

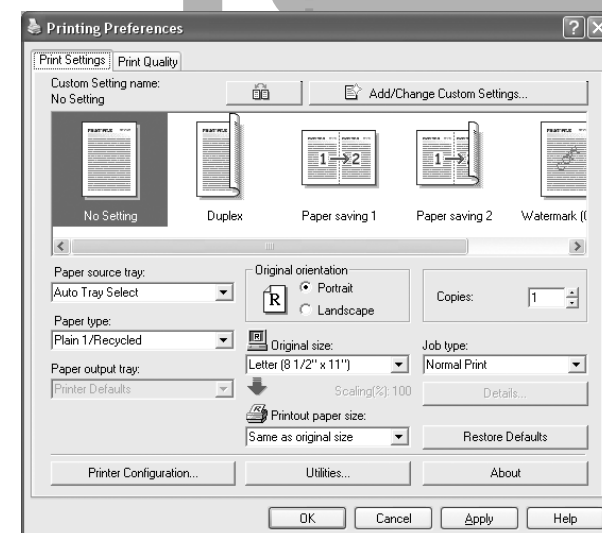
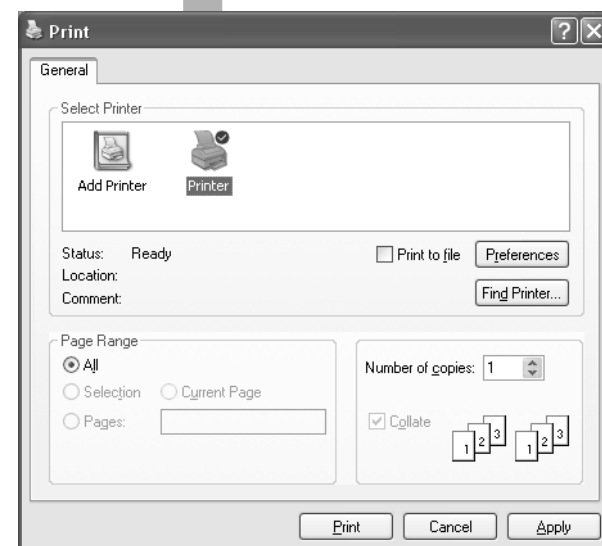


Quick Reference Printer Guide

⇒ Please follow these instructions using your PC ⇐

How to install the printer driver...

- Users of Windows 2000 / XP / Vista, and Windows Server 2003 / 2003 R2 can install printer driver easily using the supplied CD-ROM.
- Insert the provided CD-ROM into the computer's CD-ROM drive.
- Select an interface language, and then click [OK].
- Click [Quick Install].
RPCS printer driver and DeskTopBinder-SmartDeviceMonitor for Client are installed.
- Click [I accept the agreement], and then click [Next >].
- Select the machine model you want to use.
- Click [Install].
The printer driver installation starts.
- Click [Finish], and then click [Exit].



How to prepare for printing...

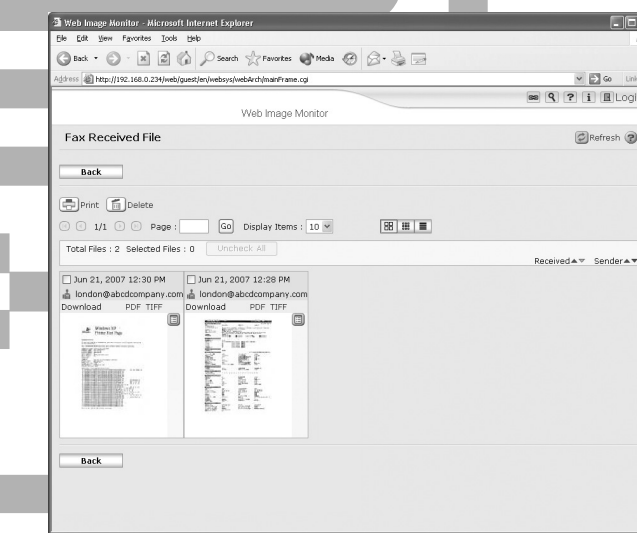
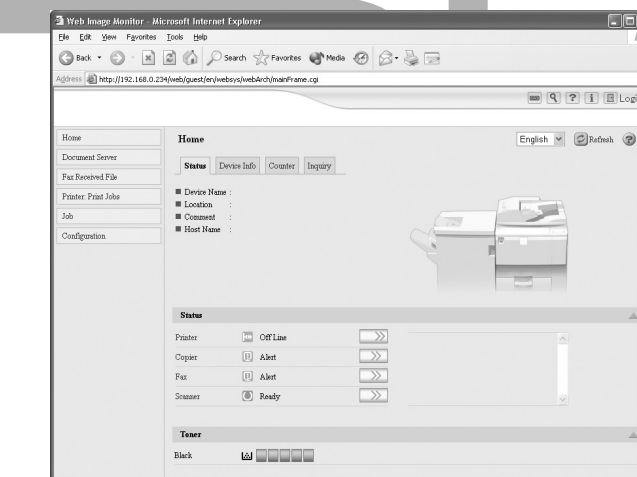
- On the [Start] menu, click [Printer and Faxes].
- Right-click the icon of the printer you want to use, and then click [Set as Default Printer].
- On the [File] menu, click [Printing Preferences...].
- If you get the "Configure..." message, click [OK].
- On the [Change Accessories] tab, select the options and specify the paper trays you want to use, and then click [OK].
- Specify the paper size of the original in the screen that appears next.
- Click [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet], and [Misc.].
- Save the custom settings you have made: click [Save as], enter a name, and then click [OK].

How to print...

- Open your document.
- Click the print icon directly, or
- On the [File] menu, click [Print].
- Select the printer you want to use in the [Name] or [Select Printer] list, and then click the [Properties] button or [Print Settings] tab.
- Make the settings you require, and then click [OK].
- Set a number of copies.
- Click [OK].

How to print a confidential document...

- On the [File] menu, click [Print], and then click [Properties].
- In [Job Type], select [Locked Print].
- Click [Details...].
- Specify [User ID] and [Password].
- Click [OK], and then reconfirm password.
- Perform steps as described in 'How to print...' from step 3 onwards.
- Go to the machine and then press the [Printer] key.
- Press [Print Jobs].
- Press [Locked Print Job List].
- Select your document, and then press [Print].
- Enter your password, and then press [OK].
Reconfirm by pressing [Yes].
- The Locked Print file is printed, and deleted afterwards.



How to use Web Image Monitor...

- Start your Web browser.
- In your browser's address bar, enter the following:
<http://machine's IP address/>
- Select one of the following functions:
 - Home
 - Document Server
 - Fax Received File
 - Printer: Print Jobs
 - Job
 - Configuration

Why use Web Image Monitor?

- To access the machine anywhere via a Web browser.
- To provide you with the convenience of managing certain functions from your computer.

How to receive a fax to download

- Setting must be made before you can receive fax documents. For details, "Fax via Computer", Facsimile Reference.
- Start your Web browser.
- In your browser's address bar, enter the following:
<http://machine's IP address/>
- In the menu area to the left, click [Fax Received File].
- Click Property Icon of a fax document.
- View contents of fax documents.
- To download a fax document, click [PDF] or [TIFF].
- Click [Download], and then click [OK].

How to monitor your machine in the network...

- Use SmartDeviceMonitor, which is automatically installed with your printer drivers.
- Right-click the green PC icon at the bottom of your screen.
- Point to [Properties], and then click [Monitor Device Settings...].
- On the [Network Devices] tab, click [Browse...].
- Select your machine, and then click [OK].
- On the [Printers Folder] tab, click the [To be monitored] and [Displayed on Task Bar] check boxes.
- If you select this machine from the SmartDeviceMonitor icon, you can see the [Status], [Configuration] and [Job History]. Next time you print, you get a message on your pc in case of any failure.