



## Quick Reference Printer Guide

# ⇒ Please follow these instructions using your PC ⇐

### How to install the printer driver...

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

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

#### Downloading the printer driver

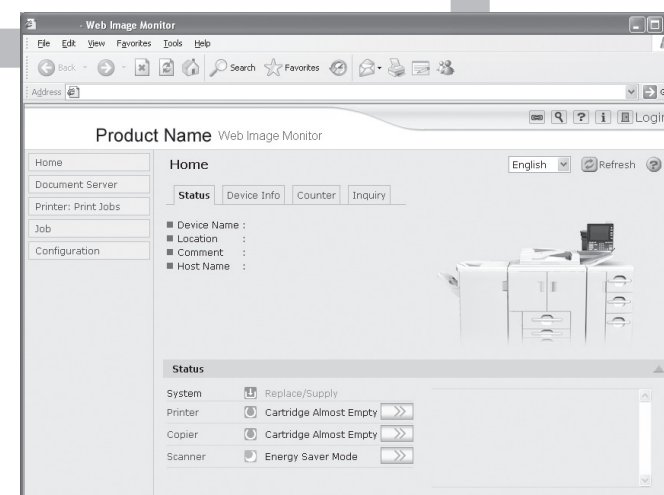
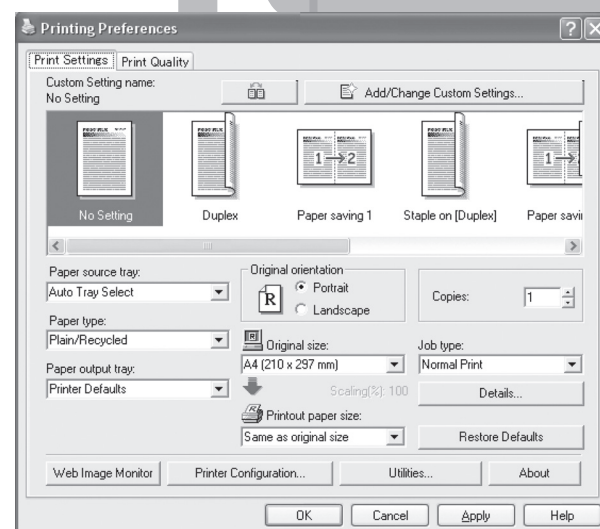
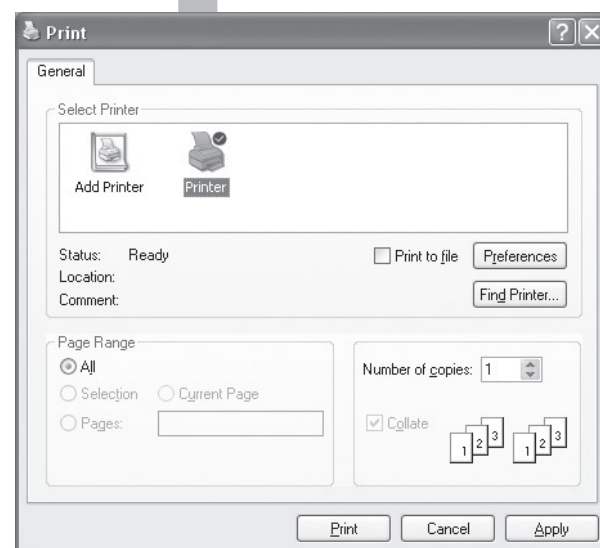
- If your operating system is Windows XP Pro x64, or Windows Server 2003 / 2003 R2 / 2008 x64, you must download the printer driver from the supplier's Web site.  
For details, see "Installing the Printer Driver", Printer Reference. ⑤

### How to prepare for printing...

- 1 On the [Start] menu, click [Printer and Faxes].
- 2 Right-click the icon of the printer you want to use, and then click [Set as Default Printer].
- 3 On the [File] menu, click [Printing Preferences...].
- 4 If you get the "Configure..." message, click [OK].
- 5 On the [Change Accessories] tab, select the options and specify the paper trays you want to use, and then click [OK].
- 6 Specify the paper size of the original in the screen that appears next.
- 7 Click [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet], and [Misc.].
- 8 Save the custom settings you have made: click [Save as], enter a name, and then click [OK].

### How to print...

- 1 Open your document.
- 2 - Click the print icon directly, or  
- On the [File] menu, click [Print].
- 3 Select the printer you want to use in the [Name] or [Select Printer] list, and then click the [Properties] button or [Print Settings] tab.
- 4 Make the settings you require, and then click [OK].
- 5 Set a number of copies.
- 6 Click [OK].



### How to use Web Image Monitor...

- 1 Start your Web browser.
- 2 In your browser's address bar, enter the following:  
<http://machine's IP address/>
- 3 Select one of the following functions:
  - Home
  - Document Server
  - Printer: Print Jobs
  - Job
  - Configuration

#### Why use Web Image Monitor?

- To access the machine anywhere via a Web browser.
- To provide you with the convenience of managing certain functions from your computer.

### How to print a confidential document...

- 1 On the [File] menu, click [Print], and then click [Properties].
- 2 In [Job Type], select [Locked Print].
- 3 Click [Details...].
- 4 Specify [User ID] and [Password].
- 5 Click [OK], and then reconfirm password.
- 6 Perform steps as described in 'How to print...' from step 3 onwards.
- 7 Go to the machine and then press the [Printer] key.
- 8 Press [Print Jobs].
- 9 Press [Locked Print Job List].
- 10 Select your document, and then press [Print].
- 11 Enter your password, and then press [OK].  
Reconfirm by pressing [Yes].

! The Locked Print file is printed, and deleted afterwards.

### How to print documents later (Hold Print)

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

- 1 On the [File] menu, click [Print], and then click [Properties].
- 2 In [Job Type], select [Hold Print] or [Stored Print].
- 3 Click [Details...].
- 4 Specify [User ID] and [Password] if necessary (for password protected Stored Print documents).
- 5 Click [OK], and then reconfirm password.
- 6 Perform steps as described in 'How to print...' from step 3 onwards.
- 7 Go to the machine, and then press the [Printer] key.
- 8 Press [Print Jobs].
- 9 Press [Hold Print Job List] or [Stored Print Job List].
- 10 Press ID and enter password if necessary (for password protected Stored Print documents).
- 11 Select your document, and then press [Print].

- ! The Hold Print file is printed, and deleted afterwards.
- The Stored Print file is printed.

### How to monitor your machine in the network...

- ! Use SmartDeviceMonitor, which is automatically installed with your printer drivers.
  - 1 Right-click the green PC icon at the bottom of your screen.
  - 2 Point to [Properties], and then click [Monitor Device Settings...].
  - 3 On the [Network Devices] tab, click [Browse...].
  - 4 Select your machine, and then click [OK].
  - 5 On the [Printers Folder] tab, click the [To be monitored] and [Displayed on Task Bar] check boxes.
- ! If you select this machine from the SmartDeviceMonitor icon, you can see the [Status], [Configuration] and [Job History].  
Next time you print, you get a message on your pc in case of any failure.