Client port.

- To print via IPP-SSL, use the SmartDeviceMonitor for Client port.

- To print via IPP-SSL under Windows Vista/7 or Windows Server 2008/2008 R2, you must install the device certificate on your computer before you install the printer driver using the IPP port. For details, consult your administrator.

1. **Quit all applications currently running.**

2. **On the [Start] menu, click [Printers and Faxes].**

3. **Click [Add a printer].**

   The [Add Printer Wizard] dialog box appears.

4. **Click [Next >].**

5. **Click [A network printer, or a printer attached to another computer].**

6. **Click [Next >].**

7. **Click [Connect to a printer on the Internet or on a home or official network:].**

8. **In the [URL:] box, enter "http:// machine's IP address/ printer (or ipp)" as the machine's address, and then click [Next >].**

9. **Click [Have Disk...].**

10. **Insert the provided CD-ROM into the computer's CD-ROM drive.**

    If Auto Run starts, click [Cancel] and then [Exit].

11. **Click [Browse...], and then specify a location for the INF file.**

    If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

    - PCL 5e

      D:\x86 or X64\DRIVERS\PCL5e\XP_VISTA or X64\(Language)\DISK1

    - PCL 6

      D:\x86 or X64\DRIVERS\PCL6\XP_VISTA or X64\MUI\DISK1

    - PostScript 3

      D:\x86 or X64\DRIVERS\PS\XP_VISTA or X64\MUI\DISK1

    The PCL 6 printer driver is installed in the language specified by your operating system.

12. **Click [Open].**

13. **Click [OK] to close the Install From Disk window.**

14. **Select the machine you want to use, and then click [OK].**

    If the [Hardware Installation] message appears, click [Continue Anyway].

15. **Configure the default printer as necessary, and then click [Next >].**

16. **Click [Finish].**

    If installation is successful, the icon of the printer connected to the IPP port is added to the [Printers and Faxes] window.

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⬇Note

- To stop installation of the selected driver, click [Cancel] before installation is complete.

Using the LPR Port

This describes how to install the PCL or PostScript 3 printer driver using the LPR port.

⭐Important

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- In an IPv6 environment, you cannot use the LPR Port.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

Installing the PCL printer driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL Printer Drivers].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [LPR Port], and then click [OK].**

    If [LPR Port] does not appear, see Windows Help and install it.

12. **Enter the machine's IP address in the [Name or address of server providing lpd:] box.**

13. **Enter "lp" in the [Name of printer or print queue on that server:] box, and then click [OK].**

    The port is added.

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Configure the default printer as necessary.**

16. **Click [Continue].**

    The printer driver installation starts.

17. **Click [Finish].**

18. **Select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

⬇ Note

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Troubleshooting.

Installing the PostScript 3 printer driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The printer driver with the selected language will be installed. The English printer driver is installed when the following language is selected: Suomi, Magyar, Cestina, Polski, Portugues, Russian.

4. **Click [PostScript 3 Printer Driver].**

    Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [Local printer attached to this computer], and then click [Next >].**

7. **Click [Create a new port:].**

8. **Click [LPR Port] in [Type of port:], and then click [Next >].**

9. **Enter the machine's IP address in the [Name or address of server providing lpd:] box.**

10. **Enter "lp" in the [Name of printer or print queue on that server:] box, and then click [OK].**

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11. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

12. **Change the machine name if you want, and then click [Next >].**

    Select [Yes] to configure the machine as default.

13. **Specify whether or not to share the machine, and then click [Next >].**

14. **Specify whether or not to print a test page, and then click [Next >].**

15. **Click [Finish].**

    If the [Hardware Installation] message appears, click [Continue Anyway].

    The printer driver installation starts.

⤵**Note**

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Using the WSD Port

This describes how to install the PCL or PostScript 3 printer driver using the WSD port.

⭐**Important**

- The WSD port can be used under Windows Vista/7, or Windows Server 2008/2008 R2.

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

- You can connect to the printer only if both the printer and computer are on the same network segment, or "Network discovery" is enabled. For details, see Windows Help.

Windows Vista, Windows Server 2008 - WSD port

1. **Quit all applications currently running.**

2. **On the [Start] menu, click [Network].**

   The [Network] window appears, and the device search begins automatically.

3. **Right-click the machine's icon, and then click [Install].**

   If the [User Account Control] dialog box appears, click [Continue].

The [Found New Hardware] dialog box appears.

4. **Click [Locate and install driver software (recommended)].**

If the [User Account Control] dialog box appears, click [Continue].

5. **Click [Browse my computer for driver software (advanced)].**

6. **Insert the provided CD-ROM into the computer's CD-ROM drive.**

If the [AutoPlay] dialog box appears, click the [Close] button.

7. **Click [Browse...], and then specify a location for the printer driver.**

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

- PCL 5e

  D:\x86 or X64\DRIVERS\PCL5e\XP_VISTA or X64\(Language)\DISK1

- PCL 6

  D:\x86 or X64\DRIVERS\PCL6\XP_VISTA or X64\MUI\DISK1

- PostScript 3

  D:\x86 or X64\DRIVERS\PS\XP_VISTA or X64\MUI\DISK1

The PCL 6 printer driver is installed in the language specified by your operating system.

8. **Click [Next].**

If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

9. **Click [Close].**

If installation is successful, the icon of the printer connected to the WSD port is added to the [Printers] window.

⬇ **Note**

- The port name that follows "WSD" uses random character strings. It cannot be changed freely.

- To stop installation of the selected driver, click [Cancel] before the installation is complete. When re-installing the WSD Port, right-click the machine's icon in the [Network] window, and then click [Uninstall].

Windows 7, Windows Server 2008 R2 - WSD port

1. **Quit all applications currently running.**

2. **On the [Start] menu, click [Computer].**

3. **Click [Network].**

4. **Right-click the machine's icon, and then click [Install].**

Driver installation starts automatically.

1

If the "Device driver software was not successfully installed" message appears, close the message, and then proceed to step 5.

5. **On the [Start] menu, click [Devices and Printers].**

6. **Click [Add a printer].**

7. **Click [Add a local printer].**

8. **Check the [Use an existing port:] check box, and select WSD port.**

9. **Click [Next].**

10. **Click [Have Disk...].**

11. **Insert the CD-ROM into the CD-ROM drive.**

    If the [AutoPlay] dialog box appears, click the [Close] button.

12. **Click [Browse...], and then specify a location for the printer driver.**

    If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

    • PCL 5e

       D:\x86 or X64\DRIVERS\PCL5e\XP_VISTA or X64\(Language)\DISK1

    • PCL 6

       D:\x86 or X64\DRIVERS\PCL6\XP_VISTA or X64\MUI\DISK1

    • PostScript 3

       D:\x86 or X64\DRIVERS\PS\XP_VISTA or X64\MUI\DISK1

    The PCL 6 printer driver is installed in the language specified by your operating system.

13. **Click [OK] to close the [Install From Disk] window.**

14. **Select the manufacturer and model name of the machine you want to use, and then click [Next].**

15. **Follow the instructions on the screens.**

    According to your needs, you may change the machine name, configure the machine as a default printer and/or a shared printer, and print a test page.

16. **Click [Finish].**

    If installation is successful, the icon of the printer connected to the WSD port is added to the [Devices and Printers] window.

🔸 Note

• The port name that follows "WSD" uses random character strings. It cannot be changed freely.

• To stop installation of the selected driver, click [Cancel] before the installation is complete. When re-installing the WSD Port, right-click the machine's icon in the [Network] window, and then click [Uninstall].

Using the SmartDeviceMonitor for Client Port

This describes how to install the printer driver using the SmartDeviceMonitor for Client port.

To use this function, you must first download SmartDeviceMonitor for Client from the manufacturer's Web site and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Client.

⭐ **Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

Installing the PCL printer driver (TCP/IP)

1. **Quit all applications currently running.**
2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.
3. **Select an interface language, and then click [OK].**
4. **Click [PCL Printer Drivers].**

   The software license agreement appears in the [License Agreement] dialog box.
5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**
6. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.
7. **Click [Next >].**
8. **Select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.
9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine model, and port.
10. **Click [Port], and then click [Add].**
11. **Click [SmartDeviceMonitor for Client 2], and then click [OK].**
12. **Click [TCP/IP], and then click [Search].**

    A list of printers using TCP/IP appears.

13. Select the machine you want to use, and then click [OK].

Only machines that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

14. Check that the port of the selected printer is displayed in [Port].

15. Set a user code, if necessary.

Up to 8 numeric characters can be entered. No alphabetic characters or symbols can be entered.

16. Select the [Default Printer] check box to configure the printer as default.

17. Click [Continue].

Installation starts.

18. Click [Finish].

19. Select one of the options to restart the computer either now or later, and then click [Finish].

Restart the computer to complete installation.

⬇Note

- Setting a user code allows a SmartDeviceMonitor for Admin user to display and check statistics about the number of sheets which each user prints. For details, see SmartDeviceMonitor for Admin Help.

- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Troubleshooting.

Installing the PostScript 3 printer driver (TCP/IP)

1. Quit all applications currently running.

2. Insert the CD-ROM into the CD-ROM drive.

The installer starts.

3. Select an interface language, and then click [OK].

The printer driver with the selected language will be installed. The English printer driver is installed when the following language is selected: Suomi, Magyar, Cestina, Polski, Portugues, Russian.

4. Click [PostScript 3 Printer Driver].

Add Printer Wizard starts.

5. Click [Next >].

6. Click [Local printer attached to this computer], and then click [Next >].

7. **Click [Create a new port:].**

8. **Click [SmartDeviceMonitor for Client 2] in [Type of port:], and then click [Next >].**

9. **Click [TCP/IP], and then click [Search].**

   A list of machines using TCP/IP appears.

10. **Select the machine you want to use, and then click [OK].**

    Only machines that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

11. **Check that the name of the machine whose driver you want to install is selected, and then click [Next >].**

12. **Change the machine name if you want, and then click [Next >].**

    Select [Yes] to configure the machine as default.

13. **Specify whether or not to share the machine, and then click [Next >].**

14. **Specify whether or not to print a test page, and then click [Next >].**

15. **Click [Finish].**

    If the [Hardware Installation] message appears, click [Continue Anyway].

    The printer driver installation starts.

⬇Note

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Installing the PCL printer driver (IPP)

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL Printer Drivers].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

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7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [SmartDeviceMonitor for Client 2], and then click [OK].**

12. **Click [IPP].**

13. **In the [Printer URL] box, enter "http://(machine's IP address or host name)/printer" as the machine's address.**

    If the server authentication is issued, to enable SSL (a protocol for encrypted communication), enter "https://(machine's IP address or host name)/printer" (Internet Explorer 5.01, or a higher version must be installed).

    (example IP address: 192.168.15.16)

    `http://192.168.15.16/printer`

    `https://192.168.15.16/printer`

    You can enter "http://(machine's IP address or host name)/ipp" as the machine's address.

    If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

14. **Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing ports.**

    If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

15. **Click [Detailed Settings] to make necessary settings, and then click [OK].**

    For details about the settings, see SmartDeviceMonitor for Client Help.

16. **Click [OK].**

17. **Check that the port of the selected printer is displayed in [Port].**

18. **Set a user code, if necessary.**

    Up to 8 numeric characters can be entered. No alphabetic characters or symbols can be entered.

19. **Select the [Default Printer] check box to configure the printer as default.**

20. **Click [Continue].**

    Installation starts.

21. **Click [Finish].**

22. Select one of the options to restart the computer either now or later, and then click [Finish].

Restart the computer to complete installation.

🔽 Note

- Setting a user code allows a SmartDeviceMonitor for Admin user to display and check statistics about the number of sheets which each user prints. For details, see SmartDeviceMonitor for Admin Help.

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Troubleshooting.

Installing the PostScript 3 printer driver (IPP)

1. Quit all applications currently running.

2. Insert the CD-ROM into the CD-ROM drive.

The installer starts.

3. Select an interface language, and then click [OK].

The printer driver with the selected language will be installed. The English printer driver is installed when the following language is selected: Suomi, Magyar, Cestina, Polski, Portugues, Russian.

4. Click [PostScript 3 Printer Driver].

Add Printer Wizard starts.

5. Click [Next >].

6. Click [Local printer attached to this computer], and then click [Next >].

7. Click [Create a new port:].

8. Click [SmartDeviceMonitor for Client 2] in [Type of port:], and then click [Next >].

9. Click [IPP].

10. In the [Printer URL] box, enter "http://(machine's IP address or host name)/printer" as the machine's address.

If the server authentication is issued, to enable SSL (a protocol for encrypted communication), enter "https://(machine's IP address or host name)/printer" (Internet Explorer 5.01, or a higher version must be installed).

(example IP address: 192.168.15.16)

```
http://192.168.15.16/printer
```

```
https://192.168.15.16/printer
```

You can enter "http://machine's IP address or host name/ipp" as the machine's address.

11. **Enter a name for identifying the machine in [IPP Port Name]. Use a name different from the one of any existing port.**

    If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

12. **Click [Detailed Settings] to make necessary settings, and then click [OK].**

    For information about the settings, see SmartDeviceMonitor for Client Help.

13. **Click [OK].**

14. **Check that the name of the printer driver you want to install is selected, and then click [OK].**

15. **Change the name of the machine if you want, and then click [Next >].**

    Select [Yes] to configure the machine as default.

16. **Specify whether or not to share the machine, and then click [Next >].**

17. **Specify whether or not to print a test page, and then click [Next >].**

18. **Click [Finish].**

    If the [Hardware Installation] message appears, click [Continue Anyway].

    The printer driver installation starts.

Note

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Changing the port settings for SmartDeviceMonitor for Client

Follow the procedure below to change the SmartDeviceMonitor for Client settings, such as TCP/IP timeout.

Windows XP, Windows Server 2003/2003 R2:

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use. On the [File] menu, click [Properties].**

3. **Click the [Ports] tab, and then click [Configure Port...].**

   The [Port Configuration] dialog box appears.

Windows Vista, Windows Server 2008:

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

   The [Printers] window appears.

3. **Right-click the icon of the printer you want to use, and then click [Properties].**

4. **Click the [Ports] tab, and then click [Configure Port...].**

   The [Port Configuration:] dialog box appears.

Windows 7, Windows Server 2008 R2:

1. **On the [Start] menu, click [Devices and Printers].**

   The [Devices and Printers] window appears.

2. **Right-click the icon of the printer you want to use, and then click [Printer properties].**

3. **Click the [Ports] tab, and then click [Configure Port...].**

   The [Port Configuration] dialog box appears.

⬇ Note

- User, proxy, and timeout settings can be configured for IPP.

- For details about these settings, see "Using the SmartDeviceMonitor for Client Port", or SmartDeviceMonitor for Client Help.

🗐 Reference

- p.33 "Using the SmartDeviceMonitor for Client Port"

Using as a Windows Network Printer

This describes how to install the PCL or PostScript 3 printer driver when using the printer as a Windows network printer.

To use the print server, install the printer driver by selecting "Network printer server", and then select the Windows shared printer.

This section assumes that the client computer has already been configured to communicate with a Windows print server. Do not begin the following procedure before the client computer is set up and configured correctly.

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- If you print under a print server, notification functions of SmartDeviceMonitor for Client may not be used with the client computer.

- You can install the printer driver from the CD-ROM provided with this printer or download it from the manufacturer's Web site.

Installing the PCL Printer Driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL Printer Drivers].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the [Printer Name] check box to select the machine models you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the machine name to display the machine settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine model, and port.

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10. **Click [Port], and then click [Add].**

11. **Click [Network Printer], and then click [OK].**

12. **Double-click the computer name you want to use as a print server in the [Browse for Printer] window.**

13. **Select the printer you want to use, and then click [OK].**

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Configure the user code as necessary.**

    For details about user code, see the printer driver Help.

16. **Select the [Default Printer] check box to configure the printer as default.**

17. **Click [Continue].**

    The printer driver installation starts.

18. **Click [Finish].**

19. **Select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

🔸 Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- To stop installation of the selected drivers, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run.

- If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Troubleshooting.

Installing the PostScript 3 Printer Driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

    The printer driver with the selected language will be installed. The English printer driver is installed when the following language is selected: Suomi, Magyar, Cestina, Polski, Portugues, Russian.

4. **Click [PostScript 3 Printer Driver].**

   Add Printer Wizard starts.

5. **Click [Next >].**

6. **Click [A network printer, or a printer attached to another computer] and then click [Next >].**

7. **Select [Browse for a printer], and then click [Next >].**

8. **Double-click the computer name you want to use as a print server in the [Shared printers:] window.**

9. **Select the machine you want to use, and then click [Next >].**

   If a security warning message appears, click [Yes].

   The printer driver installation starts.

10. **Click [Next >].**

    Select [Yes] to configure the machine as default.

11. **Click [Finish].**

    Restart the computer to complete installation.

⬇ Note

- To stop installation of the selected driver, click [Cancel] before installation is complete.

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

Using as a NetWare Print Server/Remote Printer

This describes how to set up the Windows computer used as the NetWare client.

⭐**Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.
- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.
- IPX/SPX (NetWare) cannot be used under Windows Vista/7 and Windows Server 2008/2008 R2.
- In an IPv6 environment, NetWare servers cannot be used.

The following explanation assumes NetWare Client is installed on the client computer and the NetWare server environment is correctly set up. Install all necessary client applications before following this procedure.

Set up the printer driver while logging on to the NetWare file server.

The following values are used in the example:

- NetWare version: 4.1
- File server name: CAREE
- Queue name: R-QUEUE

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL Printer Drivers].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

   The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Click [Next >].**

8. **Select the [Printer Name] check box to select the machine model you want to use.**

   The machine name can be changed in the [Change settings for 'Printer Name'] box.

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9. **Double-click the machine name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, machine model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [Network Printer], and then click [OK].**

12. **Double-click the name of the NetWare file server on the network tree.**

    The created queue is displayed.

13. **Select the print queue, and then click [OK].**

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Click [Continue].**

    The printer driver installation starts.

16. **Click [Finish] in the [Select Program] dialog box.**

17. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

18. **After restarting the computer, open the printer properties from the [Printers and Faxes] window.**

    Under Windows Server 2003/2003 R2, launch the [Printers] window, and then open the printer properties.

19. **Click the [NetWare setting] tab.**

    Under Windows Server 2003/2003 R2, on the [Printer Settings] tab, clear the [Form Feed] and [Enable Banner] check boxes.

    Do not select these check boxes since they are automatically selected by the printer driver. If you select the check boxes, the printer may not print correctly.

20. **Click [OK] to close the printer properties dialog box.**

⬇Note

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- To stop installation of the selected drivers, click [Cancel] before installation is complete.

- The protocol is set to inactive as default. Enable the protocol on the control panel, using Web Image Monitor or using telnet.

When Using the PostScript 3 Printer Driver

This section explains how to set up a Windows computer used as a NetWare client when using the PostScript 3 printer driver.

⭐**Important**

- In an IPv6 environment, Netware servers cannot be used.

Follow the procedure below to set up the PostScript 3 printer driver.

1. **In the [Printers] or [Printers and Faxes] window, open the printer properties.**

2. **Click the [Device Settings] tab.**

3. **Select [No] on the [Send CTRL-D Before Each Job:] and [Send CTRL-D After Each Job:], and then click [Apply].**

4. **Click [OK] to close the printer properties dialog box.**

Form Feed

Do not use NetWare to configure form feed. Form feed is controlled by the printer driver on Windows. If NetWare form feed is configured, the printer may not print properly.

Follow the procedure below to disable form feed according to the operating system used:

Clear the [Form feed] check box on the [NetWare Settings] tab in the printer properties dialog box.

Banner Page

Do not use NetWare to configure banner page.

Follow the procedure below to disable banner page according to the operating system used:

Clear the [Enable banner] check box on the [NetWare Settings] tab in the printer properties dialog box.

Printing after Resetting the Printer

Printer to print server connection requires 30 - 40 seconds to resume after the printer is reset. During this period, jobs may be accepted (depending on NetWare specifications) but not printed.

To print after resetting the printer as the remote printer, check on the print server that the remote printer is disconnected, or wait for two minutes before trying to print.

Installing the Printer Driver Using USB

This section explains how to install printer drivers using USB.

Before installing, check that only the operating system is running on the computer and no print jobs are in progress.

Windows XP, Windows Server 2003/2003 R2 - USB

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

If the printer driver has already been installed, and plug and play is enabled, the icon of the machine connected to the "USB" port is added to the [Printers and Faxes] window.

If the printer driver is not installed, follow the plug-and-play instructions of the machine to install it from the CD-ROM provided with this machine.

1. **Check that the power of the machine is off.**

2. **Connect the machine and computer using the USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the machine.**

   Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **Select [No, not this time], and then click [Next >].**

5. **In the Found New Hardware Wizard window, click [Install from a list or specific location [Advanced]], and then click [Next >].**

6. **Insert the CD-ROM in the CD-ROM drive.**

   If Auto Run starts, click [Cancel] and then [Exit].

7. **Select the [Include this location in the search] check box under [Search for the best driver in these locations.], and then click [Browse].**

8. **Specify the location where the source files of the printer driver is stored, and then click [OK].**

   If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

   - PCL 5e

     D:\x86 or X64\DRIVERS\PCL5e\XP_VISTA or X64\(Language)\DISK1

   - PCL 6

D:\x86 or X64\DRIVERS\PCL6\XP_VISTA or X64\MUI\DISK1

- PostScript 3

D:\x86 or X64\DRIVERS\PS\XP_VISTA or X64\MUI\DISK1

The PCL 6 printer driver is installed in the language specified by your operating system.

9. **Click [Next >].**

10. **Select the name of the machine whose driver you want to install, and then click [Next >].**

If the [Hardware Installation] message appears, click [Continue Anyway].

11. **Click [Finish].**

If the installation is successful, the icon of the machine connected to the "USB001" port is added to the [Printers and Faxes] window.

🔽Note

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Windows Vista, Windows Server 2008 - USB

⭐Important

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

If the printer driver has already been installed, and plug and play is enabled, the icon of the machine connected to the "USB" port is added to the [Printers] window.

If the printer driver is not installed, follow the plug-and-play instructions of the machine to install it from the CD-ROM provided with this machine.

1. **Check that the power of the machine is off.**

2. **Connect the machine and computer using a USB cable.**

Connect the USB cable firmly.

3. **Turn on the power of the machine.**

Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard window, click [Locate and install driver software (recommended)].**

Click [Yes] or [Continue] if the [User Account Control] window appears.

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5. **When a message prompting insertion of the CD-ROM, insert the CD-ROM into the CD-ROM drive.**

   If the [AutoPlay] dialog box appears, click the [Close] button.

6. **Select the name of the machine whose driver you want to install, and then click [Next].**

   If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

7. **Click [Close].**

   If the installation is successful, the icon of the machine connected to the "USB001" port is added to the [Printers] window.

📥 **Note**

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Windows 7, Windows Server 2008 R2 - USB

⭐ **Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

- You can install the printer driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site.

If the printer driver has already been installed, and plug and play is enabled, the icon of the machine connected to the "USB" port is added to the [Devices and Printers] window.

If the printer driver is not installed, follow the plug-and-play instructions of the machine to install it from the CD-ROM provided with this machine.

1. **Check that the power of the machine is off.**

2. **Connect the machine and computer using a USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the machine.**

4. **Click [Devices and Printers] from the [Start] menu.**

   [Devices and Printers] window appears.

5. **In [Unspecified], double-click the name of the machine whose driver you want to install.**

6. **Click the [Hardware] tab in the printer properties dialog box.**

7. **Select the name of the machine whose driver you want to install, and then click [Properties].**

8. **Click [Change settings].**

9. **Click the [Driver] tab.**

10. **Insert the CD-ROM into the CD-ROM drive.**

    If the [AutoPlay] dialog box appears, click the [Close] button.

11. **Click [Update Driver...].**

12. **Click [Browse my computer for driver software].**

13. **Click [Browse] to select the printer driver location.**

    If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

    - PCL 5e

      D:\x86 or X64\DRIVERS\PCL5e\XP_VISTA or X64\(Language)\DISK1

    - PCL 6

      D:\x86 or X64\DRIVERS\PCL6\XP_VISTA or X64\MUI\DISK1

    - PostScript 3

      D:\x86 or X64\DRIVERS\PS\XP_VISTA or X64\MUI\DISK1

    The PCL 6 printer driver is installed in the language specified by your operating system.

14. **Click [Next].**

    If [Windows can't verify the publisher of this software] display appears in the installation, click [Install this driver software anyway].

15. **Click [Close].**

    If installation is successful, the icon of the machine connected to the "USB001" port is added to the [Devices and Printers] window.

⬇ Note

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Making Option Settings for the Printer

When bidirectional communication works correctly, your computer obtains information about option, paper size and paper feed direction settings from the machine automatically. Bidirectional communication also allows you to monitor machine status.

When bidirectional communication is disabled, you have to set up option, paper size and paper feed direction settings on your computer manually.

Conditions for Bidirectional Communication

To support bidirectional communication, the following conditions must be met:

When connected with the network

- The Standard TCP/IP port is used, or the TCP/IP protocol or the IPP protocol is used. (When using the IPP protocol, the IPP port name must include the IP address.)

- [Enable bidirectional support] is selected, and [Enable printer pooling] is not selected on the [Ports] tab with the printer driver.

When connected with USB

- The machine must be connected to the computer's USB port using the USB interface cable.

- The computer must support bidirectional communication.

🔽Note

- The PCL 6 and PostScript 3 printer driver support bidirectional communication and update the machine status automatically.

- The PCL 5e printer driver supports bidirectional communication. You can update the machine status manually.

If Bidirectional Communication Is Disabled

This section describes how to set up option, paper size and paper feed direction settings on your computer manually.

⭐Important

- Manage Printers permission is required to change the printer properties. Log on as an Administrators group member.

For the PCL 6 and PostScript 3 printer driver:

1. **On the [Start] menu, click [Printers and Faxes].**

   - When using Windows Vista or Windows Server 2008, click [Control Panel] on the [Start] menu, and then click [Printer] in "Hardware and Sound".

1

- When using Windows 7 or Windows Server 2008 R2, click the [Start] menu, and then click [Devices and Printers].

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   - When using Windows Vista or Windows Server 2008, right-click the icon of the printer you want to use, and then click [Properties].

   - When using Windows 7 or Windows Server 2008 R2, right-click the icon of the printer you want to use, and then click [Printer properties].

4. **Click the [Accessories] tab.**

   If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.

5. **Select options installed from the [Options] area, and then make the necessary settings.**

6. **Click [Change Input Tray Settings...].**

7. **In [Input Tray:] select which trays to use, and then, in [Paper Size:] select the size of the paper that you want to load in each tray.**

   Click [Modify Input Tray/Paper Size] to apply the setting for each tray.

8. **Click [OK] twice to close the printer properties dialog box.**

For the PCL 5e printer driver:

1. **On the [Start] menu, click [Printers and Faxes].**

   - When using Windows Vista or Windows Server 2008, click [Control Panel] on the [Start] menu, and then click [Printer] in "Hardware and Sound".

   - When using Windows 7 or Windows Server 2008 R2, click the [Start] menu, and then click [Devices and Printers].

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   - When using Windows Vista or Windows Server 2008, right-click the icon of the printer you want to use, and then click [Properties].

   - When using Windows 7 or Windows Server 2008 R2, right-click the icon of the printer you want to use, and then click [Printer properties].

4. **Click the [Accessories] tab.**

   If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.

5. **Select options installed from the [Options] area, and then make the necessary settings.**

6. **Click the [Paper Size Settings] tab.**

7. **In [Input Tray:] select which trays to use, and then, in [Paper Size:] select the size of the paper that you want to load in each tray.**

   Click [Update] to apply the setting for each tray.

8. **Click [OK] to close the printer properties dialog box.**

Installing Font Manager

⭐ Important

- Manage Printers permission is required to install Font Manager. Log on as an Administrators group member.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [Font Manager].**

5. **Follow the instructions on the display.**

Using Adobe PageMaker Version 6.0, 6.5, or 7.0

Under Windows operating system environment with Adobe PageMaker, you need to copy PPD files to the PageMaker folder.

PPD files have the .ppd extension in the folder "x86\DRIVERS\PS\XP_VISTA\PM6\(Language)" on the CD-ROM provided with this machine.

The fifth folder "(Language)" may be substituted by an appropriate language name.

Copy the .ppd file to the PageMaker folder.

- **For PageMaker 6.0 default installation**

  The directory is "C:\PM6\RSRC\PPD4".

- **For PageMaker 6.5 default installation**

  The directory is "C:\PM65\RSRC\USENGLISH\PPD4".

  The "USENGLISH" may vary depending on your language selection.

- **For PageMaker 7.0 default installation**

  The directory is "C:\PM7\RSRC\USENGLISH\PPD4".

  The "USENGLISH" may vary depending on your language selection.

🔽 Note

- If the driver is not set correctly after copying the ".ppd" file, printing may not be performed properly.
- When using PageMaker, the optional features that can be selected by the printer driver will not be active. The following procedure describes how to activate the optional printer features.

  1. On the [File] menu, click [Print].

     The [Print Document] dialog box appears.

  2. Make the necessary settings in the [Features] box.

2. Printing Documents

This chapter explains how to print documents using the printer driver. It also describes advanced printing functions such as staple.

Displaying the Printer Driver Settings Screen

This section explains how to open and configure the printer driver properties.

The following procedure explains how to configure the printer driver under Windows XP. If you are using another operating system, the procedure might vary slightly.

Making Printer Default Settings - the Printer Properties

This section explains how to open the printer driver properties from [Printers and Faxes].

⭐ **Important**

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.
- You cannot change the machine default settings for individual users. Settings made in the [Printer Properties] dialog box are applied to all users.

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   The [Printer Properties] dialog box appears.

4. **Make the settings you require, and then click [OK].**

⬇ **Note**

- Depending on the applications, the settings you make here may not be used as the default settings.
- For details, see the printer driver Help.

Making Printer Default Settings - Printing Preferences

This section explains how to open the [Printing Preferences] dialog box from [Printers and Faxes].

⭐ **Important**

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

2

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Printing Preferences...].**

   The [Printing Preferences] dialog box appears.

4. **Make the settings you require, and then click [OK].**

   The setting is temporarily registered as [Unregistered] in the [One Click Preset List:] area.

⬇ **Note**

- Depending on the applications, the settings you make here may not be used as the default settings.

- The [Unregistered] setting is invalid if the other [One Click Presets] icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

- For details, see the printer driver Help.

🗎 **Reference**

- p.57 "Making Printer Settings - One Click Presets"

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following procedure explains how to make printer settings for a specific application using Windows XP WordPad as an example.

1. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

2. **In the [Select Printer] list, select the printer you want to use.**

3. **Click [Preferences].**

   The [Printing Preferences] dialog box appears.

4. **Make the settings you require, and then click [OK].**

⬇ **Note**

- Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the manuals provided with the application.

- Depending on the applications, the printer default settings may not be applied.

- The printer settings you configure in the current application before printing might not be saved as the default settings.

- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used as the defaults when printing from the application.

- For details, see the printer driver Help.

Making Printer Settings - One Click Presets

This section explains how to register and use one click presets.

Each function explained in this chapter is preconfigured and registered under [One Click Preset List:] on the [One Click Presets] tab.

You can apply the relevant setting simply by clicking on the one click preset name. This helps to avoid incorrect settings and misprints.

One click presets can be added, modified, and deleted as required. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the [One Click Preset List:] area.

5. **Click [OK].**

⬇ Note
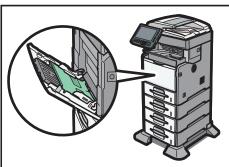
- Under Windows operating systems, this function is available through the PCL 6 and PostScript 3 printer driver.

- For details about modifying and deleting one click presets, see the printer driver Help.

Setting Paper on the Bypass Tray

You can load paper that is not supported in the paper trays. Additionally, you can print on paper such as thick paper and OHP transparency by using the bypass tray.

⭐ **Important**
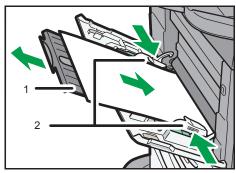
- Paper sizes that can be loaded onto the bypass tray can be 140.0 to 900.0 mm (5.52 to 35.43 inches) vertically, and 64.0 to 216.0 mm (2.52 to 8.50 inches) horizontally.
- The following functions are disabled when printing from the bypass tray:
  - Auto Tray Select
  - Extended Auto Tray Switching
  - Staple (type 3 only)
- For details about types of paper that can be used, contact your sales or service representative.

1. **Open the bypass tray.**

CFG015

2. **Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.**

   If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

CFJ009

   1. **Extender**

2. **Paper Guides**

3. **Set the paper size using the printer driver or the control panel.**

⬇ Note

- If the display indicates that there is no paper on the bypass tray even though there is paper on it, remove the paper and then place it on the bypass tray again.

- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.

- To support A4⬜, 8^1/$_2$ × 11⬜ or larger paper sizes, pull out the extender.

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

- When loading thick paper, thin paper or OHP transparencies, set paper thickness and paper type.

- The number of sheets that can be loaded in the bypass tray depends on the paper type.

- When loading letterhead paper, see "Printing on Orientation-Fixed or Two-Sided Paper".

- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

- When [Panel Key Sound] is turned off, it will not sound if you insert paper into the bypass tray. For details about [Panel Key Sound], see "System Settings", Network and System Settings Reference.

- For details about setting printer drivers, see the printer driver Help.
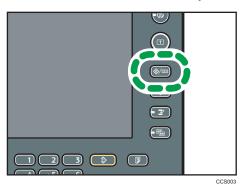
📖 Reference

- p.68 "Printing on Orientation-Fixed or Two-Sided Paper"

Setting the Paper Size Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading standard size paper onto the bypass tray.

1. **Press the [User Tools/Counter] key on the control panel.**
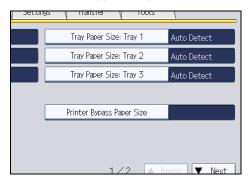
CCS003

2. **Press [System Settings].**

3. **Press the [Tray Paper Settings] tab.**

4. **Press [Printer Bypass Paper Size].**

5. **Select the paper size.**

6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

The initial screen appears.

↓Note

- When loading thick paper, thin paper or OHP transparencies, set paper size and paper type.

- The default paper size for the bypass tray is as follows:
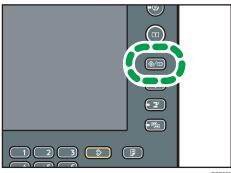
    - 🌐Region A (mainly Europe and Asia)

    A4

- 🌐 Region **B** (mainly North America)

    $8^1/_2 \times 11$⬓

- For details about setting printer drivers, see the printer driver Help.

Setting Custom Size Paper Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading custom size paper onto the bypass tray.
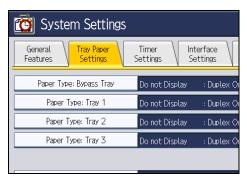
⭐ Important

- If you select [Machine Setting(s)] in [Bypass Tray] under [Tray Setting Priority] in [System] of [Printer Features], the settings made using the control panel have priority over the printer driver settings. For details about [System] settings, see "System".
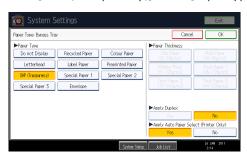
1. **Press the [User Tools/Counter] key on the control panel.**

CCS003

2. **Press [System Settings].**

3. **Press the [Tray Paper Settings] tab.**

4. **Press [Printer Bypass Paper Size].**

5. **Press [Custom Size].**

If a custom size is already set, press [Change Size].

2

6. **Press [Vertical], enter the vertical size of the paper using the number keys, and then press [♯].**

7. **Press [Horizontal], enter the horizontal size of the paper using the number keys, and then press [♯].**

8. **Press [OK].**

   The paper sizes entered are displayed.

9. **Press [OK].**

10. **Press the [User Tools/Counter] key.**

    The initial screen appears.

🔽 **Note**

- When loading thick paper, thin paper or OHP transparencies, set paper size and paper type.

- The default paper size for the bypass tray is as follows:

  - 🌐 **Region A** (mainly Europe and Asia)

    A4�

  - 🌐 **Region B** (mainly North America)

    $8^1/_2 \times 11$⊓

- For details about setting printer drivers, see the printer driver Help.

📘 **Reference**

- p.155 "System"
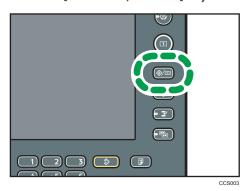
Setting Thick Paper, Thin Paper or OHP Transparencies Using the Control Panel
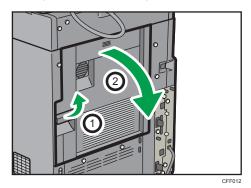
Follow the procedure below to set the machine using the control panel when loading thick paper, thin paper or OHP transparencies onto the bypass tray.
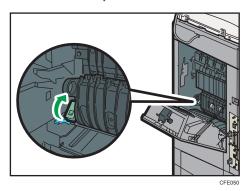
⭐ **Important**

- If you select [Machine Setting(s)] in [Bypass Tray] under [Tray Setting Priority] in [System] of [Printer Features], the settings made using the control panel have priority over the printer driver settings. For details about [System] settings, see "System".

- We recommend that you use specified OHP transparencies.

- When printing onto OHP transparencies, remove printed sheets one by one.

1. **Press the [User Tools/Counter] key on the control panel.**

CCS003

2. **Press [System Settings].**

3. **Press the [Tray Paper Settings] tab.**

4. **Press [▼Next] to scroll through the list.**

5. **Press [Paper Type: Bypass Tray].**

6. **Select the proper items, according to the paper type you want to set.**

   - Press [OHP (Transparency)] on the [Paper Type] area when loading OHP transparencies.

- Press [Do not Display] on the [Paper Type] area, and then press [Thick Paper 1], [Thick Paper 2], [Thick Paper 3], or [Thin Paper] on the [Paper Thickness] area when loading thick paper or thin paper.

7. **Press [OK].**

   The paper type selected is displayed.

8. **Press the [User Tools/Counter] key.**

   The initial screen appears.

Note

- Printing on special paper such as thick paper or OHP transparencies may be slower than printing on plain paper.

- Load OHP transparencies one by one if they jam when loaded together.

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

- The settings made will remain valid until they are reset again. After printing on OHP transparencies, thick paper or thin paper make sure to clear settings for the next user.

- For details about setting printer drivers, see the printer driver Help.

Reference

- p.155 "System"

Setting Envelopes Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading envelopes onto the bypass tray.

Important

- If you select [Machine Setting(s)] in [Bypass Tray] under [Tray Setting Priority] in [System] of [Printer Features], the settings made using the control panel have priority over the printer driver settings. For details about [System] settings, see "System".

- When printing on envelopes, select envelope for the paper type using both the printer driver and the control panel.
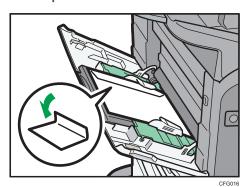
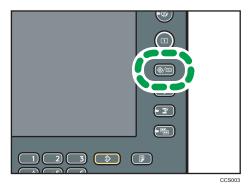1. **Pull up on the lever to open the rear cover.**

CFF012

2. **Raise the envelope lever.**

CFE050

3. **Close the rear cover.**

4. **Open the bypass tray and set the envelopes print side up, flaps closed and pointing toward the left side of the machine. Push the envelopes into the machine until you hear the beep.**

CFG016

5. **Press the [User Tools/Counter] key on the control panel.**

CCS003

6. **Press [System Settings].**

7. **Press the [Tray Paper Settings] tab.**

8. **Press [Printer Bypass Paper Size].**

9. **Select the envelope size, and then press [OK].**

10. **Press [▼Next] to scroll through the list.**

11. **Press [Paper Type: Bypass Tray].**

12. **Press [Envelope] on the "Paper Type" area.**
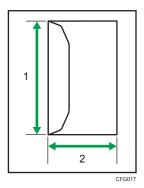
13. **Select the paper thickness, and then press [OK].**

14. **Press the [User Tools/Counter] key.**

   The initial screen appears. Also, make the paper settings using the printer driver.

   When the print job is finished, be sure to return the envelope lever to its original position.

2

⬇ Note

- To print onto custom size envelopes, you must specify the envelope's dimensions. Measure the horizontal dimension of the envelope with the flap closed.

CFG017

1. Vertical size
2. Horizontal size

- Check the envelopes are not damp.
- Load only as much envelopes as can be held between the paper guides on the bypass tray. For the number of envelopes that you can set on the bypass tray, see "Recommended Paper Sizes and Types", About This Machine.
- Check there is no air in the envelopes before loading.
- Before loading envelopes, flatten leading edges (the side going into the machine) by pressing a pencil or ruler across them.
- To get better print quality, it is recommended that you set the leading-edge print margin to at least 15 mm (0.6 inches) and the other margins to at least 10 mm (0.4 inches) each.
- Load only one size and type of envelope at a time.
- Before loading envelopes, check they are rectangular in shape.
- For details about supported envelope types, see "Envelopes", About This Machine.
- You can also use paper trays (other than the bypass tray) to print on envelopes. For details about supported envelope types, see "Recommended Paper Sizes and Types", About This Machine.

🅱 Reference

- p.155 "System"

Printing on Orientation-Fixed or Two-Sided Paper

This section explains how to print on paper whose orientation and printing side are unchangeable (letterhead paper, for example).

Use the settings and paper orientations shown below to ensure the machine prints onto orientation-fixed paper (such as letterhead or continuous stationery) correctly. Specify [Auto Detect] or [On (Always)] for [Letterhead Setting] under [Printer Features], and then place the paper as shown below. For details about the letterhead settings, see "System".

Paper Orientation	Paper Trays 1 to 4		Bypass tray	
	Letterhead Setting [On (Always)]	Letterhead Setting [Off]	Letterhead Setting [On (Always)]	Letterhead Setting [Off]
1-sided print	ABC	ABC	ABC	ABC
2-sided print	ABC	ABC	ABC	ABC
1-sided print	ABC	ABC	ABC	ABC

Note

- To print on letterhead paper when [Letterhead Setting] is set to [Auto Detect], you must specify [Letterhead] as the paper type in the printer driver's settings.
- If a print job is changed partway through printing from 1-sided to 2-sided printing, 1-sided output after the first copy may print facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for 1-sided and 2-sided printing. Note also that 2-sided printing must be disabled for the tray specified for 1-sided printing.
- For details about how to make 2-sided prints, see "Printing on Both Sides of Sheets".
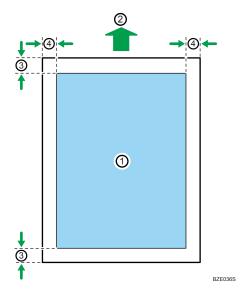
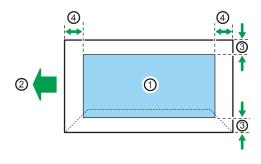**Reference**

- p.155 "System"

2

Print Area

The following shows the print area for this machine. Be sure to set the print margins correctly by the application.

Paper

BZE036S

Envelope

CFJ012

1. Print area

2. Feed direction

3. Approx. 4.2 mm (0.17 inches)

4. Approx. 4.2 mm (0.17 inches)

⬇Note

- The print area may vary depending on the paper size, printer language and printer driver settings.

- When [Edge to Edge Print] under [System] in [Printer Features] is enabled, margins on the left, right, and bottom will become 0 mm.

Reference

- p.155 "System"

2

Frequently Used Print Methods

This section explains how to use the various printing functions including normal printing, duplex printing, and combine printing.

Each function described in this section is configured and registered in the [One Click Preset List:] area. You can also change the parameters for each function by modifying "One Click Presets". For details about custom settings, see "Making Printer Settings - One Click Presets".

⭐ **Important**

- If you send a print job via USB 2.0 while the machine is in Low Power mode or Sleep mode, an error message might appear on your computer even though the job was printed. In this case, check if the document was printed.

🗐 **Reference**

- p.57 "Making Printer Settings - One Click Presets"

Standard Printing

Use the following procedure to print documents using the normal printing function with the printer driver.

⭐ **Important**

- Before printing, make sure that the settings for the installed options and loaded paper are correctly configured.

For the PCL 6 printer driver:

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **Click the [One Click Presets] tab, if it is not already selected.**

3. **In the [Job Type:] list, select [Normal Print].**

4. **In the [Document Size:] list, select the size of the original to be printed.**

5. **In the [Orientation:] list, select [Portrait] or [Landscape] as the orientation of the original.**

6. **In the [Input Tray:] list, select the paper tray that contains the paper you want to print onto.**

   If you select [Auto Tray Select] in the [Input Tray:] list, the source tray is automatically selected according to the paper size and type specified.

7. **In the [Paper Type:] list, select the type of paper that is loaded in the paper tray.**

8. **If you want to print multiple copies, specify a number of sets in the [Copies:] box.**

9. **To save current setting in the One Click Preset List, select the [Unregistered] icon in [One Click Preset List:], and then click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the [One Click Preset List:] area.

10. **Click [OK] to close the [Printing Preferences] dialog box.**

11. **Print the document using the print function in the document's native application.**

For the PCL 5e printer driver:

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **In the [Job Type:] list, select [Normal Print].**

3. **If you want to print multiple copies, specify a number of sets in the [Copies:] box.**

4. **In the [Orientation:] list, select [Portrait] or [Landscape] as the orientation of the original.**

5. **Click the [Paper] tab.**

6. **In the [Document Size:] list, select the size of the original to be printed.**

7. **In the [Input Tray:] list, select the paper tray that contains the paper you want to print onto.**

   If you select [Auto Tray Select] in the [Input Tray:] list, the source tray is automatically selected according to the paper size and type specified.

8. **In the [Type:] list, select the type of paper that is loaded in the paper tray.**

9. **Click [OK] to close the [Printing Preferences] dialog box.**

10. **Print the document using the print function in the document's native application.**

⬇ Note

- This function is also available using the PostScript 3 printer driver.

- The types of paper loaded in the paper trays are indicated on the printer's display. This allows you to see which tray the selected paper type is loaded in. However, the paper type setting available in the [Printing Preferences] dialog box might be different from the type indicated on the printer's display.

- If the paper tray loaded with the specified paper size and type is not available, a warning message appears on the control panel. If this happens, follow the instructions in the message to specify a paper tray and make the machine continue printing manually. Alternatively, press the job reset button to cancel printing. For details, see "If Error Occurs with the Specified Paper Size and Type".

Reference

- p.95 "If Error Occurs with the Specified Paper Size and Type"

Printing on Both Sides of Sheets

This section explains how to print on both sides of each page using the printer driver.

Important

- When performing duplex printing, specify paper other than the following:
  - Thick 3, Thin, Labels, Special 3, Transparency, Preprinted, Envelope

For the PCL 6 printer driver:

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **To use an existing One Click Presets, click the [One Click Presets] tab, and then click the [2 sided] icon in the [One Click Preset List:] box.**

   If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 8.

3. **Click the [Detailed Settings] tab.**

4. **In the [Menu:] box, click the [Edit] icon.**

5. **In the [2 sided:] list, select [Long Edge Bind(Open to Left/Top)] or [Short Edge Bind(Open to Top/Left)].**

6. **Change any other print settings if necessary.**

7. **To save current setting in the One Click Preset List, select the [Unregistered] icon in [One Click Preset List:], and then click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with registered name in the [One Click Preset List:] area.

8. **Click [OK] to close the [Printing Preferences] dialog box.**

9. **Print the document using the print function in the document's native application.**

For the PCL 5e printer driver:

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **In the [Duplex:] list, select [Open to Left], [Open to Top], or [Booklet].**

3. **Change any other print settings if necessary.**

4. **Click [OK] to close the [Printing Preferences] dialog box.**

5. **Print the document using the print function in the document's native application.**
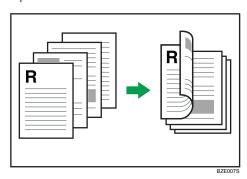
⬇ **Note**

- This function is also available using the PostScript 3 printer driver.

- If the document contains pages with different original sizes, page breaks may occur.
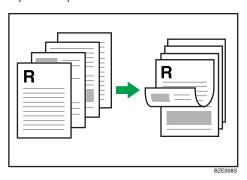
Types of duplex printing

This section explains the binding directions available when using the duplex printing function. When using the duplex printing function, you can select whether to bind copies by edge or in the center.

Edge Binding

- Open to Left

BZE007S

- Open to Top

BZE008S

Center Binding

BZE047S
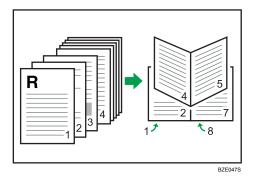
Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

For the PCL 6 printer driver:

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **To use an existing One Click Presets, click the [One Click Presets] tab, and then click the [2 on 1] icon in the [One Click Preset List:] box.**

   If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 8.

3. **Click the [Detailed Settings] tab.**

4. **In the [Menu:] box, click the [Edit] icon.**

5. **Select the combination pattern in the [Layout:] list, and then specify the method for combining pages in the [Page Order:] list.**

6. **Change any other print settings if necessary.**

7. **To save current setting in the One Click Preset List, select the [Unregistered] icon in [One Click Preset List:], and then click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears in the [One Click Preset List:] area.

8. **Click [OK] to close the [Printing Preferences] dialog box.**

9. **Print the document using the print function in the document's native application.**

For the PCL 5e printer driver:

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**

    The [Printing Preferences] dialog box appears.

2. **Select the combination pattern in the [Layout:] list, and then specify the method for combining pages in the [Page Order:] list.**

3. **Change any other print settings if necessary.**

4. **Click [OK] to close the [Printing Preferences] dialog box.**

5. **Print the document using the print function in the document's native application.**

◆Note

- This function is also available using the PostScript 3 printer driver.
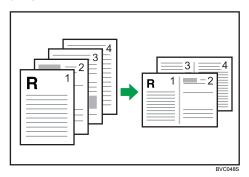
- If the document contains pages with different original sizes, page breaks may occur.

- If the application you are using also has a combine function, disable it. If the application's combine function is also enabled when the driver's combine function enabled, incorrect printing is likely.

- For details about combining pages with different orientations and other advanced functions, see the printer driver Help.

Types of combine printing
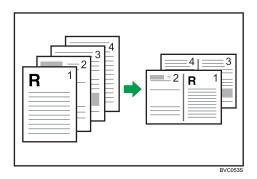
This section explains the different methods of combine printing that are available. This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination.
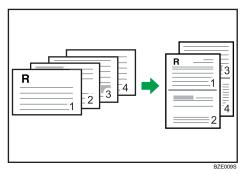
The following illustrations show example page ordering patterns for 2 and 4 page combinations.
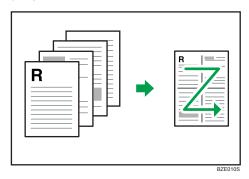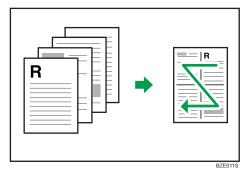
2 Pages per Sheet

BVC048S

BVC053S
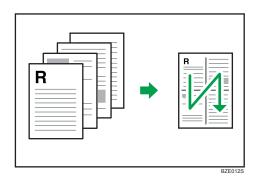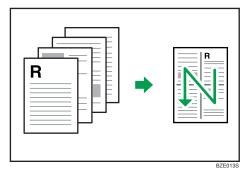
BZE009S

4 Pages per Sheet

BZE010S

BZE011S

BZE012S

BZE013S

Advanced Printing

This section explains the machine's advanced printing functions.

Other than the functions that can be configured in the [One Click Presets] tab, various print functions can be set up from the [Menu:] icons in the [Detailed Settings] tab. The settings for each function described in this section can be changed by using the following menus.

2

Menu Names and Brief Overview of Each Function

The PCL 6 printer driver's menus are shown as examples. For details about the PCL 5e printer driver, see the printer driver Help.

The following is an overview of the settings that are available using the [Finishing], [Paper], and [Effects] menus in the [Menu:] area.

Finishing menu

You can enable/disable collate and staple functions.

- Collate

  When printing multiple sets of documents such as handouts for meetings, you can have prints delivered in batches of ordered sets.

- Staple (type 3 only)

  Sets can be stapled individually when printing multiple sets.

Paper menu

You can enable/disable the cover and slip sheets function.

- Front Cover/ Back Cover

  Using this function, you can insert cover sheet/ back cover sheet fed from a different tray to that of the main paper, and print on them.

- Chapter Page

  Using this function, you can have specified pages always printed on the same side as the first page, or have chapter slip sheets inserted before specified pages.

- Slip Sheet

  A slip sheet can be inserted between each page.

Effects menu

- Watermarks

  This function increases a document's security and identifiability by embedding a specified text (watermark) on every page.

Specifying Printer Driver or Print Command Priority

You can apply the paper settings specified in the print job to paper fed from the bypass tray. To do this, access [Printer Features] from the control panel, and then select [System]. Then, under [Tray Setting Priority], [Bypass Tray], select either [Any Size/Type] or [Any Custom Size/Type]. You do not need to change the paper settings using the control panel, even if you frequently use paper of different sizes, or if you are printing onto an unusual type of paper.
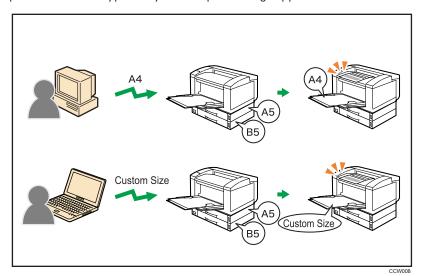
⭐ **Important**

- To print onto any paper size from the bypass tray, access [Printer Features] from the control panel, and then select [System]. Then, under [Tray Setting Priority], [Bypass Tray], select [Any Size/Type]. To print onto custom size paper only from the bypass tray, access [Printer Features] from the control panel, and then select [System]. Then, under [Tray Setting Priority], [Bypass Tray], select [Any Custom Size/Type]. For details about [System] settings, see "System".

- Select [Auto Tray Select] in the printer driver. If [Auto Tray Select] is specified when a job is sent to the printer, the matching tray will be detected in the order specified in [Paper Tray Priority: Printer] under [Tray Paper Settings]. If you select [Bypass Tray] for [Paper Tray Priority: Printer], paper will always be fed from the bypass tray, as long as paper is loaded there. For details about [Paper Tray Priority: Printer] settings, see "System Settings", Network and System Settings Reference.

If you select [Any Size/Type] or [Any Custom Size/Type] for the bypass tray, jobs will be printed in the following manner.
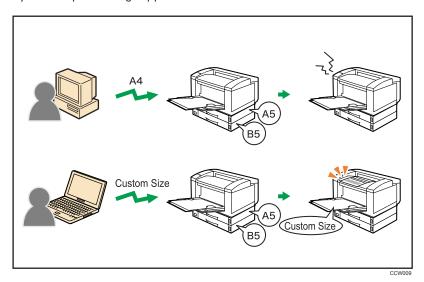
Any Size/Type

If the paper trays 1-4 do not contain paper matching the settings of the print job, printing can proceed from the bypass tray with the job's settings applied.

CCW008

Any Custom Size/Type

If the paper trays 1-4 do not contain paper matching the settings of the print job but custom paper was specified using the printer driver or by print command, printing can proceed from the bypass tray with the job's settings applied.

CCW009

Note

- When this function is enabled, printing may be slower than usual.

- If paper is not loaded in the bypass tray when a job is received, a message prompting you to load paper will appear on the control panel. When this message appears, load paper of the indicated size and type print side up on the bypass tray.

Reference

- p.155 "System"

Collate

When printing multiple documents such as handouts for meetings, you can separate sets into order. This function is known as "Collate". Collate stores data transmitted from a computer to the machine's memory or hard disk drive.
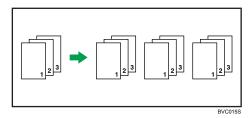
Important

- You can sort up to 2000 pages, and up to 999 copies.

- If [Auto Continue] occurs on the first set, Collate will be canceled. For details about [Auto Continue], see "System".

- If you make the machine continue printing manually on the first set, Collate will be canceled. For details about making the machine continue printing manually, see "If Error Occurs with the Specified Paper Size and Type".

- If the [Ignore Application Collate] check box is cleared in the PCL 5e printer driver or [Application Collate] is selected in the PCL 6 printer driver, the collate settings in the application's [Print] dialog box are applied.
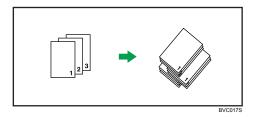
The followings are the two types of Collate.

Collate

Printed output is assembled as sets in sequential order.

BVC015S

Shift Collate

This function is available on type 3 only.

BVC017S

Each job or set is output in separate stacks so you can easily separate them.

🔔 Note

- This function is also available using the PostScript 3 printer driver.

- For details, see the printer driver Help.

📄 Reference

- p.50 "Making Option Settings for the Printer"

- p.95 "If Error Occurs with the Specified Paper Size and Type"

- p.155 "System"

Staple (Type 3 Only)

If you are using type 3, this machine can staple individual sets when printing multiple sets.
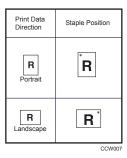
⭐**Important**

- Be sure to set the paper size and paper orientation in the printer driver when using this function.

- The staple function cannot be used if the following paper types are used.

    - Special 1, Special 2, Special 3, Middle Thick, Thick 1, Thick 2, Thick 3, Transparency, Labels, Envelope

⬇**Note**

- This function is also available using the PostScript 3 printer driver.

- Depending on the application, print settings may not be enabled and printed output may not be as expected.

Staple position

The following table shows staple positions:

CCW007

⬇**Note**

- Stapling might not be in the specified position if combine (layout) and duplex printing are both selected. After setting the staple position, use the printer driver's preview icon to check the position before printing.

- For printing methods, see the printer driver Help.

Stapling precautions

Paper size and staple capacity

Paper Size	Staple Capacity
$8^1/_2 \times 14\square$, $8^1/_4 \times 13\square$, $8 \times 13\square$, $8^1/_2 \times 13\square$, Mixed Sizes	30
A4$\square$, B5 JIS$\square$, $8^1/_2 \times 11\square$, $7^1/_4 \times 10^1/_2\square$, 16K$\square$	50

2

Conditions where stapling will be canceled.

Under the following conditions, collate will continue if it was specified along with the staple function.

- If paper sizes which can not mix together are contained in a single job.
- If the number of pages to staple exceeds the maximum.
- If a paper size that cannot be stapled is selected.
- If a paper type that cannot be stapled is selected.
- When the setting does not meet collating requirements.
- When the record area for collate overflows during the job.
- If positions other than those fixed for stapling are specified.
- If there are inconsistencies between the orientation in duplex mode and the staple position.
- If there are inconsistencies between the orientation in letterhead mode and the staple position.
- When paper is loaded using the bypass tray.
- When only 1 page is printed.
- If an event occurs that forces the machine to print an error report.
- If a tray specified as [Driver / Command] under [Tray Setting Priority] is selected.

⬇ **Note**

- When the stapling is canceled, "Staple has been cancelled." appears.
- When staples have run out and [Auto Continue] is off, an error message will be displayed. Cancel the staple function in the error message to continue printing.
- When printing on letterhead, stapling may not be at the specified position.
- When the finisher is being used for another function's job (for example, a copy job), printing will start after that job ends.
- Be sure to set paper size and orientation in the printer driver when stapling.
- Depending on the application you are using, print settings may not be stored and the printed result may not be as expected.
- When you enable the staple function in the printer driver settings, make sure the [Ignore Application Collate] check box is selected in the PCL 5e printer driver or [Printer Collate] is selected in the PCL 6 printer driver. If they are not selected, more sets than intended might be printed.
- To remove paper misfeeds, see "Clearing Misfeeds", Troubleshooting.

Cover Sheet

Using this function, you can insert cover sheet/back cover sheet fed from a different tray to that of the main paper, and print on them.
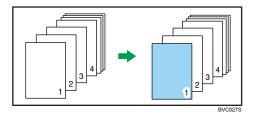
⭐**Important**

- **To use this function, Collate must be set.**

You can print the first page of the document on the sheet for the cover page.

Front Cover sheet

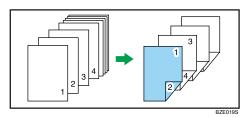Prints the first page of the document on the sheet for the cover page.

- Print on one side

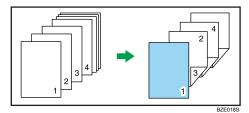 Prints on one side of the cover sheet only.

  BVC027S

- Print on both sides

  Prints on both sides of the cover sheet when duplex printing is selected.

  - Cover sheet printed on both sides

    BZE019S

  - Cover sheet printed on one side

    BZE018S

- Blank

  - When printing one side

BVC029S

• When printing both sides

BZE020S

Front and Back Cover

Prints the first and last pages of the document as the cover pages.

• Print on one side
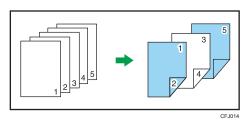
   Prints on one side of the cover sheets only.

CFJ013

• Print on both sides

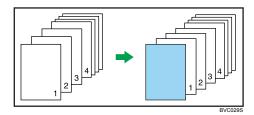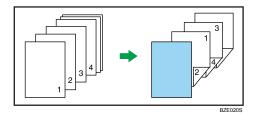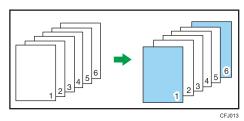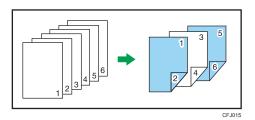   Prints on both sides of the front cover sheet when duplex printing is selected.
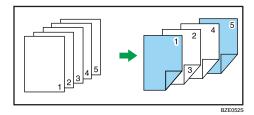
   • The number of pages is odd
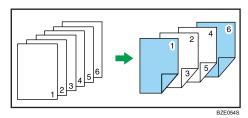
CFJ014

   • The number of pages is even

CFJ015

Prints on one side of the front cover sheet when duplex printing is selected.
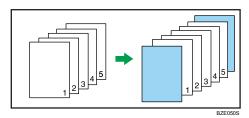
- The number of pages is odd

BZE052S

- The number of pages is even

BZE054S
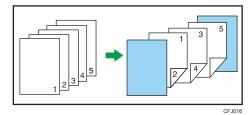
- Blank

  - When printing on one side

BZE050S

  - When printing both sides

CFJ016

Note

- The cover sheet/back cover sheet should be the same size and orientation as the body paper.
- The same paper feed tray can be set for the body of the document and the cover sheet/back cover sheet.
- When loading a cover sheet/back cover sheet in the tray, set the relevant paper size.
- The cover sheet/back cover sheet can not be used when slip sheet is specified.
- For printing methods, see the printer driver Help.

Chapter Page

The specified page is printed on the same side as the first page, like a book. Also, you can insert chapter slip sheets before specified pages.

Important
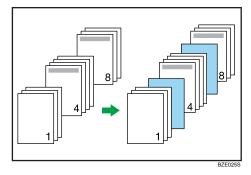
- **The same paper feed tray cannot be set for the body of the document and the chapter slip sheets.**

You can select one of the following chapter page settings:
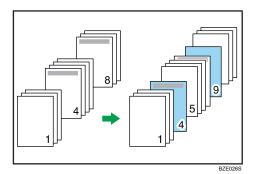
- Leave Blank: Inserts a blank sheet before specified pages.
- One Side: Prints on one side of inserted chapter slip sheets.
- Both Sides: Prints on both sides of inserted chapter slip sheets.
- Lead Chapter Page: Always prints a specified page on the same side as the first page.

The following illustrations show the output patterns for Leave Blank, One Side, and Lead Chapter Page.

- Leave Blank

BZE025S

- One Side

BZE026S
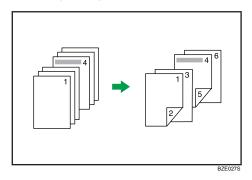
If you select Both Sides, both sides of the chapter slip sheets will be printed on.

- Lead Chapter Page

BZE027S

This function is only valid with duplex printing.

⬇ **Note**

- You can designate up to 20 locations using the printer driver.
- This function can be used together with combine (layout) printing.
- When the page specified as a chapter slip sheet print is the first page in the first chapter, and a cover sheet is specified on the same page, the chapter slip sheet print will be canceled due to cover sheet priority.
- The chapter slip sheets should be the same size and orientation as the body paper.
- For details about printing methods, see the printer driver Help.

Slip Sheets
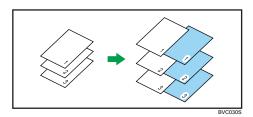
A slip sheet can be inserted between each page.

⭐ **Important**
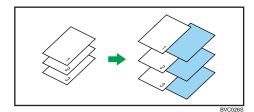
- **The same paper feed tray cannot be set for the body of the document and the slip sheets.**

Inserting a slip sheet between each page

- Print

BVC030S

- Blank

BVC026S
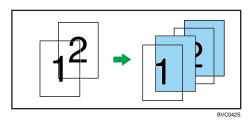
Slip sheets prevent OHP transparencies from sticking together.

BVC042S

↓Note

- When Sample Print is specified with Slip Sheets, only the first copy will be printed. The setting to print the rest of the copies is not stored on the machine.

- Collate, duplex printing, and staple functions will be canceled when using slip sheets.

- The slip sheet should be the same size and orientation as the body paper.

- When loading slip sheets in the tray, set the relevant paper size.
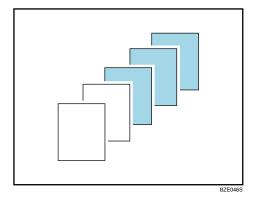
User Defined Pages

Using this function, you can specify different input trays to print certain pages of a document.

★Important

- This function is available with the PCL 5e printer driver only.

- If [Document Server] is selected under [Job Type:], User Defined Page cannot be used.

- If [User Defined Pages] is selected under [Paper Selection:] on the [Paper] tab, [Layout:] cannot be selected.

In the example below, the first two pages are printed on the plain paper in Tray 1, and the last three pages are printed on the color paper in Tray 2.

BZE046S

⬇Note

- For details, see the printer driver Help.

Watermarks

Using this function, you can print documents with text watermarks.

This function increases a document's security and identifiability by embedding a specified text (watermark) on every page. You can specify only one type of watermark at a time.

⬇Note
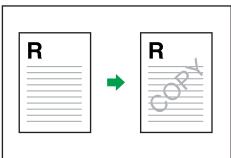
- This function is also available using the PostScript 3 printer driver.
- You can create and apply custom watermarks. For details about creating original watermarks, see the printer driver Help.

Types of watermarks

This section explains the types of watermarks available.
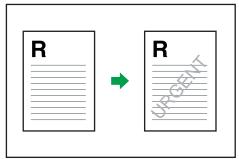
Following are the pre-registered text watermarks that are available:

- COPY
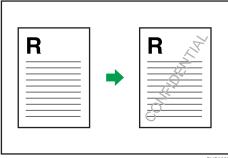
BVC020S

- URGENT
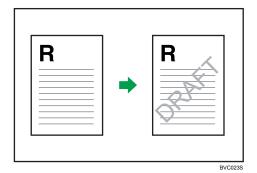
BVC021S

- CONFIDENTIAL

BVC022S

- DRAFT

BVC023S

• ORIGINAL

BVC024S
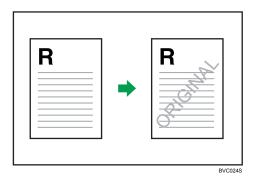
If Error Occurs with the Specified Paper Size and Type

An error message appears on the control panel when there is no tray for the selected paper size or type, or when paper loaded in the machine has run out. In that case, you can select the tray manually to continue printing, or cancel a print job.

⭐ **Important**

- The tray cannot be changed if the following functions are set:
    - Staple
    - Front Cover Sheet
    - Back Cover Sheet
    - Slip Sheet
    - Chaptering
    - Chapter Slip Sheets

⬇ **Note**

- If you cancel duplex printing through the error message, printing will continue from the tray that you select manually.
- If any of the following functions are set, you can continue printing by canceling the function:
    - Staple
    - Duplex
- If [Auto Continue] is enabled, printing from the manually selected tray will begin after a specified interval. For details about [Auto Continue], see "System".

🔖 **Reference**

- p.155 "System"

Printing from a Selected Tray

Use the following procedure to manually select the tray from which printing will continue.

1. **Press the [Printer] key.**

2. **Select a tray those that appear on the control panel to continue printing manually.**

   If you want to print after adding paper to the tray, select the tray after loading the correct paper.

3. **Press [Continue].**

   The machine prints using the selected tray.

✦ Note

- If a tray with a smaller paper size is selected, the print job may be cut short, or other problems may occur.

Canceling a Print Job

Use the following procedure to cancel a print job.

1. **Press the [Printer] key.**

   The printer screen appears.

2. **Press [Job Reset] or the [Clear/Stop] key.**

   Delete the stored print jobs, and then cancel printing.

3. **Press [Reset the Job] to cancel the current print job, or [Reset All Jobs] to cancel all jobs.**

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

   Press [No] to return to the previous display.

✦ Note

- To resume print jobs, press [Resume Printing].
- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.
- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [Job Reset] or the [Clear/Stop] key.
- A print job containing a large volume of data may take considerable time to stop.
- To stop data printing, see "Canceling a Print Job".

✦ Reference

-

Spool Printing

Spool Printing allows print jobs transferred from a computer to be temporarily stored, and then prints them after they are transferred. This shortens printing time as it maximizes printer efficiency.

⭐**Important**

- During Spool Printing, the hard disk is accessed and the Data In indicator blinks. Turning off the computer or machine during Spool Printing can damage the hard disk. Also, if the computer or machine is turned off during Spool Printing, spooled jobs will be deleted. Therefore, do not turn the power of the computer or machine off during Spool Printing.

- If data is sent to the machine using other protocols besides "diprint", "lpr", "ipp", "ftp", "sftp", "smb", and "wsd (printer)", Spool Printing cannot be performed.

Setting Spool Printing

Spool Printing can be set using telnet or Web Image Monitor.

- Using Web Image Monitor

  For details about Web Image Monitor, see "Using Web Image Monitor", Network and System Settings Reference.

- Using telnet

  Type in "spoolsw spool on" to set Spool Printing.

  For details about telnet, see "Remote Maintenance Using telnet", Network and System Settings Reference.

Displaying the spool job list on the control panel

When Spool Printing is set, you can display on the control panel the spooled print jobs stored in the machine.

To display the spooled print jobs, press the [Printer] key, and then press [Spooling Job List]. The spooled print job list appears.

If Spool Printing is not set, you cannot select [Spooling Job List].

To delete a spooled print job stored in the machine, select the job you want to delete, and then press [Delete].

Viewing/Deleting spool jobs in Web Image Monitor

Start Web Image Monitor and enter the machine's IP address in the address bar. This displays the top page.

For details, see Network and System Settings Reference.

⬇**Note**

- Up to a maximum of 150 jobs at once can be spool printed.

- Printing the first page with Spool Printing will be slow.

- The computer requires less print processing time when large amounts of data are spooled.

- Stored spool jobs can be viewed or deleted using Web Image Monitor.

Printing a PDF File Directly

This section explains how to print PDF files directly without having to open a PDF application by using DeskTopBinder Lite.

Using DeskTopBinder Lite

2

This section explains how to print PDF files directly without having to open a PDF application by using DeskTopBinder Lite. To use this function, you must first download DeskTopBinder Lite from the manufacturer's Website and install it on your computer. Contact your local dealer for information on downloading DeskTopBinder Lite.

⭐ **Important**

- This function is possible for genuine Adobe PDF files only.
- PDF files whose PDF version is 1.7 (Acrobat 8.0 compatible) or earlier can be printed.
- PDF files created using PDF version 1.5 Crypt Filter functions or more than eight DeviceN Color Space components cannot be printed.
- PDF files created using PDF version 1.6 watermark note functions, or extended optional contents cannot be printed.
- PDF files whose PDF version is 1.7 (Acrobat 9.0 compatible) or higher can be printed as long as they do not use any functions that are exclusive to those versions.
- If the document contains transparency function data, it may fail to print. When this happens, use the printer driver to print the document.
- Some types of High Compression PDF files may not be printed.
- If print jobs through PDF direct printing are being canceled, select [Font Priority] for [Memory Usage] in [System] in [Printer Features]. If print jobs are being canceled even though [Font Priority] has been selected, print using the printer driver from a PDF viewer such as Adobe Reader.
- DeskTopBinder Lite does not support 64-bit operating systems.

⬇ **Note**

- Paper size errors may occur when printing on custom size paper.

Expanding DeskTopBinder Lite Features

This section explains how to extend the features of DeskTopBinder Lite.

To extend a feature, click on its icon in the [Type:] list.

The following procedure explains using the [Extended Features Wizard] to print PDF files directly.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Extended Features Wizard].**

   The [Extended Features Wizard] dialog box appears.

2. **Select [Easy settings], and then click [Start]. Click [Next >] repeatedly until the [Printing Function2] dialog box appears.**

3. **In the [Printing Function2] dialog box, click [Add...].**

   If you select [All function settings] before clicking [Start], click the [Output] icon on the [Type:] list. Select [PDF Direct Print] in [Selectable function(s):], and then click [Add].

   The [PDF Direct Print Properties] dialog box appears.

4. **Click [Specify...], enter the IP address or host name of the machine, and then click [OK].**

5. **Click [OK].**

   The [PDF Direct Print Properties] dialog box closes.

6. **Click [Next >] repeatedly until [Finish] appears.**

7. **Click [Finish].**

Function Palette

The Function Palette contains buttons for functions that are already configured through expanded DeskTopBinder Lite functions. Using these buttons, you can print Windows files, preview printouts, convert images, and register scanners for documents without having to open DeskTopBinder Lite. You can also use these functions simply by dragging a target file to the button corresponding to the required function and dropping it there.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Function Palette].**

   An icon for the Function palette is added to the task tray displayed at the bottom right of the screen.

2. **Right-click the new icon that has been added to the task tray, and then click [Properties...].**

   The [Properties] dialog box appears.

3. **Click the [Contents] tab, select the [PDF Direct Print] check box at the center, and then click [OK].**

   The [Properties] screen closes and the [PDF Direct Print] icon is added to the palette.

PDF Direct Printing Using Function Palette

Follow the procedure below to print PDF files directly.
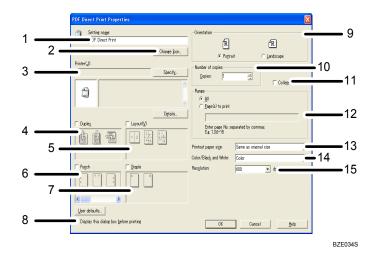
1. **Drag the PDF file you want to print to the PDF Direct Printing icon on the Function Palette and drop it there.**

   The [Output File List - PDF Direct Print] dialog box appears.

2. **Highlight the PDF file you want to print, and then click [OK].**

   The PDF file is printed.

PDF Direct Print Properties

BZE034S

1. **Setting name:**

   Displays the plug-in configuration name (up to 63 single byte characters).

2. **Change Icon...**

   Changes the icon displayed on the tool bar.

3. **Printer:**

   Displays printer's IP address or hostname.

4. **Duplex**

   Prints on both sides of sheets.

5. **Layout**

   Prints multiple pages on a single sheet.

6. **Punch (not available for this machine)**

   Punches holes in printed sheets.

7. **Staple (type 3 only)**

   Staples together printed sheets.

8. **Display this dialog box before printing**

   Appears in PDF direct printing mode if this check box is selected.

9. **Orientation**

   Specify the original's orientation.

10. **Number of copies**

    Specify the number of copies to print.

11. **Collate**

    Sorts printed sheets.

12. **Range**

    Specify which paper to print.

13. **Printout paper size:**

    Specify the paper size you want copies to be printed onto.

14. **Color/Black and White:**

    Select [Black and White].

15. **Resolution:**

    Specify a print resolution.

Using UNIX Commands

This section explains how to print PDF files directly without having to open a PDF application using printing commands, such as "ftp", "sftp", and "lpr".

Sending a PDF file

Use the following procedure to send a PDF file to this machine using printing commands.

Following is an example when using the "lpr" command to print a PDF file by specifying the machine's IP address.

For details about the printing commands, see UNIX supplement.

```
%lpr -S "printer's IP address" [-Poption] [-o l]\ "path"\"PDF file name"
```

🔽Note

- Replace the strings enclosed in quotations with the appropriate setting's value.

- Entering the text enclosed in brackets [ ] is optional.

Entering the PDF Password

Use the following procedure to print a password protected PDF file directly.

To print a PDF file that is protected by a password, enter the password using the control panel or Web Image Monitor.

Using the Control Panel

To enter a PDF password using the control panel, select [Change PDF Password] on [PDF Menu] under Printer Features.

Using Web Image Monitor

To enter the PDF password using Web Image Monitor, set [PDF Temporary Password] under [Configuration].

Registering Classification Codes
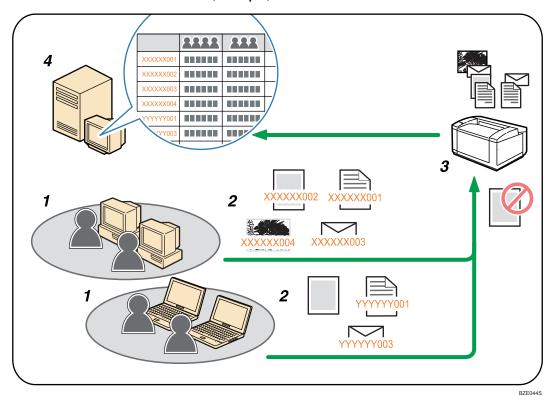
This section explains classification codes.

If you register classification codes, the printer logs the number of prints made under each code.

You can register classification codes to individual users and specified purposes, enabling you to monitor printer usage by each.

For example, you can manage accounts according to individual client computers or account titles.

Classification Code - Based Process (example)

BZE044S

1. **Divisions, sections, departments, project teams, users, etc., to be managed.**

2. **The appropriate classification code for the print job is entered.**

   For details, see "Specifying the Classification Code for a Print Job".

3. **The job is printed.**

   When printing in an environment where classification codes are required, print jobs that do not have a classification code cannot be printed.

   For details, see "Configuring Classification Codes".

4. **Classification codes are collected and managed by an external log management system.**

Reference

- p.105 "Configuring Classification Codes"
- p.105 "Specifying the Classification Code for a Print Job"

Configuring Classification Codes

Use Web Image Monitor to specify whether or not to apply classification code requirement to print jobs.

Important

- The configuration page can be printed at any time.
- The default setting for classification code requirement is "Optional".

1. **Start Web Image Monitor.**
2. **Click [Login].**

   A dialog box for entering the login user name and login password appears.
3. **Enter the login user name and password, and then click [Login].**

   For details about the login user name and password, consult your network administrator.
4. **Click [Configuration] in the left area, and then click [Logs].**
5. **Check that [Required] or [Optional] is selected for [Classification Code] in the [Common Settings for All Logs] column.**

   If "Required" is selected for the classification code requirement setting in Web Image Monitor, any print job that without a classification code specified will not be printed.
6. **Click [OK].**
7. **Click [Logout].**
8. **Quit Web Image Monitor.**

Specifying the Classification Code for a Print Job

When printing in an environment where classification codes are required, a classification code must be specified for each print job.

Important

- The PostScript 3 printer driver does not support the classification codes and it cannot be used to print under environment which the classification codes are required.

For the PCL 6 printer driver:

1. **Open the [Printing Preferences] dialog box after creating a document in an application.**

2. **Click the [Detailed Settings] tab.**

3. **In the [Menu:] box, click the [Job Setup] icon.**

4. **Enter the classification code in the [Classification Code:] box.**

   This code identifies the user. The classification code can contain up to 32 alphanumeric (a-z, A-Z, 0-9, "-") characters.

5. **Make any other necessary print settings, and then click [OK].**

6. **Execute the print command.**

7. **The print job is sent to the printer.**

For the PCL 5e printer driver:

1. **Open the [Printing Preferences] dialog box after creating a document in an application.**

2. **Click the [Valid Access] tab.**

3. **Enter the classification code in the [Classification Code:] box.**

   This code identifies the user. The classification code can contain up to 32 alphanumeric (a-z, A-Z, 0-9, "-") characters.

4. **Make any other necessary print settings, and then click [OK].**

5. **Execute the print command.**

6. **The print job is sent to the printer.**

🔸Note

- The specified classification code is stored in the printer driver.

- To switch between different classification codes, install the printer driver under different names, and specify different classification code for each driver.

- For details about how to view the log collected using Classification Code, see the manual for the external log collection system.

📑Reference

- p.55 "Displaying the Printer Driver Settings Screen"

3. Printing Stored Documents

This chapter explains how to print documents stored in the machine.

Using the Print Job Function

This section describes how to print files stored in the machine.

The following types of printing can be selected using the printer driver: Sample Print, Locked Print, Hold Print, and Stored Print.

You can print or delete the print jobs stored in the machine which is sent from computers.

If you select Sample Print, Locked Print, and Hold Print, the print files stored in the machine are deleted after printing is completed. If you select Stored Print, the files remain in the machine even after printing is finished.

In the [Initial Print Job List] settings on the [System] tab under [Printer Features], the [Complete List] or the [List Per User ID] screen appears depending on which list type you selected.
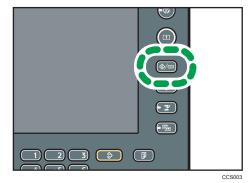
Selecting the Initial Print Job List

Follow the procedure below to set the initial Print Jobs screen, and to show it.

Selecting the Initial Print Job List

1. **Press the [User Tools/Counter] key.**

CCS003
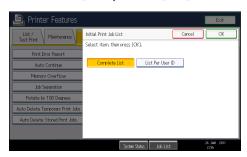
2. **Press [Printer Features].**

   The [Printer Features] menu appears.

3. **On the [System] tab, press [Initial Print Job List].**

4. **Select either [Complete List] or [List Per User ID].**

   After configuring the settings, the selected type of print job list is displayed when [Print Jobs] is pressed.
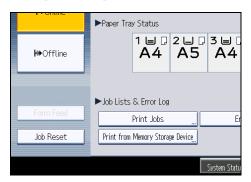
Displaying a Print Job List

1. **Press the [Printer] key.**

CCT001
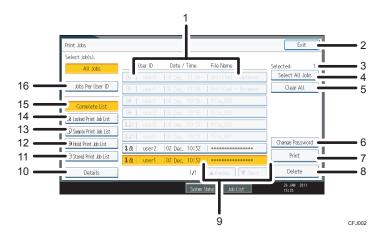
2. **Press [Print Jobs].**

Either the Complete List or List Per User ID screen appears.

Complete List

If you select [Complete List] from [Initial Print Job List], the following screen appears:

1. **User ID, Date / Time, and File Name display**

   Displays the time when the instruction to print the stored files was entered, the User IDs, and the file names.

2. **Exit**

   Returns to the printer screen.

3. **Selected:**

   Displays number of the files selected.

4. **Select All Jobs**

   Selects all files stored in the machine.

5. **Clear All**

   Clears all selections.

6. **Change Password**

Changes or deletes the password of a file if a password is set. To change the password, press [Change Password], enter the current password, and then enter the new password on the confirmation screen. To delete the password, press [Change Password], leave the entering/confirming a new password box blank, and then press [OK].

You can also set passwords to the Stored Print files that do not currently have passwords.

7. Print

   Prints a selected file.

8. Delete

   Deletes a selected file.

9. ▲Previous/▼Next

   If the list of files does not fit on the screen, scroll up or down to view the list.

10. Details

    Displays details about a selected file.

11. Stored Print Job List

    Displays only Stored Print files stored in the machine.

12. Hold Print Job List

    Displays only Hold Print files stored in the machine.

13. Sample Print Job List

    Displays only Sample Print files stored in the machine.

14. Locked Print Job List

    Displays only Locked Print files stored in the machine.

15. Complete List
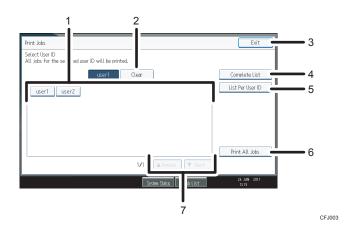
    Displays all files stored in the machine.

16. Jobs Per User ID

    Displays List Per User ID.

List Per User ID

If you select [List Per User ID] from [Initial Print Job List], the following screen appears:

CFJ003

1. User ID

   Displays the User IDs who sent files to the machine.

2. Clear

   Clears a selection.

3. Exit

   Returns to the printer screen.

4. Complete List

   Displays all print jobs.

5. List Per User ID

   Displays the print job list of each ID.

6. Print All Jobs

   Prints all selected types of files sent by the user ID.

7. ▲Previous/▼Next

   If the list of files does not fit on the screen, scroll up or down to view the list.

Note

- Multiple files can be selected on the Print Jobs screen. To clear selection, press the selected print jobs again.

- The display is not updated if a new file is stored while the list of stored files is displayed. To update the display, press [Exit] to return to the printer screen, and then press [Print Jobs] again.

- If a large number of print jobs are stored in the machine, processing may slow down temporarily, depending on which functions are used.

- If you press [List Per User ID] in the Complete List screen, the screen switches to the List Per User ID screen where [Back] appears at the bottom right. Press [Back] to switch to the Complete List screen.

- For details about Sample Print, see "Sample Print".

- For details about Locked Print, see "Locked Print".

- For details about Hold Print, see "Hold Print".

- For details about Stored Print, see "Stored Print".

Reference

- p.113 "Sample Print"

- p.116 "Locked Print"

- p.119 "Hold Print"

- p.122 "Stored Print"

Printing from the Print Job Screen

This section explains how to use the Sample Print function, Locked Print function, Hold Print function, Store and Print function, and Stored Print function.

Sample Print

Use this function to print only the first set of a multiple-set print job. After you have checked the result, remaining sets can be printed or canceled using the control panel. This can reduce misprints due to mistakes in contents or settings.

⭐ **Important**

- A Sample Print file cannot be stored if:
    - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
    - the file contains over 2,000 pages.
    - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

⬇ **Note**

- The PostScript 3 printer driver is also available for this machine.
- If a Sample Print file has not been stored properly, check the error log on the control panel. For details about the error log on the control panel, see "Checking the Error Log".
- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first. For details about the auto delete settings, see "System".
- Make sure the [Ignore Application Collate] check box in the printer driver and the collate settings in the application's [Print] dialog box are both cleared if you are using the PCL 5e printer driver. Make sure [Application Collate] is selected and the collate settings in the application's [Print] dialog box are cleared in case of the PCL 6 printer driver. By default, Sample Print jobs are automatically collated by the printer driver. If collate is enabled in the application, more prints than intended may be produced.
- If the first set of the Sample Print file is not as you expected and you do not want to print remaining sets, delete the Sample Print file using the control panel. If you print the remaining sets of the Sample Print file, the job in the machine is deleted automatically. To delete the Sample Print file, see "Deleting Sample Print files".

📄 **Reference**

• p.155 "System"

Printing a Sample Print file

The following procedure describes how to print a Sample Print file with the PCL 5e/6 printer driver.
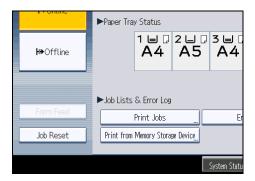
⭐ **Important**

• **Applications with their own drivers, such as PageMaker, do not support this function.**

1. **Configure Sample Print in the printer driver's properties.**

   For details about configuring the printer drivers, see the relevant Help files.

2. **Click [Details...], and then enter a User ID in the [User ID:] or [Enter User ID:] box.**

   You can use your login user name as a User ID when you select [Windows Login Name] in the [User ID:] box in the PCL 6 printer driver.

3. **Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.**

4. **Start printing from the application's [Print] dialog box.**

   Make sure to set more than two copies.

   The Sample Print job is sent to the machine, and the first set is printed.

5. **On the control panel, press the [Printer] key to display the printer screen.**

6. **Press [Print Jobs].**

7. **Press [Sample Print Job List].**

A list of Sample Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

8. **Select the file you want to print, and then press [Print].**

9. **Enter the new number of sets using the number keys if necessary, and then press [Yes].**

You can enter up to 999 sets.

Press the [Clear/Stop] key to correct any entry mistakes.

The remaining sets are printed.

⬇ Note

- If you want to cancel printing, press [No] in step 9.
- If you select multiple files, the confirmation screen displays the total number of files to be printed.
- If you select multiple documents and do not specify the number of sets on the confirmation screen, one set less than the number specified on the computer is printed for every selected document. If the number of sets specified on the computer is "1", one set each is printed for every document.
- When printing accumulated sample print documents, you cannot change the numbers of sets.
- When printing is completed, the stored file will be deleted.
- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. The file will be deleted.

Deleting Sample Print files

If you are not satisfied with the sample printout, you can delete the Sample Print file, revise it and print it again until the settings are suitable.

1. **Press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

3. **Press [Sample Print Job List].**

   A list of Sample Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

🔻**Note**

- If you do not want to delete the file, press [No] in step 5.

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Locked Print

Use this function to maintain privacy when printing confidential documents on the machine over a shared network. Usually, it is possible to print data using the control panel once it is stored in this machine. When using Locked Print, it is not possible to print unless a password is entered on the control panel. Your confidential documents will be safe from being viewed by other people.

⭐**Important**

- A Locked Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 2,000 pages.
  - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

🔻**Note**

- The PostScript 3 printer driver is also available for this machine.

- If a Locked Print file has not been stored properly, check the error log on the control panel. For details about the error log on the control panel, see "Checking the Error Log".

- Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first. For details about the auto delete settings, see "System".

- Make sure the [Ignore Application Collate] check box in the printer driver and the collate settings in the application's [Print] dialog box are both cleared if you are using the PCL 5e printer driver.

Make sure [Application Collate] is selected and the collate settings in the application's [Print] dialog box are cleared in case of the PCL 6 printer driver. By default, Locked Print jobs are automatically collated by the printer driver. If collate is enabled in the application, more prints than intended may be produced.

🗎 Reference

- p.137 "Checking the Error Log"
- p.155 "System"

Printing a Locked Print file

The following procedure describes how to print a Locked Print file with the PCL 5e/6 printer driver.
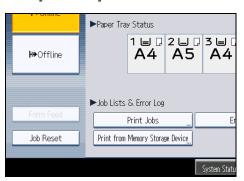
⭐ Important

- Applications with their own drivers, such as PageMaker, do not support this function.

1. **Configure the Locked Print in the printer driver's properties.**

   For details about configuring the printer drivers, see the corresponding Help files.

2. **Click [Details...], and then enter a User ID in the [User ID:] or [Enter User ID]: box, and then enter a password in the [Password:] box.**

   You can use your login user name as a User ID when you select [Windows Login Name] in the [User ID:] box in the PCL 6 printer driver.

3. **Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.**

4. **Start printing from the application's [Print] dialog box.**

   The Locked Print job is sent to the machine.

5. **On the control panel, press the [Printer] key to display the printer screen.**

6. **Press [Print Jobs].**

7. **Press [Locked Print Job List].**

A list of Locked Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

8. **Select the file you want to print, and then press [Print].**

The password screen appears.

9. **Enter the password using the number keys, and then press [OK].**

The print confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

If multiple print files are selected, the machine prints files that correspond to the entered password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

10. **Press [Yes].**

The locked file is printed.

⬇Note

- If you want to cancel printing, press [No] in step 10.

- When printing is completed, the stored file will be deleted.

- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. The file will be deleted.

Deleting Locked Print files

1. **Press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

3. **Press [Locked Print Job List].**

   A list of Locked Print files stored appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The password screen is displayed.

5. **Enter the password using the number keys, and then press [OK].**

   The delete confirmation screen appears.

   A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

   If you forgot your password, ask your file administrator for help.

6. **Press [Yes].**

   The selected file is deleted.

⬇Note

- If you do not want to delete the file, press [No] in step 6.

- If multiple print files are selected, the machine deletes files that correspond to the entered password. The number of files to be deleted is displayed on the confirmation screen.

Hold Print

Use this function to temporarily hold a file in the machine, and print it from the computer or the control panel later.

⭐Important

- A Hold Print file cannot be stored if:

  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)

- the file contains over 2,000 pages.

- the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

↓ Note

- The PostScript 3 printer driver is also available for this machine.

- If a Hold Print file has not been stored properly, check the error log on the control panel. For details about the error log on the control panel, see "Checking the Error Log".

- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first. For details about the auto delete settings, see "System".

- Make sure the [Ignore Application Collate] check box in the printer driver and the collate settings in the application's [Print] dialog box are both cleared if you are using the PCL 5e printer driver. Make sure [Application Collate] is selected and the collate settings in the application's [Print] dialog box are cleared in case of the PCL 6 printer driver. By default, Hold Print jobs are automatically collated by the printer driver. If collate is enabled in the application, more prints than intended may be produced.

📄 Reference

- p.137 "Checking the Error Log"

- p.155 "System"

Printing a Hold Print file

The following procedure describes how to print a Hold Print file with the PCL 5e/6 printer driver.

⭐ Important

- Applications with their own drivers, such as PageMaker, do not support this function.

1. **Configure Hold Print in the printer driver's properties.**

   For details about configuring the printer drivers, see the relevant Help files.

2. **Click [Details...], and then enter a User ID in the [User ID:] or [Enter User ID:] box.**

   You can use your login user name as a User ID when you select [Windows Login Name] in the [User ID:] box in the PCL 6 printer driver.
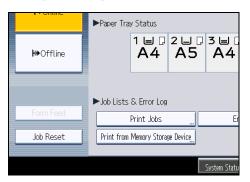
   A file name can also be entered arbitrarily.

3. **Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.**

4. **Start printing from the application's [Print] dialog box.**
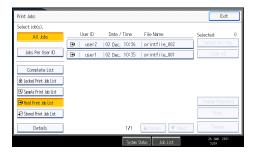
   The Hold Print job is sent to the machine and stored.

5. **On the control panel, press the [Printer] key to display the printer screen.**

6. **Press [Print Jobs].**
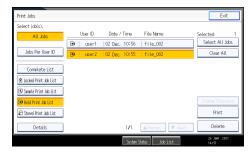
7. **Press [Hold Print Job List].**

A list of Hold Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

8. **Select the file you want to print, and then press [Print].**

The confirmation screen appears.

9. **Press [Yes].**

The Hold Print file is printed.

⬇ Note

- If you want to cancel printing, press [No] in step 9.

- When printing is completed, the stored file is deleted.

- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. The file will be deleted.

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

- For details about setting printer drivers, see the printer driver Help.

- You can also print or delete a Hold Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Hold Print files

1. **Press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

3. **Press [Hold Print Job List].**

   A list of Hold Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

Note

- If you do not want to delete the file, press [No] in step 5.

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Stored Print

Use this function to store a file in the machine, and then print it from the computer or the control panel later.

Jobs are not deleted after they are printed, so the same job needs not to be re-sent in order to print multiple copies.

Important

- A Stored Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 2,000 pages.
  - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

Note

- The PostScript 3 printer driver is also available for this machine.

- If a Stored Print file has not been stored properly, check the error log on the control panel. For details about the error log on the control panel, see "Checking the Error Log".

- Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first. For details about the auto delete settings, see "System".

- Make sure the [Ignore Application Collate] check box in the printer driver and the collate settings in the application's [Print] dialog box are both cleared if you are using the PCL 5e printer driver. Make sure [Application Collate] is selected and the collate settings in the application's [Print] dialog box are cleared in case of the PCL 6 printer driver. By default, Stored Print jobs are automatically collated by the printer driver. If collate is enabled in the application, more prints than intended may be produced.

- You can optionally set a document title and a password of a Stored Print file. For details about a password setting, see the printer driver Help.

🗐 Reference

- p.137 "Checking the Error Log"
- p.155 "System"

Printing a Stored Print file

The following procedure describes how to print a Stored Print file with the PCL 5e/6 printer driver.

⭐ Important

- **Applications with their own drivers, such as PageMaker, do not support this function.**

1. **Configure Stored Print in the printer driver's properties.**

   You can select four methods of Stored Print:

   To use the Stored Print (Shared) and Store and Print (Shared) functions, authentication must be enabled beforehand. For details, consult your administrator.

   - Stored Print

     Stores the file in the machine and prints it later using the control panel.

   - Store and Print

     Prints the file at once and also stores the file in the machine.

   - Stored Print (Shared)

     Stores the file in the machine and allows any user who has print privileges to print the file later using the control panel.

   - Store and Print (Shared)

     Prints the file immediately and also stores the file in the machine. Any user who has print privileges can print any stored file afterward.

2. Click [Details...], and then enter a User ID in the [User ID:] or [Enter User ID:] box.
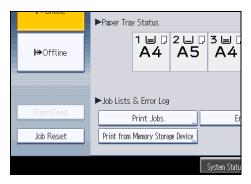
You can use your login user name as a User ID when you select [Windows Login Name] in the [User ID:] box in the PCL 6 printer driver.

You can also set a file name and a password. The same password must be entered when printing or deleting.

3. Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.

4. Start printing from the application's [Print] dialog box.

The Stored Print job is sent to the machine and stored.

5. On the control panel, press the [Printer] key to display the printer screen.

6. Press [Print Jobs].

7. Press [Stored Print Job List].

A list of Stored Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

8. **Select the file you want to print, and then press [Print].**

The confirmation screen appears.

If you set a password in the printer driver, a password confirmation screen appears. Enter the password.

If multiple print files are selected, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

9. **Enter the number of sets using the number keys if necessary, and then press [Yes].**

You can enter up to 999 sets.

Press the [Clear/Stop] key to correct any entry mistakes.

The Stored Print file is printed.

Note

- If you want to cancel printing, press [No] in step 9.

- If you select multiple files, the confirmation screen displays the total number of files to be printed. If you select multiple documents, set numbers are determined based on the smallest set number specified for a selected document.

- When printing accumulated stored print documents, you cannot change the numbers of sets.

- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. A Stored Print file is not deleted even if [Job Reset] is pressed.

- The Stored Print file sent to the machine is not deleted unless you delete a file or select [Auto Delete Stored Print Jobs]. For details about the auto delete settings, see "System".

- For details about setting printer drivers, see the printer driver Help.

- You can also print or delete a Stored Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Reference

- p.155 "System"

Deleting Stored Print files

1. **Press the [Printer] key to display the printer screen.**

2. **Press [Print Jobs].**

3. **Press [Stored Print Job List].**

   A list of Stored Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and press [Delete].**

   The delete confirmation screen appears.

   If you set the password in the printer driver, enter the password to delete.

   If multiple print files are selected, and some of these require a password, the machine deletes files correspond to the entered password and files that do not require a password. The number of files to be deleted is displayed on the confirmation screen.

   If you forgot your password, ask your file administrator for help.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

Note

- If you do not want to delete the file, press [No] in step 5.

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Printing from the Jobs Per User ID Screen

This describes how to print the files saved in the machine from the user ID screen.

In the [Initial Print Job List] settings on the [System] tab under [Printer Features], the [Complete List] or the [List Per User ID] screen appears depending on which list type you selected.

Printing the Selected Print Job

1. **Press the [Printer] key.**

   The printer screen appears.

2. **On the printer screen, press [Print Jobs].**

   A list of user IDs whose files are stored in the machine appears.

3. **Press the user ID whose file you want to print.**

You cannot select multiple user IDs at the same time.

Press [▲Previous] or [▼Next] to scroll through the list.

Press [Clear] to cancel a selection.

4. **Press [List Per User ID].**

The print job list of the selected user ID appears.

5. **Select the desired print jobs.**

To cancel a selection, press the highlighted print job again. To clear all selections, press [Clear All].

6. **Press [Print].**

The confirmation screen appears.

7. **Press [Yes].**

The selected files are printed.
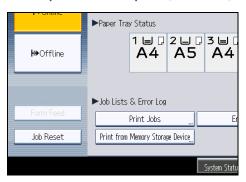
⬇Note

- If you select multiple files, the confirmation screen displays the total number of files to be printed.
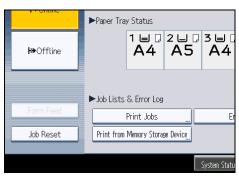
Printing All Print Jobs

1. **Press the [Printer] key.**

The printer screen appears.

2. **On the printer screen, press [Print Jobs].**

A list of user IDs whose files are stored in the machine appears.

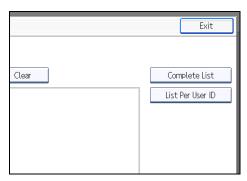3. **Press the user ID whose file you want to print.**

You cannot select multiple user IDs at the same time.

Press [▲Previous] or [▼Next] to scroll through the list.

Press [Clear] to cancel a selection.

4. **Press [Print All Jobs].**

If the selected user ID has multiple types of print jobs, the selection screen of the print job type appears.

5. **Select the desired print job type, and then press [OK].**

The confirmation screen appears.

The confirmation screen does not appear if the selected ID has only one type of print job.

6. **Press [Yes].**

The selected files are printed.

Note

- After printing is completed, Sample Print, Locked Print, and Hold Print files are deleted.

- You cannot select a print job that is not stored under the selected user ID.

- If you select multiple Sample Print files and do not specify the number of sets on the confirmation screen, one set less than the number specified on the computer is printed for every selected document. If the number of sets specified on the computer is "1", one set each is printed for every document.

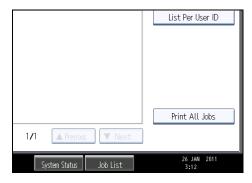- If you select Stored Print, the number you set on the confirmation screen is applied to all files of the selected print job type. If you do not set a quantity, the minimum number is applied to all files.

- If you select Locked Print, enter the correct password. If there are multiple passwords, the machine prints only files that correspond to the entered password.

- If you select Stored Print files, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password.

- The confirmation screen displays the total number of files that have the selected user ID to be printed.

Job List

Jobs printed using Copy, Document Server, or Printer mode are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs.

For example, you can cancel incorrect job settings or print an urgent document.

�】Note

- You cannot use the Job List function when the machine is in Interrupt mode.

- Documents printed using the facsimile function and scanner function are not displayed in the Job List.
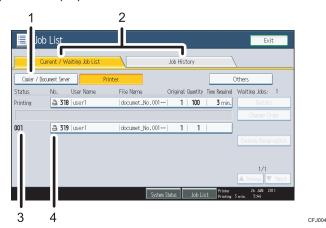
Job List Screen

This section explains displays and icons that appear in the Job List screen.

The Job List screen varies depending on whether [Job Order] is selected with [Print Priority] for [System Settings]. For details, see "System Settings", Network and System Settings Reference.
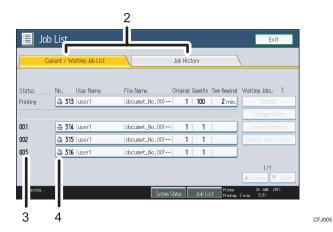
When [Job Order] is not selected:

The job list is displayed for each of the functions.

CFJ004

When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.

CFJ005
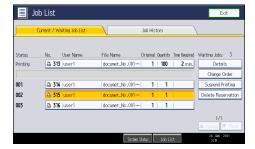
1. Switches between job lists for each function.

2. Switches between Current / Waiting Job List and Job History.

3. Displays reserved job numbers.

4. Displays the function used to print jobs.

    : Job printed using copier function

    : Job printed using printer function

    : Job printed using Document Server function

    : Job printed using DeskTopBinder

    : Job printed using Web Image Monitor

Checking Jobs in the Job List

You can check the contents of jobs in the job list.

1. **Press [Job List].**

2. **Select a job whose contents you want to check.**

3. **Press [Details], and then check the contents.**

4. **Press [Exit].**
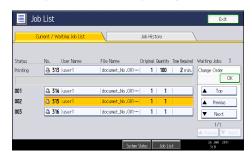
Changing the Order of Jobs

You can change the order of jobs in the job list.

1. **Press [Job List].**

2. **Select a job whose order you want to change.**

3. **Press [Change Order].**

4. **Change the order using [▲Top], [▲Previous], or [▼Next].**

5. **Press [OK].**

Holding Jobs

You can hold jobs that are queued or currently printing.

1. **Press [Job List].**

2. **Select a job you want to hold.**

3. Press [Suspend Printing].

The selected job and the jobs that follow it are suspended. "Suspended" is displayed at the left of the jobs in the job list that are suspended.

⬇Note

- To resume the suspended jobs, press [Resume Printing].

- This function is available only if [Job Order] is specified.

Deleting Jobs

You can delete a job that is queued or currently printing.

1. Press [Job List].

2. Select a job you want to delete.

To delete multiple print jobs, select all print jobs you want to delete.

3. Press [Delete Reservation].

4. Press [OK].

Checking the Job History

You can view the history and contents of completed print jobs.

1. Press [Job List].

2. Press [Job History].

A list of completed print jobs appears.

3. Select a job whose contents you want to check.

4. Press [Details], and then check the contents.

5. Press [Exit].

Canceling a Print Job

This section gives instruction to stop printing from the computer or the control panel after confirming to start printing.

1. **Check the machine to see if relevant data is printing. If the Data In indicator lights up or blinks, the machine is receiving data from a computer.**

2. **Cancel printing.**
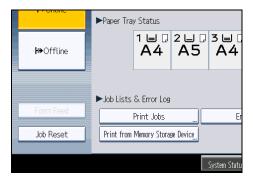
   Since canceling procedures vary depending on the print job status, check the job status and cancel printing according to the following procedure.

Canceling a Print Job Using the Control Panel

1. **Press the [Printer] key.**

   The printer screen appears.

2. **Press [Job Reset].**

3. **Press [Reset the Job] or [Reset All Jobs].**

   - [Reset the Job]: cancels the print job currently being processed.
   - [Reset All Jobs]: cancels all jobs in the print queue.
   - [Resume Printing]: resumes printing print jobs.

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

Press [No] to return to the previous display.

⬇**Note**

- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [Job Reset].

Windows - Canceling a Print Job from the Computer

You can cancel a print job from the computer if transferring print jobs is not completed.

1. **Double-click the printer icon on the Windows task tray.**

A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

2. **Select the name of the job you want to cancel.**

3. **On the [Document] menu, click [Cancel].**

⬇**Note**

- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.

- You can also open the print job queue window by double-clicking the machine icon in the printers window.

- A print job containing a large volume of data may take considerable time to stop.

Checking the Error Log
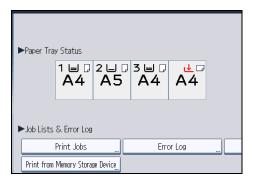
If files could not be stored due to printing errors, identify the cause of the errors by checking the error log on the control panel.

⭐ **Important**

- The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following print jobs, it is not deleted. The error is stored separately until the number of those errors reaches 30. You can check any of these print jobs for error log information.
  - Sample Print
  - Locked Print
  - Hold Print
  - Stored Print
- If the main power switch is turned off, the error log is deleted.

1. **Press the [Printer] key.**

   The printer screen appears.

2. **Press [Error Log].**

   An error log list appears.

   Depending on the security settings, certain errors may not be displayed.

3. **Press the desired job list.**

   You can select job list from [Complete List], [Locked Print Job List], [Sample Print Job List], [Hold Print Job List], or [Stored Print Job List].

4. **Select the print file you want to check, and then press [Details].**

   A detailed error log appears.

   Press [▲Previous] or [▼Next] to scroll the error files.

   Press [Back to List] to return to the error log list.

Note

- Press [Exit] after checking the log.

- To print files that appear in the error log, resend them after stored files have been printed or deleted.

- [Error Log] is not available in simplified display mode. To view the error log, you must first switch to normal display mode by pressing the [Simplified Display] key to turn into the normal display mode.

4. Printing Files from an External Memory Device

This chapter explains how to print files directly from a removable memory device connected to the machine.

Direct Printing from a Removable Memory Device

You can connect removable memory devices (USB flash memory and SD cards) to the machine and directly print the files stored on them.

Files in the following formats can be printed: JPEG, TIFF, and PDF.

This function is useful for printing files without using a computer.

Overview of Direct Printing from Removable Memory Device

This section provides an overview of the direct printing function from removable memory devices.

⭐ **Important**

- USB flash memory devices and SD cards are supported for direct printing. However, certain types of USB flash memory devices and SD cards cannot be used. For details, contact your sales or service representative.
- Only removable memory devices that are FAT16 or FAT32 formatted are compatible with this machine.
- This machine supports SD cards with a maximum capacity of 2 GB.
- This machine does not support the use of external USB hubs or SD card readers.
- USB flash memory devices with password protection or other security features might not be compatible with this machine.
- Connect only USB flash memory to the USB slot on the control panel; do not connect any other type of USB device.
- Do not turn off the machine while a removable memory device is being accessed. Doing so can damage the memory device and corrupt its data.
- If the machine is accidentally turned off while a removable memory device is being accessed, check that the data on the removable memory device has not been corrupted.
- It is possible that any data stored in the removable memory device will be damaged or lost by user error during operation or software error. Be sure to back up of all data beforehand. The

manufacturer shall not be liable to you for damages or loss of any data produced by using this function.

About file formats
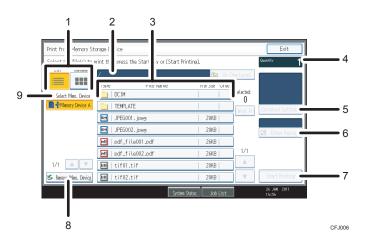
- JPEG files

  - Exif version 1.0 or later JPEG files are compatible with this function.

- TIFF files

  - Following types of TIFF files are compatible with this function: uncompressed TIFF files, or TIFF files compressed using the MH, MR, or MMR method.

- PDF files

  - This function is possible for genuine Adobe PDF files only.

  - PDF files whose PDF version is 1.7 (Acrobat 8.0 compatible) or earlier can be printed.

  - PDF files created using PDF version 1.5 Crypt Filter functions or more than eight DeviceN Color Space components cannot be printed.

  - PDF files created using PDF version 1.6 watermark note functions, or extended optional contents cannot be printed.

  - PDF files whose PDF version is 1.7 (Acrobat 9.0 compatible) or higher can be printed as long as they do not use any functions that are exclusive to those versions.

  - If the document contains transparency function data, it may fail to print. When this happens, use the printer driver to print the document.

  - Some types of High Compression PDF files may not be printed.

  - If print jobs through PDF direct printing are being canceled, select [Font Priority] for [Memory Usage] in [System] in [Printer Features]. If print jobs are being canceled even though [Font Priority] has been selected, print using the printer driver from a PDF viewer such as Adobe Reader.

Screen for Direct Printing

This section explains the elements and icons that appear on the screen for direct printing.

To display this screen, press the [Printer] key, and then press [Print from Memory Storage Device].

You can view files either as a list or as thumbnails.

CFJ006

1. **[List]/[Thumbnail]**

   Press to switch between list view and thumbnail view.

2. **Current folder**

   Displays the name and path of the current folder. To display the contents of the parent folder, press [Up One Level].

3. **File/Folder list**

   Press to select the file you want to print or the folder you want to open. Press [▲] or [▼] to scroll through the list if necessary. Depending on the number of files, up to 999 pages might be shown.

   The formats, names, and sizes of files are displayed. If multiple files are selected, the order in which the files were selected will also be displayed.

4. **[Quantity]**

   Use the number keys to specify the number of copies (1 to 999) that you want to print.

5. **[Detailed Settings]**

   Press to configure detailed print settings. For details, see "Printing from a Removable Memory Device".

6. **[Enter Passwrd]**

   To print a password-protected PDF file, select the file, press this button, and then enter the password. After you have entered the password, the text above the button will change from "Passwrd Not Entrd" to "Password Entered".

7. **[Start Printing]**

   Press to print the selected file.

8. **[Remove Mem. Device]**

   Before removing a removable memory device, press this and follow the instructions that appear.

9. **Select Mem. Device**

   Press to select the removable memory device that contains the files you want to print.

   Only removable memory devices that the machine has recognized correctly can be selected.

Note

- The machine can recognize up to a total of 5990 files and folders in a removable memory device.

- File names must not exceed 255 bytes (including the path name). Also, file names must not contain any character that the machine cannot display correctly.

- JPEG format files can be displayed as thumbnails when they are in Exif or DCF format. An icon will be shown for any other type of file.

- Following sizes of JPEG files can be printed:

  - Standard sizes: 8 × 10, Letter ($8^1/_2$ × 11), A4, A5, A6, B5, B6

  - Custom sizes: 2L (5 × 7), Postcard, 100 × 150 mm, 4 × 6

- Custom size PDF files may not be printed using this function.

- Print settings are effective for the format of the currently selected file, and will remain effective as long as the file of that format stays selected. The machine will remember an entered PDF password until you switch out of the printer function.

- If you try to select a removable memory device that the machine has not recognized correctly, an error message will appear.
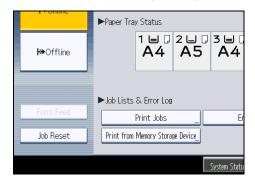
Reference

- p.142 "Printing from a Removable Memory Device"

Printing from a Removable Memory Device

Use the following procedure to print files stored on a removable memory device directly.

Important

- Be sure to remove the removable memory device as explained in the following procedure. Failure to do so may damage the removable memory device and corrupt its data.

1. **Insert a removable memory device into the media slot.**

2. **Press the [Printer] key to display the printer screen.**

3. **Press [Print from Memory Storage Device].**

4. If necessary, select the removable memory device that contains the file you want to print.

Only one removable memory device can be selected at a time.

5. Select the file you want to print.

You can select multiple JPEG files in the current folder at once.

To print a password-protected PDF file, press [Enter Passwrd], and then enter the password.

6. If necessary, press [Detailed Settings] to configure detailed print settings.

Note that certain settings cannot be selected simultaneously (for example, duplex printing cannot be specified depending on the selected paper size).

- [Quantity]: Use the number keys to specify the number of copies (1 to 999) that you want to print.

- Paper Size/Input Tray: Specify the paper size/input tray to use for printing. You can also select to fit the image to the selected paper size by pressing [Fit to Paper Size] (this will be the default selection for JPEG files).

- [Resolution] (for TIFF files): Select the resolution from [200 dpi], [300 dpi], [400 dpi], and [600 dpi].

- [Resolution] (for PDF files): Select the resolution from [300 dpi (Fast)], [600 dpi (Fast)], and [600 dpi (Standard)].

- [2 Sided]: When printing on both sides, specify a binding method.

- [Combine]/[Comb. Order]/[Seprtn Line in Comb.] (for PDF files): When combining multiple pages, specify the number of pages to combine, the page order (orders that start from top-left are available), and whether to print a separation line.

- [Sort]/[Stack] (for TIFF/PDF files): When printing multiple sets, specify whether to print in batches or ordered sets.

- [Staple] (for TIFF/PDF files): If you are using type 3, you can specify the staple settings.

7. Press [Start Printing] or the [Start] key to begin printing.

Printing may take some time depending on the size or number of the files selected.

To print another file continuously, wait until the machine finishes printing. If you attempt to print a file before the current job is finished, an error message will appear.

8. When printing is finished, press [Remove Mem. Device].

9. **Select the removable memory device you want to remove, and then press [Remove].**

You can select multiple removable memory devices at once.

10. **On the confirmation screen, press [Exit].**

Remove the removable memory device.

🔽**Note**

- Depending on the security setting, [Print from Memory Storage Device] may not appear. For details, consult your administrator.

- You cannot select multiple TIFF files, PDF files, or files of different formats at the same time.

- If you move between different folders or select another removable memory device, file selection will be canceled.

- A PDF file can be printed if its size is 500 MB or smaller. A JPEG/TIFF file can be printed if its size is 1 GB or smaller.

- You can select up to 999 JPEG files at once, as long as the total size of the files you select does not exceed 1 GB.

- The availability of paper sizes depends on the format of the selected file. For a JPEG file, you cannot specify sizes that are not available for the format of the file.

- Paper size is not automatically selected when a JPEG file is selected.

- If you insert another removable memory device while following the procedure above, a list of files and folders in the root directory on that removable memory device will appear.

- If the removable memory device is partitioned, only the files stored on the first partition can be printed.

- If a USB flash memory device is inserted in the media slot, the LED on the slot will light up and remain lit.

- If an SD card is inserted in the media slot, the LED on the slot will not light up, but will flash when the card is being read.

- Do not remove a removable memory device or disconnect a USB cable while the LED is flashing.

- For details about the staple function, see "Staple (Type 3 Only)".

Reference

- p.83 "Staple (Type 3 Only)"

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4

5. Saving and Printing Using the Document Server

This chapter explains how to use the Document Server function.

Accessing the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

⭐ **Important**

- **Applications with their own drivers, such as PageMaker, do not support this function.**

🔽 **Note**

- When you use the Document Server, the following functions can be selected using the control panel:
    - Copies
    - Collate
    - Duplex
    - Staple
    - Paper selection: Paper source tray, paper type, paper output tray.
    - Functions related to paper selection: Cover Sheet, Slip Sheet.
- The above items are dimmed, so you cannot set them from the printer properties dialog box when the Document Server is selected.
- You must enter a user ID, using up to eight alphanumeric characters.
- You should enter a password and file name to distinguish the job from others.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already been stored. Even if less than 3,000 files are stored, new files cannot be stored when
    - a file to be stored contains more than 2,000 pages.
    - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)
    - the hard disk is full.
- The Document Server also stores files scanned using the ADF or exposure glass. You should delete unnecessary stored files once in a while so as not to exceed the capacity of the hard disk. For details about deleting stored files, see "Document Server", Copy and Document Server Reference.

- When using the hard disk for functions other than those of Document Server, you may not be able to store new files in the Document Server, even if there are less than 3,000 files stored.

- For details about Document Server functions, see "Document Server", Copy and Document Server Reference.

- For details about how to access Document Server from a client computer, see the printer driver Help.

6. Printer Features

This chapter describes user tools under Printer Features menu.

Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

⏬Note
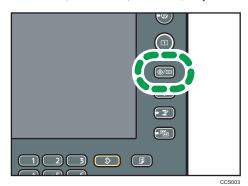
- Operations for system settings differ from normal operations. Always quit User Tools when you have finished.

- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

Changing Default Settings

This section describes how to change the settings of User Tools.

⭐Important

- If Administrator Authentication Management is specified, contact your administrator.

1. **Press the [User Tools/Counter] key.**

CCS003
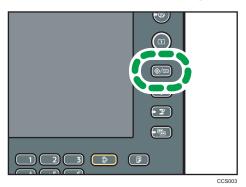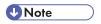
2. **Press [Printer Features].**

3. **Change settings by following instructions on the display, and then press [OK].**

Quitting User Tools

This section describes how to quit the settings of User Tools.

1. **Press the [User Tools/Counter] key.**

CCS003

Note

- You can also quit User Tools by pressing [Exit] on the upper-right of the display.

List / Test Print

This section describes the user tools in the List / Test Print menu under Printer Features.

Multiple Lists

You can print the configuration page and error log.

**Configuration Page**

You can print the machine's current configuration values.

Error Log

You can print error logs listing all errors that occurred during printing. The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following types of print jobs, it is not deleted. Instead, it will be stored separately in error logs for each job type, up to a maximum of 30 for each log. You can check any of these print jobs for error log information.

- Sample Print
- Locked Print
- Hold Print
- Stored Print

The records of jobs canceled automatically and manually from the control panel can be printed.

Menu List

You can print a Menu List showing the machine's function menus.

PCL Configuration / Font Page

You can print the current configuration and installed PCL font list.

PS Configuration / Font Page

You can print the current configuration and installed PostScript font list.

PDF Configuration / Font Page

You can print the current configuration and installed PDF font list.

Hex Dump

You can print in the Hex Dump mode.

Printing the Configuration Page

This section describes how to print the configuration page.

1. **Press the [User Tools/Counter] key.**
2. **Press [Printer Features].**

3. Press [Configuration Page] on the [List / Test Print].

The configuration page is printed.

4. Press the [User Tools/Counter] key.

Interpreting the configuration page

This section describes the configuration page.

System Reference

- Machine ID

  Displays the serial number assigned to the board by its manufacturer.

- Total Memory

  Displays the total amount of memory (SDRAM) installed on the machine.

- Total Counter

  Displays the total number of pages printed by the machine to date.

- Firmware Version

  - Printer

    Displays the version number of the machine firmware.

  - System

    Displays the version number of the system firmware.

  - Engine

    Displays the version number of the machine engine.

  - LCDC

    Displays the version number of the panel display.

  - NIB

    Displays the version number of the Network interface.

- Device Connection

This item(s) appears when the device option(s) is installed.

- HDD: Font/Macro Download

  Displays the capacity of the hard disk drive.

- Printer Language

  Displays the version number of the printer driver language.

- Attached Equipment

  Displays the installed optional equipments.

Paper Input

Displays settings made under Tray Paper Settings menu.

System

Displays settings made under the System menu.

PCL Menu

Displays settings made under PCL Menu.

PS Menu

Displays settings made under PS Menu.

PDF Menu

Displays settings made under PDF Menu.

Host Interface

Displays settings made under the Host Interface menu.

When DHCP is active on the network, the actual IPv4 address, subnet mask and gateway address appear in parentheses on the configuration page.

Interface Information

Displays the interface information.

Maintenance

This section describes the user tools in the Maintenance menu under Printer Features.

Menu Protect

You can prevent unauthenticated users from changing the user tools. Menu Protect can be specified for each of the following user tools menus.

For details, consult your administrator.

List / Test Print Lock

You can lock the [List / Test Print] items.

For details, consult your administrator.

Delete All Temporary Print Jobs

You can delete all print jobs temporarily stored in the machine.

Delete All Stored Print Jobs

You can delete all print jobs stored in the machine.

Note

- To change default settings, see "Accessing User Tools".

Reference

- p.149 "Accessing User Tools"

System

This section describes the user tools in the System menu under Printer Features.

Print Error Report

Select this to have an error report printed when a printer or memory error occurs.

Default: [**Off**]

Auto Continue

Select whether or not the machine automatically continues to print after a system error occurs.

Default: [**Off**]

Memory Overflow

Select this to have a memory overflow error report printed.

Default: [**Do not Print**]

Job Separation

You can enable Job Separation.

This menu can be selected only on type 3.

Default: [**Off**]

Rotate by 180 Degrees

Specify whether to rotate the print image 180 degrees relative to the paper orientation.

Default: [**Off**]

Auto Delete Temporary Print Jobs

You can select to automatically delete print jobs temporarily stored in the machine.

Default: [**Off**]

If you select [On], you can set up to 200 hours for auto file deleting (Default: "**8**").

Auto Delete Stored Print Jobs

You can select to automatically delete print jobs stored in the machine.

Default: [**On**], "**3**" day(s)

If you select [On], you can set up to 180 days for auto file deleting.

Initial Print Job List

You can set the desired type of print job list that appears on the screen when you press [Print Jobs].

Default: [**Complete List**]

- Complete List

    Displays the list of print jobs stored in the machine.

- List Per User ID

Displays the list of the User ID who stored a file in the machine.

Print Compressed Data

Specify whether to uncompress and extract compressed job data before printing it.

The supported compression format is GZIP.

Default: [**Off**]

Memory Usage

You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.

Default: [**Frame Priority**]

Duplex

You can select to have print on both sides of each page.

Default: [**Off**]

Copies

You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.

The number of copies can be specified from 1 to 999 by increments of one.

Default: "**1**" copies

Blank Page Print

You can select whether or not to print blank pages.

Default: [**On**]

Pages that match one of the following conditions are identified as blank.

- There are no images.
- There are images but they are outside the printable area.
- There are only blank characters.

Edge Smoothing

Select whether or not to smooth the edges of texts and images when printing. When this setting is enabled, gradation in images may be degraded.

Default: [**On**]

Toner Saving

Reduces toner consumption when printing. When this setting is enabled, print quality may be degraded.

Default: [**Off**]

Reserved Job Waiting Time

You can specify how long the machine waits to receive a print job before allowing other functions such as the copier and scanner functions to interrupt it.

Default: [**Short Wait**]

Printer Language

Specify the printer language.

Default: [**Auto**]

Sub Paper Size

You can specify whether A4 or Letter ($8^1/_2 \times 11$) size paper is automatically selected as the default size when the job-specified size is unavailable.

Default: [**Auto**]

Page Size

You can select the default paper size.

The paper size you can select is as follows:

- A4, A5, A6, B5JIS, B6JIS, C5 Env, C6 Env, DL Env, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_2 \times 11$, $8^1/_4 \times 13$, 8×13, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$, $4^1/_8 \times 9^1/_2$, $3^7/_8 \times 7^1/_2$, 16K, Custom Size

Default:

- ⊕Region **A** (mainly Europe and Asia)

  A4

- ⊕Region **B** (mainly North America)

  $8^1/_2 \times 11$

Letterhead Setting

You can rotate original images when printing.

When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.

Default: [**Auto Detect**]

- Off

  When set to [Off], original images are always rotated by 180 degrees.

- Auto Detect

  When set to [Auto Detect], the machine detects a letterhead or preprinted paper automatically, and does not rotate the image.

- On (Always)

  When set to [On (Always)], the machine does not rotate.

This function reduces printing speed.

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Tray Setting Priority

Specify whether the paper size and type settings that are applied are those specified using the control panel, printer driver, or print command.

- Bypass Tray

  Specify whether the paper size and type settings applied for bypass Tray are those specified using the control panel, printer driver, or print command.

  Default: [**Driver / Command**]

  - Driver / Command

    When the source paper tray is specified for a print job, the paper settings specified using the printer driver or by print command are applied, regardless of any settings specified using the control panel.

  - Machine Setting(s)

    The paper settings specified on the machine's control panel are applied to all print jobs. An error will occur if the paper settings specified using the printer driver or by print command do not match those specified using the control panel.

  - Any Size/Type

    If paper is loaded in the bypass tray, printing will be done on paper fed from the bypass tray with the job's settings applied.

  - Any Custom Size/Type

    If custom size paper is specified using the printer driver or by print command, printing will be done on paper fed from the bypass tray with the job's settings applied.

- Tray 1

  Specify whether the paper size and type settings applied for Tray 1 are those specified using the control panel, printer driver, or print command.

  Default: [**Machine Setting(s)**]

  - Driver / Command

  - Machine Setting(s)

- Tray 2

  Specify whether the paper size and type settings applied for Tray 2 are those specified using the control panel, printer driver, or print command.

  Default: [**Machine Setting(s)**]

  - Driver / Command

  - Machine Setting(s)

- Tray 3

  Specify whether the paper size and type settings applied for Tray 3 are those specified using the control panel, printer driver, or print command.

Default: [**Machine Setting(s)**]

- Driver / Command
- Machine Setting(s)

- Tray 4

    Specify whether the paper size and type settings applied for Tray 4 are those specified using the control panel, printer driver, or print command.

    Default: [**Machine Setting(s)**]

    - Driver / Command
    - Machine Setting(s)

Edge to Edge Print

You can select whether or not to expand the print area.

When set to [Off], margins on all sides are 4.2 mm (0.17 inches).

When set to [On], margins on the left, right, and bottom will become 0 mm.

Default: [**Off**]

Default Printer Language

You can set the default printer language if the machine cannot find the printer language automatically.

Default: [**PCL**]

Tray Switching

You can specify whether or not the machine automatically switches paper trays if paper of the specified size and type is not loaded in the driver-designated tray.

Default: [**Off**]

Extended Auto Tray Switching

You can select whether or not to automatically switch to a suitable tray when the current tray runs out of paper.

When [On] is set, the extended auto tray switching is priority, regardless of the printer driver settings.

Default: [**Off**]

⬇️Note

- To change default settings, see "Accessing User Tools".

📄Reference

- p.149 "Accessing User Tools"

Host Interface

This section describes the user tools in the Host Interface menu under Printer Features.

I/O Buffer

You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.

Default: [**128 KB**]

I/O Timeout

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

Default: [**15 seconds**]

🔸Note

- To change default settings, see "Accessing User Tools".

📖Reference

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PCL Menu

This section describes the user tools in the PCL Menu under Printer Features.

Orientation

> You can set the page orientation.
>
> Default: [**Portrait**]

Form Lines

> You can set the number of lines per page.
>
> The number of lines can be specified from 5 to 128 by increments of one.
>
> Default:
>
> - ⊕ Region **A** (mainly Europe and Asia)
>
>   "**64**" lines
>
> - ⊕ Region **B** (mainly North America)
>
>   "**60**" lines

Font Source

> You can set the storage location of the default font.
>
> Default: [**Resident**]
>
> [RAM], [HDD] and [SD] can be selected only when fonts have been downloaded to the machine.

Font Number

> You can set the ID of the default font you want to use.
>
> - When [Resident] is selected under [Font Source]:
>
>   The font number can be specified from 0 to 63 by increments of one.
>
>   Default: "**0**"
>
> - When [RAM], [HDD], or [SD] is selected under [Font Source]:
>
>   The font number can be specified from 1 up to number of fonts stored on the machine.
>
>   Default: "**1**"

Point Size

> You can set the point size you want to use for the selected font.
>
> The number of point sizes can be specified from 4.00 to 999.75 by increments of 0.25.
>
> This setting is effective only with variable-space fonts.
>
> Default: "**12.00**" points

Font Pitch

> You can set the number of characters per inch for the selected font.

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The number of characters per inch can be specified from 0.44 to 99.99 by increments of 0.01.

This setting is effective only with fixed-space fonts.

Default: "**10.00**" pitches

Symbol Set

You can specify the character set of the selected font. The available options are as follows:

- Roman-8, Roman-9, ISO L1, ISO L2, ISO L5, ISO L6, ISO L9, PC-775, PC-8, PC-8 D/N, PC-850, PC-852, PC-858, PC8-TK, PC-1004, Win L1, Win L2, Win L5, Win Baltic, Desktop, PS Text, MS Publ, Math-8, PS Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0, MC Text, UCS-2, PC-864, Arabic-8, Win Arabic, PC-866, PC-866U, ISO Cyrillic, Win Cyrillic, PC-851, Greek-8, ISO Greek, PC-8 Greek, Win Greek, PC-862, Hebrew-7, Hebrew-8, ISO Hebrew

Default: [**PC-8**]

Courier Font

You can select a courier font type.

Default: [**Regular**]

Extend A4 Width

You can extend the printing area width (when printing on A4 sheet with PCL).

Default: [**Off**]

When the setting is [On], the width will be $8^1/_2$ inches.

Append CR to LF

When set to [On], a carriage return will follow each line feed: CR=CR, LF=CR-LF, FF=CR-FF.

Default: [**Off**]

Resolution

You can set the print resolution in dots per inch.

Default: [**600 dpi**]

Note

- To change default settings, see "Accessing User Tools".

Reference

- p.149 "Accessing User Tools"

PS Menu

This section describes the user tools in the PS Menu under Printer Features.

Job Timeout

You can specify how long the printer waits (in seconds) before canceling the current job when the job is interrupted while being processed.

Default: [**Use Driver / Command**]

If you select [Use Machine Setting(s)], enter a value between 0 and 999.

Default: "**0**"

When set to "0", the current job will not be canceled when interrupted.

Wait Timeout

You can specify how long the printer waits (in seconds) before it cancels receiving the job when the printer cannot detect the end of the job.

Default: [**Use Driver / Command**]

If you select [Use Machine Setting(s)], enter a value between 0 and 999.

Default: "**300**"

When set to "0", the print job will not be canceled when the end of the job cannot be detected.

Data Format

You can select a data format.

Default: [**TBCP**]

Resolution

You can set the print resolution in dots per inch.

Default: [**600 dpi (Fast)**]

Orientation Auto Detect

You can specify whether or not the machine automatically detects the print orientation of received images.

If you select [On], the machine detects the orientation (Portrait/Landscape) of the received image and automatically applies the correct print orientation.

Default: [**On**]

🔽 **Note**

- To change default settings, see "Accessing User Tools".

📑 **Reference**

- p.149 "Accessing User Tools"

PDF Menu

This section describes the user tools in the PDF Menu under Printer Features.

Change PDF Password

You can set the password for the PDF file printed using PDF Direct Print.

- Current Password
    - New Password
    - Confirm New Password

If a password is already set, enter the password, and then specify a new password.

A password can be also set using Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the control panel.

PDF Group Password

This setting is not available on this machine.

Reverse Order Printing

You can specify whether the machine automatically prints in reverse order.

Default: [**Off**]

Resolution

You can set the print resolution in dots per inch.

Default: [**600 dpi (Fast)**]

Orientation Auto Detect

You can specify whether or not the machine automatically detects the print orientation of received images.

If you select [On], the machine detects the orientation (Portrait/Landscape) of the received image and automatically applies the correct print orientation.

Default: [**On**]

⬇️**Note**

- To change default settings, see "Accessing User Tools".

🔖**Reference**

- p.149 "Accessing User Tools"

7. Mac OS X Configuration

This chapter explains how to use this printer with a Mac OS X.

Using the Printer Driver under Mac OS X

This section explains how to configure a Mac OS X to use USB and TCP/IP.

Use the following procedures to configure the printer drivers for Mac OS X 10.3.7. The procedures vary depending on the operating system.

⭐ Important

- Mac OS X 10.2 or higher is required.

⬇ Note

- The PPD files are stored in the following folder on the CD-ROM.

  Mac OS X: MacOSX PPD Installer

Installing the PPD Files

Follow the procedure below to install a PPD file to print from Mac OS X.

⭐ Important

- You need an administrator name and a password (phrase). For details, consult your network administrator.

1. Insert the CD-ROM into the CD-ROM drive.

2. Double-click the CD-ROM drive icon.

3. Double-click the [Mac OS X] folder.

4. Double-click the manufacturer folder for your machine model.

5. Double-click the [MAC OS X 10.2 or later] or [MAC OS X 10.5 or later] folder, depending on your operating system.

6. Double-click the [MacOSX PPD Installer] folder.

7. Double-click the package file icon.

8. Follow the instructions on the screen.

Setting Up the PPD Files

This section explains how to add the PPD file to your system.

1. Start System Preferences.

2. **Click [Print & Fax].**

3. **Click [Set Up Printers].**

   Depending on your computer's operating system, [Set Up Printers] may not appear. If [Set Up Printers] does not appear, proceed to the following step.

4. **Click the [Add] or [⁺] button.**

5. **Select [IP Printing] from the drop-down menu, and then select the machine from the list.**

   Mac OS X 10.5 or higher

   > Click [IP].

   Mac OS X 10.4

   > Click [IP Printer].

6. **In [Printer Address], type the machine's IP address. Select [LPD/LPR] for [Printer Type], and leave the queue blank.**

   Mac OS X 10.4 or higher

   > Enter machine's IP address in the [Address:] box. Select [LPD] as the protocol, and leave the queue blank.

7. **Select the connected printer from the list of printer models, and then click [Add].**

   If [Installable Options] dialog box appears, configure settings as needed, and then click [Continue].

8. **Quit System Preferences.**

Setting Up Options for Mac OS X

This section explains how to configure the printer driver.

1. **Start System Preferences.**

2. **Click [Print & Fax].**

3. **Click [Set Up Printers].**

   Depending on your computer's operating system, [Set Up Printers] may not appear. If [Set Up Printers] does not appear, proceed to the following step.

4. **Select the machine you are using, and then click [Show Info].**

   Mac OS X 10.5 or higher

   > Select the machine you are using, and then click [Options & Supplies...].

   Mac OS X 10.4

   > Select the machine you are using, and then click [Printer Setup].

5. **Select [Installable Options] in the drop-down menu, and then configure settings as needed.**

   Mac OS X 10.5 or higher

   Click [Driver], and then configure settings as needed.

6. **Click [Apply Changes].**

   Mac OS X 10.5 or higher

   Click [OK].

🔽 Note

- If the option you want to select is not displayed, PPD files may not be set up correctly. To complete the setup, check the name of the PPD file displayed in the dialog box.

Using USB Interface

Follow the procedure below to set up USB connection.

⭐ Important

- USB2.0 can be used only with Mac OS X 10.3.3 or higher.

1. **Start System Preferences.**
2. **Click [Print & Fax].**
3. **Click [Set Up Printers].**

   Depending on your computer's operating system, [Set Up Printers] may not appear. If [Set Up Printers] does not appear, proceed to the following step.

4. **Click the [Add] or [+] button.**

   Mac OS X 10.5 or higher

   Click [Default].

   Mac OS X 10.4

   Click a printer that has "USB" indicated in the "Connection" column.

   Other Mac OS X

   Click [USB] on the pop-up menu.

   The connected printer appears.

5. **Select the printer, and then select its manufacturer from the [Printer Model:] pop-up menu.**

   Under Mac OS X 10.4, select the printer you are using from the [Print Using] pop-up menu.

   A list of printer types appears.

7

Under Mac OS X 10.5 or higher, select the printer you are using from the [Printer Name] list, and [Kind] of USB.

6. **Select the connected printer from the list of printer models, and then click [Add].**

7. **Quit System Preferences.**

Note

- When printing with a USB connection to a Macintosh computer, printer language does not change automatically. Use the control panel on this machine to change printer language to [Auto Detect] or [PS] before printing.

Using Bonjour

Follow the procedure below to print using Bonjour under Mac OS X 10.2.3 or higher. Mac OS X 10.3.7 is used as the example of the procedure. Ethernet, wireless LAN connections can also be used.

1. **Start System Preferences.**

2. **Click [Print & Fax].**

3. **Click [Set Up Printers].**

   Depending on your computer's operating system, [Set Up Printers] may not appear. If [Set Up Printers] does not appear, proceed to the following step.

4. **Click the [Add] or [+] button.**

   Mac OS X 10.5 or higher

   Click [Default]. If the machine name is not displayed, select the icon that corresponds to your network environment (TCP/IP, etc.).

   Mac OS X 10.4

   Click a printer that has "Bonjour" indicated in the "Connection" column.

   Other Mac OS X

   Click [Rendezvous] on the pop-up menu.

5. **Select the name of the connected printer from the [Printer Model:] pop-up menu, and then click [Add].**

   Under Mac OS X 10.4, Installable Options window appears. Select the option you want to set up, and then select an appropriate setting for it, and then [Continue].

   Under Mac OS X 10.5 or higher, select the printer you are using from the [Printer Name] list, and [Kind] of Bonjour.

6. **Quit System Preferences.**

Note

- When printing with a Rendezvous connection to a Macintosh computer, printer language does not change automatically. Use the control panel on this machine to change printer language to [Auto Detect] or [PS] before printing.

7

Setting Up Options for PostScript 3 Printer Driver

To use installed options correctly, first set up the printer driver. If the options are not recognized, you cannot use them, even though they are physically installed.

⭐**Important**

- **Manage Printers permission is required to change the printer properties. Log on as an Administrators group member.**
- **If you are using Adobe PageMaker 6.0, 6.5, or 7.0, you have to set up options in Adobe PageMaker's print dialog box.**

The following shows where you can set up a printer driver on each operating system.

The procedure to set up a printer driver varies depending on the operating system.

Mac OS X 10.5 is used as examples of their respective operating system families.

You can set up all options on [Options & Supplies...] in [Print & Fax] in System Preferences.

🔽**Note**

- See "Setting Up Options for Mac OS X" for the installation method appropriate to your printing environment.

🔖**Reference**

- p.166 "Setting Up Options for Mac OS X"

Printing a Document

This documentation describes the specific printer functions and menus that are added by installing the PPD file.

Each printer function can be configured using the print dialog box.

Mac OS X 10.5 is used as examples of their respective operating system families. Procedures for other versions of these operating systems may vary slightly.

⭐ **Important**

- **Mac OS X 10.2 or higher is required.**
- **Applications, such as PageMaker, that have their own drivers do not support the following functions:**
  - **Sample Print**
  - **Locked Print**
  - **Hold Print**
  - **Stored Print**
  - **Store and Print**
  - **Document Server**
  - **User Code**

⬇ **Note**

- Depending on the version of Mac OS X, the display in the print dialog box may be different.

Job Type

Use this to select the type of print job.

The following shows where you can select this function.

[Job Type:] is displayed on [Job Log] in the print dialog box.

You can select the following items:

Normal Print

Select this for normal printing. The print job starts immediately after the print command is given.

Sample Print

Use this function to print only one set of a multiple print jobs.

The other sets are saved in the machine. The saved job can be printed from the machine's control panel. You can also delete the saved job.

The "User ID" can contain up to eight alphanumeric (a- z, A- Z, 0- 9) characters.

Entering the "User ID" helps you distinguish your print job from others.

For details about the Sample Print function, see "Printing a Sample Print file".

Locked Print

Use this function to save documents in the machine memory with a password, and then edit and print them as you want.

The "User ID" can contain to eight alphanumeric (a-z, A-Z, 0-9) characters. The "Password" must be 4-8 digits.

Entering the "User ID" helps you distinguish your print job from others.

For details about the Locked Print function, see "Printing a Locked Print file".

Hold Print

Use this function to temporarily hold a file in the machine, and print it from the computer or the machine's control panel later.

The "User ID" can contain up to eight alphanumeric (a- z, A- Z, 0- 9) characters.

The "File Name" can contain to 16 alphanumeric (a-z, A-Z, 0-9) characters.

Entering the "User ID" helps you distinguish your print job from others.

For details about the Hold Print function, see "Printing a Hold Print file".

Stored Print

Use this function to store a file in the machine, and then print it from the computer or the machine's control panel later.

The "User ID" can contain up to eight alphanumeric (a- z, A- Z, 0- 9) characters. The "Password" must be 4-8 digits.

The "File Name" can contain to 16 alphanumeric (a-z, A-Z, 0-9) characters.

You can assign a password to a saved document, but password assignment is not mandatory.

Entering the "User ID" helps you distinguish your print job from others.

For details about the Stored Print function, see "Printing a Stored Print/Store and Print file".

Store and Print

Use this function to print the file at once and also store the file in the printer.

The "User ID" can contain up to eight alphanumeric (a- z, A- Z, 0- 9) characters. The "Password" must be 4-8 digits.

The "File Name" can contain up to 16 alphanumeric (a-z, A-Z, 0-9) characters.

You can assign a password to a saved document, but password assignment is not mandatory.

Entering the "User ID" helps you distinguish your print job from others.

For details about the Stored and Print function, see "Printing a Stored Print/Store and Print file".

Document Server

Use this function to store documents that you want to print in the printer, as well as documents you might want to later combine or process for printing.

The "File Name" can contain to 16 alphanumeric (a-z, A-Z, 0-9) characters.

You can assign a password to a saved document, but password assignment is not mandatory.

Entering the "User ID" helps you distinguish your print job from others.

For details about the Document Server function, see "Accessing the Document Server".

🗐 **Reference**

- p.147 "Accessing the Document Server"
- p.173 "Printing a Sample Print file"
- p.174 "Printing a Locked Print file"
- p.175 "Printing a Hold Print file"
- p.176 "Printing a Stored Print/Store and Print file"

Printing a Sample Print file

The following procedure describes how to print a Sample Print file.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Set the number of copies to two or more.**

   The sample print job is sent to the machine, and one set is printed.

3. **In the pop-up menu, click [Job Log].**

4. **On the [Job Type:] pop-up menu, select [Sample Print].**

5. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.**

   The user ID associates the user with his / her jobs.

6. **After making the necessary settings, click [Print].**

7. **Check the printed output to make sure the settings are correct.**

   If the settings are correct, perform the following steps to print the remaining sets.

   If you want to delete saved jobs, see "Deleting Sample Print files".

8. **On the control panel, press the [Printer] key to display the printer screen.**

9. **Press [Print Jobs].**

10. **Press [Sample Print Job List].**

    A list of Sample Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

11. **Select the file you want to print, and then press [Print].**

12. **Enter the new number of sets using the number keys if necessary, and then press [Yes].**

    You can enter up to 999 sets.

    Press the [Clear/Stop] key to correct any entry mistakes.

    When multiple files are selected without setting a quantity, 1 page less than the minimum number of all settings is applied.

    The remaining sets are printed.

🔻**Note**

- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. The file will be deleted.

- If there is a print job outstanding, this is printed before the sample print job.

- When printing is completed, the stored file is deleted automatically.

📖**Reference**

- p.115 "Deleting Sample Print files"

7

Printing a Locked Print file

The following procedure describes how to print a Locked Print file.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Locked Print].**

4. **In the [User ID:] box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a 4-8 digit password in the [Password:] box.**

   The user ID associates the user with his / her jobs.

5. **After making the necessary settings, click [Print].**

   The document file is saved in the machine.

   To print the document, perform the following steps.

   To delete the documents, see "Deleting Locked Print files".

6. **On the control panel, press the [Printer] key to display the printer screen.**

7. **Press [Print Jobs].**

8. **Press [Locked Print Job List].**

   A list of Locked Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

9. **Select the file you want to print, and then press [Print].**

   The password screen appears.

10. **Enter the password using the number keys, and then press [OK].**

    The print confirmation screen appears.

    A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

    If multiple print files are selected, the machine prints files that correspond to the entered password. The number of files to be printed is displayed on the confirmation screen.

    If you forgot your password, ask your file administrator for help.

11. **Press [Yes].**

    The locked file is printed.

⬇ **Note**

- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. The file will be deleted.
- When printing is completed, the stored file is deleted.

🖹 **Reference**

- p.119 "Deleting Locked Print files"

Printing a Hold Print file

The following procedure describes how to print a Hold Print file.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Hold Print].**

4. **In the [User ID:] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters. A file name can also be entered arbitrarily.**

   The user ID associates the user with his / her jobs.

5. **After making the necessary settings, click [Print].**

   The document file is saved in the machine.

   To print the document, perform the following steps.

   To delete the documents, see "Deleting Hold Print files".

6. **On the control panel, press the [Printer] key to display the printer screen.**

7. **Press [Print Jobs].**

8. **Press [Hold Print Job List].**

   A list of Hold Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

9. **Select the file you want to print, and then press [Print].**

   The confirmation screen appears.

10. **Press [Yes].**

    The Hold Print file is printed.

⬇**Note**

- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. The file will be deleted.

- When printing is completed, the stored file is deleted.

🔖**Reference**

- p.122 "Deleting Hold Print files"

Printing a Stored Print/Store and Print file

The following procedure describes how to print a Stored Print file.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Stored Print] or [Store and Print].**

   - Stored Print

     Stores the file in the printer and print it later using the control panel.

   - Store and Print

     Prints the file at once and also stores the file in the machine.

4. **In the [User ID:] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters. A file name and password can also be entered arbitrarily.**

   The user ID associates the user with his / her jobs.

   You can assign a password to a saved document, but password assignment is not mandatory.

   The same password must be entered when printing or deleting.

5. **After making the necessary settings, click [Print].**

   The document file is saved in the machine.

   To print the document, perform the following steps.

To delete the documents, see "Deleting Stored Print files".

6. **On the control panel, press the [Printer] key to display the printer screen.**

7. **Press [Print Jobs].**

8. **Press [Stored Print Job List].**

   A list of Stored Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

9. **Select the file you want to print, and then press [Print].**

   The confirmation screen appears.

   If you set a password in the printer driver, a password confirmation screen appears. Enter the password.

   If you forgot your password, ask your file administrator for help.

10. **Enter the number of sets using the number keys if necessary, and then press [Yes].**

    You can enter up to 999 sets.

    Press the [Clear/Stop] key to correct any entry mistakes.

    The stored file is printed.

⬇ Note

- To stop printing after printing has started, press [Exit] until the printer screen appears, and then press [Job Reset]. A Stored Print file is not deleted even if [Job Reset] is pressed.

- The Stored Print file sent to the machine is not deleted unless you delete a file or select [Auto Delete Stored Print Jobs]. For details about the [Auto Delete Stored Print Jobs] settings, see "System".

🔖 Reference

Using the Document Server function

Follow the procedure below to print a document using the Document Server function.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **In the pop-up menu, click [Job Log].**

3. **On the [Job Type:] pop-up menu, click [Document Server].**

4. **In the [User ID:] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters. A file name and password can also be entered arbitrarily.**

   The user ID associates the user with his / her job.

You can assign a password to a saved document, but password assignment is not mandatory.

The same password must be entered when printing or deleting.

5. **Start the printing from the application's [Print] dialog box.**

User Code

Use this to set a user code for print logging.

Enter a user code using up to eight digits. A user code identifies a group of users and allows you to check the number of sheets printed under each code with SmartDeviceMonitor for Admin.

The following shows where you can select this function.

Select the [Enable User Code] check box, and then enter a user code in the [User Code:] box on [Job Log] in the print dialog box.

↓Note

- For details about using SmartDeviceMonitor for Admin, see SmartDeviceMonitor for Admin Help.

Copies

Use this function to specify the number of copies to print.

The following shows where you can select this function.

[Copies:] is displayed in the print dialog box.

Orientation

Use this to set the paper orientation.

The following shows where you can select this function.

[Orientation:] is displayed in the print dialog box.

You can select the following items:

- Portrait
- Landscape

↓Note

- Click to select the button that means "Landscape" or "Portrait".

Paper Size

Use this to select the size of paper you want to use.

The following shows where you can select this function.

[Paper Size] is displayed in the print dialog box.

Note

- For details about the paper sizes supported by this machine, see "Recommended Paper Sizes and Types", About This Machine.

Paper Source

Use this to select a paper tray.

The following shows where you can select this function.

[All pages from:] is displayed on [Paper Feed] in the print dialog box.

Note

- For details about paper trays, see "Loading Paper", About This Machine.

Pages per Sheet

Use this function to specify the number of pages to be printed on a single sheet of paper.

The following shows where you can select this function.

[Pages per Sheet:] is displayed on [Layout] in the print dialog box.

Layout

Use this function to specify the layout when printing multiple pages onto a single sheet of paper.

The following shows where you can select this function.

[Layout Direction:] is displayed on [Layout] in the print dialog box.

Note

- Click to select the button.

Page Order

Use this function to specify image layout order when [Layout] is specified.

The following shows where you can select this function.

[Page Order:] is displayed on [Paper Handling] in the print dialog box.

Note

- Depending on the version of the Mac OS X operating system, this function may not be available.

Draw Border

Use this function to specify whether or not to draw a page border on each page.

The following shows where you can select this function.

[Border:] is displayed on [Layout] in the print dialog box.

Duplex Printing

Use this function to select duplex printing.

The following shows where you can select this function.

Check the [Two-Sided] check box in the print dialog box.

The following functions are selectable under Mac OS X 10.3 or higher (for Mac OS X 10.2, see Note below). The following items may vary depending on the operating system you are using.

Off

Disables Duplex Printing.

Long-edge binding

Prints output so that you can open it to the long edge when bound along the long edge.

Short-edge binding

Prints output so that you can open it to the short edge when bound along the short edge.

Note

- If you are using a Mac OS X 10.2, click to select the button that means "Flip on Long Edge" or "Flip on Short Edge".

Collate

Use this function to enable collation. With this feature, the machine can efficiently print collated sets of multiple-page documents.

The following shows where you can select this function.

Check the [Collated] check box in the print dialog box.

Page Output Order

Specify the order of pages to print.

The following shows where you can select this function.

Select [Reverse] in [Page Order:] on [Paper Handling] in the print dialog box.

Paper Type

Use this to select the paper type.

The following shows where you can select this function.

[Paper Type] is displayed under [General 1] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

◆Note

- For details about paper types available in each tray, see "Recommended Paper Sizes and Types", About This Machine.

Destination (Type 2 Only)

Use this to select an output tray.

The following shows where you can select this function.

[Destination] is displayed under [General 1] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

◆Note

- For details about output trays supported by this machine, see "Output Tray Settings", Network and System Settings Reference.

Fit to Paper

When the size of the document and paper size differ, set whether or not to print according to paper size.

The following shows where you can select this function.

[Fit to Paper] is displayed under [General 1] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Prompt User

Print is performed with the size of document to be printed unchanged.

Nearest Size and Scale

If the paper size is smaller than the selected paper size, the driver reduces the print size.

If the paper size is larger than the size of document to be printed, print is not to fit the paper size.

Nearest Size and Crop

Print is performed regardless of any differences between selected and actual paper size. However, the print output is not adjusted to fit the paper size.

Print Mode

Use this to select the toner saving mode.

The following shows where you can select this function.

[Print Mode] is displayed under [General 1] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Off

Prints in normal quality.

Edge Smoothing

Select whether or not to smooth the edges of texts and images when printing. If this setting is enabled, gradation in images might be degraded.

Toner Saving 1

Reduces toner consumption when printing. If this setting is enabled, print quality might be degraded.

Toner Saving 2

Further reduces toner consumption when printing. If this setting is enabled, print quality might be degraded.

Image Smoothing

Use this to select the image smoothing type.

The following shows where you can select this function.

[Image Smoothing] is displayed under [General 1] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

You can select the following items:

Off

Disables image smoothing.

On

Performs image smoothing unconditionally.

Auto

Performs image smoothing automatically for images that have a resolution less than 25% of supported printer resolution.

Less than 90 ppi to Less than 300 ppi

Performs image smoothing only when the image has an image resolution (pixels per inch) less than the respective value you have selected in the list.

🔽Note

- When [Auto] is selected, data processing may take a long time.

- When Image Smoothing is used for a mask image, this function may have an undesired effect on the print result.

Gradation

Use this to select a type of gradation based on your purpose.

The following shows where you can select this function.

[Gradation] is displayed under [General 1] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Dithering

Use this to set the Image Rendering mode.

The following shows where you can select this function.

Types 1 and 3

[Dithering] is displayed under [General 1] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Type 2

[Dithering] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

You can select the following items:

Auto

Use this setting to configure the best dithering method automatically depending on the appearance of the document to be printed.

Photographic

> Performs dithering using an appropriate pattern for photographs.

Text

> Performs dithering using an appropriate pattern for text.

User Setting

> Use this setting to print images set in half tone in your application.

Staple (Type 3 Only)

Use this function to staple sheets of printed paper together.

The following shows where you can select this function.

[Staple] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

🔱Note

- The stapling position might differ depending on the paper orientation set on the machine and the orientation of the data to be printed. For details, see "Staple (Type 3 Only)".

📖Reference

- p.83 "Staple (Type 3 Only)"

Rotate by 180 degrees

Use this to rotate the print image by 180 degrees.

The following shows where you can select this function.

[Rotate by 180 degrees] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Orientation Override

Use this to set the paper orientation.

The following shows where you can select this function.

[Orientation Override] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

You can select the following items:

- Off

- Landscape

- Portrait

Watermark

Set the Watermark function.

The following shows where you can select this function.

[Watermark:] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Watermark Text

Select the Watermark Text type.

The following shows where you can select this function.

[Watermark Text] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Watermark Font

Select the Watermark Font type.

The following shows where you can select this function.

[Watermark Font] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Watermark Size

Select the Watermark size.

The following shows where you can select this function.

Type 1

[Watermark Size] is displayed under [General 2] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Types 2 and 3

[Watermark Size] is displayed under [General 3] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Watermark Angle

Select the Watermark angle.

The following table shows where you can select this function.

[Watermark Angle] is displayed under [General 3] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

Watermark Style

Select the Watermark style.

The following table shows where you can select this function.

[Watermark Style] is displayed under [General 3] in the [Feature Sets:] list on [Printer Features] in the print dialog box.

8. Appendix

Using the Virtual Printer

This section explains the virtual printer function.

The virtual printer is a pseudo printer that can only be recognized on a network. The virtual printer has various print options, such as feeding tray selection and duplex printing, which you can set in advance. You can also use the interrupt printing function. This function suspends the ongoing job and gives priority to a new job. If you use the virtual printer under UNIX, Solaris, and other operating systems, various print functions are possible without you having to manually enter the usual print commands.

Adding a Virtual Printer

Use this procedure to add a virtual printer.

⭐ Important

- Adding a virtual printer requires Administrators privilege. Log in using an account that has Administrators privilege.
- The following Virtual Printer protocols are available: "TCP/IP (Unspecified, Normal)", "TCP/IP (Unspecified, Priority)", "TCP/IP (DIPRINT)", "TCP/IP (RHPP)", and "NetWare".

1. **Log in to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Reference.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of the available virtual printers appears.

3. **Click [Add].**

   The screen for adding virtual printers appears.

4. **In [Virtual Printer Name], enter a name for the new printer, and then select the protocol in the [Protocol] list.**

5. **Click [OK].**

   The virtual printer is added.

⬇ Note

- If you select [NetWare] in the [Protocol] list, you cannot specify a virtual printer name.
- You can specify a virtual printer name using up to 47 characters.

- You can add up to 50 virtual printers. After 51 virtual printers have been added, [Add] will no longer be displayed.

Changing a Virtual Printer Configuration

Use this procedure to change a virtual printer configuration.

⭐Important

- You must have Administrators privilege to change the configuration of a virtual printer. Log in using an account that has Administrators privilege.

1. **Log in to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Reference.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of the available virtual printers appears.

3. **Select the virtual printer whose configuration you want to change, and then click [Change].**

   If you want to configure this virtual printer for an interrupt printer, select [TCP/IP (Unspecified, Priority)] in the protocol list.

4. **Change the configuration as required.**

5. **Click [OK].**

Note

- For details about virtual printer configuration, see Web Image Monitor Help.

Confirming a Virtual Printer Configuration

Use this procedure to confirm a virtual printer configuration.

1. **Start Web Image Monitor.**

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of available virtual printers appears.

3. **Select the virtual printer whose configuration details you want to confirm, and then click [Details].**

   A configuration list for the selected virtual printer appears.

⬇Note

- [Details] is not displayed if you log in to Web Image Monitor as an administrator. To confirm the current virtual printer configuration, click [Change].

- If the virtual printers function is set to [Inactive] in [Virtual Printer], the list of available virtual printers is not displayed. Set the virtual printers function to [Active]. To set the virtual printers function to [Active], you must logon as an administrator. For details, see "Printing Using a Virtual Printer".

🄴Reference

- p.189 "Printing Using a Virtual Printer"

Deleting a Virtual Printer

Use this procedure to delete a virtual printer.

⭐Important

- You must have Administrators privilege to delete a virtual printer. Log in using an account that has Administrators privilege.

1. **Log in to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Reference.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   The list of available virtual printers appears.

3. **Select the virtual printer that you want to delete, and then click [Delete].**

   The delete confirmation screen appears.

4. **Click [OK].**

⬇Note

- You cannot delete the default virtual printer.

- [Delete] appears only if you have already added a virtual printer.

Printing Using a Virtual Printer

To print directly from a specified virtual printer, assign the virtual printer in the print command. If you use the interrupt printing function, enter the name of the virtual printer that you configured for interrupt printing. Before printing for the first time, specify the virtual printer you want to use.

1. **Log in to Web Image Monitor in administrator mode.**

   For details about login user name and password, see "Using Web Image Monitor", Network and System Settings Reference.

2. **In the menu area, click [Configuration], and then click [Basic Settings] in the "Printer" category.**

3. **Select [Active] in [Virtual Printer], and then click [OK].**

4. **Send a command from your computer.**

lpr

```
C:\>lpr -S "printer's IP address" [-P "Virtual Printer Name"] [-ol] \path\file
name
```

ftp

```
ftp> put \path\ file name [Virtual Printer Name],
```

Specifications

Component	Specifications
Resolution	200dpi/300dpi/400dpi/600dpi/1200dpi
Printing speed	Type 1: 45 ppm (A4⬐)/47 ppm (8^1/$_2$ × 11⬐) Type 2, type 3: 50 ppm (A4⬐)/52 ppm (8^1/$_2$ × 11⬐) (plain paper, 600 dpi × 600 dpi) Printing speeds depend on the machine. Check which type of machine you have.
Interface	Standard: • Ethernet interface (100BASE-TX/10BASE-T) • USB 2.0 Option: • Gigabit Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T) • IEEE 802.11a/b/g wireless LAN interface
Network protocol	TCP/IP(IPv4, IPv6), Bonjour, IPX/SPX
Printer language	Standard: PCL 5e/6, PDF, PostScript 3
Fonts	PCL 5e/6: 45, 13 International fonts PostScript 3: 136 fonts
Memory	1 GB
Hard disk	128 GB
USB Interface (Standard)	Supported Operating System: • Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2, Mac OS 10.3.3 or later Transmission spec: • USB 2.0 Standard Connectable Device: • Devices corresponding to USB 2.0 Standard

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Note

- When resolution is 1200 dpi, printing speed may be slower.

- When using the Mac OS X operating system, use only the standard USB Interface. An optional USB interface board is not supported.

- When using the USB Interface (Standard) with Mac OS X 10.3.3 or later, USB 2.0 is supported.

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