Quick Reference Printer Guide

⇨Please follow these instructions using your PC⇦

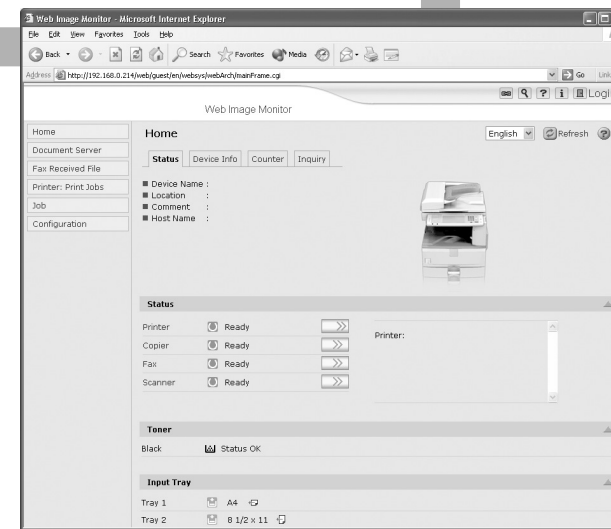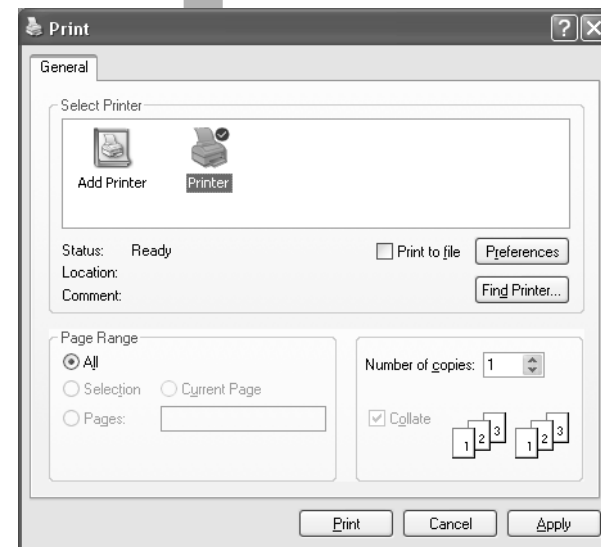Some illustrations in this guide might be slightly different from the machine.

How to install the printer driver...

❗ Users of Windows 2000 / XP / Vista, and Windows Server 2003 / 2003 R2 can install printer driver easily using the supplied CD-ROM.

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

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

3. Click [Quick Install].
   RPCS printer driver and DeskTopBinder-SmartDeviceMonitor for Client are installed.

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

5. Select the machine model you want to use.

6. Click [Install].
   The printer driver installation starts.

7. Click [Finish], and then click [Exit].

Downloading the printer driver

• If your operating system is Windows 95 / 98 / Me, Windows XP Pro x64, Windows Server 2003 / 2003 R2 x64, or Windows NT 4.0, you must download the printer driver from the supplier's Web site. For details, see "Installing the Printer Driver", Printer Reference.
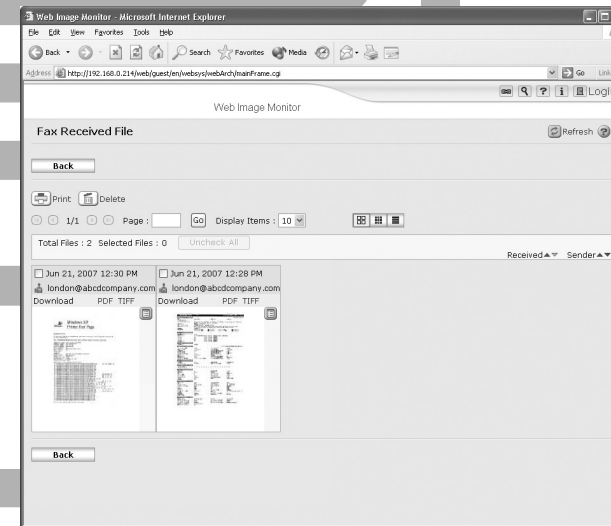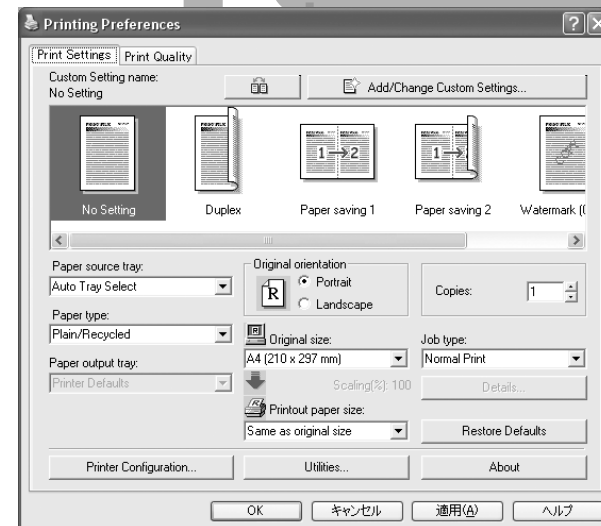
How to prepare for printing...

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

2. Right-click the icon of the printer you want to use, and then click [Set as Default Printer].

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

4. If you get the "Configure..." message, click [OK].

5. On the [Change Accessories] tab, select the options and specify the paper trays you want to use, and then click [OK].

6. Specify the paper size of the original in the screen that appears next.

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

8. Save the custom settings you have made: click [Save as], enter a name, and then click [OK].

How to print...

1. Open your document.

2. - Click the print icon directly, or
   - On the [File] menu, click [Print].

3. Select the printer you want to use in the [Name] or [Select Printer] list, and then click the [Properties] button or [Print Settings] tab.

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

5. Set a number of copies.

6. Click [OK].

How to use Web Image Monitor...

1. Start your Web browser.

2. In your browser's address bar, enter the following: http://machine's IP address/

3. Select one of the following functions:
   • Home
   • Document Server
   • Fax Received File
   • Printer: Print Jobs
   • Job
   • Configuration

Why use Web Image Monitor?

• To access the machine anywhere via a Web browser.

• To provide you with the convenience of managing certain functions from your computer.

How to receive a fax to download

❗ Setting must be made before you can receive fax documents. For details, "Fax via Computer", Facsimile Reference.

1. Start your Web browser.

2. In your browser's address bar, enter the following: http://machine's IP address/

3. In the menu area to the left, click [Fax Received File].

4. Click Property Icon of a fax document.

5. View contents of fax documents.

6. To download a fax document, click [PDF] or [TIFF].

7. Click [Download], and then click [OK].

How to print a confidential document...

1. On the [File] menu, click [Print], and then click [Properties].

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

3. Click [Details...].

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

5. Click [OK], and then reconfirm password.

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

7. Go to the machine and then press the 【Printer】 key.

8. Press [Print Jobs].

9. Press [Locked Print Job List].

10. Select your document, and then press [Print].

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

❗ The Locked Print file is printed, and deleted afterwards.

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

1. On the [File] menu, click [Print], and then click [Properties].

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

3. Click [Details...].

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

5. Click [OK], and then reconfirm password.

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

7. Go to the machine, and then press the 【Printer】 key.

8. Press [Print Jobs].

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

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

11. Select your document, and then press [Print].

❗ The Hold Print file is printed, and deleted afterwards.
   The Stored Print file is printed.

How to monitor your machine in the network...

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

1. Right-click the green PC icon at the bottom of your screen.

2. Point to [Properties], and then click [Monitor Device Settings...].

3. On the [Network Devices] tab, click [Browse...].

4. Select your machine, and then click [OK].

5. On the [Printers Folder] tab, click the [To be monitored] and [Displayed on Task Bar] check boxes.

❗ If you select this machine from the SmartDeviceMonitor icon, you can see the [Status], [Configuration] and [Job History]. Next time you print, you get a message on your pc in case of any failure.