

>Please follow these instructions using your PC >

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.
- Insert the provided CD-ROM into the computer's CD-ROM
- 2 Select an interface language, and then click [OK].
- Click [Quick Install]. RPCS printer driver and DeskTopBinder-SmartDeviceMonitor for Client are installed.
- Click [I accept the agreement], and then click [Next >].
- **5** Select the machine model you want to use.
- Click [Install]. The printer driver installation starts.
- Click [Finish], and then click [Exit].

Downloading the printer driver

If your operating system is Windows XP Pro x64, or 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 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].
- **1** On the [File] menu, click [Printing Preferences...].
- 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].
- **G** Specify the paper size of the original in the screen that appears next.
- Click [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet], and
- 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].
- Select the printer you want to use in the [Name] or [Select Printer] list, and then click the [Properties] button or [Print Settings] tab.
- Make the settings you require, and then click [OK].
- **5** Set a number of copies.
- Click [OK].

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Print ③ Back - ⑤ - 🗷 🗷 🔥 🔎 Search 🤺 Favorites 🙌 Media 🔗 🔝 🔜 ∨ → Go Lin Select Printer Add Printer Status: Print to file Preferences Location: Find Printer... Comment Page Range All Number of copies: 1 O Selection O Current Page O Pages: 1-65535 Enter either a single page number or a single page range. For example, 5-12 Print Cancel

How to print a confidential document...

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

R O Portrait

Printout paper size

Same as original size

Add/Change Custom Settings.

Staple on [Duplex]

OK Cancel Help

- 2 In [Job Type], select [Locked Print].
- Click [Details...].

Paper source tray

Paper output tray

Printer Configuration...

- Specify [User ID] and [Password].
- 5 Click [OK], and then reconfirm password.
- **6** Perform steps as described in 'How to print...' from step 3
- Go to the machine and then press the [Printer] key.
- Press [Print Jobs].
- Press [Locked Print Job List].
- Select your document, and then press [Print].
- 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].
- El Click [Details...].
- Specify [User ID] and [Password] if necessary (for password protected Stored Print documents).
- **5** Click [OK], and then reconfirm password.

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- **G** Perform steps as described in 'How to print...' from step 3
- **1** Go to the machine, and then press the [Printer] key.
- Press [Print Jobs].
- Press [Hold Print Job List] or [Stored Print Job List].
- Press ID and enter password if necessary (for password protected Stored Print documents).
- Select your document, and then press [Print].
- The Hold Print file is printed, and deleted afterwards.
- The Stored Print file is printed.

How to use Web Image Monitor...

- Start your Web browser.
- 2 In your browser's address bar, enter the following: http://machine's IP address/
- **B** Select one of the following functions:
- Home
- Document Server
- Fax Received File
- Printer: Print Jobs

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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/
- In the menu area to the left, click [Fax Received File].
- Click Property Icon of a fax document.
- **5** View contents of fax documents.
- **G** To download a fax document, click [PDF] or [TIFF].

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 [Montor Device Set-
- On the [Network Devices] tab, click [Browse...].
- 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.