

## Overview

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

This section describes preparatory steps for printing from this machine via the Bonjour connection.



### Tips

- ❑ The Bonjour technology enables you to configure the network settings for networked devices and find and use services without having to configure special settings.

## Before Setting Up the Computer (For Administrators)

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### Connecting this machine to the network

Checking the LAN cable connection



### Configuring the Bonjour settings

Enabling Bonjour

Setting a printer name (Bonjour name)

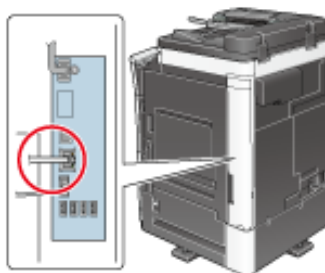
Enter the name of this machine to be displayed as the name of a connected device.



### Preparation finished

#### Checking the LAN cable connection

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



#### Configuring the Bonjour settings

Enable Bonjour. In addition, enter the name of this machine (Bonjour name) to be displayed as the name of a connected device.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

# Setting Up the Computer

## Preparing the printer driver

### Preparing the printer driver DVD

For details on the DVD, contact the administrator of this machine.

### Checking the operating systems supported by the printer driver

Check that your computer meets the operating environment requirements of the printer driver.



## Installing the printer driver to the computer

### Installing the printer driver using the installer

Insert the **Driver & Utilities DVD** into the drive, and install the software by following the on-screen instructions.

### Adding the printer

Add the printer automatically detected by Bonjour to the computer.



## Preparation finished

### Preparing the printer driver DVD

The following types of DVD and CD-ROM are delivered with this machine.

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



## Tips

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

### Checking the operating systems supported by the printer driver

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

Printer driver	Page description language	Supported operating systems
PostScript PPD driver (PS-PPD)	PostScript 3 Emulation	Mac OS 10.8/10.9/10.10/10.11/10.12

### Installing the printer driver

Install the printer driver using the installer.

✔ Before installation, exit all application software programs that are running.

1. **Insert the Driver & Utilities DVD into the DVD drive of the computer.**
2. **Open the folder that contains the target printer driver on the DVD.**
  - ➡ Select the folder according to the printer driver, operating system, and language to be used.
3. **Copy the driver file onto the desktop according to the Mac OS version.**
  - ➡ Mac OS 10.8: XXX\_108.pkg
  - ➡ Mac OS 10.9/10.10/10.11/10.12: XXX\_109.pkg
  - ➡ "XXX" indicates the model name.

- ➔ The driver folder varies depending on the required paper size. Select the file according to your environment.  
To mainly use the metric-based paper size such as A4 size: "WW\_A4" folder  
To mainly use the inch-based paper size such as letter size or 8 1/2 11: "WW\_Letter" folder

#### 4. Double-click the file copied onto the desktop.

The printer driver installer starts.

#### 5. Click [Continue] following the instructions on the pages that follow until the [Install] page appears.

#### 6. Click [Install].

- ➔ By clicking [Customize], you can select whether to install the driver that has 2-sided printing specified as the default, or to install the driver that has 1-sided printing specified as the default. By default, the driver that has 2-sided printing specified as the default is installed. If both drivers are selected, two types of drivers are installed. The name of the driver that has 1-sided printing specified as the default is suffixed with an "(S)".
- ➔ When the name and password prompt appears during the procedure, enter the administrator name and password.

The printer driver is installed on the computer.

#### 7. Click [Close].

This completes the installation process of the printer driver. Then, add the printer to the computer.

### Configuring connection using Bonjour

Add the printer automatically detected by Bonjour to the computer.

#### 1. Select [System Preferences...] in the Apple menu.

## 2. Click the **[Printers & Scanners]** icon.

➡ In Mac OS 10.8, click the **[Print & Scan]** icon.

## 3. Click **[+]**.

➡ If a target printer name is found in the list displayed by clicking **[+]**, select it. When a printer driver is selected automatically, the printer addition is completed. If a target printer name is not found, select **[Add Other Printer or Scanner...]** or **[Add Printer or Scanner...]**, and go to Step 4.

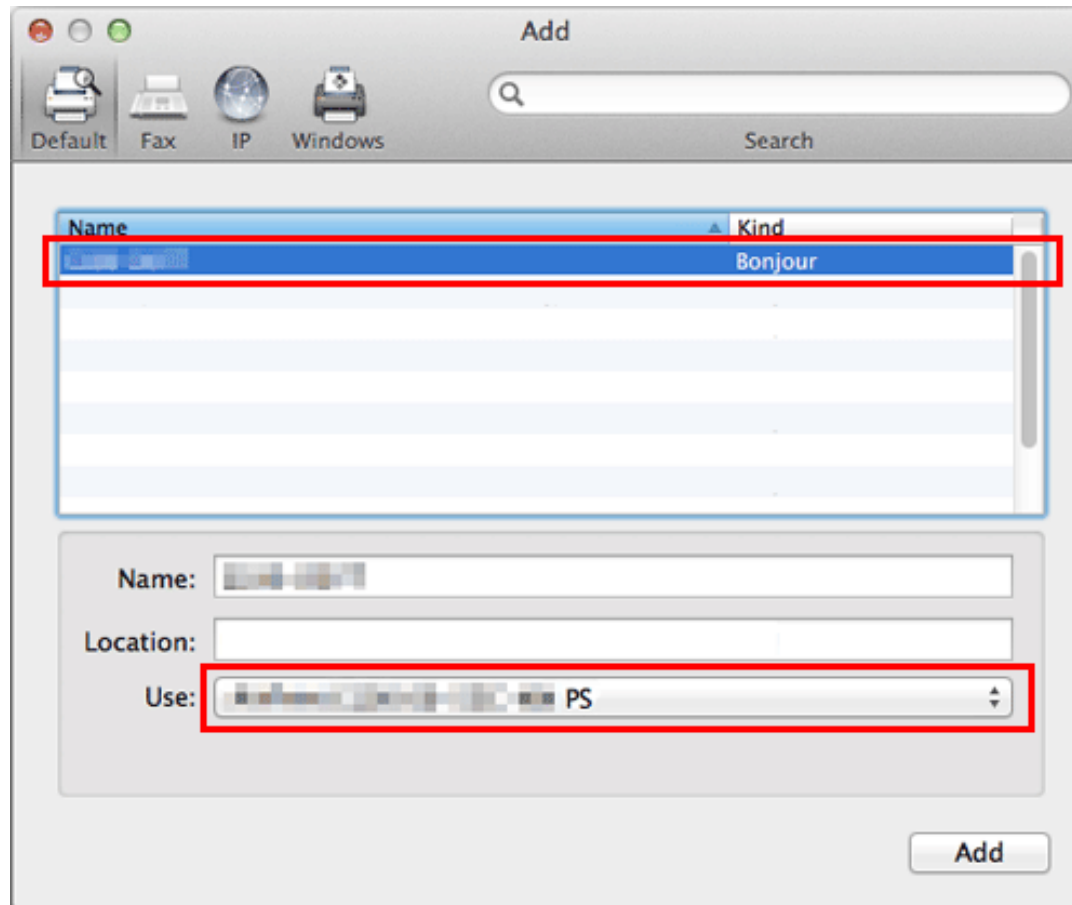
## 4. Click **[Default]**.

Connected printers are detected.

➡ If no printers are detected, restart this machine.

## 5. From the **[Printer Name]** list, select the desired printer for a Bonjour connection.

➡ To check the printer name, select **[Utility]** - **[Administrator Settings]** - **[Network Settings]** - **[Bonjour Setting]** on this machine.



The printer driver for the selected printer is displayed in [Use:].

- ➡ When the printer driver is displayed, go to Step 7.
- ➡ When the printer driver is not correctly displayed, go to Step 6.

## 6. Manually select the printer driver.

- ➡ In Mac OS 10.9/10.10/10.11/10.12, select [Select Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.
- ➡ In Mac OS 10.8, select [Select Printer Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.



## 7. Click [Add].

This completes the addition process of the printer. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to [Here](#).

## Configuring the Default Settings of the Printer Driver

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### Configuring the optional environment of this machine

When you use this machine for the first time, properly configure the printer driver so that it contains information such as the options installed in this machine.

**1. Open [System Preferences...] in the Apple menu, then click the [Printers & Scanners] icon.**

➡ In Mac OS 10.8, click the [Print & Scan] icon.

**2. Display the [Printer Information] window.**

➡ Click [Options & Supplies...].

**3. Display the [Installable Options] window.**

➡ In Mac OS 10.9/10.10/10.11/10.12, click [Options].

➡ In Mac OS 10.8, click [Driver].

**4. Change the settings according to the options installed on this machine.**

**5. Click [OK] or [Apply Changes] to close the [Printer Information] window.**

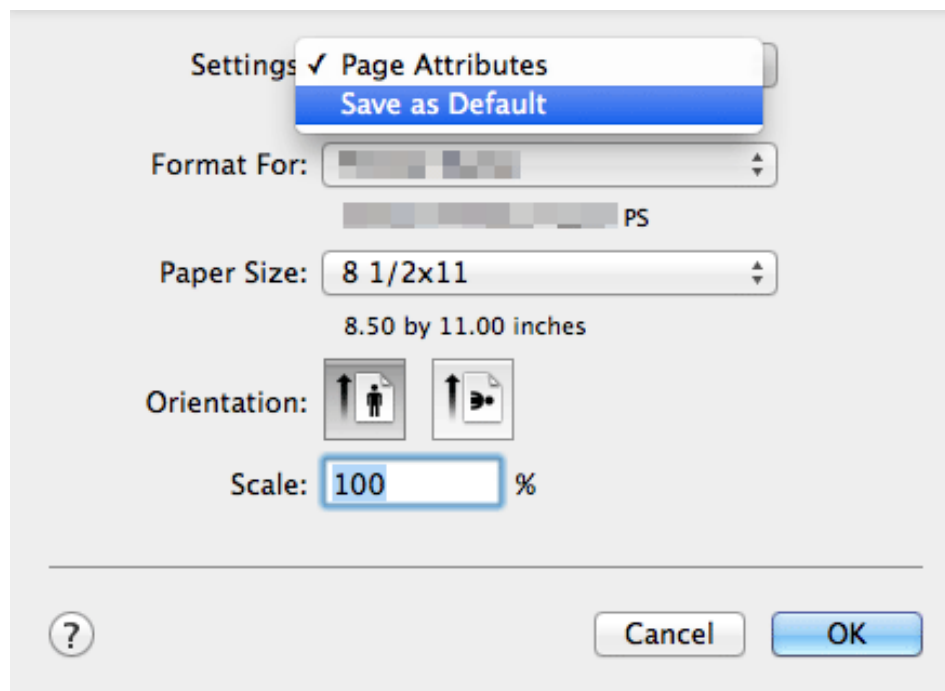
### Changing the default print settings

In the [Page Setup] window of the printer driver, you can change the default settings for paper and zoom ratio.

**1. Display the [Page Setup] window of the printer driver.**

➔ For information on how to display the [Page Setup] window, refer to [Here](#).

## 2. Change the settings, and select [Save As Default] from [Settings:].



### Tips

❖ In Mac OS 10.11 or later, [Save As Default] is not available.

## Printing Operation Flow

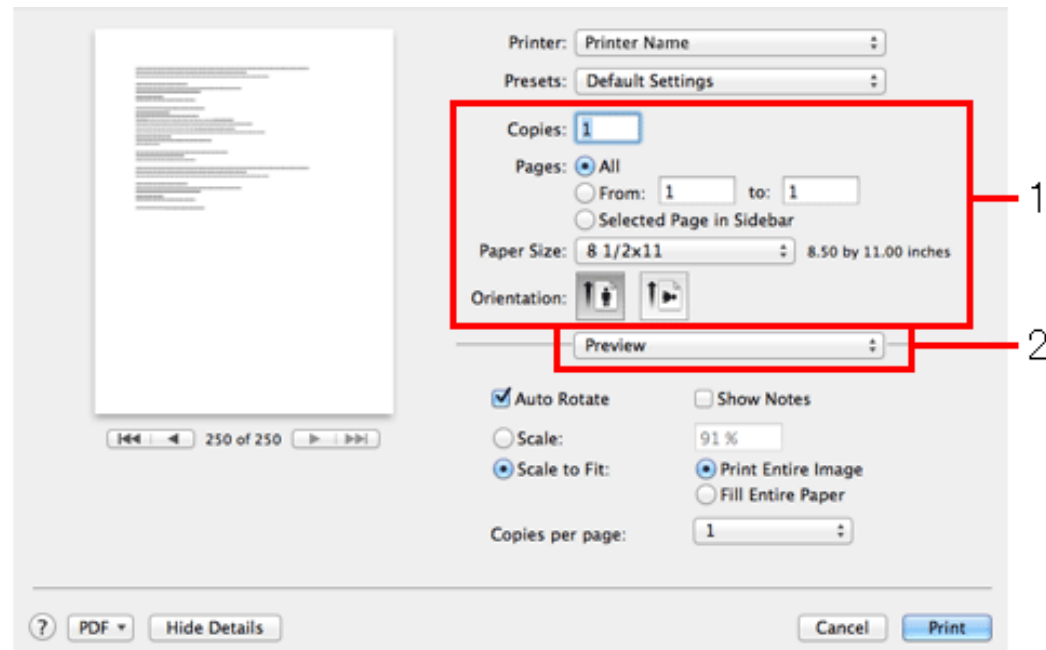
1. Open document data using the application software. From the [File] menu, select [Print].

2. Check that the desired printer is selected in [Printer:].

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

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

➡ If the setting items (1) are not displayed, click [Show Details].



4. If necessary, switch the menu of application names (2) and change the print settings.

➡ The print settings you have changed here are reset to the defaults when you exit the application software. It is useful to register frequently used print settings as presets. For details, refer to [Here](#).

## 5. Click [Print].

Printing is executed.

## Registering Frequently Used Print Settings

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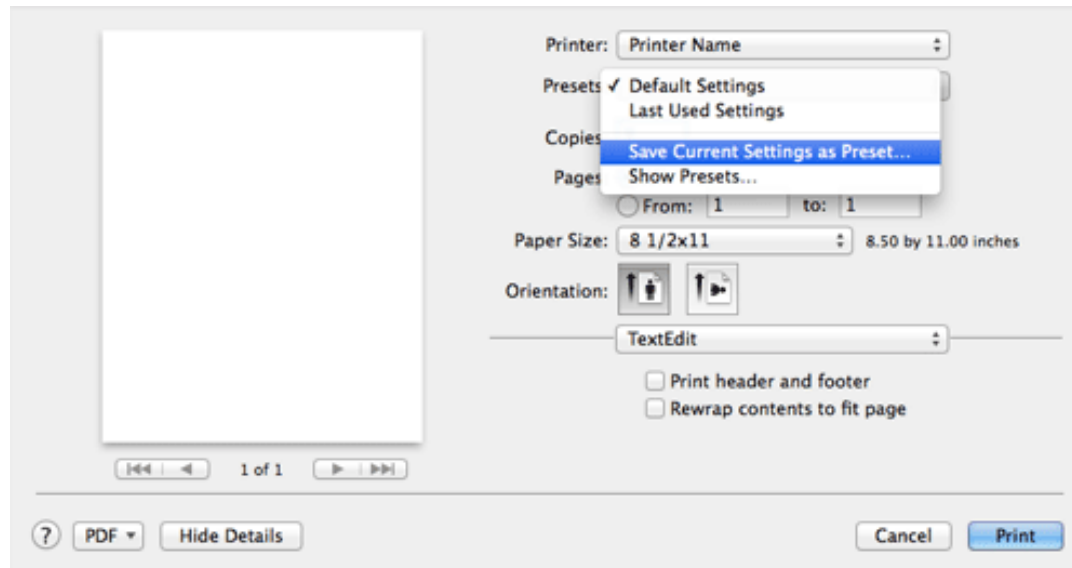
You can register the current print settings as a preset and recall it when executing printing.

When you register a frequently used combination of print settings as a preset, you can easily apply all of those settings just by selecting the combination from the presets, even if the combination is complicated as it contains settings on multiple menus.

### 1. Display the [Print] window of the printer driver.

➡ For information on how to display the [Print] window, refer to [Here](#).

### 2. Change the print settings, and select [Save Current Settings as Preset...] from [Presets:].



### 3. Enter the name of the print setting.

The saved setting can be recalled from [Presets:]. Use a name that helps you easily identify the preset.

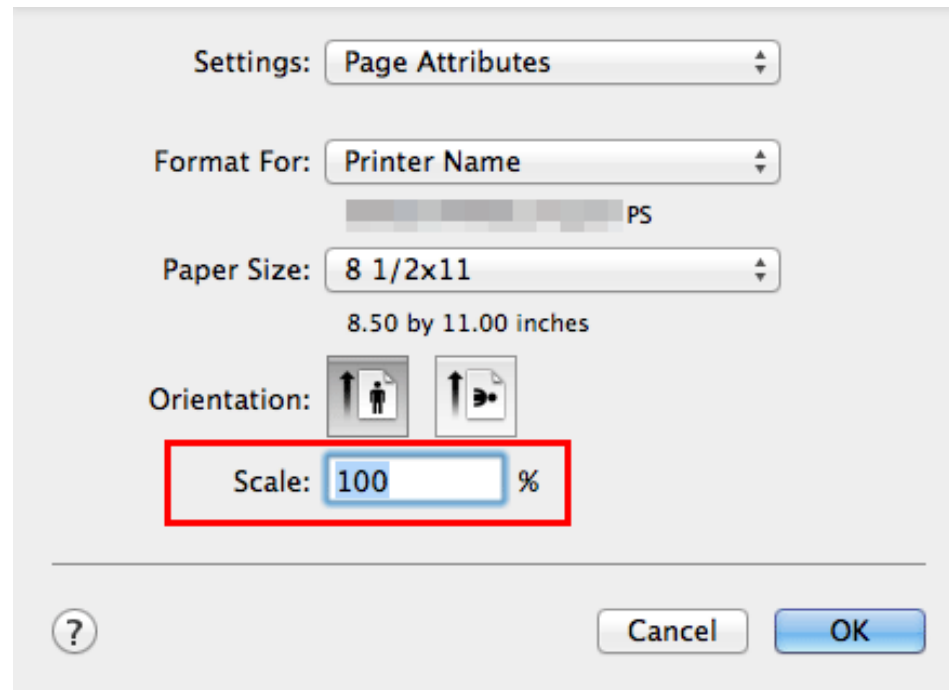
## Changing the Paper Size or Type

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

You can print the original image after it has been enlarged or reduced by the desired zoom ratio.



In [Scale:] in [Page Attributes] , specify the zoom ratio.



### Printing on custom size paper ([Page Setup])

Print a special size of original on custom sized paper.

In [Paper Size:] under [Page Attributes], select [Manage Custom Sizes...], and specify the desired width and length.

**1. In the [File] menu, click [Page Setup].**

➡ You can configure the same setting in [Format for:] in the [Print] window.

**2. Open the window for registering a custom size.**

➡ Select [Manage Custom Sizes...] from the Paper Size list.

**3. Click [+].**

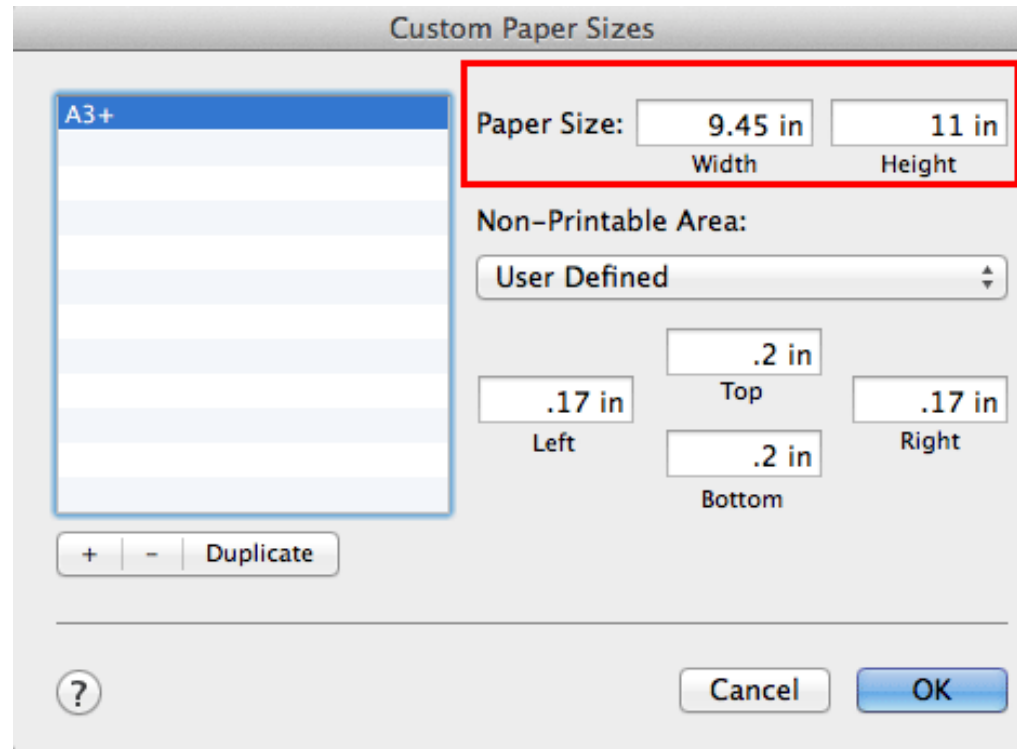
**4. Enter the name of the paper size you are registering.**

➡ Be sure to use paper size names other than existing names, such as A4 and Custom.

**5. Specify the width and length as desired.**

➡ If necessary, set the top, bottom, right, and left margins of the paper in [Non-Printable Area:].





## 6. Click [OK].

This saves the custom paper size, which can be selected from the [Paper Size:] drop-down list in [Page Attributes].

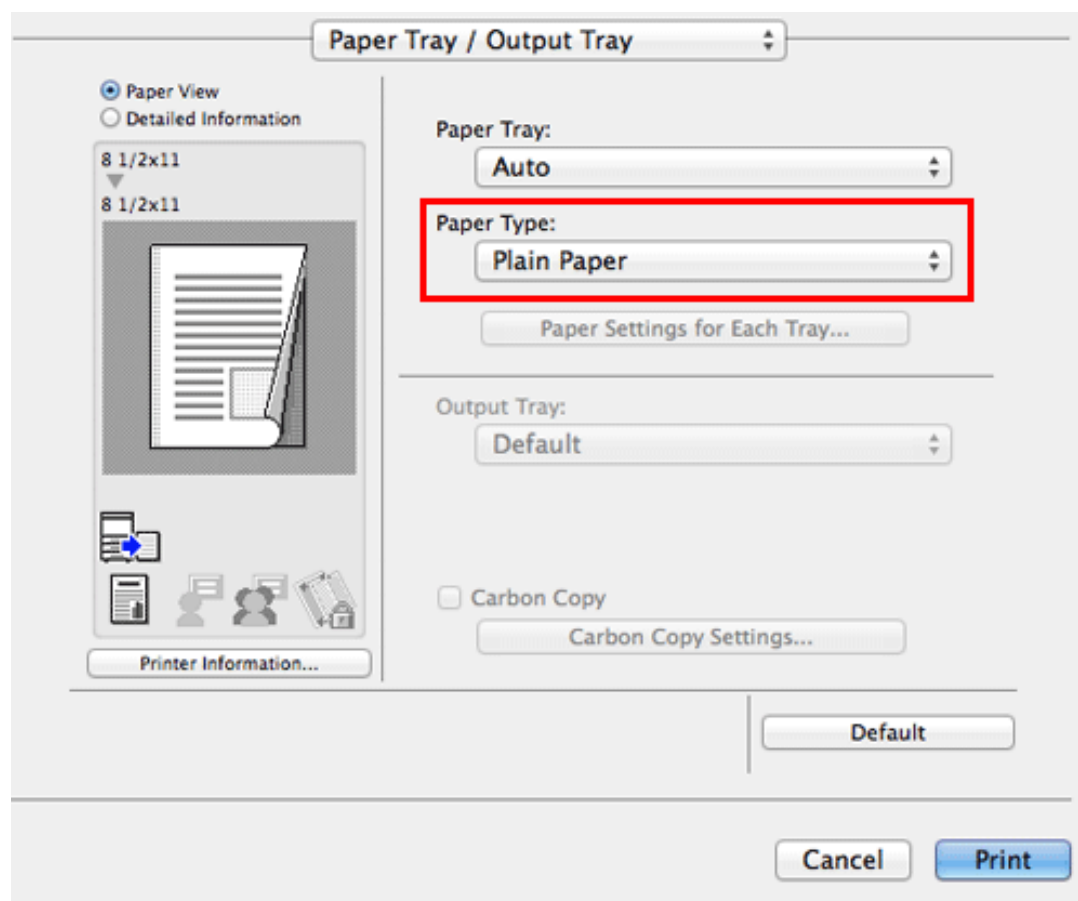


### Reference

- ❖ The custom sized paper can be loaded in **Tray1**, **Tray2**, or **Bypass Tray**. For details on how to load paper in **Tray1** or **Tray2**, refer to [Here](#). For details on how to load paper into the **Bypass Tray**, refer to [Here](#).

## Specifying the paper type ([Paper Type:])

[In Paper Type:] in [Paper Tray / Output Tray], select the type of paper for printing.



When [Paper Settings for Each Tray] is enabled on the [Installable Options] page of the printer driver, select [Paper Tray / Output Tray] - [Paper Settings for Each Tray...], and specify the paper type for each tray.

Paper Settings for Each Tray

Paper Tray	Paper Type	Custom Size
Tray1	Plain Paper	Restrict
Tray2	Plain Paper	Restrict
Tray3	Plain Paper	Restrict
Tray4	Plain Paper	Restrict
Bypass Tray	Plain Paper	Restrict

Paper Tray : Tray1

Paper Type:  
Plain Paper

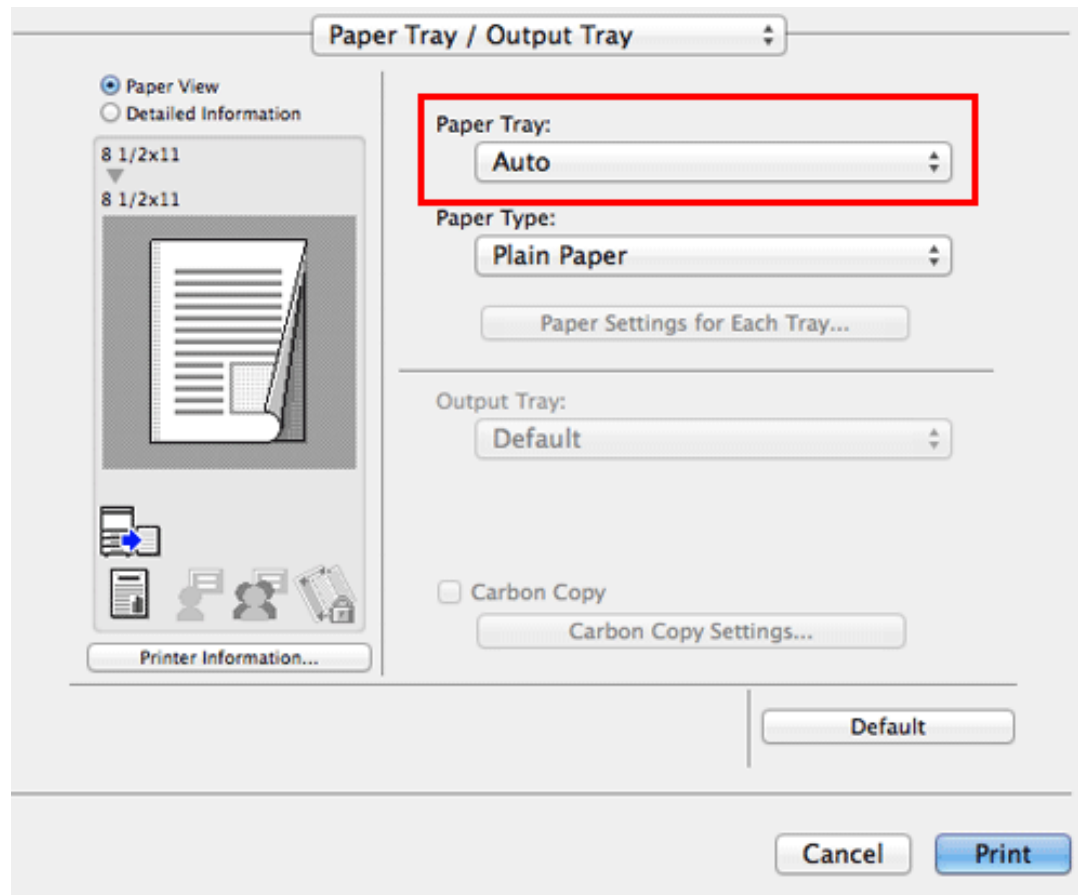
Custom Size:  
Restrict

Reflect Device Status ☒ Save Settings

Default Cancel OK

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

In [Paper Tray:] in [Paper Tray / Output Tray], select the paper tray for printing.



## Tips

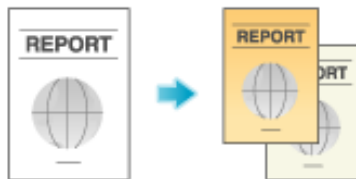
- ❖ If you select [Auto], the paper tray for the paper you have selected in [Paper Size:] is automatically selected.

## Printing on paper in multiple trays ([Carbon Copy])

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

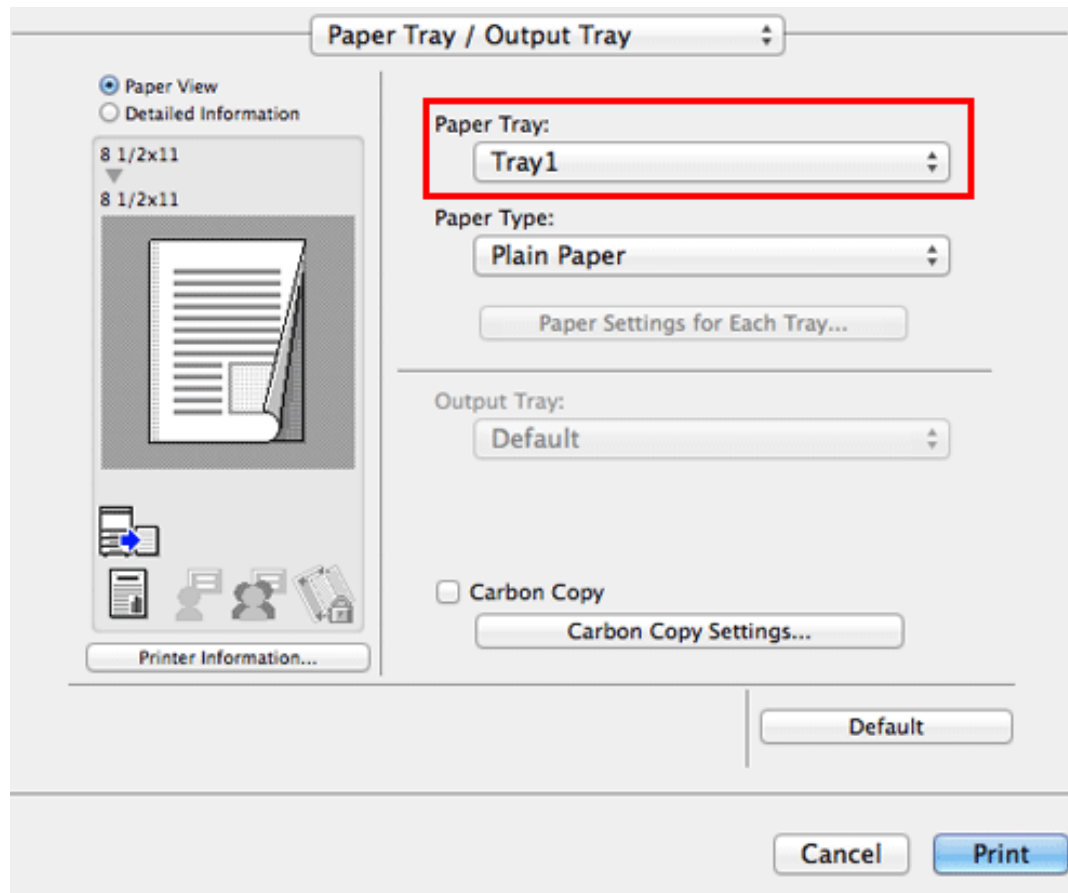
For example, by using the print command once, you can print a submission document on high-quality color paper loaded in **Tray1** and print your copy on recycled paper loaded in **Tray2**.

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

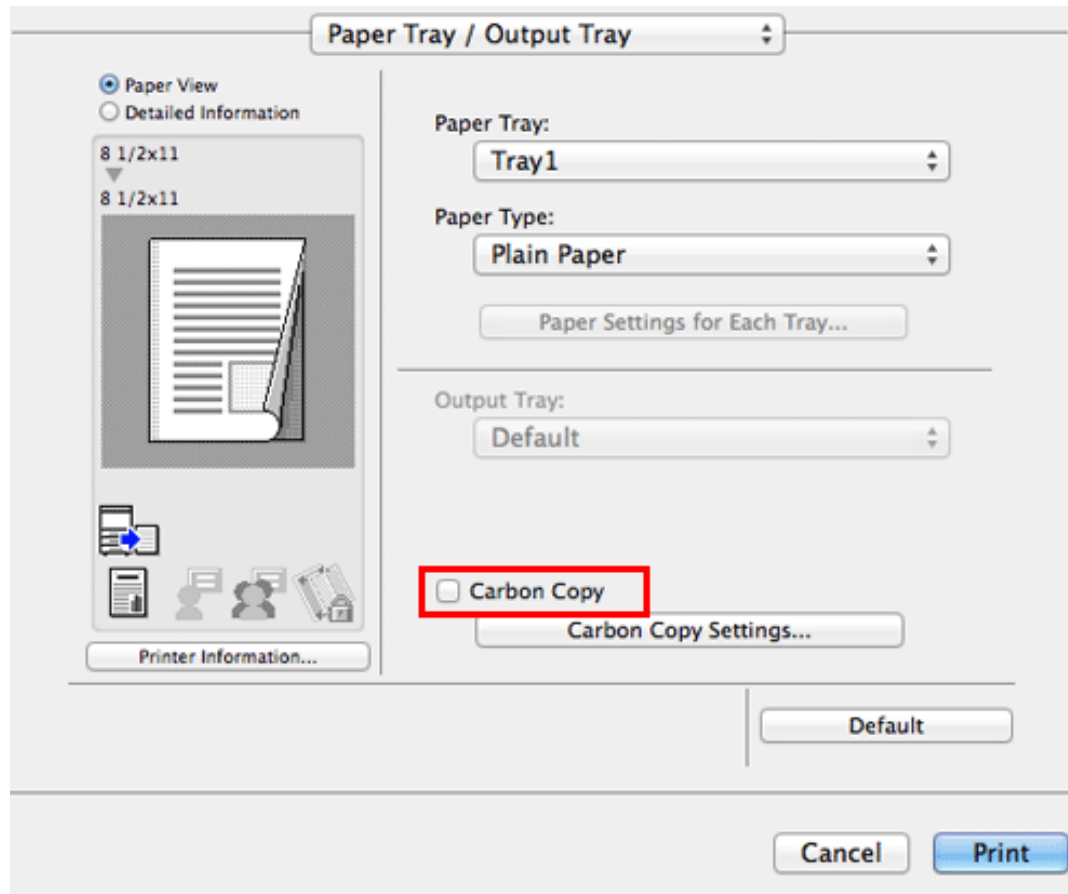


1. In [Paper Tray:] in [Paper Tray / Output Tray], select the paper tray for printing the original.

➡ You cannot select [Auto].



2. Select the [Carbon Copy] check box.



The [Carbon Copy Settings] window appears.

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

Carbon Copy Settings

Original Copy


Tray1

Carbon Copy Tray

☐ Tray1  
☐ Tray2  
☐ Tray3  
☐ Tray4  
☐ LCT  
☐ Bypass Tray

Output Order

☒ Tray  
☐ Page




 [Carbon Copy Tray] cannot select the same Paper Tray that is specified in [Original Copy].

☐ Save Settings  
☐ Do not show this window when setting

Default

Cancel

OK

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



When the [Do not show this window when setting] check box is selected, this dialog box is not displayed when [Carbon Copy] is enabled. Using this function, you can save steps to configure settings the next time and after if you always specify the same carbon copy tray settings to execute a print job.



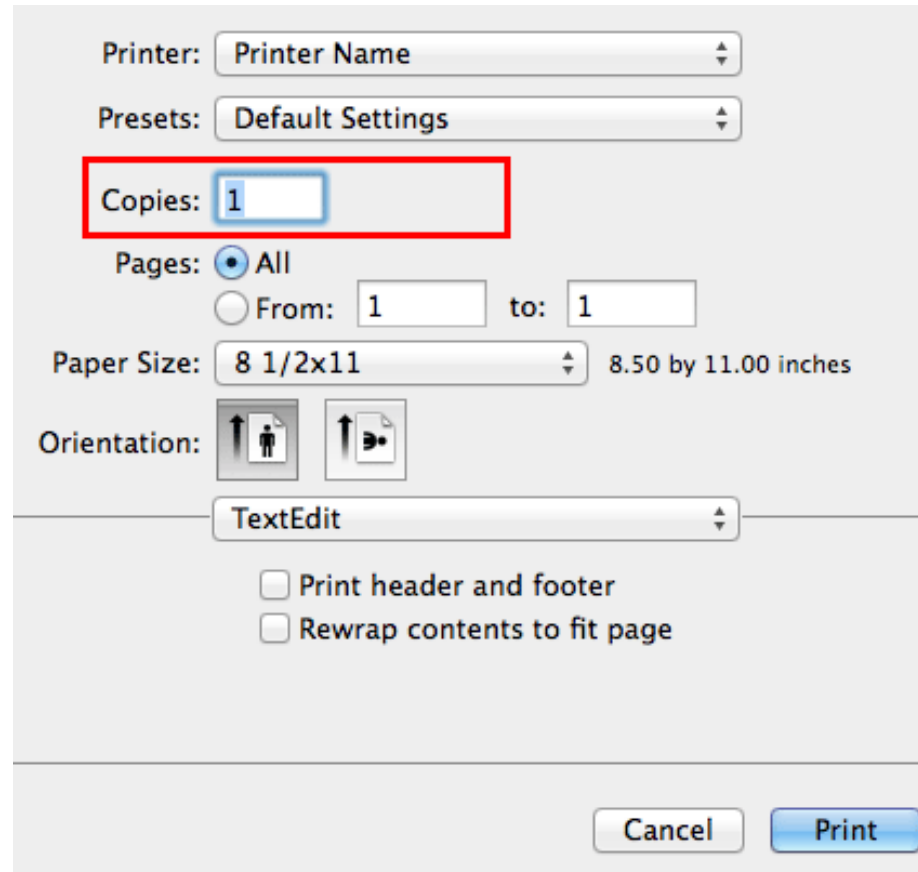
## Tips

❖ If [Page] is selected in [Output Order], multiple copies cannot be printed.

## Printing Multiple Sets of Copies

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

In [Copies:] in [Copies & Pages], specify the number of copies you want to print.



The screenshot shows a print dialog box with the following settings:

- Printer: Printer Name
- Presets: Default Settings
- Copies: 1** (This field is highlighted with a red box)
- Pages: ☒ All, ☐ From: 1 to: 1
- Paper Size: 8 1/2x11 (8.50 by 11.00 inches)
- Orientation: Portrait (indicated by a person icon)
- TextEdit (selected)
- ☐ Print header and footer
- ☐ Rewrap contents to fit page
- Buttons: Cancel, Print



### Reference

- ❑ When you print a large number of copies, use of the Proof Print function will prevent a large number of misprints being created, thereby reducing the amount of waste paper generated. For details, refer to [Here](#).

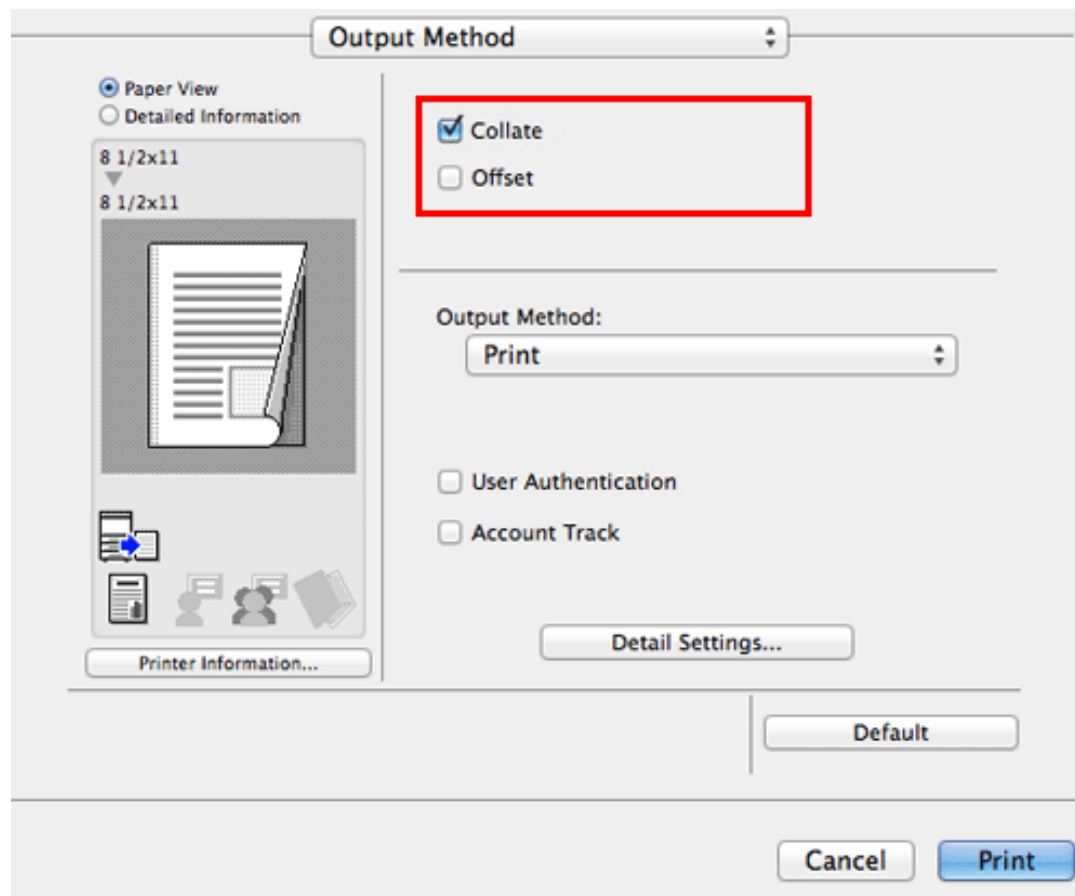
## Printing by sets ([Collate]/[Offset])

When multiple sets of copies are printed, the paper output position of each set is staggered to help you locate the first page of each set.



When the [Collate] check box in [Output Method] is selected, copies are output in a set-by-set manner, for example, "Pages 1, 2, 3, 4, and 5", "Pages 1, 2, 3, 4, and 5", and then "Pages 1, 2, 3, 4, and 5". When the [Offset] check box is selected, the sets are output in staggered layers.

When you select both [Collate] and [Offset] check boxes, the output position is staggered for each set, allowing you to easily prepare handouts.

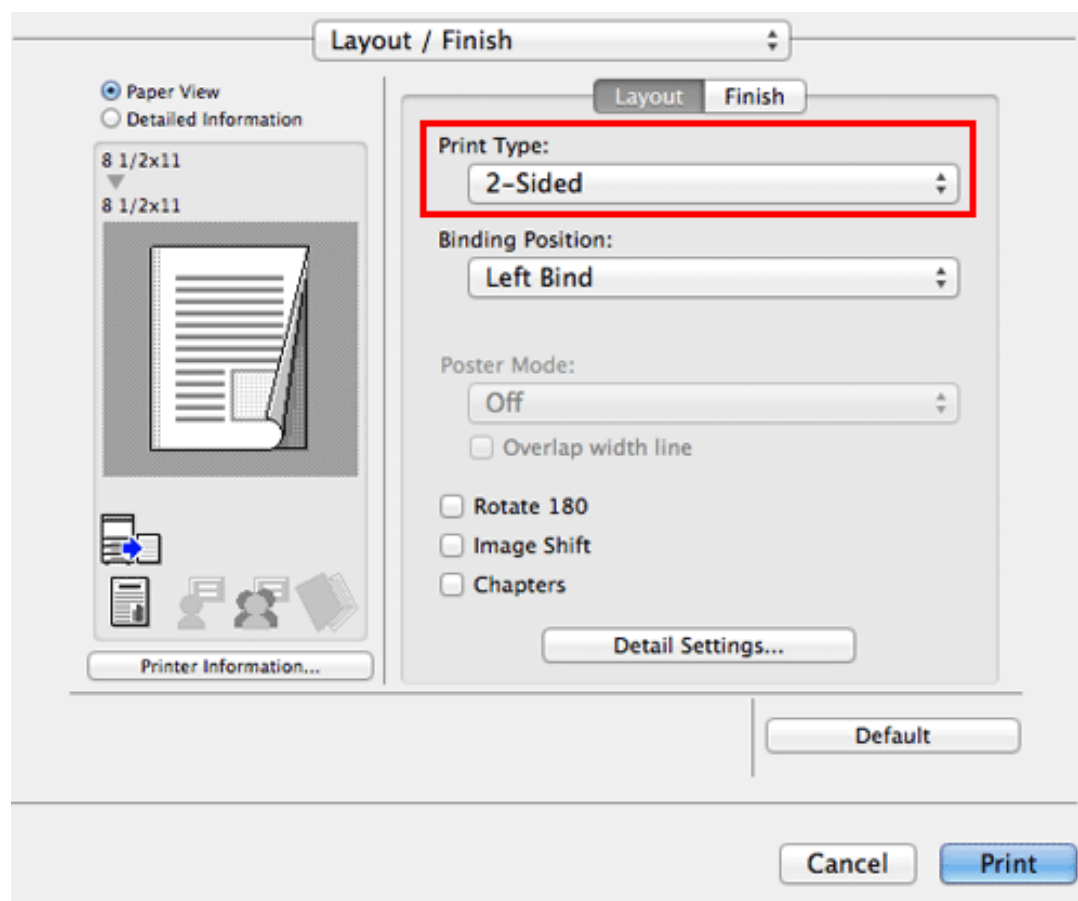


## Saving Paper by Printing on Both Sides ([2-Sided])

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



In [Print Type:] in [Layout / Finish], select [2-Sided]. [2-Sided] is specified by default.







## Tips

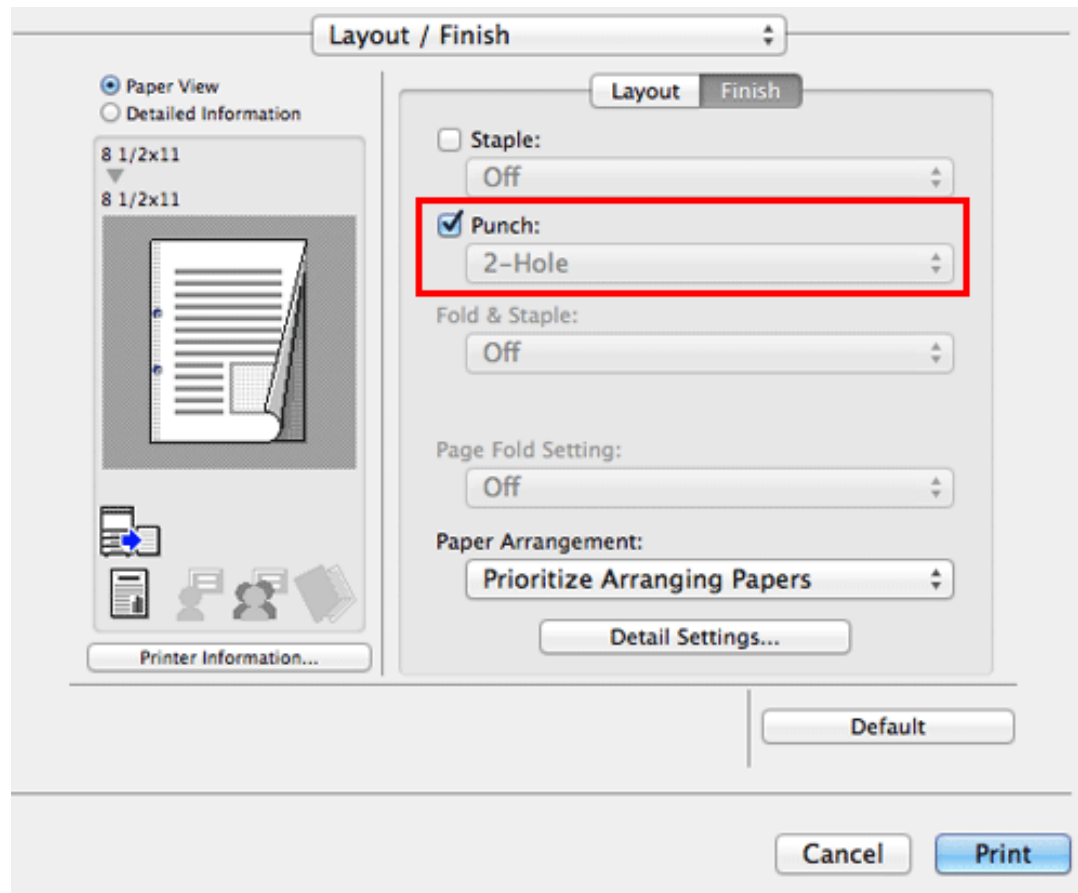
- ❖ To use the Staple function, the optional **Finisher** is required.
- ❖ In [Binding Position:] in [Layout / Finish], specify the staple position.

## Punching the printed sheets ([Punch:])

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



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



## Tips

- ❖ To use the Punch function, the optional **Finisher** and **Punch Kit** are required.
- ❖ In [Binding Position:] in [Layout / Finish], specify the punch position.
- ❖ The number of punched holes varies depending on the area you are in.

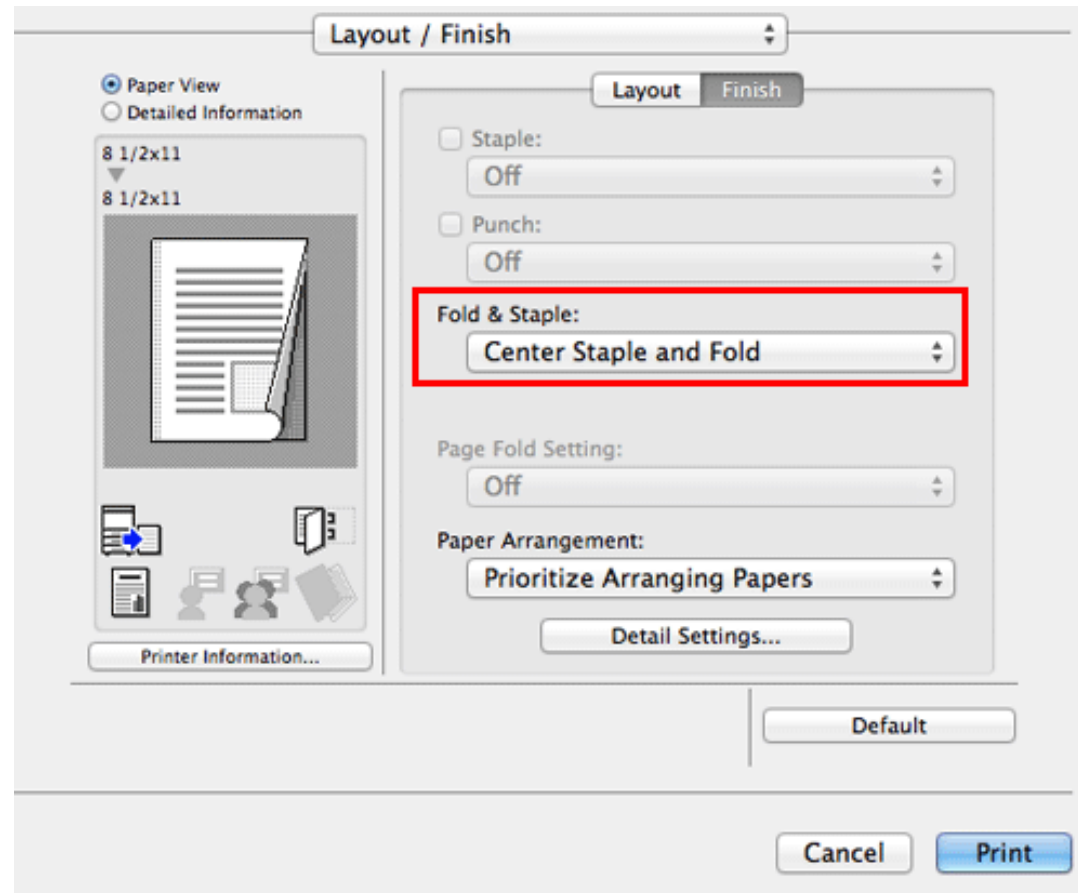
### Binding in the center of the paper ([Fold & Staple:])

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



In [Fold & Staple:] in [Layout / Finish], select [Center Staple and Fold].

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







## Tips

### ❖ bizhub C658/C558/C458:

To use the Center Staple function, the optional **Finisher FS-537 SD** or the optional **Finisher FS-536 SD** is required.

### ❖ bizhub C368/C308/C258:

To use the Center Staple function, the optional **Finisher FS-534 SD** is required.

## Folding papers ([Fold & Staple:])

The printed sheets are creased before they are output.

Half-Fold



Tri-Fold

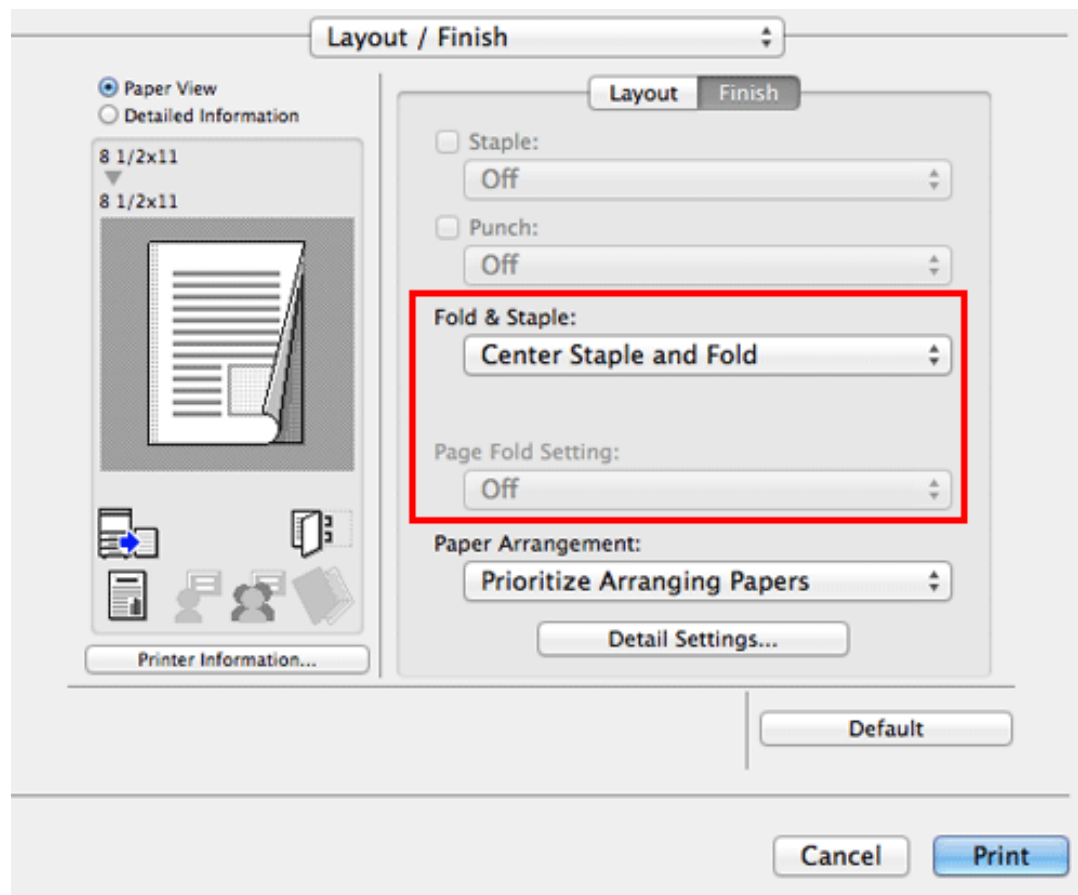


Z-Fold



In [Fold & Staple:] in [Layout / Finish], select the folding mode.

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





## Tips

### ❖ bizhub C658/C558/C458:

To use the Half-Fold or Tri-Fold function, the optional **Finisher FS-537 SD** or the optional **Finisher FS-536 SD** is required.

To use the Z-Fold function, the optional **Finisher FS-537/FS-537 SD** and **Z Folding Unit** are required.

### ❖ bizhub C368/C308/C258:

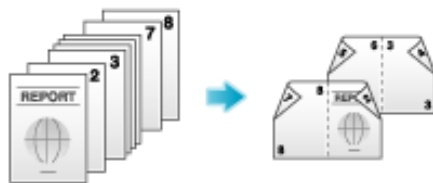
To use the Half-Fold or Tri-Fold function, the optional **Finisher FS-534 SD** is required.

❖ When using the Z-Fold function, specify the paper size indicated in the setting value ([Z-Fold (A3, B4, 11 17, 8K)] or [Z-Fold (8 1/2 14)]), which you select from the drop-down list, in "Paper Size" of the application software or printer driver.

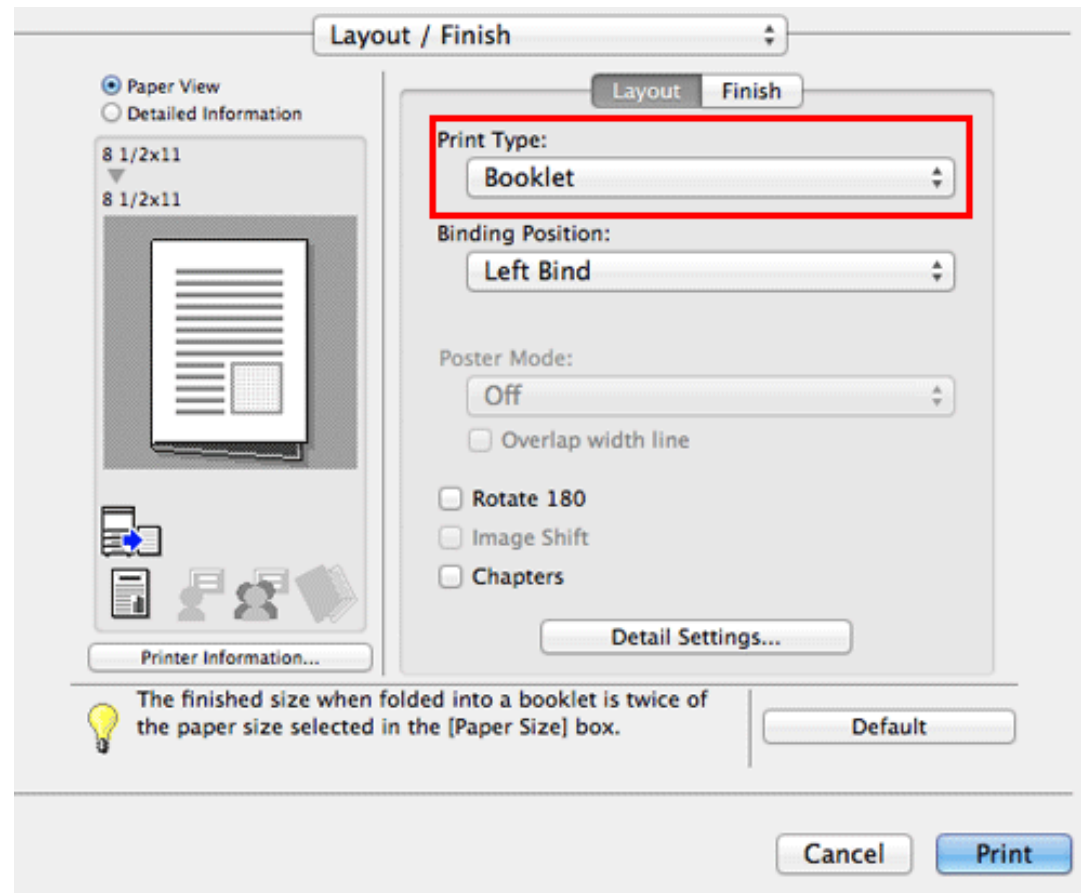
❖ This function cannot be used on originals that contain more pages than the number of pages that can be folded by this machine.

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

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



In [Print Type:] in [Layout / Finish], select [Booklet].



## Tips

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

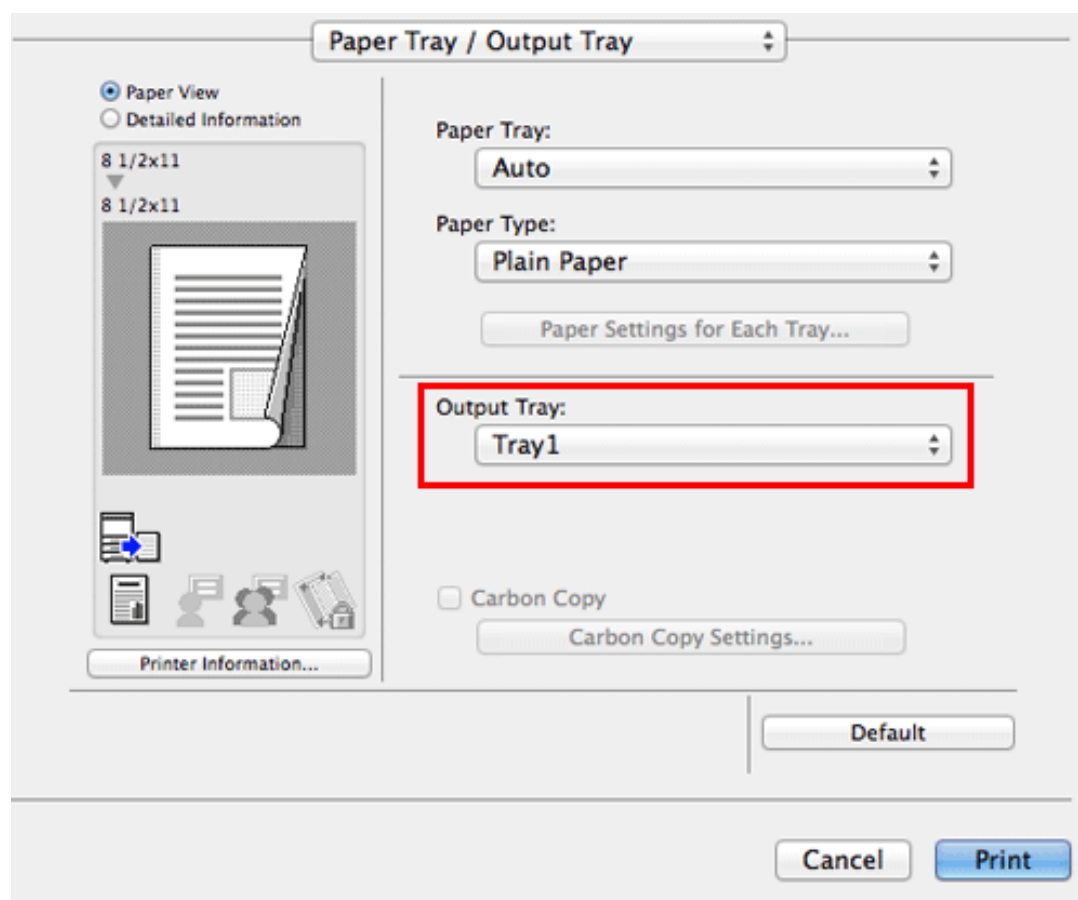


## Reference

❏ For details on the Center Staple function, refer to [Here](#). For details on the Fold function, refer to [Here](#).

### Specifying the output tray ([Output Tray:])

In [Output Tray:] in [Paper Tray / Output Tray], select the tray to which printed sheets are output.



## Adjusting the Layout

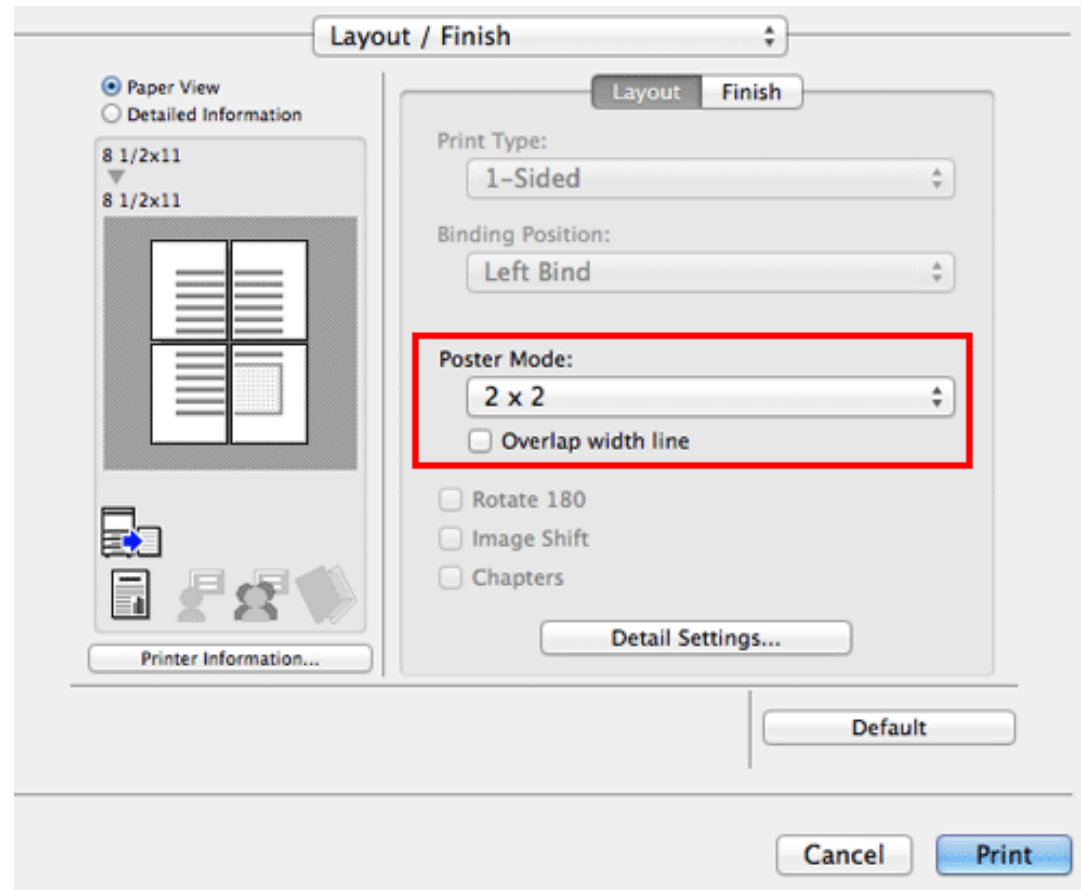
### Printing a poster-sized image ([Poster Mode:])

The original image is enlarged, divided, and printed on multiple sheets. When you join the printed sheets together, a large poster is created.



In [Poster Mode:] in [Layout / Finish], select "N N". For example, when you select [2 2], one page of the original image is enlarged, divided, and printed on four sheets.

To create overlap margins, select the [Overlap width line] check box.

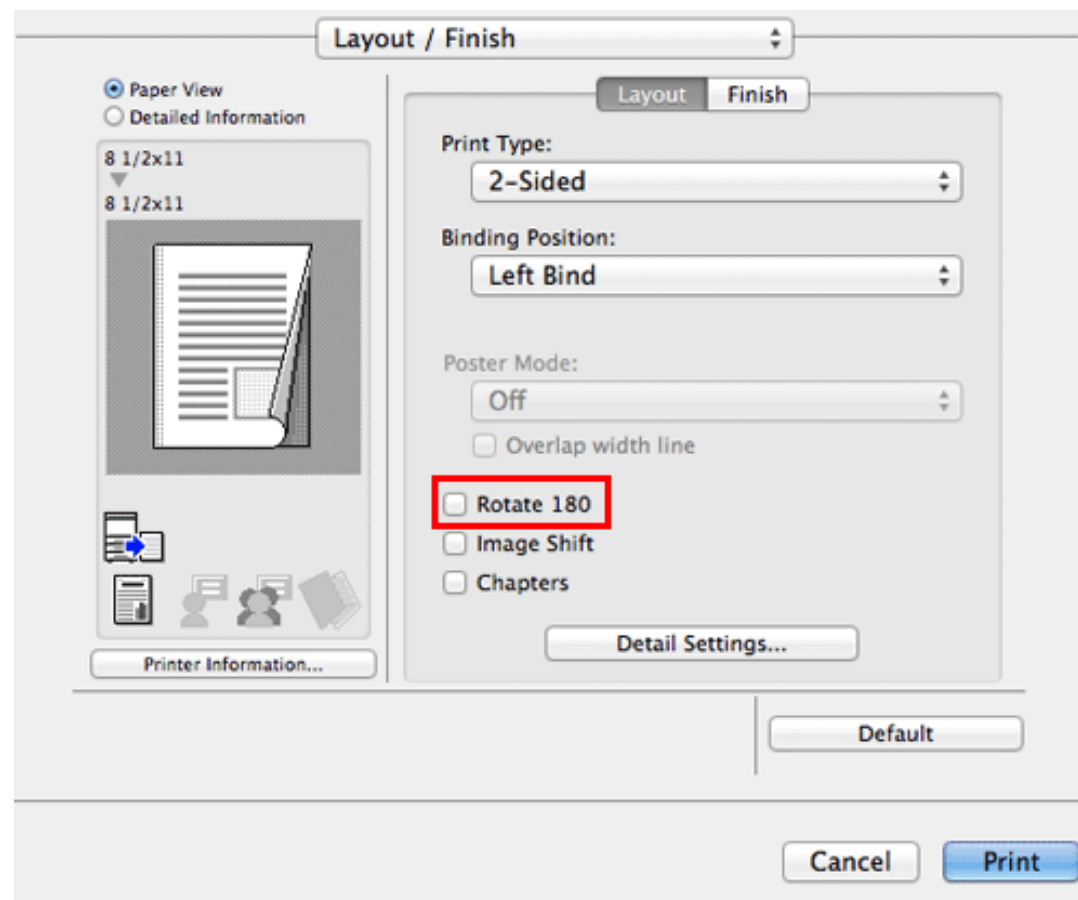


## Rotating the image 180 degrees ([Rotate 180])

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



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



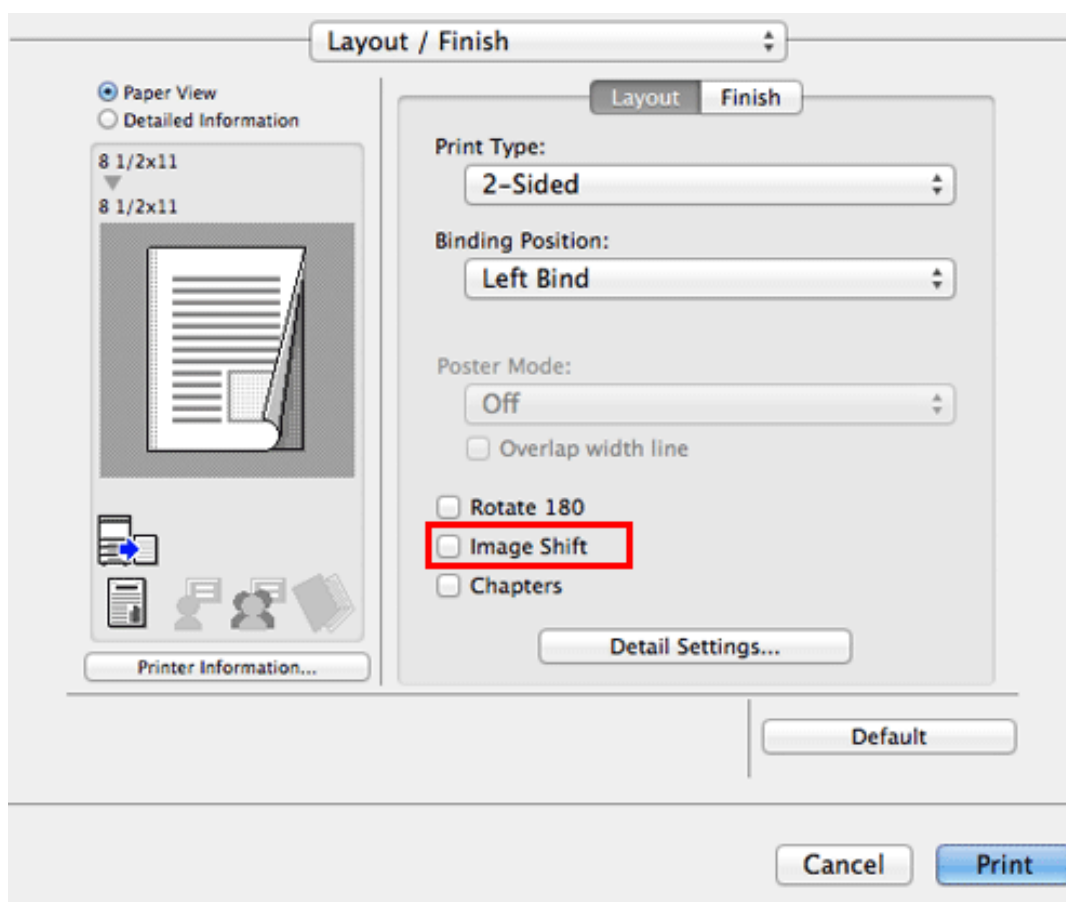
## Fine-tuning the print position ([Image Shift])

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

Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.



1. In [Layout / Finish], select the [Image Shift] check box.

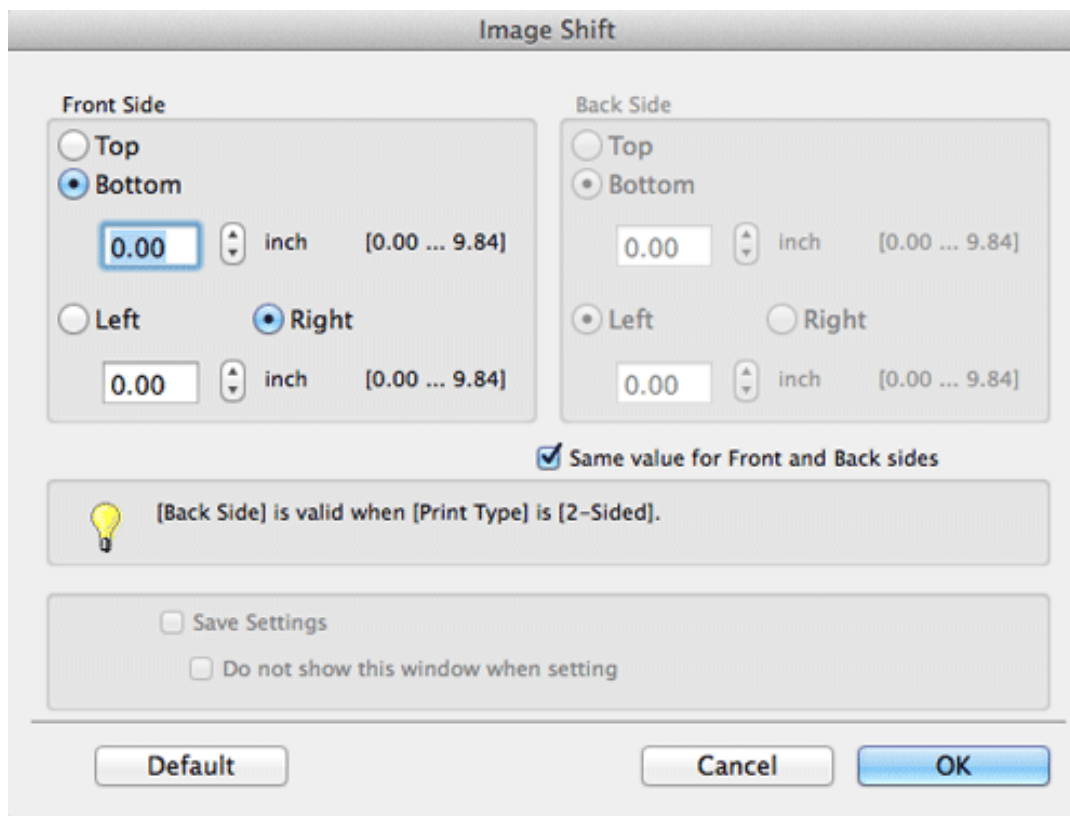




The [Image Shift] window appears.

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

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



The Image Shift dialog box is used to adjust the shift distances for printing on both sides of a page. It features two main sections: Front Side and Back Side. Each section has radio buttons for Top, Bottom, Left, and Right. Below these are input fields for shift distance in inches, with a range of [0.00 ... 9.84]. A checkbox labeled 'Same value for Front and Back sides' is checked. A lightbulb icon indicates a note: '[Back Side] is valid when [Print Type] is [2-Sided]'. At the bottom, there are checkboxes for 'Save Settings' and 'Do not show this window when setting', and buttons for 'Default', 'Cancel', and 'OK'.

Image Shift

Front Side

☐ Top

☒ Bottom

0.00 inch [0.00 ... 9.84]

☐ Left ☒ Right

0.00 inch [0.00 ... 9.84]

Back Side

☐ Top


☒ Bottom

0.00 inch [0.00 ... 9.84]

☒ Left ☐ Right

0.00 inch [0.00 ... 9.84]

☒ Same value for Front and Back sides

 [Back Side] is valid when [Print Type] is [2-Sided].

☐ Save Settings

☐ Do not show this window when setting

Default Cancel OK

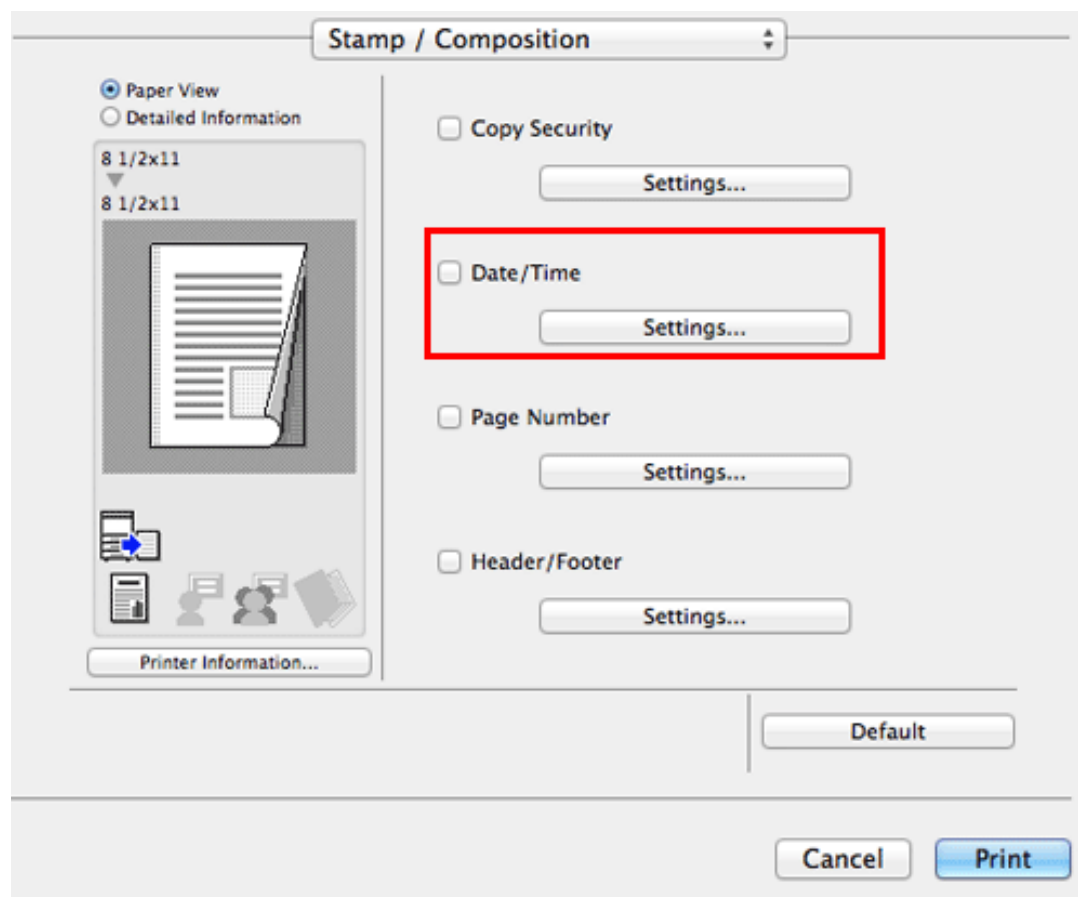
## Adding Text or an Image to the Original

### Adding the date and time ([Date/Time])

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



In [Stamp / Composition], select the [Date/Time] check box.



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

Settings	Description
[Format:]	Specify the format for the date/time.
[Pages:]	Specify the range of pages on which the date/time is printed.
[Text Color:]	Select the print color for the date/time.
[Print Position:]	Specify the print position for the date/time.



## Tips

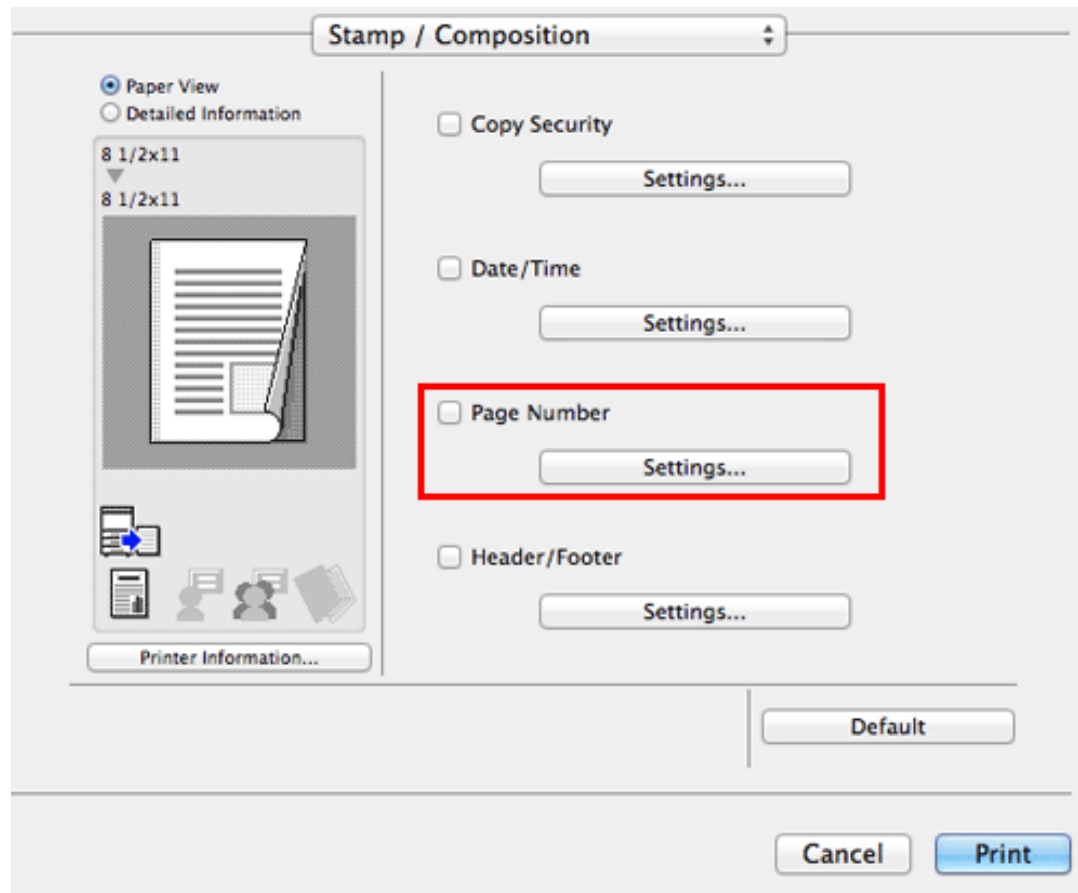
- ❖ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

## Adding the page number ([Page Number])

You can add page numbers to your printouts. If necessary, you can select the print position and the page from which the page number printing starts.



In [Stamp / Composition], select the [Page Number] check box.



As necessary, click [Settings...] to change the print position and the page from which the page number printing starts.

Settings	Description
[Starting Page:]	Specify the page from which the page number printing starts.
[Starting Page Number:]	Specify the page number to be printed on the page specified in [Starting Page:].
[Cover Mode:]	Select this check box to print page numbers on the front and back covers when they are inserted. In addition, select the format.
[Text Color:]	Select the print color for the page numbers.
[Print Position:]	Specify the print position for the page numbers.



## Tips

- ❖ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

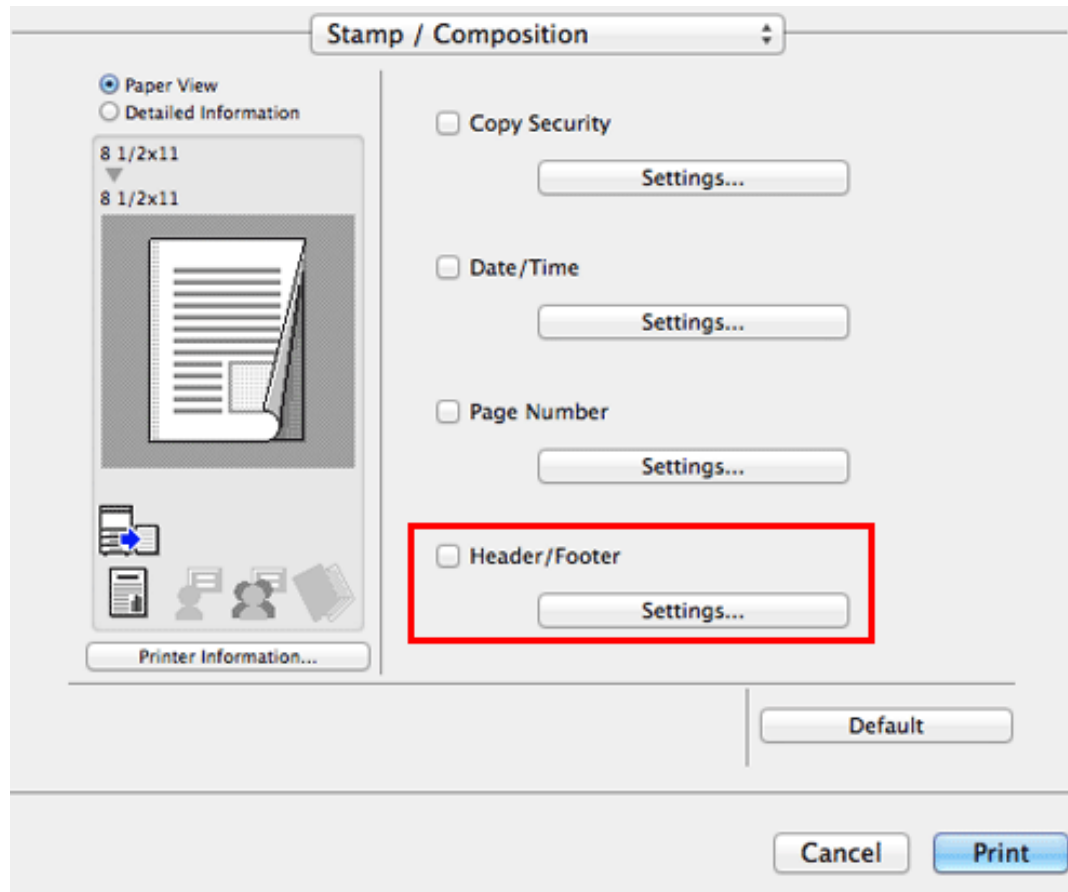
### Adding information to the header/footer ([Header/Footer])

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



- ✓ For details on how to register the information to be added for the header and footer, refer to [Here](#).
- ✓ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

**1.** In [Stamp / Composition], select the [Header/Footer] check box, then click [Settings...].



## 2. Select the information to be added to the header/footer, and click [OK].

➡ As necessary, change the range of pages on which the header/footer is printed and other settings.

Settings	Description
[Recall Header/Footer:]	Select the header/footer to be recalled.
[Distribution Control Number:]	<p>Select whether to print copy numbers when printing multiple sets of copies.</p> <p>❑ [Print in Header]: Select this check box to print the copy number in the header.</p> <p>❑ [Print in Footer]: Select this check box to print the copy number in the footer.</p> <p>❑ [Start Number]: Specify the format for the copy numbers and the page from which the copy number printing starts.</p>
[Pages:]	Select the range of pages on which the text is printed in the header/footer.

[Text Color:]	Select the color of the text to be added to the header/footer.
---------------	--

## Deterring Unauthorized Copying

### Adding a concealed security watermark ([Copy Protect])

Text such as "Copy" and "Private" are printed in the background pattern as concealed text. This function is called the Copy Protect function.

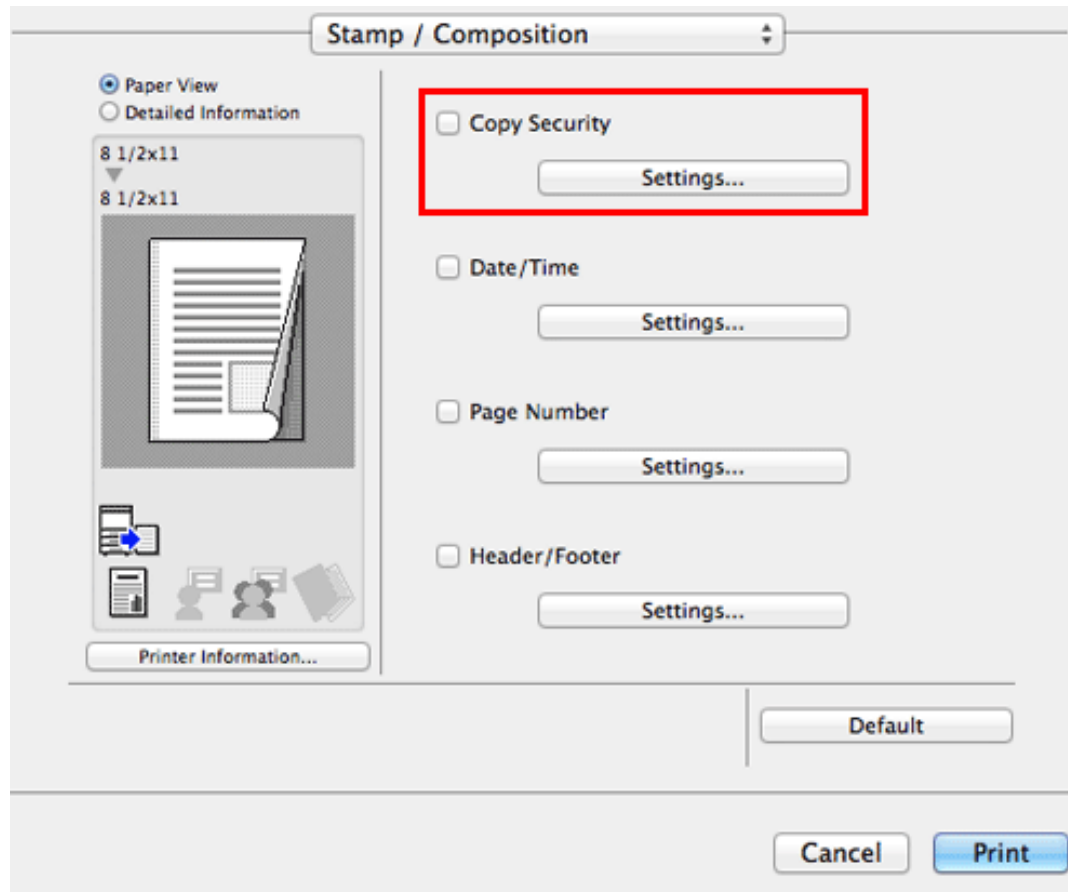
When a copy-protected document is copied, the concealed security watermark appears on the entire page, thereby indicating that it is an unauthorized copy.



- ✓ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

1. In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].






## 2. Select [Copy Protect], and click [OK].

➡ As necessary, specify the text to be printed and the format of the text. For details, refer to [Here](#).

Copy Security

 Copy Security:  
Copy Protect

Password Copy  
Password:

Print Item Detail Settings

☒ Characters:  
Invalid copy

☐ Date/Time:  
'07/1/23 1:23PM

☐ Serial Number

☐ Distribution Control Number: 1

Start Number: 1 ☐ Put zeros in front ☒ Number only

☐ Job Number

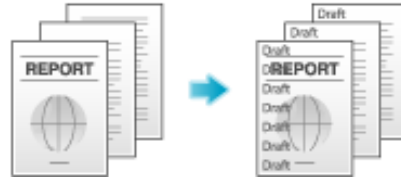
☐ Save Settings  
☐ Do not show this window when setting

Default Cancel OK

#### Printing a stamp on the entire page ([Stamp Repeat])

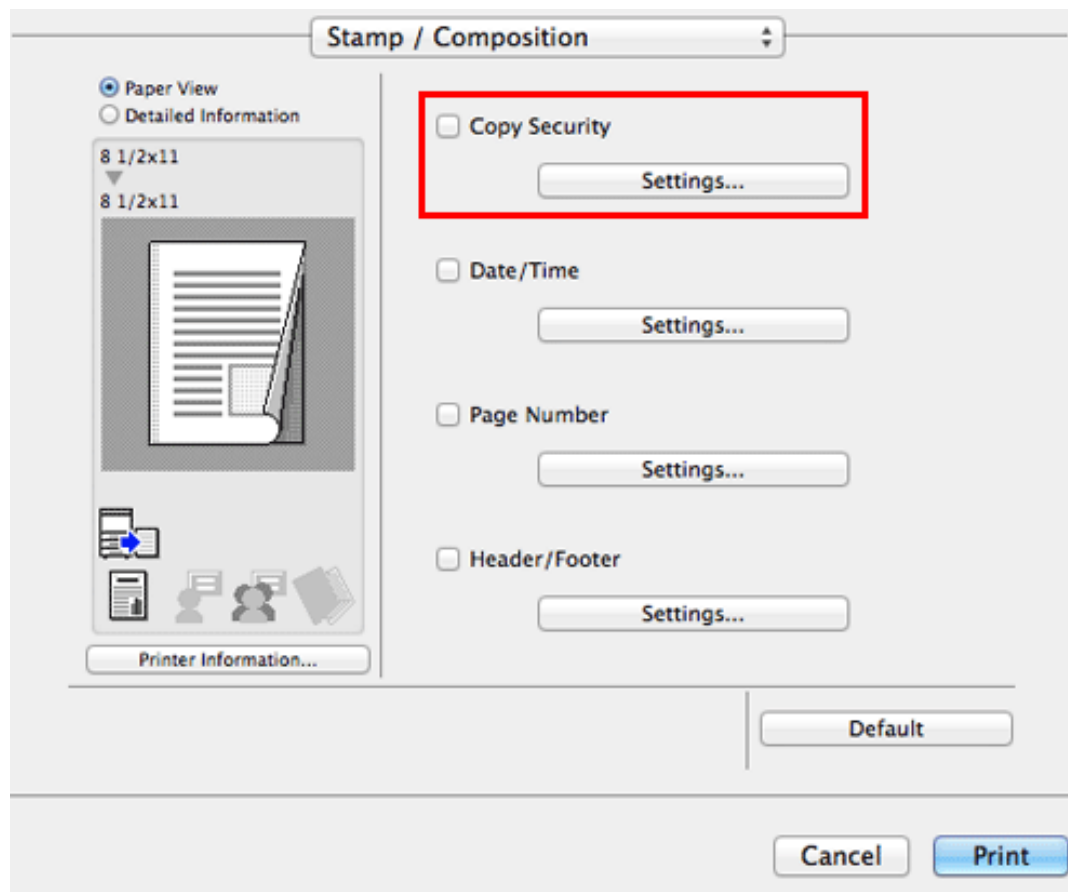
Stamp such as "Copy" and "Private" are printed on the entire page.

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



- ✓ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

1. In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].



## 2. Select [Stamp Repeat], and click [OK].

➡ As necessary, specify the text to be printed and the format of the text. For details, refer to [Here](#).

The screenshot shows the 'Copy Security' dialog box. At the top, there is a 'Copy Security' section with a red box around it. Inside this section, there is a dropdown menu currently set to 'Stamp Repeat'. To the right of this section is a 'Password Copy' section with a 'Password:' label and an empty text field. Below these sections are two tabs: 'Print Item' and 'Detail Settings'. The 'Detail Settings' tab is selected. Under this tab, there are several options: 'Characters' (checked) with a dropdown set to 'Invalid copy'; 'Date/Time' (unchecked) with date and time dropdowns set to '07/1/23' and '1:23PM'; 'Serial Number' (unchecked); 'Distribution Control Number' (unchecked) with a value of '1'; 'Start Number' (unchecked) with a value of '1' and radio buttons for 'Put zeros in front' and 'Number only' (selected); and 'Job Number' (unchecked). At the bottom of the dialog, there are three buttons: 'Default', 'Cancel', and 'OK'. The 'OK' button is highlighted with a red box.

## Adding copy restriction information ([Copy Guard])

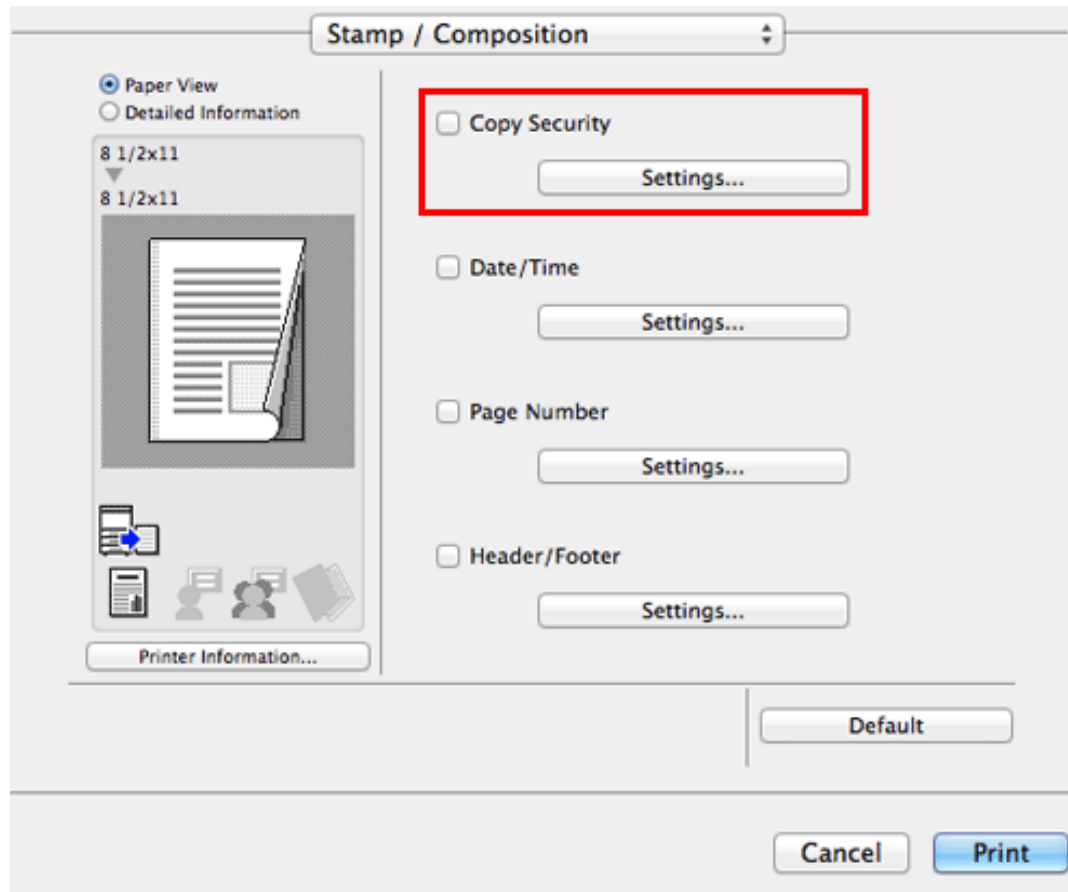
Copy Guard is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a copy restriction pattern on all printed sheets.

If an attempt is made using a device that supports the copy guard function to copy a sheet that has been copy protected, a copy guard pattern is scanned, the copying process is canceled, and the job is deleted.



- ✓ To use this function, the optional **Security Kit** is required. Also, the function must be enabled on this machine. For details on how to enable the function, refer to [Here](#).
- ✓ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).


1. In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].



## 2. Select [Copy Guard], and click [OK].

➡ As necessary, specify the text to be printed and the format of the text. For details, refer to [Here](#).

Copy Security

 Copy Security:  
Copy Guard

Password Copy  
Password:

Print Item Detail Settings

☒ Characters:  
Invalid copy

☐ Date/Time:  
'07/1/23 1:23PM

☐ Serial Number

☐ Distribution Control Number: 1  
Start Number: 1  
☐ Put zeros in front  
☒ Number only

☐ Job Number

☐ Save Settings  
☐ Do not show this window when setting

Default Cancel OK

Adding a password ([Password Copy])

Password Copy is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a password for the password copy function on all printed sheets.

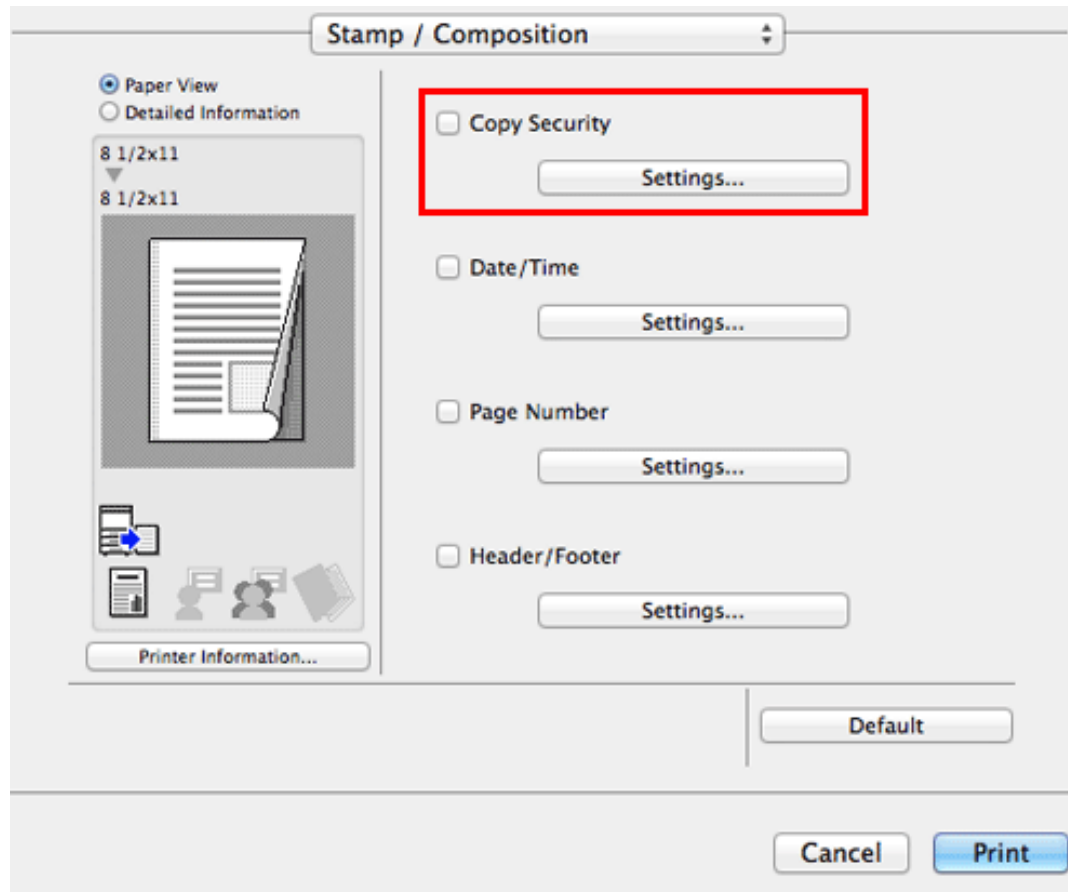
If an attempt is made using a device that supports the password copy function to copy a sheet that has been prepared for password copy, a password copy pattern is scanned and entry of a password is requested. Copying starts if the correct password is entered.



- ✓ To use this function, the optional **Security Kit** is required. Also, the function must be enabled on this machine. For details on how to enable the function, refer to [Here](#).
- ✓ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

1. In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].






2. Select [Password Copy], enter the password to be embedded (using up to eight characters), and then click [OK].

➡ As necessary, specify the text to be printed and the format of the text. For details, refer to [Here](#).

Copy Security

 Copy Security:  
Password Copy

Password Copy  
Password:  
.....

Print Item Detail Settings

☒ Characters:  
Invalid copy

☐ Date/Time:  
'07/1/23 1:23PM

☐ Serial Number

☐ Distribution Control Number: 1  
Start Number: 1  
☐ Put zeros in front  
☒ Number only

☐ Job Number

☐ Save Settings  
☐ Do not show this window when setting

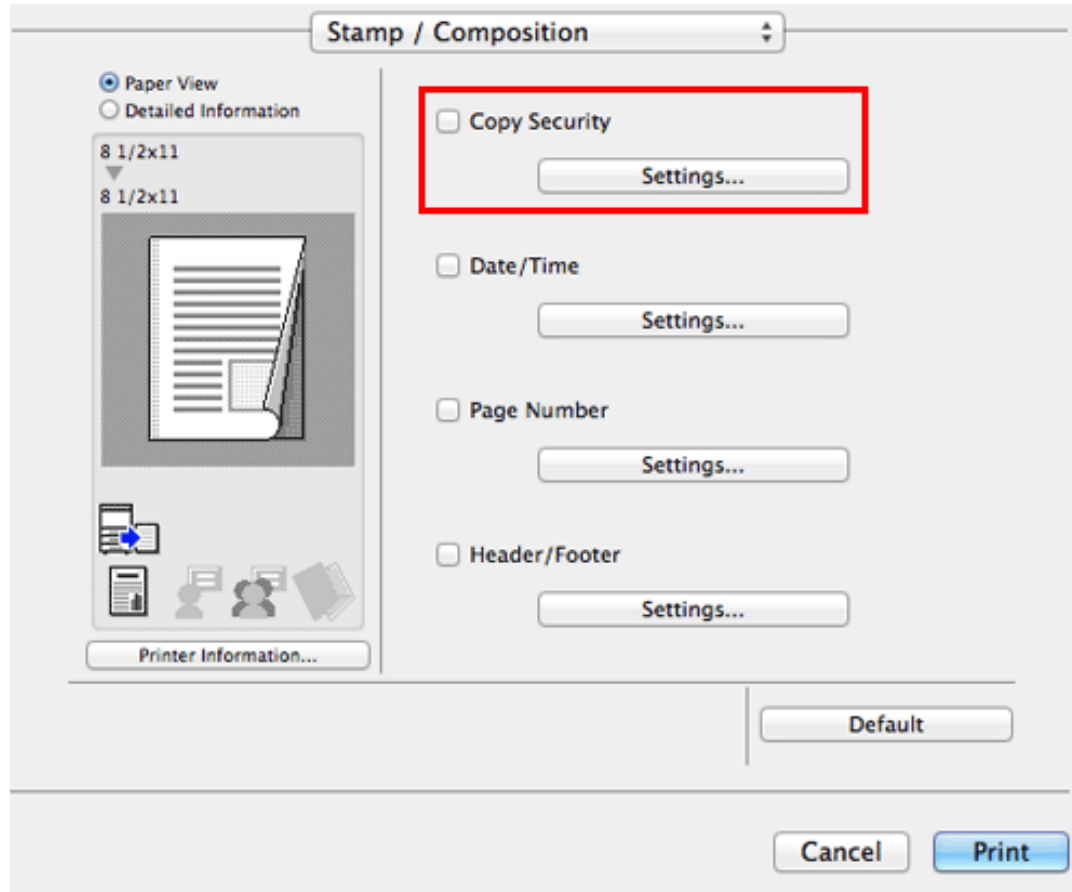
Default Cancel OK

### Configuring the print settings for Copy Security

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

- ✓ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

1. In [Stamp / Composition], select the [Copy Security] check box, then click [Settings...].



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

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

Settings	Description
[Characters:]	Select this check box to print a text. In addition, select the text you want to print. You can select the text to be printed from the registered preset stamps and stamps registered by users.

[Date/Time:]	Select this check box to add the print date/time. If necessary, specify the format.
[Serial Number]	Select this check box to print the serial number of this machine.
[Distribution Control Number:]	Select this check box to print copy numbers when printing multiple sets of copies. If necessary, specify the format for the copy numbers and the page from which the copy number printing starts.
[Job Number]	Select this check box to print the job numbers managed in this machine.

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

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

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

### 4. Click [OK].

## Inserting Paper into the Original

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### Inserting front/back covers ([Front Cover:]/[Back Cover:])

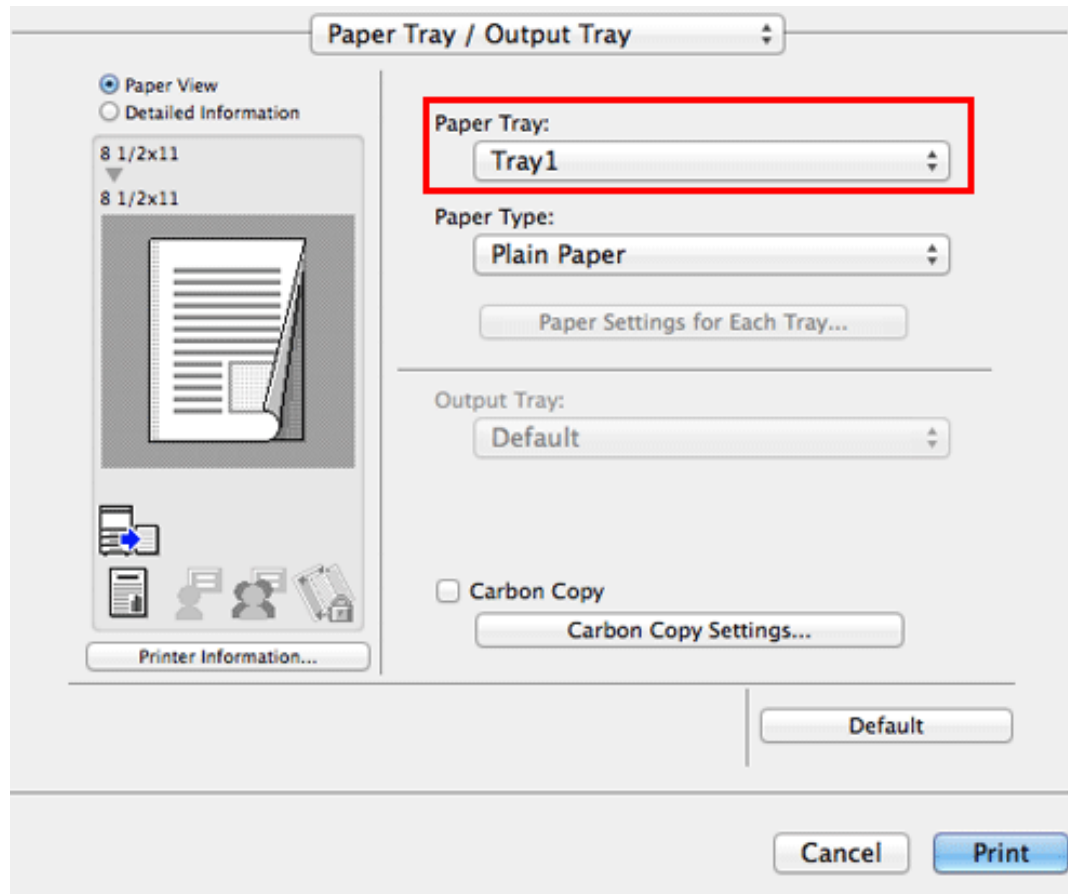
You can insert a cover sheet before the first page or after the last page of the text.

The front and rear cover sheets can be different from that of the text pages (in paper color and thickness). You can print them at the same time.



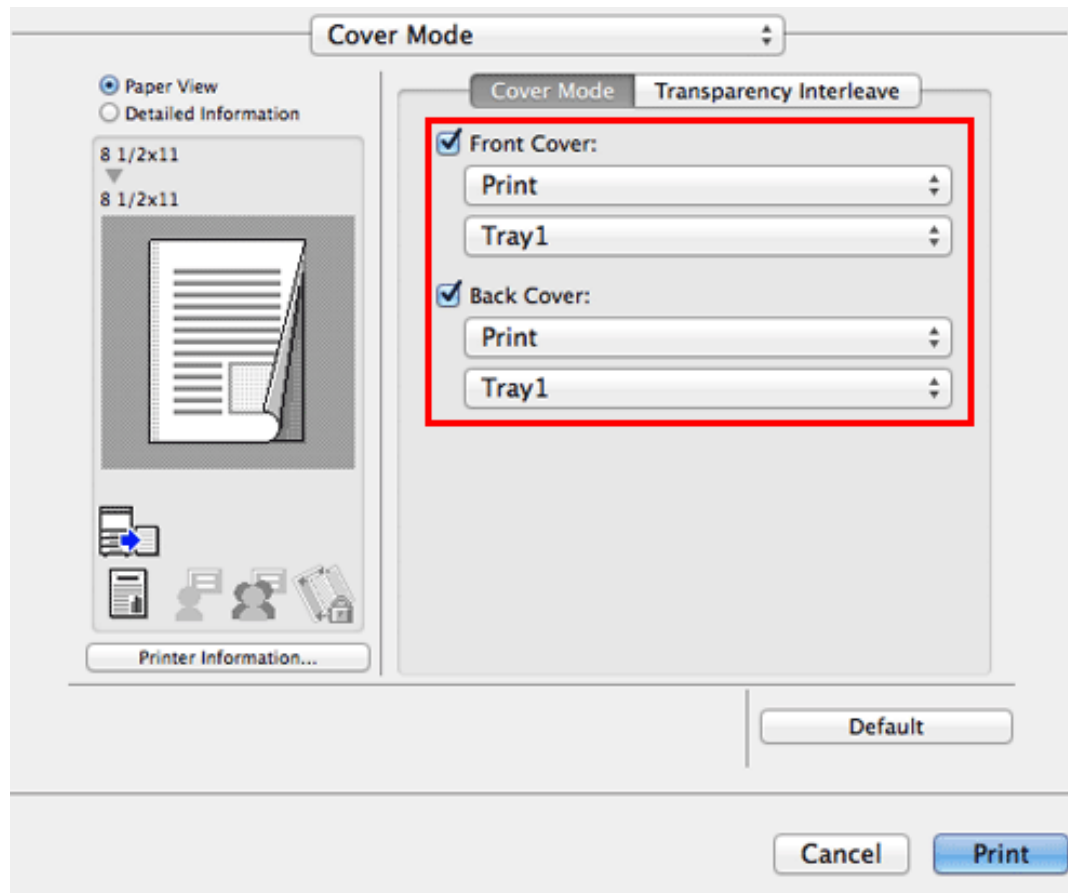
**1.** In [Paper Tray:] in [Paper Tray / Output Tray], select the paper tray for printing the body.

➡ You cannot select [Auto].



## 2. In [Cover Mode], select the [Front Cover:] and [Back Cover:] check boxes.

- ➡ If necessary, you can select whether to print the original on the inserted sheets or to leave them blank. When the inserted sheets are printed, the first page of the original is printed on the front cover and the last page of the original is printed on the back cover.
- ➡ Select the paper trays for paper to be inserted as the front and back covers.



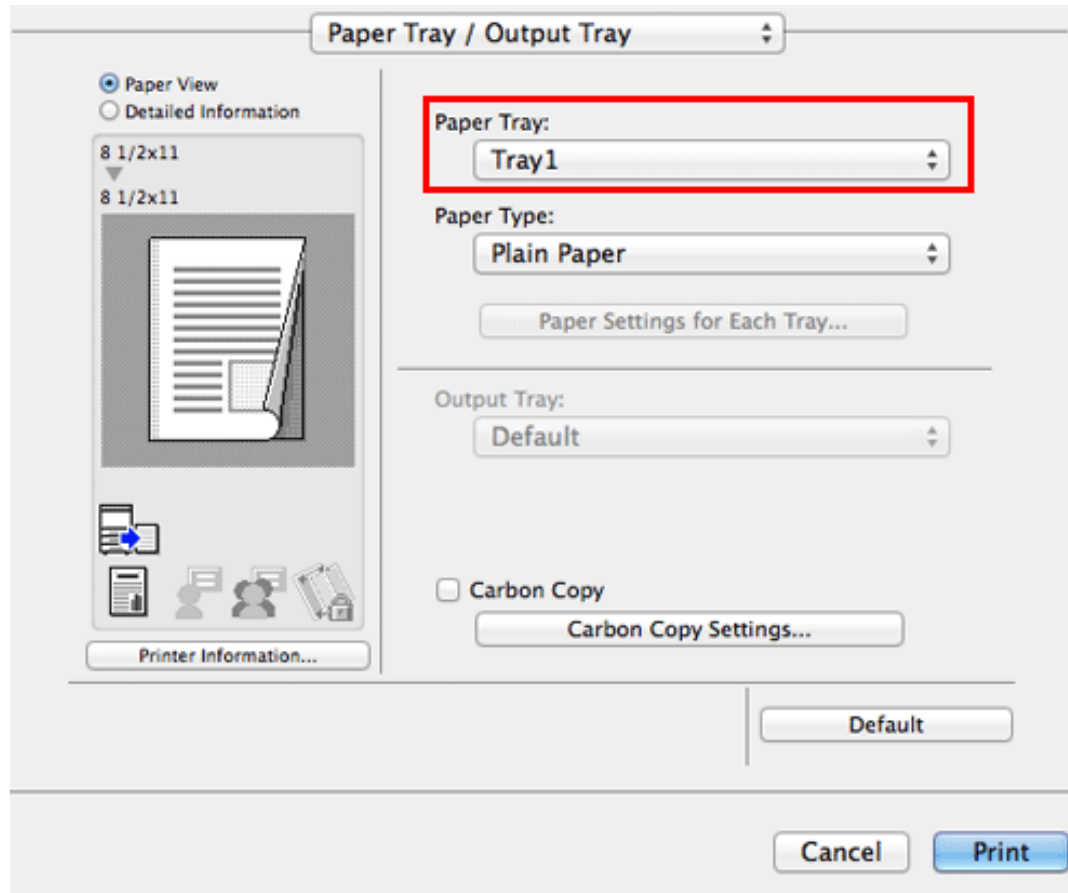
Inserting front/back covers ([Front Cover from Post Inserter:]/[Back Cover from Post Inserter:])

In **bizhub C658/C558/C458**, you can insert a sheet of the optional **Post Inserter** into the first page and the last page of the original as an outer front cover.



1. In [Paper Tray:] in [Paper Tray / Output Tray], select the paper tray for printing the body.

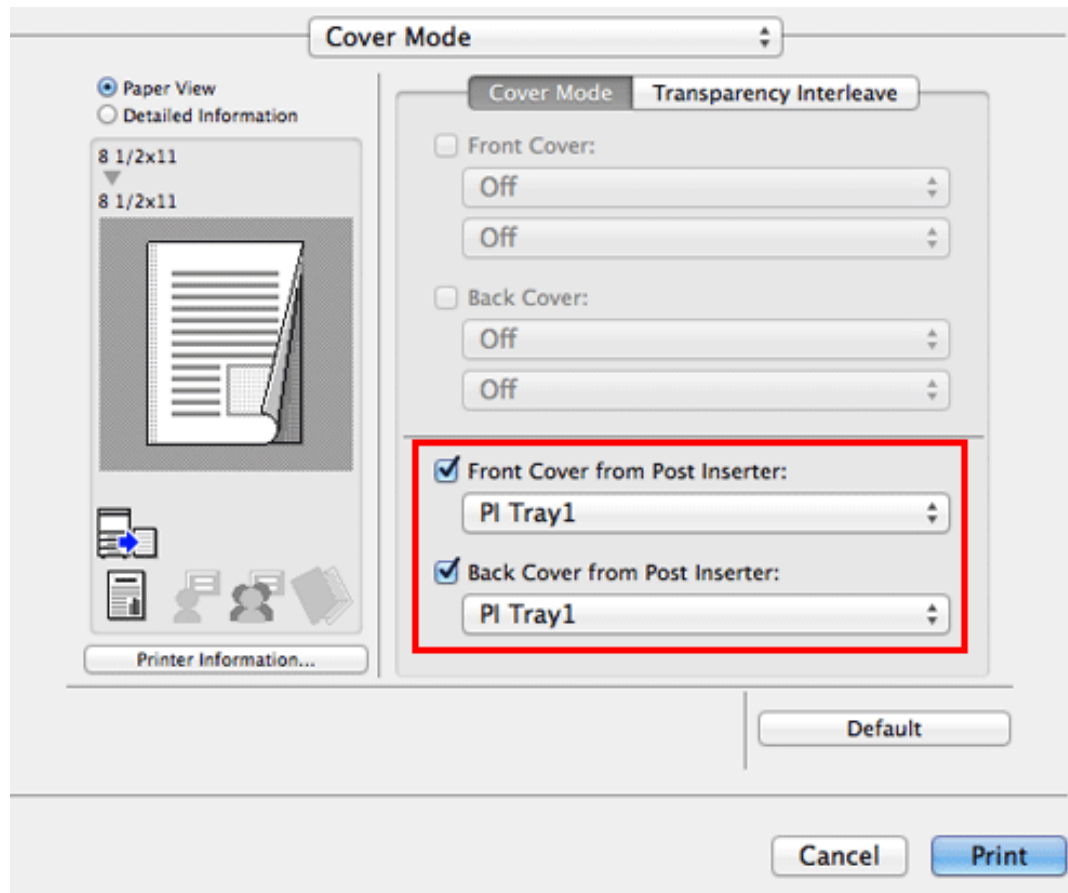
➡ You cannot select [Auto].



2. In [Cover Mode], select the [Front Cover from Post Inserter:] and [Back Cover from Post Inserter:] check boxes.

➡ Select the PI trays for paper to be inserted as the front and back covers.



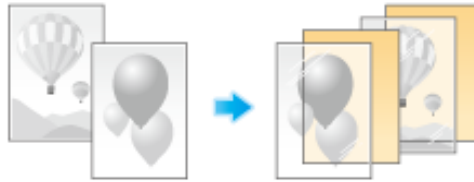


## Tips

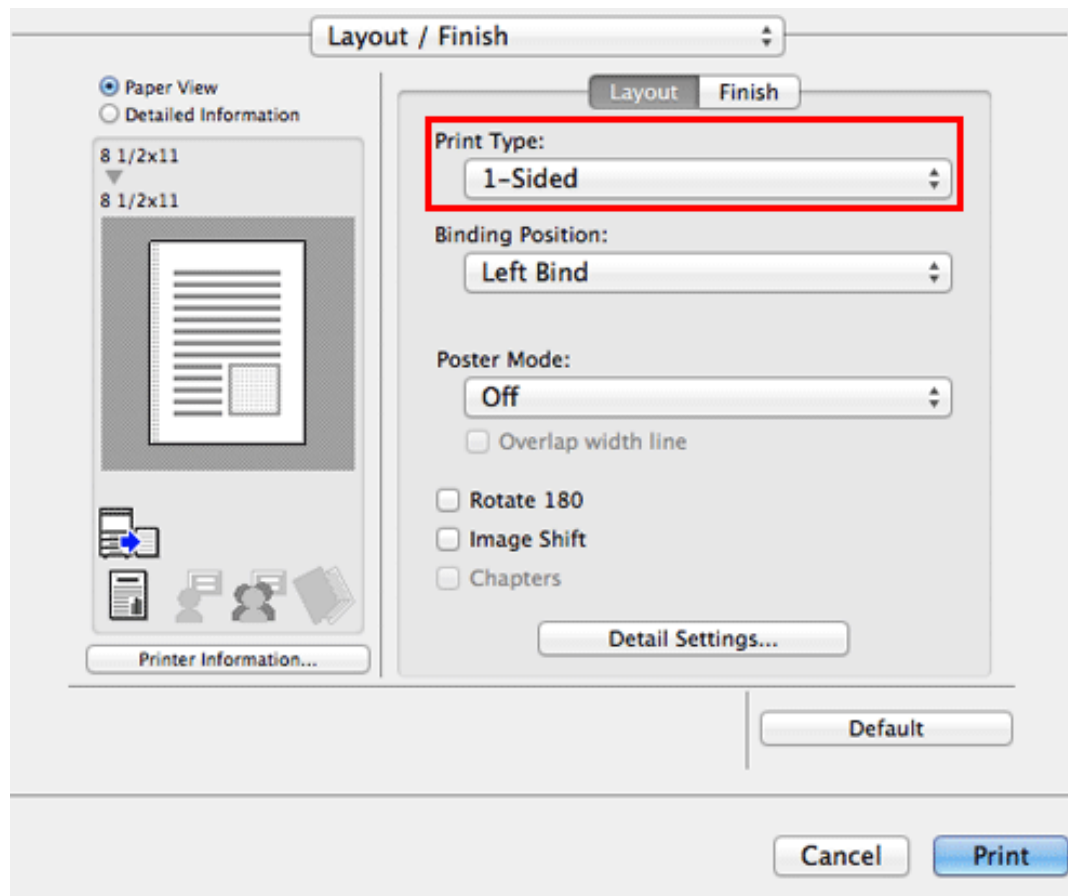
- To use [Front Cover from Post Inserter:]/[Back Cover from Post Inserter:], the optional **Post Inserter** is required (only in **bizhub C658/C558/C458**).

Inserting paper between transparencies ([Transparency Interleave:])

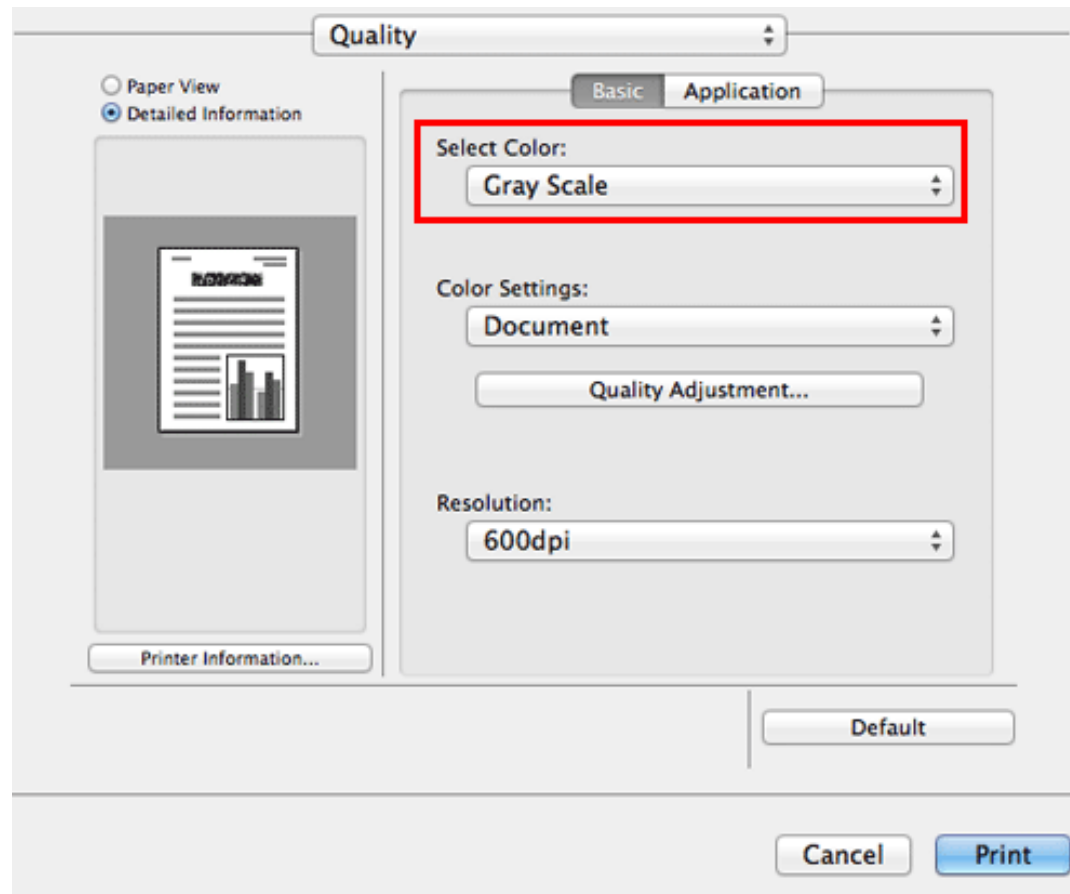
When printing on multiple transparencies, you can insert the specified paper between the transparencies. These sheets of paper prevent the transparencies from sticking together due to heat generated during printing or static electricity.



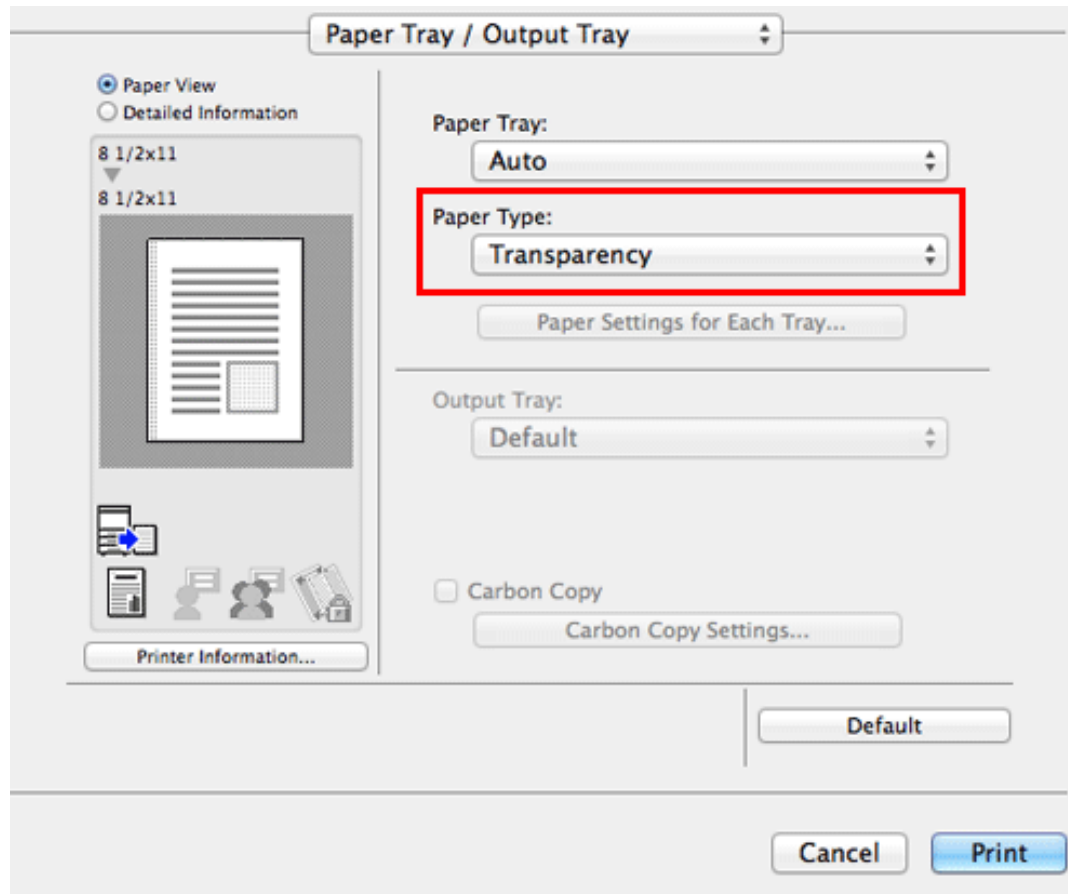
1. In [Print Type:] in [Layout / Finish], select [1-Sided].



2. In [Select Color:] in [Quality], select [Gray Scale].

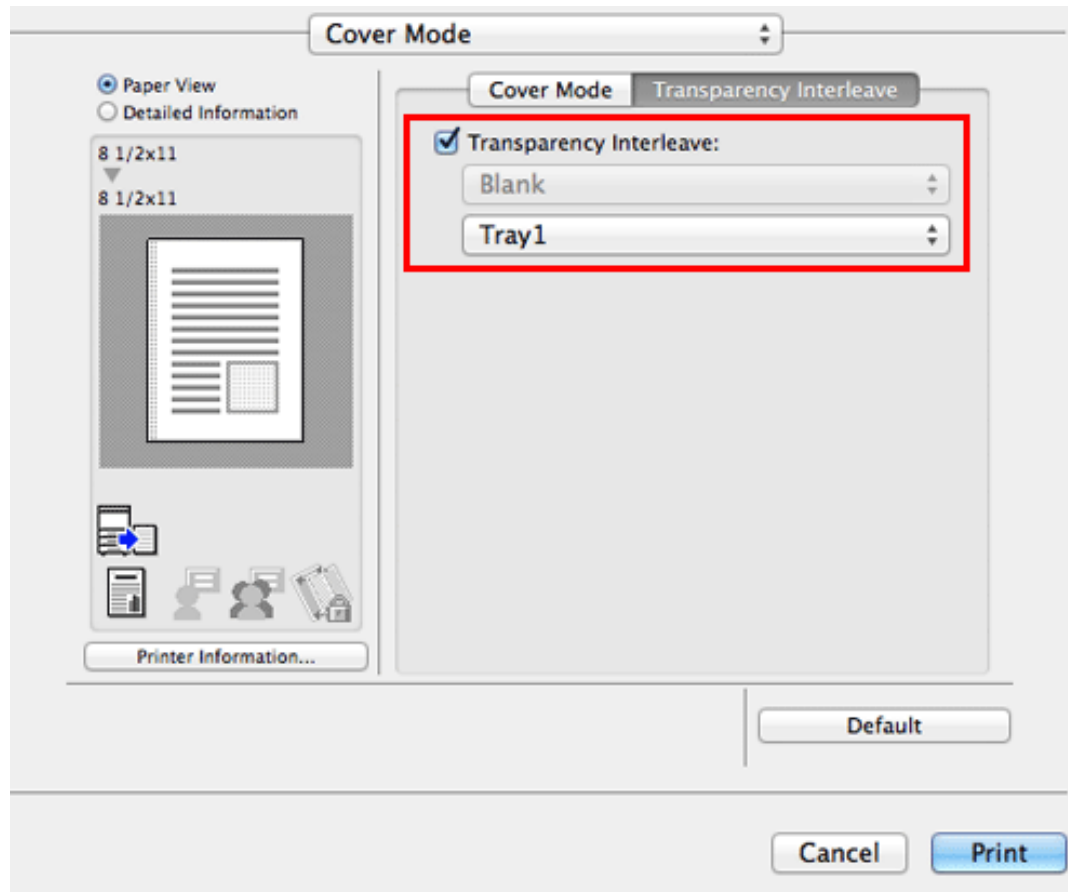


3. In [Paper Type:] in [Paper Tray / Output Tray], select [Transparency].



4. In [Cover Mode], select [Transparency Interleave:] check box.

- ➡ Select the paper tray for the paper to be inserted between transparencies.
- ➡ OHP interleaves are inserted as blank sheets.



#### Inserting paper into the specified pages ([Per Page Setting:])

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

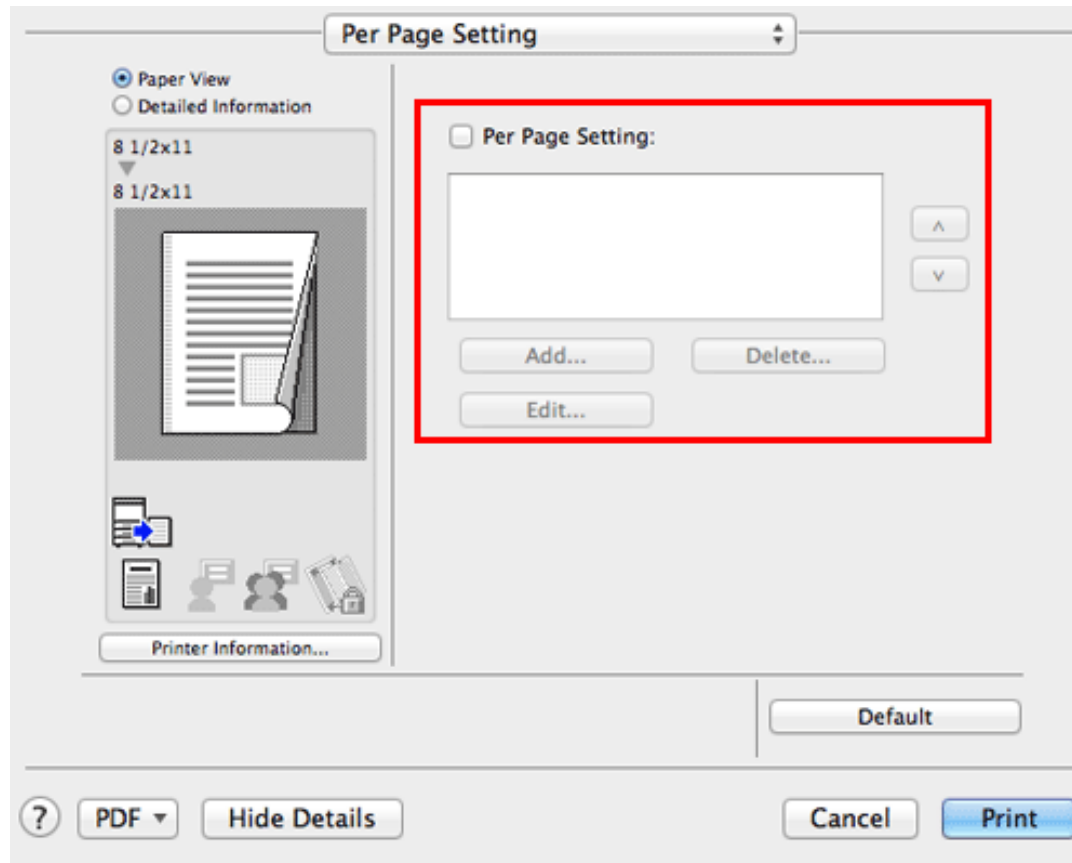
You can select color paper and thick paper as paper to be inserted. You can also select whether to print the original on the inserted paper.



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

**1. In [Per Page Setting], select the [Per Page Setting:] check box, and the click [Add...].**

- ➡ If nothing is registered in the list, selecting the [Per Page Setting:] check box automatically displays the setting window.
- ➡ When you have already prepared a list, select the list you want to apply to printing.



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

**Per Page Setting**


List Name:

Page Number	Print Type	Paper Tray	Staple
Body Text 1-	Print (2-Sided)	Auto	Off
Body...t -End	Print (2-Sided)	Auto	Off

---

**Add/Edit**

**Body Text**



Page Number:  
  
Entry Example 2,4,6-10

Print Type:

Paper Tray:

Staple:

Settings		Description
Setting List		The settings for each page are displayed in a list.
	[List Name:]	Enter the name of the list to be created.
	[Up/Down]	These buttons move the order of settings in the list. They do not change the settings.
	[Add]	This button adds the setting to the list.
	[Delete]	This button deletes the setting selected in the list.
[Add/Edit]		You can add settings to the Setting List or edit settings.
	[Page Number:]	Enter the page numbers you want to add. To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10").
	[Print Type:]	Select the print type applied when printing the specified pages.
	[Paper Tray:]	Select the paper tray for printing the specified pages.
	[Staple:]	Select the staple position applied when the specified pages are stapled.

3. Click [OK].



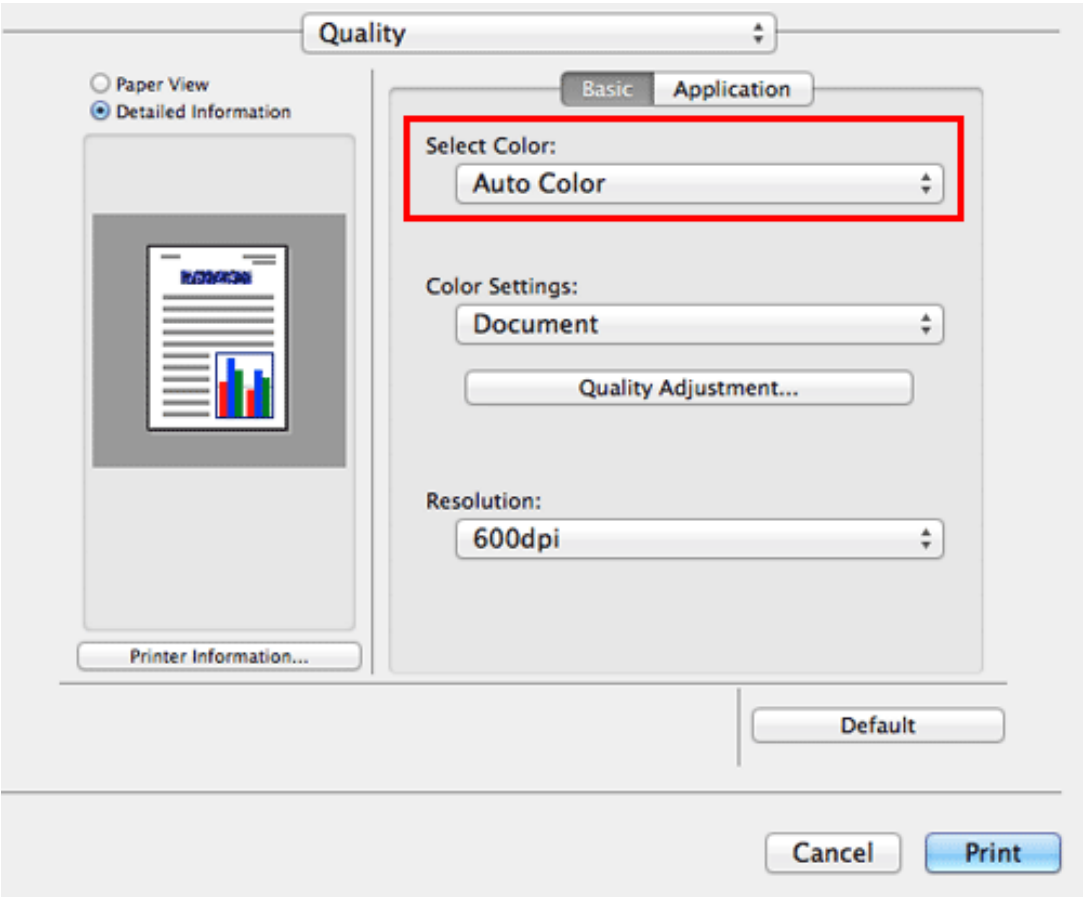
# Specifying the color and image quality

## Selecting colors for printing ([Select Color:])

Select colors for printing. There are three color modes: [Auto Color] that fits the original color, [Full Color] and [Gray Scale].



In [Select Color:] in [Quality], select a color mode for printing.



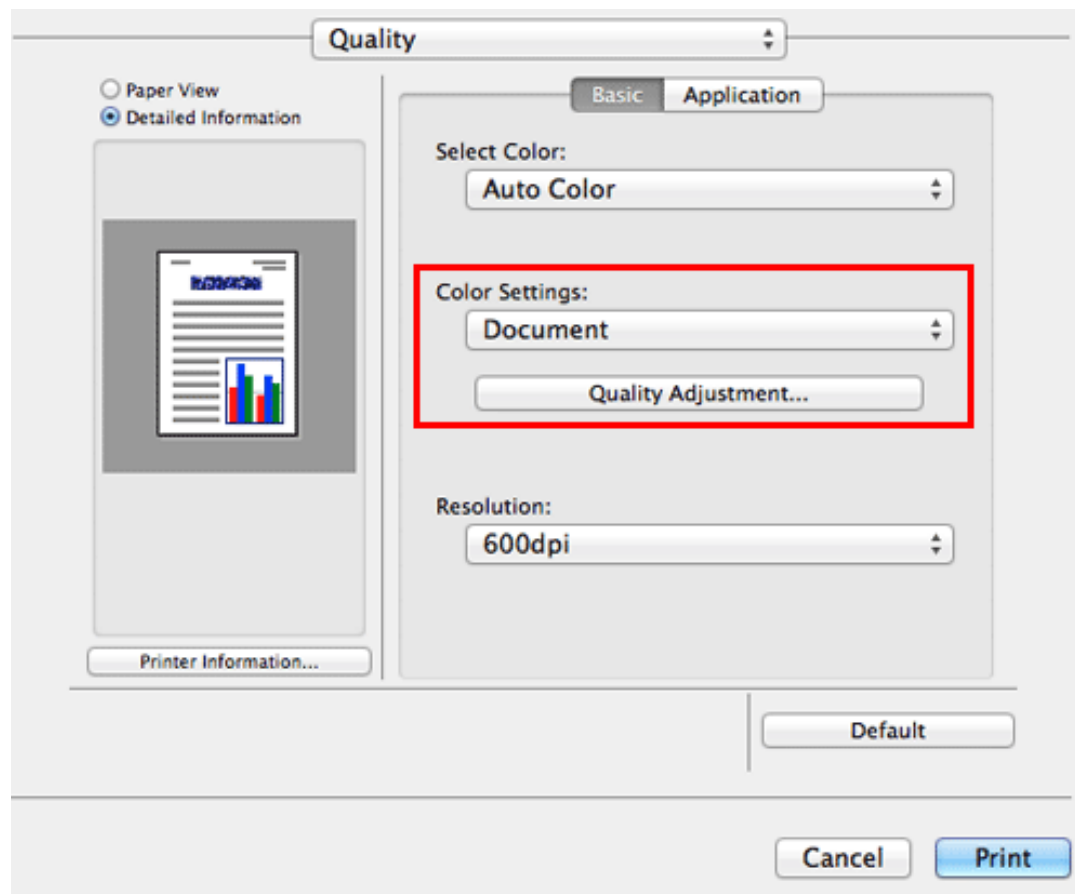
## Selecting the optimum color representation for the original ([Color Settings:])

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

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



In [Color Settings:] in [Quality], select the optimum color setting mode for the original.

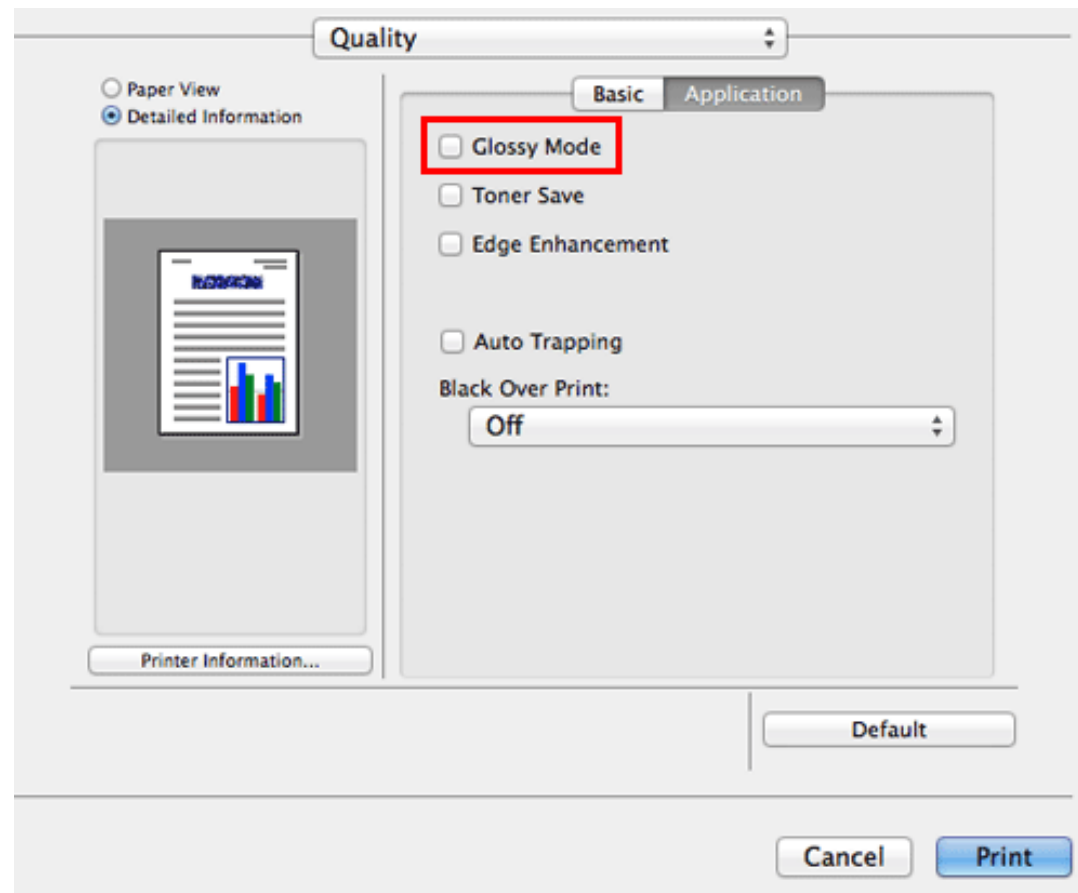


## Making the image glossy ([Glossy Mode])

Images are printed with a glossy finish.



In [Quality], select the [Glossy Mode] check box.





## Tips

❖ This function is enabled when [Print Type:] is set to [1-Sided].

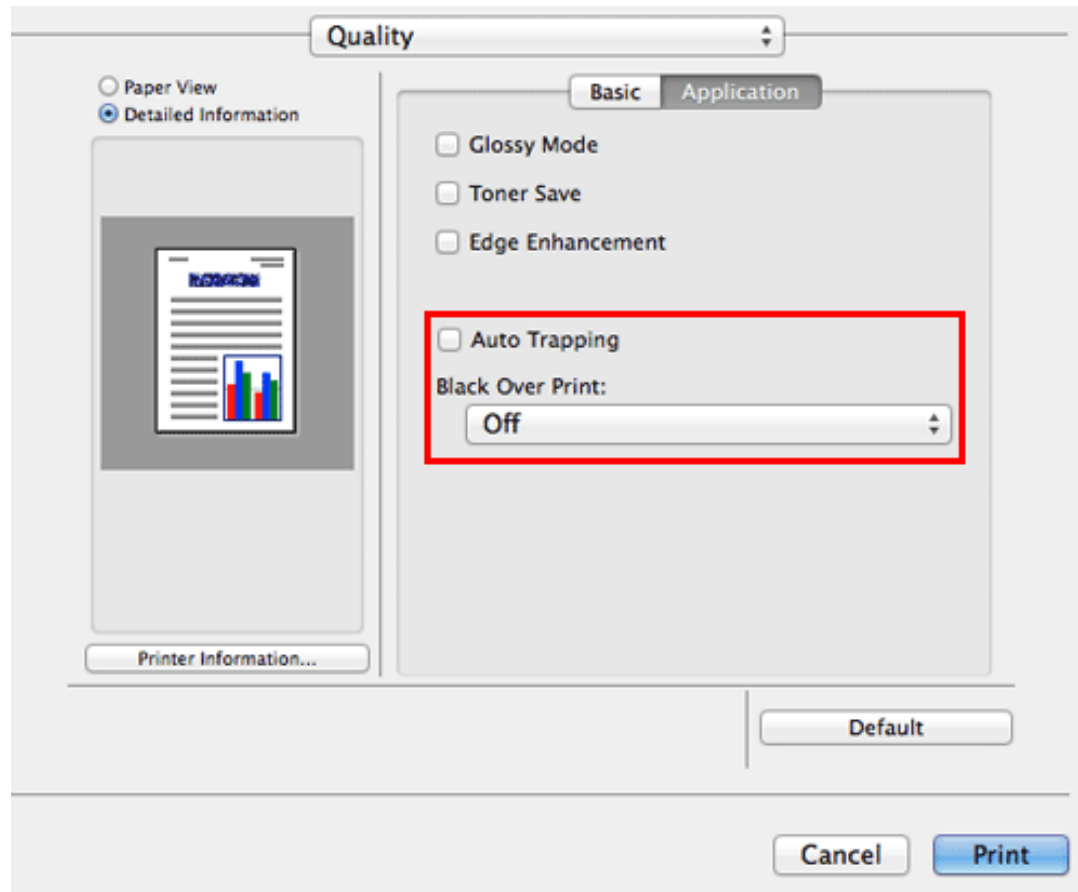
### Preventing the generation of white space around images ([Auto Trapping]/[Black Over Print:])

The generation of white space on the boundary between different colors or around characters is prevented.



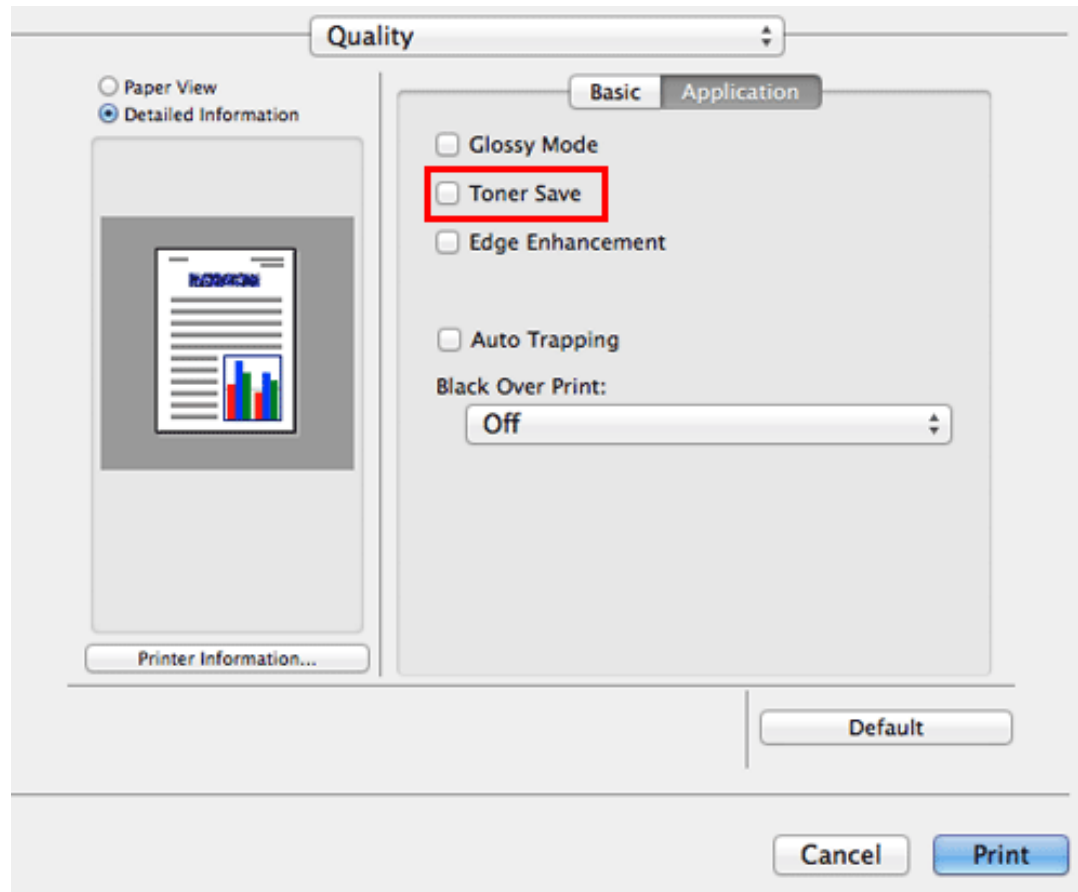
In [Quality], select the [Auto Trapping] check box or configure the [Black Over Print:] setting.

- ❖ Select the [Auto Trapping] check box to superimpose neighboring colors to print so as to prevent white space being generated around a picture.
- ❖ Configure the [Black Over Print:] setting to superimpose black color on a neighboring color to print so as to prevent white space being generated around black characters or figures. You can select whether to print black only around the characters or around both characters and figures.



### **Saving toner ([Toner Save])**

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

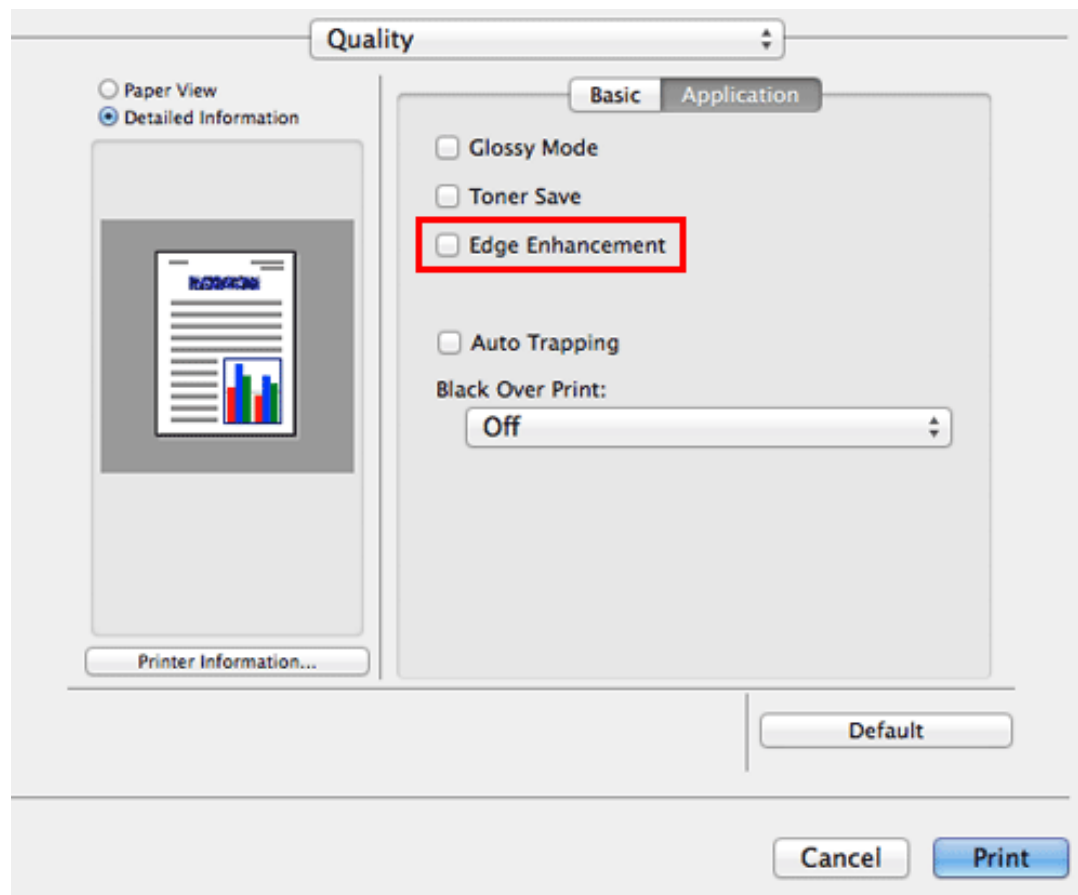


#### Increasing the legibility of small or faint text ([Edge Enhancement])

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



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



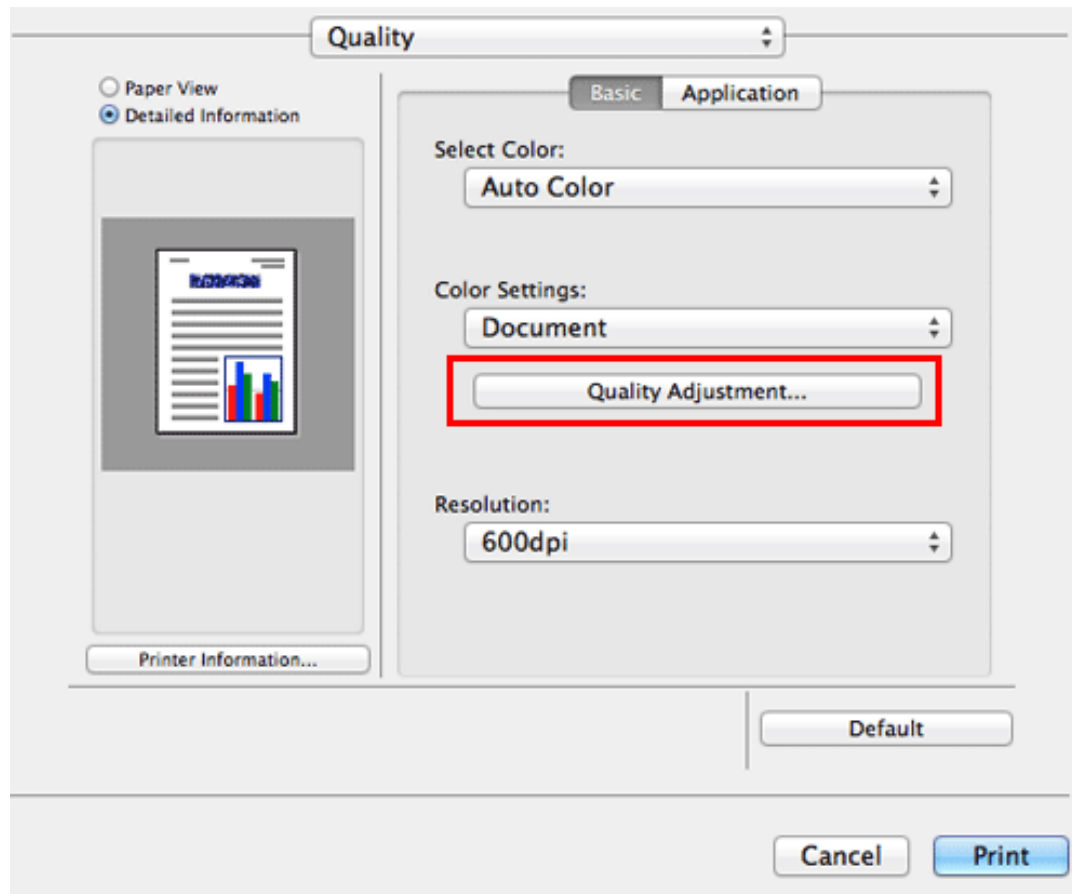
## Using ICC Profiles

### Specifying the ICC profiles for printing

Specify and print the ICC profiles registered in this machine with the printer driver.

✓ To use the new ICC profiles registered this machine, you need to add the ICC profiles to the printer driver in advance. For details, refer to [Here](#).

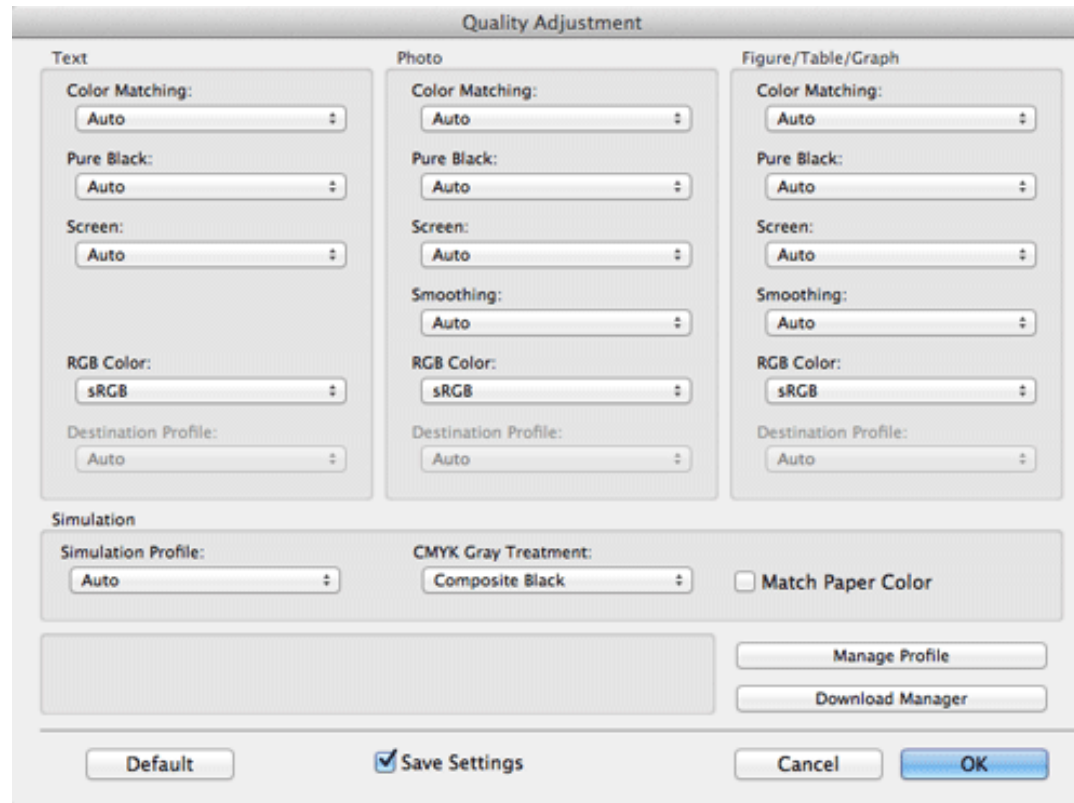
1. In [Quality], click [Quality Adjustment...].



2. Specify the settings for [RGB Color:], [Destination Profile:], and [Simulation Profile:].



➡ The ICC profiles registered in the printer driver can be selected.



### 3. Click [OK].

Color processing is performed according to the selected ICC profiles.

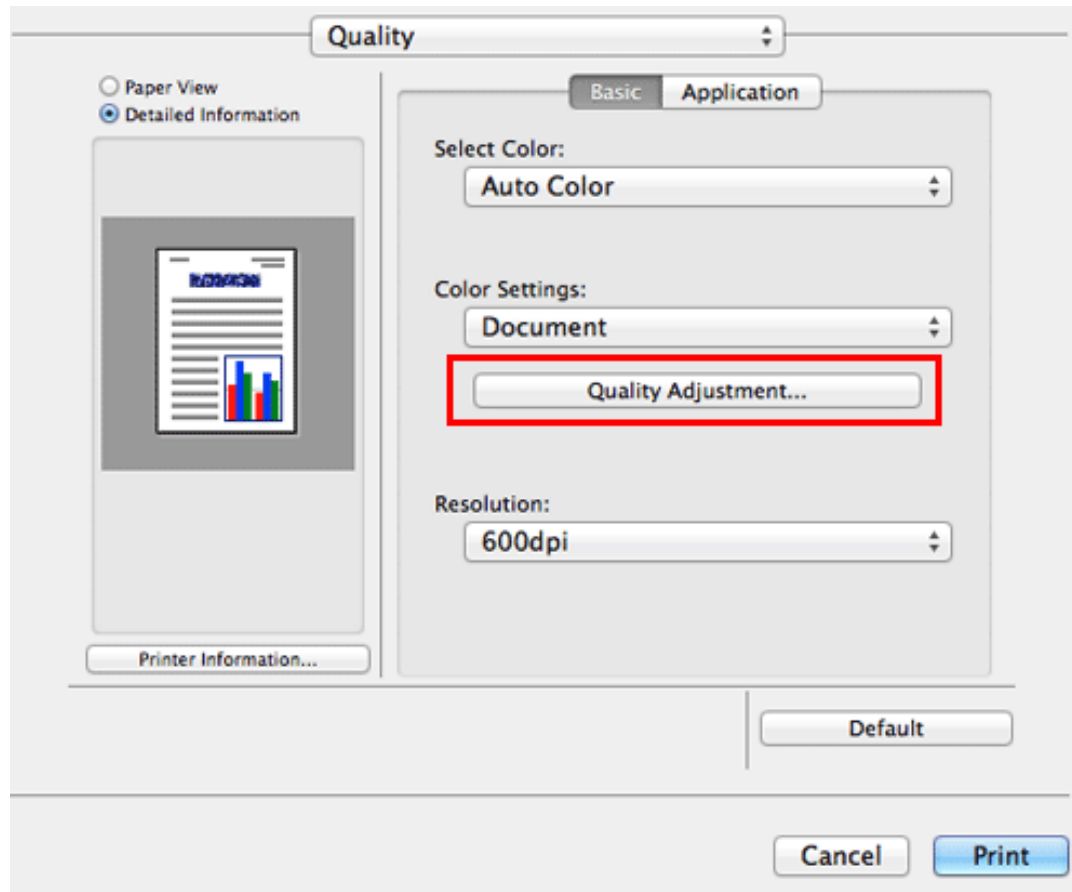
#### Adding ICC profiles to the printer driver

To use the ICC profiles registered in this machine for printing, you need to add the ICC profiles to the printer driver in advance.

- ✓ This function is available if the computer can communicate with this machine. The computer communicates with this machine and loads ICC profiles that the machine can use.

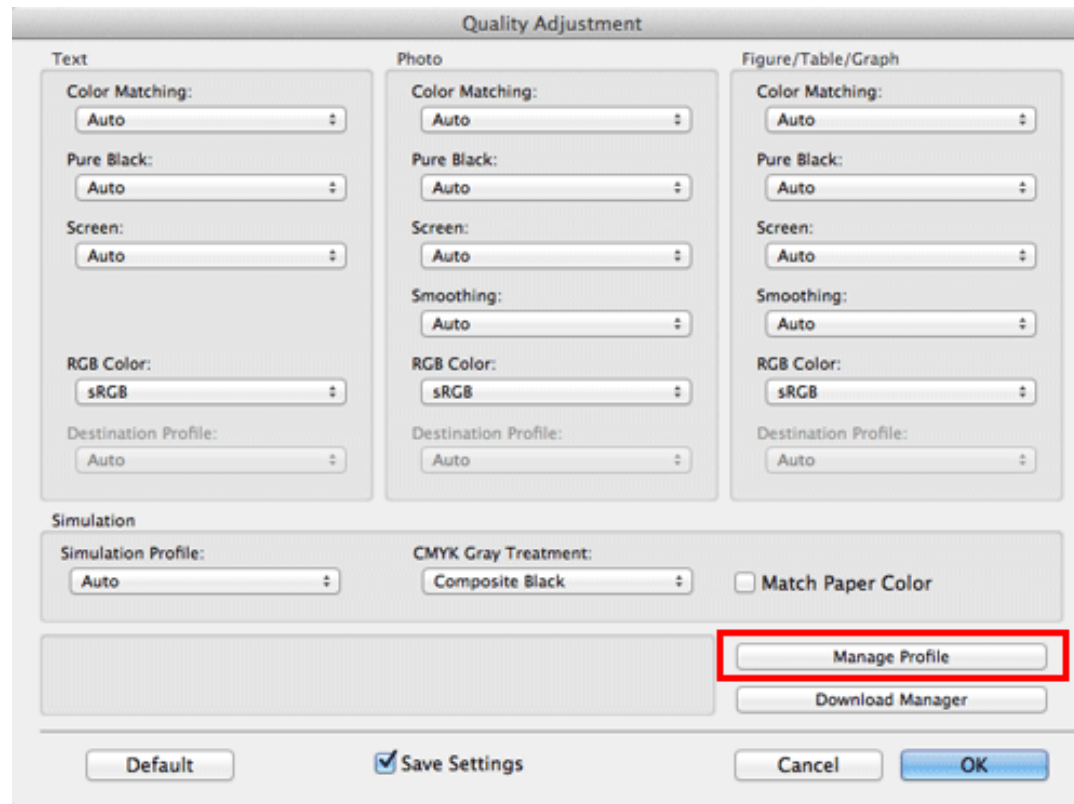
- ✓ To register ICC profiles in this machine, use **Download Manager(bizhub)**. For details on how to register ICC profiles in this machine, refer to the Help for **Download Manager(bizhub)**.

1. In [Quality], click [Quality Adjustment...].

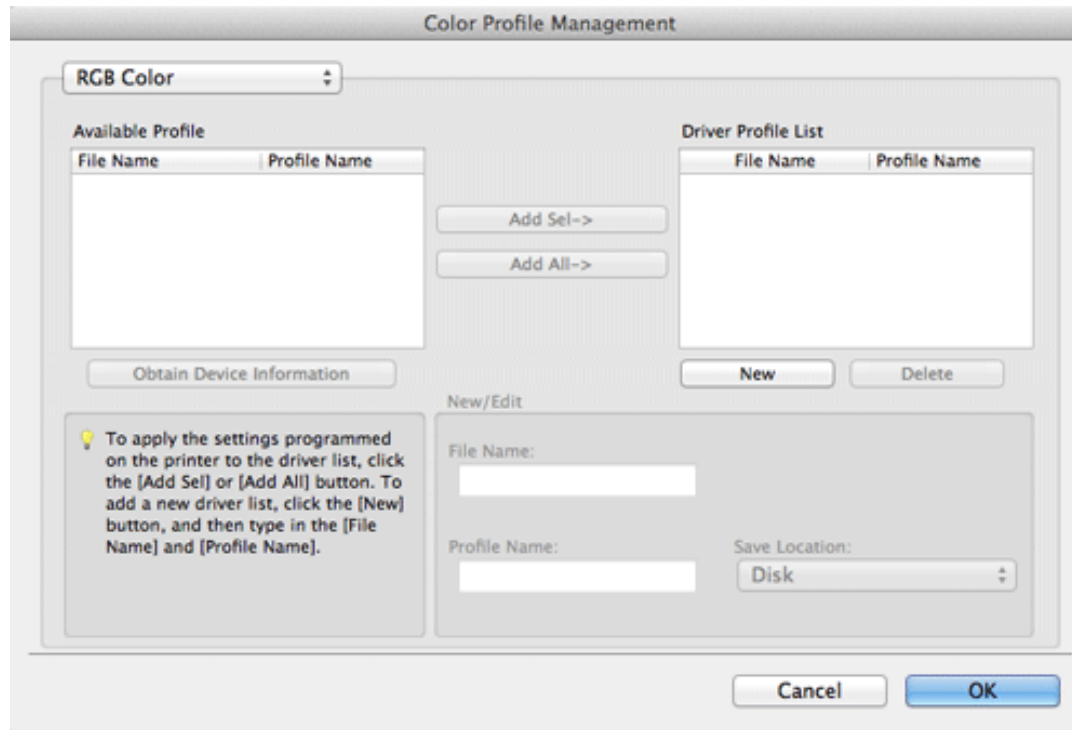


2. Click [Manage Profile].

- ➡ If the **Download Manager(bizhub)** has been installed and if you click [Download Manager], the **Download Manager(bizhub)** starts.

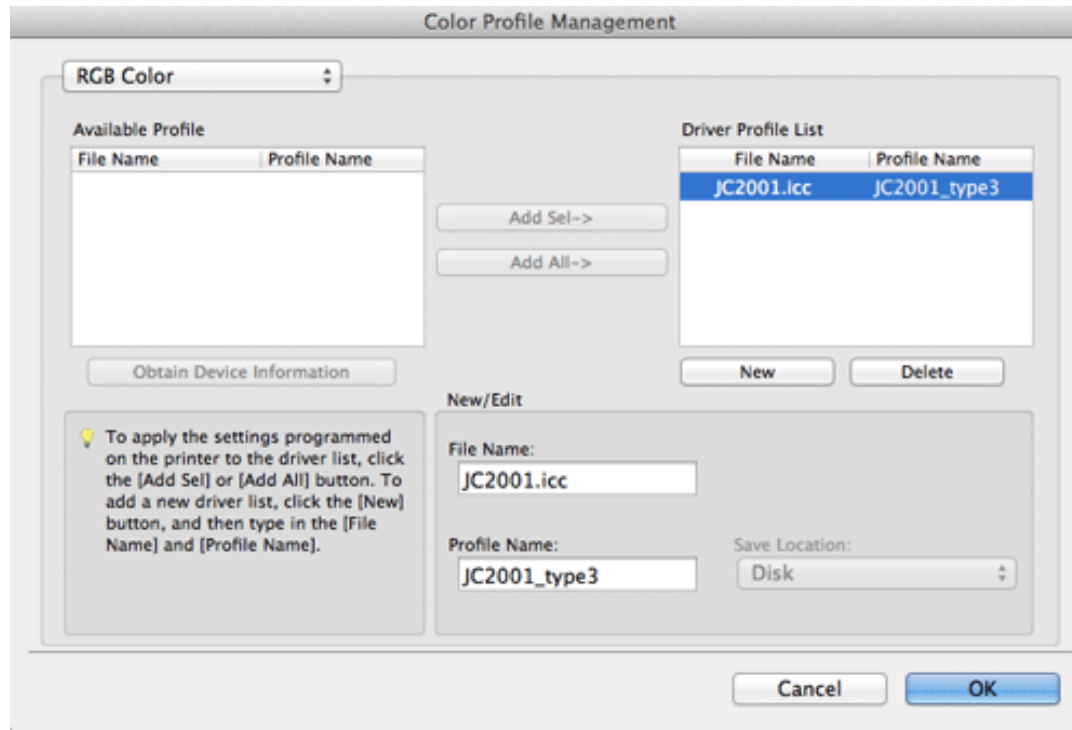


3. Select a color profile type from the drop-down list.



4. Select the desired profile from the [Available Profile] list, then click [Add Sel].

- ➡ To register the current driver settings as the profile, click [New], then enter the [File Name] and [Profile Name].
- ➡ The profile name can be changed in [New/Edit].



## 5. Click [OK].

The profile is added to [Driver Profile List].

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

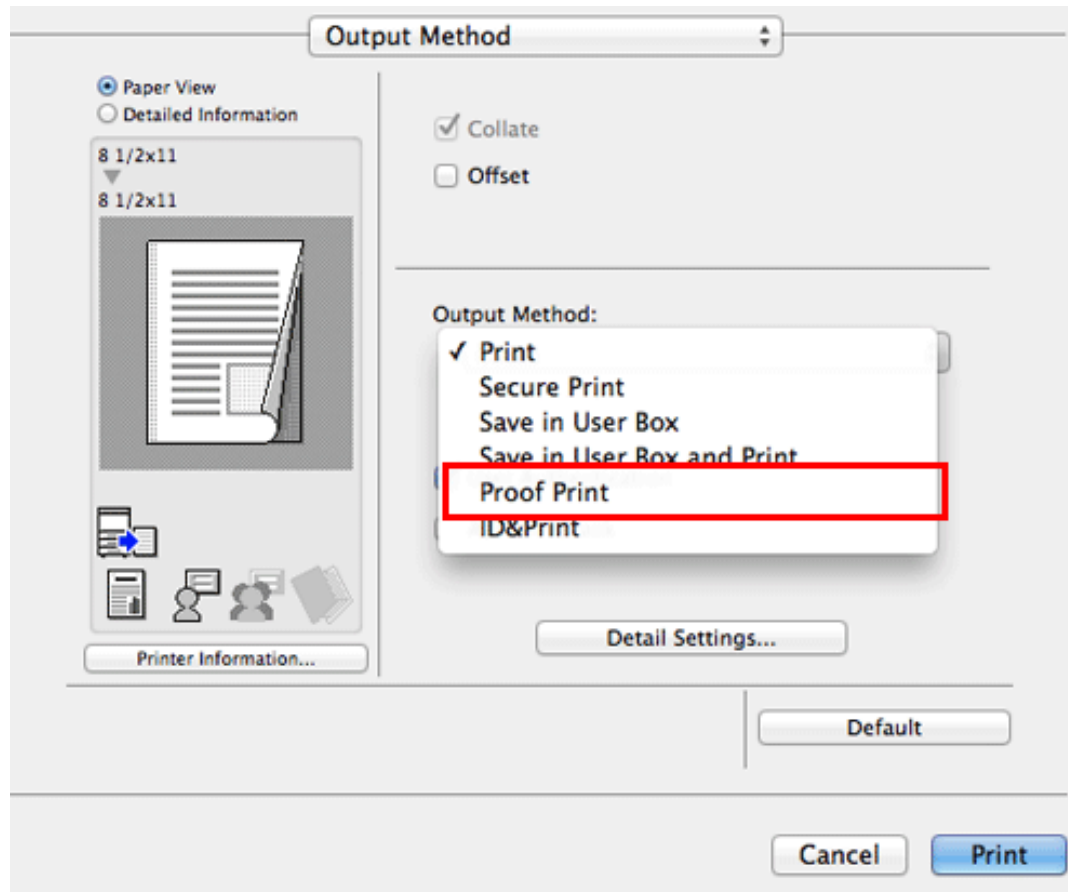
### Proof Print

The Proof Print function is used when printing multiple copies. It allows the printer to output one copy and pause the printing operation before printing the remaining copies. Because you can check the print result before starting printing the remaining copies from the **Touch Panel**, this function is helpful to prevent a lot of misprints.



### How to print from the computer

1. In [Output Method:] in the [Output Method] window, select [Proof Print].

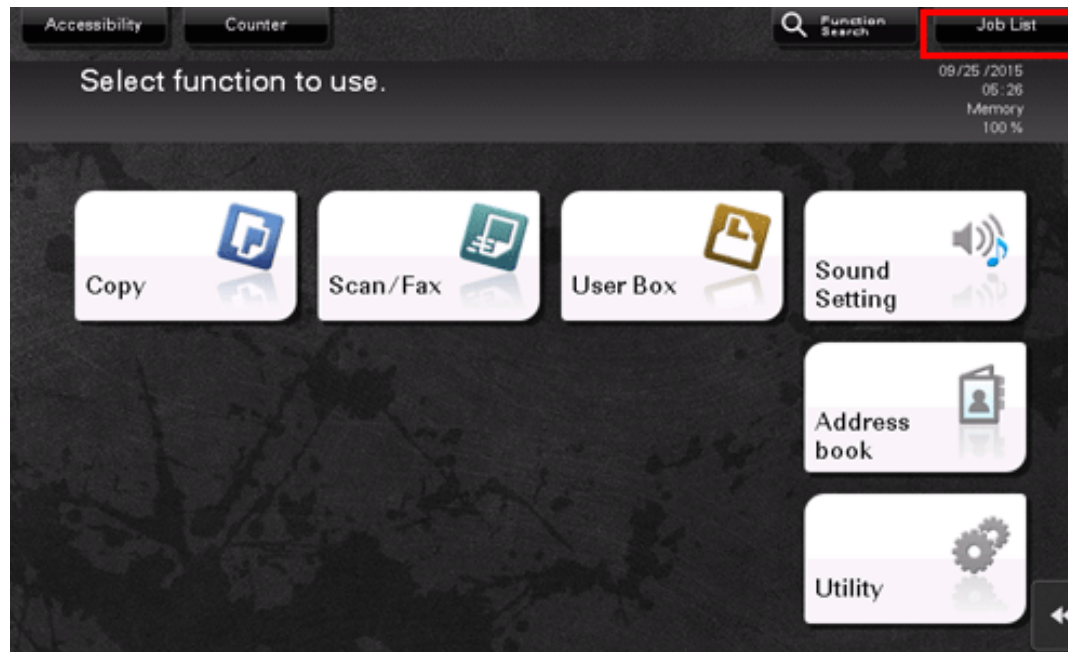


## 2. Specify the number of copies, then execute printing.

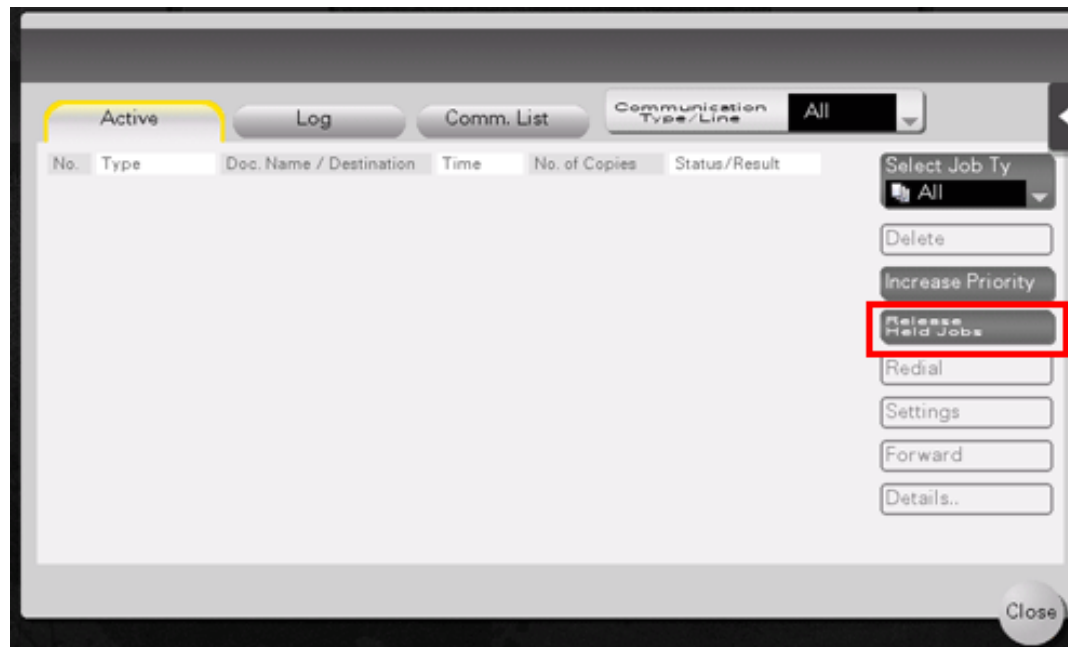
Only one copy is printed. Continue to "Operations on this machine".

### Operations on this machine

## 1. Tap [Job List].

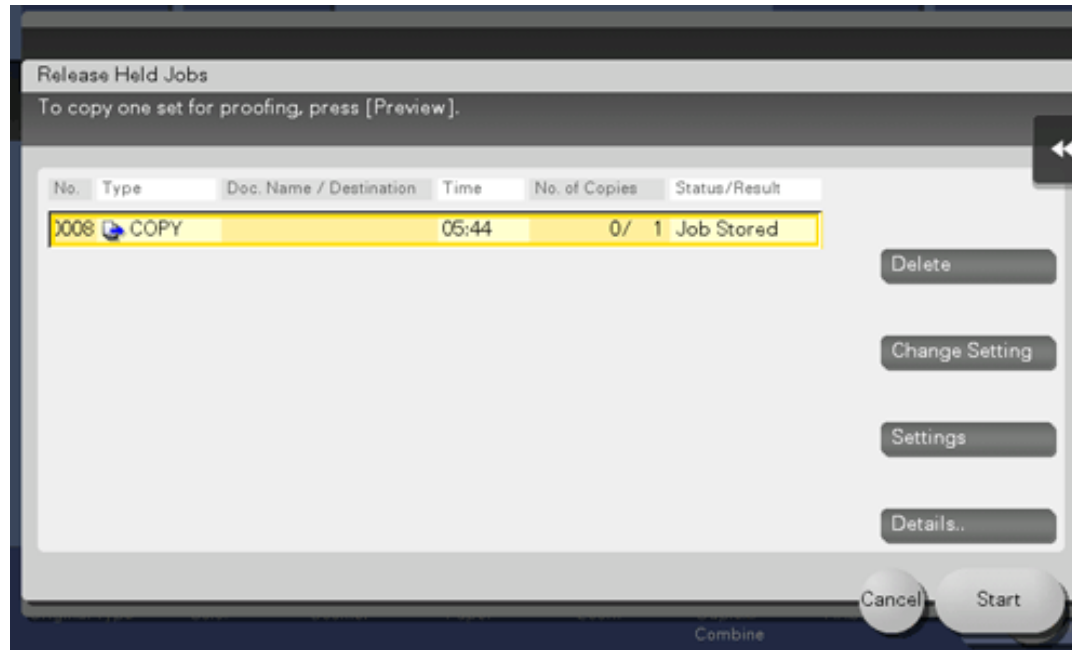


2. While [Active] is displayed, tap [Release Held Jobs].





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



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

➡ To delete a job, tap [Delete].

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

The remaining copies are printed.

#### Deleting a job

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

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

➡ For details on how to access Web Connection, refer to [Here](#).

**2. Log in to the user mode.**

➡ For details on how to login to the user mode, refer to [Here](#).

**3. Click [Job] - [Current Jobs].**

**4. Click [Release Job].**

**Current Jobs**

[Refer to Job History for finished jobs.](#)

All

Select the Job Type and click Go. All

Communication Type/Line All Go

To view the details regarding a specific job, select the corresponding Job No.

☐ Select All On/Off

Select	No.	Job Type	Document Name/Address	Time Stored	No. of Copies	Status
--------	-----	----------	-----------------------	-------------	---------------	--------

Release Job

Increase Priority

Disp. Broadcast

Delete

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

**Release Held Job**

**Print**  
To view the details regarding a specific job, select the corresponding Job No.  
☐ Select All On/Off

Select	No.	Job	User Name	File Name	Time Stored	No. of Copies
<input checked="" type="checkbox"/>	8	Print	Public	document.pdf	04:58	1

Delete

Cancel

6. Click [OK].

The selected job is deleted.



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

### Secure Print

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

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



### Related setting (for the administrator)

❖ You can limit printing from the computer only to Secure Print. (Default: [No]). For details, refer to [Here](#).

### Enabling simple printing for secure print document (for the administrator)

If simple printing for secure print document is enabled, the computer login name is used as the document ID for Secure Print, so you can skip the entry of the document ID. Also, if the computer login name is used as the document ID for Secure Print, it prevents the document ID from being duplicated with that of another user, which simplifies document management on this machine.

When making prints on the machine, the user can display a list of document IDs on the **Control Panel** and easily specify the target document ID.

To enable simple printing for secure print document, configure the following settings.

❖ Select [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings], then set [Security Document Setting] to [Release Secure Print] (default: [Do Not Release Secure Print]).

- ❖ In the [Installable Options] page of the printer driver, set [Security Document Setting] to [Release Secure Print] (default: [Do Not Release Secure Print]). For details on [Installable Options], refer to [Here](#).



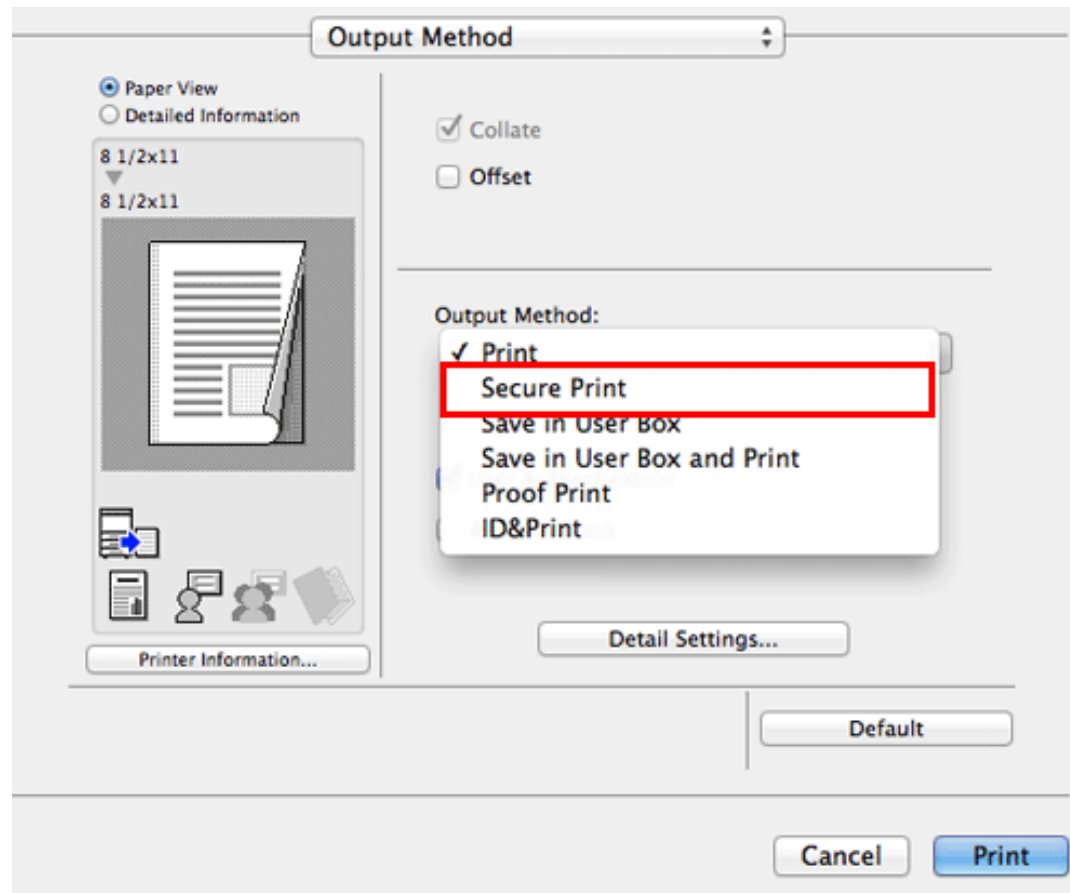
## Tips

- ❖ When simple printing is disabled, the document ID can be specified using up to 16 characters. If simple printing is enabled, the document ID can be extended to up to 64 characters.
- ❖ If simple printing is changed from Enable to Disable while the document ID is specified using 17 or more characters, it will cause document operations to fail.

## How to print from the computer

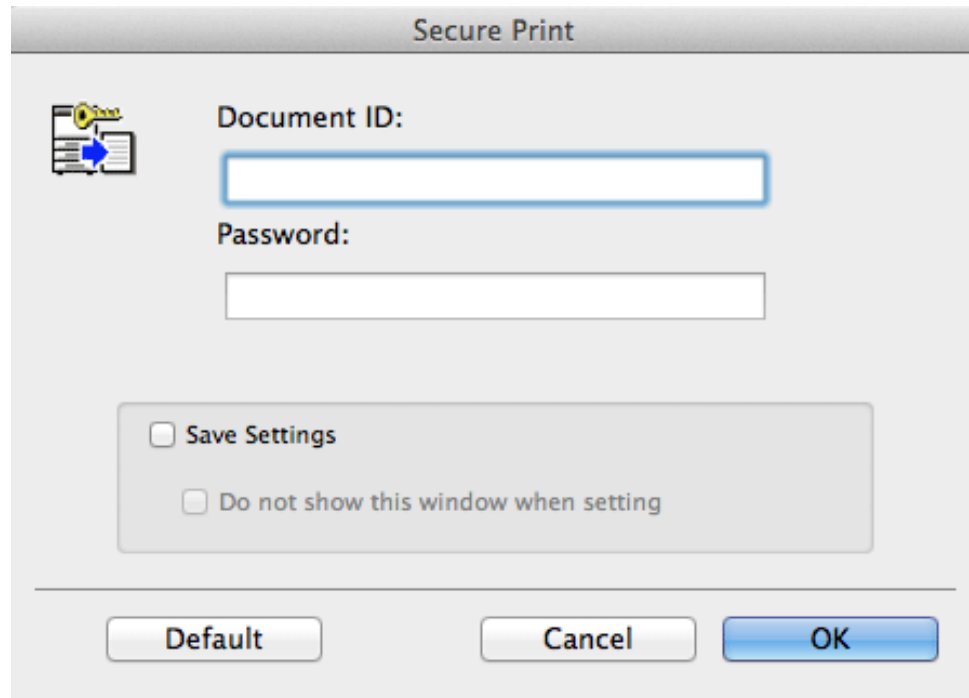
A single job allows you to print out a document of up to 2999 pages in length.

1. In [Output Method:] in the [Output Method] window, select [Secure Print].



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



A screenshot of a 'Secure Print' dialog box. The title bar at the top says 'Secure Print'. On the left side, there is an icon of a document with a key and a blue arrow. To the right of the icon, the text 'Document ID:' is followed by a white text input field with a blue border. Below that, the text 'Password:' is followed by another white text input field. Further down, there is a group box containing two checkboxes: 'Save Settings' and 'Do not show this window when setting'. At the bottom of the dialog, there are three buttons: 'Default', 'Cancel', and 'OK'.

- ➡ When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always use the same document ID and password, selecting this check box eliminates the need for entering them each time.

### 3. Execute printing.

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

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

#### Operations on this machine

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

For details on how to print, refer to [Here](#).



#### Related setting (for the administrator)

- ❑ You can delete all data saved in the Secure Print User Box. For details, refer to [Here](#).
- ❑ You can set a time to delete files automatically from the Secure Print User Box (Default: [1 day]). For details, refer to [Here](#).

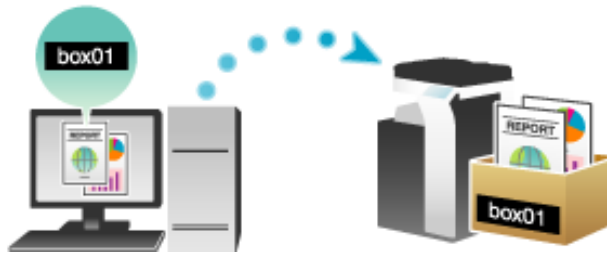
## Saving Print Data in the Box on This Machine ([Save in User Box])

### Save in User Box

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

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

- ❑ By saving data in a box that all users can access (Public Box) or in a box that the members of a specific department can access (Group Box), you can distribute the data.
- ❑ By saving data in the private box (Personal Box), you can assure security because only you can open the box. The data in the box is not deleted by mistake.



### Operations required to use this function

Register the boxes for storing print data on this machine.

For information on the procedure for registering boxes, refer to [Here](#).



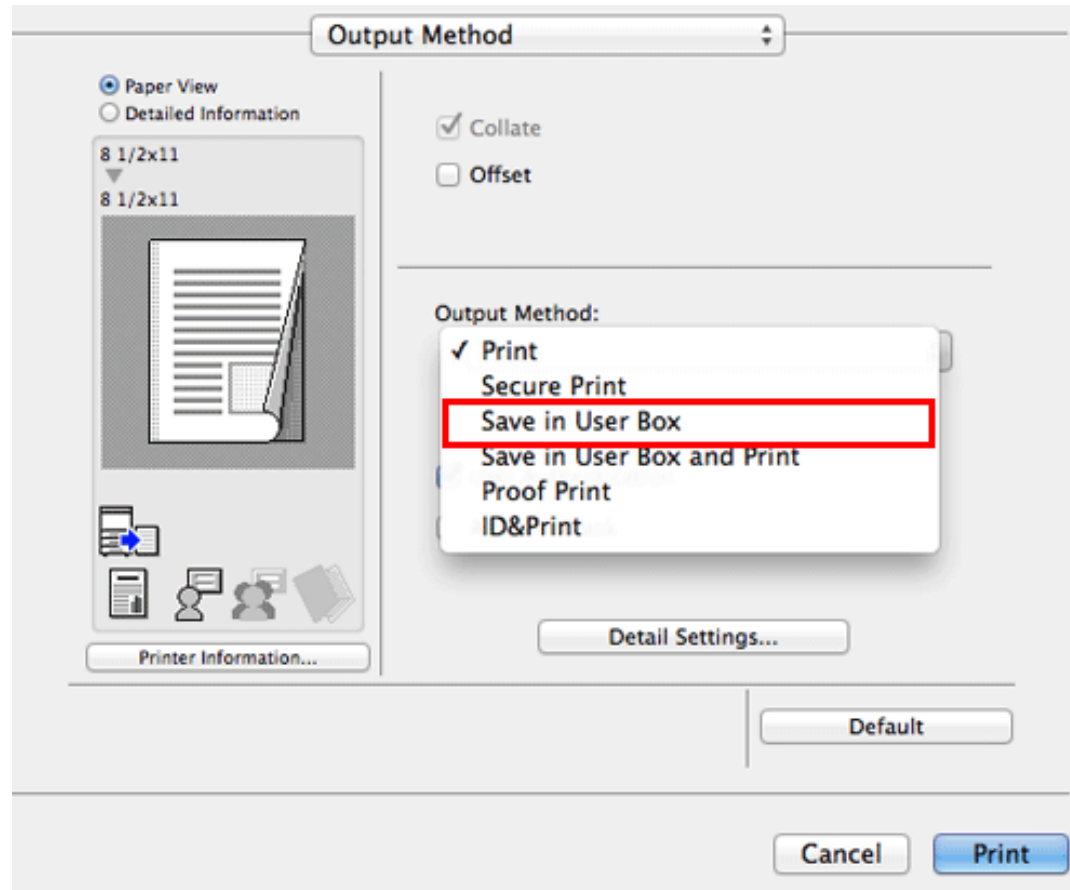
### Reference

- ❑ You can also register boxes using **Web Connection**. For details, refer to [Here](#).

### How to print from the computer

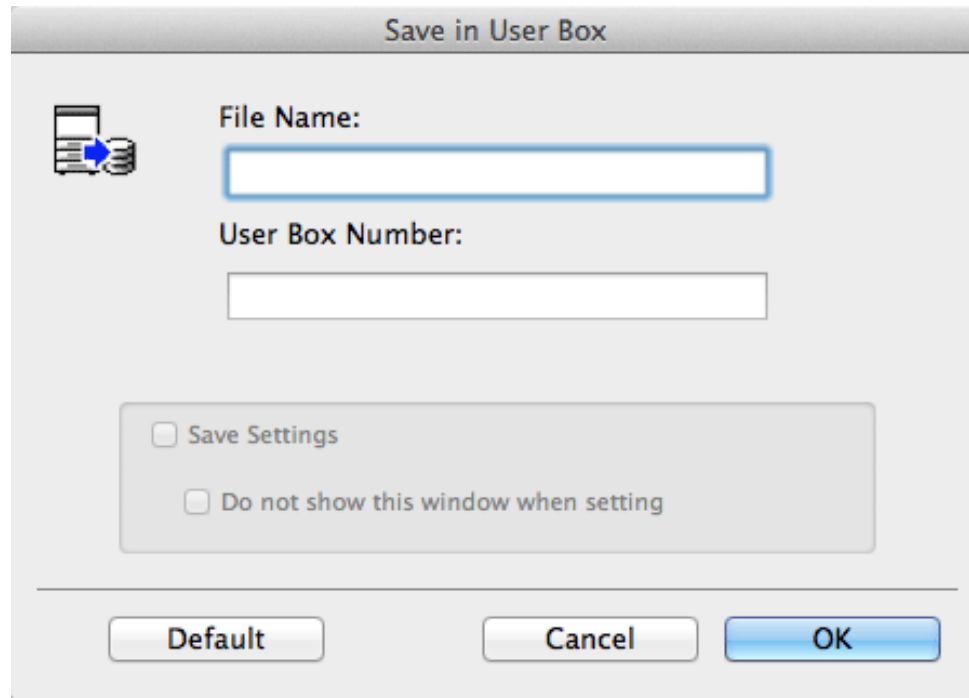
1. In [Output Method:] in the [Output Method] window, select [Save in User Box].

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



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

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

A screenshot of a software dialog box titled "Save in User Box". On the left side, there is an icon of a document with a blue arrow pointing to a stack of disks. The dialog contains two text input fields: the first is labeled "File Name:" and the second is labeled "User Box Number:". Below these fields is a group box containing two unchecked checkboxes: "Save Settings" and "Do not show this window when setting". At the bottom of the dialog, there are three buttons: "Default", "Cancel", and "OK".

- ➡ When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always use the same file name and box number, selecting this check box eliminates the need for entering them each time.

### 3. Execute printing.

The data is saved in the box on this machine.

#### Using data saved in a box

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

- ✦ For information on how to print data saved in a box, refer to [Here](#).

❏ For information on how to send data saved in a box, refer to [Here](#). However, if data is saved in a box while [Resolution:] in [Quality] is set to [1200dpi (High Quality)], it cannot be sent. To send such data, set it to [600dpi].

## Attaching Authentication Information

### Printing when authentication is set

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

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



### Tips

- ❑ A print job without authentication information is a print job that is sent without correctly configuring the User Authentication/Account Track setting using the printer driver even though the User Authentication/Account Track setting is configured on this machine.  
If [Print] in [Output Method:] is selected while the [User Authentication]/[Account Track] check box is cleared on the [Output Method] window of the printer driver, the print job is considered as a print job without authentication information.



### Related setting (for the administrator)

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



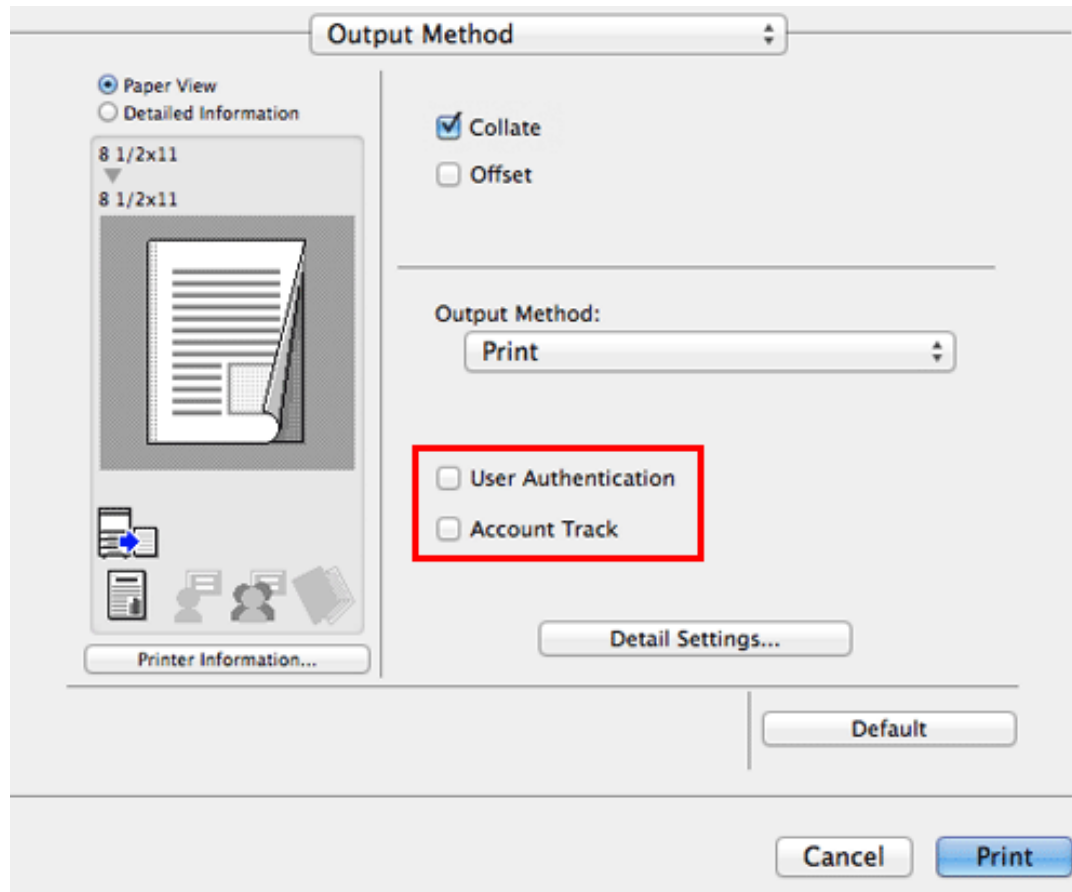
## Reference

- ❖ When printing a highly confidential document in an environment where user authentication or account track is employed, using the ID & Print function enables high security printing. For details, refer to [Here](#).
- ❖ If the quick authentication is installed, you can start printing by authentication with only the user name but without password entry. How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

### How to print from the computer

1. In the [Output Method] window, select the [User Authentication] check box (and the [Account Track] check box).





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

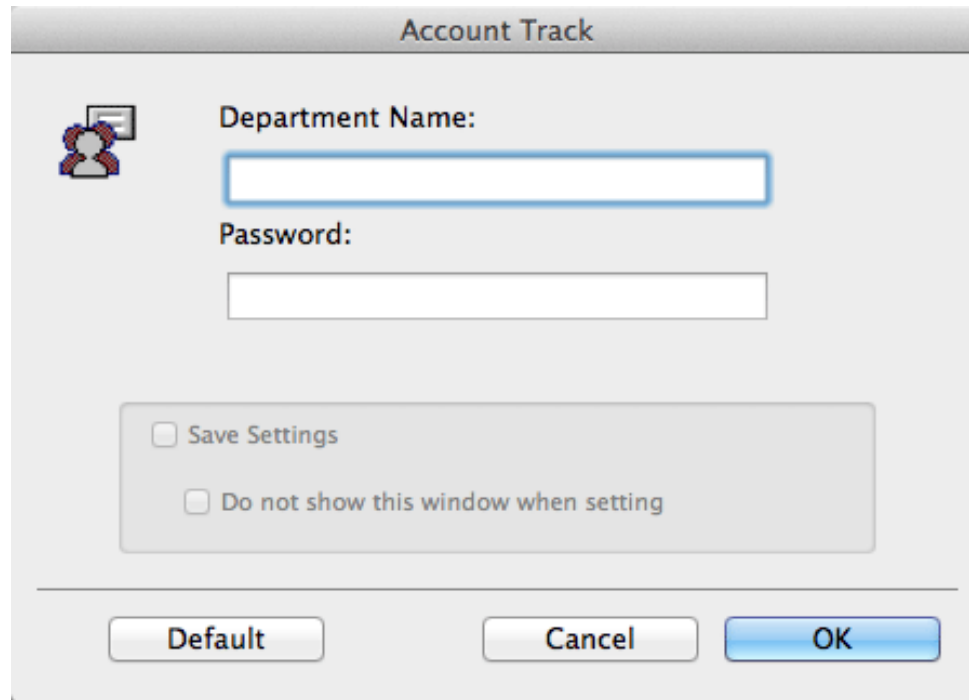
- ➡ When this machine is accessible to public users (unregistered users), selecting [Public User] enables you to execute printing without entering the user name and password.
- ➡ When an external authentication server is used, click [User Authentication Server Setting...], then select the authentication method and authentication server. To perform MFP authentication when external server authentication is used together, specify the MFP as an authentication server.



The image shows a 'User Authentication' dialog box. It has a title bar with the text 'User Authentication'. Inside, there is a user icon on the left. To its right are two radio buttons: 'Public User' (unselected) and 'Recipient User' (selected). Below these are two text input fields labeled 'User Name:' and 'Password:'. A button labeled 'User Authentication Server Setting...' is positioned below the password field. At the bottom of the dialog, there is a group box containing two checkboxes: 'Save Settings' (unchecked) and 'Do not show this window when setting' (unchecked). At the very bottom are three buttons: 'Default', 'Cancel', and 'OK'.

- ➔ When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always use the same user name and password, selecting this check box eliminates the need for entering them each time.

**3.** If account track is enabled, enter the account name and password, then click [OK].

A screenshot of a software dialog box titled "Account Track". On the left side, there is a small icon of a person with a speech bubble. To the right of the icon, the text "Department Name:" is followed by a text input field. Below this, the text "Password:" is followed by another text input field. Further down, there is a group box containing two checkboxes: "Save Settings" and "Do not show this window when setting". At the bottom of the dialog, there are three buttons: "Default", "Cancel", and "OK".

Account Track

Department Name:

Password:

☐ Save Settings

☐ Do not show this window when setting

Default Cancel OK

- ➡ When the [Save Settings] check box is selected, the settings are saved. When the [Do not show this window when setting] check box is selected, this dialog box is not displayed next time. If you always use the same account name and password, selecting this check box eliminates the need for entering them each time.

#### 4. Execute printing.

Printing starts successfully when the authentication information is judged correct.



### Related setting (for the administrator)

- ❖ If [ID & Print] is set to [ON] in [ID & Print Settings], a print job is considered as an ID & Print job even if [Output Method] is set to [Print] for the printer driver (default: [OFF]). For details on [ID & Print Settings], refer to [Here](#).

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

### ID & Print

The ID & Print function saves print data in the ID & Print User Box of this machine in an environment where user authentication is installed. Because the data is not printed soon, this function prevents printed materials from being missing or left unattended.

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



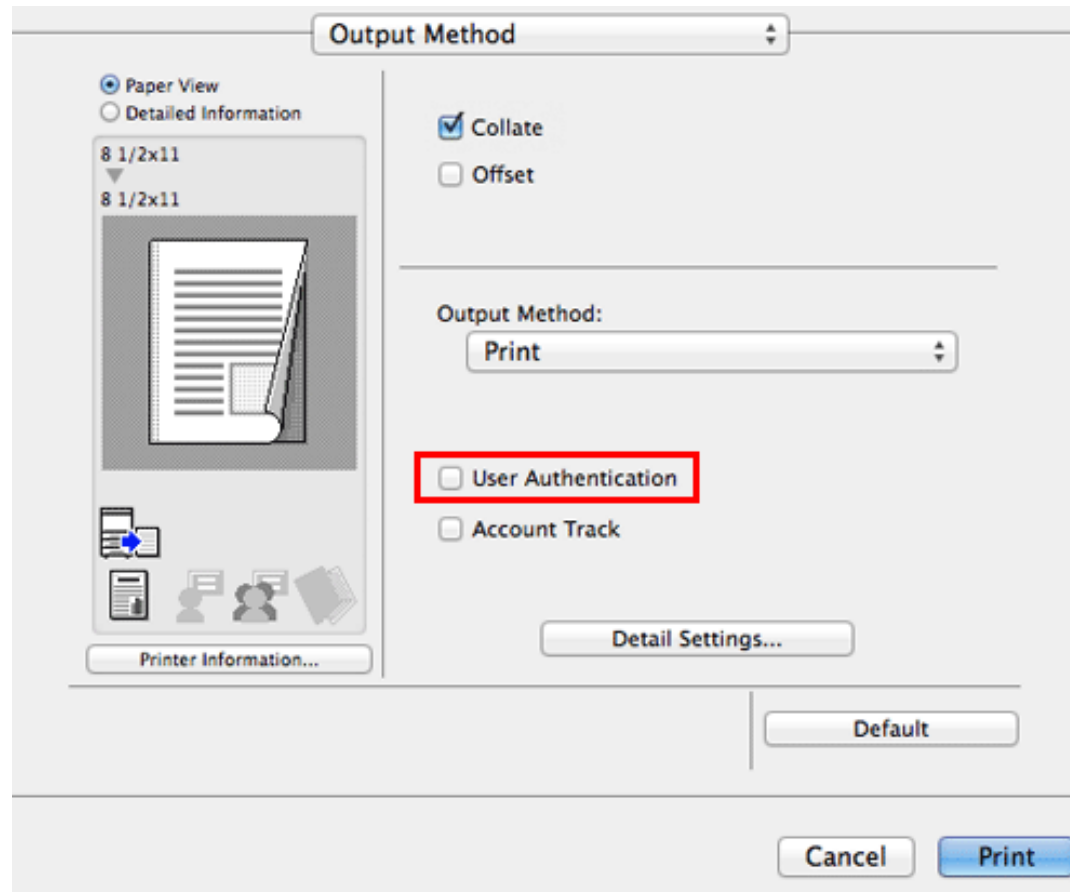
### Related setting (for the administrator)

- ❑ You can specify the action that this machine takes when the ID & Print function is used. For details, refer to [Here](#).
- ❑ You can set a time to delete files automatically from the ID & Print User Box (Default: [1 day]). For details, refer to [Here](#).
- ❑ Select whether to ask the user if they want to delete the file from the ID & Print User Box after it is printed or to always delete the file without making confirmation (Default: [Confirm with User]). For details, refer to [Here](#).

### How to print from the computer

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

1. In the [Output Method] window, select the [User Authentication] check box.



2. Select [Recipient User], enter the user name and password, then click [OK].

User Authentication

 ☐ Public User  
☒ Recipient User

User Name:

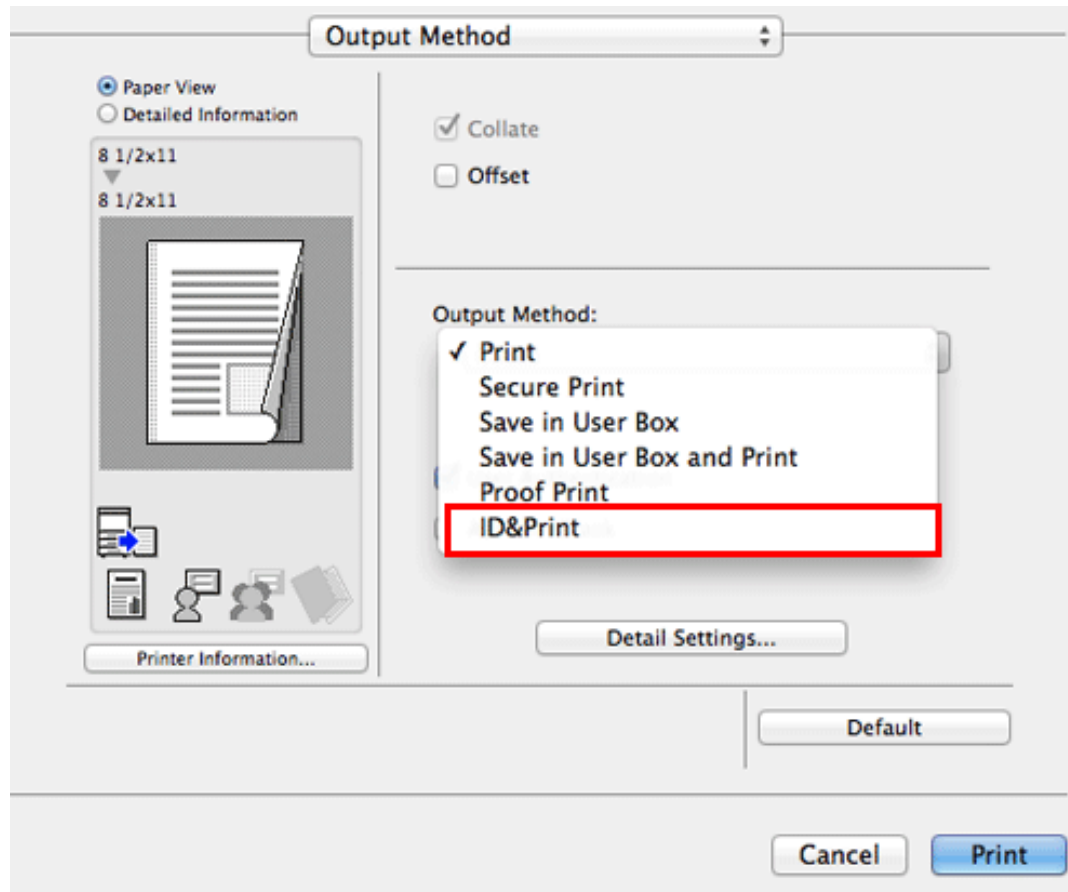
Password:

[User Authentication Server Setting...](#)

☐ Save Settings  
☐ Do not show this window when setting

[Default](#) [Cancel](#) [OK](#)

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



#### 4. Execute printing.

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

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

Operations on this machine



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

Job List

Documents stored in the ID & Print User Box can be printed upon successful authentication. Enter user name and password and then touch [Login] or press the [Access] key.

12/11/2015 01:39 Memory 100%

ID & Print

Logout after Print

Login without Print

Operation Rights User

User Name

Password

C

Login

2. Check that [Logout after Print] is selected in [ID & Print], then tap [Login].

- ➡ When you select [Logout after Print] in [ID & Print], you are not logged in to this machine after printing data.
- ➡ When you select [Login without Print] in [ID & Print], you are logged in to this machine without printing data.
- ➡ When you select [Login after Print] in [ID & Print], you are logged in to this machine after printing data. To display [Login after Print], change the setting. For details, refer to [Here](#).

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



## Reference

❖ To print a particular data item in the ID & Print User Box, open the ID & Print User Box and select the data item. For details on how to print, refer to [Here](#).

### Operations on this machine (when an authentication unit is used)

Prints can be made easily by simply placing your finger, IC card, or NFC-compatible Android terminal on the **Authentication Unit**.

- ✓ Some authentication settings may require the user name or password to be entered before you place your finger, IC card, or NFC-compatible Android terminal on the **Authentication Unit**. Tap the [User Name] or [Password] field or keyboard icon, and enter the user name or password.

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

Job List

Documents stored in the ID & Print User Box can be printed after authentication. Place your finger on the Authentication Device.

12/07/2015 18:08  
Memory 100%

Authentication Method ID & Print

Authentication Device Logout after Print

ID & PW Login without Print

Operation Rights  
User

User Name

Password

C

Login

## 2. Check that [Logout after Print] is selected in [ID & Print], then place your finger, IC card, or NFC-compatible Android terminal on the **Authentication Unit**.

- ➡ When you select [Logout after Print] in [ID & Print], you are not logged in to this machine after printing data.
- ➡ When you select [Login without Print] in [ID & Print], you are logged in to this machine without printing data.
- ➡ When you select [Login after Print] in [ID & Print], you are logged in to this machine after printing data. To display [Login after Print], change the setting. For details, refer to [Here](#).

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



### Related setting (for the administrator)

- ❖ When the ID & Print function is used on an **Authentication Unit**, you can select whether to request user authentication for printing each data item or to allow the user to print all data items once the user is authenticated (Default: [Print All Jobs]). For details, refer to [Here](#).

# Printing on Banner Paper

Printing on banner paper

This machine accommodates paper with a length of up to 47-1/4 inches (1200 mm) in the **Bypass Tray**.



## Tips

❏ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

Printable paper

Paper width	Paper length	Paper weight
8-1/4 to 11-11/16 inches (210 to 297 mm)	18 to 47-1/4 inches (457.3 to 1200 mm)	33-13/16 to 55-7/8 lb (127 g/m <sup>2</sup> to 210 g/m <sup>2</sup> ) (Using the printer driver, select the paper type appropriate for the weight of the banner paper to be used.) 32-3/16 to 41-3/4 lb (121 g/m <sup>2</sup> to 157 g/m <sup>2</sup> ): Thick 1+, Thick 1+ (Side 2) 42 to 55-5/8 lb (158 g/m <sup>2</sup> to 209 g/m <sup>2</sup> ): Thick 2, Thick 2 (Side 2) 55-7/8 lb (210 g/m <sup>2</sup> ): Thick 3, Thick 3 (Side 2))



## Tips

- ✖ When printing data on banner paper, select a paper type appropriate to the banner paper using the printer driver. Then, the [Paper Tray:] is set to [Bypass Tray] and [Resolution:] is fixed to [600dpi].

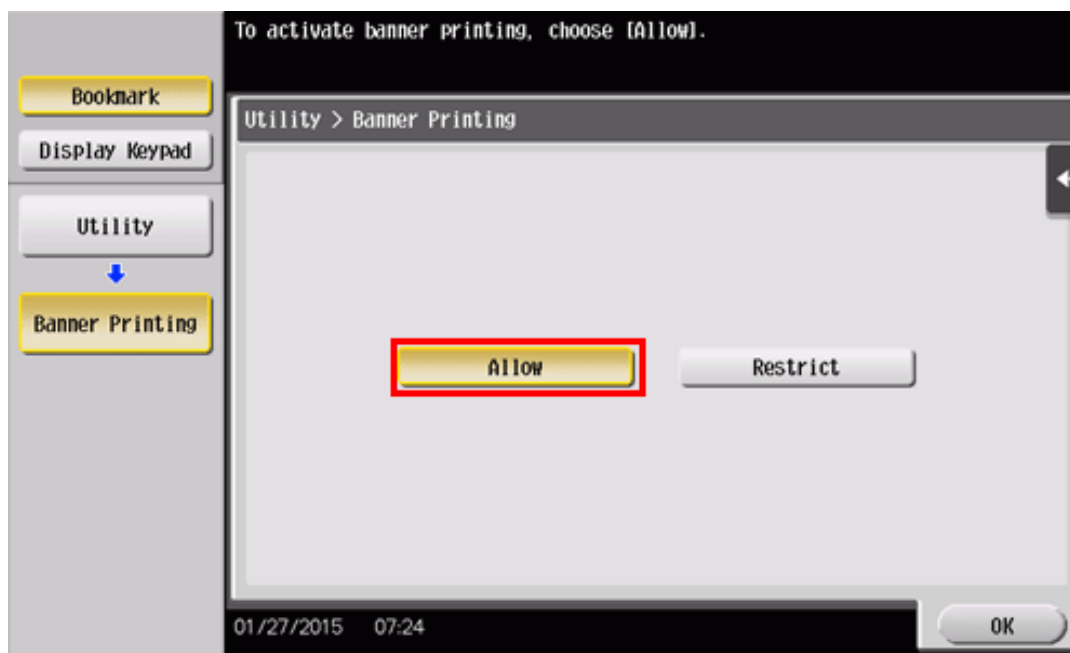
### How to print on banner paper

Register the size of the banner paper, then specify the registered size.

- ✓ If [ID & Print] is set to [ON] in [ID & Print Settings], printing on banner paper is disabled (default: [OFF]). For details on [ID & Print Settings], refer to [Here](#).

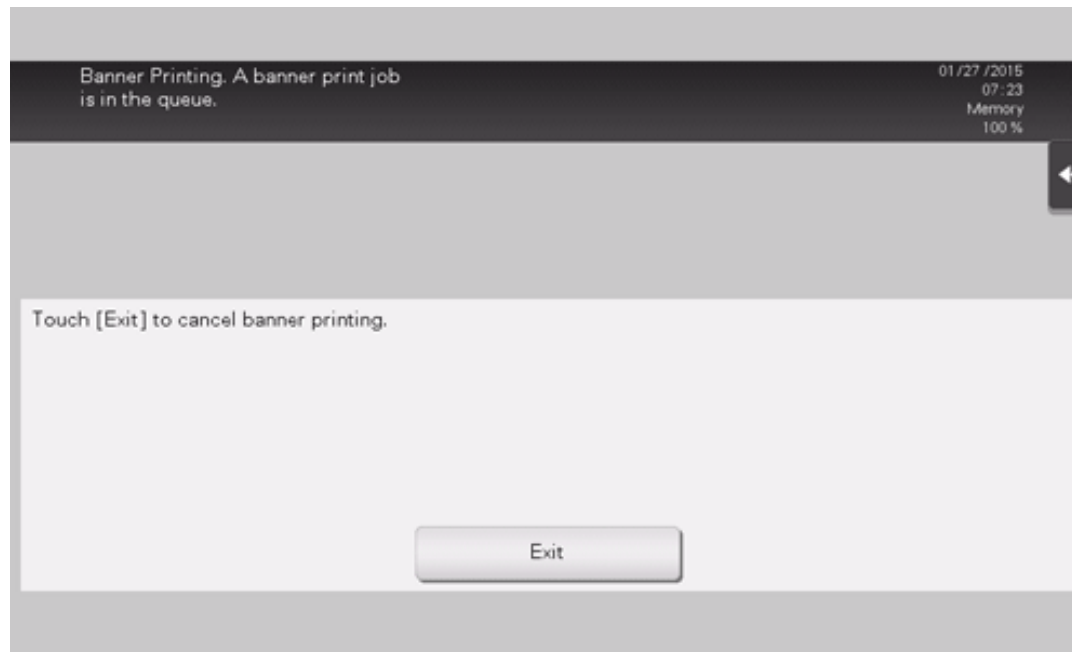
1. On the Touch Panel of this machine, tap [Utility] - [Banner Printing].

2. Select [Allow], then tap [OK].



### 3. Check that the screen waiting for banner printing job has appeared.

- ➡ When a banner printing job is queued, the machine can receive the following print jobs, excluding banner printing jobs.  
Printing from the computer: Print, Secure Print, Save in User Box, Save in User Box and Print, Proof Print, ID&Print  
Direct printing from **Web Connection**: Print, Secure Print, Save in User Box, Proof Print, ID&Print
- ➡ When a banner printing job is queued, the machine can receive the following fax jobs.  
G3 Fax, Internet Fax, IP Address Fax, PC-Fax
- ➡ The following jobs remain queued until a banner printing job is released.  
Forward TX, Relay Distribution, TSI Routing, Timer TX, PC-Fax TX
- ➡ When a banner printing job is queued, the following operations cannot be carried out.  
Printing, sending, and downloading files in a User Box from **Web Connection**, WS scan, TWAIN scan



When you have finished the above settings, start to print from the PC.

### 4. In the [Page Setup] window, open the window for registering a custom size.

➔ Select [Manage Custom Sizes...] from the Paper Size list.

**5.** Click [+].

**6.** Enter the name of the paper size you are registering.

➔ Be sure to use paper size names other than existing names, such as A4 and Custom.

**7.** Configure the following items.

➔ [Page Size:]: Specify the width and length as desired.

Specify the paper size within the allowable range of the banner size (Width: 8-1/4 to 11-11/16 inches (210 mm to 297 mm), Length: 18 to 47-1/4 inches (457.3 mm to 1200 mm)).

➔ [Non-Printable Area:]: Specify the top, bottom, right, and left margins of the paper.

**8.** Click [OK].

The custom paper size is then registered.

**9.** In [Paper Size] in [Page Attributes], select the registered paper size.

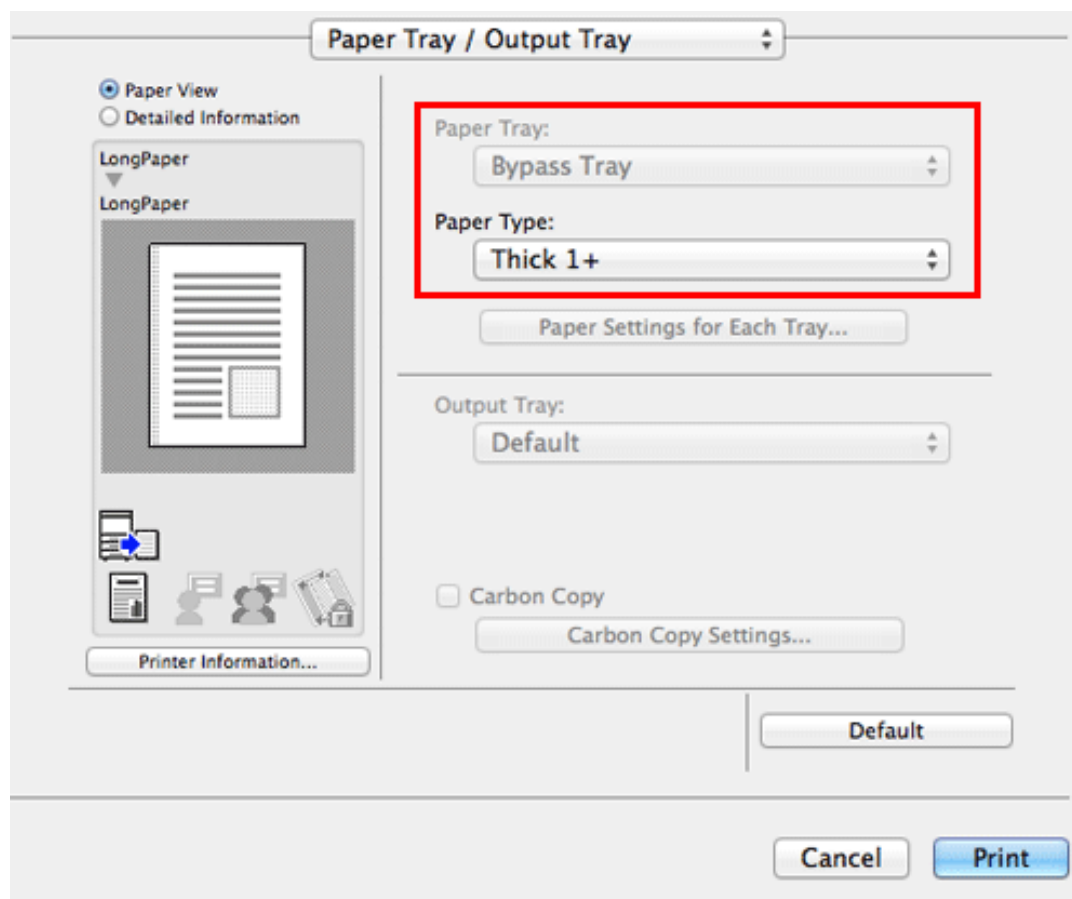
➔ The registered paper size can also be selected in [Paper Size:] on the print screen.

**10.** To display the Print window, click [Print] in the [File] menu.

**11.** Check to see that the custom paper size (registered in Step 8) is shown in the [Destination Paper Size] of [Paper Handling].

## 12. Check that [Paper Tray:] of [Paper Tray / Output Tray] is set to [Bypass Tray] and that [Paper Type:] is set to the desired paper type ([Thick 1+]/[Thick 2]/[Thick 3]).

- ➡ If the specified paper size is not in the allowable range of the banner size, [Paper Tray:] or [Paper Type:] is not grayed out to enable you to change them. In this case, check the setting of the custom paper size.



## 13. Execute printing.

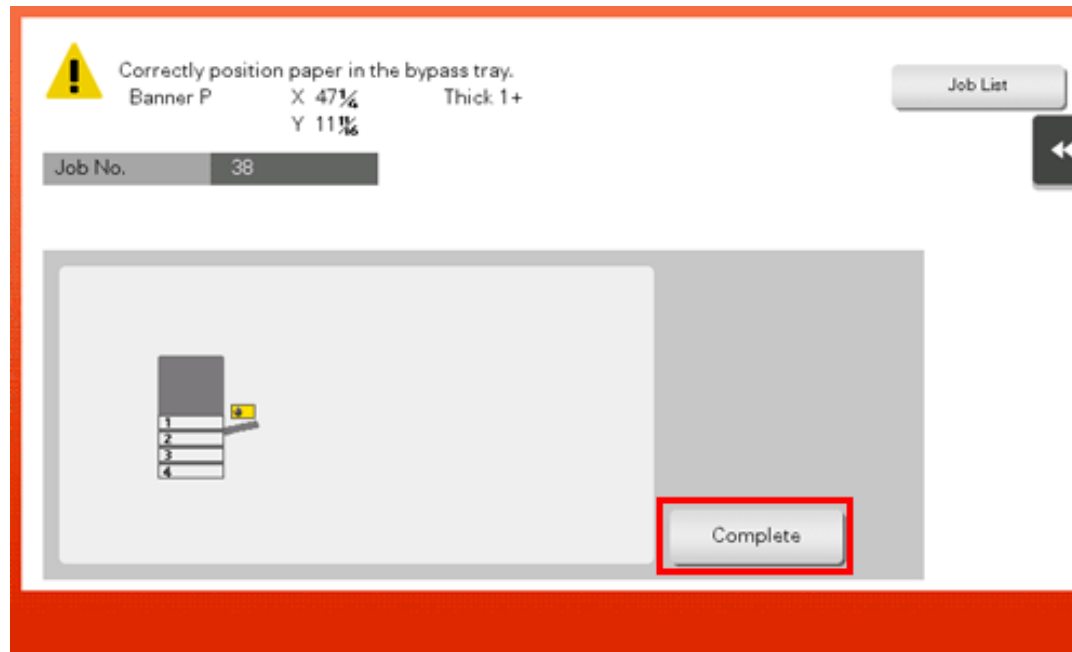
A message appears on the **Touch Panel** to prompt you to load papers.



## 14. Load the banner paper into the **Bypass Tray**.

➡ For information on how to load banner paper into the **Bypass Tray**, refer to [Here](#).

## 15. When you have loaded a banner paper, tap [Complete].



Printing on the banner paper starts. Support the ejected banner paper by hand. To continue printing, execute printing from the computer.

## 16. Tap [Exit].

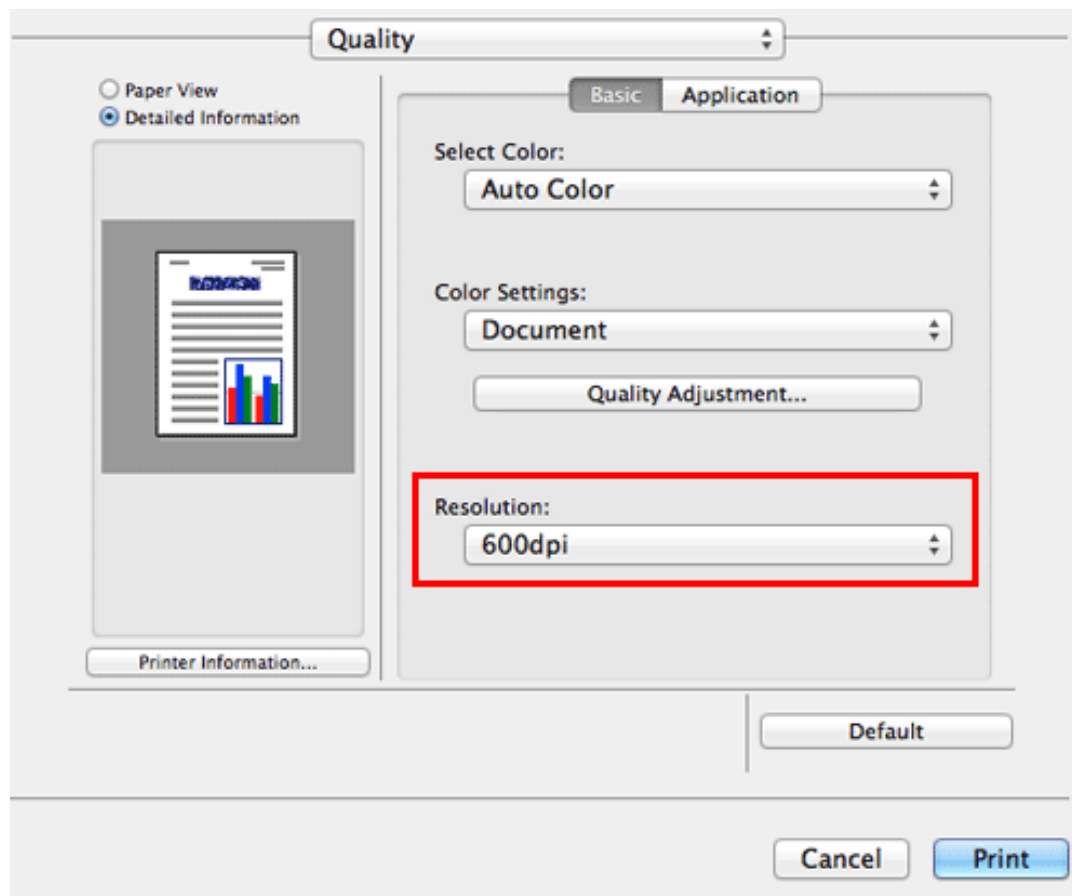
A message confirming the end of banner printing is displayed. To terminate printing, tap [Yes].

➡ If there is a queued job, the job is started.

## Specifying the resolution for printing ([Resolution:])

---

1. Open document data using the application software. From the [File] menu, select [Print].
2. Check that the desired printer is selected in [Printer:].
3. In [Resolution:] on the [Quality] tab, select the resolution to print a document.



4. Click [Print].

## Printing on envelopes or postcards

---

Execute a print job on your computer then load envelopes or postcards into this machine to execute a print job on it.

The following describes how to load standard-size envelopes or postcards.

1. Open document data using the application software. From the [File] menu, select [Print].
2. Check that the desired printer is selected in [Printer:].
3. Select [Envelope] or [Postcard] from [Paper Size:].
  - ➡ Various sizes of envelopes are available. Select the correct paper size for the envelopes you have loaded.
  - ➡ If Postcard is selected, [Paper Type:] is automatically set to [Thick 3]. If [Envelope] is selected, [Paper Type:] is automatically set to [Envelope].

Printer:

Presets:

Copies:

Pages: ☒ All  
☐ From:  to:

Paper Size:  3.94 by 5.82 inches


Orientation: ☐ Portrait ☐ Landscape





Paper Tray / Output Tray

---

☒ Paper View  
☐ Detailed Information

Postcard  
Postcard



Paper Tray:

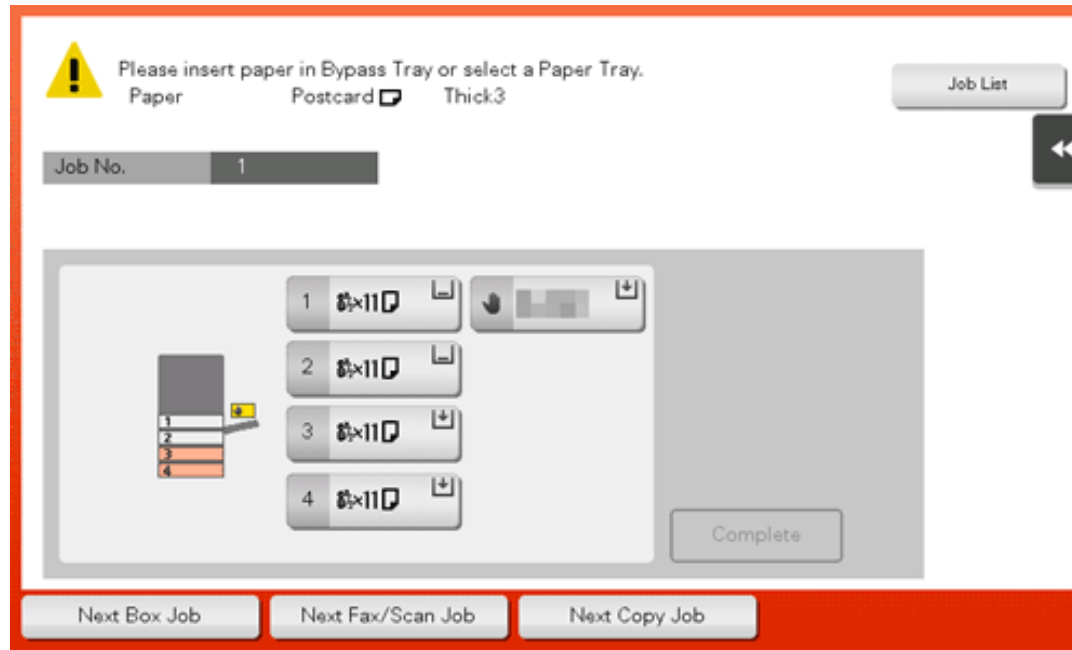
Paper Type:

Output Tray:

☐ Carbon Copy

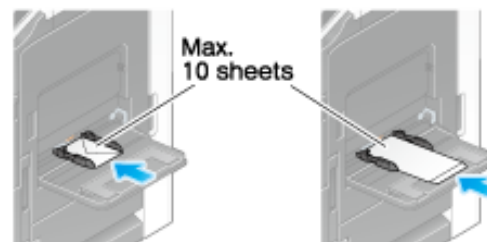
## 4. Execute printing.

The following screen appears on the **Control Panel** of this machine.



## 5. Load envelopes or postcards into the **Bypass Tray** with the print side facing down.

➡ Insert envelopes or postcards into the tray until their edges are pressed against the back.

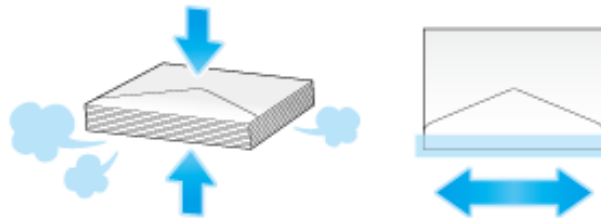




## NOTICE

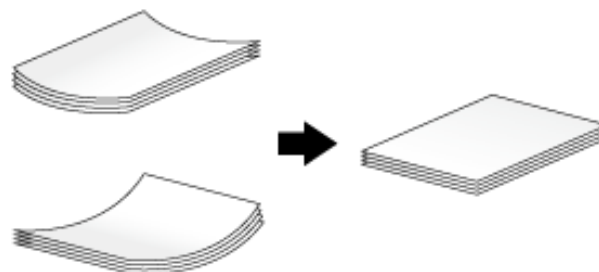
❖ When loading envelopes or postcards into the **Bypass Tray**, note the following points.

➡ When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.

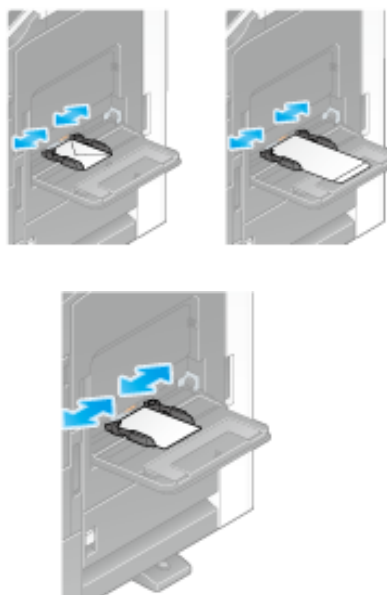


➡ Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.

➡ When loading curled postcards, uncurl the postcards as shown in the figure in advance.



6. Slide the **Lateral Guide** to fit the size of the loaded paper.



#### NOTICE

✖ When using the **Bypass Tray**, note the following points.



➡ Do not put spare envelopes in the **Bypass Tray**. Doing so causes a size detection error.



➡ Do not put spare postcards in the **Bypass Tray**. Doing so causes a size detection error.



## 7. Tapping [Complete] starts printing.

➡ If you cannot tap [Complete], check whether the paper setting of the printer driver matches that of the main unit. In addition, remove envelopes or postcards loaded in the **Bypass Tray**, then reload them.



Please reset the Bypass Tray using the correct paper size  
or select a Paper Tray.

Paper

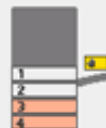
Postcard 





Thick3

Job List

Job No.

2



- 1 8x11 
- 2 8x11 
- 3 8x11 
- 4 8x11 



Complete

Next Box Job

Next Fax/Scan Job

Next Copy Job

## Changing the Encryption Passphrase

### Encryption Passphrase

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

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

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

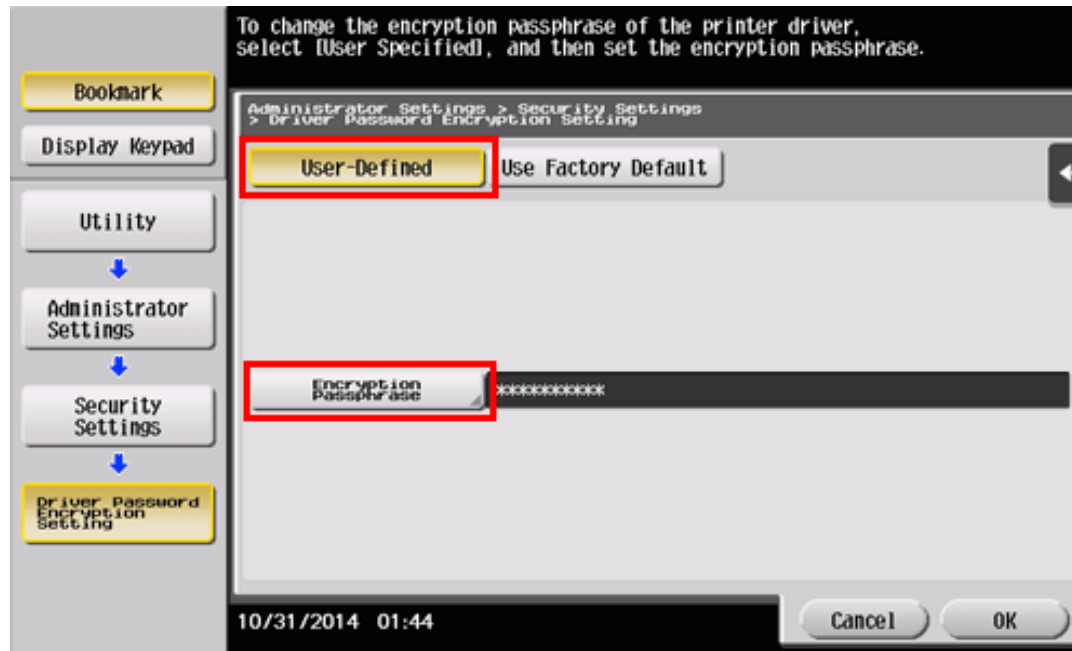


### Tips

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

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

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

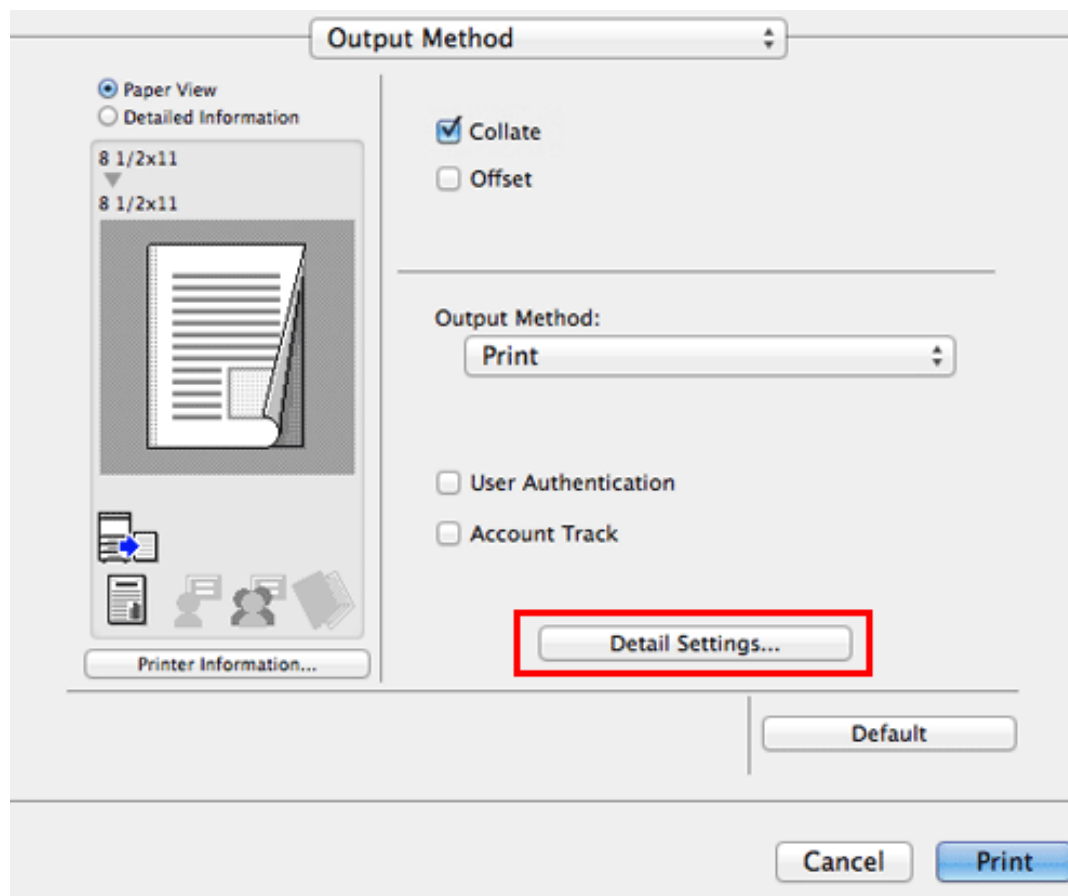


2. Select [User-Defined] and tap [Encryption Passphrase].
3. Tap [Encryption Passphrase] and enter the new encryption passphrase (using up to 20 alphanumeric characters, including symbols).
  - ➡ Tap [Encryption Passphrase Confirmation], then enter the encryption passphrase again.
  - ➡ An encryption passphrase using a series of the same letters (for example, "1111") is invalid.
4. Tap [OK].

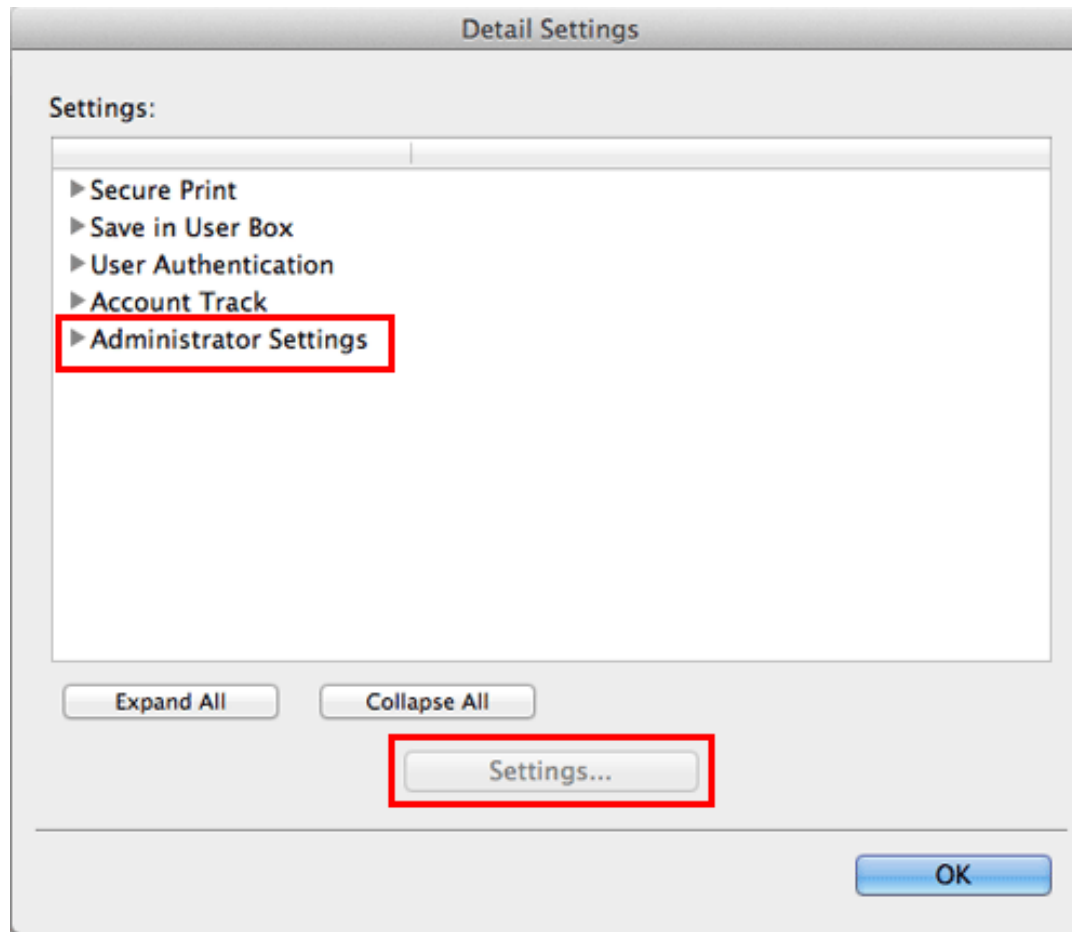
This sets the encryption passphrase.

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

1. In [Output Method] window, click [Detail Settings...].



2. Select [Administrator Settings], then click [Settings...].



3. Select the [Encryption Passphrase:] check box and enter the encryption passphrase (using up to 20 alphanumeric characters, including symbols) that you have set on this machine.

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

Administrator Settings

User Authentication/Account Track

Popup Authentication Dialog when printing

☐ User Authentication

☐ Account Track

Enhanced Server:

Off

☐ Simple Authentication Setting

Secure Print

☐ Popup Authentication Dialog when printing

Print without Password

☒ Allow

☐ Restrict

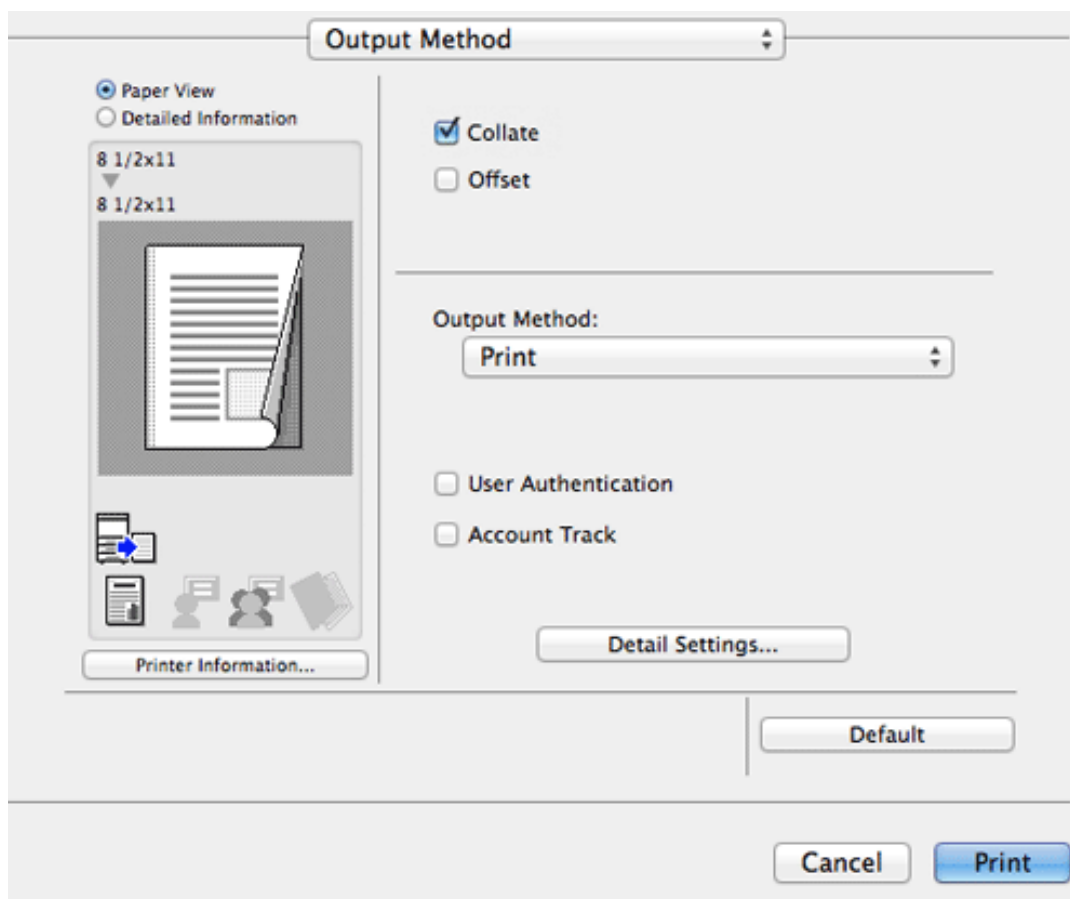
Encryption Passphrase

☐ Encryption Passphrase:

Cancel OK

4. Click [OK].

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



2. Execute printing.

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



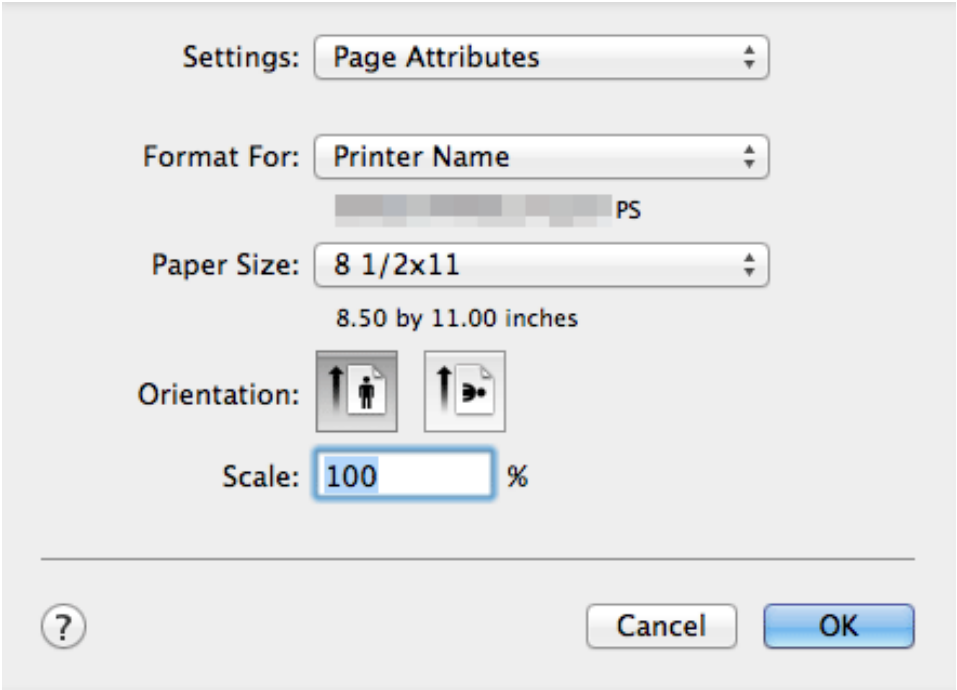


[Page Setup] Window of the Printer Driver

How to display the [Page Setup] window

- 1. Open document data using the application software. From the [File] menu, select [Page Setup].
- 2. Check that the desired printer is selected in [Format for:].

The [Page Attributes] window appears.



Available Operations in [Page Attributes]

In [Page Attributes], you can configure basic settings about paper.

Settings	Description
----------	-------------

[Paper Size:]	Select the size of paper for printing. To print on custom sized paper, use [Manage Custom Sizes...]. For details, refer to <a href="#">Here</a> .
[Orientation:]	Specify the orientation of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting.
[Scale:]	Specify the zoom ratio to enlarge or reduce the original image. The setting range differs depending on the Mac OS version.



## Tips

- ❖ [12 18] in [Paper Size:] is equivalent to 304.8 457.2 mm that is slightly larger than A3.
- ❖ When you want to print on the entire paper of the standard size, select "W" for each standard size in [Paper Size:]. The original is printed at the center of paper larger than the original.  
For example, if you want to center and print 8-1/2 11 (A4) size data on 11 17 (A3) sized paper, create data with the "8-1/2 11W" ("A4W") size, and then, using the printer driver, set [Paper Size:] to [8-1/2 11W] ([A4W]) and specify the paper tray to be used as [Paper Tray].  
On this machine, load 11 17 (A3) size paper into the tray to use, and check the paper size as follows.  
Select the tray in [Paper] for the copy mode. Select [Change Tray Setting] - [Wide Paper], specify [8-1/2 11W] ([A4W]) and make sure that the [Paper Size] is set to [Auto Detect] and 11 17 (A3) is displayed.  
If 12 18 paper is loaded, select [12 18] for [Paper Size].  
To print on custom sized paper, use the **Tray1**, **Tray2**, or **Bypass Tray**. In [Change Tray Setting] - [Wide Paper], select [8-1/2 11W] ([A4W]), and enter the paper size to use in [Change Size].
- ❖ [Paper Size] and [Orientation] can also be specified in the Print window.

## [Print] Window of the Printer Driver

### How to display the [Print] window

1. Open document data using the application software. From the [File] menu, select [Print].
2. Check that the desired printer is selected in [Printer:].

The [Copies & Pages] window appears.

Printer:

Presets:

Copies:

Pages: ☒ All  
☐ From:  to:

Paper Size:  8.50 by 11.00 inches

Orientation: ☒ Portrait ☐ Landscape

☐ Print header and footer  
☐ Rewrap contents to fit page

## Items common to each window

This section describes the settings and buttons common to the [Print] window.

Settings	Description
[Paper View]	Displays the sample page layout based on current settings for checking the print result image.
[Detailed Information]	Displays the current settings in text.
[Printer Information...]	<p>Displays the installation option status. This button is enabled only when your computer can communicate with this machine.</p> <ul style="list-style-type: none"><li>❖ [Obtain Device Information]: The PC communicates with this machine and obtains the optional device installation information.</li><li>❖ [SNMP Settings]: Enter the Read Community Name used to obtain information from this machine if you have changed the SNMP Read Community Name on this machine.</li><li>❖ [Wake-On-Lan...]: Configure a setting for the Wake-On-Lan function. The [Awake from ErP] setting must be configured on the machine in advance to use the Wake-On-Lan function. For details, refer to <a href="#">Here</a>. When using the Wake-On-Lan function, select the [Awake with Magic Packet] check box. In the administrator mode of <b>Web Connection</b>, select [Network] - [Wireless Network Setting] - [Device Setting], then enter the MAC address that is displayed.</li><li>❖ [Version...]: The version of the printer driver is displayed.</li></ul>
[Default]	Reverts the settings to their default values.
[Cancel]	Discards (or cancels) the current changes and closes the setup window.
[Print]	Applies the changes made to the settings and starts printing.



### Tips

- ❖ In Mac OS 10.10/10.11/10.12, [Wake-On-Lan...] is not displayed in [Printer Information...].

## Available Operations in [Copies & Pages]

In [Copies & Pages], you can configure basic settings about printing, such as the number of copies and print range.

Settings	Description
[Copies:]	When printing multiple sets of copies, specify the number of sets.
[Collated]	Do not specify this function. Specify this function in [Collate] in [Output Method].
[Pages:]	When printing a multi-page original, specify the range of pages to be printed.



### Tips

- ✖ [Format for:] and [Orientation:] are also displayed, but the function is the same as that available from [Page Attributes].
- ✖ When the setting items are not displayed, click [Show Details].

## Available Operations in [Output Method]

In [Output Method], you can configure settings for printing processes.

Settings		Description
[Collate]		When printing multiple sets of copies, select this check box to output sets of copies one by one. When this check box is cleared, the first page of the original is printed on as many sheets as the number specified in [Copies], then each of the subsequent pages is printed in this manner.
[Offset]		When printing multiple sets of copies, select this check box to output each set as a staggered layer.
[Output Method]		Select the method to use to print the original from this machine.
	[Print]	Select this option to print normally.
	[Secure Print]	Select this option to print highly confidential documents. Printing is allowed when the document ID and password are entered on this machine. For details, refer to <a href="#">Here</a> .
	[Save in User Box]	Select this option to save the original in a box on this machine. For details, refer to <a href="#">Here</a> .
	[Save in User Box and Print]	Select this option to save the original in a box on this machine and print it at the same time. For details, refer to <a href="#">Here</a> .
	[Proof Print]	Select this option to print a large number of copies. This machine prints only one copy and waits for the user's command before printing the remaining copies. For details, refer to <a href="#">Here</a> .
	[ID&Print]	Select this option to print highly confidential documents in an environment where user authentication is employed. Printing is allowed when the user is authenticated to use this machine. For details, refer to <a href="#">Here</a> .
[User Authentication]		Select this check box when user authentication is employed. In the window that appears, enter the user name and password. For details, refer to <a href="#">Here</a> .
[Account Track]		Select this check box when account track is employed. In the window that appears, enter the account name and password. For details, refer to <a href="#">Here</a> .
[Detail Settings...]		Click this button to display the window for configuring the detail settings.

Clicking [Detail Settings...] displays the [Output Method] functions for which detail settings can be specified. Selecting a function and clicking [Settings...] displays the window for specifying the detail settings for the selected function.

Settings	Description
[Secure Print]	Enter the document ID and password for Secure Print. For details, refer to <a href="#">Here</a> .
[Save in User Box]	Specify the user box to save the data. For details, refer to <a href="#">Here</a> .
[User Authentication]	When user authentication is employed, enter the user name and password. For details, refer to <a href="#">Here</a> .
[Account Track]	When account track is employed, enter the account name and password. For details, refer to <a href="#">Here</a> .
[Administrator Settings]	Select this option to display the window for changing the display settings of the User Authentication Settings window and changing the encryption passphrase.

Clicking [Administrator Settings] displays the window for changing the display settings of the User Authentication Settings window and changing the encryption passphrase.

Settings	Description
[User Authentication/Account Track]	Specify the action to be taken when the User Authentication/Account Track function is used.
[Popup Authentication Dialog when printing]	Select this check box to display the [User Authentication] or [Account Track] dialog box when starting printing. This option reminds you to enter the user name or account name and the password.
[Enhanced Server:]	Select whether to enable the enhanced server authentication. To enable the enhanced server authentication, select whether to use the MFP authentication together.
[Simple Authentication Setting]	Select whether to enable quick authentication.
[Secure Print]	Specify the action to be taken when the Secure Print function is used.
[Popup Authentication Dialog when printing]	Select this check box to display the [Secure Print] dialog box when starting printing. This option reminds you to enter the document ID and password for Secure Print.
[Print without Password]	Select whether to allow users to print without entering the password.
[Encryption Passphrase:]	Select this check box when you want to set your own encryption passphrase.  The encryption passphrase is used for encrypting the authentication password that is sent to this machine for executing printing. In normal circumstances, the authentication password is encrypted using the encryption passphrase registered in



advance in this machine. However, you can change the encryption passphrase when necessary.






To change the encryption passphrase, change the setting in this machine, then, in the printer driver, enter the same encryption passphrase as that specified in this machine.

For details on how to change the encryption passphrase, refer to [Here](#).

## Available Operations in [Layout / Finish]

In [Layout / Finish], you can configure settings about the layout or finish of printing. You can combine pages or adjust print positions.

From the setting window, you can switch between the [Layout] window and the [Finish] window.

Settings	Description
[Print Type:]	<p>Select the print sides of paper.</p> <p> [1-Sided]: The original is printed on one side of paper.</p> <p> [2-Sided]: The original is printed on both sides of paper.</p> <p> [Booklet]: The original is printed in booklet format. The pages in the original data are arranged, spread, and printed on both sides of sheets. When the printed sheets are stacked and folded in two, the pages are arranged in the correct order.</p>
[Binding Position:]	Select the binding positions for stapling or punching the sheets.
[Poster Mode:]	<p>The original image is enlarged, divided, and printed on multiple sheets. For example, when you select [2 2], one page of the original is divided and printed on four sheets. When you join the printed sheets together, a large poster is created.</p> <p>To create overlap margins, select the [Overlap width line] check box.</p> <p>Printing originals containing pages of different sizes or orientations in one job may cause images to be partially lost or overlapped.</p>
[Rotate 180]	Select this check box to rotate the original 180 degrees and print it.
[Image Shift]	<p>Select this check box to fine tune (shift) the print position of the image with respect to the paper.</p> <p>Selecting the [Image Shift] check box displays the [Image Shift] window. Specify the print position in detail.</p> <p> [Front Side]: Specify the upward/downward and rightward/leftward shift distances for the front side.</p> <p> [Back Side]: When you print on both sides, specify the upward/downward and rightward/leftward shift distances for the back side. Selecting the [Same value for Front and Back sides] check box applies the same settings to both sides.</p>
[Chapters]	<p>When you have selected [2-Sided] or [Booklet] in [Print Type:], select this check box if you want to print particular pages on the front side.</p> <p>In [Page Number] in the [Chapters] window that appears when this check box is selected, specify the page numbers of the pages you want to print on the front side.</p> <p>To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10").</p>
[Staple:]	Select this check box to staple the printed sheets. In addition, specify the number and positions of staples.

	When stapling paper at the upper-left corner, you can specify the staple angle (only in <b>bizhub C658/C558/C458</b> ). Selecting [Left Corner (Auto)] automatically determines the staple angle depending on the paper size.
[Punch:]	Select this check box to make punch holes (binder holes) in the printed sheets. In addition, specify the number and positions of punch holes.
[Fold & Staple:]	When folding the printed sheets, select the folding mode.
[Page Fold Setting:]	When you have selected [Half-Fold(By Sheet)] or [Tri-Fold(By Sheet)] in [Fold & Staple:], specify the number of pages to be folded at one time.
[Paper Arrangement:]	<p>Select whether to adjust the binding position on two-sided printed sheets collectively after all data items are received or sequentially each time a data item is received.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> [Prioritize Arranging Papers]: Paper arrangement is performed once after all data items are received. All pages are adjusted under the same conditions.</li> <li><input checked="" type="checkbox"/> [Prioritize Productivity]: Paper arrangement is performed sequentially while printing the pages.</li> </ul>



## Tips

- ☒ To use the Staple function, the optional **Finisher** is required.
- ☒ To use the Punch function, the optional **Finisher** and **Punch Kit** are required.
- ☒ The number of punched holes varies depending on the area you are in.
- ☒ **bizhub C658/C558/C458:**  
 To use the Half-Fold, Center Staple, or Tri-Fold function, the optional **Finisher FS-537 SD** or the optional **Finisher FS-536 SD** is required.  
 To use the Z-Fold function, the optional **Finisher FS-537/FS-537 SD** and **Z Folding Unit** are required.
- ☒ **bizhub C368/C308/C258:**  
 To use the Half-Fold, Center Staple, or Tri-Fold function, the optional **Finisher FS-534 SD** is required.
- ☒ When using the Z-Fold function, specify the paper size indicated in the setting value ([Z-Fold(A3, B4, 11 17, 8K)] or [Z-Fold(8 1/2 14)]), which you select from the drop-down list, in "Paper Size" of the application software or printer driver.

## Available Operations in [Paper Tray / Output Tray]

In [Paper Tray / Output Tray], you can specify the paper trays and type of paper used for printing.

Settings	Description
[Paper Tray:]	Select the paper tray for the printing paper. When you select [Auto], the tray containing the paper selected in [Paper Size:] is automatically used.
[Paper Type:]	Select the type of paper for printing.
[Paper Settings for Each Tray...]	Specify the type of printing paper for each tray. Select [Paper Tray:] and change [Paper Type:]. Ensure that the settings correspond correctly to the paper that has been loaded into the paper trays of this machine. This option is available when [Paper Settings for Each Tray] is enabled in the [Installable Options] page.
[Output Tray:]	Select the tray to which the printed sheets are output.
[Carbon Copy]	Select this check box to print the original on different sheets of paper loaded in multiple trays. Selecting the [Carbon Copy] check box displays the [Carbon Copy Settings] window. Specify the output order or trays used for carbon copying. For details, refer to <a href="#">Here</a> .



### Tips

- ❖ In [Paper Type:], specify [Side2] when printing on the back side of paper.
- ❖ In [Paper Type:], [User] specifies the paper type registered in this machine.

## Available Operations in [Cover Mode]

In [Cover Mode], you can insert covers into the printouts and insert OHP interleaves when printing on OHP transparencies.

From the setting window, you can switch between the [Cover Mode] window and the [Transparency Interleave] window.

Settings	Description
[Front Cover:]	<p>Select this check box to insert and print on a front cover. In addition, select the paper tray for the front cover and whether to print on the inserted front cover.</p> <p>❑ [Blank]: Nothing is printed on the inserted front cover.</p> <p>❑ [Print]: The first page of the original is printed on the inserted front cover.</p> <p>You can set this option when you have selected anything other than [Auto] in [Paper Tray:] in [Paper Tray / Output Tray].</p>
[Back Cover:]	<p>Select this check box to insert and print on a back cover. In addition, select the paper tray for the back cover and whether to print on the inserted back cover.</p> <p>❑ [Blank]: Nothing is printed on the inserted back cover.</p> <p>❑ [Print]: The last page of the original is printed on the inserted back cover.</p> <p>You can set this option when you have selected anything other than [Auto] in [Paper Tray:] in [Paper Tray / Output Tray].</p>
[Front Cover from Post Inserter:]	<p>Select this check box to insert and print on an outer front cover. In addition, select the PI tray for the outer front cover.</p> <p>You can set this option when you have selected anything other than [Auto] in [Paper Tray:] in [Paper Tray / Output Tray].</p>
[Back Cover from Post Inserter:]	<p>Select this check box to insert and print on an outer back cover. In addition, select the PI tray for the outer back cover.</p> <p>You can set this option when you have selected anything other than [Auto] in [Paper Tray:] in [Paper Tray / Output Tray].</p>
[Transparency Interleave:]	<p>When printing on multiple OHP transparencies, select this check box if you want to insert paper between the OHP transparencies. In addition, select the paper tray for the paper to be inserted.</p> <p>You can set this option when you have selected [Transparency] in [Paper Type:] in [Paper Tray / Output Tray].</p>



### Tips

- ❑ To use [Front Cover from Post Inserter:]/[Back Cover from Post Inserter:], the optional **Post Inserter** is required (only in **bizhub C658/C558/C458**).
- ❑ [Front Cover:] and [Front Cover from Post Inserter:], or [Back Cover:] and [Back Cover from Post Inserter:] cannot be specified at the same time.

## Available Operations in [Per Page Setting]

---

In [Per Page Setting], you can change the print settings for each page. You can print pages using different types of paper loaded in the paper trays of this machine or change the layout or finish between pages.

Settings	Description
[Per Page Setting:]	<p>Select this check box to insert sheets into the original or change the print settings page by page. In addition, select the list to apply to printing.</p> <ul style="list-style-type: none"><li>✖ Click [Add...] to create in advance a list containing detailed print settings. For details on how to create a list, refer to <a href="#">Here</a>.</li><li>✖ Clicking [Delete...] deletes the selected list.</li><li>✖ Clicking [Edit...] displays the [Per Page Setting] dialog box where you can edit the selected list.</li></ul>

## Available Operations in [Stamp / Composition]

In [Stamp / Composition], you can embed a pattern that deters unauthorized copying and add the date and page numbers.

Settings	Description
[Copy Security]	A pattern that deters unauthorized copying is composed on the original. Clicking [Settings...] allows you to configure detailed settings of Copy Security. For details, refer to <a href="#">Here</a> .
[Date/Time]	Select this check box to add the print date/time to the original. Clicking [Settings...] allows you to change the print position and format of the text. For details, refer to <a href="#">Here</a> .
[Page Number]	Select this check box to add page numbers to the original. Clicking [Settings...] allows you to change the print position and the page from which the printing starts. For details, refer to <a href="#">Here</a> .
[Header/Footer]	Select this check box to add the date and time and arbitrary text to the top or bottom margin (header/footer) of the original. Select the information to be added to the header/footer from those registered in this machine. Clicking [Settings...] allows you to change the range of pages on which the header and footer is printed and other settings. For details, refer to <a href="#">Here</a> .











### Tips

- ❖ The [Stamp / Composition] function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

## Available Operations in [Quality]

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

Settings	Description
[Select Color:]	Select colors for printing.  [Auto Color]: The color mode is automatically selected according to the original color.  [Full Color]: The original is printed in full color regardless of whether the original is in color or in black and white.  [Gray Scale]: The original is printed in black and white regardless of whether the original is in color or in black and white.
[Color Settings:]	Select the optimum color setting mode for the original.  [Document]: The color setting suitable for originals containing multiple elements, such as text, graphs, figures, and photos, is applied.  [Photo]: The color setting that prioritizes the image quality is applied.  [DTP]: The color setting suitable for originals containing both text and figures is applied. What you see on the display is exactly reproduced.  [Web]: The color setting suitable for printing Web pages is applied. Low-resolution images are reproduced with enhanced smoothness.  [CAD]: The color setting suitable for originals composed of thin lines is applied. Images are reproduced in high resolutions.
[Quality Adjustment...]	The image quality is fine tuned according to the original. For each element of the document, specify in detail the type of the color profile used for printing and other profiles to be applied. You can also manage ICC profiles. For details, refer to <a href="#">Here</a> .
[Resolution:]	Select the print resolution.
[Glossy Mode]	Select this check box to print images with a glossy finish. The printing speed is reduced.
[Toner Save]	Select this check box to save the amount of toner consumed. The printing density is reduced.
[Edge Enhancement]	Select this check box to sharply print small or faint text. Sharpen the edges of images such as text in the table and graphics to improve legibility.
[Auto Trapping]	Select this check box to prevent misalignment or generation of white space. Select this option to superimpose neighboring colors to print so as to prevent white space being generated around a picture.



[Black Over Print:]

Select this check box to prevent generation of white space around black characters or figures. Select this check box to superimpose black color on a neighboring color to print so as to prevent white space being generated around black characters or figures.



[Text]: Only black characters are overprinted.



[Text/Figure]: Figures and black characters are overprinted.

## Deleting the Printer Driver

---

When you have to remove the printer driver, for example, when reinstallation of the printer driver is necessary, remove the driver using the following procedure.

1. **Open [System Preferences...] in the Apple menu, then click the [Printers & Scanners] icon.**

➡ In Mac OS 10.8, click the [Print & Scan] icon.

2. **Select the printer you want to delete, and then click [-] (or [Delete]).**

The selected printer is deleted.

3. **Close the screen.**

4. **Drag the files with the model name of this machine, which are located in [Library] - [Printers] - [PPDs] - [Contents] - [Resources] on the installed [Macintosh HD] (system hard disk), to the [Trash] icon.**

5. **Delete unnecessary files from [Library] - [Printers].**

➡ Drag the folder with the model name of this machine, which is located in [Library] - [Printers] - [KONICAMINOLTA], to the [Trash] icon.

6. **Restart the computer.**

This completes the deletion process of the printer driver.

## Using with an LPR Connection

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

Configure the LPR operating environment.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

### Adding a printer

Use the following procedure to add a printer via the LPR connection.

1. Select **[System Preferences...]** in the Apple menu.
2. Click the **[Network]** icon.
3. The Ethernet setting window appears.
  - ➡ Select **[Ethernet]**, then click **[Advanced...]**.
4. Click the **[TCP/IP]** tab.
5. Configure the settings including the IP address and subnet mask according to the settings of the network to which the computer is connected.
6. Click the close button at the top left corner of the window.
  - ➡ When the **[This service has unsaved changes]** message appears, click **[Apply]**.

Then, add the printer to the computer.

**7. Select [System Preferences...] in the Apple menu.**

**8. Click the [Printers & Scanners] icon.**

➡ In Mac OS 10.8, click the [Print & Scan] icon.

**9. Click [+] in the lower left of the screen.**

➡ Select [Add Other Printer or Scanner...] or [Add Printer or Scanner...] in the list that is displayed by clicking [+].

**10. Click [IP] or [IP Printer].**

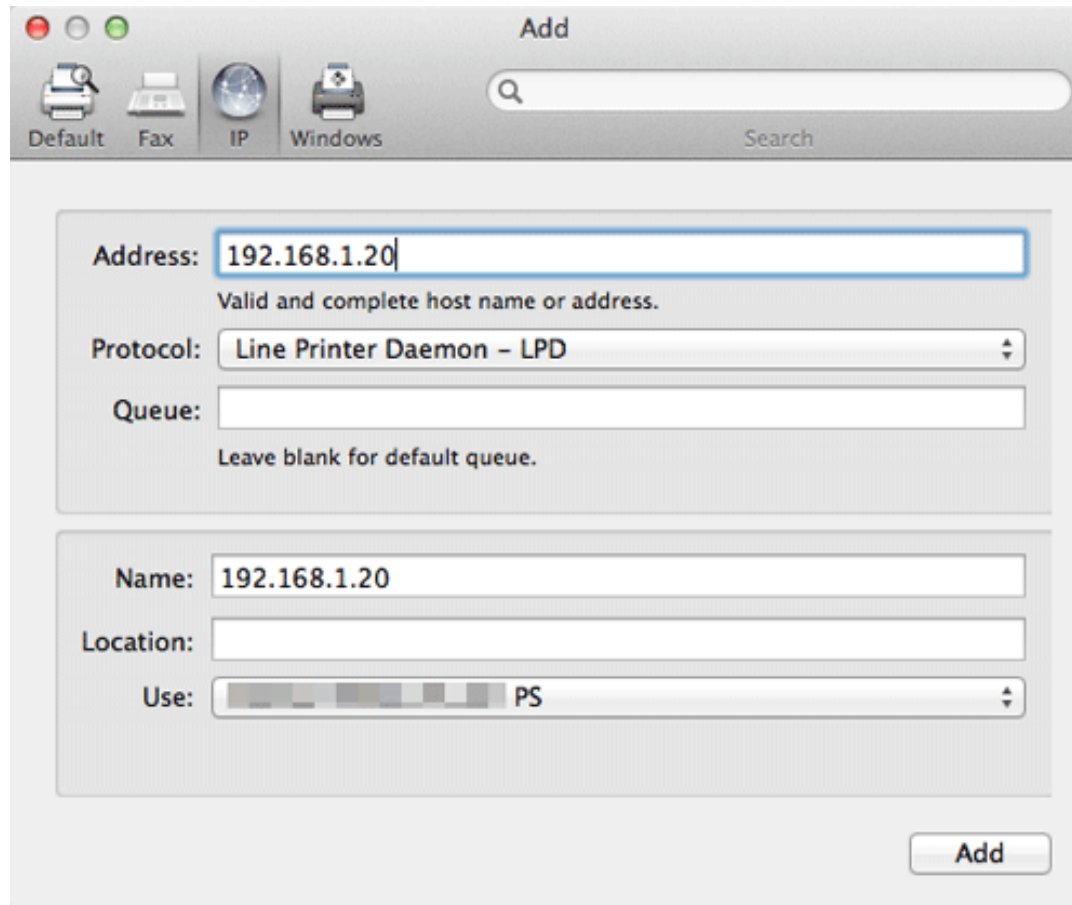
**11. In [Protocol:], select [LPD(Line Printer Daemon)].**

**12. In [Address:], enter the IP address for the machine.**

The printer driver for the machine specified with the IP address is displayed in [Print Using:].

➡ When the printer driver is displayed, go to Step 14.

➡ When the printer driver is not correctly displayed, go to Step 13.



### 13. Manually select the printer driver.

- ➔ In Mac OS 10.9/10.10/10.11/10.12, select [Select Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.
- ➔ In Mac OS 10.8, select [Select Printer Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

### 14. Click [Add].

This completes the addition process of the printer. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to [Here](#).



## Using with an IPP Connection

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

Configure the IPP operating environment.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

### Adding a printer

Use the following procedure to add a printer via the IPP connection.

1. Select [System Preferences...] in the Apple menu.
2. Click the [Network] icon.
3. The Ethernet setting window appears.
  - ➡ Select [Ethernet], then click [Advanced...].
4. Click the [TCP/IP] tab.
5. Configure the settings including the IP address and subnet mask according to the settings of the network to which the computer is connected.
6. Click [Apply], then click the close button at the top left corner of the window.

Then, add the printer to the computer.
7. Select [System Preferences...] in the Apple menu.

## 8. Click the **[Printers & Scanners]** icon.

➡ In Mac OS 10.8, click the **[Print & Scan]** icon.

## 9. Click **[+]** in the lower left of the screen.

➡ Select **[Add Other Printer or Scanner...]** or **[Add Printer or Scanner...]** in the list that is displayed by clicking **[+]**.

**[Printer Browser]** appears.

## 10. Click **[IP]** or **[IP Printer]**.

## 11. In **[Protocol:]**, select **[IPP(Internet Printing Protocol)]**.

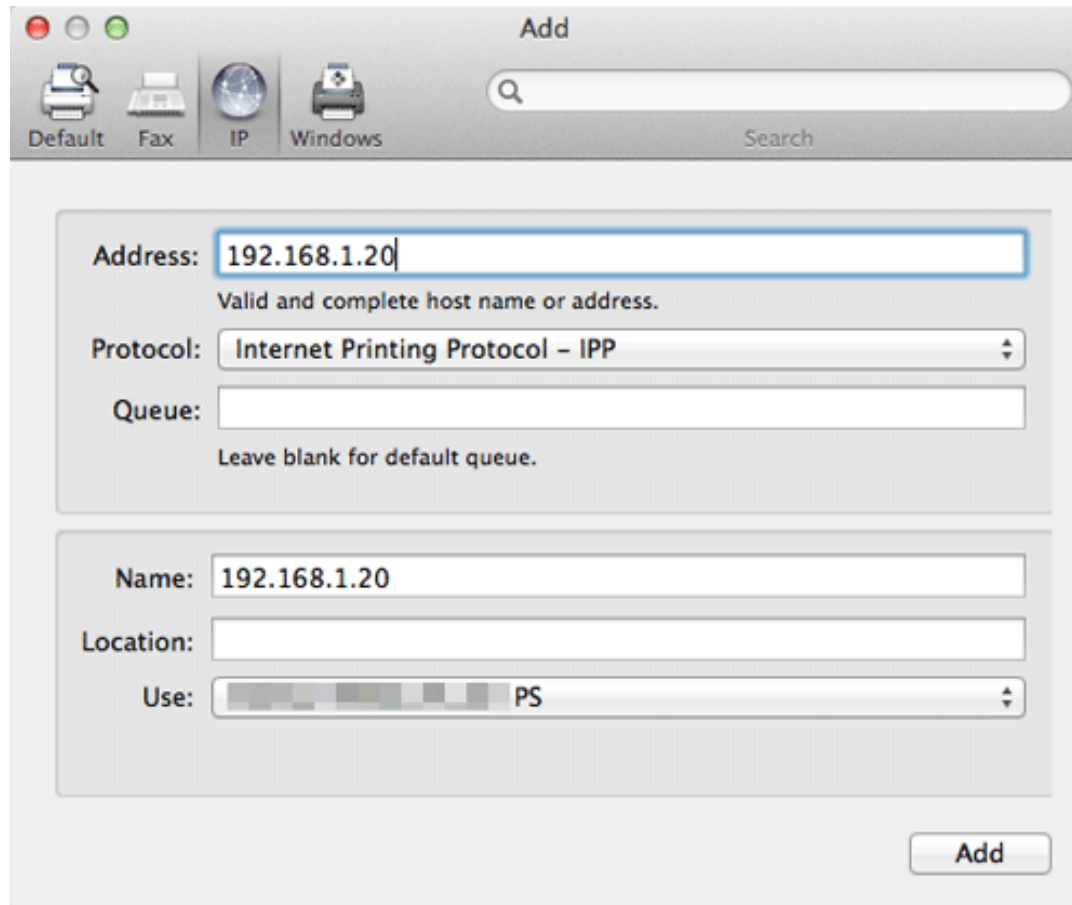
## 12. In **[Address:]**, enter the IP address for the machine. In **[Queue:]**, enter "ipp".

The printer driver for the machine specified with the IP address is displayed in **[Print Using:]**.

➡ When the printer driver is displayed, go to Step 14.

➡ When the printer driver is not correctly displayed, go to Step 13.





### 13. Manually select the printer driver.

- ➔ In Mac OS 10.9/10.10/10.11/10.12, select [Select Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.
- ➔ In Mac OS 10.8, select [Select Printer Software...] from [Use:], then click the driver of the desired printer from the list that is displayed in another window.

### 14. Click [Add].

This completes the addition process of the printer. Then, proceed to the [Installable Options] window to configure the optional environment for this machine. For details, refer to [Here](#).

