

920F / 920SPF
LD220F / LD220SPF
Aficio™ MP 201F / 201SPF
Operating Instructions
Printer Reference



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- 1** Preparing the Machine
 - 2** Printing Documents
 - 3** Printing Stored Documents
 - 4** Printing from DeskTopBinder Lite
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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.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

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

Trouble Shooting

Provides a guide for resolving common usage-related problems.

Copy Reference

Explains Copier 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 Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools 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 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.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

↓ Note

- Manuals provided are specific to machine types.
- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

Product Name	General name
DeskTopBinder Lite and DeskTopBinder Professional *1	DeskTopBinder

*1 Optional

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 that appear on the machine's display panel.

[]

Indicates the names of keys on the machine's control panel.

Note

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.

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.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Model-Specific Information

In this manual, model-specific information is indicated by the following marks:

220-240V

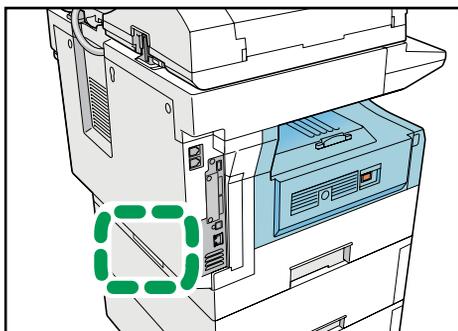
Indicates information that is specific to the 220 to 240 V model.

120V

Indicates information that is specific to the 120 V model.

↓ Note

- Check the label on the right side of the machine to identify the model.



BRP008S

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is the 220 to 240 V model, refer to the metric units. If your printer is the 120 V model, refer to the inch units.

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.

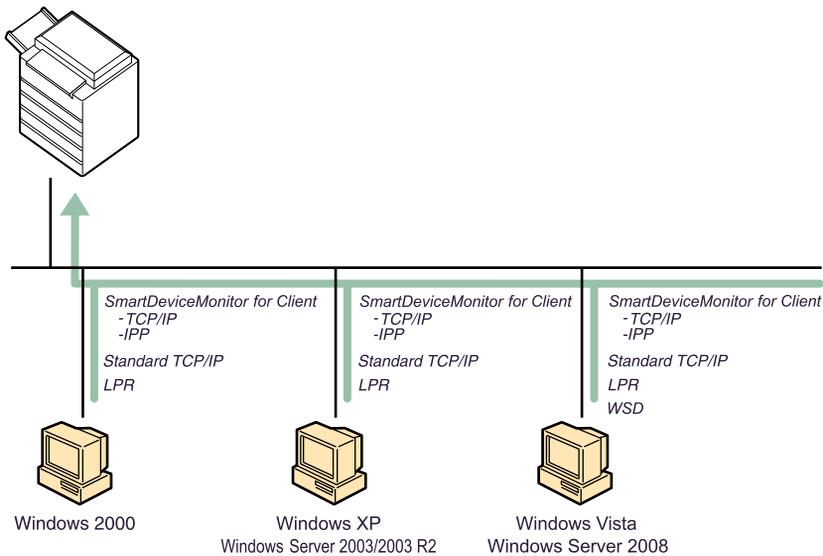
Network Connection

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

Using this printer 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.



BMG021S

Windows 2000/XP, Windows Server 2003/2003 R2

Connection Method	Available Ports
<ul style="list-style-type: none"> • Ethernet • Wireless LAN 	<ul style="list-style-type: none"> • SmartDeviceMonitor for Client port • Standard TCP/IP port • LPR port

Windows Vista, Windows Server 2008

Connection Method	Available Ports
<ul style="list-style-type: none"> • Ethernet • Wireless LAN 	<ul style="list-style-type: none"> • SmartDeviceMonitor for Client port • Standard TCP/IP port • LPR port • WSD port

Note

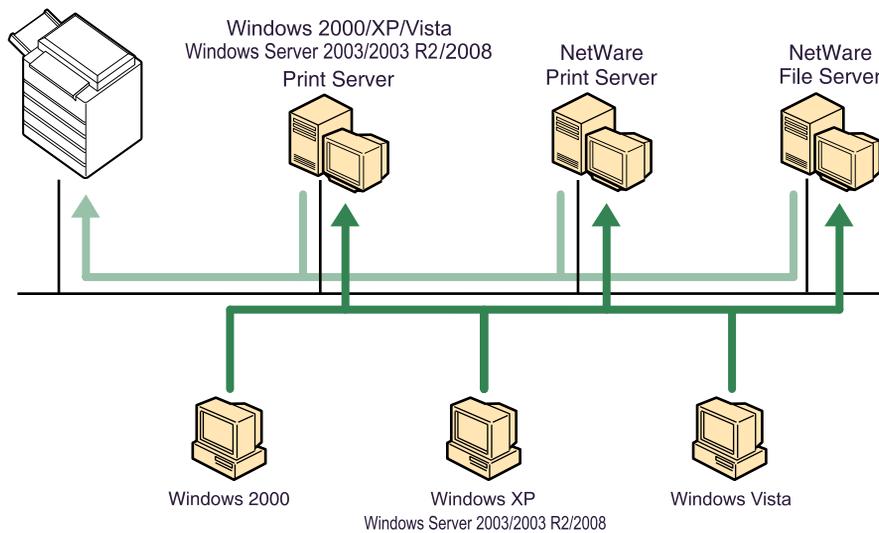
- See the explanation about how to install the printer driver for each type of port.
- For details about SmartDeviceMonitor for Client port, see "Installing the Printer Driver".
- For details about Standard TCP/IP port, see "Installing the Printer Driver".
- For details about LPR port, see "Installing the Printer Driver".
- For details about WSD port, see "Installing the Printer Driver".

Reference

- p.14 "Installing the Printer Driver"

Using as a network printer

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



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

- p.25 "Using as a Windows Network Printer"
- p.27 "Using as a NetWare Print Server/Remote Printer"

Local Connection

Local connections can be established via parallel and USB connections.

Note

- See the explanation about how to install the printer driver for each method of connections.
- For details about USB connections, see "Installing the Printer Driver Using USB".
- For details about parallel connections, see "Printing with Parallel Connection".

Reference

- p.30 "Installing the Printer Driver Using USB"
- p.33 "Printing with Parallel Connection"

Installing the Printer Driver

1

This section explains how to install the printer driver. There are two ways to install the printer driver: using Quick Install, which installs the settings at once, 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 supplier's Web site.

If your operating system is Windows XP Professional x64, Windows Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

Quick Install

Users of Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008 can install this software easily using the supplied CD-ROM.

Using Quick Install, the PCL printer driver, DeskTopBinder - SmartDeviceMonitor for Client are installed under network environment, and the TCP/IP port will be set.

★ Important

- To install the printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrator.
- 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].

For parallel connection, select the machine whose printer port is displayed in [Connect To].

7. Click [Install].

The printer driver installation starts.

The PCL6 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 the selected software, 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.
- Select the machine whose IP address is displayed in [Connect To] to install SmartDeviceMonitor for Client when using TCP/IP.
- Quick Install is not available unless bidirectional communication between the machine and computer is enabled via parallel connection. For details about bidirectional communication between the machine and computer, see "Making Option Settings for the Printer".

Reference

- p.30 "Installing the Printer Driver Using USB"
- p.35 "Making Option Settings for the Printer"

Using the SmartDeviceMonitor for Client Port

Important

- To install SmartDeviceMonitor for Client under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrator.
- Install SmartDeviceMonitor for Client before installing the printer driver when using the SmartDeviceMonitor for Client port.

Installing SmartDeviceMonitor for Client

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 [DeskTopBinder - SmartDeviceMonitor for Client].
5. The message to quit all other applications appears. Quit all applications, and then click [Next >].

6. The software license agreement appears in the [License Agreement] dialog box. After reading through its contents, click [Yes].

7. Click [Full install] or [Custom install].

[Full install] installs all required applications: DeskTopBinder Lite and SmartDeviceMonitor for Client.

[Custom install] installs selected applications.

8. Follow the instructions on the display and then click [Next >] to proceed to the next step.

9. After the installation is completed, select one of the options to restart the computer either now or later, and click [Complete].

Restart the computer to complete installation.

Note

- To stop installation of the selected software, 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.

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 Driver].

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

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 PCL6 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 printer name can be changed in the [Change settings for 'Printer Name'] box.

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

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

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

11. Click [SmartDeviceMonitor], and then click [OK].

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

A list of printers using TCP/IP appears.

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

Only printers 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. After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**↓ 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", Trouble Shooting.

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 Driver].****5. The software license agreement appears in the [License Agreement] dialog box.**

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 PCL6 printer driver is installed in the language specified by your operating system.

7. Click [Next >].

8. Select the printer model you want to use.

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

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

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

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

11. Click [SmartDeviceMonitor], and then click [OK].

12. Click [IPP].

13. In the [Printer URL] box, enter "http://printer's IP address/printer" as the printer's address.

If the server authentication is issued, to enable SSL (a protocol for encrypted communication), enter "https://printer's IP address/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://printer's IP address/ipp" as the printer's address.

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.

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. 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.

Note

- To stop installation of the selected software, 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.

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

Changing the port settings for SmartDeviceMonitor for Client

Follow the procedure below to change the SmartDeviceMonitor for Client settings, such as TCP/IP timeout, recovery/parallel printing, and printer groups.

Windows 2000:

1. On the [Start] menu, point to [Settings], and then click [Printers].

The [Printers] window appears.

2. Click the icon of the printer you want to use. On the [File] menu, click [Properties].
3. On the [Ports] tab, click [Configure Port].

The [Configuration] dialog box appears.

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].

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.

↓ Note

- For TCP/IP, timeout setting can be configured.
- User, proxy, and timeout settings can be configured for IPP.

- If no settings on the [Recovery/Parallel Printing] tab are available, follow the procedure below.
 1. Click [Cancel] to close the [Port Configuration:] dialog box.
 2. Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the task tray.
 3. Point to [Properties], and then click [Extended Features Settings].
 4. Select the [Set Recovery/Parallel Printing for each port] check box.
 5. Click [OK] to close the [Extended Features Settings] dialog box.
- For details about these settings, see SmartDeviceMonitor for Client Help or "Using SmartDeviceMonitor for Client", Network and System Settings Guide.

Using the Standard TCP/IP Port

This describes how to install the PCL printer driver using the TCP/IP port.

Important

- To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the SmartDeviceMonitor for Client port.

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

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 PCL6 printer driver is installed in the language specified by your operating system.
7. Click [Next >].
8. Select the printer model you want to use.

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

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

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

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

Configure the Standard TCP/IP port settings, and then see Windows Help if [Standard TCP/IP Port] does not appear.

12. Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**13. Enter the printer 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.

When the device selection appears, select "RICOH NetworkPrinter Driver C Model".

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. 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.

Note

- To stop installation of the selected software, 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", Trouble Shooting.

Using the LPR Port

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

★ Important

- To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- In an IPv6 environment, you cannot use the LPR Port. Use the SmartDeviceMonitor for Client port.

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 Driver].
5. The software license agreement appears in the [License Agreement] dialog box.
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 PCL6 printer driver is installed in the language specified by your operating system.
7. Select the printer model you want to use.
The printer name can be changed in the [Change settings for 'Printer Name'] box.
8. Click [Next >].
9. Double-click the printer name to display the printer settings.
The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer 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 printer'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. 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.

↓ Note

- To stop installation of the selected software, 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", Trouble Shooting.

Using the WSD port

This section explains installation when using the WSD port.

★ Important

- The WSD port can be used under Windows Vista or Windows Server 2008.
- To install under Windows Vista or Windows Server 2008, you must have an account that has Manage Printers permission. Log on as an Administrator.
- 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.

Installing the PCL printer driver

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 printer'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 [Don't search online].

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

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

If the [AutoPlay] dialog box appears, click the [close] button and then proceed to step 8.

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

If the CD-ROM drive letter is D, the printer driver's source files are stored in "D:\DRIVERS\PCL5E\XP_VISTA\\DISK1" or "D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1".

The PCL6 printer driver is installed in the language specified by your operating system.

9. Click [Next].

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

10. 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 the installation, click [Cancel] before the installation is complete. When re-installing the WSD Port, right-click the printer's icon in the [Network] window, and then click [Uninstall].

Using as a Windows Network Printer

This describes how to install the PCL 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 2000/XP/Vista, or Windows Server 2003/2003 R2/2008 shared printer.

This section assumes that the client has already been configured to communicate with a Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008 print server. Do not begin the following procedure before the client is set up and configured correctly.

★ Important

- To install the printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- If you print with a print server connected to the printer using the SmartDeviceMonitor port, Recovery Printing and Parallel Printing cannot be used from the client.
- If you print under Windows XP/Vista or Windows Server 2003/2003 R2/2008 print server, notification functions of SmartDeviceMonitor may not be used with the client.
- You can install the printer driver from the CD-ROM provided with this printer or download it from the supplier's Web site.
- If your operating system is Windows XP Pro x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

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 Driver].
5. The software license agreement appears in the [License Agreement] dialog box.
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 PCL6 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 printer models you want to use.
The printer name can be changed in the [Change settings for 'Printer Name'] box.

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

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

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. 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.

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 software, 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" Trouble Shooting.

Using as a NetWare Print Server/Remote Printer

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

★ Important

- To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- 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. Insert the CD-ROM into the CD-ROM drive.

The installer starts.

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

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

3. Click [PCL Printer Driver].

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

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

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

You can select several printer drivers.

The PCL6 printer driver is installed in the language specified by your operating system.

6. Click [Next >].

7. Select the [Printer Name] check box to select the printer model you want to use.

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

8. Double-click the printer name to display the printer settings.

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

9. Click [Port], and then click [Add].

10. Click [Network Printer], and then click [OK].

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

The created queue is displayed.

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

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

14. Click [Continue].

The printer driver installation starts.

15. Click [Finish] in the [Select Program] dialog box.

16. 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.

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

Under Windows 2000/Vista or Windows Server 2003/2003 R2/2008, launch the [Printers] window, and then open the printer properties.

18. Click the [NetWare setting] tab.

Under Windows Vista or Windows Server 2003/2003 R2/2008, 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.

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

Note

- To stop installation of the selected software, click [Cancel] before installation is complete.
- The protocol is set to inactive as default. Enable it using SmartDeviceMonitor or Telnet.

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:

- Under Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008, 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 a banner page.

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

- Under Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008, 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.

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

Windows 2000/XP, Windows Server 2003/2003 R2 - USB

Important

- **Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.**

If the printer driver has already been installed, and plug and play is enabled, the icon of the printer 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 printer to install it from the CD-ROM provided.

1. Check that the power of the printer is off.

2. Connect the printer and computer using the USB cable.

Connect the USB cable firmly.

3. Turn on the power of the printer.

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

4. In the Found New Hardware Wizard display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].

5. Select the [Specify location] check box, and then click [Next >].

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

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

7. Specify the location where the source files of the printer driver is stored.

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

- PCL 5e
D:\DRIVERS\PCL5E\XP_VISTA\{Language}\DISK1
- PCL 6
D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1
- PostScript 3
D:\DRIVERS\PS\XP_VISTA\{Language}\DISK1

The PCL6 printer driver is installed in the language specified by your operating system.

8. Check the printer driver location, and then click [OK].
9. Click [Next >].
10. Click [Finish].

If the printer driver has already been installed, and plug and play is enabled, the icon of the printer 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 Vista, Windows Server 2008 - USB

Important

- **Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.**

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

The printer drivers can be installed from the CD-ROM provided with this printer.

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

1. Check that the power of the printer is off.
2. Connect the printer and computer using a USB cable.
Connect the USB cable firmly.
3. Turn on the power of the printer.
Found New Hardware Wizard starts, and USB Printing Support is installed automatically.
4. In the Found New Hardware Wizard display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].
5. Insert the CD-ROM into the CD-ROM drive.
If Auto Run starts, click [Cancel], and then [Exit].
6. Select the [Include this location in the search] check box under [Search for the best driver in these location], and then 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:\DRIVERS\PCL5E\XP_VISTA\{Language}\DISK1

- PCL 6
D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1
- PostScript 3
D:\DRIVERS\PS\XP_VISTA\Language\DISK1

The PCL6 printer driver is installed in the language specified by your operating system.

7. Check the printer driver location, and then click [Next >].

8. Click [Continue].

9. Click [Finish].

If the installation is successful, the icon of the printer 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.

Printing with Parallel Connection

This describes how to install the PCL printer driver when using the parallel port.

To use a printer connected using a parallel interface, click [LPT1] when installing the printer driver.

★ Important

- To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- If you are using Windows 2000, you can install the printer driver from the CD-ROM provided with this printer or download it from the supplier's Web site.
- If your operating system is Windows XP Pro x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

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 Driver].
5. The software license agreement appears in the [License Agreement] dialog box.
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 PCL6 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 printer model you want to use.
The printer name can be changed in the [Change settings for 'Printer Name'] box.
9. Double-click the printer name to display the printer settings.
The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.
10. Check that [LPT1:] is shown in [Port].
11. Select the [Default Printer] check box to configure the printer as default.
12. Click [Finish].
The printer driver installation starts.

13. 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.

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 software, 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", Trouble Shooting.

Making Option Settings for the Printer

Make option settings for the printer using the printer driver when bidirectional communication is disabled.

1

Conditions for Bidirectional Communication

Bidirectional communication allows information about paper size and feed direction settings to be automatically sent to the printer. You can check printer status from your computer.

- Bidirectional communication is supported by Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008.
- If you use the PCL printer driver and bidirectional communication is enabled under Windows 2000, the [Change Accessories] tab is unavailable.

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

When connected with parallel cables

- The computer must support bidirectional communication.
- The machine must support bidirectional communication.
- The interface cable must support bidirectional communication.
- The machine must be connected to the computer using the standard parallel cables and parallel connectors.
- Under Windows 2000, [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the PCL printer driver.

When connected with the network

- The machine must support bidirectional communication.
- Under Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008, [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the PCL printer driver.
- In addition to the above, one of the following conditions must also be met:
 - The SmartDeviceMonitor for Client port and the TCP/IP protocol must be used.
 - IPP port name must include the IP address when using the IPP protocol.

When connected with USB

- The printer must be connected to the computer's USB port using the USB interface cable (for Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008).
- The computer must support bidirectional communication.

Note

- The PCL6 printer driver supports bidirectional communication. You can update the printer status automatically.
- The PCL5e printer driver supports bidirectional communication. You can update the printer status manually.
- Install SmartDeviceMonitor for Client from the supplied CD-ROM.

If Bidirectional Communication Is Disabled

Set up option settings when bidirectional communication is disabled.

Important

- Under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member.

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

The [Printers and Faxes] window appears.

When using Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers]. The [Printers] window appears.

When using Windows Vista or Windows Server 2008, click [Control Panel] on the [start] menu, and then click [Printer]. The [Printers] window appears.

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

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

When using Windows Vista, right-click the icon of the printer you want to use, and then click the [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. Select the total amount of the memory in [Total memory:] when the optional SDRAM module is added.

7. Under [Input tray settings:], click the tray to be used, and then select the appropriate size, position, and type for the tray.

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

Installing Font Manager

★ Important

- Under Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008, installing applications by Auto Run requires Administrator privilege. To install a printer driver by Auto Run, log on using an account that has Administrator privilege.

1. Quit all applications currently running.
2. Insert the CD-ROM into the CD-ROM drive.
The installer starts.
3. Click [Font Manager].
4. Follow the instructions on the display.

Using Adobe PageMaker Version 6.0, 6.5, or 7.0

1

Under Windows 2000/XP with Adobe PageMaker, you need to copy PPD files to the PageMaker folder. PPD files have the .ppd extension in the folder "DRIVERS \ PS \ XP_VISTA \ (Language) \ DISK1" on the CD-ROM.

The "XP_VISTA" folder inside the "PS" folder is for Windows 2000/XP, Windows Server 2003/2003 R2/2008. Use the folder that is appropriate for the operating system you are currently using.

The third 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 the procedure for configuring duplex printing, combine printing and other printing functions.

Displaying the Printer Driver Settings Screen

2

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

★ Important

- To change the printer's default settings (including settings for options), log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.
- You cannot change the printer 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

- The settings you make here are used as the default settings for all applications.
- For details, see the printer driver Help.

Making printer default settings - printing preferences

★ Important

- The settings in the "Printing Settings" (Document Properties) dialog box that can be modified and retained differ depending on the printer driver, printer icon, and the users registered for each printer icon.

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].

↓ Note

- The settings you make here are used as the default settings for all applications.
- For details, see the printer driver Help.

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.
- Any settings you make using this procedure apply to the current application only.
- 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.

Setting Paper on the Bypass Tray

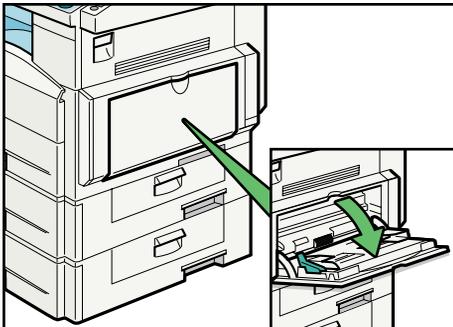
This section gives instructions for setting paper on the bypass tray.

For details about paper size and paper type, see "Paper Size and Paper Type", About This Machine.

★ Important

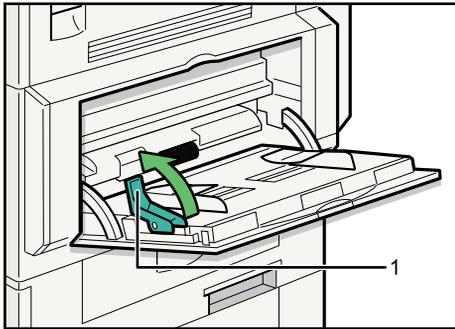
- Paper sizes that can be loaded onto the bypass tray are 90-216 mm (3.55-8.50 in.) vertical, and 139-600 mm (5.48-23.62 in.) horizontal.
- When paper larger than 600 mm (23.62 in.) in length is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
- If you want to use the bypass tray, be sure to specify the paper size and paper type.
- The following functions are disabled when printing from the bypass tray:
 - Duplex printing
 - Auto Tray Select
 - Auto Tray Switching
- Certain types of OHP transparencies for color printing cannot be used. For details about types that can be used, contact your sales or service representative.

1. Open the bypass tray.



BRH023S

2. Unlock the paper guide by pushing up the paper guide release lever.



BRH024S

1. Release lever

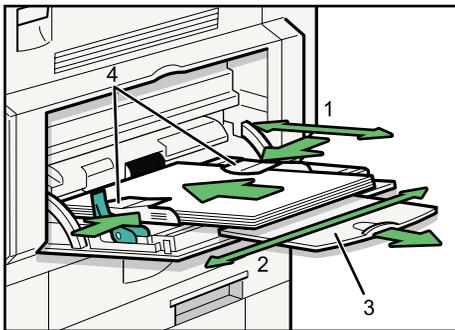
3. Gently insert paper face down into the bypass tray until the beeper sounds, and then adjust the paper guides to the paper size.

If the paper size of the paper guide and the paper do not match, skewing and misfeeds might occur.

Do not stack paper over the limit mark, otherwise a skewed image or misfeeds might occur.

Open out the extender to support paper sizes larger than A4, 8 1/2" x 11".

Fan the paper to get air between the sheets to avoid a multi-sheet feed.



BRH025S

1. Horizontal size

2. Vertical size

3. Extender

4. Paper guides

4. Lock the paper guide by pushing down the paper guide release lever.



1. Release lever

5. Set the paper size using the printer driver or the control panel.

↓ Note

- When loading thick paper, thin paper, or OHP transparencies, set paper size 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 "Loading Paper", About This Machine.
- 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 the 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 Guide.
- For details about setting printer drivers, see the printer driver Help.

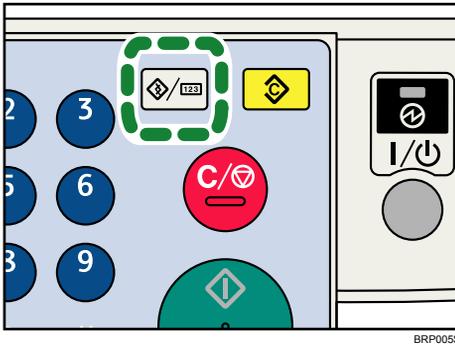
Setting the Paper Size Using the Control Panel

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

★ Important

- The following procedures are not required if you select [Driver/Command] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"). In that case, set the paper size using the printer driver.
- Under [Printer Features], [System], if you set [Bypass Tray Priority] to [Driver/Command], paper size settings made on the printer driver must match those made on the control panel. If they do not match, an error message appears and printing stops if [Printer Features], [System], [Auto Continue] is not set. For details about [Printer Features] settings, see "Printer Features"

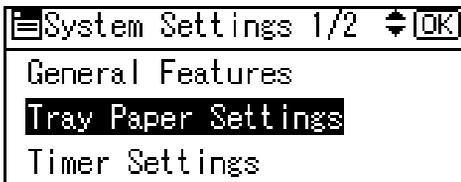
1. Press the [User Tools/Counter] key on the control panel.



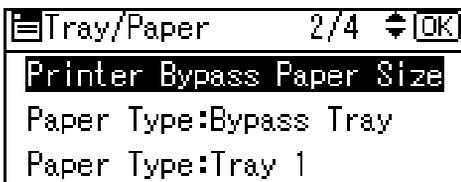
2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.



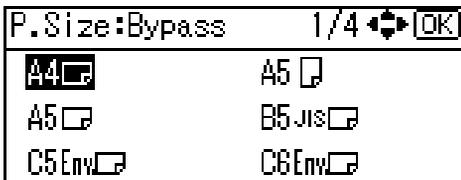
3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.



4. Press the [▼] or [▲] key to select [Printer Bypass Paper Size], and then press the [OK] key.



5. Press the [▼], [▲], [▶], or [◀] key to select the paper size you want to use, and then press the [OK] key.



6. Press the [User Tools/Counter] key to return to the initial screen.

Note

- When loading thick paper, thin paper, or OHP transparencies, set paper size and paper type.
- [Auto Detect] is the default setting for [Printer Bypass Paper Size].
- For details about setting printer drivers, see the printer driver Help.

Reference

- p.105 "Printer Features"

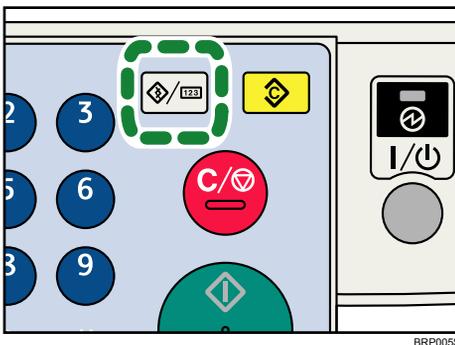
Setting Custom Size Paper Using the Control Panel

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

Important

- The following procedures are not required if you select [Driver/Command] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"). In that case, set the paper size using the printer driver.
- If you select [Machine Settings] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"), the settings made using the control panel have priority over the printer driver settings.
- If the printer driver is not used, select [Machine Settings] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"). Set paper size using the control panel.

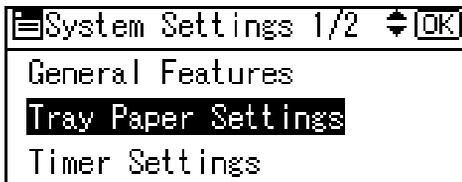
1. Press the [User Tools/Counter] key on the control panel.



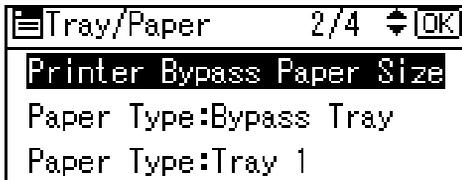
2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.



3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.



4. Press the [▼] or [▲] key to select [Printer Bypass Paper Size], and then press the [OK] key.

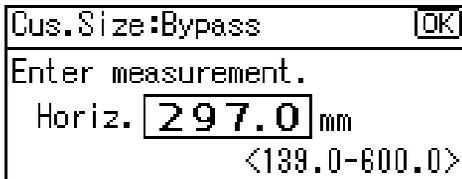


5. Press the [▼], [▲], [▶], or [◀] key to select the [Custom Size], and then press the [OK] key.

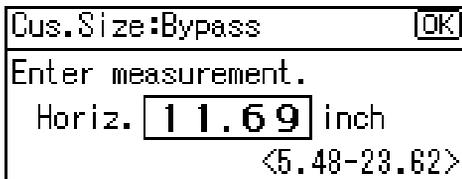


6. Enter the horizontal size of the paper using the number keys, and press [OK] key.

220-240V



120V



7. Enter the vertical size of the paper using the number keys, and press [OK] key.

220-240V

Cus. Size: Bypass	[OK]
Enter measurement.	
Vert. <input type="text" value="210.0"/>	mm
<90.0-216.0>	

120V

Cus. Size: Bypass	[OK]
Enter measurement.	
Vert. <input type="text" value="8.27"/>	inch
<8.55-8.50>	

2

8. Press the [User Tools/Counter] key to return to the initial screen.

Note

- When loading thick paper, thin paper, or OHP transparencies, set paper size and paper type.
- [Auto Detect] is the default setting for [Printer Bypass Paper Size].
- For details about setting printer drivers, see the printer driver Help.

Reference

- p.105 "Printer Features"

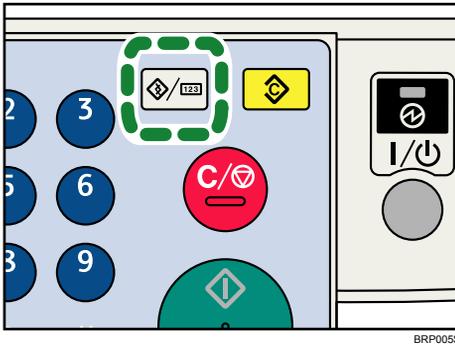
Setting Thick Paper or OHP Transparencies Using the Control Panel

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

- The following procedures are not required if you select [Driver/Command] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"). In that case, set the paper size using the printer driver.
- If you select [Machine Settings] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"), the settings made using the control panel have priority over the printer driver settings.
- If the printer driver is not used, select [Machine Settings] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"). Set the paper size using the control panel.
- When printing onto OHP transparencies, paper thinner than 66.0 g/m², or paper of 101 g/m² or above, you need to specify the type and size of paper with Tray Paper Settings in User Tools Menu. For details about Tray Paper Settings, see "System Settings", Network and System Settings Guide.
- Do not use color OHP transparencies that have easily melted coatings.
- When printing onto OHP transparencies, use A4□, or 8¹/₂"×11"□, size sheets, and specify its size.

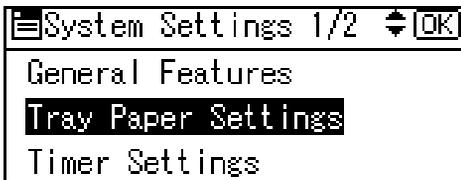
1. Press the [User Tools/Counter] key on the control panel.



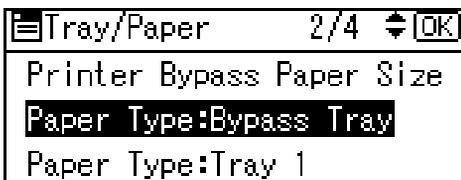
2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.



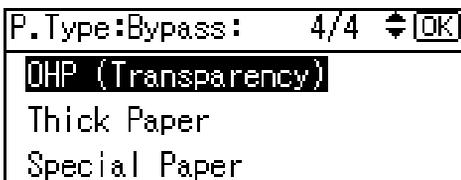
3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.

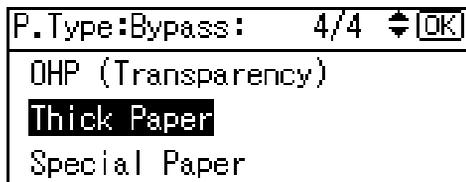


4. Press the [▼] or [▲] key to select [Paper Type:Bypass Tray], and then press the [OK] key.



5. Press the [▼] or [▲] key to select the proper items, according to the paper type you want to set.





6. Press the [OK] key.
7. Press the [User Tools/Counter] key to return to the initial screen.

↓ Note

- Printing on special paper such as thick paper, thin paper, or OHP transparencies may be slower than printing on plain paper.
- The settings made will remain valid until they are reset again. After printing on OHP transparencies or thick paper, thin paper, make sure to clear settings for the next user.
- For details about setting printer drivers, see the printer driver Help.

📖 Reference

- p.105 "Printer Features"

Setting Envelopes Using the Control Panel

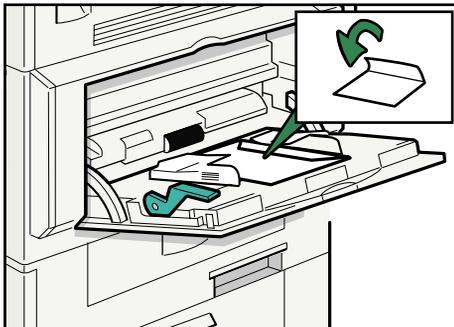
Follow the procedure below to set the machine using the control panel when loading envelopes onto the bypass tray.

★ Important

- The following procedures are not required if you select [Driver/Command] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"). In that case, set the paper size using the printer driver.
- If you select [Machine Settings] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"), the settings made using the control panel have priority over the printer driver settings.
- If the printer driver is not used, select [Machine Settings] from [Bypass Tray Priority] in [System] of [Printer Features] (see "Printer Features"). Set paper size using the control panel.
- Misfeeds might also occur when using envelopes (1) - (3) depending on the length and shape of the flaps.

Envelope types	Supported/Not supported
<p>(1)</p>  <p>BAV026S</p>	Supported
<p>(2)</p>  <p>BAV027S</p>	Supported
<p>(3)</p>  <p>BAV028S</p>	Supported

- You can load up to 10 envelopes (72 - 90g/m²) in the bypass tray at the same time, without compressing them. Check the envelopes are not damp, and the top of the stack is not higher than the limit mark on the side guide.
- When loading envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.
- Load type (4) (162 × 114 mm / C6) (6.38 × 4.49 in. / C6) envelopes flap down, flap fold against the side guide.



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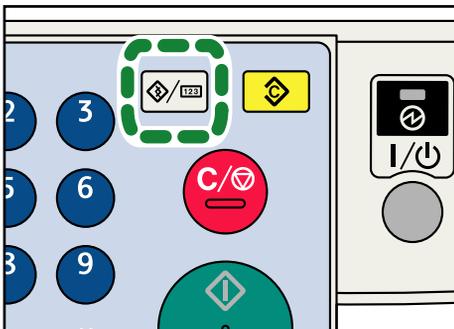
- Depending on the envelope type, specify an appropriate print image rotation using the printer driver. For a type (1) - (4) envelope, rotate by specify 180 degrees.

- Check there is no air in the envelopes before loading.
 - To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6 in.) each.
 - You cannot print envelopes with duplex function.
 - Load only one size and type of envelope at a time.
 - Before loading envelopes, flatten leading edges (the side going into the machine) by pressing a pencil or ruler across them.
 - Before loading envelopes, check they are rectangular in shape.
1. Open the bypass tray, and then insert the envelopes with the side you want to print face down until the beeper sounds.



BRP010S

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

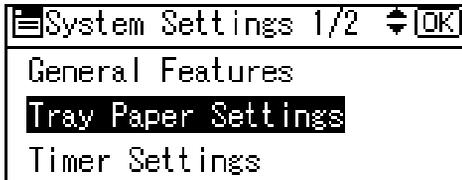


BRP005S

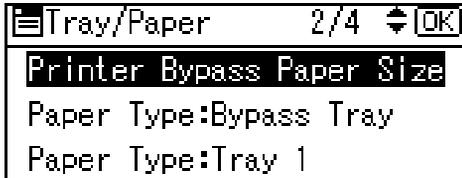
3. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.



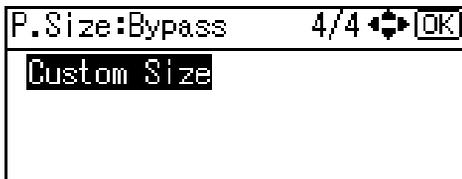
4. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.



5. Press the [▼] or [▲] key to select [Printer Bypass Paper Size], and then press the [OK] key.

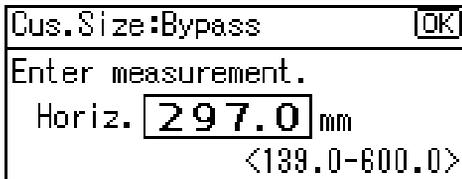


6. Press the [▼], [▲], [▶], or [◀] key to select the [Custom Size], and then press the [OK] key.

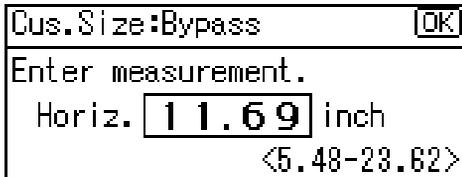


7. Press the [▼] or [▲] key to enter the horizontal value, and then press the [OK] key.

220-240V



120V



8. Press the [▼] or [▲] key to enter the vertical value, and then press the [OK] key.

220-240V

Cus. Size: Bypass	[OK]
Enter measurement.	
Vert. <input type="text" value="210.0"/> mm	
<90.0-216.0>	

120V

Cus. Size: Bypass	[OK]
Enter measurement.	
Vert. <input type="text" value="8.27"/> inch	
<3.55-8.50>	

2

9. Press the [▼] or [▲] key to select [Paper Type: Bypass Tray], and then press the [OK] key.

☰ Tray/Paper	2/5	⬆️ [OK]
Paper Size: Tray 4		
Printer Bypass Paper Size		
Paper Type: Bypass Tray		

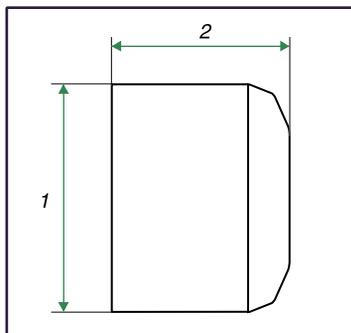
10. Press the [▼] or [▲] key to select [Thick Paper], and then press the [OK] key.

P. Type: Bypass:	4/4	⬆️ [OK]
OHP (Transparency)		
Thick Paper		
Special Paper		

11. Press the [User Tools/Counter] key to return to the initial screen.

↓ **Note**

- When entering the horizontal size for envelopes, including the opened-out flap in the measurement.



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1. Vertical size
2. Horizontal size

- For details about envelopes, see "Envelopes", About This Machine.

Printing on Orientation-Fixed or Two-Sided Paper

2

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] in the printer settings, and then place the original and paper as shown below. For details about the letterhead print settings, see "System".

Paper Orientation	Paper Trays 1-3		Multi Bypass tray	
	Letterhead Setting [On(Always)]	Letterhead Setting [Off]	Letterhead Setting [On(Always)]	Letterhead Setting [Off]
1-sided print 				
2-sided print 	-	-	-	-
1-sided print 				
2-sided print 			-	-

Note

- To print on letterhead paper when [Letterhead Setting] is set to [Auto], you must specify [Letterhead] as the paper type in the PCL printer driver's settings.
- If you change from 1-sided to 2-sided (duplex) printing during a copy job, all pages printed after the change will be 2-sided. If you want to print the remaining sets as 1-sided, specify a paper tray that is not available for duplex printing.
- For details about how to make 2-sided prints, see "Printing on both sides of sheets".

 **Reference**

- p.58 "Printing on both sides of sheets"
- p.111 "System"

Frequently Used Print Methods

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

Each function described in this chapter is configured and registered under "One Click Presets". You can also change the parameters for each function by modifying "One Click Presets".

↓ Note

- For details about custom settings, see "Using One Click Presets".

📖 Reference

- p.63 "Using 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].**

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

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. **To save current setting in the One Click Preset List, 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.

9. Click [OK] to close the printer preferences dialog box.
10. 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].

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

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

4. Click the [Paper] tab.

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

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

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

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

Note

- 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 preference 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 machine's control panel. If this happens, follow the instructions in the message to specify a paper tray and perform force printing. Alternatively, press the job reset button to cancel printing. For details, see "If Error Occurs with the Specified Paper Size and Type".

Reference

- p.67 "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

- Duplex printing is not possible if the paper types listed below are specified. If you want to perform duplex printing, select a paper type other than those listed below:
 - Paper loaded in the bypass tray
 - Thick Paper, OHP (Transparency), Label Paper
 - Custom Size paper

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 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 [Open to Left] or [Open to Top].
6. Change any other print settings if necessary.
7. To save current setting in the One Click Preset List, 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 printer 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. Click the [Setup] tab, if it is not already selected.
3. In the [Duplex:] list, [Open to Left] or [Open to Top].
4. Change any other print settings if necessary.
5. Click [OK] to close the printer preferences dialog box.
6. Print the document using the print function in the document's native application.

↓ Note

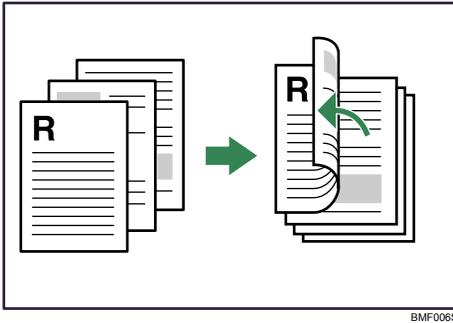
- If the document contains pages with different original sizes, page breaks may occur.

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.

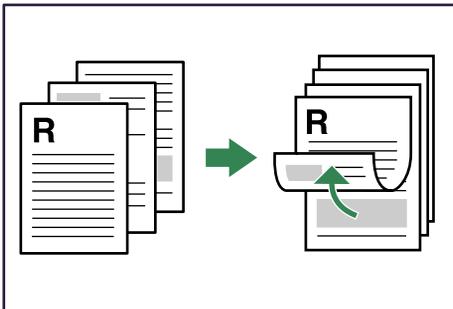
Edge Binding

- Open to Left



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- Open to Top



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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.

★ Important

- The combine printing function is not available on a custom size paper. To use the combine printing function, specify a standard size paper.

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 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 [Layout:] list, select the combination pattern from the list.
6. Change any other print settings if necessary.
7. To save current setting in the One Click Preset List, 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 printer 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. Click the [Setup] tab, if it is not already selected.
3. In the [Layout:] list, select the combination pattern from the list.
4. Change any other print settings if necessary.
5. Click [OK] to close the printer preferences dialog box.
6. Print the document using the print function in the document's native application.

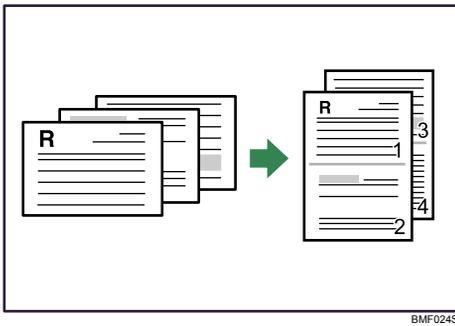
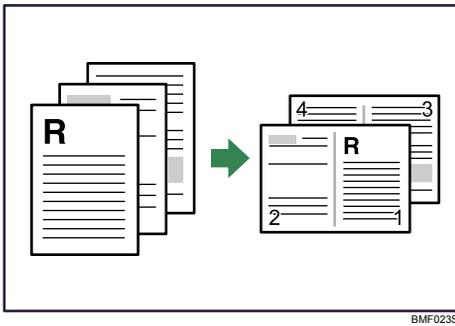
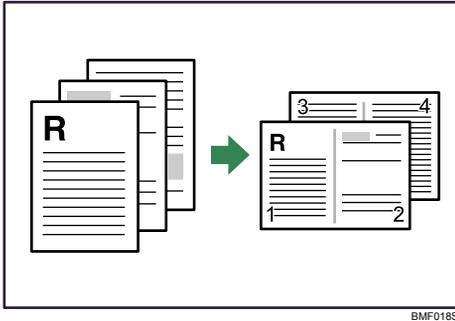
↓ Note

- 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.

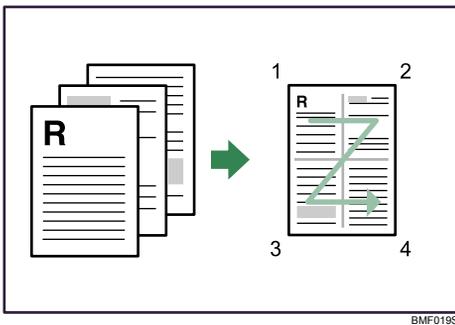
Types of combine printing

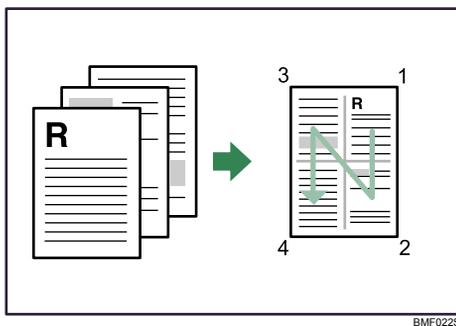
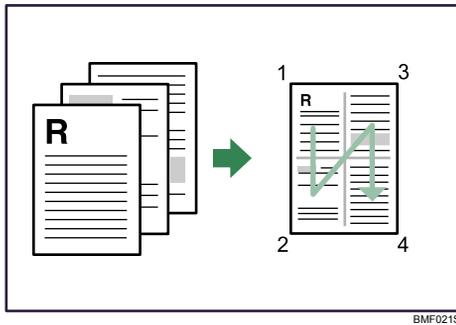
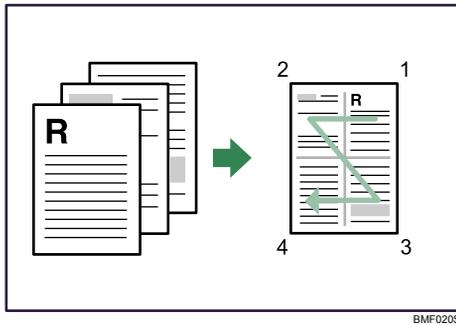
This section explains the different methods of combine printing that are available. For 2 pages per sheet combine, you can select from three patterns. When combining 4 or more pages onto a single sheet of paper, four patterns are available. The page order can be specified from the following four patterns:

2 pages per sheet



4 pages per sheet





Using 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 Presets 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. They can also be shared for use by different users. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

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

 **Note**

- Only the PCL6 printer driver is supported.

Advanced Printing

This chapter explains the printer's advanced printing functions.

Other than the functions that can be configured in the [One Click Presets] tab, various print functions can be setup from each [Menu:] icon in the [Detailed Settings] tab. The settings for each function described in this section can be changed by using the following menus.

↓ Note

- For details about printing methods, see the printer driver Help.

Menu Names and Brief Overview of Each Function

The following is an overview of the settings that are available on the [Finishing] menu.

[Finishing] menu

You can enable/disable the collate function.

- Collate

When printing multiple sets of documents such as handouts for meetings, you can have prints delivered in batches of ordered sets. For details about collate function, see "Collate".

📖 Reference

- p.65 "Collate "

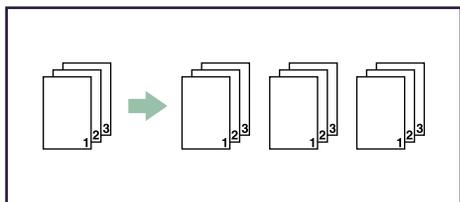
Collate

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 memory or hard disk drive.

★ Important

- If Auto Continue occurs on the first set, Collate will be canceled.
- If forced printing occurs on the first set, Collate will be canceled.
- When setting Collate in the printer driver settings, make sure that a collate option is not selected in the application's print settings. If a collate option is selected, printing will not be as intended.

Printed output is assembled as sets in sequential order.



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2



Note

- Set Collate when using the PCL printer driver.

If Error Occurs with the Specified Paper Size and Type

This section gives instructions for operating the machine when there is no tray for the selected paper size or type, or when paper loaded in the machine has run out.

★ Important

- The tray cannot be changed if the following functions are set:
 - Duplex Print to a tray that does not support duplex printing

↓ Note

- If form feed is selected for a tray with the following settings, you can change the tray by canceling the settings:
 - Duplex print
- If Auto Continue is selected, form feed paper is printed after a set interval. See "System".

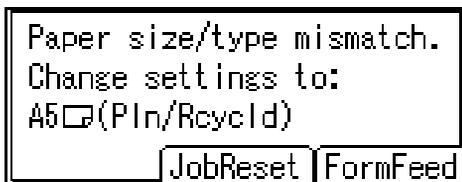
📖 Reference

- p.111 "System"

Printing from a Selected Tray

If the printer does not have a tray for the selected paper size or paper type, or if the selected paper loaded in the printer has run out, a caution message appears. If this message appears, do the following procedure.

1. When the caution message appears, press [FormFeed].

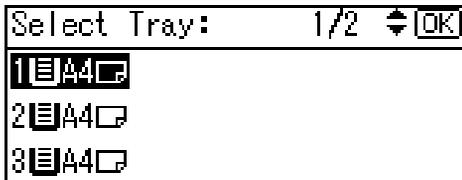


A confirmation message appears.

2. Press the [OK] key.



3. Select the tray for form feed using the [▲] or [▼] key from those that appear on the display panel, and then press the [OK] key.



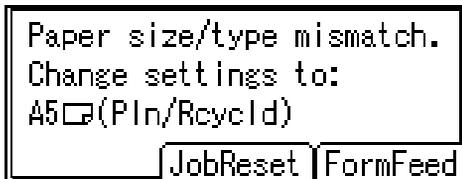
↓ Note

- If a tray with a smaller paper size is selected, the print job may be cut short, or other problems may occur.

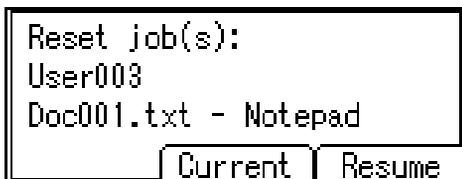
Canceling a Print Job

Follow this procedure for canceling the print job if the message prompting form feed appears.

1. Press [JobReset].



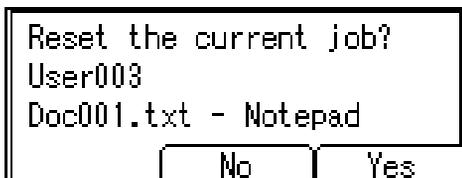
2. Press [Current].



The confirmation message appears.

To resume printing jobs, press [Resume].

3. Press [Yes] to cancel the print job.



Press [No] to return to the previous display.

 **Note**

- If the printer is shared by multiple computers, be careful not to accidentally cancel someone else's print job.
- Under Windows, If the printer is connected to the computer using a parallel cable, sent print jobs may be canceled if the [Job Reset] key is pressed while "Waiting for print data..." is displayed on the control panel. After the interval set in [I/O Timeout] in [Host Interface] has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.
- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press the [Job Reset] key.

 **Reference**

- p.97 "Canceling a Print Job"

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

2

- 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, see Network and System Settings Guide or Help for more information.

- Using telnet

Type in "spoolsw spool on" to set Spool Printing.

For details, see Network and System Settings Guide for more information about telnet.

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 Guide.

↓ 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.

Registering Classification Codes

This section explains classification codes.

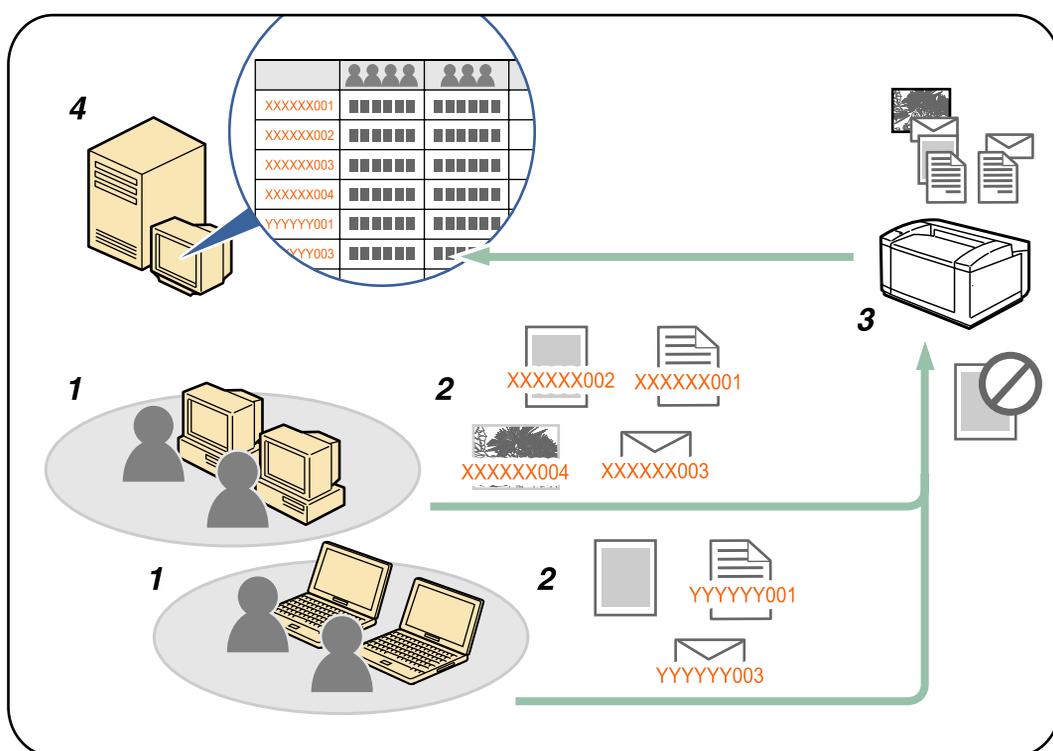
If you register classification codes, the printer logs the number of prints made under each code.

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 clients or account titles.

2

Classification Code - Based Process (example)



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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 Classification Code for 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 collection system.

 **Reference**

- p.72 "Configuring Classification Codes"

Configuring Classification Codes

2

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 printer properties 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, and then click [OK].

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. A confirmation message appears. Read it, and then click [OK].****7. Execute the print command.****8. The print job is sent to the printer.****For the PCL 5e printer driver:****1. Open the printer properties 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. A confirmation message appears. Read it, and then click [OK].****6. Execute the print command.****7. 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.14 "Installing the Printer Driver"
- p.39 "Displaying the Printer Driver Settings Screen"

3. Printing Stored Documents

This chapter explains how to print documents stored in the machine.

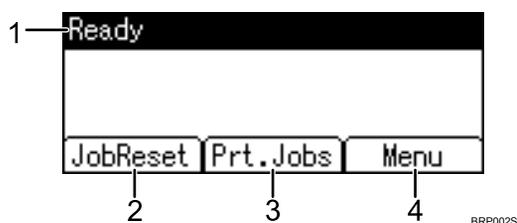
Display

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

★ Important

- Do not touch the display.

The following screen appears when you turn on the printer.



1. Operational Status or Messages

Displays the printer status or the messages.

2. [JobReset]

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.

3. [Prt.Jobs]

Displayed when the hard disk is connected.

Press to display print jobs sent from a computer.

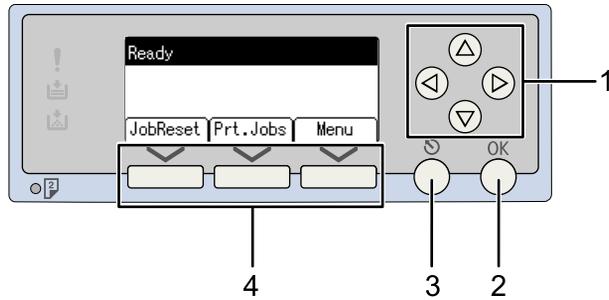
4. [Menu]

Press to display the menu to select the following options:

- Form Feed
Prints all the data left in the machine's input buffer.
- Show Error Log
Displays the error logs of print jobs that are sent from a computer.

Reading the Display and Using Keys

This section explains how to read the display and using the selection key for the initial display.



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3

1. Scroll keys

Press to move the cursor to each direction one by one.

When [▲] [▼] [▶] or [◀] appears in this manual, press the scroll key of the same direction.

2. [OK] key

Press to set a selected item or entered numeric value.

3. [Escape] key

Press to cancel an operation or return to the previous display.

4. Selection keys

Correspond to items at the bottom line on the display.

Example: initial printer display

- When the instruction "press [JobReset]" appears in this manual, press the left selection key.
- When the instruction "press [Prt.Jobs]" appears in this manual, press the center selection key.
- When the instruction "press [Menu]" appears in this manual, press the right selection key.

Using the Print Job Function

This describes how to print or delete files stored in the printer. There are following types of print files: Sample Print, Locked Print, Hold Print, and Stored Print.

Print files sent from computers can be stored in the hard disk of the printer. Using the Print Job function, you can print or delete the print files.

★ Important

- To use this function, the optional hard disk must be installed on the printer.

3

Print Job screen

When the printer is turned on, the following screen appears if an optional hard disk is installed in the printer.



If you press [Prt.Jobs] on the initial screen, a screen prompting to select the type of print job appears.

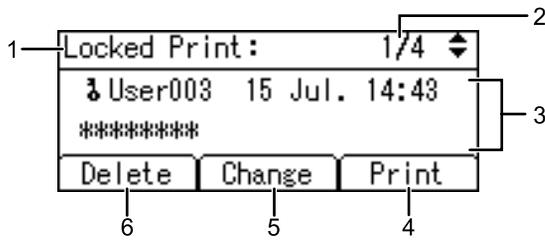


After selecting a type, you can select print files in the list by pressing:

- [Job List]
Displays the Job List screen.
- [User ID]
Displays the User ID screen.

If you select Sample Print, Locked Print, and Hold Print, the print files saved in the printer are deleted after printing is completed. If you select Stored Print, the files remain in the printer even after printing is finished.

Job List Screen



3

1. The type of print jobs

Displays the type of the print job you select.

2. Page number

Displays the current page number. Each time pressing the [▲] or [▼] key, the screen switches.

3. User ID, Date/Time, and File Name display

- User ID shows the user's ID set by the printer driver.
- Date and Time show the time at which the print job was stored in the printer.
- File name shows the name of the file. However, "*****" is shown instead of the file name for a Locked Print file.

4. [Print]

Prints a selected file.

5. [Change]

Changes or clears the password of a file if a password is set. To change the password of a Locked/Stored Print job, press [Change], enter the current password, and then enter the new password on the confirmation screen. To clear the password, press [Change], leave the entering/confirming a new password box blank, and then press the [OK] key.

You can also set passwords to the Stored Print files that do not currently have passwords.

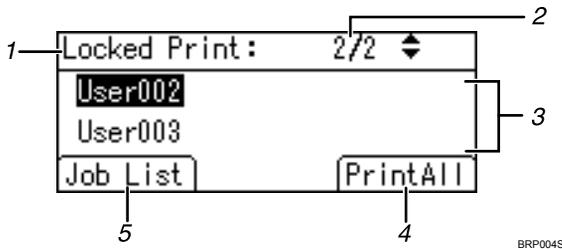
6. [Delete]

Deletes a selected file.

↓ Note

- When you press [Change] to change or clear a password, you must first enter the existing password. If the password you entered is incorrect, you cannot change or clear any current passwords.
- You can use [Change] to set or clear passwords only when Stored Print files are stored in the printer.

User ID Screen



1. The type of print jobs

Displays the type of the print job you select.

2. Page number

Displays the current page number. Each time pressing the [▲] or [▼] key, the screen switches.

3. User ID

- User ID shows the ID of the user who stored the selected type of files.
- User ID set by the printer driver is shown.

4. [PrintAll]

Prints all files stored by the user whose user ID has been selected.

5. [Job List]

Switches the screen to the [Job List] screen.

Displays the print jobs of the selected user only.

↓ Note

- To cancel selecting a file, press [JobReset].
- The display is not updated if a new file is stored while the list of stored files is displayed. To update the display, press the [Escape] key to return to the initial screen, and then press [Prt.Jobs] again.
- If a large number of print jobs are stored in the printer, processing may slow temporarily, depending on which functions are used.

Printing from the Print Job Screen

This section gives instruction about Sample Print, Locked Print, Hold Print, and Stored Print.

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 printer's control panel. This can reduce misprints due to mistakes in content or settings.

3

★ Important

- A Sample Print file cannot be stored if:
 - the hard disk is not installed in the printer.
 - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the printer is over 100. (The maximum number varies depending on the volume of data in files.)
 - the file contains over 250 pages.
 - sent or stored files in the printer contain over 9,000 pages in total.

↓ Note

- If a Sample Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the printer, stored documents in the printer remain. However, the [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Sample Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced.
- If the first set of the Sample Print files is not as you expected and you do not want to print remaining sets, delete the Sample Print file using the display panel. If you print the remaining sets of the Sample Print file, the job in the printer is deleted automatically.
- Sample Print files printed or deleted using Web Image Monitor, after you select [Sample Print] using the control panel will appear on the display panel. However, an error message will appear if you try to print or delete those Sample Print files.
- If stored files have similar and long file names, recognizing the file you want to print on the display panel may be difficult. Print the file you want to print either by checking the user ID or the time the file is sent, or by changing the file name to something that can be recognized easily.
- For details about the error log on the display panel, see "Checking the Error Log".
- For details about [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs], see "System".

📖 Reference

- p.99 "Checking the Error Log"

- p.111 "System"

Printing a Sample Print file

The following procedure describes how to print a Sample Print file with the PCL 6/5e, or PostScript 3 printer driver. For information about how to print a Sample Print file with the PostScript 3 printer driver, see "Using PostScript 3", PostScript 3 Supplement.

★ Important

- Applications with their own drivers, such as PageMaker, do not support this function.

1. From an application, select a command to print.

The Print dialog box appears.

2. Select the printer you want to use in the [Name] list, and then click [Properties].

The printer properties dialog box appears.

3. In the [Job Type:] list, click [Sample Print].

4. Click [Details...], and then enter a user ID in the [User ID:] box.

This is used to identify the user. The user ID can be entered using up to eight alphanumeric (a-z, A-Z, 0-9) characters.

5. Execute a command to print.

Make sure to set more than two copies.

The Sample Print job is sent to the printer, and the first set is printed.

6. On the printer's control panel, press [Prt.Jobs].



7. Select [Sample Print Jobs] using the [▲] or [▼] key, and then press [Job List].



A list of Sample Print files stored in the printer appears.

Depending on the security settings, certain print jobs may not be displayed.

You can print files also by pressing [User ID].

8. Select the file you want to print using the [▲] or [▼] key, and then press [Print].

Sample Print:	1/3	⬆
User003	15 Jul. 14:41	
Doc003.txt - Notepad		
Delete		Print

Enter the new number of sets using the scroll keys. You can enter up to 999 sets.

Press the [Escape] key to correct any entry mistakes.

9. Enter the number of copies to print, and then press [Print].

User003	15 Jul. 14:...	
Doc003.txt - Notepad		
Quantity	<input type="text" value="1"/>	<1-999>
	Cancel	Print

The remaining sets are printed.

Press [Cancel] to cancel printing.

↓ Note

- If the set quantity is changed when [User ID] is pressed in step 7, the changed quantity is applied to all selected files.
- When printing is completed, the stored file will be deleted.
- To stop printing after printing has started, press [JobReset]. The file will be deleted.
- For details about [User ID], see "Printing from the User ID Screen".

📖 Reference

- p.94 "Printing from the User ID Screen".

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 [Prt.Jobs].

Ready		
JobReset	Prt.Jobs	Menu

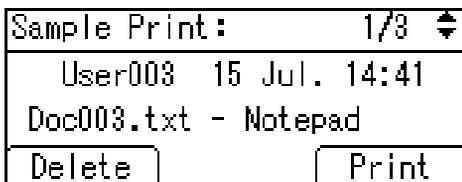
2. Select [Sample Print Jobs] using the [▲] or [▼] key, and then press [Job List].



A list of Sample Print files stored in the printer appears.

Depending on the security settings, certain print jobs may not be displayed.

3. Select the file you want to delete using the [▲] or [▼] key, and then press [Delete].



The delete confirmation screen will appear.

4. Press [Delete].

The selected file is deleted.

If you do not want to delete the file, press [Cancel].

3

Locked Print

Use this function to maintain privacy when printing confidential documents on the printer over a shared network. Usually, it is possible to print data using the display panel once it is stored in this printer. When using Locked Print, it is not possible to print unless a password is entered on the printer's display panel. Your confidential documents will be safe from being viewed by other people.

★ Important

- A Locked Print file cannot be stored if:
 - the hard disk is not installed in the printer.
 - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the printer is over 100. (The maximum number varies depending on the volume of data in files.)
 - the file contains over 250 pages.
 - sent or stored files in the printer contain over 9,000 pages in total.

↓ Note

- If a Locked Print file has not been stored properly, check the error log on the control panel.

- Even after you turn off the printer, stored documents remain. However, the [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. Locked Print jobs are automatically collated by the printer driver as default. If a collate option is selected in the application print dialog box, more sets than intended may be printed.
- After the Locked Print file is printed, the job is automatically deleted.
- Locked Print files printed or deleted using Web Image Monitor, after you select [Locked Print] using the control panel will appear on the display panel. However, an error message will appear if you try to print or delete those Locked Print files.
- For details about the error log on the display panel, see "Checking the Error Log".
- For details about [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs], see "System".

E Reference

- p.99 "Checking the Error Log"
- p.111 "System"

Printing a Locked Print file

The following procedure describes how to print a Locked Print file with the PCL 6/5e, or PostScript 3 printer driver. For information about how to print a Locked Print file with the PostScript 3 printer driver, see "Using PostScript 3", PostScript 3 Supplement.

★ 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. Start printing from the application's Print dialog box.**
The Locked Print job is sent to the printer.
 - 3. On the printer's control panel, press [Prt.Jobs].**



4. Select [Locked Print Jobs] using the [▲] or [▼] key, and then press [Job List].

Print Jobs		1/2	⬇
Sample Print Jobs			
Locked Print Jobs			
Job List		User ID	

A list of Locked Print files stored in the printer appears.

Depending on the security settings, certain print jobs may not be displayed.

You can print files also by pressing [User ID].

5. Select the file you want to print using the [▲] or [▼] key, and then press [Print].

Locked Print:		1/4	⬇
⚠ User003 15 Jul. 14:43			

Delete	Change	Print	

The password screen appears.

6. Enter the password using the number keys, and then press the [OK] key.

Enter the password then press OK.
<input type="text"/>

The print confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press [Clear] to enter the password again.

If you forget your password, contact your administrator for help.

7. Press [Print].

The remaining sets are printed.

Press [Cancel] to cancel printing.

↓ Note

- When printing is completed, the stored file will be deleted.
- To stop printing after printing has started, press [JobReset]. The file will be deleted.
- For details about [User ID], see "Printing from the User ID Screen".

📖 Reference

- p.94 "Printing from the User ID Screen".

Deleting Locked Print files

1. Press [Prt.Jobs].



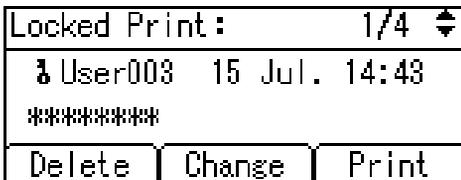
2. Select [Locked Print Jobs] using the [▲] or [▼] key, and then press [Job List].



A list of Locked Print files stored in the printer appears.

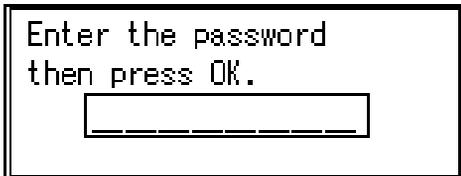
Depending on the security settings, certain print jobs may not be displayed.

3. Select the file you want to delete using the [▲] or [▼] key, and then press [Delete].



The password screen appears.

4. Enter the password using the number keys, and then press the [OK] key.



The delete confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press [Clear] to enter the password again.

If you forget your password, contact your administrator for help.

5. Press [Delete].

The selected file is deleted.

If you do not want to delete the file, press [Cancel].

Hold Print

Use this function to temporarily hold a file in the printer, and print it from the computer or the printer's control panel later.

★ Important

- A Hold Print file cannot be stored if:
 - the hard disk is not installed in the printer.
 - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the printer is over 100. (The maximum number varies depending on the volume of data in files.)
 - the file contains over 250 pages.
- sent or stored files in the printer contain over 9,000 pages in total.

↓ Note

- If a Hold Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the printer, stored documents in the printer remain. However, the [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Hold Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced.
- Hold Print files printed or deleted using Web Image Monitor, after you select [Hold Print] using the control panel will appear on the display panel. However, an error message will appear if you try to print or delete those Hold Print files.
- If stored files have similar and long file names, recognizing the file you want to print on the display panel may be difficult. Print the file you want to print either by checking the user ID or the time the file is sent, or by changing the file name to something that can be recognized easily. If you enter the document name on the printer driver's [Details...], that name appears on the display panel.
- It is possible, but not required, to set a file name or a password to a Hold Print file.
- For details about error log on the display panel, see "Checking the Error Log".
- For details about [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs], see "System".

📖 Reference

- p.99 "Checking the Error Log"
- p.111 "System"

Printing a Hold Print file

The following procedure describes how to print a Hold Print file with the PCL 6/5e or PostScript 3 printer driver. For information about how to print a Hold Print file with the PostScript 3 printer driver, see "Using PostScript 3", PostScript 3 Supplement.

★ 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:] box.

You can also set a file name. The file name you set will be displayed on the printer's Job List screen.

3. Start printing from the application's Print dialog box.

The Hold Print job is sent to the printer and stored.

4. On the printer's control panel, press [Prt.Jobs].



5. Select [Hold Print Jobs] using the [▲] or [▼] key, and then press [Job List].

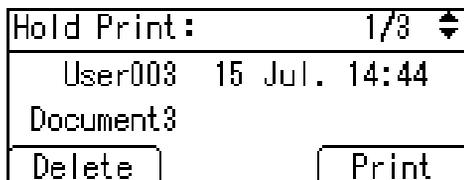


A list of Hold Print files stored in the printer appears.

Depending on the security settings, certain print jobs may not be displayed.

You can print files also by pressing [User ID].

6. Select the file you want to print using the [▲] or [▼] key, and then press [Print].



The confirmation screen appears.

7. Press [Print].

The Hold Print file is printed.

Press [Cancel] to cancel printing.

Note

- When printing is completed, the stored file will be deleted.
- To stop printing after printing has started, press the [JobReset]. The file will be deleted.
- 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.
- For details about [User ID], see "Printing from the User ID Screen".

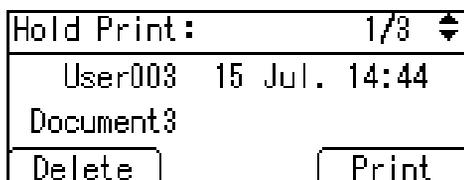
Reference

- p.94 "Printing from the User ID Screen".

Deleting Hold Print files**1. Press [Prt.Jobs].****2. Select [Hold Print Jobs] using the [▲] or [▼] key, and then press [Job List].**

A list of Hold Print files stored in the printer appears.

Depending on the security settings, certain print jobs may not be displayed.

3. Select the file you want to delete using the [▲] or [▼] key, and then press [Delete].

The confirmation screen appears.

4. Press [Delete].

The selected file is deleted.

If you do not want to delete the file, press [Cancel].

Stored Print

Use this function to store a file in the printer, and then print it from the computer or the printer's control panel later.

Jobs are not deleted after they are printed, so the same job need not be resent in order to print multiple copies.

★ Important

- **A Stored Print file cannot be stored if:**
 - the hard disk is not installed in the printer.
 - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the printer is over 100. (The maximum number varies depending on the volume of data in files.)
 - the file contains over 250 pages.
- sent or stored files in the printer contain over 9,000 pages in total.

↓ Note

- If a Stored Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the printer, stored documents in the printer remain. However, the [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Stored Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced.
- Stored Print files printed or deleted using Web Image Monitor, after you select [Stored Print] using the control panel will appear on the display panel. However, an error message will appear if you try to print or delete those Stored Print files.
- If stored files have similar and long file names, recognizing the file you want to print on the display panel may be difficult. Print the file you want to print either by checking the user ID or the time the file is sent, or by changing the file name to something that can be recognized easily.
- If you enter the document name on the printer driver's [Details...], that name appears on the display panel.
- For details about the error log on the display panel, see "Checking the Error Log".
- For details about [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs], see "System".

📖 Reference

- p.99 "Checking the Error Log"

- p.111 "System"

Printing a Stored Print file

The following procedure describes how to print a Stored Print file with the PCL 6/5e or PostScript 3 printer driver. For information about how to print a Stored Print file with the PostScript 3 printer driver, see "Using PostScript 3", PostScript 3 Supplement.

★ Important

- Applications with their own drivers, such as PageMaker, do not support this function.

1. Configure the Stored Print in the printer driver's properties.

You can select two ways for Stored 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 printer.

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:] box.

You can also set a password. The same password must be entered when printing or deleting.

You can also set a file name. The file name you set will be displayed on the printer's Job List screen.

3. Start printing from the application's Print dialog box.

The Stored Print job is sent to the printer.

4. On the printer's control panel, press [Prt.Jobs].



5. Select [Stored Print Jobs] using the [▲] or [▼] key, and then press [Job List].



A list of Stored Print files stored in the printer appears.

You can print files also by pressing [User ID].

6. Select the file you want to print using the [▲] or [▼] key, and then press [Print].

Stored Print:		1/3	⬇
⌘	User003	15 Jul. 14:45	
Document3			
Delete	Change	Print	

The confirmation screen appears.

If you set a password in the printer driver, a password confirmation screen appears. Enter the password.

7. Enter the number of copies to print, and then press [Print].

User003		15 Jul. 14:...	
Document3			
Quantity	<input type="text" value="1"/>	<1-999>	
Cancel		Print	

The Stored Print file is printed.

Press [Cancel] to cancel printing.

⬇ **Note**

- When multiple files are selected without setting a quantity, one set less than the minimum number of all settings is applied. If the least number of settings is one set, all selected files will be printed at one set.
- If the number of set quantity is changed when [User ID] is pressed in step 5, the changed quantity is applied to all selected files.
- To stop printing after printing has started, press [JobReset]. A Stored Print file is not deleted even if [JobReset] is pressed.
- The Stored Print file that sent to the printer is not deleted unless you delete a file or select [Auto Delete Stored Jobs].
- You can set or delete a password after sending files to the printer. Select the file and press [Change] in the Print Job List screen. To set a password, enter the new password. To delete the password, leave the password box blank on entering or confirming the new password, and press the [OK] key.
- For details about the error log on the display panel, see "Checking the Error Log".
- For details about [Auto Delete Stored Jobs], see "System".

📖 **Reference**

- p.99 "Checking the Error Log"
- p.111 "System"

Deleting stored print files

1. Press [Prt.Jobs].



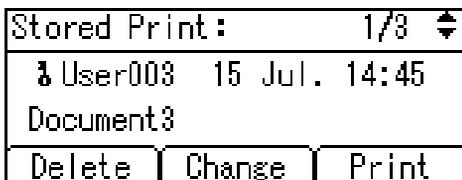
2. Select [Stored Print Jobs] using the [▲] or [▼] key, and then press [Job List].



A list of Stored Print files stored in the printer appears.

Depending on the security settings, certain print jobs may not be displayed.

3. Select the file you want to delete using the [▲] or [▼] key, and then press [Delete].

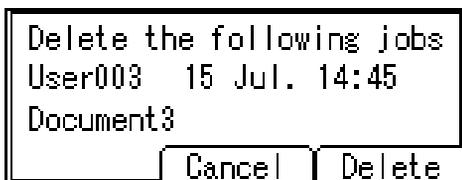


The delete confirmation screen will appear.

If you set the password in the printer driver, enter the password to delete.

If you forget your password, contact your administrator for help.

4. Press [Delete].



The selected file is deleted.

If you do not want to delete the file, press [Cancel].

Printing from the User ID Screen

This describes how to print the files saved in the printer from the User ID screen.

Printing the Selected Print Job

1. On the initial screen, press [Prt.Jobs].

3

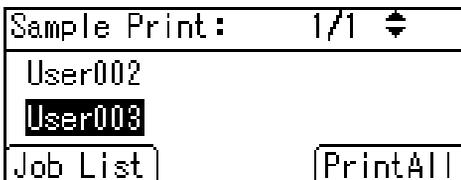


2. Press [User ID].



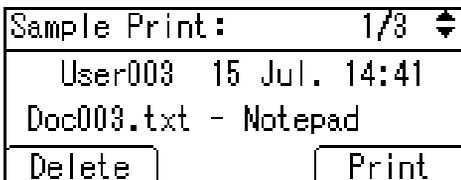
A list of user IDs whose files are stored in the printer appears.

3. Select the user ID whose file you want to print using the ▲ or ▼ key, and then press [Job List].



The print job list of the selected user ID appears.

4. Select the file you want to print using the ▲ or ▼ key, and then press [Print].



The confirmation screen appears.

5. Press [Print].

The selected file is printed.

Press [Cancel] to cancel printing.

Note

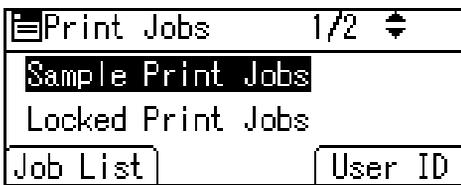
- If you print a Sample, Locked, or Hold Print file, the print file saved in the printer is deleted after printing is completed.

Printing All Print Jobs

1. On the initial screen, press [Prt.Jobs].

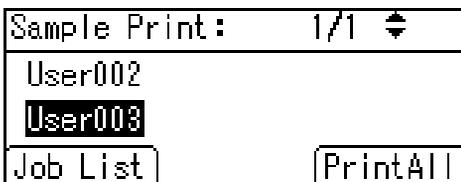


2. Select a type of print jobs you want to print using the ▲ or ▼ key, and then press [User ID].



A list of user IDs whose files are stored in the printer appears.

3. Select the user ID whose file you want to print using the ▲ or ▼ key, and then press [PrintAll].



The confirmation screen appears.

4. Press [Print].

The selected files are printed.

To cancel printing, press [Cancel].

Note

- If you print a Sample, Locked, or Hold Print file, the print file saved in the printer is deleted after printing is completed.
- You cannot select a print job that is not stored under the selected user ID.
- When printing multiple Sample Print files without specifying the number of sets on the confirmation screen, one set less than the least number of set specified on the computer is applied 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 multiple Stored Print files without specifying the number of sets on the confirmation screen, the least number of set specified on the computer is applied for every selected document.
- If you select [Locked Print Jobs], enter the correct password. If there are multiple passwords, the printer prints only files that correspond to the entered password.
- If you select Stored Print files, and some of these require a password, the printer prints files that correspond to the entered password and files that do not require a password.

Canceling a Print Job

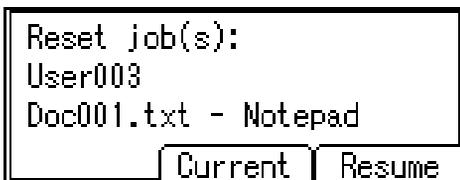
You can cancel printing from either the printer or a client computer. Since canceling procedures vary depending on the print job status, check the job status and cancel printing according to the following procedure.

Canceling a Print Job Using the Control Panel

1. Press [JobReset].

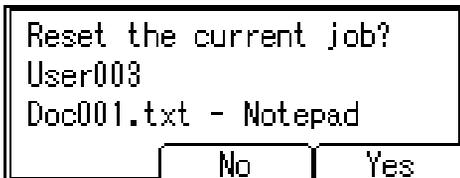
A confirmation message appears.

2. Press [Current].



To resume printing jobs, press [Resume].

3. Press [Yes] to cancel the print job.



Press [No] to return to the previous display.

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 printer is shared by multiple computers, be careful not to accidentally cancel someone else's print job.
- If the printer is connected to the computer using a parallel cable, sent print jobs may be canceled if [JobReset] is pressed while "Waiting for print data..." is displayed on the control panel. After the interval set in [I/O Timeout] in Printer Features has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.
- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [JobReset].
- A print job containing a large volume of data may take considerable time to stop.

3

Mac OS - Canceling a Print Job from the computer

1. Double-click the printer icon on the desktop.

A window appears showing all print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

Under Mac OS X, start Print Center.

2. Select the name of the job you want to cancel.

3. Click the pause icon, and then click the trash icon.

Note

- If the printer is shared by multiple computers, be careful not to accidentally cancel someone else's print job.
- If the printer is connected to the computer using a parallel cable, sent print jobs may be canceled if [JobReset] is pressed while "Waiting for print data..." is displayed on the control panel. After the interval set in [I/O Timeout] in Printer Features has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.
- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [JobReset].
- 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.

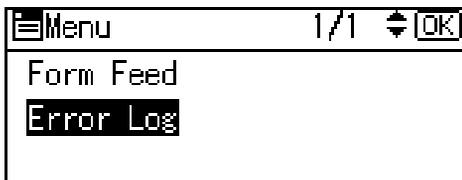
★ Important

- 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 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.
- If the main power switch is turned off, the error log is deleted.

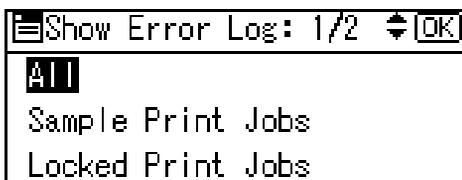
1. Press [Menu].



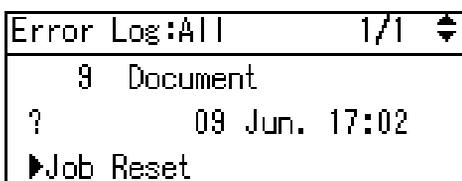
2. Press the [▲] or [▼] key to select [Error Log], and then press the [OK] key.



3. Select a type of print jobs using [▲] or [▼] key, and then press the [OK] key.



4. Press the [▲] or [▼] key to select the error log you want to check.



↓ Note

- Press the [Escape] key until the initial screen appears after checking the log.

- To print files that appear in the error log, resend them after stored files have been printed or deleted.

4. Printing from DeskTopBinder Lite

This chapter explains how to install DeskTopBinder Lite, and using the PDF Direct Print function.

Printing a PDF File Directly

You can send PDF files directly to the machine for printing, without having to open a PDF application.

★ Important

- This function is possible only when the optional PostScript 3 unit is installed.
- This function is possible for genuine Adobe PDF files only.
- Version 1.3, 1.4, 1.5, and 1.6 PDF files are compatible.
- 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 version 1.7 (Acrobat 8.0) files created without any functions that are exclusive to PDF version 1.7 can be printed.

↓ Note

- Paper size errors may occur when printing on custom size paper.

Printing Method

There are the two methods of printing the PDF files directly, either using the DeskTopBinder Lite, or entering commands.

Using DeskTopBinder Lite

Installing DeskTopBinder Lite

Follow the procedure below to install DeskTopBinder Lite.

1. Quit all applications currently running.
2. Insert the "Scanner Driver and Utilities" CD-ROM into the CD-ROM drive.

The installer starts.

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

3. Click [DeskTopBinder Lite].

The [DeskTopBinder Lite] dialog box appears.

4. Click [DeskTopBinder Lite], and then click [OK].

5. Follow the instructions on the display to install DeskTopBinder Lite.

If you are required to restart the computer after installing DeskTopBinder Lite, restart the computer and continue the configuration.

DeskTopBinder Lite enhancements

Follow the DeskTopBinder Lite enhancement procedure to print PDF files directly.

4

1. On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Extended Features Wizard].

The [Extended Features Wizard] dialog box appears.

2. Click [Start], and then click [Next>] repeatedly until the [Printing Function2] dialog box appears.

3. In the [Printing Function2] dialog box, click [Add...].

The [PDF Direct Print Properties] dialog box appears.

4. Click [Specify...], and then enter the IP address or host name of the printer.

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 DeskTopBinder Lite enhancement. 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

Follow the procedure below to print PDF files directly.

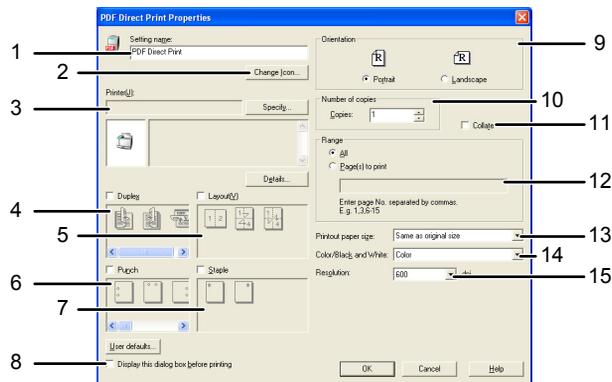
1. Drag the PDF file you want to print to the PDF Direct Printing icon on the Function Palette and drop it there.

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



BRP007S

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 supported for this printer)

Punches holes in printed sheets.

7. Staple (not supported for this printer)

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.

4

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: (not supported for this printer)

Specify color or black-and-white printing.

15. Resolution:

Specify a print resolution.

Using Commands

You can print PDF files directly, using commands such as "ftp", "sftp", and "lpr".

For details about the printing commands, see "Printing Commands". Network and System Settings Guide.

5. Printer Features

This chapter describes user tools in the Printer Features menu. For details on how to access Printer Features, see "Accessing User Tools".

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.

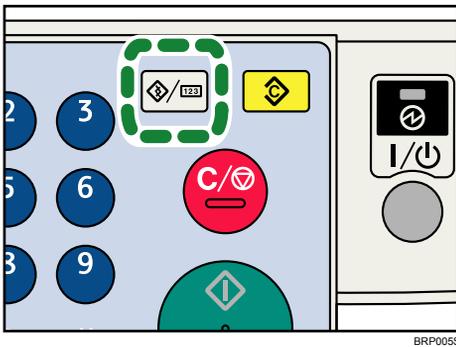
Changing Default Settings

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.

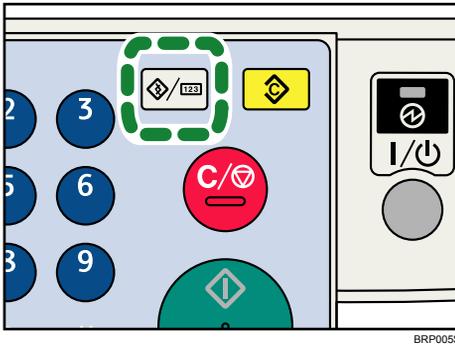


2. Press [Printer Features].
3. Change settings by following instructions on the display, and then press [OK].

Quitting User Tools

This section describes how to quit the settings of User Tools.

1. Press the [User Tools/Counter] key.



↓ **Note**

- You can also quit User Tools by pressing [Exit].

5

Menu Protect

Using 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.

- Copier Features
- Fax Features
- Printer Features
- Scanner Features

For details, consult your administrator.

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.

Config. 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 Auto Job Cancel and jobs canceled manually from the control panel can be printed.

Menu List

You can print a Menu List showing the machine's function menus.

PCL Config./Font Page

You can print the current configuration and installed PCL font list.

PS Config./Font Page

You can print the current configuration and installed PostScript font list.

This menu can be selected only when the optional PostScript 3 unit is installed.

PDF Config./Font Page

You can print the current configuration and installed PDF font list.

This menu can be selected only when the optional PostScript 3 unit is installed.

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. Select [Printer Features] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [List/Test Print] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Config. Page] using the [▲] or [▼] key, and then press the [OK] key.
The configuration page is printed.
5. Press the [User Tools/Counter] key.

Interpreting the configuration page

This section describes the Configuration Page.

System Reference

- Unit Number
Displays the serial number assigned to the board by its manufacturer.
- Total Memory
Displays the total amount of memory (SDRAM) installed on the printer.
- Firmware Version
 - Printer
Displays the version number of the printer firmware.
 - System
Displays the version number of the system firmware.
 - Engine
Displays the version number of the printer 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.

- Consumption Status
Displays the status of consumable.

Paper Input

Displays settings made under Tray Paper Settings menu.

Maintenance

Displays settings made under the Maintenance 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.

Reference

- p.105 "Accessing User Tools"

Maintenance

This section describes the user tools in the Maintenance menu under Printer Features.

Menu Protect

You can select whether or not to protect menu. When you enable this setting, specify protection level.

The default setting is Level 2.

List/Test Print Lock

You can lock the [List/Test Print] menu.

The default setting is [Off].

Delete All Temporary Jobs

You can delete all print jobs temporarily stored in the machine.

Delete All Stored Jobs

You can delete all print jobs stored in the machine.

Reference

- p.105 "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.

The default setting is [Off].

Auto Continue

You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.

The default setting is [Off].

Memory Overflow

Select this to have a memory overflow error report printed.

The default setting is [Do not print].

Rotate by 180 Degrees

Specify whether to rotate the print image 180 degrees relative to the paper orientation.

The default setting is [Off].

Auto Delete Temporary Jobs

You can select to automatically delete print jobs temporarily stored in the machine.

The default setting is [Off].

If you select [On], you can set up to 200 hours for auto file deleting.

Auto Delete Stored Jobs

You can select to automatically delete print jobs stored in the machine.

The default setting is [On], "3" day(s).

If you select [On], you can set up to 180 days for auto file deleting.

Print Compressed Data

Specify whether to uncompress and extract compressed job data before printing it.

The supported compression format is GZIP.

The default setting is [Off].

Memory Usage

You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.

Duplex

You can select to have print on both sides of each page.

The default setting is [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.

The default setting is "1" copies.

Blank Page Print

You can select whether or not to print blank pages.

The default setting is [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.

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Edge Smoothing

Set this to enable Edge Smoothing.

The default setting is [On].

If Toner Saving is set to On, Edge

Smoothing is ignored even if it is set to On.

Toner Saving

Set this to enable Toner Saving.

The default setting is [Off].

Printer Language

Specify the printer language.

The default setting is [Auto].

Sub Paper Size

You can enable the Auto Substitute Paper Size (A4, LT) feature.

The default setting is [Auto].

Page Size

You can select the default paper size.

- The paper size you can select is as follows:

A4, A5, B5 JIS, C5 Env, C6 Env, DL Env, 8¹/₂×14, 8¹/₂×13, 8¹/₂×11, 8¹/₄×13, 8×13, 7¹/₄×10¹/₂, 5¹/₂×8¹/₂, 4¹/₈×9¹/₂, 3⁷/₈×7¹/₂, 16K, Custom Size

220-240V

The default setting is A4.

120V

The default setting is 8¹/₂×11.

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.

The default setting is [Auto Detect].

- Off

When set to [Off], original images are 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.

Bypass Tray Priority

Specify whether (Printer) Driver/Command or Machine Settings, has priority for determining the paper size for the bypass tray.

The default setting is [Driver/Command].

Edge to Edge Print

You can select whether or not to print on the entire sheet.

The default setting is [Off].

Default Printer Lang.

You can set the default printer language if the machine cannot find the printer language automatically.

The default setting is [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.

The default setting is [Off].

RAM Disk

You can change the settings of the RAM disk.

This menu appears only when the optional hard disk is not installed.

Extend Auto Tray Switching

This setting enables the machine to switch paper trays automatically, regardless of whether the tray is manually or automatically selected.

When set to [On], [Auto Tray Switching] is enabled and the [Auto Tray Switching] setting configured in the printer driver is overridden.

The default setting is [Off].

 **Reference**

- p.105 "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.

The default setting is [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.

The default setting is [15 seconds].

Reference

- p.105 "Accessing User Tools"

PCL Menu

This section describes the user tools in the PCL Menu under Printer Features.

Orientation

You can set the page orientation.

The default setting is [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.

The default setting is "64" lines.

The default setting is "60" lines.

Font Source

You can set the storage location of the default font.

The default setting is [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.

The default setting is "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.

The default setting is "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.

The default setting is "12.00" points.

Font Pitch

You can set the number of characters per inch for the selected font.

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.

The default setting is "10.00" pitches.

Symbol Set

Specify the character set of the selected font. The available options are as follows:

- Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0

The default setting is [PC-8].

Courier Font

You can select a courier font type.

The default setting is [Regular].

Ext. A4 Width

You can extend the printing area width (when printing on A4 sheet with PCL).

The default setting is [Off].

When the setting is [On], the width will be $8\frac{1}{2}$ 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.

The default setting is [Off].

Resolution

You can set the print resolution in dots per inch.

The default setting is [600dpi].

Reference

- p.105 "Accessing User Tools"

PS Menu

This section describes the user tools in the PS Menu under Printer Features.

This menu appears only when the optional PostScript 3 unit is installed.

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.

The default setting is [Use Driver/Command].

If you select [Use Machine Settings], enter a value between 0 and 999.

The default setting is "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.

The default setting is [Use Driver/Command].

If you select Use Machine Settings, enter a value between 0 and 999.

The default setting is "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.

The default setting is [TBCP].

This setting is not effective when operating the machine with a parallel or EtherTalk connection.

When operating the machine with a parallel connection, and also if the binary data is sent from the printer driver, the print job is canceled.

When operating the machine with an Ethernet connection, the print job is canceled under the following conditions:

- The printer driver data format is TBCP, and the data format selected on the display panel is Binary Data.
- The printer driver data format is binary, and the data format selected on the display panel is TBCP.

Resolution

You can set the print resolution in dots per inch.

The default setting is [600dpi].

Orientation Auto Detect

You can select whether or not to automatically detect print orientation.

The Default setting is [On].

 **Reference**

- p.105 "Accessing User Tools"

PDF Menu

This section describes the user tools in the PDF Menu under Printer Features.

Change PDF Password

Set the password for the PDF file executing PDF Direct Print.

- Current Password
- New Password
- Confirm New Password

A password can be 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

Set the group password already specified with DeskTopBinder.

- Current Password
- New Password
- Confirm Password

A password can be 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.

Reverse Order Print

When set to [On], printing starts from the last page of document.

The default setting is [Off].

Resolution

Set the print resolution in dots per inch.

The default setting is [600dpi].

Orientation Auto Detect

Select whether or not to automatically detect print orientation.

The default setting is [On].

Reference

- p.105 "Accessing User Tools"

6. 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 set those options beforehand. If you use the virtual printer under UNIX, Solaris, and other operating systems, various print functions are possible without your 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 on using an account that has Administrators privilege.
- The following Virtual Printer protocols are available: "TCP/IP (Unspecified, Normal)", "TCP/IP (DIPRINT)", "TCP/IP (RHPP)", "AppleTalk", and "NetWare".

1. Log on to Web Image Monitor as an administrator.

For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

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 [AppleTalk] or [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 on using an account that has **Administrators** privilege.

1. Log on to Web Image Monitor as an administrator.

For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

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].

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.

For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

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 on to Web Image Monitor as an administrator. To confirm a virtual printer configuration, click [Change].
- If the virtual printers function is disabled, the list of available virtual printers is not displayed. For details about enabling the virtual printers function, see Web Image Monitor Help.

Deleting a Virtual Printer

Use this procedure to delete a virtual printer.

★ Important

- You must have Administrators privilege to delete a virtual printer. Log on using an account that has Administrators privilege.

1. Log on to Web Image Monitor as an administrator.

For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

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 this printer's 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. Before printing for the first time, specify the virtual printer you want to use.

1. Log on to Web Image Monitor in administrator mode.

For details about login user name and password, see "Using Web Image Monitor", Network and System Settings Guide.

2. In the menu area, click [Configuration], and then click [Printer 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"] [-o] \path\file
name
```

rcp

```
c:> rcp [-b] \path\file name [\path name\file name...] printer's host name:  
["Virtual Printer Name"]
```

ftp

```
ftp> put \path\ file name [Virtual Printer Name]
```

Specifications

This section contains the machine's electrical and hardware specifications, including information about its options.

Component	Specifications
Resolution	600 dpi × 600 dpi
Printing speed	20ppm (A4, 8 1/2" × 11", plain paper, 600 dpi × 600 dpi)
Interface	Standard: <ul style="list-style-type: none"> Ethernet interface (100 BASE-TX/10 BASE-T) USB 2.0 Type A/B Optional: <ul style="list-style-type: none"> Giga Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T) IEEE 1284 parallel interface IEEE 802.11 a/b/g wireless LAN interface
Network protocol	TCP/IP(IPv4, IPv6), IPX/SPX, AppleTalk
Printer language	Standard: <ul style="list-style-type: none"> PCL 5e/6 Optional: <ul style="list-style-type: none"> PostScript 3, PDF
Fonts	PCL 5e/6: <ul style="list-style-type: none"> 45 Intellifonts, 13 International fonts. PostScript 3: <ul style="list-style-type: none"> 136 fonts (Type 2:24, Type 14:112)
Memory	640 MB
Hard disk	Optional: <ul style="list-style-type: none"> 80 GB

Component	Specifications
USB Interface (Standard)	Transmission spec: <ul style="list-style-type: none"> • USB 2.0 Standard Connectable Device: <ul style="list-style-type: none"> • Devices corresponding to USB 2.0 Standard
Supported Operating System	Standard: <ul style="list-style-type: none"> • Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008 Optional: <ul style="list-style-type: none"> • Mac OS 8.6 or later, Mac OS X 10.1 or later

↓ Note

- When using Mac OS, use only the standard USB Interface. The optional USB interface board is not supported.
- When using Mac OS, the USB interface is supported only under Mac OS 9 or later.
- When using the USB Interface (Standard) with Mac OS 10.3.3 or later, USB2.0 is supported.

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MEMO

