D0887805

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 is installed under network environment, and the Standard 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 you are using the 64-bit version of an operating system, download the printer driver from the manufacturer's Web site. For details, see "Installing the Printer Driver", *Printer Reference* ⓘ.

How to prepare for printing...

1 On the [Start] menu, click [Printers 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 [Properties].

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

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

6 Specify the paper size of the original, and then click the [General] tab.

7 Click [Printing Preferences...]. Make your settings under [One Click Presets], [Detailed Settings], and [Configuration/About].

8 Save the One Click Presets you have made if necessary: click [Register Current Settings...] on the [One Click Presets] tab, enter a name, and then click [OK].
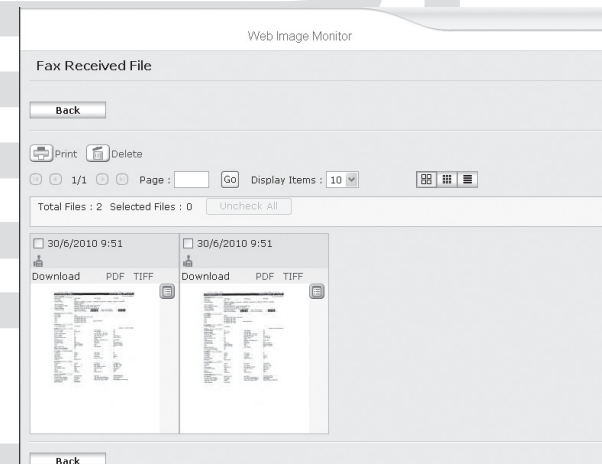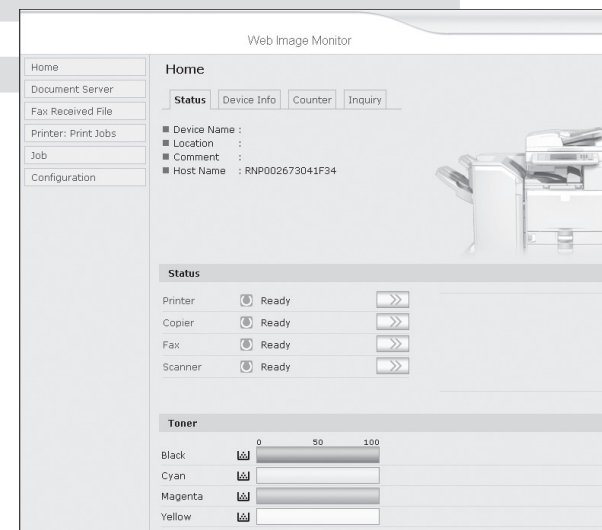
How to print...

1 Open your document.

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

3 Select the printer, and then open the [Printing Preferences] dialog box.

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

5 Set a number of copies.

6 Click [OK].
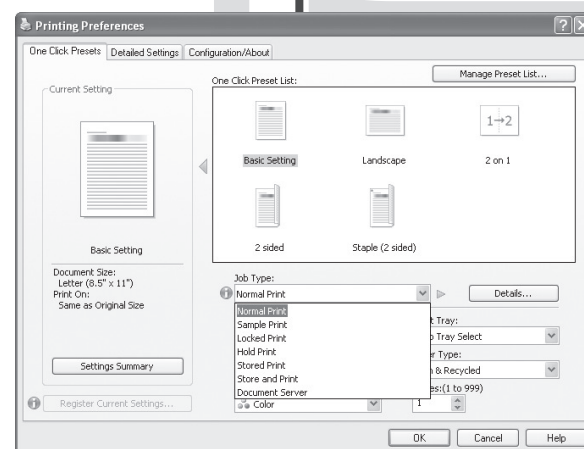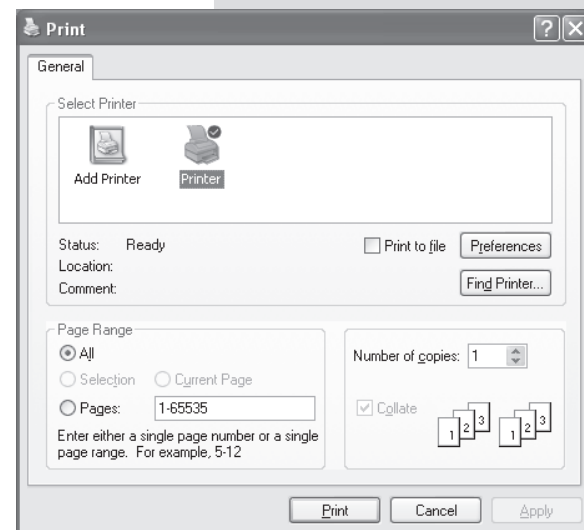
How to print a confidential document...

1 On the [File] menu, click [Print], and then open the [Printing Preferences] dialog box.

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

3 Click [Details...].

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

5 Click [OK].

6 Perform steps as described in 'How to print...' from step 4 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 open the [Printing Preferences] dialog box.

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].

6 Perform steps as described in 'How to print...' from step 4 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.
Reconfirm by pressing [Yes] (for a Stored Print file, you can enter the number of sets (up to 999) using the number keys).

! 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* ⓘ.

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.

For details about Web Image Monitor, see "Using Web Image Monitor", *Network and System Settings Reference* ⓘ.

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 the Property icon of a fax document.

5 View contents of fax documents.

6 To download a fax document, click [PDF] or [Multi-page : TIFF].

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

How to monitor your machine in the network...

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

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

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

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

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

5 On the [Printers Folder] tab, click [To be monitored], and then click [Display on the task bar menu] and [Displayed on Task Bar].

! If you select this machine from the SmartDeviceMonitor icon in the notification area, the monitoring screen (Web Image Monitor) appears. You can confirm the machine status, configurations, and job histories in Web Image Monitor.