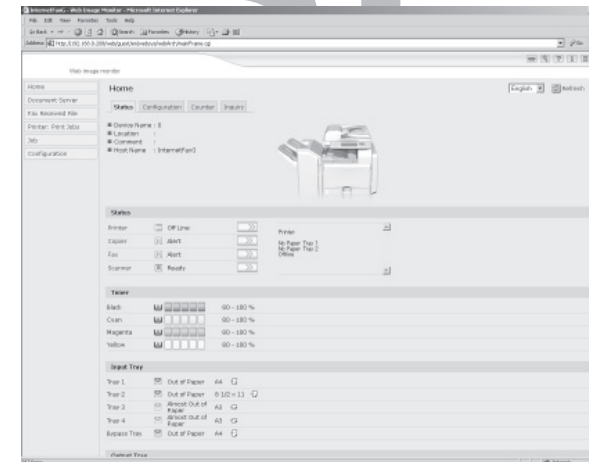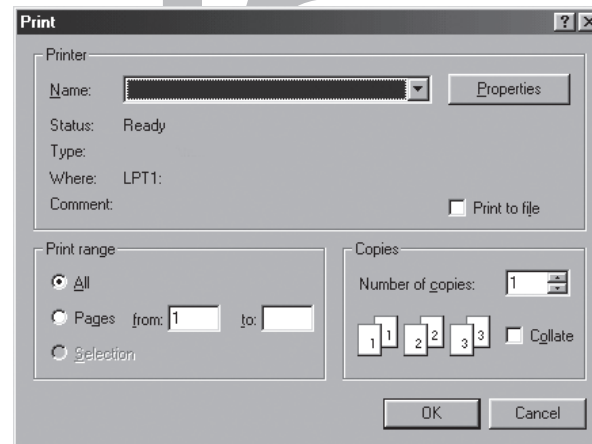# Quick Reference Printer Guide

⇨Please use this guide from behind your PC⇦

How to install a printer driver...

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].

How to prepare printing...

1. Select [Start], [Settings], [Printers].
2. Select the required printer and RPCS driver by right-click.
3. Select [Set as Default Printer].
4. Select [Printing Preferences...].
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. The next screen opens. Set original paper size.
8. Press [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet] 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], [Properties].
3. Choose one of the pre-settings or make a new setting.
4. Press [OK].
5. Press [Number of copies].
6. Press [OK].

How to print a confidential document...

1. Press [File], [Print] and [Properties].
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 [Print Jobs].
9. Press [Locked Print Job List].
10. Select your document and press [Print].
11. Enter your password and press [OK]. Reconfirm by pressing [Yes].
! 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 [Properties].
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 [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 press [Print].
! Hold Print file is being printed and also deleted.
  Stored Print file is being printed.
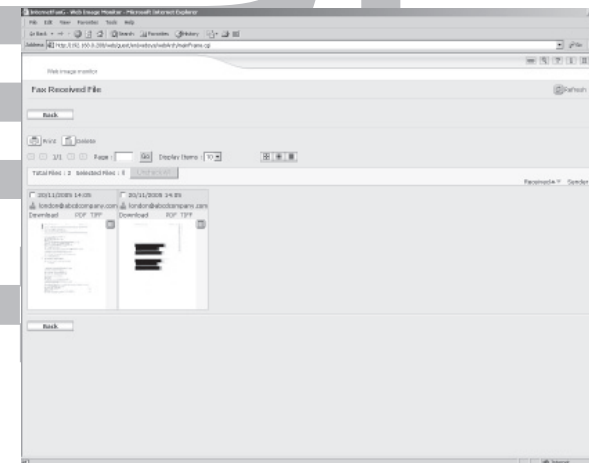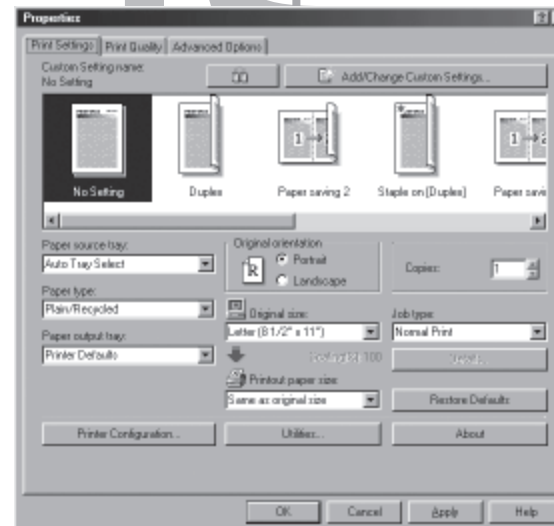
How to use Web Image Monitor...

1. Start a Web browser.
2. Enter the IPv4 address of your machine as a URL.
3. Choose from one of the following functions:
   - Home
   - Document Server
   - Fax Received File
   - 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 receive a fax to download

! Settings must be made before you can receive fax documents. See the bundled CD; Facsimile Reference <Fax via Computer> chapter 6.

1. Start a Web browser.
2. Enter the IPv4 address of your machine as an URL.
3. 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 [Multipage TIFF].
7. Press [Download], press [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. Select [Properties], [Option...], [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].
! 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.