Pro 907ᴇх
Pro 1107ᴇх
Pro 1357ᴇх

Operating Instructions

Printer Reference

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Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

Trouble Shooting

Provides a guide for resolving common usage-related problems, and explains how to replace paper, toner, and other consumables.

Copy and Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link Guide

⬇ Note

- Manuals provided are specific to machine types.
- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

Product Name	General name
DeskTopBinder Lite and DeskTopBinder Professional [1]	DeskTopBinder

[1] Optional

Notice

Important

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔲 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

Note

Contents of this manual are subject to change without prior notice.

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

This machine comes in three models which vary in copy/print speed. To ascertain which model you have, see "Machine Types", Safety Information or "How to Read This Manual", About This Machine.

Laws and Regulations

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Model-Specific Information

In this manual, model-specific information is indicated by the following marks:

220-240V
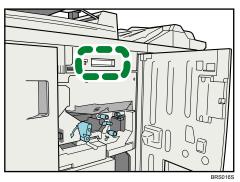
Indicates information that is specific to the 220 to 240 V model.

208-240V

Indicates information that is specific to the 208 to 240 V model.

⬇Note

- Check the label on the right side of the machine to identify the model.

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- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is the 220 to 240 V model, refer to the metric units. If your printer is the 208 to 240 V model, refer to the inch units.

1. Preparing the Machine

This chapter describes how to connect this machine to your computer, and install the printer driver.

Confirming the Connection Method

This machine supports network and local connection.

Before installing the printer driver, check how the machine is connected. Follow the driver installation procedure that is appropriate to the connection method.
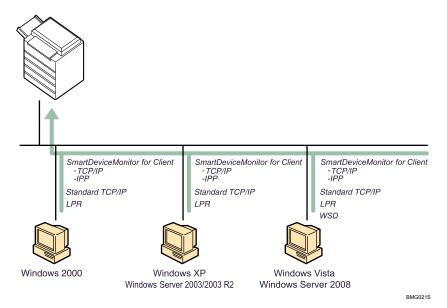
Network Connection

This machine can be used as a Windows printing port or network printer.

Using this machine as the Windows printing port

Network connections can be established through Ethernet, and Wireless LAN.

Available ports are determined based on the combination of Windows operating system version and connection method used.

SmartDeviceMonitor for Client
- TCP/IP
- IPP

Standard TCP/IP

LPR

Windows 2000

SmartDeviceMonitor for Client
- TCP/IP
- IPP

Standard TCP/IP

LPR

Windows XP
Windows Server 2003/2003 R2

SmartDeviceMonitor for Client
- TCP/IP
- IPP

Standard TCP/IP

LPR

WSD

Windows Vista
Windows Server 2008

BMG021S

Windows 2000/XP, Windows Server 2003/2003 R2

Connection Method	Available Ports
• Ethernet	• SmartDeviceMonitor for Client port

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Connection Method	Available Ports
• Wireless LAN	• Standard TCP/IP port • LPR port

Windows Vista, Windows Server 2008

Connection Method	Available Ports
• Ethernet • Wireless LAN	• SmartDeviceMonitor for Client port • Standard TCP/IP port • LPR port • WSD port

⬇ Note

- See the explanation about how to install the printer driver for each type of port.
- For details about SmartDeviceMonitor for Client port, see "Installing the Printer Driver".
- For details about Standard TCP/IP port, see "Installing the Printer Driver".
- For details about LPR port, see "Installing the Printer Driver".
- For details about WSD port, see "Installing the Printer Driver".

🔖 Reference

- p.15 "Installing the Printer Driver"
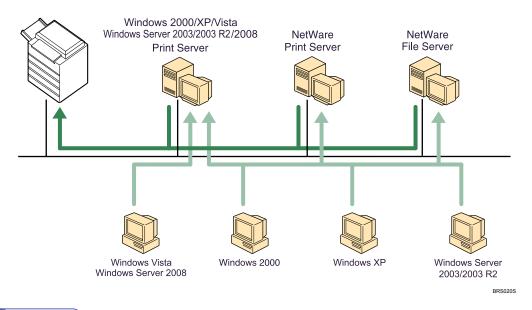
Using as a network printer

This machine can be used as the Windows network printer, the NetWare print server, or the NetWare remote printer.

⭐ Important

- IPX/SPX (NetWare) cannot be used under Windows Vista and Windows Server 2008.

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Windows 2000/XP/Vista
Windows Server 2003/2003 R2/2008
Print Server

NetWare
Print Server

NetWare
File Server

Windows Vista
Windows Server 2008

Windows 2000

Windows XP

Windows Server
2003/2003 R2

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⬇ Note

- In an IPv6 environment, NetWare servers cannot be used.

- See the explanation about how to install the printer driver for each type of network printer.

- For details about Windows network printer, see "Using as a Windows Network Printer".

- For details about NetWare print server and remote printer, see "Using as a NetWare Print Server/ Remote Printer".

📄 Reference

- p.26 "Using as a Windows Network Printer"

- p.28 "Using as a NetWare Print Server/Remote Printer"

Local Connection

Local connections can be established via parallel, USB, and Bluetooth connections.

⬇ Note

- See the explanation about how to install the printer driver for each method of connections.

- For details about Bluetooth connections, see "Printing with Bluetooth Connection", Network and System Settings Guide.

- For details about USB connections, see "Installing the Printer Driver Using USB".

- For details about parallel connections, see "Printing with Parallel Connection".

📄 Reference

- p.31 "Installing the Printer Driver Using USB"

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1

- p.34 "Printing with Parallel Connection"

Installing the Printer Driver

This section explains how to install the printer driver. There are two ways to install the printer driver: using Quick Install, which installs the settings at once, or installing the appropriate driver according to the port you want to use.

Downloading the Printer Driver

> You can install the printer driver from the CD-ROM provided with this machine or download it from the supplier's Web site.

> If your operating system is Windows XP Pro x64, Windows Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

Quick Install

Users of Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008 can install this software easily using the supplied CD-ROM.

Using Quick Install, the 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.

⭐ **Important**

- To install the printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrator.

- If you connect using USB, see "Installing the Printer Driver Using USB" and install the printer driver.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [Quick Install].**

   The software license agreement appears in the [License Agreement] dialog box.

5. **After reading the agreement, click [I accept the agreement.], and then click [Next >].**

6. **Select the machine model you want to use in the [Select Printer] dialog box.**

   For network connection via TCP/IP, select the machine whose IP address is displayed in [Connect To].

   For parallel connection, select the machine whose printer port is displayed in [Connect To].

7. **Click [Install].**

   The printer driver installation starts.

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8. **Click [Finish].**

   A message about restarting the computer appears. Restart the computer to complete installation.

9. **Click [Exit] in the first dialog box of the installer, and then take out the CD-ROM.**

⬇️**Note**

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.

- Select the machine whose IP address is displayed in [Connect To] to install SmartDeviceMonitor for Client when using TCP/IP.

- Quick Install is not available unless bidirectional communication between the machine and computer is enabled via parallel connection. For details about bidirectional communication between the machine and computer, see "Making Option Settings for the Printer".

🅴**Reference**

- p.31 "Installing the Printer Driver Using USB"

- p.36 "Making Option Settings for the Printer"

Using the SmartDeviceMonitor for Client Port

⭐**Important**

- To install SmartDeviceMonitor for Client under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrator.

- Install SmartDeviceMonitor for Client before installing the printer driver when using the SmartDeviceMonitor for Client port.

Installing SmartDeviceMonitor for Client

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [DeskTopBinder - SmartDeviceMonitor for Client].**

5. **The message to quit all other applications appears. Quit all applications, and then click [Next >].**

6. **The software license agreement appears in the [License Agreement] dialog box. After reading through its contents, click [Yes].**

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7. **Click [Full install] or [Custom install].**

   [Full install] installs all required applications: DeskTopBinder Lite and SmartDeviceMonitor for Client.

   [Custom install] installs selected applications.

8. **Follow the instructions on the display and then click [Next >] to proceed to the next step.**

9. **After the installation is completed, select one of the options to restart the computer either now or later, and click [Complete].**

   Restart the computer to complete installation.

🔽 **Note**

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.

Installing the PCL or RPCS printer driver (TCP/IP)

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL/RPCS Printer Drivers].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

7. **Click [Next >].**

8. **Select the machine model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [SmartDeviceMonitor], and then click [OK].**

12. **Click [TCP/IP], and then click [Search].**

    A list of printers using TCP/IP appears.

13. Select the printer you want to use, and then click [OK].

Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

14. Check that the port of the selected printer is displayed in [Port].

15. Set a user code, if necessary.

Up to 8 numeric characters can be entered. No alphabetic characters or symbols can be entered.

16. Select the [Default Printer] check box to configure the printer as default.

17. Click [Continue].

Installation starts.

18. After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].

🔱Note

- Setting a user code allows a SmartDeviceMonitor for Admin user to display and check statistics about the number of sheets which each user prints. For details, see SmartDeviceMonitor for Admin Help.

- Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Trouble Shooting.

Installing the PCL or RPCS printer driver (IPP)

1. Quit all applications currently running.

2. Insert the CD-ROM into the CD-ROM drive.

The installer starts.

3. Select an interface language, and then click [OK].

4. Click [PCL/RPCS Printer Drivers].

5. The software license agreement appears in the [License Agreement] dialog box.

After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. Select a printer driver you want to use in the [Select Program] dialog box.

You can select several printer drivers.

7. Click [Next >].

8. Select the printer model you want to use.

The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [SmartDeviceMonitor], and then click [OK].**

12. **Click [IPP].**

13. **In the [Printer URL] box, enter "http://printer's IP address/printer" as the printer's address.**

    If the server authentication is issued, enter "https://printer's IP address/printer" to enable SSL (a protocol for encrypted communication). Internet Explorer 5.0.1, or higher version must be installed to use SSL.(example IP address: 192.168.15.16)

    ```
    http://192.168.15.16/printer
    ```

    ```
    https://192.168.15.16/printer
    ```

    You can enter "http://printer's IP address/ipp" as the printer's address.

14. **Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing ports.**

    If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

15. **Click [Detailed Settings] to make necessary settings.**

    For details about the settings, see SmartDeviceMonitor for Client Help.

16. **Click [OK].**

17. **Check that the port of the selected printer is displayed in [Port].**

18. **Set a user code, if necessary.**

    Up to 8 numeric characters can be entered. No alphabetic characters or symbols can be entered.

19. **Select the [Default Printer] check box to configure the printer as default.**

20. **Click [Continue].**

    Installation starts.

21. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

Note

- To stop installation of the selected software, click [Cancel] before installation is complete.
- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.
- Setting a user code allows a SmartDeviceMonitor for Admin user to display and check the number of sheets each user prints. For details, see SmartDeviceMonitor for Admin Help.

• A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Trouble Shooting.

Changing the port settings for SmartDeviceMonitor for Client

Follow the procedure below to change the SmartDeviceMonitor for Client settings, such as TCP/IP timeout, recovery/parallel printing, and printer groups.

Windows 2000:

1. **On the [Start] menu, point to [Settings], and then click [Printers].**

   The [Printers] window appears.
2. **Click the icon of the printer you want to use. On the [File] menu, click [Properties].**
3. **On the [Ports] tab, click [Configure Port].**

   The [Configuration] dialog box appears.

Windows XP, Windows Server 2003/2003 R2:

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.
2. **Click the icon of the printer you want to use. On the [File] menu, click [Properties].**
3. **Click the [Ports] tab, and then click [Configure Port].**

   The [Port Configuration] dialog box appears.

Windows Vista, Windows Server 2008:

1. **On the [Start] menu, click [Control Panel].**

   The [Control Panel] window appears.
2. **Click [Printer].**

   The [Printers] window appears.
3. **Right-click the icon of the printer you want to use, and then click [Properties].**
4. **Click the [Ports] tab, and then click [Configure Port].**

   The [Port Configuration:] dialog box appears.

⬇ Note

• For TCP/IP, timeout setting can be configured.
• User, proxy, and timeout settings can be configured for IPP.
• If no settings on the [Recovery/Parallel Printing] tab are available, follow the procedure below.
   1. Click [Cancel] to close the [Port Configuration:] dialog box.

2. Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the task tray.

3. Point to [Properties], and then click [Extended Features Settings].

4. Select the [Set Recovery/Parallel Printing for each port] check box.

5. Click [OK] to close the [Extended Features Settings] dialog box.

- For details about these settings, see "Using SmartDeviceMonitor for Client", or SmartDeviceMonitor for Client Help.

Using the Standard TCP/IP Port

This describes how to install the PCL, or RPCS printer driver using the TCP/IP port.

⭐ **Important**

- **To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators member.**

- **In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the SmartDeviceMonitor for Client port.**

Installing the PCL or RPCS printer driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL/RPCS Printer Drivers].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

7. **Click [Next >].**

8. **Select the printer model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

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10. **Click [Port], and then click [Add].**

11. **Click [Standard TCP/IP Port], and then click [OK].**

    Configure the Standard TCP/IP port settings, and then see Windows Help if [Standard TCP/IP Port] does not appear.

12. **Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

13. **Enter the printer name or IP address in the [Printer Name or IP Address] box.**

    The [Port Name] text box automatically obtains a port name. Change this name if necessary.

    When the device selection appears, select "RICOH NetworkPrinter Driver C Model".

14. **Click [Next >].**

15. **Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.**

    The installation start dialog box reappears.

16. **Check that the port of the selected printer is displayed in [Port].**

17. **Configure the default printer as necessary.**

18. **Click [Continue].**

    The printer driver installation starts.

19. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

⬇️Note

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Trouble Shooting.

Using the LPR Port

This describes how to install the PCL, or RPCS printer driver using the LPR port.

⭐Important

- To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators member.

- In an IPv6 environment, you cannot use the LPR Port. Use the SmartDeviceMonitor for Client port.

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Installing the PCL or RPCS printer driver

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL/RPCS Printer Drivers].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select a printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

7. **Select the printer model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

8. **Click [Next >].**

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [LPR Port], and then click [OK].**

    If [LPR Port] does not appear, see Windows Help and install it.

12. **Enter the printer's IP address in the [Name or address of server providing lpd] box.**

13. **Enter "lp" in the [Name of printer or print queue on that server] box, and then click [OK].**

    The port is added.

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Configure the default printer as necessary.**

16. **Click [Continue].**

    The printer driver installation starts.

17. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

⬇ Note

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Trouble Shooting.

Using the WSD Port

This describes how to install the PCL, or RPCS printer driver using the WSD port.

⭐ **Important**

- The WSD port can be used under Windows Vista or Windows Server 2008.

- To install under Windows Vista or Windows Server 2008, you must have an account that has Manage Printers permission. Log on as an Administrator.

- You can connect to the printer only if both the printer and computer are on the same network segment, or "Network discovery" is enabled. For details, see Windows Help.

Installing the PCL or RPCS printer driver

1. **Quit all applications currently running.**

2. **On the [Start] menu, click [Network].**

   The [Network] window appears, and the device search begins automatically.

3. **Right-click the printer's icon, and then click [Install].**

   If the [User Account Control] dialog box appears, click [Continue].

   The [Found New Hardware] dialog box appears.

4. **Click [Locate and install driver software (Recommended)].**

   If the [User Account Control] dialog box appears, click [Continue].

5. **Click [Don't search online].**

6. **Click [Browse my computer for driver software (advanced)].**

7. **Insert the provided CD-ROM into the computer's CD-ROM drive.**

   If the [AutoPlay] dialog box appears, click the [close] button and then proceed to step 8.

8. **Click [Browse...], and then specify a location for the printer driver.**

   If the CD-ROM drive letter is D, the printer driver's source files are stored in "D:\DRIVERS\RPCS\XP_VISTA\(Language)\DISK1".

9. **Click [Next].**

   If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

10. **Click [Close].**

    If installation is successful, the icon of the printer connected to the "WSD" port is added to the [Printers] window.

    ⬇Note

    - The port name that follows "WSD" uses random character strings. It cannot be changed freely.

    - To stop the installation, click [Cancel] before the installation is complete. When re-installing the WSD Port, right-click the printer's icon in the [Network] window, and then click [Uninstall].

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Using as a Windows Network Printer

This describes how to install the PCL, or RPCS printer driver when using the printer as a Windows network printer.

To use the print server, install the printer driver by selecting "Network printer server", and then select the Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008 shared printer.

This section assumes that the client has already been configured to communicate with a Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008 print server. Do not begin the following procedure before the client is set up and configured correctly.

⭐ **Important**

- **To install the printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators member.**

- **If you print with a print server connected to the printer using the SmartDeviceMonitor port, Recovery Printing and Parallel Printing cannot be used from the client.**

- **If you print under Windows XP/Vista or Windows Server 2003/2003 R2/2008 print server, notification functions of SmartDeviceMonitor may not be used with the client.**

- **You can install the printer driver from the CD-ROM provided with this printer or download it from the supplier's Web site.**

- **If your operating system is Windows XP Pro x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.**

Installing the PCL or RPCS Printer Driver

1. **Quit all applications currently running.**
2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.
3. **Select an interface language, and then click [OK].**
4. **Click [PCL/RPCS Printer Drivers].**
5. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].
6. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.
7. **Click [Next >].**
8. **Select the [Printer Name] check box to select the printer models you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Click [Port], and then click [Add].**

11. **Click [Network Printer], and then click [OK].**

12. **Double-click the computer name you want to use as a print server in the [Browse for Printer] window.**

13. **Select the printer you want to use, and then click [OK].**

14. **Check that the port of the selected printer is displayed in [Port].**

15. **Configure the user code as necessary.**

    For the RPCS printer driver, a user code can be set after the printer driver installation.

    For details about user code, see the printer driver Help.

16. **Select the [Default Printer] check box to configure the printer as default.**

17. **Click [Continue].**

    The printer driver installation starts.

18. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

↓Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run.

- If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Drive" Trouble Shooting.

Using as a NetWare Print Server/Remote Printer

This describes how to set up the Windows computer used as the NetWare client.

⭐ **Important**

- **To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators member.**

- **In an IPv6 environment, NetWare servers cannot be used.**

The following explanation assumes NetWare Client is installed on the client computer and the NetWare server environment is correctly set up. Install all necessary client applications before following this procedure.

Set up the printer driver while logging on to the NetWare file server.

The following values are used in the example:

- Operating system: Windows 98
- NetWare version: 4.1
- File server name: CAREE
- Queue name: R-QUEUE

1. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

   Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

2. **Select an interface language, and then click [OK].**

3. **Click [PCL/RPCS Printer Drivers].**

4. **The software license agreement appears in the [License Agreement] dialog box.**

   After reading the agreement, click [I accept the agreement.], and then click [Next >].

5. **Select the printer driver you want to use in the [Select Program] dialog box.**

   You can select several printer drivers.

6. **Click [Next >].**

7. **Select the [Printer Name] check box to select the printer model you want to use.**

   The printer name can be changed in the [Change settings for 'Printer Name'] box.

8. **Double-click the printer name to display the printer settings.**

   The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

9. **Click [Port], and then click [Add].**

1

10. **Click [Network Printer], and then click [OK].**

11. **Double-click the name of the NetWare file server on the network tree.**

    The created queue is displayed.

12. **Select the print queue, and then click [OK].**

13. **Check that the port of the selected printer is displayed in [Port].**

14. **Click [Continue].**

    The printer driver installation starts.

15. **Click [Finish] in the [Select Program] dialog box.**

16. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

    Restart the computer to complete installation.

17. **After restarting the computer, open the printer properties from the [Printers and Faxes] window.**

    Under Windows 2000/Vista or Windows Server 2003/2003 R2/2008, launch the [Printers] window, and then open the printer properties.

18. **Click the [NetWare setting] tab.**

    Under Windows Vista or Windows Server 2003/2003 R2/2008, on the [Printer Settings] tab, clear the [Form Feed] and [Enable Banner] check boxes.

    Do not select these check boxes since they are automatically selected by the printer driver. If you select the check boxes, the printer may not print correctly.

19. **Click [OK] to close the printer properties dialog box.**

⬇ Note

- To stop installation of the selected software, click [Cancel] before installation is complete.

- The protocol is set to inactive as default. Enable it using SmartDeviceMonitor or Telnet.

Form Feed

Do not use NetWare to configure form feed. Form feed is controlled by the printer driver on Windows. If NetWare form feed is configured, the printer may not print properly.

Follow the procedure below to disable form feed according to the operating system used:

- Under Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008, clear the [Form feed] check box on the [NetWare Settings] tab in the printer properties dialog box.

Banner Page

Do not use NetWare to configure banner page.

Follow the procedure below to disable banner page according to the operating system used:

- Under Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008, clear the [Enable banner] check box on the [NetWare Settings] tab in the printer properties dialog box.

Printing after Resetting the Printer

Printer to print server connection requires 30 - 40 seconds to resume after the printer is reset. During this period, jobs may be accepted (depending on NetWare specifications) but not printed.

To print after resetting the printer as the remote printer, check on the print server that the remote printer is disconnected, or wait for two minutes before trying to print.

Installing the Printer Driver Using USB

This section explains how to install printer drivers using USB.

Before installing, check that only the operating system is running on the computer and no print jobs are in progress.

You can install the printer driver included on the CD-ROM provided with this machine, or can download it from the supplier's Web site.

Windows 2000/XP, Windows Server 2003/2003 R2 - USB

⭐ Important

- Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.

If the printer driver has already been installed, and plug and play is enabled, the icon of the printer connected to the "USB" port is added to the [Printers] window.

If the printer driver is not installed, follow the plug-and-play instructions of the printer to install it from the CD-ROM provided.

1. **Check that the power of the printer is off.**

2. **Connect the printer and computer using the USB cable.**

   Connect the USB cable firmly.

3. **Turn on the power of the printer.**

   Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].**

5. **Select the [Specify location] check box, and then click [Next >].**

6. **Insert the CD-ROM into the CD-ROM drive.**

   If Auto Run starts, click [Cancel], and then [Exit].

7. **Specify the location where the source files of the printer driver is stored.**

   If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

   - RPCS

     D:\DRIVERS\RPCS\XP_VISTA\(Language)\DISK1

   - PCL 5e

     D:\DRIVERS\PCL5E\XP_VISTA\(Language)\DISK1

   - PCL 6

     D:\DRIVERS\PCL6\XP_VISTA\(Language)\DISK1

1

- PostScript 3

    D:\DRIVERS\PS\XP_VISTA\(Language)\DISK1

8. **Check the printer driver location, and then click [OK].**

9. **Click [Next >].**

10. **Click [Finish].**

    If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB001" port is added to the [Printers] window.

🔻**Note**

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Windows Vista, Windows Server 2008 - USB

⭐**Important**

- Installing a printer driver requires Administrators permission. Log on using an account that has Administrators permission.

If the printer driver has already been installed, and plug and play is enabled, the icon of the printer connected to the "USB" port is added to the [Printers] window.

The printer drivers can be installed from the CD-ROM provided with this printer.

If the printer driver is not installed, follow the plug-and-play instructions of the printer to install it from the CD-ROM provided.

1. **Check that the power of the printer is off.**

2. **Connect the printer and computer using a USB cable.**

    Connect the USB cable firmly.

3. **Turn on the power of the printer.**

    Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. **In the Found New Hardware Wizard display, click [Search for a suitable driver for my device [recommended]], and then click [Next >].**

5. **Insert the CD-ROM into the CD-ROM drive.**

    If Auto Run starts, click [Cancel], and then [Exit].

6. **Select the [Include this location in the search] check box under [Search for the best driver in these location], and then click [Browse] to select the printer driver location.**

    If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

    - RPCS

1

D:\DRIVES\RPCS\XP_VISTA\(Language)\DISK1

- PCL 5e

    D:\DRIVES\PCL5E\XP_VISTA\(Language)\DISK1

- PCL 6

    D:\DRIVES\PCL6\XP_VISTA\(Language)\DISK1

- PostScript 3

    D:\DRIVES\PS\XP_VISTA\(Language)\DISK1

7. **Check the printer driver location, and then click [Next >].**

8. **Click [Continue].**

9. **Click [Finish].**

    If the installation is successful, the icon of the printer connected to the "USB001" port is added to the [Printers and Faxes] window.

⬇ **Note**

- To disable Auto Run, press the left Shift key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM.

- The number after "USB" varies depending on the number of printers connected.

Printing with Parallel Connection

This describes how to install the PCL, or RPCS printer driver when using the parallel port.

To use a printer connected using a parallel interface, click [LPT1] when installing the printer driver.

⭐ **Important**

- To install this printer driver under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, you must have an account that has Manage Printers permission. Log on as an Administrators member.

- If you are using Windows 2000, you can install the printer driver from the CD-ROM provided with this printer or download it from the supplier's Web site.

- If your operating system is Windows XP Pro x64, Windows Server 2003/2003 R2/2008 x64, you must download the printer driver from the manufacturer's Web site. Select this printer and the operating system you are using, and then download it.

Installing the PCL or RPCS printer driver:

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

    The installer starts.

3. **Select an interface language, and then click [OK].**

4. **Click [PCL/RPCS Printer Drivers].**

5. **The software license agreement appears in the [License Agreement] dialog box.**

    After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. **Select the printer driver you want to use in the [Select Program] dialog box.**

    You can select several printer drivers.

7. **Click [Next >].**

8. **Select the [Printer Name] check box to select the printer model you want to use.**

    The printer name can be changed in the [Change settings for 'Printer Name'] box.

9. **Double-click the printer name to display the printer settings.**

    The details shown in [Comment], [Driver], and [Port] vary depending on the operating system, printer model, and port.

10. **Check that [LPT1:] is shown in [Port].**

11. **Select the [Default Printer] check box to configure the printer as default.**

12. **Click [Finish].**

    The printer driver installation starts.

13. **After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].**

Restart the computer to complete installation.

⬇ Note

- A user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

- To stop installation of the selected software, click [Cancel] before installation is complete.

- Auto Run may not work with certain operating system settings. In that case, launch "Setup.exe" on the CD-ROM root directory.

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See "Messages Displayed When Installing the Printer Driver", Trouble Shooting.

Making Option Settings for the Printer

Make option settings for the printer using the printer driver when bidirectional communication is disabled.

Conditions for Bidirectional Communication

Bidirectional communication allows information about paper size and feed direction settings to be automatically sent to the printer. You can check printer status from your computer.

- Bidirectional communication is supported by Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008.

- If you use the RPCS printer driver and bidirectional communication is enabled under Windows 2000, the [Change Accessories] tab is unavailable.

To support bidirectional communication, the following conditions must be met:

When connected with parallel cables

- The computer must support bidirectional communication.

- The machine must support bidirectional communication.

- The interface cable must support bidirectional communication.

- The machine must be connected to the computer using the standard parallel cables and parallel connectors.

- Under Windows 2000, [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the RPCS printer driver.

When connected with the network

- The machine must support bidirectional communication.

- The Standard TCP/IP port must be used.

- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the RPCS printer driver.

- In addition to the above, one of the following conditions must also be met:

  - The TCP/IP protocol must be used.

  - IPP port name must include the IP address when using the IPP protocol.

When connected with USB

- The printer must be connected to the computer's USB port using the USB interface cable (for Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008).

- The computer must support bidirectional communication.

⊕Note

- The RPCS printer driver and PCL6 printer driver supports bidirectional communication and updates the printer status automatically.

- The PCL5e printer driver supports bidirectional communication. You can update the printer status manually.

- Install SmartDeviceMonitor for Client from the supplied CD-ROM.

If Bidirectional Communication Is Disabled

Set up option settings when bidirectional communication is disabled.

⭐Important

- **Under Windows 2000/XP/Vista, and Windows Server 2003/2003 R2/2008, Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators member.**

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

   When using Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers]. The [Printers] window appears.

   When using Windows Vista or Windows Server 2008, click [Control Panel] on the [start] menu, and then click [Printer]. The [Printers] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   When using Windows Vista, right-click the icon of the printer you want to use, and then click the [Properties].

4. **Click the [Change Accessories] tab.**

   If options in the [Change Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.

   If you are using the RPCS printer driver, click the [Change Accessories] tab.

5. **Select options installed from the [Select printer options:] area, and then make the necessary settings.**

6. **Select the total amount of the memory in [Total memory:] when the optional SDRAM module is added.**

7. **Under [Paper source tray settings:], click the tray to be used, and then select the appropriate size, position, and type for the tray. Select the [Do not use Auto Tray Select] check box to exclude the tray from the targets of automatic tray selection.**

8. **Click [OK] to close the printer properties dialog box.**

Installing Font Manager

⭐ **Important**

- Under Windows 2000/XP/Vista, or Windows Server 2003/2003 R2/2008, installing applications by Auto Run requires Administrator privilege. To install a printer driver by Auto Run, log on using an account that has Administrator privilege.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM into the CD-ROM drive.**

   The installer starts.

3. **Click [Font Manager].**

4. **Follow the instructions on the display.**

Using Adobe PageMaker Version 6.0, 6.5, or 7.0

Under Windows 2000/XP with Adobe PageMaker, you need to copy PPD files to the PageMaker folder.

PPD files have the .ppd extension in the folder "DRIVERS＼PS＼XP_VISTA＼(Language)＼DISK1" on the CD-ROM.

The "XP_VISTA" folder inside the "PS" folder is for Windows 2000/XP, Windows Server 2003/2003 R2/2008. Use the folder that is appropriate for the operating system you are currently using.

The third folder "(Language)" may be substituted by an appropriate language name.

Copy the .ppd file to the PageMaker folder.

- **For PageMaker 6.0 default installation**

  The directory is "C:＼PM6＼RSRC＼PPD4".

- **For PageMaker 6.5 default installation**

  The directory is "C:＼PM65＼RSRC＼USENGLISH＼PPD4".

  The "USENGLISH" may vary depending on your language selection.

- **For PageMaker 7.0 default installation**

  The directory is "C:＼PM7＼RSRC＼USENGLISH＼PPD4".

  The "USENGLISH" may vary depending on your language selection.

🔽 **Note**

- If the driver is not set correctly after copying the ".ppd" file, printing may not be performed properly.

- When using PageMaker, the optional features that can be selected by the printer driver will not be active. The following procedure describes how to activate the optional printer features.

  1. On the [File] menu, click [Print].

     The [Print Document] dialog box appears.

  2. Make the necessary settings in the [Features] box.

2. Printing Documents

This chapter explains how to print documents using the printer driver. It also describes the procedure for configuring staple, punch, fold and other printing functions.

Two Dialog Box Types

There are two dialog box types of the [Printer Properties] dialog box.

"Custom Setting" is used as an example in this manual. For details about changing the dialog box types, see the printer driver Help.

Multi-tab

This dialog box type is designed for users who often change print settings to perform various printing operations.

Custom Setting

This dialog box type is designed for users who rarely change print settings. This type of dialog box may vary depending on the installed options.

Displaying the Printer Driver Settings Screen

This section explains how to open and configure the printer driver properties.

The following procedure explains how to configure the printer driver settings under Windows XP. If you are using another operating system, the procedure might vary slightly.

Making Printer Default Settings - the Printer Properties

⭐ **Important**

- To change the printer's default settings (including settings for options), log on using an account that has Manage Printers permission. Member of the Administrators have Manage Printers permission by default.
- You cannot change the printer default settings for individual users. Settings made in the [Printer Properties] dialog box are applied to all users.

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Properties].**

   The [Printer Properties] dialog box appears.

   When you open the [Printer Properties] dialog box for the first time after installing the RPCS printer driver, a confirmation message appears. After you click [OK], the [Printer Properties] dialog box appears.

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

⬇ **Note**

- The settings you make here are used as the default settings for all applications.
- For details, see the printer driver Help.

Making Printer Default Settings - Printing Preferences

⭐ **Important**

- The settings in the "Printing Settings" (Document Properties) dialog box that can be modified and retained differ depending on the printer driver, printer icon, and the users registered for each printer icon.

1. **On the [Start] menu, click [Printers and Faxes].**

   The [Printers and Faxes] window appears.

2

2. **Click the icon of the printer you want to use.**

3. **On the [File] menu, click [Printing Preferences...].**

    The [Printing Preferences] dialog box appears.

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

🔽 Note

- The settings you make here are used as the default settings for all applications.

- For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application. The following procedure explains how to make printer settings for a specific application using Windows XP WordPad as an example.

1. **On the [File] menu, click [Print...].**

    The [Print] dialog box appears.

2. **In the [Select Printer] list, select the printer you want to use.**

3. **Click [Preferences].**

    The [Printing Preferences] dialog box appears.

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

🔽 Note

- Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the manuals provided with the application.

- Any settings you make using this procedure apply to the current application only.

- General users can change the properties displayed in the [Print] dialog box of an application. Settings made here are used as the defaults when printing from the application.

- For details, see the printer driver Help.

Printing on Orientation-Fixed or Two-Sided Paper

This section explains how to print on paper whose orientation and printing side are unchangeable (letterhead paper, for example).

Use the settings and paper orientations shown below to ensure the machine prints onto orientation-fixed paper (such as letterhead or continuous stationery) correctly. Specify [Auto Detect] or [On (Always)] for [Letterhead Setting] in the printer settings, and then place the original and paper as shown below. For details about the letterhead print settings, see "System".

Paper Orientation	Paper Trays 1-3		Paper Trays 4-7	
	Letterhead Setting [On(Always)]	Letterhead Setting [Off]	Letterhead Setting [On(Always)]	Letterhead Setting [Off]
1-sided print	ABC	ABC	ABC	ABC
2-sided print	ABC	ABC	ABC	ABC
1-sided print	ABC	ABC	ABC	ABC
2-sided print	ABC	ABC	ABC	ABC

Note

- To print on letterhead paper when [Letterhead Setting] is set to [Auto Detect], you must specify [Letterhead] as the paper type in the printer driver's settings.
- If you change from 1-sided to 2-sided (duplex) printing during a copy job, all pages printed after the change will be 2-sided. If you want to print the remaining sets as 1-sided, specify a paper tray that is not available for duplex printing.
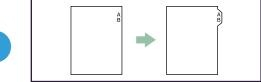
- For details about how to make 2-sided prints, see "Printing on Both Sides of Sheets".

🗏 Reference

- p.48 "Printing on Both Sides of Sheets"

- p.149 "System"

Printing on Tab Stock

Prints on tab stocks.

BAC044S

⭐ **Important**

- Make sure to install the optional tab sheet holder when setting tab stocks. For details about how to use the tab sheet holder, see "Adding Paper", About This Machine.

- Only tab stocks with the tab on the right (at the top part of the paper) can be printed on.

- For details about tab stocks size that can be printed, see "Tray Paper Settings", Network and System Settings Guide.

- For details about printing method, see the printer driver Help.

⬇ **Note**

- Make sure to check the position of the tab beforehand, so that images to be printed do not come out slanted. If there are any letters in a position where the tab is not present, toner may dirty the back of the paper.

- If there are any inconsistencies between the position of the tab, the staple and the punch hole, the tab position will be prioritized.

Frequently Used Print Methods

This chapter explains how to use the various printing functions including normal printing, duplex printing, combine printing, staple printing, and watermark/overlay printing.

Each function described in this chapter is configured and registered under "Custom Settings". You can also change the parameters for each function by modifying "Custom Settings".

🔽 **Note**

- For details about custom settings, see "Using Custom Settings".

📄 **Reference**

- p.60 "Using Custom Settings"

Standard Printing

Use the following procedure to print documents using the normal printing function with the printer driver.

⭐ **Important**

- Before printing, make sure that the settings for the installed options and loaded paper are correctly configured.

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **In the [Original Size:] list, select the size of the original to be printed.**

3. **In the [Original orientation] area, select [Portrait] or [Landscape] as the orientation of the original.**

4. **In the [Job type:] list, select [Normal Print].**

   If you want to print multiple copies, specify a number of sets in the [Copies:] box.

5. **In the [Paper source tray:] list, select the paper tray that contains the paper you want to print onto.**

   If you select [Auto Tray Select] in the [Paper source tray:] list, the source tray is automatically selected according to the paper size and type specified.

6. **In the [Paper type:] list, select the type of paper that is loaded in the paper tray.**

7. **Click [OK].**

8. **Print the document using the print function in the document's native application.**

Note

- The types of paper loaded in the paper trays are indicated on the printer's display. This allows you to see which tray the selected paper type is loaded in. However, the paper type setting available in the printing preference dialog box might be different from the type indicated on the printer's display.

- If the paper tray loaded with the specified paper size and type is not available, a warning message appears on the machine's control panel. If this happens, follow the instructions in the message to specify a paper tray and perform force printing. Alternatively, press the job reset button to cancel printing. For details, see "If Error Occurs with the Specified Paper Size and Type".

Reference

Printing on Both Sides of Sheets

This section explains how to print on both sides of each page using the printer driver.

Important

- Duplex printing is not possible if the following paper types are specified. If you want to perform duplex printing, select paper other than the following:

    - Thin Paper, Thick Paper 3, Translucent Paper, OHP (Transparency), Tab Stock, Label Paper

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **To use an existing Custom Setting, click the icon in the [Custom Setting name:] box.**

   If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 10.

3. **Click [Add/Change Custom Settings...].**

4. **Click the [Edit] tab, if it is not already selected.**

5. **Select the [Duplex/Booklet] check box.**

6. **Click the icon of the page opening direction that you require.**

   If you want to add binding margins, select the [Header/Footer/Adjust image position/Binding margins] check box, and then click [Details...].

7. **Specify the margins on the front and back sides, and then click [OK].**

8. **Change any other print settings if necessary, and then click [Save As...].**

   If you are modifying an existing setting and want to overwrite the previous setting, click the [Save] button and then proceed to step 10.

9. **In the [Custom Setting name:] box, enter an appropriate name for the settings, and then click [OK].**

10. **Click [OK] to close the printer preferences dialog box.**

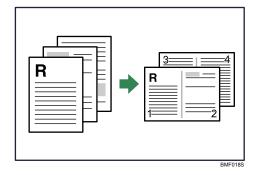11. **Print the document using the print function in the document's native application.**

⬇ **Note**
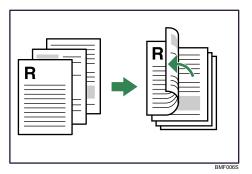
- If the document contains pages with different original sizes, page breaks may occur.

Types of duplex printing
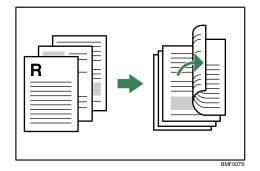
This section explains the binding directions available when using the duplex printing function. When using the duplex printing function, you can select whether to bind copies by edge or in the center.

Edge Binding

- Duplex-Open to Left

BMF006S
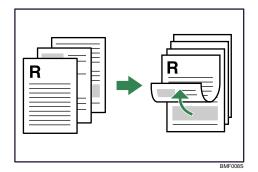
- Duplex-Open to Right

BMF007S

- Duplex-Open to Top

BMF008S
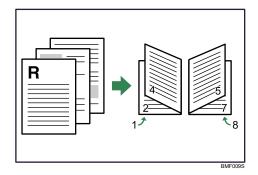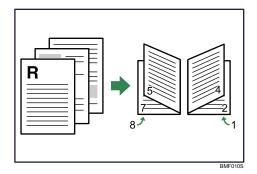
Center Binding

- Booklet 1 -Open to Left

BMF009S

- Booklet 1 -Open to Right

BMF010S

- Booklet 1 -Open to Top

BMF016S

- Booklet 2 -Open to Left

BMF011S

- Booklet 2 -Open to Right

BMF012S

- Booklet 2 -Open to Top

BMF017S

⬇ Note

- If you want to specify [Booklet 1 -Open to Top] or [Booklet 2 -Open to Top], you must first select [Landscape] as the setting for [Original orientation].
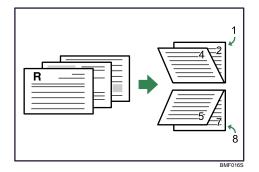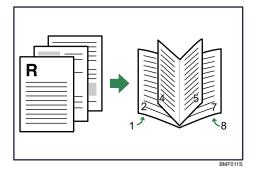
- If you want to specify [Booklet 1 -Open to Right], [Booklet 1 -Open to Left], [Booklet 2 -Open to Right], or [Booklet 2 -Open to Left], you must first select [Portrait] as the setting for [Original orientation].
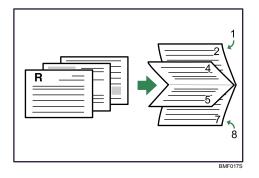
Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

⭐ Important

- The combine printing function is not available on a custom size paper. To use the combine printing function, specify a standard size paper.

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **To use an existing Custom Setting, click the icon in the [Custom Setting name:] box.**

   If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 9.

3. **Click [Add/Change Custom Settings...].**

4. **Click the [Edit] tab, if it is not already selected.**

5. **Select the [Layout/Poster] check box, and then select the combination pattern from the list.**

6. **Specify the page order by selecting the appropriate icon.**

7. **Change any other print settings if necessary, and then click [Save As...]**

   If you are modifying an existing setting and want to overwrite the previous setting, click the [Save] button and then proceed to step 9.

8. **In the [Custom Setting name:] box, enter an appropriate name for the settings, and then click [OK].**

9. **Click [OK] to close the printer preferences dialog box.**

10. **Print the document using the print function in the document's native application.**

⬇ Note

- If the document contains pages with different original sizes, page breaks may occur.

- If the application you are using also has a combine function, disable it. If the application's combine function is also enabled when the driver's combine function enabled, incorrect printing is likely.
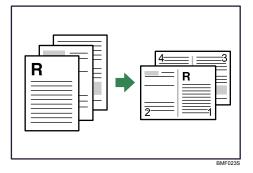
- For details about combining pages with different orientations and other advanced functions, see the printer driver Help.
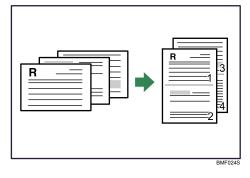
Types of combine printing

This section explains the different methods of combine printing that are available. Three patterns are available for printing two pages per sheet, and four patterns are available for printing four or more pages per sheet.
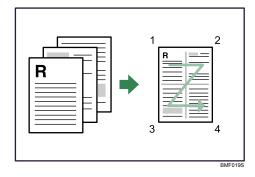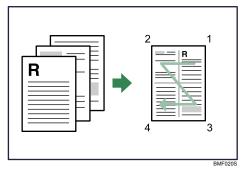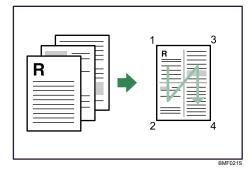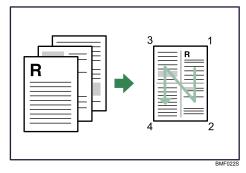
2 pages per sheet

BMF018S

BMF023S

BMF024S

4 pages per sheet

BMF019S

BMF020S

BMF021S

BMF022S

Stapling Printed Sheets

With the optional Finisher SR5000 or Booklet Finisher SR5020 installed, this machine can staple individual sets when printing multiple sets.

Available stapling positions vary depending on the orientation of the originals being copied and the size and orientation of the copy paper. For details, see "Staple Position".

⭐ **Important**

- Make option settings for the machine using the printer driver when bidirectional communication is disabled.

- Be sure to set the paper size and paper orientation in the printer driver when using this function.

- Listed below are the types of paper that this machine cannot staple. When using the staple function, use paper other than the following:

    - Thin Paper, Thick Paper 2, Thick Paper 3, Translucent Paper, OHP (Transparency), Label Paper

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**

    The [Printing Preferences] dialog box appears.

2. **To use an existing Custom Setting, click the icon in the [Custom Setting name:] box.**

    If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 9.

3. **Click [Add/Change Custom Settings...].**

4. **Click the [Finishing] tab, if it is not already selected.**

5. **Select the [Staple] check box.**

6. **Click the icon of the staple position that you require.**

7. **Change any other print settings if necessary, and then click [Save As...].**

    If you are modifying an existing setting and want to overwrite the previous setting, click the [Save] button and then proceed to step 9.

8. **In the [Custom Setting name:] box, enter an appropriate name for the settings, and then click [OK].**

9. **Click [OK] to close the printer preferences dialog box.**

10. **Print the document using the print function in the document's native application.**

⬇ **Note**

- Depending on the application, print settings may not be enabled and printed output may not be as expected.

- When setting staple in the printer driver, make sure that the Collate check box is cleared in the application's [Print] dialog box. If collate is enabled in the application, printing will not be as intended.

Reference

- p.56 "Staple position"

Staple position

The specified staple position varies depending on paper size, type, quantity and feed orientation. The following table shows staple positions:

BRS008S

Note

- When center staple is set, the fore edge of prints can be cut using the Trimmer. For details about cutting the fore edges of prints, see the printer driver Help.

- Empty the Trimmer tray if prints are ejected with waste paper stuck to them. For details, see Removing Waste Paper, Troubleshooting.

- Stapling might not be in the specified position if combine (layout) and duplex printing are both selected. After setting the staple position, use the printer driver's preview icon to check the position before printing.

- For paper sizes and maximum numbers of sheets available for stapling, see "Appendix", About This Machine.

- For printing methods, see the printer driver Help.

Stapling precautions

Important

- **Stapling can be done only with the optional Finisher SR5000 or Booklet Finisher SR5020 attached.**

Staple printing will be canceled under the following conditions:

- If the number of pages to staple exceeds maximum.
- If a paper size that cannot be stapled is selected.
- If a paper type that cannot be stapled is selected.
- If positions other than those fixed for stapling are specified.
- If there are inconsistencies between the orientation in duplex mode and the staple position.
- If there are inconsistencies between the orientation in letterhead mode and the staple position.
- If the paper contains sheets of differing lengths but same widths (like A4 ⬜ and A3 ⬜, 11"× 17"⬜ and 8$^1/_2$"×11"⬜), and the paper sizes are mixed on a single job.
- If the machine runs out of staples during a print run when the Auto Continue function is disabled: a warning message will appear and printing will continue, but without stapling.
- If the size of the paper after it is Z-folded is not supported for stapling.
- When only 1 page is printed.
- If the conditions required for the collate function are not met.
- If the storage area for sort printing reaches capacity during the print run.

⬇ **Note**

- When the stapling is canceled, "Staple has been cancelled." appears.
- You cannot enable folding if stapling is enabled at the same time. Only Z-fold is available in combination with the staple function. If folding and stapling are both selected, the job will be reset and not printed.
- If the staple function is used while perfect binding or ring binding is set, the job is reset.
- If Staple or Shift Collate is selected with the optional Finisher installed, the paper will be output to the finisher shift tray irrespective of the setting.
- When printing on letterhead, stapling may not be at the specified position.
- If you cannot make staple settings even with Finisher installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver Help.
- When the finisher is being used for another function's job (for example, a copy job), printing will start after that job ends.
- Be sure to set paper size and orientation in the printer driver when stapling.
- When duplex printing is selected, adjust staple positions to the binding orientation.
- Depending on the application you are using, print settings may not be stored and the printed result may not be as expected.
- When setting Staple in the printer driver settings, make sure that collate option is not selected in the print settings of the application. If a collate option is selected in the application, printing will not be as intended.

2

- When using the optional Finisher, following paper sizes can be stapled using the Mixed Size mode.

  - A3 and A4

  - B4 and B5

  - 11"×17" and $8^1/_2$"×11"

- When printing restarts after removing jammed paper, the printing position may be different, depending on the location of the jam.

  - If the paper jam occurred in the optional finisher, printing will restart from the top page of the data currently being printed, or from the page where the paper jam occurred.

  - If the paper jam occurred in the machine, printing will restart from the page where the paper jam occurred.

  - Even if the paper jam occurred in the machine, the error will not be cleared unless the cover of the finisher is opened and closed.

- For details about optional finishers, see About This Machine.

- To remove paper misfeeds, see Trouble Shooting.

Printing with Watermark/Overlay

This section explains how to print documents with text watermarks using the printer driver.

The watermark function prints text or an image over every page of a document. This function is useful for security or content identification. There are two type of watermark available: "Image" and "Text".

Select "Image" if you want to print a bitmap image (*.bmp) as the watermark. Select "Text" if you want to print text as the watermark image. You can specify only one type of watermark at a time.

1. **After creating a document, open the Printing Preferences dialog box in the document's native application.**

   The [Printing Preferences] dialog box appears.

2. **To use an existing Custom Setting, click the icon in the [Custom Setting name:] box.**

   If you do not wish to modify a custom setting that is already registered in the printer driver, change settings such as paper size and source tray as required, and then proceed to step 8.

3. **Click [Add/Change Custom Settings...].**

4. **Click the [Edit] tab, if it is not already selected.**

5. **Select the [Watermarks/Overlay] check box, and then select the type of the watermarks from the list.**

   To change the specified watermark, click [Edit...].

6. **Change any other print settings if necessary, and then click [Save As...]**

   If you are modifying an existing setting and want to overwrite the previous setting, click the [Save] button and then proceed to step 8.

7. **In the [Custom Setting name:] box, enter an appropriate name for the settings, and then click [OK].**

8. **Click [OK] to close the printer preferences dialog box.**

9. **Print the document using the print function in the document's native application.**

🔽Note

- You do not have to select a watermark from those that are pre-registered in the printer driver: you can create and apply custom watermarks also.

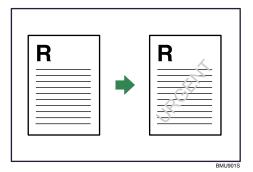- For details about creating original watermarks, see the printer driver Help.

Types of watermarks

This section explains the types of watermarks available.

Following are the pre-registered text watermarks that are available:

- COPY

BMU900S

- URGENT

BMU901S
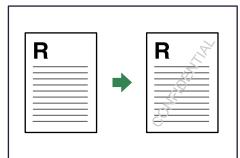
- CONFIDENTIAL

BMU902S

- DRAFT

BMU903S

- ORIGINAL

BMU904S

Using Custom Settings

This section explains how to register and use custom settings.

Each function explained in this chapter is preconfigured and registered under [Custom Setting name:] on the [Print Settings] tab.

You can apply the relevant setting simply by clicking on the custom setting name. This helps to avoid incorrect settings and misprints.

Custom settings can be added, modified, and deleted as required. They can also be shared for use by different users. By using registered custom settings, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

For details about registering, modifying, and deleting custom settings, see the printer driver Help.

2

Advanced Printing

This chapter explains the printer's advanced printing functions.

In addition to the [Edit] tab in the printing preferences dialog box, the [Finishing], [Cover/Slip Sheet], and [Misc.] tabs also allow you to change print settings. By clicking on these tabs, you can change the following settings:

⬇ **Note**

- For details about printing methods, see the printer driver Help.

Settings That Can Be Changed on Each Tab

The following is an overview of the settings that are available on the [Edit], [Finishing], [Cover/Slip Sheet], and [Misc.] tabs.

[Edit] tab

> Contains settings for configuring the imposition and other print functions.
>
> - Imposition
>
>   The document pages can be rearranged and printed in a different order (Impose) so that they appear correct when folded and bound. For details about this function, see "Imposition (Speed/Double) ".

[Finishing] tab

> Contains settings for enabling/disabling the collate, punch, and fold functions.
>
> - Collate
>
>   When printing multiple sets of documents such as handouts for meetings, you can have prints delivered in batches of ordered sets. For details about collate function, see "Collate".
>
> - Separation Sheet
>
>   Separation sheets can be inserted between a specified number of copies when printing multiple copies of a collated document. For details about this function, see "Separation Sheet".
>
> - Punch
>
>   With the optional Finisher and Punch Unit are attached, holes can be punched into printed outputs. For details about punch function, see "Punch".
>
> - Fold
>
>   You can fold prints when the Multi-Folding Unit and the optional Finisher are attached. For details about fold function, see "Fold".
>
> - Perfect binding

Perfect binding is a binding method that applies heated glue to printed sheets to form a book block, encloses the book block in a cover sheet, and trims away excess paper to create neat edges. For details about this function, see "Perfect Binding".

- Ring binding

  Sets can be punched with a hole so the pages can be bound with a ring. For details about this function, see "Ring Binding".

[Cover/Slip Sheet] tab

Contains settings for enabling/disabling the cover sheet, chaptering, and slip sheet functions.

- Cover sheets

  Using this function, you can insert cover sheet fed from a different tray to that of the main paper, and print on them. For details, see "Cover Sheet"

- Chaptering

  The specified page is printed on the same side as the first page, like a book. For details, see "Chaptering"

- Slip sheet

  A slip sheet can be inserted between each page. For details, see "Slip Sheet"

[Misc.] tab

You can change various settings for spool printing and other print options.

- Spool printing

  The print job is transmitted to the machine and temporarily stored when printing. For details about the spool printing, see "Spool Printing".

🗐 Reference

- p.64 "Imposition (Speed/Double)"
- p.66 "Collate "
- p.68 "Separation Sheet"
- p.68 "Punch"
- p.71 "Fold"
- p.74 "Perfect Binding"
- p.76 "Ring Binding"
- p.78 "Cover Sheet"
- p.81 "Chaptering"
- p.83 "Slip Sheets"
- p.85 "Spool Printing"

Imposition (Speed/Double)

The "Imposition" function allows you to change the page and print order of multi-page documents according to page formatting.
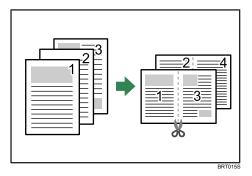
The Imposition function has two forms: "Speed" and "Double".

If you select "Speed", two pages will be printed one next to the other onto a single sheet. To order the document, you must stack the printed sheets and cut them down the center.
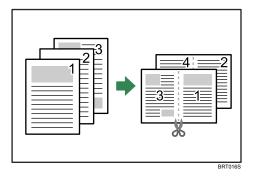
If you select "Double", two identical pages will be printed one next to the other onto a single sheet, creating two identical sets of the document. To separate the sheets into two sets, you must stack them and cut them down the center.

Speed

- Left to Right

BRT015S

- Right to Left

BRT016S

- Top to Bottom

BRT019S
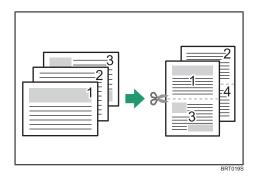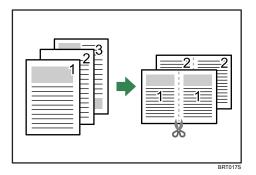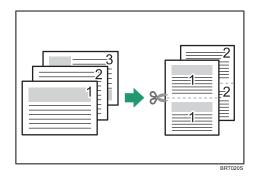
Double

- Left and Right

BRT017S

- Top and Bottom

BRT020S

Note

- The chaptering, separation sheet, cover page, and back cover page functions are not available when "Speed" is selected.

- The unauthorized copy control, binding, and separation lines functions are not available when "Speed" or "Double" is selected.

- For details, see the printer driver Help.

Collate

When printing multiple documents such as handouts for meetings, you can separate sets into order. This function is known as "Collate". Collate stores data transmitted from a computer to the machine's memory or hard disk drive. The followings are the three types of Collate:
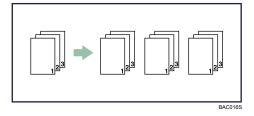
⭐ **Important**

- If Auto Continue is set and an error occurs while printing the first set, collate will be canceled.

- If form feeding is used and an error occurs while printing the first set, collate will be canceled.

- The rotating collate function requires two paper trays containing paper of the same size and type but loaded in different orientations.

- If the output tray has shift function, shift collate will be applied even if rotating collate is selected.

- When setting collate in the printer driver settings, make sure that collate option is not selected in the application's print settings. If collate option is selected, printing will not be as intended.

Collate Types
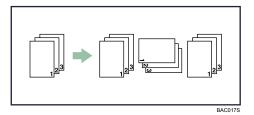
- Collate

  Printed output is assembled as sets in sequential order.

  BAC016S
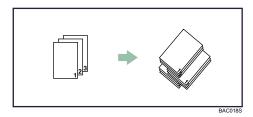
- Rotating Collate

  Every other print set is rotated by 90 degrees.

  BAC017S

- Shift Collate

  The optional finisher is required for this function.

BAC018S

The finisher shift tray moves backward or forward when a job or set is output, causing the next to shift, so you can separate them.

When Rotate Collate is canceled

If the following functions are selected, Collate or Shift Collate will be applied even if Rotating Collate is selected:

- When combined with staple function.
- When combined with punch function.
- If jobs containing pages of various sizes are set.
- When output tray is specified.
- When combined with cover sheet and back cover function.
- When combined with slip sheet function.
- When combined with designated sheet print function.
- When combined with tab stock function.
- When combined with chaptering function.
- When combined with fold function.
- When combined with perfect binding function.
- When combined with ring binding function.
- If custom size paper is set.

Separation Sheet

A separation sheet is inserted between each set.

- Separation sheets are fed from the tray specified in the machine's default settings. For details about the separation sheet tray, see "System Settings", Network and System Settings Guide.

⬇ Note

- When Rotating Collate has been selected, printing speed will be slower than with other collate functions.
- Separation sheets cannot be inserted if "Slip Sheet" is specified.
- Set Collate and Rotating Collate in the printer driver.
- If you cannot make Shift Collate even with the optional finisher installed, options may not be set up correctly in the printer driver. Correct the printer driver's option settings.
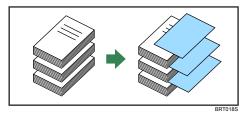
- For details, see the printer driver Help.

Separation Sheet

When printing multiple copies of a document such as a handout for a meeting, you can use this function to insert separation sheets between a specified number of sets.

⭐ **Important**

- **If you are printing only one copy of a document, or if the collate function is disabled, no separation sheets will be inserted, regardless of the separation sheet setting.**

BRT018S

⬇ **Note**

- The separation sheet function is not available if the punch function is specified. If both are specified, punch holes are made only in the main pages and not in the separation sheets.
- The separation sheet function is not available if the staple function is specified. If both are specified, the separation sheet settings will be canceled.
- If the separation sheet function and the cover page function are both specified, the separation sheet will be inserted in front of the cover page.
- If the separation sheet function and the shift collate function are both specified, the sheets will be shift collated before the separation sheets are inserted.
- If the separation sheet function and the rotate sort function are both specified, only the main pages are rotated. The separation sheets are not rotated.
- If the separation sheet function and the sample print function are both specified, the separation sheets will not be inserted in the first set printed from the printer driver.
- If the separation sheet function and the ring binding, perfect binding, or fold function (except Z-fold) are specified, the job is reset.
- For details, see the printer driver Help.

Punch

With the optional Finisher SR5000 or Booklet Finisher SR5020 and Punch Unit attached, holes can be punched into printed outputs.

⭐**Important**

- Make option settings for the machine using the printer driver when bidirectional communication is disabled.

- Be sure to set the paper size and paper orientation in the printer driver when using this function.

⬇**Note**

- For details about printing method, see the printer driver Help.

Punch position

The specified punch position varies depending on paper feed and print data orientation. The following table shows punch positions:

220-240V

Paper Orientation on the Machine	Print Data Direction	Punch Position	
		2 holes	4 holes
	Portrait	R R	R R
	Landscape	R	R
	Portrait	R	R
	Landscape	R R	R R

BRS007S

208-240V

Paper Orientation on the Machine	Print Data Direction	Punch Position	
		2 holes	3 holes
	Portrait	R R	R R
	Landscape	R	R
	Portrait	R	R
	Landscape	R R	R R

BRS006S

Note

- Punch positions will vary slightly from page to page as holes are punched into each sheet individually.
- The number of holes that can be punched varies according to country.
- For details about paper sizes that can be punched, see "Appendix", About This Machine.
- For details about printing methods, see the printer driver Help.

Punching precautions

Follow these precautions when using the punch function.

Important

- To use this function, the optional Finisher SR5000 or Booklet Finisher SR5020 must be attached to the machine.
- The punch function is not available on the model Type 3 with the optional Finisher SR5000 attached.

Punch printing will be canceled under the following conditions:

- When a paper type that cannot be punched is selected.
- When a paper size that cannot be punched is selected.
- If positions other than those fixed for punching are specified.
- If there are inconsistencies between the orientation in duplex mode and the punch position.
- If there are inconsistencies between the orientation in letterhead mode and the punch position.
- When the punch receptacle has become full and Auto Continue is set (Printing will continue without punching after the message appears).
- If there are inconsistencies between the staple position and the punch position, when using with staple function.

Note

- When punching is canceled, "Punch has been cancelled." appears.
- If the punch function is used while perfect binding or ring binding is set, the job is reset.
- Punching might not be in the specified position when printing on letterhead paper.
- If you cannot make punch settings even with the optional finisher installed, options may not be set correctly in the printer driver. Correct option settings in the printer driver. For details, see the printer driver Help.
- When duplex print is selected, adjust the punch position to the binding direction.
- Be sure to set the punch position as same as the staple position when using it with the staple function.
- Be sure to set paper size and orientation in the printer driver when punching.
- Depending on the application, print settings may not be enabled and printed output may not be as expected.

- When setting punch in the printer driver settings, make sure that a collate option is not selected in the print settings of the application.

- If a collate option is selected in the application, printing will not be as intended.

- When printing restarts after removing jammed paper, the printing position may be different, depending on the location of the jam.

    - If the paper jam occurred in the optional Finisher, printing will restart from the top page of the data currently being printed, or from the page where the paper jam occurred.

    - If the paper jam occurred in the machine, printing will restart from the page where the paper jam occurred.

    - Even if the paper jam occurred in the machine, the error will not be cleared unless the cover of the finisher is opened and closed.

- The fold function cannot be specified if the punch function is specified.

- For details about optional Finishers, see About This Machine.

- To remove paper misfeeds, see Trouble Shooting.

Fold

You can Fold prints when the Multi-Folding Unit and the optional Finisher SR5000 or Booklet Finisher SR5020 are attached to the machine.

Folding positions

The following table shows the folds that this machine can apply to prints.

Paper Orientation on the Machine	Print Data Direction	Folding Position			
			Inner print	Outer print	Not specified
	Portrait	Z-fold	—	—	
		Half fold			—
		Letter Fold-in			—
		Letter Fold-out	—	—	
		Double parallel fold			—
		Gate fold			—
	Landscape	Z-fold	—	—	
		Half fold			—
		Letter Fold-in			—
		Letter Fold-out	—	—	
		Double parallel fold			—
		Gate fold			—

BRS009S

For details about which sizes and types of paper are compatible with which fold or multifold, see "Appendix", About This machine.

Notes on the fold function

Follow these precautions when using the fold function.

folding will be canceled under the following conditions:

- When a paper type that cannot be folded is selected [*1]
- When a paper size that cannot be folded is selected
- When form feeding is used
- If the specified fold direction conflicts with the orientation of the original
- When multifold is specified but the number of sheets exceeds the maximum number available for the multifold function
- If the Auto Continue function is set
- When the paper is fed from the optional interposer tray

[1] The fold function is not supported for Thin Paper, Middle Thick Paper, Thick Paper1, Thick Paper 2, Thick Paper 3, Letterhead, Translucent Paper, OHP(Transparency), Cardstock, Label Paper, and Tab Stock.

When the following functions are set while folding output, the job is reset:

- Slip Sheet [1]
- Separation Sheet [1]
- Staple [2]
- Punch [1]
- Ring Binding
- Perfect Binding

[1] The job is canceled if half fold, letter fold-in, letter fold-out, double parallel fold, or gate fold is selected.

[2] Can be selected with Z-fold, but not in conjunction with booklet staple. The job is canceled if half fold, letter fold-in, letter fold-out, double parallel fold, or gate fold is selected. Z-fold functions except booklet staple can be used together.

Note

- To use the Z-fold function, you must set the Z-fold support tray. For details about how to set the Z-fold support tray, see "When Folded Paper Is Not Properly Aligned", Troubleshooting.

- Folded copies that are delivered to the Multi-Folding Unit tray may be stacked with their folds open. If this happens, the position of the folds is unaffected and the copies will still be output in sequential order. Stacked copies can be easily separated in the order they were delivered. To prevent their folded sections overlapping, configure the machine to deliver folded copies to the Finisher upper tray or Finisher shift tray.

- If the fold function is not selectable even when the fold unit is attached, the option setting for the printer might be incorrectly configured in the printer driver. Configure the settings for the printer options on the [Change Accessories] tab.

- Remove the Z-fold support tray when delivering copies to the shift tray without using the Z-fold function. If you leave the Z-fold support tray in place, prints are not stacked properly.

- The rotating collate and auto tray switching cannot be used when folding.

- When stapling Z-folded paper, fewer sheets than normal can be stapled together. This is because a single Z-folded sheet is equivalent to 10 non-Z-folded sheets.

- Coated paper cannot be gate-folded.

- The multi-sheet fold function cannot be used with coated paper.

- Depending on the temperate and humidity conditions of the machine's environment and the type of paper being folded, use of the fold function can cause toner smearing, which can occasionally result in spoilt prints.

2

Perfect Binding

Perfect binding is a binding method that applies heated glue to printed sheets to form a book block, encloses the book block in a cover sheet, and trims away excess paper to create neat edges.

You can specify the perfect binding settings using the display panel or the printer driver.

To specify the settings using the display panel, see "Basic Copying", Copy and Document Server Reference.

To specify the settings using the printer driver, see the printer driver Help.

⭐ **Important**

- Book blocks must be loaded in the 🖫 orientation, and cover sheets must be loaded in 🖵 orientation. For details, see About This Machine.

- If the machine is being used for perfect binding, some functions might not be available. If another job cannot be performed on the machine, wait until the perfect binding job is complete, and then try again.

⬇ **Note**

- When specifying perfect binding, make sure that the number of printed sheets is not smaller than 10.

- Perfect binding is possible within the following limitations:

    - Book block size

        10 - 200 sheets (paper weight: 64 - 80 g/m^2, 17 lb. Bond - 20 lb. Bond)

        10 - 150 sheets (paper weight: 81 - 105 g/m^2, 20 lb. Bond - 28 lb. Bond)

        10 sheets (paper weight: 106 - 163 g/m^2, 28 lb. Bond - 90 lb. Index, slip sheets only)

    - Book block paper type

        Plain Paper, Middle Thick Paper, Color 1, Color 2, Yellow, Green, Blue, Purple, Ivory, Orange, Pink, Red, Gray, Special, Letterhead, Preprinted, Coated

    - Spine thickness

        Up to 23 mm (0.9 inch)

- If the spine of the book block exceeds maximum thickness (23 mm) during binding, the machine stops. Printed sheets are left inside the binder and must be removed by hand.

- Perfect bound booklets are delivered to the lower left tray. Up to seven booklets (of 100-sheet book blocks) can be stacked on the tray.

- The glue requires time to heat (six and a half minutes maximum) before binding can begin. To begin binding quickly, be sure to press the glue temperature adjustment key in advance.

- Printing cannot start while the glue temperature adjustment key is unlit or flashing.

- If you press the delivery key before binding finishes (before the status indicator goes off), the lower left tray will not open. Press the delivery key during binding (while the status indicator is blinking) to set the tray to open automatically when binding finishes.

- While "Perfect Binder Lower Left Tray is full. Remove the paper." is displayed, you cannot perform perfect binding. Remove booklets from the lower left tray.

- When removing booklets, be sure to clear the lower left tray completely. You cannot perform perfect binding if there are booklets remaining in this tray.

- Do not print anything on the inner side of the cover sheet (the area glued to the book block). Doing so can prevent the cover sheet and book block from adhering properly.

- If you open and close the front right or front left cover to remove jammed paper, binding will be suspended. To resume binding, close the front covers and wait a few minutes. Binding will restart automatically.

- If a misfeed occurs during perfect binding, you cannot open the front right and front left covers. Wait until the bound booklet is delivered to the lower left tray, and then open the covers.

- Waste paper produced during perfect binding might collect around the lower left tray. If this happens, clean the area when removing booklets from the lower left tray.

Finishing to a regular size

Specify the size of the finished bound booklets and cut three edges to a regular size.

Book block paper and cover sheet compatibility

If you specify finishing to a regular size, you can select one of the following sizes: A4, B5 JIS, A5, Letter ($8^1/_2 \times 11$), $5^1/_2 \times 8^1/_2$.

We recommend that you use the cover sheet size with the book block paper sizes as shown in the following table.

Required finished size	Book block	Cover
A4	225 × 320 mm 226 × 310 mm	13 × 19.2 [*1] 13 × 19 [*1] 13 × 18 320 × 450 mm [*1]
B5 JIS	A4	A3
A5	B5 JIS	B4 JIS
Letter ($8^1/_2 \times 11$)	9 × 12	13 × 19.2 [*1] 13 × 19 [*1]
$5^1/_2 \times 8^1/_2$	$7^1/_4 \times 10^1/_2$	11 × 14.9 [*1]

[*1] Specify the paper size using [Custom Size] in Tray Paper Settings.

Perfect binding precautions

Follow these precautions when using the perfect binding function.

⭐ **Important**

- **To use this function, the Perfect Binder must be installed on the machine.**

If any of the following functions are specified when perfect binding is in progress, perfect binding will be canceled and the job will be reset:

- Slip Sheet
- Separation Sheet
- Fold
- Face-up delivery
- Staple
- Punch
- Cover Sheet
- Back Cover

If the any following functions are specified when perfect binding is specified, the newly specified function will be canceled and the job will be perfect bound:

- Stack
- Rotating Collate
- Auto Tray Switching
- Sub Paper Size[*1]

    [*1] The setting is applied to inside pages only.

Ring Binding

This section explains how to bind sheets with a ring comb.

Two ring binding options are available for your output:

- Printed sheets are punched and then bound by ring comb
- Printed sheets are punched for ring comb binding but not bound

You can specify the ring binding settings using the display panel or the printer driver.

To specify the settings using the display panel, see "Basic Copying", Copy and Document Server Reference.

To specify the settings using the printer driver, see the printer driver Help.

⭐ **Important**

- **You cannot ring bind or punch on thick paper heavier than 216 g/m² (57.4 lb. Index), and following paper type.**

- Thick Paper 2, Thick Paper 3, Preprinted, Prepunched, Bond, Cardstock, Translucent Paper, Label, Coated
- This machine can ring bind Letter⬎ ($8^1/_2$ " × 11 ") or A4⬎ size sheets only, depending on the type of your punch unit.
- Only the long side of the paper can be ring bound or punched.
- Only OHP transparencies that are A4 size and loaded in portrait orientation can be ring bound.

⬇Note

- When binding sheets with ring combs, make sure the number of printed sheets is between 2 and 100. If there is only one sheet, it will be punched with ring comb holes, but not bound.
- If you are using 50-sheet type ring combs, you can bind up to 50 sheets of Plain Paper or 16 sheets of Thick Paper (Middle Thick, Thick Paper 1) into a single booklet. If you are using 100-sheet type ring combs, you can bind up to 100 sheets of Plain Paper or 33 sheets of Thick Paper (Middle Thick, Thick Paper 1) into a single booklet.
- The maximum thickness of a bound booklet is 5.5 mm (for 50-sheet type ring combs) or 11 mm (for 100-sheet type ring combs). If the thickness of the stacked sheets exceeds the maximum during operation, the Ring Binder stops functioning and the sheets remain inside the Ring Binder. If this happens, you must remove the sheets from the Ring Binder.
- Ring bound booklets are delivered to the Ring Binder tray. Up to 11 sets (with a 100-sheet type ring comb) can be stacked on the tray.
- Hole punched sheets are delivered to the Ring Binder tray. Up to 50 sheets can be stacked on the tray.

Ring binding precautions

Follow these precautions when using the ring binding function.

⭐Important

- To use this function, the Ring Binder must be attached to the machine.

If any of the following functions are specified when ring binding is in progress, ring binding will be canceled and the job will be reset:

- Slip Sheet
- Separation Sheet
- Fold
- Face-up delivery
- Staple
- Punch
- Perfect Binding

If the any following functions are specified when ring binding is specified, the newly specified function will be canceled and the job will be ring bound:

- Stack
- Rotating Collate
- Shift Collate
- Auto Tray Switching

Cover Sheet

Using this function, you can insert cover sheet fed from a different tray to that of the main paper, and print on them.

⭐ **Important**

- **To use this function, Collate must be set.**
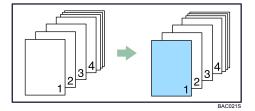
Prints the first page of the document on the sheet for the cover page.

Cover sheet

Prints the first page of the document on the sheet for the cover page.

- Print on one side
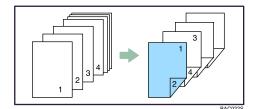
Prints on one side of the cover sheet only, even when duplex printing is selected.

BAC021S

- Print on both sides
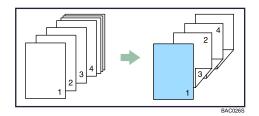
Prints on both sides of the cover sheet when duplex printing is selected.
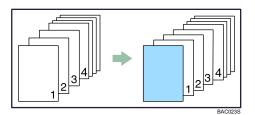
- Cover sheet printed on both sides

BAC022S
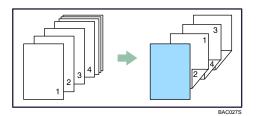
- Cover sheet printed on one side

BAC026S

- Blank
  - When printing one side

BAC023S

  - When printing both sides

BAC027S
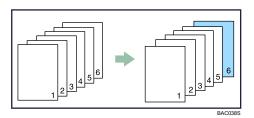
Back Cover

Prints the last page of the document as the back cover pages.

- Print on one side
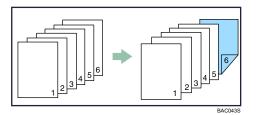
  Prints on one side of the cover sheets only, even when duplex printing is selected.

  - Back cover page face inside

BAC038S

  - Back cover page face outside

BAC043S

2

- Print on both sides
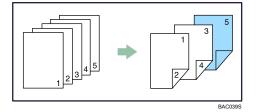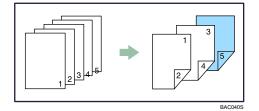
  Prints on both sides of the cover sheets when duplex printing is selected.
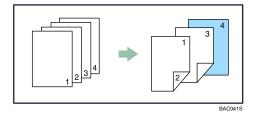
  - Back cover page face inside, and the number of pages is odd

  BAC039S

  - Back cover page face outside, and the number of pages is odd

  BAC040S

  - Back cover page face inside, and the number of pages is even

  BAC041S

  - Back cover page face outside, and the number of pages is even

  BAC042S
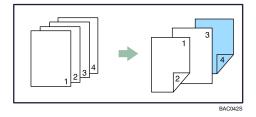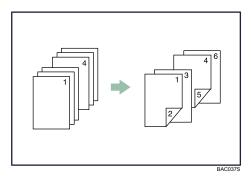
- If the cover or back cover function is applied while perfect binding is in progress, perfect binding will be canceled and the job will be reset.

- If "Auto Tray Select" is set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the ▱ orientation. Therefore, if the cover paper is set to the ▱ orientation, the orientation of the output cover and body will be different.

- To print on the outside of back covers, you must specify duplex printing.

- For printing methods, see the printer driver Help.

Chaptering

The specified page is printed on the same side as the first page, like a book. Also, you can insert chapter slip sheets before specified pages, and select whether or not to print on the slip sheets.

No Slip Sheets

The specified page is always printed on the same side as the first page.

BAC037S

- This function is only valid with duplex printing.

- You can designate up to 100 locations using the printer driver.

- This function can be used together with combine (layout) printing.

- For details about printing methods, see the printer driver Help.
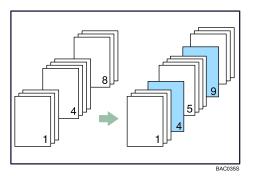
Inserting Chapter Slip Sheets

Insert chapter slip sheets before the specified page.
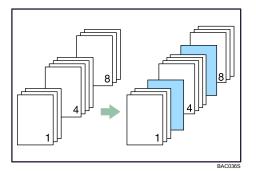
⭐ **Important**

- **Chapter slip sheets cannot be printed on if they are fed from the optional interposer.**

- Print

Prints on the chapter slip sheets. When duplex printing is selected, both sides of the slip sheets are printed on.

BAC035S

- Blank

BAC036S

Note
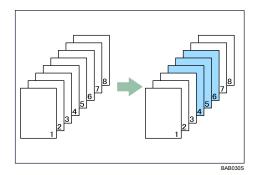
- You can designate up to 100 locations using the printer driver.

- The slip sheet should be the same size and orientation as the body paper.

- If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the ▽ orientation. Therefore, when the slip sheet has been set to the ▽ orientation, the orientation of the output slip sheet and body will be different.

- The same paper feed tray cannot be set for the body of the document and the slip sheet.

- For details about printing methods, see the printer driver Help.

Designated Sheet Print
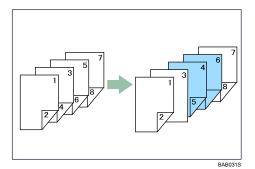
You can print a designated area of a page onto another sheet.

Important

- **You cannot specify [Chaptering] or [Designate] inside the [Designated Sheet Print] area.**

- When printing one side

BAB030S

- When printing both sides

BAB031S

↓ Note

- If front cover printing is set and the first page of the document is specified as the start page for the designated sheet print, the designated sheet print area setting is ignored.

- If back cover printing is set, the last page of the document is included in the designated sheet print pages, and the last page is printed on paper fed from the back cover tray.

- If back cover printing is not set and the last page of the document is included in the designated sheet print pages, all pages are printed on paper fed from the chaptering tray, and a blank back cover is added.

- Paper trays such as the interposer tray that are unavailable for normal printing cannot be specified for chaptering.

- You can designate up to 100 locations using the printer driver.

- For the slip sheets, specify the same size and orientation as is specified for the main paper.

- For details about printing methods, see the printer driver Help.

Slip Sheets

A slip sheet can be inserted between each page.
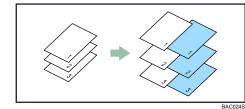
⭐ Important

- **Slip sheets cannot be printed on if they are fed from the optional interposer.**
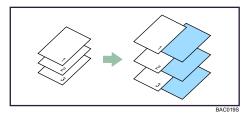
- The same paper tray cannot be selected for the main paper and slip sheets.

Inserting a slip sheet between each page

- Print

BAC024S

- Blank

BAC019S
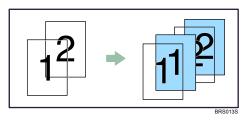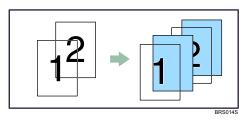
Inserting a slip sheet between OHP transparencies

- Print

BRS013S

- Blank

BRS014S

✦Note

- Collate cannot be set when using slip sheets.

- When the duplex printing or cover printing is set, you cannot insert slip sheets.

- If the slip sheet function is applied while perfect binding, ring binding, or fold (except Z-fold) is in progress, perfect binding, ring binding, or fold (except Z-fold) will be canceled and the job will be reset.

- The slip sheet should be the same size and orientation as the body paper.

- If "Auto Tray Select" has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in ▢ orientation. Therefore, when the slip sheet has been set to ▭ orientation, the orientation of the output slip sheet and body paper will be different.

- If the sample print function is set, the document is not stored after the first copy has been printed.

- After loading the paper for slip sheet in the paper tray, make the appropriate paper size setting.

- Only the shift collate function can be selected.

- The same paper feed tray cannot be set for the body of the document and slip sheets.

Spool Printing

Spool Printing allows print jobs transferred from a computer to be temporarily stored, and then prints them after they are transferred. This shortens printing time as it maximizes printer efficiency.

⭐ **Important**

- During Spool Printing, the hard disk is accessed and the Data In indicator blinks. Turning off the computer or machine during Spool Printing can damage the hard disk. Also, if the computer or machine is turned off during Spool Printing, spooled jobs will be deleted. Therefore, do not turn the power of the computer or machine off during Spool Printing.

- If data is sent to the machine using other protocols besides "diprint", "lpr", "ipp", "ftp", "sftp", "smb", and "wsd (printer)", Spool Printing cannot be performed.

Setting Spool Printing

Spool Printing can be set using telnet or Web Image Monitor.

- Using Web Image Monitor

  For details, see Network and System Settings Guide or Help for more information.

- Using telnet

  Type in "spoolsw spool on" to set Spool Printing.

  For details, see Network and System Settings Guide for more information about telnet.

Viewing a list of spool jobs on the control panel

If Spool Printing is set, a list of spooled jobs can be viewed on the control panel screen.

Press the [Printer] key, and then press [Spooling Job List]. A list of spooled jobs appears.

- Deleting jobs

  Select files to be deleted, and then press [Delete].

Viewing/Deleting spool jobs in Web Image Monitor

Start Web Image Monitor and enter the machine's IP address in the address bar. This displays the top page.

For details, see Network and System Settings Guide.

⬇ Note

- Up to a maximum of 150 jobs at once can be spool printed.

- If Spool Printing is not set, you cannot select [Spooling Job List].

- Printing the first page with Spool Printing will be slow.

- The computer requires less print processing time when large amounts of data are spooled.

- Stored spool jobs can be viewed or deleted using Web Image Monitor.

If Error Occurs with the Specified Paper Size and Type

This section gives instructions for operating the machine when there is no tray for the selected paper size or type, or when paper loaded in the machine has run out.

Important

- The tray cannot be changed if the following functions are set:
  - Staple
  - Punch
  - Fold (Except Z-fold)
  - Duplex Print to a tray that does not support duplex printing
  - Cover Sheet
  - Back Cover
  - Slip Sheet
  - Separation Sheet
  - Designated Sheet Print
  - Chaptering
  - Slip Sheets
  - Ring Binding
  - Perfect Binding

Note

- If form feed is selected for a tray with the following settings, you can change the tray by canceling the settings:
  - Staple
  - Punch
  - Duplex
- If you cancel duplex printing in the warning message, form feed will be performed.
- If Auto Continue is selected, form feed paper is printed after a set interval. See "System".

Reference

-

Printing from a Selected Tray

If the machine does not have a tray for the selected paper size or paper type, or if the selected paper loaded in the machine has run out, a caution message appears. If this message appears, do the following procedure.

1. **Press the [Printer] key.**

2. **Select the tray for form feed from those that appear on the control panel.**

   If you want to print after adding paper to the tray, select the tray after loading the correct paper.

3. **Press [Continue].**

   The machine prints using the selected tray.

🔽**Note**

- If a tray with a smaller paper size is selected, the print job may be cut short, or other problems may occur.

Canceling a Print Job

Follow the procedure below to cancel a print job if the message prompting form feed appears.

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Job Reset] or the [Clear/Stop] key.**

   Delete the stored print jobs, and then cancel form feed.

3. **Press [Reset the Job] to cancel the current print job, or [Reset All Jobs] to cancel all jobs.**

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

   Press [No] to return to the previous display.

🔽**Note**

- To resume printing print jobs, press [Resume Printing].

- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.

- Under Windows, if the machine is connected to the computer using a parallel cable, sent print jobs may be canceled if [Reset All Jobs] is pressed while "Waiting for print data..." is on the control panel. After the interval set in [I/O Timeout] in Printer Features has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.

- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [Job Reset] or the [Clear/Stop] key.

- A print job containing a large volume of data may take considerable time to stop.

- For details, see "Canceling a Print Job".

🔖 **Reference**

- p.130 "Canceling a Print Job"

Registering Classification Codes
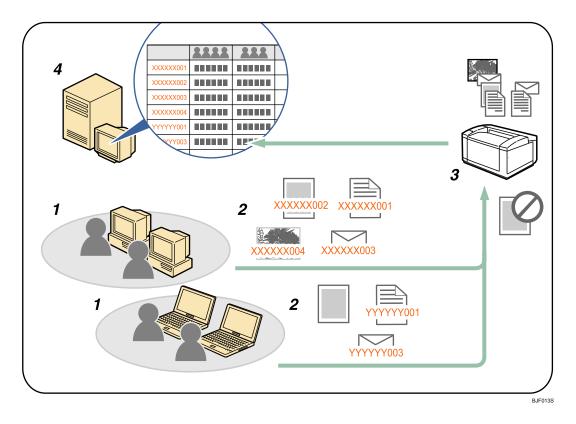
This section explains classification codes.

If you register classification codes, the printer logs the number of prints made under each code.

You can register classification codes to individual users and specified purposes, enabling you to monitor printer usage by each.

For example, you can manage accounts according to individual clients or account titles.

Classification Code - Based Process (example)

BJF013S

1. **Divisions, sections, departments, project teams, users, etc., to be managed.**

2. **The appropriate classification code for the print job is entered.**

   For details, see "Specifying Classification Code for Print Job".

3. **The job is printed.**

   When printing in an environment where classification codes are required, print jobs that do not have a classification code cannot be printed.

   For details, see "Configuring Classification Codes".

4. **Classification codes are collected and managed by an external log collection system.**

Configuring Classification Codes

Use Web Image Monitor to specify whether or not to apply classification code requirement to print jobs.

⭐ Important

- The configuration page can be printed at any time.
- The default setting for classification code requirement is "Optional".

1. **Start Web Image Monitor.**
2. **Click [Login].**

   A dialog box for entering the login user name and login password appears.
3. **Enter the login user name and password, and then click [Login].**

   For details about the login user name and password, consult your network administrator.
4. **Click [Configuration] in the left area, and then click [Logs].**
5. **Check that [Required] or [Optional] is selected for [Classification Code] in the [Common Settings for All Logs] column.**

   If "Required" is selected for the classification code requirement setting in Web Image Monitor, any print job that without a classification code specified will not be printed.
6. **Click [OK].**
7. **Click [Logout].**
8. **Quit Web Image Monitor.**

Specifying the Classification Code for a Print Job

When printing in an environment where classification codes are required, a classification code must be specified for each print job.

⭐ Important

- The PostScript 3 printer driver does not support the classification codes and it cannot be used to print under environment which the classification codes are required.

For the RPCS printer driver:

1. **Open the printer properties dialog box after creating a document in an application.**
2. **Click the [Print Settings] or [Setup] tab.**
3. **Select Job type in [Job type:] box.**
4. **Click [Details...].**

   If you select [Send to Job Binding] in the [Job type:] box, you cannot enter a classification code.

5. **Enter the classification code in the [Classification code:] box, and then click [OK].**

   This code identifies the user. The classification code can contain up to 32 alphanumeric (a-z, A-Z, 0-9, "-") characters.

6. **Make any other necessary print settings, and then click [OK].**

7. **A confirmation message appears. Read it, and then click [OK].**

8. **Execute the print command.**

9. **The print job is sent to the printer.**

For the PCL printer driver:

1. **Open the printer properties dialog box after creating a document in an application.**

2. **Click the [Valid Access] tab.**

3. **Enter the classification code in the [Classification Code:] box.**

   This code identifies the user. The classification code can contain up to 32 alphanumeric (a-z, A-Z, 0-9, "-") characters.

4. **Make any other necessary print settings, and then click [OK].**

5. **A confirmation message appears. Read it, and then click [OK].**

6. **Execute the print command.**

7. **The print job is sent to the printer.**

🔽 **Note**

- The specified classification code is stored in the printer driver.
- To switch between different classification codes, install the printer driver under different names, and specify different classification code for each driver.
- For details about how to view the log collected using Classification Code, see the manual for the external log collection system.

📃 **Reference**

- p.15 "Installing the Printer Driver"
- p.42 "Displaying the Printer Driver Settings Screen"

Unauthorized Copy Control

You can embed patterns and text under printed text to prevent unauthorized copying of the document. Unauthorized Copy Control consists of two functions: [Data security for copying] and [Mask type:].

⭐**Important**

- This function is designed to discourage copying of confidential documents; it does not prevent unauthorized use of information.

Opening the Unauthorized Copy Control Window

1. **In the RPCS printer driver, open the [Printing Preference] window.**

2. **Click [Add/Change Custom Settings...].**

3. **Select the [Unauthorized copy...] check box.**

4. **Click [Control Settings...].**
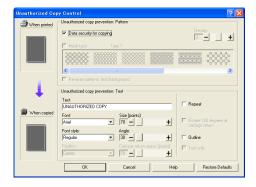
   The [Unauthorized Copy Control] window appears.

⬇**Note**

- For details, see the printer driver Help.
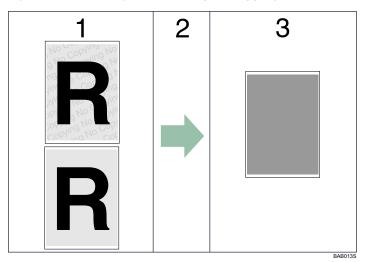
Using [Data security for copying]

You can embed a print pattern by setting it in the printer driver.

Setting [Data security for copying] in the printer driver

- Select the [Data security for copying] check box. You can also enter the text in the [Text:] box.

- You cannot select the [Mask type:] check box at the same time.

- To print a document protected by gray overprint, the machine must be set up correctly. Consult your administrator.

Printing a document using [Data security for copying]
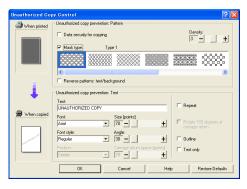
1. **The pattern and text you have set is printed.**

2. **The document is copied or stored in copiers/multifunction machines which the optional Copy Data Security unit is installed.**

3. **The document is blanked by gray overprint.**

🔸**Note**

- When printing a document that is set with [Data security for copying], the machine does not require the optional Copy Data Security unit to be installed. The Copy Data Security unit is required when copying or storing a document protected by gray overprint.

- Only the RPCS printer driver is supported.

- Printing at 200×200 dpi is not possible.

- You cannot partially embed a pattern and text in a document.

- To make the embedded pattern clear, set the character size to at least 50 pt. We also recommend you set the character size to between 70 and 80 pt and the character angle to between 30 and 40 degrees.

- Use 182×257 mm ($7^1/_4$ ×10$^1/_2$ in.) or larger paper.

- Use ordinary or recycled paper of at least 70% whiteness.

- Duplex printing may interfere with this function as a result of text and patterns being visible through the paper.

- For details about setting [Data security for copying], see the printer driver Help.

Using [Mask type:]
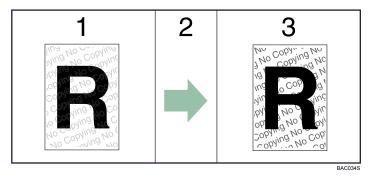
You can embed patterns and texts in a document by setting in the printer driver to prevent unauthorized copying.

Setting [Mask type:] in the printer driver

- Select a pattern from [Mask type:], and then enter texts in the [Text:] box.

- You can set only [Text:], but [Mask type:] and [Text:] must be set together.

Printing a document using [Mask type:]

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1. The pattern and text you have set is printed palely.

2. The document is copied, scanned, or stored in copiers / multifunction machines.

3. The pattern and text you have set appear clearly.

◆ Note

- Only the RPCS printer driver is supported.

- Printing at 200×200 dpi is not possible.

- You cannot partially embed patterns and texts strings in a document.

- To make the embedded pattern clear, set the character size at least 50 pt. Character size between 70 to 80 pt and character angle between 30 to 40 degrees are recommended.

- To make the embedded pattern clear, set the character size at least 50 pt (preferably 70 to 80 pt) and character angle to between 30 and 40 degrees.

- Due to the effects of the settings, the results of copying, scanning, and saving documents in the document server may vary depending on the machine model and setting conditions.

- Printing with background patterns and texts may be slower than normal printing.

- For details about setting [Mask type:], see the printer driver Help.

Important Notice
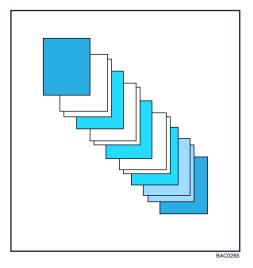
- The supplier does not provide warranty regarding the appearance of print patterns and other copy protection features. The appearance of the print patterns and the performance of Unauthorized Copy Control may vary depending on the quality of paper used and the machine model and settings.

- The supplier takes no responsibility for any damages sustained in connection with use of or inability to make use of Unauthorized Copy Control print patterns.

User Defined Pages

Using this function, you can specify the page numbers for each input tray.

⭐**Important**

- This function is available with the PCL 5e printer driver only.
- If [Document Server] is selected under [Job Type:], User Defined Page cannot be used.
- If [User Defined Pages] is selected under [Paper Selection:] on the [Paper] tab, [Layout:] cannot be selected.

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⬇**Note**

- For details, see the printer driver Help.

2

3. Printing Stored Documents

This chapter explains how to print documents stored in the machine.
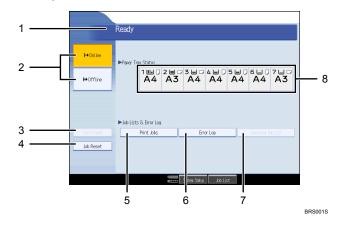
Display Panel

This section describes configuration using the display panel when the printer function is selected.

Initial Display

- The machine switches to offline when you make settings in online mode. After you complete the setting, the machine switches to online automatically.

- If you make a setting when the machine is offline, it will stay offline afterwards.

- The function items displayed serve as selector keys. You can select or specify an item by pressing it lightly.

- When you select or specify an item on the control panel, it becomes highlighted.

- Keys dimmed (for example, OK) cannot be used.

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1. Operational status or messages

Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

2. [⊢Online] / [⊢⊩Offline]

Press to switch the machine between online and offline.

When the machine is online, it can receive data from the computer.

When the machine is offline, it cannot receive data from the computer.

3. [Form Feed]

Press to print all the data left in the machine's input buffer.

- When the machine is online, the status appears dimly.

- This function is not available with the RPCS printer language.

4. [Job Reset]

Press to cancel the current print job.

If you press it when the machine is offline and Hex Dump is selected, Hex Dump is canceled.

5. [Print Jobs]

Press to display print jobs sent from a computer.

6. [Error Log]

Press to display the error logs of print jobs sent from a computer.

7. [Spooling Job List]

Press to display spooled jobs.

8. Paper Tray Status indicators

The paper tray settings appear.

⬇Note

- When the power is turned on, the copier display is shown. This is a factory default. This initial setting can be changed. For details, see "System Settings", Network and System Settings Guide.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display. Letters and keys are displayed at a larger size, making operations easier.

BRS015S

Example of a simplified display

⬇ Note

- To return to the initial display, press the [Simplified Display] key again.

- Certain keys do not appear on the simplified display.

Using the Print Job Function

This describes how to print files stored in the machine.

The following types of printing can be selected using the printer driver: Sample Print, Locked Print, Hold Print, and Stored Print.

You can print or delete the print jobs stored in the machine which is sent from computers.

If you select Sample Print, Locked Print, and Hold Print, the print files stored in the machine are deleted after printing is completed. If you select Stored Print, the files remain in the machine even after printing is finished.
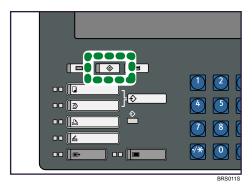
If you press [Print Jobs] on the Printer screen, the Complete List or the List Per User ID screen appears depending on which list type you select from [Initial Print Job List].

Selecting the Initial Print Job List

Follow the procedure below to set the initial Print Jobs screen, and to show it.

Selecting the Initial Print Job List

1. **Press the [User Tools] key.**

BRS011S

2. **Press [Printer Features].**

   The Printer Features menu appears.
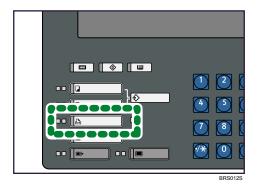
3. **On the [System] tab, press [Initial Print Job List].**

4. **Select either [Complete List] or [List Per User ID].**
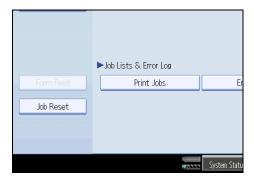
   After configuring the settings, the selected type of print job list is displayed.

Displaying a Print Job List

1. **Press the [Printer] key.**

   BRS012S

2. **Press [Print Jobs].**
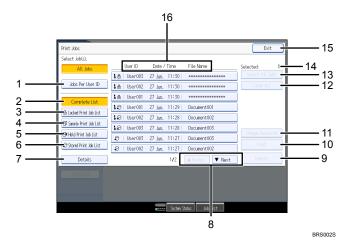
Either the Complete List or List Per User ID screen appears.

Complete List

If you select [Complete List] from [Initial Print Job List], the following screen appears:

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1. [Jobs Per User ID]

   Displays List Per User ID.

2. [Complete List]

   Displays all files stored in the machine.

3. [Locked Print Job List]

   Displays only Locked Print files stored in the machine.

4. [Sample Print Job List]

   Displays only Sample Print files stored in the machine.

5. [Hold Print Job List]

   Displays only Hold Print files stored in the machine.

6. [Stored Print Job List]

   Displays only Stored Print files stored in the machine.

7. [Details]

   Displays details about a selected file.

8. [▲Previous]/[▼Next]

   If the list of files does not fit on the screen, scroll up or down to view the list.

9. [Delete]

   Deletes a selected file.

10. [Print]

    Prints a selected file.

11. [Change Password]

Changes or deletes the password of a file if a password is set. To change the password, press [Change Password], enter the current password, and then enter the new password on the confirmation screen. To delete the password, press [Change Password], leave the entering/confirming a new password box blank, and then press [OK].

You can also set passwords to the Stored Print files that do not currently have passwords.

12. [Clear All]

   Clears all selections.

13. [Select All Jobs]

   Selects all files stored in the machine.

14. Selected:

   Displays number of the files selected.

15. [Exit]
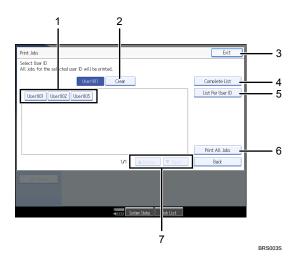
   Returns to the Printer screen.

16. User ID, Date/Time: , and File Name: display

   Displays the time when the instruction to print the stored files was entered, the User IDs, and the file names.

List Per User ID

If you select [List Per User ID] from [Initial Print Job List], the following screen appears:

BRS003S

1. [User ID]

   Displays the User IDs who sent files to the machine.

2. [Clear]

   Clears a selection.

3. [Exit]

Returns to the Printer screen.

4. [Complete List]

Displays all print jobs.

5. [List Per User ID]

Displays the print job list of each ID.

6. [Print All Jobs]

Prints all selected type of files sent by the user ID.

7. [▲Previous]/[▼Next]

If the list of files does not fit on the screen, scroll up or down to view the list.

Note

- Multiple files can be selected on the Print Jobs screen. To clear selection, press the selected print jobs again.

- The display is not updated if a new file is stored while the list of stored files is displayed. To update the display, press [Exit] to return to the Printer screen, and then press [Print Jobs] again.

- If a large number of print jobs are stored in the machine, processing may slow down temporarily, depending on which functions are used.

- If you press [List Per User ID] in the Complete List screen, the screen switches to the List Per User ID screen where [Back] appears at the bottom right. Press [Back] to switch to the Complete List screen.

- For details about Sample Print, Locked Print, Hold Print, and Stored Print, see "Printing from the Print Job Screen".

Reference

- p.107 "Printing from the Print Job Screen"

Printing from the Print Job Screen

This describes about Sample Print, Locked Print, Hold Print, and Stored Print.

Sample Print

Use this function to print only the first set of a multiple-set print job. After you have checked the result, remaining sets can be printed or canceled using the machine's control panel. This can reduce misprints due to mistakes in contents or settings.

⭐ **Important**

- A Sample Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 15,000 pages.
  - the machine's sent or stored files total over 15,000 pages. (The total varies depending on the size of the files.)

⬇ **Note**

- If a Sample Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Sample Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's [Print] dialog box, more prints than intended may be produced.
- If the first set of the Sample Print file is not as you expected and you do not want to print remaining sets, delete the Sample Print file using the control panel. If you print the remaining sets of the Sample Print file, the job in the machine is deleted automatically.
- For details about the error log on the control panel, see "Checking the Error Log".
- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "System".

🔖 **Reference**

- p.132 "Checking the Error Log"
- p.149 "System"

Printing a Sample Print file

The following procedure describes how to print a Sample Print file with the PCL 5e/6 and the RPCS printer driver. For details about how to print a Sample Print file with the PostScript 3 printer driver, see PostScript 3 Supplement included as a PDF file on the CD-ROM.

⭐ **Important**

- Applications with their own drivers, such as PageMaker, do not support this function.

- If you are using Mac OS X, you need Mac OS X v10.2 or higher version to use this function.

1. **Configure Sample Print in the printer driver's properties.**
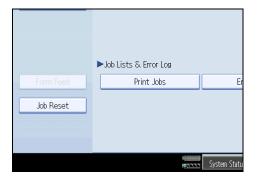
   For details about configuring the printer drivers, see the relevant Help files.

2. **Start printing from the application's [Print] dialog box.**

   Make sure to set more than two copies.
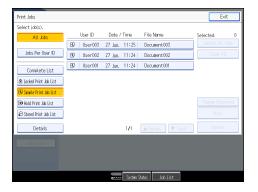
   The Sample Print job is sent to the machine, and the first set is printed.

3. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

4. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

5. **Press [Sample Print Job List].**

   A list of Sample Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

6. **Select the file you want to print, and press [Print].**

7. **Enter the new number of sets using the number keys.**

You can enter up to 9999 sets.

Press the [Clear/Stop] key to correct any entry mistakes.

8. **Press [Yes].**

The remaining sets are printed.

Press [No] to cancel printing.

Note

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

- If you select multiple documents and do not specify the number of sets on the confirmation screen, one set less than the number specified on the computer is printed for every selected document. If the number of sets specified on the computer is "1", one set each is printed for every document.

- When printing accumulated sample print documents, you cannot change the numbers of sets.

- When printing is completed, the stored file will be deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

Deleting Sample Print files

If you are not satisfied with the sample printout, you can delete the Sample Print file, revise it and print it again until the settings are suitable.

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

   A list of the print files stored in the machine appears.

3. **Press [Sample Print Job List].**

   A list of Sample Print files stored in the machine appears.

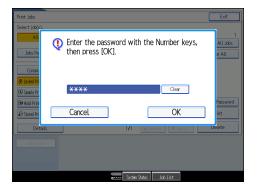   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

🔽 **Note**

- If you do not want to delete the file, press [No].

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Locked Print

Use this function to maintain privacy when printing confidential documents on the machine over a shared network. Usually, it is possible to print data using the control panel once it is stored in this machine. When using Locked Print, it is not possible to print unless a password is entered on the machine's control panel. Your confidential documents will be safe from being viewed by other people.

⭐ **Important**

- A Locked Print file cannot be stored if:
  - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
  - the file contains over 15,000 pages.
  - the machine's sent or stored files total over 15,000 pages. (The total varies depending on the size of the files.)

🔽 **Note**

- If a Locked Print file has not been stored properly, check the error log on the control panel.

- Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first.

- If the application has a collate option, make sure it is not selected before sending a print job. Locked Print jobs are automatically collated by the printer driver as default. If a collate option is selected in the application print dialog box, more sets than intended may be printed.

- After the Locked Print file is printed, the job is automatically deleted.

- For details about the error log on the control panel, see "Checking the Error Log".

- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "System".

🗒 Reference

- p.132 "Checking the Error Log"

- p.149 "System"

Printing a Locked Print file

The following procedure describes how to print a Locked Print file with the PCL 5e/6 and the RPCS printer driver. For details about how to print a Locked Print file with the PostScript 3 printer driver, see PostScript 3 Supplement included as a PDF file on the CD-ROM.

⭐ Important

- Applications with their own drivers, such as PageMaker, do not support this function.
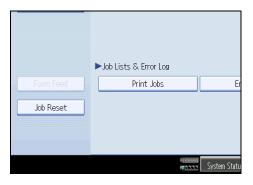
- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

1. **Configure the Locked Print in the printer driver's properties.**

   For details about configuring the printer drivers, see the corresponding Help files.

2. **Start printing from the application's [Print] dialog box.**

   The Locked Print job is sent to the machine.

3. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

4. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

5. **Press [Locked Print Job List].**

A list of Locked Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

6. **Select the file you want to print, and then press [Print].**

The password screen appears.

7. **Enter the password using the number keys, and then press [OK].**

The print confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

If multiple print files are selected, the machine prints files that correspond to the entered password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

8. **Press [Yes].**

The locked file is printed.

Press [No] to cancel printing.

⬇Note

- When printing is completed, the stored file will be deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

Deleting Locked Print files

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

3. **Press [Locked Print Job List].**

A list of Locked Print files stored appears.

Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

The password screen is displayed.

5. **Enter the password using the number keys, and then press [OK].**

The delete confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press [Exit] to enter the password again.

If you forgot your password, ask your file administrator for help.

6. **Press [Yes].**

The selected file is deleted.

If you do not want to delete the file, press [No].

⬇Note

- If multiple print files are selected, the machine deletes files that correspond to the entered password. The number of files to be deleted is displayed on the confirmation screen.

Hold Print

Use this function to temporarily hold a file in the machine, and print it from the computer or the machine's control panel later.

⭐ **Important**

- A Hold Print file cannot be stored if:
    - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
    - the file contains over 15,000 pages.
    - the machine's sent or stored files total over 15,000 pages. (The total varies depending on the size of the files.)

⬇ **Note**

- If a Hold Print file has not been stored properly, check the error log on the control panel.
- Even after you turn off the machine, stored documents in the machine remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first.
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Hold Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced.
- For details about the error log on the control panel, see "Checking the Error Log"
- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "System".

📖 **Reference**

- p.132 "Checking the Error Log"
- p.149 "System"

Printing a Hold Print file
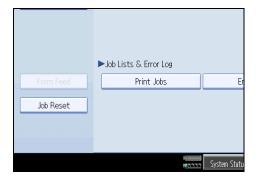
The following procedure describes how to print a Hold Print file with the PCL 5e/6 and the RPCS printer driver. For details about how to print a Hold Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file in the supplied CD-ROM.

⭐ **Important**

- Applications with their own drivers, such as PageMaker, do not support this function.
- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

1. **Configure Hold Print in the printer driver's properties.**

    For details about configuring the printer drivers, see the relevant Help files.

2. **Click [Details...], and then enter a User ID in the [User ID:] box.**

3. **Start printing from the application's [Print] dialog box.**

   The Hold Print job is sent to the machine and stored.

4. **On the machine's control panel, press the [Printer] key to display the printer screen.**

5. **Press [Print Jobs].**

6. **Press [Hold Print Job List].**

   A list of Hold print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

7. **Select the file you want to print, and press [Print].**

The confirmation screen appears.

8. **Press [Yes].**

   The Hold Print file is printed.

   Press [No] to cancel printing.

⬇ Note

- When printing is completed, the stored file is deleted.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. The file will be deleted.

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

- For details about setting printer drivers, see the printer driver Help.

- You can also print or delete a Hold Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Hold Print files

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

3. **Press [Hold Print Job List].**

   A list of Hold Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and then press [Delete].**

   The delete confirmation screen appears.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

   If you do not want to delete the file, press [No].

⬇ Note

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Stored Print

Use this function to store a file in the machine, and then print it from the computer or the machine's control panel later.

Jobs are not deleted after they are printed, so the same job needs not to be re-sent in order to print multiple copies.

⭐ **Important**

- A Stored Print file cannot be stored if:
    - the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
    - the file contains over 15,000 pages.
    - the machine's sent or stored files total over 15,000 pages. (The total varies depending on the size of the files.)

⬇ **Note**

- If a Stored Print file has not been stored properly, check the error log on the control panel. Even after you turn off the machine, stored documents remain. However, the [Auto Delete Temporary Print Jobs] or [Auto Delete Stored Print Jobs] settings are applied first (see "Printer Features").
- If the application has a collate option, make sure it is not selected before sending a print job. By default, Stored Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced. You can optionally set a document title and a password of a Stored Print file. For details about a password setting, see the printer driver Help.
- For details about the error log on the control panel, see "Checking the Error Log".
- For details about the [Auto Delete Temporary Print Jobs] and [Auto Delete Stored Print Jobs], see "System".

📄 **Reference**

- p.132 "Checking the Error Log"
- p.149 "System"

Printing a Stored Print file

The following procedure describes how to print a Stored Print file with the PCL 5e/6 and the RPCS printer driver. For details about how to print a Stored Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file on the supplied CD-ROM.

⭐ **Important**

- Applications with their own drivers, such as PageMaker, do not support this function.
- If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

1. **Configure Stored Print in the printer driver's properties.**

    You can select two methods of Stored Print:

    - [Stored Print]

        Stores the file in the printer and prints it later using the control panel.

    - [Store and Normal Print]
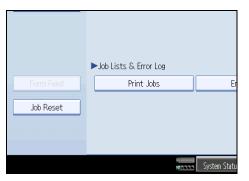
Prints the file at once and also stores the file in the machine.

For details about configuring the printer drivers, see the relevant Help files.
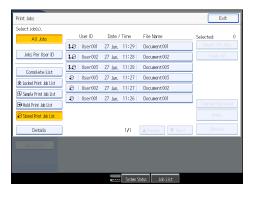
2. **Click [Details...], and then enter a User ID in the [User ID:] box.**

You can also set a password. The same password must be entered when printing or deleting.

3. **Start printing from the application's [Print] dialog box.**

The Stored Print job is sent to the machine and stored.

4. **On the machine's control panel, press the [Printer] key to display the Printer screen.**

5. **Press [Print Jobs].**
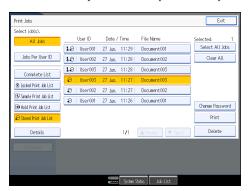
6. **Press [Stored Print Job List].**

A list of Stored Print files stored in the machine appears.

7. **Select the file you want to print, and press [Print].**
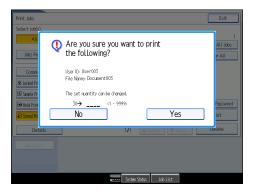
The confirmation screen appears.

If you set a password in the printer driver, a password confirmation screen appears. Enter the password.

If multiple print files are selected, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

8. **Enter the number of sets using the number keys.**

You can enter up to 9999 sets.

Press the [Clear/Stop] key to correct any entry mistakes.

9. **Press [Yes].**

The Stored Print file is printed.

Press [No] to cancel printing.

Note

- If you select multiple files, the confirmation screen displays the total number of files to be printed. If you select multiple documents, set numbers are determined based on the smallest set number specified for a selected document.

- When printing accumulated stored print documents, you cannot change the numbers of sets.

- To stop printing after printing has started, press [Exit] until the Printer screen appears, and then press [Job Reset]. A Stored Print file is not deleted even if [Job Reset] is pressed.

- The Stored Print file that sent to the machine is not deleted unless you delete a file or select [Auto Delete Stored Print Jobs] (see "System").

- For details about setting printer drivers, see the printer driver Help.

- You can also print or delete a Stored Print file from Web Image Monitor. For details, see Web Image Monitor Help.

🗒 Reference

- p.149 "System"

Deleting Stored Print files

1. **Press the [Printer] key to display the Printer screen.**

2. **Press [Print Jobs].**

   A list of print files stored in the machine appears.

3. **Press [Stored Print Job List].**

   A list of Stored Print files stored in the machine appears.

   Depending on the security settings, certain print jobs may not be displayed.

4. **Select the file you want to delete, and press [Delete].**

   The delete confirmation screen appears.

   If you set the password in the printer driver, enter the password to delete.

   If multiple print files are selected, and some of these require a password, the machine deletes files correspond to the entered password and files that do not require a password. The number of files to be deleted is displayed on the confirmation screen.

   If you forgot your password, ask your file administrator for help.

5. **Press [Yes] to delete the file.**

   The selected file is deleted.

   If you do not want to delete the file, press [No].

⬇ Note

- If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Printing from the Jobs Per User ID Screen
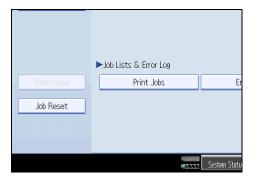
This describes how to print the files saved in the machine from the User ID screen.

Printing the Selected Print Job

1. **Press the [Printer] key.**
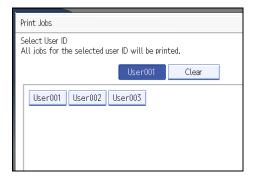
   The Printer screen appears.

2. **On the Printer screen, press [Print Jobs].**

   A list of user IDs whose files are stored in the machine appears.

3. **Press the user ID whose file you want to print.**
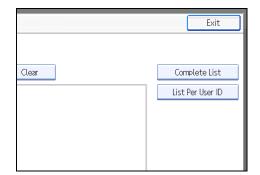
   You cannot select multiple user IDs at the same time.

   Press [▲Previous] or [▼Next] to scroll through the list.

   Press [Clear] to cancel a selection.

4. **Press [List Per User ID].**

The print job list of the selected user ID appears.

5. **Select the desired print jobs.**

To cancel a selection, press the highlighted print job again. To clear all selections, press [Clear All].

6. **Press [Print].**

The confirmation screen appears.

7. **Press [Yes].**

The selected files are printed.
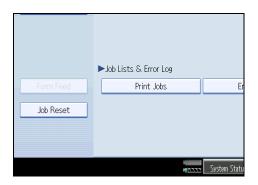
Note

- If you select multiple files, the confirmation screen displays the total number of files to be printed.

Printing All Print Jobs

1. **Press the [Printer] key.**
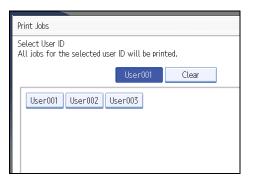
The Printer screen appears.

On the Printer screen, press [Print Jobs].

A list of user IDs whose files are stored in the machine appears.

2. **Press the user ID whose file you want to print.**

You cannot select multiple user IDs at the same time.

Press [▲Previous] or [▼Next] to scroll through the list.

Press [Clear] to cancel a selection.

3. **Press [Print All Jobs].**

If the selected user ID has multiple types of print jobs, the selection screen of the print job type appears.

4. **Select the desired print job type, and then press [OK].**

The confirmation screen appears.

The confirmation screen does not appear if the selected ID has only one type of print job.

5. **Press [Yes].**

The selected files are printed.

Note

- After printing is completed, Sample Print, Locked Print, and Hold Print files are deleted.

- You cannot select a print job that is not stored under the selected user ID.

- If you select multiple Sample Print files and do not specify the number of sets on the confirmation screen, one set less than the number specified on the computer is printed for every selected document. If the number of sets specified on the computer is "1", one set each is printed for every document.

- If you select Stored Print, the number you set on the confirmation screen is applied to all files of the selected print job type. If you do not set a quantity, the minimum number is applied to all files.

- If you select Locked Print, enter the correct password. If there are multiple passwords, the machine prints only files that correspond to the entered password.

- If you select Stored Print files, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password.

- The confirmation screen displays the total number of files that have the selected user ID to be printed.

Job List

Jobs printed using Copy, Document Server, or Printer mode are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs.

For example, you can cancel incorrect job settings or print an urgent document.

✪Note

- You cannot use the Job List function when Interrupt Copy is active.

- Documents printed using the facsimile function and scanner function are not displayed in the Job List.
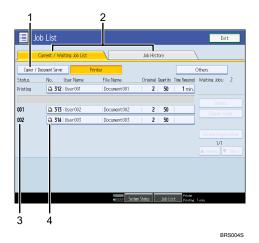
Job List Screen

This section explains displays and icons that appear in the Job List screen.

The Job List screen varies depending on whether Job Order is selected with Print Priority for the System Settings. For details about setting procedure, see "System Settings", Network and System Settings Guide.

When [Job Order] is not selected:

The job list is displayed for each of the functions.

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When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.

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1. Switches between job lists for each function.
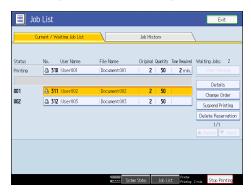
2. Switches between Current/Waiting Job List and Job History.

3. Displays reserved job numbers.

4. Displays the function used to print jobs.

   : Job printed using copier function

   : Job printed using printer function

   : Job printed using Document Server function

   : Job printed using DeskTopBinder

   : Job printed using Web Image Monitor

Checking Jobs in the Job List

You can check the contents of jobs in the job list.

1. **Press [Job List].**

2. **Select a job whose contents you want to check.**
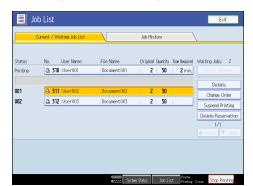
3. **Press [Details], and then check the contents.**

4. **Press [Exit].**

Changing the Order of Jobs

You can change the order of jobs in the job list.

1. **Press [Job List].**

2. **Select a job whose order you want to change.**

3. **Press [Change Order].**

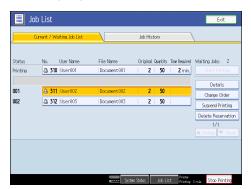4. **Change the order using [Top], [Previous], or [Next].**

5. **Press [OK].**

Holding Jobs

You can hold jobs that are queued or currently printing.

1. **Press [Job List].**

2. Select a job you want to hold.

3. Press [Suspend Printing].

The selected job and the jobs that follow it are suspended. "Suspended" is displayed at the left of the jobs in the job list that are suspended.

Note

- To resume the suspended jobs, press [Resume Printing].

- This function is available only if [Job Order] is specified.

Deleting Jobs

You can delete a job that is queued or currently printing.

1. Press [Job List].

2. Select a job you want to delete.

To delete multiple print jobs, select all print jobs you want to delete.

3. Press [Delete Reservation].

4. Press [OK].

Checking the Job History

You can view the history and contents of completed print jobs.

1. **Press [Job List].**
2. **Press [Job History].**

   A list of completed print jobs appears.
3. **Select a job whose contents you want to check.**
4. **Press [Details], and then check the contents.**
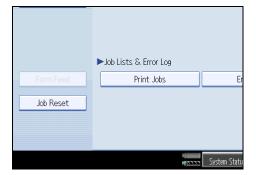5. **Press [Exit].**

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Canceling a Print Job

This section gives instruction to stop printing from the computer or the control panel.

Canceling a Print Job Using the Control Panel

1. **Press the [Printer] key.**

   The Printer screen appears.

2. **Press [Job Reset].**

3. **Press [Reset the Job] or [Reset All Jobs].**

   - [Reset the Job]: cancels the print job currently being processed.
   - [Reset All Jobs]: cancels all jobs in the print queue.
   - [Resume Printing]: resumes printing print jobs.

   A confirmation message appears.

4. **Press [Yes] to cancel the print job.**

5. **Press [No] to return to the previous display.**

Windows - Canceling a Print Job from the computer

You can cancel a print job from the computer if transferring print jobs is not completed.

1. **Double-click the printer icon on the Windows task tray.**

   A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

2. **Select the name of the job you want to cancel.**

3. **On the [Document] menu, click [Cancel].**

4. **Press the [Printer] key on the machine's control panel.**

Note

- If the machine is shared by multiple computers, be careful not to accidentally cancel someone else's print jobs.

- If the machine is connected to the computer using a parallel cable, sent print jobs may be canceled if [Reset All Jobs] is pressed while "Waiting for print data..." is on the control panel. After the interval set in [I/O Timeout] in Printer Features has passed, the next print job can be sent. A print job sent from a different client computer will not be canceled in this case.

- Under Windows XP/Vista, or Windows Server 2003/2003 R2/2008, click [Cancel] on the [Document] menu.

- Under Windows 2000, you can also open the print job queue window by double-clicking the machine icon in the [Printers] machine window.

- You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press [Job Reset].

- A print job containing a large volume of data may take considerable time to stop.

Checking the Error Log

If files could not be stored due to printing errors, identify the cause of the errors by checking the error log on the control panel.

⭐ Important

- The most recent 50 errors are stored in the error log. If a new error is added when there are 50 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following print jobs, it is not deleted. The error is stored separately until the number of those errors reaches 30. You can check any of these print jobs for error log information.

    - Sample Print
    - Locked Print
    - Hold Print
    - Stored Print

- If the main power switch is turned off, the error log is deleted.

1. **Press the [Printer] key.**

    The Printer screen appears.

2. **Press [Error Log].**

    An error log list appears.

    Depending on the security settings, certain errors may not be displayed.

3. **Press the desired job list.**

    You can select job list from [Complete List], [Locked Print Job List], [Sample Print Job List], [Hold Print Job List], or [Stored Print Job List].

4. **Select the print file you want to check, and then press [Details].**

    A detailed error log appears.

    Press [▲Previous] or [▼Next] to scroll the error files.

Note

- Press [Exit] after checking the log.

- Press [Back to List] to return to the error log list.

- To print files that appear in the error log, resend them after stored files have been printed or deleted.

- [Error Log] is not available in simplified display mode. To view the error log, you must first switch to normal display mode by pressing [Simplified Display] to turn into the normal display mode.

3

4. Printing from DeskTopBinder Lite

This chapter explains how to install DeskTopBinder Lite. It also describes the PDF Direct Print function.

Printing a PDF File Directly

You can send PDF files directly to the machine for printing, without having to open a PDF application.

⭐ **Important**

- This function is possible only when the optional PostScript 3 unit is installed.
- This function is possible for genuine Adobe PDF files only.
- Version 1.3, 1.4, 1.5, and 1.6 PDF files are compatible.
- PDF files created using PDF version 1.5 Crypt Filter functions or more than eight DeviceN Color Space components cannot be printed.
- PDF files created using PDF version 1.6 watermark note functions, or extended optional contents cannot be printed.
- PDF version 1.7 (Acrobat 8.0) files created without any functions that are exclusive to PDF version 1.7 can be printed.
- If the document contains transparency function data, it may fail to print. When this happens, use the printer driver to print the document.

⬇ **Note**

- Paper size errors may occur when printing on custom size paper.

Printing Method

There are the two methods of printing the PDF files directly, either using the DeskTopBinder Lite, or entering commands.

Using DeskTopBinder Lite

Installing DeskTopBinder Lite

Follow the procedure below to install DeskTopBinder Lite.

1. **Quit all applications currently running.**

2. **Insert the "Scanner Driver and Utilities" CD-ROM into the CD-ROM drive.**

   The installer starts.

Auto Run may not work under certain operating system settings. In this case, launch "Setup.exe", located on the CD-ROM root directory.

3. **Click [DeskTopBinder Lite].**

The [DeskTopBinder Lite] dialog box appears.

4. **Click [DeskTopBinder Lite], and then click [OK].**

5. **Follow the instructions on the display to install DeskTopBinder Lite.**

If you are required to restart the computer after installing DeskTopBinder Lite, restart the computer and continue the configuration.

DeskTopBinder Lite enhancements

Follow the DeskTopBinder Lite enhancement procedure to print PDF files directly.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Extended Features Wizard].**

The [Extended Features Wizard] dialog box appears.

2. **Click [Start], and then click [Next>] repeatedly until the [Printing Function2] dialog box appears.**

3. **In the [Printing Function2] dialog box, click [Add...].**

The [PDF Direct Print Properties] dialog box appears.

4. **Select the driver for this machine, and then click [OK].**

The [PDF Direct Print Properties] dialog box closes.

5. **Click [Next>] repeatedly until [Finish] appears.**

6. **Click [Finish].**

Function Palette

The Function palette contains buttons for functions that are already configured through DeskTopBinder Lite enhancement. Using these buttons, you can print Windows files, preview printouts, convert images, and register scanners for documents without having to open DeskTopBinder Lite. You can also use these functions simply by dragging a target file to the button corresponding to the required function and dropping it there.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Function Palette].**

An icon for the Function palette is added to the task tray displayed at the bottom right of the screen.

2. **Right-click the new icon that has been added to the task tray, and then click [Properties...].**

The [Properties] dialog box appears.

3. **Click the [Contents] tab, select the [PDF Direct Print] check box at the center, and then click [OK].**

    The [Properties] screen closes and the [PDF Direct Print] icon is added to the palette.

PDF Direct Printing

Follow the procedure below to print PDF files directly.

1. **Drag the PDF file you want to print to the PDF Direct Printing icon on the Function Palette and drop it there.**

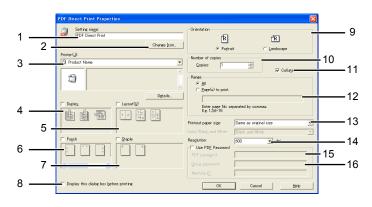   The [Output File List - PDF Direct Print] dialog box appears.

2. **Highlight the PDF file you want to print, and then click [OK].**

    The PDF file is printed.

Printing PDF Password-Protected Documents

Follow the procedure below to print password-protected PDF files.

1. **On the [Start] menu, point to [All Programs], [DeskTopBinder], and then click [Extended Features Wizard].**

    The [Extended Features Wizard] dialog box appears.

2. **Click [Start], and then click [Next>] repeatedly until the [Printing Function2] dialog box appears.**

3. **In the [Printing Function2] dialog box, click [Properties...].**

    The [PDF Direct Print Properties] dialog box appears.

4. **Select the [Use PDF Password] check box at the bottom right of the dialog box, and then click [OK].**

5. **Click [Next>] repeatedly until [Finish] appears.**

6. **Click [Finish].**

    The [Extended Features Wizard] dialog box closes.

7. **Drag the PDF file you want to print over the PDF Direct Printing icon on the Function Palette and drop it there.**

    The [Output File List - PDF Direct Print] dialog box appears.

8. **Click on the PDF file you want to print, making it appear highlighted, and then click [OK].**

    The [PDF Direct Print Properties] dialog box appears.

9. **In the [PDF password:] box at the bottom right of the dialog box, enter the password for the PDF file you want to print, and then click [OK].**

    The password-protected PDF file is printed.

Note

- Before printing a password-protected PDF file, perform one of the followings:

  - In the [PDF Direct Print Properties] dialog box, enter the password for the PDF file you want to print

  - Specify a password for the PDF file by selecting [Change PDF Password] in the [PDF Menu] on the machine's control panel.

- If a [PDF Group Password] for the [PDF Menu] has been specified using DeskTopBinder Lite or the machine's control panel, the same group password must be set on the other also.

PDF Direct Print Properties

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1. **Setting name:**

   Displays the plug‑in configuration name (up to 63 single byte characters)

2. **Change Icon...**

   Changes the icon displayed on the tool bar.

3. **Printer:**

   Displays a list of RPCS drivers that support PDF direct printing.

4. **Duplex**

   Prints on both sides of sheets.

5. **Layout**

   Prints multiple pages on a single sheet.

6. **Punch**

   Punches holes in printed sheets.

7. **Staple**

   Staples together printed sheets.

8. **Display this dialog box before printing**

   Appears in PDF direct printing mode if this check box is selected.

9. **Orientation:**

   Specify the original's orientation.

10. **Number of copies**

    Specify the number of copies to print.

11. **Collate**

    Sorts printed sheets.

12. **Range:**

    Specify which paper to print.

13. **Printout paper size:**

    Specify the paper size you want copies to be printed onto.

14. **Resolution:**

    Specify a print resolution.

15. **PDF password:**

    Enter the password for password-protected PDF files. A password-protected PDF file cannot be printed unless its password is entered here.

16. **Group password:**

    If a group password is assigned to DeskTopBinder Lite and this machine, enter the group password in this field. The group password must be entered for printing to start.

Using Commands

You can print PDF files directly, using commands such as "ftp", "sftp", and "lpr".

For details about the printing commands, see "Printing Commands". Network and System Settings Guide.

4

5. Saving and Printing Using the Document Server

This chapter explains how to use the Document Server function.

Accessing the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

⭐ **Important**

- Applications with their own drivers, such as PageMaker, do not support this function.

🔽 **Note**

- When you use the Document Server, the following functions can be selected using the machine's control panel:
    - Copies
    - Collate
    - Duplex
    - Staple
    - Paper selection: Paper source tray, paper type, paper output tray.
    - Functions related to paper selection: Cover Sheet, Slip Sheet.
- The above items are dimmed, so you cannot set them from the printer properties dialog box when the Document Server is selected.
- You must enter a user ID, using up to eight alphanumeric characters.
- You should enter a Password and File Name to distinguish the job from others.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already been stored. Even if less than 3,000 files are stored, new files cannot be stored when
    - a file to be stored contains more than 15,000 pages,
    - The machine's sent or stored files total over 15,000 pages. (The total varies depending on the size of the files.)
    - The hard disk is full.
- The Document Server also stores files scanned using the Automatic Document Feeder (ADF) or exposure glass. You should delete unnecessary stored files once in a while so as not to exceed the capacity of the hard disk. For details about deleting stored files, see Copy and Document Server Reference.

- When using the hard disk for functions other than those of Document Server, you may not be able to store new files in the Document Server, even if there are less than 3,000 files stored.

- For details about Document Server functions, see "Document Server", Copy and Document Server Reference.

- For details about how to access Document Server from a client, see the printer driver Help.

5

6. Printer Features

This chapter describes user tools in the Printer Features menu. For details on how to access Printer Features, see "Accessing User Tools".

Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

Note

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished.

- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

Changing Default Settings

This section describes how to change the settings of User Tools.

Important
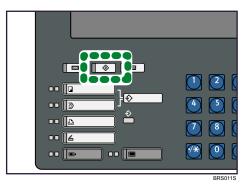
- If Administrator Authentication Management is specified, contact your administrator.

1. **Press the [User Tools] key.**

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2. **Press [Printer Features].**
3. **Change settings by following instructions on the display, and then press [OK].**
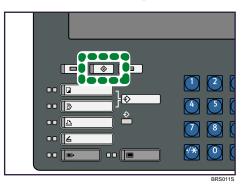
Quitting User Tools

This section describes how to quit the settings of User Tools.

1. **Press the [User Tools] key.**

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✏ Note

• You can also quit User Tools by pressing [Exit].

Menu Protect

Using Menu Protect, you can prevent unauthenticated users from changing the user tools. Menu Protect can be specified for each of the following user tools menus.

• Copier/Document Server Features

• Printer Features

• Scanner Features

For details, consult your administrator.

List/Test Print

This section describes the user tools in the List / Test Print menu under Printer Features.

Multiple Lists

You can print the configuration page and error log.

Configuration Page

You can print the machine's current configuration values.

Error Log

You can print error logs listing all errors that occurred during printing. The most recent 50 errors are stored in the error log. If a new error is added when there are 50 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following types of print jobs, it is not deleted. Instead, it will be stored separately in error logs for each job type, up to a maximum of 30 for each log. You can check any of these print jobs for error log information.

- Sample Print

- Locked Print

- Hold Print

- Stored Print

The records of Auto Job Cancel and jobs canceled manually from the control panel can be printed.

Menu List

You can print a Menu List showing the machine's function menus.

PCL Configuration/Font Page

You can print the current configuration and installed PCL font list.

PS Configuration/Font Page

You can print the current configuration and installed PostScript font list.

This menu can be selected only when the optional PostScript 3 unit is installed.

PDF Configuration/Font Page

You can print the current configuration and installed PDF font list.

This menu can be selected only when the optional PostScript 3 unit is installed.

Hex Dump

You can print in the Hex Dump mode.

Printing the Configuration Page

This section describes how to print the configuration page.

1. **Press the [User Tools] key.**

2. **Press [Printer Features].**

3. **Press [Configuration Page] on the [List/Test Print].**

The configuration page is printed.

4. **Press the [User Tools] key.**

Interpreting the configuration page

This section describes the configuration page.

System Reference

- Unit Number

  Displays the serial number assigned to the board by its manufacturer.

- Total Memory

  Displays the total amount of memory (SDRAM) installed on the printer.

- Firmware Version

  - Printer

    Displays the version number of the printer firmware.

  - System

    Displays the version number of the system firmware.

  - Engine

    Displays the version number of the printer engine.

  - LCDC

    Displays the version number of the panel display.

  - NIB

    Displays the version number of the Network interface.

- Device Connection

This item(s) appears when the device option(s) is installed.

- HDD: Font/Macro Download

    Displays the capacity of the hard disk drive.

- Printer Language

    Displays the version number of the printer driver language.

- Attached Equipment

    Displays the installed optional equipments.

Paper Input

Displays settings made under Tray Paper Settings menu.

System

Displays settings made under the System menu.

PCL Menu

Displays settings made under PCL Menu.

PS Menu

Displays settings made under PS Menu.

PDF Menu

Displays settings made under PDF Menu.

IPDS Menu

Displays settings made under IPDS Menu.

Host Interface

Displays settings made under the Host Interface menu.

When DHCP is active on the network, the actual IPv4 address, subnet mask and gateway address appear in parentheses on the configuration page.

Interface Information

Displays the interface information.

🗈 Reference

Maintenance

This section describes the user tools in the Maintenance menu under Printer Features.

Menu Protect

You can select whether or not to protect menu. When you enable this setting, specify protection level.

The default setting is [Level 2].

List/Test Print Lock

You can lock the [List/Test Print] menu.

The default setting is [Off].

Delete All Temporary Print Jobs

You can delete all print jobs temporarily stored in the machine.

Delete All Stored Print Jobs

You can delete all print jobs stored in the machine.

Reset IPDS Fonts

You can reset IPDS fonts.

Reference

- p.143 "Accessing User Tools"

System

This section describes the user tools in the System menu under Printer Features.

Print Error Report

Select this to have an error report printed when a printer or memory error occurs.

The default setting is [Off].

Auto Continue

You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.

The default setting is [Off].

Memory Overflow

Select this to have a memory overflow error report printed.

The default setting is [Do not Print].

Job Separation

You can enable Job Separation.

This menu can be selected only when a finisher (optional) is installed.

The default setting is [Off].

Rotate by 180 Degrees

Specify whether to rotate the print image 180 degrees relative to the paper orientation.

The default setting is [Off].

Auto Delete Temporary Print Jobs

You can select to automatically delete print jobs temporarily stored in the machine.

The default setting is [Off].

If you select [On], you can set up to 200 hours for auto file deleting.

Auto Delete Stored Print Jobs

You can select to automatically delete print jobs stored in the machine.

The default setting is [On], "3" day(s).

If you select [On], you can set up to 180 days for auto file deleting.

Initial Print Job List

You can set the desired type of print job list that appears on the screen when you press [Print Jobs].

The default setting is [Complete List].

- Complete List

    Displays the list of print jobs stored in the machine.

- List Per User ID

  Displays the list of the User ID who stored a file in the machine.

Print Compressed Data

Specify whether to uncompress and extract compressed job data before printing it.

The supported compression format is GZIP.

The default setting is [Off].

Memory Usage

You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.

The default setting is [Frame Priority].

Duplex

You can select to have print on both sides of each page.

The default setting is [Off].

Copies

You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.

The number of copies can be specified from 1 to 9999 by increments of one.

The default setting is "1" copies.

Blank Page Print

You can select whether or not to print blank pages.

The default setting is [On].

Pages that match one of the following conditions are identified as blank.

- There are no images.
- There are images but they are outside the printable area.
- There are only blank characters.

Edge Smoothing

You can set whether edge smoothing is enabled. When it is on, jagged lines appear more smoothly.

Set it to off when the print image contains fine gradation in tone.

The default setting is [On].

Toner Saving

You can save toner.

The default setting is [Off].

Spool Image

You can select to print spool images. The print job transmitted from the computer is temporarily stored on the machine's hard disk as bitmap images that can be printed when transmission is complete. If more than one print job is transmitted, a spool image is printed for each.

The default setting is [Off].

Reserved Job Waiting Time

You can specify how long the machine waits to receive a print job before allowing other functions such as the copier and scanner functions to interrupt it.

The default setting is [Short Wait].

Printer Language

Specify the printer language.

The default setting is [Auto].

Sub Paper Size

You can enable the Auto Substitute Paper Size (A4, LT) feature.

The default setting is [Auto].

Page Size

You can select the default paper size.

- The paper size you can select is as follows:

A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 12×18, 11×17, 11×14, $8^1/_2$×14, $8^1/_2$×13, $8^1/_2$×11, $8^1/_4$×14, $8^1/_4$×13, 8×13, 8×10, $7^1/_4$×$10^1/_2$, $5^1/_2$×$8^1/_2$, 8K, 16K, 13×$19^1/_5$, 13×19, $12^3/_5$×$19^1/_5$, $12^3/_5$×$18^1/_2$, 13×18, SRA3, SRA4, 226×310$^m/_m$, 310×432$^m/_m$, Custom Size

220-240V

The default setting is A4.

208-240V

The default setting is $8^1/_2$×11.

Letterhead Setting

You can rotate original images when printing.

When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.

The default setting is [Auto Detect].

- Off

  When set to [Off], original images are rotated by 180 degrees.

- Auto Detect

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When set to [Auto Detect], the machine detects a letterhead or preprinted paper automatically, and does not rotate the image.

- On (Always)

  When set to [On (Always)], the machine does not rotate.

This function reduces printing speed.

Edge to Edge Print

You can select whether or not to print on the entire sheet.

The default setting is [Off].

Default Printer Language

You can set the default printer language if the machine cannot find the printer language automatically.

The default setting is [PCL].

Tray Switching

You can specify whether or not the machine automatically switches paper trays if paper of the specified size and type is not loaded in the driver-designated tray.

The default setting is [Off].

Extend Auto Tray Switching

This setting enables the machine to switch paper trays automatically, regardless of whether the tray is manually or automatically selected.

When set to [On], [Auto Tray Switching] is enabled and the [Auto Tray Switching] setting configured in the printer driver is overridden.

The default setting is [Off].

Reference

- p.143 "Accessing User Tools"

Host Interface

This section describes the user tools in the Host Interface menu under Printer Features.

I/O Buffer

You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.

The default setting is [128 KB].

I/O Timeout

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

The default setting is [15 seconds].

🗐 Reference

• p.143 "Accessing User Tools"

PCL Menu

This section describes the user tools in the PCL Menu under Printer Features.

Orientation

You can set the page orientation.

The default setting is [Portrait].

Form Lines

You can set the number of lines per page.

The number of lines can be specified from 5 to 128 by increments of one.

220-240V

The default setting is "64" lines.

208-240V

The default setting is "60" lines.

Font Source

You can set the storage location of the default font.

The default setting is [Resident].

RAM, HDD and SD can be selected only when fonts have been downloaded to the machine.

Font Number

You can set the ID of the default font you want to use.

- When [Resident] is selected under "Font Source":

  The font number can be specified from 0 to 63 by increments of one.

  The default setting is "0".

- When [RAM], [HDD], or [SD] is selected under "Font Source":

  The font number can be specified from 1 up to number of fonts stored on the machine.

  The default setting is "1".

Point Size

You can set the point size you want to use for the selected font.

The number of point sizes can be specified from 4.00 to 999.75 by increments of 0.25.

This setting is effective only with variable-space fonts.

The default setting is "12.00" points.

Font Pitch

You can set the number of characters per inch for the selected font.

The number of characters per inch can be specified from 0.44 to 99.99 by increments of 0.01.

This setting is effective only with fixed-space fonts.

The default setting is "10.00" pitches.

Symbol Set

You can specify the character set of the selected font. The available options are as follows:

- Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0

The default setting is [PC-8].

Courier Font

You can select a courier font type.

The default setting is [Regular].

Extend A4 Width

You can extend the printing area width (when printing on A4 sheet with PCL).

The default setting is [Off].

When the setting is [On], the width will be $8^{1}/_{2}$ inches.

Append CR to LF

When set to [On], a carriage return will follow each line feed: CR=CR, LF=CR-LF, FF=CR-FF.

The default setting is [Off].

Resolution

You can set the print resolution in dots per inch.

The default setting is [600 dpi].

Reference

PS Menu

This section describes the user tools in the PS Menu under Printer Features.

This menu appears only when the optional PostScript 3 unit is installed.

Job Timeout

You can specify how long the printer waits (in seconds) before canceling the current job when the job is interrupted while being processed.

The default setting is [Use Driver/Command].

If you select [Use Machine Settings], enter a value between 0 and 999.

The default setting is "0".

When set to "0", the current job will not be canceled when interrupted.

Wait Timeout

You can specify how long the printer waits (in seconds) before it cancels receiving the job when the printer cannot detect the end of the job.

The default setting is [Use Driver/Command].

If you select Use Machine Settings, enter a value between 0 and 999.

The default setting is "300".

When set to "0", the print job will not be canceled when the end of the job cannot be detected.

Data Format

You can select a data format.

The default setting is [TBCP].

This setting is not effective when operating the machine with a parallel or EtherTalk connection.

When operating the machine with a parallel connection, and also if the binary data is sent from the printer driver, the print job is canceled.

When operating the machine with an Ethernet connection, the print job is canceled under the following conditions:

- The printer driver data format is TBCP, and the data format selected on the display panel is Binary Data.

- The printer driver data format is binary, and the data format selected on the display panel is TBCP.

Resolution

You can set the print resolution in dots per inch.

The default setting is [600 dpi].

Orientation Auto Detect

You can specify whether or not the machine automatically detects the print orientation of received images.

If you select "On", the machine detects the orientation (Portrait/Landscape) of the received image and automatically applies the correct print orientation.

The default setting is [On].

🗐 Reference

- p.143 "Accessing User Tools"

PDF Menu

This section describes the user tools in the PDF Menu under Printer Features.

Change PDF Password

You can Set the password for the PDF file printed using PDF Direct Print.

- Current Password

- New Password

- Confirm New Password

A password can be set using Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the Control Panel.

PDF Group Password

You can set the group password already specified with DeskTopBinder.

- Current Password

- New Password

- Confirm New Password

A password can be set using Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the Control Panel.

Resolution

You can set the print resolution in dots per inch.

The default setting is [600 dpi].

Orientation Auto Detect

You can specify whether or not the machine automatically detects the print orientation of received images.

If you select "On", the machine detects the orientation (Portrait/Landscape) of the received image and automatically applies the correct print orientation.

The default setting is [On].

🗐 Reference

- p.143 "Accessing User Tools"

IPDS Menu

This section describes the user tools in the IPDS menu under Printer Features.

Tray Form

You can specify an IPDS form for each paper tray. For each paper tray,

select the IPDS form you want to allocate to it.

- Tray 1, Tray 2, Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, Interposer Upper Tray, Interposer Lower Tray

Only installed trays appear on the display panel.

Emulation Mode

You can specify the emulation mode.

The default setting is [Native].

Print Mode

You can specify the print mode.

The default setting is [Enhanced].

Default Code Page

You can specify the default code page.

- 37, 38, 260, 273, 274, 276, 277, 278, 280, 281, 284, 285, 286, 287, 288, 290, 297, 420, 423, 424, 500, 870, 871, 875, 880, 892, 893, 905, 1025, 1026, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149

The default setting is [37].

Default FGID

You can specify the default FGID (Font Typeface Global Identifier), which identifies the printer's default resident font.

- 3, 11, 12, 18, 19, 46, 85, 86, 92, 111, 112, 159, 164, 203, 221, 223, 254, 256, 281, 283, 290, 304, 305, 306, 318, 319, 400, 404, 416, 420, 424, 428, 432, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 5687, 5707, 5815, 5835, 20224

The default setting is [416].

Characters Per Inch

You can specify the number of characters per inch (pitch) for the default font. Valid values are 5.0 to 30.0 in units of one tenth of an inch.

The default setting is "10.0" inches.

Valid Printable Area Check

You can select whether to enable or disable valid printable area checking.

The default setting is [On].

Page

You can specify how data is positioned on the page.

The default setting is [Whole].

Edge to Edge

You can select whether to enable or disable "Edge to Edge" printing.

The default setting is [Off].

Font Substitution

You can select whether to enable or disable font substitution.

The default setting is [Off].

Caching

You can specify whether or not to apply caching for repeated overlays.

The default setting is [Off].

Font Capture

You can select whether to enable or disable font capturing.

The default setting is [On].

Resolution

You can specify the resolution reported to the host in the "IPDS XOAOPC" command for

raster coded fonts and IM1 image support.

The default setting is [300 dpi].

Graphic Character String

You can specify the Graphic Character String (Graphic Character Sizing) processing method.

The default setting is [Auto].

Bar Code

You can specify the barcode level protocol.

The default setting is [Auto].

Box Draw

You can specify the Box Draw processing.

The default setting is [Off].

Color Simulation (Colour Simulation)

You can specify how color specification controls are processed on a monochromatic printer.

The default setting is [Fidelity].

Text Color Simulation (Text Colour Simulation)

You can specify how text color specification controls are processed on a monochrome laser printer.

The default setting is [On].

Suppress Staple Count Nacks

You can select whether or not to notify the user when stapling errors occur.

The default setting is [Off].

Suppress Punch Nacks

You can select whether or not to notify the user when punching errors occur.

The default setting is [Off].

Tray Mapping

You can map the media source (input tray) to an ID the host uses for the media source. Only installed trays appear on the display panel.

The default setting is [Auto].

Corner Staple Angle

You can select [Vertical] or [Slant] for the angle of stapling.

The default setting is [Vertical].

Offset

You can specify whether or not the output is offset (jogged).

The default setting is [On].

Default Punch Pattern

You can specify the default number of holes to punch if the punch unit provides a selection (for example, two or four holes).

The default setting is following:

- When 2-/3-hole type punch unit is installed: 3 Holes
- When 2-/4-hole type punch unit is installed: 4 Holes
- When 4-hole type punch unit is installed: 4 Holes

7. Appendix

Using the Virtual Printer

This section explains the virtual printer function.

The virtual printer is a pseudo printer that can only be recognized on a network. The virtual printer has various print options, such as feeding tray selection and duplex printing, which you can set in advance. If you use the virtual printer under UNIX, Solaris, and other operating systems, various print functions are possible without your having to manually enter the usual print commands.

Adding a Virtual Printer

Use this procedure to add a virtual printer.

⭐ **Important**

- Adding a virtual printer requires Administrators privilege. Log on using an account that has Administrators privilege.
- The following Virtual Printer protocols are available: "TCP/IP (Unspecified, Normal)", "TCP/IP (DIPRINT)", "TCP/IP (RHPP)", "TCP/IP (IPDS)", "AppleTalk", and "NetWare".

1. **Log on to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of the available virtual printers appears.

3. **Click [Add].**

   The screen for adding virtual printers appears.

4. **In [Virtual Printer Name], enter a name for the new printer, and then select the protocol in the [Protocol] list.**

5. **Click [OK].**

   The virtual printer is added.

⬇ **Note**

- If you select [AppleTalk] or [NetWare] in the [Protocol] list, you cannot specify a virtual printer name.
- You can specify a virtual printer name using up to 47 characters.
- You can add up to 50 virtual printers. After 51 virtual printers have been added, [Add] will no longer be displayed.

Changing a Virtual Printer Configuration

Use this procedure to change a virtual printer configuration.

⭐ Important

- You must have Administrators privilege to change the configuration of a virtual printer. Log on using an account that has Administrators privilege.

1. **Log on to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of the available virtual printers appears.

3. **Select the virtual printer whose configuration you want to change, and then click [Change].**

4. **Change the configuration as required.**

5. **Click [OK].**

⬇ Note

- For details about virtual printer configuration, see Web Image Monitor Help.

Confirming a Virtual Printer Configuration

Use this procedure to confirm a virtual printer configuration.

1. **Start Web Image Monitor.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   A list of available virtual printers appears.

3. **Select the virtual printer whose configuration details you want to confirm, and then click [Details].**

   A configuration list for the selected virtual printer appears.

⬇ Note

- [Details] is not displayed if you log on to Web Image Monitor as an administrator. To confirm a virtual printer configuration, click [Change].

- If the virtual printers function is disabled, the list of available virtual printers is not displayed. For details about enabling the virtual printers function, see Web Image Monitor Help.

Deleting a Virtual Printer

Use this procedure to delete a virtual printer.

⭐ **Important**

- **You must have Administrators privilege to delete a virtual printer. Log on using an account that has Administrators privilege.**

1. **Log on to Web Image Monitor as an administrator.**

   For details about login user names and passwords, see "Using Web Image Monitor", Network and System Settings Guide.

2. **In the menu area, click [Configuration], and then click [Virtual Printer Settings] in the "Printer" category.**

   The list of available virtual printers appears.

3. **Select the virtual printer that you want to delete, and then click [Delete].**

   The delete confirmation screen appears.

4. **Click [OK].**

🔽 **Note**

- You cannot delete the default virtual printer.
- [Delete] appears only if you have already added a virtual printer.

Printing Using a Virtual Printer

To print directly from a specified virtual printer, assign the virtual printer in the print command. Before printing for the first time, specify the virtual printer you want to use.

1. **Log on to Web Image Monitor in administrator mode.**

   For details about login user name and password, see "Using Web Image Monitor", Network and System Settings Guide.

2. **In the menu area, click [Configuration], and then click [Printer Basic Settings] in the "Printer" category.**

3. **Select [Active] in [Virtual Printer], and then click [OK].**

4. **Send a command from your computer.**

lpr

```
C:\>lpr -S "printer's IP address" [-P "Virtual Printer Name"] [-ol] \path\file
name
```

rcp

c:> rcp [-b] \path\file name [\path\file name...] printer's host name:["Virtual Printer Name"]

ftp

ftp> put \path\ file name [Virtual Printer Name]

Specifications

This section contains the machine's electrical and hardware specifications, including information about its options.

Component	Specifications
Resolution	1200 dpi
Printing speed	Type 1: • 90 ppm Type 2: • 110 ppm Type 3: • 135 ppm (A4 ▯, 8$^1/_2$ " × 11 " ▯, plain paper) Printing speeds depend on the machine. Check which type of machine you have. See About This Machine.
Interface	Standard: • Ethernet interface (100 BASE-TX/10 BASE-T) • USB 2.0 Type A/B Option: • Giga Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T) • IEEE 1284 parallel interface • IEEE 802.11a/b/g wireless LAN interface • Bluetooth interface
Network protocol	TCP/IP(IPv4, IPv6), IPX/SPX, AppleTalk
Printer language	Standard: • PCL 5e/6, RPCS Optional: • PostScript 3, PDF, IPDS
Fonts	PCL 5e/6: • 45 Intellifonts, 13 International fonts. PostScript 3:

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Component	Specifications
	• 136 fonts (Type 2:24, Type 14:112) IPDS: • 108 fonts
Memory	1.5 GB
Hard disk	320 GB
USB Interface (Standard)	Transmission spec: • USB 2.0 Standard Connectable Device: • Devices corresponding to USB 2.0 Standard
Supported Operating System	Standard: • Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008 Optional: • Mac OS 8.6 or later, Mac OS X 10.1 or later

⬇ Note

- When resolution is 1200 dpi, printing speed may be slower.
- When using Mac OS, use only the standard USB Interface. The optional USB interface board is not supported.
- When using Mac OS, the USB interface is supported only under Mac OS 9 or later.
- When using the USB Interface (Standard) with Mac OS 10.3.3, USB2.0 is supported.

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Microsoft® Windows Server® 2003 Datacenter Edition

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Microsoft® Windows Server® 2008 Datacenter

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MEMO

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