

Pro C7100s/C7100sx/C7110s/C7110sx

Operating Instructions

Print

For safe and correct use, be sure to read the Safety Information in "Read This First" before using the machine.

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1. Displaying the Printer Driver Settings Screen

This chapter explains how to open the printer driver settings screen using Windows 7 as an example. The screens displayed may differ depending on the application.

Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

🔁 Important

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.
- You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.
- 1. On the [Start] menu, click [Devices and Printers].
- 2. Right-click the icon of the printer you want to use.
- 3. Click [Printer properties].

Displaying the Printing Preferences Dialog Box

Displaying the Printing Preferences Dialog Box from the [Start] Menu

This section explains how to open the [Printing Preferences] dialog box from [Devices and Printers].

🔂 Important

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].
- You cannot configure different print settings for each user. The settings configured in this dialog box are used as the default.
- 1. On the [Start] menu, click [Devices and Printers].
- 2. Right-click the icon of the printer you want to use.
- 3. Click [Printing preferences].

Displaying the [Printing Preferences] Dialog Box in 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 settings displayed in the [Printing Preference] dialog box opened from the [Devices and Printers] window are applied as the default in the [Printing Preference] dialog box opened in an application. When printing from an application, modify the settings as required.

The screens displayed may differ depending on the application. The following procedure explains how to print documents from an application using WordPad in Windows 7 as an example.

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].

🕗 Note

• Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the printer driver Help or the manuals provided with the application.

Menu Names and Brief Overview of Each Function

The following is an overview of the menus that are available on the [Detailed Settings] tab of the PCL 6 printer driver. For details about other items that can be configured from each menu, see the printer driver Help.

Job Setup menu

You can specify job type, the classification code, and authentication.

- For details about how to store data on the hard disk of this machine and print it using the control panel, see page 79 "Storing Documents in the Hard Disk Drive and Printing Them".
- For details about how to store data in the Document Server and print it using the control panel, see page 99 "Saving and Printing Using the Document Server".
- For details about registering classification codes, see page 26 "Registering Classification Codes".

Basic menu

You can specify the original orientation, size, print size, and print color.

Paper menu

You can configure settings for the source tray, paper type, and tab stock printing.

• For details about tab stock printing, see page 21 "Tab Stock Printing".

Cover/Slip/Designate menu

You can configure the settings for cover sheet, slip sheet, and chapter page.

- For details about front and back cover sheet, see page 64 "Cover Sheet".
- For details about slip sheet, see page 68 "Slip Sheets".
- For details about chapter page, see page 66 "Chapter Page".

2 Sided/Layout/Booklet menu

You can configure combine printing, two-sided printing, and booklet printing settings.

- For details about specifying combine printing, see page 15 "Combining Multiple Pages into Single Page".
- For details about specifying two-sided printing, see page 13 "Printing on Both Sides of Sheets".
- For details about booklet printing, see page 41 "Booklet Printing".

Imposition menu

You can configure poster function settings.

• For details about poster function, see page 19 "Poster".

Output Settings menu

You can configure the settings for the output tray, collate, separation sheet, and banner page.

- For details about collate, see page 42 "Collate".
- For details about separation sheet, see page 44 "Separation Sheet".
- For details about banner page, see page 63 "Banner Page".

Finishing menu

You can configure Staple, Punch, Fold, Ring Binding, Perfect Binding, and Fore Edge Cut settings.

- For details about Staple and Fore Edge Cut, see page 45 "Staple".
- For details about Punch, see page 49 "Punch".
- For details about Fold, see page 52 "Fold".
- For details about Ring Binding, see page 58 "Ring Binding".
- For details about Perfect Binding, see page 60 "Perfect Binding".

Print Quality:Standard menu

You can configure settings such as Resolution.

Print Quality:Advanced menu

You can configure settings such as Barrier-free Color Management, Color Balance, and Vector/ Raster.

• For details about barrier-free color management, see page 11 "Standard Printing".

Effects menu

You can configure unauthorized copy prevention and watermark settings.

- For details about enabling watermark, see page 17 "Watermarks".
- For details about specifying unauthorized copy prevention, see page 29 "Printing Documents That Are Not Authorized for Duplication".

Note

• For details about the PCL 5c printer driver, see the printer driver Help.

Using One Click Presets

Some of the frequently used functions are registered under "One Click Preset List." on the [Frequently Used Settings] tab.

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

One click presets can be added, modified, and deleted as required. By using registered one click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one click presets.

1. Open the [Printing Preferences] dialog box.

- 2. Make the settings you require.
- 3. Click [Register Current Settings...].
- 4. Enter a name and comment that describe the setting, and then click [OK].
- 5. Click [OK].

Vote

• For details about modifying and deleting one click presets, see the printer driver Help.

Displaying the Printer Driver Help

Displaying the printer driver Help

If you click [Help] in the setting dialog box for the printer driver, the Help contents corresponding to the displayed tab appears.

Displaying the descriptions of the items on the printer driver's settings dialog box

If a question mark button is displayed in the upper right corner of the setting dialog box for the printer driver, a question mark sign will be displayed next to the mouse pointer by clicking that button. Move this question mark over the item whose Help information you want to view, and then left-click to display the Help information.

2. Printing Documents

This chapter explains how to print documents from the printer driver using WordPad in Windows 7 as an example. The screens displayed may differ depending on the application.

A third party may remove or review printed documents. Collect them immediately when printing is complete.

Standard Printing

🔁 Important

 The default setting is two-sided printing. If you want to print on only one side, select [Off] for the two-sided printing setting.

Note

If you are printing on a registered custom paper, make the correct paper settings for the custom
paper on the printer driver. For details about custom paper, see "Registering a Custom Paper",
Paper Settings.

When Using the PCL 6 Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Frequently Used Settings] tab.
- 5. In the "Job Type:" list, select [Normal Print].
- 6. In the "Document Size:" list, select the size of the original to be printed.
- In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.
- 8. In the "Paper Type:" list, select the type of paper that is loaded in the paper tray.
- In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.

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

- 10. Select [Color] or [Black and White] in the "Color/Black and White:" list.
- 11. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
- 12. Click [OK].

13. Start printing from the application's [Print] dialog box.

Vote

 If [Color] is selected in the "Color/Black and White:" list, you can print using special color outputs suitable for color vision impaired users. To use this function, click the [Detailed Settings] tab. Click the [Print Quality:Advanced] menu in the "Menu:" box, and then select [On] in the "Barrier-free Color Management:" list.

When Using the PCL 5c Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Job Type:" list, select [Normal Print].
- 5. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
- 6. In the "Orientation:" list, select [Portrait] or [Landscape] as the orientation of the original.
- 7. Select [Color] or [Black and White] in the "Color/Black and White:" list.
- 8. Click the [Paper] tab.
- 9. In the "Document Size:" list, select the size of the original to be printed.
- In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.

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

- 11. In the "Type:" list, select the type of paper that is loaded in the paper tray.
- 12. Click [OK].
- 13. Start printing from the application's [Print] dialog box.

Printing on Both Sides of Sheets

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

😭 Important 🔵

- The types of paper that can be printed on both sides are as follows:
 - Plain, Recycled, Color, Letterhead, Preprinted, Prepunched, Black, Coated Paper: Gloss Print, Coated (Glossy), Coated (Matted), Synthetic, Textured

Vote

- If the document contains pages with different original sizes, page breaks may occur.
- If you are printing on a registered custom paper, make the correct paper settings for the custom paper on the printer driver. For details about custom paper, see "Registering a Custom Paper", Paper Settings.

When Using the PCL 6 Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Frequently Used Settings] tab.

You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.

- 5. Select the method for binding the output pages in the "2 sided:" list.
- 6. Change any other print settings if necessary.
- 7. Click [OK].
- 8. Start printing from the application's [Print] dialog box.

When Using the PCL 5c Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Duplex:" list, select [Open to Left] or [Open to Top].
- 5. Change any other print settings if necessary.

- 6. Click [OK].
- 7. Start printing from the application's [Print] dialog box.

Types of Two-sided Printing

You can select which way the bound pages open by specifying which edge to bind.

Orientation	Open to Left	Open to Top
Portrait		
Landscape		

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.

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.
- By combining the combine printing and booklet printing functions, you can print multiple pages onto a single sheet and bind them to form a booklet. For details about booklet printing, see page 41 "Booklet Printing".
- If you are printing on a registered custom paper, make the correct paper settings for the custom
 paper on the printer driver. For details about custom paper, see "Registering a Custom Paper",
 Paper Settings.

When Using the PCL 6 Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Frequently Used Settings] tab.

You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.

 Select the combination pattern in the "Layout:" list, and then specify the method for combining pages in the "Page Order:" list.

To draw a border line around each page, select [Draw Frame Border] in [2 Sided/Layout/ Booklet] in the [Detailed Settings] tab.

- 6. Change any other print settings if necessary.
- 7. Click [OK].
- 8. Start printing from the application's [Print] dialog box.

When Using the PCL 5c Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Layout:" list, select the combination pattern from the list.
- 5. Change any other print settings if necessary.
- 6. Click [OK].
- 7. Start printing from the application's [Print] dialog box.

Types of Combine Printing

This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

The following illustrations show example page ordering patterns for 2- and 4-page combinations.

2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		
Landscape		

4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left
1 2 3 4	1 3 2 4	2 1 4 3	3 1 4 2

Watermarks

Using this function, you can print documents with text watermarks. You can specify only one type of watermark at a time.

Vote

- You can create and apply custom watermarks. For details about creating original watermarks, see the printer driver Help.
- If you are printing on a registered custom paper, make the correct paper settings for the custom paper on the printer driver. For details about custom paper, see "Registering a Custom Paper", Paper Settings.

When Using the PCL 6 Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Detailed Settings] tab.
- 5. In the "Menu:" box, click [Effects].
- Select the [Print Watermark] check box, and then select a watermark in the "Watermarks:" list.

To edit a watermark or create a new one, click [Edit...], and then perform the necessary procedures. For details, see the printer driver Help.

- 7. Change any other print settings if necessary.
- 8. Click [OK].
- 9. Start printing from the application's [Print] dialog box.

When Using the PCL 5c Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Watermarks] tab.

5. Select a watermark in the "Watermark" list.

To edit a watermark or create a new one, use the [Edit] menu. For details, see the printer driver Help.

- 6. Change any other print settings if necessary.
- 7. Click [OK].
- 8. Start printing from the application's [Print] dialog box.

Types of Watermarks

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

CONFIDENTIAL	URGENT	DRAFT	ORIGINAL	COPY
A				

Poster

This function allows you to create a poster-size output by enlarging a single-page document to cover multiple sheets of paper. The divided images are printed with an overlap of 15 mm (0.59 inches) on the margin of each sheet, so you can paste them seamlessly. This function is available for the PCL 6 printer driver.

🔁 Important

- To use the poster function, disable the two-sided and layout printing functions in the [2 Sided/ Layout/Booklet] menu.
- The document is automatically enlarged according to the paper size and layout you specify.

🕓 Note

- If you are printing on a registered custom paper, make the correct paper settings for the custom
 paper on the printer driver. For details about custom paper, see "Registering a Custom Paper",
 Paper Settings.
- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Detailed Settings] tab.
- 5. In the "Menu:" box, click [Imposition].
- 6. Select the layout in the "Poster:" list.
- 7. Change any other print settings if necessary.
- 8. Click [OK].
- 9. Start printing from the application's [Print] dialog box.

Types of the poster function

The following options are available when printing a portrait document:

• 1 Page into 2 Sheets

Divides a page to print in a layout of top and bottom sheets.



• 1 Page into 4 Sheets

Divides a page to print in a layout of two sheets by two sheets.



• 1 Page into 9 Sheets

Divides a page to print in a layout of three sheets by three sheets.



Vote

- When printing using the poster function, some images may print with problems such as smudges on the back side of printed paper, etc.
- Poster function cannot be used with the fold function.

Tab Stock Printing

You can print on tab stock that has the index tab on its right edge.

To print on tab stock, specify the size of the tab stock in [Paper Size] under [Tray Paper Settings], and select [Tab Stock] in [Paper Type]. Then, specify the position of the index tab.

For details about [Tray Paper Settings], see "Tray Paper Settings", Paper Settings.



🔁 Important

• For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.

Note

- Be sure to check the position of the index tab beforehand, so that images to be printed do not come out slanted. If there are any letters in a position where the index tab is not present, toner may dirty the back of the paper.
- If the position of the index tab conflicts with that of staples or punch holes, the position of the index tab will be prioritized.
- About the sizes of tab stocks that can be printed, see Paper Specifications and Adding Paper for details.
- Specify the position of the index tab in [Tray Paper Settings]. To change the print position on the index tab, select [Machine Setting(s)] in [Tray Setting Priority] for the corresponding tray under [Printer Features] on the control panel.
- When you enable this function, the [Extended Auto Tray Switching] function will be disabled. For details about [Extended Auto Tray Switching], see page 111 "System".
- If you are printing on a registered custom paper, make the correct paper settings for the custom
 paper on the printer driver. For details about custom paper, see "Registering a Custom Paper",
 Paper Settings.

When Using the PCL 6 Printer Driver

 Click the WordPad menu button in the upper left corner of the window, and then click [Print].

- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Detailed Settings] tab.
- 5. In the "Menu:" box, click [Paper].
- 6. Select the [[Tab Stock] Printing] check box.

To move the position of the index tab to the right, check that the [Shift Print Position for [Tab Stock]] check box is selected.

To keep the position of the index tab to the right, clear the [Shift Print Position for [Tab Stock]] check box.

- 7. Change any other print settings if necessary.
- 8. Click [OK].
- 9. Start printing from the application's [Print] dialog box.

When Using the PCL 5c Printer Driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Paper] tab.
- 5. Select the [[Tab Stock] Printing] check box.

To move the position of the index tab to the right, check that the [Shift Print Position for [Tab Stock]] check box is selected.

To keep the position of the index tab to the right, clear the [Shift Print Position for [Tab Stock]] check box.

- 6. Change any other print settings if necessary.
- 7. Click [OK].
- 8. Start printing from the application's [Print] dialog box.

Printing on Envelopes

Configure the paper settings appropriately using both the printer driver and the control panel.

🔁 Important

• To print on envelopes, load them into the optional wide LCT or Tray A, and be sure to specify an appropriate paper type. See Paper Specifications and Adding Paper for details.

Configuring Envelope Settings Using the Control Panel

1. Load envelopes in the paper tray.

About how to load envelopes, see Paper Specifications and Adding Paper for details.

2. Press the [Paper Setting] key.



- 3. Select the paper tray in which the envelopes are loaded.
- 4. Press [Manual Paper Settings].
- 5. Press [Envelope] in the "Paper Type" area, and then select the appropriate item in the "Paper Weight" area.
- 6. Press the [Paper Size] tab.
- 7. Select the envelope size, and then press [OK].
- 8. Press [OK].
- 9. Press the [Paper Setting] key.

Printing on Envelopes Using the Printer Driver

Vote

If you are printing on a registered custom paper, make the correct paper settings for the custom
paper on the printer driver. For details about custom paper, see "Registering a Custom Paper",
Paper Settings.

When using the PCL 6 printer driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Document Size:" list, select the envelope size.
- 5. In the "Paper Type:" list, select [Envelope].
- 6. In the "Input Tray:" list, select the paper tray where the envelopes are loaded.
- 7. Change any other print settings if necessary.
- 8. Click [OK].
- 9. Start printing from the application's [Print] dialog box.

When using the PCL 5c printer driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the [Select Printer] list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Paper] tab.
- 5. In the "Document Size:" list, select the envelope size.
- 6. In the "Input Tray:" list, select the paper tray where the envelopes are loaded.
- 7. In the "Type:" list, select [Envelope].
- 8. Change any other print settings if necessary.
- 9. Click [OK].
- 10. Start printing from the application's [Print] dialog box.

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.

Spool Printing can be specified in Web Image Monitor or by using telnet. About Web Image Monitor, see Connecting the Machine/System Settings for details and Web Image Monitor Help. About telnet, see Connecting the Machine/System Settings for details.

When Spool Printing is set, you can display on the control panel the spooled print jobs stored in the machine. To display the spooled print jobs, press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen, and then press [Spooling Job List]. The spooled print job list appears.

Note

• If the [Printer] icon does not appear, press the 📰 icon at the upper right corner of the screen to switch to the menu screen.

To delete a spooled print job stored in the machine, select the job you want to delete, and then press [Delete].

Registering 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 client computers or account titles.

Classification Code - Based Process (example)



- 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 page 27 "Specifying the Classification Code for a Print Job".

3. The job is printed.

Use Web Image Monitor to specify whether to require entering a classification to be entered or to make it optional.

For details, see page 26 "Configuring Classification Codes".

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

Configuring Classification Codes

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

🔁 Important

- 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.
- The configuration page can be printed at any time.
- The default setting for classification code requirement is [Optional].
- 1. Log in to Web Image Monitor in administrator mode.

About logging in, see Connecting the Machine/System Settings for details.

- 2. Click [Configuration] on the [Device Management] menu.
- 3. Under "Device Settings", click [Logs].
- 4. Check that [Required] or [Optional] is selected for "Classification Code" in the "Common Settings for All Logs" column.
- 5. Click [OK].
- 6. Click [Logout].
- 7. 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 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.

Vote

- When [Document Server] is selected in the "Job Type:" list, the classification code cannot be entered.
- If you are printing on a registered custom paper, make the correct paper settings for the custom
 paper on the printer driver. For details about custom paper, see "Registering a Custom Paper",
 Paper Settings.

When using the PCL 6 printer driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.

- 3. Click [Preferences].
- 4. Click the [Detailed Settings] tab.
- 5. In the "Menu:" box, click [Job Setup].
- 6. Enter the classification code in the "Classification Code:" box.
- 7. Change any other print settings if necessary.
- 8. Click [OK].
- 9. Start printing from the application's [Print] dialog box.

When using the PCL 5c printer driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Valid Access] tab.
- 5. Enter the classification code in the "Classification Code:" box.
- 6. Change any other print settings if necessary.
- 7. Click [OK].
- 8. Start printing from the application's [Print] dialog box.

Printing Documents That Are Not Authorized for Duplication

You can embed text and patterns under printed text to prevent unauthorized copying of the document. Unauthorized Copy Prevention consists of two functions: Unauthorized Copy Prevention for Pattern and Data Security for Copying. This function is available for the PCL 6 printer driver and PostScript 3 printer driver.

Coloritant 🔂

- Unauthorized Copy Prevention may not prevent information leaks in all cases.
- For details about the optional units required for Data Security for Copying, see "Functions Requiring Optional Configurations", Getting Started.

Printing a document using Unauthorized Copy Prevention for Pattern



- 1. Specify Unauthorized Copy Prevention for Pattern in the printer driver, and then print the document.
- 2. The specified text and patterns for unauthorized copy prevention are embedded in the printed document.
- 3. Copy the printed document using a copier or MFP.
- 4. The copy prevention pattern appears on the copied document.



Printing a document using Data Security for Copying

- 1. Specify Data Security for Copying in the printer driver, and then print the document.
- 2. The background pattern and text for unauthorized copy prevention are embedded in the printed document.
- 3. Copy the printed document using a copier or MFP.
- 4. The images and text in the copied document are converted into gray overprint.
- \rm Note
 - Unauthorized Copy Prevention can be configured in the printer driver, Web Image Monitor, or on the control panel of this machine. For details about how to specify Unauthorized Copy Prevention in Web Image Monitor, see Web Image Monitor Help. For details about how to specify Unauthorized Copy Prevention on the control panel, see "Administrator Tools", Connecting the Machine/System Settings.
 - If you are printing on a registered custom paper, make the correct paper settings for the custom paper on the printer driver. For details about custom paper, see "Registering a Custom Paper", Paper Settings.

Enabling Unauthorized Copy Prevention for Pattern

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Detailed Settings] tab.
- 5. In the "Menu:" box, click [Effects].
- 6. Select the [Unauthorized Copy Prevention] check box, and then select [Unauthorized Copy Prevention for Pattern] in the "Unauthorized Copy Prevention Type" list.

- 7. Click [Details...].
- 8. Change the configuration as required, and then click [OK].
- 9. Change any other print settings if necessary.
- 10. Click [OK].
- 11. Start printing from the application's [Print] dialog box.

Vote

- You cannot partially embed texts and patterns strings in a document.
- 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.
- When copying a printed document with Unauthorized Copy Prevention for Pattern applied, the copy may have partial shading. Change the original type setting to [Text] or [Photo].
- For the settings that can be specified in the printer driver, see the printer driver Help.

Enabling Data Security for Copying

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Detailed Settings] tab.
- 5. In the "Menu:" box, click [Effects].
- Select the [Unauthorized Copy Prevention] check box, and then select [Data Security for Copying] in the "Unauthorized Copy Prevention Type" list.
- 7. Click [Details...].
- 8. Change the configuration as required, and then click [OK].
- 9. Change any other print settings if necessary.
- 10. Click [OK].
- 11. Start printing from the application's [Print] dialog box.

🕓 Note

- To print on gray background using Data Security for Copying, the machine must be configured accordingly. For details, see Security Guide.
- You cannot partially embed a text and pattern in a document.
- Use plain paper or recycled paper that has whiteness of 70% or more. The paper size must be 182 × 257 mm (7¹/₄ " × 10¹/₂ ") or larger.

- Two-sided printing may interfere with this function as a result of text and patterns being visible through the paper.
- For the settings that can be specified in the printer driver, see the printer driver Help.

Notes

- The manufacturer 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 Prevention may vary depending on the quality of paper used and the machine model and settings.
- The manufacturer takes no responsibility for any damages sustained in connection with use of or inability to make use of Unauthorized Copy Prevention print patterns.

Conserving Toner When Printing

Black and White Printing

For the PCL 6 printer driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Select [Black and White] in the "Color/Black and White:" list.
- 5. Change any other print settings if necessary.
- 6. Click [OK].
- 7. Start printing from the application's [Print] dialog box.

For the PCL 5c printer driver

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. Click the [Setup] tab.
- 5. Select [Black and White] in the "Color/Black and White:" list.
- 6. Click [OK].
- 7. Start printing from the application's [Print] dialog box.

Black and White printing precautions

Some applications may recognize grayscale or a black-and-white area of a document as a color image. As a result, the area may be printed in four colors (CMYK) and counted on the billing counter as such. To ensure that documents are printed in black and white, click the [Detailed Settings] tab, click [Print Quality:Standard] in the "Menu:" box, select [User Setting] in the "Settings for Image:" list, and then select [K (Black)] from [Gray Reproduction:]. For details, see the printer driver Help.

Canceling a Print Job

This section gives instruction to stop printing from the computer or the control panel after confirming to start printing.

1. Check the machine to see if relevant data is printing.

If the Data In indicator lights up or blinks, the machine is receiving data from a computer.

2. Cancel printing.

Since canceling procedures vary depending on the print job status, check the job status and cancel printing according to the following procedure.

Before Printing Starts

- 1. Double-click the printer icon on the Windows task tray.
- 2. Select the name of the job you want to cancel.
- 3. On the [Document] menu, click [Cancel].

While Printing is in Progress

1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔜 icon at the upper right corner of the screen to switch to the menu screen.


2. Press [Job Reset] or the [Stop] key.

5 🗐 🕞 A4 Plain Paper	6 🗐 🖟 A4 Plain Paper	A 🗐 🕞 A4 Plain Paper		Pri	nt Q'ty 3/50
					lob Reset
	Prin	it from Memory	/ Storage Device		Job Operation
le Name	F	age(s) Qty	v. Priority		Form Feed
- Notepad		1 50)		

- 3. Press [Cancel Printing] to cancel the current print job, or [Cancel All Jobs] to cancel all jobs.
- 4. Press [Yes] to cancel the print job.

Vote

- Set [I/O Timeout] in [Host Interface] under [Printer Features] to a larger value, if printing resumes from the middle of a print job even after the printing has been canceled.
- To stop a large print job, you should cancel the print job on the client computer in addition to pressing [Job Reset] or the [Stop] key on the control panel.

If an Error Occurs with the Specified Paper Size and Type

An error message appears on the control panel if there is no tray for the selected paper size or the tray is empty. In that case, you can select a tray manually to continue printing or cancel the print job.



🔁 Important

- The tray cannot be changed and form feed will be performed if:
 - Staple, Punch, or Fold (other than Z-fold) is specified. You can perform form feed by canceling these functions.
 - Two-sided printing is specified for a tray that does not support two-sided printing. Form feed
 can be performed if two-sided printing is canceled.
 - Front Cover Sheet, Back Cover Sheet, or Slip Sheet is specified.
 - Chaptering or Chapter Slip Sheets is specified.
 - Separation Sheet is specified.
 - Ring Binding or Perfect Binding is specified.
 - The paper is fed from an optional interposer.

\rm Note

- If form feed is performed while the first set of a collate job is being processed, only the first of the collate job will be printed from the specified source tray, and the collate function enabled for the print job will be canceled.
- If form feed is performed for a collate job after printing of the first set of the collate job is complete, printing will stop when printing of the current set of the collate job is complete.

Printing from a Selected Tray

Use the following procedure to manually select the tray to continue printing.

1. To continue printing manually, select a tray that is displayed on the control panel.

If you want to print after supplying additional paper to a tray, be sure to load appropriate paper first, and then select the tray.

2. Press [Continue].

Note

 If Auto Continue is specified, printing from any of the paper trays will begin after the specified period of time elapses. For details, see page 74 "Executing Form Feed When an Error Occurs".

Canceling a Print Job

- 1. Press [Job Reset].
- Press [Cancel Printing] to cancel the current print job, or [Cancel All Jobs] to cancel all jobs.
- 3. Press [Yes] to cancel the print job.

• Note

- Set [I/O Timeout] in [Host Interface] under [Printer Features] to a larger value, if printing resumes from the middle of a print job even after the printing has been canceled.
- To stop a large print job, you should cancel the print job on the client computer in addition to pressing [Job Reset] on the control panel.

Print Area

The following shows the recommended print area for this machine.



- 1. Print area
- 2. Feed direction
- 3. Left margin (varies depending on the paper type)

Non-coated paper:

Approx. 5.0 ± 0.5 mm (0.2 ± 0.02 inches) for paper weight 1 to 3, and approx. 4.0 ± 0.5 mm (0.16 ± 0.02 inches) for paper weight 4 to 8

Coated paper:

Approx. 7.0 \pm 0.5 mm (0.28 \pm 0.02 inches) for paper weight 2, approx. 5.0 \pm 0.5 mm (0.2 \pm 0.02 inches) for paper weight 3, and approx. 4.0 \pm 0.5 mm (0.16 \pm 0.02 inches) for paper weight 4 to 8

4. Right margin (varies depending on the paper type)

Non-coated paper:

Approx. $5.0 \pm 1.0 \text{ mm} (0.2 \pm 0.04 \text{ inches})$ for paper weight 1 to 3, and approx. $4.0 \pm 1.0 \text{ mm}$ (0.16 ± 0.04 inches) for paper weight 4 to 8

Coated paper:

Approx. 7.0 \pm 1.0 mm (0.28 \pm 0.04 inches) for paper weight 2, approx. 5.0 \pm 1.0 mm (0.2 \pm 0.04 inches) for paper weight 3, and approx. 4.0 \pm 1.0 mm (0.16 \pm 0.04 inches) for paper weight 4 to 8

5. Top margin

Approx. 2.0 ± 1.5 mm (0.08 ± 0.06 inches)

6. Bottom margin

Approx. 2.0 ± 1.5 mm (0.08 ± 0.06 inches)

• Note

- The print area may vary depending on the paper size, printer language and printer driver settings.
- Depending on the printer driver settings, you may be able to print outside the recommended print area. However, the actual output may not come out as desired, or a paper feed problem may occur.
- If Edge to Edge Print function is enabled, the margins on the left, right, and bottom edges in relation to the feed direction will become 0 mm. However, toner smearing may occur on the back side or near the edges of the printed paper.

2. Printing Documents

3. Useful Functions for Binding and **Sorting Printed Documents**

This chapter describes useful print functions such as printing on cover sheets, inserting slip sheet. It also explains how to staple, punch, fold, collate, ring binding, and perfect binding the printed sheets.

Booklet Printing

This section explains how to print documents and bind them in the center using the printer driver.

If the PCL 6 printer driver is used, booklet printing can be specified in the "Booklet:" list on the [Frequently Used Settings] tab or in the [2 Sided/Layout/Booklet] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

🔁 Important

- The paper types that can be used for booklet printing are as follows:
- Plain, Recycled, Color, Letterhead, Preprinted, Prepunched, Black, Coated Paper: Gloss Print, Coated (Glossy), Coated (Matted), Synthetic, Textured



Note

- If the information icon (① / ③) is displayed next to the "Booklet:" list, you cannot specify booklet printing. Click the information icon ((i) / \Im) to check why booklet printing is unavailable.
- If the document contains pages with different original sizes, page breaks may occur.
- By combining the booklet printing and combine printing functions, you can print multiple pages onto a single sheet and bind them to form a booklet. For details about combine printing, see page 15 "Combining Multiple Pages into Single Page".
- If you specify a custom size paper for the booklet printing function using the PostScript 3 printer driver and the length of the short edge of the paper is equal to or shorter than half the length of the long edge of the paper, the job will be canceled.

Collate

When printing multiple documents such as handouts for meetings, you can separate sets into order. Collate stores data transmitted from a computer to the machine's memory or hard disk drive.

If the PCL 6 printer driver is used, Collate can be specified in the [Output Settings] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

🔁 Important

- You can sort up to 3,000 pages, and up to 9,999 copies.
- If form feed is executed by [Auto Continue] for a print job whose processing is disrupted by errors, Collate will be canceled. For details about [Auto Continue], see page 74 "Executing Form Feed When an Error Occurs".

Types of Collate

Shift Collate is available only for the PCL 6 printer driver and PostScript 3 printer driver.

Collate

Printed output is assembled as sets in sequential order.

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Shift Collate

An optional finisher is required for this function.

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.

3

Notes on Configuring the Collate Function

Collate may be canceled under the following conditions:

Conditions where Shift Collate will be canceled

- When the output tray does not support the shift function.
- When only one page is printed.

• Note

- If the information icon ((1)) is displayed next to the "Collate:" list in the PCL 6 printer driver or PostScript 3 printer driver, you cannot specify Collate. Click the information icon ((1)) to check why collate function is unavailable.
- If the information icon (?) is displayed next to the "Ignore Application Collate" check box in the PCL 5c printer driver, you cannot change the collate setting. For details, click the information icon (?).
- When Collate is specified using the printer driver, make sure [Application Collate] is not selected. The output may not be what you require. Specify [Printer Collate] when printing the document.
- If you cannot configure Shift Collate even with an optional finisher installed, options may not be set up correctly in the printer driver. To correct the printer driver's option settings, see "Configuring Option Settings for the Printer", Printer Driver Installation Guide.
- The paper size and number of sheets supported by Collate and Shift Collate functions differ depending on the attached option. For details, see "Specifications", Maintenance and Specifications.



Separation Sheet

When printing and sorting multiple copies of a document such as a handout for a meeting, you can use this function to insert a separation sheet between each set of a specified number of copies.

If the PCL 6 printer driver is used, separation sheet can be specified in the [Output Settings] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.



Vote

- For details about how to configure the source tray setting for separation sheets, see "Tray Paper Settings", Paper Settings.
- 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.
- 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.
- Separation sheets are not inserted if the separation sheet setting and the staple function other than Staple (Center) are specified at the same time.
- If the separation sheet function and the chapter page function are both specified, the separation sheet will be inserted in front of the chapter slip sheet.
- 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.
- A separation sheet is not inserted before the first set of prints if the separation sheet and sample print functions are specified at the same time.

3

Staple

With an optional finisher installed, this machine can staple individual sets when printing multiple sets.

If the PCL 6 printer driver is used, Staple can be specified in the "Staple:" list on the [Frequently Used Settings] tab or in the [Finishing] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

🔁 Important

- For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.
- When bidirectional communication is disabled, configure option settings for the machine using the printer driver. If options are not set correctly in the printer driver, you cannot make staple settings even if a finisher with the staple function is installed. For details, see "Configuring Option Settings for the Printer", Printer Driver Installation Guide.
- Be sure to set the paper size and paper orientation in the printer driver when using this function.
- For the paper size and number of sheets that can be stapled, see "Specifications", Maintenance and Specifications.
- The specified staple position varies depending on paper feed and print data orientation.

Staple Position

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

Paper		Staple Position		
Orientation on the Machine	Print Data Direction	Finisher SR5050	Booklet Finisher SR5060	
	Portrait	* R R R R		
-	Landscape	* R R * R R `	* R R * R R `	



Vote

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

Notes on Configuring the Staple Function

If the number of pages in a document exceeds the maximum number of pages that can be stapled together, the machine staples the maximum number of pages together, and then staples the rest of the pages separately. When center staple is set, the job is canceled. To set the machine to not staple automatically if the number of pages in a document exceeds the maximum number that can be stapled, consult your service representative. For the number of sheets that can be stapled together, see "Specifications", Maintenance and Specifications.

Conditions where stapling will be canceled

Stapling will be canceled if:

- No requirements for specifying collate are fulfilled.
- The finisher with the staple function is not attached.
- Positions other than those for stapling are specified.^{*1}
- The orientation in two-sided printing mode and the staple position do not match. *1
- A paper size or type that is not compatible with the staple function is selected. *2

- Paper sizes that cannot be combined are specified for printing.^{*2}
- The machine is printing a report. *1
- The orientation in letterhead mode and the staple position do not match. *1
- The size of the Z-folded paper is not supported for stapling. *1
- [Driver / Command] is selected in [Tray Setting Priority] for the specified source tray. *2
- There are gaps between the staple position and the index tab position, when printing on tab stock.
- Slip Sheets is specified. *2
- *1 Applicable for jobs specified with the staple function other than center staple.
- *2 Jobs specified with center staple are canceled.

Functions to reset a job when combined with the staple function

- Ring Binding
- Perfect Binding
- Fold function specified on multi-folding unit
- Half fold function specified on Booklet Finisher

Functions to reset a job when combined with the center staple function

- Separation Sheet
- Punch

• Note

- If the information icon (1) / (2) is displayed next to the "Staple:" list, you cannot specify staple function. Click the information icon (1) / (2) to check why staple function is unavailable.
- If staples have run out and [Auto Continue] is disabled, an error message will appear. Cancel the staple function in the error message to continue printing.
- If Staple or Shift Collate is selected with an optional finisher installed, the paper will be delivered to the finisher shift tray irrespective of the setting.
- If letterhead is used for printing, stapling may not be possible at the specified position.
- If two-sided 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.
- If Staple is specified in the printer driver, make sure [Application Collate] is not selected. The output may not come out as you want. Specify [Printer Collate] when printing the document.
- When printing restarts after removing jammed paper, the printing positions may be different, depending on where the jam occurred.
 - If the paper jam occurred in an 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.

Punch

With an optional finisher and punch unit attached, holes can be punched into printed outputs.

If the PCL 6 printer driver is used, Punch can be specified in the "Punch:" list on the [Frequently Used Settings] tab or in the [Finishing] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

🔁 Important

- For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.
- When bidirectional communication is disabled, configure option settings for the machine using the printer driver. If options are not set correctly in the printer driver, you cannot make punch settings even if a finisher with the punch function is installed. For details, see "Configuring Option Settings for the Printer", Printer Driver Installation Guide.
- Be sure to set the paper size and paper orientation in the printer driver when using this function.

Vote

• For details about the paper size and thickness that can be punched, see "Specifications", Maintenance and Specifications.

Punch Position

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

Region A (mainly Europe and Asia)

Paper Orientation on	Drint Data Direction	Punch Position		
the Machine	Fini Daia Direction	2 and 4 holes	4 holes	
	Portrait			
~	Landscape	Ř Ř	Ŕ	
	Portrait	R R	R	
-	Landscape			

3

(mainly North America)

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

Vote

- 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.

Notes on Configuring the Punch Function

Conditions where Punch will be canceled

Punch will be canceled when:

- The finisher that supports the punch function is not attached.
- The selected paper size or type is not available for punching.
- There are inconsistencies between the orientation in two-sided printing mode and the punch position.
- There are inconsistencies between the orientation in letterhead mode and the punch position.
- There are gaps between the staple position and the punch position, when using with the staple function.
- There are gaps between the punch position and the index tab position, when printing on tab stock.
- A tray specified as [Driver / Command] under [Tray Setting Priority] is selected.

Vote

If the information icon (1) / (1) is displayed next to the "Punch:" list, you cannot specify punch function. Click the information (1) / (1) icon to check why punch function is unavailable.

3

- When the punch receptacle has become full and [Auto Continue] is off, an error message will be displayed. Cancel the punch function in the error message to continue printing.
- Punching might not be in the specified position when printing on letterhead paper.
- When two-sided printing 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.
- Depending on the application, print settings may not be enabled and printed output may not be as expected.
- When Punch is specified in the printer driver, make sure [Application Collate] is not selected. The output may not come out as desired. Specify [Printer Collate] when printing the document.
- 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 an 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.

Fold

Printed documents can be folded using the optional Finisher and multi-folding unit or the optional Booklet Finisher attached to the machine.

If the PCL 6 printer driver is used, the fold function can be specified in the [Finishing] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, Z-fold can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

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 For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.

🕹 Note

• Collate is automatically enabled if Half Fold or Multi-sheet Fold is specified.

Using the Multi-Folding Unit

Printed documents can be folded using the optional Finisher and multi-folding unit attached to the machine.

You can select the fold type from the following six types: Z-fold, Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel, and Gate Fold.

If you select the [Multi-sheet Fold] check box in the printer driver, you can apply Half Fold, Letter Foldin, or Letter Fold-out to up to three sheets of paper of the same size at one time.

Folding positions

Select the fold position in the printer driver.

🚼 Important 🔵

- The paper types that can be used for fold function are as follows:
- Plain, Recycled, Color, Preprinted, Prepunched, Black, Coated Paper: Gloss Print, Coated (Glossy), Coated (Matted), Textured

The finished form may vary depending on the paper size. The following table shows the examples of A3 region of size paper folded in each fold type. For details, see the printer driver Help.

Print Data	Fold Types	Folding Position			
Direction		Print Inside	Print Outside	Not Specified	
	Z-fold	-	-		
	Half Fold	7		-	
	Letter Fold- in			-	
Portrait	Letter Fold- out	-	-		
	Double Parallel			-	
	Gate Fold			-	
	Z-fold	-	-		
	Half Fold			-	
	Letter Fold- in			-	
Landscape	Letter Fold- out	-	-		
	Double Parallel			-	
	Gate Fold			-	

Fold

Vote

- For details about which paper sizes are compatible with which fold or Multi-sheet Fold, see "Specifications", Maintenance and Specifications.
- If you apply the Multi-sheet Fold function with letter fold-in to B5 JIS size paper, the folded sheets will be different in size to sheets folded without the Multi-sheet Fold function.



- 1. Multi-sheet Fold not applied
- 2. Multi-sheet Fold applied
- When printing a large number of copies with the Z-fold function, it is recommended to attach the Z-fold support tray to the finisher. For details on attaching the Z-fold support tray to the finisher, see "When using the Z-fold function" or "When using the Letter Fold-out function", Getting Started.

Notes on configuring the fold function

Conditions where fold function will be canceled

Fold function will be canceled when:

- Paper size or type which is not compatible with the fold function is selected.
- The machine is made to continue printing manually.
- [Auto Continue] is set.
- A paper type on which Multi-sheet Fold cannot be applied is selected.
- Multi-sheet Fold is specified but the paper sizes are different.
- Multi-sheet Fold is specified but the number of sheets exceeds the maximum number available for the fold function.
- A combination of paper orientation and fold position that cannot be folded is selected.
- Paper is fed from an optional interposer.
- Multi-folding unit is not installed.

Functions that will cause job reset to occur when combined with the fold function

- Slip Sheets^{*1}
- Separation Sheets^{*1}
- Staple^{*2}
- Punch
- Ring Binding
- Perfect Binding
- Half Fold configured on the Booklet Finisher

^{*1} Job reset occurs only when combined with Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel, or Gate Fold.

3

^{*2} Job reset occurs only when combined with Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel, or Gate Fold. It can be specified along with Z-fold except when Staple (Center) is selected (using the Booklet Finisher).

Vote

- If the information icon (1) / (1) is displayed next to the "Fold:" list, you cannot specify fold function. Click the information icon (1) / (1) to check why fold function is unavailable.
- If you cannot make fold function settings even with a multi-folding unit installed, options may not be set correctly in the printer driver. To correct the printer driver's option settings, see "Configuring Option Settings for the Printer", Printer Driver Installation Guide.
- 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. For the number of sheets that can be stapled, see "Specifications", Maintenance and Specifications.
- 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.
- Wrinkling can occur when applying letter fold-out to B4 JISD, A3D, 8¹/₂14D, 11 × 17D, 8K
 D, or larger sheets. In some cases, you may have to use A4D sheets or smaller when applying folds in combination with the reduction function.
- Print quality over fold lines might be reduced. This is due to cracking within the fused toner. Loss of surface along fold lines can also occur with some types of paper. To avoid possible wastage, print a single test sheet before beginning a print run.
- Printing will stop if the number of printed sheets exceeds tray capacity. If this happens, remove printed sheets from the folding unit tray to resume printing.

Using the Booklet Finisher

When the optional Booklet Finisher is attached to the machine, you can fold printed documents in half.

Half Fold positions

Select the position for folding printed documents in half in the printer driver.

When [Half Fold: Print Inside (Finisher Booklet Tray)] is specified, each piece of printed paper is folded in half with the printed side facing inside, and it is output to the finisher booklet tray.

When [Half Fold: Print Outside (Finisher Booklet Tray)] is specified, each piece of printed paper is folded in half with the printed side facing outside, and it is output to the finisher booklet tray.

When [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified, the printed paper is folded in half with the printed side facing inside, and it is stacked onto the finisher booklet tray.

🔁 Important

- The paper types that can be used for Half Fold function are as follows:
- Plain, Recycled, Color, Letterhead, Preprinted, Prepunched, Black, Coated Paper: Gloss Print, Coated (Glossy), Coated (Matted), Metallic/Pearl, Synthetic, Textured

The finished form may vary depending on the paper size. The following table shows the examples of A3 size paper folded in each fold type. For details, see the printer driver Help.

Drint Data Dinastian	Folding Position			
Frint Data Direction	Print Inside	Print Outside	Multi-sheet fold	
Portrait				
Landscape				

Note

• For details about which paper sizes are compatible with which Half Fold function, see "Specifications", Maintenance and Specifications.

Notes on configuring the Half Fold function

If [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified and the number of sheets specified to be folded exceeds the maximum folding number, the machine first folds the maximum number of sheets that can be folded together, and then it folds the remaining sheets. Up to six sheets can be folded at a time.

Conditions to reset a job combined with the Half Fold function

A job is reset if:

- The machine is configured to continue printing manually.
- [Auto Continue] is specified.
- [Driver / Command] is selected in [Tray Setting Priority] for the specified source tray.
- Slip Sheets is specified.
- Separation Sheets is specified.
- The staple function is specified.
- The punch function is specified.

3

- The fold function on multi-folding unit is specified.
- Ring Binding is specified.
- Perfect Binding is specified.
- The machine is printing a report.
- The half fold function cannot be used for the selected paper size or type.
- [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified but the paper sizes are different.
- [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified but the number of sheets exceeds the maximum folding number.
- No requirements for specifying collate are fulfilled.
- Booklet Finisher is malfunctioning.
- Booklet Finisher is not attached.

Note

- If the information icon (1) is displayed next to the "Fold:" list, you cannot specify Half Fold function. Click the information icon (1) to check why Half Fold function is unavailable.
- If the Half Fold function is specified, folded paper cannot be output with the printed side facing up.
- If you cannot make Half Fold function settings even with a Booklet Finisher installed, options may
 not be set correctly in the printer driver. To correct the printer driver's option settings, see
 "Configuring Option Settings for the Printer", Printer Driver Installation Guide.

Ring Binding

When this function is selected, the machine punches holes along the long edge of the paper and binds sheets with ring combs. Ring Binding can be applied to A4 or Letter ($8^1/_2 \times 11$) size paper.

If the PCL 6 printer driver is used, the Ring Binding can be specified in the [Finishing] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

🔁 Important

- For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.
- The paper types that can be used for Ring Binding are as follows:
- Plain, Recycled, Transparency, Color, Letterhead, Tab Stock, Black, Coated Paper: Gloss Print, Coated (Glossy), Coated (Matted), Metallic/Pearl, Synthetic, Textured

Vote

- When binding output sheets with ring combs, specify the number of sheets to be bound 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 into a single booklet. If you are using 100-sheet type ring combs, you can bind up to 100 sheets of plain paper into a single booklet. The number of sheets that can be bound with ring combs varies depending on paper thicknesses.
- Collate is automatically enabled if the Ring Binding is specified.

Notes on Configuring the Ring Binding

Conditions where Ring Binding will be canceled or a job reset may occur

Ring Binding will be canceled or a job reset may occur if:

- The machine is configured to continue printing manually.
- [Auto Continue] is specified.
- Tray A is specified as the source tray.
- [Driver / Command] is selected in [Tray Setting Priority] for the specified source tray.
- Slip Sheets is specified.
- Separation Sheets is specified.
- The staple function is specified.
- The punch function is specified.
- The fold function is specified.

- Paper is ejected with its printed side facing up.
- Perfect Binding is specified.
- Ring binder is not attached.
- Ring combs have run out.
- The hole punch receptacle is full.
- Ring Binding cannot be used for the selected tray, paper size, or paper type.
- Ring Binding cannot be used for the selected paper orientation.
- The number of printed sheets exceeds 50 when Ring Binding with 50-sheet type ring combs is specified.
- The number of printed sheets exceeds 100 when Ring Binding with 100-sheet type ring combs is specified.
- Sheets of paper to be bound with 50-sheet type ring combs are thicker than 50 sheets of plain paper.
- Sheets of paper to be bound with 100-sheet type ring combs are thicker than 100 sheets of plain paper.
- Ring combs are set in reverse orientation.
- Ring combs of a size that is not supported by the ring binder are used.
- The punch unit is not attached.
- Different types of ring combs (50-sheet type and 100-sheet type ring combs) are used together.

Functions that will be canceled when the Ring Binding is applied to bind sheets of paper

The following functions will be canceled when specified with Ring Binding at the same time:

- Stack
- Extended Auto Tray Switching

Perfect Binding

When this function is selected, the machine applies heated glue to printed sheets to form a book block, encloses the book block in a cover sheet, and then trims away excess paper.

If the PCL 6 printer driver is used, the Perfect Binding can be specified in the [Finishing] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Setup] tab. For printing methods, see the printer driver Help.

Comportant 🗋

- For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.
- About paper sizes for which the Perfect Binding can be specified, see Paper Specifications and Adding Paper for details.
- The paper types that can be used for Perfect Binding are as follows:
- Plain, Recycled, Color, Letterhead, Preprinted, Black, Coated Paper: Gloss Print, Coated (Glossy), Coated (Matted), Metallic/Pearl, Synthetic, Textured

🕹 Note

- Apply Perfect Binding to a single book block that contains 10 sheets or more.
- If plain paper is used, a book block of up to 200 sheets can be bound with Perfect Binding. The maximum number of sheets that can be bound as a single book block varies depending on the thickness of the paper used in the book block.
- Perfect Binding can be applied to bind a book block with a spine thickness of 23 mm or less.
- Collate is automatically enabled if the Perfect Binding is specified.

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

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	SRA4 (320 × 225 mm)	13 × 19.2 ^{*1}
		13 × 19 ^{*1}
		13 × 18
		SRA3 (320 × 450 mm)

Required finished size	Book block	Cover
B5 JIS	A4	A3
A5	B5 JIS	B4 JIS
Letter $(8^{1}/_{2} \times 11)$	9 × 12 ^{*1}	13 × 19.2 ^{*1} 13 × 19 ^{*1}

*1 Not available for Trays 1 and 2. Specify the paper size using [Custom Size] in [Tray Paper Settings] when loading paper in Tray 3, 5, or 7 with the banner sheet tray attached.

Notes on Configuring the Perfect Binding

Conditions where Perfect Binding will be canceled or a job reset may occur

Perfect Binding will be canceled or a job reset may occur if:

- The machine is configured to continue printing manually.
- [Auto Continue] is specified.
- Tray A is specified as the source tray.
- [Driver / Command] is selected in [Tray Setting Priority] for the specified source tray.
- Cover Sheets is specified.
- Slip Sheets is specified.
- Separation Sheets is specified.
- The staple function is specified.
- The punch function is specified.
- The fold function is specified.
- Paper is ejected with its printed side facing up.
- Ring Binding is specified.
- Perfect binder is not attached.
- Perfect Binding cannot be used for the selected tray, paper size, or paper type.
- Perfect Binding cannot be used for the selected paper orientation.
- Binding glue has run out.
- The trimming waste receptacle is full.
- The interposer's cover is open.
- Perfect binder's cover is open.
- The number of sheets exceeds the maximum Perfect Binding number.

• Sheets of paper to be bound using Perfect Binding are thicker than 200 sheets of plain paper.

Functions that will be canceled when Perfect Binding is applied to bind sheets of paper

The following functions will be canceled when specified with Perfect Binding at the same time:

- Stack
- Extended Auto Tray Switching
- Sub Paper Size^{*1}

^{*1} The setting is applied to inside pages only.

Banner Page

You can print banner pages on paper fed from the paper tray specified using the printer driver. Banner pages are inserted before each print job to prevent other users from taking the document by mistake.

User Name, Job Name, Host Name, and print date and time will be printed on the banner page.

If the PCL 6 printer driver is used, Banner Page can be specified in the [Output Settings] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Valid Access] tab.



↓Note

- This function is available only if [Normal Print] is selected in the "Job Type:" list.
- The date and time of the job printed on the banner page may differ from the date and time recorded in the job log. The printed and actual print time may also differ if a print job was paused due to reasons such as an error and later resumed.
- To cancel printing of a document, you need to cancel printing of both the banner page and the job itself.
- When printing is complete, print logs are recorded separately for the banner page and the print job.
- Depending on the print settings, a banner page may be printed on paper whose size and type are different from that of the print job.
- Depending on the print settings, a banner page may be output to a tray different from that of the print job.
- If non-alphanumeric characters are used in the text string on the banner page, they may not be printed properly.
- Depending on the application being used, a banner page may be printed for each set of copies when multiple sets of copies are printed.
- Depending on the application being used, a banner page may be printed every time the paper size or orientation changes when the print job contains pages of different sizes or orientation.
- Depending on the application being used, a banner page may be printed before each job when the print job is composed of multiple jobs.

Cover Sheet

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

If the PCL 6 printer driver is used, Cover Sheet can be specified in the [Cover/Slip/Designate] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Paper] tab. For printing methods, see the printer driver Help.

Coloritant 🗋

• If you load cover sheet on an optional interposer, cover sheet is not printed.

Front Cover sheet

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

• Print on one side



• Print on both sides



Back Cover sheet

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

• Print on one side



• Print on both sides

	Prints on the back cover sheet face inside	Prints on the back cover sheet face outside	Leaves back cover sheet blank
The number of pages is odd			
The number of pages is even			

Note

- The front cover sheet/back cover sheet should be the same size and orientation as the body paper.
- When loading the front cover sheet/back cover sheet in the tray, set the relevant paper size.
- The front cover sheet/back cover sheet cannot be used with slip sheet.
- To print on both sides of the cover sheet, select two-sided printing in the printer driver. For details about specifying two-sided printing, see page 13 "Printing on Both Sides of Sheets".
- Job reset occurs when front cover sheet, back cover sheet, and Perfect Binding are specified at the same time.

Chapter Page

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.

If the PCL 6 printer driver is used, chapter page can be specified in the [Cover/Slip/Designate] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Paper] tab. For printing methods, see the printer driver Help.

C Important

- The same paper feed tray cannot be set for the body of the document and the chapter slip sheet.
- If you load chapter slip sheets on an optional interposer, chapter slip sheets are not printed.

Separating chapters

Inserts a blank sheet before specified pages.

• Leaves chapter slip sheet blank.



• Prints on chapter slip sheet.

Two-sided printing can be specified on chapter slip sheet.



З

Always prints a specified page on the same side as the first page.

This function is only valid with two-sided printing.



• Note

- This function can be used together with combine printing.
- You can designate up to 100 locations using the printer driver.

Slip Sheets

A slip sheet can be inserted between each page.

If the PCL 6 printer driver is used, Slip Sheet can be specified in the [Cover/Slip/Designate] menu on the [Detailed Settings] tab. If the PCL 5c printer driver is used, it can be specified in the [Paper] tab. For printing methods, see the printer driver Help.

Coloritant 🖸

- The same paper feed tray cannot be set for the body of the document and the slip sheets.
- The slip sheet should be the same size and orientation as the body paper.
- If you load chapter slip sheets on an optional interposer, slip sheets are not printed.

Prints on slip sheets



Leaves slip sheets blank



Slip sheets prevent OHP transparencies from sticking together.



Note

- When cover sheet is specified, you cannot insert slip sheets.
- Two-sided printing, booklet printing, staple other than Staple (Center), and half fold function will be canceled when you use slip sheets.
- Slip sheets cannot be used with the Staple (Center).
- Slip sheets cannot be used with the folding types other than Z-fold.
- Slip sheets cannot be used with the Ring Binding or Perfect Binding.
4. Specifying the Machine Behavior

This chapter explains how to configure the machine behavior on the control panel. These functions are useful when configured before printing.

Applying the Settings Specified in the Printer Driver or Commands When Printing

You can specify whether to give priority to the settings configured in the printer driver or commands, or to the ones configured on the control panel for each tray when the machine receives print data.

By default, priority is given to the settings specified on the control panel over those specified for each source tray. An error occurs when the paper settings specified in the printer driver or command do not match the settings specified on the machine.

When [Driver / Command] is selected in [Tray Setting Priority], the paper size, type, and orientation settings specified in the printer driver or command are applied, regardless of the settings of [Tray Paper Settings] specified on the machine.

1. Press the [User Tools] key.



- 2. Press [Printer Features].
- 3. Press the [System] tab.
- 4. Press [*Next] repeatedly until [Tray Setting Priority] appears.
- 5. Press [Tray Setting Priority].
- 6. Select the paper source tray you want to change the settings for.
- 7. Press [Driver / Command].
- 8. Press [OK] twice.
- 9. Press the [User Tools] key.

Note

• For details about the items that can be configured, see page 111 "System".

Preventing Documents from Being Left Unattended or Taken By Mistake

When a print job is sent to the machine, you can specify whether to always store the document in the machine without printing it or cancel printing it. The documents that have been stored automatically in the machine are not printed unless you use the control panel to print them, so as to prevent documents from being left on the tray unattended or taken by another user by mistake.

If a document is a Normal Print, Sample Print, or Stored Print file, it can be printed physically. The job type can be specified in the "Job Type:" list of the printer driver. For details, see page 79 "Storing Documents in the Hard Disk Drive and Printing Them".

1. Press the [User Tools] key.



- 2. Press [Printer Features].
- 3. Press the [System] tab.
- 4. Press [▼Next] repeatedly until [Restrict Direct Print Jobs] appears.
- 5. Press [Restrict Direct Print Jobs].
- 6. Select [Automatclly. Store Jobs] or [Cncl All Direct Prt Jobs].
- 7. Press [OK].
- 8. Press the [User Tools] key.

Vote

- For details about the items that can be configured, see page 111 "System".
- If [Automatclly. Store Jobs] is selected, the storage method differs depending on the type of the specified document.
 - If [Normal Print] is specified for a document using the printer driver, the document will be stored as a Hold Print file. For how to print a Hold Print file, see page 87 "Printing a Hold Print file using the control panel".

- If [Sample Print] is specified for a document using the printer driver, the document itself and its first page that is printed for confirmation will be stored. For how to print a Sample Print file, see page 80 "Printing the remaining sets of the document".
- If [Store and Print] is specified for a document using the printer driver, the document will be stored as a Stored Print file. For how to print a Stored Print file, see page 91 "Printing a Stored Print file using the control panel".
- If [Cncl All Direct Prt Jobs] is specified, all print jobs will be canceled. You can view the names of the canceled jobs in the error log.

Specifying How to Process Jobs with Errors

Executing Form Feed When an Error Occurs

If the paper loaded in the paper tray does not match the size or paper type of the paper tray that is specified using the printer driver, the machine automatically performs form feed so that configuration errors will be cleared. If a print job is processed using a function that does not allow form feed, printing will be canceled.

1. Press the [User Tools] key.



- 2. Press [Printer Features].
- 3. Press the [System] tab.
- 4. Press [Auto Continue].
- 5. Specify the time the machine waits before form feed is performed or printing is canceled.
- 6. Press [OK].
- 7. Press the [User Tools] key.

Vote

• For details about the items that can be configured, see page 111 "System".

Canceling Printing of Jobs with Errors Automatically

When an error occurs, the machine automatically cancels the print job with an error and the jobs received before the error occurs.

🔂 Important

- This function is effective when printing using the following printer languages: PCL, PostScript 3, and PDF.
- This function is not effective when:

- Printing using RHPP or RGate
- Spool printing is enabled
- Errors occur while printing from memory storage devices or using Extended Features, or while printing a stored document or a list
- 1. Press the [User Tools] key.



- 2. Press [Printer Features].
- 3. Press the [System] tab.
- 4. Press [Auto Cancel for Print Job(s) on Error].
- 5. Press [On].
- 6. Press [OK].
- 7. Press the [User Tools] key.

Note

• For details about the items that can be configured, see page 111 "System".

Storing Jobs with Errors Automatically

A document is automatically stored in the machine if a print job is suspended due to an error. Despite this error, the next document can be printed. This function can be used for Normal Print, Sample Print, and Stored Print files. The job type can be specified in the "Job Type:" list of the printer driver. For details, see page 79 "Storing Documents in the Hard Disk Drive and Printing Them".

Printing of the document that is stored in the machine can be resumed by operating the control panel. For details, see page 94 "Printing of Documents Stored When Print Configuration Errors Occur".

🔂 Important

- A document is automatically stored when a print job is canceled because of errors related to print settings as follows:
 - The paper that matches the size and type specified when printing has run out.

4

- The specified tray is not installed on the machine.
- The paper size and type settings configured using the printer driver or commands do not match the settings of the machine's trays.
- When staples have run out.
- When the waste staple receptacle is full.
- When the hole punch receptacle is full.
- Up to 200 documents each of which contains 3,000 pages at maximum can be stored automatically in the machine.
- 1. Press the [User Tools] key.



- 2. Press [Printer Features].
- 3. Press the [System] tab.
- 4. Press [Store and Skip Errored Job].
- 5. Press [On].
- 6. Change the number of pages to be checked for errors, if necessary.
- 7. Press [OK] or [[#]].
- 8. Press the [User Tools] key.

🕹 Note

- For details about the items that can be configured, see page 111 "System".
- The storage method differs depending on the type of the specified document.
 - If [Normal Print] is specified for a document using the printer driver, the document will be stored as a Hold Print file. For how to print a Hold Print file, see page 87 "Printing a Hold Print file using the control panel".
 - If [Sample Print] is specified for a document using the printer driver, the document itself and its first page that is printed for confirmation will be stored. For how to print a Sample Print file, see page 80 "Printing the remaining sets of the document".

• If [Store and Print] is specified for a document using the printer driver, the document will be stored as a Stored Print file. For how to print a Stored Print file, see page 91 "Printing a Stored Print file using the control panel".

4. Specifying the Machine Behavior

5. Printing Stored Documents

This chapter explains how to manage and print documents stored in the machine. It also describes the procedure to store documents using WordPad in Windows 7 and the PCL 5c/6 printer driver as an example. The screens displayed may differ depending on the application.

Storing Documents in the Hard Disk Drive and Printing Them

You can store a document on the hard disk of the printer by printing the document using the printer driver. It can be printed or deleted from the control panel later.

🔿 Important

- Documents will not be stored in the following cases: (Note: Documents that are not stored can be viewed in the error log.)
 - The number of documents stored in the machine has reached 100 (It may be fewer depending on the print data).
 - The number of pages in a document exceeds 3,000.
 - The total number of stored pages in the machine and the sent data has reached 15,000 (It may be fewer depending on the print data).
- Applications with their own drivers, such as PageMaker, do not support this function.

The following print functions can be used with this function:

• 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 control panel. This can reduce misprints due to mistakes in contents or settings. For details about printing methods, see page 80 "Sample Print".

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 control panel. Your confidential documents will be safe from being viewed by other people. For details about printing methods, see page 83 "Locked Print".

• Hold Print

Use this function to temporarily hold a file in the machine, and print it later. It is useful when combining and printing multiple documents. You can also specify the print time of a document. The document is automatically printed at the specified time. For details about printing methods, see page 86 "Hold Print".

• Stored Print

Use this function to store a file in the machine, and then print it later when necessary. The documents will not be deleted even after the printing has been completed. It is useful when printing the same document repeatedly. For details about printing methods, see page 90 "Stored Print".

🕹 Note

 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. For details about the auto delete settings, see page 110 "Data Management".

Sample Print

Printing the first set of a document

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Job Type:" list, click [Sample Print].
- 5. Click [Details...].
- 6. Enter a User ID in the "Enter User ID:" box.
- 7. Click [OK].
- 8. Change any other print settings if necessary.
- 9. Click [OK].
- 10. Start printing from the application's [Print] dialog box.

Printing the remaining sets of the document

🔁 Important

- When printing is completed, the stored file will be deleted.
- Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Sample Print Job].
- 4. Select the files you want to print.

You can select all the Sample Print files at once by pressing [Select All Jobs] after selecting a file.

5. If necessary, press [Preview] to check the print image of the document.

Only the first page of the document is displayed in the preview screen. No previews can be displayed when more than one document is selected.

Press [Exit] to close the preview screen.

- 6. Press [Print].
- 7. To change the print settings of the document, press [Detailed Settings].

For details about the settings that can be configured, see page 97 "Settings That Can Be Configured on the Control Panel".

8. Enter the number of copies using the number keys if necessary, and then press [Print].

Note

 If you change the number of copies when multiple documents are selected, the newly specified number of copies will be printed for all of the selected documents. If you do not change the number, the number of copies specified when the documents were stored will be printed for each document.

- To stop printing after printing has started, press [Job Reset] or the [Stop] key on the [Printer] screen. The file will be deleted.
- You can also print a Sample Print file from Web Image Monitor. For details, see Web Image Monitor Help.

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 [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 📰 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Sample Print Job].
- 4. Select the files you want to delete.

You can select all the Sample Print files at once by pressing [Select All Jobs] after selecting a file.

- 5. Press [Delete].
- 6. Press [Yes].

Note

 You can also delete a Sample Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Locked Print

Sending a Locked Print file

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Job Type:" list, click [Locked Print].
- 5. Click [Details...].
- 6. Enter a User ID in the "Enter User ID:" box, and then enter a password in the "Password:" box.
- 7. Click [OK].
- 8. Change any other print settings if necessary.
- 9. Click [OK].
- 10. Start printing from the application's [Print] dialog box.

Printing a Locked Print file using the control panel

🔂 Important

- When printing is completed, the stored file will be deleted.
- 1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Locked Print Job].
- 4. Select the files you want to print.

You can select all the Locked Print files at once by pressing [Select All Jobs] after selecting a file.

5. If necessary, press [Preview] to check the print image of the document.

Enter the password using the number keys, and then press [OK].

Only the first page of the document is displayed in the preview screen. No previews can be displayed when more than one document is selected.

Press [Exit] to close the preview screen.

- 6. Press [Print].
- 7. Enter the password using the number keys, and then press [OK].
- 8. To change the print settings of the document, press [Detailed Settings].

For details about the settings that can be configured, see page 97 "Settings That Can Be Configured on the Control Panel".

9. Enter the number of copies using the number keys if necessary, and then press [Print].

Vote

• 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 change the number of copies when multiple documents are selected, the newly specified number of copies will be printed for all of the selected documents. If you do not change the number, the number of copies specified when the documents were stored will be printed for each document.
- To stop printing after printing has started, press [Job Reset] or the [Stop] key on the [Printer] screen. The file will be deleted.
- You can also print a Locked Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Locked Print files

1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 📰 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Locked Print Job].
- 4. Select the files you want to delete.

You can select all the Locked Print files at once by pressing [Select All Jobs] after selecting a file.

5. Press [Delete].

- 6. Enter the password using the number keys, and then press [OK].
- 7. Press [Yes].

Vote

- 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.
- You can also delete a Locked Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Hold Print

Sending a Hold Print file

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Job Type:" list, click [Hold Print].
- 5. Click [Details...].
- 6. Enter a User ID in the "Enter User ID:" box.

You can optionally set a file name of a Hold Print file.

To specify the print time of the document, select the [Set Print Time] check box, and then specify the time.

You can specify the time in 24-hour format.

- 8. Click [OK].
- 9. Change any other print settings if necessary.
- 10. Click [OK].
- 11. Start printing from the application's [Print] dialog box.

Note

- When the specified print time is close to the time in the machine's built-in clock, printing may start immediately.
- When the main power of the machine is turned off, printing will not start even if it is the specified print time. To print a document whose specified time has already passed, set [Jobs Not Printed As Machn. Was Off] to [Print When Machine On] on the [System] tab under [Printer Features]. For details, see page 111 "System".

• If an error message is displayed on the control panel, printing will not start even if it is the specified print time.

Printing a Hold Print file using the control panel

🔁 Important

- When printing is completed, the stored file will be deleted.
- 1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Hold Print Job].
- 4. Select the files you want to print.

You can select all the Hold Print files at once by pressing [Select All Jobs] after selecting a file.

5. If necessary, press [Preview] to check the print image of the document.

Only the first page of the document is displayed in the preview screen. No previews can be displayed when more than one document is selected.

Press [Exit] to close the preview screen.

6. Press [Print].

7. To change the print settings of the document, press [Detailed Settings].

For details about the settings that can be configured, see page 97 "Settings That Can Be Configured on the Control Panel".

8. Enter the number of copies using the number keys if necessary, and then press [Print].

Note

- If you change the number of copies when multiple documents are selected, the newly specified number of copies will be printed for all of the selected documents. If you do not change the number, the number of copies specified when the documents were stored will be printed for each document.
- If printing of a Hold Print file is scheduled at a certain time and you want to print the file before the time specified, print the document using the control panel.
- To stop printing after printing has started, press [Job Reset] or the [Stop] key on the [Printer] screen. The file will be deleted.
- You can also print a Hold Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Changing the print time of a Hold Print file

The print time of the Hold Print files stored in the machine can be changed using the control panel. You can also set or cancel the print time of a Hold Print file.

1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Hold Print Job].
- 4. Select the Hold Print file that you want to change the print time.
- 5. Press [Set Print Time].
- 6. Enter the print time using the number keys.

To cancel the print time, press [Cancel].

7. Press [OK] or [[#]].



• You can also change, add, or cancel the print time specified for a Hold Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Hold Print files

1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Hold Print Job].
- 4. Select the files you want to delete.

You can select all the Hold Print files at once by pressing [Select All Jobs] after selecting a file.

- 5. Press [Delete].
- 6. Press [Yes].

Vote

• You can also delete a Hold Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Stored Print

Sending a Stored Print file

- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Job Type:" list, select the print method to be used for Stored Print files.

You can select four methods of Stored Print:

To use the [Stored Print (Shared)] and [Store and Print (Shared)] functions, authentication must be enabled beforehand. For details, see Security Guide.

• Stored Print

Stores the file in the machine and prints it later using the control panel.

• Store and Print

Prints the file at once and also stores the file in the machine.

• Stored Print (Shared)

Stores the file in the machine and allows any user who has print privileges to print the file later using the control panel.

• Store and Print (Shared)

Prints the file immediately and also stores the file in the machine. Any user who has print privileges can print any stored file afterward.

- 5. Click [Details...].
- 6. Enter a User ID in the "Enter User ID:" box.

You can optionally set a file name and a password of a Stored Print file.

- 7. Click [OK].
- 8. Change any other print settings if necessary.
- 9. Click [OK].
- 10. Start printing from the application's [Print] dialog box.

Printing a Stored Print file using the control panel

🔁 Important

- The Stored Print files are not deleted even after the printing has been completed. For the procedure to delete the documents, see page 93 "Deleting Stored Print files".
- 1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Stored Print Job].
- 4. Select the files you want to print.

You can select all the Stored Print files at once by pressing [Select All Jobs] after selecting a file.

5. If necessary, press [Preview] to check the print image of the document.

If you set the password in the printer driver, enter the password.

Only the first page of the document is displayed in the preview screen. No previews can be displayed when more than one document is selected.

Press [Exit] to close the preview screen.

6. Press [Print].

If you set the password in the printer driver, 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.

7. To change the print settings of the document, press [Detailed Settings].

For details about the settings that can be configured, see page 97 "Settings That Can Be Configured on the Control Panel".

8. Enter the number of copies using the number keys if necessary, and then press [Print].

• Note

- If you change the number of copies when multiple documents are selected, the newly specified number of copies will be printed for all of the selected documents. If you do not change the number, the number of copies specified when the documents were stored will be printed for each document.
- To stop printing after printing has started, press [Job Reset] or the [Stop] key on the [Printer] screen. A Stored Print file is not deleted even if [Job Reset] is pressed.
- You can also print a Stored Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Stored Print files

1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Press [Stored Print Job].
- 4. Select the files you want to delete.

You can select all the Stored Print files at once by pressing [Select All Jobs] after selecting a file.

5. Press [Delete].

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.

6. Press [Yes].

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Note
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• You can also delete a Stored Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Printing of Documents Stored When Print Configuration Errors Occur

If the document has been stored by [Store and Skip Errored Job] in [System] under [Printer Features], print the document using the control panel.

For details about [Store and Skip Errored Job], see page 75 "Storing Jobs with Errors Automatically".

1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 📰 icon at the upper right corner of the screen to switch to the menu screen.



2. Press the [Print Jobs] tab.



- 3. Select the job type to print.
- 4. Select the files you want to print.

You can simultaneously select all files of the same type by pressing [Select All Jobs] after selecting a file.

5. If necessary, press [Preview] to check the print image of the document.

If you set the password in the printer driver, enter the password.

Only the first page of the document is displayed in the preview screen. No previews can be displayed when more than one document is selected.

Press [Exit] to close the preview screen.

6. Press [Print].

If you set the password in the printer driver, 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.

7. Enter the number of copies using the number keys if necessary, and then press [Print].

Note

- If you change the number of copies when multiple documents are selected, the newly specified number of copies will be printed for all of the selected documents. If you do not change the number, the number of copies specified when the documents were stored will be printed for each document.
- To stop printing after printing has started, press [Job Reset] or the [Stop] key on the [Printer] screen.
- You can also print a file from Web Image Monitor. For details, see Web Image Monitor Help.

Printing from the User ID List

Coloritant 🔂

- Sample Print files, Locked Print files, and Hold Print files will be deleted after printing finishes.
 Stored Print files will not be deleted. For the procedure to delete Stored Print files, see page 93
 "Deleting Stored Print files".
- 1. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



5

2. Press the [Print Jobs] tab.



3. Select the user ID whose file you want to print.

You cannot select multiple user IDs at the same time.

4. Select the files you want to print.

You can simultaneously select all files of the same type by pressing [Select All Jobs] after selecting a file.

5. If necessary, press [Preview] to check the print image of the document.

If you set the password in the printer driver, enter the password.

Only the first page of the document is displayed in the preview screen. No previews can be displayed when more than one document is selected.

Press [Exit] to close the preview screen.

6. Press [Print].

If you set the password in the printer driver, 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.

7. To change the print settings of the document, press [Detailed Settings].

For details about the settings that can be configured, see page 97 "Settings That Can Be Configured on the Control Panel".

8. Enter the number of copies using the number keys if necessary, and then press [Print].

Vote

- If you change the number of copies when multiple documents are selected, the newly specified number of copies will be printed for all of the selected documents. If you do not change the number, the number of copies specified when the documents were stored will be printed for each document.
- To stop printing after printing has started, press [Job Reset] or the [Stop] key on the [Printer] screen.

Settings That Can Be Configured on the Control Panel

The print settings for a document stored in the machine can be changed using the Detailed Settings screen on the control panel. The following settings can be changed:

• Input Tray

Specify the input tray to use for printing.

• Color Mode

Specify whether or not to apply color or black-and-white printing for a job to be printed in color using the printer driver.

• Quantity

Use the number keys to specify the number of copies (1 to 9,999) that you want to print.

Edit tab

• 2 Sided

When printing on both sides, specify a binding method.

Finishing tab

• Sort / Stack

When printing multiple sets, specify whether to print in batches or ordered sets.

• Staple / Punch

If an optional finisher is installed, you can specify the staple and punch settings. Note that for stapling, only staple positions can be specified. In addition, if paper is set to be selected automatically, staple or punch positions may not be as expected.

Details tab

Rotate by 180 Degrees

Specify whether to rotate the print image 180 degrees relative to the paper orientation.

Vote

 If [Restrict Direct Print Jobs] or [Store and Skip Errored Job] is used to store a document automatically, the print settings of the document cannot be changed in the Detailed Settings screen. For details about [Restrict Direct Print Jobs], see page 72 "Preventing Documents from Being Left Unattended or Taken By Mistake". For details about [Store and Skip Errored Job], see page 75 "Storing Jobs with Errors Automatically".

Specifying Access Privileges for Stored Print Files

Access permission to Stored Print files sent from the printer driver and stored on the machine can only be specified in Web Image Monitor.

1. Log in to Web Image Monitor in administrator mode.

About logging in, see Connecting the Machine/System Settings for details.

- 2. Click [Printer: Print Jobs] on the [Print Job/Stored File] menu.
- 3. Click [Details] next to the Stored Print file with the access privilege you wish to change.
- 4. Click [Change] next to "Access Privilege".

If an authentication screen appears, enter the password.

5. Select the user's access privilege.

As the access privilege, select [Read-only], [Edit], [Edit/Delete], or [Full Control]. To apply the specified setting to all users, select the access privilege from "All Users" in "Public".

- 6. Click [OK].
- 7. Click [Logout].
- 8. Quit Web Image Monitor.

Vote

• For the access privileges that can be selected, see Web Image Monitor Help.

Saving and Printing Using 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.

Coloritant 🔁

- Applications with their own drivers, such as PageMaker, do not support this function.
- Do not cancel the file transfer process while the data is being sent to the Document Server. The
 process may not be canceled properly. If you accidentally cancel a print job, use the control panel
 of the machine to delete the transferred data. For details about how to delete documents that are
 stored in the Document Server, see "Deleting Stored Documents", Copy/Document Server, or Web
 Image Monitor Help.
- 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
 - The number of pages in a document exceeds 5,000.
 - The total number of stored pages in the machine and the sent data has reached 15,000 (It may be fewer depending on the print data).
 - The hard disk is full.

You can send data created on a client computer to the Document Server. The procedure to specify settings such as the user ID may differ depending on the operating system or the printer driver you are using. The following printer drivers can be used:

Windows

- PCL 5c/6 printer driver (Standard)
- PostScript 3 printer driver (Optional)

Mac OS X

• PostScript 3 printer driver (Optional)

Note

- 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 "Deleting Stored Documents", Copy/ Document Server, or Web Image Monitor Help.
- For details about the configuration procedure for Mac OS X, see "Mac OS X Configuration" PostScript 3.

Storing Documents in Document Server

🔁 Important

- If the machine is not used as the Document Server, the maximum number of the documents that can be stored in the server may be less than the number described in the specification.
- Click the WordPad menu button in the upper left corner of the window, and then click [Print].
- 2. In the "Select Printer" list, select the printer you want to use.
- 3. Click [Preferences].
- 4. In the "Job Type:" list, click [Document Server].
- 5. Click [Details...].
- 6. Enter a user ID, file name, password, and user name as required.
- 7. Specify the folder number to store the document in the "Folder Number:" box. When "0" is specified in the "Folder Number:" box, documents will be saved in the Shared folder.
- 8. If the folder is protected by a password, enter the password in the "Folder Password:" box.
- 9. Click [OK].
- 10. Change any other print settings if necessary.
- 11. Click [OK].
- 12. Start printing from the application's [Print] dialog box.

Vote

 You can print the documents stored in the Document Server using the control panel. For details, see "Printing Stored Documents", Copy/Document Server.

Managing Documents Stored in Document Server

If this machine is configured as a network printer using TCP/IP, you can view or delete the documents stored in the machine's Document Server using Web Image Monitor from a client computer connected to the network. You can print and operate this machine remotely without operating the control panel.

\rm Note

 For the operating procedure for Web Image Monitor, see Connecting the Machine/System Settings for details and Web Image Monitor help.

6. Printing Files from a Memory Storage Device

This chapter explains how to print files directly from a memory storage device connected to the machine.

Direct Printing from a Memory Storage Device

• Keep SD cards or USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.

You can connect memory storage device (USB flash memory devices and SD cards) to the machine and directly print the files stored on them.

Files in the following formats can be printed: JPEG, TIFF, and PDF.

This function is useful for printing files without using a computer.

🕓 Note

• Large PDF files might not be printable using the PDF direct print function.

Printable File Formats

JPEG files

• Exif version 1.0 or later JPEG files are compatible with this function.

TIFF files

 Following types of TIFF files are compatible with this function: uncompressed TIFF files, or TIFF files compressed using the MH, MR, or MMR method.

PDF files

- This function is possible for genuine Adobe PDF files only.
- PDF files whose PDF version is 1.7 (Acrobat 8.0 compatible) or earlier can be printed.
- 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.
- AcroForm is a function specific to PDF version 1.7 and is not supported.

Printing from a Memory Storage Device

1. Insert a memory storage device into the media slot.

For details about inserting a memory storage device, see "Inserting/Removing a Memory Storage Device", Getting Started.

2. Press the [Home] key on the bottom left of the control panel, and press the [Printer] icon on the [Home] screen.

If the [Printer] icon does not appear, press the 🔤 icon at the upper right corner of the screen to switch to the menu screen.



3. Press [Print from Memory Storage Device].



- Select the memory storage device that contains the file you want to print. Only one memory storage device can be selected at a time.
- 5. Select the file you want to print.

You can simultaneously select multiple files of the same file type in the current folder.

- 6. If necessary, press [Detailed Settings] to configure detailed print settings. Note that certain settings cannot be selected simultaneously. Press [OK] when settings are complete.
- 7. If necessary, press [Preview] to check the print image of the document. To print a password-protected PDF file, enter the password.

Only the first page of the document is displayed in the preview screen. No previews can be displayed when more than one document is selected.

Press [Exit] to close the preview screen.

8. Press [Start Printing] or the [Start] key to start printing.

To print a password-protected PDF file, enter the password.

9. When printing is complete, press [Back to dev. slct. scr.].

10. Remove the memory storage device.

For details about removing a memory storage device, see "Inserting/Removing a Memory Storage Device", Getting Started.

Note

- Depending on the security setting, [Print from Memory Storage Device] may not appear. For details, see Security Guide.
- You cannot select multiple files of different formats at the same time.
- Files or groups of files larger than 1 GB cannot be printed.
- You can select up to 999 files at once, as long as the total size of the files you select does not exceed 1 GB.
- The machine might print data that appears to be black-and-white in color printing mode. If you
 need to make sure that the data is printed in black-and-white, specify black-and-white for the print
 job.
- Paper size is not automatically selected when a JPEG file is selected.
- Booklet Printing is not available when JPEG or TIFF files are selected.
- If you insert another memory storage device while following the procedure above, a list of files and folders in the root directory on that memory storage device will appear.
- If the memory storage device is partitioned, only the files stored on the first partition can be printed.
- If a USB flash memory device is inserted in the media slot, the LED on the slot will light up and remain lit.
- If an SD card is inserted in the media slot, the LED on the slot will not light up, but will flash when the card is being read.
- Do not remove a memory storage device or disconnect a USB flash memory device while the LED is flashing.

Screen for Direct Printing

In the screen for direct printing, you can view files either as a list or as thumbnails.

Note

• For details about displaying the screen for direct printing, see Steps 2 and 3 on page 102 "Printing from a Memory Storage Device".



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1. Current folder

Displays the name and path of the current folder. To display the contents of the parent folder, press [Up One Level].

2. File/Folder list

Press to select the file you want to print or the folder you want to open. Press [▲] or [▼] to scroll through the list if necessary. Depending on the number of files, up to 999 pages might be shown.

The formats, names, and sizes of files are displayed. If multiple files are selected, the order in which the files were selected will also be displayed.

3. [Back to dev. slct. scr.]

Press to display the memory storage device selection screen.

4. Selected

Displays the number of selected documents (1-999).

5. Quantity

Use the number keys to specify the number of the copies (1-9,999) that you want to print.

6. [Clear All]

Press to deselect all selected documents.

7. List/Thumbnail

Press to switch between list view and thumbnail view.

8. [Detailed Settings]

Press to configure detailed print settings.

9. [Preview]

Press to display the print image of the 1 st page of the selected document. You can change the scale factor and display position of the print image.

10. [Start Printing]

Press to print the selected file.

Vote

- The machine can display up to 7992 files and folders in a memory storage device.
- File names must not exceed 255 bytes (including the path name). Also, file names must not contain any character that the machine cannot display correctly.
- JPEG format files can be displayed as thumbnails when they are in Exif or DCF format. An icon will be shown for any other type of file.
- About available paper sizes, see Paper Specifications and Adding Paper for details.
- Custom size PDF files may not be printed using this function.
- Print settings are effective for the format of the currently selected file, and will remain effective as long as the file of that format stays selected.
- The machine will remember an entered PDF password until you switch out of the printer function.

6. Printing Files from a Memory Storage Device
7. Printer Features

This chapter describes user tools under Printer Features menu.

List / Test Print

If the operating environment or the print related settings have been changed, or a new program has been registered, it is recommended that you print a list of the machine settings and check it. All of the printable characters and the font types can be printed and confirmed.

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 jobs canceled automatically and manually from the control panel can be printed.

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 an optional PostScript 3 unit is installed.

PDF Configuration / Font Page

You can print the current configuration and installed PDF font list.

Hex Dump

You can print in the Hex Dump mode.

Printing a Test Page

1. Press the [User Tools] key.



- 2. Press [Printer Features].
- Select an item to print on the [List / Test Print] tab.
 If you select [Hex Dump], it will not print.
- 4. Press the [User Tools] key.

Interpreting the configuration page

This section describes the configuration page.

System Reference

• Machine ID

Displays the serial number assigned to the board by its manufacturer.

• Total Memory

Displays the total amount of memory (SDRAM) installed on the machine.

Total Counter

Displays the total number of pages printed by the machine to date.

- Firmware Version
 - Printer

Displays the version number of the machine firmware.

• System

Displays the version number of the system firmware.

• Engine

Displays the version number of the machine engine.

• LCDC

Displays the version number of the panel display.

NIB

Displays the version number of the network interface.

Device Connection

Displays the installed device options.

HDD: Font/Macro Download

Displays the capacity of the hard disk drive.

Printer Language

Displays the version number of the printer language.

Attached Equipment

Displays the installed optional equipments.

• Consumption Status

Displays the supply status.

Paper Input

Displays settings made under Tray Paper Settings menu.

Data Management

Displays settings made under the Data Management 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.

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.

Virtual Printer

Displays whether the virtual printer is active or inactive.

Data Management

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.

For details, see Security Guide.

List / Test Print Lock

You can lock the [List / Test Print] items.

For details, see Security Guide.

Delete All Temporary Print Jobs

You can delete all Sample Print, Locked Print, Hold Print files temporarily stored in this machine.

Delete All Stored Print Jobs

You can delete all Stored Print files stored in this machine.

Auto Delete Temporary Print Jobs

You can specify whether to automatically delete Sample Print, Locked Print, Hold Print files temporarily stored in this machine. Hold Print files that have valid print time cannot be deleted automatically.

Default: [Off]

If you select [On], you can set up to 200 hours for auto file deleting (Default: "8").

Auto Delete Stored Print Jobs

You can specify whether to automatically delete Stored Print files temporarily stored in this machine.

Default: [On], "3" day(s)

If you select [On], you can set up to 180 days for auto file deleting.

4 Color Graphic Mode

Default: [Photo Priority]

• Text Priority

Use the optimum CMYK toner combination for text printing.

• Photo Priority

Use the optimum CMYK toner combination for photo printing.

Note

 For details about how to change the Printer Features, see "Accessing User Tools", Connecting the Machine/System Settings.

System

Print Error Report

Select this to have an error report printed when a printer or memory error occurs.

Default: [Off]

Auto Continue

Specify whether or not the machine automatically continues to print after a system error occurs. For details about how to configure this function, see page 74 "Executing Form Feed When an Error Occurs".

Default: [Off]

Store and Skip Errored Job

A document is automatically stored in the machine if a print job is suspended due to an error. Despite this error, the next document can be printed. This function can be used for Normal Print, Sample Print, and Stored Print files. The job type can be specified in the "Job Type:" list of the printer driver. For details, see page 79 "Storing Documents in the Hard Disk Drive and Printing Them".

Printing of the document that is stored in the machine can be resumed by operating the control panel. For details, see page 94 "Printing of Documents Stored When Print Configuration Errors Occur".

The storage method differs depending on the type of the specified document. For details, see page 75 "Storing Jobs with Errors Automatically".

You can specify the number of pages to check for errors. Enter the number of pages between 1 to 999.

When two or more pages is specified, the first page of a document may take longer to print.

Default: [Off]

Memory Overflow

Select this to have a memory overflow error report printed.

Default: [Do not Print]

Auto Cancel Conf. for PDL Error Job

Specify whether or not to cancel printing and display confirmation screen when an error occurs because of restrictions related to the printer language, options, or security settings.

Default: [Do not Display]

Auto Cancel for Print Job(s) on Error

When an error occurs, the machine automatically cancels the print job with an error and the jobs received before the error occurs. For details about setting this function, see page 74 "Canceling Printing of Jobs with Errors Automatically".

Default: [Off]

Job Separation

You can enable Job Separation.

This menu can be selected only when an optional finisher is installed.

Default: [Off]

Rotate by 180 Degrees

Specify whether to rotate the print image 180 degrees relative to the paper orientation.

Default: [Off]

Print Compressed Data

Specify whether or not to uncompress and extract compressed job data before printing it.

The supported compression format is GZIP.

Default: [Off]

Duplex

You can select to have print on both sides of each page.

Default: [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 9,999 by increments of one.

Default: "1" copies

Blank Page Print

You can specify whether or not to print blank pages.

Default: [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.

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.

Default: [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.

Default: [Short Wait]

Printer Language

Specify the printer language.

Default: [Auto]

Sub Paper Size

You can specify whether A4 or Letter $(8^{1}/_{2} \times 11)$ size paper is automatically selected as the default size when the job-specified size is unavailable.

Default: [Auto]

Page Size

You can select the default paper size.

Default:

• **Region** A (mainly Europe and Asia)

A4

• **(mainly North America)**

 $8^{1}/_{2} \times 11$

The paper size you can select is as follows:

• A3, A4, A5, B4 JIS, B5 JIS, SRA3, SRA4, 13 × 18, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 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, $7^{1}/_{4}$ × 10¹/₂, $5^{1}/_{2}$ × 8¹/₂, 8K, 16K

Vote

• $13 \times 19^1/_5$, 13×19 , $12^3/_5 \times 19^1/_5$, $12^3/_5 \times 18^1/_2$, Postcard Standard, A6, and B6 JIS will also be displayed when an optional large capacity tray is attached.

Letterhead Setting

Specify whether or not to print on paper that has a fixed print side or print direction (letterhead paper, for example). For details, see "Loading Orientation-fixed Paper or Two-sided Paper", Paper Specifications and Adding Paper.

Default: [Auto Detect]

• Off

Not printing with the letterhead printing mode.

Auto Detect

Specify whether or not to print using letterhead mode whenever a page that has a fixed print side or print direction is specified as the first page.

7

• On (Always)

Print with the letterhead printing mode regularly.

Tray Setting Priority

You can specify whether to give priority to the settings made in the printer driver or commands, or to the ones made on the control panel for each tray when the machine receives print data. Only the trays attached to the machine appear.

• Tray 1 to 8, Tray A

Default: [Machine Setting(s)]

• Driver / Command

When a paper tray is specified for a print job, the paper settings such as paper size, type, and orientation specified in the printer driver or in the print command are applied, regardless of the [Tray Paper Settings] specified on the machine.

Machine Setting(s)

The paper settings configured on the machine's control panel are applied to all print jobs. An error occurs when the paper settings specified by the printer driver or the print command do not match the machine's settings.

Edge to Edge Print

You can specify whether or not to expand the print area. For details about the print area, see page 38 "Print Area".

Default: [Off]

Default Printer Language

You can set the default printer language if the machine cannot find the printer language automatically.

Default: [PCL]

Tray Switching

You can specify whether or not the machine automatically switches paper trays if the paper whose size and type are specified in the printer driver is not loaded in the tray.

Default: [Off]

Extended Auto Tray Switching

You can specify whether or not to automatically switch to a suitable tray when the current tray runs out of paper.

When [On] is set, the extended auto tray will be selected regardless of the printer driver settings.

Default: [Off]

Jobs Not Printed As Machn. Was Off

You can specify whether or not to print Hold Print files whose specified print time has already passed when the machine's main power switch is turned on.

Default: [Do not Print]

• Print When Machine On

When the machine's main power is turned on, the machine automatically prints all the Hold Print files stored in the machine whose specified print time has already passed.

• Do not Print

If there are Hold Print files whose specified print time have already passed when the machine's power is turned on, their specified print time will be canceled and they will be deleted [Auto Delete Temporary Print Jobs] setting. For details about [Auto Delete Temporary Print Jobs], see page 110 "Data Management".

Restrict Direct Print Jobs

When a print job is sent to the machine, you can specify whether to always store the document in the machine without printing it or cancel printing it. The documents that have been stored automatically in the machine are not printed unless you use the control panel to print them, so that unattended documents on the tray are prevented.

If a document is a Normal Print, Sample Print, or Stored Print file, it can be printed physically. The job type can be specified in the "Job Type:" list of the printer driver. For details, see page 79 "Storing Documents in the Hard Disk Drive and Printing Them".

If [Automatclly. Store Jobs] is selected, the storage method differs depending on the type of the specified document. For details, see page 72 "Preventing Documents from Being Left Unattended or Taken By Mistake".

Default: [Off]

- Off
- Automatclly. Store Jobs

Documents are automatically stored in the machine without being printed regardless of their print settings.

• Cncl All Direct Prt Jobs

Printing is always canceled regardless of the print settings.

Switch Initial Screen

Select the screen to be displayed when [Printer] is pressed in the Home screen.

Default: [Job List]

Job List

Displays the list of jobs.

• Print Jobs

Displays the lists of the document stored in the machine and the User IDs.

• Note

• For details about how to change the Printer Features, see "Accessing User Tools", Connecting the Machine/System Settings.

Host Interface

I/O Buffer

You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.

Default: [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.

Default: [15 seconds]

Note

• For details about how to change the Printer Features, see "Accessing User Tools", Connecting the Machine/System Settings.

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PCL Menu

Orientation

You can set the page orientation.

Default: [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.

Default:

• **Region** A (mainly Europe and Asia)

"**64**" lines

• **(mainly North America)**

"60" lines

Font Source

You can set the storage location of the default font.

Default: [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.

Default: "**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.

Default: "**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.

Default: "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.

Default: "10.00" pitches

Symbol Set

You can specify the character set of the selected font.

Default: [PC-8]

The available options are as follows:

Roman-8, Roman-9, ISO L1, ISO L2, ISO L5, ISO L6, ISO L9, PC-775, PC-8, PC-8 D/N, PC-850, PC-852, PC-858, PC8-TK, PC-1004, Win L1, Win L2, Win L5, Win Baltic, Desktop, PS Text, MS Publ, Math-8, PS Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0, MC Text, UCS-2, PC-864, Arabic-8, Win Arabic, PC-866, PC-866U, ISO Cyrillic, Win Cyrillic, PC-851, Greek-8, ISO Greek, PC-8 Greek, Win Greek, PC-862, Hebrew-7, Hebrew-8, ISO Hebrew

Courier Font

You can select a courier font type.

Default: [Regular]

Extend A4 Width

You can extend the printing area width (when printing on A4 sheet with PCL).

Default: [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.

Default: [Off]

Resolution

You can set the print resolution in dots per inch.

Default: [600 dpi (Standard)]



• For details about how to change the Printer Features, see "Accessing User Tools", Connecting the Machine/System Settings.

PS Menu

This menu appears only when an 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.

Default: [Use Driver / Command]

If you select [Use Machine Setting(s)], enter a value between 0 and 999.

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.

Default: [Use Driver / Command]

If you select [Use Machine Setting(s)], enter a value between 0 and 999.

When set to "0", the print job will not be canceled when the end of the job cannot be detected.

Paper Selection Method

You can specify how the source tray will be selected by specifying the default value for DeferredMediaSelection in PostScript.

Default: [Select Paper Tray]

• Auto Select

The default value for DeferredMediaSelection is "true". The source tray that matches the paper setting specified in a print job will be selected.

• Select Paper Tray

The default value for DeferredMediaSelection is "false". The source tray will be selected according to the media selection of PostScript Language Reference.

Swtchng. btwn. 1&2 Sided Prt. Func.

Select which side of paper to print on when the PS command is used to perform two-sided printing, and the "setpagedevice" command is entered.

Default: [Active]

Active

Cancels two-sided printing, and prints pages after the "setpagedevice" command has been entered on the front side of paper.

Inactive

Retains two-sided printing, and prints pages after the "setpagedevice" command has been entered on the back side of paper.

Data Format

You can select a data format.

Default: [TBCP]

Resolution

You can set the print resolution in dots per inch.

Default: [600 dpi (Standard)]

Toner Saving

Reduces toner consumption when printing. When this setting is enabled, print quality may be degraded.

Default: [Off]

Color Setting

You can make an RGB setting.

Default: [Super Fine]

Color Profile

You can set the color profile.

Default: [Auto]

Process Color Model

Specify the color model.

Default: [Color]

Orientation Auto Detect

Specify whether or not to automatically detect the print data orientation.

Default: [On]

Gray Reproduction

You can specify how to print black or gray tones.

Default: [Black/Gray by K (Black)]

Note

 For details about how to change the Printer Features, see "Accessing User Tools", Connecting the Machine/System Settings.

PDF Menu

Change PDF Password

You can set the password for the PDF file printed using PDF Direct Print.

PDF Group Password

This setting is not available on this machine.

Reverse Order Printing

You can specify whether the machine automatically prints in reverse order.

Default: [Off]

Resolution

You can set the print resolution in dots per inch.

Default: [600 dpi (Standard)]

Toner Saving

Reduces toner consumption when printing. When this setting is enabled, print quality may be degraded.

Default: [Off]

Color Setting

You can make an RGB setting.

Default: [Super Fine]

Color Profile

You can set the color profile.

Default: [Auto]

Process Color Model

Specify the color model.

Default: [Color]

Orientation Auto Detect

Specify whether or not to automatically detect the print data orientation.

Default: [On]

🕹 Note

 For details about how to change the Printer Features, see "Accessing User Tools", Connecting the Machine/System Settings. MEMO

MEMO