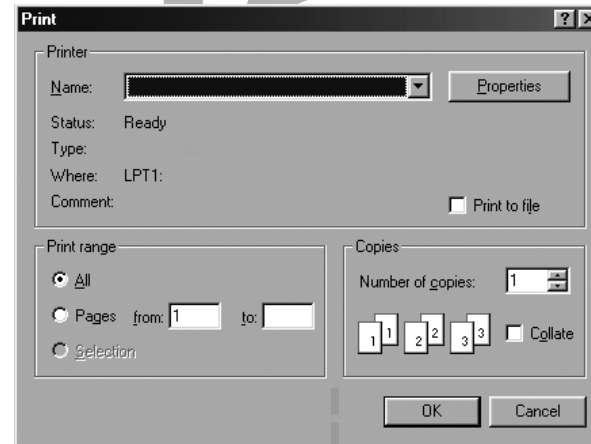# Quick Reference Printer Guide
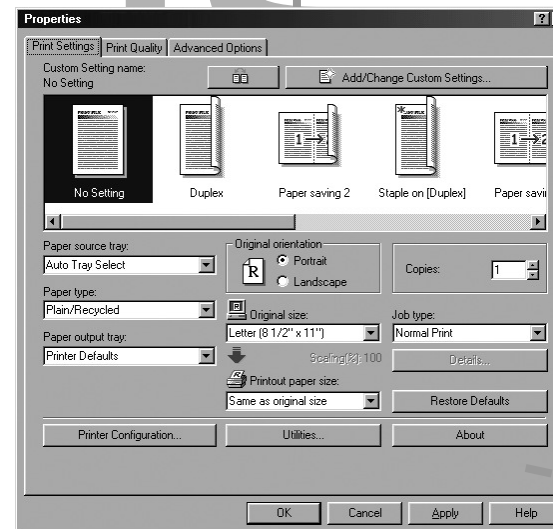
⇨Please use this guide from behind your PC⇦

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 click [OK].

3. Select [Quick Install]. (PCL and RPCS printer driver plus DeskTopBinder-SmartDeviceMonitor for Client are installed)

4. Click [I accept the agreement], and then click [Next >].

5. Select the required model.
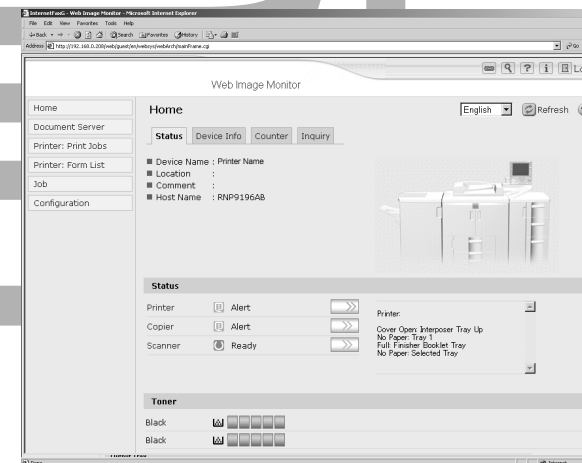
6. Click [Install].

7. Click [Finish], 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. You get a message 'Configure...', press [OK].

6. Select the options in [Change Accessories] that have been installed on the machine and press [OK].

7. The next screen opens. Set original paper size.

8. Press [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet] and [Misc.].

9. Press [Save as], give custom setting a name and press [OK].

How to print...

1. Open your document.

2. - Press directly the 'Print' icon, or
   - Press [File], [Print], [Properties].

3. Choose one of the pre-settings or make a new setting.

4. Press [OK].

5. Press [Number of copies].

6. Press [OK].

How to print a confidential document...

1. Press [File], [Print] and [Properties].

2. In [Job Type], choose [Locked Print].

3. Press [Details].

4. Specify [User ID] and [Password].

5. Press [OK] and reconfirm password.

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

7. Go to the machine and select the 【Printer】 key.

8. Press [Print Jobs].

9. Press [Locked Print Job List].

10. Select your document and press [Print].

11. Enter your password and press [OK]. Reconfirm by pressing [Yes].

! File is being printed and also deleted.

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

1. Press [File], [Print] and [Properties].

2. In [Job Type], choose [Hold Print] or [Stored Print].

3. Press [Details].

4. Specify [User ID] and [Password] if necessary (for password protected Stored Print documents).

5. Press [OK] and reconfirm password.

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

7. Go to the machine and select the 【Printer】 key.

8. Press [Print Jobs].

9. Press [Hold Print Job List] or [Stored Print Job List].

10. Press ID and enter password if necessary (for password protected Stored Print documents).

11. 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...

1. Start a Web browser.

2. Enter the IPv4 address of your machine as a URL.

3. Choose from one of the following functions:
   - Home
   - Document Server
   - Printer: Print Jobs
   - Job
   - 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 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 [Properties], [Option...], [Network Devices] and press [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 the [Status], [Configuration] and [Job History]. Next time you print, you get a message on your pc in case of any failure.