



Quick Reference Printer Guide

⇒ Please follow these instructions using your PC ⇐

How to install the printer driver...

- ! You 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].
PCL printer driver and/or RPCS printer driver, DeskTopBinder-SmartDeviceMonitor for Client are installed under network environment, and the TCP/IP port will be set.
- 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

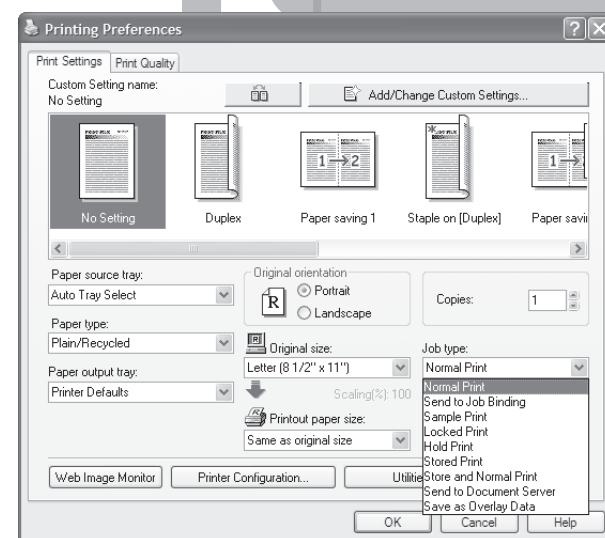
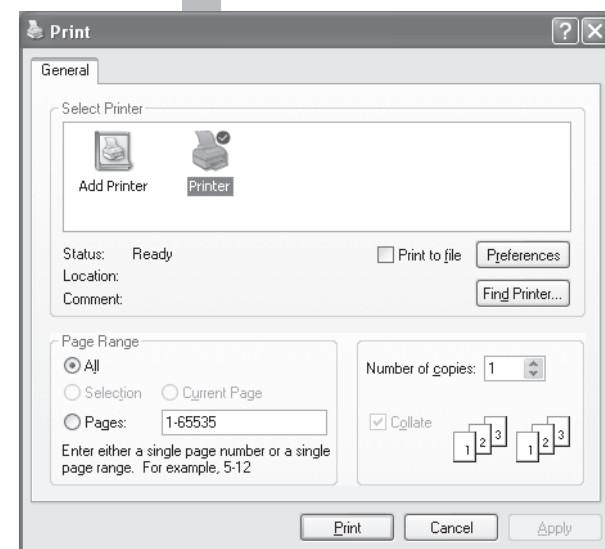
- If your operating system is Windows XP Pro x64, Windows Vista x64, or Windows Server 2003 x64 / 2003 R2 x64 / 2008 x64, you must download the printer driver from the supplier's Web site.
For details, see "Installing the Printer Driver", *Printer Reference* ⑤.

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...

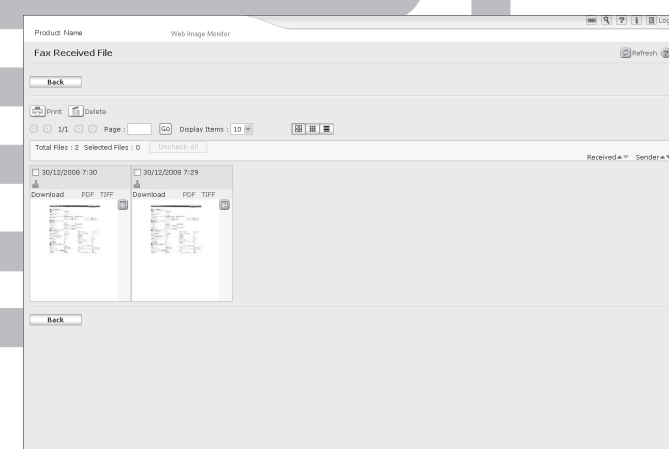
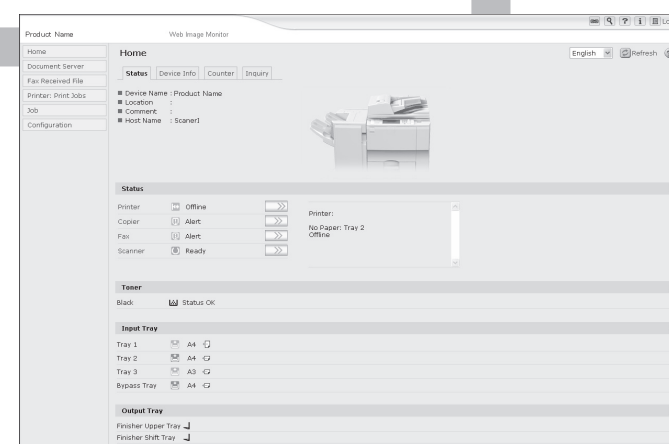
- 1 Open your document.
- 2 - Click the print icon directly, or
- On the [File] menu, click [Print].
- 3 Select the printer you want to use in the [Name] or [Select Printer] list, and then click the [Properties] button or [Print Settings] tab.
- 4 Make the settings you require, and then click [OK].
- 5 Set a number of copies.
- 6 Click [OK].



How to 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 Select your document, and then press [Print].
If you set a password in step 4, a password confirmation screen appears. Enter the password.

- ! The Hold Print file is printed, and deleted afterwards.
- The Stored Print file is stored in the machine even after it is printed. To delete the Stored Print file, see "Printing from the Print Job Screen", *Printer Reference* ⑤.

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 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.