9240/9250
MP 4001 / MP 5001
LD140 / LD150
Aficio™ MP 4001/5001

Operating Instructions

Printer Reference

1. Preparing the Machine
2. Setting Up the Printer Driver
3. Other Print Operations
4. Saving and Printing Using the Document Server
5. Appendix

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. 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.

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.

Notes:

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, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

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 provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/ Document Server Reference

Explains Copier and Document Server 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 Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

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 that you first make 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.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other Manuals

- UNIX Supplement

- Extended Feature Settings Reference <Device Version>

- Extended Feature Settings Reference <Web Version>

- App2Me Start 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.

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional[*1]	DeskTopBinder

*1 Optional

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3. Other Print Operations

4. Saving and Printing Using the Document Server

5. Appendix

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 on the machine's display or control panels.

Model-Specific Information

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

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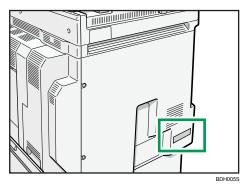
Indicates information that is specific to the 220 to 240 V model.

| 120V |

Indicates information that is specific to the 120 V model.

🔽 **Note**

- Check the label on the rear of the machine to identify the model.

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- 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.
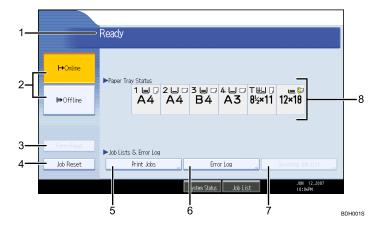
Display Panel

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

Initial Display

🟊 **Important**

- The machine switches to offline when you make settings in online mode. After you complete the setting, the machine switches to online automatically.
- If you make a setting when the machine is offline, it will stay offline afterwards.
- The function items displayed serve as selector keys. You can select or specify an item by pressing it lightly.
- When you select or specify an item on the control panel, it becomes highlighted.
- Keys dimmed (for example, [OK]) cannot be used.

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1. **Operational status or messages**

   Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

2. **[⊦Online] / [⊫Offline]**

   Press to switch the machine between online and offline.

   When the machine is online, it can receive data from the computer.

   When the machine is offline, it cannot receive data from the computer.

3. **[Form Feed]**

   Press to print all the data left in the machine's input buffer.

   - When the machine is online, the status appears dimly.
   - This function is not available with the RPCS printer language.

4. **[Job Reset]**

    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.

5. **[Print Jobs]**

    Press to display print jobs sent from a computer.

6. **[Error Log]**

    Press to display the error logs of print jobs sent from a computer.

7. **[Spooling Job List]**

    Press to display spooled jobs.

8. **Paper Tray Status indicators**

    The paper tray settings appear.
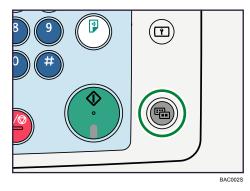
⬇ Note

- When the power is turned on, the copier display is shown. This is a factory default. This initial setting can be changed. See "System Settings", General Settings Guide.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display. Letters and keys are displayed at a larger size, making operations easier.

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Example of a simplified display

Note

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Job List

Jobs printed using Copy, Document Server, or Printer mode are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs.

For example, you can cancel incorrect job settings or print an urgent document.

🔵 **Note**

- You cannot use the Job List function when Interrupt Copy is active.

- Documents printed using the facsimile function and scanner function are not displayed in the job list.
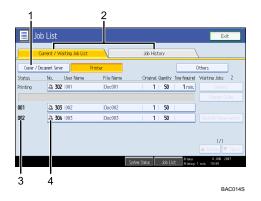
Job List Screen

This section explains displays and icons that appear in the Job List screen.

The Job List screen varies depending on whether Job Order is selected with Print Priority for the System Settings. For details about setting procedure, see "System Settings", General Settings Guide.

When [Job Order] is not selected:

The job list is displayed for each of the functions.

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When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.

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1. Switches between job lists for each function.

2. Switches between [Current / Waiting Job List] and [Job History].

3. Displays reserved job numbers.

4. Displays the function used to print jobs.

: Job printed using copy function

: Job printed using printer function

: Job printed using Document Server function

: Job printed using DeskTopBinder

: Job printed using Web Image Monitor

Checking Jobs in the Job List

You can check the contents of jobs in the job list.

1. Press [Job List].

2. Select a job whose contents you want to check.

3. Press [Details], and then check the contents.

4. Press [Exit].

Changing the Order of Jobs

You can change the order of jobs in the job list.

1. **Press [Job List].**

2. **Select a job whose order you want to change.**

3. **Press [Change Order].**

4. **Change the order using [Top], [Previous], or [Next].**

5. **Press [OK].**

Holding Jobs

You can hold jobs that are queued or currently printing.

1. **Press [Job List].**

2. **Select a job you want to hold.**

3. **Press [Suspend Printing].**

   The selected job and the jobs that follow it are suspended. "Suspended" is displayed at the left of the jobs in the job list that are suspended.

🔸Note

- To resume the suspended jobs, press [Resume Printing].

- This function is available only if [Job Order] is specified.

Deleting Jobs

You can delete a job that is queued or currently printing.

1. **Press [Job List].**

2. **Select a job you want to delete.**

   To delete multiple print jobs, select all print jobs you want to delete.

3. **Press [Delete Reservation].**

4. **Press [OK].**

Checking the Job History

You can view the history and contents of completed print jobs.

1. **Press [Job List].**

2. **Press [Job History].**

   A list of completed print jobs appears.

3. **Select a job whose contents you want to check.**

4. **Press [Details], and then check the contents.**

5. **Press [Exit].**

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 - 305 mm (3.55 - 12 in.) vertical, and 148 - 600 mm (5.83 - 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.

- The machine can automatically detect the following sizes as regular size copy paper:

    - `220-240V` A3▯, A4▯, A5▯, A6▯
    - `120V` 11" × 17"▯, $8^1/_2$" × 11"▯, $5^1/_2$" × $8^1/_2$"▯

- If you want to use the size of paper other than the above, be sure to specify the size.

- The following functions are disabled when printing from the bypass tray:

    - Duplex/Booklet printing (when the optional Finisher SR3020)
    - Auto Tray Select
    - Auto Tray Switching
    - Rotating Collate
    - Staple (when the optional Finisher SR790, SR3020, or SR3030 is installed)
    - Punch (when the optional Finisher SR3020 or SR3030, and Punch Unit are installed)
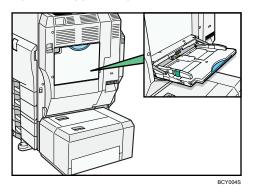
Printing onto paper with specific orientation

When printing onto paper that has specific orientation requirements, such as letterhead paper, be sure to set as the followings:

- If the paper feed orientation is ▯, insert paper print side down in the bypass tray, and set the bottom edge of the paper toward the machine.

- If the paper feed orientation is ▯, insert paper print side down in the bypass tray, and set the bottom edge of the paper toward you.

To print on paper that is set in the opposite position to either of the correct positions described above, rotate the print image 180 degrees using the printer driver. For details, see the printer driver Help.

1. **Open the bypass tray.**

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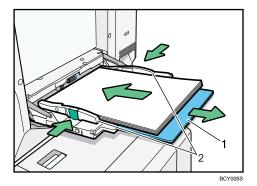
2. **Insert the paper face⁻down until you hear the beep, and then align the paper guides to the paper size by pinching the clip.**

   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$\square$, $8^1/_2$" $\times$ 11"$\square$.

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

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   1. **Extender**

   2. **Paper Guide**

3. **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", General Settings Guide.

- 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", General 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 Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

- Under [Printer Features], [System], if you set [Bypass Tray Setting 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 General Settings Guide.

1. **Press the [User Tools/Counter] key on the control panel.**
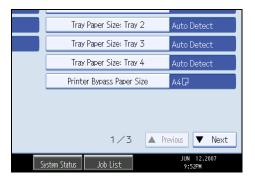
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2. **Press [System Settings].**

3. **Press the [Tray Paper Settings] tab.**

4. **Press [Printer Bypass Paper Size].**

5. **Select the paper size.**

6. **Press [OK].**

7. **Press the [User Tools/Counter] key.**

   The initial screen appears.

🔽 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.
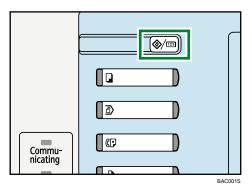
Setting Custom Size Paper Using the Control Panel

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 Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

- If you select [Machine Settings] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide), 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 Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). Set paper size using the control panel.

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

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2. **Press [System Settings].**
3. **Press the [Tray Paper Settings] tab.**
4. **Press [Printer Bypass Paper Size].**
5. **Press [Custom Size].**

If a custom size is already set, press [Change Size].

6. **Press [Vertical], enter the vertical size of the paper using the number keys, and then press the [#] key.**

7. **Press [Horizontal], enter the horizontal size of the paper using the number keys, and then press the [#] key.**

8. **Press [OK].**

   The paper sizes entered are displayed.

9. **Press [OK].**

10. **Press the [User Tools/Counter] key.**

    The initial screen appears.
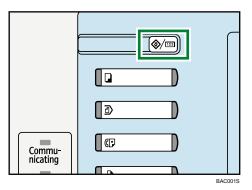
Setting Thick Paper, Thin Paper, or OHP Transparencies Using the Control Panel

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 Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

- If you select [Machine Settings] from [Bypass Tray Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide), 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 Setting Priority] in [System] of [Printer Features] (see "Printer Features", General Settings Guide). Set the paper size using the control panel.

- When printing onto OHP transparencies, paper thinner than 52 g/m^2 (about 11 lb.), or paper of 105 g/m^2 (about 23 lb.) 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", General Settings Guide.

- Do not use color OHP transparencies that have easily melted coatings.

- When printing onto OHP transparencies, use A4▭, or 8^1/$_2$" × 11"▭, size sheets, and specify its size.

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

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2. **Press [System Settings].**
3. **Press the [Tray Paper Settings] tab.**
4. **Press [▼Next] to scroll through the list.**
5. **Press [Paper Type: Bypass Tray].**

6. **Select the proper items, according to the paper type you want to set.**

   Press [OHP (Transparency)] on the [Paper Type] area when loading OHP transparencies.

   Press [No Display] on the [Paper Type] area, and then press [Thick Paper 1], [Thick Paper 2], or [Thin Paper] on the [Paper Thickness] area when loading thick paper or thin paper.

7. **Press [OK].**

   The paper type selected is displayed.

8. **Press the [User Tools/Counter] key.**

   The initial screen appears.

⬇**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.

1. Preparing the Machine

This chapter describes how to connect this machine with 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.
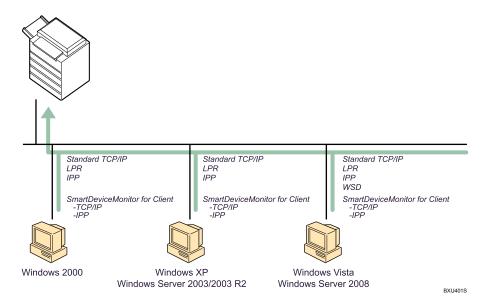
Network Connection

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

Using this machine 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.

Standard TCP/IP	Standard TCP/IP	Standard TCP/IP
LPR	LPR	LPR
IPP	IPP	IPP
		WSD
SmartDeviceMonitor for Client	SmartDeviceMonitor for Client	SmartDeviceMonitor for Client
-TCP/IP	-TCP/IP	-TCP/IP
-IPP	-IPP	-IPP
Windows 2000	Windows XP	Windows Vista
	Windows Server 2003/2003 R2	Windows Server 2008

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Windows 2000/XP, Windows Server 2003/2003 R2

Connection Method	Available Ports
• Ethernet • Wireless LAN	• Standard TCP/IP port • IPP port • LPR port • SmartDeviceMonitor for Client port

Windows Vista, Windows Server 2008

Connection Method	Available Ports
• Ethernet • Wireless LAN	• Standard TCP/IP port • IPP port • LPR port • WSD port • SmartDeviceMonitor for Client port

⬇ **Note**

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

📃 **Reference**

- p.27 "Installing the Printer Driver"
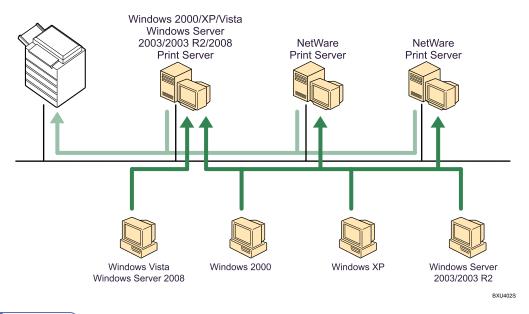
Using as a network printer

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

⭐ **Important**

- IPX/SPX (NetWare) cannot be used under Windows Vista and Windows Server 2008.

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Windows 2000/XP/Vista
Windows Server
2003/2003 R2/2008
Print Server

NetWare
Print Server

NetWare
Print Server

Windows Vista
Windows Server 2008

Windows 2000

Windows XP

Windows Server
2003/2003 R2

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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.39 "Using as a Windows Network Printer"

- p.41 "Using as a NetWare Print Server / Remote Printer"

Local Connection

Local connections can be established via parallel, USB, and Bluetooth connections.

Note

- See the explanation about how to install the printer driver for each method of connections.

- For details about Bluetooth connections, see "Printing with Bluetooth Connection", Network Guide.

- For details about USB connections, see "Installing the Printer Driver Using USB".

- For details about parallel connections, see "Printing with Parallel Connection".

Reference

- p.44 "Installing the Printer Driver Using USB"

- p.48 "Printing with Parallel Connection"

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Installing the Printer Driver

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.

🔽 **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

Quick Install

You can install the printer drivers easily from the CD-ROM provided with this machine.

Using Quick Install, the PCL printer driver is installed under network environment, and the TCP/IP port will be set.

⭐ **Important**

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**

- **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].**

   The default interface language is English.

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.

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.

- 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.44 "Installing the Printer Driver Using USB"

- p.50 "Making Option Settings for the Printer"

Installing the Printer Driver for the Selected Port

Using the Standard TCP/IP port

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

⭐Important

- Manage Printers permission is required to install the driver. 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].

The default interface language is English.

4. Click [PCL Printer Driver].

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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 PCL 6 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 [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.

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- 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 "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Using the IPP Port

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

⭐ Important

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

- In an IPv6 environment, you cannot use the IPP Port. Use the SmartDeviceMonitor for Client port.

- The IPP port cannot be used under Windows 2000. If you are using Windows 2000, install the PCL printer driver using the SmartDeviceMonitor for Client port. To use the SmartDeviceMonitor for Client port, you must first download SmartDeviceMonitor for Client from the supplier's Website. For details about the SmartDeviceMonitor for Client port, see "Using the SmartDeviceMonitor for Client Port".

- To print via IPP-SSL under Windows Vista or Windows Server 2008, you must install the certificate on your computer before you install the printer driver using the IPP port. For details, consult your administrator.

Installing the PCL printer driver

1. Quit all applications currently running.

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

3. Click [Add a printer].

   The [Add printer Wizard] dialog box appears.

4. Click [Next>].

5. Click [A network printer, or a printer attached to another computer].

6. Click [Next>].

7. Click [Connect to a printer on the Internet or on a home or official network:].

8. In the [URL:] box, enter "http:// printer's IP address/ printer (or ipp)" as the printer's address, and then click [Next>].

9. Click [Have Disk...].

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

    If the [AutoPlay] dialog box appears, click the [close] button.

11. Click Browse..., and then specify a location for the inf file.

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

    The PCL 6 printer driver is installed in the language specified by your operating system.

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12. **Click [OK] to close the Install From Disk window.**

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

   Only machines 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. **Configure the default printer as necessary, and then click [Next >].**

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

15. **Click [Finish].**

   If installation is successful, the icon of the printer connected to the IPP port is added to the [Printers and Faxes] window.

⬇ **Note**

- To stop installation of the selected driver, click [Cancel] before installation is complete.

🗐 **Reference**

- p.34 "Using the SmartDeviceMonitor for Client port"

Using the LPR port

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

⭐ **Important**

- **Manage Printers permission is required to install the driver. 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].**

   The default interface language is English.

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.

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The PCL 6 printer driver is installed in the language specified by your operating system.

7. **Select the machine 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 "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Using the WSD port

This section explains installation when using the WSD port.

⭐**Important**

- The WSD port can be used only under Windows Vista or Windows Server 2008.

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.

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- If the machine is connected using the WSD port, bi-directional communication is not possible. For details about bi-directional communication, see "Making Option Settings for the Printer".

- You can connect to the machine only if both the machine 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 machine'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\(Language)\DISK1" or "D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1".

   The PCL 6 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 machine's icon in the [Network] window, and then click [Uninstall].

▤ **Reference**

- p.50 "Making Option Settings for the Printer"

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Using the SmartDeviceMonitor for Client port

This describes how to install the the printer driver using the SmartDeviceMonitor for Client port.

To use this function, you must first download SmartDeviceMonitor for Client from the supplier's Website and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Client.

⭐ Important

- Manage Printers permission is required to install SmartDeviceMonitor for Client. Log on as an Administrators group member.
- Install SmartDeviceMonitor for Client before installing the printer driver when using the SmartDeviceMonitor for Client port.

Installing the PCL printer driver (TCP/IP)

⭐ Important

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.

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].**

   The default interface language is English.

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 PCL 6 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].**

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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**

- 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 "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Installing the PCL printer driver (IPP)

⭐ **Important**

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.

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].**

     The default interface language is English.

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 PCL 6 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 [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 "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

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 machine 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 machine 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 tasktray.

  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 "Using SmartDeviceMonitor for Client", Network Guide, or SmartDeviceMonitor for Client Help.

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

- Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.

- If you print with a print server connected to the printer using the SmartDeviceMonitor for Client 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 for Client may not be used with the client.

- 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/Vista 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].**

   The default interface language is English.

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 PCL 6 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.

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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

- 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 "When a Message Appears during Installation of the Printer Driver", TroubleShooting.

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, and Windows Server 2003/2003 R2, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- IPX/SPX (NetWare) cannot be used under Windows Vista and Windows Server 2008.
- 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].**

   The default interface language is English.

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 PCL 6 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.

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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, launch the [Printers and Faxes] window, and then open the printer properties.**

    Under Windows 2000 or Windows Server 2003/2003 R2, open the printer properties from the [Printers] window.

18. **Click the [NetWare setting] tab.**

    Under Windows Server 2003/2003 R2, 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 the protocol on the control panel, using Web Image Monitor or using 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.

Under Windows 2000/XP or Windows Server 2003/2003 R2, follow the procedure below to disable form feed according to the operating system used:

- 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.

Under Windows 2000/XP or Windows Server 2003/2003 R2, follow the procedure below to disable banner pages according to the operating system used:

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

Windows 2000 - USB

⭐ **Important**

- **To install a printer driver, you must have Administrator privilege. Log on using an account that has Administrator privilege.**

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

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

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

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

1. **Check that the power of the machine is off.**
2. **Connect the machine to the computer using a USB cable.**

   Connect the USB cable firmly.
3. **Turn on the power of the machine.**

   Found New Hardware Wizard starts, and USB Printing Support is installed automatically.
4. **In the Found New Hardware Wizard window, 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 are stored.**

   If the CD-ROM drive is D, the source files of the printer driver are stored in the following location:
   - PCL 5e

     D:＼DRIVERS＼PCL5E＼XP_VISTA＼(Language)＼DISK1
   - PCL 6

D:\DRIVERS\PCL6\XP_VISTA\MUI\DISK1

The PCL 6 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 installation is successful, the icon of the machine 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 that the computer is connected to.

Windows XP, Windows Server 2003/2003 R2 - USB

⭐Important

- **To install a printer driver, you must have Administrators privilege. Log on using an account that has Administrators privilege.**

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

If the printer driver is already installed and plug-and-play is enabled, the icon of the printer connected to the "USB" port appears in the [Printers and Faxes] window.

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

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

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using a USB cable.**

Connect the USB cable firmly.

3. **Turn on the power of the machine.**

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

4. **In the Found New Hardware Wizard window, click [Install the software automatically (Recommended)], and then click [Next >].**

5. **Insert the CD-ROM into the CD-ROM drive.**

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

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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 location:

   - PCL 5e

     D:＼DRIVERS＼PCL5E＼XP_VISTA＼(Language)＼DISK1

   - PCL 6

     D:＼DRIVERS＼PCL6＼XP_VISTA＼MUI＼DISK1

   The PCL 6 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 appears in 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 that the computer is connected to.

Windows Vista, Windows Server 2008 - USB

⭐Important

- To install a printer driver, you must have Administrators privilege. Log on using an account that has Administrators privilege.

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

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

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

1. **Check that the power of the machine is off.**

2. **Connect the machine to the computer using a USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the machine.**

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

4. **In the Found New Hardware Wizard window, click [Locate and install driver software (recommended)].**

   Click [Continue] if the [User Account Control] window appears.

5. **When a message prompting insertion of the CD-ROM, insert the CD-ROM into the CD-ROM drive.**

   Installation of the printer driver is automatically started.

   If "Windows can't verify the publisher of this software" display appears in the installation, select the [Install this driver software anyway].

6. **Click [Exit].**

   If the installation is successful, the icon of the printer connected to the "USB001" port appears in 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 that the computer is connected to.

Printing with Parallel Connection

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

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

⭐**Important**

- **Manage Printers permission is required to install the driver. Log on as an Administrators or Power Users group member.**
- **If your operating system is Windows XP Professional/Vista x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Website. 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].**

   The default interface language is English.
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 PCL 6 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

- 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 "When a Message Appears during Installation of the Printer Driver", Troubleshooting.

Making Option Settings for the Printer

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

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 machine status from your computer.

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 printer driver.

When connected with the network

- The machine must support bidirectional communication.
- The standard TCP/IP must be used.
- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.
- In addition to the above, one of the following conditions must also be met:
    - 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 machine must be connected to the computer's USB port using the USB interface cable.
- The computer must support bidirectional communication.

🔽 Note

- The PCL 6 printer driver supports bidirectional communication and updates the machine status automatically.
- The PCL 5e printer driver supports bidirectional communication. You can update the machine status manually.

If Bidirectional Communication Is Disabled

Set up option settings when bidirectional communication is disabled.

⭐ **Important**

- 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 or Windows Server 2008, 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. **In [Input Tray:] select which trays to use, and then, in [Paper Size:] select the size of the paper that you want to load in each tray.**

   Click [Update] in the [Input Tray Settings] area to apply the setting for each tray.

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

Installing Font Manager

★ **Important**

- Manage Printers permission is required to install Font Manager. Log on as an Administrators group member.

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

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. Setting Up the Printer Driver

This chapter explains the printer properties, and how to make changes to the printer settings.

PCL - Accessing the Printer Properties

Windows 2000 - Accessing the Printer Properties

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 Administrator 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, point to [Settings], and then click [Printers].

   The [Printers] 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**

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

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.

3. **On the [File] menu, click [Printing Preferences...].**

   The [Printing Preferences] dialog box appears.

4. **Make the settings you require, and then click [OK].**

   The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

⭳ Note

- The settings you make here are used as the default settings for all applications.

- The [Unregistered] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

- For details, see the printer driver Help.

🗒 Reference

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 making printer settings for Windows 2000 WordPad as an example of how to make printer settings for a specific application.

1. **Open the application.**

2. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

3. **Select the printer you want to use in the [Select Printer] list, and then click the tab for the settings you want to change.**

4. **Make the necessary settings, and then click [Apply].**

5. **Click [Print].**

⭳ 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 defaults when printing from the application.

- For details, see the printer driver Help.

Making Printer Settings - 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.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

⬇ Note

- Under Windows operating systems, this function is available through the PCL 6 and PostScript 3 printer driver. When using this function using the PostScript 3 printer driver, see PostScript 3 Supplement.

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

Windows XP, Windows Server 2003/2003 R2 - Accessing the Printer Properties

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**

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

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].**

   The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

⬇ **Note**

- The settings you make here are used as the default settings for all applications.

- The [Unregistered] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

- For details, see the printer driver Help.

📘 **Reference**

- p.59 "Making Printer Settings - One Click Presets"

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 making printer settings for Windows XP WordPad as an example of how to make printer settings for a specific application.

1. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

3. **Make the necessary settings, 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 the defaults when printing from the application.

- For details, see the printer driver Help.

Making Printer Settings - 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.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

Note

- Under Windows operating systems, this function is available through the PCL 6 and PostScript 3 printer driver. When using this function using the PostScript 3 printer driver, see PostScript 3 Supplement.

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

Windows Vista, Windows Server 2008 - Accessing the Printer Properties

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 group 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 [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

3. **Right-click the icon of the printer you want to use, and then click [Properties].**

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

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.

2. **Click [Printer] in "Hardware and Sound".**

3. **Right-click the icon of the printer you want to use, and then click [Printing Preferences...].**

   The [Printing Preferences] dialog box appears.

2

4. **Make the settings you require, and then click [OK].**

   The setting is temporarily registered as [Unregistered] in the [One Click Presets list:] area.

🔽 **Note**

- The settings you make here are used as the default settings for all applications.

- The [Unregistered]] setting is invalid if the other One Click Presets icon is selected. If you wish to confirm the [Unregistered] setting, click [Register Current Settings...]. For details about confirming the setting, see "Making Printer Settings - One Click Presets".

- For details, see the printer driver Help.

🔖 **Reference**

- p.61 "Making Printer Settings - One Click Presets"

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 making printer settings for Windows Vista WordPad as an example of how to make printer settings for a specific application.

1. **On the [File] menu, click [Print...].**

   The [Print] dialog box appears.

2. **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

3. **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 the defaults when printing from the application.

- For details, see the printer driver Help.

Making Printer Settings - 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.

Follow the procedure to register one click presets.

1. **In the application, on the [File] menu, click [Print].**

   The [Print] dialog box appears.

2. **Select the machine, and then open the [Printing Preferences] dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

3. **Make the settings you require.**

4. **Click [Register Current Settings...]. Enter a name and comment that describe the setting, and then click [OK].**

   The newly registered icon appears with its registered name in the One Click Preset List: area.

5. **Click [OK].**

🔽 Note

- Under Windows operating systems, this function is available through the PCL 6 and PostScript 3 printer driver. When using this function using the PostScript 3 printer driver, see PostScript 3 Supplement.

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

3. Other Print Operations

This chapter explains the various printing functions, including Sample Print, Locked Print, Hold Print, Stored Print, and PDF Direct Print.

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, extended optional contents, or page size exceeds 5.08 m 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.

- If memory is insufficient or there are other problems, direct printing of High Compression PDF files created using this device's scanner function might not be possible.

⬇**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.

To use this function, you must first download DeskTopBinder Lite from the supplier's Website and install it on your computer. Contact your local dealer for information on downloading DeskTopBinder Lite.

Using DeskTopBinder Lite

DeskTopBinder Lite enhancements

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

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

    The [Extended Features Wizard] dialog box appears.

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

    If you select [All function settings], and then click [Start]. Click the [Output] icon on the [Type:] list.

    Select [PDF Direct Print] in [Selectable function(s):], and then click [Add].

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
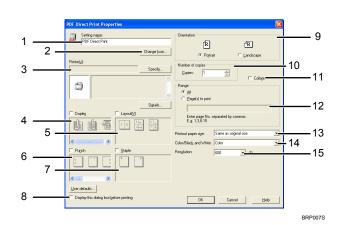
Follow the procedure below to print PDF files directly.

1. **Drag the PDF file you want to print to the PDF Direct Printing icon in the palette and drop it there.**

   The [Output File List - PDF Direct Print] dialog box appears.

2. **Highlight the PDF 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**

   Punches holes in printed sheets.

7. **Staple**

   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.

11. **Collate**

    Sorts printed sheets.

12. **Range**

    Specify which paper to print.

3

13. **Printout paper size:**

    Specify the paper size you want copies to be printed onto.

14. **Color/ Black and White: (not available for this machine)**

    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 UNIX commands, see Network Guide.

Using the Print Job Function

This describes how to print files stored in the machine.

The following types of printing can be selected using the printer driver: Sample Print, Locked Print, Hold Print, and Stored Print.

You can print or delete the print jobs stored in the machine which is sent from computers.
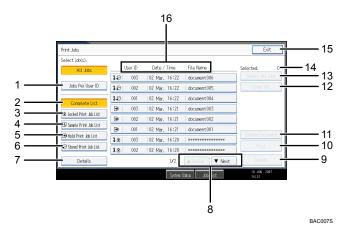
If you select Sample Print, Locked Print, and Hold Print, the print files stored in the machine are deleted after printing is completed. If you select Stored Print, the files remain in the machine even after printing is finished.

If you press [Print Jobs] on the Printer screen, the Complete List or the List Per User ID screen appears depending on which list type you select from [Initial Print Job List].

Complete List

If you select [Complete List] from [Initial Print Job List], the following screen appears:

BAC007S

1. [Jobs Per User ID]

   Displays List Per User ID.

2. [Complete List]

   Displays all files stored in the machine.

3. [Locked Print Job List]

Displays only Locked Print files stored in the machine.

4. [Sample Print Job List]

    Displays only Sample Print files stored in the machine.

5. [Hold Print Job List]

    Displays only Hold Print files stored in the machine.

6. [Stored Print Job List]

    Displays only Stored Print files stored in the machine.

7. [Details]

    Displays details about a selected file.

8. [▲Previous] / [▼Next]

    If the list of files does not fit on the screen, scroll up or down to view the list.

9. [Delete]

    Deletes a selected file.

10. [Print]

    Prints a selected file.

11. [Change Password]

    Changes or deletes the password of a file if a password is set. To change the password, press [Change Password], enter the current password, and then enter the new password on the confirmation screen. To delete the password, press [Change Password], leave the entering/confirming a new password box blank, and then press [OK].

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

12. [Clear All]

    Clears all selections.

13. [Select All Jobs]

    Selects all files stored in the machine.

14. [Selected:]

    Displays number of the files selected.

15. [Exit]
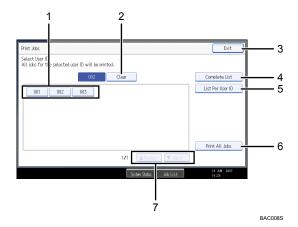
    Returns to the Printer screen.

16. User ID, Date / Time: , and File Name: display

    Displays the time when the instruction to print the stored files was entered, the User IDs, and the file names.

List Per User ID

    If you select [List Per User ID] from [Initial Print Job List], the following screen appears:

BAC008S

1. User ID

   Displays the User IDs who sent files to the machine.

2. [Clear]

   Clears a selection.

3. [Exit]

   Returns to the Printer screen.

4. [Complete List]

   Displays all print jobs.

5. [List Per User ID]

   Displays the print job list of each ID.

6. [Print All Jobs]

   Prints all selected type of files sent by the user ID.

7. [▲Previous] / [▼Next]

   If the list of files does not fit on the screen, scroll up or down to view the list.

Note

- Multiple files can be selected on the Print Jobs screen. To clear selection, press the selected print jobs again.

- The display is not updated if a new file is stored while the list of stored files is displayed. To update the display, press [Exit] to return to the Printer screen, and then press [Print Jobs] again.

- If a large number of print jobs is stored in the machine, processing may slow temporarily, depending on which functions are used.

- If you press [List Per User ID] in the Complete List screen, the screen switches to the List Per User ID screen where [Back] appears at the bottom right. Press [Back] to switch to the Complete List screen.

- For details about Sample Print, Locked Print, Hold Print, and Stored Print, see "Printing from the Print Job Screen".

⊟ Reference
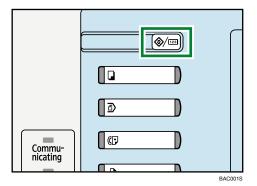
• p.72 "Printing from the Print Job Screen"

Selecting the Initial Print Job List

Follow the procedure below to set the initial Print Jobs screen, and to show it.

Selecting the Initial Print Job List

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

BAC001S

2. **Press [Printer Features].**

   The Printer Features menu appears

3. **On the [System] tab, press [Initial Print Job List].**

4. **Select either [Complete List] or [List Per User ID].**

After configuring the settings, the selected type of print job list is displayed.

Displaying a Print Job List

1. **Press the [Printer] key.**

BAC003S

2. **Press [Print Jobs].**

Either the Complete List or List Per User ID screen appears.

Printing from the Print Job Screen

This describes about Sample Print, Locked Print, Hold Print, and Stored Print.
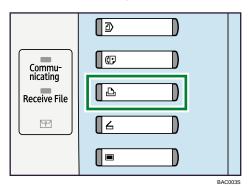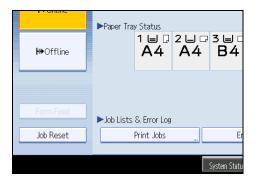
Sample Print

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 machine's control panel. This can reduce misprints due to mistakes in contents or settings.

⭐ **Important**

- A Sample Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 1,000 pages.
  - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

⬇ **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.
- If a Sample Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print 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 control panel. If you print the remaining sets of the Sample Print file, the job in the machine is deleted automatically.
- For details about the error log on the control panel, see "Checking the Error Log".
- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

📄 **Reference**

- p.94 "Checking the Error Log"

Printing a Sample Print File

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

⭐**Important**

- Applications with their own drivers, such as PageMaker, do not support this function.
- If you are using Mac OS X, you need Mac OS X v10.2 or higher version to use this function.

1. **Configure Sample Print in the printer driver's properties.**
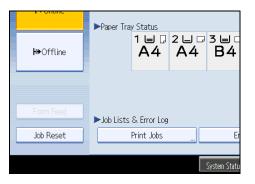
   For details about configuring the printer drivers, see the relevant Help files.

2. **Start printing from the application's [Print] dialog box.**

   Make sure to set more than two copies.
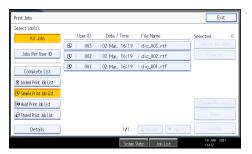
   The Sample Print job is sent to the machine, and the first set is printed.

3. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

4. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

5. **Press [Sample Print Job List].**

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

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

6. **Select the file you want to print, and press [Print].**

3

7. **Enter the new number of sets using the number keys.**

You can enter up to 999 sets.

Press the [Clear/Stop] to correct any entry mistakes.

8. **Press [Yes].**

The remaining sets are printed.

Press [No] to cancel printing.

↓Note

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

- If you select a Sample Print file that contains multiple documents, you can use the confirmation screen to specify the number of copy sets. The number you specify will be the number of copy sets printed for each document. If you do not specify a number of copy sets on the confirmation screen, the number of copy sets printed for each document will be the number specified in the printer driver minus one. (If the number of copy sets specified in the printer driver is "1", one copy set will be printed for each document.)

- When printing accumulated sample print documents, you cannot change the numbers of sets.

- When printing is completed, the stored file will be deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

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 the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

   A list of the print files stored in the machine appears.
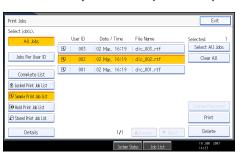
3. **Press [Sample Print Job List].**

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

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

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

🔽 Note

- If you do not want to delete the file, press [No].

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Locked Print

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

⭐ Important

- A Locked Print file cannot be stored if:
    - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
    - the file contains over 1,000 pages.
    - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

🔽 Note

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

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

- Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print 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.

- For details about the error log on the control panel, see "Checking the Error Log".

- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

🗐 Reference

- p.94 "Checking the Error Log"

Printing a Locked Print File

The following procedure describes how to print a Locked Print file with the PCL 6/5e printer driver. For details about how to print a Locked Print file with the PostScript 3 printer driver, see PostScript 3 Supplement included as a PDF file on the CD-ROM.

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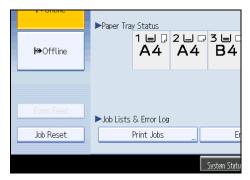
- Applications with their own drivers, such as PageMaker, do not support this function.

- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use 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. **Click [OK] to close the printer driver's properties.**

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

   The Locked Print job is sent to the machine.

4. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

5. **Press [Print Jobs].**

A list of print files stored in the machine appears.

6. **Press [Locked Print Job List].**

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

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

7. **Select the file you want to print, and then press [Print].**

The password screen appears.

8. **Enter the password using the number keys, and then press [OK].**

The print confirmation screen appears.

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

If multiple print files are selected, the machine prints files that correspond to the entered password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

9. **Press [Yes].**

The locked file is printed.

Press [No] to cancel printing.

⬇️**Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

- When printing is completed, the stored file will be deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

Deleting Locked Print Files

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

3. **Press [Locked Print Job List].**

A list of Locked Print files stored appears.

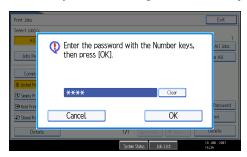Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

The password screen is displayed.

5. **Enter the password using the number keys, and then press [OK].**

The delete confirmation screen appears.

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

If you forget your password, ask your file administrator for help.

6. **Press [Yes].**

The selected file is deleted.

If you do not want to delete the file, press [No].

⬇️**Note**

- If multiple print files are selected, the machine deletes files that correspond to the entered password. The number of files to be deleted is displayed on the confirmation screen.

Hold Print

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

⭐ **Important**

- A Hold Print file cannot be stored if:

    - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)

    - the file contains over 1,000 pages.

    - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

⬇ **Note**

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

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

- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print 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.

- For details about the error log on the control panel, see "Checking the Error Log"

- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

📄 **Reference**

- p.94 "Checking the Error Log"

Printing a Hold Print File

The following procedure describes how to print a Hold Print file with the PCL 6/5e printer driver. For details about how to print a Hold Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file in the supplied CD-ROM.

⭐ **Important**

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

- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

1. **Configure Hold Print in the printer driver's properties.**
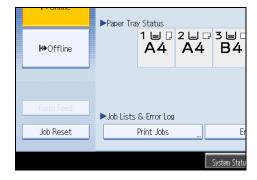
    For details about configuring the printer drivers, see the relevant Help files.

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

3. **Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.**

4. Start printing from the application's [Print] dialog box.

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

5. On the machine's control panel, press the [Printer] key to display the printer screen.

6. Press [Print Jobs].

7. Press [Hold Print Job List].

A list of Hold print files stored in the machine appears.

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

8. Select the file you want to print, and press [Print].

The confirmation screen appears.

9. Press [Yes].

The Hold Print file is printed.

Press [No] to cancel printing.

↓Note

- When printing is completed, the stored file is deleted.
- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.
- If you select multiple files, the confirmation screen displays the total number of files to be printed.
- 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.

Deleting Hold Print Files

1. **Press the [Printer] key to display the Printer screen.**
2. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

3. **Press [Hold Print Job List].**

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

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

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

   If you do not want to delete the file, press [No].

↓Note

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Stored Print

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

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

★Important

- A Stored Print file cannot be stored if:
    - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)

- the file contains over 1,000 pages.

- the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)

⬇ Note

- The PostScript 3 printer driver is also available for this machine. For details about installing and configuring the PostScript 3 printer driver, see PostScript 3 Supplement.

- If a Stored Print file has not been stored properly, check the error log on the control panel. Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first (see "Printer Features", General Settings Guide).

- 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. You can optionally set a document title and a password of a Stored Print file. For details about a password setting, see the printer driver Help.

- For details about the error log on the control panel, see "Checking the Error Log".

- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "Printer Features", General Settings Guide.

📄 Reference

- p.94 "Checking the Error Log"

Printing a Stored Print File

The following procedure describes how to print a Stored Print file with the PCL 6/5e printer driver. For details about how to print a Stored Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file on the supplied CD-ROM.

⭐ Important

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

- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

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

   You can select two methods of Stored Print:

   - [Stored Print]

     Stores the file in the printer and prints it later using the control panel.

   - [Store and Print]

     Prints the file at once and also stores the file in the machine.

   For details about configuring the printer drivers, see the relevant Help files.
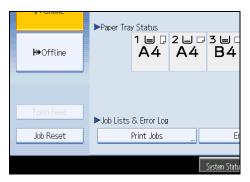
2. **Click [Details...], and then enter a User ID in the [User ID:] box.**

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

3. **Click [OK] to close [Details...], and then click [OK] to close the printer driver's properties.**

4. **Start printing from the application's [Print] dialog box.**

   The Stored Print job is sent to the machine and stored.

5. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

6. **Press [Print Jobs].**

7. **Press [Stored Print Job List].**

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

8. **Select the file you want to print, and press [Print].**

   The confirmation screen appears.

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

3

If multiple print files are selected, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

9. **Enter the number of sets using the number keys.**

You can enter up to 999 sets.

Press the [Clear/Stop] to correct any entry mistakes.

10. **Press [Yes].**

The Stored Print file is printed.

Press [No] to cancel printing.

◆Note

- If you do not specify a number of copy sets, the number of copy sets printed for each document will be the number specified in the printer driver minus one.

- When printing accumulated stored print documents, you cannot change the numbers of sets.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. A Stored Print file is not deleted even if [Job Reset] is pressed.

- The Stored Print file that sent to the machine is not deleted unless you delete a file or select [Auto Delete Stored Print Jobs] (see "Printer Features", General Settings Guide).

- For details about setting printer drivers, see the printer driver Help.

- You can also print or delete a Stored Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Stored Print Files

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

A list of print files stored in the machine appears.

3. **Press [Stored Print Job List].**

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

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

4. **Select the file you want to delete, and press [Delete].**

   The delete confirmation screen appears.

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

   If multiple print files are selected, and some of these require a password, the machine deletes files correspond to the entered password and files that do not require a password. The number of files to be deleted is displayed on the confirmation screen.

   If you forgot your password, ask your file administrator for help.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

   If you do not want to delete the file, press [No].

⬇️**Note**
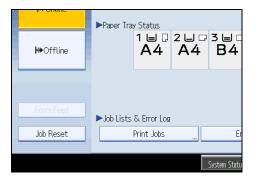
- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Printing from the Jobs Per User ID Screen

This describes how to print the files saved in the machine from the User ID screen.
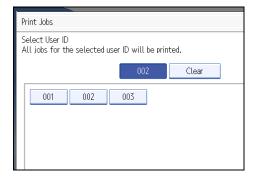
Printing the Selected Print Job

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **On the Printer screen, press [Print Jobs].**

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

3. **Press the user ID whose file you want to print.**

   You cannot select multiple user IDs at the same time.

   Press [▲Previous] or [▼Next] to scroll through the list.

   Press [Clear] to cancel a selection.

4. **Press [List Per User ID].**

The print job list of the selected user ID appears.

5. **Select the desired print jobs.**

To cancel a selection, press the highlighted print job again. To clear all selections, press [Clear All].

6. **Press [Print].**

The confirmation screen appears.

7. **Press [Yes].**

The selected files are printed.

Note

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

Printing All Print Jobs

1. **Press the [Printer] key.**

The Printer screen appears.

2. **On the Printer screen, press [Print Jobs].**

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

3. **Press the user ID whose file you want to print.**

You cannot select multiple user IDs at the same time.

Press [▲Previous] or [▼Next] to scroll through the list.

Press [Clear] to cancel a selection.

4. **Press [Print All Jobs].**

If the selected user ID has multiple types of print jobs, the selection screen of the print job type appears.

5. **Select the desired print job type, and then press [OK].**

The confirmation screen appears.

The confirmation screen does not appear if the selected ID has only one type of print job.

6. **Press [Yes].**

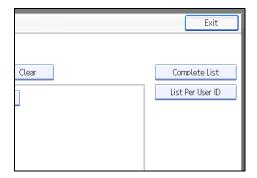The selected files are printed.

◆Note

- After printing is completed, Sample Print, Locked Print, and Hold Print files are deleted.

- You cannot select a print job that is not stored under the selected user ID.

- If you select a Sample Print file that contains multiple documents, you can use the confirmation screen to specify the number of copy sets. The number you specify will be the number of copy sets printed for each document. If you do not specify a number of copy sets on the confirmation screen, the number of copy sets printed for each document will be the number specified in the printer driver minus one. (If the number of copy sets specified in the printer driver is "1", one copy set will be printed for each document.)

- If you select Stored Print, the number you set on the confirmation screen is applied to all files of the selected print job type. If you do not set a quantity, the minimum number is applied to all files.

- If you select Locked Print, enter the correct password. If there are multiple passwords, the machine prints only files that correspond to the entered password.

- If you select Stored Print files, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password.

- The confirmation screen displays the total number of files that have the selected user ID to be printed.

Form Feed

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:
    - Staple
    - Punch
    - Duplex Print to a tray that does not support duplex printing
    - Cover Sheet
    - Front and Back Cover Sheet
    - Slip Sheet
    - Chaptering
    - Chapter Slip Sheets

🔽 **Note**

- If form feed is selected for a tray with the following settings, you can change the tray by canceling the settings:
    - Staple
    - Punch
    - Duplex
- If Auto Continue is selected, form fed paper is printed after a set interval. See "Printer Features", General Settings Guide.

Printing from a Selected Tray

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

1. **Press the [Printer] key.**

2. **Select the tray for form feed from those that appear on the control panel.**

   If you want to print after adding paper to the tray, select the tray after loading the correct paper.

3. **Press [Continue].**

   The machine prints using the selected tray.

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 the procedure below to cancel a print job if the message prompting form feed appears.

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Job Reset] or the [Clear/Stop] key.**

   Delete the stored print jobs, and then cancel form feed.

3. **Press [Reset the Job] to cancel the current print job, or [Reset All Jobs] to cancel all jobs.**

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

   Press [No] to return to the previous display.

Note

- To resume printing print jobs, press [Resume Printing].

- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.

- Under Windows, if the machine is connected to the computer using a parallel cable, sent print jobs may be canceled if [Reset All Jobs] is pressed while "Waiting for print data..." is 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 [Job Reset] or the [Clear/Stop] key.

- A print job containing a large volume of data may take considerable time to stop.

- For details, see "Canceling a Print Job".

Reference

- p.92 "Canceling a Print Job"

Canceling a Print Job
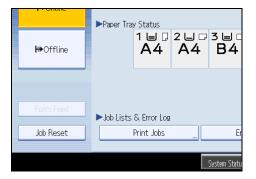
This section gives instruction to stop printing from the computer or the control panel.

Canceling a Print Job Using the Control Panel

1. **Press the [Printer] key.**
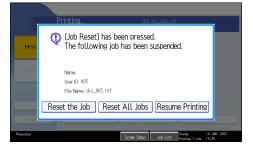
   The Printer screen appears.

2. **Press [Job Reset].**

3. **Press [Reset the Job] or [Reset All Jobs].**

   - [Reset the Job]: cancels the print job currently being processed.
   - [Reset All Jobs]: cancels all jobs in the print queue.
   - [Resume Printing]: resumes printing print jobs.

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

5. **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].**

4. **Press the [Printer] key on the machine's control panel.**

↓Note

- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.

- If the machine is connected to the computer using a parallel cable, sent print jobs may be canceled if [Reset All Jobs] is pressed while "Waiting for print data..." is 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.

- Under Windows XP/Vista, Windows Server 2003/2003 R2/2008, click [Cancel] on the [Document] menu.

- Under Windows 2000, you can also open the print job queue window by double-clicking the machine icon in the [Printers] machine window.

- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [Job Reset].

- A print job containing a large volume of data may take considerable time to stop.
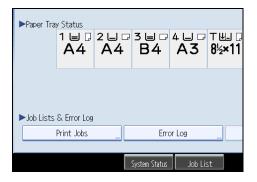
Checking the Error Log

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 print jobs, it is not deleted. The error is stored separately until the number of those errors reaches 30. You can check any of these print jobs for error log information.
    - Sample Print
    - Locked Print
    - Hold Print
    - Stored Print

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

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Error Log].**

   An error log list appears.

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

3. **Press the desired job list.**

   You can select job list from [Complete List], [Locked Print Job List], [Sample Print Job List], [Hold Print Job List], or [Stored Print Job List].

4. **Select the print file you want to check, and then press [Details].**

   A detailed error log appears.

   Press [▲Previous] or [▼Next] to scroll the error files.

⬇Note

- Press [Exit] after checking the log.

- Press [Back to List] to return to the error log list.

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

- [Error Log] is not available in simplified display mode. To view the error log, you must first switch to normal display mode by pressing [Simplified Display] to turn into the normal display mode.

3

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**

- 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 "ws-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 Guide or Help for more information.

- Using telnet

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

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

Viewing a list of spool jobs on the control panel

If Spool Printing is set, a list of spooled jobs can be viewed on the control panel screen.

Press the [Printer] key, and then press [Spooling Job List]. A list of spooled jobs appears.

- Deleting jobs

  Select files to be deleted, and then press [Delete].

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.

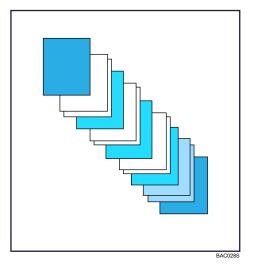For details, see Network Guide.

⬇**Note**

- Up to a maximum of 150 jobs at once can be spool printed.

- If Spool Printing is not set, you cannot select [Spooling Job List].

- 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.

User Defined Pages

Using this function, you can specify the page numbers for each input tray.

⭐ **Important**

- **This function is available with the PCL 5e printer driver only.**
- **If [Document Server] is selected under [Job Type:], User Defined Page cannot be used.**
- **If [User Defined Pages] is selected under [Paper Selection:] on the [Paper] tab, [Layout:] cannot be selected.**

BAC028S

📖 **Reference**

- For details, see the printer driver Help.

Printing with the Finisher

You can collate, staple, or punch holes in printed paper by installing the optional finisher. Make sure you read the following precautions when using the optional finisher.

⭐ **Important**

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

- Be sure to set the paper size and paper orientation in the printer driver when using duplex printing, booklet printing, combined printing (layout), staple, and punch.

- The machine can have only one of the followings installed at any one time: Finisher SR790, Finisher SR3020, and Finisher SR3030.

🔽 **Note**

- Depending on the application, print settings may not be enabled and printed output may not be as expected.

- When setting Staple or Collate in the printer driver, make sure that the Collate check box is cleared in the application's [Print] dialog box. If Collate is enabled in the application, printing will not be as intended.

- When printing restarts after removing jammed paper, the printing position may be different, depending on the location of the jam.

  - If the paper jam occurred in the optional finisher, printing will restart from the top page of the data currently being printed, or from the page where the paper jam occurred.

  - If the paper jam occurred in the machine, printing will restart from the page where the paper jam occurred.

  - Even if the paper jam occurred in the machine, the error will not be cleared unless the cover of the finisher is opened and closed.

- For details about duplex printing, booklet printing, or combined printing (layout), see the printer driver Help.

- For details about optional finishers, see General Settings Guide.

- To remove paper misfeeds, see Troubleshooting.

Staple

With the optional Finisher SR790, Finisher SR3020, or Finisher SR3030 installed, sets can be stapled individually when printing multiple sets.

Staple Position

The specified staple position varies depending on paper size, type, quantity and feed orientation. The following table shows staple positions:

BDH002S

Note

- Stapling might not be in the specified position if combine (layout) and duplex printing are both selected. After setting the staple position, use the printer driver's preview icon to check the position before printing.

- For paper sizes and maximum numbers of sheets available for stapling, see "Specifications", General Settings Guide.

- For printing methods, see the printer driver Help.

Stapling Precautions

Important

- Stapling can be done only with the optional finisher installed.

Staple printing will be canceled under the following conditions:

- If the number of pages to staple exceeds maximum.
- If a paper size that cannot be stapled is selected.
- If a paper type that cannot be stapled is selected.
- If positions other than those fixed for stapling are specified.
- If there are inconsistencies between the orientation in duplex mode and the staple position.
- If there are inconsistencies between the orientation in letterhead mode and the staple position.

- If the paper contains sheets of differing lengths but same widths (like A4⊡ and A3 ⊡, 11" × 17"⊡ and 8$^1/_2$" × 11"⊡), and the paper sizes are mixed on a single job.

- When feeding paper from the bypass tray.

- When staples have run out and Auto Continue is set (Printing will continue without stapling after the message has been displayed).

- When only 1 page is printed.

- When staples have run out.

⬇Note

- When the stapling is canceled, "BD: Staple has been cancelled." appears.

- If Staple or Shift Collate is selected with the optional Finisher SR3020, Finisher SR790, or SR3030 installed, the paper will be output to the finisher shift tray irrespective of the setting.

- When printing on letterhead, stapling may not be at the specified position.

- If you cannot make staple settings even with Finisher SR790, Finisher SR3020, or SR3030 installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver Help.

- When the finisher is being used for another function's job (for example, a copy job), printing will start after that job ends.

- Be sure to set paper size and orientation in the printer driver when stapling.

- When duplex printing is selected, adjust staple positions to the binding orientation.

- Depending on the application you are using, print settings may not be stored and the printed result may not be as expected.

- When setting Staple in the printer driver settings, make sure that a collate option is not selected in the print settings of the application. If a collate option is selected in the application, printing will not be as intended.

- When using the optional Finisher SR3020 and Finisher SR3030 following paper sizes can be stapled using the Mixed Size mode.
  - A3⊡ and A4⊡
  - B4⊡ and B5⊡
  - 11" × 17"⊡ and 8$^1/_2$" × 11"⊡

Punch

With the optional Finisher SR3020, or Finisher SR3030 and Punch Unit installed, holes can be punched into printed outputs.

Punch Position

The specified punch position varies depending on paper feed and print data orientation. The following table shows punch positions:

220-240V

Paper Orientation on the Machine	Print Data Direction	Punch Position		
		2 holes	4 holes	2 × 2 holes
	Portrait	R R	R R	R R
	Landscape	R	R	R
	Portrait	R		R
	Landscape	R R		R R

BDH003S

120V

Paper Orientation on the Machine	Print Data Direction	Punch Position	
		2 holes	3 holes
	Portrait	R R	R R
	Landscape	R	R
	Portrait	R	
	Landscape	R R	

BDH004S

Note

- Punch positions will vary slightly from page to page as holes are punched into each sheet individually.
- The number of holes that can be punched varies according to country.
- For details about paper sizes that can be punched, see "Supplementary Informations", Copy/Document Server Reference.
- For details about printing methods, see the printer driver Help.

3

Punching Precautions

Follow these precautions when using the punch function.

⭐ **Important**

- **To use this function, the optional Finisher SR3020 or SR3030, and Punch Unit must be installed on the machine.**

Punch printing will be canceled under the following conditions:

- When a paper type that cannot be punched is selected.
- When a paper size that cannot be punched is selected.
- If positions other than those fixed for punching are specified.
- If there are inconsistencies between the orientation in duplex mode and the punch position.
- If there are inconsistencies between the orientation in letterhead mode and the punch position.
- When feeding paper from the bypass tray.
- When the punch receptacle has become full and Auto Continue is set (Printing will continue without punching after the message appears).
- If there are inconsistencies between the staple position and the punch position, when using with staple function.

⬇ **Note**

- When punching is canceled, "BE: Punch has been cancelled." appears.
- Punching might not be in the specified position when printing on letterhead paper.
- If you cannot make punch settings even with the optional finisher installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver Help.
- When duplex print is selected, adjust the punch position to the binding direction.
- Be sure to set the punch position as same as the staple position when using it with the staple function.
- Be sure to set paper size and orientation in the printer driver when punching.
- Depending on the application, print settings may not be enabled and printed output may not be as expected.
- When setting Punch in the printer driver settings, make sure that a collate option is not selected in the print settings of the application.
- If a collate option is selected in the application, printing will not be as intended.

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. The followings are the three types of Collate:
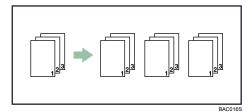
⭐ **Important**

- **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.**
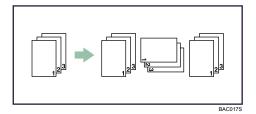
Collate Types

- Collate

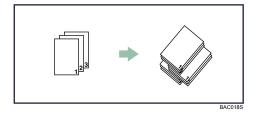   Printed output is assembled as sets in sequential order.

    BAC016S

- Rotating Collate

    Every other print set is rotated by 90 degrees.

    BAC017S

- Shift Collate

    The optional finisher is required for this function.

    BAC018S

The finisher shift tray moves backward or forward when a job or set is output, causing the next to shift, so you can separate them.

When Rotate Collate is cancelled

If the following functions are selected, Collate or Shift Collate will be applied even if Rotating Collate is selected:

- When combined with staple function.
- When combined with punch function.
- If jobs containing pages of various sizes are set.
- When output tray is specified.
- When combined with covers function.
- When combined with slip sheet function.
- When combined with chaptering function.
- If custom size paper is set.

Note

- When Rotating Collate has been selected, printing speed will be slower than with other collate functions.
- Separation sheets cannot be inserted if "Slip Sheet" is specified.
- Set Collate and Rotating Collate in the printer driver.
- If you cannot make Shift Collate even with the optional finisher installed, options may not be set up correctly in the printer driver. Correct the printer driver's option settings.
- For details, see the printer driver Help.

Covers

Using this function, you can insert cover and back sheets fed from a different tray to that of the body paper, and print on them.
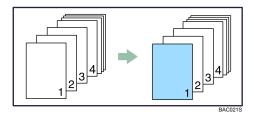
⭐ **Important**

- To use this function, Collate must be set. Rotating Collate cannot be set.
- The cover sheets should be the same size and orientation as the body paper.

Cover sheet

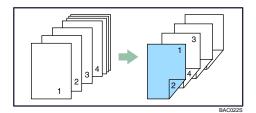Prints the first page of the document on the sheet for the cover page.

- Print on one side

  Prints on one side of the cover sheet only, even when duplex printing is selected.
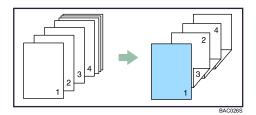

  BAC021S

- Print on both sides

  Prints on both sides of the cover sheet when duplex printing is selected.

  - Cover sheet printed on both sides

    BAC022S

  - Cover sheet printed on one side

    BAC026S

- Blank

  - When printing one side

BAC021S

- When printing both sides

BAC026S

Front and Back Cover

Prints the first and the last pages of the document as the cover pages.

- Print on one side

  Prints on one side of the cover sheet only, even when duplex printing is selected.

BDJ004S

- Print on both sides

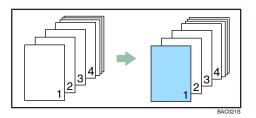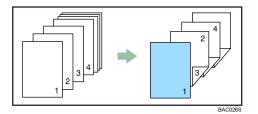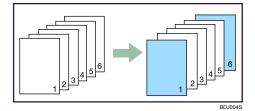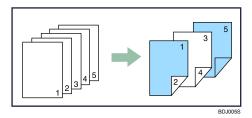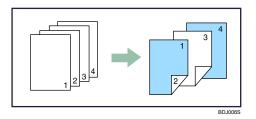 Prints on both sides of the cover sheets when duplex printing is selected.

  - Back cover page face inside, and the number of pages is odd

BDJ005S
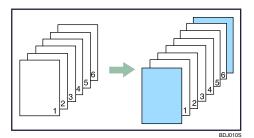
  - Back cover page face inside, and the number of pages is even

BDJ006S
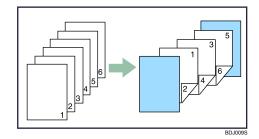
- Blank

  - When printing on one side.

BDJ010S

  - When printing on both sides.

BDJ009S

Note
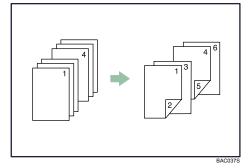
- If "Auto Tray Select" is set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the orientation. Therefore, if the cover paper is set to the orientation, the orientation of the output cover and body will be different.

- For printing methods, see the printer driver Help.

Chaptering

The specified page is printed on the same side as the first page, like a book. Also, you can insert chapter slip sheets before specified pages, and select whether or not to print on the slip sheets.

No Slip Sheets

The specified page is always printed on the same side as the first page.

BAC037S

Note
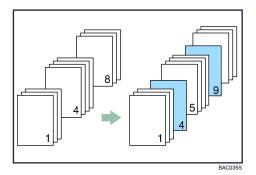
- This function is only valid with duplex printing.
- You can designate up to 100 locations using the printer driver.
- This function can be used together with combine (layout) printing.
- For printing methods, see the printer driver Help.

Inserting Chapter Slip Sheets
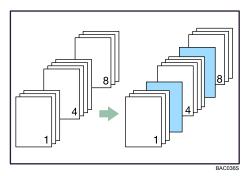
Insert chapter slip sheets before the specified page.

- Print

    Prints on the chapter slip sheets. When duplex printing is selected, both sides of the slip sheets are printed on.

BAC035S

• Blank

BAC036S

Note
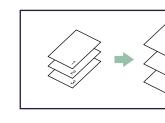
• You can designate up to 100 locations using the printer driver.

• The slip sheet should be the same size and orientation as the body paper.

• If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the ▯ orientation. Therefore, when the slip sheet has been set to the ▭ orientation, the orientation of the output slip sheet and body will be different.

• The same paper feed tray cannot be set for the body of the document and the slip sheet.

• For details about printing methods, see the printer driver Help.
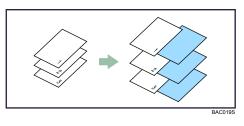
Slip Sheet

Inserting a slip sheet between each page

- Print

BAC024S

- Blank

BAC019S
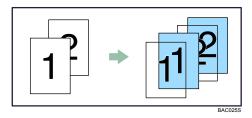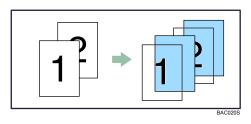
Inserting a slip sheet between OHP transparencies

- Print

BAC025S

- Blank

BAC020S

⬇ **Note**

- Collate cannot be set when using slip sheets.

- When the duplex printing or cover printing is set, you cannot insert slip sheets.

- The slip sheet should be the same size and orientation as the body paper.

- If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in ⬜ orientation. Therefore, when the slip sheet has been set to ⬜ orientation, the orientation of the output slip sheet and body paper will be different.

- The same paper feed tray cannot be set for the body of the document and slip sheets.

Specifying the Paper Type with the Printer Driver

You can use the printer driver to specify the paper type.

When specifying the paper type, you can use the printer or copy display to check which of the machine's trays contains which type of paper.

Note however that the paper sizes you can select with the printer driver might not match those displayed on the machine's printer or copy display. When specifying the paper type with the printer driver, make sure that paper of the type you are selecting is actually loaded in one of the trays.

🖲Note

- You can specify the paper type on the [Tray Paper Settings] tab in [System Settings]. For information about "Paper Type", see "System Settings", General Settings Guide.

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 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**

- [AppleTalk] appears only when a PostScript 3 unit is installed.
- 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 50 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 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 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 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 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 [-ol] \path name\file name
```

rcp

```
c:\> rcp [-b] \path name\file name [\path name\file name...] printer's host name:
[virtual printer name]
```

ftp

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

4. Saving and Printing Using the Document Server

This chapter explains how to use the Document Server function.

Accessing the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

⭐ **Important**

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

🔽 **Note**

- When you use the Document Server, the following functions can be selected using the machine's control panel:
    - Copies
    - Collate
    - Duplex
    - Staple
    - Paper selection: Paper source tray, paper type, paper output tray.
    - Functions related to paper selection: Cover Sheet, Slip Sheet.
- The above items are dimmed, so you cannot set them from the printer properties dialog box when the Document Server is selected.
- You must enter a user ID, using up to eight alphanumeric characters.
- You should enter a Password and File Name to distinguish the job from others.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already stored. Even if less than 3,000 files are stored, new files cannot be stored when
    - a file to be stored contains more than 1,000 pages,
    - the machine's sent or stored files total over 9,000 black-and-white pages. (The total varies depending on the size of the files.)
    - the hard disk is full.
- The Document Server also stores files scanned using the Automatic Document Feeder (ADF) or exposure glass. You should delete unnecessary stored files once in a while so as not to exceed the capacity of the hard disk. For details about deleting stored files, see General Settings Guide.
- When using the hard disk for functions other than those of Document Server, you may not be able to store new files in the Document Server, even if there are less than 3,000 files stored.

- For details about Document Server functions, see "Document Server", General Settings Guide.

- For details about how to access Document Server from a client, see the printer driver Help.

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5. Appendix

This chapter lists the printer's specifications and the functions that are available on the Printer Features screen.

Specifications

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

Component	Specifications
Resolution	600 × 600 dpi
Printing speed	Type 1: 40 ppm (A4⬐, 8$^1/_2$" × 11"⬐ plain paper) Type 2: 50 ppm (A4⬐, 8$^1/_2$" × 11"⬐ plain paper) Printing speeds depend on the machine. Check which type of machine you have. See General Settings Guide.
Interface	Standard: • Ethernet interface (100BASE-TX / 10BASE-T) • USB 2.0 interface Option: • Gigabit Ethernet Interface (1000BASE-T) • IEEE 1284 parallel interface Use a standard 36-pin printer cable not longer than 3 meters (10 feet). • IEEE 802.11a/b/g wireless LAN interface • Bluetooth interface
Network protocol	IPv4, IPv6, IPX/SPX, AppleTalk
Printer language	Standard: PCL 6/5e, RPCS Option: PostScript 3, PDF, IPDS
Fonts	PCL 6/5e: 45 fonts, 13 International fonts. PostScript 3: 136 fonts (Type 2:24, Type 14:112)

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Component	Specifications
Memory	768 MB
Hard disk	Storage capacity: 40 GB
USB Interface (Standard)	• Supported Operating System: Windows 2000/XP/Vista, Windows Server2003/ 2003 R2/2008, MacOS 10.3.3 or later • Transmission spec. USB 2.0 Standard • Connectable Device: Devices corresponding to USB 2.0 Standard

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⬇ Note

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

Printer Features Menu

The following explains settings and meanings of functions on the Printer Features screen. Select [Printer Features] after you press the [User Tools/Counter] key. For details, see "Printer Features", General Settings Guide.

List / Test Print

Menu	Description
Multiple Lists	You can print the configuration page and error log.
Configuration Page	You can print the machine's current configuration values.
Error Log	You can print error logs listing all errors that occurred during printing.
Menu List	You can print a Menu List showing the machine's function menus.
PCL Configuration / Font Page	You can print the current PCL configuration and installed PCL font list.
PS Configuration / Font Page	You can print the current PS configuration and installed PostScript font list. This menu can be selected only when the optional PostScript 3 unit is installed.
PDF Configuration / Font Page	You can print the current PDF configuration and installed PDF font list. This menu can be selected only when the optional PostScript 3 unit is installed.
IPDS Font List	Prints a list of IPDS-supported fonts.
Hex Dump	You can print in the Hex Dump mode.

Maintenance

Menu	Description
Menu Protect	This function lets you protect menu settings from accidental change. It makes impossible to change menu settings with normal procedures unless you perform the required key operations. In a network environment, only administrators can make changes to menu settings.
List / Test Print Lock	You can lock the [List / Test Print] menu.
Delete All Temporary Print Jobs	You can delete all print jobs temporarily stored in the machine.
Delete All Stored Print Jobs	You can delete all print jobs stored in the machine.
Reset IPDS Fonts	Use this page to delete all IPDS captured fonts.

System

Menu	Description
Print Error Report	You can print an error report when a printer or memory error occurs.
Auto Continue	You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.
Memory Overflow	Select this to have a memory overflow error report printed.
Job Separation	You can enable Job Separation. This menu can be selected only when a finisher (optional) is installed.
Rotate by 180 Degrees	Use this to select or deselect rotation of the print image by 180 degrees.
Auto Delete Temporary Print Jobs	You can select to automatically delete print jobs temporarily stored in the machine.
Auto Delete Stored Print Jobs	You can select to automatically delete print jobs stored in the machine.

Menu	Description
Initial Print Job List	You can set the default Printer screen when you press [Print Jobs].
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.
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.
Blank Page Print	You can select whether or not to print blank pages.
Edge Smoothing	You can specify whether or not to apply edge smoothing. When it is applied, jagged lines are smoothed. Disable edge smoothing if the print image contains fine gradation in tone.
Toner Saving	You can save toner.
Reserved Job Waiting Time	You can specify how long the machine waits to receive a print job before allowing other functions such as the copier and scanner functions to interrupt it.
Printer Language	You can specify the printer language.
Sub Paper Size	You can enable the Auto Substitute Paper Size (A4↔LT) feature.
Page Size	You can select the default paper size.
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.
Bypass Tray Setting Priority	You can specify which of the two options, (Printer) Driver / Command or Machine Settings, has priority for determining the paper size for the bypass tray.
Edge to Edge Print	You can select whether or not to print on the entire sheet.

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Menu	Description
Default Printer Language	You can set the default printer language if the machine cannot find the printer language automatically.
Tray Switching	You can set to switch the paper tray.

Host Interface

Menu	Description
I/O Buffer	You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.
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.

PCL Menu

Menu	Description
Orientation	You can set the page orientation.
Form Lines	You can set the number of lines per page.
Font Source	You can set the storage location of the default font.
Font Number	You can set the ID of the default font you want to use.
Point Size	You can set the point size you want to use for the selected font.
Font Pitch	You can set the number of characters per inch for the selected font.
Symbol Set	You can specify the set of print characters for the selected font.
Courier Font	You can select a courier font type.
Extend A4 Width	You can extend the printing area width when printing on A4 sheet with PCL.
Append CR to LF	When set to On, a carriage return will follow each line feed: CR=CR, LF=CR¬LF, FF=CR¬FF.

Menu	Description
Resolution	You can set the print resolution in dots per inch.

PS Menu (optional)

Menu	Description
Data Format	You can select a data format.
Resolution	You can set the print resolution in dots per inch.

PDF Menu (optional)

Menu	Description
Change PDF Password	You can set the password for the PDF file executing PDF Direct Print.
PDF Group Password	This function is not available.
Resolution	You can set the print resolution in dots per inch.

IPDS Menu (optional)

Menu	Description
Tray Form	Specifies an IPDS form for each paper tray. For each paper tray, select the IPDS form you want to allocate to it.
Emulation Mode	Specifies the emulation mode.
Print Mode	Specifies the print mode.
Default Code Page	Specifies the default code page. The default value is "037".
Default FGID	Specifies the default FGID (Font Typeface Global Identifier), which identifies the printer's default resident font. The default FGID is 416 (Courier 10 point).
Characters Per Inch	Specifies the number of characters per inch (pitch) for the default font. Valid values are 5.0 to 30.0 in units of one tenth of an inch. The default value is 10.0.
Valid Printable Area Check	Enables or disables valid printable area checking.

Menu	Description
Page	Specify how data is positioned on the page.
Edge to Edge	Enables or disables "Edge to Edge" printing.
Font Substitution	Enables or disables font substitution.
Caching	Specifies whether or not to apply caching for repeated overlays.
Font Capture	Enables or disables font capturing.
Resolution	Specifies the resolution reported to the host in the "IPDS XOAOPC" command for raster coded fonts and IM1 image support.
Graphic Character String	Specifies the Graphic Character String (Graphic Character Sizing) processing method.
Bar Code	Specifies the barcode level protocol.
Box Draw	Specifies the Box Draw processing.
Color Simulation	Lets you specify how color specification controls are processed on a monochromatic printer.
Text Color Simulation	Specifies how text color specification controls are processed on a monochrome laser printer.
Suppress Staple Count Nacks	Lets you select whether or not to notify the user when stapling errors occur.
Suppress Punch Nacks	Lets you select whether or not to notify the user when punching errors occur.
Tray Mapping	Maps the media source (input tray) to an ID the host uses for the media source.
Corner Staple Angle	Lets you select [Vertical] or [Slant] for the angle of stapling.
Offset	Specifies whether or not the output is offset (jogged).
Default Punch Pattern	Specifies the default number of holes to punch if the punch unit provides a selection (for example, two or four holes).

🔸Note

- Some options do not appear depending on optional units or selected printer languages in use.

- Some options cannot be set depending on security settings.

- For details, see "Printer Features", General Settings Guide.

- For details about "Copier Features" and "System Settings", see Copy/Document Server Reference and General Settings Guide.

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