

Read Copier and Facsimile Reference first.

Operator's Manual

OfficeStyler Reference

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INTRODUCTION

How to use this manual

The Operator's Manual for this machine is composed of the following 2 manuals.

(1) Operator's Manual: Copier and Facsimile Reference

(2) Operator's Manual: OfficeStyler Reference (This manual)

Firstly, read the (1) Operator's Manual: Copier and Facsimile Reference. It contains important information for your safety.

This manual (2) explains the operation of this machine when it is connected to your computer as a PC-Printer.

When using this machine connecting your computer, please refer to this manual for the operation and refer to another manual for the other information such as MAINTENANCING or TROUBLESHOOTING.

When using this machine as a standalone Copier machine or FAX machine, please refer to the separate (1) Operator's Manual: Copier and Facsimile Reference.

Features

This machine can not only be used separately as a Copier and FAX machine, but can also be connected to a personal computer which runs Windows (Note) and, by installing the OfficeStyler T10 software packed with the machine, can be used as a laser printer.

Note:

This machine can also be connected a Macintosh by connection to the optional RS422 Interface Port. For details, see the separate Operator's Manual included here in.

(1) PC-PRINTER

It operates as a 300dpi resolution laser printer with a print speed of 10PPM(when printing on A4/LT size sheets).

(2) PC-SCANNER

Using specified scanner software, this machine becomes a TWAIN driver compatible scanner.

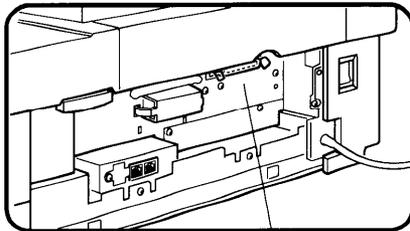
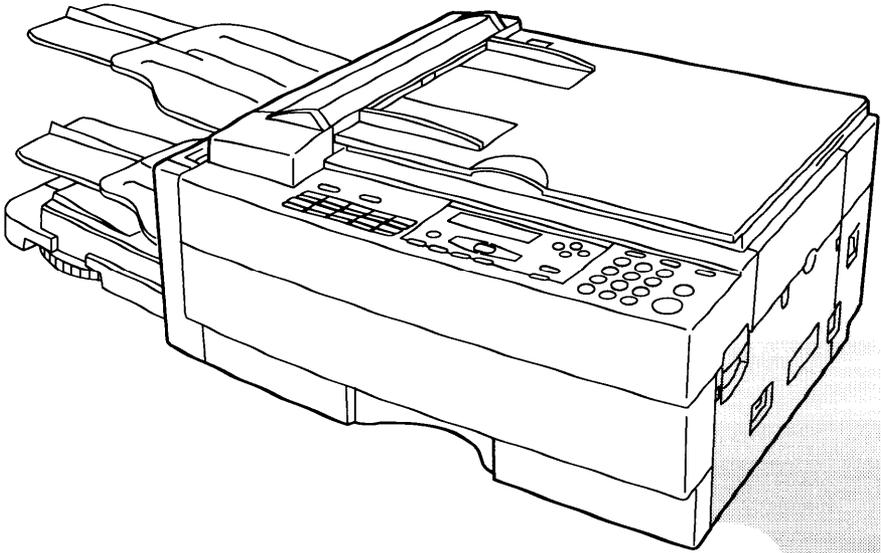
(3) PC-FAX

When BitWare for Windows(included) is installed, this machine makes it possible to send and receive FAX messages through your personal computer using specified FAX software.

(4) OfficeStyler T10 Control Panel

The OfficeStyler T10 Control Panel lets you copy, scan and send faxes from your PC Desktop.

Part Names



Parallel interface connector

OfficeStyler T10 Configuration Overview

OfficeStyler T10 software provides three software configuration options depending on how you intend to use the printer:

Server
Client

Whether you use the OfficeStyler T10 software printer in a network configuration or as a non-network printer, your configuration will provide almost the same print modes and printer features.

A resource is a piece of data, software application, or hardware that can be accessed and used by multiple users or system components. A resource provides a service. Two examples of Windows resources are File Manager and a dialogue box which can provide information or a method of interacting with the system. Resources, local to the PC, are generally available through Windows itself. However, resources that are available to other PCs across a network must be formally shared. The owner of the resource shares the resource. Those that wish to use the resource connect to the resource.

This function is only valid for those using Windows 95 and Windows for Workgroups.

Network Configuration Overview

Microsoft's Windows for Workgroups is designed as a peer-to-peer network. That is, each connected PC is a peer to every other connected PC in the workgroup. This peer approach means that no PC in the workgroup acts as a network administrator. OfficeStyler T10 software adopts this peer-to-peer model. However, to provide user configuration flexibility and to save disk space for some users, OfficeStyler T10 software can be configured differently when a user has a connected printer or when a user does not have a connected printer and uses a printer connected to another peer PC in the workgroup. The PC that has the printer connected to it performs some additional functions not needed by PCs without a connected printer. Therefore, we have adopted the Client/Server terminology to differentiate between those PCs that have a printer connected to them and those PCs that do not have a connected printer. A Server is that peer with a connected and shared printer. A Client is a peer using a printer connected to a Server.

Note:

For a peer to access another peer's OfficeStyler T10 software printer, both peers must have OfficeStyler T10 software installed and selected in their Windows printer list.

A maximum of 3PCs on the network can use OfficeStyler T10 printer at the same time.

Client Configuration

The Client is a peer in the workgroup that wants to print to another peer's printer. The Client configuration is a subset of the Server configuration and is provided in those cases when saving disk space at the Client is an issue.

If at some point, the PC configured as a Client attaches a OfficeStyler T10 software printer, that PC must re-install the OfficeStyler T10 software and select the Server option.

Note:

Re-installation can be via installation disks or across the network.

Server Configuration

The Server is the peer in the workgroup that has a printer connected to it. At installation, the OfficeStyler T10 Set-up Program asks if you wish to configure the PC as a Server or a Client. You must configure the PC with the attached OfficeStyler T10 software printer as a Server.

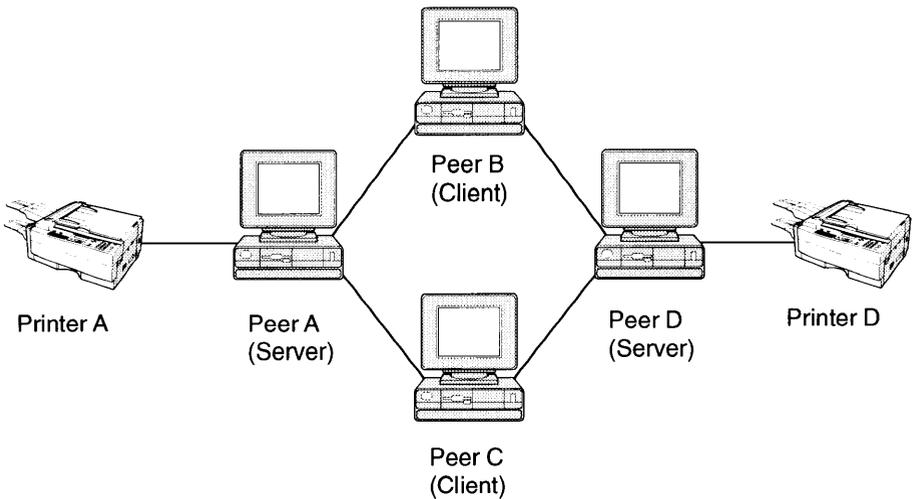
Note:

If you previously installed and configured your PC as a Client, you must reinstall your printer as a Server. You can either use your installation disks or install across the network if there is another Server configured and running.

Any Server in the workgroup with OfficeStyler T10 software installed can be effectively both a Server and a Client. As a Server, that PC shares the connected printer with other peers in the workgroup. However, when that server opts to print to a printer supported by another Server, that PC is acting as a Client to the other Server.

Network Configuration Sample

Following figure shows this flexible OfficeStyler T10 software approach. As seen in the figure, there are two PCs that have attached printers: Peer A with Printer A and Peer D with Printer D. If Peer B chooses to print to Printer A then for that print job Peer B is the Client and Peer A is the Server. If Peer A wants to print to Printer D, then for that print job Peer A becomes a Client to Peer D, but Peer A remains the Server for Peer B's print job. This function is only valid for those using Windows 95 and Windows for Workgroups.



Cable connections

Note:

A cable is not included with this machine for connection to your personal computer. Please purchase a bi-directional parallel interface cable with the following specifications.

Note:

Do not connect or disconnect this cable while the power is ON.

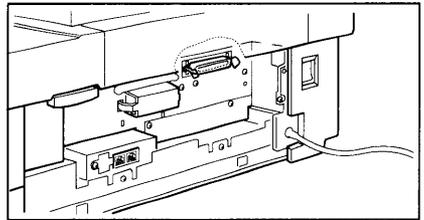
Cable Specifications

IEEE 1284-B Bi-directional parallel

Cable Length: Less than 3 meters

1 Open the cover of the right side of this machine.

2 With the power OFF, connect one end of the cable to the Parallel connector on the right side of this machine. Confirm that the connector's direction is correct, then insert it securely in the female connector and fasten it with the wire clips.



3 Connect the other end of the cable to the parallel connection on the rear of your personal computer.

4 Close the cover of the right side of this machine.

System Requirements

-Windows 3.1:

1. Operating system:

Windows 3.1 or greater in Enhanced Mode, and MS-DOS 3.3 or later.

2. PC:

An IBM-compatible PC with at least a 386SX 16MHz CPU.

3. I/O:

Standard PC parallel printer port and cable.

4. Memory:

At least 4 megabytes PC memory (RAM), which is also the minimum amount of memory recommended by Microsoft for use with Windows. Adding more memory to your PC will increase overall system and printer performance.

5. Disk space:

About 6 megabytes disk space for files, and up to approximately 8.5 megabytes disk space for virtual memory.

6. Allocating Virtual Memory:

OfficeStyler software requires 12.5 MB of total memory, divided between your PC memory (a minimum of 4 MB) and your Windows virtual memory.

7. Restrictions:

1. Due to the nature of the high-speed interface, the OfficeStyler printer cannot be shared through a network or switch box.
2. OfficeStyler works with standard parallel cables. Be aware that some manufacturers cut corners by manufacturing cables that do not conform to standard parallel specifications.

-Windows 95:

1. Operating system:

Windows 95.

2. PC:

An IBM-compatible PC with at least a 486DX 33MHz CPU.

3. I/O:

Standard PC parallel printer port and cable.

4. Memory:

At least 8 megabytes PC memory (RAM), which is also the minimum amount of memory recommended by Microsoft for use with Windows. Adding more memory to your PC will increase overall system and printer performance.

5. Disk space:

About 6 megabytes disk space for files, and up to approximately 12 megabytes disk space for virtual memory.

6. Allocating Virtual Memory:

OfficeStyler software requires 16 MB of total memory, divided between your PC memory (a minimum of 8 MB) and your Windows virtual memory.

7. Restrictions:

1. Due to the nature of the high-speed interface, the OfficeStyler printer cannot be shared through a network or switch box.
2. OfficeStyler works with standard parallel cables. Be aware that some manufacturers cut corners by manufacturing cables that do not conform to standard parallel specifications.

Allocating Virtual Memory

For Windows 3.1

The OfficeStyler T10 software requires a minimum of 12.5 MB of virtual memory for Client and Server configurations.

To change the virtual memory, follow the instructions below. For more information on virtual memory, refer to the Optimizing Windows section in the Microsoft Windows 3.1 User's Guide.

- 1** Double click on the "Control Panel" icon in the Main group.
- 2** Double click on the "386 Enhanced" icon.
- 3** Click the "Virtual Memory" button.
The Virtual Memory dialog box will be appeared.
- 4** If the size shown in the Virtual Memory dialog box is less than 12MB, or Type is "temporary" or "none", then click "Change." Otherwise click "Cancel" to exit the dialog box.
- 5** Select the Type "Permanent" in the New Swapfile Settings box.
- 6** Increase the "New" size in the "New Swapfile Settings" box to at least 8.5 MB.

Note:

If you cannot increase the New size to the desired figure, then select the Type "Temporary" and set the virtual memory size.

- 7** Click "OK".
- 8** Click "Yes".
- 9** Click "Restart Windows" to make the setting effective.

For Windows 95

It is recommended to let Windows handle virtual memory. If not, you shall allocate virtual memory by yourself.

To change the virtual memory, follow the instructions below.

- 1** Click the "Start" button, move the pointer to "Settings" and click "Control Panel".
- 2** Double click the "System" icon. "System Properties" window will be appeared.
- 3** Click the "Performance" tab.
- 4** Click "Virtual Memory....".
- 5** Click "Let me specify my own virtual memory settings" button.
- 6** Increase the Minimum setting to at least 8.
- 7** Click "OK".
- 8** Click "Yes".
- 9** Click "Close".
- 10** Click "Yes" to restart Windows.

Installing OfficeStyler T10 software

OfficeStyler T10 includes a software installation program to make setting up easier. The installation program analyzes your system configuration, installs the OfficeStyler T10 software, and makes the necessary changes to Windows startup files.

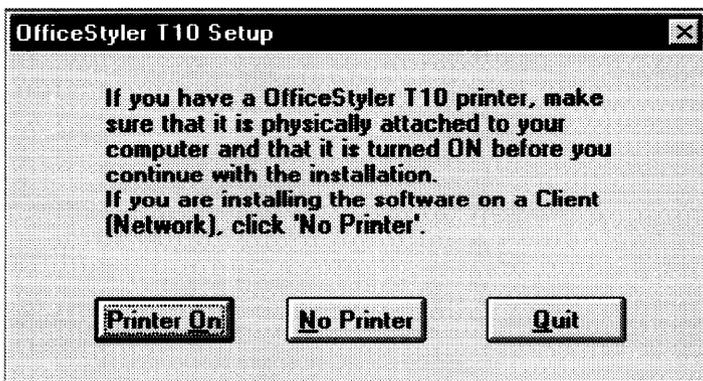
Once you have started the OfficeStyler T10 setup program, you can cancel the installation at any time. Just click on the Cancel button that appears in the setup program window.

For Windows 95

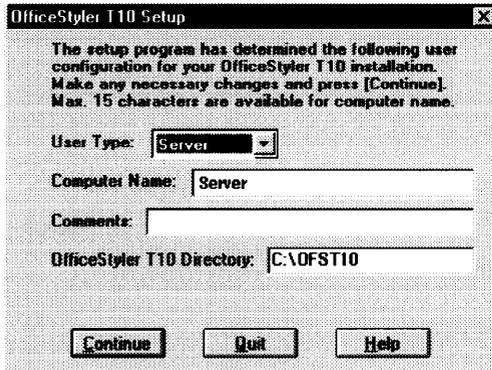
- 1** Start Windows 95.
- 2** Insert OfficeStyler T10 Disk 1 of 4 into your computer's disk drive.
- 3** Click "Start".
- 4** Click "Run".
- 5** Type "A:\install" and press "Enter".

First, the "OfficeStyler T10" window appears, and then the "OfficeStyler T10 setup" window will appear.

- 6** If you are installing the software on a Server, click "Printer On". If on a client, click "No Printer".



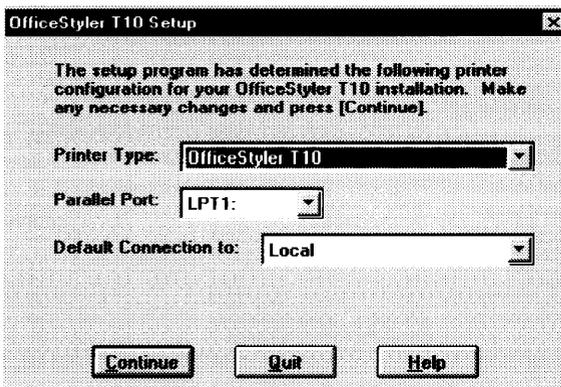
- 7** The setup program has determined the following user configuration for your OfficeStyler T10 installation. Make any necessary changes and click "Continue".



The screenshot shows a dialog box titled "OfficeStyler T10 Setup" with a close button (X) in the top right corner. The text inside reads: "The setup program has determined the following user configuration for your OfficeStyler T10 installation. Make any necessary changes and press [Continue]. Max. 15 characters are available for computer name." Below this text are four input fields: "User Type:" with a dropdown menu showing "Server"; "Computer Name:" with a text box containing "Server"; "Comments:" with an empty text box; and "OfficeStyler T10 Directory:" with a text box containing "C:\OFST10". At the bottom of the dialog are three buttons: "Continue", "Quit", and "Help".

- User Type
Depending on your computer configuration, select Server or Client .
- Computer Name
If necessary, type in the computer name.
- Comments
If necessary, type in any comments. For example, your name or the location of your computer.
- OfficeStyler T10 Directory
If you want to install in a different directory and/or drive, type the name of the directory.

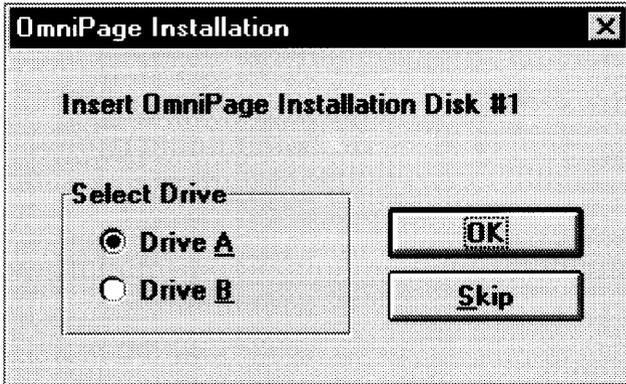
- 8** Make any necessary changes and click "Continue".



The screenshot shows a dialog box titled "OfficeStyler T10 Setup" with a close button (X) in the top right corner. The text inside reads: "The setup program has determined the following printer configuration for your OfficeStyler T10 installation. Make any necessary changes and press [Continue]." Below this text are three input fields: "Printer Type:" with a dropdown menu showing "OfficeStyler T10"; "Parallel Port:" with a dropdown menu showing "LPT1:"; and "Default Connection to:" with a dropdown menu showing "Local". At the bottom of the dialog are three buttons: "Continue", "Quit", and "Help".

9 Insert disks following the instructions that appear on the screen.

10 If you want to install OmniPage (included), insert OmniPage disk following the instructions. If you not, click "Skip".
For installation of OmniPage, see OmniPage manual.



11 Remove the inserted disk and click "Restart Now" to restart Windows.

Note:

The Installation window lies behind other windows. To bring the installation window to the front, close other windows.

For Windows 3.1

1 Start Windows.

2 Insert OfficeStyler T10 Disk 1 of 4 into your computer's disk drive.

3 From the Program Manager menu, click "File". Then click "Run..." option.

The Run Program dialog box appears.

4 Type "A:\install" and press "Enter".

First, the "OfficeStyler T10" window appears, and then the "OfficeStyler T10 setup" window will appear.

- 5** If you are installing the software on a Server, click "Printer On". If on a client, click "No Printer".
- 6** The setup program has determined the following user configuration for your OfficeStyler T10 installation.
Make any necessary changes and click Continue.
 - User Type
Depending on your computer configuration, select Server or Client.
 - Computer Name
If necessary, type in the computer name.
 - Comments
If necessary, type in any comments. For example, your name or the location of your computer.
 - OfficeStyler T10 Directory
If you want to install in a different directory and/or drive, type the name of the directory.
- 7** Click "Continue".
- 8** Click "Continue".
- 9** Make any necessary changes and click "Continue".
- 10** Insert disks following the instructions that appear on the screen.
- 11** If you want to install OmniPage (included), insert OmniPage disk following the instructions. If you not, click "Skip".
For installation of OmniPage, see OmniPage manual.
- 12** Remove the inserted disk and click "Restart Now" to restart Windows.

Sharing the Printer

If you have installed as a Server but do not wish to share the printer, then skip this section.

Before a Client can print to the OfficeStyler T10 printer, the server printer must be shared and the client must be one of authorized users of the server.

The Server must share the printer resource. To share a printer resource the Server must perform the following steps:

- 1** Double-click the "Printer console" icon in the OfficeStyler T10 Tools. (Windows 3.x)
Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Printer Console". (Windows 95)
- 2** Click the "Control Panel" tab or select the Network menu.
- 3** Select "Share Printer".
- 4** Check item(s) you are going to share. (i.e. GDI, PCL).
- 5** Select "OK". Printer sharing will be established automatically every time Windows starts up.

Note:

Only one OfficeStyler T10 printer can be attached to any given PC. Therefore, the Share command automatically selects the attached OfficeStyler T10 printer at the Server's PC. If an additional non- OfficeStyler T10 printer is also attached to the Server's PC then to share that printer the Server uses the Share menu item in the Network menu of the Windows Print Manager.

To stop sharing printer resource

To stop sharing printer resource, perform the following steps:

- 1** Double-click the Printer console icon in the OfficeStyler T10 Tools. (Windows 3.x)
Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Printer Console". (Windows 95)

- 2** Click the "Control Panel" tab or select the Network menu.
- 3** Select "Share Printer" menu item.
- 4** Check off item(s) you want to stop sharing.
- 5** Select "OK".

To authorize or unauthorize user of sharing printer:

- 1** Double-click the "Printer console" icon in the OfficeStyler T10 Tools.
(Windows 3.x)
Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Printer Console". (Windows 95)
- 2** Click the "Control Panel" tab.
- 3** Select the Network menu.
- 4** Select "Share Printer" menu item.
- 5** Select "Client" button. Client lists appear.
- 6** To add authorized user:
Select users from "Choose from" list box, then select Add button.
(Select Add All will authorize all current and thereafter connected users to share the printer.)

To remove unauthorized user:
Select users from "Share with" list box, then select Remove button.
(Select Remove All will unauthorize all current users.)
- 7** Select OK.

Connecting to the shared Printer

Before a Client can print the Client must connect to a shared printer resource. To connect to a shared printer resource, the Client must perform the following steps:

- 1** Double-click the "Printer console" icon in the OfficeStyler T10 Tools. (Windows 3.x)
Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Printer Console". (Windows 95)
- 2** Click the "Control Panel" Tab.
- 3** Select Connect To... from the Network Menu.
- 4** Select the remote server to which you want to print.
- 5** Select a server you want to connect to.
- 6** You may select to use the selected server for all your print mode by checking the Server of all virtual printers box.
- 7** Click on.

Test Printing

When Windows is restarted, you can use the OfficeStyler T10 printer test function to make sure the installation was successful. The printer test utility is available through the Print Test Page button on the Control Panel tab of the OfficeStyler T10. The test utility will print a page during the test.

Note:

This function is only valid from a server.

To begin a test print you must do the following:

- 1** Confirm the printer is cabled to the printer parallel port selected in the installation if you are performing a local print test. Or confirm the server has been selected for all print mode if you are performing a print test on client.
- 2** Confirm the printer is turned-on.
- 3** Double-click the "Printer Console" icon.
- 4** Click the "Control Panel" tab.
- 5** Click the "Print Test Page" button.
- 6** Click "Yes".

Removing OfficeStyler T10 tools

If you want to remove the OfficeStyler T10 software, perform the following steps:

- 1** Double-click the "Uninstall Utility" icon in the OfficeStyler T10 Tools. (Windows 3.x)
Click "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Uninstall Utility". (Windows 95)
- 2** Click "Yes".
- 3** Remove the one remaining file (delete.exe).

Introduction

- **Windows GDI, PCL soft emulation drivers are built-in.**

GDI mode

GDI mode provides fast, what-you-see-is-what-you-get (WYSIWYG) output by taking advantage of Window's native graphics and text features.

PCL mode

PCL mode provides compatibility with the popular printer language used in the Laser Jet ® family. Both Window applications and DOS applications running under Windows can use PCL mode for printing.

- **OfficeStyler T10 software**

OfficeStyler T10 software provides two configuration options depending on how you intend to use the printer. This function is only valid for those using Windows 95 and Windows for Workgroups.

Server: For user the plan to attach the printer to their PC and have, or plan to have, a network connection, and, many provide printer sharing to other PC's on the network.

Client: For users that will not attach the printer to their PC but do plan on using the printer attached to another PC in the network.

OfficeStyler T10 software provides printer status information and recovery instructions when a trouble happens.

- **Toner Saving**

With Toner Saving turn on, your printer reduces the amount of toner used to print. This is especially valuable when printing draft copies of your print jobs.

- **EET (Edge Enhancement Technology)**

With EET turned on, your printer will smooth the jagged edges of text and line art given the output a very high quality appearance.

Printing

Note:

Depending on the type of OHP, the image may not print well, and it may become easy for several sheets to be fed at the same time.

Caution:

Never copy onto OHP sheets intended for use with color copiers or inkjet printers — the machine could be damaged.

Printing from a Windows Application

Once you have selected your printer mode (GDI or PCL), just print from your Windows application as you would to any other printer.

Printing from a DOS Application within Windows

OfficeStyler T10 is a Windows printer driver, designed for use with Windows. In particular, OfficeStyler T10's GDI mode is based on Windows and does not work with MS-DOS. However, OfficeStyler T10 will work in PCL mode if you create an MS-DOS session from within Windows. Enter MS-DOS from Windows (click on the DOS application icon, or click on the MS-DOS icon and run your application from the command line).

Set up your application to print to the parallel port LPT1 (or LPT2 or LPT3 if you have OfficeStyler set to print to one of these ports instead). Be sure your application's PCL driver is installed. Select a printer driver.

When ready to print, start your DOS application and print from your application as you normally would to LPT1 (or whichever port OfficeStyler is connected to).

Printing PCL and ASCII Files from MS-DOS

If you have a file in PCL or ASCII (text) format, you can print it from the MS-DOS command line within Windows. At the command line prompt, type

```
COPY/B ame.ext LPT1
```

where ame.ext is the name of your PCL or ASCII-formatted file. (If you have configured OfficeStyler to print to a different parallel port, give its name instead of LPT1.)

Printing ASCII Text Files

You can output plain ASCII text files to the OfficeStyler T10 printer by following this simple procedure.

- 1** Click on the "Notepad" application provided with your Windows 95 system.
- 2** Open the file you wish to print.
- 3** Print the file.
- 4** Exit without saving changes.

Advanced Operation

When using Print Manager(of the OfficeStyler T10), the following functions can be used.

- Manual Duplex Printing
- Reverse Printing
- Overlay Printing

For details, please see "GDI Mode,Printing Mode", described later.

Selecting the Printing Mode

You can select either of the two printing modes, GDI mode or PCL mode, according to your requirements. If you cannot determine which printing mode is best suited for your printing applications under Windows, we recommend you always use GDI mode first.

GDI mode has the following features:

- GDI mode prints what you see on your screen.
- Faster printing as much as four to five times faster for some files.
- Manual Duplexing
- Reverse (Last page on top)
- Overlay
- Scale
- 2up / 4 up
- Image

PCL mode is effective in the following cases:

- when you want to print a file created with MS-DOS application.
- when you want to print a PCL format file.

GDI mode works very well with most software packages. However, some applications can create output that is too complex for Windows to display accurately on the screen - a file with a sophisticated embedded graphic image might be an example. Here GDI might work fine for draft copies but falls short of the quality needed for final output. For these situations OfficeStyler T10 provides a PCL mode.

Changing the printing mode

There are four methods to change the printing mode, GDI mode or PCL mode.

Changing the printing mode from an application

Most of the popular Windows applications allow you to change GDI mode / PCL mode. For example, to do it on Microsoft Write, perform the following.

- 1** Select "Print Setup..." under File menu. Print Setup window will be displayed.
- 2** Select the desired printing mode. To change to GDI mode, select "OFFICESTYLER T10 GDI". To change to PCL mode, select "OFFICESTYLER T10 PCL".

Changing the printing mode by using the Printers folder (Windows 95)

- 1** Click the "Start" button, move the pointer to "Settings" and click "Printers".
- 2** Select the desired printer device. To change to GDI mode, select "OFFICESTYLER T10 GDI". To change to PCL mode, select "OFFICESTYLER T10 PCL".
- 3** Click the right mouse button.
- 4** Click on "Set As Default". The printing mode you selected in step 2 appears in the "Default Printer" field.

Changing the printing mode by using the control panel (Windows 3.1)

- 1** Restore the "Main" window in the Program Manager (if this window has been minimized).
- 2** Double-click on the "Control Panel" icon in the "Main" window.
- 3** Double-click on the "Printers" icon in the "Control Panel" window.
- 4** Select the desired printing mode. To change to GDI mode, select "OFFICESTYLER T10 GDI on". To change to PCL mode, select "OFFICESTYLER T10 PCL on".
- 5** Click on "Set As Default Printer". The printing mode you selected in step 4 appears in the "Default Printer" field.

- 6 Click on Close.

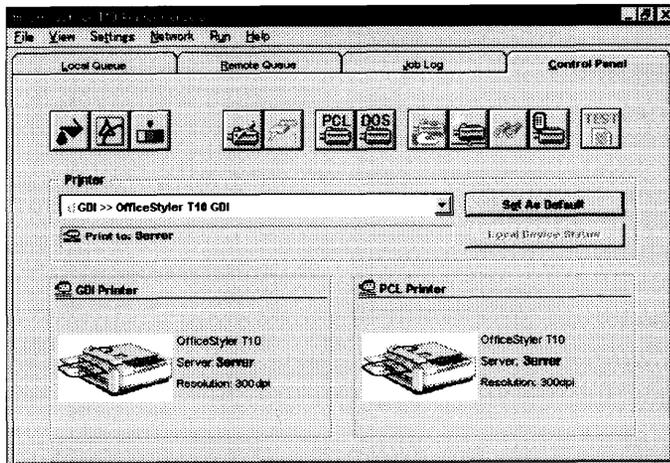
Changing the printing mode from the control panel Tab of the OfficeStyler T10 console

- 1 Double click the OfficeStyler T10 Printer Console icon in the OfficeStyler T10 Tools.
- 2 Click the "Control Panel" tab in the OfficeStyler T10 Printer Console window.
- 3 Click the Printer list box.
- 4 Select the desired print mode.
To change to GDI Mode or PCL Mode, select "GDI> OfficeStyler T10 GDI" or "PCL> OfficeStyler T10 PCL".
- 5 Click Set As Default.
- 6 Minimize the OfficeStyler T10 Console.

OfficeStyler T10 Printer console

The OfficeStyler T10 Printer Console provides a single access point to the four major program screens. The purpose of the OfficeStyler T10 Printer Console is to provide an easy means to configure the OfficeStyler T10 printer and to monitor and control print jobs.

The OfficeStyler T10 Console is in the OfficeStyler T10 tools. To activate the OfficeStyler T10 Console, double-click the OfficeStyler T10 console icon.



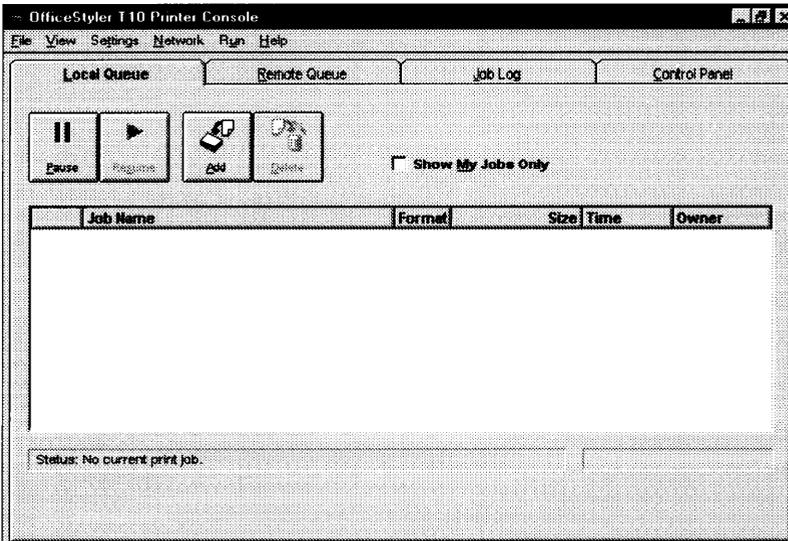
Each of the four major program features can be viewed by clicking the tab under the window menu bar. The four tabs are:

- Control Panel
- Local Queue
- Remote Queue
- Job Log

Local Queue

The Local Queue is used to review the status of you queued print jobs. For Servers, all pending print jobs are local to the Server. For Clients, the Local Queue represents print jobs that have been queued to a remote Server but are not yet transferred to that remote Server.

Click the "Local Queue" tab in the OfficeStyler T10 Printer Console window, the local queue features appear.



The Local Queue presents:

- the print job name
- the format of the print job (GDI, PCL)
- the size of the print job in bytes
- the time the job was sent to the queue
- the owner of the print job

The job owner category is primarily applicable to the Server.

The Local Queue presents the status of the job currently printing. For Clients, this status will display only when the Client's print jobs are printing.

Note:

Print job in the Local Queue will be displayed only when 'Use OfficeStyler Print Manager' is selected in the OfficeStyler T10 GDI window.

Changing the order of print jobs

Both Servers and Clients support drag-and-drop jobs within the Local Queue to change the job order in the print queue. Drag-and-drop is available for jobs that have not started printing. To drag-and-drop, perform the following steps:

- 1** Place the mouse cursor at the beginning of the print job you want to select.
- 2** Press the left mouse button and hold down.
- 3** While holding the left mouse button down, move the mouse.
As you move, print jobs will be highlighted.
- 4** Move the mouse to the end of print job you want to select.
- 5** Release the left mouse button.
The print job will remain highlighted.
- 6** Return the mouse cursor to the beginning of the selection.
Note the I-bar cursor turns into an arrow when the cursor is in the highlighted area.
- 7** Depress and hold the left mouse button and hold down.
- 8** While holding the left mouse button down, move the mouse arrow to the place you wish to drop the selected print job(s).
- 9** Release the mouse button.

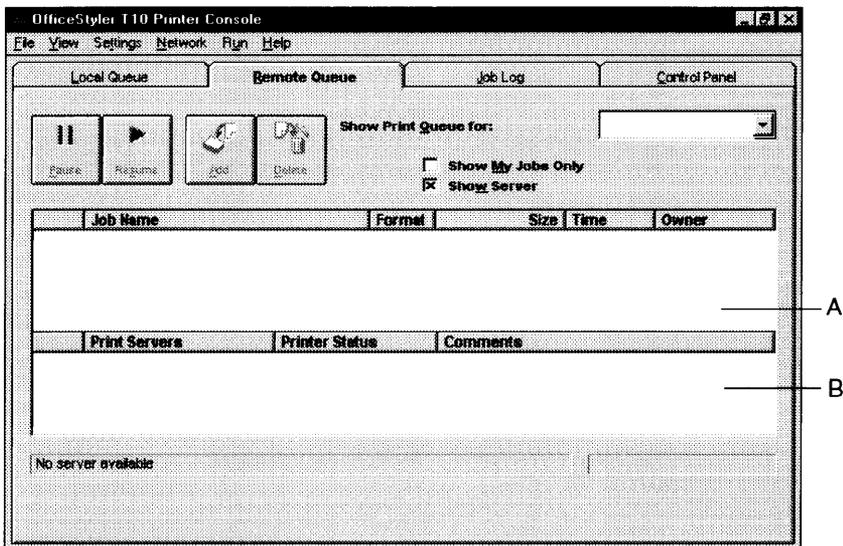
The following table provides a brief description of the Local Queue button icons.

Icon	Description
 Pause	Allows you to pause printing.
 Resume	Allows you to resume printing.
 Add	Allows you to add a print job to the print queue.
 Delete	Allows you to delete the highlighted print job from the print queue.

Remote Queue

The Remote Queue is used to review the status of your queued print jobs at the remote printer. This queue is primarily for Clients to review their print jobs. Clients can select from among the shared printers through the "Show Print Queue for:" list box.

Click the "Remote Queue" tab in the OfficeStyler T10 Printer Console window, the Remote Queue features appear.



Show Print Queue for:

Allows the Clients to select from among the shared printers. Clicking the list box will show you all available shared printers.

Show My Jobs Only

Clicking on the "Show My Jobs Only" check box will only display your print jobs in box A.

Show Server

Clicking on the "Show Server" check box will display the box B. This box will show you all the servers with their status.

The Remote Queue presents:

- the print job name
- the format of the print job (GDI, PCL)
- the size of the print job in bytes
- the time the job was sent to the queue
- the owner of the print job

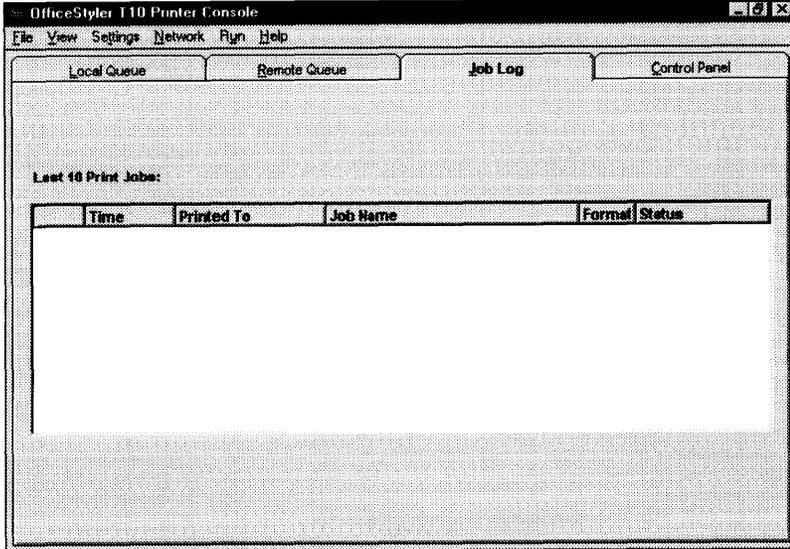
The job owner category is primarily applicable to the Server. The drag-and-drop (reordering the print jobs) feature is not available in the Remote Queue.

The following table provides a brief description of the Remote Queue button icons.

Icon	Description
 Pause	Allows you to pause printing.
 Resume	Allows you to resume printing.
 Add	Allows you to add a print job to the print queue.
 Delete	Allows you to delete the highlighted print job from the print queue.

Job Log

The Job Log provides a historical log of the last 10 jobs queued for print. To display the log of the last 10 jobs, click the "Job Log" tab in the OfficeStyler T10 Printer Console window, the last 10 jobs appear.



The Job Log presents:

- the time the job was printed
- the Server name
- the job name
- the format of the print job (GDI, PCL)
- print result

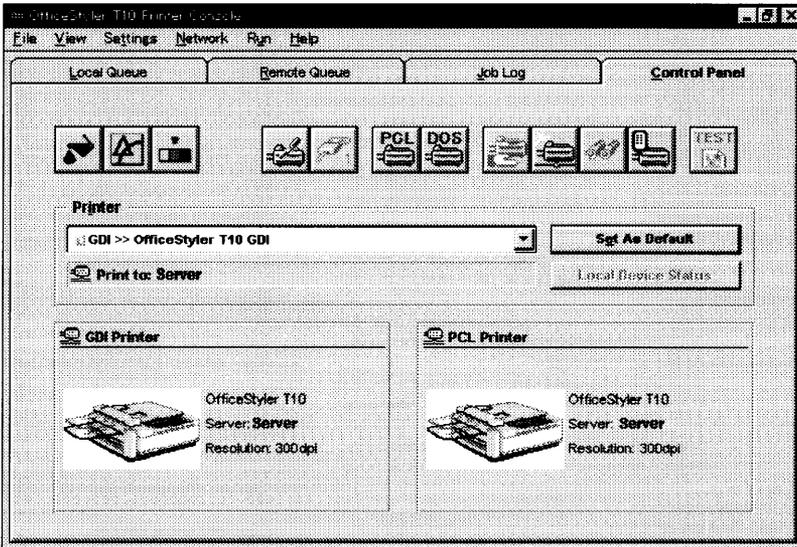
The Job Log is more useful for Clients in workgroup environments, where there are multiple printers supporting differing printer characteristics.

Control Panel

The Control Panel provides the mechanism to configure and control the printer. The following screen shows the Control Panel tab of the OfficeStyler T10 Printer Console. The Control Panel is divided into five button categories, the Printer information and printer selection display. The Printer group item presents the currently selected printer and provides a list of additional printer selections. The printer selections applicable to your printer are:

- OfficeStyler T10 GDI
- OfficeStyler T10 PCL

Click the "Control Panel" tab in the OfficeStyler T10 Printer Console window, the control Panel features appears.



Use the list bar to highlight the print mode you want to use. Then, to apply the selected printer, click Set As Default. You can also request the current printer status through the Local Device Status.

The following table provides a brief description of the Control Panel buttons and refers you to the page number that provides detailed information about the available features.

Icon	Description
	With Toner Saving Mode turned on, your printer will reduce the amount of toner used to print. Black areas and text are replaced by a light gray shading. This varies depending on the setting of the selected sever.
	Allows you to adjust the Edge Enhancement setting or turn it off. Edge enhancement improves the appearance of text and graphics by smoothing the jagged edges of characters and line art, resulting in higher quality output. This varies depending on the setting of the selected sever.
	This selection provides the option of three shades of toner darkness. The default is medium. This varies depending on the setting of the selected sever.
	This selection allows you to configure the printer.
	This selection allows you to identify the port your printer is connected to, such as LPT1.
	This selection presents the PCL Control Panel Menu.
	<p>DOS Printing Options</p> <p>The DOS Printing Options provides print emulation options for DOS printing. You can select "Spool as PCL 4.5" or "Direct to Port" in the Printing Mode list box.</p> <p>Spool as PCL 4.5: makes the PCL Control Panel settings effective.</p> <p>Direct to Port: makes the DOS application's settings effective.</p> <p>Some applications may not operate properly if the "Spool as PCL 4.5" has been selected. In that case, select "Direct to Port".</p>
	This selection allows you to share the printer with Clients.
	This selection allows you to connect to a shared printer.
	This selection allows you to view the Clients connected to the shared printer.
	This selection allows you to select whether you want the Printer Status window to display when an error occurs.
	This selection allows you to print the printer test pages. This function is only valied from a server.

OfficeStyler T10 Printer Console Menu Items

The OfficeStyler T10 software provides the standard Windows menu items which are available in most Windows applications, as well as application-specific menu items. Some of the menu items match the buttons available on one of the tabbed displays. However, there are some printer functions that can be accessed only through the pull-down menu, such as the setting of print priority.

File

The File pull-down menu provides selection to exit your application. This menu also provides selections to pause or resume printing and add or delete a document to and from the queue.

View

The View pull-down menu allows you to define different ways to display the print queues. You can view a list of queued print jobs, define the time stamp, or show a particular print queue.

Settings

The Settings pull-down menu allows you to define the default settings for many of the following printer features.

Toner Saving Mode

With Toner Saving Mode turned on, your printer will reduce the amount of toner used to print. Black areas and text are replaced by a light gray shading. This varies depending on the setting of the selected sever.

- | | |
|--------|--|
| Light | Text and objects on the page have a black outline along their left edge. |
| Medium | Text and objects on the page have a black outline along left and right edges. |
| Dark | Text and objects on the page have a black outline along all edges. This setting is recommended over Light and Medium if you expect to fax or photocopy the document. |
| Off | This is the default setting and is recommended for the highest print quality. |

EET (Edge Enhancement Technology)

Allows you to adjust the Edge Enhancement setting or turn it off. Edge enhancement improves the appearance of text and graphics by smoothing the jagged edges of characters and line art, resulting in higher quality output.

The settings for Edge Enhancement are Off, Level1,2,3.

Normally you should not have to adjust Edge Enhancement. However, because Edge Enhancement modifies the size of dots along the edges of text, lines, and graphics, the edges might appear too dark or too light.

This varies depending on the setting of the selected sever.

Density

The density options lets you choose from Lighten to Darken. To make lighter, choose Lighten. To make darker, choose Darken.

This varies depending on the setting of the selected sever.

Printer Setup

The Printer Setup displays the primary printer settings and configuration dialogue that also provides advanced setting and features.

Connect Port

The Connect Port lets you select a different parallel port for your printer. You can choose either LPT1, LPT2, or LPT3. Your PC hardware configuration may limit your individual options.

PCL Control Panel

The PCL Control Panel displays the PCL Control Panel window. This control panel provides configuration options for PCL printing from MS-DOS applications printed from the MS-DOS icon command line under Windows.

This setting is effective only when the "Spool as PCL 4.5" has been selected in the DOS Printing Option window. See below.

DOS Printing Options

The DOS Printing Options provides print emulation options for DOS printing. You can select "Spool as PCL 4.5" or "Direct to Port" in the Printing Mode list box.

Spool as PCL 4.5: makes the PCL Control Panel settings effective.
Direct to Port: makes the DOS application's settings effective.

Some applications may not operate properly if the "Spool as PCL 4.5" has been selected. In that case, select "Direct to Port".

Print Priority

Windows lets you run several applications at the same time. This helps productivity but means you are sharing your PC resources among several activities.

The OfficeStyler T10 Printer priority settings let you control the priority of the printing activity relative to other applications running at the same time.

You can select High, Medium, or Low priority. Printing at high priority produces output faster but may slow down your system more than the other priority settings. On the other hand, printing at lower priority lets your other applications run faster but also means your document will take longer to print.

Network

The Network pull-down menu allows you to share and connect to a network printer and Clients Monitor (if configured as a Server) and change status settings, such as print job notifications.

Share Printer

This selection is only available to Server configured users. When selected it will set the printer as Shared.

Connect to

This selection is available to Client and Server configured users. When selected it will display a list of available printer Servers that can be selected.

Client Monitor

This selection is available to the Server and provides the capability to monitor the print activities of Clients using the printer.

Notify

This selection is available to all users and defines the various status selections and their display options.

Selecting "Remote Status Report" allows you to see the server's Printer Status window on the client.

Change Name

This selection is available to all users and allows the user to change the computer name. You must exit and restart Windows before this change takes effect. The new computer name must not exceed 15 characters.

Run

The Run pull-down menu allows you to examine the status of the printer and print a test page.

Printing modes

GDI Mode

GDI mode takes advantage of Windows' own internal design to produce documents faster than most conventional printers can. Other printers require Windows to translate a document into a special printer language, such as PCL on LaserJet printers. GDI mode reduces overhead by eliminating this translation step before starting to print. This results in faster printing—as much as four to five times faster some files.

GDI mode has a speed advantage with documents that have multiple fonts. A standard printer language such as PostScript must do extra work for each different font in a document. In contrast, printing the same document in GDI mode requires only a small amount of additional processing, which means quick text printing no matter how many fonts are included.

You can select the GDI Mode from an application, through the Control Panel's Printer window, or through the Control Panel tab of the OfficeStyler T10 Printer Console window. The OfficeStyler T10 Printer GDI window lets you select certain settings for your print job.

For Windows95

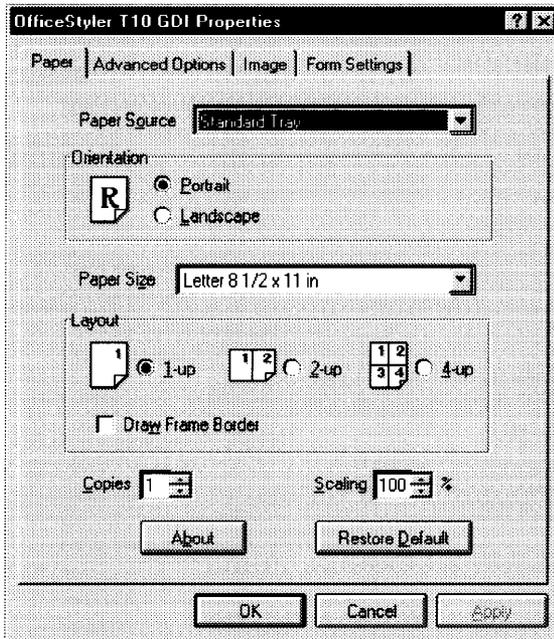
GDI property screen

You can access the setup screen from the Setup or Print Setup feature of many applications. You can also reach it from the Printers screen of the Windows Control Panel.

The setup screen lets you change the following settings:

- Copies
- Print Resolution
- Orientation
- Paper Size
- Paper Source
- Use OfficeStyler Print Manager(Top Page, Manual Duplexing, Overlay)
- Print to File
- Scale
- 2 up/4 up
- Image

Paper tab



Copies

Copies determines how many copies of your document will be printed.

Orientation

For Orientation, choose Portrait or Landscape. If you choose Portrait, your output appears with the papers shorter edges at top and bottom. And longer edges at the side, like a business memo. If you choose Landscape, your output appears with the longer edges at the top and bottom, and the shorter edges at the sides. Landscape is sometimes used for graphs, spreadsheets, and presentation slides.

Paper Size

Size lets you change to a different paper size. First, click on the size box, then scroll through the selection. When you see the paper size you want, click on it.

Paper Source

Standard Tray, Option Tray and Bypass Tray are the paper sources.

Layout**2up/4up**

OfficeStyler T10 lets you print 2 or 4 pages on a single sheet of paper. Select 2 up if you want OfficeStyler to print two pages on one sheet of paper. (In portrait mode, the pages show up side by side as if in a book.) Select 4 up if you want OfficeStyler to print four pages on one sheet of paper. Select 1 up if you wish to print normally.

Draw Frame Border

If you click on Draw Frame Border, OfficeStyler will draw a box around each page on the paper.

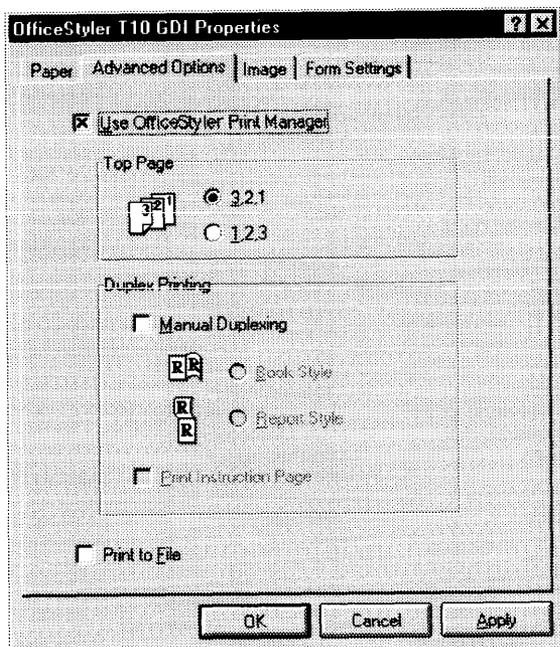
Note:

- Selecting 2up/4up may sometimes break the edges of your output. If it occurs, reset the margin.
- If you want to use the Overlay with 2up/4up, create the Overlay file by 2up/4up in advance, then use it for the output of 2up/4up.

Scaling

Use Scaling to reduce or enlarge your output on the printed page. You can enter a number from 10% to 500%, or click on the arrows to increase or reduce the setting.

Advanced Options tab



Use OfficeStyler Print Manager

Selecting "Use OfficeStyler Print Manager" turns the Print Manager on when using GDI Mode. The OfficeStyler T10 Print Manager allows you to use:

- Top Page (reverse order printing)
- Duplex Printing
- Overlay
- Local Queue both in GDI Mode as well as in PCL Mode

However, the print speed will be slower when the OfficeStyler T10 Print Manager is activated.

Top Page

The printer normally prints documents in page number order (i.e. page 1 first). Clicking on the 3,2,1 button in the Top Page box will instruct the printer to print your output in reverse order. This option is only available if the officestyler T10 Print Manager is enabled for GDI printing.

Duplex Printing

You can print your file on both sides of the paper by first selecting "Manual Duplexing", then selecting either Book or Report.

See "Duplex Printing" on page 47.

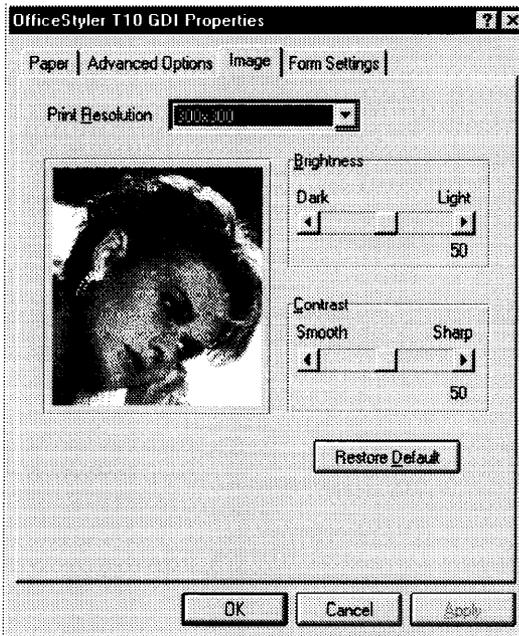
Print to File

If you select File Name, the output will go to a file instead of the printer.

You can also use "Print to File" to create a form of Overlay feature.

The print file is stored in GDI format. Use the Add button on the Local Queue of the OfficeStyler T10 Printer Console to print from a file.

Image tab



The Image Options lets you adjust the appearance of your output. These adjustments only apply to certain types of images and grayscales, not to text or black line drawings.

The figure at the left of the screen will change as you move the controls, giving you a rough idea of the effect of your adjustments.

Note:

This feature may not be effective for some applications.

Print Resolution

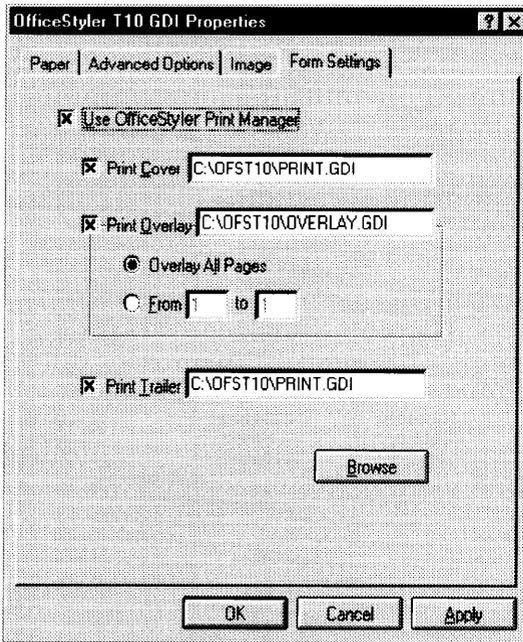
Your printer provides only one print quality: 300 dpi.

Brightness

Drag the Brightness knob or click on the arrows to vary the shades of gray, making the image output appear lighter or darker.

Contrast

Drag the Contrast knob or click on the arrows to make the image output appear sharper or smoother.

FormSetting tab**Use OfficeSyler Print Manager**

See "Advanced Options tab" on page 41.

Print Cover

Select this feature to print a cover page on a separate page before the remainder of the document.

Print Overlay

This feature will overlay your image on the pages of your document. The effect is similar to printing your image on a transparency, then putting the transparency over your document.

Print Trailer

Select this feature to print a trailer page on a separate page after the document has been printed.

Browse

After selecting Print Cover Page, Print Trailer Page, or Print Overlay, clicking Browse will let you search for the GDI file in the file system.

Overlay

The overlay feature is one of the most powerful features of the OfficeStyler T10 software. This feature lets you overlay an image on top of any document printed in GDI print mode. You can use this feature to:

- Incorporate your letterhead on the first page of a business letter.
- Print your logo at the bottom of each page of a set of presentation slides.
- Overlay the word "Confidential" on every page of an important document.
- Print a special cover page or trailer page for each print job.

Using the Overlay feature is a four-step process:

- 1** Create the overlay form and print the overlay form to a file.
- 2** Create the document to be overlaid.
- 3** Select the overlay feature and give the name of the file to which you printed your overlay form.
- 4** Print the document to be overlaid.

How to use overlay function

- 1** Using an application such as Paintbrush, CorelDRAW or PageMaker, create and save the graphic file that you want to overlay on a document.
- 2** Verify the graphic by printing it, and minimize the application.
- 3** Select "OfficeStyler T10 GDI".
- 4** Click "Printer Setup" in the OfficeStyler T10 Printer console Window.
The "Properties" window will appear.
- 5** Select "Advanced Options" tab, Check in the "Print to file" check box.
- 6** Click "OK".
- 7** Click "OK".

- 8** Double click the same application which you minimized in step 2 and perform the print operation. A screen asking you to enter the file name will appear.
- 9** Enter a new file name or the same file name with the GDI extension (.GDI) and click OK to store the file as a GDI file.
The GDI file extension must be used to designate the difference between a GDI file and an application file. Otherwise, the application file will be overwritten by a GDI file.
- 10** Minimize the application.
- 11** Perform steps 3 and 4 above.
- 12** Disable the "Print to File" feature by clicking off the check box.
- 13** Use the Formsetting tab to check the "Use Print Manager", then select "Overlay", "Cover Page" and "Trailer Page" and enter the file name.
- 14** Click "Browse". The Browse window will appear.
- 15** Double click on the directory in which you saved your graphic file(GDI file), then select file and click "OK". The selected file will appear in a box in the FormSetting tab.
- 16** Click "OK" in the OfficeStyler T10 GDI Properties window.
- 17** Click "OK" in the Print window.
- 18** Print the desired document, The graphic will be overlaid on the pages of your document.

Note:

If you want to use the Overlay with 2up/4up, create the Overlay file by 2up/4up in advance, then use it for the output of 2up/4up.

Duplex Printing

You can print your file on both sides of the paper by first selecting "Manual Duplexing", then selecting either Book or Report. Book prints out so that if you open the document in the manner of a book, pages 2 and 3 would face each other, Report prints the even-numbered pages upside down, so that if you opened the document in the manner of a report bound at the top, pages 2 and 3 would face the same way. Off disables Manual Duplexing.

You can also put an X in the box marked Print Instruction Page. If you do this, then the OfficeStyler T10 Printer will print out a sheet of paper giving you detailed instructions every time you print in manual duplex mode.

Note:

- When printing on both sides, the image may not print well, and white areas may become dirty.
- If several sheets are fed through together, feed one sheet at a time.

- 1** Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Printer Console".
- 2** Click "Control Panel" tab.
- 3** Change to GDI mode and click "Set as Default".
- 4** Click "Printer Setup" icon.
- 5** Click "Use OfficeStyler Print Manager" on the Advanced Option tab in the OfficeStyler T10 GDI Properties window.
- 6** Check on "Manual Duplexing" check box and select "Book" or "Report" style.
If you wish to get a printout of detailed instructions, check on "Print Instruction Page" on check box.
- 7** Click "OK".
- 8** Close Printer Console Window.
- 9** Start your Windows application.

10 Print the desired document.

The printer will print every odd-numbered page. If the Print Instruction Page is effective, an instruction sheet will be printed after odd pages are printed. When all odd pages are printed, OfficeStyler T10 Status Display or Show me will instruct you how to reinsert the paper to print on the other side of the pages.

11 Pick up the printed sheets, straighten them, and then reinsert them into the printer.

12 Click on Resume on the Status Display window to resume printing.

The printer will print every even-numbered page on the backs of the pages already printed.

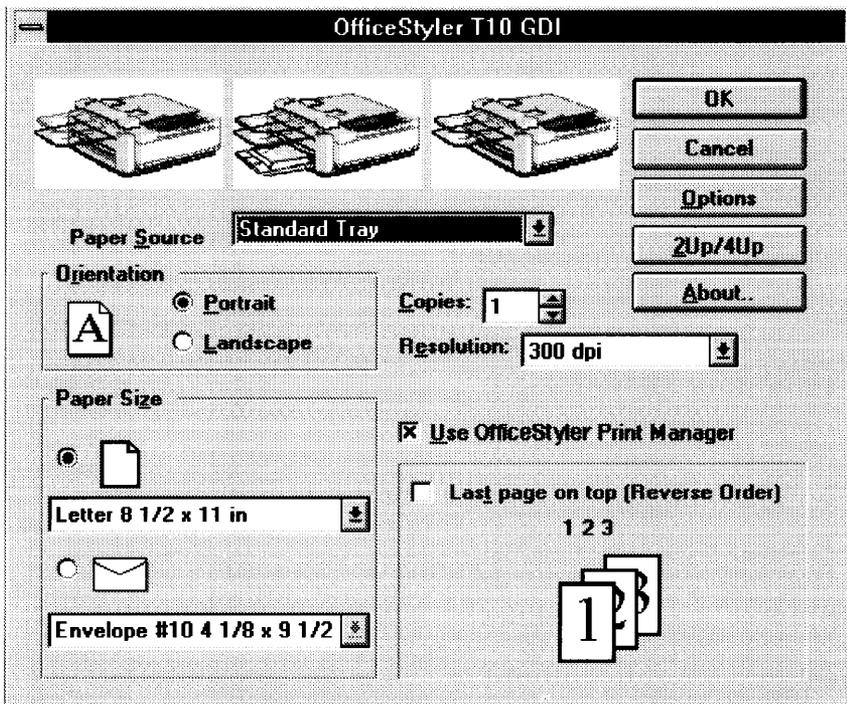
For Windows3.1

GDI Setup Screen

You can access the setup screen from the Setup or Print Setup feature of many applications. You can also reach it from the Printers screen of the Windows Control Panel.

The setup screen lets you change the following settings:

- Copies
- Print Resolution
- Orientation
- Paper Size
- Paper Source
- Use OfficeStyler Print Manager(Top Page, Manual Duplexing, Overlay)
- Print to File
- Scale
- 2 up/4 up
- Image



Paper Source

Standard Tray, Option Tray and Bypass Tray are the paper sources.

Orientation

For Orientation, choose Portrait or Landscape. If you choose Portrait, your output appears with the papers shorter edges at top and bottom. And longer edges at the side, like a business memo. If you choose Landscape, your output appears with the longer edges at the top and bottom, and the shorter edges at the sides. Landscape is sometimes used for graphs, spreadsheets, and presentation slides.

Paper Size

Size lets you change to a different paper size. First, click on the size box, then scroll through the selection. When you see the paper size you want, click on it.

Copies

Copies determines how many copies of your document will be printed.

Print Resolution

Your printer provides only one print quality: 300 dpi.

Use OfficeStyler Print Manager

Selecting "Use OfficeStyler Print Manager" turns the Print Manager on when using GDI Mode. The OfficeStyler T10 Print Manager allows you to use:

- Last page on top (Reverse Order)
- Duplex Printing
- Overlay
- Local Queue both in GDI Mode as well as in PCL Mode

However, the print speed will be slower when the OfficeStyler T10 Print Manager is activated.

Last Page on top (Reverse Order)

The printer normally prints documents in page number order (i.e. page 1 first). Clicking on this check box at the left of "Last page on top (Reverse order)" will instruct the printer to print your output in reverse order. This option is only available if the officestyler T10 Print Manager is enabled for GDI printing.

Options

This button provides advanced GDI features, such as duplex printing, overlay, and reverse printing. Also see "Options screen" on page 52.

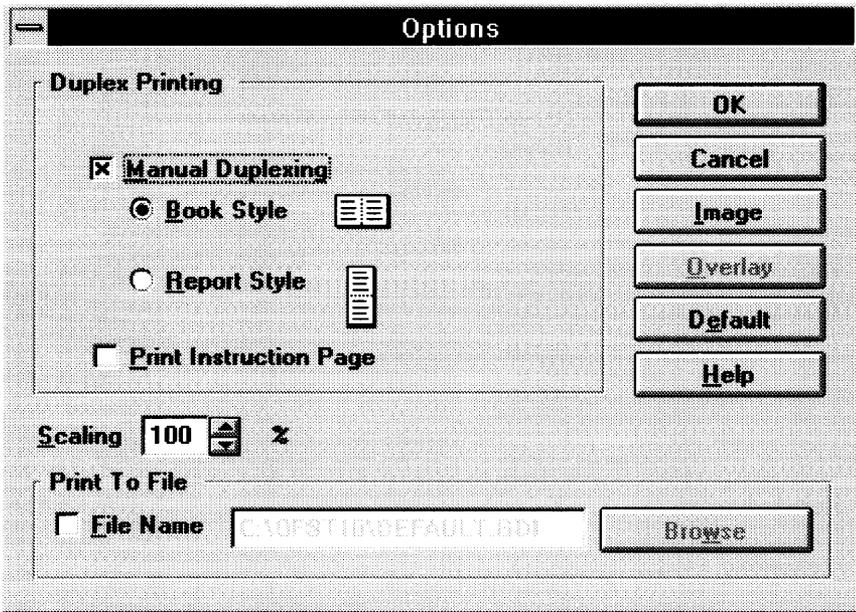
2 Up/4 Up

The printer lets you print 2 or 4 pages on a single sheet of paper. Also see "Layout" on page 40.

About

Click About to display the program version and copyright information.

Options screen



Duplex Printing

You can print your file on both sides of the paper by first selecting "Manual Duplexing", then selecting either Book or Report.

Scaling

Use Scaling to reduce or enlarge your output on the printed page. You can enter a number from 10% to 500%, or click on the arrows to increase or reduce the setting.

Print to File

If you select File Name, the output will go to a file instead of the printer. You can also use "Print to File" to create a form of Overlay feature. The print file is stored in GDI format. Use the Add button on the Local Queue of the OfficeStyler T10 Printer Console to print from a file.

Image

The Image feature lets you adjust the brightness and contrast of your output. Refer to "Image tab" on page 43.

Overlay

The Overlay feature lets you overlay an image on top of any document printed in GDI Mode.

See "Overlay" below.

Overlay

The overlay feature is one of the most powerful features of the OfficeStyler T10 software. This feature lets you overlay an image on top of any document printed in GDI print mode. You can use this feature to:

- Incorporate your letterhead on the first page of a business letter.
- Print your logo at the bottom of each page of a set of presentation slides.
- Overlay the word "Confidential" on every page of an important document.
- Print a special cover page or trailer page for each print job.

Using the Overlay feature is a four-step process:

- 1** Create the overlay form and print the overlay form to a file.
- 2** Create the document to be overlaid.
- 3** Select the overlay feature and give the name of the file to which you printed your overlay form.
- 4** Print the document to be overlaid.

How to use overlay function

- 1** Using an application such as Paintbrush, CoreIDRAW or PageMaker, create and save the graphic file that you want to overlay on a document.
- 2** Verify the graphic by printing it, and minimize the application.
- 3** Changing the printing mode to "OfficeStyler T10 GDI".
- 4** Click "Setup" in the OfficeStyler T10 Printer console Window.
The "OfficeStyler T10 GDI" window will appear.

- 5** Click "Options".
- 6** Select "File Name" by clicking on the check box at the left.
An X mark appears in the check box.
- 7** Enter a new file name or the same file name with the GDI extension (.GDI) and click OK.
The GDI file extension must be used to designate the difference between a GDI file and an application file. Otherwise, the application file will be overwritten by a GDI file.
- 8** Click "OK".
- 9** Minimize the OfficeStyler T10 Printer console Window.
- 10** Double click the same application which you minimized in step 2 and perform the print operation.
Your created file will be stored as a GDI file.
- 11** Perform steps 3 and 4 above.
- 12** Select "Use OfficeStyler Print Manager" by clicking on the check box.
An X mark appears in the check box.
- 13** Click "Options".
- 14** Disable "File Name" by clicking off the check box at the left.
The X mark will be cleared from the check box.
- 15** Click Overlay.
The Overlay Options window is displayed.
- 16** Click on the desired selection(s).
For example, select Print Cover Page.

- 17** Click "Browse".
The Browse window appear.
- 18** Double click on the directory in which you saved your graphic file (GDI file), then select the file and click OK.
The selected file will appear in a box in the Overlay Options window.
- 19** Click "OK" in the Overlay Options window.
- 20** Click "OK" in the Options windows.
- 21** Click "OK" in the OfficeStyler T10 GDI window.
- 22** Minimize the OfficeStyler T10 Printer Console window.
- 23** Print the desired document.
The graphic will be overlaid on the pages of your document.

Note:

If you want to use the Overlay with 2up/4up, create the Overlay file by 2up/4up in advance, then use it for the output of 2up/4up.

Duplex Printing

You can print your file on both sides of the paper by first selecting "Manual Duplexing", then selecting either Book or Report. Book prints out so that if you open the document in the manner of a book, pages 2 and 3 would face each other. Report prints the even-numbered pages upside down, so that if you opened the document in the manner of a report bound at the top, pages 2 and 3 would face the same way. Off disables Manual Duplexing.

You can also put an X in the box marked Print Instruction Page. If you do this, then the OfficeStyler T10 Printer will print out a sheet of paper giving you detailed instructions every time you print in manual duplex mode.

Note:

- When printing on both sides, the image may not print well, and white areas may become dirty.
- If several sheets are fed through together, feed one sheet at a time.

- 1** Double click "Printer Console" icon in the OfficeStyler T10 Tools.
- 2** Click "Control Panel" tab.
- 3** Change to GDI mode and click "Set as Default".
- 4** Click "Printer Setup" icon.
- 5** Click "Use OfficeStyler Print Manager" in the OfficeStyler T10 GDI window.
- 6** Check on "Manual Duplexing" check box and select "Book" or "Report" style.
If you wish to get a printout of detailed instructions, check on "Print Instruction Page" on check box.
- 7** Click "OK".
- 8** Close Printer Console Window.
- 9** Start your Windows application.

10 Print the desired document.

The printer will print every odd-numbered page. If the Print Instruction Page is effective, an instruction sheet will be printed after odd pages are printed. When all odd pages are printed, OfficeStyler T10 Status Display or Show me will instruct you how to reinsert the paper to print on the other side of the pages.

11 Pick up the printed sheets, straighten them, and then reinsert them into the printer.

12 Click on Resume on the Status Display window to resume printing.

The printer will print every even-numbered page on the backs of the pages already printed.

PCL Mode

No cartridges required

Some conventional printers include cartridge slots that allow you to, for example, install additional fonts into the printer. Since OfficeStyler T10 creates printer page images on your system before downloading to the printer, installing a cartridge could not affect the final printout. Instead, OfficeStyler T10 uses the fonts installed in your Windows system.

Saving downloaded fonts and macros in PCL mode

By default, when your application prints using OfficeStyler T10's PCL mode, the PCL interpreter will start up, print the document, and then shut itself off automatically. This means the PCL interpreter does not take up memory on your PC except when needed.

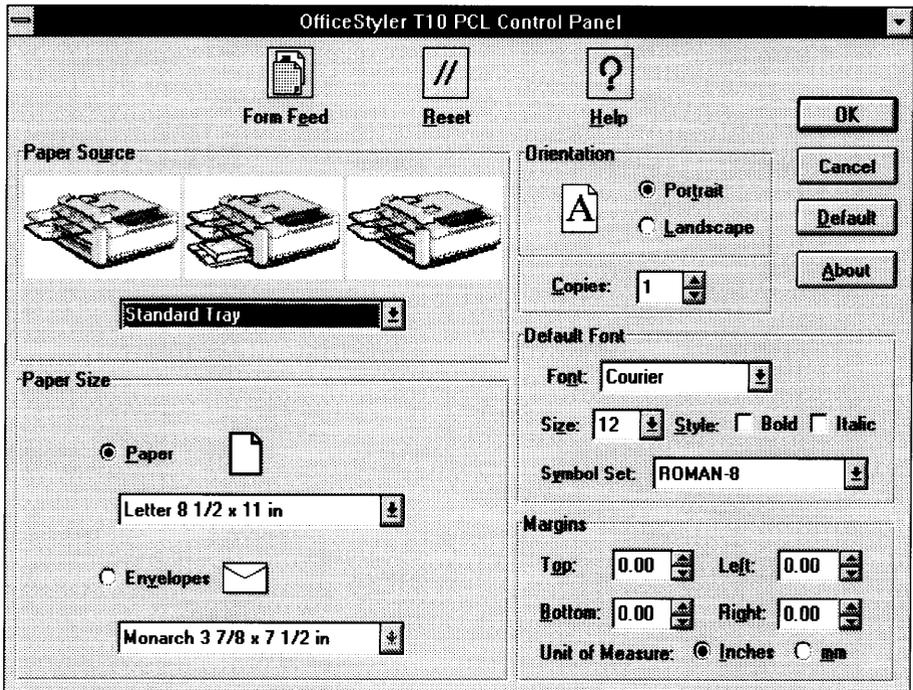
However, when the PCL interpreter turns itself off, any downloaded fonts or macros will be lost, just as if you had turned off a regular PCL printer. You can preserve this information by using the OfficeStyler T10 Print Manager to keep the PCL interpreter active.

- 1** Double-click Printer Console icon in the OfficeStyler T10 Tools.(Windows 3.x) Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Printer Console". (Windows 95)
- 2** Download macros or soft fonts in advance, if desired, using the ADD button to copy the macro or soft font data to the printer. (You can also copy the files from DOS under Windows, by using the command "COPY/B .ext LPT1", where .ext is the name of the file you wish to download.)
- 3** Minimize the OfficeStyler T10 Print Manager to an icon, if desired.
- 4** Start or return to your application and print your document.

This will preserve your downloaded fonts and macros. Also, if your next print job also uses PCL, it will take less time to print because the OfficeStyler PCL interpreter has already been loaded. However, if you switch from PCL to GDI mode, this information will be lost, just as if you were changing printer languages in a conventional printer.

PCL Control Panel

OfficeStyler T10 was designed to print with Windows. However, many Windows users need to run MS-DOS applications occasionally. OfficeStyler T10 lets you print from MS-DOS applications you only have to run the application from Windows, or within the DOS box under Windows. OfficeStyler T10 also provides a PCL Control Panel for DOS PCL printing. This allows you to change printer settings for your DOS print jobs. (Note: some DOS applications may override these settings.) While the PCL Control Panel is included primarily for DOS print jobs, it also can affect the default settings for Windows PCL print jobs. However, the Windows printer driver overrides the corresponding settings in the PCL Control Panel.



Form Feed

Click on Form Feed if you need to eject a page from the printer. Some PCL files do not include a form feed (a command to eject a page) at the end of the file, so if you are printing to a conventional PCL printer, you have to press a form feed key to see your output. This happens frequently in MS-DOS. For example, if you use the DIR LPT1: command in the MS-DOS box in Windows, the job sent to the PCL interpreter will not have a form feed at the end, so that the last page (or a single page) won't print.

OfficeStyler T10 puts this form feed key here on the PCL Control Panel.

Note:

If OfficeStyler T10 Print Manager (in the program group "OfficeStyler T10 Tools") is closed, a PCL file which does not include a form feed at the end of the file is printed automatically.

Reset

The Reset returns the printer to its reset state. In other words, it clears all data from the printers memory, including forms, macros, and unprinted page images. In fact, it works just like the reset key on a conventional printer. Note that the Reset does not change the printer settings (orientation, paper size, number of copies, etc.) back to their default values. You will need to click on the Defaults key to restore these to their defaults.

Paper Source

Standard Tray, Option Tray and Bypass Tray are the paper sources.

Paper Size

Size lets you change to a different paper size. First, click on the size box, then scroll through the selection. When you see the paper size you want, click on it.

Orientation

For Orientation, choose Portrait or Landscape. If you choose Portrait, your output appears with the paper's shorter edges at top and bottom, and longer edges at the side, like a business memo. If you choose Landscape, your output appears with the longer edges at the top and bottom, and the shorter edges at the sides. Landscape is sometimes used for graphs, spreadsheets, and presentation slides.

Default Font

Default Font lets you select the default typeface, size, and style for output from MS-DOS applications run under Windows, and for Windows PCL print jobs. Both MS-DOS and Windows applications can override the default font selection. Please note you do not have access to Windows TrueType fonts for MS-DOS print jobs.

Margins

The Margins settings let you define the top, bottom, left, and right margins for PCL print jobs, as measured from the edge of the paper. You can select either centimeters or inches as the unit of measure for these. Please note that DOS and Windows applications may override these settings.

Copies

Copies determines how many copies of your document will be printed

OK

Click on OK for your changes to take effect. When you exit, the PCL Control Panel will load the PCL compatible interpreter into your PC's memory. This will save time when you later print from MS-DOS applications under Windows. However, you can close the PCL compatible interpreter and recover the memory, if you wish. Click on the PCL icon, then click on Close. This deletes the PCL compatible interpreter from memory until you print from an MS-DOS application under Windows, at which time it will be re-loaded automatically.

Cancel

Clicking Cancel will lose any changes you have made to PCL printer settings, and will exit the PCL Control Panel without loading the PCL compatible interpreter.

Default

Click on Defaults to restore all printer settings on the screen to their default values.

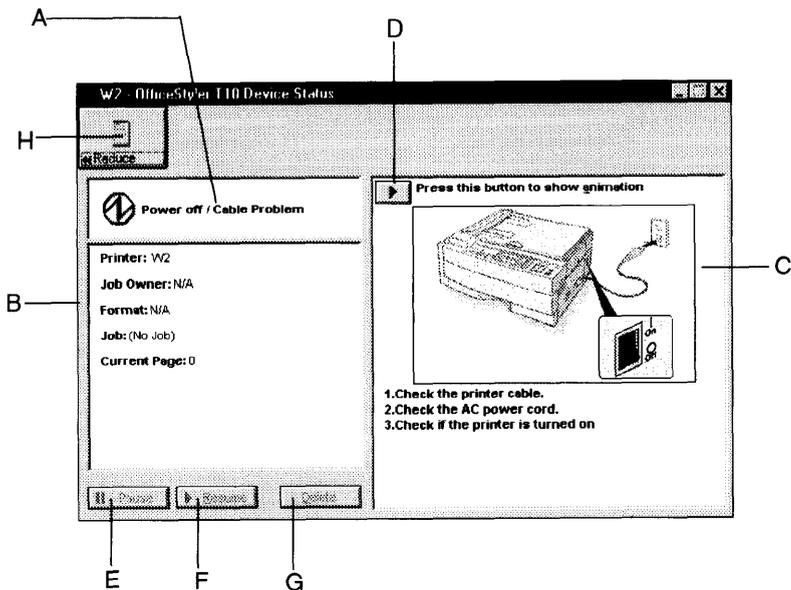
Device Status Display

The OfficeStyler T10 Device Status program has two primary functions:

- To let you monitor the status of the local printer.
- To alert you in case of a problem with your printer, such as paper out.

To display the OfficeStyler T10 Device Status window, perform the following.

- 1** From the Program Manager double click the OfficeStyler T10 Tools icon.
- 2** Double click the OfficeStyler T10 Printer Console icon.
- 3** Click the "Control Panel" tab.
- 4** Click Local Device Status in the Printer box.



- A. This box shows an error or status message and corresponding icon.
- B. This box lists the name of the printer, the owner of the print job, the format of the print job, the name of the print job, and the page number for the job currently being printed.
- C. This box displays a picture of your printer. If a problem has occurred, an arrow identifies where the printer is affected. The display also provides corrective action for each error or status message.
- D. If you need additional help in resolving the problem, [click here](#). This animated help feature will walk you through the steps required to get your printer running once again.
- E. The Pause button lets you pause printing. For example, you can pause in order to cancel the print job from the application.
- F. The Resume button lets you resume printing after you have paused printing, or after recovering from an error situation.
- G. The Delete button lets you delete the job currently printing. You must pause the job before you can delete it, unless the printer itself is paused because of an error.
- H. Clicking this button will reduce the displayed screen and the box C will disappear.

Introduction

With the specified scan software (Note), this machine has the following specifications as a scanner.

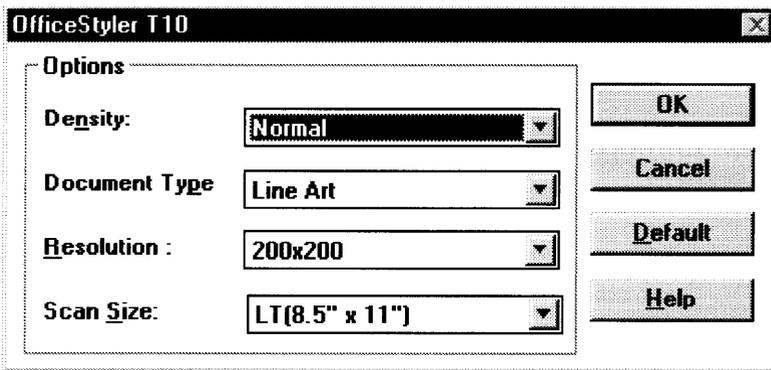
- It functions as a scanner for TWAIN Driver compatible Windows 95 and Windows 3.1.
- It functions as a TWAIN compatible scanner for System 7.0 or later Macintosh (U.S. only: option board is required).
- 5 scanning Density Adjustment Levels: Lightest, Lighter, Normal, Darker, Darkest
- Scanning Modes: Line Art/Error Diffusion/Dither
- Resolution: 200 x 200 dpi, 400 x 400 dpi

Note:

Scanning is available through any Windows application that supports a TWAIN interface.

Operation

- 1** Set the document to be scanned.
For details, refer to 'How to Set the Document "FAXING"' in Copier and Facsimile Reference.
- 2** Fetch the OfficeStyler T10 Scanner Options from your Scanner Software.
- 3** Set the following items.



Density/Document Type/Resolution/Scan Size

For details, see "Using the TWAIN Driver," explained later on.

- 4** Press **OK** to scan the document.

Note: After inputting of the telephone number is begun, the PC Scan function cannot be used.

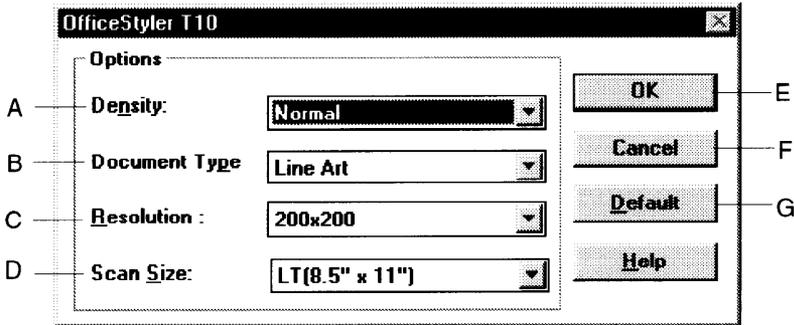
Note: When you scan the document from the ADF and your document is longer than the Scan Size length dimension, the entire length of the document will be scanned in, and resulting image will be taken from a longer region than specified.

Using the TWAIN Driver

Introduction

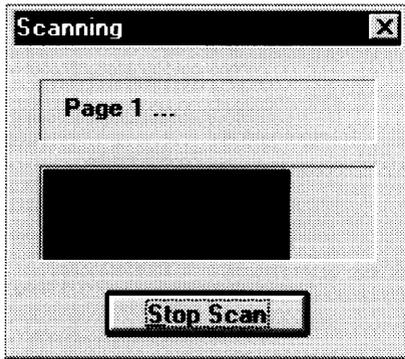
TWAIN is both a protocol and application programming interface. Together they define how application developers can acquire raster data directly into their application without requiring the user to switch out of the application. Every TWAIN-compliant driver must provide a user interface specific to its scanner.

Setting Parameters (User Interface)



- A** Density: Lightest, Lighter, Normal, Darker and Darkest.
- B** Document Type: Line Art (default), Error-Diffusion, Dither.
- C** Resolution: 200 x 200 dpi, 400 x 400 dpi
- D** Scan Size: Select the size of the original you wish to scan.
- E** OK: Saves the settings and starts the scanning. Page # indicates the current page. Below Page # is the progress bar of scanning the current page. Clicking the Stop Scan button shall stop the scanning.
- F** Cancel: Discards the settings.
- G** Default: Set Density, Document Type, Resolution, Scan Size back to default.

During Scanning



Stop Scan: Stop the scanning JOB.

Introduction

By installing the BitWare for Windows or other specified fax application softwares (Note), you can send and receive FAX transmissions from your personal computer under the following specifications.

- Sending and Receiving FAX transmissions in Windows 95, Windows 3.1.
- Sending and Receiving FAX transmissions with a System 7.0 or later Macintosh (U.S. Only: option board required).
- Transmission Speeds: 14400, 12000, 9600, 7200, 4800, 2400 bps
- Control commands are compatible with the EIA-578 (Usually called Class 1) and Class 2 command systems.

Note: Available fax application softwares are as follows:

- Windows 95
 - WinFaxPRO 4.0/7.0
 - BitWare 3.30F
 - MS-FAX
- Windows 3.1
 - WinFaxPRO 4.0
 - BitWare 3.30F
 - Laser Fax 3.1
- Macintosh
 - Delrina Fax PRO 1.5.3

Note: For installation of BitWare for Windows and detailed settings, see the Cheyenne Manual, included herein.

Setting up the ComRedirector

ComRedirector must be set up before using the PC-Fax function. For details, see "Using the ComRedirector," explained later on.

Operation

Sending a Fax

- 1** Open the file you want to send as a Fax on your computer.

- 2** Print output destination is set to the FAX application.
- 3** Execute Print instruction from the application.
- 4** Set the transmission destination, etc. in the FAX application, then execute a Send (Start/Fax) command.

Receiving a Fax

Set the PC-FAX RECEPTION Mode on the Operation Panel, using the following procedure.

- 1** Press the **FUNCTION** key, then press [6], [2222], [62].

```
INITIAL MODE Y/NEXT▶
62 SELECT FUNCTION
```

- 2** Press the YES key.

```
Y/NEXT▶
SELECT LINE
```

- 3** Press the ▶ key until the opposite display appears.

```
Y/NEXT▶
PC RECEPTION ON/OFF
```

- 4** Press the YES key.

```
PC RECEPTION Y/◀▶
ON ▶OFF
```

- 5** Select the **ON** by ◀ ▶ key, then press the YES key.

Note: If the PC-FAX RECEPTION Mode is not set (if SELECT PC is set in the above procedure), FAX transmissions cannot be received by your computer.

- 6** Set the Receiving Mode on in the FAX application.
- 7** Receive the FAX data.
(FAX data can be received automatically.)

Note: Manual Receiving Method

- 1** Set Auto Receiving off in the FAX application.

- 2** If the telephone receiver is connected to the machine, it will ring when there is an incoming call.
- 3** Start Manual Receiving in the FAX application.

Note: Caution if a Pause is inserted

If you desire to insert a pause in the number you are calling, input a comma (,) (see the Copier and Facsimile Reference). However, even if it is possible to set the length of a pause represented by one comma, that setting will not be valid, but the pause interval will be the default value of the machine.

Note: In PC-FAX, the One Touch Dialing/Speed Dialing/Group functions recorded in the machine cannot be used.

Note: When desiring to use tone switching in PC-FAX.

Input a "T" at the spot in the FAX number where you want to set tone switching.

Using the ComRedirector

Introduction

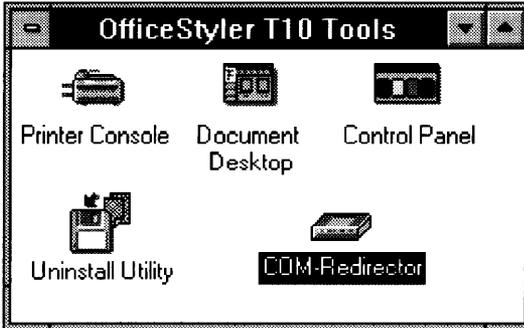
This is a Utility for using this machine's internal Modem from a computer which has ComRedirector installed. When using this machine's PC-Fax function, be sure to carry out the following set up procedure and enable ComRedirector.

Note: Be sure to disable ComRedirector when using a different modem.

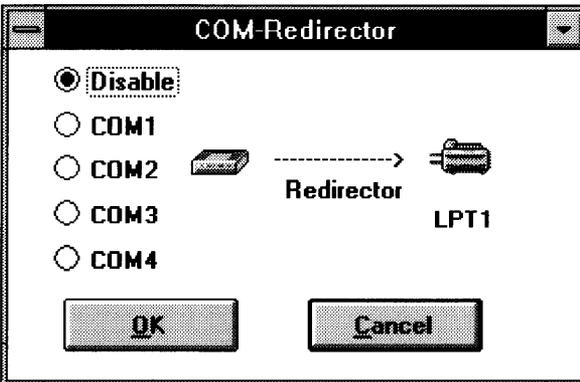
Setting Port (Enable the ComRedirector) in Windows 3.1

Note: For Windows95, this port is automatically set to COM4 when the OfficeStyler is installed.

- 1 Open the OfficeStyler T10 Tools window.



- 2 Double-click the Setting Port icon.



- 3 Here, in order to enable ComRedirector, select the number of the Serial port which your Fax application software assigned, then click on [OK].

Note: The radio buttons finger the setting ComRedirector port, but the LPT port automatically gets the current connected port.

Disable the ComRedirector

Select [Disable] in the above Setting Port screen.

OfficeStyler T10 Control Panel

Introduction

OfficeStyler T10 Control Panel offers:

- Full access to copy, scan and faxing features from your PC desktop
- Control over device settings through an easy-to-use graphical interface
- Phonebook feature for finding fax numbers quickly and easily
- Browsing and printing of reports and logs on your PC

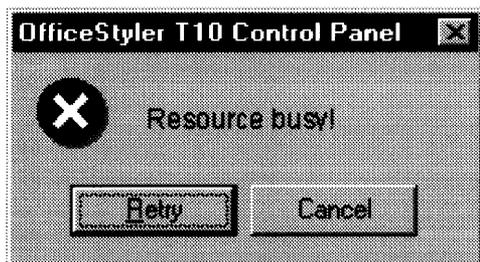
The next section describes how to set up the machine before you use it for the first time. The remainder of this manual explains how to carry out various day-to-day operations. For more details, please consult the Copier/Facsimile Reference or click on an OfficeStyler Help button.

Starting the OfficeStyler T10 Control Panel

Double-click the "Control Panel" icon in the OfficeStyler T10 Tools. (Windows 3.x) Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Control Panel". (Windows 95)

Important notes

- Some features (e.g. faxing) are not possible if the device is busy doing another job. If you try, OfficeStyler will produce a "Resource busy" message. In this case, wait until the current job has finished and try again.



- If the message persists, check that the function key indicator on the machine operation panel is not lit. If it is lit, press the Function key so the indicator goes out – the machine must be left in Standby (Ready) mode for OfficeStyler to work properly.

- We recommend that you do not edit Quick Dials, Speed Dials and Groups from the operation panel and OfficeStyler at the same time – the results may be unpredictable.

Setup

Basic setup

Before you connect the device to a public telephone network, you must enter a few settings and make a few adjustments.

For a detailed explanation of each item, please refer to the Copier/Facsimile Reference or click on an OfficeStyler help button.

Setting	Page in Copier/Facsimile Reference
Language	127
RDS	110
Ringing Times	29
Maximum Copy Number	80
Receive Mode	27
Option Memory Use	81
Monitor Sound Volume	126

For other settings, see the "Initial Settings and Adjustments" chapter from page 144 onwards.

Turn **PC Reception** on if you wish to handle incoming fax messages from your PC. If turned off, all incoming messages will be received by the fax machine only.

- 1** Click once on the "Preferences" button on the *OfficeStyler Control Panel*.



then choose "Setup Utility".

2 If not already selected, click on the **Basic** tab.

The screenshot shows the "OfficeStyler T10 Setup Utility" dialog box with the "Basic" tab selected. The dialog is divided into several sections:

- Own Telephone Number:** A text field containing "777 4567".
- RTI (Remote Terminal Identification):** A text field containing "ANDY LOUIS".
- RTI (Remote Terminal Identification):** A text field containing "ANDY LOUIS".
- CSI (Called Subscriber Identification):** A text field containing "7774567".
- Pulse/Tone:** Radio buttons for "Pulse" and "Tone", with "Tone" selected.
- Language:** A dropdown menu set to "English".
- PC Reception:** An unchecked checkbox.
- RDS (Remote Diagnostic System):** An unchecked checkbox.
- User SW (Machine Default SW):** A section with "Flipping Times" set to "8" and "Maximum Copy Number" set to "99".
- Receive Mode:** Radio buttons for "Fax", "Tel", and "Auto", with "Auto" selected.
- Option Memory Use:** Radio buttons for "SAF" and "Page Memory", with "SAF" selected.
- Time Adjust (yyyy-mm-dd, hh:mm):** A date and time selector showing "1997 1 11 PM 7 37".
- Daylight Saving Time:** An unchecked checkbox.
- Monitor Sound Volume:** A volume control section with "Dazzler" and "Key" sliders.

At the bottom of the dialog are buttons for "OK", "Cancel", "Default", and "Help".

Fill in any missing information and check that each item is correct.

If necessary, you can enter a pause after the area code in **Own Telephone Number** by typing a '-' character.

If you wish to restore the default settings, choose the "Default" button.

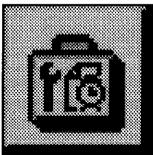
3 If you are happy with these settings, choose "OK". If not, choose "Cancel" to reject any changes you have made.

Night Timer (Energy Saving) setup

You can have the machine automatically "go to sleep" at certain times to save on energy. When asleep, less power is used and incoming fax messages stored in memory and not printed. These messages will be printed when the machine exits from the energy saving mode.

For more details see the Copier/Facsimile Reference, page 62.

1 Click once on the "Preferences" button on the **OfficeStyler Control Panel**.



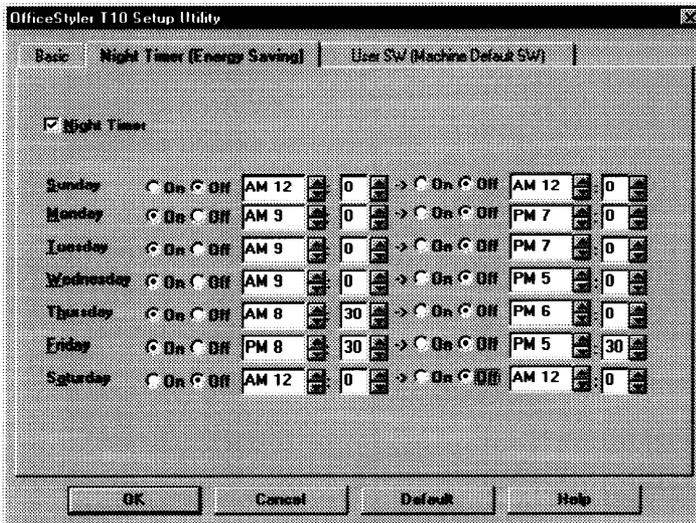
then choose "Setup Utility".

- 2** Click on the **Night Timer (Energy Saving)** tab.
- 3** Make sure the **Power Saver Timer** checkbox is checked. If it is not, click it to turn power saving on.
- 4** Program the times when you want the heater to turn on and off for each day of the week.

Example

Imagine an office open Monday to Friday, 9 in the morning until 6 in the evening. Typically, the timer could be programmed to turn the heater on at 9 AM and switch it off at 6 PM on weekdays, while leaving the heater off at the weekend when nobody is using the machine.

The Night Timer setup would look like:



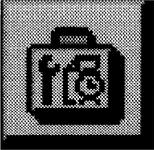
- North American versions do not use the 24 hour clock. In this case, use the 12 hour format.
 - To keep the heater on all day, set both timers to **On** at **12.00 (AM)**.
 - To keep the heater off all day, set both timers to **Off** at **12.00 (AM)**.
- 5** If you are happy with these settings, choose "OK". If not, choose "Cancel" to reject any changes you have made.

User Switch setup

These settings control a wide range of features.

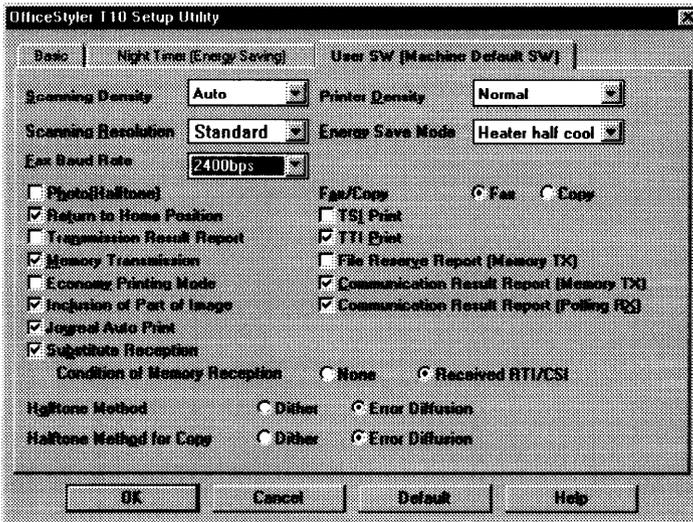
For more details see the Copier/Facsimile Reference, page 122.

- 1 Click once on the "Preferences" button on the **OfficeStyler Control Panel**.



then choose "Setup Utility".

- 2 Click on the **User SW** tab. The following screen will appear:



- 3 If you are happy with these settings, choose "OK". If not, choose "Cancel" to reject any changes you have made.

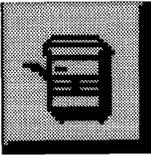
Copying

For more details about copying, see the Copier/Facsimile Reference.

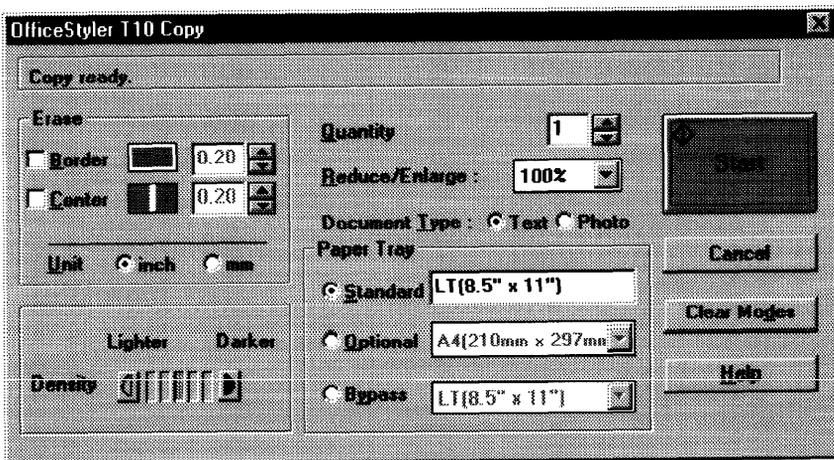
Feature	Page in Copier/Facsimile Reference
Erase Border/Center	76
Density and Document Type	67
Reduce/Enlarge	71

How to make copies

- 1 Place your original on the platen (exposure) glass or into the ADF.
- 2 Click on the "Quick Copy" button on the *OfficeStyler Control Panel*.



- 3 Select any copy settings you require.



- 4 Click on the "Start" button.

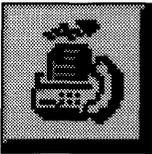
Faxing

For further details about faxing, see the *Copier/Facsimile Reference*, pages 15 and onwards.

How to send a fax message

1 Set your document on the platen (exposure) glass or in the ADF. Note that you can only send one page from the platen (exposure) glass.

2 Click on the "Quick Fax" button on the *OfficeStyler Control Panel*.



3 The following screen will appear:

OfficeStyler T10 Fax

Enter fax number:

A | B | G | J | M | Y

Name	Fax number
ANDY	8881234

To: NANCY

Fax: 6669876

Add to Send List

Name	Fax number
ANDY	8881234
TOM	7773456

Remove from Send List

Options

Density: Auto Select Lighter Darker

Document Type: Text Photo

Resolution: Normal

Cancel

Default

More Options

Phonebook

Help

Specify the destination in one of two ways:

From the Phonebook

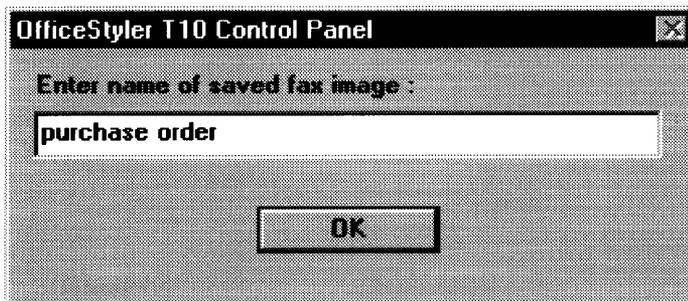
- (i) Find the name and number you are looking for by clicking on the letter tabs and scrolling through the list if necessary.
- (ii) Move the mouse pointer over the number and hold down the left mouse button. While holding the button down, drag the number onto the **Send List** area, then release the mouse button.

Enter directly

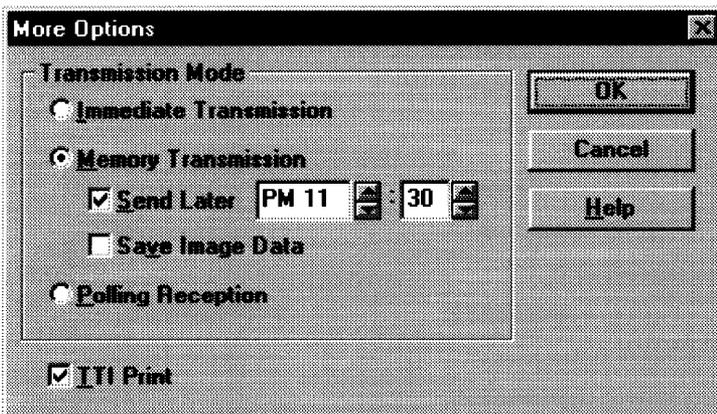
Enter the name of the person you wish to send to in the **To** text box and their fax number in the **Fax** text box. Then choose "Add to Send List". Entering the name in the **To** text box is optional.

- 4** If you wish to send the same message to more than one destination, repeat step 3 for each name and number.
- 5** Select any other options you require (click on an area of the image above for more details). If you wish to make use of more advanced fax features, choose "More Options".
- 6** Click on the "Start" button to send your fax.

If you have selected **Save Image Data** (from More Options), you will be asked to give a name for this message. This name will appear in the **Communication Log**.

**Advanced transmission features**

If you click on the More Options button in the Fax screen, the following window pops up:



For further details, see the Copier/Facsimile Reference.

Feature	Page
Send Later	35
Polling Reception	52
TTI Print	36

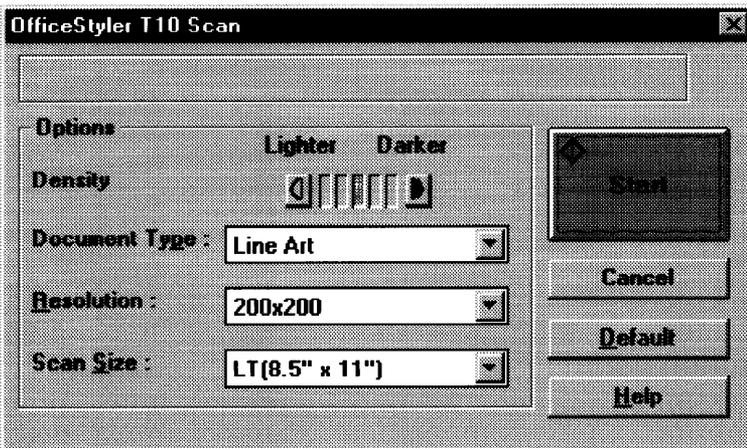
Scanning

How to scan in an image

- 1 Place your original on the exposure (platen) glass or into the ADF.
- 2 Click on the "Quick Scan" button on the *OfficeStyler Control Panel*.



- 3 Adjust any settings you need.



- 4 Click on the "Start" button. When finished, the OfficeStyler Desktop will appear and the image just scanned will be selected.

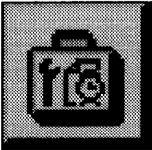
Note: When you scan the document from the ADF and your document is longer than the Scan Size length dimension, the entire length of the document will be scanned in, and the resulting image will be taken from a longer region than specified.

Phonebook

You can store fax numbers you frequently use in the **Phonebook**. Then, whenever you send a fax to that destination you do not have to type the number in again.

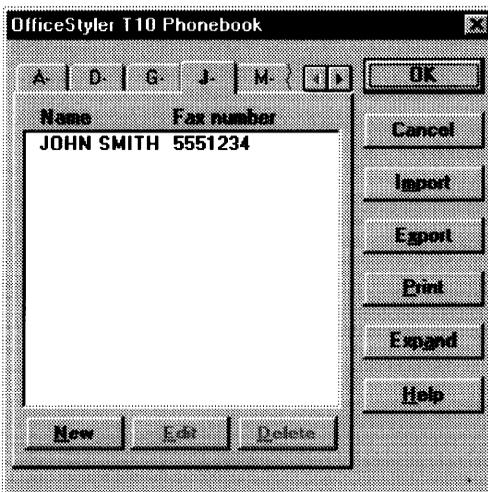
How to program a fax number into the Phonebook

- 1 From the OfficeStyler fax screen choose "Phonebook". Alternatively, click once on the "Preferences" button on the **OfficeStyler Control Panel**.



and choose "Phonebook".

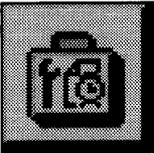
- 2 Click on "New".



- 3** Enter a name for this number in the **Name** field and the fax number in the **Fax** field. Filling the **Fax** field is necessary, but the others are optional.
- 4** If you are happy with these settings, choose "OK". If not, choose "Cancel" to reject any changes you have made.

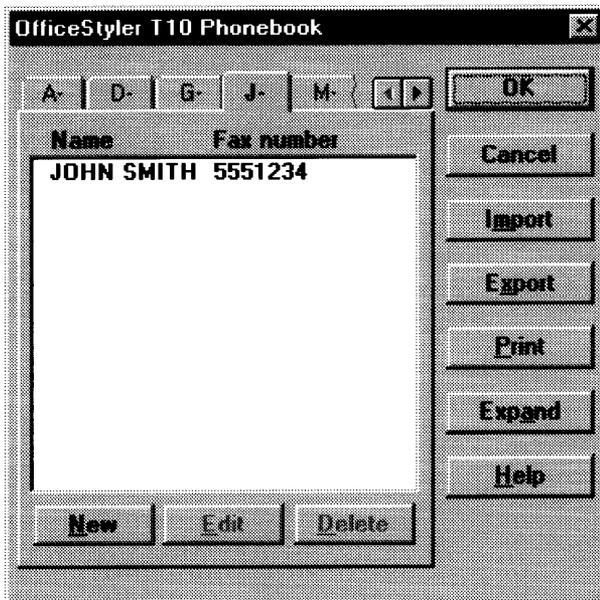
How to edit the Phonebook

- 1** From the OfficeStyler fax screen choose "Phonebook".
Alternatively, click once on the "Preferences" button on the **OfficeStyler Control Panel**.



and choose "Phonebook".

- 2** Click on the letter tabs and scroll arrows to find the number, then click on it to select it.



- 3 Choose "Edit" and then make any changes you wish to make.

Note that all **Phonebook** entries require at least a fax number, the other details are optional.

- 4 If you are happy with these settings, choose "OK". If not, choose "Cancel" to reject any changes you have made.

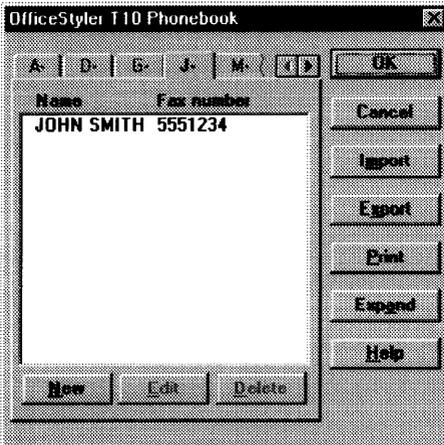
How to delete a number from the Phonebook

- 1 From the OfficeStyler fax screen choose "Phonebook". Alternatively, click once on the "Preferences" button on the **OfficeStyler Control Panel**.



and choose "Phonebook".

- Click on the letter tabs and scroll arrows to find the number, then click on it to select it.

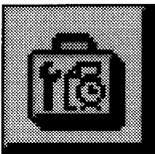


- Choose "Delete" then "OK".

How to copy numbers from the Phonebook into Quick Dials and Speed Dials

If you always use OfficeStyler for sending faxes, just use the **Phonebook** for storing fax numbers. However, if you use the machine operation panel often, you can copy numbers from the **Phonebook** into the **Quick Dials** and **Speed Dials**. You can then access these numbers from the operation panel.

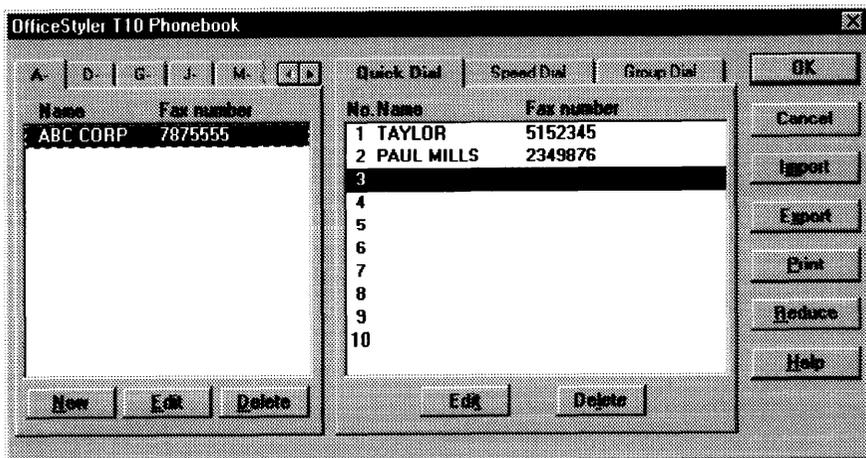
- From the OfficeStyler fax screen choose "Phonebook". Alternatively, click once on the "Preferences" button on the **OfficeStyler Control Panel**.



and choose "Phonebook".

- Choose "Phonebook".

- 3** If not shown, choose "Expand" to display the **Quick Dial**, **Speed Dial** and **Group Dial** lists.
- 4** If necessary, click on the **Quick Dial** or **Speed Dial** tabs to switch between them.



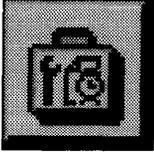
- 5** Move the mouse pointer over a number in the **Phonebook** that you wish to copy, and hold down the left mouse button. While holding the mouse button down, drag the number onto a free space in the **Quick Dial** or **Speed Dial** list window, then release the mouse button.
- 6** You have two choices:
 - Copy another number: repeat steps 4 and 5
 - Finish: choose "OK"

Note: If you open the Phonebook while some messages are on Standby, the following message will appear:
 "Some dials are used as destinations of waiting files. Do you want to continue?"
 Do not change Quick Dials, Speed Dials or Groups in this situation.

How to copy numbers from the Phonebook into Groups

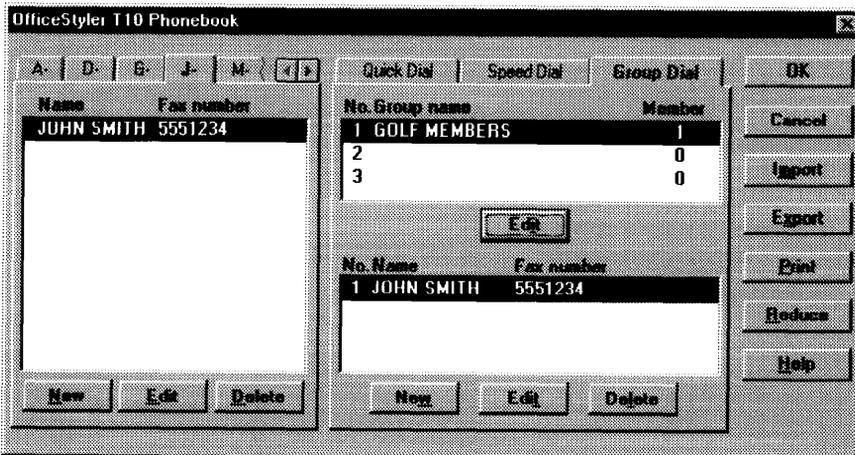
This is a quick way of setting up Groups you wish to dial from the machine operation panel.

- 1 From the OfficeStyler fax screen choose "Phonebook".
Alternatively, click once on the "Preferences" button on the **OfficeStyler Control Panel**.



and choose "Phonebook".

- 2 Choose "Phonebook".
- 3 If not shown, choose "Expand" to display the **Quick Dial**, **Speed Dial** and **Group Dial** lists.
- 4 If necessary, click on the **Group** tab to display the **Group** list.



- 5 In the top right list box, click once on the name of the **Group** that you want to add a number to. Any numbers already existing in this **Group** will appear in the lower list box.

6 Move the mouse pointer over a number in the **Phonebook** that you wish to copy, and hold down the left mouse button. While holding the mouse button down, drag the number onto a free space in the lower **Group** list window, then release the mouse button.

7 You have two choices:

- Copy another number: repeat steps 5 and 6
- Finish: choose "OK"

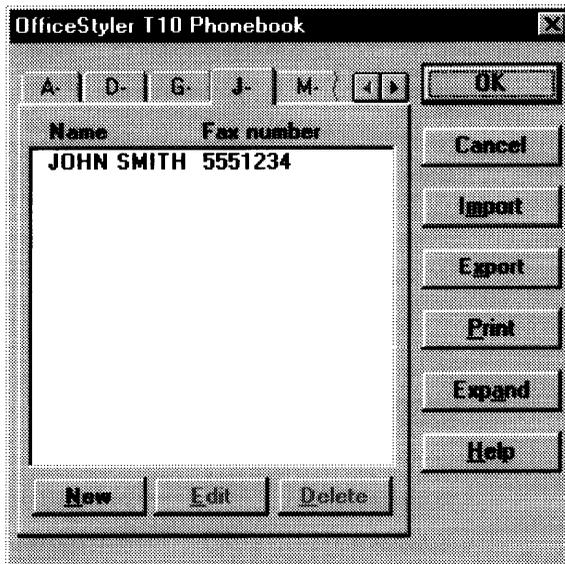
How to print the Phonebook

1 From the OfficeStyler fax screen choose "Phonebook". Alternatively, click once on the "Preferences" button on the **OfficeStyler Control Panel**.

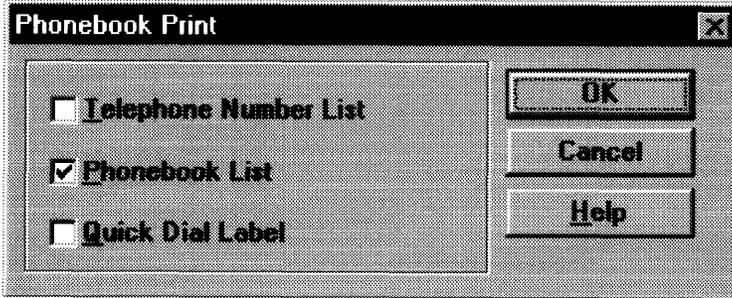


and choose "Phonebook".

2 Choose "Print".



- 3 Select the list/label you want printed.



The **Telephone Number List** is a list of **Quick Dials**, **Speed Dials** and **Groups**.

The **Phonebook List** contains the contents of the **Phonebook**.

If you select **Quick Dial Label**, a label template for the machine operation panel will be printed.

- 4 Choose "OK".

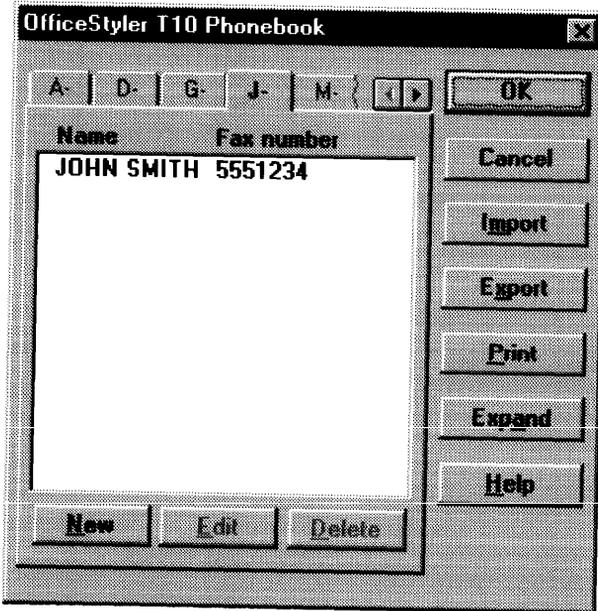
How to import numbers into the Phonebook

- 1 From the OfficeStyler fax screen choose "Phonebook".
Alternatively, click once on the "Preferences" button on the *OfficeStyler Control Panel*.



and choose "Phonebook".

- 2** Choose "Import".

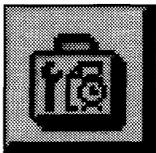


- 3** Select a file and choose "OK".



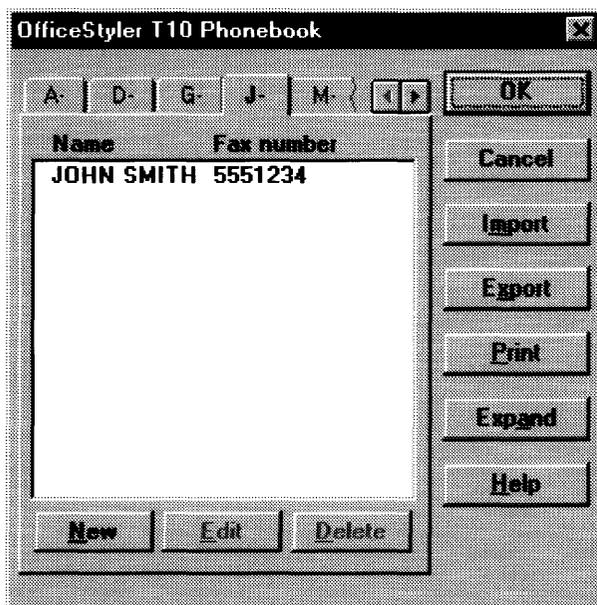
How to export numbers from the Phonebook

- 1 From the OfficeStyler fax screen choose "Phonebook".
Alternatively, click once on the "Preferences" button on the **OfficeStyler Control Panel**.

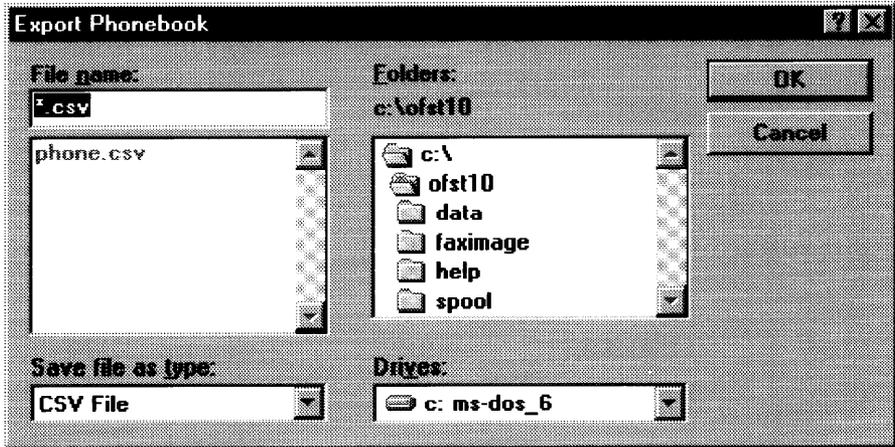


and choose "Phonebook"

- 2 Choose "Export".



- 3** Enter a filename and choose "OK".

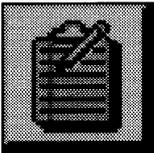


Managing fax messages

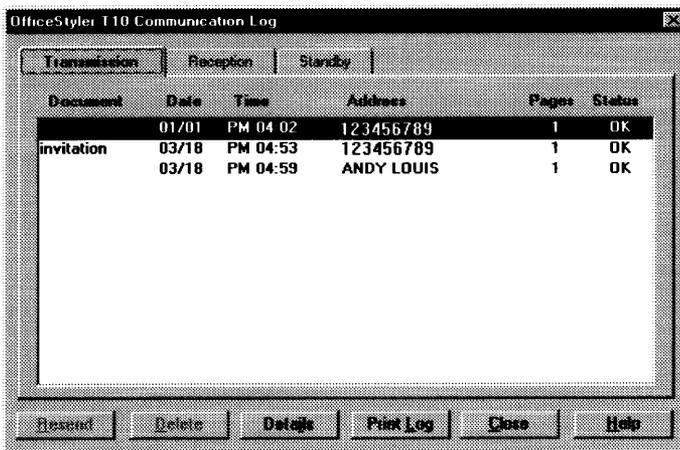
For administration purposes, you may wish to keep track of sent and received messages. OfficeStyler maintains several logs so you can quickly view which messages have been sent, received or are awaiting transmission (messages sent using Send Later or Standby for redial).

How to view/print a list of messages recently sent and received

- 1 Click on the "Communication Log" button on the *OfficeStyler Control Panel*.



- 2 Click on the **Transmission**, **Receive** or **Standby** tabs to switch between the lists.



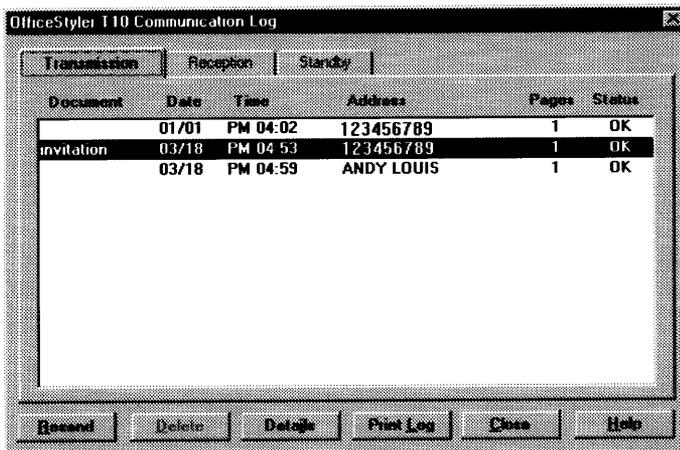
- If you wish to print a particular list, click on the "Print Log" button
- If you wish to see more detailed information about a message, click once on the message to select it and then choose the "Details" button.

How to resend a message

- 1 Click on the "Communication Log" button on the *OfficeStyler Control Panel*.



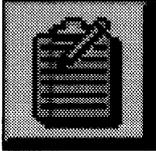
- 2 Click on the **Transmission** tab.
- 3 Find the message you want to resend and click on it once to select it. If you wish to check the detail, choose the "Details" button.



- 4 Choose "Resend". Note that you can only resend messages that have been sent with **Save Image Data** selected (the Document field will contain the name of the saved message).

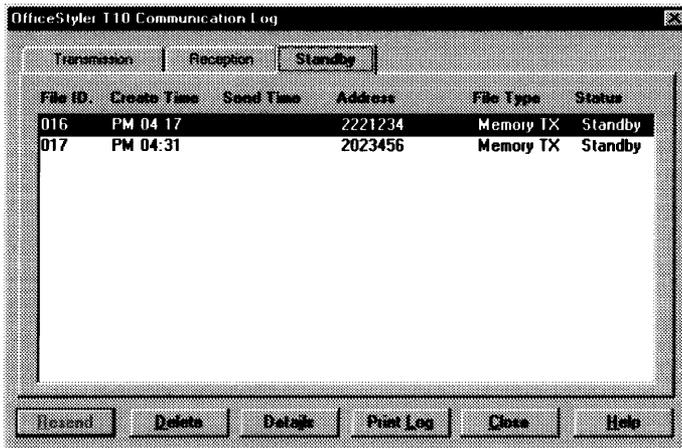
How to delete a message that is awaiting transmission

- 1 Click on the "Communication Log" button on the *OfficeStyler Control Panel*.



- 2 Click on the **Standby** tab.

- 3 Find the message you want to delete and click on it once to select it. If you wish to check the detail, choose the "Details" button.



- 4 Choose "Delete".

OfficeStyler Document Desktop

Introduction

The OfficeStyler Document Desktop lets you:

- View documents as soon as they have been scanned in
- Load documents into external applications quickly and easily
- Browse through scanned documents
- Manage large numbers of documents visually
- Edit and manipulate document images
- Add annotations to documents
- Print and fax documents
- Convert text images to editable text data using OCR (Optical Character Recognition)

You can carry out many operations described in this section quickly and easily using drag and drop.

To drag and drop a document:

- 1** Move the mouse button over the document and hold down the left mouse button.
- 2** While keeping the left mouse button depressed, drag the mouse.
- 3** When the selected document is over area where you wish to drop it, release the mouse button.

The OfficeStyler Desktop provides you with various buttons for convenient access to often used features.

To find out what a button does quickly:

Move the pointer over a button for a moment and a bubble caption will flash up.

Starting the OfficeStyler Document Desktop

Double-click the "Document Desktop" icon in the OfficeStyler T10 Tools. (Windows 3.x)

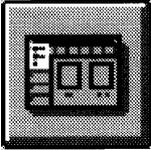
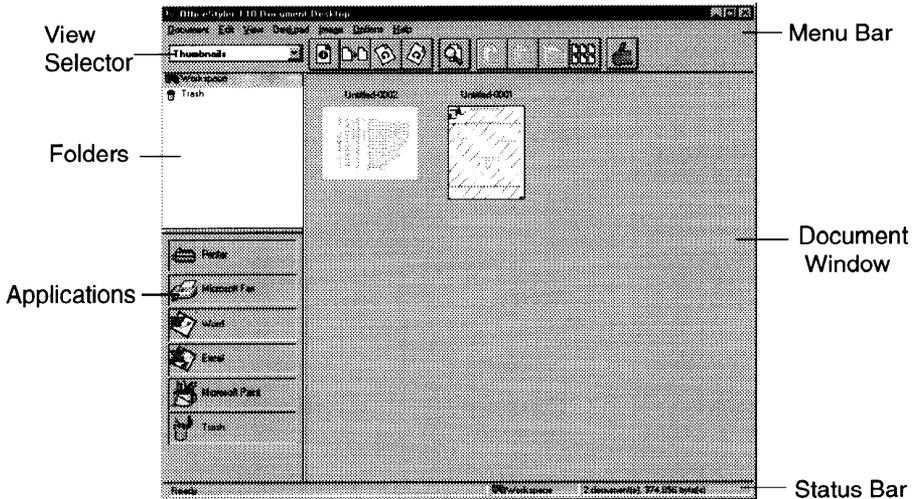
Click the "Start" button, point to "OfficeStyler T10 Tools" in "Programs", and then click "Document Desktop". (Windows 95)

The OfficeStyler Document Desktop will pop up automatically as soon as a document has been scanned in (for details on scanning, see page 80).

OR

To start the Desktop from the OfficeStyler T10 Control Panel:

Click on:

**Screen Layout****Document Window**

Scanned document images appear here. Documents are organized into folders, and OfficeStyler stores newly scanned in documents in the Workspace folder by default. Three views of the Document Window are available.

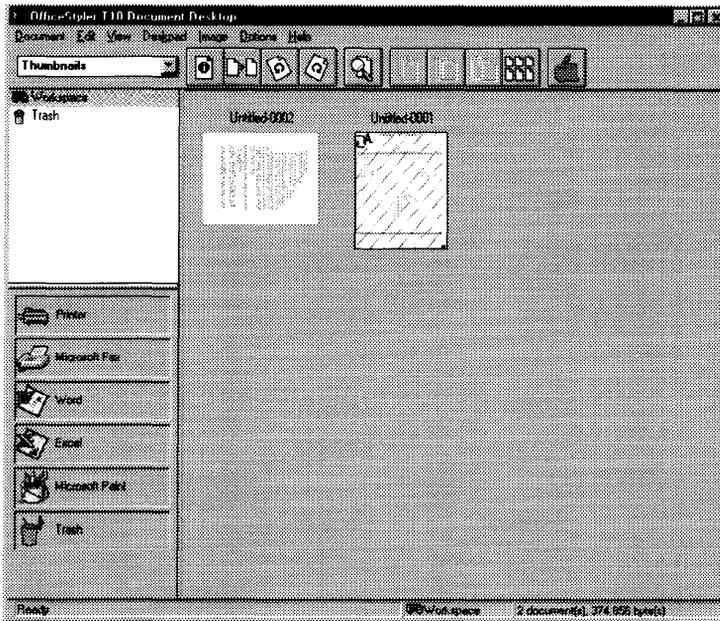
- Thumbnails View
- Page View
- List View

Each view is described in more detail as follows.

To switch to another view:

Select the view using the View Selector.

Thumbnails View



This is the default view when the Desktop is launched and it represents the documents in the current folder as reduced images.

To view a document more closely from Thumbnails view:

Click once on the thumbnail to select it then change to Page View (alternatively just double click on the thumbnail).

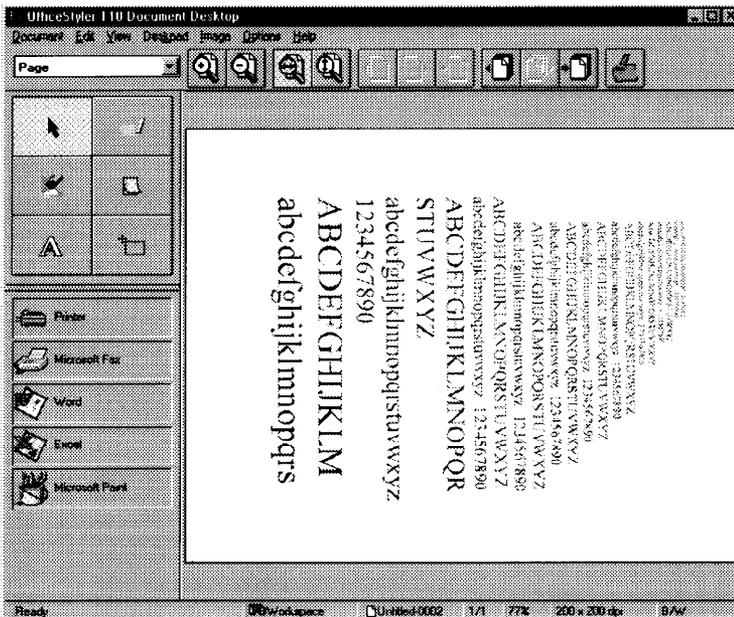
Various tools are provided on the button bar to help you find documents.

Icon	Tool name	Description
	Document information	Bring up detailed information on the selected document
	Duplicate	Make a duplicate copy of the selected document
	Rotate left	Rotate the selected document 90° left
	Rotate right	Rotate the selected document 90° right
	Find	Search for a document

	Clip	Groups the selected documents into a single document
	Unclip all	Breaks the selected group into two or more documents
	Unclip one	Ungroups a single document from the selected group
	Rearrange thumbnails	Lays out the thumbnails neatly in the Document Window
	Preferences	Brings up the OfficeStyler Desktop Preferences menu

Note: When you clip (group) documents together, a new name for the group is created automatically and original document name values are lost. When you unclip (ungroup) a document group, the resulting document names are generated automatically and will not match the previous name information.

Page View



Page View lets you view documents one page at a time. By default, pages are first displayed full size, but you can zoom in or out using the Zoom Buttons or the Zoom setting from the View menu.

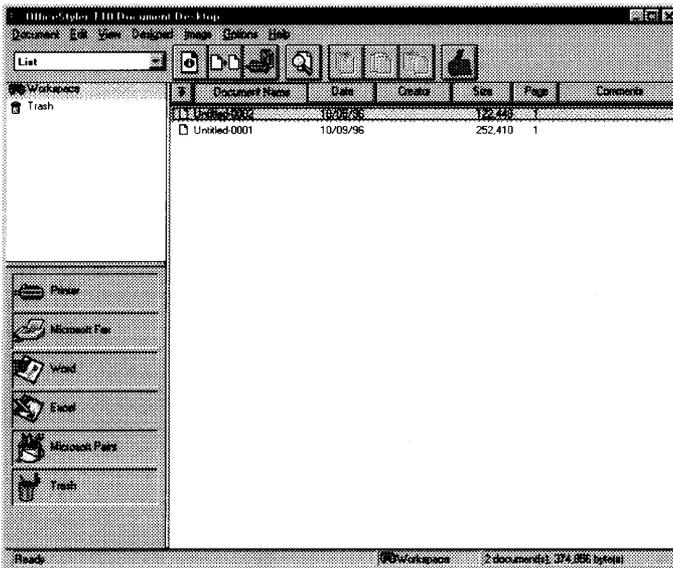
In addition, some simple, but useful, tools are provided for editing the document.

Icon	Tool name	Description
	Pickup	Use to select user-created items (e.g. highlights, sticky notes etc.)
	Highlight	Use to highlight areas on a page. You can choose the highlight color from the Color selection in the Edit menu.
	Erase	Use to erase areas on a page.
	Sticky Note	Use to place sticky notes on a page. Images on the page do not show through sticky notes. You can choose the sticky note color from the Color selection in the Edit menu.
	Text	Use to "write" on a page. Unlike sticky notes, images on a page do show through.
	Cut	Use to cut rectangular sections from pages. These sections are place on the Windows Clipboard, and can be pasted onto any OfficeStyler Desktop document or any document created by an application supporting the Windows Clipboard.
	Zoom in	Use to examine areas in more detail
	Zoom out	Use to examine a wider area.
	Fit height	Resizes the displayed image to fit the whole page height in the window.
	Fit width	As above but fits the complete document width in the window.
	Previous page	Show previous page
	Next page	Show next page
	Go to page	Jump to a particular page
	Previous document	Show previous document

	Next document	Show next document
	Go to document	Jump to a particular document

There are two kind of tools: those that affect the bitmap image (Eraser and, Cutter) and those that are superimposed over the image. When you select the bitmap tools, any superimposed objects temporarily disappear to get them back select the Pickup tool.

List View



List View shows documents as a list, rather than in a graphical fashion. Each line represents a document and includes a document icon:

	Single page document
	Multiple-page document

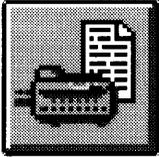
Other columns show:

- The document name
- The date the document was created
- The person who created the document
- The size of the document

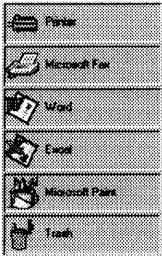
You can have the list sorted by any of the above fields by clicking on one of the buttons at the top of the list.

To print out the list:

Click on:



Applications



These icons are used for printing, deleting and loading documents into other programs.

To add an application:

- 1** Choose "Applications" from the Options menu.
- 2** Choose "Add".
- 3** Enter the application path and filename.
- 4** Select the file format extension and choose "OK".
- 5** Choose "OK".

Folders



Folders are containers for documents that allow you to manage large numbers of images effectively. When you first start using the Desktop, there are only two folders: Workspace and Trash. In theory, there is no limit on the number of documents that you can store in folders, but the real limit depends on the size of your hard disk.

When a document is scanned in, OfficeStyler stores it by default in the Workspace folder which is displayed when the Desktop is first launched.

To view the contents of a folder:

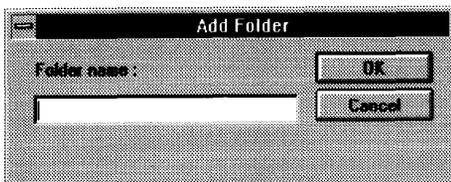
Click once on the folder name. The folder contents will appear in the Document Window and the currently displayed folder name will appear highlighted.

To move a folder:

Drag the document from the Document Window and drop it onto a folder in the Folder List.

To create a new folder:

- 1 Select "Add" from the Desktop menu.
- 2 Enter a name for the folder and choose "OK".



The new folder will appear in the folders window.

To rename a folder:

- 1** From the Deskpads menu, choose "Rename".
- 2** Select the folder you wish to rename, enter the new name in the box below and then choose "OK".

To delete a folder:

- 1** From the Deskpads menu, choose "Delete".
- 2** Select the folder you wish to delete, then choose "OK".

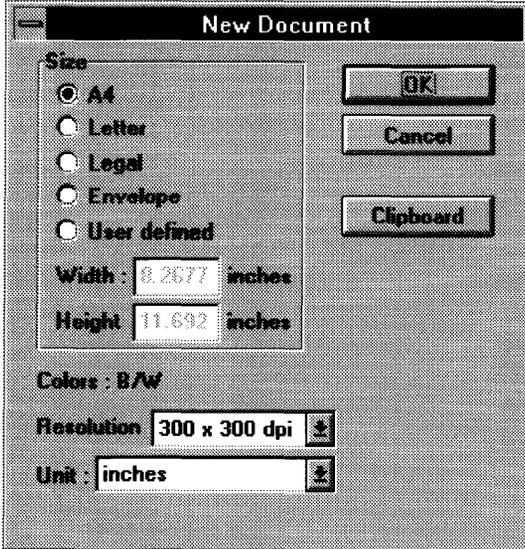
Status Bar

This indicates the currently displayed folder (e.g. Workspace), the number of documents that this folder contains, and the total amount of disk space this folder takes up.

Managing documents

To create a new document:

- 1 From the Document menu, choose "New".
- 2 Make any selections regarding the document size, resolution etc.



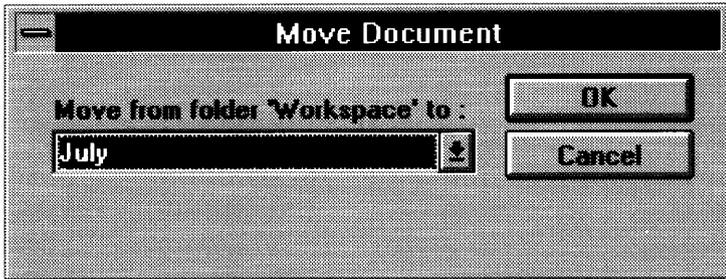
- 3 Choose "OK".

The new document will appear highlighted in the Document Window.

To move a document to another folder:

- 1 Click once on the document to select it.
- 2 From the Document menu, choose "Move to".

- 3 Select the destination folder then choose "OK".



To copy a document to the same folder:

- 1 Click once on the document to select it.
- 2 From the Document menu, choose "Duplicate".
The copy will appear in the Document Window.

To delete a document:

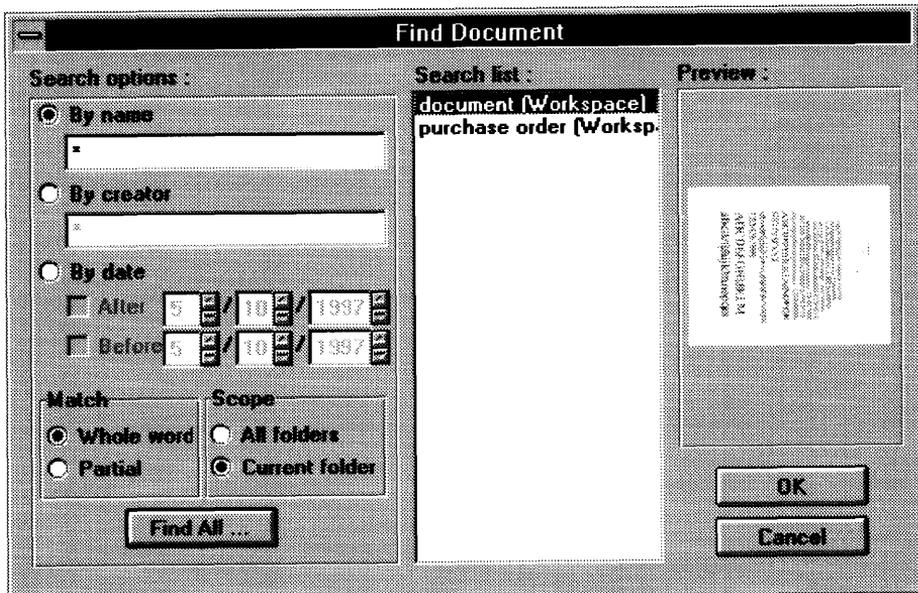
Click once on the document to select it, then press the "Delete" key.

OR

Hold down the left mouse button over the document you want to delete and drag it to the trash icon on the left.

To find a document:

- 1** Choose "Find" from the Document menu.
- 2** In the Search Options box, select how you wish to search: by name, creator or date. The name and creator fields support wildcards e.g., "jan*" (without the quotes) will return matches for "jane", "janet" and "january".

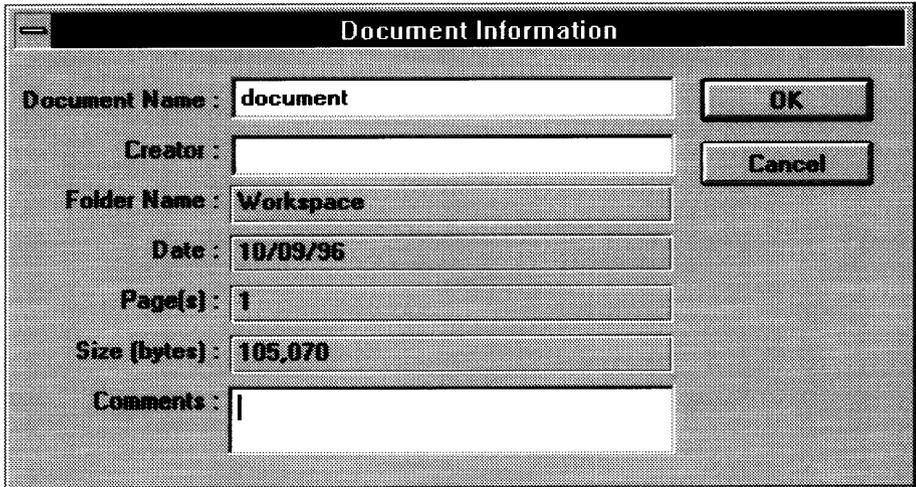


- 3** Choose "Find All". The search results (if any matches were found) will appear in the Search List on the right. You can click once on an entry in this list to see its thumbnail, or double click to open it in the Document Window in page view.

To edit document information:

- 1** Select the Thumbnails view or List view.
- 2** Click once on the document to select it.

- 3 From the Document menu, choose "Info".



The screenshot shows a dialog box titled "Document Information". It contains several input fields and two buttons. The fields are: "Document Name" with the value "document", "Creator" (empty), "Folder Name" with the value "Workspace", "Date" with the value "10/09/96", "Page(s)" with the value "1", "Size (bytes)" with the value "105,070", and "Comments" (empty). The "OK" and "Cancel" buttons are located on the right side of the dialog.

- 4 Add or modify the information. Note you can only modify the document name, creator and comment fields.
- 5 Choose "OK".

Printing, faxing and E-mailing documents

To print, fax or E-mail a document:

Drag the document from the Document Window and drop it onto the appropriate icon in the Applications Window (e.g., the Printer icon).

OR

Click once on the document to select it, then click on the icon in the Application Window.

You can print, fax or E-mail several documents in a single operation by selecting or dragging more than one document at a time.

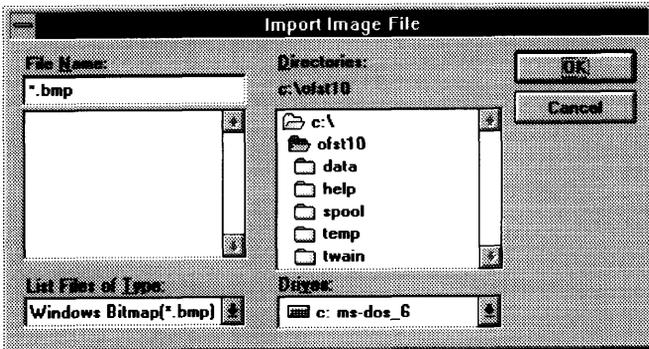
If the icon you need is not shown, you may need to register it using the Applications menu (see page 110).

Importing and exporting image files

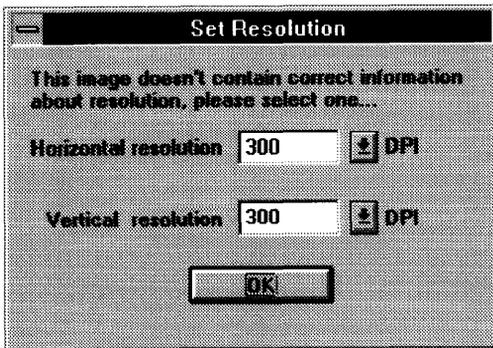
You can import various image file formats such as bitmap(.bmp), TIFF(.tif), etc.

To import an image file onto the Desktop:

- 1 From the Document menu, select "Import".
- 2 Find the image file and choose "OK".



If OfficeStyler cannot recognize the resolution information contained in the file, the following dialog will appear:



In this case, select the horizontal and vertical resolution in dots per inch (DPI) and choose "OK".

The imported image will appear as a new document in the Document Window.

You can export to various formats such as bitmap(.bmp), TIFF(.tif), etc.

To export a document on the Desktop to a file:

- 1** Click once on the image you wish to export to select it.
- 2** From the Document menu, select "Export".
- 3** Select the format you wish to export.
- 4** Enter a suitable filename and click on "OK".

Note: You can only export the first page of a multi-page document with some export format.

To word-process a document:

Drag the document from the Document Window and drop it onto the word-processor icon in the Applications Window.

OR

Click once on the document to select it, then click on the word-processor icon in the Application Window.

The scanned document will be converted to text by the OCR engine and passed automatically to the word-processing application.

This feature supports multiple selections, so you can load more than one document into the word-processor application in a single operation.

To load the document image directly into an application:

Drag the document from the Document Window and drop it onto the application icon in the Applications Window.

OR

Click once on the document to select it, then click on the application icon in the Application Window.

If the icon you need is not shown, you may need to register it using the Applications menu (see "Preferences" on this page).

This feature supports multiple selections, so you can load more than one document into the application in a single operation.

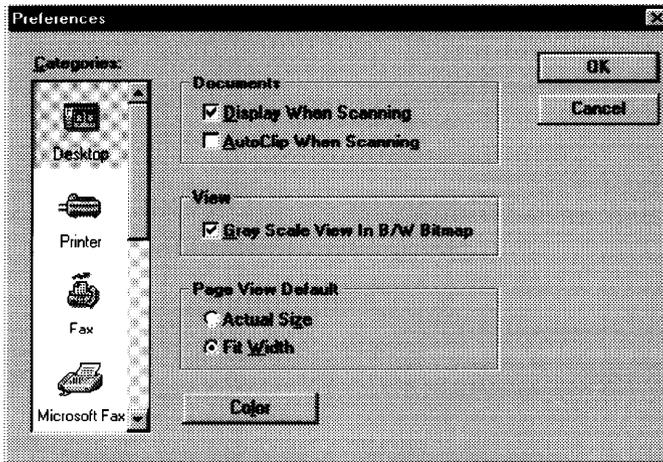
Preferences

The OfficeStyler Desktop Preferences allow you modify various features, change default settings and set up external applications.

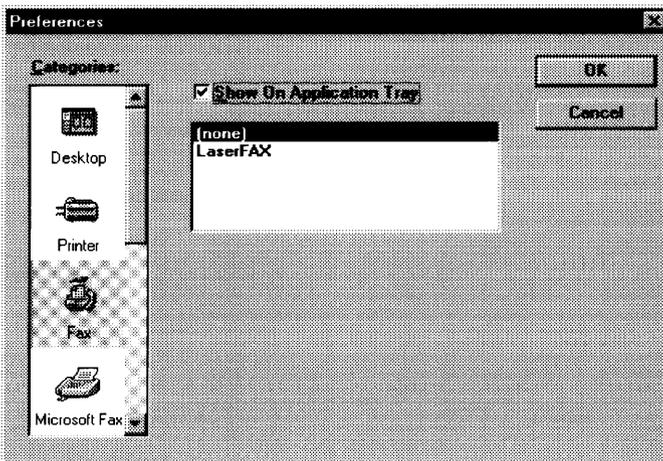
To view or change the OfficeStyler Document Desktop preferences:

- 1 From the Options menu, choose "Preferences".
- 2 Click on the item you wish to change in the Categories window.

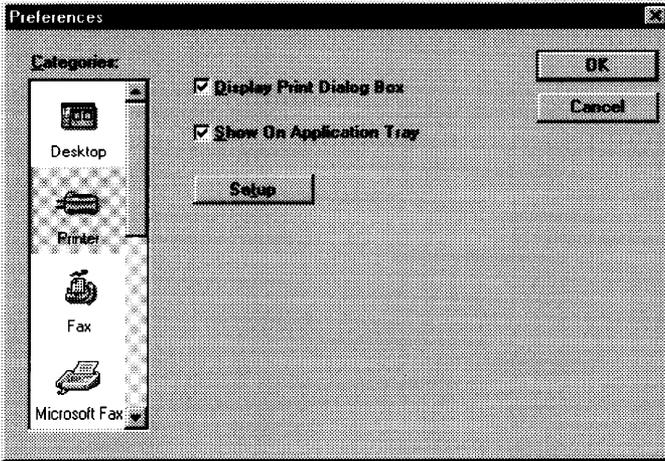
Desktop preferences



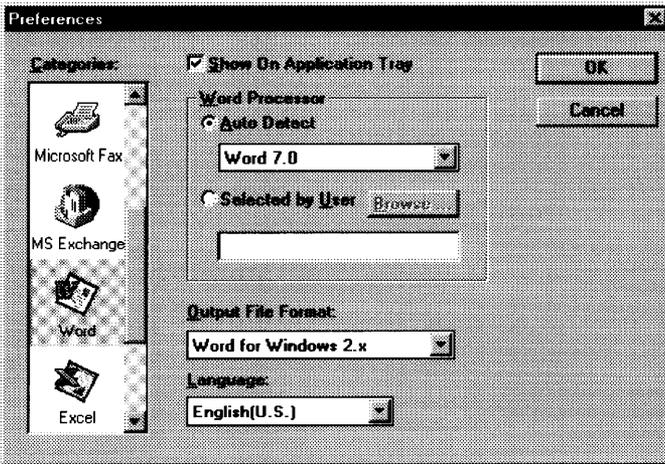
PC Fax preferences



Printer preferences



Wordprocessor (OCR) preferences



TROUBLESHOOTING

PC-PRINTING

- **PC-Printing is not done even though the Print command was executed.**

The following causes are likely. Carry out the remedies specified for each respective cause.

The machine's power is not on.

Turn the machine's power on so that it can function.

The cables are not connected correctly.

Connect the cables correctly.

The machine is warming up, or is performing some other operation.

Wait until the machine is finished warming up or performing the other operation.

The cover is open.

Close the cover completely.

The machine is out of toner.

Replace the toner with a new toner cassette.

The paper is jammed.

Clear the cause of the paper jam.

The machine is out of paper.

Set paper in the machine.

The paper size setting differs from the setting in the machine and the printer driver in the PC.

Set both paper sizes so they match.

There was a paper size error in the machine already.

Set the paper size in the machine and in the printer driver in the PC so that they match the actual paper size.

The Auto Receiving Mode is set in the FAX application.

Change the setting in the FAX application to the Manual Receiving Mode.

Note:

If connected to a Macintosh using the optional serial interface, when printing from the Macintosh, printing from a PC cannot be done. After printing from the Macintosh is completed, execute the Print command again.

- **PC-Printing was suspended.**

The following causes are likely. Carry out the remedies specified for each respective cause.

The paper is jammed.

Clear the cause of the paper jam.

Note:

In this case, the data to be printed are kept in the Resume Wait State in the PC. From the application, either resume the printing operation or terminate it.

The cover was opened during printing.

Close the cover completely.

The machine is out of paper.

Set paper in the machine.

The paper size setting in the machine does not match the actual paper size.

Set the paper size to match the actual paper size.

● The print density is not as expected.

If the density is set on the machine, it will not be valid, so set it in the printer driver in the PC.

If the TonerSaver function is activated in the printer driver in the PC, check the contents of that setting again.

● Blank paper was output.

If no toner cartridge is loaded, load a toner cartridge.

● When printing on both sides of a sheet, several sheets may be fed through together.

Feed one sheet at a time.

● The printer stopped.

Make sure no other function is being executed, then press the stop key continuously for three seconds.

● Other

PC printing cannot be stopped using the Stop key on the machine. Stop printing from the printer driver in the PC.

PC-SCANNING

- **PC scanning does not function.**

The following causes are likely. Carry out the remedies specified for each respective cause.

The machine's power is not on.

Turn the machine's power on so that it can function.

The cables are not connected correctly.

Connect the cables correctly.

The machine is warming up, or is performing some other operation.

Wait until the machine is finished warming up or performing the other operation.

The cover is open.

Close the cover completely.

The original is not set.

Set the original correctly.

The telephone number was input at the machine, or the machine is carrying out communications, outputting data or performing some other operation.

Wait until the machine is finished with the other operation, then perform scanning again.

The original was not fed correctly or a jam has occurred.

Clear the paper jam or correct the misfeeding problem.

The Auto Receiving mode is set in the FAX application.

Change the setting in the FAX application to manual receiving mode.

- **PC Scanning was suspended.**

The following causes are likely. Carry out the remedies specified for each respective cause.

The cover was opened during scanning.

Close the cover completely.

The document is jammed.

Clear the cause of the document jam.

The original is longer than the maximum length, or is shorter than the minimum length.

Use an original that is the proper size and perform scanning again.

- **The scanning brightness is not as expected.**

If the brightness is set on the machine, it will not be valid, so set it from the TWAIN driver in the PC.

- **Other**

PC scanning cannot be stopped with the Stop key on the machine. Stop scanning from the TWAIN driver in the PC.

PC-FAXING

- **PC-FAX cannot be sent.**

If calling from the hand set connected to the machine, or in the on-hook mode from the machine, sending a PC-FAX cannot be done, so send a PC-FAX from the PC after these operations are finished.

The PC-FAX cannot be used when the line is busy.

- **When sending of a PC-FAX is started, there is no operation, but the "NO CARRIER" message is displayed on the PC screen.**

The machine is performing some other operation like those below, and is not in a state where a PC-FAX can be sent.

Sending a FAX.

Outputting a report.

Wait until these operations are finished, then try sending the FAX again.

ComRedirector has not been started.

Start ComRedirector.

The ComRedirector port setting is strange.

Reset the port to the correct value. (See "Using ComRedirector.")

- **The machine won't receive a PC-FAX.**

The following causes are likely. Carry out the remedies specified for each respective cause.

The machine's power is not on.

Turn the machine's power on so that it can function.

The cables are not connected correctly.

Connect the cables correctly.

The FAX application is not running.

Start the FAX application.

The machine is not set to receive a PC-FAX.

Set the machine in the PC-FAX receiving mode.

Before the PC could receive a FAX, the machine's hand set was raised, the on-hook key was pressed, or the remote answer telephone connected to the machine was activated.

In any of these cases, PC-FAX reception will fail. However, in this case, if the Start key on the machine is pressed, a FAX can be received by the machine. In cases when it is possible to send a FAX again, before the PC receives a FAX, be sure not to raise the hand set or press the on-hook key. Or, set the number of times the remote answer telephone rings at a larger number than the number of rings the FAX application is set for, then receive the PC-FAX.

- **Other**

The speaker volume will not change during use of the PC-FAX even if the volume is set in the FAX application.

The volume setting in the FAX application is not effective in the machine.

Press function 82 in the machine and reset the volume.

Specification

Printer Specification

Resolution	: 300dpi
Print Speed	: 10ppm
Paper Sizes, Paper weight	: Refer to the Copier and Facsimile Reference
RAM	: 512KB
Interface	: Bidirectional parallel (IEEE P1284B)

Interface Specification

Bidirectional Parallel Interface

The bidirectional parallel interface is based on the IEEE P1284-B standard.

If your computer has a bidirectional parallel port, the printer driver and printer can take advantage of the fastest possible data transfer.

Specifications:

connector type 57-30360 (AMPHENOL) or equivalent

cable use a shielded cable 3 meters (6.6 feet) or less in length

Pin configuration

Parallel interface connector (printer side)

NO.	Signal	I/O
1	<u>STROBE</u>	I
2	DATA1	I/O
3	DATA2	I/O
4	DATA3	I/O
5	DATA4	I/O
6	DATA5	I/O
7	DATA6	I/O
8	DATA7	I/O
9	DATA8	I/O
10	<u>ACLKNLG</u>	O
11	BUSY	O
12	PE	O
13	<u>SLCT</u>	O
14	<u>AUTOFD</u>	I
15	NC	
16	GND	
17	GND	
18	NC	

NO.	Signal	I/O
19	GND	
20	GND	
21	GND	
22	GND	
23	GND	
24	GND	
25	GND	
26	GND	
27	GND	
28	GND	
29	GND	
30	GND	
31	<u>INIT</u>	I
32	<u>FAULT</u>	O
33	NC	
34	NC	
35	NC	
36	<u>SELECTIN</u>	I

Notes:

- Return denotes the return side wire of a twisted pair cable and is connected to signal ground.
- Be sure to use only a shielded cable. The printer will not operate properly if any of the pins are not connected.

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