



Quick Reference Printer Guide

⇒ Please use this guide from behind your PC ⇐

How to install a printer driver...

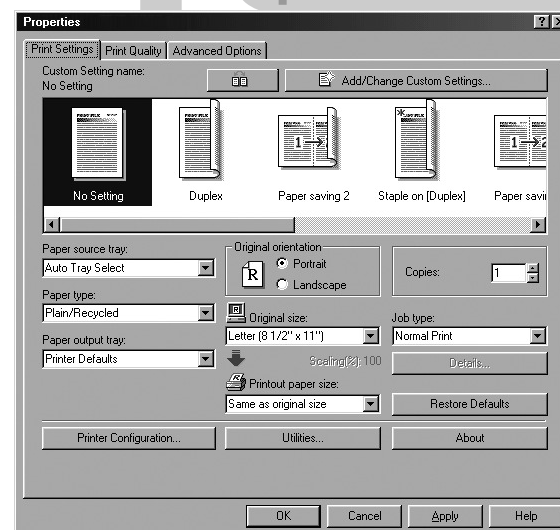
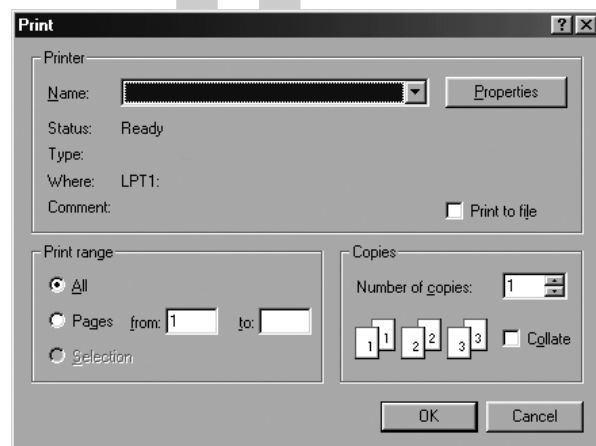
- 1 Insert the CD-ROM 'Printer Drivers and Utilities' into the CD-ROM drive.
- 2 Select a language, and then click [OK].
- 3 Click [Quick Install].
(RPCS printer drivers and DeskTopBinder-SmartDeviceMonitor for Client are installed.)
- 4 Click [I accept the agreement], and then click [Next >].
- 5 Select the required model.
- 6 Click [Install].
- 7 Click [Finish], and then click [Exit].

How to prepare printing...

- 1 Select [Start], [Settings], [Printers].
- 2 Select the required printer and RPCS driver by right-click.
- 3 Select [Set as Default Printer].
- 4 Select [Printing Preferences...].
- 5 If you get a message 'Configure...', click [OK].
- 6 Select the options that have been installed on the machine on the [Change Accessories] tab, and then click [OK].
- 7 The next screen opens. Set original paper size.
- 8 Click [Add/Change Custom Settings...]. Make your settings under the [Setup], [Edit], [Finishing], [Cover/Slip Sheet] and [Misc.] tabs.
- 9 Click [Save as], set a custom setting's name and then click [OK].

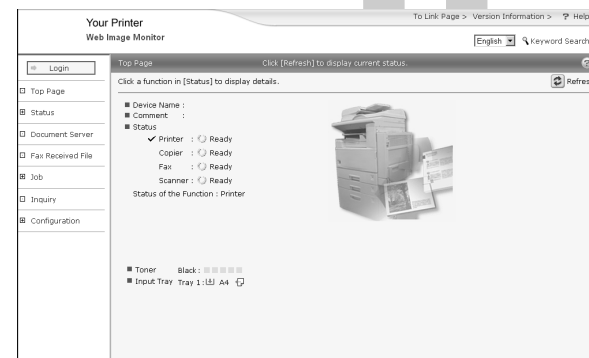
How to print...

- 1 Open your document.
- 2 - Click directly the 'Print' icon, or
- Select [File], [Print], [Properties].
- 3 Select one of the pre-settings or make a new setting.
- 4 Click [OK].
- 5 Set a number of copies.
- 6 Click [OK].



How to print a confidential document...

- 1 Select [File], [Print] and [Properties].
 - 2 In [Job Type], select [Locked Print].
 - 3 Click [Details].
 - 4 Specify [User ID] and [Password].
 - 5 Click [OK] and confirm the password.
 - 6 Perform step 3 in 'How to print...'.
7 Go to the machine, and press the [Printer] key.
 - 8 Press [Print Jobs].
 - 9 Press [Locked Print Job List].
 - 10 Select your document, and then press [Print].
 - 11 Enter your password and press [OK]. Confirm by pressing [Yes].
- File is being printed and also deleted.
 - This function cannot be used if the optional hard disk is not installed.



How to print documents later (Hold Print)

How to print stored documents on the hard disk (Stored Print)

- 1 Select [File], [Print] and [Properties].
 - 2 In [Job Type], select [Hold Print] or [Stored Print].
 - 3 Click [Details].
 - 4 Specify [User ID], and [Password] if necessary (for password protected Stored Print documents).
 - 5 Click [OK] and confirm the password if necessary.
 - 6 Perform step 3 in 'How to print...'.
7 Go to the machine, and press the [Printer] key.
 - 8 Press [Print Jobs].
 - 9 Press [Hold Print Job List] or [Stored Print Job List].
 - 10 Select your ID, and enter the password if necessary (for password protected Stored Print documents).
 - 11 Select your document, and then press [Print].
- Hold Print file is being printed and also deleted.
 - Stored Print file is being printed.
 - This function cannot be used if the optional hard disk is not installed.

How to use Web Image Monitor...

- 1 Start a Web browser.
- 2 Enter the IP address of your machine as a URL.
Select from one of the following functions:
 - Top Page
 - Document Server
 - Job/Printer
 - Configuration

Why use it?

- 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. See the supplied CD; Facsimile Reference <Fax via Computer> chapter 6.

- 1 Start a Web browser.
- 2 Enter the IP address of your machine as an URL.
- 3 Click [Fax Received File].
- 4 Click the Property icon of a fax document.
- 5 View contents of fax documents.
- 6 To download a fax document, click [PDF] or [Multi-page TIFF].
- 7 Click [Download], and then click [OK].

How to monitor your machine in the network...

! Use SmartDeviceMonitor, which is automatically installed with your printer drivers.

- 1 Right-click the green PC icon at the bottom of your screen.
 - 2 Select [Property], [Option...], [Network Devices] and click [Browse...].
 - 3 Select your machine and press [OK].
 - 4 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 [Status], [Configuration] and [Job History]. Next time you print, you get a message on your pc in case of any failure.