Operating Instructions
Printer Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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

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

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

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

Notes

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

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

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

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

⚠️**Important**

❒ Media differ according to manual.

❒ The printed and electronic versions of a manual have the same contents.

❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

❒ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ **About This Machine**

Be sure to read the Safety Information in this manual before using the machine.
This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **General Settings Guide**

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Trouble Shooting**

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

❖ **Security Reference**

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Copy/Document Server Reference**

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

❖ **Facsimile Reference**

Explains Facsimile functions and operations.

❖ **Printer Reference**

Explains Printer functions and operations.

❖ **Scanner Reference**

Explains Scanner functions and operations.

❖ **Network Guide**

Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ **Other manuals**

- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link Guide

🖉 **Note**

❒ Manuals provided are specific to machine types.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

TABLE OF CONTENTS

1. Preparing the Machine

2. Setting Up the Printer Driver

3. Other Print Operations

4. Saving and Printing Using the Document Server

5. The Functions and Settings of the Machine

6. Appendix

Notice

❖ **Declaration of Conformity**
Product Name: Printer/Scanner Controller
Model Number: Printer/Scanner Unit Type 3010, Printer Unit Type 3010,
Printer Enhance Option Type 3010, RPCS Printer Unit Type 3010
Responsible party: Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000
This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

① This device may not cause harmful interference, and

② this device must accept any interference received,
including interference that may cause undesired operation.

① Properly shielded and grounded cables and connectors must be used for
connections to a host computer (and/or peripheral) in order to meet FCC
emission limits.

② An AC adapter with a ferrite core must be used for RF interference suppression.

❖ **Note to users in the United States of America**
This equipment has been tested and found to comply with the limits for a
Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are
designed to provide reasonable protection against harmful interference in a
residential installation. This equipment generates, uses and can radiate radio
frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular
installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and
on, the user is encouraged to try to correct the interference by one more of the
following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to
which the receiver is connected.

• Consult the dealer or an experienced radio /TV technician for help.

❖ **Caution:**
Changes or modifications not expressly approved by the party responsible
for compliance could void the user's authority to operate the equipment.

❖ **Note to users in Canada**
This Class B digital apparatus complies with Canadian ICES-003.

❖ **Remarque concernant les utilisateurs au Canada**

❖ **Avertissement:**
Cet appareil numérique de la classe B est conforme à la norme NMB-003
du Canada.

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ *WARNING:*

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

⚠ *CAUTION:*

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

✸Important

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

✎ Note

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

🔍Reference

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

[ ]

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

【 】

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

Display Panel

This section describes configuration using the display panel when the printer function is selected.

Initial Display

⚜**Important**

❒ The machine switches to offline when you make settings when the machine is online. After you complete the setting, the machine switches to online automatically.

❒ If you make a setting when the machine is offline, it will stay offline afterwards.

❒ The function items displayed serve as selector keys. You can select or specify an item by pressing it lightly.

❒ When you select or specify an item on the display panel, it becomes highlighted.

❒ Keys dimmed (for example, OK) cannot be used.
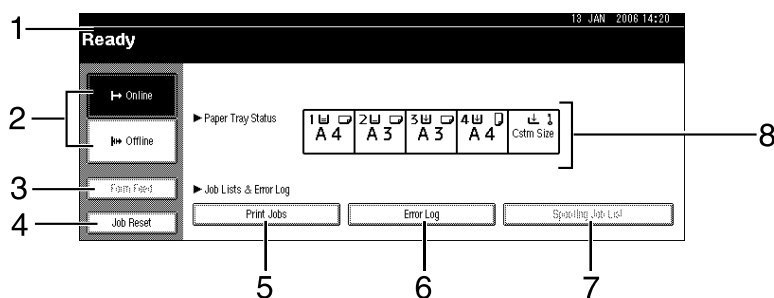
AJO002S

1. Operational status or messages

Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

2. [↦Online]/[↤Offline]

When you press these keys, the machine switches between online and offline.

When the machine is online, it can receive data from the computer.

When the machine is offline, it cannot receive data from the computer.

3. [Form Feed]

Press to print all the data left in the machine's input buffer.

• When the machine is online, the status appears dimly.

• This function is not available with the RPCS printer language.

4. [Job Reset]

Press to cancel the current print job.

If you press it when the machine is offline and Hex Dump is selected, Hex Dump is canceled.

5. [Print Jobs]

Press to display print jobs sent from a computer.

6. [Error Log]

Press to display the error logs of print jobs that sent from a computer.

7. [Spooling Job List]

Press to display spooled jobs.

8. Paper Tray Status indicators

The paper tray settings appear.

3

🖉 Note

❒ When the power is turned on, the copier display is shown. This is a factory default. This initial setting can be changed. See "User Tools (System Settings)", General Settings Guide.

Printer Features Menu

The following explains settings and meanings of functions on Printer Feature. Printer Feature screen appears when you press the 【User Tools/Counter】 key. For details, see "Printer Features Menu", General Settings Guide.

❖ **List / Test Print**

Menu	Description
Multiple Lists	You can print the configuration page and error log.
Config. Page	You can print the machine's current configuration values.
Error Log	You can print error logs listing all errors that occurred during printing.
Menu List	You can print a Menu List showing the machine's function menus.
PCL Config. / Font Page	You can print the current configuration and installed PCL font list. This menu can be selected only when the PCL unit is installed.
PS Config. / Font Page	You can print the current configuration and installed PostScript font list. This menu can be selected only when the optional PostScript 3 unit is installed.
PDF Config. / Font Page	You can print the current configuration and installed PDF font list. This menu can be selected only when both the optional PostScript 3 unit and the optional hard disk are installed.
Hex Dump	You can print in the Hex Dump mode.

❖ **Maintenance**

Menu	Description
Menu Protect	This function lets you protect menu settings from accidental change. It makes it impossible to change menu settings with normal procedures unless you perform the required key operations. In a network environment, only administrators can make changes to menu settings.
List / Test Print Lock	You can lock the **[List / Test Print]** menu.
Delete All Temporary Print Jobs	You can delete all print jobs temporarily stored in the machine.
Delete All Stored Print Jobs	You can delete all print jobs stored in the machine.

❖ **System**

Menu	Description
Print Error Report	You can print an error report when a printer or memory error occurs.
Auto Continue	You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.
Memory Overflow	Select this to have a memory overflow error report printed.
Job Separation	You can enable Job Separation. This menu can be selected only when a finisher (optional) is installed.
Auto Delete Temporary Print Jobs	You can select to automatically delete print jobs temporarily stored in the machine.
Auto Delete Stored Print Jobs	You can select to automatically delete print jobs stored in the machine.
Initial Print Job List	You can set the default Printer screen when you press **[Print Jobs]**.
Memory Usage	You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.
Duplex	You can select to have print on both sides of each page.
Copies	You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.
Blank Page Print	You can select whether or not to print blank pages.
Edge Smoothing	You can set to smoothen the edges of printed characters.
Toner Saving	Make setting to select either to apply or not to apply Toner Saving.
Printer Language	You can specify the printer language.
Sub Paper Size	You can enable the Auto Substitute Paper Size (A4↔LT) feature.
Page Size	You can select the default paper size.
Letterhead Setting	You can rotate original images when printing. When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.

Menu	Description
Bypass Tray Setting Priority	You can specify which of the two options, (Printer) Driver / Command or Machine Settings, has priority for determining the paper size for the bypass tray.
Edge to Edge Print	You can select whether or not to print on the entire sheet.
Default Printer Language	You can set the default printer language if the machine cannot find the printer language automatically.
Tray Switching	You can set to switch the paper tray.

❖ **Host Interface**

Menu	Description
I/O Buffer	You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.
I/O Timeout	You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

❖ **PCL Menu**

This menu can be selected only when the PCL unit is installed.

Menu	Description
Orientation	You can set the page orientation.
Form Lines	You can set the number of lines per page.
Font Source	You can set the storage location of the default font.
Font Number	You can set the ID of the default font you want to use.
Point Size	You can set the point size you want to use for the selected font.
Font Pitch	You can set the number of characters per inch for the selected font.
Symbol Set	You can specify the set of print characters for the selected font. The available options are as follows:
Courier Font	You can select a courier font type.
Extend A4 Width	You can extend the printing area width when printing on A4 sheet with PCL.
Append CR to LF	When set to On, a carriage return will follow each line feed: CR=CR, LF=CR–LF, FF=CR–FF.
Resolution	You can set the print resolution in dots per inch.

❖ **PS Menu (optional)**

Menu	Description
Data Format	You can select a data format.
Resolution	You can set the print resolution in dots per inch.

❖ **PDF Menu (optional)**

This menu can be selected only when the optional PostScript 3 unit and the optional hard disk are installed.

Menu	Description
Change PDF Password	You can set the password for the PDF file executing PDF Direct Print.
PDF Group Password	You can set the group password already specified with DeskTopBinder Lite.
Resolution	You can set the print resolution in dots per inch.

🖉 **Note**

❒ Some options do not appear depending optional units or selected printer languages.

❒ The PCL printer language is optional depending on the options installed on the machine, but is required if the PCL unit is installed.

❒ Some options cannot be set depending on security settings.

❒ If you are using the machine that does not have the optional hard disk installed, some options are not displayed.

🔎 **Reference**

For details, see "Printer Features", General Settings Guide.

For more information about copier features and system settings, see Copy Reference and General Settings Guide.

Setting Paper on the Bypass Tray

This section gives instructions for setting paper on the bypass tray.

For details about paper size and paper type, see "Recommended Paper Size and Types", About This Machine.

Paper within the following dimensions can be set in the bypass tray:

- Vertical: 90 - 297 mm (3.5 - 11.7 in.)
- Horizontal: 148 - 600 mm (5.9 - 23.6 in.)

⚠️**Important**

❏ The following functions are disabled when printing from the bypass tray:

- Duplex printing (when the optional unit is installed)
- Auto Tray Select
- Auto Tray Switching
- Rotating collate
- Staple (when the optional unit is installed)

❏ Be sure to set the paper size using the printer driver when printing data from the computer. The paper size set using the printer driver has priority over the one set using the display panel.

❖ **Printing onto paper with specific orientation**

When printing onto paper that has specific orientation requirements, such as envelopes or letterhead paper, be sure to set as the followings:

- If the paper feed orientation is ▭, insert paper print side down in the bypass tray, and set the bottom edge of the paper toward the machine.
- If the paper feed orientation is ▯, insert paper print side down in the bypass tray, and set the bottom edge of the paper toward you.

To print on paper that is set in the opposite position to either of the correct positions described above, rotate the print image 180 degrees using the printer driver. For details, see the printer driver Help.

1 **Open the bypass tray.**

AJO007S
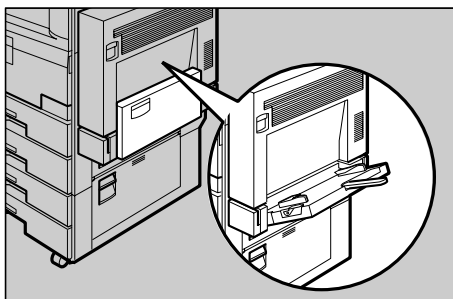
B **Adjust the paper guides to the paper size.**

If the paper guides are not flush against the paper, skewing and misfeeds might occur.

Before loading paper, unlock the paper guides by pushing up the paper guide release lever.

To lock the paper guides, push down the paper guide release lever. The machine then selects the bypass tray automatically.

AJO008S
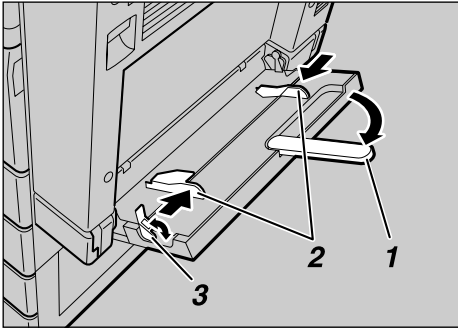
1. **Extender**

2. **Paper Guide**

3. **Paper guide release lever**

C **Gently insert paper facing down into the bypass tray until the beeper sounds.**

Fan the paper to get air between the sheets to avoid a multi-sheet feed.

D **Select the paper size.**

✎ **Note**

❒ Open out the extender to support paper sizes larger than A4 ▷, $8^1/_2 \times 11$ ▷.

❒ When setting an OHP transparency, make sure that its front and back sides are properly positioned.

🔎 **Reference**

For printer driver settings, see the printer driver Help.

Select paper type when printing onto OHP transparencies or thick paper (over 127.9 g/m^2). For details, see p.14 "Setting Thick Paper or OHP Transparencies Using the Control Panel".

Setting the Paper Size Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading standard size paper onto the bypass tray.

🎐Important

❒ The following procedures are not required if you select **[Driver / Command]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]**. In that case, set the paper size using the printer driver. For details, see General Settings Guide.

❒ If you select **[Machine Settings]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide), the settings made using the control panel have priority over the printer driver settings.

❒ If the printer driver is not used, select **[Machine Settings]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide). Set paper size using the control panel.

❒ Thick paper and OHP transparencies are delivered face up on the top of the preceding page; therefore, the prints need to be rearranged into the correct order. To avoid this, select **[Reverse order print]** in the RPCS printer driver settings to deliver the prints in the correct page order.

A Press the 【**User Tools/Counter**】 key on the control panel.

AJO009S

B Press **[System Settings]**.

C Press the **[Tray Paper Settings]** tab.
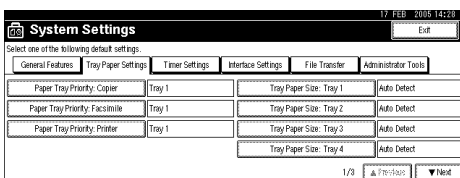
D Press **[▼Next]** to scroll through the list.

E Press **[Printer Bypass Paper Size]**.

f **Select the paper size.**

Press **[▲Previous]** or **[▼Next]** to scroll through the list.

g **Press [OK].**

h **Press the 〔User Tools/Counter〕 key.**

℘Reference

When loading thick paper or OHP transparencies, select paper size and paper type. For details, see p.14 "Setting Thick Paper or OHP Transparencies Using the Control Panel".
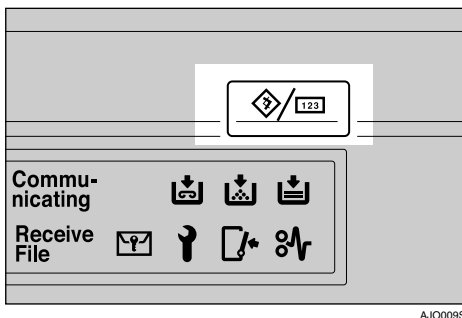
Setting Custom Size Paper Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading custom size paper onto the bypass tray.

⚠️Important

❒ The following procedures are not required if you select **[Driver / Command]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

❒ If you select **[Machine Settings]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide), the settings made using the control panel have priority over the printer driver settings.

❒ If the printer driver is not used, select **[Machine Settings]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide). Set paper size using the control panel.

A Press the 【User Tools/Counter】 key on the control panel.

B Press **[System Settings]**.

C Press the **[Tray Paper Settings]** tab.

D Press **[▼Next]** to scroll through the list.

E Press **[Printer Bypass Paper Size]**.

F Press **[Custom size]**.

If a custom size is already set, press **[Change Size]**.

G Press **[Vertical]**.

H Enter the vertical size of the paper using the number keys, and then press 【#】.
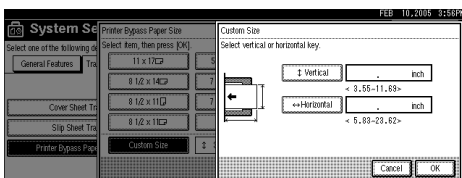
I Press **[Horizontal]**.

J Enter the horizontal size of the paper using the number keys, and then press 【#】.

K Press **[OK]**.

The paper sizes entered are displayed.

L Press **[OK]**.

M Press the 【User Tools/Counter】 key.

📝 Note

❒ When loading OHP transparencies or thick paper, set paper size and paper type.

❒ For printer driver settings, see the printer driver Help.

Setting Thick Paper or OHP Transparencies Using the Control Panel

Follow the procedure below to set the machine using the control panel when loading thick paper or OHP transparencies onto the bypass tray.

⚠️Important

❒ The following procedures are not required if you select **[Driver / Command]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide). In that case, set the paper size using the printer driver.

❒ If you select **[Machine Settings]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide), the settings made using the control panel have priority over the printer driver settings.

❒ If the printer driver is not used, select **[Machine Settings]** from **[Bypass Tray Setting Priority]** in **[System]** of **[Printer Features]** (see "Printer Features", General Settings Guide). Set the paper size using the control panel.

A Press the 【User Tools/Counter】key on the control panel.

B Press [System Settings].

C Press the [Tray Paper Settings] tab.

D Press [▼Next] to scroll through the list.

E Press [Paper Type: Bypass tray].
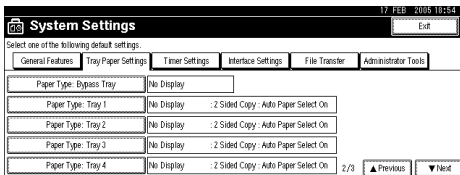
F Select [OHP] or [Thick Paper].

G Press [OK].

The paper type selected is displayed.

H Press the 【User Tools/Counter】key.

📝 Note

❒ The settings made will remain valid until they are reset again. After printing on OHP transparencies or thick paper, make sure to clear settings for the next user.

🔎 Reference

When loading letterhead paper, pay attention to its orientation. See "Orientation- Fixed Paper or Two-Sided Paper", General Settings Guide.

When configuring **[Printer Features]** of **[System Settings]**, see General Settings Guide.

For printer driver settings, see the printer driver Help.

1. Preparing the Machine

Confirming the Connection Method

This machine supports network and local connection.

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

Network Connection

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

Using this Machine as the Windows Printing Port

Network connections can be established through Ethernet and IEEE 802.11b.

Available ports are determined by the combination of your Windows operating system's version and connection method.

SmartDeviceMonitor for Client	SmartDeviceMonitor for Client	SmartDeviceMonitor for Client	SmartDeviceMonitor for Client
- TCP/IP	- TCP/IP	- TCP/IP	- TCP/IP
- IPP	- IPP	- IPP	- IPP
	Standard TCP/IP	Standard TCP/IP	LPR
	LPR	LPR	
Windows 95/98/Me	Windows 2000	Windows XP/ Server 2003	Windows NT 4.0

ZZZ035S
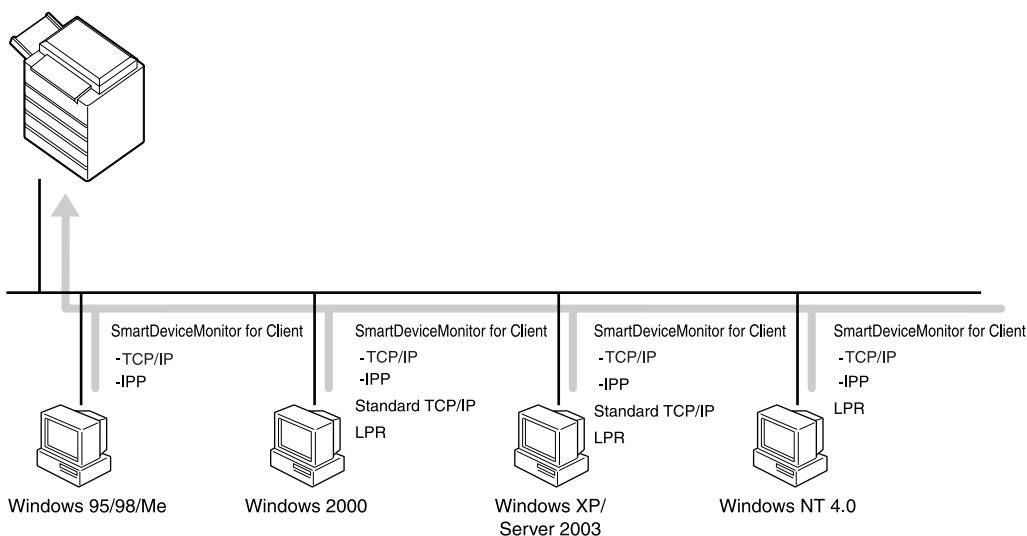
❖ **Windows 95/98**

Connection Method	Available Ports
Ethernet/IEEE 802.11b	SmartDeviceMonitor for Client port

❖ **Windows Me**

Connection Method	Available Ports
Ethernet/IEEE 802.11b	SmartDeviceMonitor for Client port

❖ **Windows 2000**

Connection Method	Available Ports
Ethernet/IEEE 802.11b	SmartDeviceMonitor for Client port Standard TCP/IP LPR port

❖ **Windows XP**

Connection Method	Available Ports
Ethernet/IEEE 802.11b	SmartDeviceMonitor for Client port Standard TCP/IP LPR port

❖ **Windows Server 2003**

Connection Method	Available Ports
Ethernet/IEEE 802.11b	SmartDeviceMonitor for Client port Standard TCP/IP LPR port

❖ **Windows NT 4.0**

Connection Method	Available Ports
Ethernet/IEEE 802.11b	SmartDeviceMonitor for Client port LPR port

$\mathcal{P}$**Reference**

See the explanation about how to install the printer driver for each type of port. For the SmartDeviceMonitor for Client port, see p.21 "Using the Smart-DeviceMonitor for Client Port".

For the Standard TCP/IP port, see p.27 "Using the Standard TCP/IP Port".

For the LPR port, see p.29 "Using the LPR Port".

16

1

Using as a Network Printer

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

Windows 2000/XP
Windows Server 2003
Windows NT 4.0
Print Server

NetWare
Print Server

NetWare
File Server

Windows 95/98/Me   Windows 2000   Windows XP/   Windows NT 4.0
                                    Server 2003
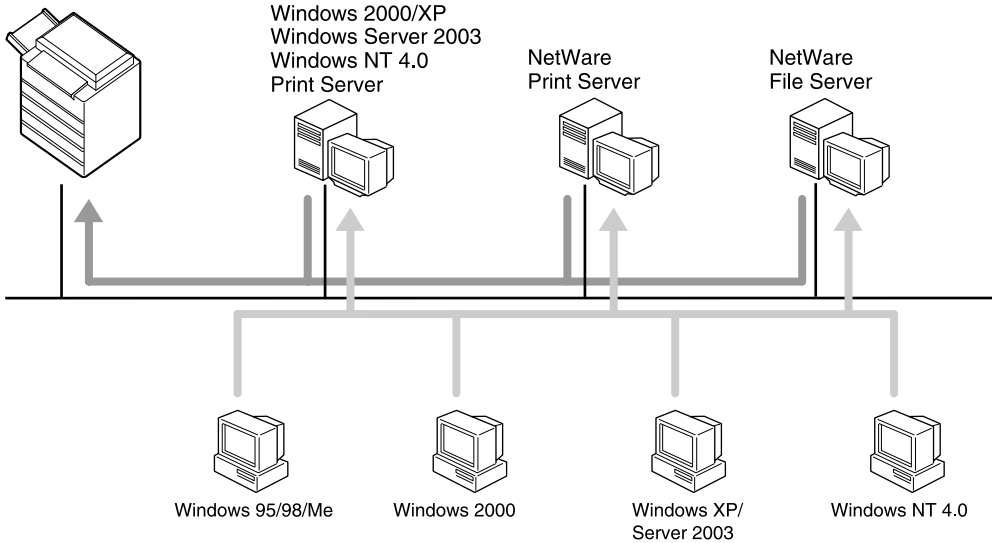
ZZZ036S

✍ Reference

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

For the Windows network printer, see p.31 "Using as a Windows Network Printer".

For the NetWare print server and remote printer, see p.34 "Using as a Net-Ware Print Server/Remote Printer".

Local Connection

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

The version of Windows operating system determines the available connection methods.

- Windows 95:
  Parallel connections

- Windows 98/98 SE:
  Parallel connections

- Windows Me:
  USB and Parallel connections

- Windows 2000:
  USB, Parallel, and Bluetooth connections

- Windows XP:
  USB, Parallel, and Bluetooth connections

- Windows Server 2003:
  USB, Parallel, and Bluetooth connections

- Windows NT 4.0:
  Parallel connections

🔎 Reference

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

Installing the Printer Driver

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

Quick Install

Windows 95/98/Me/2000/XP, and Windows Server 2003 users can easily install this software using the supplied CD-ROM.

Using Quick Install, the RPCS printer driver and DeskTopBinder - SmartDeviceMonitor for Client are installed under network environment, and the TCP/IP port will be set.

⚠️Important

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To install printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator.

❒ If you connect using USB, refer to p.37 "Installing the Printer Driver Using USB" and install the printer driver.

A Quit all applications currently running.

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

The installer starts.

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

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

The default interface language is English.

D Click [Quick Install].

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

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

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

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

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

19

G **Click [Install].**

The printer driver installation starts.

H **Click [Finish].**

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

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

📝 Note

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

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

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

🔍 Reference

Quick Install is not available unless bidirectional communication between the machine and computer is enabled via parallel connection. See p.49 "If Bidirectional Communication Is Disabled" for details about bidirectional communication between the machine and computer.

Installing the Printer Driver for the Selected Port

Using the SmartDeviceMonitor for Client Port

⚠️Important

❒ To install SmartDeviceMonitor for Client under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator.

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

Installing SmartDeviceMonitor for Client

A **Quit all applications currently running.**

B **Insert the CD-ROM into the CD-ROM drive.**
The installer starts.

C **Select an interface language, and then click [OK].**
The default interface language is English.

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

E **Select an interface language, and then click [Next >].**
The default interface language is English.

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

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

H **Click [Full install] or [Custom Install].**
[Full install] installs all required applications: DeskTopBinder Lite and Smart-DeviceMonitor for Client.
[Custom Install] installs selected applications.

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

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

📝 Note

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

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

Changing the Port Settings for SmartDeviceMonitor for Client

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

Windows 95/98:

A **Open the [Printers] window from the [Start] menu.**

B **In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].**

C **Click the [Details] tab, and then click [Port Settings].**
The **[Port Settings]** dialog box appears.

Windows 2000/Windows NT 4.0:

A **Open [Printers] window from the [Start] menu.**

B **In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].**

C **On the [Ports] tab, click [Configure Port].**
The **[Configuration]** dialog box appears.

Windows XP, Windows Server 2003:

A **Open the [Printers and Faxes] window from the [Start] menu.**
The **[Printers and Faxes]** window appears.

B **Click the icon of the machine you want to use. On the [File] menu, click [Properties]. The printer properties appear.**

C **Click the [Ports] tab, and then click [Configure Port].**
The **[Port Configuration]** dialog box appears.

⌀ **Note**
❒ For TCP/IP, timeout setting can be configured.
❒ User, proxy, and timeout settings can be configured for IPP.
❒ If no settings on the **[Recovery/Parallel Printing]** tab are available, follow the procedure below.
  ① Click **[Cancel]** to close the **[Port Configuration:]** dialog box.
  ② Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the tasktray.
  ③ Point to **[Properties]**, and then click **[Extended Features Settings]**.
  ④ Select the **[Set Recovery/Parallel Printing for each port]** check box.
  ⑤ Click **[OK]** to close the **[Extended Features Settings]** dialog box.

$\mathcal{P}$**Reference**

> For details about these settings, see "Using SmartDeviceMonitor for Client", Network Guide, or SmartDeviceMonitor for Client Help.

Installing the RPCS or PCL Printer Driver (TCP/IP)

Important

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To install this printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

A Quit all applications currently running.

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

The installer starts.

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

The default interface language is English.

D Click [RPCS Printer Driver] or [PCL Printer Driver].

To install RPCS printer drivers, click **[RPCS Printer Driver]**. To install PCL printer drivers, click **[PCL Printer Driver]**.

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

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

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

You can select several printer drivers.

G Click [Next >].

H Select the machine model you want to use.

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

I Double-click the printer name to display the printer settings.

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

🔟 Click [Port:], and then click [Add].

⓫ Click [SmartDeviceMonitor], and then click [OK].

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

A list of printers using TCP/IP appears.

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

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

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

⓯ Set a user code, if necessary.

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

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

⓱ Click [Continue].

Installation starts.

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

Restart the computer to complete installation.

🖉 Note

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

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

❒ Under Windows 95/98/Me, you cannot add an IP address partially similar to the one already used. For example, if "192.168.0.2" is in use, "192.168.0.2xx" cannot be used. Similarly, if "192.168.0.20" is in use, "192.168.0.2" cannot be used.

🔎 Reference

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

Installing the RPCS or PCL Printer Driver (IPP)

⚠️**Important**

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To install printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

A **Quit all applications currently running.**

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

The installer starts.

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

The default interface language is English.

D **Click [RPCS Printer Driver] or [PCL Printer Driver].**

To install RPCS printer drivers, click **[RPCS Printer Driver]**. To install PCL printer drivers, click **[PCL Printer Driver]**.

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

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

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

You can select several printer drivers.

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

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

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

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

I **Click [Port:], and then click [Add].**

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

K **Click [IPP].**

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

If the server authentication is issued, to enable SSL (a protocol for encrypted communication), enter "https://printer's address/printer" (Internet Explorer 5.01, or a higher version must be installed).

(example IP address: 192.168.15.16)

http://192.168.15.16/printer

https://192.168.15.16/printer

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

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

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

N Click [Detailed Settings] to make necessary settings.

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

O Click [OK].

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

Q Set a user code, if necessary.

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

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

S Click [Continue].

Installation starts.

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

Restart the computer to complete installation.

🖉 Note

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

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

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

🔎 Reference

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

Using the Standard TCP/IP Port

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

⚠️**Important**

❐ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❐ To install this printer driver under Windows 2000/XP Professional, and Windows Server 2003, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

❐ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

Installing the RPCS or PCL Printer Driver

A Quit all applications currently running.

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

The installer starts.

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

The default interface language is English.

D Click [RPCS Printer Driver] or [PCL Printer Driver].

To install RPCS printer drivers, click **[RPCS Printer Driver]**. To install PCL printer drivers, click **[PCL Printer Driver]**.

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

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

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

You can select several printer drivers.

G Click [Next >].

H Select the machine model you want to use.

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

I Double-click the printer name to display the printer settings.

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

J Click [Port:], and then click [Add].

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

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

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

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

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

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

⓮ Click [Next >].

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

The installation start dialog box reappears.

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

⓱ Configure the default printer as necessary.

⓲ Click [Continue].

The printer driver installation starts.

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

Restart the computer to complete installation.

🖉 Note

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

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

🔎 Reference

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

Using the LPR Port

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

⚠️**Important**

❒ To install this printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

Installing the PCL or RPCS Printer Driver

A **Quit all applications currently running.**

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

The installer starts.

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

The default interface language is English.

D **Click [RPCS Printer Driver] or [PCL Printer Driver].**

To install RPCS printer drivers, click **[RPCS Printer Driver]**. To install PCL printer drivers, click **[PCL Printer Driver]**.

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

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

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

You can select several printer drivers.

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

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

H **Click [Next >].**

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

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

🔟 Click [Port:], and then click [Add].

⓫ Click [LPR Port], and then click [OK].

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

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

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

The port is added.

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

⓯ Configure the default printer as necessary.

⓰ Click [Continue].

The printer driver installation starts.

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

Restart the computer to complete installation.

🖉 Note

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

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

🔎 Reference

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

Using as a Windows Network Printer

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

To use the print server, install the printer driver by selecting "Network printer server", and then select the Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 shared printer.

This section assumes that the client has already been configured to communicate with a Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 print server. Do not begin the following procedure before the client is set up and configured correctly.

Important

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To install the printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

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

❒ If you print with a Windows XP or Windows Server 2003 print server, notification functions of SmartDeviceMonitor may not be used with the client.

❒ If you print with a Windows NT 4.0 print server, install the printer driver before you connect the print server to the printer.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

Installing the PCL or RPCS Printer Driver

A **Quit all applications currently running.**

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

The installer starts.

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

The default interface language is English.

D **Click [RPCS Printer Driver] or [PCL Printer Driver].**

To install RPCS printer drivers, click **[RPCS Printer Driver]**. To install PCL printer drivers, click **[PCL Printer Driver]**.

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

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

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

You can select several printer drivers.

G **Click [Next >].**

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

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

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

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

J **Click [Port:], and then click [Add].**

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

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

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

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

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

For an RPCS printer driver, a user code can be set after the printer driver installation. For information about user code, see the printer driver Help.

32

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

17 Click [Continue].

The printer driver installation starts.

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

Restart the computer to complete installation.

✐ **Note**

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

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

🔍 **Reference**

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

Using as a NetWare Print Server/Remote Printer

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

⚠️Important

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To install this printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

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

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

The following values are used in the example:

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

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

The installer starts.

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

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

The default interface language is English.

C Click [RPCS Printer Driver] or [PCL Printer Driver].

To install RPCS printer drivers, click **[RPCS Printer Driver]**. To install PCL printer drivers, click **[PCL Printer Driver]**.

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

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

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

You can select several printer drivers.

F **Click [Next >].**

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

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

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

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

I **Click [Port:], and then click [Add].**

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

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

The created queue is displayed.

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

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

N **Click [Continue].**

The printer driver installation starts.

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

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

Restart the computer to complete installation.

Q **After restarting the computer, launch the [Printers] window, and then open the printer properties.**

Under Windows XP or Windows Server 2003, open the printer properties from the **[Printers and Faxes]** window.

R **On the [Printer Settings] tab, clear the [Form Feed] and [Enable Banner] check boxes.**

Under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, click the **[NetWare setting]** tab.

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

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

Note
❒ To stop installation of the selected software, click **[Cancel]** before installation is complete.
❒ The protocol is set to inactive as default. Enable it using Web Image Monitor or Telnet.

Form Feed

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

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

- Under Windows 95/98/Me, clear the **[Form feed]** check box on the **[Printer Settings]** tab in the printer properties dialog box.
- Under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, clear the **[Form feed]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

Banner Page

Do not use NetWare to configure a banner page.

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

- Under Windows 95/98/Me, clear the **[Enable banner]** check box on the **[Printer Settings]** tab in the printer properties dialog box.
- Under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, clear the **[Enable banner]** check box on the **[NetWare Settings]** tab in the printer properties dialog box.

Printing after Resetting the Printer

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

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

Installing the Printer Driver Using USB

This section explains how to install printer drivers using USB.

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

The printer drivers can be installed from the supplied CD-ROM or downloading them from the supplier's website.

Windows Me - USB

✎Important

❒ Installation via USB is not possible under Windows 95/98. Upgrade to Windows Me or later.

❒ Download USB Printing Support for Windows Me from the supplier's website.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

When USB is first used, the plug and play function starts and the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Add New Hardware Wizard]** dialog box appears, depending on the operating system.

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

A **Download USB Printing Support from the supplier's website.**

Use a search to find the model name, and then download USB Printing Support from the supplier's website.

Save it where you can locate it easily.

B **Connect the machine to the computer using the USB cable.**

Connect the USB cable firmly.

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

D **Select the [Specify a location:] check box, and then click [Browse...].**

The **[Browse for Folder]** dialog box appears.

E **Specify the location where USB Printing Support is located, and then click [Next >].**

F **Check the location, and then click [Next >].**

USB Printing Support is installed.

G **Click [Finish].**

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

H **Install the printer driver. Click [Search for the best driver for your device. [Recommended]], and then click [Next >].**

I **Select the [Specify a location:] check box, and then click [Browse...].**

The **[Browse for Folder]** dialog box appears.

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

When Auto Run starts, click **[Exit]**.

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

K **Specify the location where the source files of the printer driver are stored, and then click [Next >].**

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

- RPCS
  D:\DRIVERS\RPCS\WIN9X_ME\(Language)\DISK1
- PCL 5e
  D:\DRIVERS\PCL5E\WIN9X_ME\(Language)\DISK1
- PCL 6
  D:\DRIVERS\PCL6\WIN9X_ME\(Language)\DISK1
- PostScript 3
  D:\DRIVERS\PS\WIN9X_ME\(Language)\DISK1

L **Check the location, and then click [Next >].**

Add Printer Wizard starts.

M **Click [Finish].**

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

Note

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

❒ It is not necessary to reinstall USB Printing Support when connecting a different machine via USB interface when USB Printing Support is installed.

❒ After installing USB Printing Support, if the printer driver is not installed, follow the plug-and-play instructions of the printer.

Windows 2000 - USB

⚓Important

❒ Installing a printer driver requires Administrator permission. Log on using an account that has Administrator permission.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

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

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

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

A **Connect the machine to the computer using the USB cable.**

Connect the USB cable firmly.

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

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

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

When Auto Run starts, click **[Exit]**.

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

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

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

- RPCS
  D:\DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1
- PCL 5e
  D:\DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1
- PCL 6
  D:\DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1
- PostScript 3
  D:\DRIVERS\PS\WIN2K_XP\(Language)\DISK1

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

G **Click [Next >].**

H **Click [Finish].**

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

✎ Note

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

Windows XP, Windows Server 2003 - USB

*♨*Important

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

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

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

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

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

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

A **Connect the machine to the computer using the USB cable.**

Connect the USB cable firmly.

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

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

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

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

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

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

- RPCS
  D:\DRIVERS\RPCS\WIN2K_XP\(Language)\DISK1
- PCL 5e
  D:\DRIVERS\PCL5E\WIN2K_XP\(Language)\DISK1
- PCL 6
  D:\DRIVERS\PCL6\WIN2K_XP\(Language)\DISK1
- PostScript 3
  D:\DRIVERS\PS\WIN2K_XP\(Language)\DISK1

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

6 **Click [Continue].**

7 **Click [Finish].**

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

✎ Note

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

Printing with Parallel Connection

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

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

⚜Important

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To install this printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

Installing the RPCS or PCL Printer Driver

A **Quit all applications currently running.**

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

The installer starts.

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

The default interface language is English.

D **Click [RPCS Printer Driver] or [PCL Printer Driver].**

To install RPCS printer drivers, click **[RPCS Printer Driver]**. To install PCL printer drivers, click **[PCL Printer Driver]**.

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

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

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

You can select several printer drivers.

G **Click [Next >].**

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

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

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

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

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

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

12 Click [Finish].

The printer driver installation starts.

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

Restart the computer to complete installation.

✐ Note

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

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

🔍 Reference

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

Printing with Bluetooth Connection

This describes how to print using Bluetooth devices.

Supported Profiles

Refer the following supported profiles for Bluetooth connection.

❖ **SPP, HCRP**

- A maximum of two Bluetooth adaptor or Bluetooth-equipped computers can be connected at the same time using the Bluetooth interface: one by SPP, one by HCRP.

- When connecting more than one Bluetooth adaptor or Bluetooth-equipped computer at the same time, the first device that establishes connection is selected. When selecting the connection between the other devices, cancel the first established connection.

- The SPP connection does not support bidirectional communications.

- The HCRP connection supports bidirectional communications.

❖ **BIP**

- For the BIP connection, a module including PostScript 3 must be installed in the machine.

- Only one Bluetooth adaptor or Bluetooth-equipped computer can be connected via BIP.

- Only JPEG images that can be printed using BIP.

- User codes are disabled for BIP.
  You cannot print if print functions are restricted.

- Some printers do not support BIP.

🖉 **Note**

❐ In this manual, the instruction referred to print using SPP. To print using HCRP or BIP, see the Help supplied with the Bluetooth adapter you use.

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Printing with Bluetooth Connection

To install the printer driver, follow the procedure used to install parallel interface.

⚠️**Important**

❒ To install the printer driver under Windows 2000/XP Professional or Windows Server 2003, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

A **Start 3Com Bluetooth Connection Manager.**

B **Check that the printer you want to use appears in 3Com Bluetooth Connection Manager.**

C **On the [Tool] menu, click [COM port].**

D **Check that the message "Bluetooth Serial Client (COMx) " appears under Client Ports. (X indicates the COM port number used by Bluetooth.)**

E **Click [Close].**

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

The **[Printers]** window appears.

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

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

I **Click the [Ports] tab.**

J **Under [Port], select the [COMx:] check box. X indicates the COM port number used by Bluetooth.**

K **Click [OK].**

Close the **[Printers]** window.

📝 **Note**

❒ To always use the same printer, select the **[Always use for this connection]** check box.

❒ System requirements vary depending on the Bluetooth standard and specifications. For details, see the manuals supplied with each product.

❒ For details about setting up Bluetooth under other operating systems or using it with different utilities, see the manuals supplied with those operating systems or utilities.

❒ If a dialog box appears while transmitting a print job, reestablish network connection as follows:

① Select the printer you want to use in the **[Printers and Faxes]** box.

② Click **[Connect]**.

🔍 **Reference**

For details, see the manuals supplied with the Bluetooth adaptor or computer equipped with Bluetooth.

Configuring Security Mode Settings

This describes how to configure the security mode settings.

A **Start 3Com Bluetooth Connection Manager.**

B **On the [Tools] menu, click [Security Mode].**

The **[Security Mode]** dialog box appears.

C **Select the security mode in the [Security Mode:] list.**

If you click **[High]**, or **[Custom]**, and specify **[Link]** in the **[Custom Settings]** dialog box, enter the Bluetooth password. For information about entering the password, see p.46 "Printing in the Security Mode".

For all other security modes and custom settings, no password is required.

For information about each mode, see the manuals supplied with the utility.

D **Click [OK].**

Close the **[Security Mode]** dialog box.

$\mathcal{P}$ Reference

For details about the security mode, see 3Com Bluetooth Connection Manager Help. For details about the password entry which is required to transmit print jobs, see p.46 "Printing in the Security Mode".

Printing in the Security Mode

This describes how to print in the security mode.

A **Send the print job to the printer in use.**

Depending on the computer configuration, the **[Connect]** dialog box may appear. If it does, use it to establish the network connection.

B **The [Authentication] dialog box appears.**

C **Enter the Bluetooth password, and then click [OK].**

As the Bluetooth password, enter the last four digits of the machine's serial number. You can find the serial number on the label attached to the back of the machine. For example, if the serial number is 00A0-001234, the Bluetooth password is 1234.

D **The print job is sent.**

$\mathscr{D}$ Note

❒ The Bluetooth password differs for each machine and cannot be changed.

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Making Option Settings for the Printer

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

🔎Reference

For details about making option settings for the printer, see p.49 "If Bidirectional Communication Is Disabled".

Conditions for Bidirectional Communication

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

- Bidirectional communication is supported by Windows 95/98/Me/2000/XP, Windows Server 2003, and Windows NT 4.0.

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

📝 Note

❒ The RPCS printer driver supports bidirectional communications and updates the machine status automatically.

❒ The PCL printer driver supports bidirectional communications. You can update the machine status manually.

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

❖ When connected with parallel cables

- The computer must support bidirectional communication.

- The machine must support bidirectional communication.

- The interface cable must support bidirectional communication.

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

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

❖ **When connected with the network**
- The machine must support bidirectional communication.
- SmartDeviceMonitor for Client included on the CD-ROM must be installed, and TCP/IP must be used.
- Under Windows 2000, **[Enable bidirectional support]** must be selected, and **[Enable printer pooling]** must not be selected on the **[Ports]** tab with the RPCS printer driver.
- In addition to the above, one of the following conditions must also be met:
  - The SmartDeviceMonitor for Client port and the TCP/IP protocol must be used.
  - The standard TCP/IP port must be used without changing the default port name (for Windows 2000/XP and Windows Server 2003).
  - Microsoft TCP/IP print IP address must be specified for use (for Windows NT 4.0).
  - IPP port name must include the IP address when using the IPP protocol.

❖ **When connected with USB**
The machine must be connected to the computer's USB port using the USB interface cable.
The computer must support bidirectional communication.

📎 **Note**
❒ Install SmartDeviceMonitor for Client from the supplied CD-ROM.

If Bidirectional Communication Is Disabled

Set up option settings when bidirectional communications are disabled.

⚠️**Important**

❒ Under Windows 2000/XP and Windows Server 2003, Manage Printers permission is required to change the printer properties in the **[Printers]** folder. Log on as an Administrators or Power Users group member.

❒ Under Windows NT 4.0, Full Control permission is required to change the printer properties in the **[Printers]** (Windows 2000) or **[Printers and Faxes]** (Windows XP/Windows Server 2003) folder. Log on as an Administrators or Power Users group member.

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

The **[Printers]** window appears.

When using Windows XP or Windows Server 2003, point to **[Settings]** on the **[Start]** menu, and then click **[Printers and Faxes]**. The **[Printers and Faxes]** window appears.

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

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

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

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

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

E **Select options installed from the [Options] area, and then make the necessary settings.**

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

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

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

Installing Font Manager 2000

⚠️Important

❏ Under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, installing applications by Auto Run requires administrator permission. To install a Font Manager by Auto Run, log on using an account that has administrator permission.

A Quit all applications currently running.

B Insert the Font Manager CD-ROM into the CD-ROM drive.

The installer starts.

C Click [Font Manager 2000].

D Follow the instructions on the screen.

Using Adobe PageMaker Version 6.0, 6.5, or 7.0

Under Windows 95/98/Me/2000/XP, Windows Server 2003, or Windows NT 4.0 with Adobe PageMaker, you need to copy PPD files to the PageMaker folder.

PPD files have the .ppd extension in the folder "DRIVERS\PS\WIN9X_ME\(Language)\DISK1" on the CD-ROM.

The "WIN9X_ME" folder inside the "PS" folder is for Windows 95/98/Me. Use the folder at this level that is appropriate for the operating system you are currently using.

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

Copy the .ppd file to the PageMaker folder.

- **For PageMaker 6.0 default installation**
  The directory is "C:\PM6\RSRC\PPD4".

- **For PageMaker 6.5 default installation**
  The directory is "C:\PM65\RSRC\USENGLISH\PPD4".
  The "USENGLISH" may vary depending on your language selection.

- **For PageMaker 7.0 default installation**
  The directory is "C:\PM7\RSRC\USENGLISH\PPD4".
  The "USENGLISH" may vary depending on your language selection.

⊘ Note

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

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

A On the **[File]** menu, click **[Print]**.
The **[Print Document]** dialog box appears.

B Make the necessary settings in the **[Features]** box.

2. Setting Up the Printer Driver

PCL - Accessing the Printer Properties

⚠️Important

❐ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

Windows 95/98/Me - Accessing the Printer Properties

There are two methods to open the printer properties dialog box.

Making Printer Default Settings

To make the printer default settings, open the printer properties dialog box from the **[Printers]** window.

⚠️Important

❐ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

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

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

D **Make the necessary settings, and then click [OK].**

📝 Note

❐ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

🔍 Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the printer properties dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows 95/98/Me.

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

The **[Print]** dialog box appears.

B **Select the printer you want to use in the [Name] list, and then click [Properties].**

The printer properties dialog box appears.

C **Make the necessary settings, and then click [OK].**

D **Click [OK] to start printing.**

Note

❒ The procedure to open the printer properties dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

❒ Any settings you make in the following procedure are valid for the current application only.

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

Reference

For details, see the printer driver Help.

Windows 2000 - Accessing the Printer Properties

Making Printer Default Settings - The Printer Properties

✦Important

❒ To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrator and Power Users groups have Manage Printers permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

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

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

The printer properties dialog box appears.

D **Make the necessary settings, and then click [OK].**

🖉 Note

❒ Settings you make here are used as the default settings for all applications.

🔎Reference

For details, see the printer driver Help.

Making Printer Default Settings - Printing Preferences

✦Important

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

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

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

The **[Printing Preferences]** dialog box appears.

D **Make the necessary settings, and then click [OK].**

🖉 Note

❒ Settings you make here are used as the default settings for all applications.

🔎Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the **[Printing Preferences]** dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows 2000.

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

The **[Print]** dialog box appears.

B **Select the printer you want to use in the [Select Printer] list.**

C **Make the necessary settings, and then click [Apply] to start printing.**

✐ Note

❒ The procedure to open the **[Printing Preferences]** dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ Any settings you make in the following procedure are valid for the current application only.

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

🔎 Reference

For details, see the printer driver Help.

Windows XP, Windows Server 2003 - Accessing the Printer Properties

Making Printer Default Settings - The Printer Properties

✾Important

❒ To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers and Faxes]** window appears.

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

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

The printer properties dialog box appears.

D **Make the necessary settings, and then click [OK].**

🖉 Note

❒ Settings you make here are used as the default settings for all applications.

⌕ Reference

For details, see the printer driver Help.

Making Printer Default Settings - Printing Preferences

✾Important

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers and Faxes]** window appears.

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

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

The **[Printing Preferences]** dialog box appears.

D **Make the necessary settings, and then click [OK].**

🖉 Note

❒ Settings you make here are used as the default settings for all applications.

⌕ Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the **[Printing Preferences]** dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows XP.

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

The **[Print]** dialog box appears.

B **Select the printer you want to use in the [Select Printer] list, and then click [Preferences].**

C **Make the necessary settings, and then click [OK] to start printing.**

Note

❒ The procedure to open the **[Printing Preferences]** dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ Any settings you make in the following procedure are valid for the current application only.

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

Reference

For details, see the printer driver Help.

Windows NT 4.0 - Accessing the Printer Properties

Making Printer Default Settings - The Printer Properties

⚠️Important

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To change the printer default settings including option configuration settings, log on using an account that has Full Control permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

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

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

The printer properties dialog box appears.

D **Make the necessary settings, and then click [OK].**

🖉 Note

❒ Settings you make here are used as the default settings for all applications.

🔍Reference

For details, see the printer driver Help.

Making Printer Default Settings - Default

⚠️Important

❒ To change the printer default settings including option configuration settings, log on using an account that has Full Control permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

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

C **On the [File] menu, click [Document Defaults].**

The **[Default]** dialog box appears.

D **Make the necessary settings, and then click [OK].**

Note

❒ Settings you make here are used as the default settings for all applications.

Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the printer properties dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows NT 4.0.

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

The **[Print]** dialog box appears.

B **Select the printer you want to use in the [Name] list, and then click [Properties].**

The printer properties dialog box appears.

C **Make the necessary settings, and then click [OK].**

D **Click [OK] to start printing.**

Note

❒ The procedure to open the printer properties dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

❒ Any settings you make in the following procedure are valid for the current application only.

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

Reference

For details, see the printer driver Help.

RPCS - Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

There are two dialog box types of the printer properties dialog box.

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

❖ **Multi-tab**
This dialog box type is designed for users who often change print settings to perform various printing operations.

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

Making Printer Default Settings

To make the printer default settings, open the printer properties dialog box from the **[Printers]** window.

⚠️**Important**

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

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

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

When you open the printer properties dialog box initially after installing the RPCS printer driver, a confirmation message appears. After clicking **[OK]**, the printer properties dialog box appears.

D **Make the necessary settings, and then click [OK].**

📝 **Note**

❒ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

🔍**Reference**

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the printer properties dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows 95/98/Me.

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

The **[Print]** dialog box appears.

B **Select the printer you want to use in the [Name] list, and then click [Properties].**

The printer properties dialog box appears.

C **Make the necessary settings, and then click [OK].**

D **Click [OK] to start printing.**

Note

❒ The procedure to open the printer properties dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

❒ Any settings you make in the following procedure are valid for the current application only.

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

Reference

For details, see the printer driver Help.

Windows 2000 - Accessing the Printer Properties

This describes how to launch printer driver's properties.

Making Printer Default Settings - The Printer Properties

❖Important

❒ To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

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

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

The printer properties dialog box appears.

When you open the printer properties dialog box initially after installing the RPCS printer driver, a confirmation message appears. After clicking **[OK]**, the printer properties dialog box appears.

D **Make the necessary settings, and then click [OK].**

Note

❒ Settings you make here are used as the default settings for all applications.

Reference

For details, see the printer driver Help.

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Making Printer Default Settings - Printing Preferences

⚓Important

❐ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

B Click the icon of the printer you want to use.

C On the [File] menu, click [Printing Preferences...].

The **[Printing Preferences]** dialog box appears.

D Make the necessary settings, and then click [OK].

✒ Note

❐ Settings you make here are used as the default settings for all applications.

♀Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the **[Printing Preferences]** dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows 2000.

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

The **[Print]** dialog box appears.

B Select the printer you want to use in the [Select Printer] list.

C Make the necessary settings, and then click [Apply] to start printing.

✒ Note

❐ The procedure to open the **[Printing Preferences]** dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❐ Any settings you make in the following procedure are valid for the current application only.

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

♀Reference

For details, see the printer driver Help.

Windows XP, Windows Server 2003 - Accessing the Printer Properties

Making Printer Default Settings - The Printer Properties

⚠️Important

❒ To change the printer default settings including option configuration settings, log on using an account that has Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers and Faxes]** window appears.

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

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

The printer properties dialog box appears.

When you open the printer properties dialog box initially after installing the RPCS printer driver, a confirmation message appears. After clicking **[OK]**, the printer properties dialog box appears.

D **Make the necessary settings, and then click [OK].**

📝 Note

❒ Settings you make here are used as the default settings for all applications.

🔍Reference

For details, see the printer driver Help.

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Making Printer Default Settings - Printing Preferences

❖Important

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers and Faxes]** window appears.

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

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

The **[Printing Preferences]** dialog box appears.

D **Make the necessary settings, and then click [OK].**

Note

❒ Settings you make here are used as the default settings for all applications.

Reference

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the **[Printing Preferences]** dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows XP.

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

The **[Print]** dialog box appears.

B **Select the printer you want to use in the [Select Printer] list.**

C **Make the necessary settings, and then click [Apply] to start printing.**

Note

❒ The procedure to open the **[Printing Preferences]** dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❒ Any settings you make in the following procedure are valid for the current application only.

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

Reference

For details, see the printer driver Help.

Windows NT 4.0 - Accessing the Printer Properties

Making Printer Default Settings - The Printer Properties

⚡Important

❒ The printer driver for Windows NT 4.0 is not included on the supplied CD-ROM. Download the printer driver for Windows NT 4.0 from the supplier's website. For details, ask your sales/service representatives.

❒ To change the printer default settings including option configuration settings, log on using an account that has Full Control permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

B Click the icon of the printer you want to use.

C On the [File] menu, click [Properties].

The printer properties dialog box appears.

When you open the printer properties dialog box initially after installing the RPCS printer driver, a confirmation message appears. After clicking **[OK]**, the printer properties dialog box appears.

D Make the necessary settings, and then click [OK].

📝 Note

❒ Settings you make here are used as the default settings for all applications.

🔍Reference

For details, see the printer driver Help.

Making Printer Default Settings - Default

⚡Important

❒ To change the printer default settings including option configuration settings, log on using an account that has Full Control permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default.

❒ You cannot change the printer default settings for each user. Settings made in the printer properties dialog box are applied to all users.

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

The **[Printers]** window appears.

B Click the icon of the printer you want to use.

C On the [File] menu, click [Document Defaults...].

The **[Default]** dialog box appears.

D Make the necessary settings, and then click [OK].

⌐ **Note**

❐ Settings you make here are used as the default settings for all applications.

⌐ **Reference**

For details, see the printer driver Help.

Making Printer Settings from an Application

You can make printer settings for a specific application.

To make printer settings for a specific application, open the printer properties dialog box from that application. The following explains how to make settings for the WordPad application provided with Windows NT 4.0.

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

The **[Print]** dialog box appears.

B Select the printer you want to use in the [Name] list, and then click [Properties].

The printer properties dialog box appears.

C Make the necessary settings, and then click [OK].

D Click [OK] to start printing.

⌐ **Note**

❐ The procedure to open the printer properties dialog box may vary depending on the application. For details, see the manuals provided with the application you use.

❐ With some applications, the printer driver settings are not used, and the application's own default settings are applied.

❐ Any settings you make in the following procedure are valid for the current application only.

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

⌐ **Reference**

For details, see the printer driver Help.

3. Other Print Operations

Printing a PDF File Directly

You can send PDF files directly to the machine for printing, without having to open a PDF application.

⚜️Important

❐ This function is possible only when the optional PostScript 3 unit is installed.

❐ This function is possible for genuine Adobe PDF files only.

❐ Version 1.3, 1.4, and 1.5 PDF files are compatible.

❐ Transparency and JBIG2 (functions of PDF version 1.4) are not compatible.

❐ PDF version 1.5 exclusive functions are not compatible.

❐ Some types of High Compression PDF files are not supported. Consult your sales/service representative about the supported file types.

❐ It does not function properly when no optional hard disk installed.

📝 Note

❐ Paper size errors may occur when printing on custom size paper.

Printing Method

The following procedures explain the two methods of direct PDF printing - using DeskTopBinder Lite or by entering commands.

Using DeskTopBinder Lite

Installing DeskTopBinder Lite

Follow the procedure below to install DeskTopBinder Lite.

A **Quit all applications currently running.**

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

The installer starts.

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

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

D **Click [DeskTopBinder - SmartDeviceMonitor for Client], and then click [Next >].**

E **Follow the instructions on the display to install DeskTopBinder Lite.**

If you are required to restart the computer after installing DeskTopBinder Lite, restart the computer and continue the configuration.

DeskTopBinder Lite Enhancements

Follow the DeskTopBinder Lite enhancement procedure to print PDF files directly.

A **On the [Start] menu, click [Programs], [DeskTopBinder], and [Extended Features Wizard].**

B **When [Extended Features Wizard] appears, select [Start], and then click [Next >] repeatedly until the [Printing Function2] screen appears.**

C **On the [Printing Function2] screen, click [Add...] to display [PDF Direct Print Properties].**

D **Select the printer driver for the machine, click [OK], and then click [Next >] repeatedly until [Finish] is displayed.**

Click **[Finish]**.

Function Palette

The Function palette contains buttons for functions that are already configured through DeskTopBinder Lite enhancement. Using these buttons, you can print Windows files, preview printouts, convert images, and register scanners for documents without having to open DeskTopBinder Lite. You can also use these functions simply by dragging a target file to the button corresponding to the required function and dropping it there.

A **On the [Start] menu, click [Programs], [DeskTopBinder], and [Function Palette].**

An icon for the Function palette is added to the task bar displayed at the bottom right of the screen.

B **Right-click the icon that is added to the task bar, and then click [Properties] to display the Properties screen.**

C **Click the [Contents] tab, select the [PDF Direct Print] check box at the center, and then click [OK].**

The **[Properties]** screen closes and the **[PDF Direct Print]** icon is added to the palette.

PDF Direct Printing

Use the method below to print PDF files directly.

A **Drag the PDF file you want to print to the PDF Direct Printing icon in the palette and drop it there.**

B **[Output File List -PDF Direct Print] is displayed.**

Highlight the PDF you want to print, and then click **[OK]**.

The PDF file is printed.

Printing PDF Password-Protected Documents

Follow the procedure below to print password-protected PDF files.

A **In the Windows [Start] menu, click [Programs], [DeskTopBinder], and [Extended Features Wizard].**

B **When [Extended Features Wizard] appears, select [Start], and then click [Next >] repeatedly until the [Printing Function2] screen appears.**

C **On the [Printing Function2] screen, click [Properties...] to display [PDF Direct Print Properties].**

D **Select the [Use PDF Password] check box at the bottom right of the screen, and then click [OK].**

Click **[Next >]** repeatedly until **[Finish]** appears.

Click **[Finish]** to close the **[Extended Features Wizard]** screen.

E **Move the PDF file you want to print to the PDF Direct Printing icon on the palette using a drag-and-drop operation.**

F **[Output File List -PDF Direct Print] is displayed.**

Select the PDF file you want to output to make it reverse video, and then click **[OK]**.

G **The [PDF Direct Print Properties] screen opens.**

Enter the password for the PDF file you want to print in the **[PDF password:]** field at the bottom right of the screen, and then click **[OK]**.

The password-protected PDF file is printed.

🖉 Note

❒ Before printing a password-protected PDF file, perform one of the followings:

- Enter the PDF password in the PDF Direct Printing Properties screen.
- Specify a PDF password by selecting **[Change PDF Password]** in **[PDF Menu]** on the control panel of the machine.

❒ If a **[PDF Group Password]** for **[PDF Menu]** is assigned to either DeskTopBinder Lite or the control panel of this machine, a same group password needs to be assigned to the other.

PDF Direct Print Properties

ASF001S
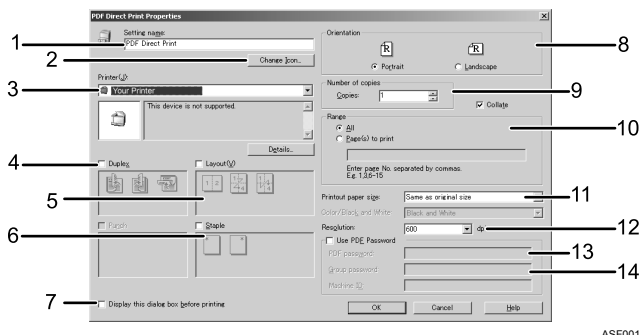
1. **Setting name:**

Displays the plug-in configuration name (up to 63 single byte characters)

2. **Change Icon...**

Changes the icon displayed on the tool bar.

3. **Printer:**

Displays a list of RPCS drivers that support PDF direct printing.

4. **Duplex**

Prints on both sides of sheets.

5. **Layout**

Prints multiple pages on a single sheet.

6. **Staple**

Staples together output sheets.

7. **Display this dialog box before printing**

Appears in PDF direct printing mode if this check box is selected.

8. **Orientation:**

Specifies the original's orientation.

9. **Number of copies**

Specifies the number of copies to print.

10. **Collate**

Sorts printed sheets.

11. **Range**

Specifies the print area on each page.

12. **Resolution:**

Specifies a print resolution.

13. **PDF password:**

If the PDF file is password-protected, enter the password in this field. Otherwise, the file cannot be printed.

14. **Group password:**

If a group password is assigned to Desk-TopBinder Lite and this machine, enter the group password in this field. Otherwise, printing cannot start.

Using commands

You can print PDF files directly, using commands such as "ftp" "sftp" and "lpr".

🔎 Reference

For details about UNIX commands, see Network Guide.

Unauthorized Copy Control

You can embed patterns and text under printed text to prevent unauthorized copying of the document. Unauthorized Copy Control consists of two functions: **[Data security for copying]** and **[Mask type:]**.

⚠️Important

❒ This function is designed to discourage copying of confidential documents; it does not prevent unauthorized use of information.

Opening the Unauthorized Copy Control Window

A **In the RPCS printer driver, open the [Printing Preference] window.**

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

C **Select the [Unauthorized copy...] check box.**

D **Click [Control Settings...].**

The Unauthorized Copy Control window appears.

📝 Note

❒ For details, see the printer driver Help.

Using [Data security for copying]

You can embed a pattern by setting it in the printer driver.
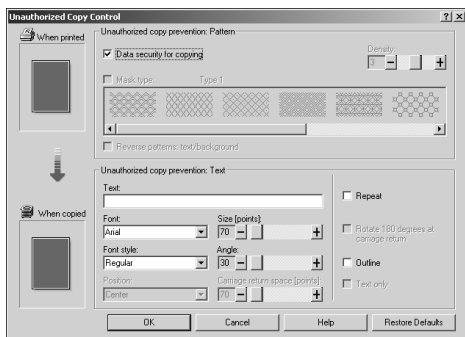
❖ **Setting [Data security for copying] in the printer driver**

- Select the **[Data security for copying]** checkbox. You can also enter the text in the **[Text:]** box.

- You cannot select the **[Mask type:]** checkbox at the same time.

- To print a document protected by gray overprint, the machine must be set up correctly. Consult your administrator.

❖ **Printing a document using [Data security for copying]**

AJL030S
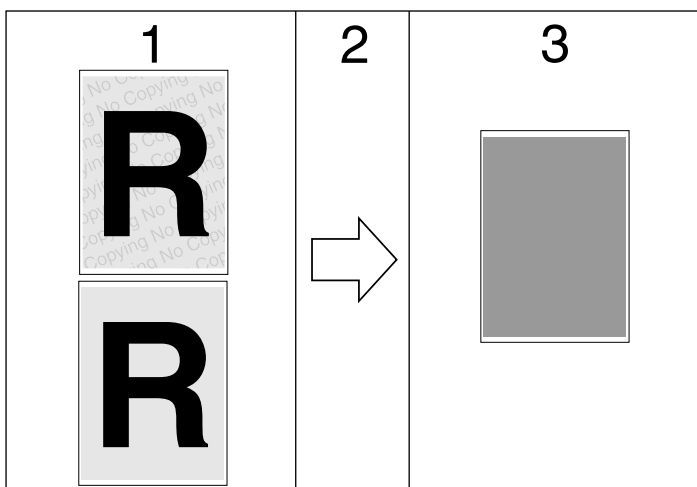
1. **The pattern and text you have set is printed.**

2. **The document is copied or stored in copiers/multifunction machines which the optional Copy Data Security unit is installed.**

3. **The document is blanked by gray overprint.**

⚠️ Note

❒ When printing a document that is set with **[Data security for copying]**, the machine does not require the optional Copy Data Security unit to be installed. The Copy Data Security unit is required when copying or storing a document protected by gray overprint.

❒ Only the RPCS printer driver is supported.

❒ Printing at 200 dpi is not possible.

❒ You cannot partially embed a pattern and text in a document.

❒ Use 182×257 mm ($7^1/_4 \times 10^1/_2$ in.) or larger paper.

❒ Use ordinary or recycled paper of at least 70% whiteness.

❒ Duplex printing may interfere with this function as a result of text and patterns being visible through the paper.

🔍 Reference

For details about setting **[Data security for copying]**, see the printer driver Help.

Using [Mask type:]

You can embed patterns and text in a document by setting in the printer driver to prevent unauthorized copying.
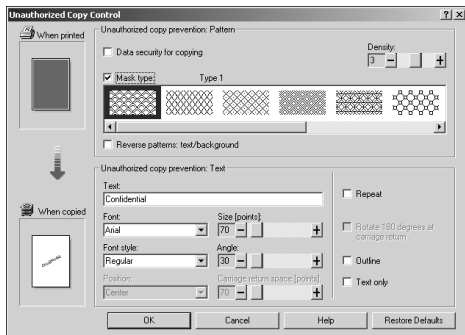
❖ **Setting [Mask type:] in the printer driver**

- Select a pattern from **[Mask type:]**, and then enter text in the **[Text:]** box.

Note

❒ You can set only **[Text:]**, but **[Mask type:]** and **[Text:]** must be set together.

❖ **Printing a document using [Mask type:]**
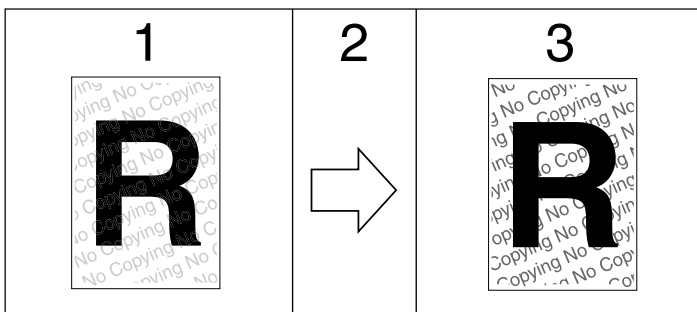
AJL031S

1. **The pattern and text you have set is printed palely.**

2. **The document is copied, scanned, or stored in copiers/multifunction machines.**

3. **The pattern and text you have set appear clearly.**

✎ **Note**

❒ Only the RPCS printer driver is supported.

❒ You cannot partially embed patterns and text strings in a document.

❒ Printing at 200 dpi is not possible.

❒ To make the embedded pattern clear, set the character size at least 50 pt (preferably 70 to 80 pt) and character angle to between 30 and 40 degrees.

❒ Due to the effects of the settings, the results of copying, scanning, and saving documents in the document server may vary depending on the machine model and setting conditions.

❒ Printing with background patterns and text may be slower than normal printing.

𖼞 **Reference**

For details about setting **[Mask type:]**, see the printer driver Help.

Important Notice

- The supplier does not provide warranty regarding the appearance of print patterns and other copy protection features. The appearance of the print patterns and the performance of Unauthorized Copy Control may vary depending on the quality of paper used and the machine model and settings.

- The supplier takes no responsibility for any damages sustained in connection with use of or inability to make use of Unauthorized Copy Control print patterns.

Using the Print Job Function

This describes how to print files stored in the machine.

The following types of printing can be selected using the printer driver: Sample Print, Locked Print, Hold Print, and Stored Print.

You can print or delete the print jobs saved in the machine which is sent from computers.

If you select Sample Print, Locked Print, and Hold Print, the print files saved in the machine are deleted after printing is completed. If you select Stored Print, the files remain in the machine even after printing is finished.

If you press **[Print Jobs]** on the Printer screen, the Complete List or the List Per User ID screen appears depending on which list type you select from **[Initial Print Job List]**.
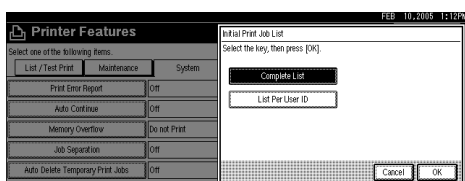
❖ **Complete List**
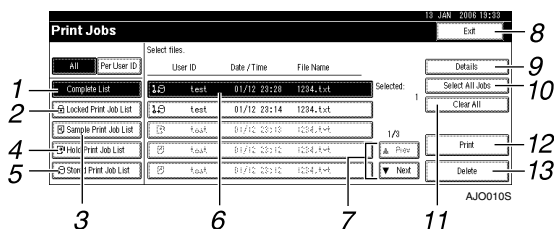
1. **[Complete List]**

Displays all files stored in the machine.

2. **[Locked Print Job List]**

Displays only Locked Print files stored in the machine.

3. **[Sample Print Job List]**

Displays only Sample Print files stored in the machine.

4. **[Hold Print Job List]**

Displays only Hold Print files stored in the machine.

5. **[Stored Print Job List]**

Displays only Stored Print files stored in the machine.

6. **User ID, Date/Time, and File Name display**

Displays the time when the instruction to print the stored files was entered, User ID, and the file names.

7. **[▲Prev.]/[▼Next.]**

If the list of files does not fit on the screen, scroll down to view the list.

8. **[Exit]**

Returns to the Printer screen.

9. **[Details]**

Displays details about a selected file.

10. **[Select All Jobs]**

Selects all files stored in the machine.

11. **[Clear All]**

Clears all selections.

12. **[Print]**

Prints a selected file.

13. **[Delete]**

Deletes a selected file.

❖ **List Per User ID**
If you select **[List Per User ID]** from **[Initial Print Job List]**, the following screen appears:

AJO020S
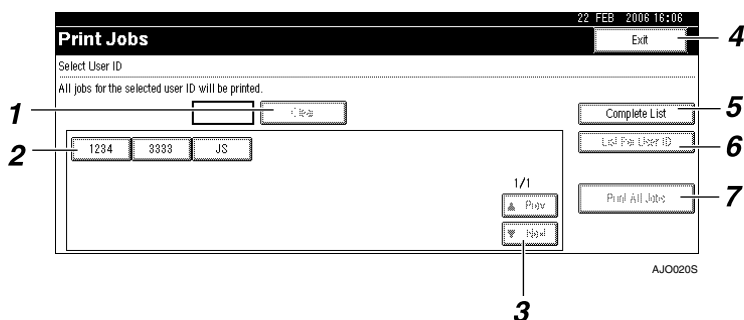
1. [Clear]

Deselects a selection.

2. User ID

Displays user IDs who sent files to the machine.

3. [▲Prev.]/[▼Next.]

If the list of files does not fit on the screen, scroll down to view the list.

4. [Exit]

Returns to the Printer screen.

5. [Complete List]

Displays all print jobs.

6. [List Per User ID]

Displays the print job list of each ID.

7. [Print All Jobs]

Prints all documents of the desired ID. If a user sends a different type of print jobs in the same ID, you can select which type of a print job to print.

📎 **Note**

❒ Multiple files can be selected on the Print Jobs screen. To clear selection, press the selected print jobs again.

❒ The display is not updated if a new file is stored while the list of stored files is displayed. To update the display, press **[Exit]** to return to the Printer screen, and then press **[Print Jobs]** again.

❒ If a large number of print jobs are stored in the machine, processing may slow temporarily, depending on which functions are used.

❒ If you press **[List Per User ID]** in the Complete List screen, the screen switches to the List Per User ID screen where **[Back]** appears at the bottom right. Press **[Back]** to switch to the Complete List screen.

🔍 **Reference**

p.81 "Sample Print"

p.85 "Locked Print"

p.89 "Hold Print"

p.92 "Stored Print"

Selecting the Initial Print Job List

Follow the procedure below to set the initial Print Jobs screen, and to display it.

Selecting the Initial Print Job List

A Press the 〖User Tools/Counter〗 key.

B Press [Printer Features].

The Printer Features menu appears.

C On the [System] tab, press [Initial Print Job List].
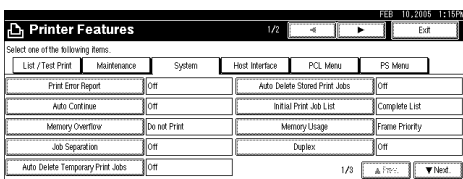
D Select either [Complete List] or [List Per User ID].
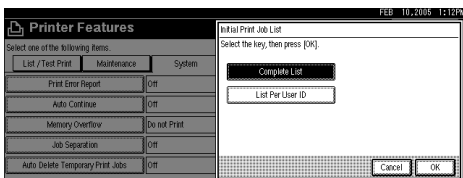
After configuring the settings, the selected type of print job list is displayed.

Displaying a Print Job List

A Press [Print Jobs].
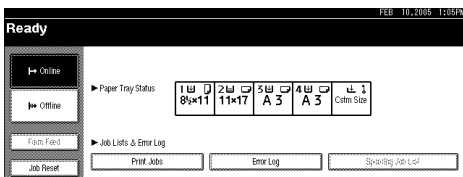
Either the Complete List or List Per User ID screen appears.

Printing from the Print Job Screen

This section gives instruction about Sample Print, Locked Print, Hold Print, and Stored Print.

Sample Print

Use this function to print only the first set of a multiple-set print job. After you have checked the result, remaining sets can be printed or canceled using the machine's control panel. This can reduce misprints due to mistakes in content or settings.

⚠️Important

❒ A Sample Print file cannot be stored if:

- the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
- the file contains over 1,000 pages.
- sent or stored files in the machine contain over 9,000 pages in total.
- using the machine with no optional hard disk installed.

📝Note

❒ If a Sample Print file has not been stored properly, check the error log on the display panel.

❒ Even after you turn off the machine, stored documents in the machine remain. However, the **[Auto Delete Temporary Print Jobs]** or **[Auto Delete Stored Print Jobs]** settings are applied first.

❒ If the application has a collate option, make sure it is not selected before sending a print job. By default, Sample Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's **[Print]** dialog box, more prints than intended may be produced.

❒ If the first set of the Sample Print files is not as you expected and you do not want to print remaining sets, delete the Sample Print file using the display panel. If you print the remaining sets of the Sample Print file, the job in the machine is deleted automatically.

❒ The files sent to the machine is not saved if you use the machine with no optional hard disk installed.

🔍Reference

For details about the error log on the control panel, see p.103 "Checking the Error Log".

For details about the **[Auto Delete Temporary Print Jobs]** and **[Auto Delete Stored Print Jobs]**, see "Printer Features", General Settings Guide.

Printing a Sample Print File

The following procedure describes how to print a Sample Print file with the RPCS and the PCL 6/5e printer driver. For details about how to print a Sample Print file with the PostScript 3 printer driver, see PostScript 3 Supplement included as a PDF file on the CD-ROM.

⚡Important

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

❒ Applications with their own drivers, such as PageMaker, do not support this function.

❒ If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

A **Configure Sample Print in the printer driver's properties.**

For details about configuring the printer drivers, see the relevant Help files.

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

Make sure to set more than two copies.

The Sample Print job is sent to the machine, and the first set is printed.

C **On the machine's control panel, press the [Printer] key to display the Printer screen.**

D **Press [Print Jobs].**

A list of print files stored in the machine appears.

E **Press [Sample Print Job List].**

A list of Sample Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

F **Select the file you want to print, and press [Print].**

To select all print jobs, press **[Select All Jobs]**.

To clear a selection, press the highlighted print job again. To clear all selections, press **[Clear All]**.

To view details about a selected print file, press **[Details]**.

G **Enter the new number of sets using the number keys.**
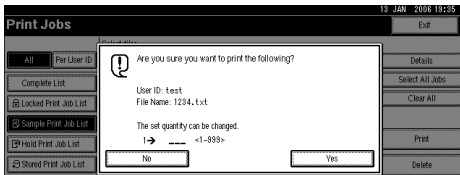
You can enter up to 999 sets.

Press **【Clear/Stop】** to correct any entry mistakes.

H **Press [Yes].**

The remaining sets are printed.

Press **[Stop]** to cancel printing.

⌛ Note

❒ If you select multiple files, the confirmation screen displays the total number of files to be printed.

❒ If you select multiple documents and do not specify the number of sets on the confirmation screen, one set less than the smallest number specified on the computer is printed for every selected document. If the smallest number of sets specified on the computer is "1", one set each is printed for every document.

❒ When the number of set quantity is changed, the changed quantity is applied to all selected files.

❒ When printing is completed, the stored file will be deleted.

❒ To stop printing after printing has started, press **[Exit]** until the Printer screen appears, and then press **[Job Reset]**. The file will be deleted.

Deleting Sample Print Files

If you are not satisfied with the sample printout, you can delete the Sample Print file, revise it and print it again until the settings are suitable.

A **Press the 【Printer】 key to display the Printer screen.**

B **Press [Print Jobs].**

A list of the print files stored in the machine appears.

C **Press [Sample Print Job List].**

A list of Sample Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

D **Select the file you want to delete, and then press [Delete].**

The delete confirmation screen will appear.

E **Press [Yes] to delete the file.**

The selected file is deleted.

Note

❒ If you do not want to delete the file, press **[No]**.

❒ If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Locked Print

Use this function to maintain privacy when printing confidential documents on the machine over a shared network. Usually, it is possible to print data using the display panel once it is stored in this machine. When using Locked Print, it is not possible to print unless a password is entered on the machine's display panel. Your confidential documents will be safe from being viewed by other people.

⚠️Important

❒ A Locked Print file cannot be stored if:

- the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
- the file contains over 1,000 pages.
- sent or stored files in the machine contain over 9,000 pages in total.
- using the machine with no optional hard disk installed.

📝 Note

❒ If a Locked Print file has not been stored properly, check the error log on the display panel.

❒ Even after you turn off the machine, stored documents remain. However, the **[Auto Delete Temporary Print Jobs]** or **[Auto Delete Stored Print Jobs]** settings are applied first.

❒ If the application has a collate option, make sure it is not selected before sending a print job. Locked Print jobs are automatically collated by the printer driver as default. If a collate option is selected in the application print dialog box, more sets than intended may be printed.

❒ After the Locked Print file is printed, the job is automatically deleted.

❒ The files sent to the machine is not saved if you use the machine with no optional hard disk installed.

🔍Reference

For details about the error log on the display panel, see p.103 "Checking the Error Log".

For details about the **[Auto Delete Temporary Print Jobs]** and **[Auto Delete Stored Print Jobs]**, see "Printer Features", General Settings Guide.

Printing a Locked Print File

The following procedure describes how to print a Locked Print file with the RPCS and the PCL 6/5e printer driver. For details about how to print a Locked Print file with the PostScript 3 printer driver, see PostScript 3 Supplement included as a PDF file on the CD-ROM.

⚠Important

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

❒ Applications with their own drivers, such as PageMaker, do not support this function.

❒ If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

A Configure the Locked Print in the printer driver's properties.

For details about configuring the printer drivers, see the corresponding Help files.

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

The Locked Print job is sent to the machine.

C On the machine's control panel, press the 【Printer】 key to display the Printer screen.
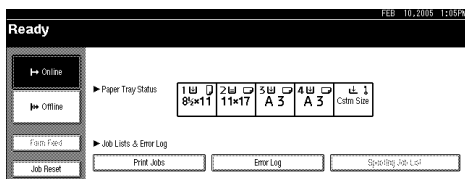
D Press [Print Jobs].

A list of print files stored in the machine appears.

E Press [Locked Print Job List].
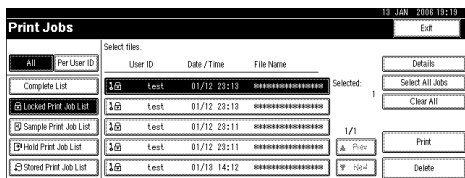
A list of Locked Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

F **Select the file you want to print, and then press [Print].**
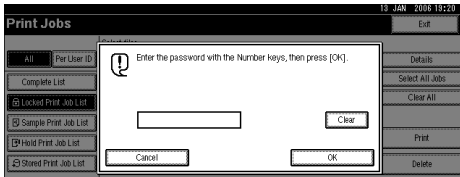
The password screen appears.

To select all print jobs, press **[Select All Jobs]**.

To clear a selection, press the highlighted print job again. To clear all selections, press **[Clear All]**.

To view details about a selected print file, press **[Details]**.

G **Enter the password using the number keys, and then press 【OK】.**

The print confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press **[Exit]** to enter the password again.

If multiple print files are selected, the machine prints files that correspond to the entered password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

H **Press [Yes].**

The locked file is printed.

Press **[No]** to cancel printing.

🖉 Note

❒ If you select multiple files, the confirmation screen displays the total number of files to be printed.

❒ When printing is completed, the stored file will be deleted.

❒ To stop printing after printing has started, press **[Exit]** until the Printer screen appears, and then press **[Job Reset]**. The file will be deleted.

Deleting Locked Print Files

A **Press the 【Printer】 key to display the Printer screen.**

B **Press [Print Jobs].**

C **Press [Locked Print Job List].**

A list of Locked Print files stored appears.

Depending on the security settings, certain print jobs may not be displayed.

D **Select the file you want to delete, and then press [Delete].**

The password screen is displayed.

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

The delete confirmation screen appears.

A confirmation screen will appear if the password is not entered correctly. Press **[Exit]** to enter the password again.

If you forgot your password, ask your file administrator for help.

F **Press [Yes].**

The selected file is deleted.

If you do not want to delete the file, press **[No]**.

✎ Note

❐ If multiple print files are selected, the machine deletes files that correspond to the entered password. The number of files to be deleted is displayed on the confirmation screen.

❐ If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Hold Print

Use this function to temporarily hold a file in the machine, and print it from the computer or the machine's control panel later.

⚠️Important

❒ A Hold Print file cannot be stored if:

- the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
- the file contains over 1,000 pages.
- sent or stored files in the machine contain over 9,000 pages in total.
- using the machine with no optional hard disk installed.

📝Note

❒ If a Hold Print file has not been stored properly, check the error log on the display panel.

❒ Even after you turn off the machine, stored documents in the machine remain. However, the **[Auto Delete Temporary Print Jobs]** or **[Auto Delete Stored Print Jobs]** settings are applied first.

❒ If the application has a collate option, make sure it is not selected before sending a print job. By default, Hold Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced.

❒ The files sent to the machine is not saved if you use the machine with no optional hard disk installed.

🔍Reference

For details about the error log on the display panel, see p.103 "Checking the Error Log".

For details about the **[Auto Delete Temporary Print Jobs]** and **[Auto Delete Stored Print Jobs]**, see "Printer Features", General Settings Guide.

Printing a Hold Print File

The following procedure describes how to print a Hold Print file with the RPCS and the PCL 6/5e printer driver. For information about how to print a Hold Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file in the supplied CD-ROM.

⚠️Important

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

❒ Applications with their own drivers, such as PageMaker, do not support this function.

❒ If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

A **Configure Hold Print in the printer driver's properties.**

For details about configuring the printer drivers, see the relevant Help files.

B **Click [Details...], and then enter a User ID in the [User ID:] box.**

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

The Hold Print job is sent to the machine and stored.

D **On the machine's control panel, press the [Printer] key to display the printer screen.**
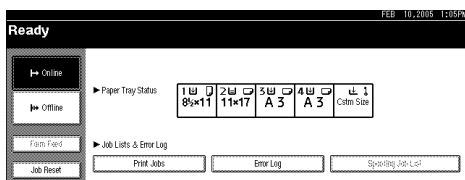
E **Press [Print Jobs].**

F **Press [Hold Print Job List].**
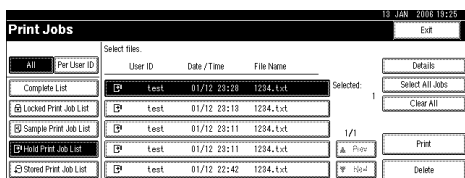
A list of a print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

G **Select the file you want to print, and press [Print].**

The confirmation screen appears.

To select all print jobs, press **[Select All Jobs]**.

To clear a selection, press the highlighted print job again. To clear all selections, press **[Clear All]**.

To view details about a selected print file, press **[Details]**.

H **Press [Yes].**

The Hold Print file is printed.

Press **[No]** to cancel printing.

Note

❒ If you select multiple files, the confirmation screen displays the total number of files to be printed.

❒ When printing is completed, the stored file is deleted.

❒ To stop printing after printing has started, press **[Exit]** until the Printer screen appears, and then press **[Job Reset]**. The file will be deleted.

Reference

For details about setting printer drivers, see the printer driver Help. You can also print or delete a Hold Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Hold Print Files

A **Press the 【Printer】 key to display the Printer screen.**

B **Press [Print Jobs].**

A list of print files stored in the machine appears.

C **Press [Hold Print Job List].**

A list of a Hold Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

D **Select the file you want to delete, and then press [Delete].**

The delete confirmation screen appears.

E **Press [Yes] to delete the file.**

The selected file is deleted.

If you do not want to delete the file, press **[No]**.

Note

❒ If you select multiple files, the confirmation screen displays the total number of files to be deleted.
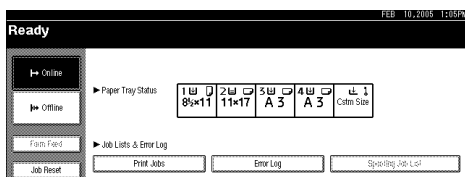
Stored Print

As print files are not deleted after printing is completed, sending the same print file every time is not necessary, effective when printing same files repeatedly.

⚠️Important

❒ A Stored Print file cannot be stored if:

- the total number of Sample Print, Locked Print, Hold Print, and Stored Print files in the machine is over 100. (The maximum number varies depending on the volume of data in files.)
- the file contains over 1,000 pages.
- sent or stored files in the machine contain over 9,000 pages in total.
- using the machine with no optional hard disk installed.

📝 Note

❒ If a Stored Print file has not been stored properly, check the error log on the display panel.

❒ Even after you turn off the machine, stored documents remain. However, the **[Auto Delete Temporary Print Jobs]** or **[Auto Delete Stored Print Jobs]** settings are applied first.

❒ If the application has a collate option, make sure it is not selected before sending a print job. By default, Stored Print jobs are automatically collated by the printer driver. If a collate option is selected from the application's Print dialog box, more prints than intended may be produced.

❒ The files sent to the machine is not saved if you use the machine with no optional hard disk installed.

🔍Reference

For details about the error log on the display panel, see p.103 "Checking the Error Log".

For details about the **[Auto Delete Temporary Print Jobs]** and **[Auto Delete Stored Print Jobs]**, see "Printer Features", General Settings Guide.

Printing a Stored Print File

The following procedure describes how to print a Stored Print file with the RPCS and the PCL 6/5e printer driver. For information about how to print a Stored Print file with the PostScript 3 printer driver, see Postscript 3 Supplement included as a PDF file on the supplied CD-ROM.

⚠️Important

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

❒ Applications with their own drivers, such as PageMaker, do not support this function.

❒ If you are using Mac OS X, you need Mac OS X v10.2 or higher to use this function.

A Configure Stored Print in the printer driver's properties.

For details about configuring the printer drivers, see the relevant Help files.

B Click [Details...], and then enter a User ID in the [User ID:] box.

You can also set a password. The same password must be entered when printing or deleting.

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

The Stored Print job is sent to the machine and stored.

D On the machine's control panel, press the 【Printer】 key to display the Printer screen.

E Press [Print Jobs].

F Press [Stored Print Job List].

A list of Stored Print files stored in the machine appears.

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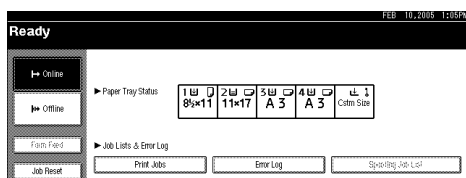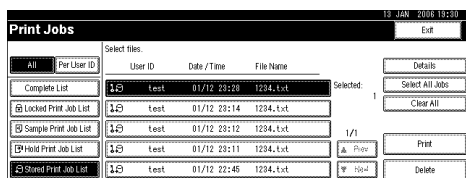
G **Select the file you want to print, and press [Print].**

To select all print jobs, press **[Select All Jobs]**.

To clear a selection, press the highlighted print job again. To clear all selections, press **[Clear All]**.

To view details about a selected print file, press **[Details]**.

The confirmation screen appears.

If you set a password in the printer driver, a password confirmation screen appears. Enter the password.

If multiple print files are selected, the machine prints files that correspond to the entered password and files that do not require a password. The number of files to be printed is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

H **Enter the number of sets using the number keys.**

You can enter up to 999 sets.

Press **【Clear/Stop】** to correct any entry mistakes.

I **Press [Yes].**

The Stored Print file is printed.

Press **[No]** to cancel printing.

✐ Note

❒ If you select multiple files, the confirmation screen displays the total number of files to be printed.

❒ When multiple print files are selected, the minimum number of set quantity among all settings is applied.

❒ When the number of set quantity is changed, the changed quantity is applied to all selected print files.

❒ To stop printing after printing has started, press **[Exit]** until the Printer screen appears, and then press **[Job Reset]**. A Stored Print file is not deleted even if **[Job Reset]** is pressed.

❒ The Stored Print file that sent to the machine is not deleted unless you delete a file or select **[Auto Delete Stored Print Jobs]** (see "Printer Features", General Settings Guide).

🔎 Reference

For details about setting printer drivers, see the printer driver Help. You can also print or delete a Stored Print file from Web Image Monitor. For details, see Web Image Monitor Help.

Deleting Stored Print Files

A **Press the 【Printer】 key to display the Printer screen.**

B **Press [Print Jobs].**

A list of print files stored in the machine appears.

C **Press [Stored Print Job List].**

A list of Stored Print files stored in the machine appears.

Depending on the security settings, certain print jobs may not be displayed.

D **Select the file you want to delete, and press [Delete].**

The delete confirmation screen appears.

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

If multiple print files are selected, and some of these require a password, the machine deletes files that correspond to the entered password and files that do not require a password. The number of files to be deleted is displayed on the confirmation screen.

If you forgot your password, ask your file administrator for help.

E **Press [Yes] to delete the file.**

The selected file is deleted.

If you do not want to delete the file, press **[No]**.

Note

❒ If you select multiple files, the confirmation screen displays the total number of files to be deleted.

Printing from the List Per User ID Screen

This describes how to print the files saved in the machine from the User ID screen.

Printing the Selected Print Job

A **Press the 【Printer】 key.**

The Printer screen appears.

B **On the Printer screen, press [Print Jobs].**

A list of user IDs whose files are stored in the machine appears.

C **Press the user ID whose file you want to print.**
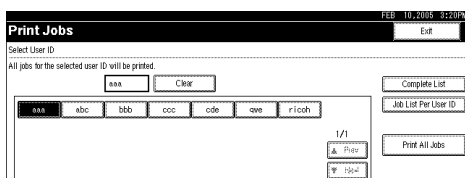
You cannot select multiple user IDs at the same time.

Press **[▲Previous]** or **[▼Next]** to scroll through the list.

Press **[Clear]** to cancel a selection.

D **Press [List Per User ID].**

The print job list of the selected user ID appears.

E **Select the desired print jobs.**
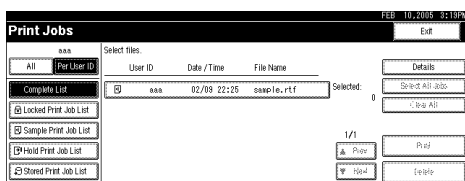
To cancel a selection, press the highlighted print job again. To clear all selections, press **[Clear All]**.

F **Press [Print].**

The confirmation screen appears.

G **Press [Yes].**

The selected files are printed.

Press **[No]** to cancel printing.

Note

❒ The confirmation screen displays the total number of files of the selected user ID to be printed.

Printing All Print Jobs

A **Press the 【Printer】 key.**

The Printer screen appears.

B **On the Printer screen, press [Print Jobs].**
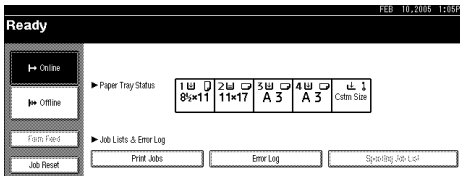
A list of user IDs whose files are stored in the machine appears.

C **Press the user ID whose file you want to print.**
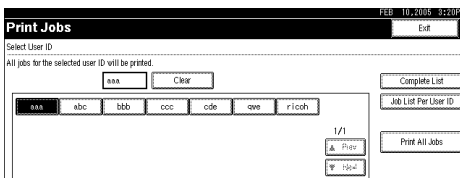
You cannot select multiple user IDs at the same time.

Press **[▲Previous]** or **[▼Next]** to scroll through the list.

Press **[Clear]** to cancel a selection.

D **Press [Print All Jobs].**

If the selected user ID has multiple types of print jobs, the selection screen of the print job type appears.

E **Select the desired print job type, and then press [OK].**
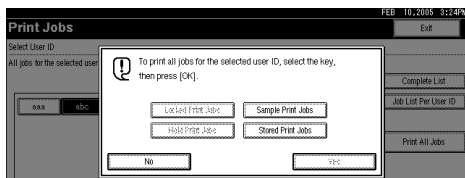
The confirmation screen appears.

The confirmation screen does not appear if the selected ID has only one type of print jobs.

F **Press [Yes].**

The selected files are printed.

✐ **Note**

❒ After printing is completed, Sample Print, Locked Print, and Hold Print files are deleted.

❒ You cannot select a print job that is not stored under the selected user ID.

❒ If you select multiple Sample Print Files and do not specify the number of sets on the confirmation screen, one set less than the smallest number specified on the computer is printed for every selected document. If the smallest number of sets specified on the computer is "1", one set each is printed for every document.

❒ If you select Stored Print, the number you set on the confirmation screen is applied to all files of the selected print job type. If you do not set a quantity, the minimum number is applied to all files.

❒ If you select Locked Print, enter the correct password. If there are multiple passwords, the machine prints only files that correspond to the entered password.

❒ If you select Stored Print files, and some of these require a password, the machine prints files that correspond to the entered password and files that do not require a password.

❒ The confirmation screen displays the total number of files of the selected user ID to be printed.

Form Feed

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

⚠️Important

❒ The tray cannot be changed if the following functions are set:

- Staple
- Duplex Print to a tray that does not support duplex printing
- Cover Sheet
- Front or Back Covers
- Slip Sheet
- Chaptering

🖉 Note

❒ If form feed is selected for a tray with the following settings, you can change the tray by canceling the settings:

- Staple
- Duplex

❒ If **[Auto Continue]** is selected, form fed paper is printed after a set interval. See "System", General Settings Guide.

Printing from a Selected Tray

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

A Press the 【Printer】 key.

B Select the tray for form feed from those that appear on the display panel.

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

C Press [Continue].

The machine prints using the selected tray.

🖉 Note

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

Canceling a Print Job

Follow the procedure below for canceling the print job if the message prompting form feed appears.

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

The Printer screen appears.

B **Press [Job Reset].**

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

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

A confirmation message appears.

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

Press **[No]** to return to the previous display.

Note

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

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

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

❒ You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press **[Job Reset]**.

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

Reference

For details, see p.101 "Canceling a Print Job".

Canceling a Print Job

This section gives instruction to stop printing from the computer or the display panel.

Canceling a Print Job Using the Control Panel

A **Press the 【Printer】 key.**

The Printer screen appears.

B **Press [Job Reset].**
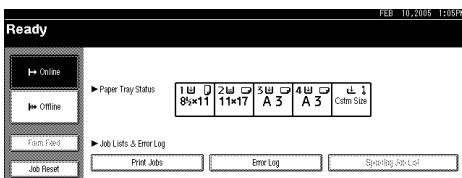
C **Press [Reset Current Job] or [Reset All Jobs].**

- **[Reset Current Job]**: cancels the print job currently being processed.
- **[Reset All Jobs]**: cancels all jobs in the print queue.
- **[Resume Printing]**: resumes to print the print jobs.

A confirmation message appears.

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

Press **[No]** to return to the previous display.

Windows - Canceling a Print Job from the computer

You can cancel a print job from the computer if transferring print jobs is not completed.

A **Double-click the printer icon on the Windows task tray.**

A window appears, showing all print jobs currently queued for printing. Check the current status of the job you want to cancel.

B **Select the name of the job you want to cancel.**

C **On the [Document] menu, click [Cancel].**

D **Press the {Printer} key on the machine's control panel.**

Note

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

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

❒ Under Windows XP, Windows Server 2003, or Windows NT 4.0, click **[Cancel]** on the **[Document]** menu.

❒ Under Windows 95/98/Me/2000 or Windows NT 4.0, you can also open the print job queue window by double-clicking the machine icon in the **[Printers]** machine window (the **[Printers and Faxes]** window under Windows XP and Windows Server 2003).

❒ You cannot stop printing data that has already been processed. For this reason, printing may continue for a few pages after you press **[Job Reset]**.

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

Checking the Error Log

If files could not be stored due to printing errors, identify the cause of the errors by checking the error log on the control panel.

⚠Important

❒ The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following print jobs, it is not deleted. The error is stored separately until the number of those errors reaches 30. You can check any of these print jobs for error log information.

- Sample Print
- Locked Print
- Hold Print
- Stored Print

❒ If the main power switch is turned off, the error log is deleted.

A **Press the 【Printer】 key.**

The Printer screen appears.
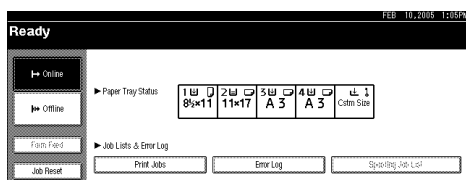
B **Press [Error Log].**

An error log list appears.

Depending on the security settings, certain errors may not be displayed.

C **Press the desired job list.**
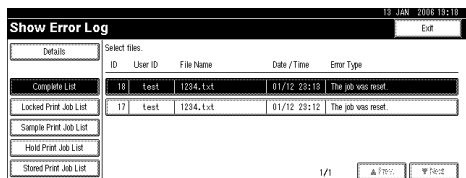
You can select the job list from **[Complete List]**, **[Locked Print Job List]**, **[Sample Print Job List]**, **[Hold Print Job List]**, or **[Stored Print Job List]**.

D **Select the print file you want to check, and then press [Details].**

A detailed error log appears.
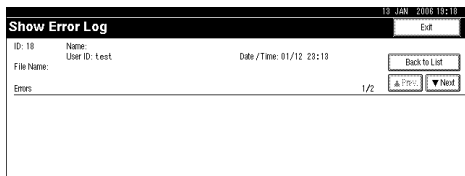
Press **[▲Previous]** or **[▼Next]** to scroll the error files.

Note

❒ Press **[Exit]** after checking the log.

❒ Press **[Back to List]** to return to the error log list.

❒ To print files that appear in the error log, resend them after stored files have been printed or deleted.

Spool Printing

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

⚠️Important

❒ This function is available only on machines that have the optional hard disk installed.

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

❒ If data is sent to the machine using other protocols besides diprint, lpr, ipp, and smb, Spool Printing cannot be performed.

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

   • Using Web Image Monitor
     See Network Guide or Help for more information.

   • Using telnet
     Type in "spoolsw spool on" to set Spool Printing.
     See Network Guide for more information about telnet.

❖ **Viewing a list of spool jobs on the display panel**
   If Spool Printing is set, a list of spooled jobs can be viewed on the display panel screen.
   Press the 【Printer】 key, and then press **[Spooling Job List]**. A list of spooled jobs appears.

   • Deleting jobs
     Select files to be deleted, and then press **[Delete]**.

   ### 📝 Note

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

❖ **Viewing/Deleting spool jobs in Web Image Monitor**
   Start Web Image Monitor and enter the machine's IP address in the address bar. This displays the top page.
   For more information, see Network Guide.

📝 Note

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

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

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

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

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

User Defined Pages

Using this function, you can specify the page numbers for each input tray.

⚠️Important

❒ This function is available with the PCL 6/5e printer driver only.

❒ Depending on which options are installed on the machine, the PCL printer language is optional. In that case, installing the optional PCL unit is required to use the PCL 6/5e printer drivers.

❒ If **[Document Server]** is selected under **[Job Type:]**, User Defined Page cannot be used.

❒ If **[User Defined Pages]** is selected under **[Paper Selection:]** on **[Paper]** tab, **[Layout:]** cannot be selected.

AEV044S
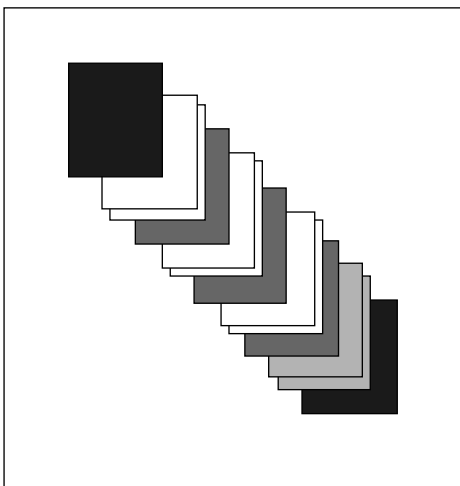
🔍Reference

For printing methods, see the printer driver Help.

Printing with the Finisher

You can collate, staple in printed paper by installing the optional finisher. Make sure you read the following precautions when using the optional finisher.

⚠️Important

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

❒ Be sure to set the paper size and paper orientation in the printer driver when using duplex printing, combined printing (layout) or staple functions.

❒ The machine can have only one of the following installed at any one time: 500 Sheet Finisher, 1,000 Sheet Finisher

📝 Note

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

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

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

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

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

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

🔍Reference

For details about duplex printing or combined printing (layout), see the printer driver Help.

For details about optional finishers, see General Settings Guide.

To remove paper misfeeds, see Trouble Shooting.

Staple

With the optional Finisher installed, sets can be stapled individually when printing multiple sets.

Staple Position

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

AGP015S

Note

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

Reference

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

For printing methods, see the printer driver Help.

The staple position will vary when using the PostScript 3 printer driver. For more information, see the PostScript 3 printer driver Help.

Stapling Precautions

⚠️**Important**

❒ Stapling can be done only with the optional finisher installed.

❖ **Staple printing will be canceled under the following conditions:**

- If the number of pages exceeds maximum for stapling.
- If a paper size that cannot be stapled is selected.
- If a paper type that cannot be stapled is selected.
- If positions other than those fixed for stapling are specified.
- If there are inconsistencies between the orientation in the duplex mode and the staple position.
- If there are inconsistencies between the orientation in the letterhead mode and the staple position.
- If paper sizes are mixed when a different paper size is specified during a print job.
- When feeding paper from the bypass tray.
- When staples have run out and **[Auto Continue]** is set (Printing will continue without stapling after the message has been displayed).
- When only 1 page is printed.
- When staples have run out.

📝 **Note**

❒ When the stapling is cancelled, "Staple has been cancelled." appears.

❒ When printing on letterhead, stapling may not be at the specified position.

❒ When the finisher is being used for another function's job (for example, a copy job), printing will start after that job ends.

❒ Be sure to set paper size and orientation in the printer driver when stapling.

❒ When duplex printing is selected, adjust staple positions to the binding orientation.

❒ Depending on the software you are using, print settings may not be saved and the printed result may not be as expected.

❒ When setting Staple in the printer driver settings, make sure that a collate option is not selected in the print settings of the application. If a collate option is selected in the application, printing will not be as intended.

❒ When using the optional Finisher 500 unit, following paper sizes can be stapled using the Mixed Size mode. (This function is not available when using the optional Finisher 1000 unit.)

- A3 ▱ and A4 ▯
- B4 ▱ and B5 ▯
- 11×17 ▱ and $8\,{}^1/_2 \times 11$ ▯

Collate

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

⚠️Important

❒ If the optional hard disk is installed, you can specify up to 1,000 sheets per set for Collate. If the optional hard disk is not installed, you can specify up to 200 sheets per set for Collate.

❒ If **[Auto Continue]** occurs on the first set, Collate will be canceled.

❒ If forced printing occurs on the first set, Collate will be canceled.

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

🖉 Note

❒ Set Collate and Rotating collate when using the RPCS printer driver.

❒ Follow the procedure below when using the printer driver other than the RPCS:

- Set Collate and Rotating Collate in the printer driver.

- If you cannot make Shift Collate even with the optional finisher installed, options may not be set up correctly in the printer driver. Correct the printer driver's option settings.

- For details, see the printer driver Help.

Collate

Printed output is assembled as sets in sequential order.

AEU016S

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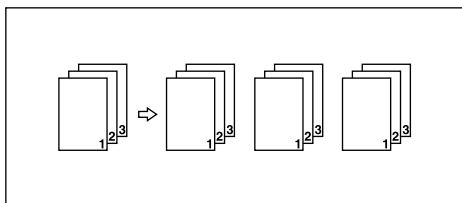
Rotating collate

Every other print set is rotated by 90 degrees.

AEU017S
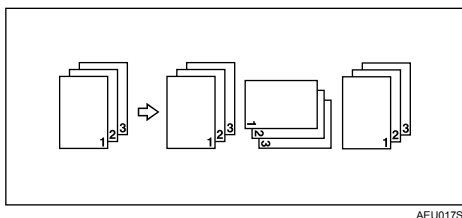
⚠️**Important**

❒ The Rotating Collate function requires two paper trays containing same size paper but in different orientations.

❒ If the output tray has shift function, Shift Collate will be applied even if Rotating Collate is selected.

❖ **When Rotating Collate is cancelled**

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

- When combined with the staple function.
- If jobs containing pages of various sizes are set.
- When output tray is specified.
- When combined with the covers function.
- When combined with the slip sheet function.
- When combined with the chaptering function.
- If custom size paper is set.

📝 **Note**

❒ When Rotating Collate has been selected, printing speed will be slower than with other collate functions.

Shift Collate

The optional finisher is required for this function.

The finisher's shift tray moves backward or forward when a job is output, and then it shifts to output the next set. Therefore, copies can be separated into per set at a glance.

AEU018S
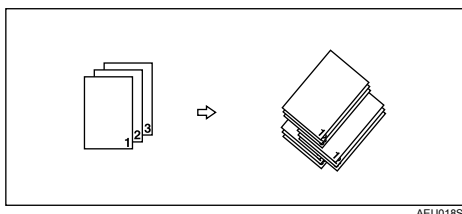
Covers

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

⚠️Important

❒ To use this function, Collate must be set. Rotating Collate cannot be set.

❒ The cover sheets should be the same size and orientation as the body of the paper.

❖ **Cover sheet**
Prints the first page of the document on the sheet for the cover page.

- Printing on one side
Prints on one side of the cover sheet only, even when duplex printing is selected.
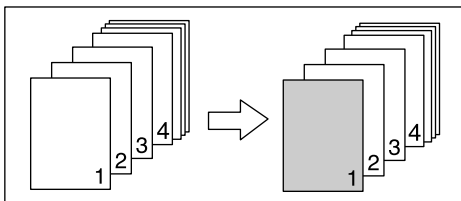
AEV016S

- Printing on both sides
Prints on both sides of the cover sheet when duplex printing is selected.

  - Front cover printed on both sides
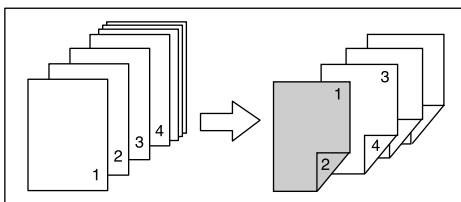
AEV017S

  - Front cover printed on one side
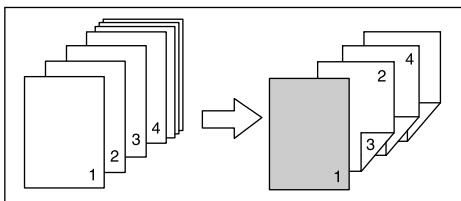
AEV032S

- Blank
  - When printing one side

AEV018S
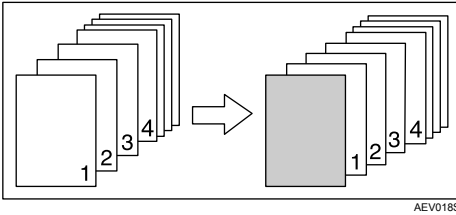
  - When printing both sides

AEV033S
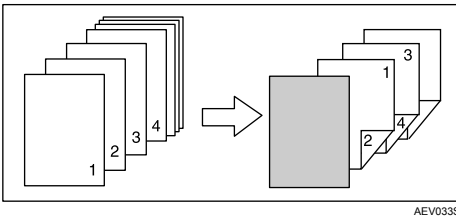
❖ **Front and Back cover**
Prints the first and last page of the document as the cover and back cover pages.

- Printing on one side
Prints on one side of the cover sheets only, even when duplex printing is selected.
  - Back cover page face inside

AMT202S
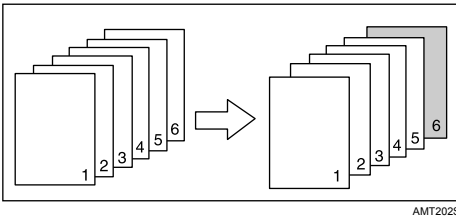
- Printing on both sides
  Prints on both sides of the cover sheets when duplex printing is selected.

  - Front cover printed on both sides, back cover page face inside, and the number of pages is even
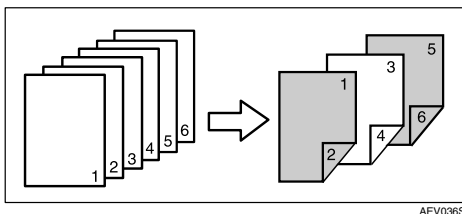
AEV036S

  - Front cover printed on both sides, back cover page face inside, and the number of pages is odd
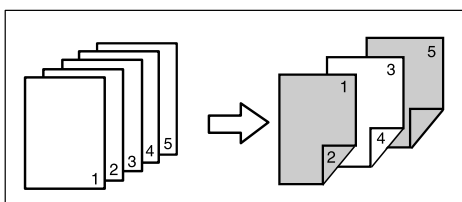
AEV037S

  - Front cover printed on one side, back cover page face inside, and the number of pages is even
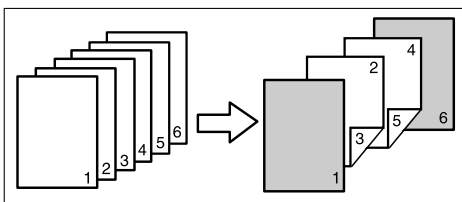
AEV038S

  - Front cover printed on one side, back cover page face inside, and the number of pages is odd
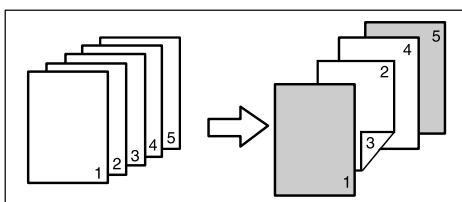
AGP009S

- Blank
  - When printing one side
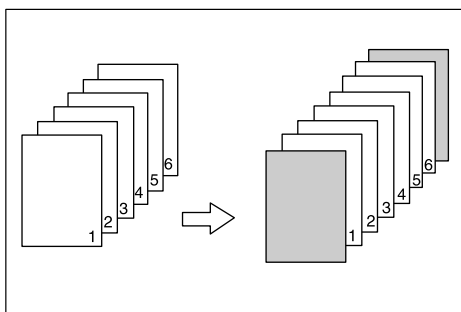
AEV040S

  - When printing both sides
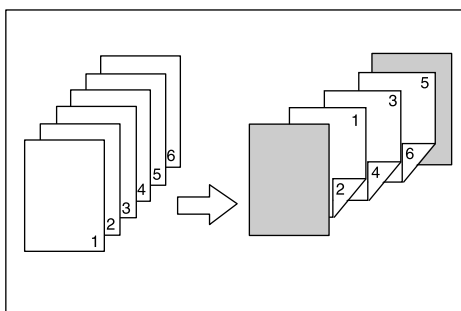
AEV041S

Note

❒ If **[Auto Tray Select]** is set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the ⬓ orientation. Therefore, if the cover paper is set to the ⬓ orientation, the orientation of cover and body will be different.

Reference

For printing methods, see the printer driver Help.

Chindering

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

No slip sheets

The specified page is always printed on the same side as the first page.
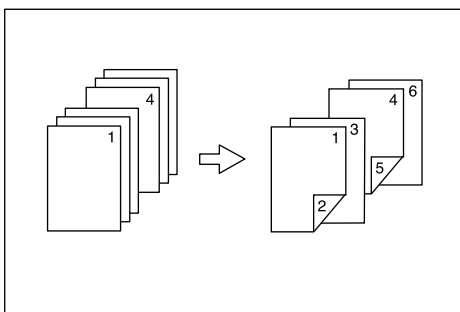
AJO025S

✎ Note

❒ This function is only valid with duplex printing.

❒ Up to 20 pages can be specified as the front pages of chapters using the printer driver.

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

🔍 Reference

For printing methods, see the printer driver Help.

Inserting chapter slip sheets

Insert chapter slip sheets before the specified page.

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

AJO023S
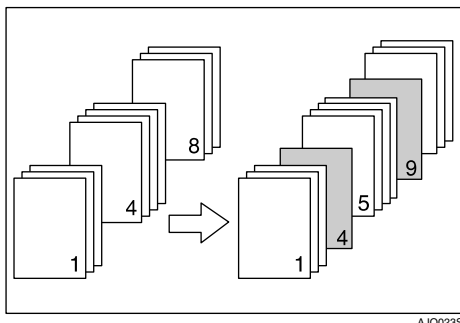
- Blank
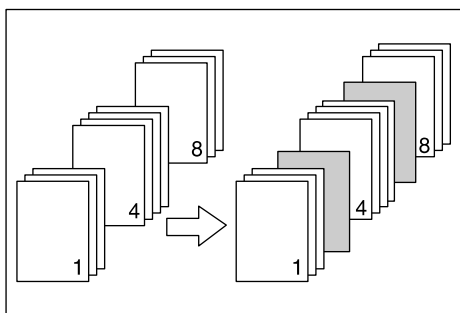
AJO024S

✒ Note

❒ Up to 20 pages can be specified as the front pages of chapters using the printer driver.

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

❒ If **[Auto Tray Select]** has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the ▯ orientation. Therefore, when the cover paper has been set to the ▯ orientation, the orientation of the output cover paper and body paper will be different.

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

🔎 Reference

For printing methods, see the printer driver Help.

Slip Sheet

❖ **Inserting a slip sheet between each page**
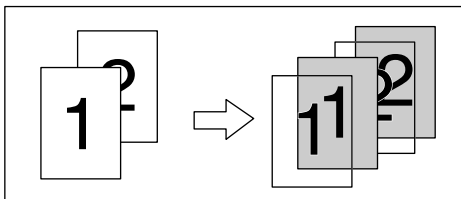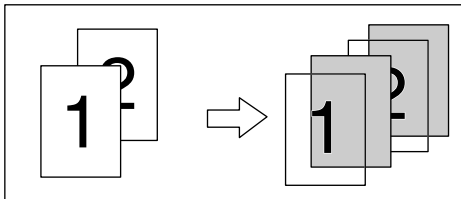
- Print
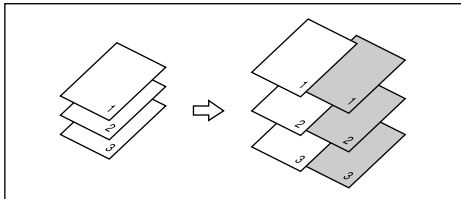
AEV019S

- Blank
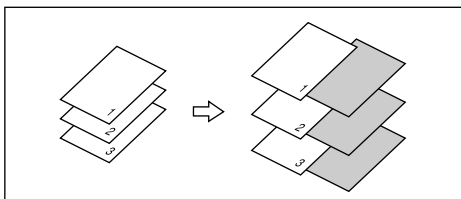
AEU023S

❖ **Inserting a slip sheet between OHP transparencies**

- Print

AEV020S

- Blank

AEU024S

✐ Note

❒ Collate cannot be set when using slip sheets.

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

❒ The slip sheet should be the same size and orientation as the main paper.

❒ If **[Auto Tray Select]** has been set as the paper feed tray for the body paper, the paper will be delivered from a tray containing paper in the ▯ orientation. Therefore, when the cover paper has been set to the ▭ orientation, the orientation of the output cover paper and body paper will be different.

❒ The same paper feed tray cannot be set for the main paper and slip sheets.

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4. Saving and Printing Using the Document Server

Accessing the Document Server

The Document Server enables you to store documents on the machine's hard disk. You can also edit and print documents as you want.

⚠️Important

❒ Applications with their own drivers, such as PageMaker, do not support this function.

📝 Note

❒ When you use the Document Server, the following functions can be selected using the machine's control panel:

- Copies
- Collate
- Duplex
- Staple
- Paper selection: Paper source tray, paper type, paper output tray.
- Functions related to paper selection: Cover Sheet, Slip Sheet.

❒ The above items are dimmed, so you cannot set them from the printer properties dialog box when the Document Server is selected.

❒ You must enter a user ID, using up to eight alphanumeric characters.

❒ You should enter a Password and File Name to distinguish the job from others.

❒ Up to 3,000 files can be stored in the Document Server. No new files can be stored after 3,000 is reached. Even if less than 3,000 files are stored, new files cannot be stored when

- a file to be stored contains more than 1,000 pages,
- the total number of pages contained in files stored exceeds 9,000,
- the hard disk is full.

❒ The Document Server also stores files scanned using the Automatic Document Feeder (ADF) or exposure glass. You should delete unnecessary stored files once in a while so as not to exceed the capacity of the hard disk. For details about deleting stored files, see General Settings Guide.

❒ When using the hard disk for functions other than those of Document Server, you may not be able to store new files in the Document Server, even if there are less than 3,000 files stored.

🔍Reference

For more information about Document Server functions, see General Settings Guide.

For details about how to access Document Server from a client, see the printer driver Help.

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5. The Functions and Settings of the Machine

Mainframe

Network Guide, PostScript 3 Supplement, and UNIX Supplement cover all models, and therefore contain all the functions and settings. This chapter describes the functions and setting items used for configuring the model you are using.

$\mathcal{P}$Reference

For details about functions and setting items, see Network Guide, PostScript 3 Supplement and UNIX Supplement.

Functions

The following functions are available with the machine:

- Copy
- Printer
- Scanner
- Fax
- Document Server

Note

❐ The Printer, Scanner functions are need to be installed in order to use the printer or scanner function.

Interface

The following interfaces are available with the machine:

- Ethernet (100BASE-TX/10BASE-T)
- USB (2.0)
- IEEE 1284 (Parallel) (Optional)
- IEEE 802.11b (Wireless LAN) (Optional)
- Bluetooth (Optional)

Note

❐ To use the IEEE 1284, IEEE 802.11b (wireless LAN), Bluetooth or Ethernet (Optional) interface, the machine must be equipped with the corresponding unit for that interface.

❐ You cannot have the IEEE 1284, IEEE 802.11b (wireless LAN), and Bluetooth interface on the machine at the same time.

❐ You cannot have the standard Ethernet and the optional Ethernet interface on the machine at the same time.

List of the Setting Items

Web Image Monitor

The following tables show Web Image Monitor items that can be viewed or modified depending on the selected mode on the Web browser.

Select one of the following modes to log on Web Image Monitor:

- User mode: log on as a user
- Administrator mode: log on as an administrator

❖ **Top Page**
Displays the top page.

❖ **Status**

Menu	User mode	Administrator mode
Input Tray	Read	Read
Output Tray	Read	Read
Toner	Read	Read
Function	Read	Read
System	Read	Read
Counter	Read	Read
Printer Language	Read	Read

❖ **Document Server**

User mode	Administrator mode
Read/Modify	Read/Modify

❖ **Fax Received File**

User mode	Administrator mode
Read/Modify	None

❖ **Job**

- Printer

Menu	User mode	Administrator mode
Spool Printing	Read	Read
Job History	Read	Read
Error Log	Read	Read
Print Jobs	Read	Read

- Fax History

Menu	User mode	Administrator mode
Transmission	Read	Read
Reception	Read	Read
LAN-Fax	Read	Read

- Document Server

User mode	Administrator mode
Read	Read

❖ **Address Book**

Menu	User mode	Administrator mode
Address Book	None	Read/Modify

❖ **Inquiry**

User mode	Administrator mode
Read	Read

❖ **Configuration**

- Device Settings

Menu	User mode	Administrator mode
System	Read	Read/Modify
Paper	Read	Read/Modify
Date/Time	Read	Read/Modify
Timer	Read	Read/Modify
E-mail	Read	Read/Modify
Auto E-mail Notification	None	Read/Modify
On-demand E-mail Notification	None	Read/Modify
File Transfer	None	Read/Modify
User Authentication Management	None	Read/Modify
Administrator Authentication Management	None	Read/Modify
Program/Change Administrator	None	Read/Modify
LDAP Server	None	Read/Modify

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- Printer

User mode	Administrator mode
Read	Read/Modify

- Fax

Menu	User mode	Administrator mode
General	None	Read/Modify
Administrator Tools	None	Read/Modify
E-mail Settings	None	Read/Modify
IP-Fax Settings	None	Read/Modify
Gateway Settings	None	Read/Modify
Parameter Settings	None	Read/Modify

- Interface

User mode	Administrator mode
Read	Read/Modify

- Network

Menu	User mode	Administrator mode
TCP/IP	Read	Read/Modify
NetWare	Read	Read/Modify
AppleTalk	Read	Read/Modify
SMB	Read	Read/Modify
SNMP	None	Read/Modify
SNMPv3	None	Read/Modify
SSDP	None	Read/Modify
Rendezvous	Read	Read/Modify
System Log	Read	Read

- Security

Menu	User mode	Administrator mode
Network Security	None	Read/Modify
Access Control	None	Read/Modify
IPP Authentication	None	Read/Modify
SSL/TLS	None	Read/Modify
Certificates	None	Read/Modify

- RC Gate

Menu	User mode	Administrator mode
Setup RC Gate	None	Read/Modify
Update RC Gate Firmware	None	Read/Modify
RC Gate Proxy	None	Read/Modify

- Webpage

User mode	Administrator mode
Read/Modify	Read/Modify

- ROM Update

User mode	Administrator mode
None	Read

Note

❐ Some items are not displayed depending on the security settings.

❐ Some items do not appear on the menu, or do not function when no optional hard disk installed.

❐ Some items are not displayed on the menu depending on which printer language/option is installed.

telnet

The following telnet can be used with the machine:

access, appletalk, autonet, rendezvous, btconfig, dhcp, diprint, dns, domainname, help, hostname, ifconfig, info, ipp, netware, passwd, prnlog, route, set, show, slp, smb, snmp, spoolsw, ssdp, status, syslog, web, wins

UNIX

The following UNIX commands can be used with the machine:

Device Option	Value	Function Summary
binding	longedge, shortedge, left, top, right	Specifies the binding direction for duplex printing.
copies	Number of copies (1 - 999)	Specifies the number of copies.
duplex	off, on	Specifies whether duplex printing is on or off.
filetype	pcl, postscript (rps)	Specifies the printer language for printing.
filter	text	Specifies the text printing.
mediatype	plain, recycled, special, thick, thin, color, transparency, letterhead, preprinted, prepunched, labels, bond, cardstock, thickduplex-backs, plainorrecycled	Specifies the paper type.
orientation	portrait, landscape	Specifies the feed direction of the paper.
outbin	finishershift, finisherproof, inner, upper	Specifies the output tray.
paper	a3, a4, a5, a6, jisb4, jisb5, ledger, legal, letter, halfletter, executive, fgl, foolscap, folio, com10, monarch, c6, c5, dl, k8, k16, custom	Specifies the paper size.
qty	Number of collated sets (1 - 999)	Specifies the number to collate.
resolution	value of resolution (200, 300, 600)	Specifies the resolution for printing.
staple	off, lefttop, righttop, lefttopslantport, lefttopslantland, lefttopvertport, lefttopvertland, left2port, left2land, right2port, right2land, righttopvertport, righttopvertland, righttopslantport, righttopslantland, righttophorizport, righttophorizland, top2port, top2land, lefttophorizport, lefttophorizland	Specifies the staple position.
tray	tray1, tray2, tray3, tray4, lct, bypass, all	Specifies the input tray.

🔎 Reference

For details, see UNIX Supplement.

Settings that can be used with PostScript 3

The following PostScript 3 settings can be used with the machine:

Note

❒ Depending on a type of printer drivers, different items may be displayed.

Settings	Selectable Items
Collate:	Off, On
Dithering:	Auto, User Setting, Text, Photographic
Duplex:	Off, Open to Left, Open to Top
Fit to Print Size:	Prompt User, Nearest Size and Scale, Nearest Size and Crop
Image Smoothing:	Off, On, Auto, Less than 90 ppi, Less than 150 ppi, Less than 200 ppi, Less than 300 ppi
Input Tray:	AutoSelect Tray, Bypass Tray, Tray 1, Tray 2, Tray 3, Tray 4
Output Tray: [1]	Internal Tray, Printer Default
Orientation:	Portrait, Landscape, Rotated, Orientation Override
Resolution	600 dpi
Size:	See General Settings Guide.
Staple:	Off, Top Left, Top Right, 2 at Left, 2 at Right, 2 at Top
Edge Smoothing	Off, On
Toner Saving	Off, On
Type:	See General Setting Guide.
Paper Selection:	Same Paper for All Pages, Different Paper for First Page, Use Slip Sheet, Chaptering

[1] Items that are displayed might vary depending on which options are installed.

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6. Appendix

Specifications

This section contains the machine's electrical and hardware specifications, including information about its options.

Component	Specifications
Resolution	600 × 600 dpi 300 × 300 dpi 200 × 200 dpi
Printing speed	Type 1: • 25 ppm Type 2: • 30 ppm (A4 ⬦, $8^1/_2$ × 11 ⬦ plain paper) 📎 **Note** ❒ Printing speeds depend on the machine. Check which type of machine you have. See About This Machine.
Interface	Standard: • Ethernet interface (100BASE-TX/10BASE-T) • USB 2.0 interface Option: • IEEE 1284 parallel interface Use a standard 36-pin printer cable not longer than 3 meters (10 feet). • IEEE 802.11b wireless LAN interface • Bluetooth interface
Network protocol	TCP/IP, IPX/SPX, AppleTalk
Printer language	Standard: RPCS Option: PostScript 3, PDF, PCL 6/5e [*2]
Fonts	PCL 6/5e : Monotype Imaging 35 Intellifonts, 10 True-Type fonts, 13 International fonts, and 1 Bit-map font. PostScript 3 : 136 fonts (Type 2:24, Type 14:112)

Component	Specifications
Memory	Supports up to 384 MB
	Default size: 128 MB
	Optional memory size: 256 MB
Hard disk [*1]	Storage capacity : 40 GB
Network cable	100BASE-TX/10BASE-T shielded twisted-pair (STP, Category/Type5) cable.

[*1] The hard disk is optional depending on a type.

[*2] Depending on which type of options installed in the machine, the PCL printer language is optional.

✎ Note

❒ When using the USB Interface (Standard) with Mac OS 10.3.3, USB2.0 is supported.

❒ When using the USB Interface (Standard) with Windows Me, install USB Printing Support. Windows Me only supports USB 1.1 speed.

Options

✥Important

❒ Only one optional interface board can be installed in the machine at a time. Therefore, the IEEE 802.11b interface unit, the IEEE 1284 interface board, and Bluetooth interface unit cannot be installed concurrently.

IEEE 1284 Interface Board Type A

❖ **Transmission spec.:**
IEEE 1284

❖ **Required cable:**
Standard IEEE 1284 compliant Micro Centronics 36 pin cable

IEEE 802.11b Interface Unit Type H

❖ **Transmission spec.:**
Based on IEEE 802.11b (wireless LAN)

❖ **Protocol:**
TCP/IP, IPX/SPX, AppleTalk

Note

❒ SmartDeviceMonitor and Web Image Monitor are supported.

❖ **Data transfer speed:**
Auto select from below speed
1 Mbps, 2 Mbps, 5.5 Mbps, 11 Mbps

❖ **Frequency range:**
- Inch version:
2412 - 2462 MHz (1 - 11 channels)
- Metric version:
2412 - 2472 MHz (1 - 13 channels)

❖ **Transmittable distance:**
1 Mbps 400 m
2 Mbps 270 m
5.5 Mbps 200 m
11 Mbps 140 m

Note

❒ These figures are a guideline for outdoor use. In general, the transmittable distance indoors is 10 - 100 m, depending on environment.

❖ **Transmission mode:**
Ad hoc, and infrastructure mode

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Bluetooth Interface Unit Type 3245

❖ **Supported Profiles:**
- SPP (Serial Port Profile)
- HCRP (Hardcopy Cable Replacement Profile)
- BIP (Basic Imaging Profile)

❖ **Frequency Range:**
2.45 GHz ISM band

❖ **Data Transmission Speed:**
723 kbps

📝 **Note**
❒ The transmission speed is adjusted according to factors such as the distance and obstacles between the devices, radio signal condition and Bluetooth adaptor.

❖ **Maximum Range:**
10 m

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Microsoft® Windows® 2000 Server
Microsoft® Windows® 2000 Advanced Server

The product name of Windows® XP are as follows:
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Microsoft® Windows® XP Professional

The product names of Windows Server™ 2003 are as follows:
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