# Sindoh
**Unmistakable**

# N510 Series

## USER MANUAL
## Print

• Before using this Product, please read the
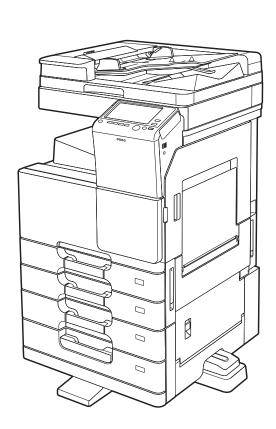USER MANUAL carefully and keep it for
your reference.

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## 3 Printing in the Mac OS Environment

# 1

**Printer Functions**

# 1    Printer Functions

## 1.1    Overview

The printer driver is software that specifies how to use the printing functions of this machine from other application software. When you install the printer driver on your computer, you can use a variety of this machine's printing functions. Furthermore, the printer driver supports a wide range of connection methods and provides flexibility in various environments.

It also supports direct printing, a printing method that does not use the printer driver, and printing from a USB memory device.

## 1.2    System Environment Requirements

For Windows
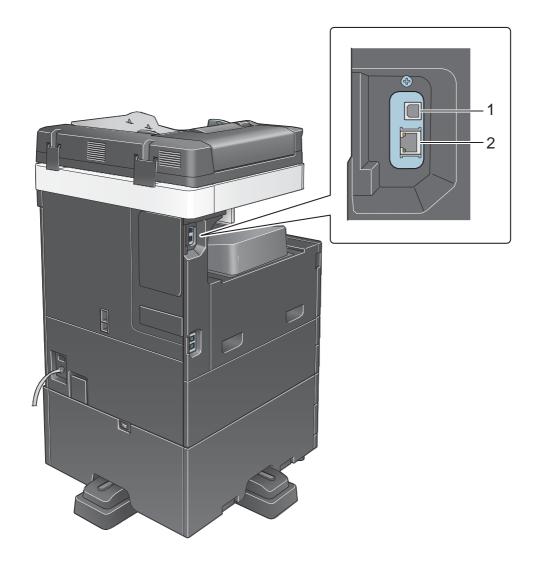
| Item | Specifications |
| --- | --- |
| Operating system | The supported versions of the operating system vary depending on the installed printer driver. For details, refer to page 2-5. |
| CPU | Any processor of the same or higher specifications as recommended for your operating system |
| Memory | Memory capacity as recommended for your operating system<br>Sufficient available memory space is required for your operating system and the applications to be used. |
| Drive | CD-ROM drive |

For Macintosh

| Item | Specifications |
| --- | --- |
| Operating system | Mac OS X (10.6, 10.7, 10.8, 10.9, 10.10) |
| CPU | Intel Processor |
| Memory | Memory capacity as recommended for your operating system |
| Drive | CD-ROM drive |

# 1.3    Cable Connection Locations on This Machine

The printer cables are connected to each port on this machine.

| No. | Port | Description |
|-----|------|-------------|
| 1 | USB port | Connect a USB cable when using this machine as a USB-connected device.<br>Use a type-A (4-pin, male) to type-B (4-pin, male) USB cable. A USB cable measuring three meters or less is recommended. |
| 2 | Ethernet port (1000Base-T/100Base-TX/10Base-T) | Connect a LAN cable when using this machine in a network environment. It supports 1000Base-T, 100Base-TX, and 10Base-T standards.<br>The TCP/IP (LPD/LPR, IPP, SMB), Web services, IPX (NetWare), AppleTalk (EtherTalk) and other protocols are supported. |

# 2

**Printing in the Windows Environment**

# 2    Printing in the Windows Environment

## 2.1    Preparation for Printing (Network Connection)

### 2.1.1    Overview

Before using this machine as a printer, you need to install the printer driver on your computer.

This section describes preparatory steps for printing from this machine using the installer that comes with this machine.



### 2.1.2    Before Installing the Printer Driver (For Administrators)

**Connecting this machine to the network**
- ■ **Checking the LAN cable connection**
- ■ **Checking the network settings**
  - →   Check that this machine has had an IP address assigned to it.



**Configuring the network printing environment**
- ■ **When using the Normal printing (at port 9100)**
  - →   Make sure that the RAW port number has been set. (In normal circumstances, you can use the default settings.) Use Normal Printing (Port 9100) unless otherwise specified by the administrator.
- ■ **When using the Internet Print (IPP)**
  - →   Check the IPP operating environment. (In normal circumstances, you can use the default settings.)
- ■ **When using the Secure Print (IPPS)**
  - →   Configure the IPPS operating environment. Communication between this machine and the computer is encrypted with SSL.



**Preparation finished**

## Checking the LAN cable connection
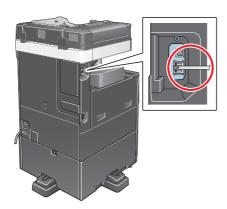
Ensure that a LAN cable is connected to the LAN port of this machine.

## Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.

### ⊙ Reference
*If no IP address is displayed, you need to configure the network. For details, refer to "User's Guide[Web Management Tool]/[Operations Required to Use Web Connection]".*

## Configuring the network printing environment

Configure the operating environment for the printing method.

If the printing method is not specified before installation, Normal Printing (Port 9100) is selected for printing. Use Normal Printing (Port 9100) unless otherwise specified by the administrator.

| How to print | Description |
|---|---|
| Normal printing (Port 9100) | Make sure that the RAW port number has been set. (In normal circumstances, you can use the default settings.)<br>How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]". |
| Internet Print (IPP) | Check the IPP operating environment. (In normal circumstances, you can use the default settings.)<br>How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]". |
| Secure Print (IPPS) | Configure the IPPS operating environment. Communication between this machine and the computer is encrypted with SSL.<br>How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]". |

### 🗏 Tips
- In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you cannot set up the Secure Print (IPPS) using the installer.
- If Windows Server 2003 is runnning in an IPv6 environment, you cannot setup this machine using the installer.
- The Internet Print (IPP) is not supported in the IPv6 environment.

## Allowing device information to be acquired from the printer driver

Disable the OpenAPI authentication function. (In normal circumstances, you can use the default settings.)

When you allow acquisition of device information from the printer driver, the printer driver automatically obtains information such as what options are installed in this machine and whether authentication settings have been configured.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

### Related setting (for the administrator)
- The device information collection from printer driver can be restricted by password (default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 2.1.3    Easy Installation Process of the Printer Driver

**Preparing the printer driver**
- ■ **Preparing the printer driver CD-ROM**
  - → For the CD-ROM, contact the administrator of this machine.
- ■ **Checking the printer driver type**
  - → Three printer drivers for different purposes are available. Select the printer driver that meets your printing aims.
- ■ **Checking the operating systems supported by the printer driver**
  - → Check that your computer meets the operating environment requirements of the printer driver.

$\vee\!\!\vee$

**Installing the printer driver to the computer**
- ■ **Installing the printer driver using the installer**
  - → Insert the printer driver CD-ROM into the drive, and install the software by following the on-screen instructions.
- ■ **Performing a test print**
  - → If necessary, perform a test print to check that printing process works correctly.

$\vee\!\!\vee$

**Preparation finished.**

## Preparing the printer driver CD-ROM

The following CD-ROMs are supplied with this machine:

| CD-ROM | Description |
|---|---|
| **Driver & Utilities CD-ROM Vol.1** | Contains the printer driver (PCL/PS/FAX) for Windows and screen fonts. This also contains the page for downloading utility software. |
| **Driver & Utilities CD-ROM Vol.2** | Contains the printer driver (XPS) for Windows, the printer driver for the Mac OS, screen fonts, and the TWAIN driver. This also contains the page for downloading utility software. |
| **User's Guide CD-ROM** | Contains the User's Guide. |

### Tips
- In User's Guide manuals, location paths of folders or files may not contain the root directory.

## Checking the printer driver type

The following types of printer drivers are available. Select the printer driver that meets your printing aims.

| Printer driver | Page description language | Description |
|---|---|---|
| PCL driver | PCL6 | This is a standard driver for printing general office documents.<br>Among the three drivers, this driver provides the fastest printing speed. |
| PS driver | PostScript 3 Emulation | This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors.<br>This driver is often used in graphics and light printing applications where good color reproducibility is important. |
| XPS driver | XPS | Developed after Windows Vista, this driver supports XML Paper Specification (XPS).<br>This driver has several advantages, including high-quality reproduction of translucence. |

## Checking the operating systems supported by the printer driver

The following lists the printer drivers included on the CD-ROMs supplied with this machine and the supported operating systems.

| Printer driver | Supported Operating Systems |
|---|---|
| PCL driver<br>PS driver | Windows Server 2003, Standard Edition (Service Pack 1 or later)<br>Windows Server 2003, Enterprise Edition (Service Pack 1 or later)<br>Windows Server 2003 R2, Standard Edition<br>Windows Server 2003 R2, Enterprise Edition<br>Windows Server 2003, Standard x64 Edition<br>Windows Server 2003, Enterprise x64 Edition<br>Windows Server 2003 R2, Standard x64 Edition<br>Windows Server 2003 R2, Enterprise x64 Edition<br>Windows Vista Business [*]<br>Windows Vista Enterprise [*]<br>Windows Vista Home Basic [*]<br>Windows Vista Home Premium [*]<br>Windows Vista Ultimate [*]<br>Windows Server 2008 Standard [*]<br>Windows Server 2008 Enterprise [*]<br>Windows Server 2008 R2 Standard<br>Windows Server 2008 R2 Enterprise<br>Windows 7 Home Basic<br>Windows 7 Home Premium [*]<br>Windows 7 Professional [*]<br>Windows 7 Enterprise [*]<br>Windows 7 Ultimate [*]<br>Windows 8 [*]/Windows 8.1 [*]<br>Windows 8 Pro [*]/Windows 8.1 Pro [*]<br>Windows 8 Enterprise [*]/Windows 8.1 Enterprise [*]<br>Windows Server 2012 Datacenter<br>Windows Server 2012 Standard<br>Windows Server 2012 R2 Datacenter<br>Windows Server 2012 R2 Standard |

| Printer driver | Supported Operating Systems |
| --- | --- |
| XPS driver | Windows Vista Business [*]<br>Windows Vista Enterprise [*]<br>Windows Vista Home Basic [*]<br>Windows Vista Home Premium [*]<br>Windows Vista Ultimate [*]<br>Windows Server 2008 Standard [*]<br>Windows Server 2008 Enterprise [*]<br>Windows Server 2008 R2 Standard<br>Windows Server 2008 R2 Enterprise<br>Windows 7 Home Basic<br>Windows 7 Home Premium [*]<br>Windows 7 Professional [*]<br>Windows 7 Enterprise [*]<br>Windows 7 Ultimate [*]<br>Windows 8 [*]/Windows 8.1 [*]<br>Windows 8 Pro [*]/Windows 8.1 Pro [*]<br>Windows 8 Enterprise [*]/Windows 8.1 Enterprise [*]<br>Windows Server 2012 Datacenter<br>Windows Server 2012 Standard<br>Windows Server 2012 R2 Datacenter<br>Windows Server 2012 R2 Standard |

[*] Supports the 32-bit (x86) or 64-bit (x64) environment.

## Installation procedure
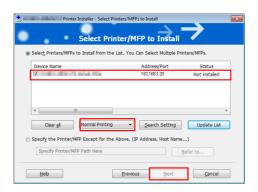
Install the printer driver using the installer.

◎    Administrator privileges are required to perform this task.

◎    Use **Driver & Utilities CD-ROM Vol.1** to install the PCL/PS driver on the PC, and use **Driver & Utilities CD-ROM Vol.2** to install the XPS driver on the PC.

◎    The following explains the PCL/PS driver installation procedure. You can also install the XPS driver in a similar way.

**1**    Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

→    Make sure that the installer starts, and then go to Step 2.

→    If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Setup.exe], and then go to Step 3.

→    If the [User Account Control] screen appears, click [Continue] or [Yes].

**2**    Click [Printer Install].

**3**    Read the license agreement, then click [AGREE].

**4**    Select [Install printers/MFPs], then click [Next].

Connected printers are detected.

→    In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can select [Preference for IPv4] or [Preference for IPv6]. The address has the preference when detected in both IPv4 and IPv6.

**5**    Select this machine, then click [Next].

→    If this machine is not detected, restart it.

→    You do not need to change the printing method from [Normal Printing] (Port 9100) unless otherwise specified by the administrator.

→    As a printing method, you can select [Normal Printing], [Internet Printing] (IPP), or [Secure Printing] (IPPS).

→    Among the connected printers, only the target model is automatically detected and displayed. If multiple target models are displayed, check the IP addresses.

You can check the IP address of this machine in the screen that is displayed by tapping [Utility] - [Device Information].

→   If the connection to this machine cannot be recognized, it is not displayed in the list. In such a case, select [Specify the Printer/MFP Except for the Above. (IP Address, Host Name...)], and manually specify the IP address and host name of this machine.



**6**    Select the check box of the printer driver you want to install, then click [Next].

→   For features of each printer driver, refer to page 2-5.

→   In [Print Type Default Setting], you can select whether to install the driver that has 2-sided printing specified as the default, or to install the driver that has 1-sided printing specified as the default. By default, the driver that has 2-sided printing specified as the default is installed.

**7**    Check the items to be installed, and click [Install].

**8**    Change the printer name or print a test page if necessary, then click [Finish].

This completes the installation process of the printer driver.

| Settings | Description |
|---|---|
| [Review] | You can check the items that are installed. |
| [Rename Printer] | If necessary, change the name of this machine. |
| [Property] | You can configure the optional environment of this machine. For details, refer to page 2-7. |
| [Print Setting] | If necessary, change the default print settings for this machine. For details, refer to page 2-8. |
| [Print Test page] | If necessary, print a test page to check that printing process works correctly. |

☉ **Reference**
*When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 2-7.*

## 2.1.4    Configuring the Default Settings of the Printer Driver

### Configuring the optional environment of this machine

When you use this machine for the first time, check that information such as what options are installed in this machine and whether authentication settings have been configured is correctly reflected to the printer driver.

**1**    Display the [Properties] window of the printer driver.

→   For information on how to display the [Properties] window, refer to page 2-77.

**2** In the [Configure] tab, check the information such as what options are installed in this machine and whether authentication settings have been configured.

→ By default, [Auto] in [Obtain Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].

→ When [Auto] in [Obtain Settings...] is disabled, clicking [Obtain Device Information], obtains and reflects the information on this machine to [Device Option].

→ If you cannot establish communication with this machine, manually set this information in [Device Option]. Select the item from the list, select the setting from [Setting].



**3** Click [OK].
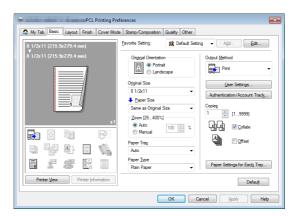
## Changing the default print settings

If necessary, you can change the default print settings of the printer driver.

We recommend that you change the default settings to suit your environment.

**1** Display the [Printing Preferences] window of the printer driver.

→ For information on how to display the [Printing Preferences] window, refer to page 2-84.

**2** Change the print settings, and click [OK].

The changed settings are applied when printing is performed from any application software.



⊙ **Reference**
*The printer driver has the function to save favorite settings. It is useful to register frequently used print settings as favorite settings. For details, refer to page 2-16.*

# 2.2    Preparation for Printing (USB Connection)

## 2.2.1    Overview

Before using this machine as a printer, you need to install the printer driver on your computer.

This section describes preparatory steps for printing from this machine using the installer that comes with this machine.



## 2.2.2    Easy Installation Process of the Printer Driver

**Preparing the printer driver**

- ■ **Preparing the printer driver CD-ROM**
    - → For the CD-ROM, contact the administrator of this machine.
- ■ **Checking the printer driver type**
    - → Three printer drivers for different purposes are available. Select the printer driver that meets your printing aims.
- ■ **Checking the operating systems supported by the printer driver**
    - → Check that your computer meets the operating environment requirements of the printer driver.



**Installing the printer driver to the computer**

- ■ **Configuring the installation settings on the computer**
    - → If Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2 is running, you need to change the PC settings in advance.
- ■ **Installing the printer driver using the installer**
    - → Connect the USB printer cable, insert the print driver CD-ROM into the drive, and install the software by following the on-screen instructions.
- ■ **Performing a test print**
    - → If necessary, perform a test print to check that printing process works correctly.



**Preparation finished**

## Preparing the printer driver CD-ROM

The following CD-ROMs are supplied with this machine:

| CD-ROM | Description |
| --- | --- |
| **Driver & Utilities CD-ROM Vol.1** | Contains the printer driver (PCL/PS/FAX) for Windows and screen fonts. This also contains the page for downloading utility software. |
| **Driver & Utilities CD-ROM Vol.2** | Contains the printer driver (XPS) for Windows, the printer driver for the Mac OS, screen fonts, and the TWAIN driver. This also contains the page for downloading utility software. |
| **User's Guide CD-ROM** | Contains the User's Guide. |

**Tips**
–    In User's Guide manuals, location paths of folders or files may not contain the root directory.

## Checking the printer driver type

The following types of printer drivers are available. Select the printer driver that meets your printing aims.

| Printer driver | Page description language | Description |
| --- | --- | --- |
| PCL driver | PCL6 | This is a standard driver for printing general office documents.<br>Among the three drivers, this driver provides the fastest printing speed. |
| PS driver | PostScript 3 Emulation | This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors.<br>This driver is often used in graphics and light printing applications where good color reproducibility is important. |
| XPS driver | XPS | Developed after Windows Vista, this driver supports XML Paper Specification (XPS).<br>This driver has several advantages, including high-quality reproduction of translucence. |

## Checking the operating systems supported by the printer driver

The following lists the printer drivers included on the CD-ROMs supplied with this machine and the supported operating systems.

| Printer driver | Supported Operating Systems |
|---|---|
| PCL driver<br>PS driver | Windows Server 2003, Standard Edition (Service Pack 1 or later)<br>Windows Server 2003, Enterprise Edition (Service Pack 1 or later)<br>Windows Server 2003 R2, Standard Edition<br>Windows Server 2003 R2, Enterprise Edition<br>Windows Server 2003, Standard x64 Edition<br>Windows Server 2003, Enterprise x64 Edition<br>Windows Server 2003 R2, Standard x64 Edition<br>Windows Server 2003 R2, Enterprise x64 Edition<br>Windows Vista Business [*]<br>Windows Vista Enterprise [*]<br>Windows Vista Home Basic [*]<br>Windows Vista Home Premium [*]<br>Windows Vista Ultimate [*]<br>Windows Server 2008 Standard [*]<br>Windows Server 2008 Enterprise [*]<br>Windows Server 2008 R2 Standard<br>Windows Server 2008 R2 Enterprise<br>Windows 7 Home Basic<br>Windows 7 Home Premium [*]<br>Windows 7 Professional [*]<br>Windows 7 Enterprise [*]<br>Windows 7 Ultimate [*]<br>Windows 8 [*]/Windows 8.1 [*]<br>Windows 8 Pro [*]/Windows 8.1 Pro [*]<br>Windows 8 Enterprise [*]/Windows 8.1 Enterprise [*]<br>Windows Server 2012 Datacenter<br>Windows Server 2012 Standard<br>Windows Server 2012 R2 Datacenter<br>Windows Server 2012 R2 Standard |
| XPS driver | Windows Vista Business [*]<br>Windows Vista Enterprise [*]<br>Windows Vista Home Basic [*]<br>Windows Vista Home Premium [*]<br>Windows Vista Ultimate [*]<br>Windows Server 2008 Standard [*]<br>Windows Server 2008 Enterprise [*]<br>Windows Server 2008 R2 Standard<br>Windows Server 2008 R2 Enterprise<br>Windows 7 Home Basic<br>Windows 7 Home Premium [*]<br>Windows 7 Professional [*]<br>Windows 7 Enterprise [*]<br>Windows 7 Ultimate [*]<br>Windows 8 [*]/Windows 8.1 [*]<br>Windows 8 Pro [*]/Windows 8.1 Pro [*]<br>Windows 8 Enterprise [*]/Windows 8.1 Enterprise [*]<br>Windows Server 2012 Datacenter<br>Windows Server 2012 Standard<br>Windows Server 2012 R2 Datacenter<br>Windows Server 2012 R2 Standard |

[*] Supports the 32-bit (x86) or 64-bit (x64) environment.

## Changing the installation settings (Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2)

In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, change the PC settings before installing the printer driver.
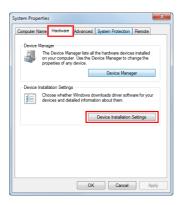
1    Open the [Control Panel] window.

→ In Windows 8.1, click [ ⊕ ]in the Start window, then click [Control Panel].
→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel]. In
→ Windows Server 2012/Server 2012 R2, click [Control Panel] in the Start window.
→ In Windows 7/Server 2008 R2, click the Start menu, then click [Control Panel].
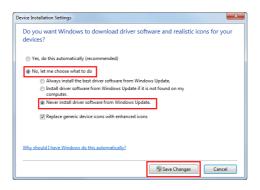
**2** Click [System and Security] - [System].

**3** Click [Advanced system settings] on the menu to the left.

The [System Properties] screen appears.

**4** In the [Hardware] tab, click [Device Installation Settings].



**5** Select [No, let me choose what to do], select [Never install driver software from Windows Update.], then click [Save Changes].

→ After you have installed the printer driver, change the setting back to [Yes, do this automatically (recommended)].
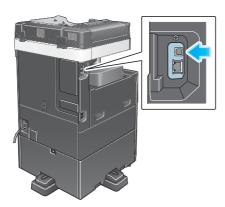


**6** Click [OK] to close the [System Properties] window.

## Installation procedure
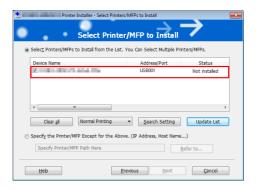
Install the printer driver using the installer.

◎ Administrator privileges are required to perform this task.

◎ Use **Driver & Utilities CD-ROM Vol.1** to install the PCL/PS driver on the PC, and use **Driver & Utilities CD-ROM Vol.2** to install the XPS driver on the PC.

◎ The following explains the PCL/PS driver installation procedure. You can also install the XPS driver in a similar way.

**1** Connect a USB cable to the USB port of this machine.



→ If a wizard window for adding new hardware opens, click [Cancel].

**2** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

→ Make sure that the installer starts, then go to Step 3.
→ If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Set-up.exe], then go to Step 4.
→ If the [User Account Control] window appears, click [Continue] or [Yes].

**3** Click [Printer Install].

**4** Read the license agreement, then click [AGREE].

**5** Select [Install printers/MFPs], then click [Next].

USB-connected printers are detected.

**6** Select this machine, then click [Next].



**7** Select the check box of the printer driver you want to install, then click [Next].

→ For features of each printer driver, refer to page 2-5.
→ In [Print Type Default Setting], you can select whether to install the driver that has 2-sided printing specified as the default, or to install the driver that has 1-sided printing specified as the default. By default, the driver that has 2-sided printing specified as the default is installed.

**8** Check the items to be installed, and click [Install].

**9** Change the printer name or print a test page if necessary, then click [Finish].

This completes the installation process of the printer driver.

| Settings | Description |
|---|---|
| [Review] | You can check the items that are installed. |
| [Rename Printer] | If necessary, change the name of this machine. |

| Settings | Description |
|---|---|
| [Property] | You can configure the optional environment of this machine. For details, refer to page 2-7. |
| [Print Setting] | If necessary, change the default print settings for this machine. For details, refer to page 2-8. |
| [Print Test page] | If necessary, print a test page to check that printing process works correctly. |
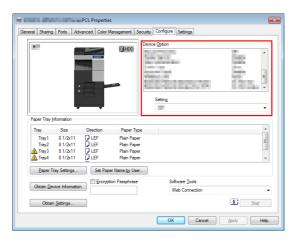
☉ **Reference**
*When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 2-14.*

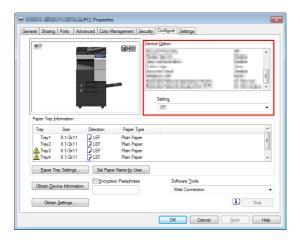## 2.2.3     Configuring the Default Settings of the Printer Driver

### Configuring the optional environment of this machine

When you use this machine for the first time, configure the printer driver so that it contains information such as what options are installed in this machine and whether authentication settings have been configured.

**1**     Display the [Properties] window of the printer driver.

→ For information on how to display the [Properties] window, refer to page 2-77.

**2**     In the [Configure] tab, configure the information such as what options are installed in this machine and whether authentication settings have been configured.

→ In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, [Auto] in [Obtain Settings...] is enabled by default. Thus, the information on this machine is automatically obtained and reflected in [Device Option].
When [Auto] in [Obtain Settings...] is disabled, clicking [Obtain Device Information] obtains and reflects the information on this machine in [Device Option].

→ In Windows Server 2003, manually configure settings in [Device Option]. Select an item to change from the list, and set a value in the [Setting].



**3**     Click [OK].

### Changing the default print settings

If necessary, you can change the default print settings of the printer driver.

We recommend that you change the default settings to suit your environment.

**1**     Display the [Printing Preferences] window of the printer driver.

→ For information on how to display the [Printing Preferences] window, refer to page 2-84.

**2** Change the print settings, and click [OK].

The changed settings are applied when printing is performed from any application software.



⊙ **Reference**
*The printer driver has the function to save favorite settings. For details, refer to page 2-16.*

## 2.3    Printing Procedure

### 2.3.1    Printing Operation Flow

**1**    Open document data using the application software. From the [File] menu, select [Print].

**2**    Check the [Printer Name] (or [Select Printer]) and make sure that the desired printer has been selected.

→    The [Print] dialog box varies depending on the application software.



**3**    Specify the print range and the number of copies to print.

**4**    Click [Properties] (or [Preferences]) to change the print settings of the printer driver as necessary.

→    The print settings you have changed here are reset to the defaults when you exit the application software. For information on how to change the default values of print settings, refer to page 2-8.

→    The printer driver has the function to easily recall frequently used print settings. For details, refer to page 2-16.

**5**    Click [Print].

Printing is executed.

⊙ **Reference**
*When [Secure Print Only] is set to [On] in [Device Option] in the [Configure] tab, the [Secure Print] window appears. In the [Secure Print] window, enter the ID and password to start printing.*
*For details on Secure Print, refer to page 2-61.*

*The XPS driver has the function that enables you to preview and check the print image before starting printing. For details, refer to page 2-57.*

### 2.3.2    Easily Recalling Frequently Used Print Settings

#### Registering frequently used print settings

You can register the current print settings as a favorite and recall it when executing printing.
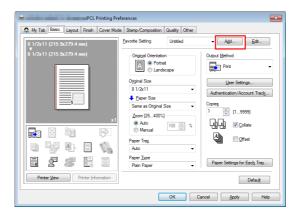
When you register a frequently used combination of print settings as a favorite, you can easily apply all of those settings just by selecting the combination from the Favorite Setting list, even if the combination is complicated as it contains settings on multiple tabs.

The following explains the procedure of favorite print setting.

**1**    In the [Printing Preferences] window, set the print conditions you want to register as a favorite.

**2** Click [Add...].

→ When you edit an existing setting, select its name from the [Favorite Setting] , then click [Edit].



**3** Enter the name of the favorite to be registered.

→ Set an icon, a comment and call options for the favorite settings if necessary.

| Settings | Description |
|---|---|
| [Name] | Enter the name of the favorite to be registered.<br>Use names that can easily be identified. |
| [Icon] | Assign an icon to the favorite settings if necessary. |
| [Sharing] | Select this check box when you want to share the favorite with other users. |
| [Comment] | Enter a comment to the favorite settings if necessary.<br>The comment is displayed when you place the mouse cursor over the favorite on the Favorite Setting list. |
| [Restore Items] | The favorite settings may contain the size of original and the number of copies which are determined only when you start printing. When you call the favorite settings, these options are not set by default. However, you can define these options in the favorite settings if necessary.<br>Select the check box of items to be retrieved. |

**4** Click [OK].

The print settings are registered as a favorite. You can select the favorite settings from the [Favorite Setting] list when starting printing.
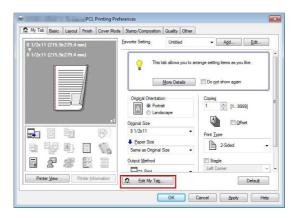
## Customizing the setting window

You can gather setting items from difference tabs and place them in [My Tab].
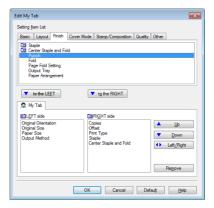
Registering frequently used setting items in [My Tab] allows you to change settings in one tab, without switching among multiple tabs.

This section describes how to edit [My Tab].

**1**    Click [My Tab] - [Edit My Tab...].

→  You can also register a function in [My Tab] by selecting [to the LEFT] or [to the RIGHT] from the [My Tab] menu that is displayed by right-clicking the function.



**2**    From [Setting Item List], select the function you want to register in [My Tab], then click [to the LEFT] or [to the RIGHT].

→  Clicking [to the LEFT] places the selected function in the area to the left of [My Tab] and clicking [to the RIGHT] places it in the area to the right of [My Tab].

→  An icon appears to the left of each function that is registered in [My Tab].



**3**    As necessary, move or delete the registered functions.

→  To move a function, select the function and click [Up], [Down], or [Left/Right].

→  To delete a function from [My Tab], select the function and click [Remove].

**4**    Click [OK].

This completes editing [My Tab].

⊙ **Reference**
*From [My Tab Settings] in the [Settings] tab, you can configure display settings for My Tab. For details, refer to page 2-82.*

# 2.4    Useful Printing Functions

## 2.4.1    Changing the Paper Size or Type
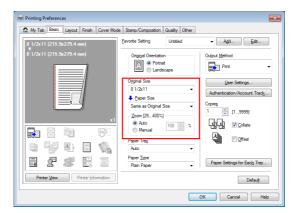
### Enlarging or reducing to the paper size ([Paper Size])

The original is printed after it is enlarged or reduced by a ratio that is automatically determined by the original size and paper size.

If you select a paper size larger than the original size, the original is enlarged to the paper size. If you select a paper size smaller than the original size, the original is reduced to the paper size.

In [Paper Size] in the [Basic] tab, select the size of paper for printing. The zoom ratio is automatically determined by the paper sizes selected in [Original Size] and [Paper Size].

**Tips**
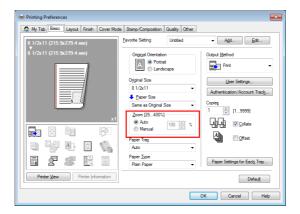
–    This function is enabled when [Zoom] is set to [Auto].

### Enlarging or reducing by the desired zoom ratio ([Zoom])

You can print the original image after it has been enlarged or reduced by the desired zoom ratio. The zoom ratio can be specified to be between 25% and 400% (in increments of 1%).
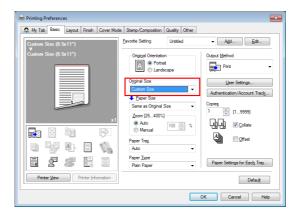
In [Zoom] in the [Basic] tab, specify the zoom ratio.



## Printing on custom size paper ([Original Size])
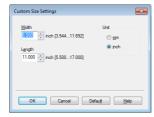
A special sized original is printed on custom sized paper loaded in the **Bypass Tray**.

**1**    In [Original Size] in the [Basic] tab, select [Custom Size].

→   In [Paper Size], select [Same as Original Size].



The [Custom Size] setting window appears.

**2**    Specify the width and length as desired, and click [OK].



## dReference

*Load the custom sized paper in the **Bypass Tray**. For details on how to load paper into the **Bypass Tray**, refer to "User's Guide[Introduction]/[Loading Paper]".*

*When you are using the PCL driver, you can register a custom size in the [Settings] tab. For details in the [Settings] tab, refer to page 2-82.*
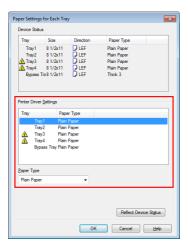
## Specifying the paper type ([Paper Type])

In [Paper Type] in the [Basic] tab, select the type of paper for printing. This function is enabled when [Paper Tray] is set to [Auto].
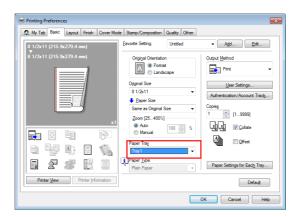


In [Paper Settings for Each Tray...] on the [Basic] tab, you can set a paper type for each tray. When you specify anything other than [Auto] in [Paper Tray], the paper type information specified here is applied.



## Specifying the paper tray ([Paper Tray])

In [Paper Tray] in the [Basic Settings] tab, select the paper tray for printing.
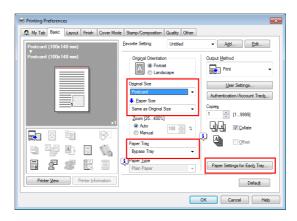


**Tips**

– If you select [Auto], the paper tray for the paper you have selected in [Paper Size] is automatically selected.

## Printing on postcards

You can print the original on a postcard loaded in the **Bypass Tray**.

**1**    Set as follows on the [Basic] tab.

→ [Original Size]: Select [Postcard]. If [Postcard] is selected, [Paper Type] is set to [Thick 3], and [Print Type] is set to [1-Sided].

→ [Paper Size]: Select [Same as Original Size].

→ [Paper Tray]: Select [Bypass Tray].

**2**    Execute printing.

A message appears on the **Touch Panel** to prompt you to load postcards.
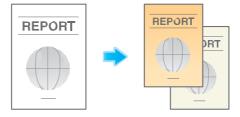
**3**    Load postcards into the **Bypass Tray**.

→ For details on how to load postcards, refer to "User's Guide[Introduction]/[Loading Paper]".

**4**    Tap [Complete] on the **Touch Panel**.

Printing starts.

## Printing on paper in multiple trays ([Carbon Copy])
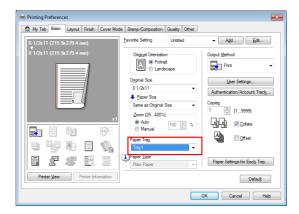
You can print the original on different sheets of paper loaded in multiple trays. Because you can obtain printing results that look like carbon-copied slips using the print command once, this function is called Carbon Copy.

For example, by using the print command once, you can print a submission document on high-quality color paper loaded in **Tray1** and print your copy on recycled paper loaded in **Tray2**.

This function is useful when you want to create a submission document and its copy at one time.

1 In [Paper Tray] in the [Basic] tab, select the paper tray for printing the original.

→ You cannot select [Auto].



2 In the [Cover Mode] tab, select the [Carbon Copy] check box.



The [Carbon Copy Settings] window appears.

3 Specify the paper tray for carbon copies and output order, and click [OK].



| Settings | Description |
|---|---|
| [Original Copy] | The paper tray for printing the original is displayed. |
| [Carbon Copy Tray] | Select the paper tray for carbon copies. Select the check boxes for all paper trays to be used. |
| [Output Order] | Select the order of outputting carbon copies.<br>• [Tray]: Carbon copies are printed in order of selected trays. When an original of multiple pages is printed, all pages are printed on paper from one tray, then the next tray is used.<br>• [Page]: Carbon copies are printed page by page. When an original of multiple pages is printed, each page is printed on paper from all the selected trays. |

**Tips**

– You cannot print multiple copies when using the Carbon Copy function.

## 2.4.2     Printing Multiple Sets of Copies

### Specifying the number of copies ([Copies])

In [Copies] in the [Basic] tab, specify the number of copies you want to print.

⊙ **Reference**

*When you print a large number of copies, use of the Proof Print function will prevent a large number of mis-prints being created, thereby reducing the amount of waste paper generated. For details, refer to page 2-59.*

### Printing by sets ([Collate]/[Offset])

When multiple sets of copies are printed, the paper output position of each set is staggered to help you locate the first page of each set.
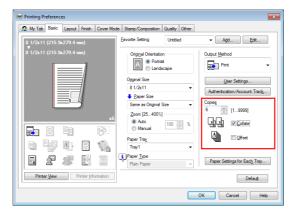
When the [Collate] check box on the [Basic] tab is selected, copies are output separately in a set-by-set manner, for example, "Pages 1, 2, 3, 4, and 5", "Pages 1, 2, 3, 4, and 5", and then "Pages 1, 2, 3, 4, and 5". When the [Offset] check box is selected, the sets are output in staggered layers.
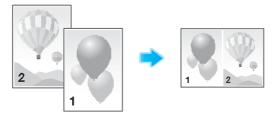
When you select both [Collate] and [Offset] check boxes, the output position is staggered for each set, allowing you to easily prepare handouts.
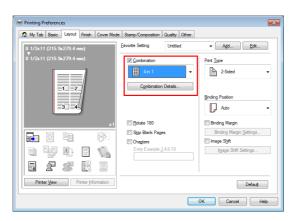


## 2.4.3    Saving the Number of Printed Sheets

### Printing multiple pages on the same side of a single sheet ([Combination])
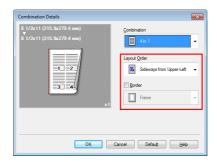
You can print multiple reduced size pages on the same side of a single sheet to reduce the number of pages to be printed.



In [Combination] in the [Layout] tab, select "N in 1". For example, when you select [9 in 1], every set of nine pages is reduced and printed on the same side of one sheet.

If necessary, click [Combination Details...] to set the page layout order and whether to input border lines between pages.
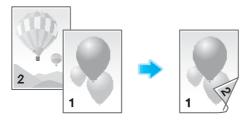


| Settings | Description |
|---|---|
| [Layout Order] | Select the page layout order. |
| [Border] | Select this check box when you want to draw border lines between pages. In addition, select the type of border lines from [Frame] and [Line]. |

**Tips**
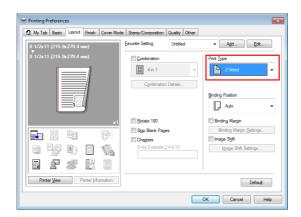
- By using this function in combination with the 2-Sided Print function ([Print Type]: [2-Sided]), you can save more amount of paper.

## Printing on both sides of paper ([2-Sided])

By using both sides of paper for printing, you can halve paper consumption.



In [Print Type] in the [Layout] tab, select [2-Sided]. [2-Sided] is specified by default.



**Tips**
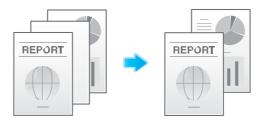
- By using this function in combination with the Combine function ([Combination]: "N in 1"), you can save more amount of paper.
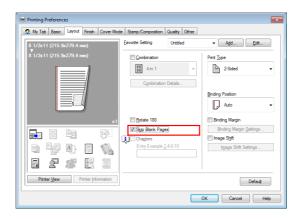
## Skipping blank pages ([Skip Blank Pages])

Blank pages contained in the original are skipped when the original is printed. You can reduce the number of printed sheets.



In the [Layout] tab, select the [Skip Blank Pages] check box.



**Tips**

- For some originals, blank pages are also printed.
- [Skip Blank Pages] is available only when the printer driver for Windows is used.

## 2.4.4 Binding Printed Sheets
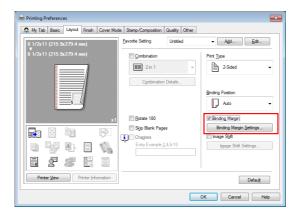
## Adding margin on pages ([Binding Margin])

A margin for binding is added on pages.

**1** In the [Layout] tab, select the [Binding Margin] check box.

→ In [Binding Position] in the [Layout] tab, specify the margin position.

**2** Click [Binding Margin Settings... ].

**3** Adjust the size of margin and click [OK].

| Settings | Description |
|---|---|
| [Shift Mode] | Select how the images are shifted for creating the margin. |
| [Front Side]/[Back Side] | Specify the size of the margin on the front side.<br>When you print on both sides, specify the size of the margin on the back side.<br>When the [Same value for front and Back sides] check box is selected, a margin of the same size is created on both front and back sides. |

**Tips**

– [Binding Margin] is available only when the printer driver for Windows is used.
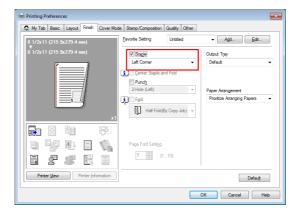
## Staple papers ([Staple])

Each set of papers can be stapled (at a corner or at two positions) and output automatically. This function is useful for preparing a project proposal or other booklet materials.

In the [Finish] tab, select the [Staple] check box. In addition, specify the number and positions of staples.



**Tips**

– To use [Staple], the optional **Finisher** is required.
– In [Binding Position] in the [Layout] tab, specify the staple position.
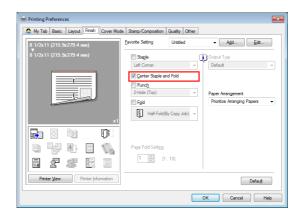
## Binding in the center of the paper ([Center Staple and Fold])

The printed sheets are bound in the center and folded before they are output.



In the [Finish] tab, select the [Center Staple and Fold] check box.

As the sheets are bound in the center, use the combined document data or set the [Print Type] to [Booklet] on the [Layout] tab.



**Tips**
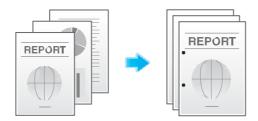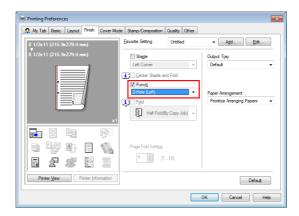
– To use the [Center Staple and Fold] function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

## Punching the printed sheets ([Punch])

Printed sheets are punched for filing before they are output. This function is useful when you want to bind printed materials in files.



In the [Finish] tab, select the [Punch] check box. In addition, specify the number and positions of punch holes.



📑 **Tips**

–   To use the [Punch] function, the **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.
–   In [Binding Position] in the [Layout] tab, specify the punch position.
–   The number of punched holes varies depending on the country you are in.

## Folding papers ([Fold])

The printed sheets are creased before they are output.

Half-Fold
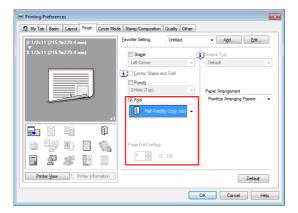


Tri-Fold

In the [Finish] tab, select the [Fold] check box, and select the folding mode.

When you want to fold page by page, specify the number of pages to be folded at one time in [Page Fold Setting].



**Tips**

– To use the Half-Fold function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

– To use the Tri-Fold function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

– This function cannot be used on originals that contain more pages than the number of pages that can be folded by this machine.

## Printing in a booklet format ([Booklet])

The pages in the original data are arranged and spread out in booklet format and printed on both sides of sheets. When the printed sheets are stacked and folded in two, the pages are arranged in the correct order.



In [Print Type] in the [Layout] tab, select [Booklet].



**Tips**

– By selecting [Fold] or [Center Staple and Fold] in the [Finish] tab in combination with this function, you can create booklet-form documents by folding the printed sheets in the center or by binding them using two staples in the center.
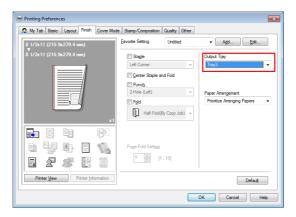
–       By selecting [Chapters] in the [Layout] tab in combination with this function, you can place the specified
        page on the front side.

⊙ **Reference**
*For details on the Center Staple function, refer to page 2-29. For details on the Fold function, refer to*
*page 2-30.*

## Specifying the output tray ([Output Tray])
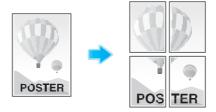
In [Output Tray] in the [Finish] tab, select the tray to which printed sheets are output.
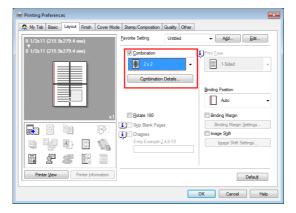


## 2.4.5    Adjusting the Layout

## Printing a poster-sized image ([Combination]) (PCL only)
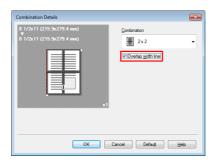
The original image is enlarged, divided, and printed on multiple sheets. When you join the printed sheets to-
gether, a large poster is created.



In [Combination] in the [Layout] tab, select "N x N". For example, when you select [2 x 2], one page of the
original image is enlarged, divided, and printed on four sheets.

As necessary, click [Combination Details...] to select whether to create overlap margins.
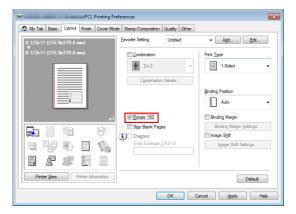


## Rotating the image 180 degrees ([Rotate 180])

The image is printed upside down. Use this function when printing on envelopes whose loading direction cannot be changed.
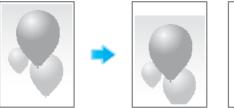


In the [Layout] tab, select the [Rotate 180] check box.
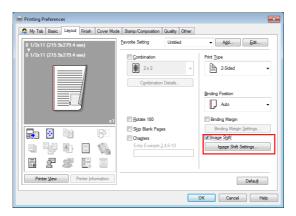


## Fine-tuning the print position ([Image Shift])

You can fine tune the print position of the image upward, downward, rightward, and leftward with respect to the paper. When an image is printed on the back side, you can also fine tune its position.

Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.
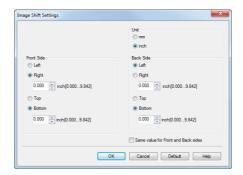
**1** In the [Layout] tab, select the [Image Shift] check box.



**2** Click [Image Shift Settings...].

**3** Adjust the upward/downward and rightward/leftward shift distances, and click [OK].

→ When printing images on both sides, selecting the [Same value for Front and Back sides] check box applies the same settings to both sides.
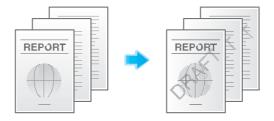


## 2.4.6    Adding Text or an Image to the Original
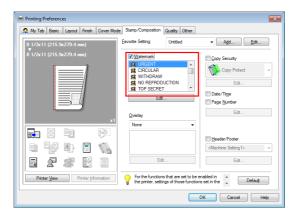
### Adding a watermark ([Watermark])

Text such as "NO REPRODUCTION" and "INTERNAL USE" are printed on the center of all pages in a tint color.

By printing a watermark, you can specify the handling policy of copied documents.

In the [Stamp/Composition] tab, select the [Watermark] check box. In addition, select the watermark you want to print.



## Tips
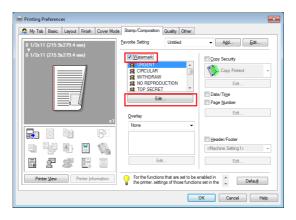
– [Watermark] is available only when the printer driver for Windows is used.
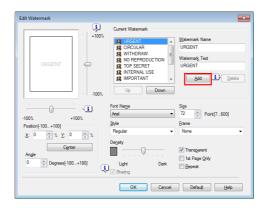
## Registering/editing a watermark

This machine has several factory-set watermarks. However, you can register new watermarks or edit existing watermarks as necessary.

**1** In the [Stamp/Composition] tab, select the [Watermark] check box, and click [Edit].

**2**    Click [Add] and register the watermark data.

→    To edit a registered watermark, select the watermark from the [Current Watermark] list, and edit the data.

→    To delete a registered watermark, select the watermark from the [Current Watermark] list, and click [Delete].

| Settings | Description |
| --- | --- |
| [Watermark Name] | Enter the name to be displayed in the watermark list (using up to 30 characters). |
| [Watermark Text] | Enter the text to be displayed as a watermark (using up to 30 characters). |
| [Up]/[Down] | Clicking these buttons changes the order of items in the list. You can move frequently used watermarks to upper positions. |
| [Position] | Specify the print position for the watermark.<br>• [X]/[Y]: Adjust the horizontal and vertical positions of the watermark. The values change as you move the slide bar.<br>• [Center]: Click this button to reset the watermark position to the center.<br>• [Angle]: Adjust the angle of the watermark. |
| [Font Name] | Select the font for the watermark. |
| [Size] | Specify the font size for the watermark. |
| [Style] | Select the font style for the watermark. |
| [Frame] | Select the frame for the watermark. |
| [Density] | Select the density of the watermark. |
| [Transparent] | Select this check box to print the watermark in a translucent tone.<br>When this check box is cleared, the printed watermark obscures the background. |
| [1st Page Only] | Select this check box to print the watermark only on the first page of the original. |
| [Repeat] | Select this check box to repeatedly print the watermark on each page. |
| [Sharing] | Select this check box to share the watermark with other users. |
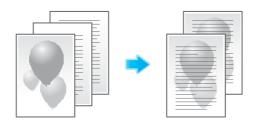
**3**    Click [OK].
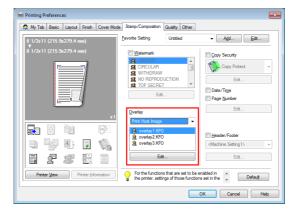
## Composing an overlay image ([Overlay])

An overlay image registered in the computer or this machine is recalled and printed on the original as a composite image.

– For details on how to register an overlay image on your computer, refer to page 2-39.
– For details on how to register an overlay image in a shared folder on the network, refer to page 2-39.
– For details on how to register an overlay image in this machine, refer to "User's Guide[Copy Operations]/[Adding Text or an Image to the Original]".
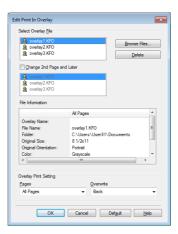
In [Overlay] in the [Stamp/Composition] tab, select [Print Host Image] or [Print Device Image] (PCL only), and then from the list, select the overlay image to be printed on the original as a composite image.

As necessary, click [Edit...] to add or delete overlay images. Alternatively, change the method of composing an overlay image.
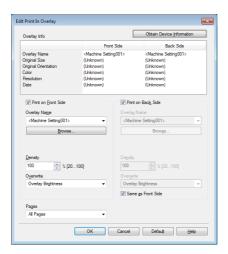
When you have selected [Print Host Image]:

| Settings | Description |
|---|---|
| [Select Overlay File] | Add or delete overlay images. |

| Settings | | Description |
|---|---|---|
| | [Browse Files...] | Add an overlay image to the list. |
| | [Delete] | The selected overlay images are deleted from the list. |
| | [Change 2nd Page and Later] | Select this check box to change the overlay image to be printed on the second and subsequent pages of the original. In addition, from the list, select the overlay image you want to use. |
| | [File Information] | Information on the selected overlay image is displayed. |
| [Overlay Print Setting] | | If necessary, change the method of composing an overlay image. |
| | [Pages] | Select the range of pages on which an overlay image is composed. |
| | [Overwrite] | Select whether to compose the overlay image by overwriting the image on the front side of the original, or to composite it on the back side of the original. |

When you have selected [Print Device Image]:



| Settings | | Description |
|---|---|---|
| [Obtain Device Information] | | If your computer can communicate with this machine, your computer obtains and displays the latest information on the overlay images registered in this machine. |
| [Overlay Info] | | Information on the overlay image selected from the list is displayed. |
| [Print on Front Side]/[Print on Back Side] | | Select this check box to compose an overlay image on the front and back sides. In addition, specify how to compose an overlay image. |
| | [Overlay Name] | Select the overlay image to be composed. Click [Browse...] to confirm the detailed overlay information. |
| | [Density] | Specify the density of the overlay image to be composed. |
| | [Overwrite] | Select whether to compose the overlay image by overwriting the image on the front side of the original, or to compose it on the back side of the original by watermarking the image. |
| | [Same as Front Side] | Select this check box to apply the settings for the front side to the back side. |
| [Pages] | | Select the range of pages on which an overlay image is composed. |

**Tips**
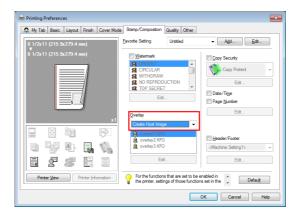
– [Overlay] is available only when the printer driver for Windows is used.

–    The **Hard Disk** is optional in some areas. [Print Device Image] is available when the optional **Hard Disk** and **Extension Memory** are installed on this machine.

## Creating an overlay image in the computer

In your computer, you can create an image that is composed on the original from [Overlay] in the [Stamp/Composition] tab. For example, you can register a corporate letterhead or other forms for use as a composite image on the original.

**1**    In application software, create an original to be registered in an overlay image.

**2**    In [Overlay] in the [Stamp/Composition] tab, select [Create Host Image].



**3**    In the application software, execute printing.

The [Create Overlay File] window appears.

**4**    Enter the file name and save the file.

The overlay image is saved on your computer. From then on, when you select [Print Host Image] in [Overlay] in the [Stamp/Composition] tab, the saved overlay image is displayed in the list and is also available.
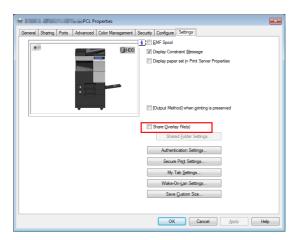
## Creating an overlay image in a shared folder

In a shared folder, you can create an image that is composed on the original from [Overlay] in the [Stamp/Composition] tab. The created overlay image can be shared by other users.

First, in the [Settings] tab, register a shared folder for storing the overlay image.
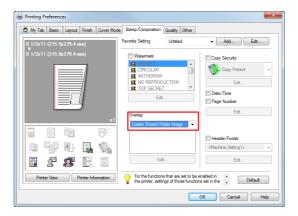
**1**    Display the [Properties] window of the printer driver.

→    For information on how to display the [Properties] window, refer to page 2-77.

**2**    In the [Settings] tab, select the [Share Overlay File(s)] check box.



The [Shared Folder Settings] window appears.

**3**    Specify the shared folder for storing the overlay image, and click [OK].

This completes the registration process of a shared folder. Then, create an overlay image.

**4**    In application software, create an original to be registered in an overlay image.

**5**    In [Overlay] in the [Stamp/Composition] tab, select [Create Shared Folder Image].



**6**    In the application software, execute printing.

The [Create Overlay File] window appears.

**7**    Enter the file name and save the file.

The overlay image is saved in the shared folder. From then on, when you select [Print Host Image] in [Overlay] in the [Stamp/Composition] tab, the saved overlay image is displayed in the list and is also available.
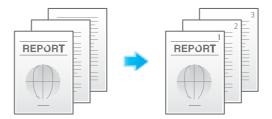
## Adding the print date/time or page number ([Date/Time]/[Page Number])

You can add the print date/time or page number to your printouts. If necessary, you can select the print position and format of the text.
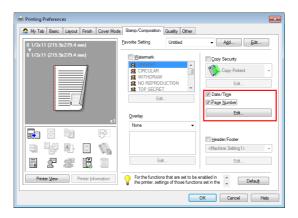
Date/Time

Page Number

In the [Stamp/Composition] tab, select the [Date/Time] or [Page Number] check box.

As necessary, click [Edit...] to change the print position and format of the text.

| Settings | Description |
|---|---|
| [Date/Time] | Change the print position or format of the date/time. |

| Settings | | Description |
|---|---|---|
| | [Format] | As necessary, click [Edit...] to specify the date/time format or whether to print the time. |
| | [Pages] | Specify the range of pages on which the date/time is printed. |
| | [Print Position] | Specify the print position for the date/time. |
| [Page Number] | | Change the print position of page numbers and the page from which the page number printing starts. |
| | [Starting Page] | Specify the page from which the page number printing starts. |
| | [Starting Page Number] | Specify the page number to be printed on the page specified in [Starting Page]. |
| | [Cover Mode] | Select this check box to print page numbers on the front and back covers when they are inserted. In addition, select the format. |
| | [Print Position] | Specify the print position for the page numbers. |

**Tips**
- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

## Adding information to the header/footer ([Header/Footer])

You can add and print the date and time and arbitrary text in the top or bottom margin (header/footer) of the original. You must register the information to be added for the header and footer in advance on this machine.

⊙ **Reference**
*For details on how to register the information to be added to the header and footer, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".*
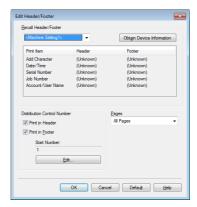
In the [Stamp/Composition] tab, select the [Header/Footer] check box. In addition, select the information you want to add to the header/footer.

As necessary, click [Edit...] to change the range of pages on which the header/footer is printed and other settings .

| Settings | Description |
|---|---|
| [Recall Header/Footer] | Select the header/footer to be recalled.<br>If your computer can communicate with this machine, clicking [Obtain Device Information] obtains and displays the latest header/footer information registered in this machine. |
| [Distribution Control Number] | Select whether to print copy numbers when printing multiple sets of copies.<br>• [Print in Header]: Select this check box to print the copy number in the header.<br>• [Print in Footer]: Select this check box to print the copy number in the footer.<br>As necessary, click [Edit...] to specify the copy number format and the page from which the copy number printing starts. |
| [Pages] | Select the range of pages on which the text is printed in the header/footer. |

**Tips**

– This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

– The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

## 2.4.7    Deterring Unauthorized Copying

### Printing a concealed security watermark ([Copy Protect])
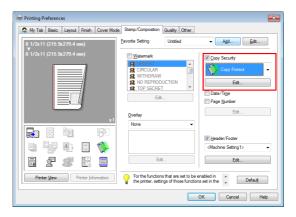
Text such as "Copy" and "Private" are printed in the background pattern as concealed text. This function is called the Copy Protect function.

When a copy-protected document is copied, the concealed security watermark appears on the entire page, thereby indicating that it is an unauthorized copy.



On the [Stamp/Composition] tab, select the [Copy Security] check box, and then select [Copy Protect].

As necessary, click [Edit...] to specify the text to be printed and the format of the text. For details, refer to page 2-45.



## Tips

– This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
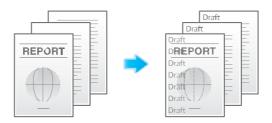
– The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

## Printing a stamp on the entire page ([Stamp Repeat])
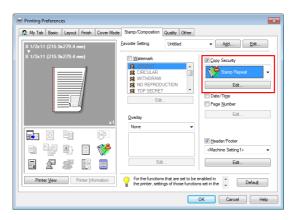
Stamp such as "Copy" and "Private" are printed on the entire page.

By printing text such as "Copy" or "Private" as a visible stamp, you can deter unauthorized copying.

On the [Stamp/Composition] tab, select the [Copy Security] check box, and then select [Stamp Repeat].

As necessary, click [Edit...] to specify the text to be printed and the format of the text. For details, refer to page 2-45.

**Tips**

– This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

– The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

## Configuring the print settings for Copy Security

When printing a copy security pattern on sheets, you can set the text to be printed and the format of the text as necessary.

◎ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

◎ The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

**1** On the [Stamp/Composition] tab, check the [Copy Security] box, and then click [Edit...].



**2** In the [Print Item] tab, select the item to be printed.

→ Items that can be specified vary depending on the selected copy security function.



| Settings | Description |
|---|---|
| [Characters] | Select this check box to print a text. In addition, select the text you want to print.<br>• You can select the text to be printed from the registered preset stamps and stamps registered by users.<br>• If your computer can communicate with this machine, clicking [Obtain Device Information] obtains and displays the latest stamp information registered in this machine. |
| [Date/Time] | Select this check box to add the print date/time.<br>As necessary, click [Edit...] to specify the format. |
| [Serial Number] | Select this check box to print the serial number of this machine. |
| [Distribution Control Number] | Select this check box to print copy numbers when printing multiple sets of copies.<br>As necessary, click [Edit...] to specify the start number and the number of digits. |
| [Job Number] | Select this check box to print the job numbers managed in this machine. |

**3** In the [Detail Settings] tab, set the print format.

→ Items that can be specified vary depending on the selected copy security function.



| Settings | Description |
|---|---|
| [Angle] | Select the angle of the text to be printed. |
| [Text Size] | Select the size of the text to be printed. |
| [Adjust Density...] | Adjust the density of the copy security pattern. |
| [Pattern Overwrite] | Select whether to compose the copy security pattern on the front or back side of the original. |
| [Background Pattern] | Select the copy security pattern from the background patterns registered in this machine. |
| [Pattern] | Select whether the text pattern is embossed or outlined when the original is subjected to unauthorized copying. |

**4** Click [OK].

## 2.4.8 Inserting Paper into the Original

### Inserting front and back covers ([Front Cover]/[Back Cover])
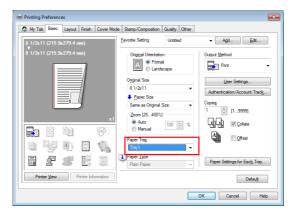
You can insert cover sheets, which may be different from those used for the body, before the first page and after the end page of the original.

The front and rear cover sheets can be a paper different from body pages (in paper color and thickness). You can print them at a time.

**1** In [Paper Tray] in the [Basic] tab, select the paper tray for printing the body pages.

→ You cannot select [Auto].
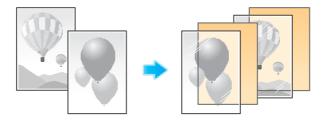
**2** In the [Cover Mode] tab, select the [Front Cover] or [Back Cover] check box.

→ If necessary, you can select whether to print the original on the inserted sheets or to leave them blank. When the inserted sheets are printed, the first page of the original is printed on the front cover and the last page of the original is printed on the back cover.

→ In [Front Cover Tray] or [Back Cover Tray], select the paper tray for the paper to be used as the front cover or the back cover.
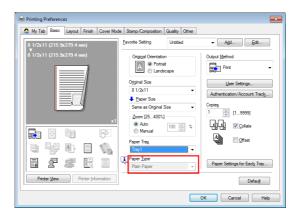
## Inserting paper between transparencies ([Transparency Interleave])

When printing on multiple OHP transparencies, you can insert the specified paper between the OHP transparencies. These sheets of paper prevent the OHP transparencies from sticking together due to heat generated during printing or static electricity.
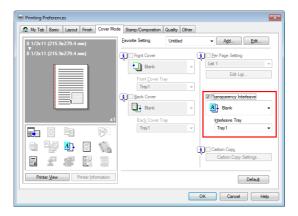
**1**    In [Paper Type] in the [Basic] tab, select [Transparency].

→    If you select [Transparency], the[Print Type] is set to [1-Sided].
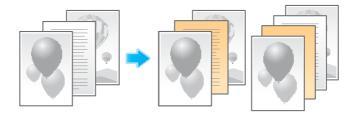


**2**    In the [Cover Mode] tab, select the [Transparency Interleave] check box.

→    In [Interleave Tray], select the paper tray for the paper to be inserted between OHP transparencies.

→    OHP interleaves are inserted as blank sheets.



## Inserting Paper into the Specified Pages ([Per Page Setting])

Paper different from other pages is inserted into the specified pages.

You can select color paper and thick paper as paper to be inserted. You can also select whether to print the original on the inserted paper.
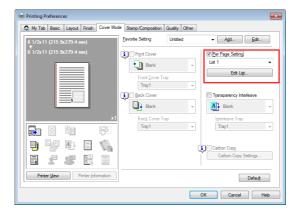


Create in advance a list that specifies the paper and print settings for each page. When printing on inserted paper, select the list you want to apply to printing.

**1**    In the [Cover Mode] tab, select the [Per Page Setting] check box, then click [Edit List...].

→  When you have already prepared a list, select the list you want to apply to printing.

**2**    Create a list by specifying the paper and print settings for each page.



| Settings | | Description |
|---|---|---|
| [Settings List] | | The settings for each page are displayed in a list. |
| | [List Name] | Select the list to be created. |
| | [Edit List Name] | If necessary, change the list name. |
| | [Up]/[Down] | These buttons move the order of settings in the list. They do not change the settings. |
| | [Add] | This button adds the setting to the list. |
| | [Delete] | This button deletes the setting selected in the list. |
| | [Tab Paper Settings] | When using index paper, set the number and positions of index tabs. |
| [Add/Edit] | | You can add settings to the [Settings List] or edit settings. |
| | [Page Number] | Enter the page numbers you want to add.<br>To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10"). |
| | [Change Settings] | Change the setting for the item selected in the [Add/Edit] list.<br>• [Print Type]: Select the print type applied when printing the specified pages.<br>• [Tab Paper]: Select whether to use index paper.<br>• [Paper Tray]: Select the paper tray for printing the specified pages.<br>• [Staple]: Select the staple position applied when the specified pages are stapled. |
| | [Tab Position] | Specify what number tab of index paper is to be used to print text. |
| | [Text on Tab] | Enter text to be printed as a tab of index paper using up to three lines. |
| | [Tab Text Details] | Specify the details such as the direction, position, or size for text to be printed as a tab of index paper. |

**3**    Click [OK].

## 2.4.9 Specifying the image quality
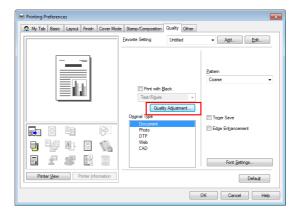
### Fine-tuning the image quality according to the original ([Quality Adjustment])

You can fine tune the image quality according to the original.
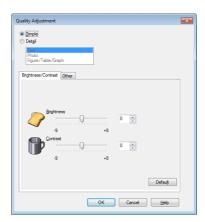
You can adjust the overall image quality of the original, and you can also adjust in detail the image quality of each element of the original, such as text and photos. When you are using the PCL driver, you can adjust the brightness and contrast.



**1** In the [Quality] tab, click [Quality Adjustment].



**2** Fine tune the image quality according to the original.

→ [Simple]: The image quality of the entire original is adjusted.

→ [Detail]: The image quality of the original is adjusted in detail for each element such as text, photos, figures, tables, and graphs.



**3** Click [OK].

**Tips**

– [Quality Adjustment] is available only when the printer driver for Windows is used.
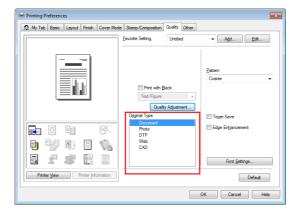
## Selecting the optimum image quality for the original ([Original Type])

Select the optimum settings for the original to print it at the optimum image quality level.

Select one of the following processes according to the original to be printed; the process suitable for originals consisting primarily of text, the process suitable for photos, the process suitable for originals created with DTP, the process suitable for printing Web pages, or the process suitable for printing CAD data.
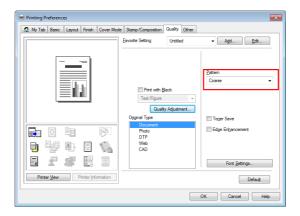


In [Original Type] in the [Quality] tab, select the optimum original type mode for the original.



## Specifying the graphic pattern density ([Pattern]) (PCL/XPS only)

In [Pattern] in the [Quality] tab, select the graphic pattern density.



**Tips**
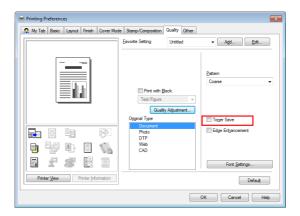
- [Pattern] is available only when the printer driver for Windows (PCL/XPS) is used.

## Saving toner ([Toner Save])

Selecting the [Toner Save] check box in the [Quality] tab adjusts the printing density in order to save the amount of toner consumed.
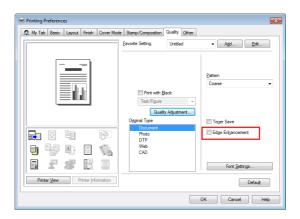


## Sharpening the border between text etc. ([Edge Enhancement])

Sharpen the edges of images such as text in the table and graphics to improve legibility.
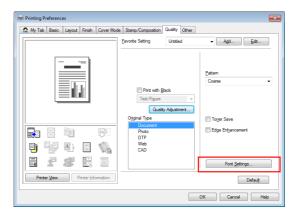


In the [Quality] tab, select the [Edge Enhancement] check box.



## Specifying font processing ([Font Settings]) (PCL/PS only)

Specify how the fonts are processed for printing.

**1** In the [Quality] tab, click [Font Settings].

**2** Change how the fonts are processed for printing.
→ PCL driver

→ PS driver

| Settings | Description |
|----------|-------------|
| [Download Font For-mat] | Select a type of fonts to be downloaded from the PC to this machine. |
| [Use Printer Fonts] | Select this check box to replace TrueType fonts with printer fonts during print-ing. Use of printer fonts increases the printing speed.<br>In normal printing operations, we recommend that you select this check box. |
| [TrueType Font Substi-tution Table] (PCL only) | Set this table when you want to specify the printer fonts that replace TrueType fonts.<br>From the list, select the TrueType font, then in [Printer Font to Use], select the printer font with which you want to replace the TrueType font. |

**3** Click [OK].
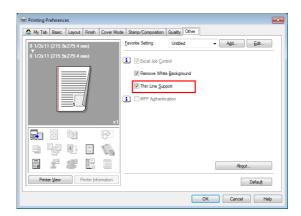
**Tips**

– If characters are garbled in an environment using the PCL driver, we recommend that you select [Bitm-ap] in [Download Font Format] and clear the [Use Printer Fonts] check box.
– [Font Settings] is available only when the printer driver for Windows (PCL/XPS) is used.

### Preventing failure in printing thin lines ([Thin Line Support]) (PCL only)

You can prevent thin lines from disappearing in reduced-size printing.

On the [Other] tab, select the [Thin Line Support] check box.
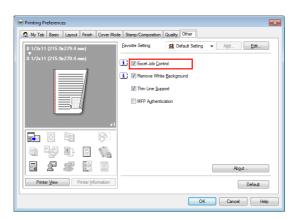
**Tips**

- This is effective for thin lines such as table borders created in Excel, but not for thin lines used in illustrations.
- [Thin Line Support] is available only when the printer driver for Windows (PCL) is used.

## 2.4.10 Printing Microsoft Excel/PowerPoint Data

### Printing multiple Excel sheets at one time

When multiple Microsoft Excel sheets with different print settings are printed at one time, this function prevents the sheets from being printed separately.

On the [Other] tab, check the [Excel Job Control] box.

**Tips**
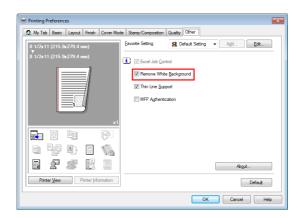
- [Excel Job Control] is available only when the printer driver for Windows is used.
  However, this function is not available when you are using 32-bit application software in the 64-bit environment (Windows Vista x64, Windows 7 x64, Windows 8 x64, Windows 8.1 x64, Windows Server 2003 x64, Windows Server 2008 x64, Windows Server 2008 R2, Windows Server 2012, or Windows Server 2012 R2).

## Composing and printing an image correctly in PowerPoint

The process executed when an overlay image is printed on a PowerPoint original with a white background is optimized. This function prevents the overlay image from being overwritten by the white background of the PowerPoint original.

In the [Other] tab, select the [Remove White Background] check box.
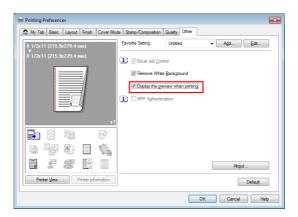


> 📑 **Tips**
> -    [Remove White Background] is available only when the printer driver for Windows (PCL/XPS) is used. However, this function is not available when you are using 32-bit application software in the 64-bit environment (Windows Vista x64, Windows 7 x64, Windows 8 x64, Windows 8.1 x64, Windows Server 2003 x64, Windows Server 2008 x64, Windows Server 2008 R2, Windows Server 2012, or Windows Server 2012 R2).

## 2.4.11    Previewing the Print Image (XPS Only)

The XPS driver has a function to preview the print image for your checking.

In the preview window, you can check the print image and delete unnecessary pages.
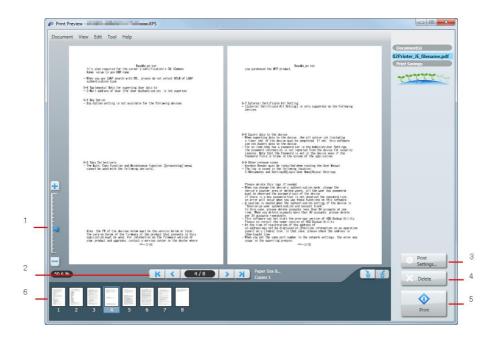
**1**    In the [Other] tab, select the [Display the preview when printing] check box.



**2**    In the application software, execute printing.

The preview window appears.

**3**    Check the print image, then execute printing.



| No. | Functions |
|---|---|
| 1 | Move this slider to enlarge or reduce the preview. |
| 2 | Click this button to switch the currently displayed page. |
| 3 | Click this button to change the print settings. |
| 4 | Click this button to delete the displayed print job. |
| 5 | Select this menu to start printing. |
| 6 | Select the page to be displayed. You can delete the selected page or pages. |

**Tips**

-    [Display the preview when printing] is available only when the printer driver for Windows (XPS) is used.

# 2.5    Printing Options

## 2.5.1    Making a Trial Printing ([Proof Print])
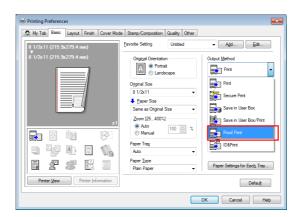
### Proof Print

The Proof Print function is used when printing multiple copies. It allows the printer to output one copy and pause the printing operation before printing the remaining copies.

Because you can check the print result before starting printing the remaining copies from the **Touch Panel**, this function is helpful to prevent a lot of misprints.



### How to print from the computer
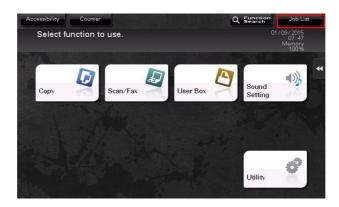
**1**    In [Output Method] in the [Basic] tab, select [Proof Print].



**2**    Specify the number of copies, then execute printing.

Only one copy is printed. Continue to "Operations on this machine".

### Operations on this machine

**1** Tap [Job List].



**2** While [Active] is displayed, tap [Release Held Jobs].



**3** Select the job you want to print.



**4** If necessary, tap [Change Setting] to change the print conditions.

→ To delete a job, tap [Delete].

**5** Tap [Start] or press the **Start** key.

The remaining copies are printed.

### Deleting a job

A job, which has been sent to this machine with [Proof Print] enabled, can be deleted remotely using **Web Connection** via the Web browser of the computer.

1   Access to the **Web Connection**, using the Web browser.

→ For information on how to access Web Connection, refer to "User's Guide[Web Management Tool]/[Basic Usage]".

2   Log in to the user mode.

→ For details on how to login to the user mode, refer to "User's Guide[Web Management Tool]/[Basic Usage]".

3   Click [Job] - [Current Jobs].

4   Click [Release Job].



5   Select the check box of the job to be deleted, and click [Delete].



6   Click [OK].

The selected job is deleted.

## 2.5.2     Printing Highly Confidential Documents ([Secure Print])

## Secure Print

The Secure Print function allows you to set an ID and a password for print data and to save the data in a box (Secure Print User Box) on this machine. Because the data is not printed within a short time period, this function prevents printed materials from being missing or left unattended.

Since you need to enter the ID and password from the **Touch Panel** to print the data saved in the box, this function is particularly suitable for safely printing highly confidential documents.



## Tips
- The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

## Related setting (for the administrator)
- You can limit printing from the computer only to Secure Print. (Default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## How to print from the computer

A single job allows you to print out a document of up to 2999 pages in length.

1 In [Output Method] on the [Basic] tab, select [Secure Print].

**2**    Enter the ID and password, then click [OK].



→   If you always use the same ID and password, registering them in advance eliminates the need for entering them each time. For details, refer to page 2-8.

**3**    Execute printing.

The data is saved in the Secure Print User Box. Continue to "Operations on this machine".

→   You can issue a print instruction from the **Control Panel** before print data scanning on this machine is completed. However, printing is executed after print data scanning on this machine has been completed.

## Operations on this machine

Data printed using the Secure Print function is saved in the Secure Print User Box. To print the saved data, you need to enter the ID and password specified in the printer driver.

For details on how to print, refer to "User's Guide[Box Operations]/[Print Classified Documents (Secure Print)]".

### Related setting (for the administrator)

–   You can delete all data saved in the Secure Print User Box. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

–   You can set a time to delete files automatically from the Secure Print User Box (Default: [1 day]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 2.5.3    Saving Originals in the Box on This Machine ([Save in User Box])

### Save in User Box

The Save in User Box function saves print data in a box on this machine. You can also print the data at the same time as it is being saved in the box.

You can use multiple User Boxes for different purposes, for example:

–   By saving data in a box that all users can access (Public Box) or in a box that the members of a specific department can access (Group Box), you can distribute the data.

–    By saving data in the private box (Personal Box), you can assure security because only you can open the box. The data in the box is not deleted by mistake.



**Tips**

–    The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

## Operations required to use this function

Register the boxes for storing print data on this machine.

For information on the procedure for registering boxes, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

⊙**Reference**
*You can also register boxes using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the User Box Environment]".*

## How to print from the computer

**1**    In [Output Method] in the [Basic] tab, select [Save in User Box].

→    When you want to print the data at the same time it is saved in the box, select [Save in User Box/Print].

**2** Enter the file name and the box number of the save location, click [OK].

→ Use a file name that helps you locate the data in the box.



→ If you always use the same file name and box number, registering them in advance eliminates the need for entering them each time. For details, refer to page 2-8.

**3** Execute printing.

The data is saved in the box on this machine.

## Using data saved in a box

You can print or send data saved in a box via E-mail or fax.

- For information on how to print data saved in a box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".
- For information on how to send data saved in a box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

## 2.5.4 Attaching Authentication Information

### Printing when authentication is set

When printing a document in an environment where user authentication or account track is employed, you need to send the authentication information (user name and password) to this machine to execute printing. This requirement limits the users who can use this machine, preventing unauthorized use by a third party.

When this machine receives a print job from a user who is not allowed to print or a print job without authentication information, this machine automatically discards the job.



**Tips**

- A print job without authentication information is a print job that is sent without correctly configuring the User Authentication/Account Track setting using the printer driver even though the User Authentication/Account Track setting is configured on this machine.
The status in which the User Authentication/Account Track setting is not configured correctly means that the [Auto] check box of [Obtain Settings...] is cleared and [User Authentication]/[Account Track] of [Device Option] is set to [None] in the [Configure] tab of the [Properties] windows of the printer driver.

If a print job is executed in this status by selecting [Print] in [Output Method] of the [Basic] tab at the time of printing, it is considered as a print job without authentication information.

### Related setting (for the administrator)

- You can specify the action that this machine takes when it receives a print job without authentication information (Default: [Restrict]). If printing is allowed, the unregistered user or account can execute printing even despite the intention of the administrator. If there is any problem on security or management, you should not change the initial settings. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

### ⊙ Reference
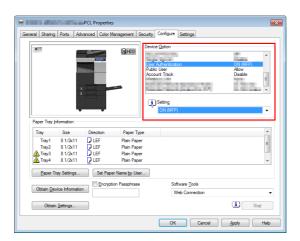
*When printing a highly confidential document in an environment where user authentication or account track is employed, using the ID & Print function enables high security printing. For details, refer to page 2-68.*

*If the quick authentication for printing server is installed, you can start printing by authentication with only the user name but without password entry. How to configure the setting is explained using* **Web Connection**. *For details, refer to "User's Guide[Web Management Tool]/[Restricting Users from Using this Device]".*

## Operations required to use this function

In the [Configure] tab of the printer driver, check that the User Authentication/Account Track setting is correctly configured.

**1** Display the [Properties] window of the printer driver.

→ For information on how to display the [Properties] window, refer to page 2-77.
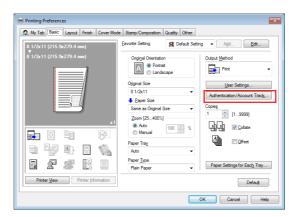
**2** In [Device Option] in the [Configure] tab, check that the User Authentication/Account Track setting is correctly configured for your operating environment.

→ If it is not configured correctly, select [User Authentication] or [Account Track] from the list, then change the relevant setting in [Setting].
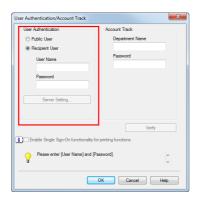


**3** Click [OK].

## How to print from the computer

**1**    In the [Basic] tab, click [Authentication/Account Track...].
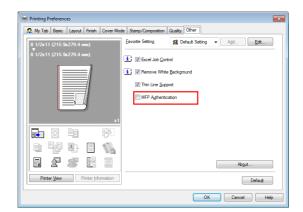


**2**    When user authentication is enabled, select [Recipient User], then enter the user name and password.

→    When this machine is accessible to public users (unregistered users), selecting [Public User] enables you to execute printing without entering the user name and password.

→    When an external authentication server is used, click [Server Setting...] and select the authentication server.



→    If you always use the same user name and password, registering them in advance eliminates the need for entering them each time. For details, refer to page 2-8.

**3**    If account track is enabled, enter the account name and password.

→    If you always use the same account name and password, registering them in advance eliminates the need for entering them each time. For details, refer to page 2-8.

**4**    Click [OK].

→    If your computer can communicate with this machine, clicking [Verify] executes authentication based on the authentication information that has been input. You can check the authentication information for errors before starting printing.

**5** To perform MFP authentication when external server authentication is used together, select the [MFP Authentication] check box in the [Other] tab.



**6** Execute printing.

Printing starts successfully when the authentication information is judged correct.

**Related setting (for the administrator)**

– If [ID & Print] is set to [ON] in [ID & Print Settings], a print job is considered as an ID & Print job even if [Output Method] is set to [Print] for the printer driver (default: [OFF]). For details on [ID & Print Settings], refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 2.5.5    Printing at the Same Time as Authentication (ID & Print)

### ID & Print

The ID & Print function saves print data in a box on this machine in an environment where user authentication is employed. Because the data is not printed within a short time period, this function prevents printed materials from being missing or left unattended.

Since you need to be authenticated in this machine to print the data saved in the box, this function is suitable for safely printing highly confidential documents. When you are successfully authenticated, the print data of the login user is automatically printed. This enhances security as well as ensures smooth operation.



**Tips**

– The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

**Related setting (for the administrator)**

– You can specify the action that this machine takes when the ID & Print function is used. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

– You can set a time to delete files automatically from the ID & Print User Box (Default: [1 day]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

–    Select whether to ask the user if they want to delete the file from the ID & Print User Box after it is printed or to always delete the file without making confirmation (Default: [Confirm with User]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## How to print from the computer

A single job allows you to print out a document of up to 2999 pages in length.

**1**    In the [Basic] tab, click [Authentication/Account Track...].

**2**    Enter the authentication information, and click [OK].

→    For details, refer to page 2-65.

**3**    In [Output Method], select [ID&Print].

**4** Execute printing.

The data is saved in the ID & Print User Box. Continue to "Operations on this machine".

→ You can issue a print instruction from the **Control Panel** before print data scanning on this machine is completed. However, printing is executed after print data scanning on this machine has been completed.

## Operations on this machine

**1** Tap the [User Name] field or keyboard icon, and enter the user name and password.



**2** Check that [ID & Print/MFP Access] is selected in [ID & Print], and tap [Login].

When you are successfully authenticated, all data items saved in the ID & Print User Box are printed.

→ After data has been printed, do not log in to the machine.

→ When you select [Access Basic Screen] in [ID & Print], you can log in without starting printing.

→ You can change the default value for [ID & Print] (Default: [ID & Print/MFP Access]) if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

⊙ **Reference**
*To print a particular data item in the ID & Print User Box, open the ID & Print User Box and select the data item. For details on how to print, refer to "User's Guide[Box Operations]/[Print on MFP under Authentication Control (ID & Print)]".*

## Operations on this machine (when an Authentication Unit is used)

When an optional **Authentication Unit (biometric type)** or **Authentication Unit (IC card type)** is used, you can execute printing just by touching the authentication unit with your finger or IC card.

◎ You may be required to enter the user name and password before touching the unit with your finger or IC card due to the authentication settings. Tap the [User Name] or [Password] field or keyboard icon, and enter the user name or password.

**1** Check that [Authentication Device] is selected in [Authentication Method].

**2**    Check that [ID & Print/MFP Access] is selected in [ID & Print], and touch the **Authentication Unit** with your finger or IC card.

When you are successfully authenticated, all data items saved in the ID & Print User Box are printed.

→  After data has been printed, do not log in to the machine.

→  When you select [Access Basic Screen] in [ID & Print], you can log in without starting printing.

→  You can change the default value for [ID & Print] (Default: [Print & Access Basic Screen]) if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

**Related setting (for the administrator)**

–    When the ID & Print function is used on an **Authentication Unit**, you can select whether to request user authentication for printing each data item or to allow the user to print all data items once the user is authenticated (Default: [Print All Jobs]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 2.5.6    Printing in the Single Sign-on Environment of Active Directory

### Single sign-on

When the print service of this machine joins a domain of Active Directory, users can execute printing from computers in the same domain without entering the authentication information (user name and password). The authentication information entered in the login page on the computer is used for this authentication.
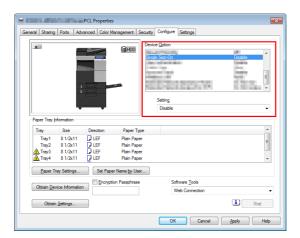


### Operations required to use this function

In the [Configure] tab of the printer driver, check that the User Authentication and Single sign-on settings are correctly configured.

◎    Before using this function, configure a setting to join this machine in the Active Directory domain. For details, refer to "User's Guide[Web Management Tool]/[Restricting Users from Using this Device]".

**1**    Display the [Properties] window of the printer driver.

→  For information on how to display the [Properties] window, refer to page 2-77.
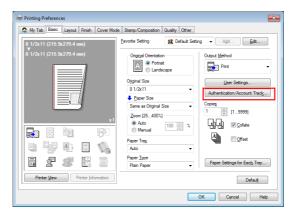
**2**    In [Device Option] in the [Configure] tab, check that the [User Authentication] and [Single Sign-On] settings are correctly configured for your operating environment.

→   If they are not configured correctly, select [User Authentication] and [Single Sign-On] from the list, and then change the relevant settings in [Setting].

→   You can set the [Single Sign-On] option to [Enable] if you have set the [User Authentication] to [ON (External Server)] or [ON (MFP) + ON (External Server)].
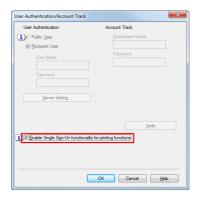


## Printing procedure

**1**    In the [Basic] tab, click [Authentication/Account Track...].



**2**    Check [Enable Single Sign-On functionality for printing functions] box, and click [OK].

→   The login name in the PC is displayed in the [User Name] field.



**3**    Click [OK].

**4** Execute printing.

Printing starts.

## 2.5.7 Changing the Encryption Passphrase

### Encryption Passphrase

An encryption passphrase is information used for encrypting the password that is sent to this machine for printing using the printer driver.

When printing is executed, some functions may send an authentication password such as the user password or account password. The password is encrypted using the encryption passphrase specified in advance in this machine. However, you can change the encryption passphrase when necessary.

To change the encryption password, you need to set the same encryption passphrase in this machine and in the printer driver.

**Tips**

– If the encryption passphrase set in this machine differs from the one set in the printer driver, printing cannot be executed because this machine cannot decrypt the encrypted password.

### Operations required to use this function (for the administrator)

**1** Tap [Utility] - [Administrator Settings] - [Security Settings] - [Driver Password Encryption Setting].



**2** Select [User-Defined] and tap [Encryption Passphrase].

**3** Tap [Encryption Passphrase] and enter the new encryption passphrase (using up to 20 alphanumeric characters, including symbols).

→ Tap [Encryption Passphrase Confirmation], then enter the encryption passphrase again.

→ An encryption passphrase using a series of the same letters (for example, "1111") is invalid.

**4** Tap [OK].

This sets the encryption passphrase.

### Setting the printer driver

◎ Do not perform the following steps when you do not want to change the encryption passphrase on this machine.

◎ If OpenAPI communication is SSL-encrypted and the device information can be automatically obtained from the printer driver, the encrypted passphrase can be obtained from this machine. For details on how to encrypt OpenAPI communication with SSL, refer to "User's Guide[Descriptions of Functions/Utility  Keys]/[Utility]".

**1** Display the [Properties] window of the printer driver.

→ For information on how to display the [Properties] window, refer to page 2-77.
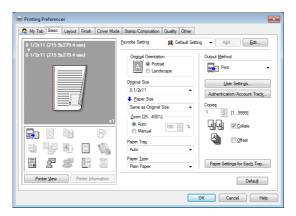
**2**   On the [Configure] tab, select the [Encryption Passphrase] check box and enter the encryption passphrase (using up to 20 alphanumeric characters, including symbols) that you have set on this machine.

→   Do not select the [Encryption Passphrase] check box unless you want to change the encryption passphrase on this machine.

**3**   Click [OK].

## Printing procedure

**1**   On the [Basic] tab, set up the print function which uses the password for [Secure Print], [Save in User Box], [User Authentication] and others.

**2**   Execute printing.

The password is encrypted with the encryption passphrase being set by the printer driver, and the encrypted password is transmitted to this machine. The password is decrypted with the encryption passphrase being set on this machine, and it is printed out or stored in the box.

## 2.5.8    Printing Using the PPD Driver for Applications

### PPD driver for applications

Install the PPD driver for applications when using PageMaker or other applications that requires a PPD.

PPD registration destination (Example: Adobe PageMaker)

–    For PageMaker 6.0:
Copy the PPD file to RSRC\PPD4 under the folder to which PageMaker is installed.

–    For PageMaker 6.5 and 7.0:
Copy the PPD file to RSRC\<Language>\PPD4 under the folder to which PageMaker is installed.

### Printing procedure

The following describes the printing procedure in which the PPD driver for applications is used.

**1**    Open the data in the application. From the menu bar, click [File] - [Print].

**2**    From the [PPD] box in the print window, select this machine.

**3**    In [Paper] or [Features], configure the print settings.

**4**    Click the [Print] button to execute printing.

## 2.5.9    Spooling Print Data on the Server (My Print Manager)

### My Print Manager

**My Print Manager** is application software used to build a universal print environment.

Using **My Print Manager** allows a user to spool print data on the server. A user can select any MFPs and download print data from the server to print.

**Tips**
–    However, a user needs to separately purchase **My Print Manager** and build a server-client environment in advance. For details, refer to the **My Print Manager** manual.

### How to print from the computer

◎    To spool print data on the server, specify a virtual printer as the target printer. For details on a virtual printer, refer to the **My Print Manager** manual.

**1**    Open the data using application software, then select the print function from the menu.

**2**    Specify a virtual printer as the target printer.

**3**    Execute printing.

Print data is spooled on the server.

## Operations on this machine

**1** Enter the user name and password.



**2** Check that [ID & Print/MFP Access] is selected in [ID & Print], and tap [Login].

→ When you select [Access Basic Screen] in [ID & Print], you can log in without starting printing.

→ You can change the default value for [ID & Print] (Default: [ID & Print/MFP Access]) if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

If authentication succeeds, all the spooled data is printed.

⊙ **Reference**
*To print only a particular data item, open the ID & Print User Box, then select the data item. For details, refer to the* **My Print Manager** *manual.*

**Related setting (for the administrator)**
– You can let the user select whether to delete the printed data from the ID & Print User Box (default: [Confirm with User]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

# 2.6 Setting Items in the Printer Driver
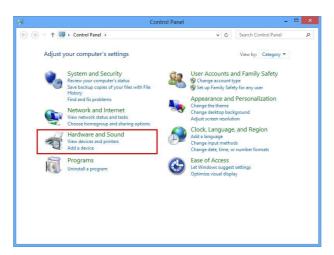
## 2.6.1 [Properties] Window of the Printer Driver

### How to display the [Properties] window

The printer driver has two windows for configuring settings: the [Properties] window and the [Printing Preferences] window. This section describes the [Properties] window.

In the [Properties] window, you can configure settings for the optional environment of this machine or Windows functions. To display the [Properties] window, take the following steps:

**1** Display the printer window.

→ In Windows 8.1, click [⊕]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].



→ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].



→ In Windows 7/Server 2008 R2, click [Devices and Printers] from the Start menu.
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].



→ In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu.
When [Control Panel] is displayed in Classic View, double-click [Printers].

→ In Windows Server 2003, open the Start menu, then click [Printers and Faxes].
If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] -
[Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].

**2** Open the printer properties.

→ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printer Properties], click the displayed printer name.

→ In Windows Vista/Server 2003/Server 2008, right-click the icon of the installed printer, then click [Properties].

The [Properties] screen appears.

## Tabs provided by Windows
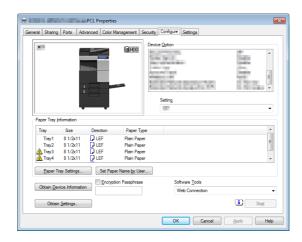
The [General], [Sharing], [Port], [Advanced], [Color Management], and [Security] tabs are provided by Windows.

You can print a test page, configure printer sharing, configure printer ports, etc. For details, refer to the Windows manuals.

## 2.6.2    Available Operations in the [Configure] Tab

In the [Configure] tab, specify which options are installed in this machine, which paper type is assigned to a paper tray, and other information using the printer driver. You can automatically obtain information of this machine to configure settings and manually register them.



| Settings | | Description |
|---|---|---|
| [Device Option] | | The model name, options installed on this machine, and authentication settings of this machine are displayed.<br>When the settings of this machine cannot be obtained, you need to manually change the settings. Select an item to change from the list, and set a value in the [Setting]. |
| [Paper Tray Information] | | The paper types assigned to the paper trays of this machine are displayed.<br>When the settings of this machine cannot be obtained, you need to manually change the settings. In [Paper Tray Settings...], change the paper type assignment. |
| [Set Paper Name by User...] | | Register the user paper name used in the printer driver. Set a paper name and a paper type as the custom paper name. |
| [Obtain Device Information] | | The PC communicates with this machine and obtains the optional device installation information.<br>In [Obtain Settings...], set the method of obtaining the information on this machine. |
| [Obtain Settings...] | | Configure the settings to obtain the information of this machine. |
| | [Auto] | Select this check box to automatically obtain the information of this machine. |
| | [Destination Settings] | Set the communication method to get information from this machine.<br>• [Device which Connect with Printer Port]: Information is obtained from the printing port specified in the [Port] tab in the printer driver.<br>• [Specify IP Address or Printer Name]: Information is obtained by connecting to a device with the entered IP address or printer name. |
| | [Read Community Name] | Enter the Read Community Name used for obtaining information from this machine if you have changed the SNMP Read Community Name on this machine. |
| | [Enter Password to acquire Device Information] | Enter the password for user authentication if the device information is password protected against access through the printer driver on this machine. |

| Settings | Description |
|---|---|
| [Encryption Passphrase] | Select this check box when you want to set your own encryption passphrase. The encryption passphrase is used for encrypting the authentication password that is sent to this machine for executing printing. In normal circumstances, the authentication password is encrypted using the encryption passphrase registered in advance in this machine. However, you can change the encryption passphrase when necessary.<br>To change the encryption passphrase, change the setting in this machine, then, in the printer driver, enter the same encryption passphrase as that specified in this machine. For details on how to change the encryption passphrase, refer to page 2-73. |
| [Software Tools] | You can start up the software tools such as **Web Connection**. |

**Tips**
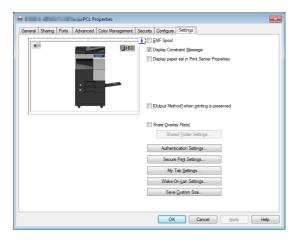
- When [Auto] in [Obtain Settings...] is enabled and the computer is unable to communicate with this machine, the computer takes a long time to display the [Properties] window or the [Printing Preferences] window.
- If you are using the machine from a Windows Server 2003 PC via USB connection, [Obtain Device Information] cannot be used.

**Related setting (for the administrator)**

- The device information collection from printer driver can be restricted by password (default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 2.6.3    Available Operations in the [Settings] Tab

In the [Settings] tab, you can change the default settings for how confirmation messages are displayed as well as the screen for inputting authentication information.



| Settings | Description |
|---|---|
| [EMF Spool] | Select this check box when meta file (EMF) spooling is required in your own system environment. |
| [Display Constraint Message] | Select this check box to display a message indicating that you have selected printer driver functions that cannot be used together. |
| [Display paper set in Print Server Properties] | Select this check box when using the paper added in [Server Properties] in the printer window. |
| [[Output Method] when printing is preserved] | The [Output Method] settings in the [Basic] tab are saved. This option is helpful when you want to repeat printing with the same output method settings. |
| [Share Overlay File(s)] | To share overlay files, set a shared folder on the network for storing them. |

| Settings | Description |
|---|---|
| [Authentication Settings...] | Configure the User Authentication/Account Track settings.<br>• [Verify Authentication settings before printing]: Select this check box to enable the [Verify] button in the [Authentication/Account Track] dialog box.<br>• [Popup Authentication Dialog when printing]: Select this check box to display the [Authentication/Account Track] dialog box when starting printing. This option reminds you to enter the user name and password.<br>• [Do not allow changes to the [User Name]]: This option restricts changes to [User Name] of [Recipient User] in the [Authentication/Account Track] dialog box in the [Basic] tab.<br>• [Do not allow changes to the [Password]]: This option restricts changes to [Password] of [Recipient User] in the [Authentication/Account Track] dialog box in the [Basic] tab. |
| [Secure Print Settings...] | Configure the Secure Print settings.<br>• [Secure Print only]: [Output Method] in the [Basic] tab is fixed to [Secure Print].<br>• [Enter ID/PWD to execute secure print]: Select this check box to display the [Secure Print] dialog box when starting secure printing. This option reminds you to enter the ID and password.<br>• [Print without Password]: Specify whether to allow users to print without entering the password. |
| [My Tab Settings...] | Configure the display settings for [My Tab] when using [My Tab] of the printer driver.<br>• [Display My Tab]: Select this check box to use [My Tab].<br>• [Share My Tab]: Select this check box to share the settings in [My Tab]. When the printer driver is installed in a client by specifying the shared printer on the server, the [My Tab] settings configured on the server are applied to the client.<br>• [Prohibit Editing]: Select this check box to prohibit the clients from editing [My Tab].<br>• [Display Note]: Select this check box to display notes in [My Tab] when [My Tab] is opened. |
| [Wake-On-Lan Settings...] | Configure a setting for the Wake-On-Lan function.<br>The setting on the machine side is required in advance to use the Wake-On-Lan function. How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Managing the Machine Status]".<br>• [Awake before print from Power Saving Mode]: Select this check box to return to the normal mode before sending a print job when the machine is set to the ErP Auto Power Off mode.<br>• [MAC Address]: In the administrator mode of **Web Connection**, select [Network] - [Extended Network Settings] - [Device Setting], then enter the MAC address that is displayed. |
| [Save Custom Size...] | If you print on odd size paper, specify the size to register the paper.<br>The registered paper size can be selected from [Original Size] in the [Basic] tab. |

**Tips**

– [EMF Spool] is a function of the PCL driver.

– [Save Custom Size...] is a function of the PCL driver.

– To use the EMF spool function with a PS/XPS driver, select the [Enable advanced printing features] check box in the [Advanced] tab to enable the EMF spool function.

– The procedure for opening [Server Properties] is as follows:
In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, select a printer, and click [Print Server Properties] on the toolbar.
In Windows Vista/Server 2008, right-click on the area that has nothing displayed in the [Printers] window, then click [Run as administrator] - [Server Properties].
In Windows Server 2003, click the [File] menu, then [Server Properties].

– The paper set in Print Server Properties for the printer driver is allowable in the following ranges.
Custom sizes available in printer driver:
Width: 3-9/16 to 11-11/16 inches (90.0 to 297.0 mm), Length: 5-1/2 to 17 inches (139.7 to 431.8 mm)
Allowable range of large size 1:
Width: 11-11/16 to 33-1/8 inches (297.1 to 841.0 mm), Length: 5-1/2 to 46-13/16 inches (139.7 to 1189.0 mm)
Allowable range of large size 2:

Width: 3-9/16 to 11-11/16 inches (90.0 to 297.0 mm), Length: 17 to 46-13/16 inches (431.9 to 1189.0 mm)

The paper sizes registered in the range of the above custom sizes are available in both [Original Size] and [Paper Size] of the printer driver. However, the paper size registered in the allowable range of each large size is available only in [Original Size] of the printer driver.

– The **Hard Disk** is optional in some areas. To use [Secure Print only] or [Enter ID/PWD to execute secure print] in [Secure Print Settings], the optional **Hard Disk** must be installed in this machine.

– If you set the function layout on the [My Tab] using the **Driver Packaging Utility**, each user can use those functions in the same layout.

When creating a driver package with **Driver Packaging Utility**, move the printer driver that is used as a source of the package to the desired position in My Tab. In [My Tab Settings...], select the [Display My Tab] and [Share My Tab] check boxes, then configure **Driver Packaging Utility** to copy the printer settings. For details on the **Driver Packaging Utility** settings, refer to the **Driver Packaging Utility** Help.

⊙ **Reference**

*For details on how to edit [My Tab], refer to page 2-17.*
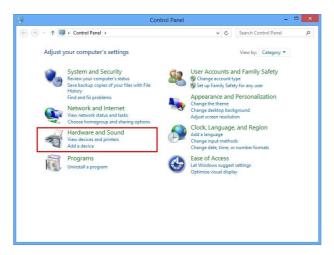
## 2.6.4 [Printing Preferences] Window of the Printer Driver

### How to display the [Printing Preferences] window

The printer driver has two windows for configuring settings: the [Properties] window and the [Printing Preferences] window. This section describes the [Printing Preferences] window.

The [Printing Preferences] window has multiple tabs on each of which related functions are grouped to enable you to configure print functions unique to this machine. To display the [Printing Preferences] window, take the following steps:

**1** Display the printer window.

→ In Windows 8.1, click [⊕]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].



→ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].



→ In Windows 7/Server 2008 R2, click [Devices and Printers] from the Start menu.
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].



→ In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu.
When [Control Panel] is displayed in Classic View, double-click [Printers].

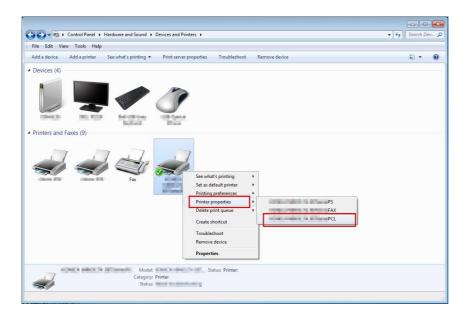→ In Windows Server 2003, open the Start menu, then click [Printers and Faxes].
  If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] -
  [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].

**2** Open [Printing Preferences].

→ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printing Preferences], click the displayed printer name.

→ In Windows Vista/Server 2003/Server 2008, right-click the icon of the installed printer, and click [Printing Preferences...].

The [Printing Preferences] window of the printer appears.

## Tips

– The print settings changed here are registered as default values. When you want to temporarily change settings to print from application software, click [Properties] (or [Preferences]) in the [Print] window to open the [Printing Preferences] window.

## Items common to each tab

The following explains the commonly used settings and buttons in each tab.

| Settings | Description |
|---|---|
| [Favorite Setting] | You can register the current print settings as a favorite and recall it when executing printing.<br>For details on the [Favorite Setting], refer to page 2-16. |
| View | Selecting [Paper View] displays a sample page layout based on the current settings for checking the output result image.<br>Selecting [Printer View] displays a printer figure showing the options, such as paper trays, installed in the machine. |

| Settings | Description |
|---|---|
| [Printer Information] | Click this button to start **Web Connection** and check the printer information. This button is enabled only when your computer can communicate with this machine. |
| [OK] | Applies the changes made to the settings and closes the setting window. |
| [Cancel] | Discards (or cancels) the current changes and closes the setup window. |
| [Help] | Displays the help for each item in the window. |
| [Default] | Reverts the settings to their default values. |

## 2.6.5    Available Operations in [My Tab]

[My Tab] allows you to customize the display contents.

You can gather setting items from difference tabs and place them in [My Tab]. Registering frequently used setting items in [My Tab] allows you to change settings in one tab, without switching among multiple tabs.

For details on how to edit [My Tab], refer to page 2-17.

| Settings | Description |
|---|---|
| [More Details] | Click this button to display the Help of [My Tab]. |
| [Do not show again] | Select this check box if you do not want to display the comment field containing [More Details]. |
| [Edit My Tab...] | Click this button to register or delete the functions displayed in [My Tab]. |

**Tips**
- The comment field containing [More Details] or [Do not show again] is not displayed if [Display Note] is disabled in [My Tab Settings] in the [Settings] tab of the [Properties] window.
- [Edit My Tab...] is not displayed when the [Settings] tab - [My Tab Settings] - [Prohibit Editing] is enabled in the [Properties] window.

⊙ **Reference**
*For details in the [Settings] tab, refer to page 2-82.*

## 2.6.6    Available Operations in the [Basic] Tab

In the [Basic] tab, you can configure basic settings about paper or printing. Functions that are frequently used in normal printing are placed in this tab.

| Settings | Description |
|---|---|
| [Original Orientation] | Specify the orientation of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting. |
| [Original Size] | Select the size of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting. To print on custom sized paper, select [Custom Size] and specify the width and length. For details, refer to page 2-20. |
| [Paper Size] | Select the size of paper for printing. If this setting differs from the original size and [Zoom] is set to [Auto], the original is enlarged or reduced to the selected paper size. To print on custom sized paper, select [Custom Size] and specify the width and length. For details, refer to page 2-20. |
| [Zoom] | Select how the print image is enlarged or reduced.<br>• [Auto]: The image is enlarged or reduced to the size specified in [Paper Size].<br>• [Manual]: The image is enlarged or reduced by the specified ratio (25 to 400%). |

| Settings | Description |
|---|---|
| [Paper Tray] | Select the paper tray for the printing paper.<br>When you select [Auto], the tray containing the paper selected in [Paper Size] is automatically used. |
| [Paper Type] | When you have selected [Auto] in [Paper Tray], select the type of paper for printing. When you have selected anything other than [Auto], the paper type selected in [Paper Settings for Each Tray...] is used. |
| [Output Method] | Select the method to use to print the original from this machine. |

| | | |
|---|---|---|
| | [Print] | Select this option to print normally. |
| | [Secure Print] | Select this option to print highly confidential documents. Printing is allowed when the ID and password are entered on this machine.<br>For details, refer to page 2-61. |
| | [Save in User Box] | Select this option to save the original in a box on this machine.<br>For details, refer to page 2-63. |
| | [Save in User Box/Print ] | Select this option to save the original in a box on this machine and print it at the same time.<br>For details, refer to page 2-63. |
| | [Proof Print] | Select this option to print a large number of copies. This machine prints only one copy and waits for the user's command before printing the remaining copies.<br>For details, refer to page 2-59. |
| | [ID&Print] | Select this option to print highly confidential documents in an environment where user authentication is employed. Printing is allowed when the user is authenticated to use this machine.<br>For details, refer to page 2-68. |

| Settings | Description |
|---|---|
| [User Settings...] | When you have selected [Secure Print] or [Save in User Box] ([Save in User Box/Print]) in [Output Method], enter the required information. |
| [Authentication/Account Track...] | When user authentication or account track is employed, enter the user name or account name and the password. For details, refer to page 2-65. |
| [Copies] | When printing multiple sets of copies, specify the number of sets. |
| [Collate] | When printing multiple sets of copies, select this check box to output sets of copies one by one.<br>When this check box is cleared, the first page of the original is printed on as many sheets as the number specified in [Copies], and then each of the subsequent pages is printed in this manner. |
| [Offset] | When printing multiple sets of copies, select this check box to output each set as a staggered layer. |
| [Paper Settings for Each Tray...] | Specify the type of printing paper for each tray. When you specify anything other than [Auto] in [Paper Tray], the paper type information specified here is applied.<br>Ensure that the settings correspond correctly to the paper that has been loaded into the paper trays of this machine. Use this setting when you cannot change the settings in the [Configure] tab of the [Properties] window because you do not have the administrator privileges.<br>Select the tray in [Printer Driver Settings]. Then, in [Paper Type], specify the type of the paper to be loaded in the selected tray. Clicking [Reflect Device Status] reflects the settings. |

**Tips**

- In [Original Size], you can select A0, A1, A2, B1, B2, or B3. However, the original is reduced to the size specified in [Paper Size]. In this case, you cannot select [Same as Original Size] in [Paper Size]. Likewise, the large size registered in Print Server Properties is also reduced to the size specified in [Paper Size]. The paper set in Print Server Properties is available when the [Display paper set in Print Server Properties] check box is selected in the [Settings] tab.
- When you want to print on the entire paper of the standard size, select "W" for each standard size in [Original Size]. The original is printed at the center of paper larger than the original.
  For example, if you want to center and print 8-1/2 x 11 (A4) size data on 11 x 17 (A3) sized paper, create data with the "8-1/2 x 11W (A4W)" size, and then, using the printer driver, set [Original Size] to [8-1/2 x

11W (A4W)] and specify the paper tray to be used as [Paper Tray] .
On this machine, load 11 x 17 (A3) size paper into the tray to use, and check the paper size as follows. Select the tray in [Paper] for the copy mode. Select [Change Tray Setting] - [Wide Paper], specify [8-1/2 x 11W (A4W)] and make sure that the [Paper Size] is set to [Auto Detect] and 11 x 17 (A3) is displayed. To print on custom sized paper, use the **Bypass Tray**. In [Change Tray Setting] - [Wide Paper], select [8-1/2 x 11W (A4W)], and enter the paper size to use in [Change Size].

–    In [Paper Type], specify [Side2] when printing on the back side of paper.

–    In [Paper Type], [User] specifies the paper type registered in this machine.

–    If you have registered the custom papers in [Set Paper Name by User...] of [Configure] tab, you can se-lect the registered custom papers from the [Paper Type] list.

–    The **Hard Disk** is optional in some areas. To use [Secure Print], [Save in User Box], [Save in User Box/Print], or [ID&Print] in [Output Method], the optional **Hard Disk** must be installed in this machine.

## 2.6.7    Available Operations in the [Layout] Tab

In the [Layout] tab, you can configure layout settings for printing. You can combine pages or adjust print po-sitions.

| Settings | Description |
|---|---|
| [Combination] | Select how the original pages are combined on sheets.<br>• [2 in 1]/[4 in 1]/[6 in 1]/[9 in 1]/[16 in 1]:<br> Multiple pages are reduced and printed on the same side of one sheet. For example, when you select [9 in 1], every set of nine pages is reduced and printed on the same side of one sheet.<br>• [2 x 2]/[3 x 3]/[4 x 4] (PCL only):<br> The original image is enlarged, divided and printed on multiple sheets. For example, when you select [2 e 2], one page of the original is divided and printed on four sheets. When you join the printed sheets together, a large poster is created.<br>As necessary, click [Combination Details...] to configure detailed settings about page combination.<br>• [Combination]: Select the page combination.<br>• [Layout Order]: When you have selected "N in 1" in [Combination], select the order of pages in the layout.<br>• [Border]: When you have selected "N in 1" in [Combination], select this check box if you want to draw border lines between pages. In addition, se-lect the type of border lines.<br>• [Overlap width line]: When you have selected "N x N" in [Combination], se-lect this check box if you want to create overlap margins. |
| [Rotate 180] | Select this check box to rotate the original 180 degrees and print it. |
| [Skip Blank Pages] | Select this check box to exclude blank pages in the original from the pages to be printed. |
| [Chapters] | When you have selected [2-Sided] or [Booklet] in [Print Type], select this check box if you want to print particular pages on the front side.<br>In [Entry Example], specify the page numbers of the pages you want to print on the front side. To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10"). |
| [Print Type] | Select the print sides of paper.<br>• [1-Sided]: The original is printed on one side of paper.<br>• [2-Sided]: The original is printed on both sides of paper.<br>• [Booklet]: The original is printed in booklet format. The pages in the original data are arranged, spread, and printed on both sides of sheets. When the printed sheets are stacked and folded in two, the pages are arranged in the correct order. |
| [Binding Position] | Select the binding positions for stapling or punching the sheets. |
| [Binding Margin] | Select this check box to provide a margin on printed sheets.<br>Click [Binding Margin Settings...] to specify the size of the margin in detail.<br>• [Shift Mode]: Select how the images are shifted for creating the margin.<br>• [Front Side]: Specify the size of the margin on the front side.<br>• [Back Side]: When you print on both sides, specify the size of the margin on the back side. When the [Same value for Front and Back sides] check box is selected, a margin of the same size is created on both the front and back sides. |

| Settings | Description |
|---|---|
| [Image Shift] | Select this check box to fine tune (shift) the print position of the image with respect to the paper.<br>Click [Image Shift Settings...] to specify the print position in detail.<br>• [Front Side]: Specify the upward/downward and rightward/leftward shift distances for the front side.<br>• [Back Side]: When you print on both sides, specify the upward/downward and rightward/leftward shift distances for the back side. Selecting the [Same value for Front and Back sides] check box applies the same settings to both sides. |

## 2.6.8     Available Operations in the [Finish] Tab

In the [Finish] tab, you can configure settings for the finish of printouts.

| Settings | Description |
|---|---|
| [Staple] | Select this check box to staple the printed sheets. In addition, specify the number and positions of staples. |
| [Center Staple and Fold] | Select this check box to staple the printed sheets in two positions in the center. Use this option when you have set [Print Type] to [Booklet] in the [Layout] tab. |
| [Punch] | Select this check box to make punch holes (binder holes) in the printed sheets. In addition, specify the number and positions of punch holes. |
| [Fold] | Select this check box to fold the printed sheets. In addition, select the folding mode. |
| [Page Fold Setting] | When you have selected [Half-Fold(By Sheet)] or [Tri-Fold(By Sheet)] in [Fold], specify the number of pages to be folded at one time. |
| [Output Tray] | Select the tray to which the printed sheets are output. |
| [Paper Arrangement] | Select whether to adjust the binding position on two-sided printed sheets collectively after all data items are received or sequentially each time a data item is received.<br>• [Prioritize Arranging Papers]: Paper arrangement is performed once after all data items are received. All pages are adjusted under the same conditions.<br>• [Prioritize Productivity]: Paper arrangement is performed sequentially while printing the pages. |

## Tips
- The **Finisher** is required to use the Staple function.
- To use the Center Staple function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
- To use the Punch function, the **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.
- The number of punched holes varies depending on the country you are in.
- To use the Half-Fold function in [Fold], the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
- To use the Tri-Fold function in [Fold], the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

## 2.6.9     Available Operations in the [Cover Mode] Tab

In the [Cover Mode] tab, you can insert covers and pages. You can also change the layout or finish between pages.

| Settings | Description |
|---|---|
| [Front Cover] | Select this check box to insert and print on a front cover. In [Front Cover Tray], select the paper tray for the front cover. Then, select whether to print on the inserted front cover.<br>• [Blank]: Nothing is printed on the inserted front cover.<br>• [Print]: The first page of the original is printed on the inserted front cover.<br>You can set this option when you have selected anything other than [Auto] in [Paper Tray] in the [Basic] tab. |

| Settings | Description |
|---|---|
| [Back Cover] | Select this check box to insert and print on a back cover. In [Back Cover Tray], select the paper tray for the back cover. Then, select whether to print on the inserted back cover.<br>• [Blank]: Nothing is printed on the inserted back cover.<br>• [Print]: The last page of the original is printed on the inserted back cover.<br>You can set this option when you have selected anything other than [Auto] in [Paper Tray] in the [Basic] tab. |
| [Per Page Setting] | Select this check box to insert sheets into the original or change the print settings page by page. In addition, select the list to apply to printing.<br>Click [Edit List...] to create in advance a list containing detailed print settings. For details, refer to page 2-49. |
| [Transparency Interleave] | When printing on multiple OHP transparencies, select this check box if you want to insert paper between the OHP transparencies. In [Interleave Tray], select the paper tray for the paper to be inserted.<br>You can set this option when you have selected [Transparency] in [Paper Type] in the [Basic] tab. |
| [Carbon Copy] | Select this check box to print the original on different sheets of paper loaded in multiple trays.<br>Selecting the [Carbon Copy] check box displays the [Carbon Copy Settings] window. Specify the output order or trays used for carbon copying. For details, refer to page 2-22. |

## 2.6.10    Available Operations in the [Stamp/Composition] Tab

In the [Stamp/Composition] tab, you can configure settings for adding text or an image to the original. You can add the date/time or page numbers to the original or compose a watermark or an overlay image.

| Settings | | Description |
|---|---|---|
| [Watermark] | | Select this check box to print a watermark (text stamp) on the original. In addition, from the list, select the watermark you want to print.<br>Clicking [Edit...] allows you to register or edit a watermark. For details, refer to page 2-35. |
| [Overlay] | | An overlay image to be composed on the original is created. The created overlay image is composed onto the original. |
| | [Create Host Image] | Data created in application software is saved in the computer as an overlay image to be composed on the original. For details, refer to page 2-39. |
| | [Create Shared Folder Image] | Data created in application software is saved in the shared folder on the network as an overlay image to be composed on the original. For details, refer to page 2-39. |
| | [Print Host Image] | The overlay image created with [Create Host Image] or [Create Shared Folder Image] is printed on the original as a composite image.<br>Clicking [Edit...] allows you to add or delete an overlay image or change the method of composing overlay images. For details, refer to page 2-37. |
| | [Print Device Image] (PCL only) | An overlay image registered in this machine is recalled and printed on the original as a composite image.<br>Clicking [Edit...] allows you to add or delete an overlay image or change the method of composing overlay images. For details, refer to page 2-37. |
| [Copy Security] | | A pattern that deters unauthorized copying is composed on the original.<br>Clicking [Edit...] allows you to configure detailed settings such as the item to be printed or how it is printed. For details, refer to page 2-44. |
| | [Copy Protect] | Text such as "Copy" and "Private" are printed in the background pattern as concealed text on each printed sheet. |
| | [Stamp Repeat] | On every page of the printed document, a text such as "Copy" or "Private" is printed as an invisible text. |
| [Date/Time] | | Select this check box to add the print date/time to the original.<br>Clicking [Edit...] allows you to change the print position and format of the text. For details, refer to page 2-41. |

| Settings | Description |
|---|---|
| [Page Number] | Select this check box to add page numbers to the original.<br>Clicking [Edit...] allows you to change the print position and the page from which the printing starts. For details, refer to page 2-41. |
| [Header/Footer] | Select this check box to add the date and time and arbitrary text to the top or bottom margin (header/footer) of the original. Select the information to be added to the header/footer from those registered in this machine.<br>Clicking [Edit...] allows you to change the range of pages on which the header/footer is printed and other settings. For details, refer to page 2-42. |

**Tips**

– The following functions are available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. [Print Device Image] in [Overlay], [Copy Security], [Date/Time], [Page Number], [Header/Footer]

– The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

– The **Hard Disk** is optional in some areas. To use [Print Device Image] in [Overlay], the optional **Hard Disk** must be installed on this machine.

## 2.6.11     Available Operations in the [Quality] Tab

In the [Quality] tab, you can configure settings for the image quality of the original. You can specify image processing and font processing.

Items that can be specified vary depending on your printer driver.

| Settings | Description |
|---|---|
| [Print with Black]<br>(PCL/XPS) | According to the selected settings, prevent colored text, lines, or figures from being printed faint. |
| [Quality Adjustment] | The image quality is fine tuned according to the original.<br>• [Simple]: The image quality of the entire original is adjusted.<br>• [Detail]: The image quality of the original is adjusted in detail for each element such as text, photos, figures, tables, and graphs. |
| [Original Type] | Select the optimum original type mode for the original.<br>• [Document]: The image quality setting suitable for originals containing multiple elements, such as text, graphs, figures, and photos, is applied.<br>• [Photo]: The setting that prioritizes the image quality is applied.<br>• [DTP]: The image quality setting suitable for originals containing both text and figures is applied.<br>• [Web]: The image quality setting suitable for printing Web pages is applied. Low-resolution images are reproduced with enhanced smoothness.<br>• [CAD]: The image quality setting suitable for originals composed of thin lines is applied. Images are reproduced in high resolutions. |
| [Pattern]  (PCL/XPS) | Select the pattern density. |
| [Toner Save] | Select this check box to save the amount of toner consumed. The printing density is reduced. |
| [Edge Enhancement] | Select this check box to sharply print small or faint text. Sharpen the edges of images such as text in the table and graphics to improve legibility. |
| [Font Settings]<br>(PCL/PS) | Specify how to process texts.<br>Select a type of fonts to be downloaded from the PC to this machine. Also specify whether to replace the TrueType fonts by printer fonts when printing. If characters are garbled in an environment using the PCL driver, we recommend that you select [Bitmap] in [Download Font Format] and clear the [Use Printer Fonts] check box. |

## 2.6.12    Available Operations in the [Other] Tab

In the [Other] tab, you can check the driver version and configure print settings for application software.

| Settings | Description |
|---|---|
| [Excel Job Control] | Select this check box to print multiple Microsoft Excel sheets with different page settings at one time.<br>When multiple sheets with different page settings are printed at one time, the sheets may be separated into single-sheet jobs depending on the data contained. This function avoids job separation as much as possible. |
| [Remove White Background] (only for PCL/XPS) | Select this check box to superimpose an overlay image on Microsoft PowerPoint data.<br>White areas are removed so that the white background of the PowerPoint data does not hide the overlay image. Clear this check box to print the original as is without removing the background. |
| [Thin Line Support] (PCLonly) | Select this check box to perform reduced-size printing. This function prevents thin lines from disappearing.<br>This is effective for thin lines such as table borders created in Excel, but not for thin lines used in illustrations. |
| [MFP Authentication] | Select this check box to log in using the MFP authentication function when both MFP authentication and server authentication are used for user authentication.<br>This option is available when [Device Option] - [User Authentication] in the [Configure] tab is set to [ON (MFP) + ON (External Server)] or [ON (MFP) + ON (Enhanced Server)]. |
| [Display the preview when printing] (XPS only) | A preview window is displayed when printing is executed. |
| [About] | The version of the printer driver is displayed. |

### Tips
–    [Excel Job Control] and [Remove White Background] are not available when you are using 32-bit application software in the 64-bit environment (Windows Vista x64, Windows 7 x64, Windows 8 x64, Windows 8.1 x64, Windows Server 2003 x64, Windows Server 2008 x64, Windows Server 2008 R2, Windows Server 2012, or Windows Server 2012 R2).

–    You can change the [Excel Job Control] setting only when the printer driver setting dialog box is displayed on the [Printers] ([Devices and Printers] in Windows 7/8/Server 2008 R2/Server 2012/Server 2012 R2 and [Printers and Faxes] in Windows Server 2003) window.
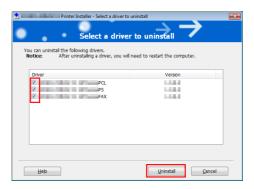
## 2.7     Deleting the Printer Driver

### Deletion Using the Deletion Program

If the printer driver was installed using the installer, the deletion function for the printer driver is also installed.

O     Administrator privileges are required to perform this task.

**1**     Start the deletion program.

→    From the Start menu, click [All Programs] (or [Programs]) - [SINDOH] - [N500 Series(PS_P-CL_FAX)]/[N500 Series (XPS)] - [Uninstall Printer Driver].

→    In Windows 8.1, click [ ⊕ ] in the Start window, select [Control Panel] - [Programs], then click [Uninstall a program]. In the list, double-click [SINDOH N500 Series (PS_PCL_FAX)] or [SINDOH N500 Series (XPS)].

→    In Windows 8, right-click the Start window, select [All apps] - [Control Panel] - [Programs], then click [Uninstall a program]. In the list, double-click [SINDOH N500 Series (PS_PCL_FAX)] or [SINDOH N500 Series (XPS)].

→    In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Programs] - [Uninstall a program]. In the list, double-click [SINDOH N500 Series (PS_PCL_FAX)] or [SINDOH N500 Series (XPS)].

**2**     Select the printer driver you want to delete, then click [Uninstall].

→    From then on, follow the instructions on the pages that follow.



**3**     If the dialog box prompting to restart the computer, click [OK].

This completes the deletion process of the printer driver.

### Deletion using the installer

If you installed the printer driver using the installer, you can delete it using the installer.

◎     Administrator privileges are required to perform this task.

**1**     Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

→    Make sure that the installer starts, and then go to Step 2.

→    If the installer does not start, open the printer driver folder on the CD-ROM, double-click [Setup.exe], and then go to Step 3.

**2**     Click [Printer Install].

The printer driver installer starts.

**3**     Click [AGREE] in the license agreement window.

**4**     Select [Uninstall Printer Driver] and click [Next].

**5**     Select the printer driver you want to delete, then click [Uninstall].

→    From then on, follow the instructions on the pages that follow.

**6** If a dialog box prompting you to restart the computer appears, click [OK] to restart the computer.

This completes the deletion process of the printer driver.

# 2.8    Appendix: Manual Installation Process of the Printer Driver

## 2.8.1    Checking the Connection Method

### In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

The installation method for the printer driver differs depending on the method used to connect this machine to the computer. When this machine is connected to the network, there are several printing protocols. The installation method for the printer driver also differs depending on the protocol.

Connection method in which setup is possible using Add Printer Wizard

| Connection method | Description |
|---|---|
| LPR | A network connection using the LPR (Line Printer Remote) print service. It uses a TCP/IP protocol and the LPR printing port.<br>• For the installation procedure, refer to page 2-98. |
| Port 9100 | A network connection using the PORT9100 print service. It uses a TCP/IP protocol and the RAW printing port.<br>• For the installation procedure, refer to page 2-98. |
| SMB | A network connection using SMB (Server Message Block) for sharing files or printers in Windows. It supports the TCP/IP protocol.<br>• For the installation procedure, refer to page 2-106. |
| IPP/IPPS | A network connection using the IPP (Internet Printing Protocol) print service. Printing via the Internet is possible with the HTTP (HyperText Transfer Protocol) of the TCP/IP protocol.<br>IPPS is an IPP for SSL encrypted communication.<br>• For the installation procedure, refer to page 2-114. |
| Web service print | This is a connection corresponding to the Web service function of a computer running Windows Vista or later, and that is capable of automatically detecting the printer on the network.<br>• For the installation procedure, refer to page 2-118. |
| USB | A connection using a USB port. |

Connection method in which plug and play-based setup is possible

| Connection method | Description |
|---|---|
| USB | A connection using a USB port.<br>• For the installation procedure, refer to page 2-121. |

## Tips

- In User's Guide manuals, location paths of folders or files may not contain the root directory.
- To install the Windows printer driver manually, specify the driver files in the EN (English) folder, and nothing anywhere else.

## In Windows Server 2003

The installation method for the printer driver differs depending on the method used to connect this machine to the computer. When this machine is connected to the network, there are several printing protocols. The installation method for the printer driver also differs depending on the protocol.

Connection method in which setup is possible using Add Printer Wizard

| Connection method | Description |
|---|---|
| LPR | A network connection using the LPR (Line Printer Remote) print service. It uses a TCP/IP protocol and the LPR printing port. <br> • For the installation procedure, refer to page 2-98. |
| Port 9100 | A network connection using the PORT9100 print service. It uses a TCP/IP protocol and the RAW printing port. <br> • For the installation procedure, refer to page 2-98. |
| SMB | A network connection using SMB (Server Message Block) for sharing files or printers in Windows. It supports the TCP/IP protocol. <br> • For the installation procedure, refer to page 2-106. |
| IPP/IPPS | A network connection using the IPP (Internet Printing Protocol) print service. Printing via the Internet is possible with the HTTP (HyperText Transfer Protocol) of the TCP/IP protocol. <br> IPPS is an IPP for SSL encrypted communication. <br> • For the installation procedure, refer to page 2-114. |
| USB | A connection using a USB port. |

Connection method in which plug and play-based setup is possible

| Connection method | Description |
|---|---|
| USB | A connection using a USB port. <br> • For the installation procedure, refer to page 2-121. |

### Tips
– In User's Guide manuals, location paths of folders or files may not contain the root directory.
– To install the Windows printer driver manually, specify the driver files in the EN (English) folder, and nothing anywhere else.

## 2.8.2    Installation Using an LPR/Port 9100 Connection

### Operations required to use this function (For administrators)

Configure the LPR/Port 9100 operating environment.
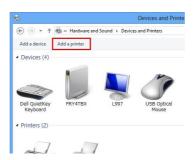
– When using port 9100:
  Make sure that the RAW port number has been set. (In normal circumstances, you can use the default settings.) How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

– When using the LPR:
  Check that LPD is enabled. (Normally, you can use this machine with the default setting.) How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

### In Windows 8/8.1/Server 2012/Server 2012 R2

You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

◎    Administrator privileges are required to perform this task.

◎    Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1**    Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** Display the printer window.

→ In Windows 8.1, click [⬇]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].

**3** Select Add a printer.



The [Add Printer] Wizard appears.

**4** Select your machine from the list, then click [Next].

→ If no printers are detected, restart this machine.

→ Use the IP address to confirm the printer that you want to connect to.

→ It may take some time to finish searching the entire list of printers.



**5** Click [Have Disk...].

**6** Click [Browse...].

**7** Select the folder on the CD-ROM containing the desired printer driver, then click [OK].

→ Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver, PS driver, and XPS driver

**8** Click [OK].

The [Printers] list appears.

**9** Click [Next].

**10** Follow the instructions on the pages that follow.

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**11** Click [Finish].

**12**   After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.

**13**   Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

The procedure for installing the printer driver by creating a new port is as follows:

◎   Administrator privileges are required to perform this task.

◎   Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1**   Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2**   Display the printer window.

→   In Windows 8.1, click [⊕]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→   In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

→   In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].

**3**   Select Add a printer.



**4**   In the window showing the detected printer, click [The printer that I want isn't listed].

**5**   Click [Add a local printer or network printer with manual settings].

**6**   Click [Create a new port:], then select [Standard TCP/IP Port].

**7**   Click [Next].

**8**   Select [TCP/IP Device], then enter the IP address.

**9**   Click [Next].

**10**   Click [Have Disk...].

**11**   Click [Browse...].

**12**   Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→   Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver, PS driver, and XPS driver

**13**   Click [OK].

The [Printers] list appears.

**14**   Click [Next].

**15**   Follow the instructions on the pages that follow.

→   If the [User Account Control] window appears, click [Continue] or [Yes].

**16** Click [Finish].

**17** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.

**18** Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## In Windows Vista/7/Server 2008/Server 2008 R2

You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

The procedure for installing the printer driver by automatically detecting the printer on the network is as follows:

◎ Administrator privileges are required to perform this task.

◎ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** Display the printer window.

→ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→ In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu. When [Control Panel] is displayed in Classic View, double-click [Printers].

**3** Select Add a printer.

→ In Windows 7/Server 2008 R2, click [Add a printer].



→ In Windows Vista/Server 2008, click [Add a printer].
In Windows Vista:



In Windows Server 2008:



The [Add a printer] Wizard appears.

**4** Click [Add a network, wireless or Bluetooth printer].

Connected printers are detected.

**5** Select your machine from the list, then click [Next].

→ If no printers are detected, restart this machine.

→ Use the IP address to confirm the printer that you want to connect to.

→ It may take some time to finish searching the entire list of printers.



**6** Click [Have Disk...].

**7** Click [Browse...].

**8**   Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→   Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver

**9**   Click [OK].

The [Printers] list appears.

**10**   Click [Next].

**11**   Follow the instructions on the pages that follow.

→   If the [User Account Control] window appears, click [Continue] or [Yes].

**12**   Click [Finish].

**13**   After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

**14**   Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

The procedure for installing the printer driver by creating a new port is as follows:

◎   Administrator privileges are required to perform this task.

◎   Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1**   Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2**   Display the printer window.

→   In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→   In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu. When [Control Panel] is displayed in Classic View, double-click [Printers].

**3**    Select Add a printer.

→  In Windows 7/Server 2008 R2, click [Add a printer].

→  In Windows Vista/Server 2008, click [Add a printer].

In Windows Vista:

In Windows Server 2008:

The [Add Printer] Wizard appears.

**4**    Click [Add a local printer].

The [Choose a printer port] dialog box appears.

**5**    Click [Create a new port:], then select [Standard TCP/IP Port].

**6**    Click [Next].

**7**    Select [TCP/IP Device], then enter the IP address.

**8**    Click [Next].

→  If the [More Port Information Required] window appears, go to Step 9.

→  If the [Install the printer driver] dialog box appears, go to Step 12.

**9**    Select [Custom], and then click [Settings...].

**10**    Change the settings according to the port, and then click [OK].

→  For an LPR connection, select the [LPR] check box, then enter "Print" in [Queue Name:]. You must discriminate between upper and lower case letters when entering it.

→  For Port 9100 connection, select the [Raw] check box, and then enter a RAW port number (initial setting: [9100]) in [Port Number:].

→  If both LPR and Port9100 are enabled on this machine, the printer driver is connected to this machine using LPR.

**11** Click [Next].

The [Install the printer driver] dialog box appears.

**12** Click [Have Disk...].

**13** Click [Browse...].

**14** Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver
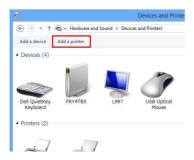
**15** Click [OK].

The [Printers] list appears.

**16** Click [Next].

**17** Follow the instructions on the pages that follow.

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**18** Click [Finish].

**19** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

**20** Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## In Windows Server 2003

◎ Administrator privileges are required to perform this task.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** From the Start menu, click [Printers and Faxes].

→ If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes] from the Start menu.

**3** Double-click [Add Printer].



[Add Printer Wizard] appears.

**4** Click [Next >].

**5** Select [Local printer attached to this computer], then click [Next >].

→ Clear the [Automatically detect and install my Plug and Play printer] check box.
The [Select a Printer Port] page appears.

**6** Click [Create a new port:], then select [Standard TCP/IP Port] as the [Type of port:].

**7** Click [Next >].

[Add Standard TCP/IP Printer Port Wizard] starts.

**8**    Click [Next >].

**9**    In the [Printer Name or IP Address:] box, enter the IP address for the machine, and then click [Next >].

→   If the [Additional Port Information Required] dialog box appears, go to Step 10.

→   If the [Finish] screen appears, go to Step 13.

**10**   Select the [Custom] check box, then click [Settings:].

**11**   Change the settings according to the port, and then click [OK].

→   For an LPR connection, select the [LPR] check box, then enter "Print" in [Queue Name:]. You must discriminate between upper and lower case letters when entering it.

→   For Port 9100 connection, select the [Raw] check box, and then enter a RAW port number (initial setting: [9100]) in [Port Number:].

**12**   Click [Next >].

**13**   Click [Finish].

[Add Printer Wizard] appears.

**14**   Click [Have Disk...].

**15**   Click [Browse...].

**16**   Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→   Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver and PS driver

**17**   Click [OK].

The [Printers] list appears.

**18**   Click [Next >].

**19**   Follow the instructions on the pages that follow.

→   To use a network connection, perform a test print after the network settings have been configured.

**20**   Click [Finish].

**21**   After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

**22**   Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## 2.8.3    Installation Using a SMB Connection

### Operations required to use this function (For administrators)

Configure the SMB operating environment.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".
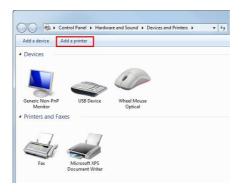
### In Windows 8/8.1/Server 2012/Server 2012 R2

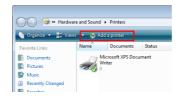You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

◎   Administrator privileges are required to perform this task.

◎   Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** Display the printer window.

→ In Windows 8.1, click [↓]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].

**3** Select Add a printer.



The [Add Printer] Wizard appears.

**4** Select your machine from the list, then click [Next].

→ If no printers are detected, restart this machine.

→ Select a printer from "\\NetBIOS-name\print-service-name".
To check the NetBIOS name and print service name, select [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [SMB Server Settings] - [SMB Print Setting] on this machine.

→ It may take some time to finish searching the entire list of printers.



**5** Click [OK].

**6** Click [Have Disk...].

**7** Click [Browse...].

**8** Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver

**9** Click [OK].

The [Printers] list appears.

**10** Click [Next].

**11** Follow the instructions on the pages that follow.

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**12** Click [Finish].

**13** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.

**14** Remove the CD-ROM from the CD-ROM drive.

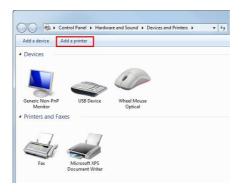This completes the installation process of the printer driver.

The procedure for installing the printer driver by creating a new port is as follows:

◎ Administrator privileges are required to perform this task.

◎ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** Display the printer window.

→ In Windows 8.1, click [⊕]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].

**3** Select Add a printer.



**4** In the window showing the detected printer, click [The printer that I want isn't listed].

**5** Click [Add a local printer or network printer with manual settings].

**6** Click [Create a new port:], then select [Local Port].

**7** Click [Next].

**8** Specify the IP address and port.

→ Enter "\\NetBIOS-name\print-service-name" in the [Port Name] box.

→ To enter the NetBIOS name and print service name, select [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [SMB Server Settings] - [SMB Print Setting] on this machine.

**9** Click [OK].

**10** Click [Have Disk...].

**11** Click [Browse...].

**12** Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver

**13** Click [OK].

The [Printers] list appears.

**14** Click [Next].

**15** Follow the instructions on the pages that follow.

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**16** Click [Finish].

**17** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.

**18** Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## In Windows Vista/7/Server 2008/Server 2008 R2

You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

The procedure for installing the printer driver by automatically detecting the printer on the network is as follows:

◎ Administrator privileges are required to perform this task.

◎ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** Display the printer window.

→ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→ In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu. When [Control Panel] is displayed in Classic View, double-click [Printers].

**3** Select Add a printer.

→ In Windows 7/Server 2008 R2, click [Add a printer].



→ In Windows Vista/Server 2008, click [Add a printer].
In Windows Vista:



In Windows Server 2008:



The [Add Printer] Wizard appears.

**4** Click [Add a network, wireless or Bluetooth printer].

Connected printers are detected.

**5** Select your machine from the list, then click [Next].

→ If no printers are detected, restart this machine.
→ Select a printer from "\\NetBIOS-name\print-service-name".
To check the NetBIOS name and print service name, select [Utility] - [Administrator Settings] - [Net-
work Settings] - [SMB Settings] - [SMB Server Settings] - [SMB Print Setting] on this machine.
→ It may take some time to finish searching the entire list of printers.



**6** Click [OK].

**7**    Click [Have Disk...].

**8**    Click [Browse...].

**9**    Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→    Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver, PS driver, and XPS driver

**10**    Click [OK].

The [Printers] list appears.

**11**    Click [OK].

**12**    Follow the instructions on the pages that follow.

→    If the [User Account Control] window appears, click [Continue] or [Yes].

**13**    Click [Finish].

**14**    After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

**15**    Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

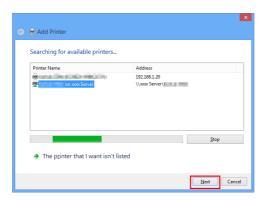The procedure for installing the printer driver by creating a new port is as follows:

◎    Administrator privileges are required to perform this task.

◎    Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

**1**    Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2**    Display the printer window.

→    In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→    In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu. When [Control Panel] is displayed in Classic View, double-click [Printers].

**3**   Select Add a printer.

→   In Windows 7/Server 2008 R2, click [Add a printer].



→   In Windows Vista/Server 2008, click [Add a printer].
In Windows Vista:



In Windows Server 2008:



The [Add Printer] Wizard appears.

**4**   Click [Add a local printer].

The [Choose a printer port] dialog box appears.

**5**   Click [Create a new port:], then select [Local Port].

**6**   Click [Next].

**7**   Specify the IP address and port.

→   Enter "\\NetBIOS-name\print-service-name" in the [Port Name] box.

→   To enter the NetBIOS name and print service name, select [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [SMB Server Settings] - [SMB Print Setting] on this machine.

**8**   Click [Next].

→   If the [More Port Information Required] window appears, go to Step 9.

→   If the [Install the printer driver] dialog box appears, go to Step 12.

**9**   Select the [Custom] check box, then click [Settings...].

**10**   Change the settings according to the port, and then click [OK].

**11**   Click [Next] or [OK].

The [Install the printer driver] dialog box appears.

**12**   Click [Have Disk...].

**13** Click [Browse...].

**14** Select a desired printer driver folder in the CD-ROM, and then click [Open].

→ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver

**15** Click [OK].

The [Printers] list appears.

**16** Click [Next].

**17** Follow the instructions on the pages that follow.

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**18** Click [Finish].

**19** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

**20** Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## In Windows Server 2003

◎ Administrator privileges are required to perform this task.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** From the Start menu, click [Printers and Faxes].

→ If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes] from the Start menu.

**3** Double-click [Add Printer].



[Add Printer Wizard] appears.

**4** Click [Next >].

**5** Select [Local printer attached to this computer], then click [Next >].

→ Clear the [Automatically detect and install my Plug and Play printer] check box.
The dialog box for [Select a Printer Port] appears.

**6** Click [Create a new port:], select [Local Port] as the [Type of port:], then click [Next >].

**7** Enter "\\NetBIOS-name\print-service-name" in the [Port Name] box.

→ To enter the NetBIOS name and print service name, select [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [SMB Server Settings] - [SMB Print Setting] on this machine.

**8** Click [OK].

[Add Printer Wizard] appears.

**9** Click [Have Disk...].

**10**    Click [Browse...].

**11**    Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→    Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver and PS driver

**12**    Click [OK].

The [Printers] list appears.

**13**    Click [Next >].

**14**    Follow the instructions on the pages that follow.

→    To use a network connection, perform a test print after the network settings have been configured.

**15**    Click [Finish].

**16**    After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

**17**    Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## 2.8.4    Installation Using an IPP/IPPS Connection

### Operations required to use this function (For administrators)
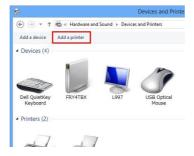
Configure the IPP/IPPS operating environment.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

### In Windows 8/8.1/Server 2012/Server 2012 R2

◎    Administrator privileges are required to perform this task.

**1**    Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2**    Display the printer window.

→    In Windows 8.1, click [⊕]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→    In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

→    In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].

**3**    Select Add a printer.



The [Add Printer] Wizard appears.

**4** In the window showing the detected printer, click [The printer that I want isn't listed].

**5** In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].

→ http://<IP address of this machine>/ipp
Example: http://192.168.1.20/ipp

→ When specifying to use IPPS printing, enter "https://[host name].[domain name]/ipp".
For [host name].[domain name], specify the host name and domain name registered for the DNS server being used.

→ If the certificate for the machine is not the one issued by the certifying authority, you must register the certificate for the machine on the Windows 8/8.1/Server 2012/Server 2012 R2 system as the certificate by "Trusted Root Certification Authorities" for the computer account.

→ When registering the certificate in the machine, check that the certificate shows [host name].[domain name] as the common name.

**6** Click [Have Disk...].

**7** Click [Browse...].

**8** Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver

**9** Click [OK].

The [Printers] list appears.

**10** Click [Next].

**11** Follow the instructions on the pages that follow.

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**12** Click [Finish].

**13** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.

**14** Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## In Windows Vista/7/Server 2008/Server 2008 R2

◎ Administrator privileges are required to perform this task.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** Display the printer window.

→ If the Windows 7 or Windows Server 2008 2 is running, select [Devices and Printers] from the Start menu.
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→ In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu. When [Control Panel] is displayed in Classic View, double-click [Printers].

**3** Select Add a printer.

→ In Windows 7/Server 2008 R2, click [Add a printer].

→ In Windows Vista/Server 2008, click [Add a printer].
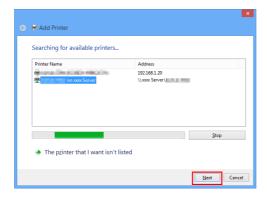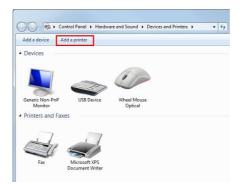In Windows Vista:

In Windows Server 2008:

The [Add Printer] Wizard appears.

**4** Click [Add a network, wireless or Bluetooth printer].

Connected printers are detected.

**5** In the window showing the detected printer, click [The printer that I want isn't listed].

**6** In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].

→ http://<IP address of this machine>/ipp
Example: http://192.168.1.20/ipp

→ When specifying to use IPPS printing, enter "https://[host name].[domain name]/ipp".
For [host name].[domain name], specify the host name and domain name registered for the DNS server being used.

→ If the certificate for the machine is not the one issued by the certifying authority, you must register the certificate for the machine on the Windows Vista/7/Server 2008/Server 2008 R2 system as the certificate by "Trusted Root Certification Authorities" for the computer account.

→ When registering the certificate in the machine, check that the certificate shows [host name].[domain name] as the common name.

**7** Click [Have Disk...].

**8** Click [Browse...].

**9** Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→ Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver, PS driver, and XPS driver

**10** Click [OK].

The [Printers] list appears.

**11** Click [OK].

**12** Follow the instructions on the pages that follow.

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**13** Click [Finish].

**14** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

**15** Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver. Once the settings for the printer have been configured, you can use the printer in the same way as a general local printer.

## In Windows Server 2003

◎ Administrator privileges are required to perform this task.

**1** Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**2** From the Start menu, click [Printers and Faxes].

→ If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes] from the Start menu.

**3** Double-click [Add Printer].



[Add Printer Wizard] appears.

**4** Click [Next >].

**5** In the [Local or Network Printer] page, select [A network printer, or a printer attached to another computer], then click [Next >].

**6** In the [Specify a Printer] page, select [Connect to a printer on the Internet or on a home or office network:].

**7** In [URL:], enter the URL for the machine in the following format, then click [Next >].

→ http://<IP address of this machine>/ipp
Example: http://192.168.1.20/ipp

→ When specifying to use IPPS printing, enter "https://[IP address for the machine]/ipp".

→ If a confirmation dialog box appears after clicking [Next >], click [OK].

**8** Click [Have Disk...].

**9** Click [Browse...].

**10**    Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→    Select the folder according to the printer driver, operating system, and language to be used. Selectable printer drivers: PCL driver and PS driver

**11**    Click [OK].

The [Printers] list appears.

**12**    Click [OK].

**13**    Follow the instructions on the pages that follow.

**14**    Click [Finish].

**15**    After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

**16**    Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver. Once the settings for the printer have been configured, you can use the printer in the same way as a general local printer.

## 2.8.5    Installation Using a Web Service Connection

### Web service

The Web service function automatically detects devices on the network and installs the necessary printer drivers.

In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, locate the printers that support the Web service print function on the network to install the printer drivers.

### Tips
-    If this machine joins the Active Directory domain, you can use the "WSD Secure Print function" that can securely perform Web service printing in Windows 8/8.1.
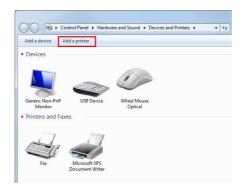
### Operations required to use this function (For administrators)

Configure the Web service operating environment.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

### Installation methods

You can install the printer driver by automatically detecting the printer on the network or by specifying the IP address.

The procedure for installing the printer driver by automatically detecting the printer on the network is as follows:

◎    In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, install the printer driver first, and then associate it with this machine through plug and play.

◎    In Windows Vista/Server 2008, you can install the printer driver by creating a new port, even if the printer driver is not installed in advance.

◎    Administrator privileges are required to perform this task.

◎    To install a different printer driver in the computer where one has already been installed, you must uninstall the whole package of the currently installed printer driver.

**1**    Install the printer driver for this machine.

→    For details, refer to page 2-6. The printer driver can be installed in any port.

**2**    Turn on the power of the machine while it is connected to the network.

**3**    In [Network and Sharing Center] on the computer, check that [Network Discovery] is enabled.

**4**    Open the [Network] window.

→ In Windows 8/8.1/Server 2012/Server 2012 R2, open [Control Panel], select the [Network and Internet] category, then click [View network computers and devices].

→ In Windows 7/Server 2008 R2, open [Computer] and click [Network].
If [Network] is not displayed, click the [Network and Internet] category on [Control Panel], then click [View network computers and devices].

→ In Windows Vista/Server 2008, open the Start menu, and click [Network].

Connected computers and devices are detected.

**5**    Select the device name of the machine, then click [Install] on the toolbar.

→ In Windows 8/8.1/Server 2012/Server 2012 R2, click [Network] - [Add devices and printers] on the toolbar. On the displayed window, select the device name of this machine, then click [Next].

→ To check the device name, select [Utility] - [Administrator Settings] - [Network Settings] - [DPWS Settings] - [DPWS Common Settings] on this machine.

The printer driver for this machine is detected and the machine is ready to print.

**6**    After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

## ☉ Reference
*If the printer driver is not correctly installed, the driver must be updated using [Update Driver...]. For details, refer to page 2-122.*

The procedure for installing the printer driver by specifying the IP address is as follows:

In Windows Vista/Server 2008, you can add a Web service device using the addition function of the printer after connecting this machine.

◎ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, the following installation procedure cannot be used. Use the installation procedure described in the previous section.

◎ Administrator privileges are required to perform this task.

◎ To install a different printer driver in the computer where one has already been installed, you must uninstall the whole package of the currently installed printer driver.

**1**    Turn on the power of the machine while it is connected to the network.

**2**    In [Network and Sharing Center] on the computer, check that [Network Discovery] is enabled.

**3**    Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**4**    From the Start menu, click [Control Panel].

**5**    Click [Printers] under [Hardware and Sound].

→ When [Control Panel] is displayed in Classic View, double-click [Printers].

The [Printers] window appears.

**6**     Click [Add a printer].

In Windows Vista:

In Windows Server 2008:

The [Add Printer] appears.

**7**     Click [Add a local printer].

The [Choose a printer port] dialog box appears.

**8**     Click [Create a new port:], then select [Standard TCP/IP Port].

**9**     Click [Next].

**10**    Select [Web Services Device], enter the IP address, and click [Next].

A printer of the entered IP address is located, then the [Found New Hardware] dialog box appears.

**11**    Click [Locate and install driver software (recommended)].

**12**    If a dialog box to confirm whether to search online appears, click [Don't search online].

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

**14**    Click [Browse...].

**15**    Select the folder on the CD-ROM containing the desired printer driver, then click [Open].

→   Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver

**16**    Click [Next].

**17**    Click [Close].

**18**    Follow the instructions on the pages that follow.

**19**    After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] window.

**20**    Remove the CD-ROM from the CD-ROM drive.

This completes the installation process of the printer driver.

## 2.8.6    Installation Using a USB Connection

### In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

To connect this machine using the USB port in Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, first install the printer driver and then associate it with this machine through plug and play.

◎    In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, the installation disk cannot be specified after the connection has been established. Install the printer driver in advance.

◎    In Windows Vista/Server 2008, you can continue the task and specify the printer driver installation disk to install the printer driver if it is not installed in advance.

◎    Administrator privileges are required to perform this task.

**1**    Install the printer driver for this machine.

→  For details, refer to page 2-6.

**2**    Connect this machine to the computer using a USB cable.

**3**    Turn on the main power of this machine.

The printer driver for this machine is detected and the machine is ready to print.

→  If the printer driver is not detected, restart this machine.

**4**    After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

⊙ **Reference**
*If the printer driver is not correctly installed, the driver must be updated using [Update Driver...]. For details, refer to page 2-122.*

### In Windows Server 2003

◎    Administrator privileges are required to perform this task.

**1**    Connect this machine to the computer using a USB cable, and then start the computer.

**2**    Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

**3**    Turn on the main power of this machine.

The [Found New Hardware Wizard] dialog box appears.

→  If the [Found New Hardware Wizard] dialog box does not appear, restart this machine.

→  If a page with a message saying "Windows connect to Windows Update" appears, select ["No, not this time"].

**4**    Select [Install from a list or specific location (Advanced)], and then click [Next >].

**5**    Under [Search for the best driver in these locations.], select [Include this location in the search:], then click [Browse].

**6**    Select the folder on the CD-ROM containing the desired printer driver, then click [OK].

→  Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver and PS driver

**7**    Click [Next >], then follow the instructions on the pages that follow.

**8**    Click [Finish].

**9**    After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

**10** Remove the CD-ROM from the CD-ROM drive.
This completes the installation process of the printer driver.

## Updating the printer driver

In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, if this machine is connected without the printer driver having first been installed, the printer driver will not be correctly identified. If the printer driver is not correctly identified, the driver must be updated using [Update Driver...].

**1** Display the printer window.

→ In Windows 8.1, click [⊕]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

→ In Windows 7/Server 2008 R2, click [Devices and Printers] from the Start menu.
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].
When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

**2** Right-click the device name of the machine that is under [Unspecified] and then click [Properties].

→ If [Unknown Device] appears instead of the device name of the machine, right-click to remove the device, and install the printer driver.

**3** In the [Hardware] tab, click [Properties].

**4** In the [General] tab, click [Change Settings].

**5** In the [Driver] tab, click [Update Driver...].

**6** In the page in which to select how to search the driver software, click [Browse my computer for driver software].

**7** Click [Browse...].

**8** Select the folder on the CD-ROM containing the desired printer driver, then click [OK].

→ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver, PS driver, and XPS driver

**9** Click [Next].

**10** Follow the instructions on the pages that follow.

**11** Click [Close].

**12** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.

**13** Remove the CD-ROM from the CD-ROM drive.
This completes the update of the printer driver.

**Tips**

– In Windows Vista/Server 2008, [Update Driver...] is also available. Under [Device Manager], open [Properties] for this machine that is listed in [Other Devices], and specify [Update Driver...].
(To select [Device Manager], right-click [Computer], and then click [Properties]. Select it in the [Tasks] pane that appears.)

## 2.8.7    Manually Deleting the Printer Driver

If the printer driver was installed without using the installer, manually delete the printer driver.

**1**    Display the printer window.

→ In Windows 8.1, click [⊕]in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

→ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].

→ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].

→ In Windows Vista/Server 2008, click [Control Panel] - [Hardware and Sound] - [Printers] from the Start menu. When [Control Panel] is displayed in Classic View, double-click [Printers].

→ In Windows Server 2003, open the Start menu, then click [Printers and Faxes].
If [Printers and Faxes] is not displayed, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes]. When [Control Panel] is displayed in Classic View, double-click [Printers].

**2**    Click the icon of the printer driver to be deleted.

**3**    Remove the printer driver.

→ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, click [Remove device] on the toolbar.

→ In Windows Vista/Server 2003/Server 2008, press the [Delete] key on the computer keyboard.

**4**    From then on, follow the instructions on the pages that follow.

When the printer driver is deleted, the icon disappears from the window.

**5**    Open [Server Properties].

→ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, select a different printer, and click [Print Server Properties] on the toolbar.

→ In Windows Vista/Server 2008, right-click on the area that has nothing displayed in the [Printers] window, click [Run as administrator] - [Server Properties].

→ In Windows Server 2003, click the [File] menu, then [Server Properties].

→ If the [User Account Control] window appears, click [Continue] or [Yes].

**6**    Click the [Driver] tab.

**7**    From the [Installed printer drivers:] list, select the printer driver to be removed, then click [Remove...].

→ In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, go to Step 8.

→ In Windows Server 2003, go to Step 9.

**8**    Select [Remove driver and driver package. ]in the dialog box for confirming deletion target, then click [OK].

**9**    In the dialog box that confirms whether you are sure you want to remove the printer, click [Yes].

→ In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, a dialog box appears to reconfirm whether you are sure. Click [Uninstall].

**10**    Close the open windows, and then restart the computer.

→ Be sure to restart the computer.

This completes the deletion process of the printer driver.

### Tips

In Windows Server 2003, even if the printer driver is deleted in the above procedure, the model information files remain on the computer. For this reason, when reinstalling the same version of the printer driver, the driver may not be rewritten. In this case, remove the following files as well.

– Check the "C:\WINDOWS\system32\spool\drivers\w32x86" folder ("C:\WINDOWS\system32\spool\drivers\x64" folder in the x64 system), and if there is a folder of the corresponding model, remove it. However, if multiple drivers are installed including the PCL driver, Post-Script driver and fax driver, the model information of all drivers is deleted. To leave drivers other than the fax driver, do not remove the folder.

– From the "C:\WINDOWS\inf" folder, remove "oem*.inf" and "oem*.PNF" ("*" included in the file name indicates a number, which differs depending on the computer environment).
Before removing these files, open the inf file, and then check the model name described on the last few lines to confirm it is the file for the corresponding model. The number of the PNF file is the same as that of the inf file.

– When you have deleted a file using [Remove driver and driver package. ]in Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, this operation is not required.

# 3

**Printing in the Mac OS Environment**

# 3 Printing in the Mac OS Environment

## 3.1 Preparation for Printing (Bonjour Connection)

### 3.1.1 Overview

Before using this machine as a printer, you need to install the printer driver on your computer and add the printer to your computer.

This section describes preparatory steps for printing from this machine via the Bonjour connection.



 **Tips**
- The Bonjour technology enables you to configure the network settings for networked devices and find and use services without having to configure special settings.

### 3.1.2 Before Setting Up the Computer (For Administrators)

**Connecting this machine to the network**
- ■ **Checking the LAN cable connection**



**Configuring the Bonjour settings**
- ■ **Enabling Bonjour**
- ■ **Setting a printer name (Bonjour name)**
  - → Enter the name of this machine to be displayed as the name of a connected device.
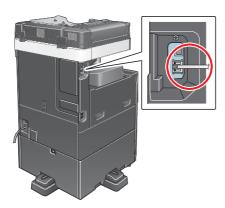


**Preparation finished**

## Checking the LAN cable connection

Ensure that a LAN cable is connected to the LAN port of this machine.

## Configuring the Bonjour settings

Enable Bonjour. In addition, enter the name of this machine (Bonjour name) to be displayed as the name of a connected device.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

## 3.1.3 Setting Up the Computer

**Preparing the printer driver**
- ■ **Preparing the printer driver CD-ROM**
    - → For the CD-ROM, contact the administrator of this machine.
- ■ **Checking the operating systems supported by the printer driver**
    - → Check that your computer meets the operating environment requirements of the printer driver.

⌄⌄

**Installing the printer driver to the computer**
- ■ **Installing the printer driver using the installer**
    - → Insert the **Driver & Utilities CD-ROM Vol.2** disk into the drive, and install the software by following the on-screen instructions.
- ■ **Adding the printer**
    - → Add the printer automatically detected by Bonjour to the computer.

⌄⌄

**Preparation finished**

## Preparing the printer driver CD-ROM

The following CD-ROMs are supplied with this machine:

| CD-ROM | Description |
|---|---|
| **Driver & Utilities CD-ROM Vol.1** | Contains the printer driver (PCL/PS/FAX) for Windows and screen fonts. This also contains the page for downloading utility software. |
| **Driver & Utilities CD-ROM Vol.2** | Contains the printer driver (XPS) for Windows, the printer driver for the Mac OS, screen fonts, and the TWAIN driver. This also contains the page for downloading utility software. |
| **User's Guide CD-ROM** | Contains the User's Guide. |

**Tips**

– In User's Guide manuals, location paths of folders or files may not contain the root directory.

## Checking the operating systems supported by the printer driver

The following lists the printer drivers included on the CD-ROMs supplied with this machine and the supported operating systems.

| Printer driver | Page description language | Supported operating systems |
|---|---|---|
| PostScript PPD driver (PS-PPD) | PostScript 3 Emulation | Mac OS X 10.6/10.7/10.8/10.9/10.10 |

## Installing the printer driver

Install the printer driver using the installer.

◎ Before installation, exit all application software programs that are running.

**1** Insert the **Driver & Utilities CD-ROM Vol.2** disk into the CD-ROM drive of the computer.

**2** Open the folder on the CD-ROM that contains the desired printer driver.

→ Select the folder according to the printer driver, operating system, and language to be used.

**3** Copy the driver file onto the desktop according to the Mac OS X version.

→ Mac OS X 10.6: SINDOH_N500_N505_106.pkg
→ Mac OS X 10.7: SINDOH_N500_N505_107.pkg
→ Mac OS X 10.8: SINDOH_N500_N505_108.pkg
→ Mac OS X 10.9/10.10: SINDOH_N500_N505_109.pkg
→ The driver folder varies depending on the required paper size. Select the file according to your environment.
   To mainly use the metric-based paper size such as A4 size: "WW_A4" folder
   To mainly use the inch-based paper size such as letter size or 8 1/2 x 11: "WW_Letter" folder

**4** Double-click the file copied onto the desktop.

The printer driver installer starts.

**5** Click [Continue] following the instructions on the pages that follow until the [Install] page appears.

→ When the name and password prompt appears during the procedure, enter the administrator name and password.

**6** Click [Install].

→ By clicking [Customize], you can select whether to install the driver that has 2-sided printing specified as the default, or to install the driver that has 1-sided printing specified as the default. By default, the driver that has 2-sided printing specified as the default is installed. If both drivers are

selected, two types of drivers are installed. The name of the driver that has 1-sided printing specified as the default is suffixed with an "(S)".

The printer driver is installed on the computer.

**7**    Click [Close].

This completes the installation process of the printer driver. Then, add the printer to the computer.
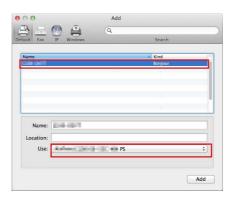
## Configuring connection using Bonjour

Add the printer automatically detected by Bonjour to the computer.

**1**    Select [System Preferences...] in the Apple menu.

**2**    Click the [Printer & Scanner] icon.

→    In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.6, click the [Print & Fax] icon.

**3**    Click [+].

→    In Mac OS X 10.6, go to Step 4.

→    In Mac OS X 10.7 or later, if a target printer name is found in the list displayed by clicking [+], select it. When a printer driver is selected automatically, the printer addition is completed. If a target printer name is not found, select [Add Other Printer or Scanner...] or [Add Printer or Scanner...], and go to Step 4.

**4**    Click [Default].

Connected printers are detected.

→    If no printers are detected, restart this machine.

**5**    From the [Printer Name] list, select the desired printer for a Bonjour connection.

→    To check the printer name, select [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Setting] on this machine.



The printer driver for the selected printer is displayed in [Print Using:].

→    When the printer driver is displayed, go to Step 7.

→    When the printer driver is not correctly displayed, go to Step 6.

**6**    Manually select the printer driver.

→    In Mac OS X 10.9/10.10, select [Select Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

→    In Mac OS X 10.6/10.7/10.8, select [Select Printer Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

**7**    Click [Add].

This completes the addition process of the printer. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

## 3.1.4     Configuring the Default Settings of the Printer Driver

### Configuring the optional environment of this machine
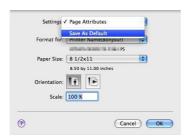
When you use this machine for the first time, properly configure the printer driver so that it contains information such as the options installed in this machine.

1     Open [System Preferences...] in the Apple menu, then click the [Print & Fax] icon.

→     In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printers & Scanners] icon.

2     Display the [Printer Information] window.

→     Click [Options & Supplies...].

3     Display the [Installable Options] window.

→     In Mac OS X 10.9/10.10, click [Options].

→     In Mac OS X 10.6/10.7/10.8, click [Driver].

4     Change the settings according to the options installed on this machine.

5     Click [OK] or [Apply Changes] to close the [Printer Information] window.

### Changing the default print settings

In the [Page Setup] window of the printer driver, you can change the default settings for paper and zoom ratio.

1     Display the [Page Setup] window of the printer driver.

→     For information on how to display the [Page Setup] window, refer to page 3-44.

2     Change the settings, and select [Save As Default] from [Settings:].
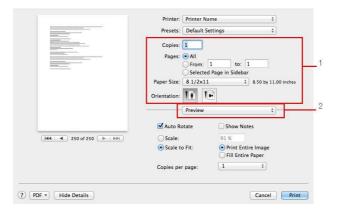
## 3.2    Printing Procedure

### 3.2.1    Printing Operation Flow

**1**    Open document data using the application software. From the [File] menu, select [Print].

**2**    Check that the desired printer is selected in [Printer:].

→    The [Print] dialog box varies depending on the application software.

**3**    Specify the print range and the number of copies to print.

→    In Mac OS X 10.7 or later, if the setting items (1) are not displayed, click [Show Details].

→    In Mac OS X 10.6, if the setting items (1) are not displayed, click ▾ on the right side of [Printer:].
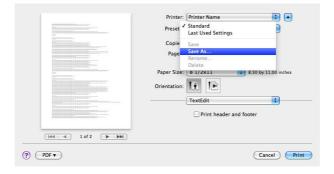


**4**    If necessary, switch the menu of application names (2) and change the print settings.

→    The print settings you have changed here are reset to the defaults when you exit the application software. It is useful to register frequently used print settings as presets. For details, refer to page 3-7.

**5**    Click [Print].

Printing is executed.

### 3.2.2    Registering Frequently Used Print Settings

You can register the current print settings as a preset and recall it when executing printing.

When you register a frequently used combination of print settings as a preset, you can easily apply all of those settings just by selecting the combination from the presets, even if the combination is complicated as it contains settings on multiple menus.

**1**    Display the [Print] window of the printer driver.

→    For information on how to display the [Print] window, refer to page 3-45.

**2**    Change the print settings, and select [Save As...] or [Current Print Settings as Preset] from [Presets:].

**3** Enter the name of the print setting.

The saved setting can be recalled from [Presets:]. Use a name that helps you easily identify the preset.

# 3.3    Useful Printing Functions

## 3.3.1    Changing the Paper Size or Type

### Enlarging or reducing by the desired zoom ratio ([Scale:])

You can print the original image after it has been enlarged or reduced by the desired zoom ratio.

In [Scale:] in [Page Attributes] , specify the zoom ratio.
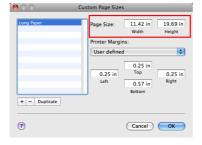
### Printing on custom size paper ([Page Setup])

A special sized original is printed on custom sized paper loaded in the **Bypass Tray**.

In [Paper Size:] under [Page Attributes], select [Manage Custom Sizes...], and specify the desired width and length.

**1**    From the [File] menu, click [Page Setup] (or [Paper Setup]).

→    You can configure the same setting in [Format for:] in the [Print] window.

**2**    Open the window for registering a custom size.

→    Select [Manage Custom Sizes...] from the Paper Size list.

**3**    Click [+].

**4**    Enter the name of the paper size you are registering.

→    Be sure to use paper size names other than existing names, such as A4 and Custom.

**5**    Specify the width and length as desired.

→    If necessary, set the top, bottom, right, and left margins of the paper in [Non-Printable Area:] or [Printer Margins:].

**6** Click [OK].
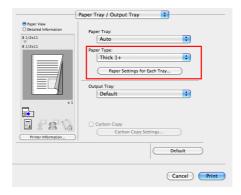
This saves the custom paper size, which can be selected from the [Paper Size:] drop-down list in [Page Attributes].

⊙ **Reference**
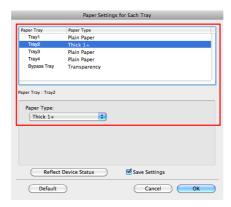
*To print on custom sized paper, use* **Bypass Tray***. For details on how to load paper into the* **Bypass Tray***, refer to "User's Guide[Introduction]/[Loading Paper]".*

## Specifying the paper type ([Paper Type:])

In [Paper Type:] in [Paper Tray / Output Tray], select the type of paper for printing. This function is enabled when [Paper Tray:] is set to [Auto].
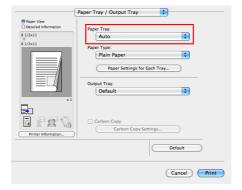
In [Paper Settings for Each Tray...], you can set a paper type for each tray. When you specify anything other than [Auto] in [Paper Tray:], the paper type information specified here is applied.

## Specifying the paper tray ([Paper Tray:])

In [Paper Tray:] in [Paper Tray / Output Tray], select the paper tray for printing.

### Tips

–   If you select [Auto], the paper tray for the paper you have selected in [Paper Size:] is automatically selected.

## Printing on paper in multiple trays ([Carbon Copy])
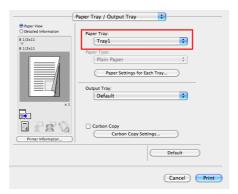
You can print the original on different sheets of paper loaded in multiple trays. Because you can obtain printing results that look like carbon-copied slips using the print command once, this function is called Carbon Copy.

For example, by using the print command once, you can print a submission document on high-quality color paper loaded in **Tray1** and print your copy on recycled paper loaded in **Tray2**.

This function is useful when you want to create a submission document and its copy at one time.



**1**    In [Paper Tray:] in [Paper Tray / Output Tray], select the paper tray for printing the original.

→   You cannot select [Auto].



**2**    Select the [Carbon Copy] check box.



The [Carbon Copy Settings] window appears.

**3** Specify the paper tray for carbon copies and output order, and click [OK].



| Settings | Description |
|---|---|
| [Original Copy] | The paper tray for printing the original is displayed. |
| [Carbon Copy Tray] | Select the paper tray for carbon copies. Select the check boxes for all paper trays to be used. |
| [Output Order] | Select the order of outputting carbon copies.<br>• [Tray]: Carbon copies are printed in order of selected trays. When an original of multiple pages is printed, all pages are printed on paper from one tray, then the next tray is used.<br>• [Page]: Carbon copies are printed page by page. When an original of multiple pages is printed, each page is printed on paper from all the selected trays. |
| [Save Settings] | When the Save Setting check box is selected, the settings are saved.<br>When the [Do not show this window when setting] check box is selected, this dialog box is not displayed when [Carbon Copy] is enabled. Using this function, you can save steps to configure settings the next time and after if you always specify the same carbon copy tray settings to execute a print job. |

**Tips**

– You cannot print multiple copies when using the Carbon Copy function.

## 3.3.2    Printing Multiple Sets of Copies

### Specifying the number of copies ([Copies:])

In [Copies:] in [Copies & Pages], specify the number of copies you want to print.



⊙ **Reference**
*When you print a large number of copies, use of the Proof Print function will prevent a large number of misprints being created, thereby reducing the amount of waste paper generated. For details, refer to page 3-31.*

## Printing by sets ([Collate]/[Offset])

When multiple sets of copies are printed, the paper output position of each set is staggered to help you locate the first page of each set.
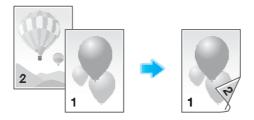


When the [Collate] check box in [Output Method] is selected, copies are output in a set-by-set manner, for example, "Pages 1, 2, 3, 4, and 5", "Pages 1, 2, 3, 4, and 5", and then "Pages 1, 2, 3, 4, and 5". When the [Offset] check box is selected, the sets are output in staggered layers.

When you select both [Collate] and [Offset] check boxes, the output position is staggered for each set, allowing you to easily prepare handouts.
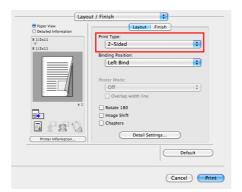


### 3.3.3    Saving Paper by Printing on Both Sides ([2-Sided])

By using both sides of paper for printing, you can halve paper consumption.

In [Print Type:] in [Layout / Finish], select [2-Sided]. [2-Sided] is specified by default.
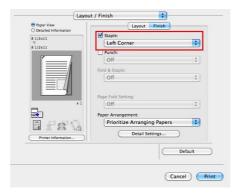


## 3.3.4    Binding Printed Sheets

### Staple papers ([Staple:])

Each set of papers can be stapled (at a corner or at two positions) and output automatically. This function is useful for preparing a project proposal or other booklet materials.



In [Layout / Finish], select the [Staple:] check box. In addition, specify the number and positions of staples.



## 🗨 Tips
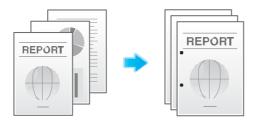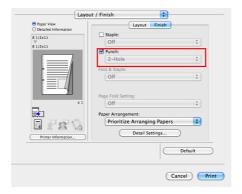
– The optional **Finisher** is required to use the Staple function.
– In [Binding Position:] in [Layout / Finish], specify the staple position.

## Punching the printed sheets ([Punch:])

Printed sheets are punched for filing before they are output. This function is useful when you want to bind printed materials in files.

In [Layout / Finish], select the [Punch:] check box. In addition, specify the number and positions of punch holes.

### Tips

– To use the Punch function, the **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.
– In [Binding Position:] in [Layout / Finish], specify the punch position.
– The number of punched holes varies depending on the country you are in.

## Binding in the center of the paper ([Fold & Staple:])

The printed sheets are bound in the center and folded before they are output.

In [Fold & Staple:] in [Layout / Finish], select [Center Staple and Fold].

As the sheets are bound in the center, use the combined document data or set the [Print Type:] to [Booklet] on the [Layout / Finish] tab.



**Tips**

- To use the Center Staple function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

## Folding papers ([Fold & Staple:])

The printed sheets are creased before they are output.

Half-Fold
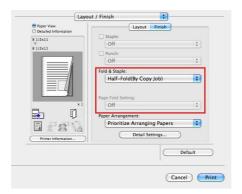


Tri-Fold



In [Fold & Staple:] in [Layout / Finish], select the folding mode.

When you want to fold page by page, specify the number of pages to be folded at one time in [Page Fold Setting:].

–    To use the Half-Fold function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
–    To use the Tri-Fold function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
–    This function cannot be used on originals that contain more pages than the number of pages that can be folded by this machine.

## Printing in a booklet format ([Booklet])

The pages in the original data are arranged and spread out in booklet format and printed on both sides of sheets. When the printed sheets are stacked and folded in two, the pages are arranged in the correct order.



In [Print Type:] in [Layout / Finish], select [Booklet].



**Tips**
–    By selecting [Fold & Staple:] in [Layout / Finish] in combination with this function, you can create booklet-form documents by folding the printed sheets in the center or by binding them using two staples in the center.
–    By selecting [Chapters] in [Layout / Finish] in combination with this function, you can place the specified page on the front side.
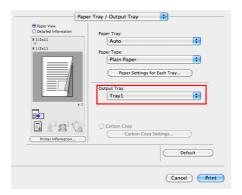
☉ **Reference**
*For details on the Center Staple function, refer to page 3-15. For details on the Fold function, refer to page 3-16.*

## Specifying the output tray ([Output Tray:])
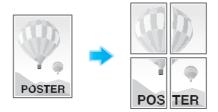
In [Output Tray:] in [Paper Tray / Output Tray], select the tray to which printed sheets are output.

### 3.3.5    Adjusting the Layout
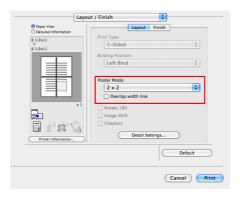
## Printing a poster-sized image ([Poster Mode:])

The original image is enlarged, divided, and printed on multiple sheets. When you join the printed sheets together, a large poster is created.

In [Poster Mode:] in [Layout / Finish], select "N x N". For example, when you select [2 x 2], one page of the original image is enlarged, divided, and printed on four sheets.

To create overlap margins, select the [Overlap width line] check box.
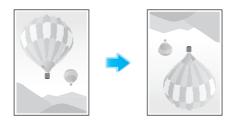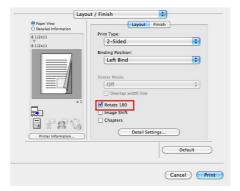
## Rotating the image 180 degrees ([Rotate 180])

The image is printed upside down. Use this function when printing on envelopes whose loading direction cannot be changed.
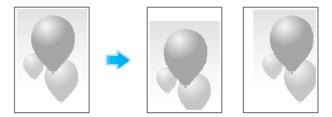


In [Layout / Finish], select the [Rotate 180] check box.



## Fine-tuning the print position ([Image Shift])

You can fine tune the print position of the image upward, downward, rightward, and leftward with respect to the paper. When an image is printed on the back side, you can also fine tune its position.

Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.



**1**    In [Layout / Finish], select the [Image Shift] check box.



The [Image Shift] window appears.

**2**   Adjust the upward/downward and rightward/leftward shift distances, and click [OK].

→   When printing images on both sides, selecting the [Same value for Front and Back sides] check box applies the same settings to both sides.
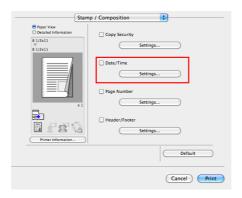
### 3.3.6    Adding Text or an Image to the Original

### Adding the date and time ([Date/Time])

You can add the print date/time to your printouts. If necessary, you can select the print position and format of the text.

In [Stamp / Composition], select the [Date/Time] check box.

As necessary, click [Settings...] to change the print position and format of the text.

| Settings | Description |
|---|---|
| [Format:] | Specify the format for the date/time. |
| [Pages:] | Specify the range of pages on which the date/time is printed. |
| [Print Position:] | Specify the print position for the date/time. |

**Tips**

-   This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

– The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

## Adding the page number ([Page Number])

You can add page numbers to your printouts. If necessary, you can select the print position and the page from which the page number printing starts.

In [Stamp / Composition], select the [Page Number] check box.

As necessary, click [Settings...] to change the print position and the page from which the page number printing starts.

| Settings | Description |
|---|---|
| [Starting Page:] | Specify the page from which the page number printing starts. |
| [Starting Page Number:] | Specify the page number to be printed on the page specified in [Starting Page:]. |
| [Cover Mode:] | Select this check box to print page numbers on the front and back covers when they are inserted. In addition, select the format. |
| [Print Position:] | Specify the print position for the page numbers. |

## Tips

– This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
– The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

## Adding information to the header/footer ([Header/Footer])

You can add and print the date and time and arbitrary text in the top or bottom margin (header/footer) of the original. You must register the information to be added for the header and footer in advance on this machine.



◎    For details on how to register the information to be added for the header and footer, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

◎    This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

◎    The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

1    In [Stamp / Composition], select the [Header/Footer] check box, then click [Settings...].



2    Select the information to be added to the header/footer, and click [OK].

→    As necessary, change the range of pages on which the header/footer is printed and other settings.

| Settings | Description |
|---|---|
| [Recall Header/Footer:] | Select the header/footer to be recalled. |
| [Distribution Control Number:] | Select whether to print copy numbers when printing multiple sets of copies.<br>• [Print in Header]: Select this check box to print the copy number in the header.<br>• [Print in Footer]: Select this check box to print the copy number in the footer.<br>• [Start Number]: Specify the format for the copy numbers and the page from which the copy number printing starts. |
| [Pages:] | Select the range of pages on which the text is printed in the header/footer. |

## 3.3.7    Deterring Unauthorized Copying
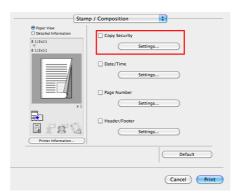
### Adding a concealed security watermark ([Copy Protect])

Text such as "Copy" and "Private" are printed in the background pattern as concealed text. This function is called the Copy Protect function.

When a copy-protected document is copied, the concealed security watermark appears on the entire page, thereby indicating that it is an unauthorized copy.



◎ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

◎ The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

1    In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].



2    Select [Copy Protect], and click [OK].

→   As necessary, specify the text to be printed and the format of the text. For details, refer to page 3-24.

## Printing a stamp on the entire page ([Stamp Repeat])

Stamp such as "Copy" and "Private" are printed on the entire page.
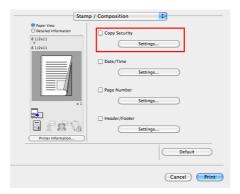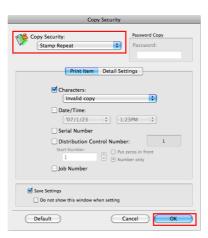
By printing text such as "Copy" or "Private" as a visible stamp, you can deter unauthorized copying.



◎    This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

◎    The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

**1**    In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].
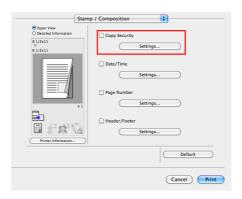


**2**    Select [Stamp Repeat], and click [OK].

→    As necessary, specify the text to be printed and the format of the text. For details, refer to page 3-24.



## Configuring the print settings for Copy Security

When printing a copy security pattern on sheets, you can set the text to be printed and the format of the text as necessary.
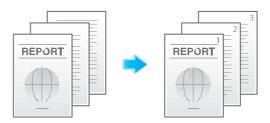
◎ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
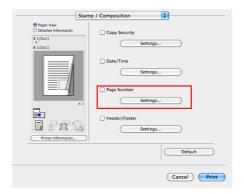
◎ The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.
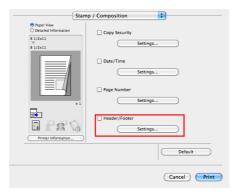
**1** In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].



**2** In the [Print Item] tab, select the item to be printed.

→ Items that can be specified vary depending on the selected copy security function.

| Settings | Description |
| --- | --- |
| [Characters:] | Select this check box to print a text. In addition, select the text you want to print.<br>You can select the text to be printed from the registered preset stamps and stamps registered by users. |
| [Date/Time:] | Select this check box to add the print date/time. If necessary, specify the format. |
| [Serial Number] | Select this check box to print the serial number of this machine. |
| [Distribution Control Number:] | Select this check box to print copy numbers when printing multiple sets of copies.<br>If necessary, specify the format for the copy numbers and the page from which the copy number printing starts. |
| [Job Number] | Select this check box to print the job numbers managed in this machine. |

**3** In the [Detail Settings] tab, set the print format.

→ Items that can be specified vary depending on the selected copy security function.

| Settings | Description |
| --- | --- |
| [Text Size:] | Select the size of the text to be printed. |
| [Angle:] | Select the angle of the text to be printed. |
| [Pattern:] | Select whether the text pattern is embossed or outlined when the original is subjected to unauthorized copying. |
| [Pattern Overwrite:] | Select whether to compose the copy security pattern on the front or back side of the original. |
| [Background Pattern:] | Select the copy security pattern from the background patterns registered in this machine. |
| [Adjust Density...] | Adjust the density and contrast. |

**4** Click [OK].

## 3.3.8    Inserting Paper into the Original
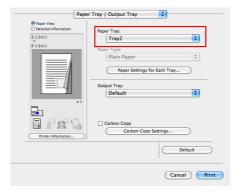
### Inserting front/back covers ([Front Cover:]/[Back Cover:])

You can insert cover sheets, which may be different from those used for the body, before the first page and after the end page of the original.

The front and rear cover sheets can be a paper different from body pages (in paper color and thickness). You can print them at a time.
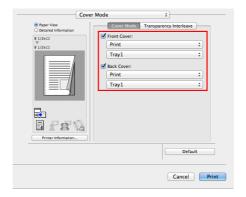


1    In [Paper Tray:] in [Paper Tray / Output Tray], select the paper tray for printing the body.

→    You cannot select [Auto].



2    In [Cover Mode / Transparency Interleave] or [Cover Mode] (Mac OS X 10.7 or later), select the [Front Cover:] and [Back Cover:] check boxes.

→    If necessary, you can select whether to print the original on the inserted sheets or to leave them blank. When the inserted sheets are printed, the first page of the original is printed on the front cover and the last page of the original is printed on the back cover.

→    Select the paper trays for paper to be inserted as the front and back covers.
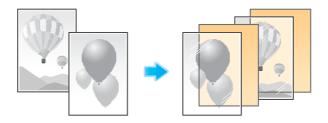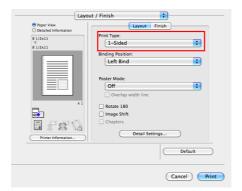
## Inserting paper between transparencies ([Transparency Interleave:])
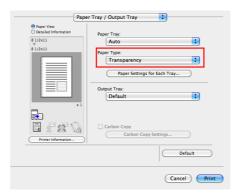
When printing on multiple OHP transparencies, you can insert the specified paper between the OHP transparencies. These sheets of paper prevent the transparencies from sticking together due to heat generated after printing or static electricity.
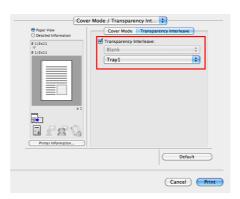


**1** In [Print Type:] in [Layout / Finish], select [1-Sided].



**2** In [Paper Type:] in [Paper Tray / Output Tray], select [Transparency].
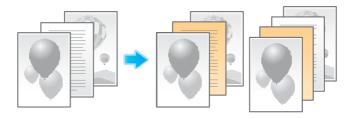
**3**    In [Cover Mode / Transparency Interleave] or [Cover Mode] (Mac OS X 10.7 or later), select the [Transparency Interleave:] check box.

  → Select the paper tray for the paper to be inserted between OHP transparencies.

  → OHP interleaves are inserted as blank sheets.

## Inserting paper into the specified pages ([Per Page Setting:])

Paper different from other pages is inserted into the specified pages.

You can select color paper and thick paper as paper to be inserted. You can also select whether to print the original on the inserted paper.

Create in advance a list that specifies the paper and print settings for each page. When printing on inserted paper, select the list you want to apply to printing.

**1**    In [Per Page Setting], select the [Per Page Setting:] check box, and the click [Add...].

  → If nothing is registered in the list, selecting the [Per Page Setting:] check box automatically displays the setting window.

  → When you have already prepared a list, select the list you want to apply to printing.

**2** Create a list by specifying the paper and print settings for each page.



| Settings | | Description |
|---|---|---|
| Setting List | | The settings for each page are displayed in a list. |
| | [List Name:] | Enter the name of the list to be created. |
| | **[+]/[,]** | These buttons move the order of settings in the list. They do not change the settings. |
| | [Add] | This button adds the setting to the list. |
| | [Delete] | This button deletes the setting selected in the list. |
| [Add/Edit] | | You can add settings to the Setting List or edit settings. |
| | [Page Number:] | Enter the page numbers you want to add. To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10"). |
| | [Print Type:] | Select the print type applied when printing the specified pages. |
| | [Paper Tray:] | Select the paper tray for printing the specified pages. |
| | [Staple:] | Select the staple position applied when the specified pages are stapled. |

**3** Click [OK].

### 3.3.9    Specifying the image quality
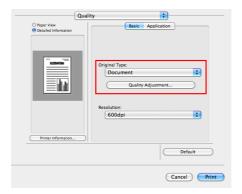
#### Selecting the optimum image quality for the original ([Original Type:])

Select the optimum settings for the original to print it at the optimum image quality level.

Select one of the following processes according to the original to be printed; the process suitable for originals consisting primarily of text, the process suitable for photos, the process suitable for originals created with DTP, the process suitable for printing Web pages, or the process suitable for printing CAD data.

In [Original Type:] in [Quality], select the optimum original type mode for the original.



## Saving toner ([Toner Save])

Selecting the [Toner Save] check box in [Quality] adjusts the printing density in order to save the amount of toner consumed.



## Increasing the legibility of small or faint text ([Edge Enhancement])

Sharpen the edges of images such as text in the table and graphics to improve legibility.



In [Quality], select the [Edge Enhancement] check box.

# 3.4 Printing Options

## 3.4.1 Making a Trial Printing ([Proof Print])
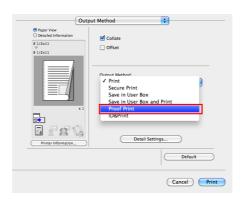
### Proof Print

The Proof Print function is used when printing multiple copies. It allows the printer to output one copy and pause the printing operation before printing the remaining copies.

Because you can check the print result before starting printing the remaining copies from the **Touch Panel**, this function is helpful to prevent a lot of misprints.



### How to print from the computer

**1** In [Output Method:] in the [Output Method] window, select [Proof Print].



**2** Specify the number of copies, then execute printing.

Only one copy is printed. Continue to "Operations on this machine".

## Operations on this machine

**1**    Tap [Job List].



**2**    While [Active] is displayed, tap [Release Held Jobs].



**3**    Select the job you want to print.



**4**    If necessary, tap [Change Setting] to change the print conditions.

→    To delete a job, tap [Delete].

**5**    Tap [Start] or press the **Start** key.

The remaining copies are printed.

## Deleting a job

A job, which has been sent to this machine with [Proof Print] enabled, can be deleted remotely using **Web Connection** via the Web browser of the computer.

**1** Access to the **Web Connection**, using the Web browser.

→ For information on how to access Web Connection, refer to "User's Guide[Web Management Tool]/[Basic Usage]".

**2** Log in to the user mode.

→ For details on how to login to the user mode, refer to "User's Guide[Web Management Tool]/[Basic Usage]".

**3** Click [Job] - [Current Jobs].

**4** Click [Release Job].



**5** Select the check box of the job to be deleted, and click [Delete].



**6** Click [OK].

The selected job is deleted.

## 3.4.2 Printing Highly Confidential Documents ([Secure Print])

## Secure Print

The Secure Print function allows you to set an ID and a password for print data and to save the data in a box (Secure Print User Box) on this machine. Because the data is not printed within a short time period, this function prevents printed materials from being missing or left unattended.

Since you need to enter the ID and password from the **Touch Panel** to print the data saved in the box, this function is particularly suitable for safely printing highly confidential documents.



**Tips**

–    The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

**Related setting (for the administrator)**

–    You can limit printing from the computer only to Secure Print. (Default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## How to print from the computer

A single job allows you to print out a document of up to 2999 pages in length.

**1**    In [Output Method:] in the [Output Method] window, select [Secure Print].



**2**    Enter the ID and password, then click [OK].



→    When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always

use the same ID and password, selecting this check box eliminates the need for entering them each time.

**3**    Execute printing.

The data is saved in the Secure Print User Box. Continue to "Operations on this machine".

→    You can issue a print instruction from the **Control Panel** before print data scanning on this machine is completed. However, printing is executed after print data scanning on this machine has been completed.

## Operations on this machine

Data printed using the Secure Print function is saved in the Secure Print User Box. To print the saved data, you need to enter the ID and password specified in the printer driver.

For details on how to print, refer to "User's Guide[Box Operations]/[Print Classified Documents (Secure Print)]".

### Related setting (for the administrator)

–    You can delete all data saved in the Secure Print User Box. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

–    You can set a time to delete files automatically from the Secure Print User Box (Initial value: [1 day]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 3.4.3    Saving Print Data in the Box on This Machine ([Save in User Box])

### Save in User Box

The Save in User Box function saves print data in a box on this machine. You can also print the data at the same time as it is being saved in the box.

You can use multiple User Boxes for different purposes, for example:

–    By saving data in a box that all users can access (Public Box) or in a box that the members of a specific department can access (Group Box), you can distribute the data.

–    By saving data in the private box (Personal Box), you can assure security because only you can open the box. The data in the box is not deleted by mistake.



### Tips

–    The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

## Operations required to use this function

Register the boxes for storing print data on this machine.

For information on the procedure for registering boxes, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

### ☉ Reference
*You can also register boxes using* **Web Connection**. *For details, refer to "User's Guide[Web Management Tool]/[Configuring the User Box Environment]".*

## How to print from the computer

**1**    In [Output Method:] in the [Output Method] window, select [Save in User Box].

→    When you want to print the data at the same time it is saved in the box, select [Save in User Box and Print].



**2**    Enter the file name and the box number of the save location, click [OK].

→    Use a file name that helps you locate the data in the box.



→    When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always use the same file name and box number, selecting this check box eliminates the need for entering them each time.

**3**    Execute printing.

The data is saved in the box on this machine.

## Using data saved in a box

You can print or send data saved in a box via E-mail or fax.

–    For information on how to print data saved in a box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

–    For information on how to send data saved in a box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

## 3.4.4    Attaching Authentication Information

### Printing when authentication is set

When printing a document in an environment where user authentication or account track is employed, you need to send the authentication information (user name and password) to this machine to execute printing. This requirement limits the users who can use this machine, preventing unauthorized use by a third party.

When this machine receives a print job from a user who is not allowed to print or a print job without authentication information, this machine automatically discards the job.



### Tips

- A print job without authentication information is a print job that is sent without correctly configuring the User Authentication/Account Track setting using the printer driver even though the User Authentication/Account Track setting is configured on this machine.
  If [Print] in [Output Method:] is selected while the [User Authentication]/[Account Track] check box is cleared on the [Output Method] window of the printer driver, the print job is considered as a print job without authentication information.

### Related setting (for the administrator)

- You can specify the action that this machine takes when it receives a print job without authentication information (Default: [Restrict]). If Allow is selected, even a user or account track not registered in this machine can execute a print job. If there is any problem on security or management, you should not change the initial settings. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

### ⊙ Reference
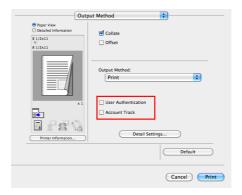
*When printing a highly confidential document in an environment where user authentication or account track is employed, using the ID & Print function enables high security printing. For details, refer to page 3-39.*

*If the quick authentication for printing server is installed, you can start printing by authentication with only the user name but without password entry. How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Restricting Users from Using this Device]".*

## How to print from the computer

1 In the [Output Method] window, select the [User Authentication] check box (and the [Account Track] check box).



2 When user authentication is enabled, select [Recipient User], enter the user name and password, then click [OK].

→ When this machine is accessible to public users (unregistered users), selecting [Public User] enables you to execute printing without entering the user name and password.

→ When an external authentication server is used, click [User Authentication Server Setting...], then select the authentication method and authentication server. To perform MFP authentication when external server authentication is used together, specify the MFP as an authentication server.



→ When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always use the same user name and password, selecting this check box eliminates the need for entering them each time.

3 If account track is enabled, enter the account name and password, then click [OK].



→ When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always use the same account name and password, selecting this check box eliminates the need for entering them each time.

4 Execute printing.

Printing starts successfully when the authentication information is judged correct.

> **Related setting (for the administrator)**
> - If [ID & Print] is set to [ON] in [ID & Print Settings], a print job is considered as an ID & Print job even if [Output Method] is set to [Print] for the printer driver (default: [OFF]). For details on [ID & Print Settings], refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 3.4.5    Printing at the Same Time as Authentication ([ID&Print])

### ID & Print

The ID & Print function saves print data in a box on this machine in an environment where user authentication is employed. Because the data is not printed within a short time period, this function prevents printed materials from being missing or left unattended.

Since you need to be authenticated in this machine to print the data saved in the box, this function is suitable for safely printing highly confidential documents. When you are successfully authenticated, the print data of the login user is automatically printed. This enhances security as well as ensures smooth operation.



> **Tips**
> - The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

> **Related setting (for the administrator)**
> - You can specify the action that this machine takes when the ID & Print function is used. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
> - You can set a time to delete files automatically from the ID & Print User Box (Default: [1 day]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
> - Select whether to ask the user if they want to delete the file from the ID & Print User Box after it is printed or to always delete the file without making confirmation (Default: [Confirm with User]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

### How to print from the computer

A single job allows you to print out a document of up to 2999 pages in length.

1    In the [Output Method] window, select the [User Authentication] check box.

**2**    Select [Recipient User], enter the user name and password, then click [OK].



**3**    In [Output Method:], select [ID&Print].



**4**    Execute printing.

The data is saved in the ID & Print User Box. Continue to "Operations on this machine".

→    You can issue a print instruction from the **Control Panel** before print data scanning on this machine is completed. However, printing is executed after print data scanning on this machine has been completed.

## Operations on this machine

**1**    Tap the [User Name] field or keyboard icon, and enter the user name and password.



**2**    Check that [ID & Print/MFP Access] is selected in [ID & Print], and tap [Login].

When you are successfully authenticated, all data items saved in the ID & Print User Box are printed.

→    After data has been printed, do not log in to the machine.

→    When you select [Access Basic Screen] in [ID & Print], you can log in without starting printing.

→    You can change the default value for [ID & Print] (Default: [Print & Access Basic Screen]) if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

⊙ **Reference**
*To print a particular data item in the ID & Print User Box, open the ID & Print User Box and select the data item. For details on how to print, refer to "User's Guide[Box Operations]/[Print on MFP under Authentication Control (ID & Print)]".*

## Operations on this machine (when an authentication unit is used)

When an optional **Authentication Unit (biometric type)** or **Authentication Unit (IC card type)** is used, you can execute printing just by touching the authentication unit with your finger or IC card.

◎ You may be required to enter the user name and password before touching the unit with your finger or IC card due to the authentication settings. Tap the [User Name] or [Password] field or keyboard icon, and enter the user name or password.

**1** Check that [Authentication Device] is selected in [Authentication Method].



**2** Check that [ID & Print/MFP Access] is selected in [ID & Print], and touch the **Authentication Unit** with your finger or IC card.

When you are successfully authenticated, all data items saved in the ID & Print User Box are printed.

→ After data has been printed, do not log in to the machine.

→ When you select [Access Basic Screen] in [ID & Print], you can log in without starting printing.

→ You can change the default value for [ID & Print] (Default: [Print & Access Basic Screen]) if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

**Related setting (for the administrator)**

– When the ID & Print function is used on an **Authentication Unit**, you can select whether to request user authentication for printing each data item or to allow the user to print all data items once the user is authenticated (Default: [Print All Jobs]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 3.4.6 Changing the Encryption Passphrase

### Encryption Passphrase

An encryption passphrase is information used for encrypting the password that is sent to this machine for printing using the printer driver.

When printing is executed, some functions may send an authentication password such as the user password or account password. The password is encrypted using the encryption passphrase specified in advance in this machine. However, you can change the encryption passphrase when necessary.

To change the encryption password, you need to set the same encryption passphrase in this machine and in the printer driver.

**Tips**

– If the encryption passphrase set in this machine differs from the one set in the printer driver, printing cannot be executed because this machine cannot decrypt the encrypted password.

## Operations required to use this function (for the administrator)

**1** Tap [Utility] - [Administrator Settings] - [Security Settings] - [Driver Password Encryption Setting].



**2** Select [User-Defined] and tap [Encryption Passphrase].

**3** Tap [Encryption Passphrase] and enter the new encryption passphrase (using up to 20 alphanumeric characters, including symbols).

→ Tap [Encryption Passphrase Confirmation], then enter the encryption passphrase again.

→ An encryption passphrase using a series of the same letters (for example, "1111") is invalid.

**4** Tap [OK].

This sets the encryption passphrase.

## Setting the printer driver

◎ Do not perform the following steps when you do not want to change the encryption passphrase on this machine.

**1** In [Output Method] window, click [Detail Settings...].

**2**    Select [Administrator Settings], then click [Settings...].
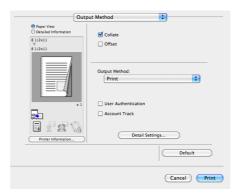
**3**    Select the [Encryption Passphrase:] check box and enter the encryption passphrase (using up to 20 alphanumeric characters, including symbols) that you have set on this machine.

→  Do not select the [Encryption Passphrase] check box unless you want to change the encryption passphrase on this machine.

**4**    Click [OK].

## Printing procedure

**1**    On the [Output Method] tab, set up the print function which uses the password for [Secure Print], [Save in User Box], [User Authentication] and others.

**2**    Execute printing.

The password is encrypted with the encryption passphrase being set by the printer driver, and the encrypted password is transmitted to this machine. The password is decrypted with the encryption passphrase being set on this machine, and it is printed out or stored in the box.

# 3.5    Setting Items in the Printer Driver

## 3.5.1    [Page Setup] Window of the Printer Driver

### How to display the [Page Setup] window

**1**    Open the data in the application. From the [File] menu, click [Page Setup] (or [Paper Setup]).

**2**    Check that the desired printer is selected in [Format for:].

The [Page Attributes] window appears.



### Available Operations in [Page Attributes]

In [Page Attributes], you can configure basic settings about paper.

| Settings | Description |
|----------|-------------|
| [Paper Size:] | Select the size of paper for printing.<br>To print on custom sized paper, use [Manage Custom Sizes...]. For details, refer to page 3-9. |
| [Orientation:] | Specify the orientation of the original created in application software.<br>If the setting in the printer driver differs from the one specified in the application software, correct the setting. |
| [Scale:] | Specify the zoom ratio to enlarge or reduce the original image. The setting range differs depending on the Mac OS X version. |

📑 **Tips**

–    When you want to print on the entire paper of the standard size, select "W" for each standard size in [Paper Size:]. The original is printed at the center of paper larger than the original.
For example, if you want to center and print 8-1/2 x 11 (A4) size data on 11 x 17 (A3) sized paper, create data with the "8-1/2 x 11W (A4W)" size, and then, using the printer driver, set [Paper Size:] to [x11W (A4W)] and specify the paper tray to be used as [Paper Tray] .
On this machine, load 11 x 17 (A3) size paper into the tray to use, and check the paper size as follows. Select the tray in [Paper] for the copy mode. Select [Change Tray Setting] - [Wide Paper], specify [x 11W (A4W)] and make sure that the [Paper Size] is set to [Auto Detect] and 11 x 17 (A3) is displayed.
To print on custom sized paper, use the **Bypass Tray**. In [Change Tray Setting] - [Wide Paper], select [x 11W (A4W)], and enter the paper size to use in [Change Size].

–    [Paper Size] and [Orientation] can also be specified in the Print window.

## 3.5.2 [Print] Window of the Printer Driver

### How to display the [Print] window

**1** Open document data using the application software. From the [File] menu, select [Print].

**2** Check that the desired printer is selected in [Printer:].

The [Copies & Pages] window appears.

### Items common to each window

This section describes the settings and buttons common to the [Print] window.

| Settings | Description |
|---|---|
| [Paper View] | Displays the sample page layout based on current settings for checking the print result image. |
| [Detailed Information] | Displays the current settings in text. |
| [Printer Information...] | Displays the installation option status. This button is enabled only when your computer can communicate with this machine.<br>This function is not available when the sandbox-compatible application is used in Mac OS X 10.9/10.10. |
| [Default] | Reverts the settings to their default values. |
| [Cancel] | Discards (or cancels) the current changes and closes the setup window. |
| [Print] | Applies the changes made to the settings and starts printing. |

## 3.5.3 Available Operations in [Copies & Pages]

In [Copies & Pages], you can configure basic settings about printing, such as the number of copies and print range.

| Settings | Description |
|---|---|
| [Copies:] | When printing multiple sets of copies, specify the number of sets. |
| [Collated] | Do not specify this function. Specify this function in [Collate] in [Output Method]. |
| [Pages:] | When printing a multi-page original, specify the range of pages to be printed. |

**Tips**

- [Format for:] and [Orientation:] are also displayed, but the function is the same as that available from [Page Attributes].
- When the setting items are not displayed in Mac OS X 10.7 or later, click [Show Details].
- When the setting items are not displayed in Mac OS X 10.6, click ⯆ on the right side of [Printer:].

## 3.5.4    Available Operations in [Output Method]

In [Output Method], you can configure settings for printing processes.

| Settings | | Description |
|---|---|---|
| [Collate] | | When printing multiple sets of copies, select this check box to output sets of copies one by one.<br>When this check box is cleared, the first page of the original is printed on as many sheets as the number specified in [Copies], then each of the subsequent pages is printed in this manner. |
| [Offset] | | When printing multiple sets of copies, select this check box to output each set as a staggered layer. |
| [Output Method] | | Select the method to use to print the original from this machine. |
| | [Print] | Select this option to print normally. |
| | [Secure Print] | Select this option to print highly confidential documents. Printing is allowed when the ID and password are entered on this machine.<br>For details, refer to page 3-33. |
| | [Save in User Box] | Select this option to save the original in a box on this machine.<br>For details, refer to page 3-35. |
| | [Save in User Box and Print] | Select this option to save the original in a box on this machine and print it at the same time.<br>For details, refer to page 3-35. |
| | [Proof Print] | Select this option to print a large number of copies. This machine prints only one copy and waits for the user's command before printing the remaining copies.<br>For details, refer to page 3-31. |
| | [ID&Print] | Select this option to print highly confidential documents in an environment where user authentication is employed. Printing is allowed when the user is authenticated to use this machine.<br>For details, refer to page 3-39. |
| [User Authentication] | | Select this check box when user authentication is employed. In the window that appears, enter the user name and password.<br>For details, refer to page 3-37. |
| [Account Track] | | Select this check box when account track is employed. In the window that appears, enter the account name and password.<br>For details, refer to page 3-37. |
| [Detail Settings...] | | Click this button to display the window for configuring the detail settings. |

Clicking [Detail Settings...] displays the [Output Method] functions for which detail settings can be specified. Selecting a function and clicking [Settings...] displays the window for specifying the detail settings for the selected function.

| Settings | Description |
|---|---|
| [Secure Print] | Enter the ID and password for Secure Print.<br>For details, refer to page 3-33. |
| [Save in User Box] | Specify the user box to save the data.<br>For details, refer to page 3-35. |
| [User Authentication] | When user authentication is employed, enter the user name and password.<br>For details, refer to page 3-37. |
| [Account Track] | When account track is employed, enter the account name and password.<br>For details, refer to page 3-37. |
| [Administrator Settings] | Select this option to display the window for changing the display settings of the User Authentication Settings window and changing the encryption passphrase.<br>This function is not available when the sandbox-compatible application is used in Mac OS X 10.9/10.10. |

Clicking [Administrator Settings] displays the window for changing the display settings of the User Authentication Settings window and changing the encryption passphrase.

| Settings | | Description |
|---|---|---|
| [User Authentica-tion/Account Track] | | Specify the action to be taken when the User Authentication/Account Track function is used. |
| | [Popup Authenti-cation Di-alog when printing] | Select this check box to display the [User Authentication] or [Account Track] di-alog box when starting printing.<br>This option reminds you to enter the user name or account name and the pass-word. |
| | [En-hanced Server:] | Select whether to enable the enhanced server authentication. To enable the en-hanced server authentication, select whether to use the MFP authentication to-gether. |
| [Secure Print] | | Specify the action to be taken when the Secure Print function is used. |
| | [Popup Authenti-cation Di-alog when printing] | Select this check box to display the [Secure Print] dialog box when starting printing. This option reminds you to enter the ID and password for Secure Print. |
| | [Print without Pass-word] | Select whether to allow users to print without entering the password. |
| [Encryption Passphrase:] | | Select this check box when you want to set your own encryption passphrase. The encryption passphrase is used for encrypting the authentication password that is sent to this machine for executing printing. In normal circumstances, the authentication password is encrypted using the encryption passphrase regis-tered in advance in this machine. However, you can change the encryption passphrase when necessary.<br>To change the encryption passphrase, change the setting in this machine, then, in the printer driver, enter the same encryption passphrase as that specified in this machine.<br>For details on how to change the encryption passphrase, refer to page 3-41. |

**Tips**
- The **Hard Disk** is optional in some areas. To use [Secure Print], [Save in User Box], [Save in User Box and Print], or [ID&Print], the optional **Hard Disk** must be installed in this machine.
- If the sandbox-compatible application is used in Mac OS X 10.9/10.10, you cannot use [Save Settings], which is displayed in each setting dialog box.

## 3.5.5    Available Operations in [Layout / Finish]

In [Layout / Finish], you can configure settings about the layout or finish of printing. You can combine pages or adjust print positions.

From the setting window, you can switch between the [Layout] window and the [Finish] window.

| Settings | Description |
|---|---|
| [Print Type:] | Select the print sides of paper.<br>• [1-Sided]: The original is printed on one side of paper.<br>• [2-Sided]: The original is printed on both sides of paper.<br>• [Booklet]: The original is printed in booklet format. The pages in the original data are arranged, spread, and printed on both sides of sheets. When the printed sheets are stacked and folded in two, the pages are arranged in the correct order. |
| [Binding Position:] | Select the binding positions for stapling or punching the sheets. |

| Settings | Description |
|---|---|
| [Poster Mode:] | The original image is enlarged, divided, and printed on multiple sheets. For example, when you select [2 x 2], one page of the original is divided and printed on four sheets. When you join the printed sheets together, a large poster is created.<br>To create overlap margins, select the [Overlap width line] check box.<br>Printing originals containing pages of different sizes or orientations in one job may cause images to be partially lost or overlapped. |
| [Rotate 180] | Select this check box to rotate the original 180 degrees and print it. |
| [Image Shift] | Select this check box to fine tune (shift) the print position of the image with respect to the paper.<br>Selecting the [Image Shift] check box displays the [Image Shift] window. Specify the print position in detail.<br>• [Front Side]: Specify the upward/downward and rightward/leftward shift distances for the front side.<br>• [Back Side]: When you print on both sides, specify the upward/downward and rightward/leftward shift distances for the back side. Selecting the [Same value for Front and Back sides] check box applies the same settings to both sides. |
| [Chapters] | When you have selected [2-Sided] or [Booklet] in [Print Type:], select this check box if you want to print particular pages on the front side.<br>In [Page Number] in the [Chapters] window that appears when this check box is selected, specify the page numbers of the pages you want to print on the front side.<br>To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10"). |
| [Staple:] | Select this check box to staple the printed sheets. In addition, specify the number and positions of staples. |
| [Punch:] | Select this check box to make punch holes (binder holes) in the printed sheets. In addition, specify the number and positions of punch holes. |
| [Fold & Staple:] | When folding the printed sheets, select the folding mode. |
| [Page Fold Setting:] | When you have selected [Half-Fold(By Sheet)] or [Tri-Fold(By Sheet)] in [Fold & Staple:], specify the number of pages to be folded at one time. |
| [Paper Arrangement:] | Select whether to adjust the binding position on two-sided printed sheets collectively after all data items are received or sequentially each time a data item is received.<br>• [Prioritize Arranging Papers]: Paper arrangement is performed once after all data items are received. All pages are adjusted under the same conditions.<br>• [Prioritize Productivity]: Paper arrangement is performed sequentially while printing the pages. |

**Tips**

– The **Finisher** is required to use the Staple function.

– To use the Punch function, the **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.

– The number of punched holes varies depending on the country you are in.

– To use the Center Staple function in [Fold & Staple:], the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

– To use the Half-Fold function in [Fold & Staple:], the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

– To use the Tri-Fold function in [Fold & Staple:], the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

– If the sandbox-compatible application is used in Mac OS X 10.9/10.10, you cannot use [Save Settings], which is displayed in each setting dialog box.

### 3.5.6    Available Operations in [Paper Tray / Output Tray]

In [Paper Tray / Output Tray], you can specify the paper trays and type of paper used for printing.

| Settings | Description |
|---|---|
| [Paper Tray:] | Select the paper tray for the printing paper.<br>When you select [Auto], the tray containing the paper selected in [Paper Size:] is automatically used. |
| [Paper Type:] | When you have selected [Auto] in [Paper Tray:], select the type of paper for printing. When you have selected anything other than [Auto], the paper type selected in [Paper Settings for Each Tray...] is used. |
| [Paper Settings for Each Tray...] | Specify the type of printing paper for each tray.<br>Select [Paper Tray] and change [Paper Type:]. Ensure that the settings correspond correctly to the paper that has been loaded into the paper trays of this machine. |
| [Output Tray:] | Select the tray to which the printed sheets are output. |
| [Carbon Copy] | Select this check box to print the original on different sheets of paper loaded in multiple trays.<br>Selecting the [Carbon Copy] check box displays the [Carbon Copy Settings] window. Specify the output order or trays used for carbon copying. For details, refer to page 3-11. |

**Tips**

–    In [Paper Type:], specify [Side2] when printing on the back side of paper.

–    In [Paper Type:], [User] specifies the paper type registered in this machine.

–    If the sandbox-compatible application is used in Mac OS X 10.9/10.10, you cannot use [Save Settings], which is displayed in each setting dialog box.

### 3.5.7    Available Operations in [Cover Mode / Transparency Interleave]

In [Cover Mode / Transparency Interleave] or [Cover Mode] (Mac OS X 10.7 or later), you can insert covers into the printouts and insert OHP interleaves when printing on OHP transparencies.

From the setting window, you can switch between the [Cover Mode] window and the [Transparency Interleave] window.

| Settings | Description |
|---|---|
| [Front Cover:] | Select this check box to insert and print on a front cover. In addition, select the paper tray for the front cover and whether to print on the inserted front cover.<br>•    [Blank]: Nothing is printed on the inserted front cover.<br>•    [Print]: The first page of the original is printed on the inserted front cover.<br>You can set this option when you have selected anything other than [Auto] in [Paper Tray:] in [Paper Tray / Output Tray]. |
| [Back Cover:] | Select this check box to insert and print on a back cover. In addition, select the paper tray for the back cover and whether to print on the inserted back cover.<br>•    [Blank]: Nothing is printed on the inserted back cover.<br>•    [Print]: The last page of the original is printed on the inserted back cover.<br>You can set this option when you have selected anything other than [Auto] in [Paper Tray:] in [Paper Tray / Output Tray]. |
| [Transparency Interleave:] | When printing on multiple OHP transparencies, select this check box if you want to insert paper between the OHP transparencies. In addition, select the paper tray for the paper to be inserted.<br>You can set this option when you have selected [Transparency] in [Paper Type:] in [Paper Tray / Output Tray]. |

## 3.5.8    Available Operations in [Per Page Setting]

In [Per Page Setting], you can change the print settings for each page. You can print pages using different types of paper loaded in the paper trays of this machine or change the layout or finish between pages.

| Settings | Description |
|---|---|
| [Per Page Setting:] | Select this check box to insert sheets into the original or change the print settings page by page. In addition, select the list to apply to printing.<br>• Click [Add...] to create in advance a list containing detailed print settings. For details on how to create a list, refer to page 3-28.<br>• Clicking [Delete...] deletes the selected list.<br>• Clicking [Edit...] displays the [Per Page Setting] dialog box where you can edit the selected list. |

**Tips**

– This function is not available when the sandbox-compatible application is used in Mac OS X 10.9/10.10.

## 3.5.9    Available Operations in [Stamp / Composition]

In [Stamp / Composition], you can embed a pattern that deters unauthorized copying and add the date and page numbers.

| Settings | Description |
|---|---|
| [Copy Security] | A pattern that deters unauthorized copying is composed on the original.<br>Clicking [Settings...] allows you to configure detailed settings of Copy Security. For details, refer to page 3-23. |
| [Date/Time] | Select this check box to add the print date/time to the original.<br>Clicking [Settings...] allows you to change the print position and format of the text. For details, refer to page 3-20. |
| [Page Number] | Select this check box to add page numbers to the original.<br>Clicking [Settings...] allows you to change the print position and the page from which the printing starts. For details, refer to page 3-21. |
| [Header/Footer] | Select this check box to add the date and time and arbitrary text to the top or bottom margin (header/footer) of the original. Select the information to be added for the header and footer from those registered on this machine.<br>Clicking [Settings...] allows you to change the range of pages on which the header and footer is printed and other settings. For details, refer to page 3-22. |

**Tips**

– If the sandbox-compatible application is used in Mac OS X 10.9/10.10, you cannot use [Save Settings], which is displayed in each setting dialog box.

– The [Stamp / Composition] function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

– The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

## 3.5.10    Available Operations in [Quality]

In [Quality], you can configure settings for the image quality of the original. You can specify image processing.

| Settings | Description |
|---|---|
| [Original Type:] | Select the optimum color setting mode for the original.<br>• [Document]: The image quality setting suitable for originals containing multiple elements, such as text, graphs, figures, and photos, is applied.<br>• [Photo]: The setting that prioritizes the image quality is applied.<br>• [DTP]: The image quality setting suitable for originals containing both text and figures is applied. What you see on the display is exactly reproduced.<br>• [Web]: The image quality setting suitable for printing Web pages is applied. Low-resolution images are reproduced with enhanced smoothness.<br>• [CAD]: The image quality setting suitable for originals composed of thin lines is applied. Images are reproduced in high resolutions. |
| [Quality Adjustment...] | The image quality is fine tuned according to the original. |
| [Toner Save] | Select this check box to save the amount of toner consumed. The printing density is reduced. |
| [Edge Enhancement] | Select this check box to sharply print small or faint text. Sharpen the edges of images such as text in the table and graphics to improve legibility. |

**Tips**

– If the sandbox-compatible application is used in Mac OS X 10.9/10.10, you cannot use [Save Settings], which is displayed in each setting dialog box.

## 3.6    Deleting the Printer Driver

When you have to remove the printer driver, for example, when reinstallation of the printer driver is necessary, remove the driver using the following procedure.

1    Open [System Preferences...] in the Apple menu, then click the [Print & Fax] icon.

→    In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printers & Scanners] icon.

2    Select the printer you want to delete, and then click [-] (or [Delete]).

The selected printer is deleted.

3    Close the screen.

4    Drag the following files, which are located in [Library] - [Printers] - [PPDs] - [Contents] - [Resources] on the installed [Macintosh HD] (system hard disk), to the [Trash] icon.

→    [SINDOH_N502_N507_N512_N517.gz] ,

[SINDOH_N501_N506_N511_N516.gz] ,

[SINDOH_N500_N505_N510_N515.gz]

5    Delete unnecessary files from [Library] - [Printers].

→    Drag the [512] folder, which is located in [Library] - [Printers] - [Sindoh], to the [Trash]  icon.

6    Restart the computer.

This completes the deletion process of the printer driver.

# 3.7    Appendix: Using This Machine with Other Connection Methods

## 3.7.1    Using with an LPR Connection

### Operations required to use this function (For administrators)

Configure the LPR operating environment.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

### Adding a printer

Use the following procedure to add a printer via the LPR connection.

**1**    Select [System Preferences...] in the Apple menu.

**2**    Click the [Network] icon.

**3**    The Ethernet setting window appears.

→    Select [Ethernet], then click [Advanced...].

**4**    Click the [TCP/IP] tab.

**5**    Configure the settings including the IP address and subnet mask according to the settings of the network to which the computer is connected.

**6**    Click the close button at the top left corner of the window.

→    When the [This service has unsaved changes] message appears, click [Apply].

Then, add the printer to the computer.

**7**    Select [System Preferences...] in the Apple menu.

**8**    Click the [Printer & Scanner] icon.

→    In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.6, click the [Print & Fax] icon.

**9**    Click [+] in the lower left of the screen.

→    In Mac OS X 10.7 or later, select [Add Other Printer or Scanner...] or [Add Printer or Scanner...] in the list that is displayed by clicking [+].

**10**    Click [IP] or [IP Printer].

**11**    In [Protocol:], select [LPD(Line Printer Daemon)].

**12**    In [Address:], enter the IP address for the machine.

The printer driver for the machine specified with the IP address is displayed in [Print Using:].

→  When the printer driver is displayed, go to Step 14.

→  When the printer driver is not correctly displayed, go to Step 13.



**13**  Manually select the printer driver.

→  In Mac OS X 10.9/10.10, select [Select Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

→  In Mac OS X 10.6/10.7/10.8, select [Select Printer Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

**14**  Click [Add].

This completes the addition process of the printer. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

## 3.7.2    Using with an IPP Connection

### Operations required to use this function (For administrators)

Configure the IPP operating environment.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

### Adding a printer

Use the following procedure to add a printer via the IPP connection.

**1**  Select [System Preferences...] in the Apple menu.

**2**  Click the [Network] icon.

**3**  The Ethernet setting window appears.

→  Select [Ethernet], then click [Advanced...].

**4**  Click the [TCP/IP] tab.

**5**  Configure the settings including the IP address and subnet mask according to the settings of the network to which the computer is connected.

**6**  Click [Apply], then click the close button at the top left corner of the window.

Then, add the printer to the computer.

**7**  Select [System Preferences...] in the Apple menu.

**8**  Click the [Print & Fax] icon.

→  In Mac OS X 10.7/10.8, click the [Print & Scan] icon. In Mac OS X 10.9/10.10, click the [Printer & Scanner] icon.

**9** Click [+] in the lower left of the screen.

→ In Mac OS X 10.7 or later, select [Add Other Printer or Scanner...] or [Add Printer or Scanner...] in the list that is displayed by clicking [+].

[Printer Browser] appears.

**10** Click [IP] or [IP Printer].

**11** In [Protocol:], select [IPP(Internet Printing Protocol)].

**12** In [Address:], enter the IP address for the machine. In [Queue:], enter "ipp".

The printer driver for the machine specified with the IP address is displayed in [Print Using:].

→ When the printer driver is displayed, go to Step 14.

→ When the printer driver is not correctly displayed, go to Step 13.



**13** Manually select the printer driver.

→ In Mac OS X 10.9/10.10, select [Select Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

→ In Mac OS X 10.6/10.7/10.8, select [Select Printer Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

**14** Click [Add].

This completes the addition process of the printer. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to page 3-6.

**4**

**Printing in the NetWare Environment**

# 4    Printing in the NetWare Environment

## 4.1    Before Using the Printer

This machine supports the following NetWare environments:

| NetWare version | Protocol used | Connection method |
|---|---|---|
| NetWare 4.x | IPX | Bindery Pserver Nprinter/Rprinter |
| NetWare 5.x | IPX | NDS Pserver Nprinter/Rprinter |
| | TCP/IP | NDPS |
| NetWare 6.x | IPX | NDS Pserver |
| | TCP/IP | NDPS |

**Tips**

-    For details on the NetWare functions, refer to the NetWare manual.

## 4.2   Operations Required to Use This Function (For Administrators)

The installation method for the printer driver differs depending on the connection method in the NetWare environment. Before installing the printer driver, configure the NetWare print mode according to your environment.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

## 4.3 Installing the Printer Driver

For the Windows client that uses a printer, install the printer driver using the [Add Printer Wizard].

◎ Administrator authority is required for installation.

**1** Insert the printer driver CD-ROM for Windows into the CD-ROM drive of the computer.

**2** Open the [Printers] window, [Printers and Faxes] window, or [Devices and Printers] window.

**3** Execute [Add a printer] or [Add Printer].

The [Add Printer Wizard] appears.

**4** In the port settings, browse the network and specify the name of the created queue (or NDPS printer name).

**5** From the printer model list, specify the desired folder in the CD-ROM that contains the printer driver.

→ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers:
Windows Server 2003: PCL driver and PS driver
Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2: PCL driver, PS driver, and XPS driver

**6** Follow the on-screen instructions to complete the installation process.

**5**

# Printing without Using the Printer Driver

# 5 Printing without Using the Printer Driver

## 5.1 Directly Printing from the PC (Direct Print)

### Direct Print

Direct Print is a function that enables you to directly send PDF (Ver.1.6), JPEG, TIFF, XPS, PS, PCL, Text, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip) files on your computer to this machine to print them without using the printer driver.

A text file supports only 1-byte characters.

You can print a file stored on your computer by specifying it using **Web Connection**.



**Related setting**

- You can specify how the paper size is determined when TIFF, JPEG, or PDF files are directly printed (default: [Auto Paper Select]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- To print a text file, you need to set [PDL Setting] to [Auto] (default: [Auto]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

### Direct Print procedure

Connect to **Web Connection** using a Web browser, then specify the file you want to print. You can print PDF (Ver.1.6), JPEG, TIFF, XPS, PS, PCL, Text, OOXML (.docx/.xlsx/.pptx) and PPML (.ppml/.vdx/.zip) format files.

**1** Access to the **Web Connection**, using the Web browser.

→ For information on how to access **Web Connection**, refer to "User's Guide[Web Management Tool]/[Basic Usage]".

**2** Log in to the user mode.

→ For details on how to login to the user mode, refer to "User's Guide[Web Management Tool]/[Basic Usage]".

**3** Click [Direct Print].

**4** Select the file you want to print, and click [OK].

→ Change the print settings as necessary.



The file is sent and printed.

⊙ **Reference**
*When you print a password protected PDF file, the file is stored in the Password Encrypted PDF User Box. To print files from Password Encrypted PDF User Box, refer to "User's Guide[Box Operations]/[Print an Encrypted PDF (Password Encrypted PDF)]".*

**Tips**

– Application software programs that offer the same function as Direct Print of **Web Connection** through simpler operations include **Direct Print**. Features such as printing through drag-and-drop to the desktop icon, printing using the [Send To] menu in Windows, and automatic printing using a hot folder (print monitoring folder) are available. You can also register multiple job settings in which print settings are configured. To download **Direct Print**, select [PageScope Utilities] in the **Driver & Utilities CD-ROM Vol.1** or **Driver & Utilities CD-ROM Vol.2** menu, then display the page to download utility software. For details, refer to the **Direct Print** manual.

## 5.2    Directly Printing from a USB Memory Device

### Printing from a USB memory device

By connecting a USB memory device to this machine and specifying a file stored in the USB memory device, you can print the file.



**Tips**
-    The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

### Supported USB memory devices

USB memory devices that have the following specifications can be connected to this machine.

| Item | Requirement |
| --- | --- |
| Interface | Compatible with USB Version 2.0/1.1 interface |
| Format type | Formatted in FAT32 |
| Security | Encryption, password lock, or other security functions are not provided or such functions can be turned off. |
| Memory size | No upper limit.<br>• Some USB memory devices may not be supported.<br>• A USB memory device, which is recognized as multiple drives, cannot be used. |

Note the following points when connecting a USB memory device to this machine.
-    Use the USB connector on the side that is near the **Control Panel**.
-    Do not disconnect the USB memory device while saving a file to the device or printing a file saved in the device.
-    Do not use USB devices (such as hard disk unit and a USB switching hub) except for a USB memory.
-    Do not connect or disconnect the USB memory when the hourglass is being displayed in the **Control Panel** while this machine is active.
-    Do not disconnect the USB memory directly after connecting it.

### Printing procedure

Connect the USB memory device to this machine, and on the **Touch Panel**, specify the file you want to print.

For details on the printing procedure, refer to "User's Guide[Box Operations]/[Use a USB Memory Device (External Memory)]".

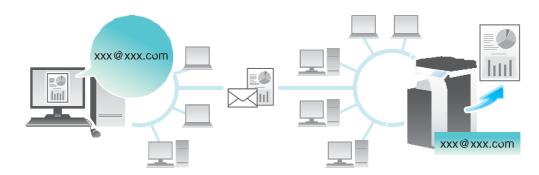## 5.3    Printing a received E-mail attachment (E-mail RX Print)

### E-mail RX Print

E-mail RX Print is a function that prints a file attached to the E-mail received by the machine.

If you send an E-mail to the E-mail address of the machine, you can print a PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), or PPML (.ppml/.vdx/.zip) file on the computer using the machine without using the printer driver.

If necessary, you can save an E-mail attachment in a User Box of the machine.



**Tips**

- The optional **Extension Memory** and **i-Option LK-110 v2** are required to use the E-mail RX Print function.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

### E-mail and attachment specifications

To use the E-mail RX Print function for printing, E-mails and attachments must satisfy the following conditions.

| Item | Specifications |
|---|---|
| Number of files | Up to 20 files |
| File size | Unlimited |
| Supporting file type | PDF/Compact PDF/XPS/Compact XPS/TIFF/JPEG<br>/OOXML (.docx/.xlsx/.pptx)/PPML (.ppml/.vdx/.zip)<br>• A banner-size file cannot be printed even if its file type is one of those mentioned above. |
| E-mail format | The E-mail format has the following restrictions.<br>• E-mails encrypted by S/MIME are not supported.<br>• Restoration of E-mails that have been split into parts is not supported. |
| Specifying an address | Address (To), CC, BCC |

**Tips**

- Files that do not satisfy the above conditions are discarded. Detailed information such as whether a file has been discarded can be viewed in the job history.
- When you receive a password-protected PDF file as an E-mail attachment, the file is saved in the Password Encrypted PDF User Box.
- If an E-mail has no attachment, the E-mail is discarded.

## Operations required to use this function (For administrators)

Configure the settings to enable this machine to receive E-mails. Also, enable the E-mail RX Print function.

To save and manage received E-mail attachments in a User Box, specify the desired User Box to automatically save them in it.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Printing Environment]".

**Tips**
-     If User Authentication/Account Track is enabled, the E-mail is discarded.

**Related setting (for the administrator)**
-     To receive E-mails while User Authentication/Account Track is enabled, you must specify [Print without Authentication] (default: [Restrict]) to permit printing without authentication. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Configuring a print setting when sending an E-mail

The E-mail attachment that have been sent is printed on the machine according to the setting values configured by selecting [Utility] - [User Settings] - [Printer Settings]. To change the print setting each time you sent an E-mail, enter a predetermined setting value into the Subject field of an E-mail in your E-mail program, and configure the desired print setting.

Enter the setting value in the "setting value@" format into the Subject field.
-     Entry example of specifying a single setting value: dup@
-     Entry example of specifying multiple setting values: dup, box1@

The available setting values are as follows.

| Item | Setting value | Description |
|------|---------------|-------------|
| Duplex/Simplex | dup | Sets both sides of paper to be printed on. |
| | simp | Sets a single side of paper to be printed on. |
| Original Orientation | port | Sets the original orientation to Portrait. |
| | land | Sets the original orientation to Landscape. |
| Copies | Numeric Value | Specify the number of copies (1 to 9999) to be printed. |
| Combine | Column + Numeric value | Specify the number of columns (1 to 5) to be combined in one page.<br>Entry example: Column2 |
| | Row + Numeric value | Specify the number of rows (1 to 5) to be combined in one page.<br>Entry example: Row3 |
| Staple | st1 | Sets the number of staples to one (Corner). |
| | st2 | Sets the number of staples to two. |
| Recalling the copy program | m + Numeric value | Specify the registration number (1 to 30) of the copy program to be applied to printing.<br>Entry example: m1 |
| Specifying a User Box | box + Numeric value | Specify the registration number (1 to 999999999) of the User Box to save files in.<br>If the registration number of a User Box that does not exist is specified, a new User Box is created automatically to save files.<br>Entry example: box1 |

**Tips**
-     "@" can be specified only with a single-byte digit.
-     A setting value entered after "@" is not considered to be a print setting value. If "@" is omitted, the entire subject text is considered to be a setting value.

–    The setting value is not case sensitive. Characters other than a setting value are invalid.
–    To specify multiple setting values, delimit them using a comma ",".
–    If multiple setting values are specified in the same item, the setting value entered first is applied.
–    If the copy program is specified, its settings are prioritized, and other individual settings are disabled.

### Related setting
–    The basic print settings inherit the print settings configured on the machine. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Receiving an E-mail on the machine and print a file

The user manually inquires the mail server regarding the E-mail reception status using the **Touch Panel**.

Tap [E-mail RX] to inquire the mail server. If there is an incoming E-mail, receive it and print its attachment.



### Tips
–    The machine automatically inquires the mail server regarding the E-mail reception status at a predetermined interval (default: 15 minutes) depending on the E-mail RX setting. If an E-mail has arrived, the machine receives it and prints its attachment.

### ⊙ Reference
*When you receive a password-protected PDF file as an E-mail attachment, the file is saved in the Password Encrypted PDF User Box. To print files from Password Encrypted PDF User Box, refer to "User's Guide[Box Operations]/[Print an Encrypted PDF (Password Encrypted PDF)]".*

## 5.4    Using Wi-Fi Direct for printing

### About Wi-Fi Direct

Wi-Fi Direct is a standard that enables direct connection with a wireless terminal without an access point.

You can specify and print a file stored on a terminal using a mobile terminal such as a smartphone or a tablet PC that supports Wi-Fi Direct.



**Tips**

–    To use Wi-Fi Direct, the optional **Wireless LAN Interface Kit** and **Local Interface Kit** are required.

### Machine side: Steps required to use this function (for the administrator)

Configure settings to use Wi-Fi Direct on this machine.

How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring Network Settings of this Machine]".

### Terminal side: Operations required to use this function

Connect a terminal that supports Wi-Fi Direct to this machine via Wi-Fi Direct.

◎    For details on how to operate a terminal, refer to the relevant manual.

◎    Some terminals may not be able to be connected to this machine via Wi-Fi Direct. For details, refer to the relevant manual of your terminal.

**1**    Select "Wi-Fi Direct" on the setting menu of the terminal.

This displays a list of devices that support Wi-Fi Direct.

**2**    Select the SSID of this machine from the list.

This machine is registered on the terminal, and the connection setting is completed.

**Tips**

–    For a terminal that does not support Wi-Fi Direct, a virtual SSID for the Wi-Fi Direct connection of this machine is displayed on the Wi-Fi (setting) screen. When the virtual SSID of this machine is selected on the Wi-Fi (setting) screen of the terminal, the terminal can be connected to this machine via Wi-Fi Direct.

### Using a mobile terminal for printing

◎    You need to install **Mobile (for iPhone/iPad/Android)** on your mobile terminal.

**1**    Register this machine in **Mobile (for iPhone/iPad/Android)**.

→    This machine can be easily registered in **Mobile (for iPhone/iPad/Android)** by reading the QR code displayed on the screen of this machine using **Mobile (for iPhone/iPad/Android)**. For details on how to display the QR code, refer to "User's Guide[Web Management Tool]/[Associating with External Application]".

→    On a NFC-compatible mobile terminal with **Mobile for Android** installed, you can hold the mobile terminal over the NFC area of the **Control Panel** of this machine to easily register this machine in

**Mobile for Android**. For details on the NFC area, refer to "User's Guide[Control Panel]/[Names and Functions of Control Panel Keys]".

2 Specify a file to be printed, then execute printing.

→ For details on how to make prints, refer to the help of **Mobile (for iPhone/iPad/Android)**.

## Printing using a computer

After connecting this machine to the computer via Wi-Fi Direct, install the printer driver on the computer.

## 5.5    Using an Android terminal for printing (Mopria printing)

### Mopria print function

Mopria is a standard that enables printing from a mobile terminal by wireless connection without having to install a dedicated application such as a printer driver to suit the manufacturer or model of a mobile terminal.

This machine, which is compatible with the Mopria print function, enables printing from a Mopria-compatible mobile terminal.

**Tips**
–    To use the Mopria print function, you need to connect your Mopria-compatible mobile terminal to the same network as that used by this machine via a Wireless LAN connection. For details on network settings of a mobile terminal, refer to the relevant user's manual.
–    The Mopria print function does not support the user authentication function of this machine. To use the Mopria print function in the environment where user authentication is enabled, you need to enable [Print without Authentication] (default: [Restrict]). For details on [Print without Authentication], refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

### Operations required to use this function (For administrators)

To use the Mopria print function, enable the following settings.
–    [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings]
–    [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [IPP Settings]
–    [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [Accept IPP Jobs]
–    [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Setting]

### How to Print

◎    The operation procedure may vary depending on the mobile terminal or the application to be used.

**1**    Check that this machine is turned on.

**2**    Start the application on your Mopria-compatible terminal to display the content to be printed.

**3**    Display the printer selection screen, then select the printer to use.

**4**    Change the print settings as necessary.

**5**    Execute printing.

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