Quick Reference Printer Guide

\Rightarrow Please use this guide from behind your PC \Leftrightarrow

By installing the Printer/Scanner option, printer function is enabled.

How to install a printer driver...

- Insert the CD-Rom 'Printer Drivers and Utilities' into the CD-Rom drive.
- 2 Select a language and click [OK].
- B Select [Quick Install]. (PCL and RPCS printer driver plus SmartDeviceMonitor are installed)
- Click [I accept the agreement], click [Next >].
- **5** Select the required model.
- Click [Install].
- Click [Finish], click [Exit].

How to prepare printing...

- **1** Select [Start], [Settings], [Printers].
- **2** Select the required printer and RPCS driver by right-click.
- B Select [Set as Default Printer].
- Select [Printing Preferences].
- 9 You get a message 'Configure...', press [OK].
- **1** Select the options in [Change Accessories] that have been installed on the machine and press [OK].
- **1** The next screen opens. Set original paper size.
- Press [Add/Change Custom Settings]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet] and [Misc].
- D Press [Save as], give custom setting a name and press [OK].

How to print...

- Open your document.
- **2** Press directly the 'Print' icon, or - Press [File], [Print], [Properties].
- **B** Choose one of the pre-settings or make a new setting.
- Press [OK].
- D Press [Number of copies].
- Press [OK].

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Press [OK] and reconfirm password.	protected Stored Print documents).

1 Make steps as described in 'How to print...' from step 3

1 Go to the machine and select the [Printer] key.

Select your document and press [Print].

Enter your password and press [OK].

File is being printed and also deleted.

onwards.

Press [Locked Print Job List].

Reconfirm by pressing [Yes].

- 9 Press [OK] and reconfirm password.
- Make steps as described in 'How to print...' from step 3 onwards.
- **2** Go to the machine and select the [Printer] key.
- Press [Hold Print Job List] or [Stored Print Job List].
- **9** Press ID and enter password if necessary (for password) protected Stored Print documents).
- Select your document and press [Print].
- Hold Print file is being printed and also deleted.
- Stored Print file is being printed.



How to use Web Image Monitor...

- Start a Web browser.
- 2 Enter IP address of your machine as an URL.
- **B** Choose from one of the following functions:
- Status
- Document Server • Fax Received File
- .lob
- Address Book Configuration

Why use it?

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- To have access to the machine anywhere via the web.
- To manage certain functions from your pc, which is easier to use.

How to receive a fax to download...

- Settings must be made before you can receive fax documents. Please take a look at the bundled CD; Facsimile Reference <Advanced Features> chapter 6.
- Start a Web browser.
- 2 Enter IP address of your machine as an URL.
- E Click [Fax Received File].
- Click Property Icon of Fax message.
- **1** View contents of fax message.
- **1** To download fax message, click [PDF] or [Multipage TIFF].
- Press [Download], press [OK].

How to monitor your machine in the network...

- Use SmartDeviceMonitor, which is automatically installed with your printer driver.
- **1** Right-click the green PC icon at the bottom of your screen.
- 2 Select [Options], [Network Devices] and press [Browse].
- **B** Select your machine and press [OK].
- Select a machine in [Printers Folder] and select [To be monitored]. Select [Displayed on Task Bar].
- 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.