



Quick Reference Printer Guide

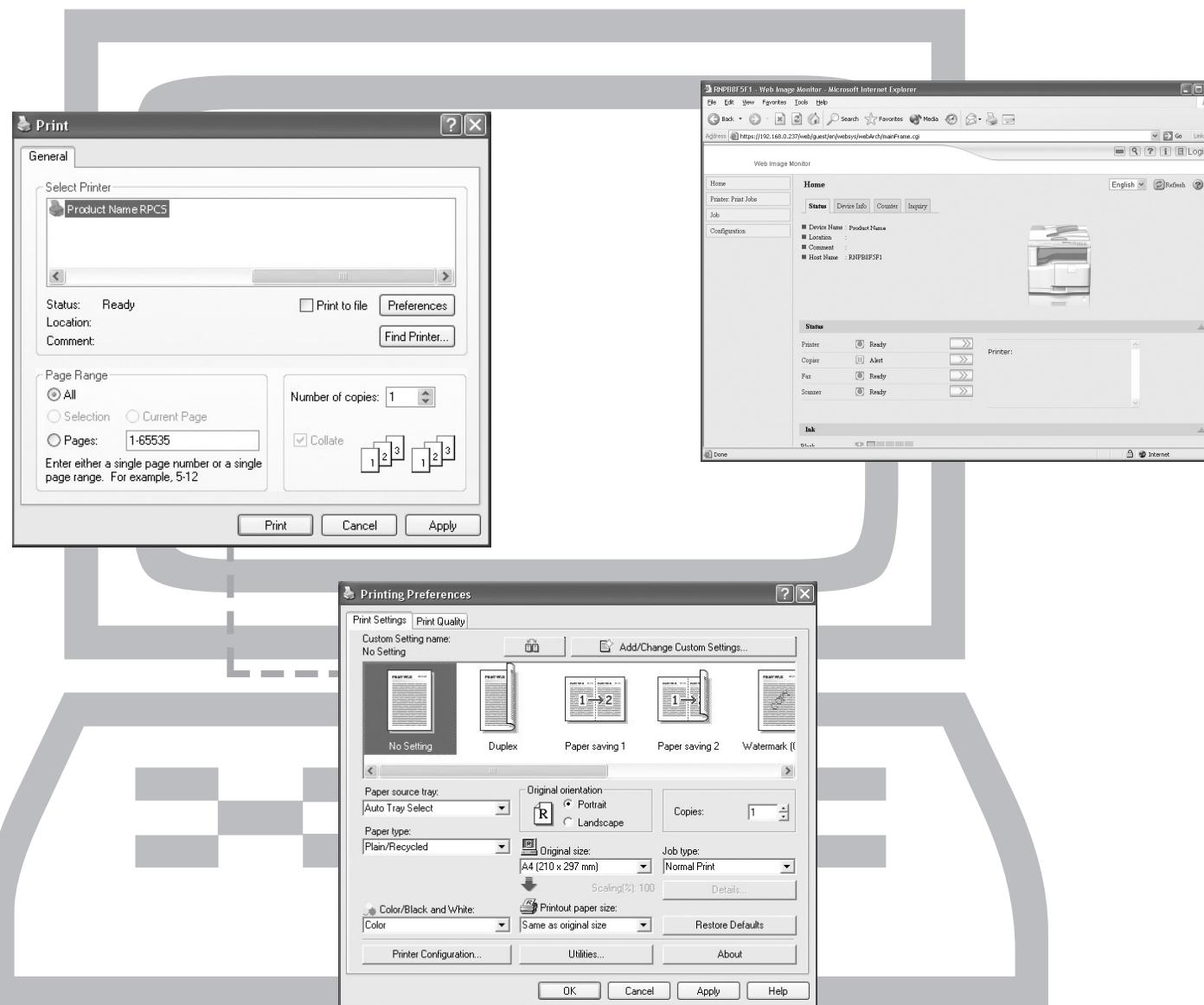
⇒ Please Follow These Instructions Using Your PC ⇐

How to install a 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 CD-ROM 'Printer Drivers and Utilities' into the CD-ROM drive.
- 2 Select a language and click [OK].
- 3 Select [Quick Install]. (PCL and RPCS printer driver plus DeskTopBinder-SmartDeviceMonitor for Client are installed)
- 4 Click [I accept the agreement], and then click [Next >].
- 5 Select the required model.
- 6 Click [Install].
- 7 Click [Finish], click [Exit].

Downloading the printer driver

- If your operating system is Windows 95/98/Me, Windows XP Pro x64, Windows Server 2003/2003 R2 x64, you must download the printer driver from the supplier's Web site. For details, see "Installing the Printer Driver", Printer Reference.



How to prepare printing...

- 1 Select [start], [Settings], [Printers and Faxes].
- 2 Select the required printer and RPCS driver by right-click.
- 3 Select [Set as Default Printer].
- 4 Select [Properties].
- 5 You get a message 'Configure...', press [OK].
- 6 Select the options in [Change Accessories] that have been installed on the machine and press [OK].
- 7 Select [Printing Preferences...]. Set original paper size.
- 8 Press [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], and [Misc.].
- 9 Press [Save As...], give custom setting a name and press [OK].

How to print...

- 1 Open your document.
- 2 - Press directly the 'Print' icon, or
- Press [File], [Print...], [Preferences].
- 3 Choose one of the pre-settings or make a new setting.
- 4 Press [OK].
- 5 Press [Number of copies].
- 6 Press [Print].

How to print a confidential document...

- 1 Press [File], [Print...] and [Preferences].
- 2 In [Job type], choose [Locked Print].
- 3 Press [Details...].
- 4 Specify [User ID] and [Password].
- 5 Press [OK] and reconfirm password.
- 6 Make steps as described in 'How to print...' from step 3 onwards.
- 7 Go to the machine and select the [Printer] key.
- 8 Press [Prt.Jobs].
- 9 Select [Locked Print Jobs], and press [Job List].
- 10 Select your document and press [Print].
- 11 Enter your password and press [OK]. Reconfirm by pressing [Print].
- ! File is being printed and also deleted.

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

- 1 Press [File], [Print...] and [Preferences].
- 2 In [Job type], choose [Hold Print] or [Stored Print].
- 3 Press [Details...].
- 4 Specify [User ID] and [Password] if necessary (for password protected Stored Print documents).
- 5 Press [OK] and reconfirm password.
- 6 Make steps as described in 'How to print...' from step 3 onwards.
- 7 Go to the machine and select the [Printer] key.
- 8 Press [Prt.Jobs].
- 9 Select [Hold Print Jobs] or [Stored Print Jobs], and press [Job List].
- 10 Select your document and press [Print].
- 11 Enter the password if necessary (for password protected Stored Print documents).
- ! Hold Print file is being printed and also deleted.
! Stored Print file is being printed.

How to use Web Image Monitor...

- 1 Start a Web browser.
- 2 Enter the IP address or host name of your machine as a URL.
- 3 Choose from one of the following functions:
 - Home
 - Printer: Print Jobs
 - Job
 - Configuration

Why use it?

- To have access to the machine anywhere via the web.
- To manage certain functions from your pc, which is easier to use.

How to monitor your machine in the network...

- ! Use SmartDeviceMonitor, which is automatically installed with your printer drivers.
- 1 Right-click the green 'PC' icon at the bottom of your screen.
- 2 Select [Properties], [Monitor Device Settings...], [Network Devices] and press [Browse...].
- 3 Select your machine and press [OK].
- 4 Select a machine in [Printers Folder] and select [To be monitored]. Select [Displayed on Task Bar].
- 5 Press [OK].
- ! 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.