

Overview

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

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



Before Installing the Printer Driver (for the administrator)

Connecting this machine to the network

Checking the LAN cable connection

Checking the network settings

Check that this machine has had an IP address assigned to it.



Configuring the network printing environment

When using the Normal printing (at port 9100)

Make sure that the RAW port number has been set. (In normal circumstances, you can use the default settings.) Use Normal Printing (Port 9100) unless otherwise specified by the administrator.

When using the Internet Print (IPP)

Check the IPP operating environment. (In normal circumstances, you can use the default settings.)

When using the Secure Print (IPPS)

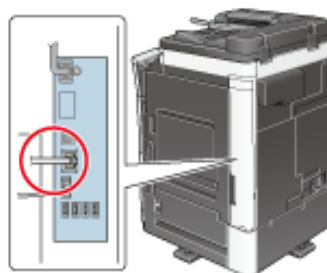
Configure the IPPS operating environment. Communication between this machine and the computer is encrypted with SSL.



Preparation finished

Checking the LAN cable connection

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



Checking the network settings

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



Reference

- ❖ If no IP address is displayed, you need to configure the network. For details, refer to [Here](#).

Configuring the network printing environment

Configure the operating environment for the printing method.

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

| How to print | Description |
|-----------------------------|--|
| Normal printing (Port 9100) | Make sure that the RAW port number has been set. (Usually, you can use the default settings.) How to configure the setting is explained using Web Connection . For details, refer to Here . |
| Internet Print (IPP) | Check the IPP operating environment. (Usually, you can use the default settings.) How to configure the setting is explained using Web Connection . For details, refer to Here . |
| Secure Print (IPPS) | Configure the IPPS operating environment. Communication between this machine and the computer is encrypted with SSL. How to configure the setting is explained using Web Connection . For details, refer to Here . |



Tips

- ❖ Secure Print (IPPS) cannot be set up using the installer.
- ❖ The Internet Print (IPP) is not supported in the IPv6 environment.

Allowing device information to be acquired from the printer driver

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

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

For details on how to configure the settings, refer to [Here](#).



Related setting (for the administrator)

- ❖ The device information collection from printer driver can be restricted by password (default: [No]). For details, refer to [Here](#).

Easy Installation Process of the Printer Driver

Preparing the printer driver

Preparing the printer driver DVD

For the DVD, contact the administrator of this machine.

Checking the printer driver type

Two printer drivers for different purposes are available. Select the printer driver that meets your printing aims.

Checking the operating systems supported by the printer driver

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



Installing the printer driver to the computer

Installing the printer driver using the installer

Insert the printer driver DVD into the drive, and install the software by following the on-screen instructions.

Performing a test print

If necessary, perform a test print to check that printing process works correctly.



Preparation finished

Preparing the printer driver 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 printer driver type

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

| Printer driver | Page description language | Description |
|----------------|---------------------------|--|
| PCL driver | PCL6 | This is a standard driver for printing general office documents. The printing speed is faster than the PS driver. |
| PS driver | PostScript 3 Emulation | This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important. |

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 | Supported operating systems |
|-------------------------|--|
| PCL driver PS driver | Windows 7 Home Basic Windows 7 Home Premium * Windows 7 Professional * Windows 7 Enterprise * Windows 7 Ultimate * Windows 8.1 * Windows 8.1 Pro * Windows 8.1 Enterprise * |

| | |
|--|-----------------------------------|
| | Windows 10 Home * |
| | Windows 10 Pro * |
| | Windows 10 Enterprise * |
| | Windows 10 Education * |
| | Windows Server 2008 Standard * |
| | Windows Server 2008 Enterprise * |
| | Windows Server 2008 R2 Standard |
| | Windows Server 2008 R2 Enterprise |
| | Windows Server 2012 Datacenter |
| | Windows Server 2012 Standard |
| | Windows Server 2012 R2 Datacenter |
| | Windows Server 2012 R2 Standard |
| | Windows Server 2016 Datacenter |
| | Windows Server 2016 Standard |

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

Installation procedure

Install the printer driver using the installer.

✓ Administrator privileges are required to perform this task.

1. Insert the printer driver DVD into the DVD drive of the computer.

- ➡ Make sure that the installer starts, and then go to Step 2.
- ➡ If the installer does not start, open the printer driver folder on the DVD, double-click [Setup.exe] (in the 32-bit environment) or [Setup64.exe] (in the 64-bit environment), and then go to Step 3.
- ➡ If the [User Account Control] window appears, click [Continue] or [Yes].

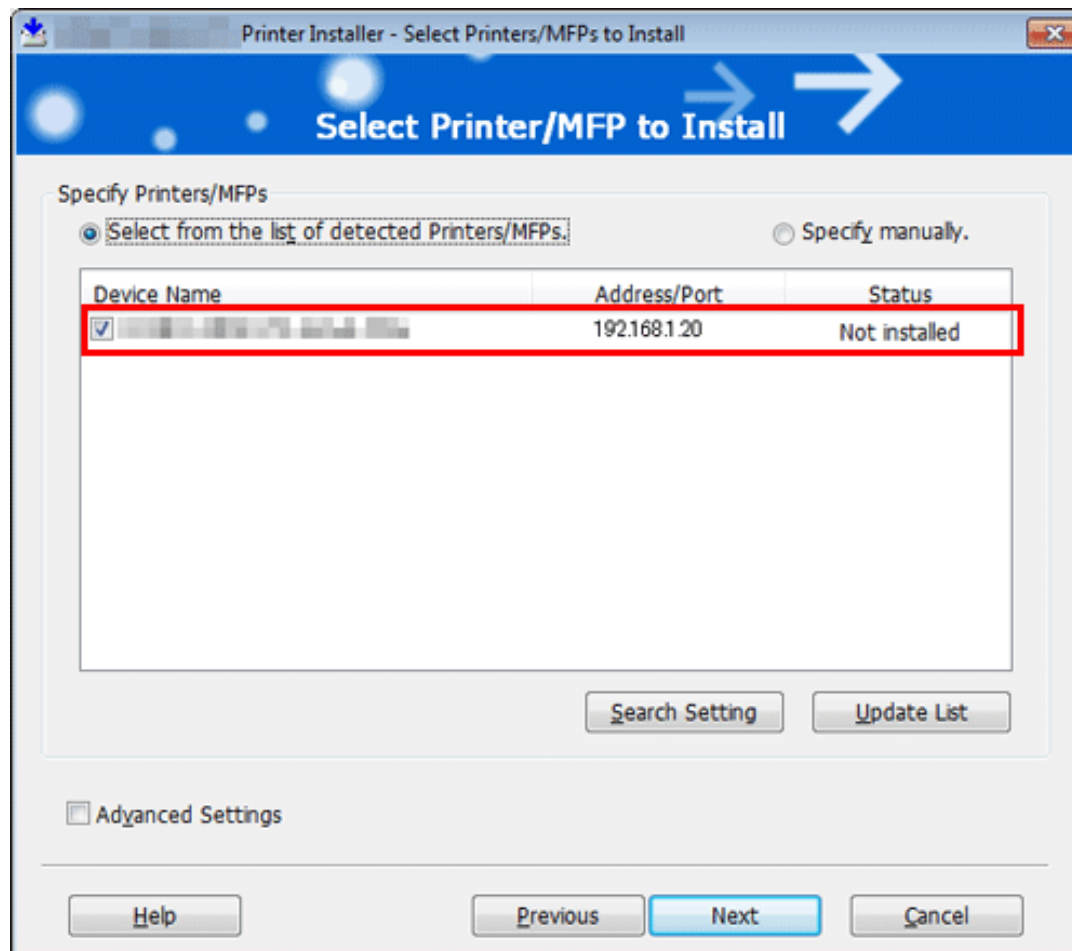
2. Select the [Agree the Software End User License Agreement.] check box.

3. Select [Install printers/MFPs] in [Select menu to setup], and click [Next].

Connected printers are detected.

4. Select this machine from the list of detected printers.

- ➡ If this machine is not detected, restart it.
- ➡ Among the connected printers, only the target model is automatically detected and displayed. If multiple target models are displayed, check the IP addresses. You can check the IP address of this machine in the screen that is displayed by tapping [Utility] - [Device Information].
- ➡ If the connection to this machine cannot be recognized, it is not displayed in the list. In this case, select [Specify manually.] to manually specify the IP address and host name of this machine.



5. As needed, specify the default print type and the type of the printer driver you want to install.

- ➔ When specifying the type of the printer driver you want to install, select the [Advanced Settings] check box, and also select the check box of the printer driver you want to install in [Components to Be Installed]. For features of each printer driver, refer to [Here](#). The PCL driver is installed by default.
- ➔ In [Print Type Default Setting], you can select whether to install the driver that has 2-sided printing specified as the default, or to install the driver that has 1-sided printing specified as the default. By default, the driver that has 2-sided printing specified as the default is installed.

6. Click [Next].

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

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

This completes the installation process of the printer driver.

| Settings | Description |
|-------------------|---|
| [Review] | Displays the installed components for checking. |
| [Rename Printer] | Changes this machine name if necessary. |
| [Property] | Sets the optional operating environment of this machine. For details, refer to Here . |
| [Print Setting] | Changes the default print settings of this machine if necessary. For details, refer to Here . |
| [Print Test page] | If necessary, print a test page to check that printing process works correctly. |



Reference

- ❖ When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to [Here](#).

Configuring the Default Settings of the Printer Driver

Configuring the optional environment of this machine

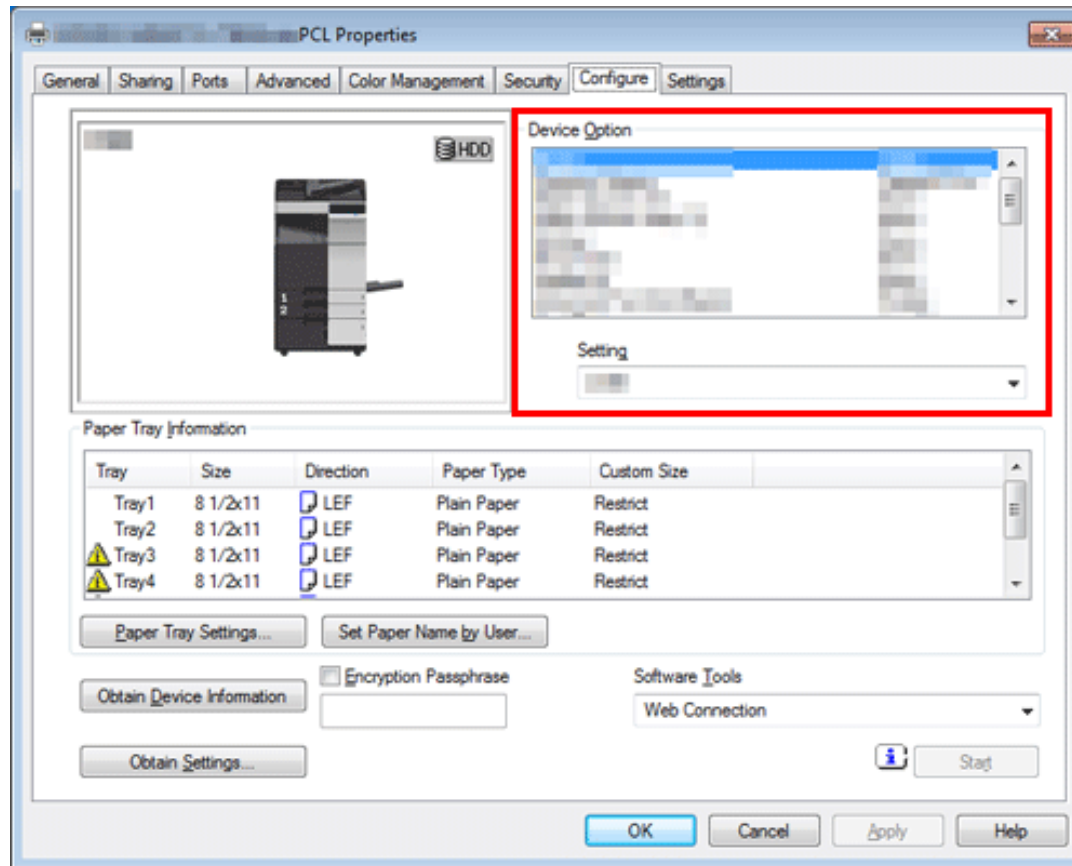
When you use this machine for the first time, check that information such as what options are installed in this machine and whether authentication settings have been configured is correctly reflected to the printer driver.

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

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

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

- ➡ By default, [Auto] in [Obtain Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].
- ➡ When [Auto] in [Obtain Settings...] is disabled, clicking [Obtain Device Information], obtains and reflects the information on this machine to [Device Option].
- ➡ If you cannot establish communication with this machine, manually set this information in [Device Option]. Select the item from the list, select the setting from [Setting].



3. Click [OK].

Changing the default print settings

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

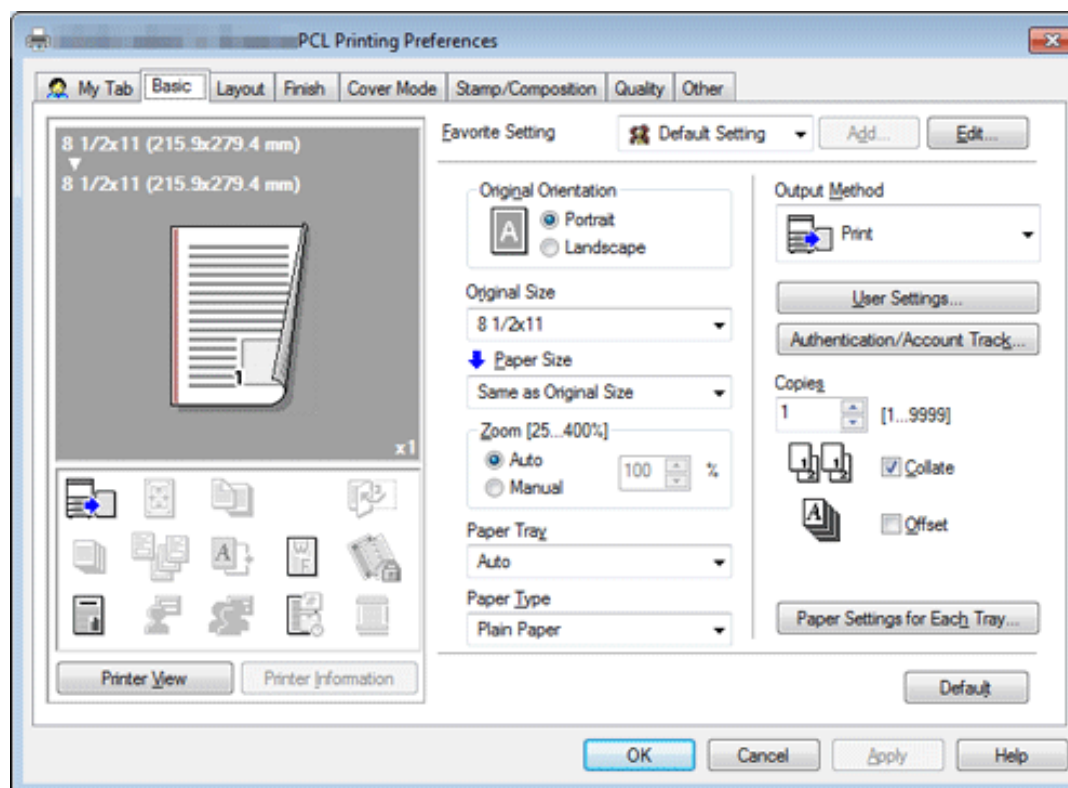
We recommend that you change the default settings to suit your environment.

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

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

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

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



Reference

❏ The printer driver has the function to save favorite settings. It is useful to register frequently used print settings as favorite settings. For details, refer to [Here](#).

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For the DVD, contact the administrator of this machine.

Checking the printer driver type

Two printer drivers for different purposes are available. Select the printer driver that meets your printing aims.

Checking the operating systems supported by the printer driver

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



Installing the printer driver to the computer

Configuring the installation settings on the computer

In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, you need to change the PC settings in advance.

Installing the printer driver using the installer

Connect the USB printer cable, insert the print driver DVD into the drive, and install the software by following the on-screen instructions.

Performing a test print

If necessary, perform a test print to check that printing process works correctly.



Preparation finished

Preparing the printer driver DVD

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

| DVD and CD-ROM types | Description |
|------------------------|--|
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| 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.

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

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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 | Supported operating systems |
|-------------------------|--|
| PCL driver PS driver | Windows 7 Home Basic Windows 7 Home Premium * Windows 7 Professional * Windows 7 Enterprise * Windows 7 Ultimate * |


| | |
|--|-----------------------------------|
| | Windows 8.1 * |
| | Windows 8.1 Pro * |
| | Windows 8.1 Enterprise * |
| | Windows 10 Home * |
| | Windows 10 Pro * |
| | Windows 10 Enterprise * |
| | Windows 10 Education * |
| | Windows Server 2008 Standard * |
| | Windows Server 2008 Enterprise * |
| | Windows Server 2008 R2 Standard |
| | Windows Server 2008 R2 Enterprise |
| | Windows Server 2012 Datacenter |
| | Windows Server 2012 Standard |
| | Windows Server 2012 R2 Datacenter |
| | Windows Server 2012 R2 Standard |
| | Windows Server 2016 Datacenter |
| | Windows Server 2016 Standard |

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

Changing the installation settings (Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016)

In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, change the PC settings before installing the printer driver.

1. Open the [Control Panel] window.

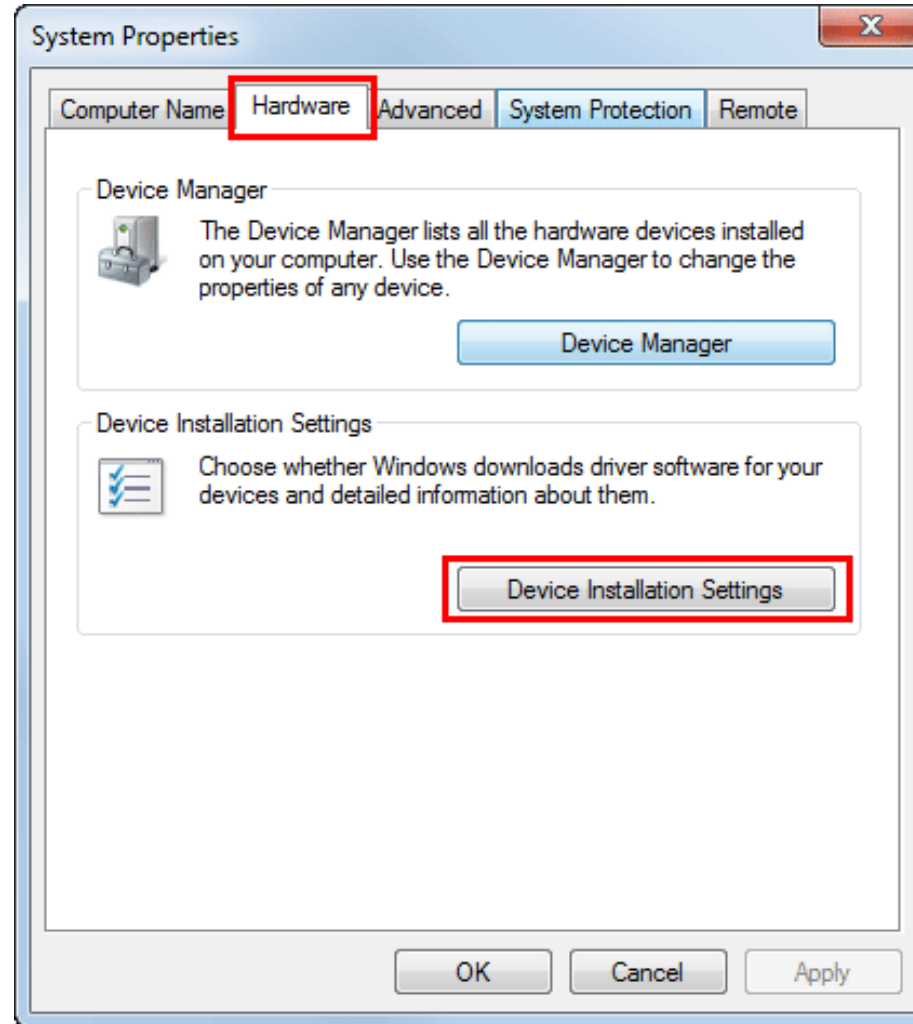
- ➡ In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] in the displayed menu.
- ➡ In Windows 7/Server 2008 R2, click the Start menu, then click [Control Panel].

2. Click [System and Security] - [System].

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

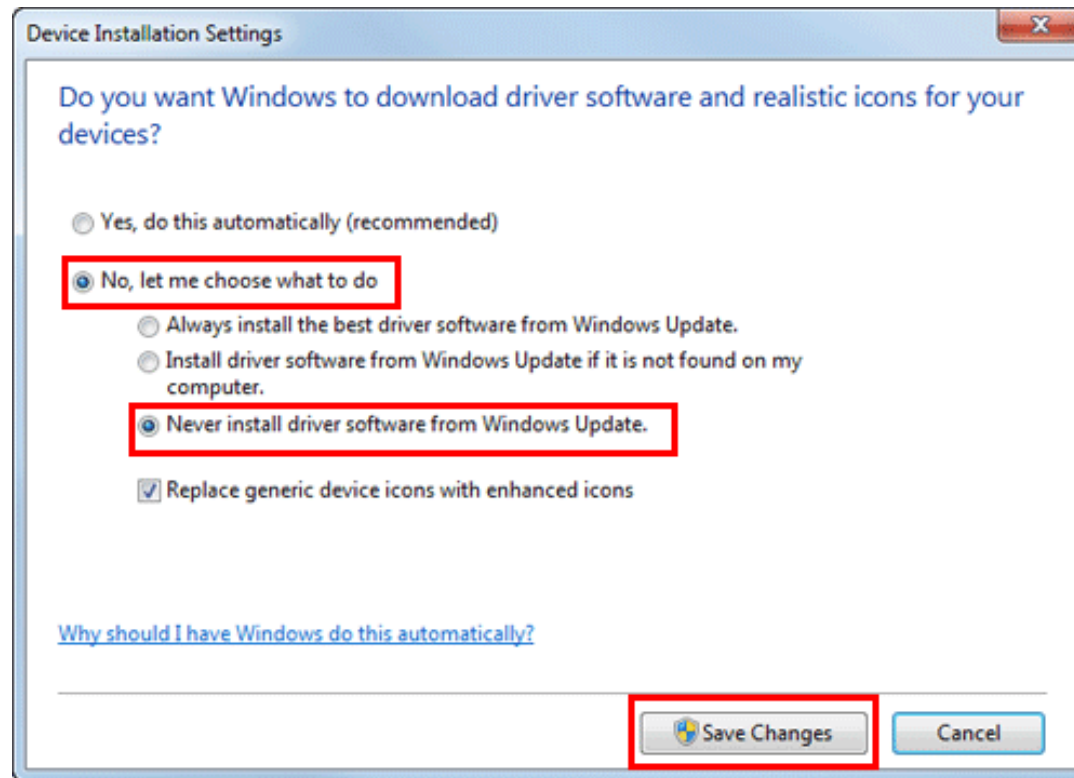
The [System Properties] screen appears.

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



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

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



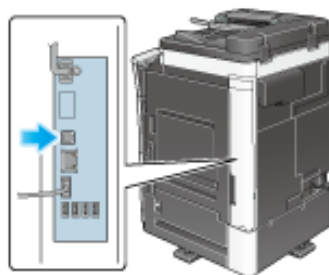
6. Click [OK] to close the [System Properties] window.

Installation procedure

Install the printer driver using the installer.

✓ Administrator privileges are required to perform this task.

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



➡ If a wizard screen appears to add new hardware, click [Cancel].

2. Insert the printer driver DVD into the DVD drive of the computer.

➡ Make sure that the installer starts, and then go to Step 3.

➡ If the installer does not start, open the printer driver folder on the DVD, double-click [Setup.exe] (in the 32-bit environment) or [Setup64.exe] (in the 64-bit environment), and then go to Step 4.

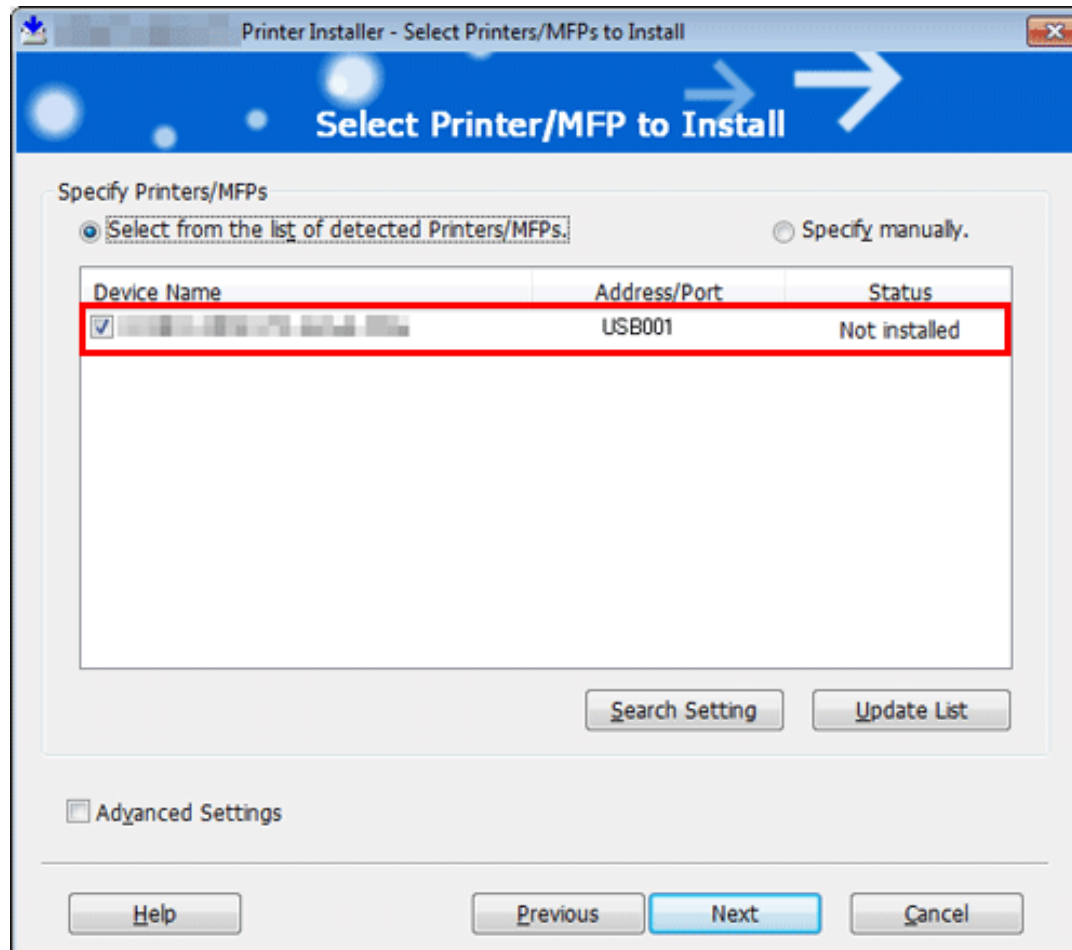
➡ If the [User Account Control] window appears, click [Continue] or [Yes].

3. Select the [Agree the Software End User License Agreement.] check box.

4. Select [Install printers/MFPs] in [Select menu to setup], and click [Next].

Connected printers are detected.

5. Select this machine from the list of detected printers.



6. As needed, specify the default print type and the type of the printer driver you want to install.

- ➡ When specifying the type of the printer driver you want to install, select the [Advanced Settings] check box, and also select the check box of the printer driver you want to install in [Components to Be Installed]. For features of each printer driver, refer to [Here](#). The PCL driver is installed by default.
- ➡ In [Print Type Default Setting], you can select whether to install the driver that has 2-sided printing specified as the default, or to install the driver that has 1-sided printing specified as the default. By default, the driver that has 2-sided printing specified as the default is installed.

7. Click [Next].

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

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

This completes the installation process of the printer driver.

| Settings | Description |
|-------------------|---|
| [Review] | Displays the installed components for checking. |
| [Rename Printer] | Changes this machine name if necessary. |
| [Property] | Sets the optional operating environment of this machine. For details, refer to Here . |
| [Print Setting] | Changes the default print settings of this machine if necessary. For details, refer to Here . |
| [Print Test page] | If necessary, print a test page to check that printing process works correctly. |



Reference

❖ When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to [Here](#).

Configuring the Default Settings of the Printer Driver

Configuring the optional environment of this machine

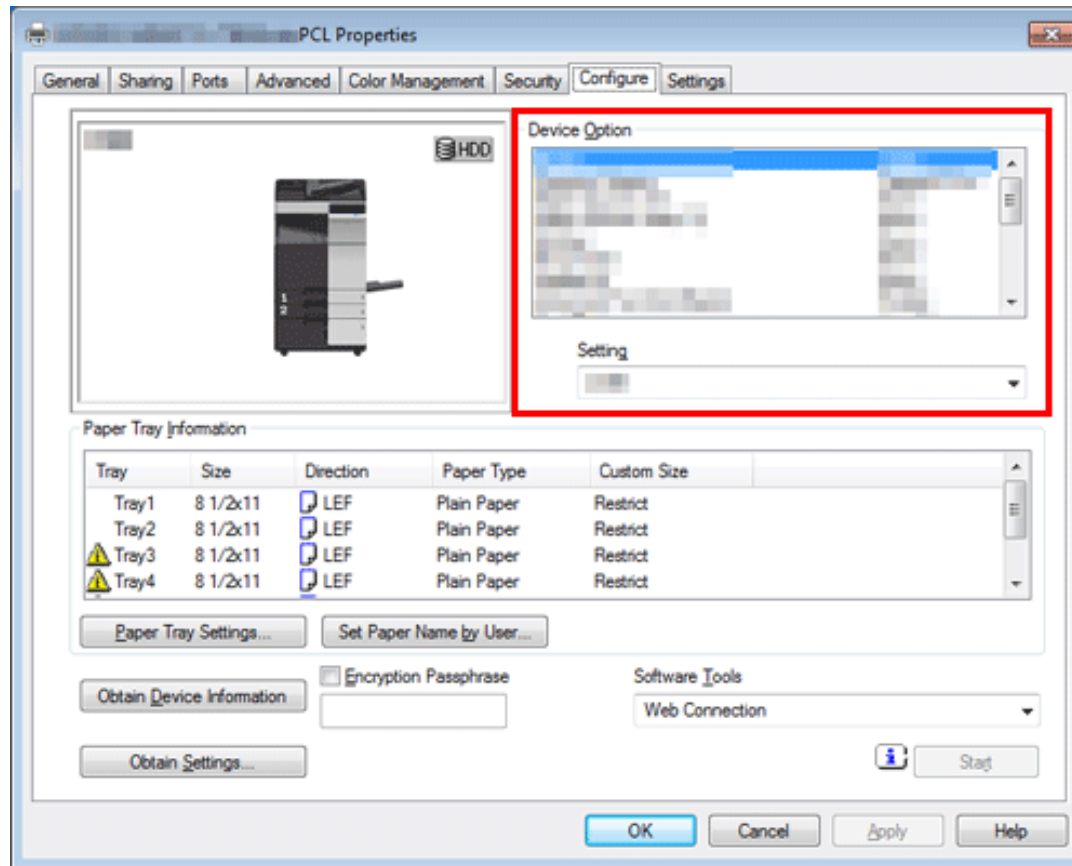
When you use this machine for the first time, configure the printer driver so that it contains information such as what options are installed in this machine and whether authentication settings have been configured.

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

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

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

➡ By default, [Auto] in [Obtain Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].
If the [Auto] in [Obtain Settings...] is disabled, clicking [Obtain Device Information], the current information of this machine is obtained and reflected on [Device Option].



3. Click [OK].

Changing the default print settings

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

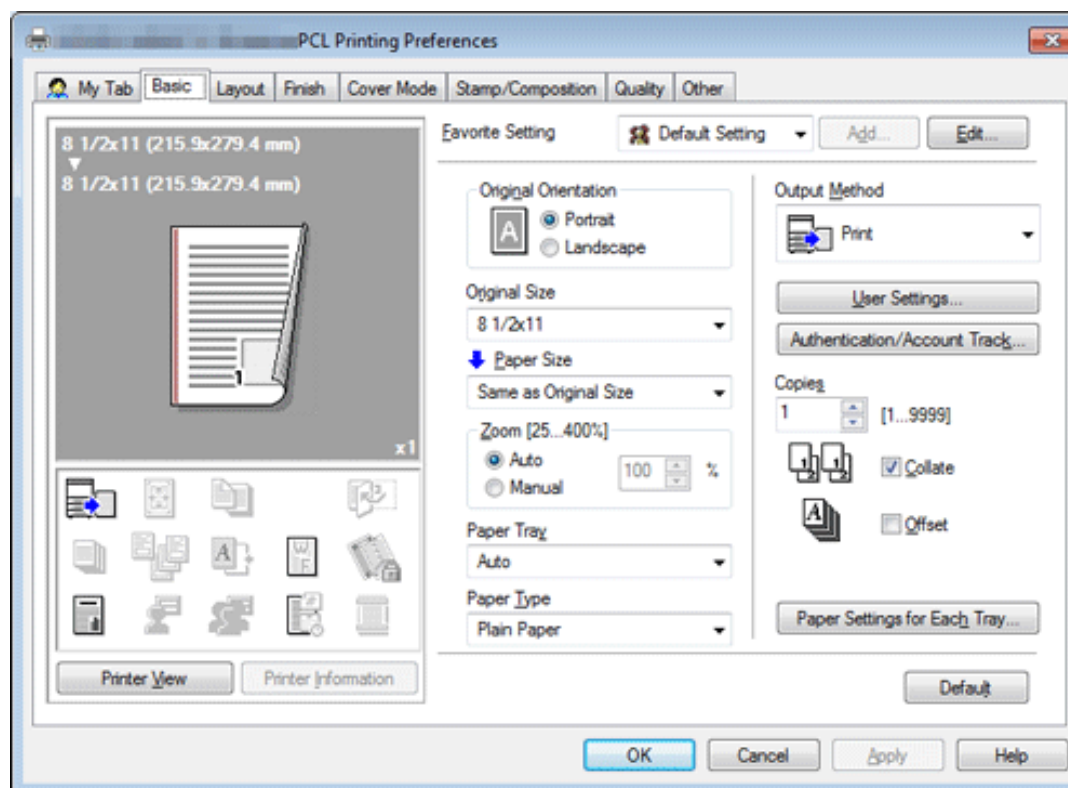
We recommend that you change the default settings to suit your environment.

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

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

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

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



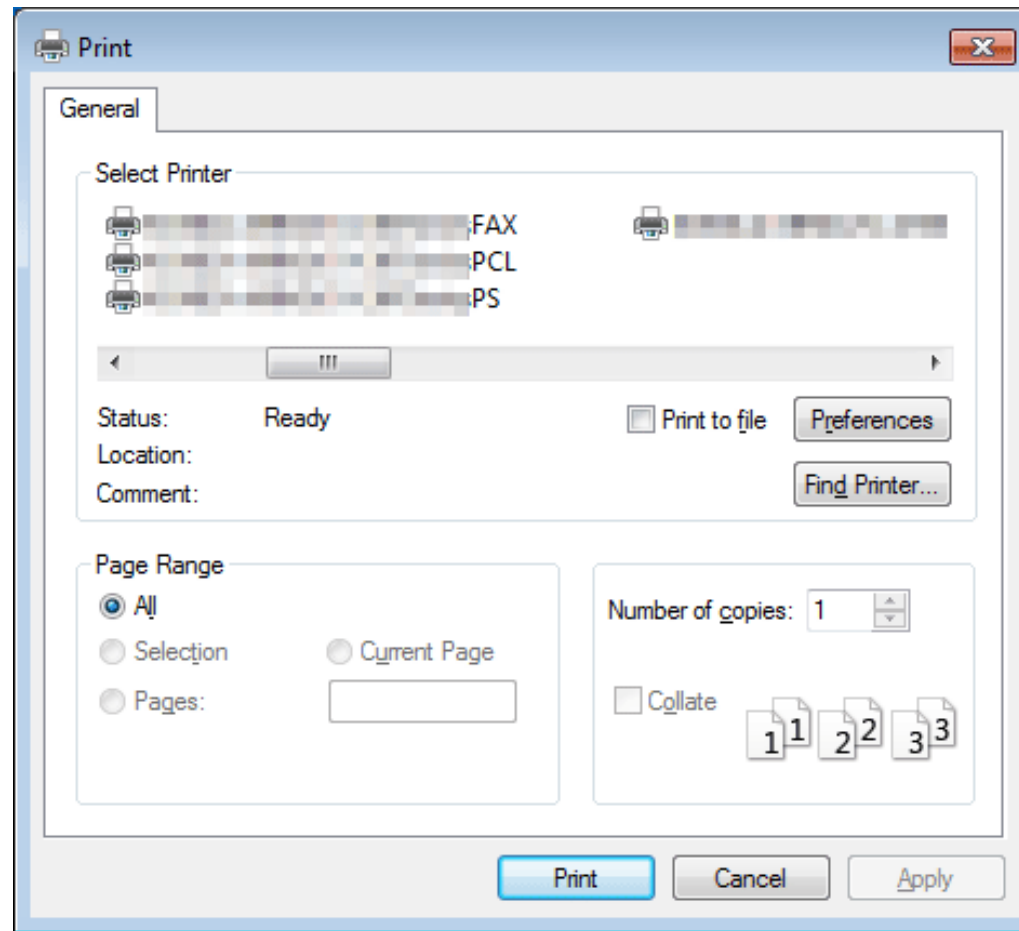
Reference

❏ The printer driver has the function to save favorite settings. For details, refer to [Here](#).

Printing Operation Flow

1. Open document data using the application software. From the [File] menu, select [Print].
2. Check the [Printer Name] (or [Select Printer]) and make sure that the desired printer has been selected.

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



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

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

- ➡ The print settings you have changed here are reset to the defaults when you exit the application software. For information on how to change the default values of print settings, refer to [Here](#).
- ➡ The printer driver has the function to easily recall frequently used print settings. For details, refer to [Here](#).

5. Click [Print].

Printing is executed.



Reference

- ❖ When [Secure Print Only] is set to [On] in [Device Option] in the [Configure] tab, the [Secure Print] window appears. In the [Secure Print] window, enter the ID and password to start printing.
For details on Secure Print, refer to [Here](#).

Easily Recalling Frequently Used Print Settings

Registering frequently used print settings

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

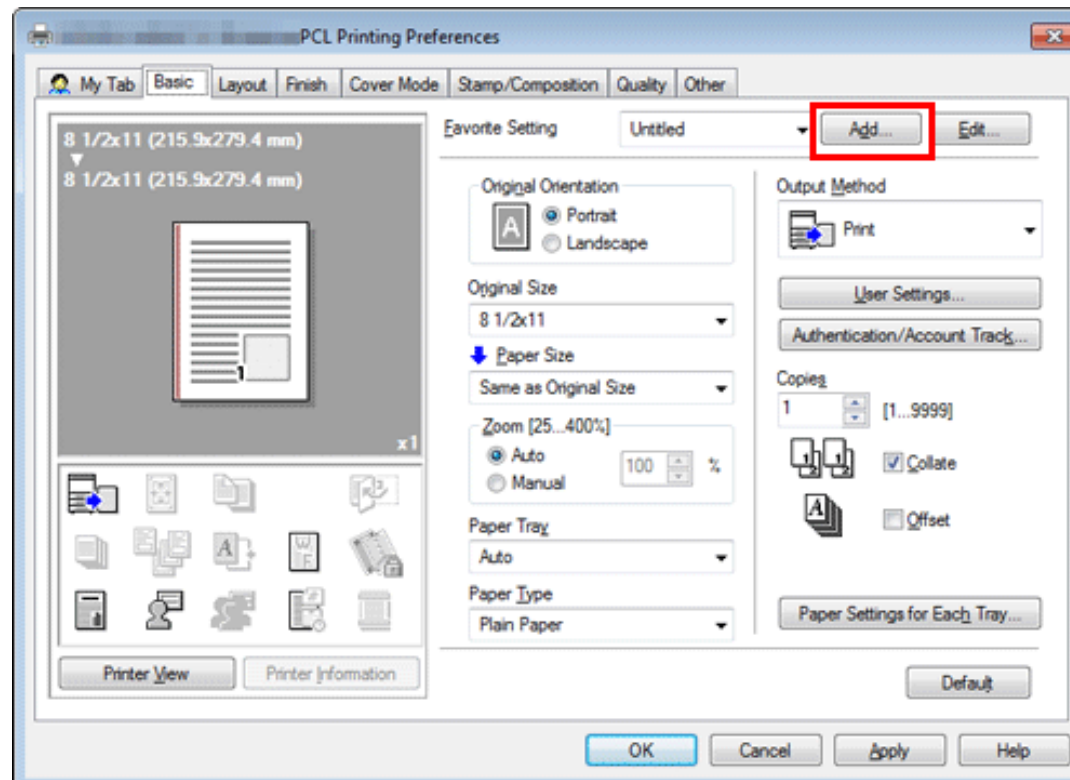
When you register a frequently used combination of print settings as a favorite, you can easily apply all of those settings just by selecting the combination from the Favorite Setting list, even if the combination is complicated as it contains settings on multiple tabs.

The following explains the procedure of favorite print setting.

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

2. Click [Add...].

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



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

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

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

4. Click [OK].

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

Customizing the setting window

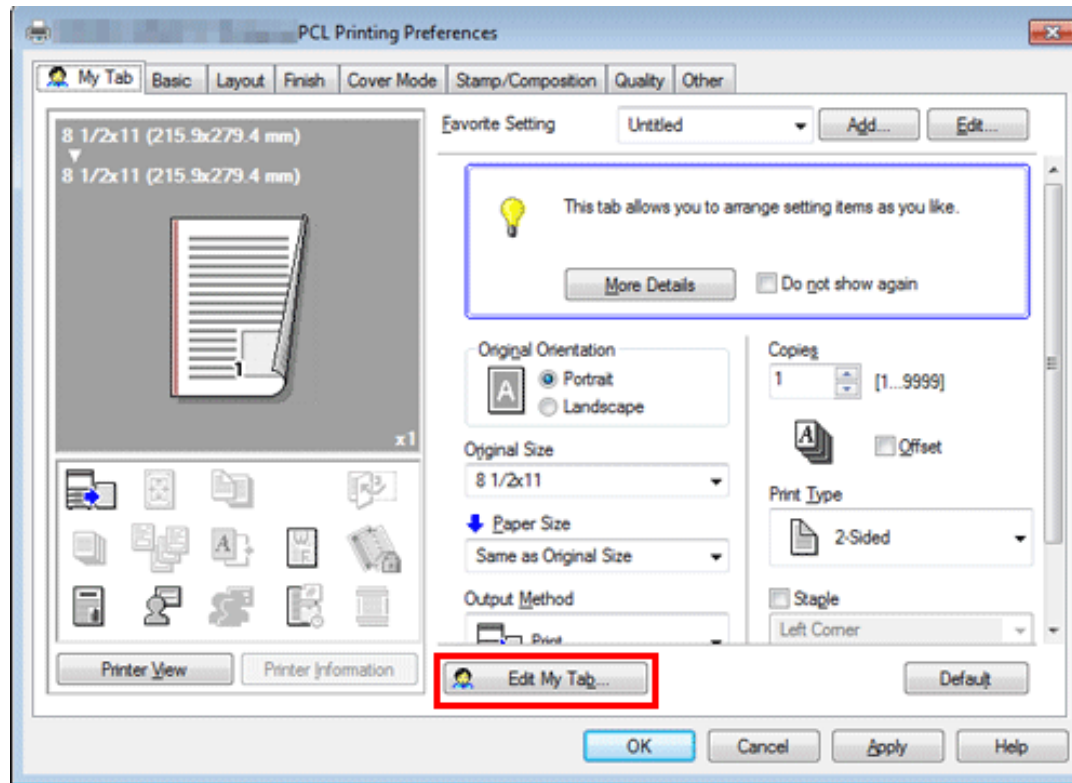
You can gather setting items from difference tabs and place them in [My Tab].

Registering frequently used setting items in [My Tab] allows you to change settings in one tab, without switching among multiple tabs.

This section describes how to edit [My Tab].

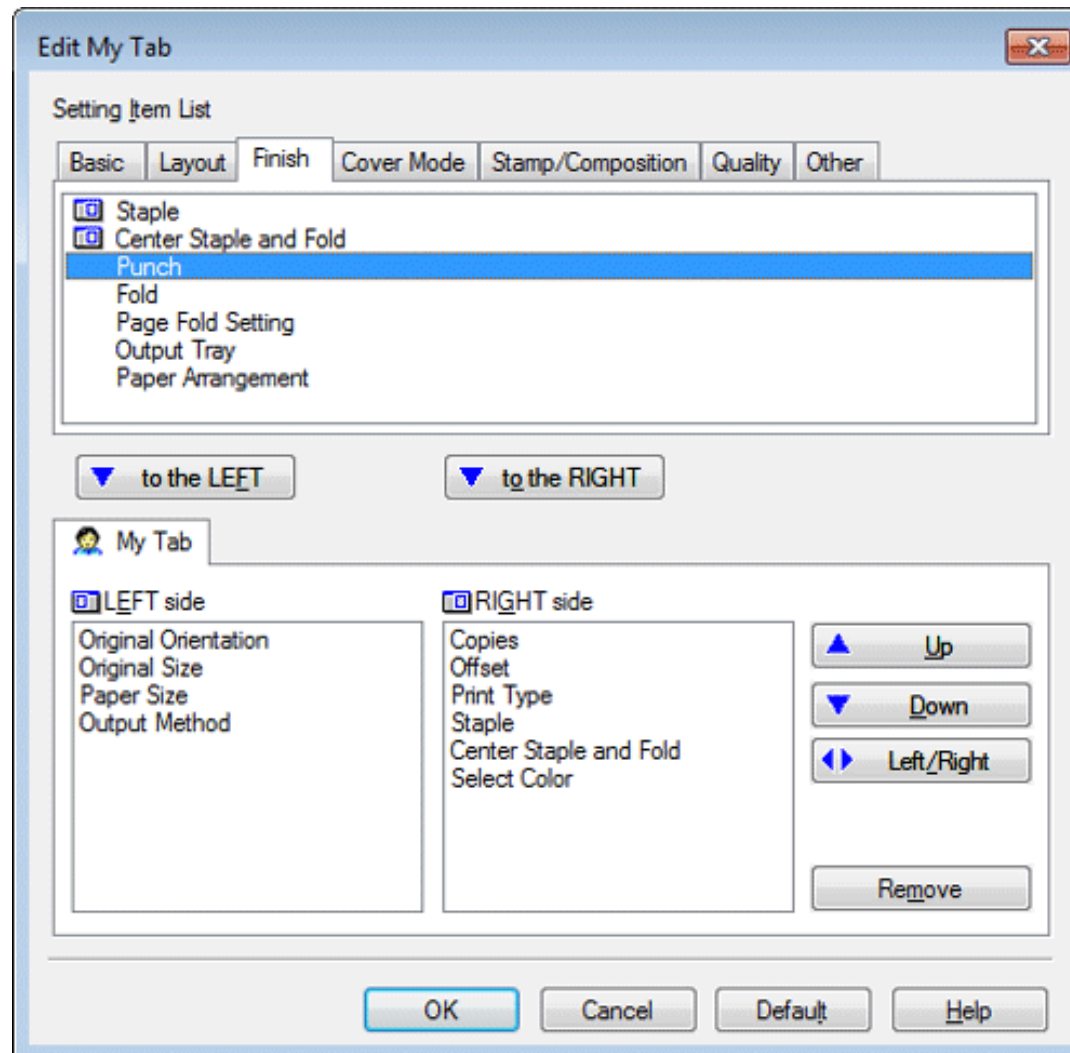
1. Click [My Tab] - [Edit My Tab...].

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



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

- ➡ Clicking [to the LEFT] places the selected function in the area to the left of [My Tab] and clicking [to the RIGHT] places it in the area to the right of [My Tab].
- ➡ An icon appears to the left of each function that is registered in [My Tab].



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

- ➡ To move a function, select the function and click [Up], [Down], or [Left/Right].
- ➡ To delete a function from [My Tab], select the function and click [Remove].

4. Click [OK].

This completes editing [My Tab].



Reference

❏ From [My Tab Settings] in the [Settings] tab, you can configure display settings for My Tab. For details, refer to [Here](#).

Changing the Paper Size or Type

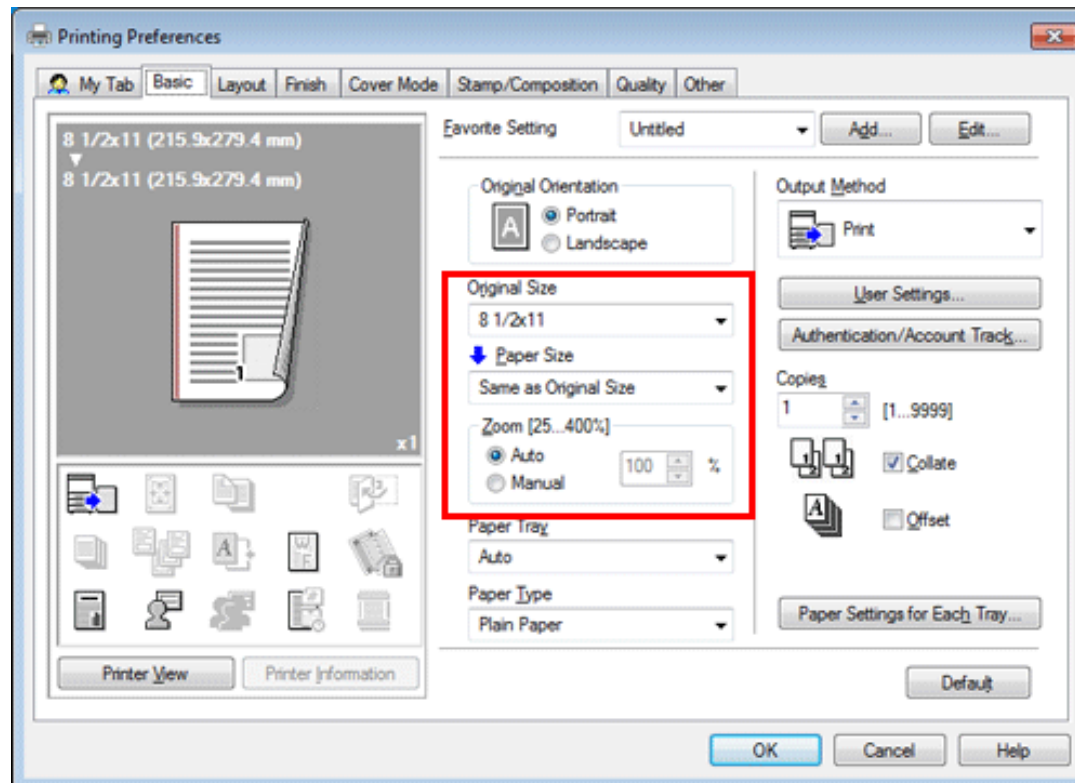
Enlarging or reducing to the paper size ([Paper Size])

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

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



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





Tips

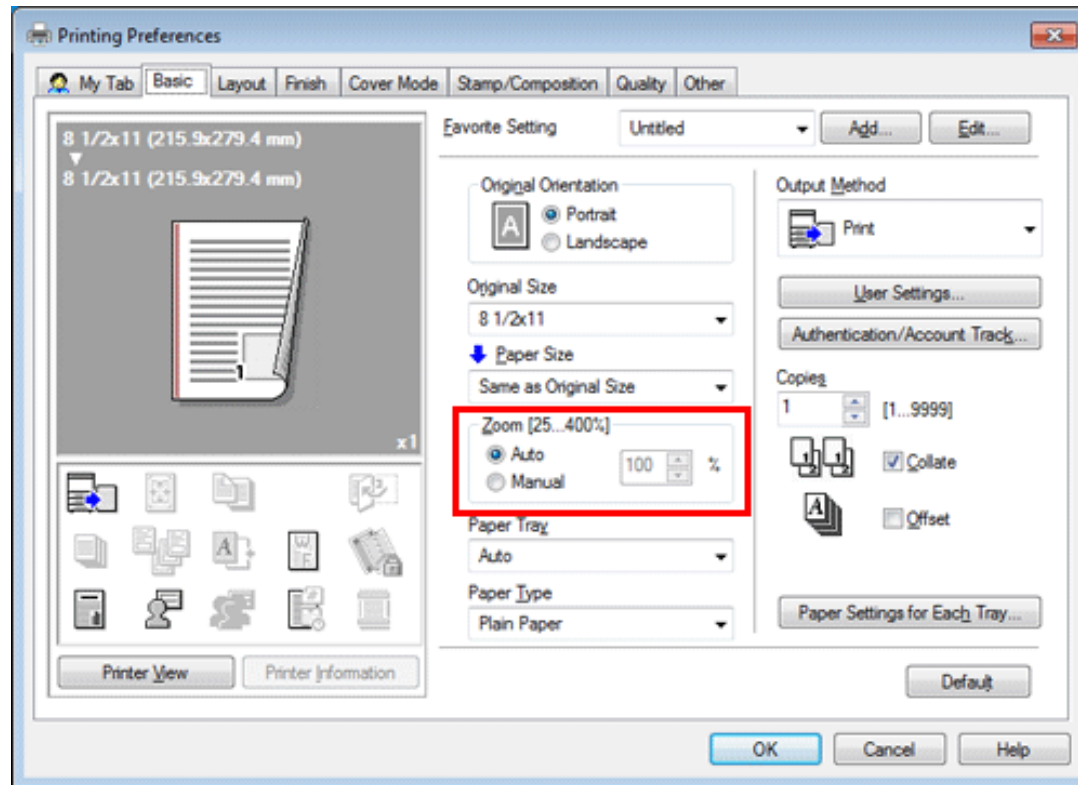
✖ This function is enabled when [Zoom] is set to [Auto].

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

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



In [Zoom] in the [Basic] tab, specify the zoom ratio.

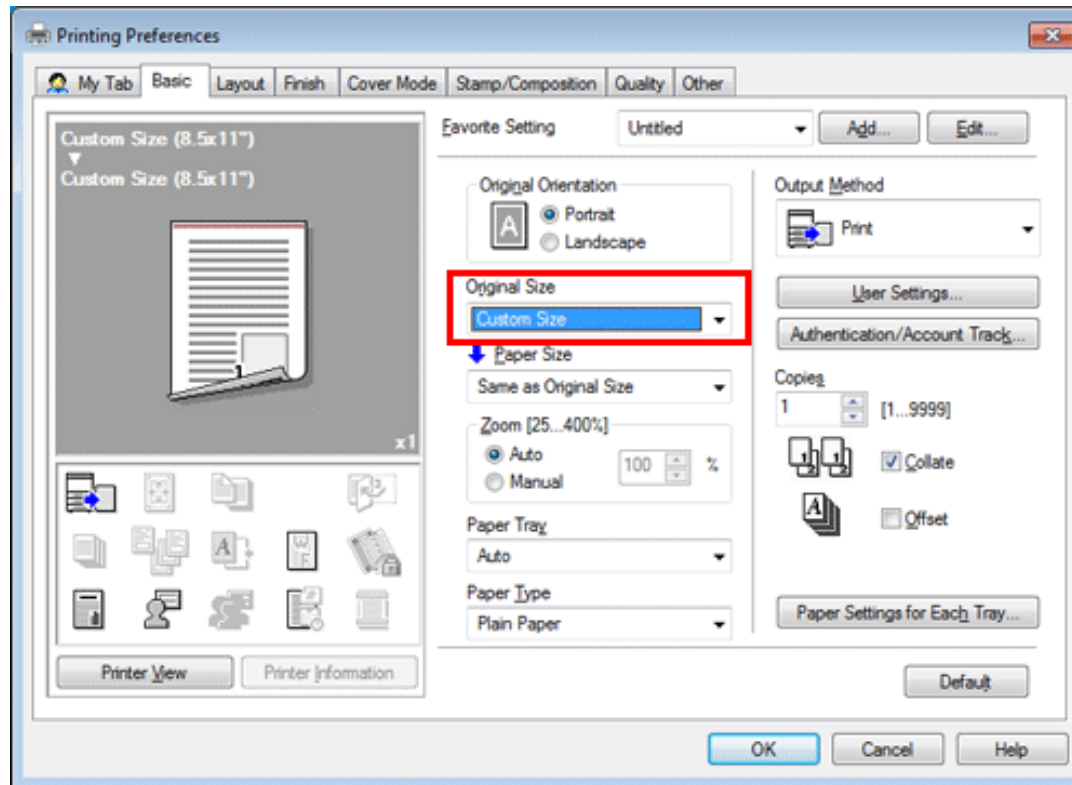


Printing on custom size paper ([Original Size])

For originals with a special size, print them on custom sized paper.

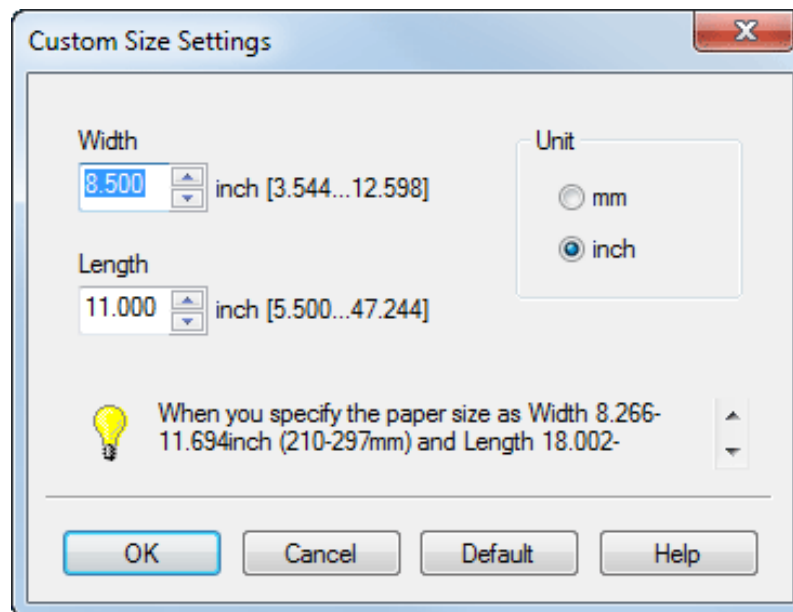
1. In [Original Size] in the [Basic] tab, select [Custom Size].

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



The [Custom Size] setting window appears.

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

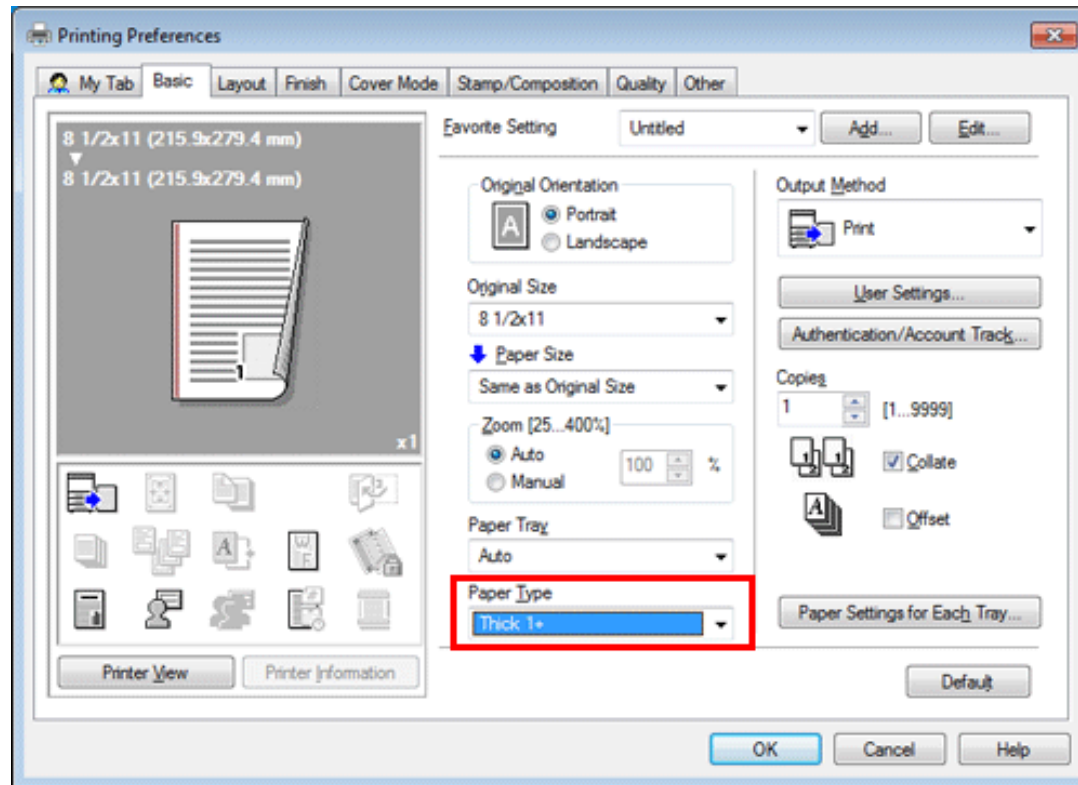


Reference

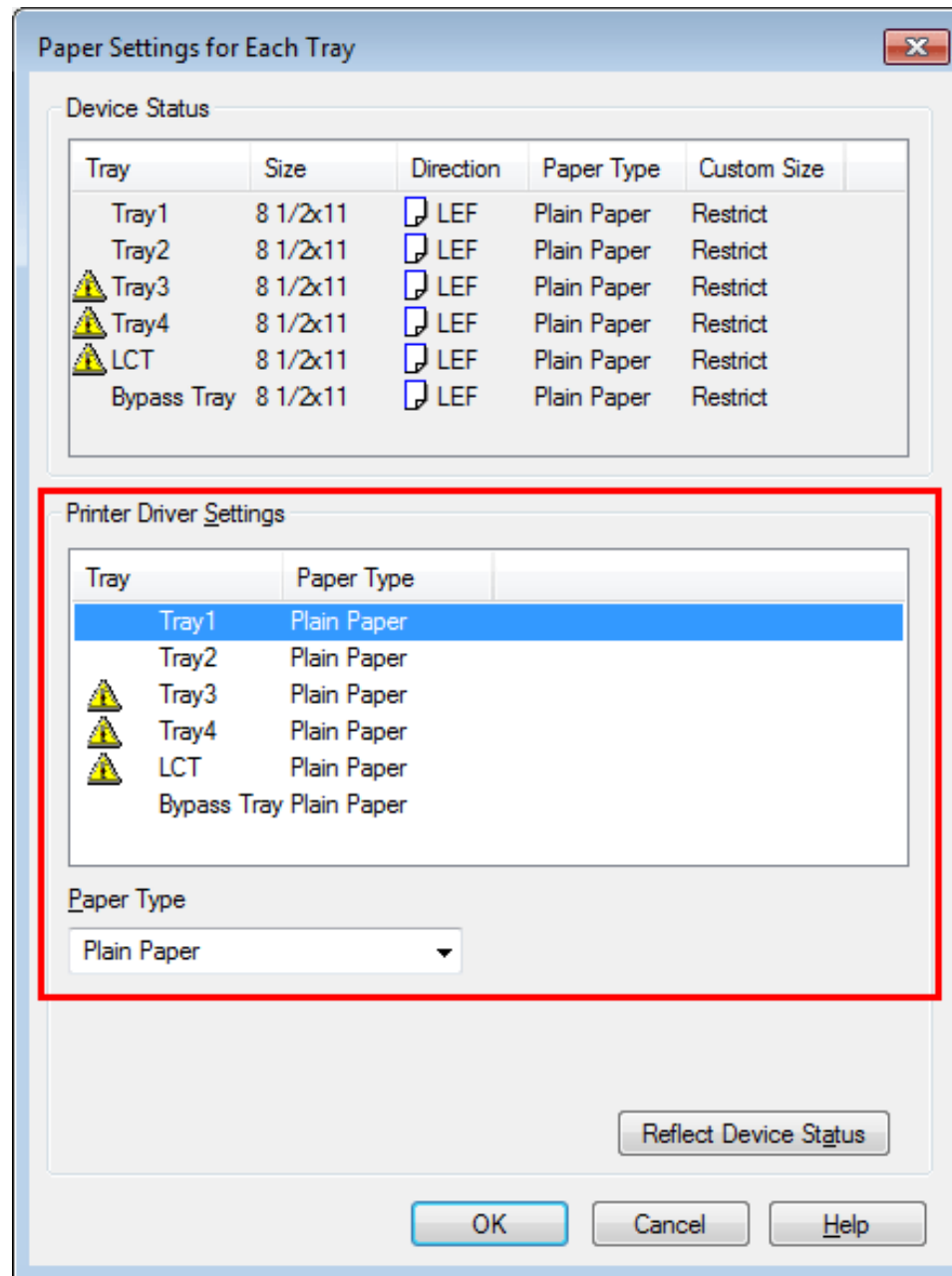
- ❖ The custom sized paper can be loaded in **Tray1**, **Tray2**, or **Bypass Tray**. For details on how to load paper in **Tray1** or **Tray2**, refer to [Here](#). For details on how to load paper into the **Bypass Tray**, refer to [Here](#).
- ❖ When you are using the PCL driver, you can register a custom size in the [Settings] tab. For details in the [Settings] tab, refer to [Here](#).

Specifying the paper type ([Paper Type])

In [Paper Type] in the [Basic] tab, select the type of paper for printing.

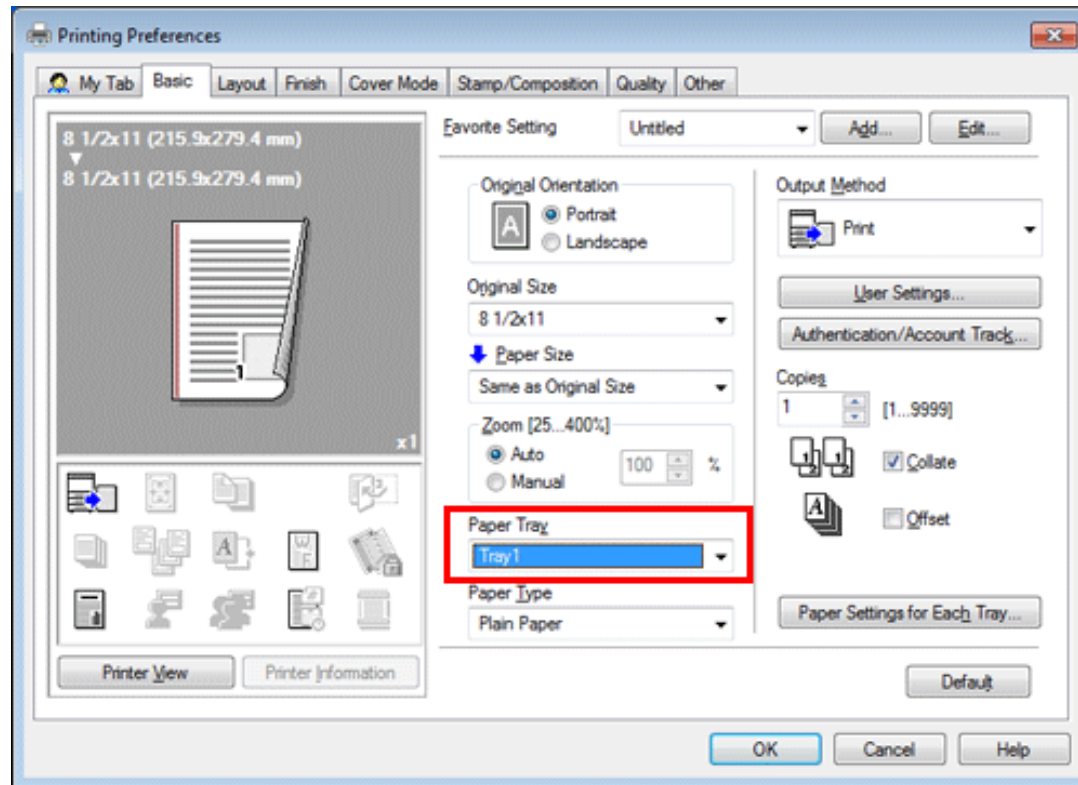


When [Paper Settings for Each Tray] is enabled in the [Settings] tab of the printer driver, select [Paper Settings for Each Tray...] in the [Basic] tab, and specify the paper type for each tray.



Specifying the paper tray ([Paper Tray])

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



Tips

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

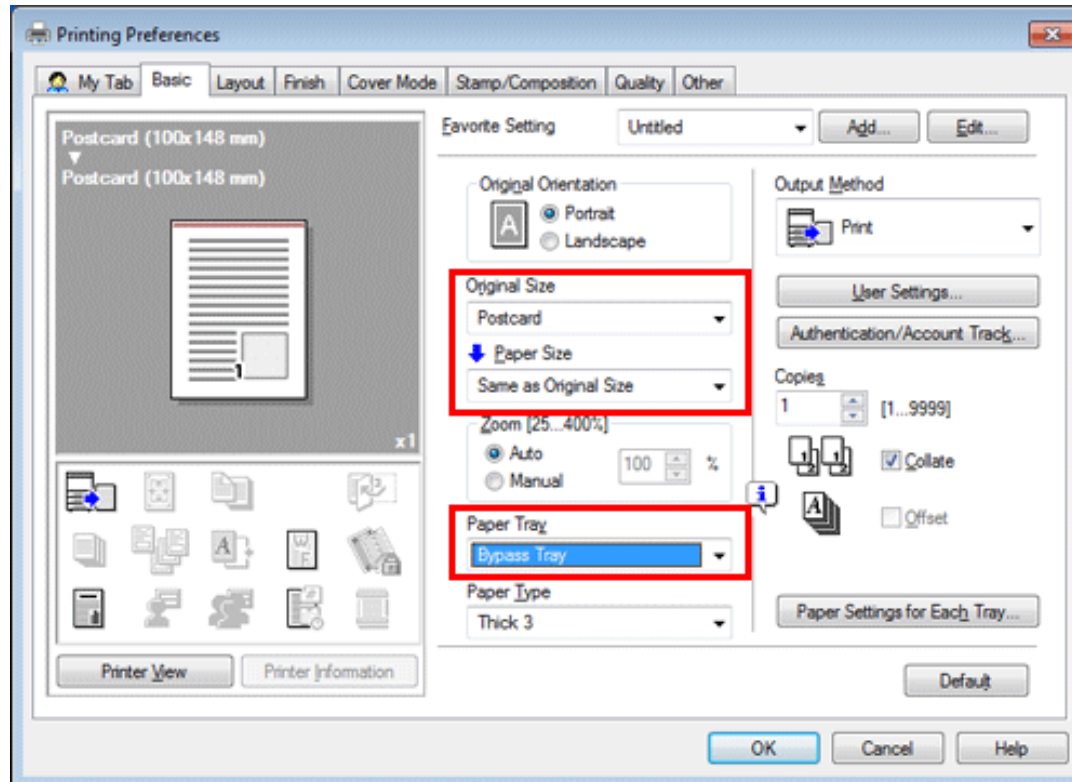
Printing on postcards

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

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

- ➡ [Original Size]: Select [Postcard]. If [Postcard] is selected, [Paper Type] is set to [Thick 3].

- ➡ [Paper Size]: Select [Same as Original Size].
- ➡ [Paper Tray]: Select [Bypass Tray].



2. Execute printing.

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

3. Load postcards into the **Bypass Tray**.

- ➡ For details on how to load postcards, refer to [Here](#).

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

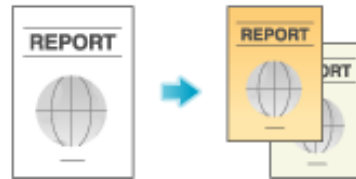
Printing starts.

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

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

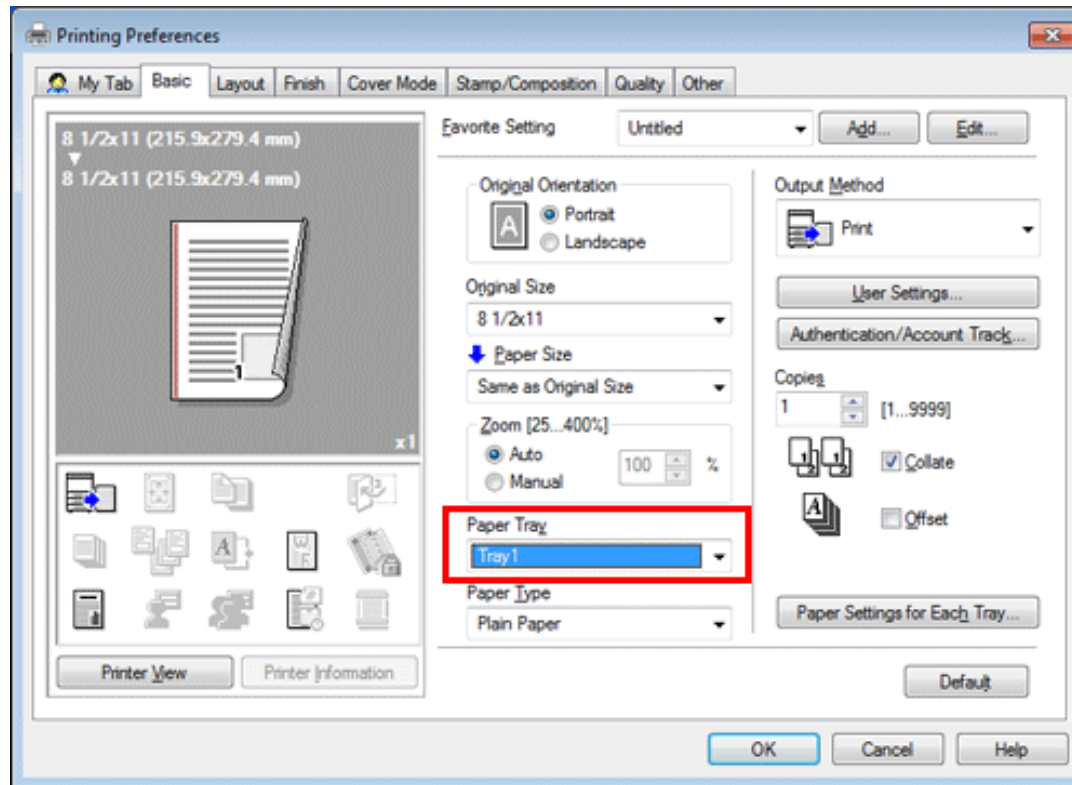
For example, by using the print command once, you can print a submission document on high-quality color paper loaded in **Tray1** and print your copy on recycled paper loaded in **Tray2**.

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

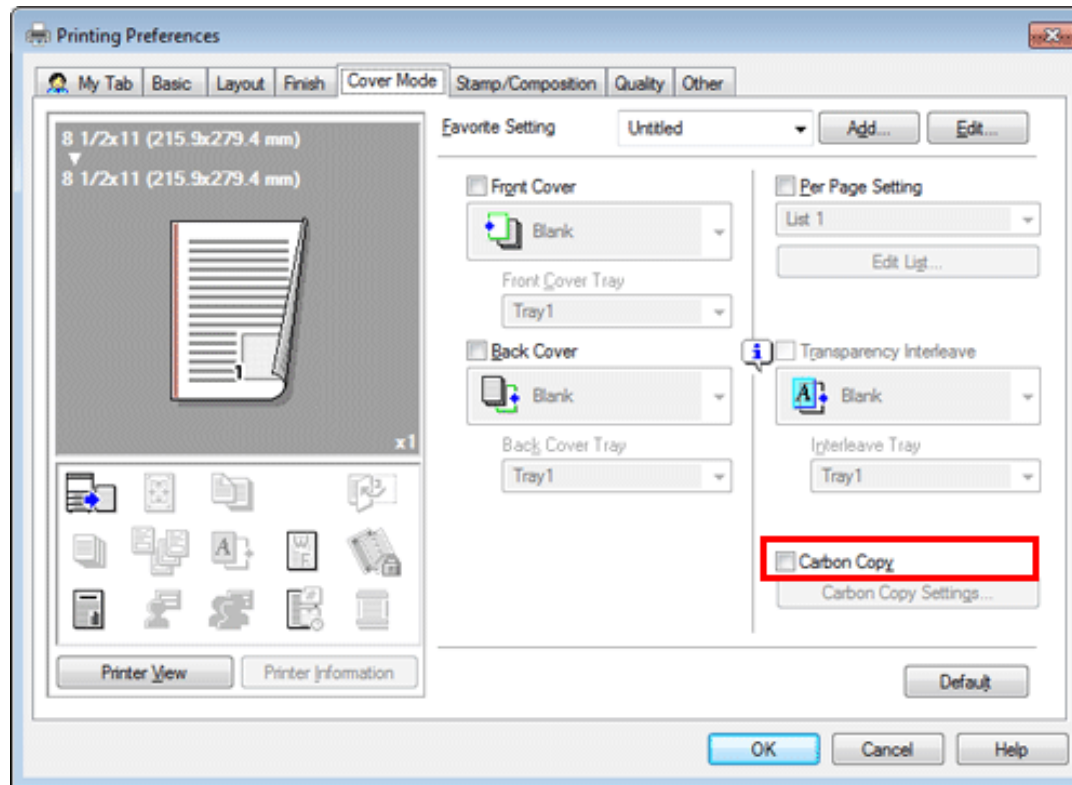


1. In [Paper Tray] in the [Basic] tab, select the paper tray for printing the original.

➡ You cannot select [Auto].

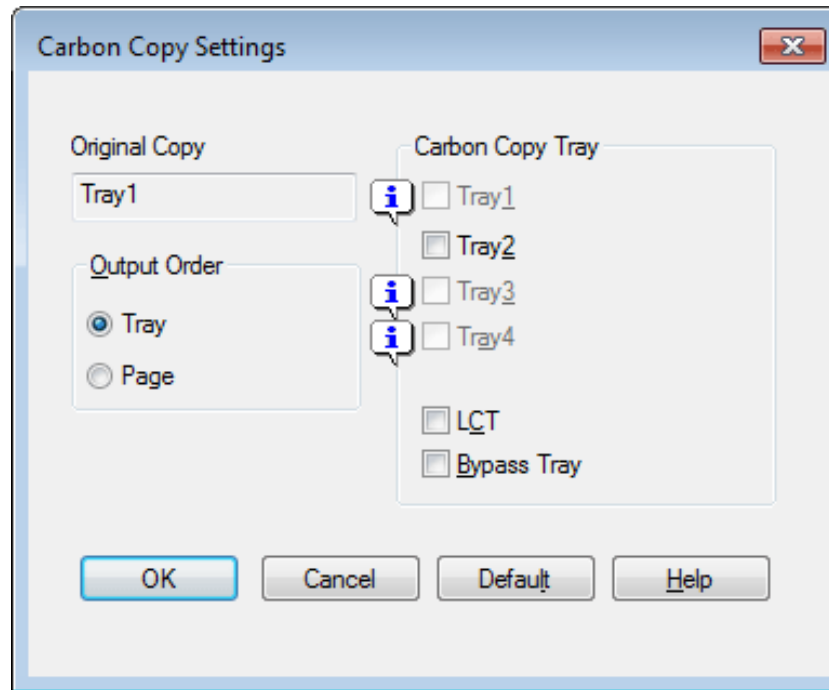


2. In the [Cover Mode] tab, select the [Carbon Copy] check box.



The [Carbon Copy Settings] window appears.

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



| Settings | Description |
|--------------------|---|
| [Original Copy] | The paper tray for printing the original is displayed. |
| [Carbon Copy Tray] | Select the paper tray for carbon copies. Select the check boxes for all paper trays to be used. |
| [Output Order] | <p>Select the order of outputting carbon copies.</p> <p>❖ [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.</p> <p>❖ [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.</p> |



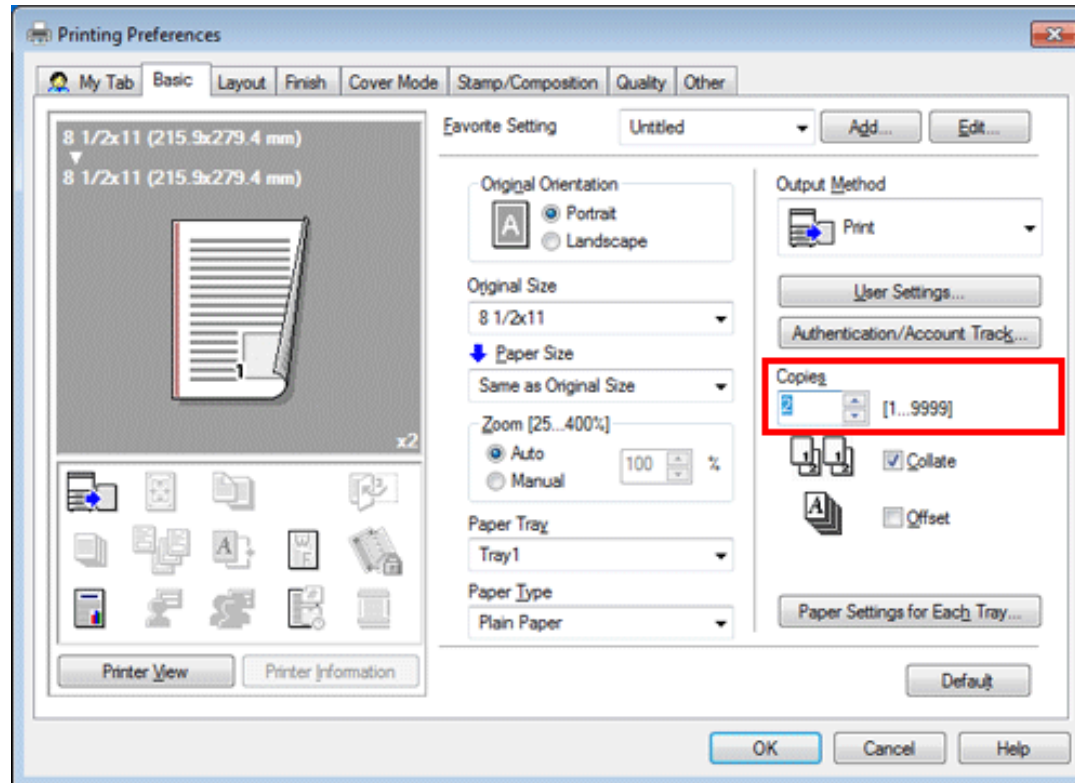
Tips

❖ 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 the [Basic] tab, specify the number of copies you want to print.



Reference

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

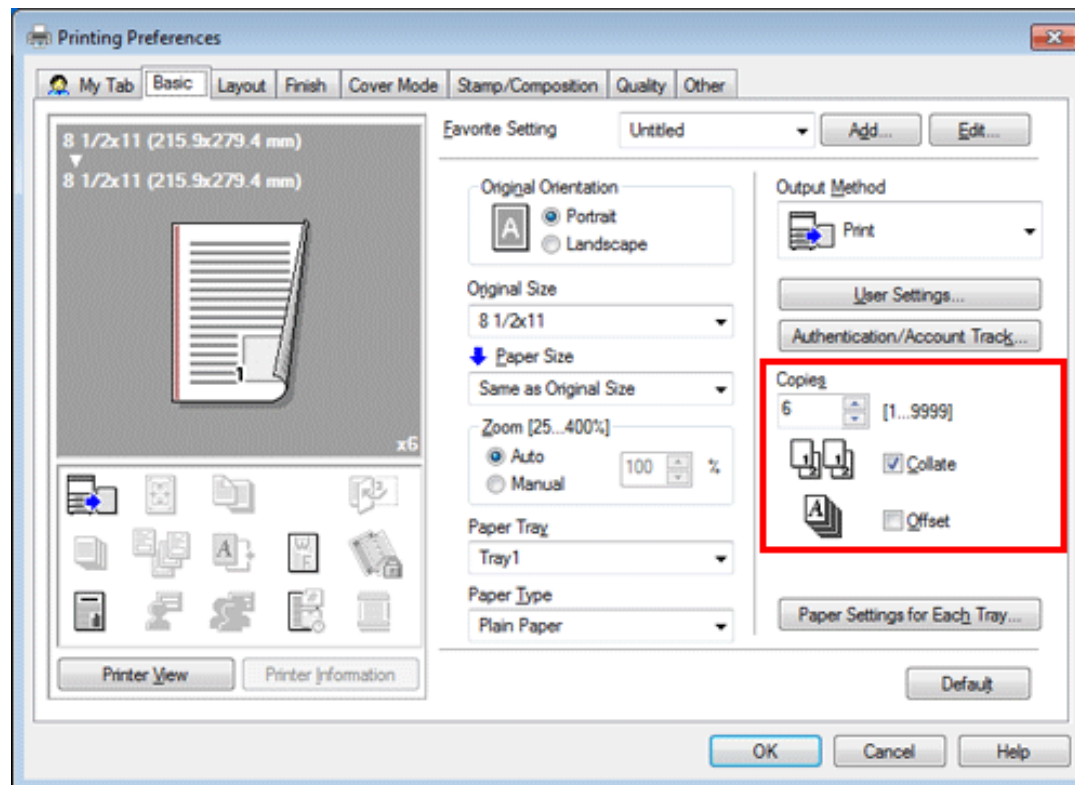
Printing by sets ([Collate]/[Offset])

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

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



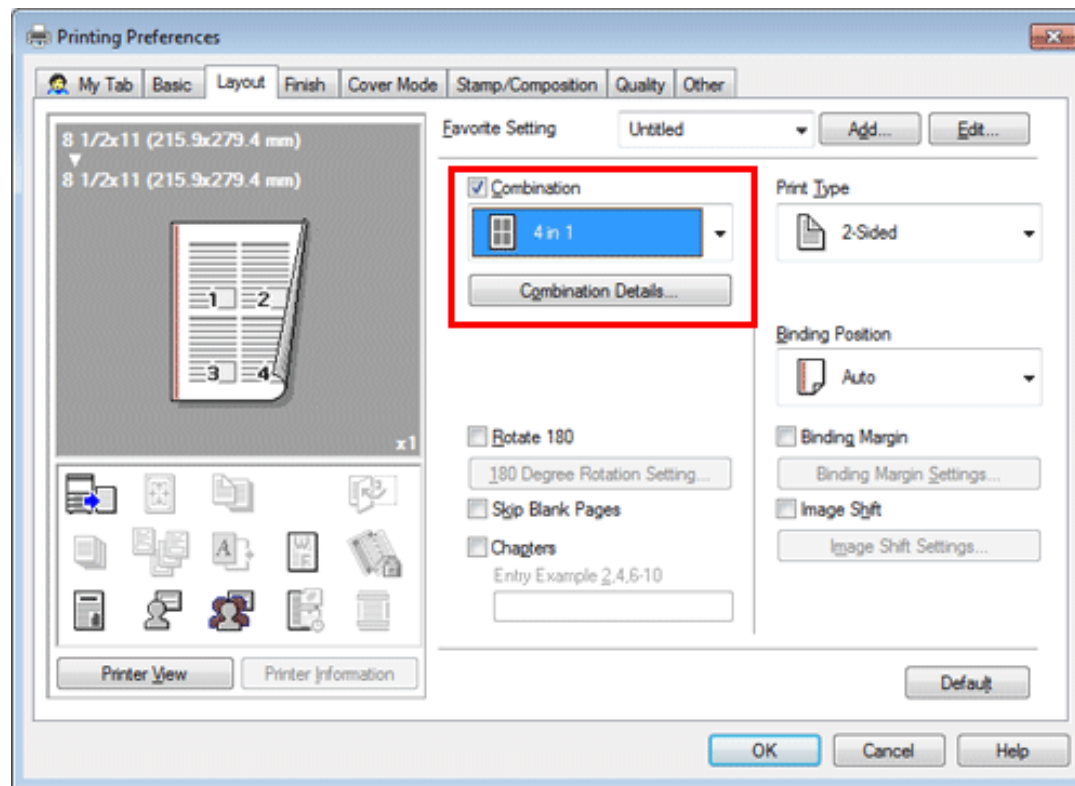
Saving the Number of Printed Sheets

Printing multiple pages on the same side of a single sheet ([Combination])

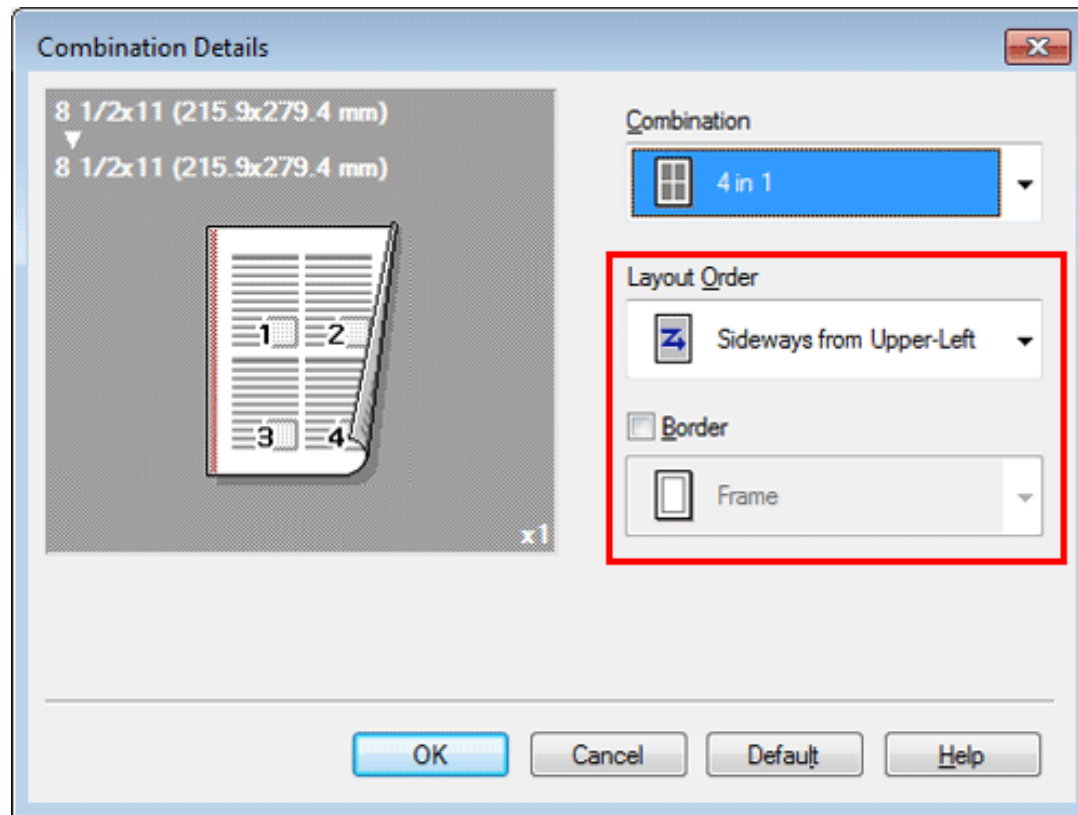
You can print multiple reduced size pages on the same side of a single sheet to reduce the number of pages to be printed.



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



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



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



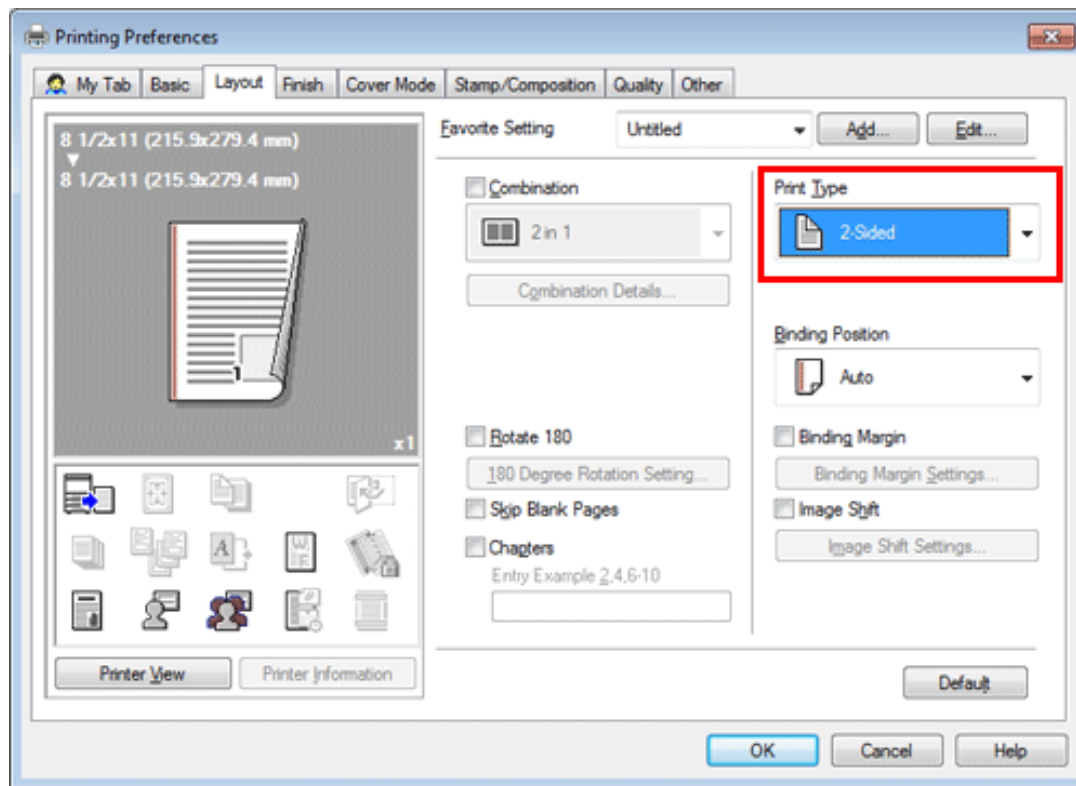
Tips

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

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



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



Tips

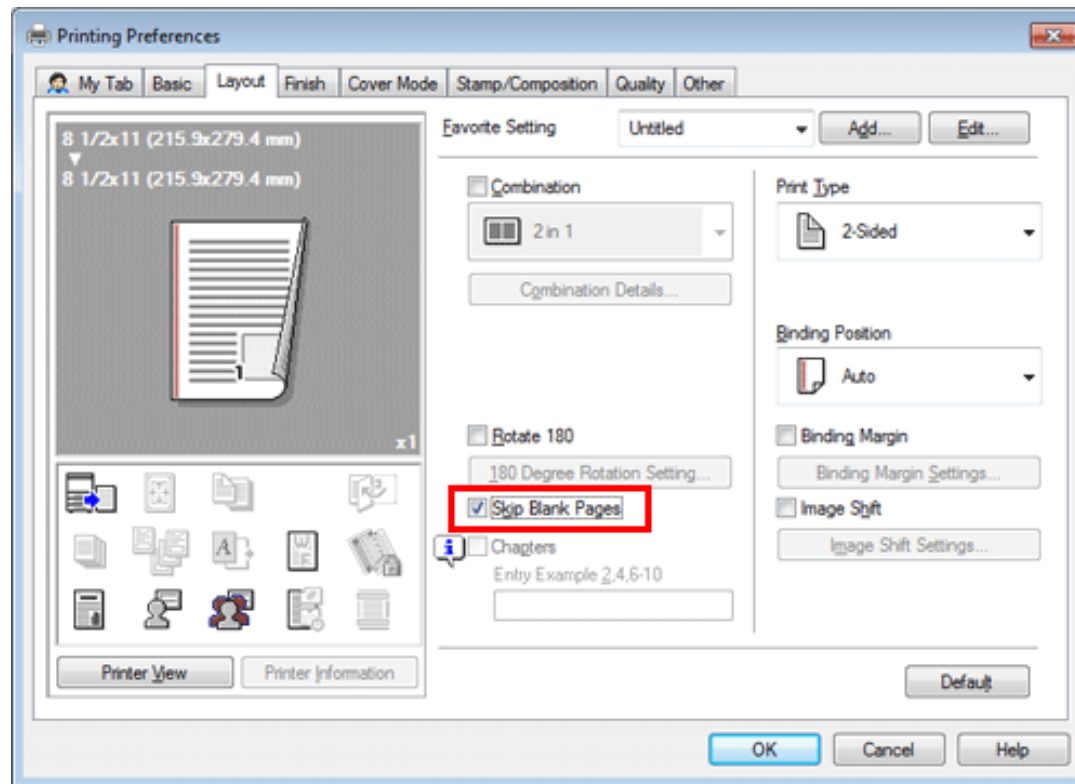
- By using this function in combination with the Combine function ([Combination]: "N in 1"), you can save more amount of paper.

Skipping blank pages ([Skip Blank Pages])

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



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





Tips

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

Binding Printed Sheets

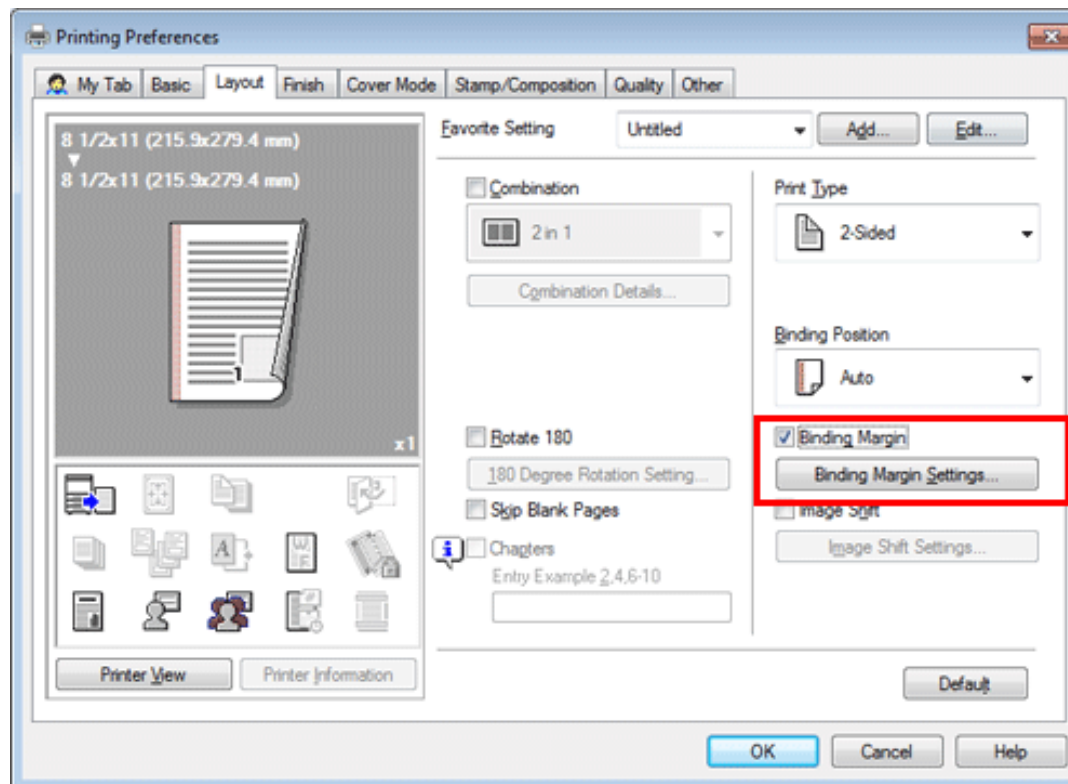
Adding margin on pages ([Binding Margin])

A margin for binding is added on pages.

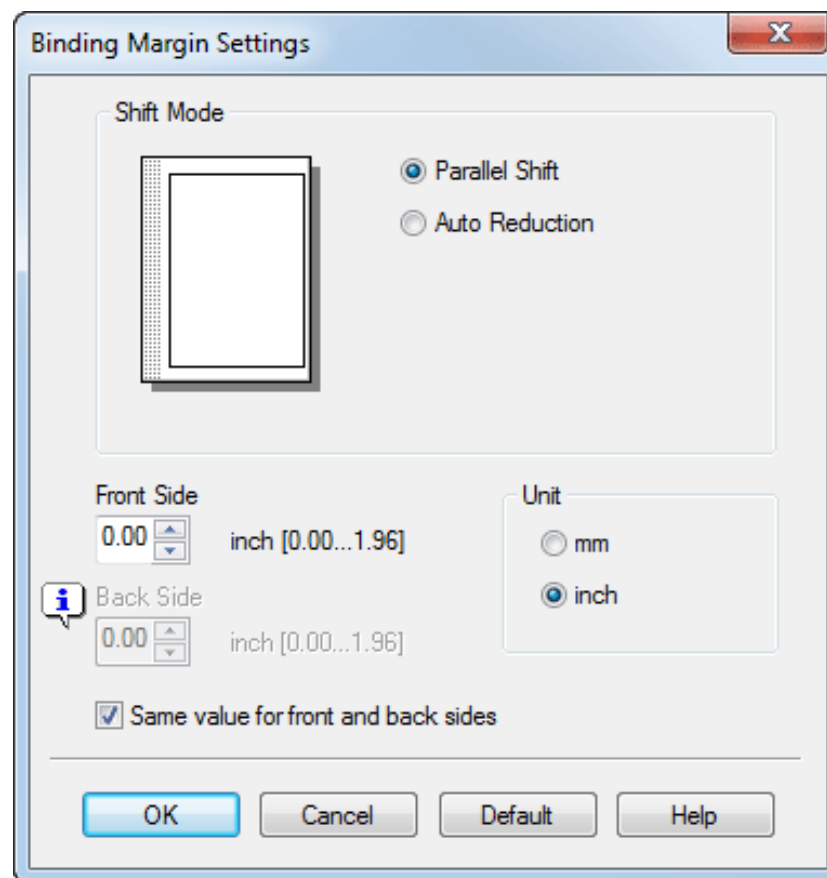


1. In the [Layout] tab, select the [Binding Margin] check box.

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



2. Click [Binding Margin Settings...].
3. Adjust the size of margin and click [OK].



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



Tips

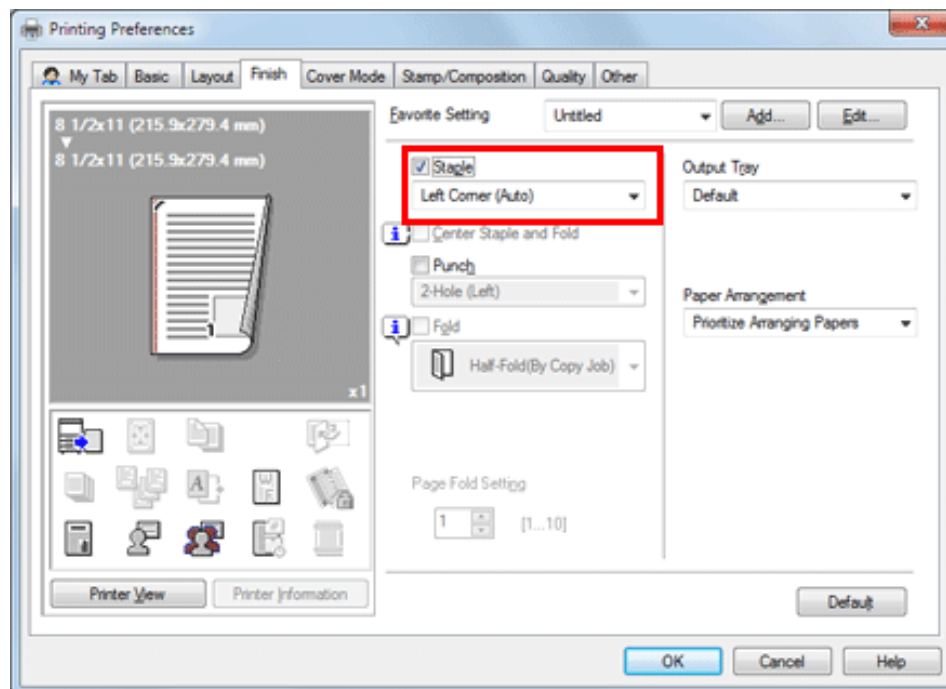
❖ [Binding Margin] is available only when the printer driver for Windows is used.

Stapling paper ([Staple])

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



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





Tips

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

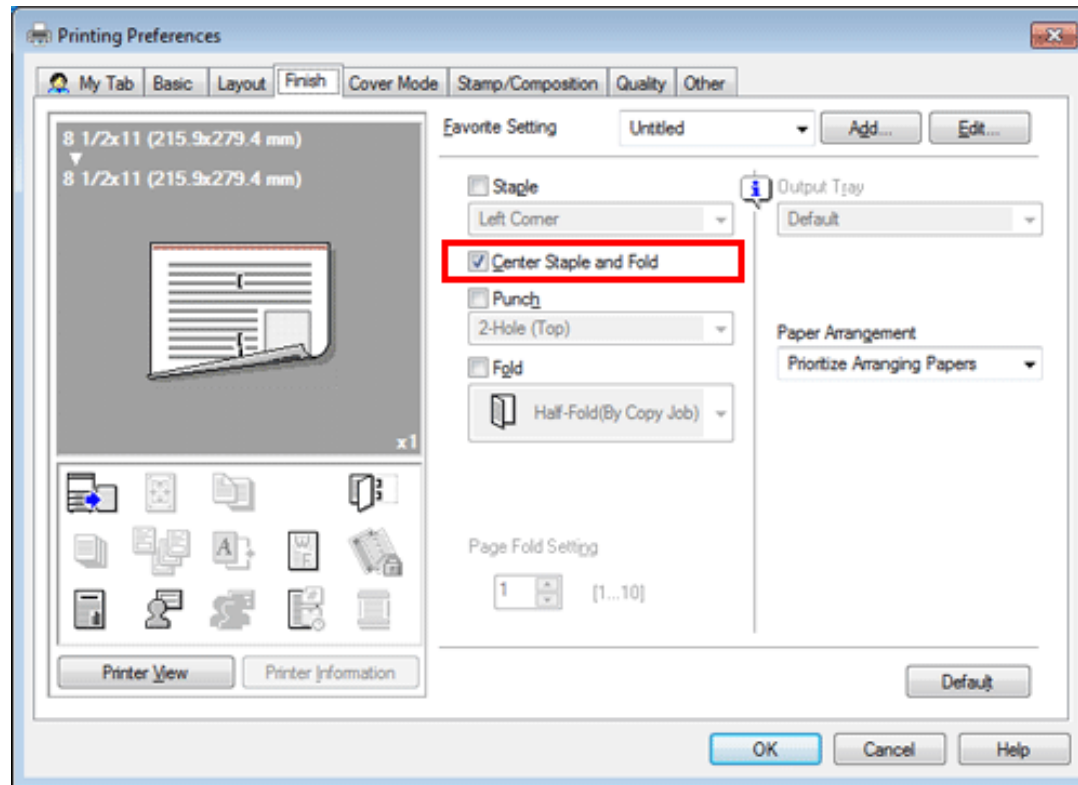
Binding in the center of the paper ([Center Staple and Fold])

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



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

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



Tips

❖ 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:

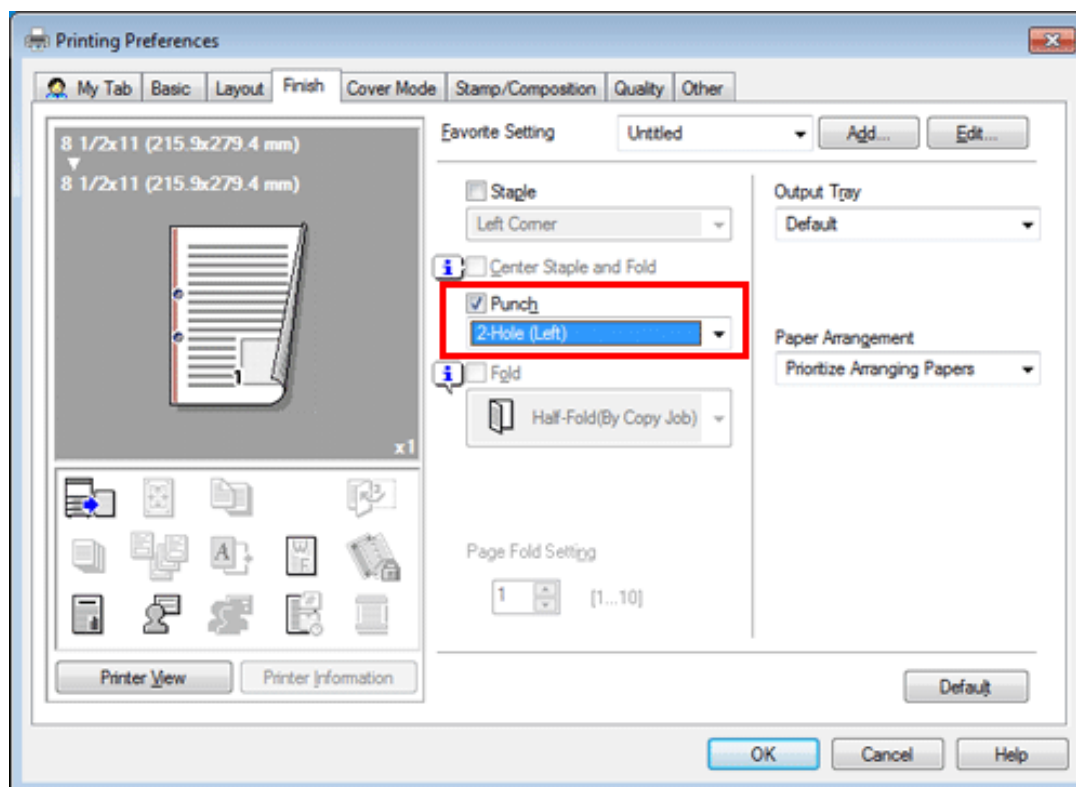
To use the Center Staple function, the optional **Finisher FS-534 SD** is required.

Punching the printed sheets ([Punch])

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



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





Tips

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

Folding papers ([Fold])

The printed sheets are creased before they are output.

Half-Fold



Tri-Fold

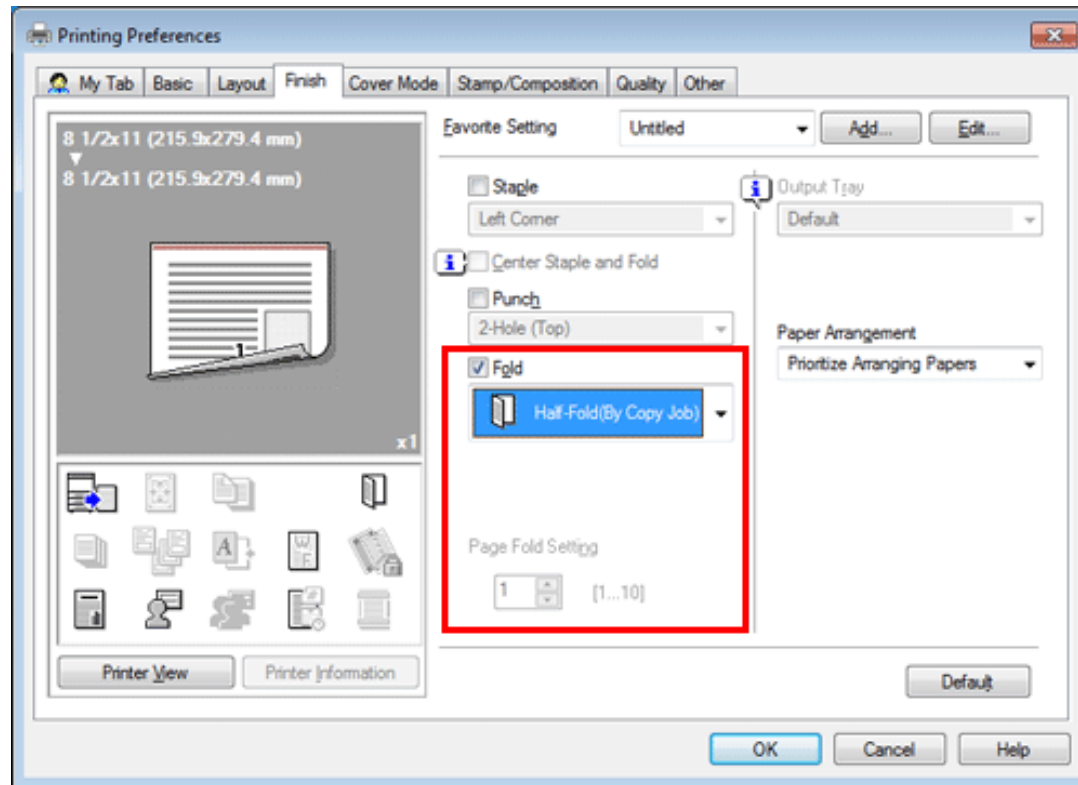


Z-Fold



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

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



Tips

❖ 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:

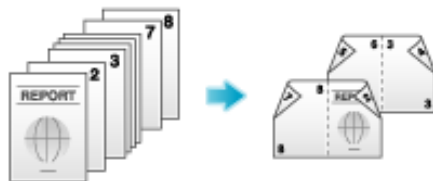
To use the Half-Fold or Tri-Fold function, the optional **Finisher FS-534 SD** is required.

- ❖ 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.

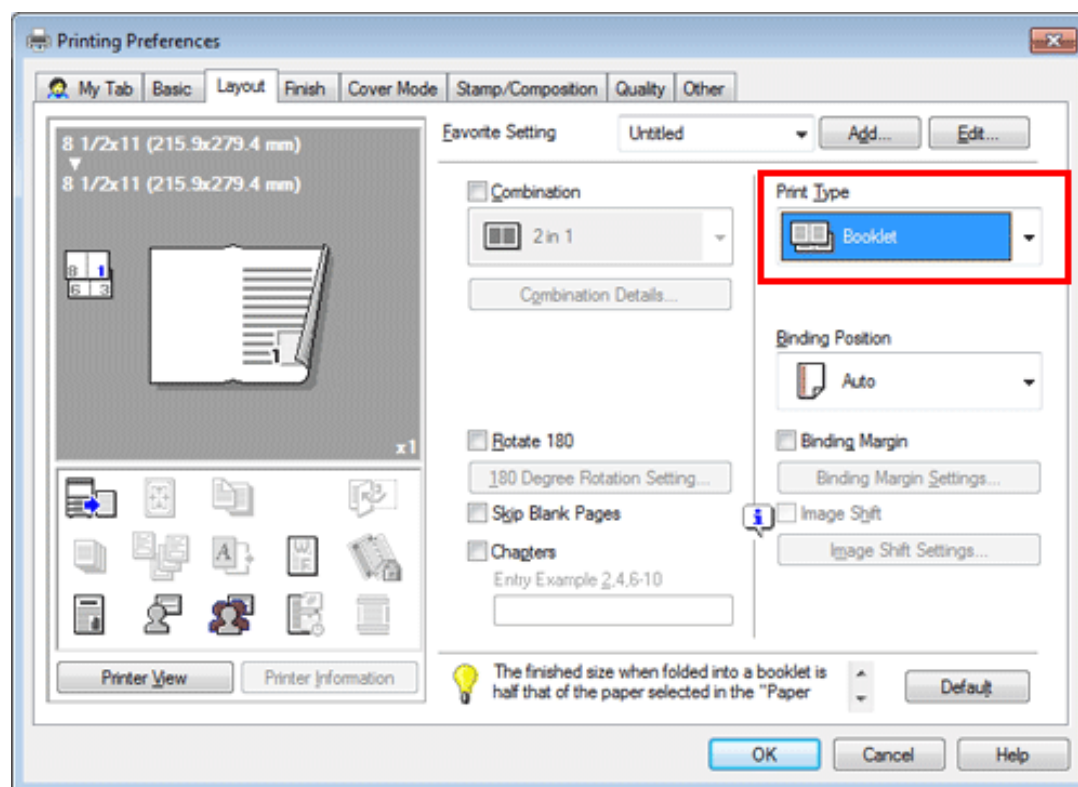
- ❖ This function cannot be used on originals that contain more pages than the number of pages that can be folded by this machine.

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 the [Layout] tab, select [Booklet].





Tips

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

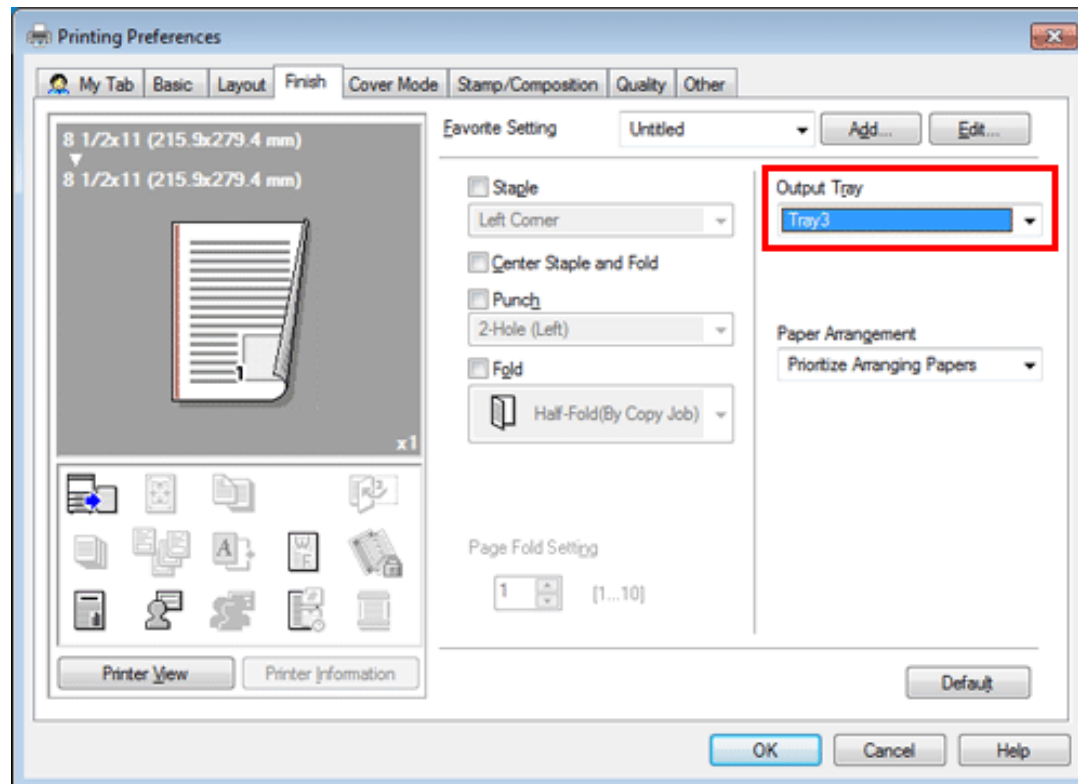


Reference

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

Specifying the output tray ([Output Tray])

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



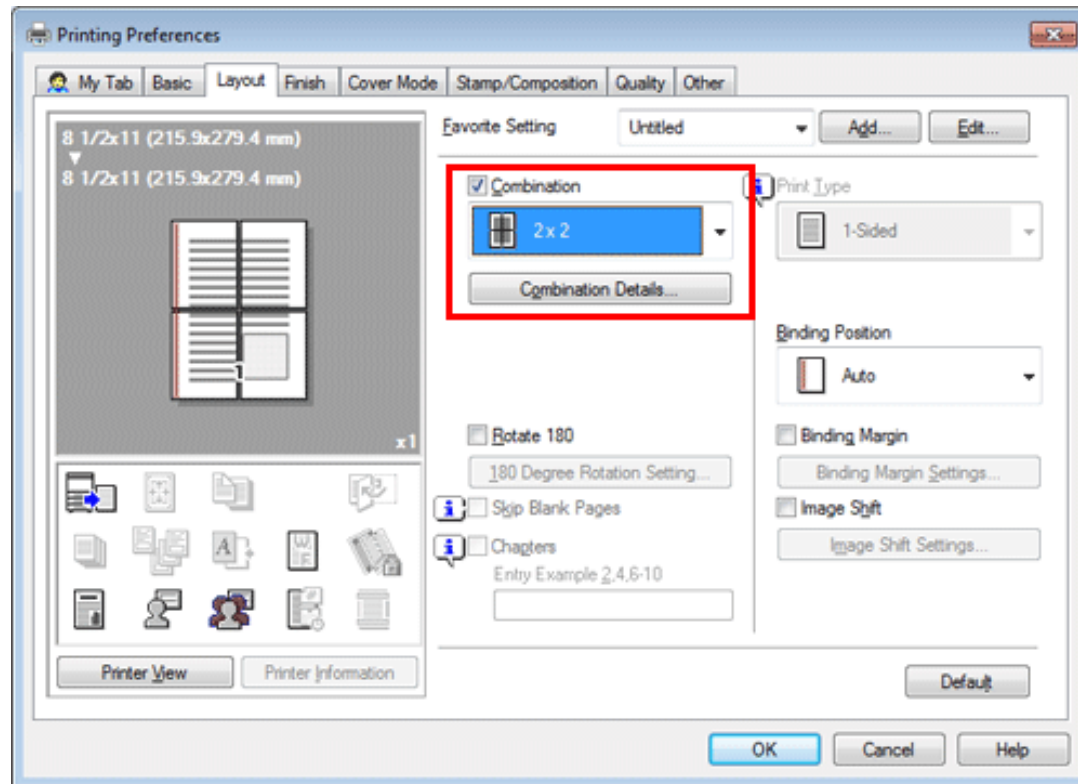
Adjusting the Layout

Printing a poster-sized image ([Combination]) (PCL only)

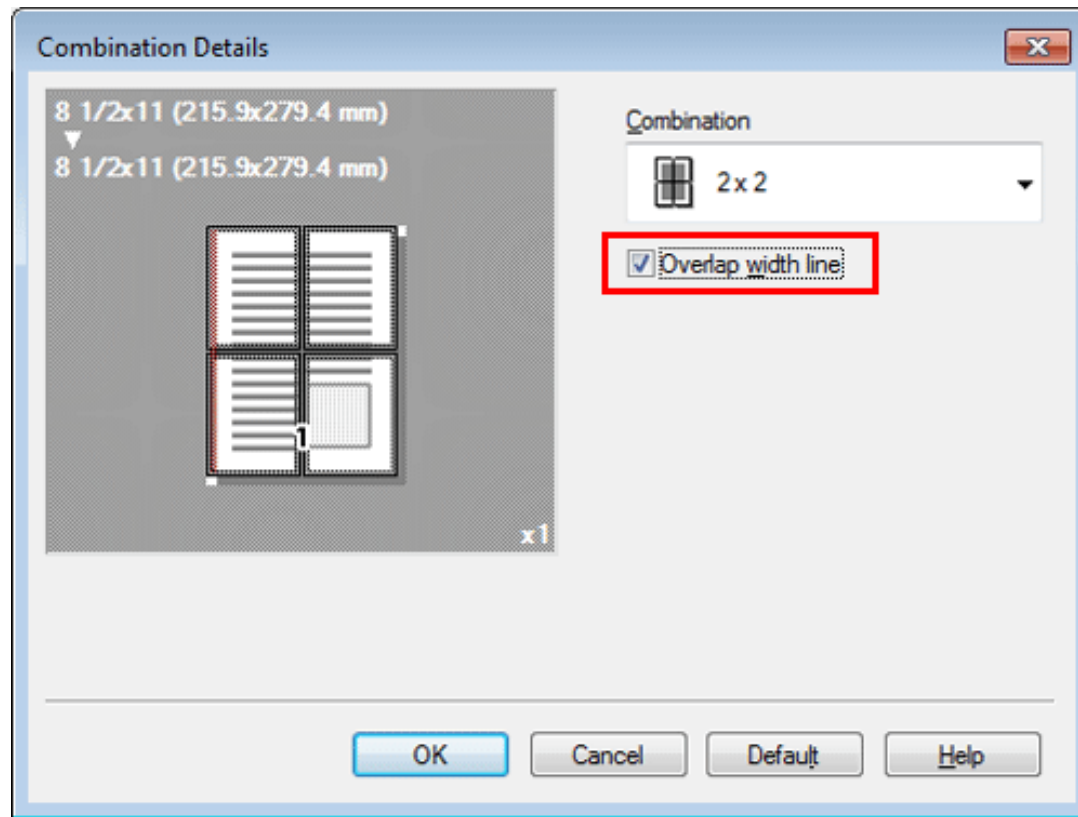
The original image is enlarged, divided, and printed on multiple sheets. When you join the printed sheets together, a large poster is created.



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



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

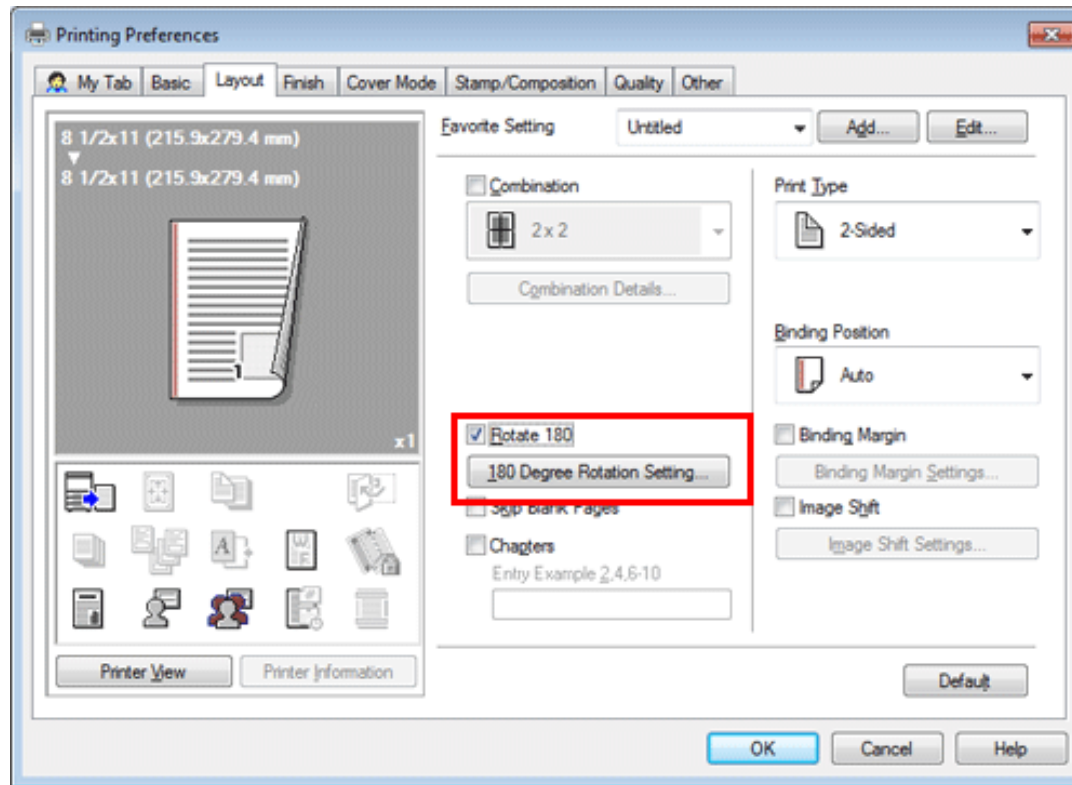


Rotating the image 180 degrees ([Rotate 180])

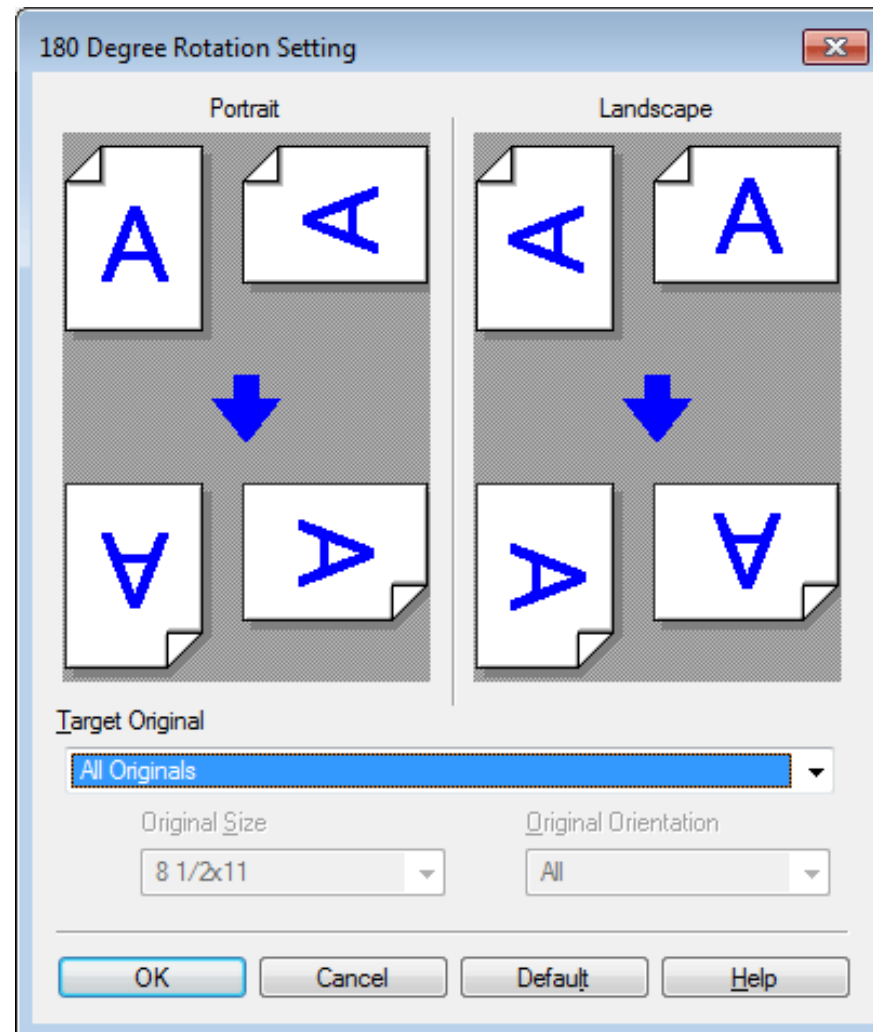
The image is printed upside down. Use this function when printing on envelopes whose loading direction cannot be changed.



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



2. Click [180 Degree Rotation Setting...].
3. Specify the original you want to rotate 180 degrees, then click [OK].



Tips

- ❖ The size and orientation of the original to be rotated 180 degrees depend on those of the original recognized by the application.

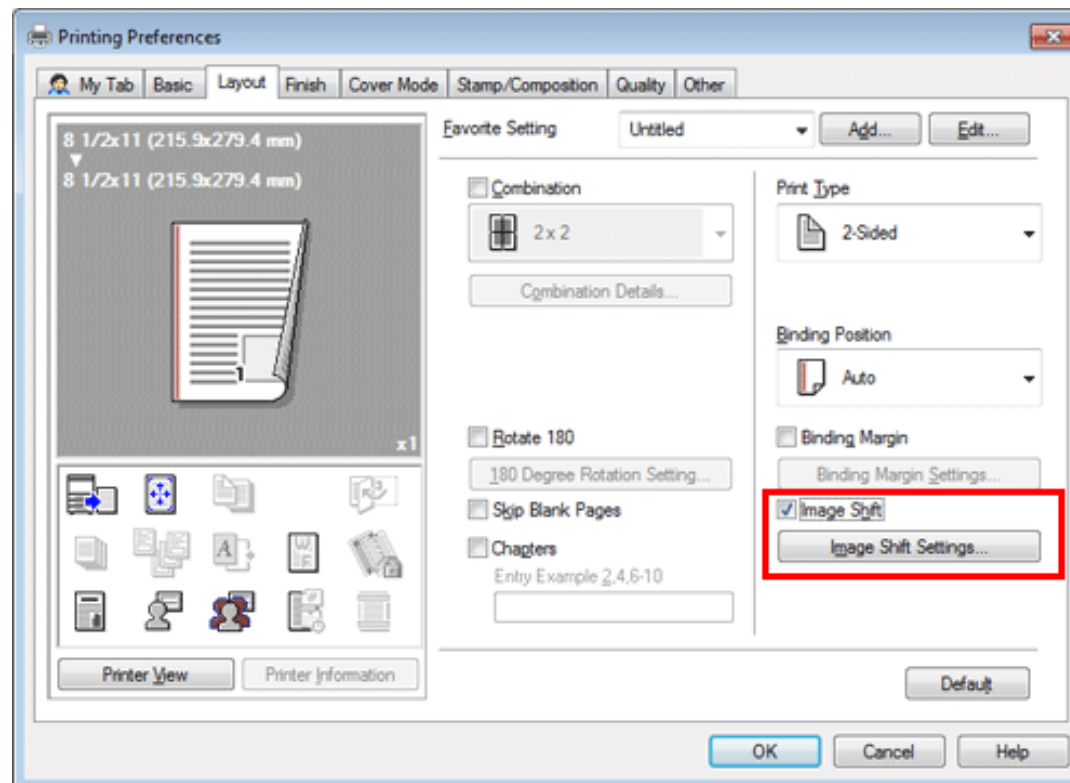
Fine-tuning the print position ([Image Shift])

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

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



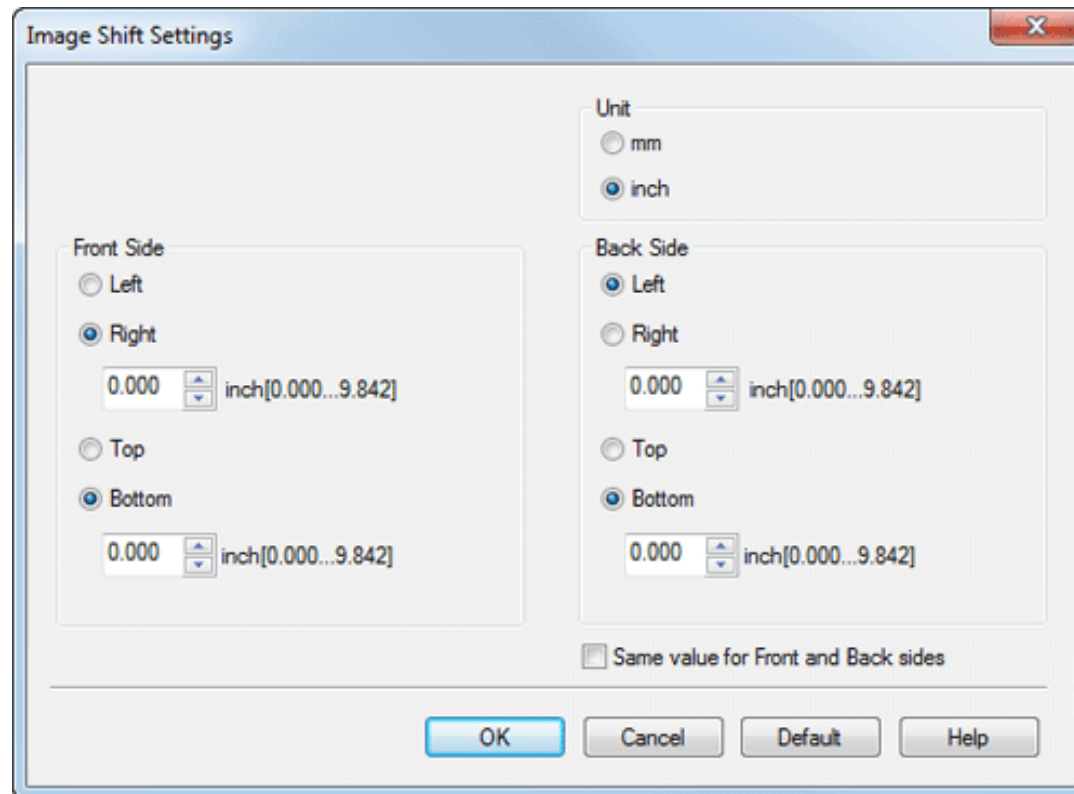
1. In the [Layout] tab, select the [Image Shift] check box.



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

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

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



Adding Text or an Image to the Original

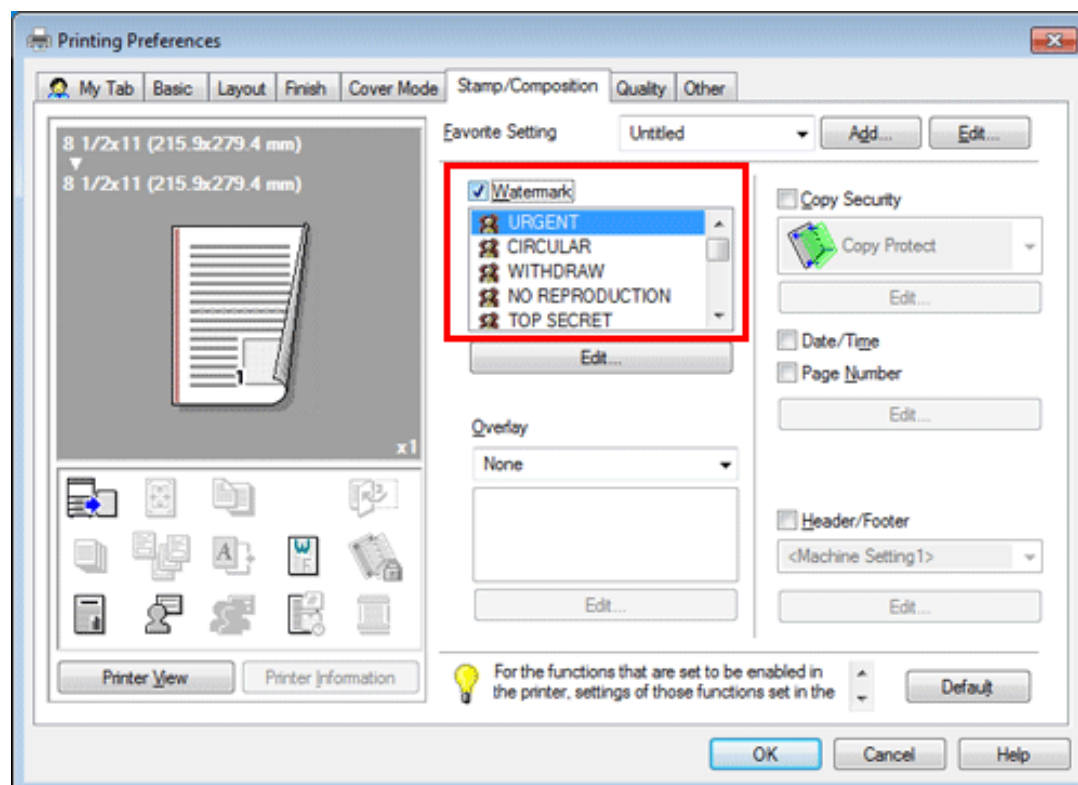
Adding a watermark ([Watermark])

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

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



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





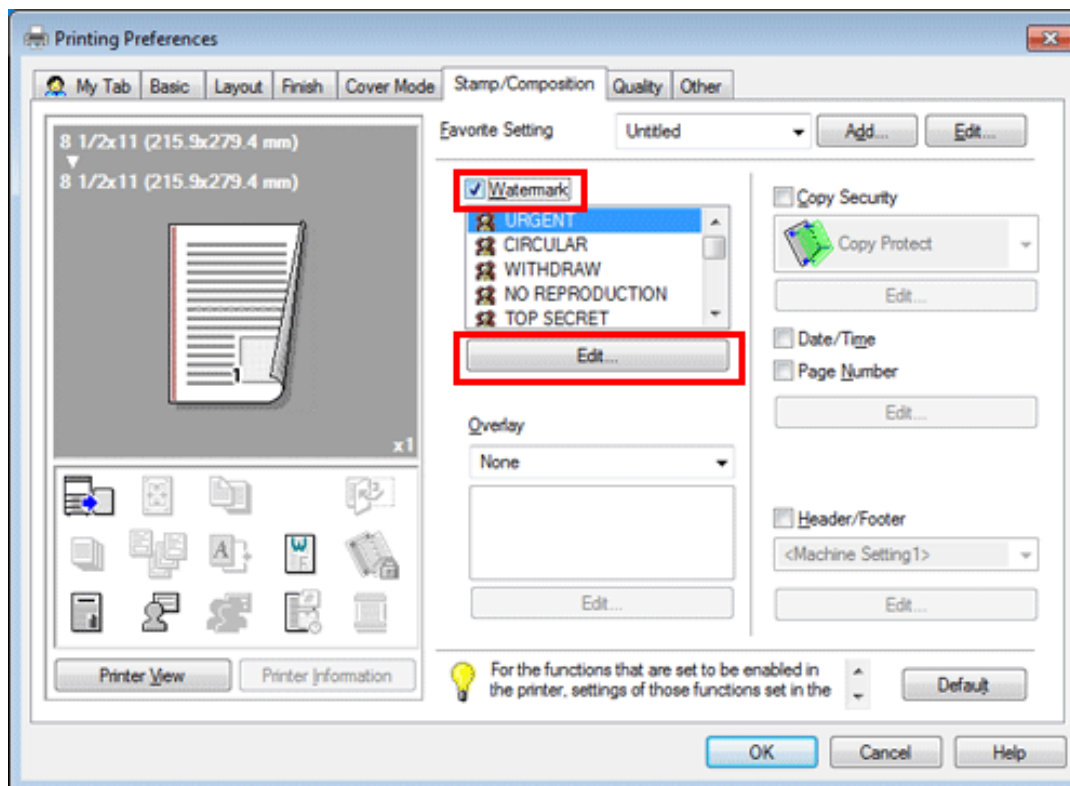
Tips

❖ [Watermark] is available only when the printer driver for Windows is used.

Registering/editing a watermark

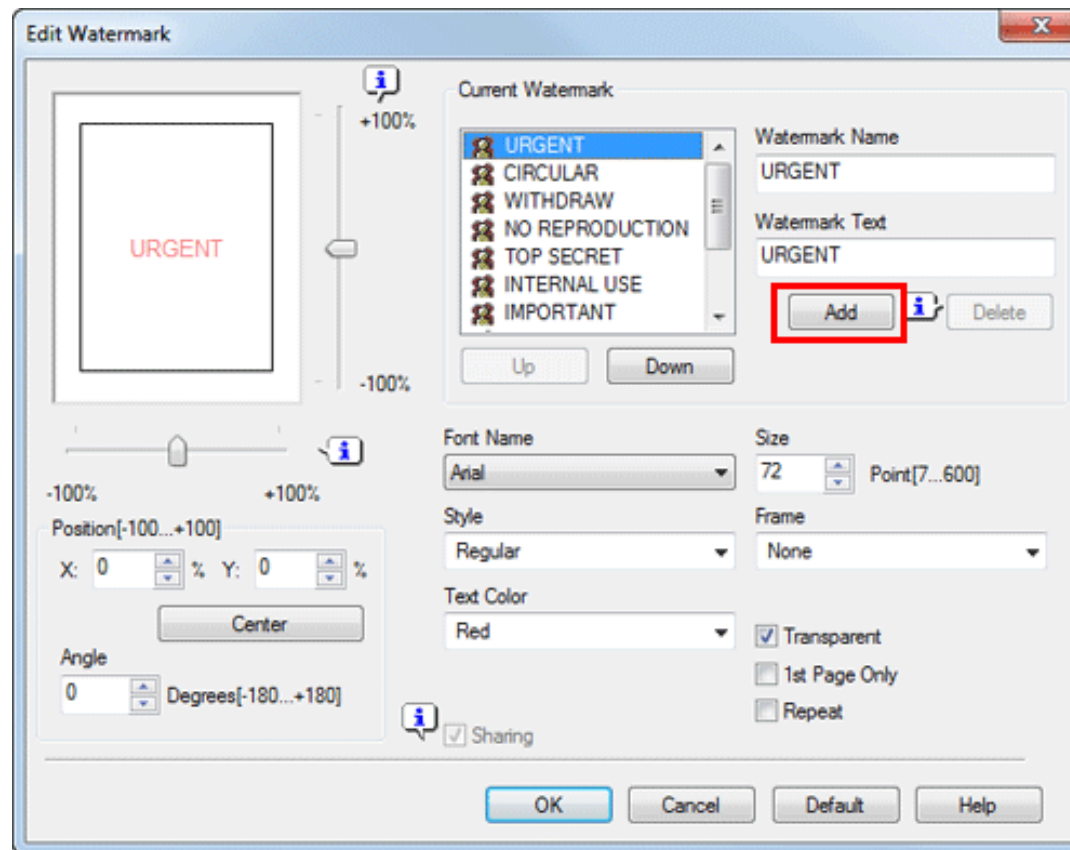
This machine has several factory-set watermarks. However, you can register new watermarks or edit existing watermarks as necessary.


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





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

- ➡ To edit a registered watermark, select the watermark from the [Current Watermark] list, and edit the data.
- ➡ To delete a registered watermark, select the watermark from the [Current Watermark] list, and click [Delete].






| Settings | Description |
|------------------|---|
| [Watermark Name] | Enter the name to be displayed in the watermark list (using up to 30 characters). |
| [Watermark Text] | Enter the text to be displayed as a watermark (using up to 30 characters). |
| [Up]/[Down] | Clicking these buttons changes the order of items in the list. You can move frequently used watermarks to upper positions. |
| [Position] | Specify the print position for the watermark.  [X]/[Y]: Adjust the horizontal and vertical positions of the watermark. The values change as you move the slide bar. |

| | |
|-----------------|--|
| |  [Center]: Click this button to reset the watermark position to the center.  [Angle]: Adjust the angle of the watermark. |
| [Font Name] | Select the font for the watermark. |
| [Size] | Specify the font size for the watermark. |
| [Style] | Select the font style for the watermark. |
| [Frame] | Select the frame for the watermark. |
| [Text Color] | Select the color of the watermark. |
| [Transparent] | Select this check box to print the watermark in a translucent tone. When this check box is cleared, the printed watermark obscures the background. |
| [1st Page Only] | Select this check box to print the watermark only on the first page of the original. |
| [Repeat] | Select this check box to repeatedly print the watermark on each page. |
| [Sharing] | Select this check box to share the watermark with other users. |

3. Click [OK].

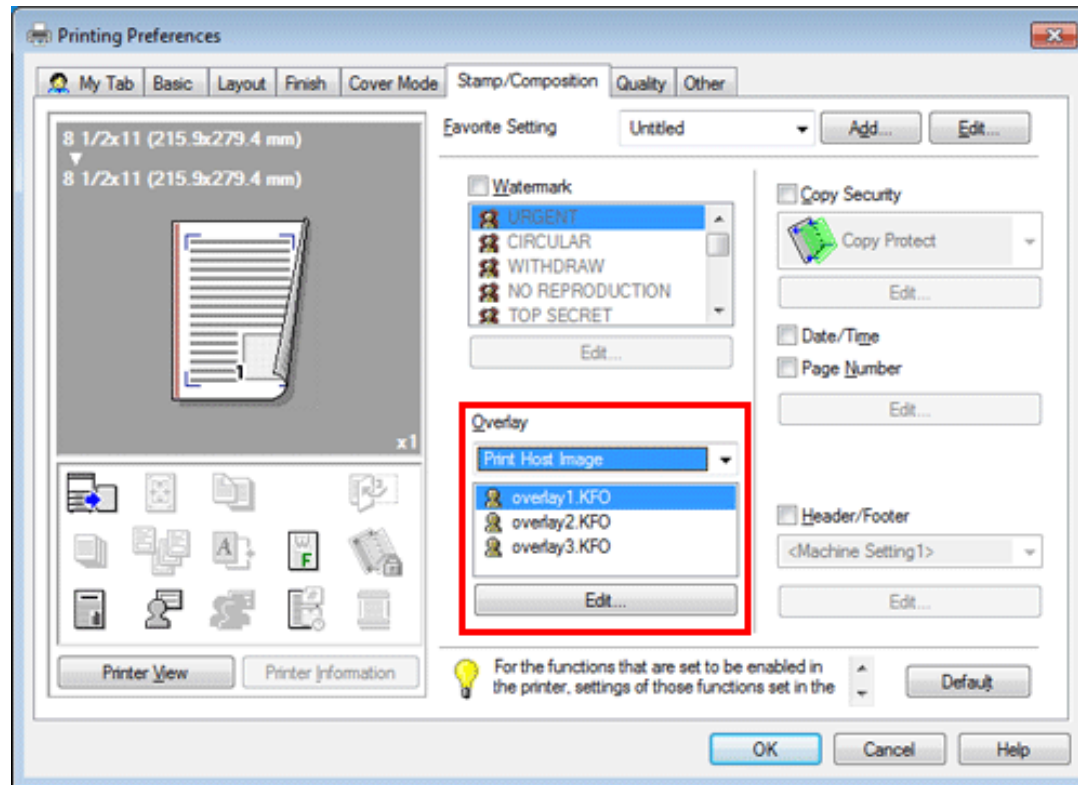
Composing an overlay image ([Overlay])

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

-  For details on how to register an overlay image on your computer, refer to [Here](#).
-  For details on how to register an overlay image in a shared folder on the network, refer to [Here](#).
-  For details on how to register an overlay image in this machine, refer to [Here](#).

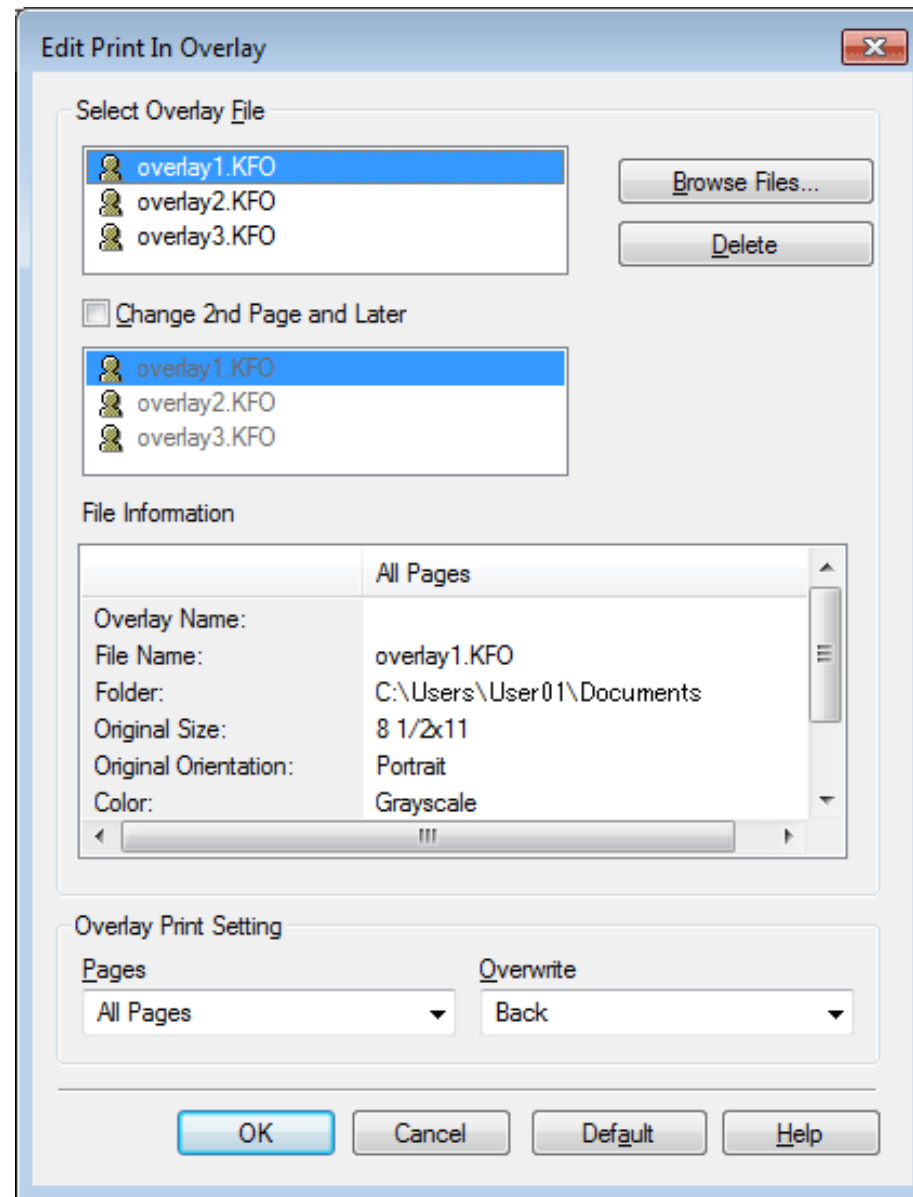


In [Overlay] in the [Stamp/Composition] tab, select [Print Host Image] or [Print Device Image] (PCL only), and then from the list, select the overlay image to be printed on the original as a composite image.



As necessary, click [Edit...] to add or delete overlay images. Alternatively, change the method of composing an overlay image.

When you have selected [Print Host Image]:



| Settings | Description |
|-----------------------|-----------------------------------|
| [Select Overlay File] | Add or delete overlay images. |
| [Browse Files...] | Add an overlay image to the list. |
| | |

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

When you have selected [Print Device Image]:

Edit Print In Overlay

Overlay Info Obtain Device Information

| | Front Side | Back Side |
|----------------------|----------------------|----------------------|
| Overlay Name | <Machine Setting001> | <Machine Setting001> |
| Original Size | (Unknown) | (Unknown) |
| Original Orientation | (Unknown) | (Unknown) |
| Color | (Unknown) | (Unknown) |
| Resolution | (Unknown) | (Unknown) |
| Date | (Unknown) | (Unknown) |

☒ **Print on Front Side**

Overlay Name
 <Machine Setting001>
Browse...

Select Color
 Same as Stored

Density
 100 % [20...100]

Overwrite
 Overlay Brightness

☒ **Print on Back Side**

Overlay Name
 <Machine Setting001>
Browse...

Select Color
 Same as Stored

Density
 100 % [20...100]

Overwrite
 Overlay Brightness
☒ Same as Front Side

Pages
 All Pages

OK Cancel Default Help

| Settings | Description |
|-----------------------------|---|
| [Obtain Device Information] | If your computer can communicate with this machine, your computer obtains and displays the latest information on the overlay images registered in this machine. |
| | |

| | | |
|--|----------------------|--|
| [Overlay Info] | | Information on the overlay image selected from the list is displayed. |
| [Print on Front Side]/[Print on Back Side] | | Select this check box to compose an overlay image on the front and back sides. In addition, specify how to compose an overlay image. |
| | [Overlay Name] | Select the overlay image to be composed. Click [Browse...] to confirm the detailed overlay information. |
| | [Select Color] | Select the color of the overlay image to be composed. |
| | [Density] | Specify the density of the overlay image to be composed. |
| | [Overwrite] | Select whether to compose the overlay image by overwriting the image on the front side of the original, or to compose it on the back side of the original by watermarking the image. |
| | [Same as Front Side] | Select this check box to apply the settings for the front side to the back side. |
| [Pages] | | Select the range of pages on which an overlay image is composed. |



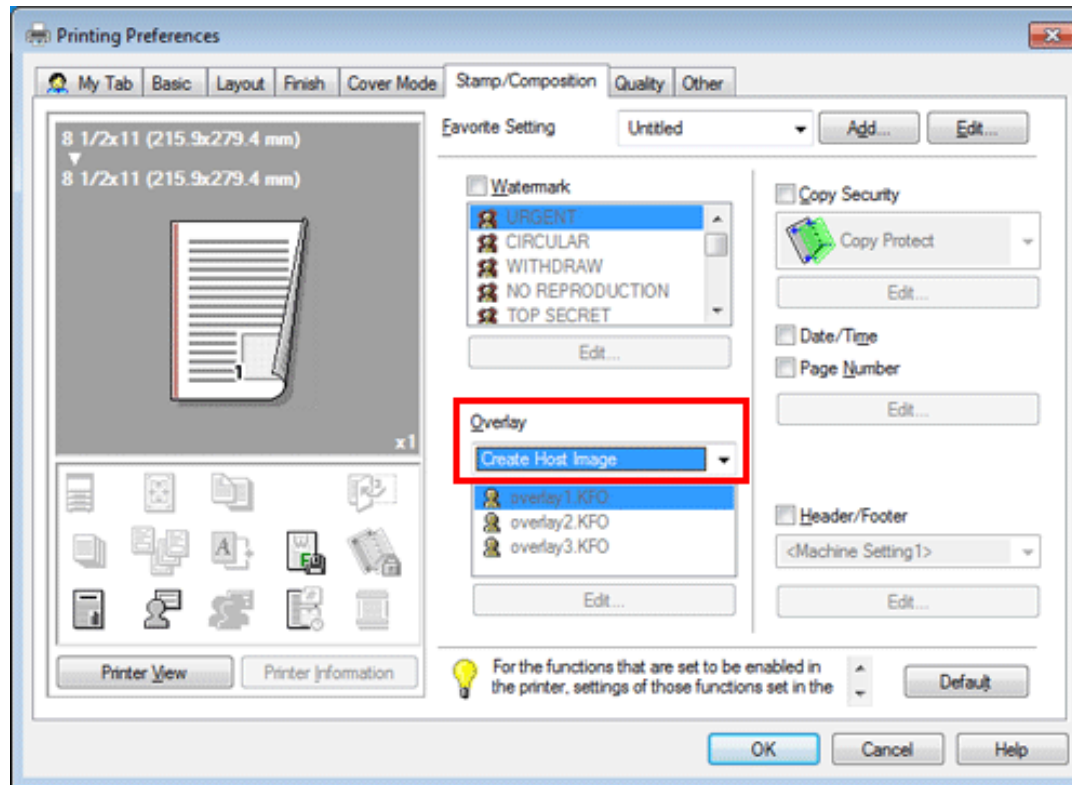
Tips

- ❖ [Overlay] is only available when the printer driver for Windows is used.
- ❖ To use [Print Device Image], the optional **Extension Memory** is required. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).

Creating an overlay image in the computer

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

1. In application software, create an original to be registered in an overlay image.
2. In [Overlay] in the [Stamp/Composition] tab, select [Create Host Image].



3. In the application software, execute printing.

The [Create Overlay File] window appears.

4. Enter the file name and save the file.

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

Creating an overlay image in a shared folder

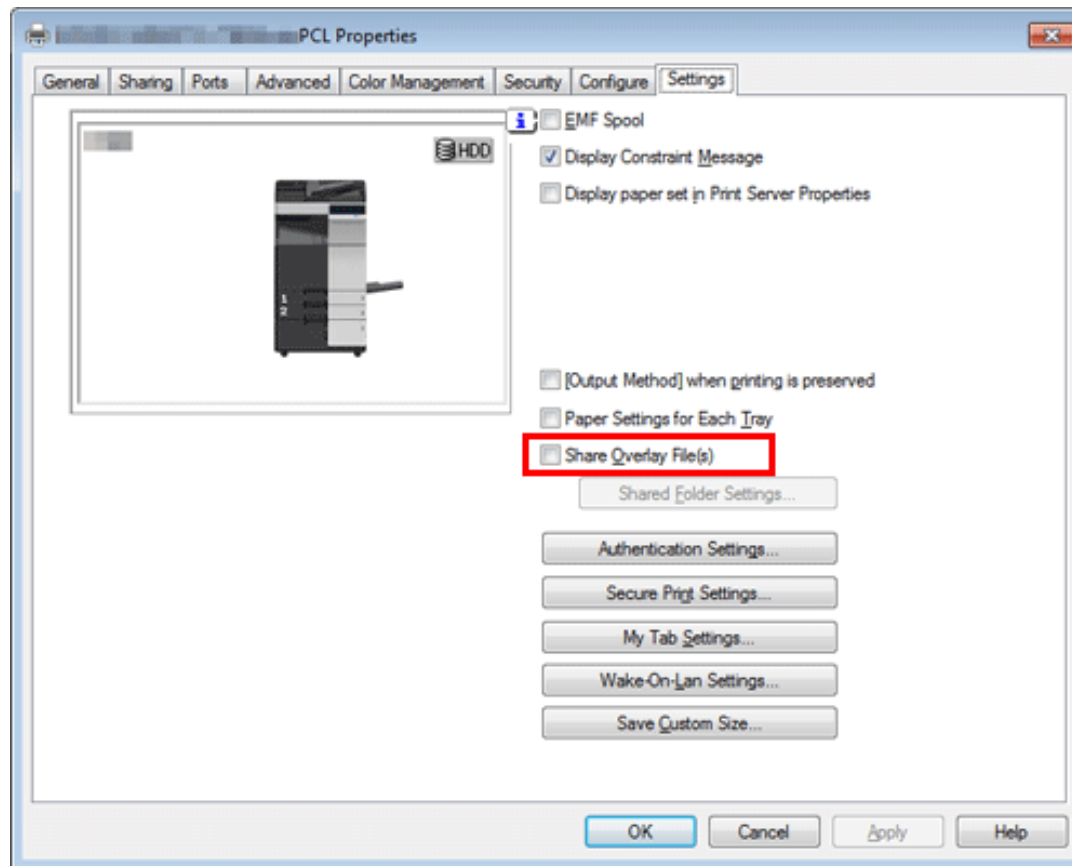
In a shared folder, you can create an image that is composed on the original from [Overlay] in the [Stamp/Composition] tab. The created overlay image can be shared by other users.

First, in the [Settings] tab, register a shared folder for storing the overlay image.

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

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

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

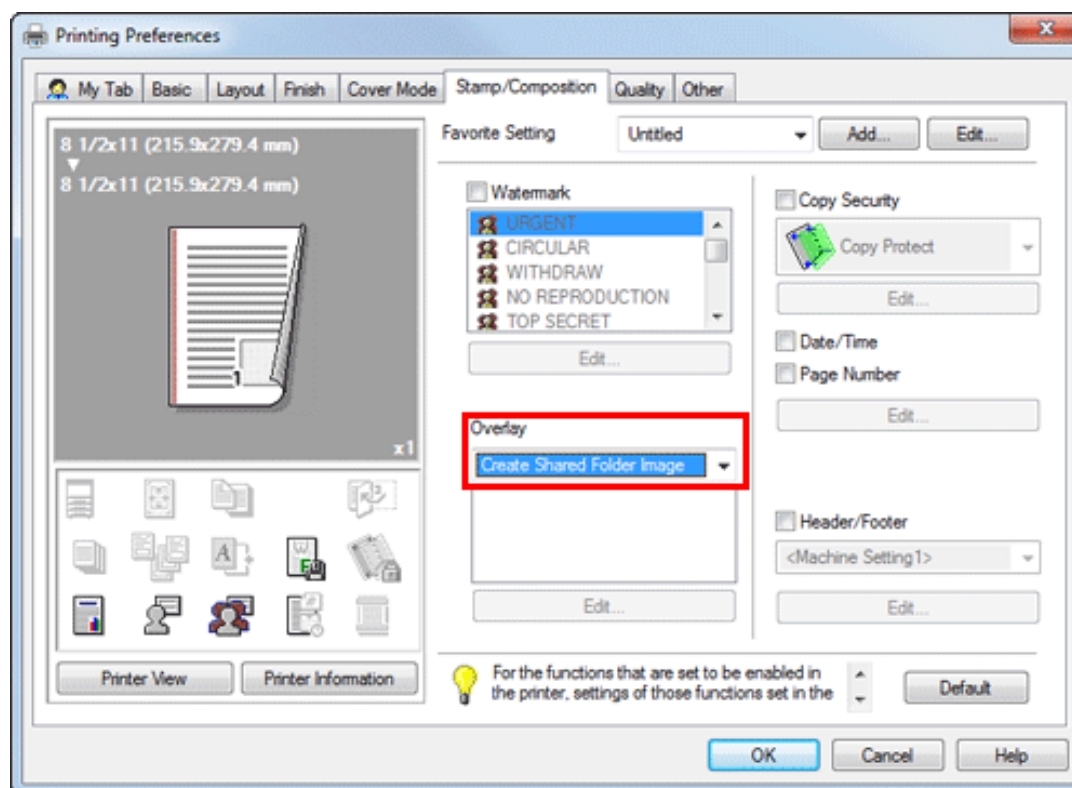


The [Shared Folder Settings] window appears.

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

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

4. In application software, create an original to be registered in an overlay image.
5. In [Overlay] in the [Stamp/Composition] tab, select [Create Shared Folder Image].



6. In the application software, execute printing.

The [Create Overlay File] window appears.

7. Enter the file name and save the file.

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

Adding the print date/time or page number ([Date/Time]/[Page Number])

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

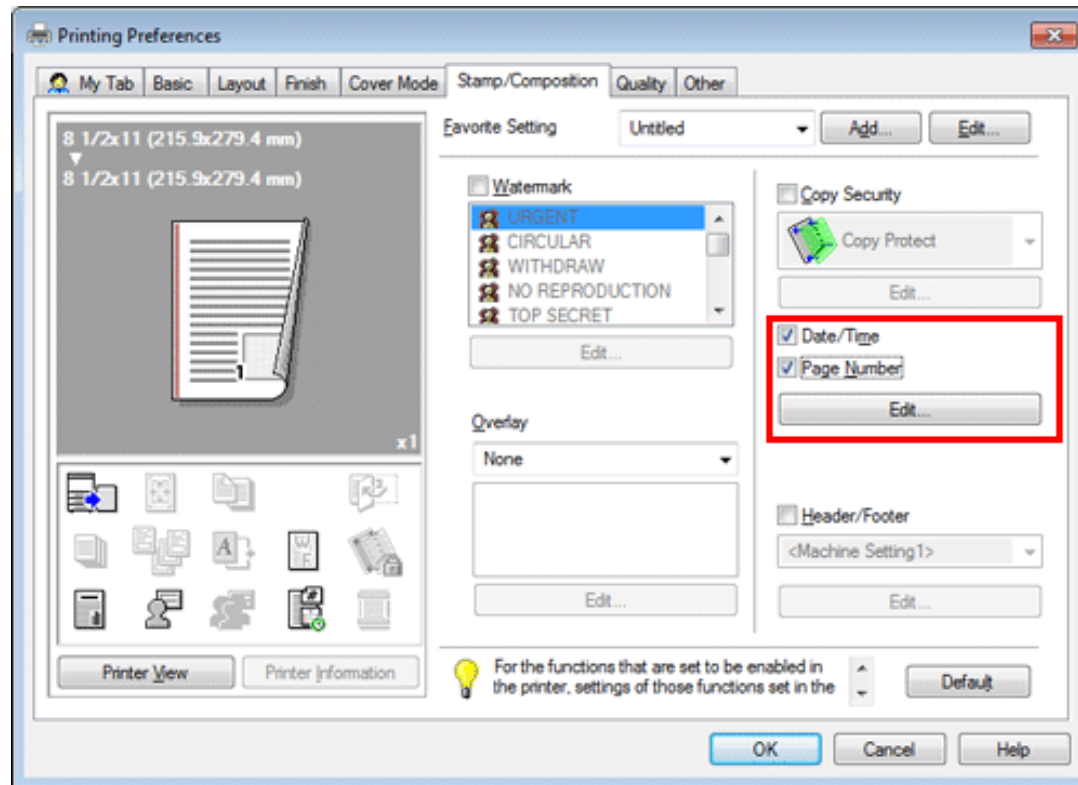
Date/Time



Page Number



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



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

Edit Date/Time/Page Number

☒ **Date/Time**

Format

07/1/23

Edit...

Pages

All Pages

Text Color

Black

Print Position

Top Left

☒ **Page Number**

Starting Page

1 [1...99999]

Starting Page Number

1 [1...99999]

☒ **Cover Mode**

Print on Front and Back Cover

Text Color

Black

Print Position

Top Left

OK Cancel Default Help

| Settings | | Description |
|---------------|------------------|--|
| [Date/Time] | | Change the print position or format of the date/time. |
| | [Format] | As necessary, click [Edit...] to specify the date/time format or whether to print the time. |
| | [Pages] | Specify the range of pages on which the date/time is printed. |
| | [Text Color] | Select the print color for the date/time. |
| | [Print Position] | Specify the print position for the date/time. |
| [Page Number] | | Change the print position of page numbers and the page from which the page number printing starts. |
| | [Starting Page] | Specify the page from which the page number printing starts. |
| | | |

| | |
|------------------------|--|
| [Starting Page Number] | Specify the page number to be printed on the page specified in [Starting Page]. |
| [Cover Mode] | Select this check box to print page numbers on the front and back covers when they are inserted. In addition, select the format. |
| [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.

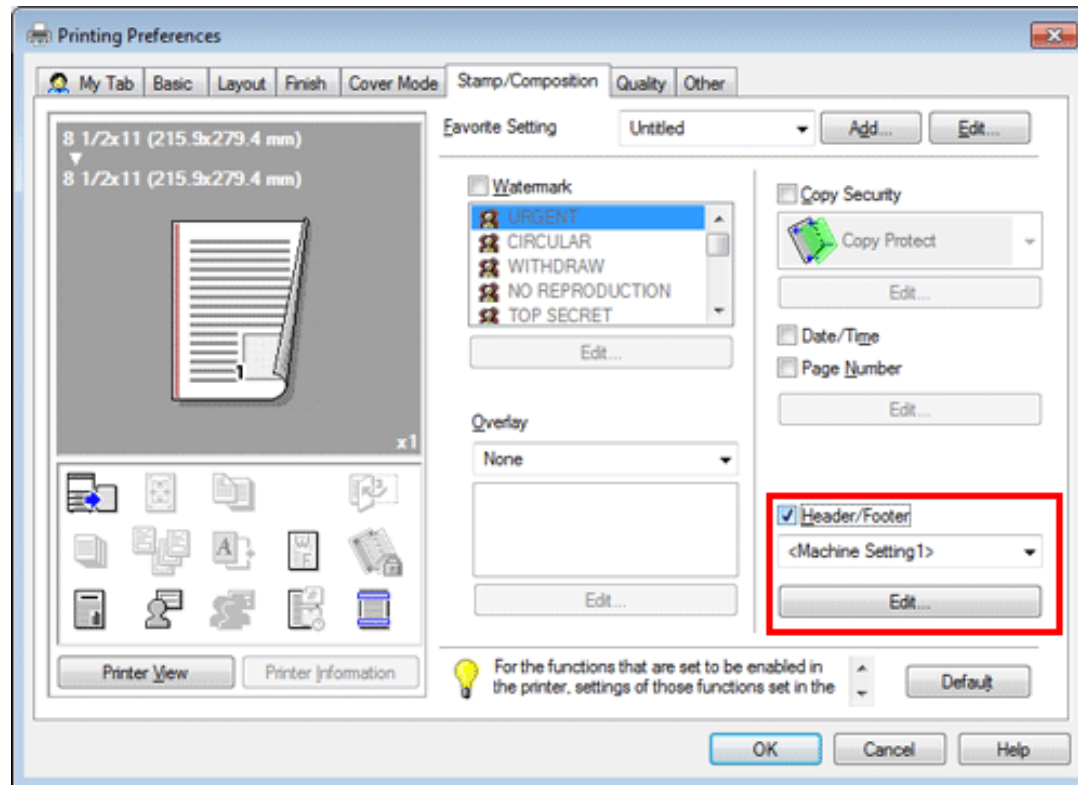


Reference

- ❑ For details on how to register the information to be added for the header and footer, refer to [Here](#).



In the [Stamp/Composition] tab, select the [Header/Footer] check box. In addition, select the information you want to add to the header/footer.



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

Edit Header/Footer

Recall Header/Footer

<Machine Setting1>

Obtain Device Information

| Print Item | Header | Footer |
|-------------------|-----------|-----------|
| Add Character | (Unknown) | (Unknown) |
| Date/Time | (Unknown) | (Unknown) |
| Serial Number | (Unknown) | (Unknown) |
| Job Number | (Unknown) | (Unknown) |
| Account/User Name | (Unknown) | (Unknown) |

Distribution Control Number

☒ Print in Header

☒ Print in Footer

Start Number:

1

Edit...



Pages

All Pages

Text Color

Black

OK Cancel Default Help

| Settings | Description |
|-------------------------------|--|
| [Recall Header/Footer] | <p>Select the header/footer to be recalled.</p> <p>If your computer can communicate with this machine, clicking [Obtain Device Information] obtains and displays the latest header/footer information registered in this machine.</p> |
| [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> |

| | |
|--------------|--|
| | As necessary, click [Edit...] to specify the copy number format and the page from which the copy number printing starts. |
| [Pages] | Select the range of pages on which the text is printed in the header/footer. |
| [Text Color] | Select the color of the text to be added to the header/footer. |



Tips

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

Deterring Unauthorized Copying

Printing a concealed security watermark ([Copy Protect])

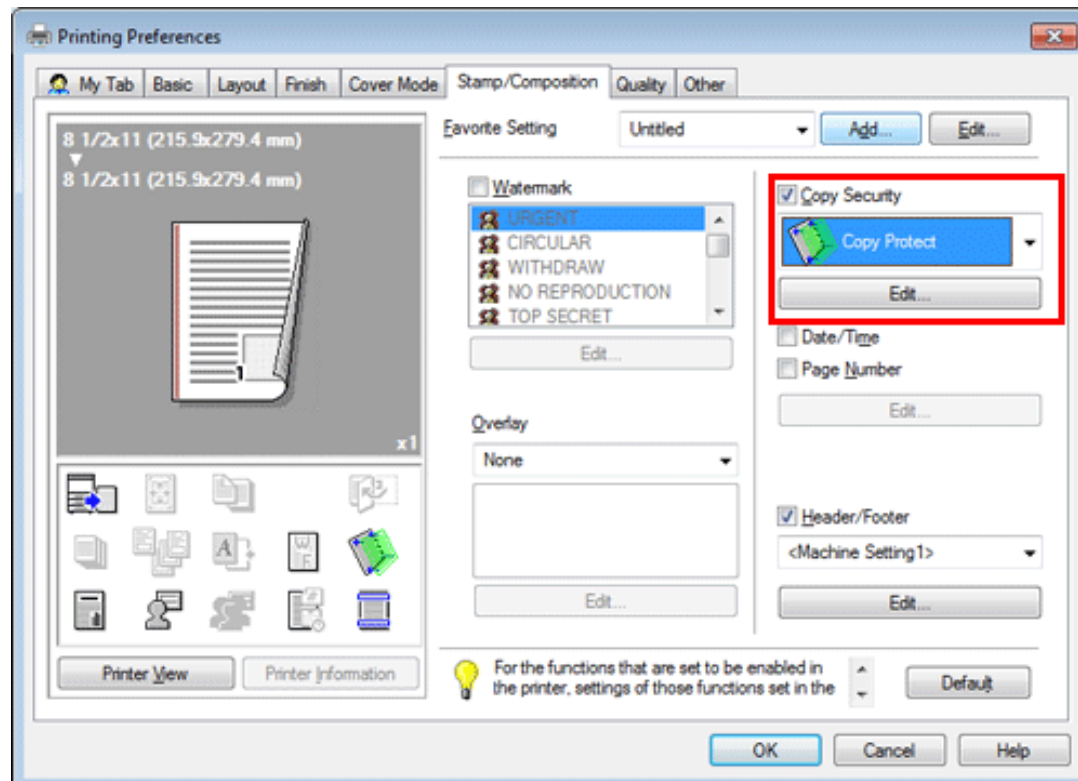
Text such as "Copy" and "Private" are printed in the background pattern as concealed text. This function is called the Copy Protect function.

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



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

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





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](#).

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

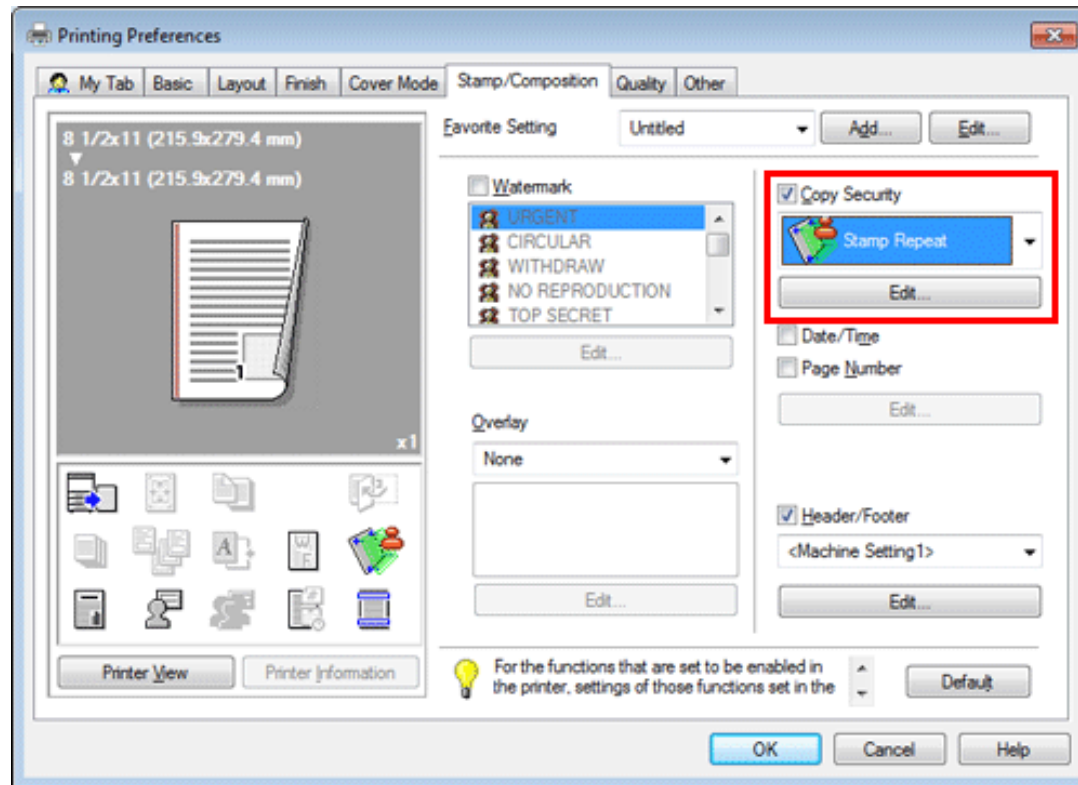
Stamp such as "Copy" and "Private" are printed on the entire page.

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



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

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



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 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.

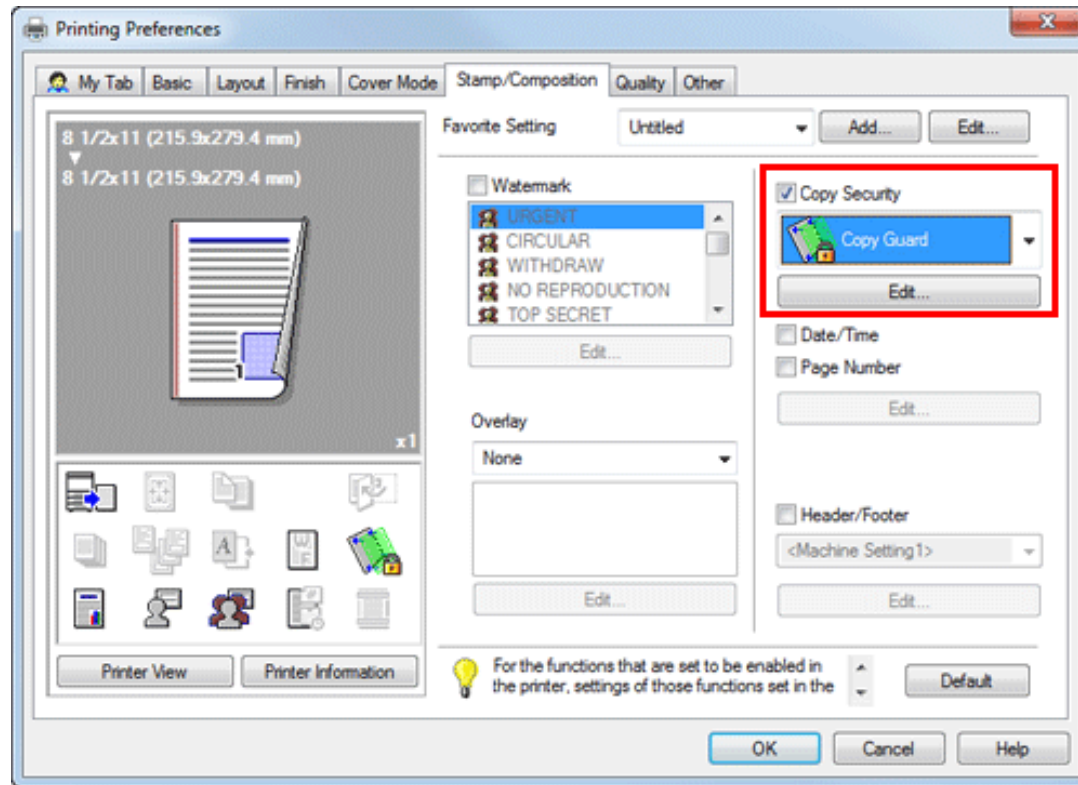


Tips

- ❖ 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](#).

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

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



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.

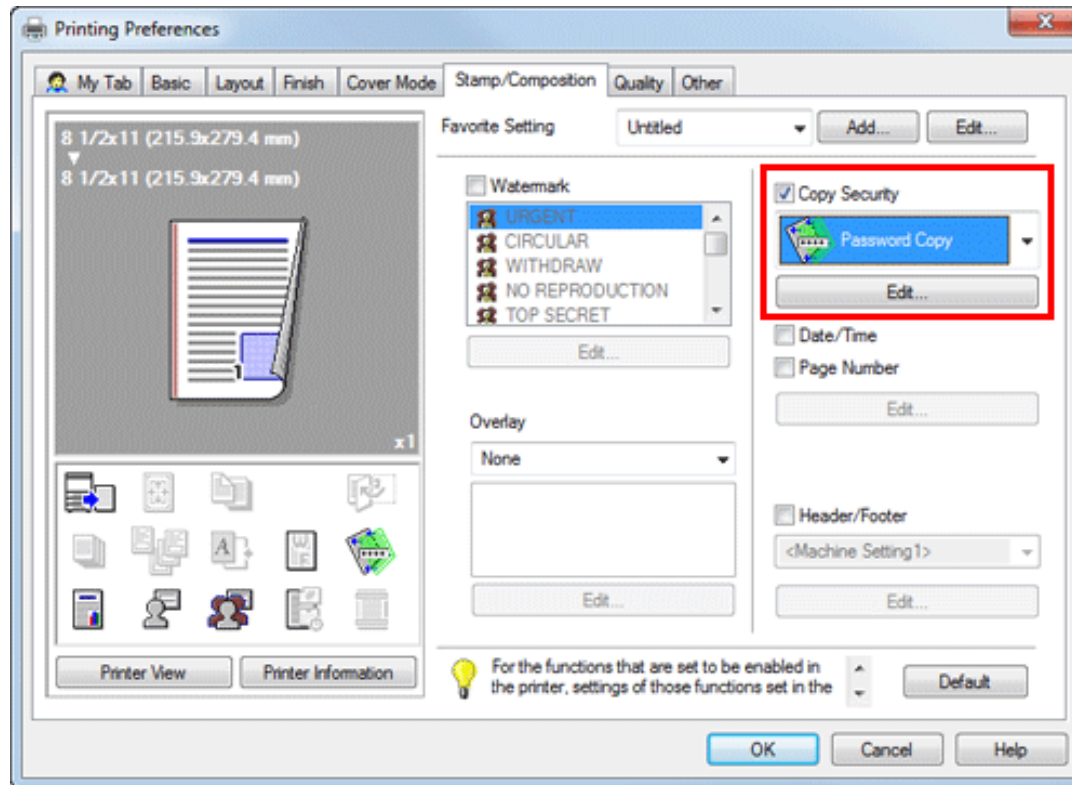
If an attempt is made using a device that supports the password copy function to copy a sheet that has been prepared for password copy, a password copy pattern is scanned and entry of a password is requested. Copying starts if the correct password is entered.



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



2. 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](#).

Edit Copy Security

Copy Security

Password Copy

Password

Max. 8

Print Item Detail Settings

☒ Characters

Invalid copy

☐ Date/Time

Format:

07/1/23

Edit...

☐ Serial Number

☐ Distribution Control Number

Start Number:

1

Edit...

☐ Job Number

Obtain Device Information Default

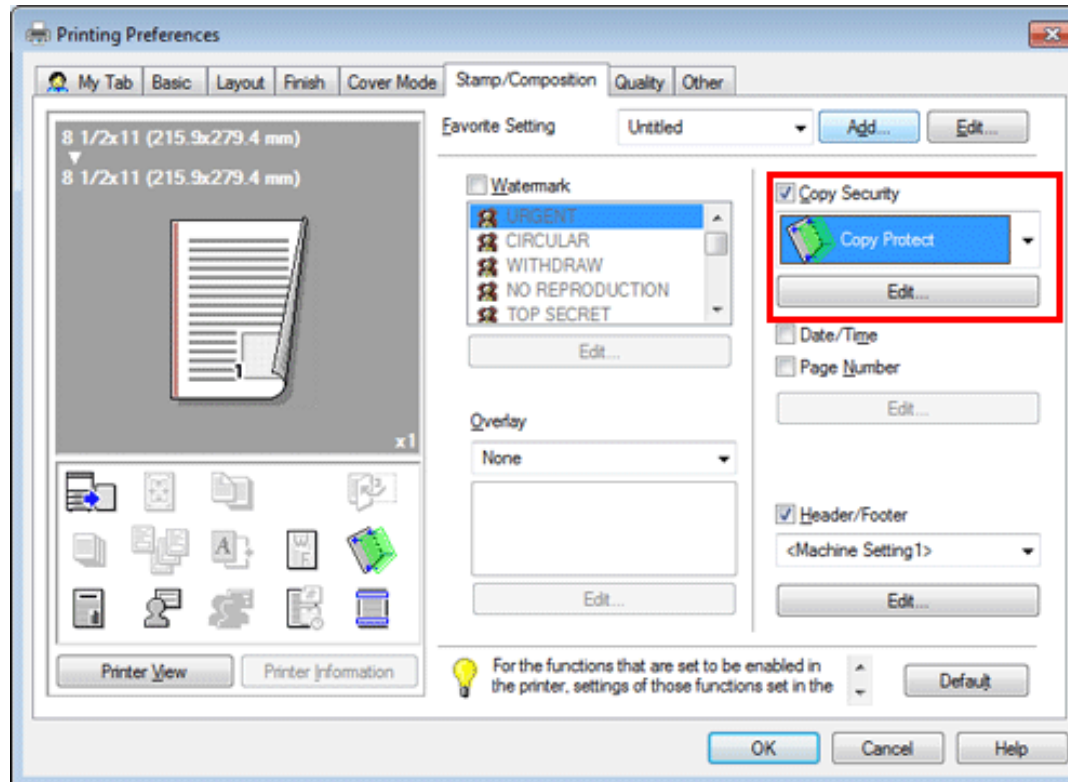
OK Cancel Help

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




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

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

Edit Copy Security

Copy Security:  Copy Protect ▼

 Password: Max. 8

Print Item | Detail Settings

☒ Characters

☐ Date/Time
 Format:

☐ Serial Number
☐ Distribution Control Number
 Start Number:

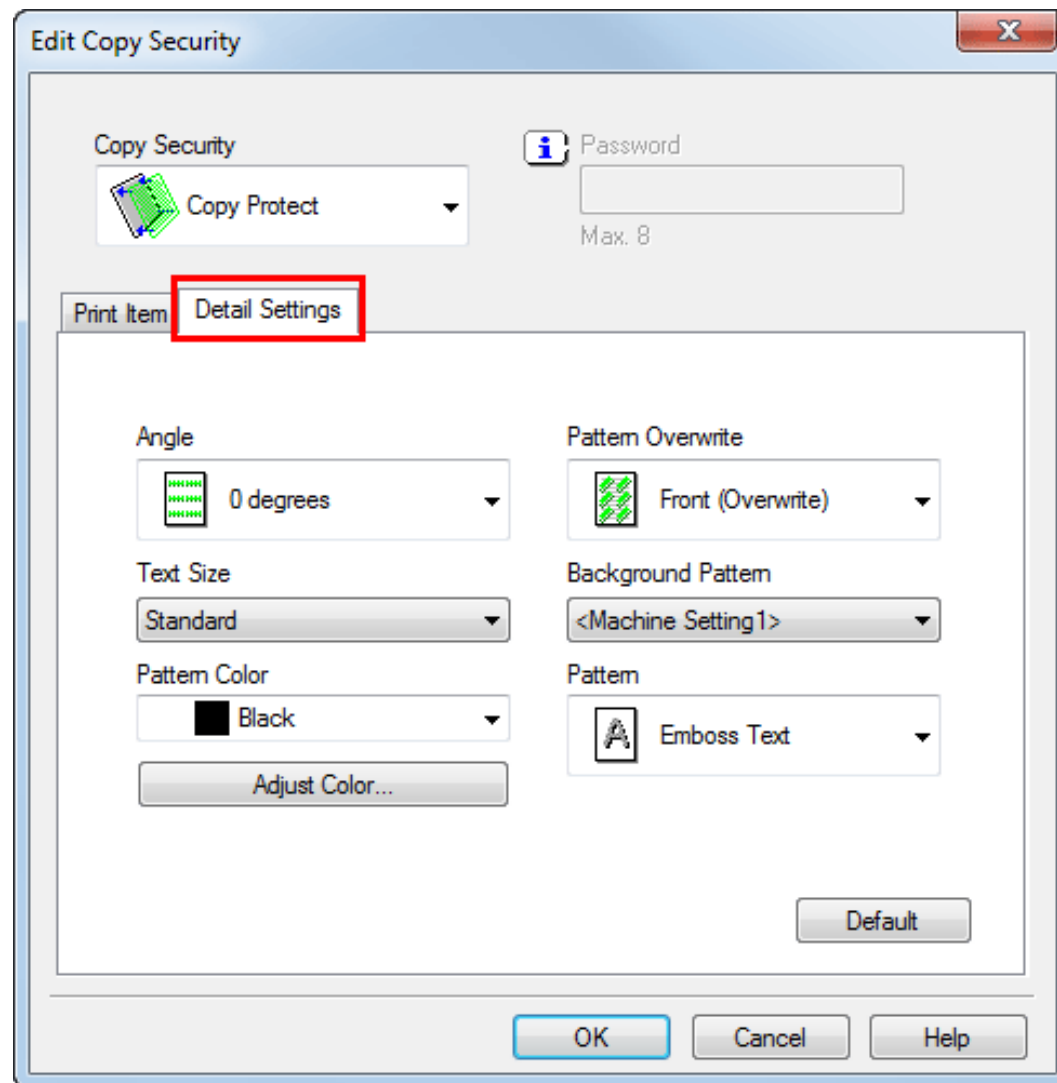
☐ Job Number

| Settings | Description |
|--------------|---|
| [Characters] | <p>Select this check box to print a text. In addition, select the text you want to print.</p> <ul style="list-style-type: none"> ❑ You can select the text to be printed from the registered preset stamps and stamps registered by users. ❑ If your computer can communicate with this machine, clicking [Obtain Device Information] obtains and displays the latest stamp information registered in this machine. |
| [Date/Time] | <p>Select this check box to add the print date/time.</p> <p>As necessary, click [Edit...] to specify the format.</p> |

| | |
|-------------------------------|---|
| [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. As necessary, click [Edit...] to specify the start number and the number of digits. |
| [Job Number] | Select this check box to print the job numbers managed in this machine. |

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

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



| Settings | Description |
|----------------------|---|
| [Angle] | Select the angle of the text to be printed. |
| [Text Size] | Select the size of the text to be printed. |
| [Pattern Color] | Select the color of the copy security pattern. As necessary, click [Adjust Color...] to adjust the density and contrast. |
| [Pattern Overwrite] | Select whether to compose the copy security pattern on the front or back side of the original. |
| [Background Pattern] | Select the copy security pattern from the background patterns registered in this machine. |

[Pattern]

Select whether the text pattern is embossed or outlined when the original is subjected to unauthorized copying.

4. Click [OK].

Inserting Paper into the Original

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

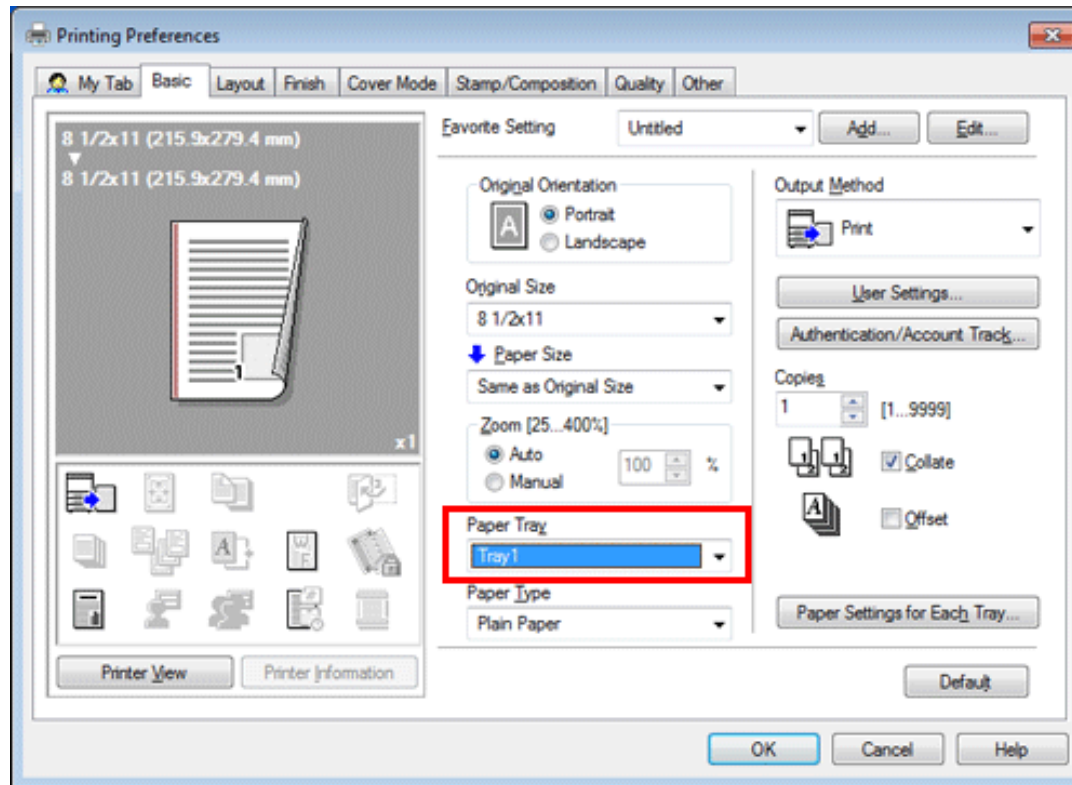
You can insert cover sheets, which may be different from those used for the body, before the first page and after the end page of the original.

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



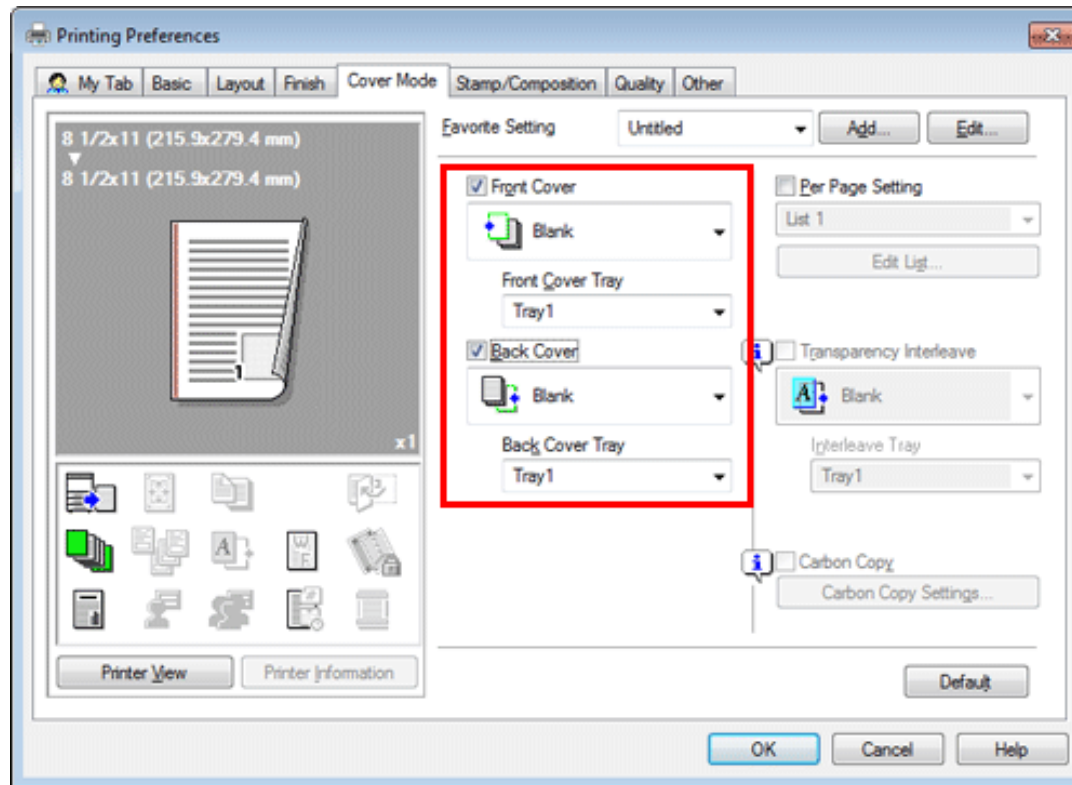
1. In [Paper Tray] in the [Basic] tab, select the paper tray for printing the body pages.

➡ You cannot select [Auto].



2. In the [Cover Mode] tab, select the [Front Cover] or [Back Cover] check box.

- ➡ If necessary, you can select whether to print the original on the inserted sheets or to leave them blank. When the inserted sheets are printed, the first page of the original is printed on the front cover and the last page of the original is printed on the back cover.
- ➡ In [Front Cover Tray] or [Back Cover Tray], select the paper tray for the paper to be used as the front cover or the back cover.



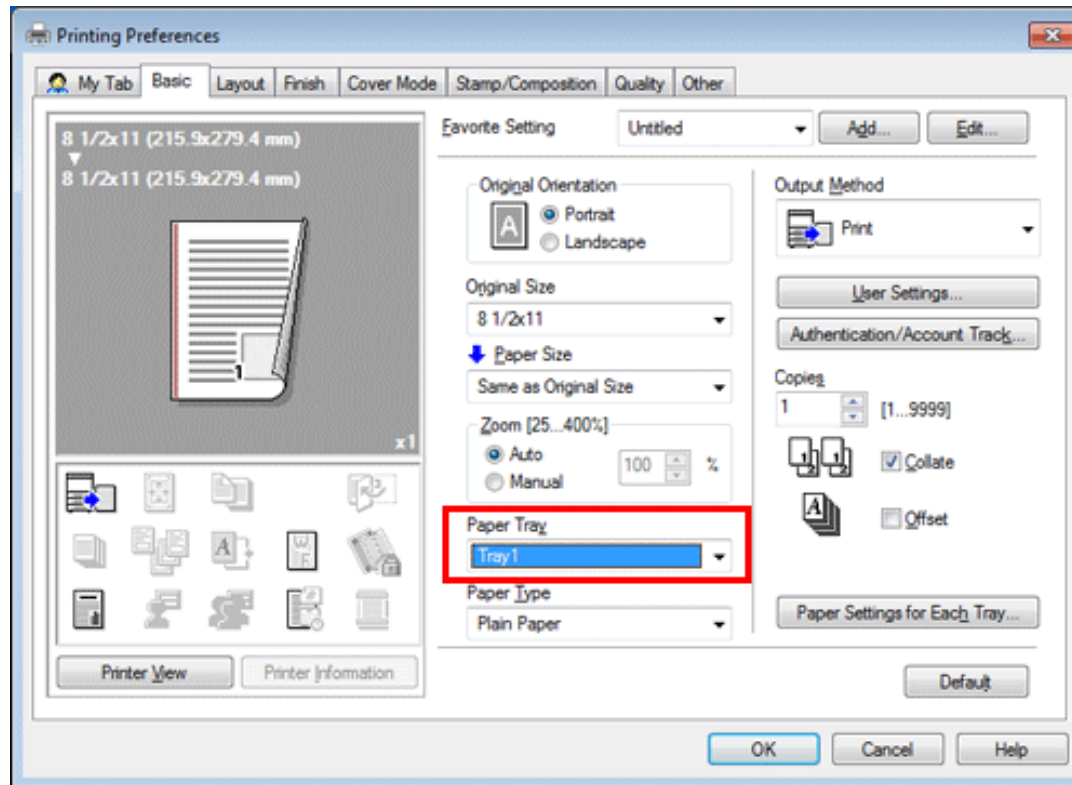
Inserting front and back covers ([Front Cover from Post Inserter]/[Back Cover from Post Inserter])

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.



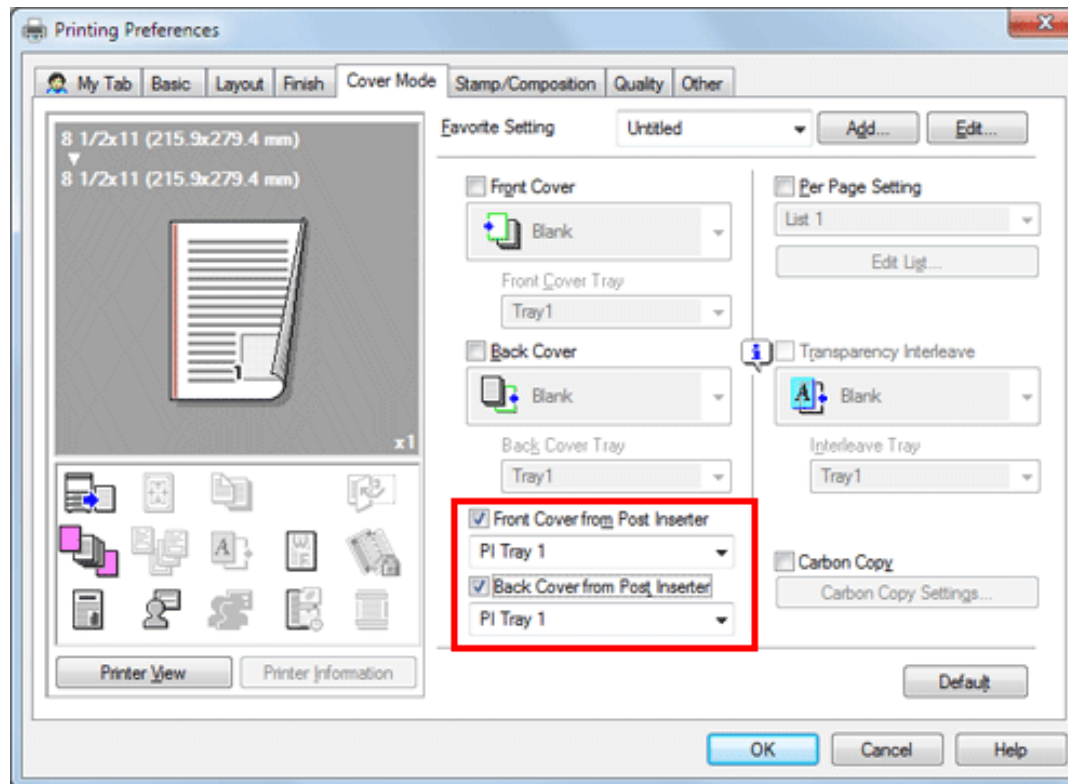
1. In [Paper Tray] in the [Basic] tab, select the paper tray for printing the body pages.

➡ You cannot select [Auto].



2. In the [Cover Mode] tab, select the [Front Cover from Post Inserter] or [Back Cover from Post Inserter] check box.

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

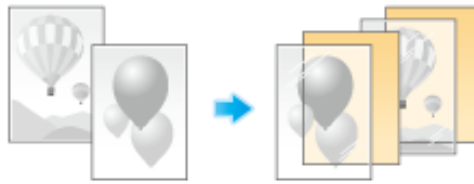


Tips

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

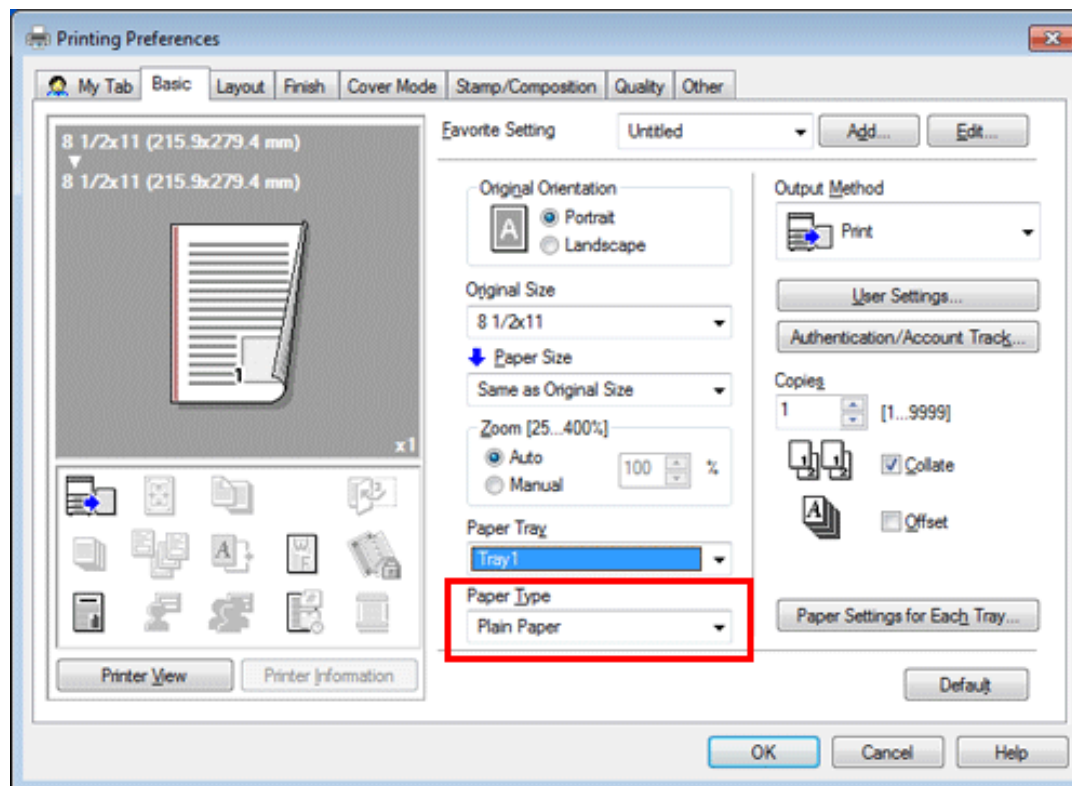
Inserting paper between transparencies ([Transparency Interleave])

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



1. In [Paper Type] in the [Basic] tab, select [Transparency].

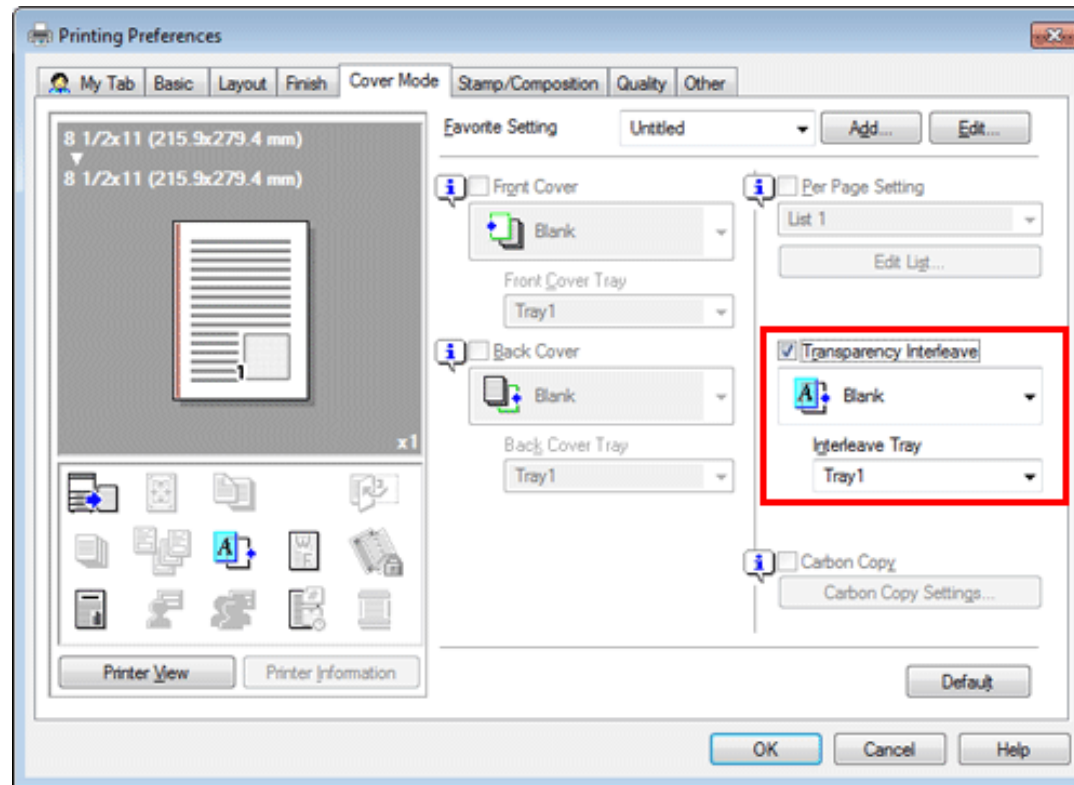
➡ If you select [Transparency], the [Print Type] is set to [1-Sided], and the [Select Color] is set to [Gray Scale].



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

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

➡ OHP interleaves are inserted as blank sheets.



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

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

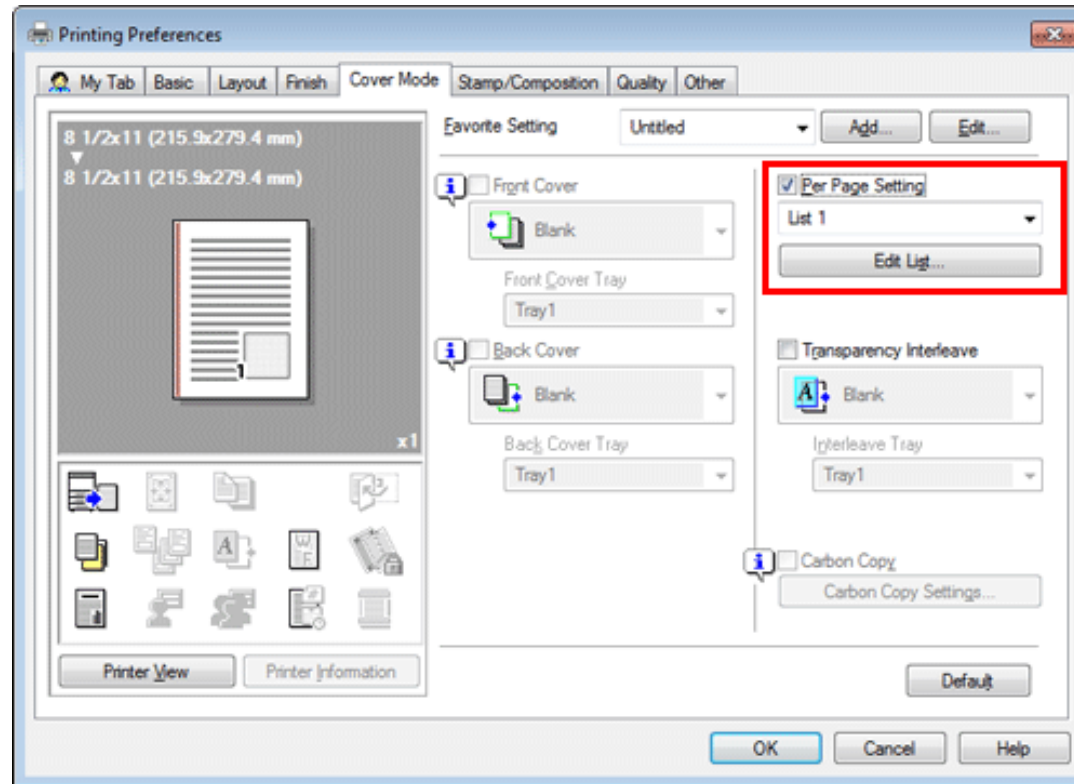
You can select color paper and thick paper as paper to be inserted. You can also select whether to print the original on the inserted paper.



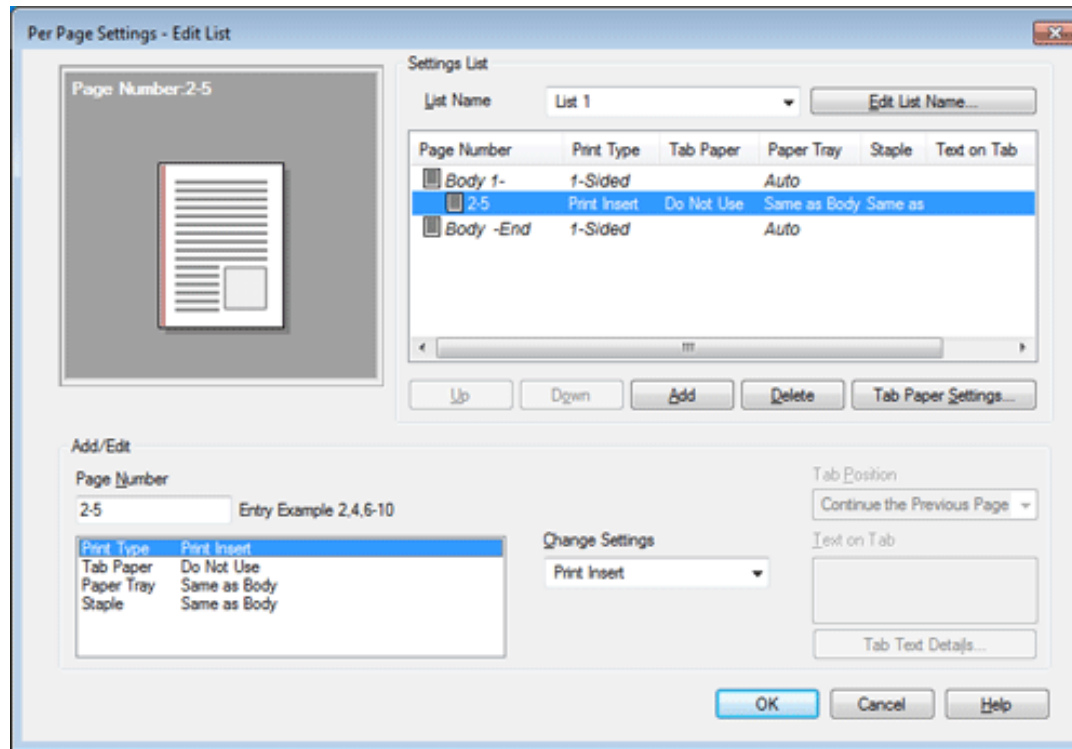
Create in advance a list that specifies the paper and print settings for each page. When printing on inserted paper, select the list you want to apply to printing.

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



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



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



| Settings | | Description |
|-----------------|----------------------|--|
| [Settings List] | | The settings for each page are displayed in a list. |
| | [List Name] | Select the list to be created. |
| | [Edit List Name] | If necessary, change the list name. |
| | [Up]/[Down] | These buttons move the order of settings in the list. They do not change the settings. |
| | [Add] | This button adds the setting to the list. |
| | [Delete] | This button deletes the setting selected in the list. |
| | [Tab Paper Settings] | When using index paper, set the number and positions of index tabs. |
| [Add/Edit] | | You can add settings to the [Settings List] or edit settings. |
| | [Page Number] | Enter the page numbers you want to add. To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10"). |
| | [Change Settings] | Change the setting for the item selected in the [Add/Edit] list. <div> ✖ [Print Type]: Select the print type applied when printing the specified pages. </div> <div> ✖ [Tab Paper]: Select whether to use index paper. </div> |

| | |
|--------------------|--|
| |  [Paper Tray]: Select the paper tray for printing the specified pages.  [Staple]: Select the staple position applied when the specified pages are stapled. |
| [Tab Position] | Specify what number tab of index paper is to be used to print text. |
| [Text on Tab] | Enter text to be printed as a tab of index paper using up to three lines. |
| [Tab Text Details] | Specify the details such as the direction, position, or size for text to be printed as a tab of index paper. |

3. Click [OK].

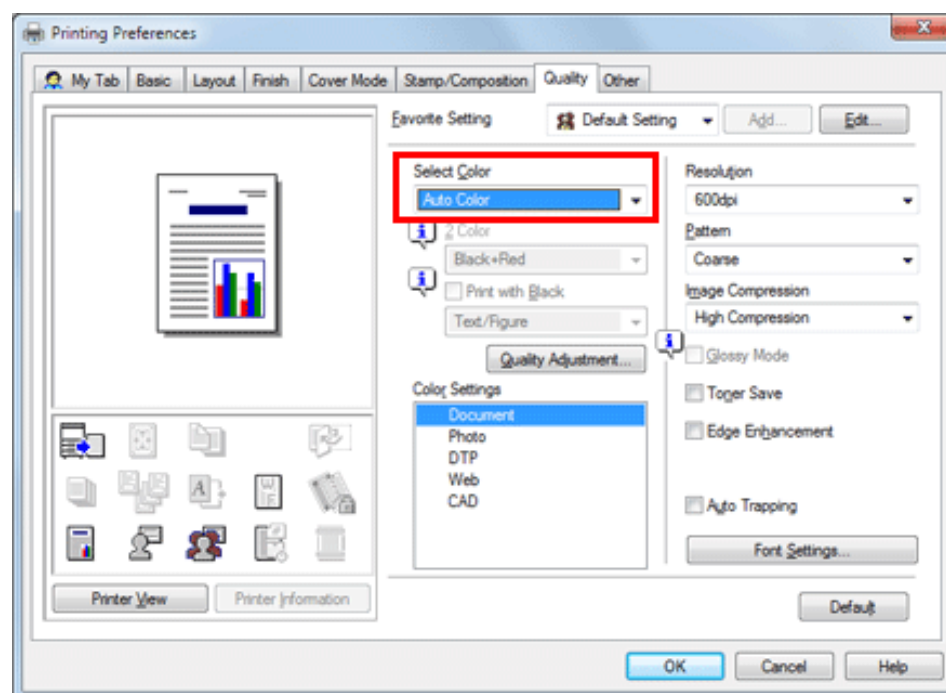
Specifying the color and image quality

Selecting colors for printing ([Select Color])

Select colors for printing. There are four color modes: [Auto Color] that fits the original color, [Full Color], [Gray Scale], and [2 Color].



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





Tips

- ❖ [Full Color] is a function of the PS driver.
- ❖ [2 Color] is a function of the PCL driver.

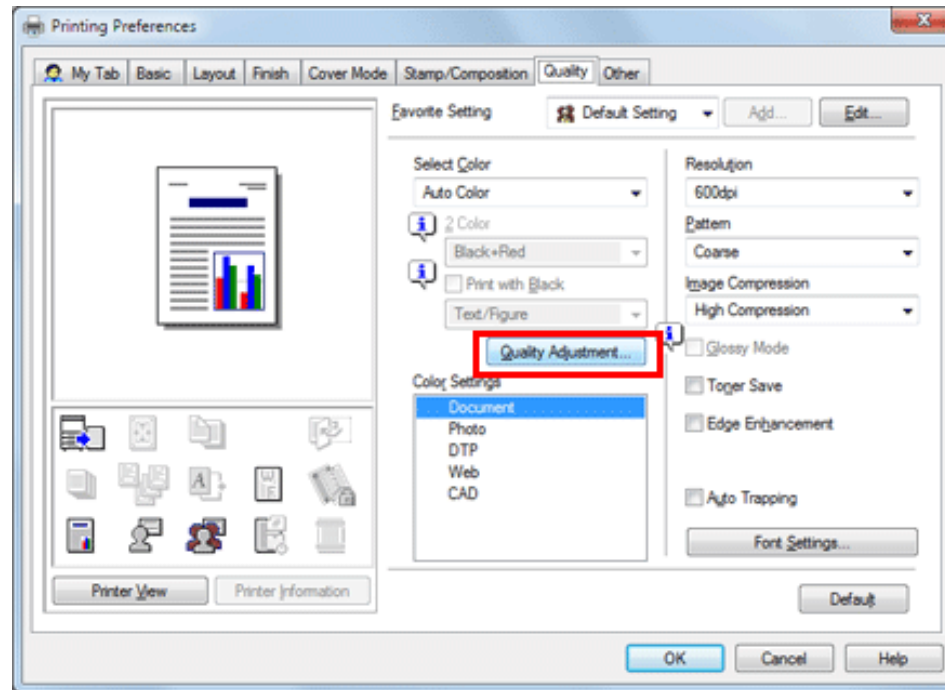
Fine-tuning the image quality according to the original ([Quality Adjustment])

You can fine tune the color image quality according to the original. For example, you can increase the vividness or reduce the color difference.

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

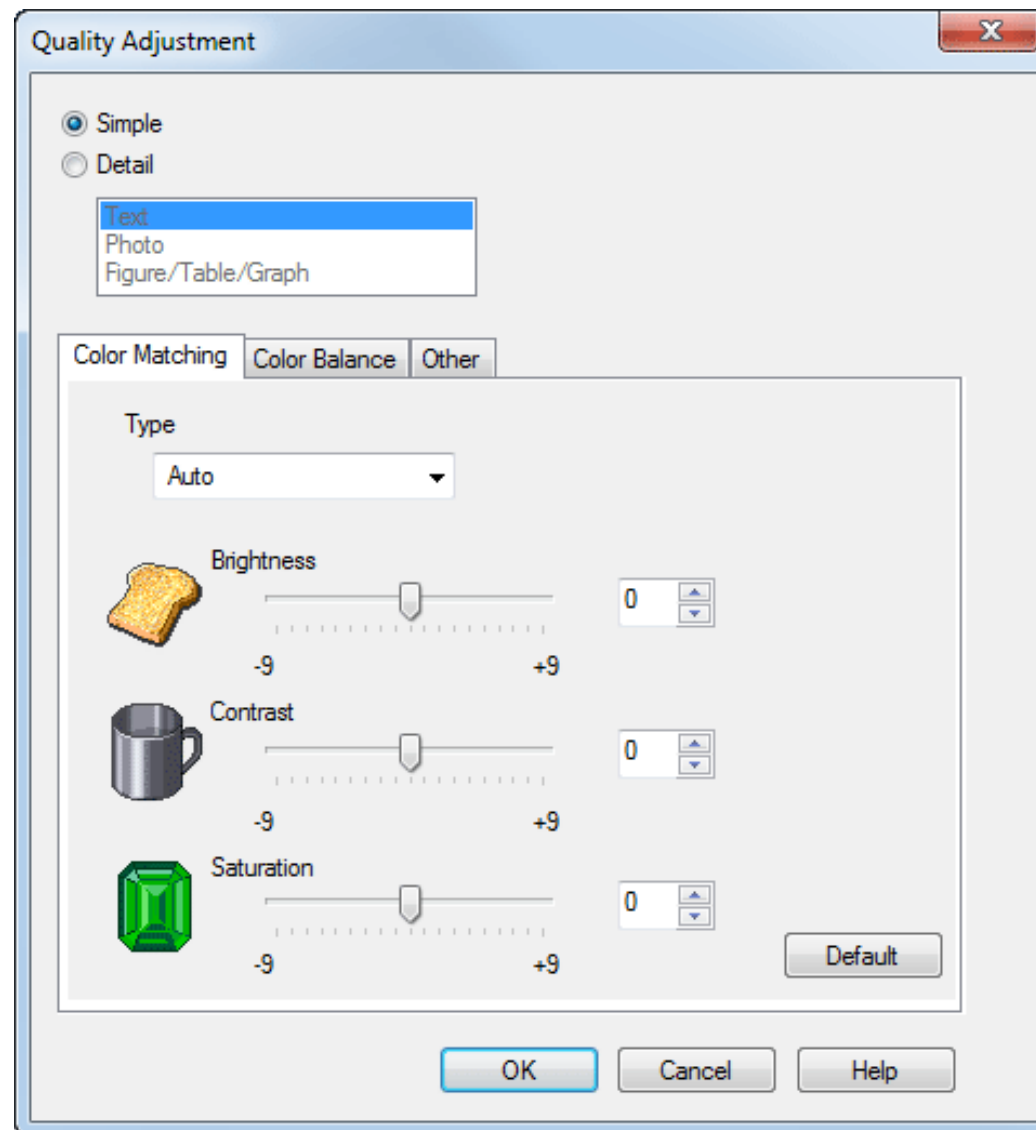


1. In the [Quality] tab, click [Quality Adjustment].



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

- ➡ [Simple]: The image quality of the entire original is adjusted. Specify the type of the color profile used for printing.
- ➡ [Detail]: The image quality of the original is adjusted in detail for each element such as text, photos, figures, tables, and graphs. For each element, specify the type of the color profile used for printing and other profiles to be applied.



3. Click [OK].



Reference

❖ When you are using the PS driver, you can manage the ICC profiles to be used. For details, refer to [Here](#).



Tips

❖ [Quality Adjustment] is available only when the printer driver for Windows is used.

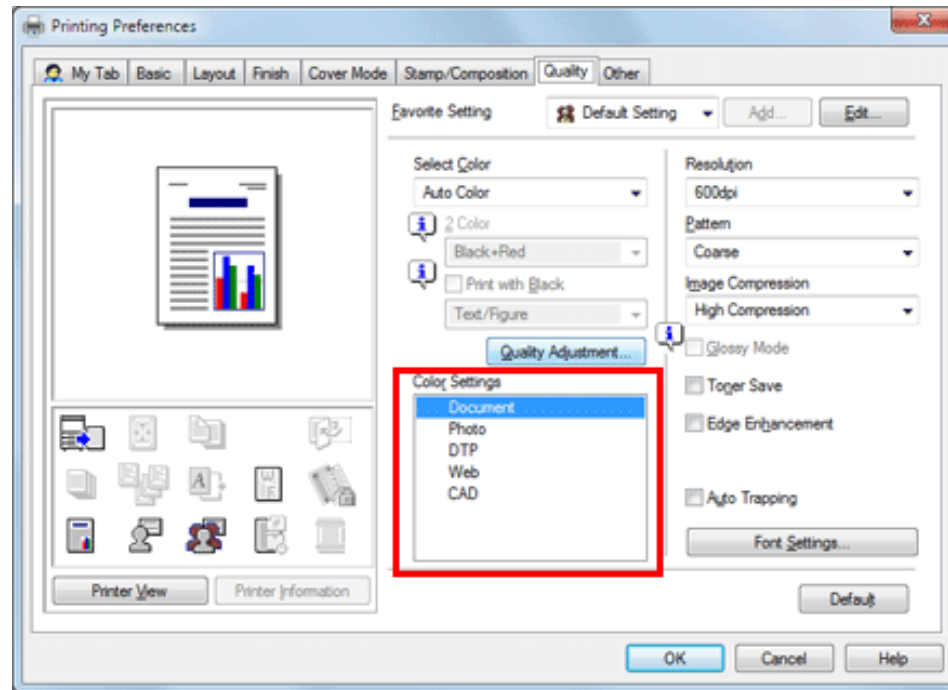
Selecting the optimum color representation for the original ([Color Settings])

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.

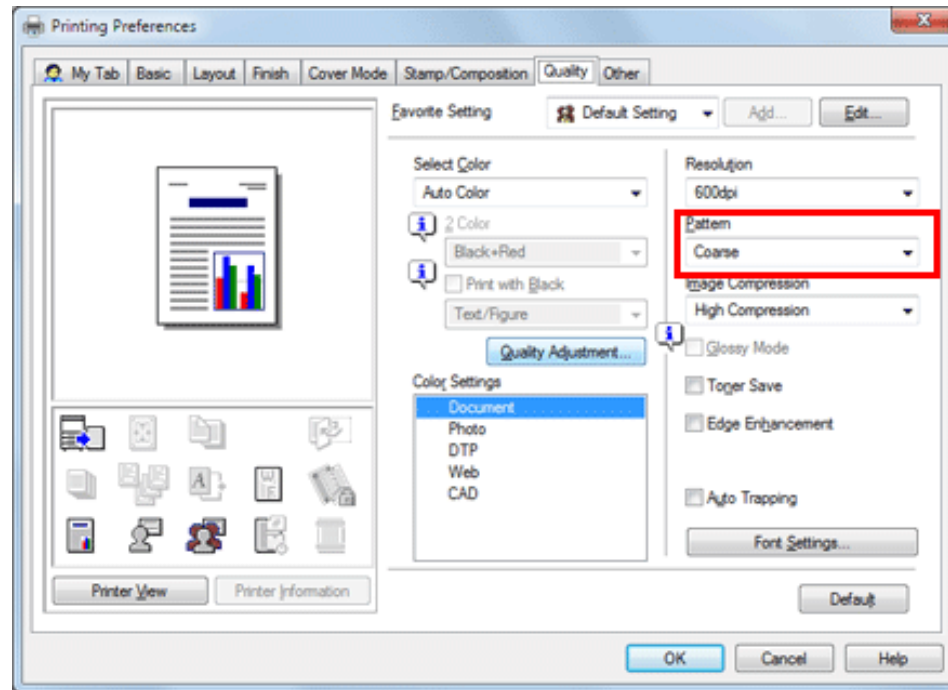


In [Color Settings] in the [Quality] tab, select the optimum color setting mode for the original.



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

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

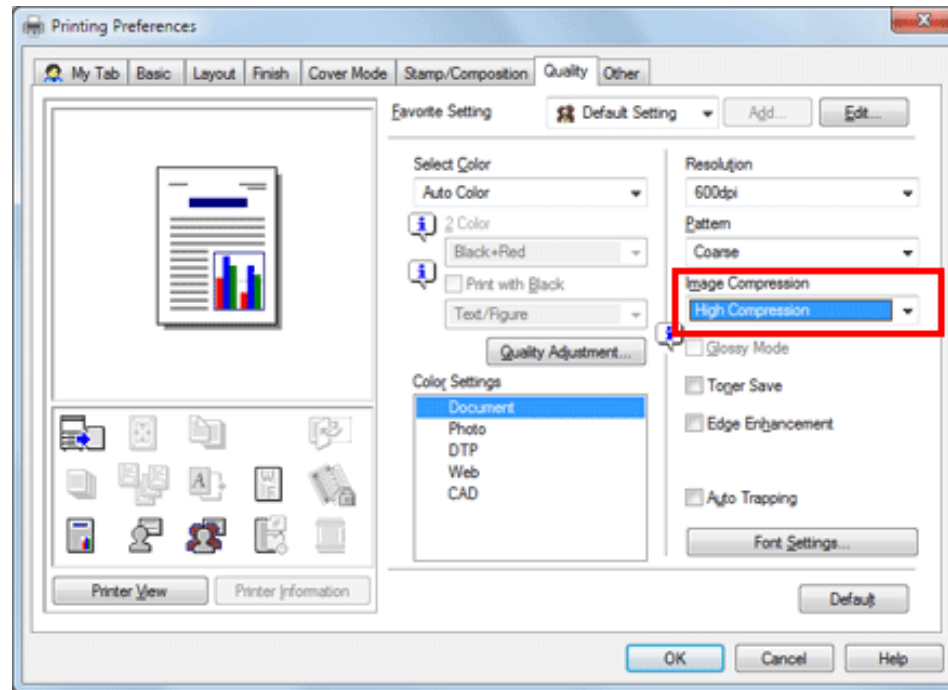


Tips

❖ [Pattern] is available only when the printer driver for Windows (PCL) is used.

Specifying the compression ratio of graphic images ([Image Compression]) (PCL only)

In [Image Compression] in the [Quality] tab, select whether the quality or printing speed is preferred when the image data contained in the original is compressed.



Tips

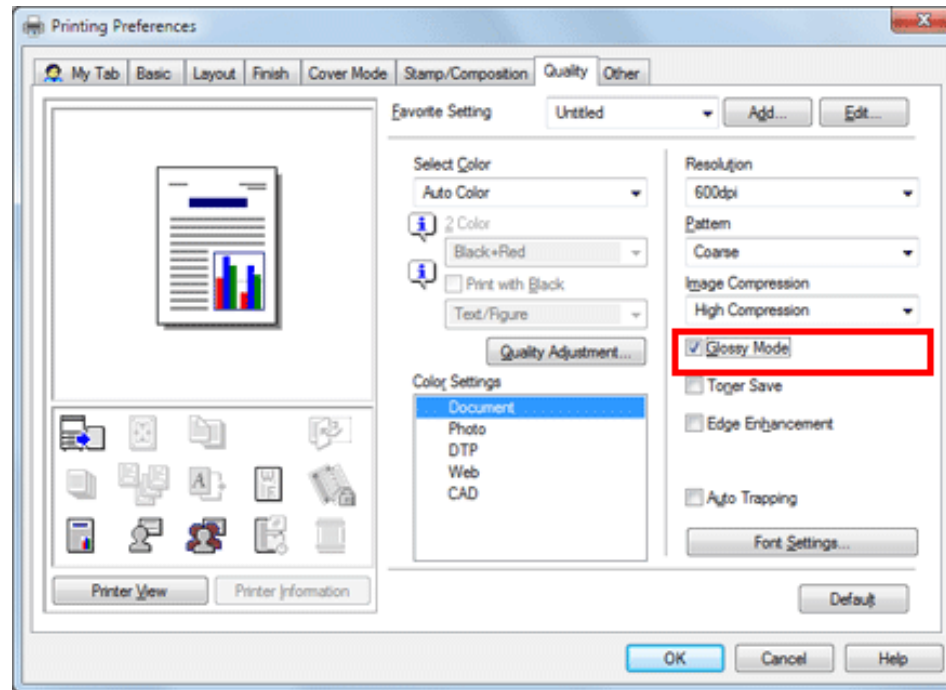
❖ [Image Compression] is available only when the printer driver for Windows (PCL) is used.

Making the image glossy ([Glossy Mode])

Images are printed with a glossy finish.



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



Tips

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

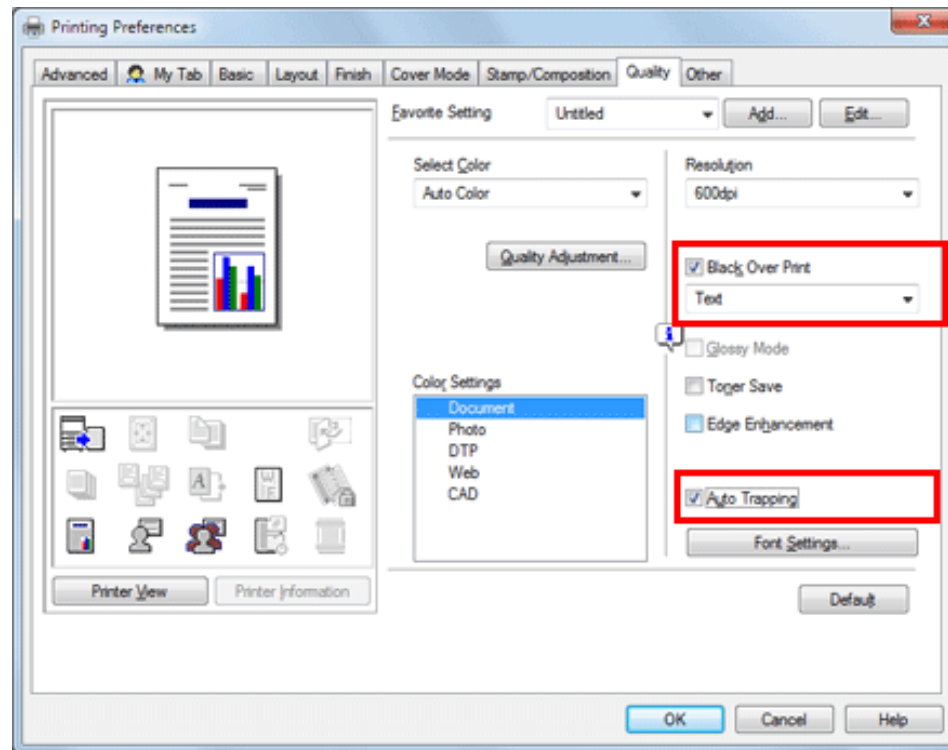
Preventing the generation of white space around images ([Auto Trapping] / [Black Over Print] (PS only))

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



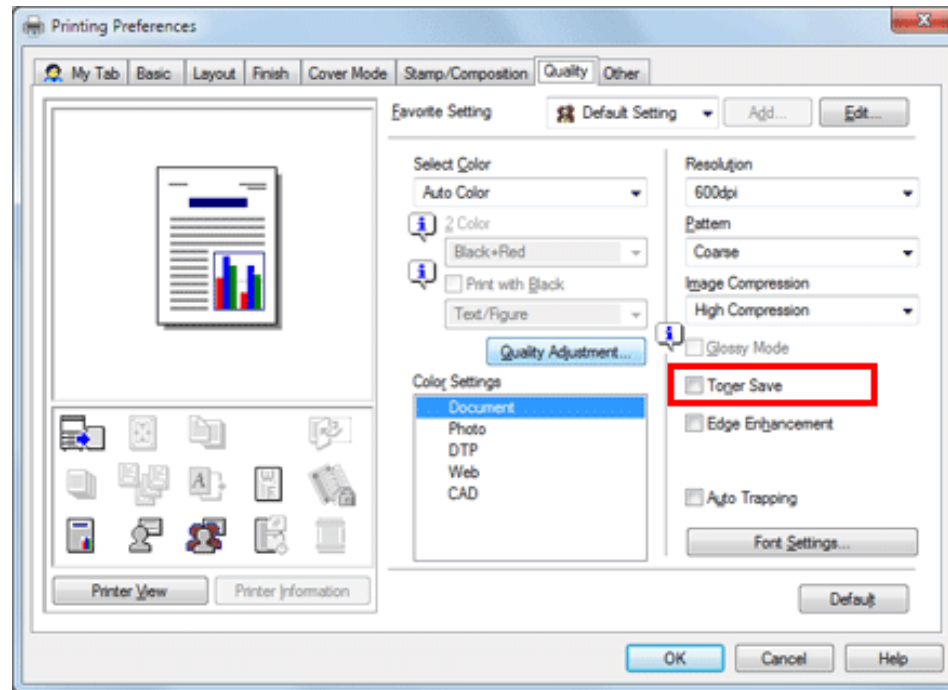
In the [Quality] tab, select the [Auto Trapping] check box or configure the [Black Over Print] setting.

- ❖ Select the [Auto Trapping] check box to superimpose neighboring colors to print so as to prevent white space being generated around a picture.
- ❖ Select the [Black Over Print] 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. 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 the [Quality] tab adjusts the printing density in order to save the amount of toner consumed.

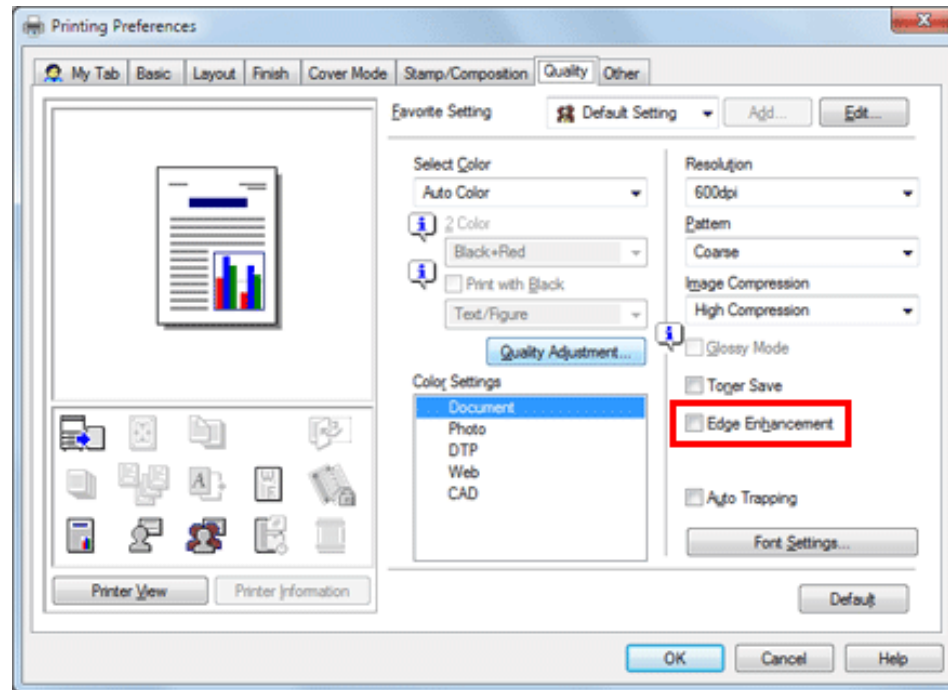


Sharpening the border between text etc. ([Edge Enhancement])

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



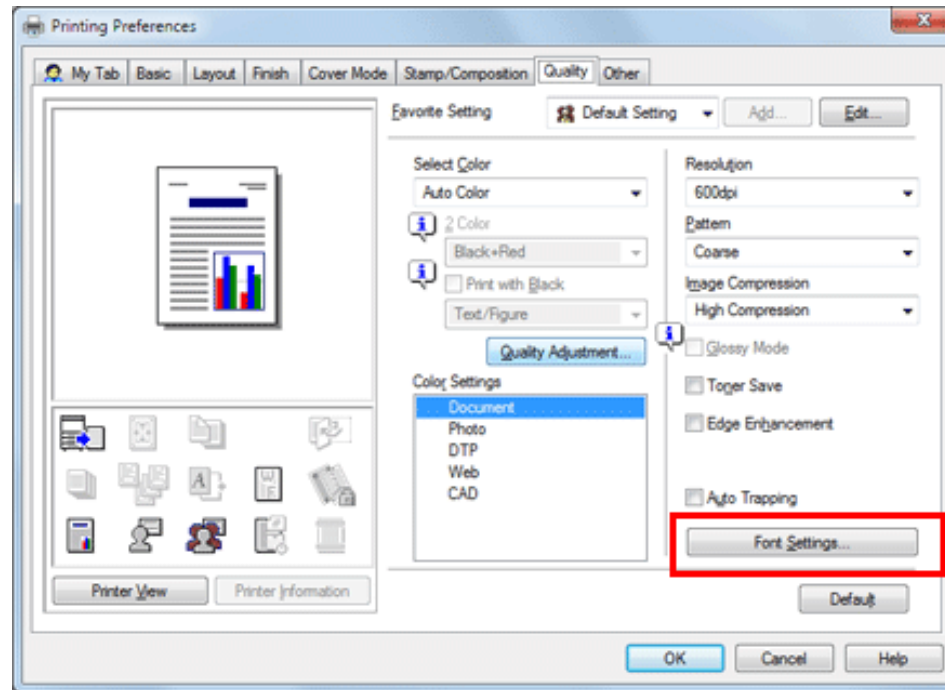
In the [Quality] tab, select the [Edge Enhancement] check box.



Specifying font processing ([Font Settings])

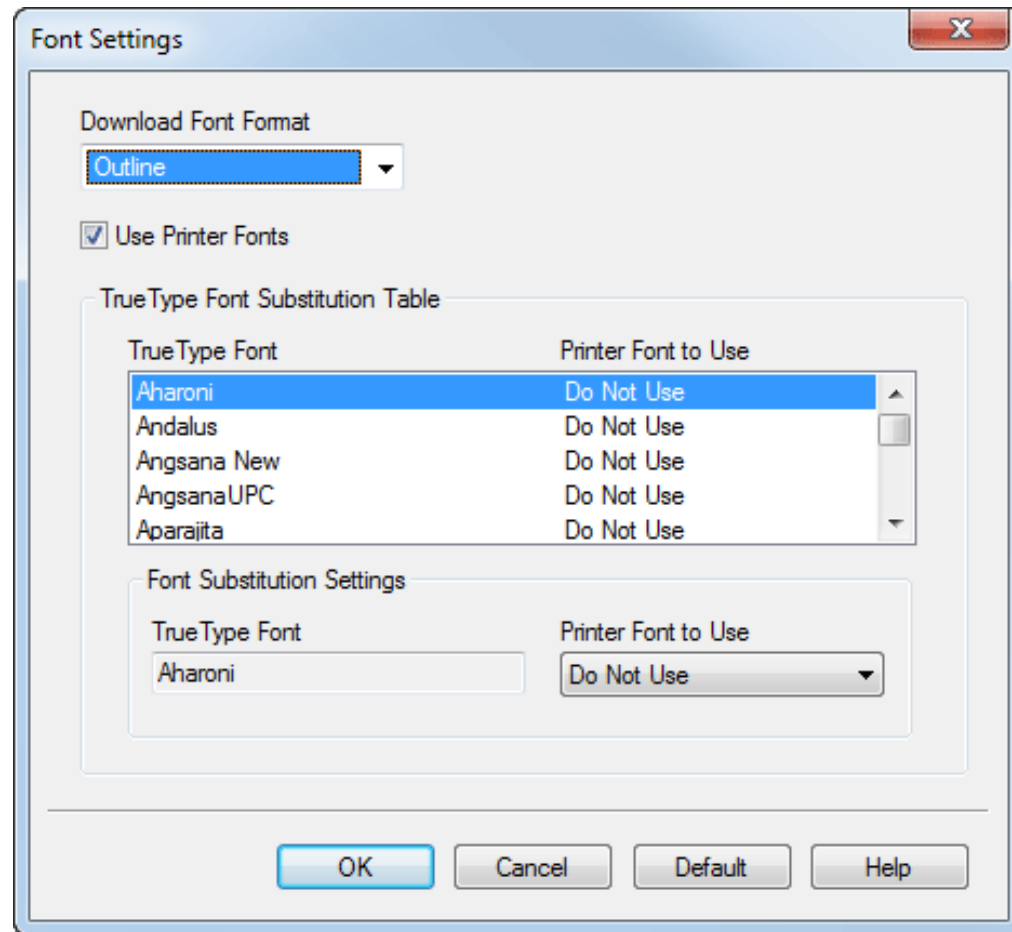
Specify how the fonts are processed for printing.

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

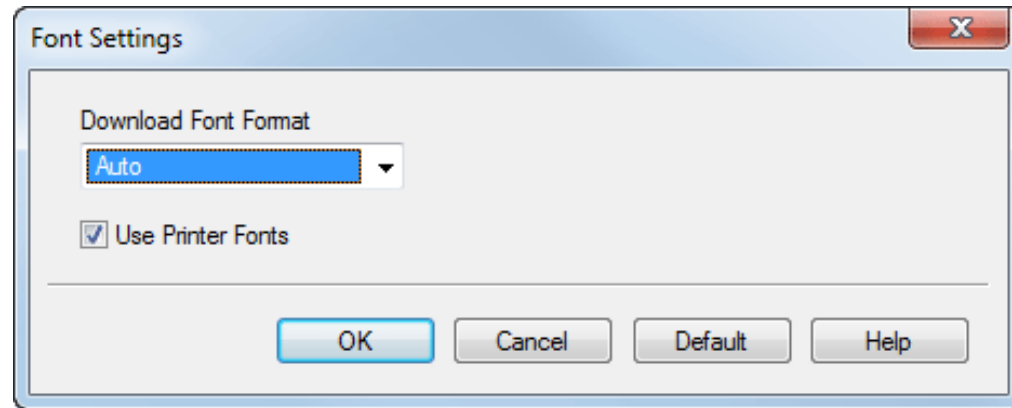


2. Change how the fonts are processed for printing.

➡ PCL driver



➡ PS driver



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

3. Click [OK].



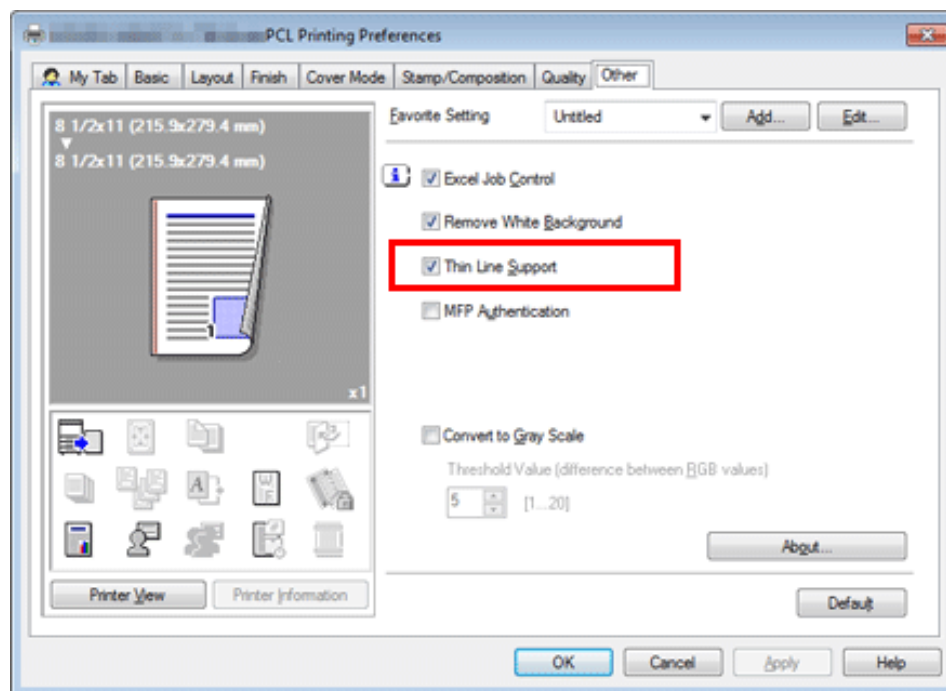
Tips

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

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

Select this option to prevent thin lines from disappearing in reduced-size printing.

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



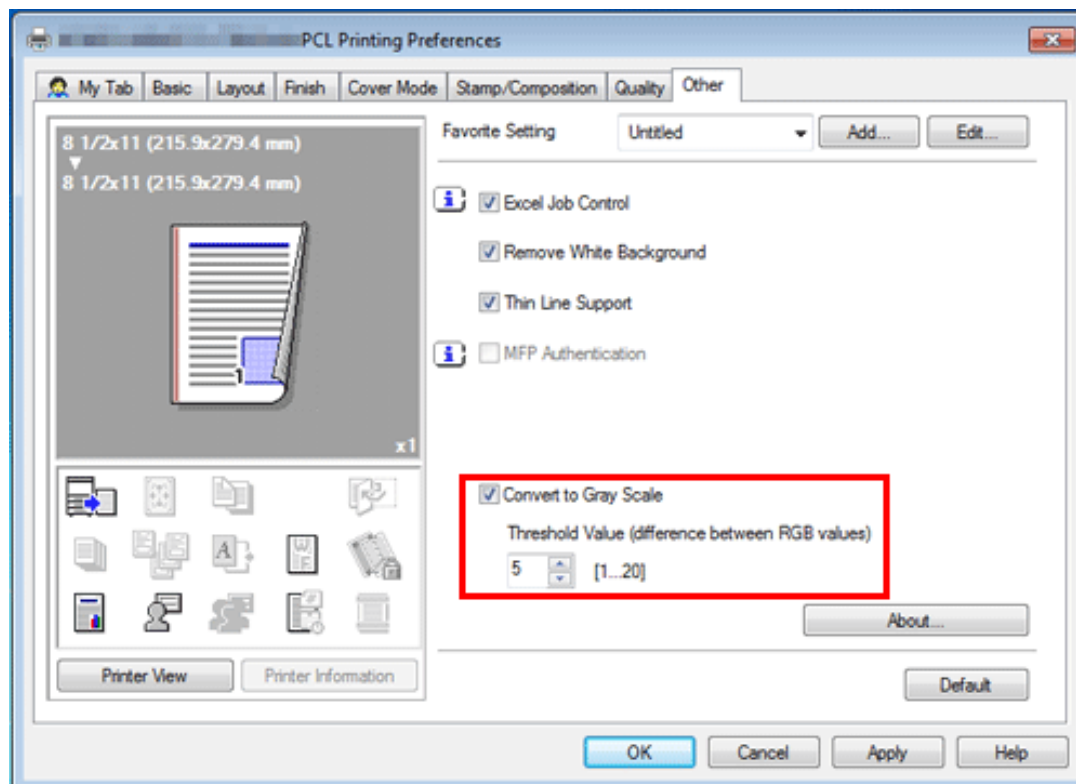
Tips

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

Convert colors according to the RGB values of the original ([Convert to Gray Scale]) (PCL only)

When you open the [Quality] tab and set the [Select Color] to [Auto Color], the image is automatically converted into gray scale and printed if the RGB values of the original are below the thresholds you have set.

On the [Other] tab, check the [Convert to Gray Scale] box and set the threshold (the differential RGB values to be converted into gray scale).



Tips

❖ [Convert to Gray Scale] is available only when the printer driver for Windows (PCL) is used.

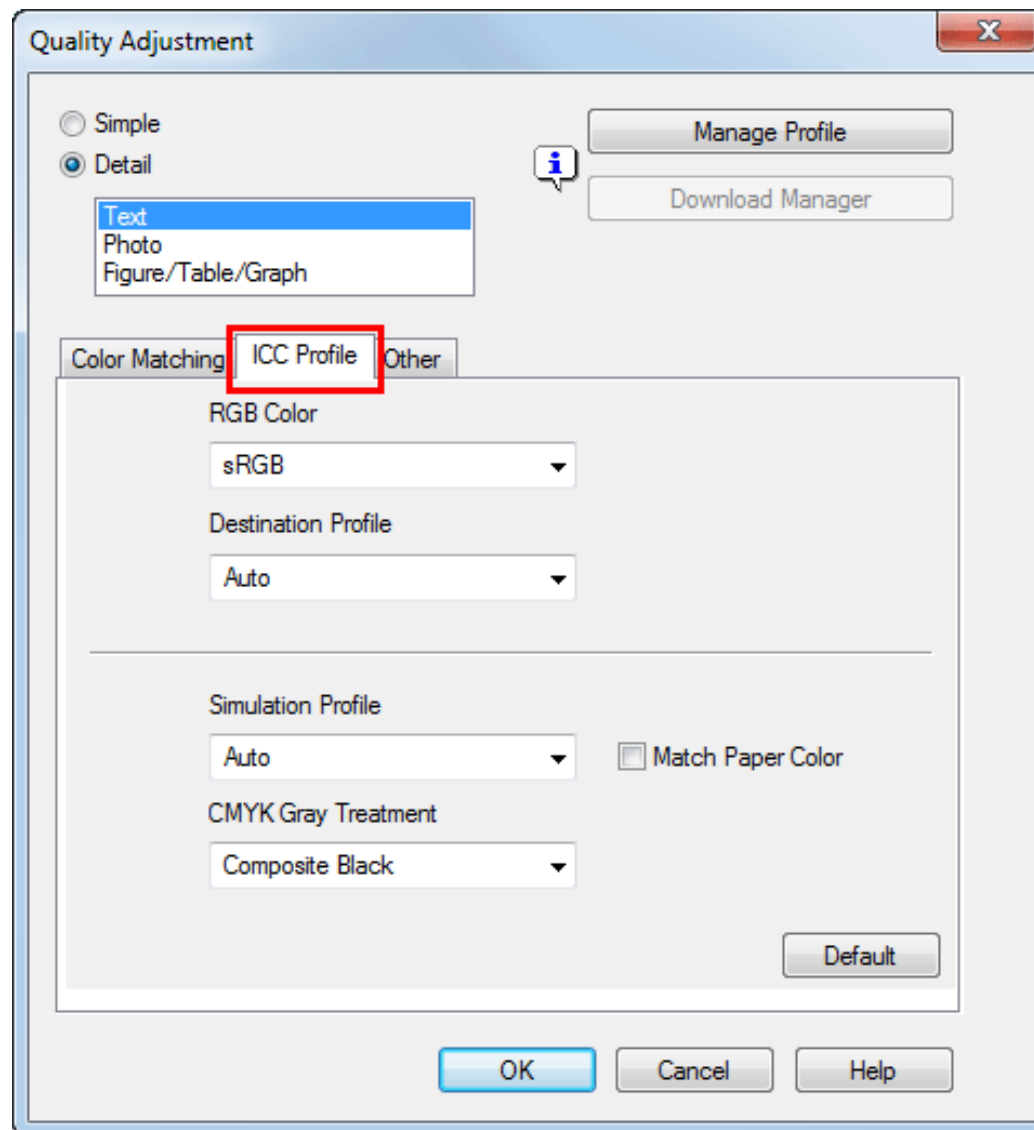
Using ICC Profiles (PS Only)

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 the [Quality] tab, click [Quality Adjustment...].
2. Click [Detail] and select the element for which the image quality is adjusted.
3. Click the [ICC Profile] tab.



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

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

5. Click [OK].

Color processing is performed according to the selected ICC profiles.

Adding ICC profiles to the printer driver

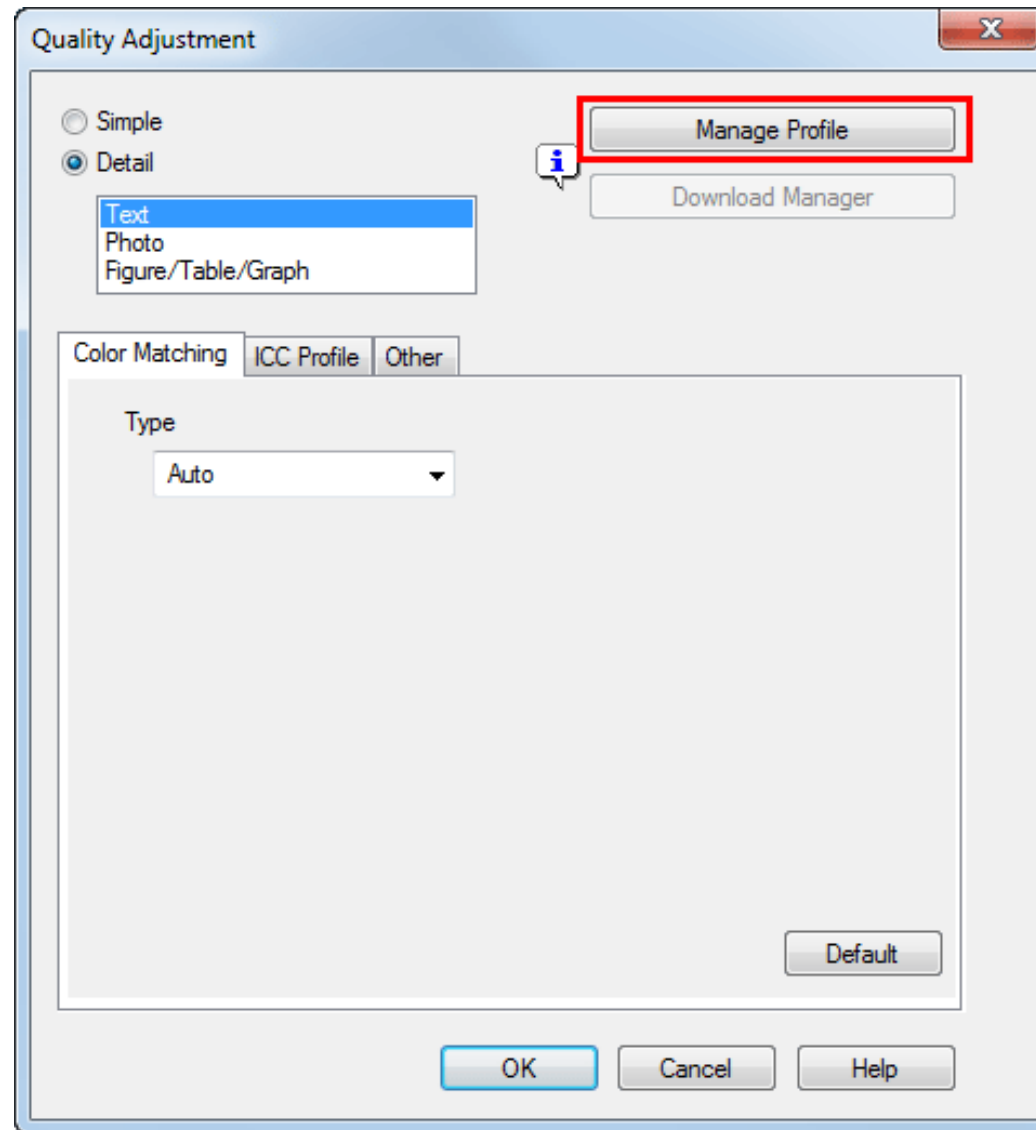
To use the ICC profiles registered in this machine for printing, you need to add the ICC profiles to the printer driver in advance.

- ✓ 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.
- ✓ This function cannot be used when this machine is used via a USB connection.
- ✓ 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)**.

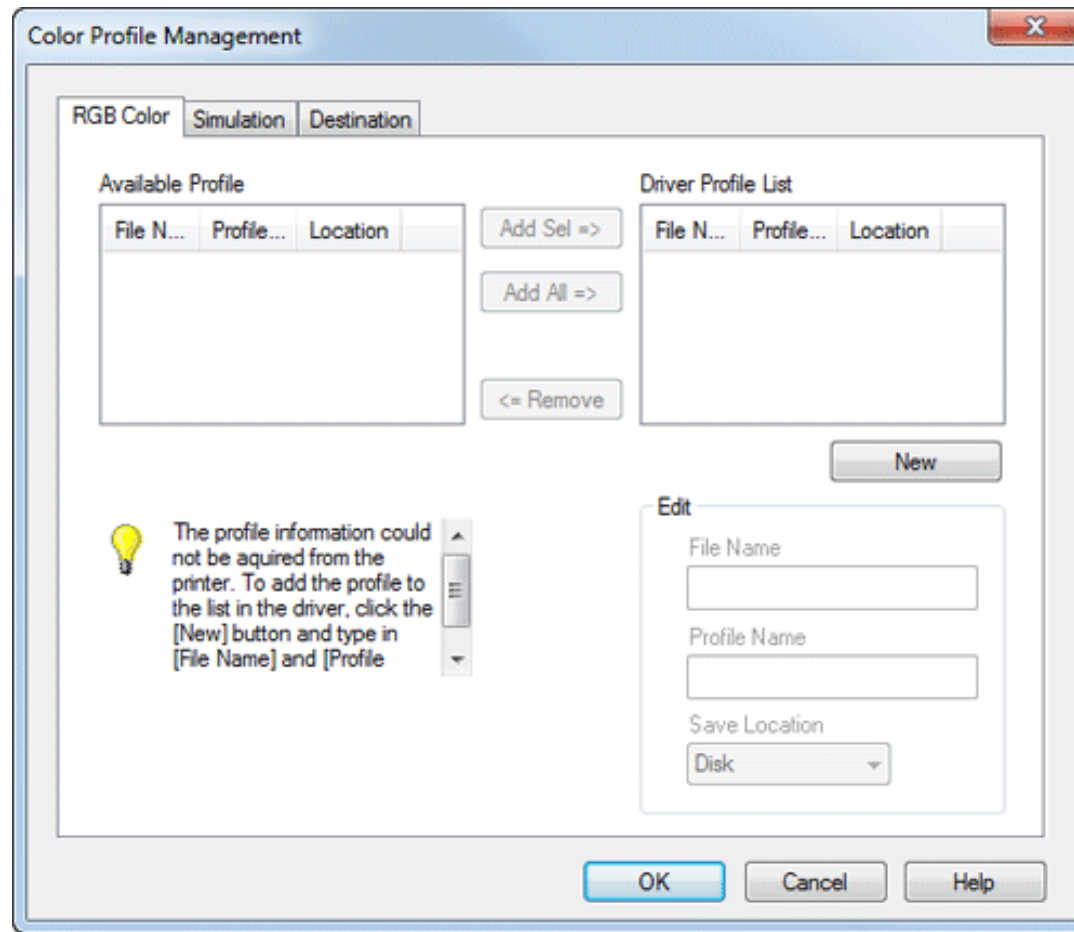
1. In the [Quality] tab, click [Quality Adjustment...].

2. Click [Manage Profile].

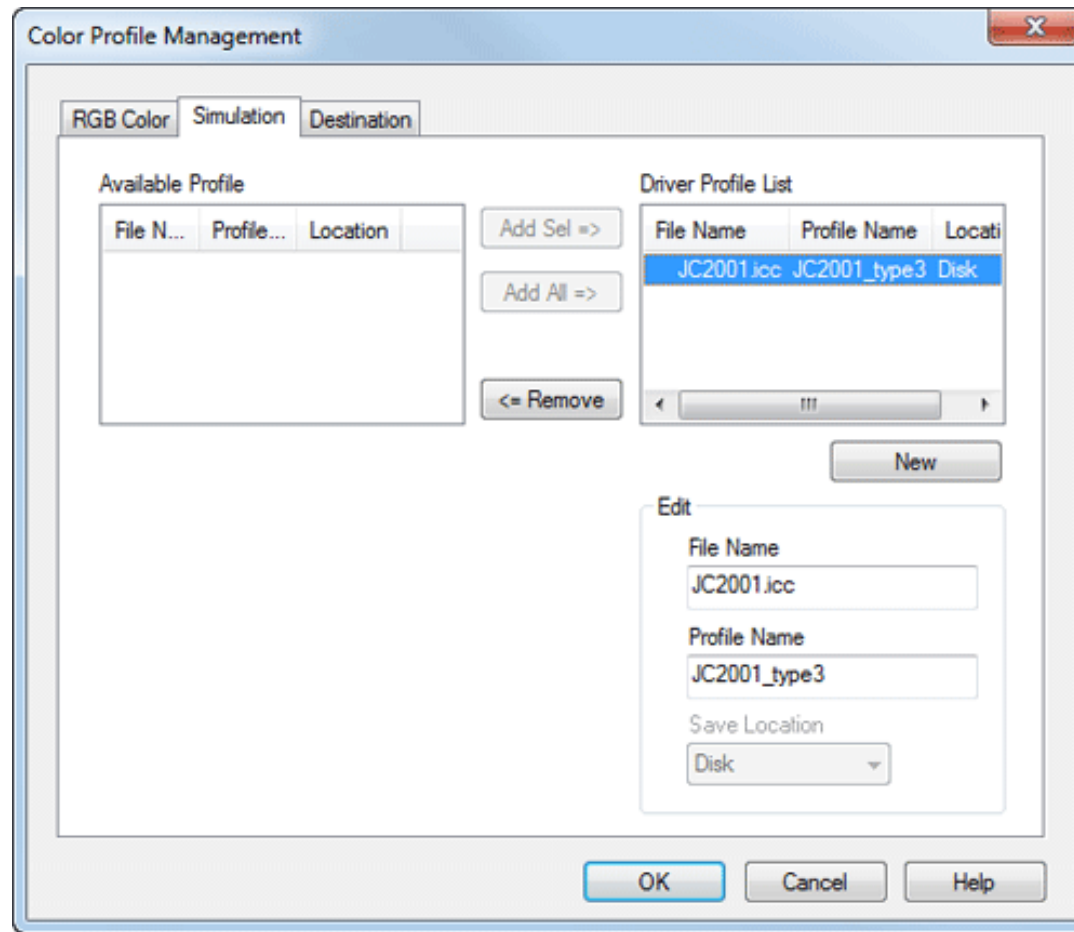
- ➡ If the **Download Manager(bizhub)** has been installed and if you click [Download Manager], the **Download Manager(bizhub)** starts.



3. Click the tab and select a color profile type.



4. From the [Available Profile] list, select the profile you want to add to the printer driver, then click [Add Sel].
- ➡ To register the current driver settings as the profile, click [New], then enter the [File Name] and [Profile Name].
 - ➡ To edit the profile name, click [Edit].



5. Click [OK].

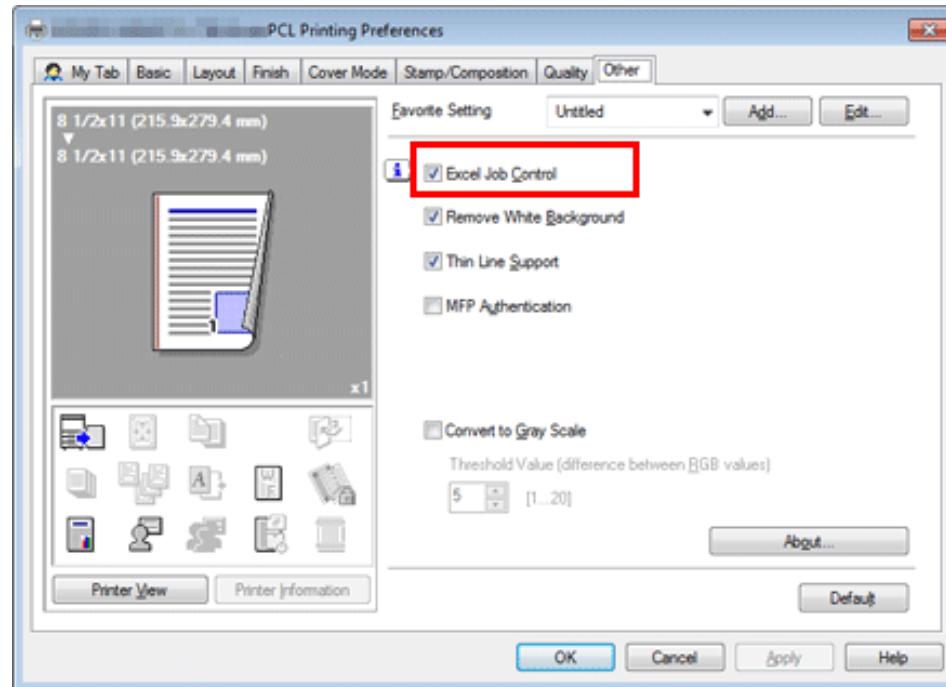
The profile is added to [Driver Profile List].

Printing Microsoft Excel/PowerPoint Data

Printing multiple Excel sheets at one time

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

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

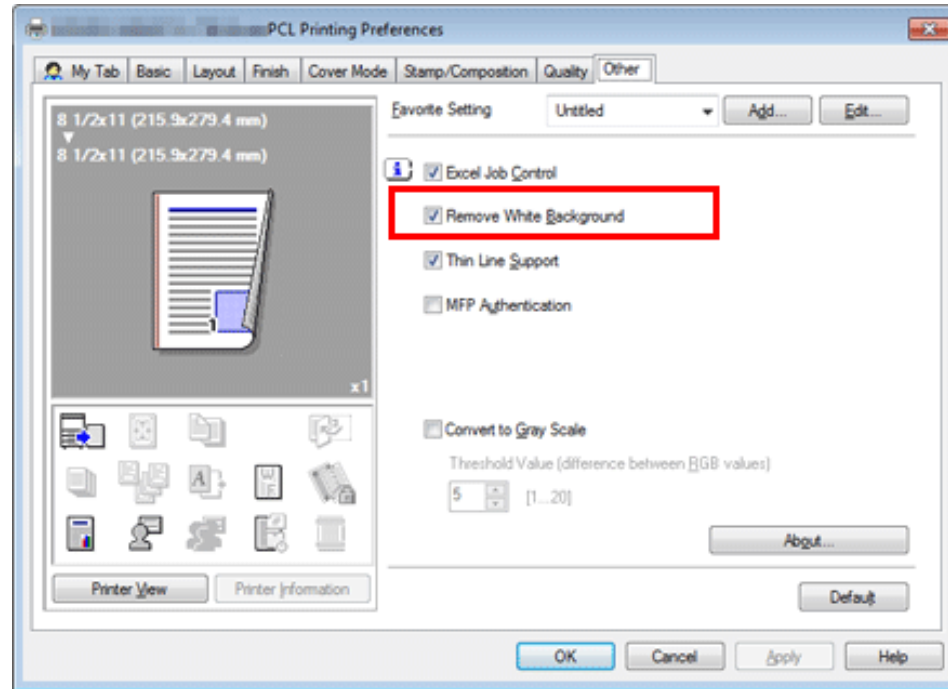


Tips

- ❖ [Excel Job Control] is only available when the printer driver for Windows is used. However, this function is not available when you are using 32-bit application software in the 64-bit environment (Windows 7 x64, Windows 8.1 x64, Windows 10 x64, Windows Server 2008 x64, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, or Windows Server 2016).

Composing and printing an image correctly in PowerPoint

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



Tips

[Remove White Background] is available only when the printer driver for Windows (PCL) is used.

Making a Trial Printing ([Proof Print])

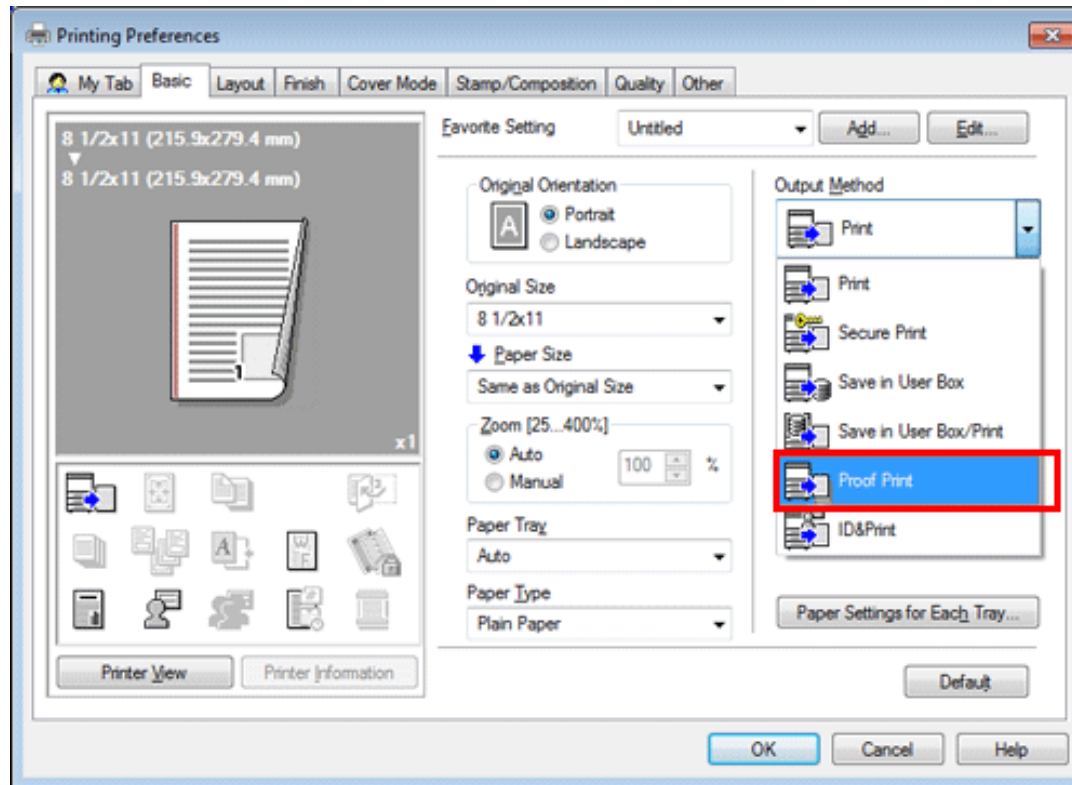
Proof Print

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



How to print from the computer

1. In [Output Method] in the [Basic] tab, select [Proof Print].

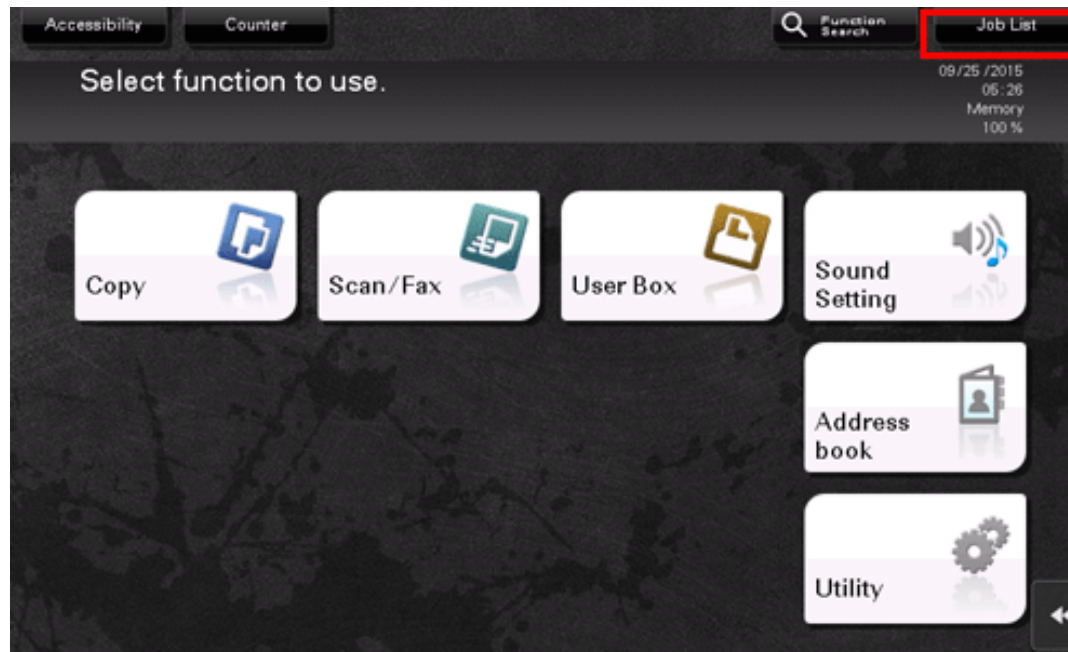


2. Specify the number of copies, then execute printing.

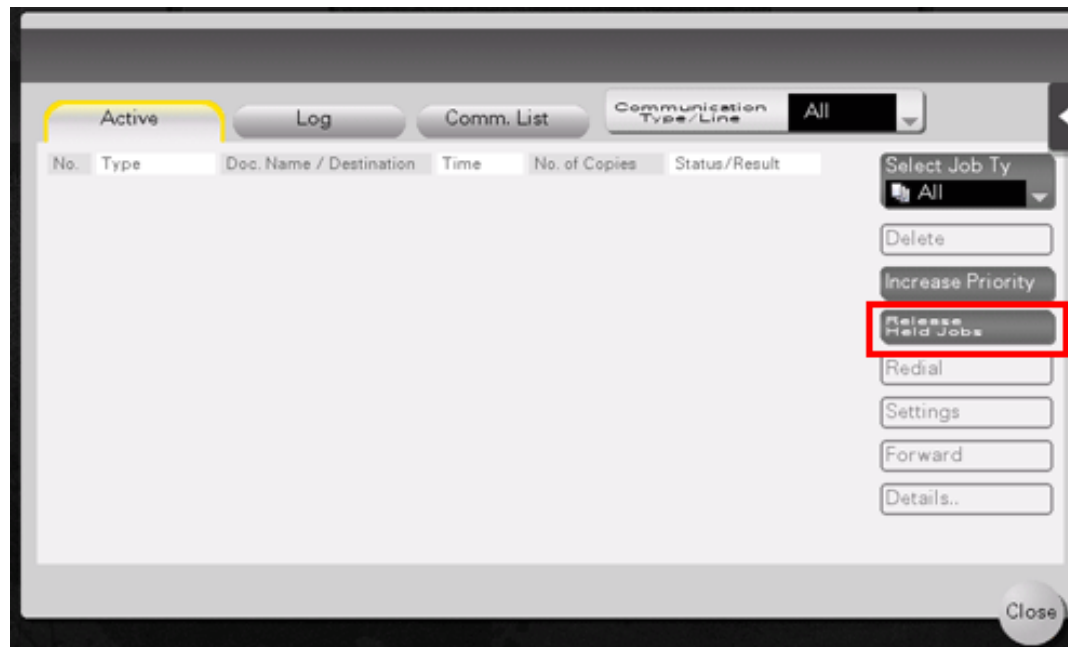
Only one copy is printed. Continue to "Operations on this machine".

Operations on this machine

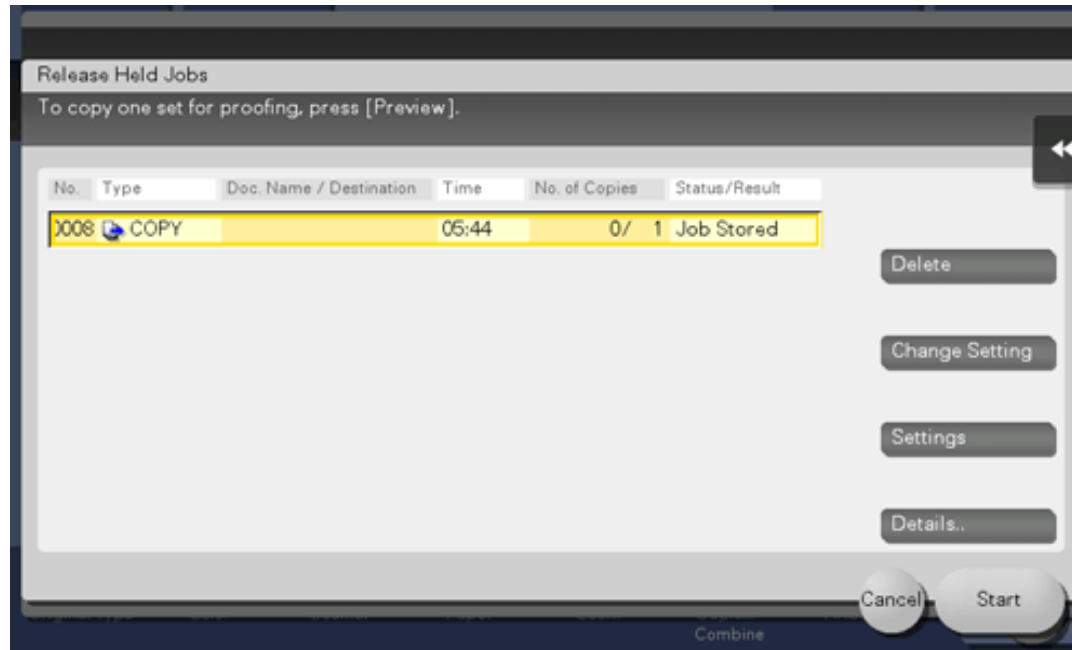
1. Tap [Job List].



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



3. Select the job you want to print.



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

➡ To delete a job, tap [Delete].

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

The remaining copies are printed.

Deleting a job

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

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

➡ For information on how to access Web Connection, refer to [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 [Device Option] of the [Configure] tab of the printer driver, set [Security Document Setting] to [Release Secure Print] (default: [Do Not Release Secure Print]). For details on [Device Option], refer to [Here](#).



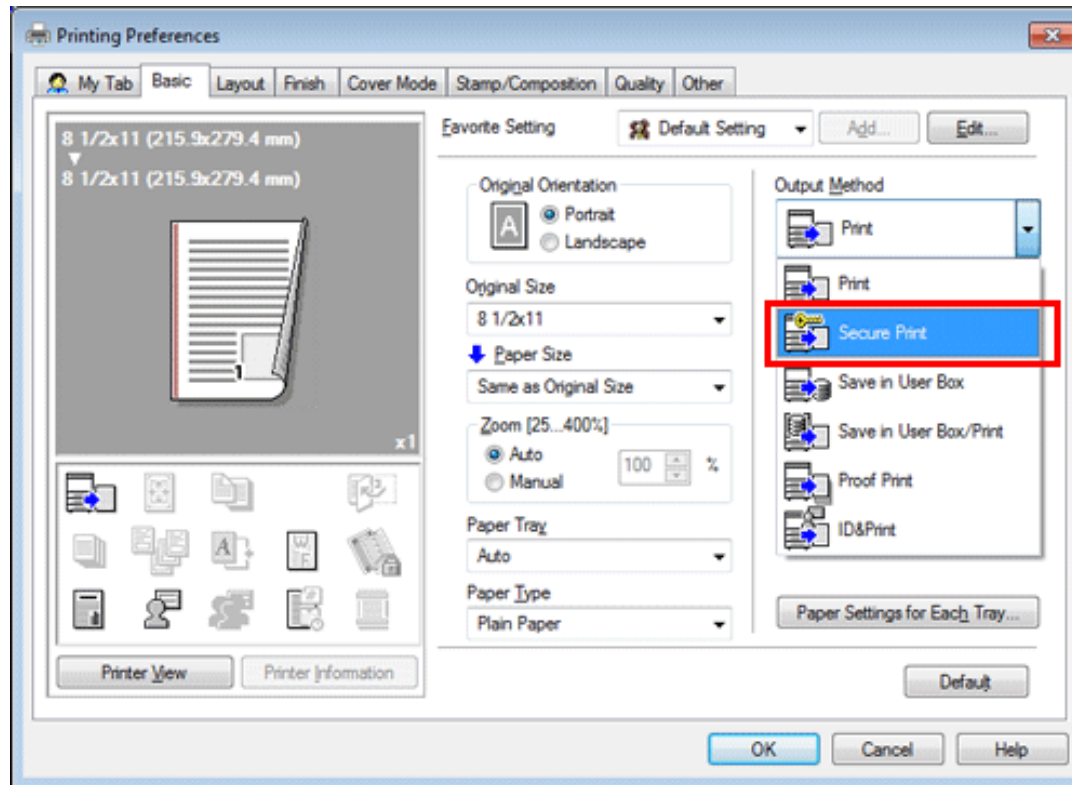
Tips

- ❖ 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] on the [Basic] tab, select [Secure Print].



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

- ➔ If you always use the same document ID and password, registering them in advance eliminates the need for entering them each time. For details, refer to [Here](#).

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.

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](#).

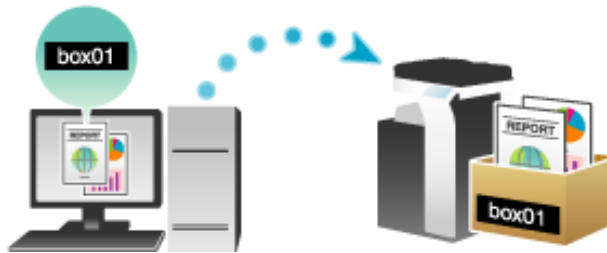
Saving Originals in the Box on This Machine ([Save in User Box])

Save in User Box

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

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

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



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](#).



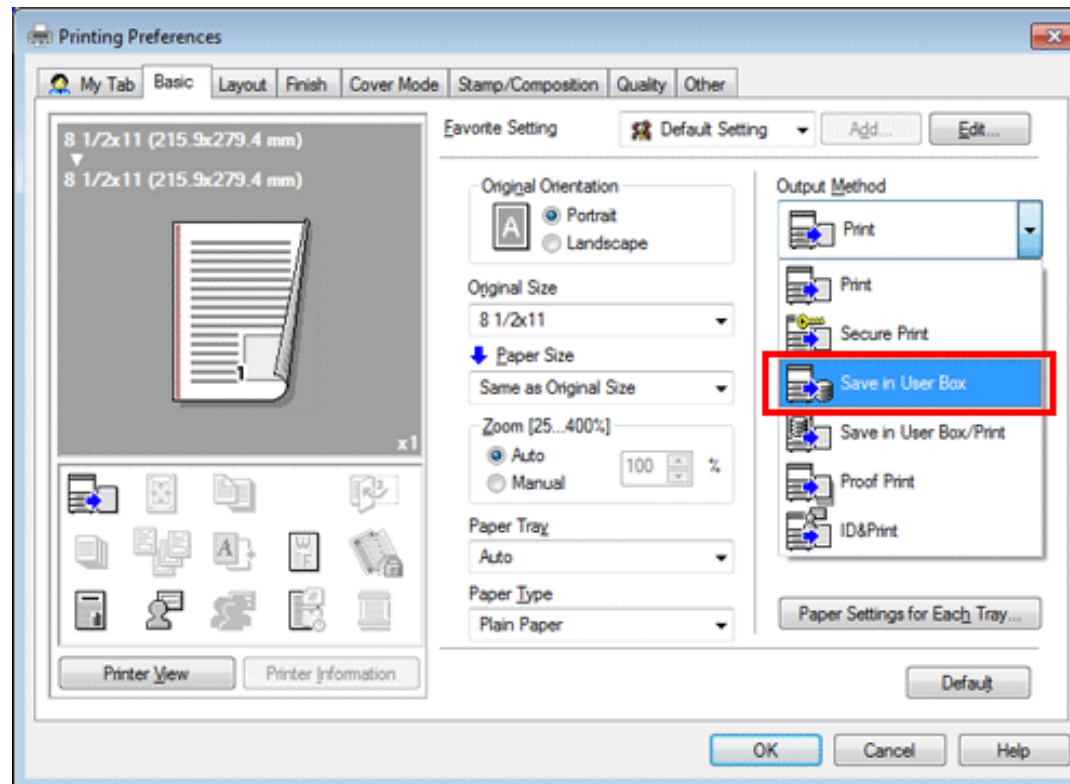
Reference

- ❑ 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 [Basic] tab, select [Save in User Box].

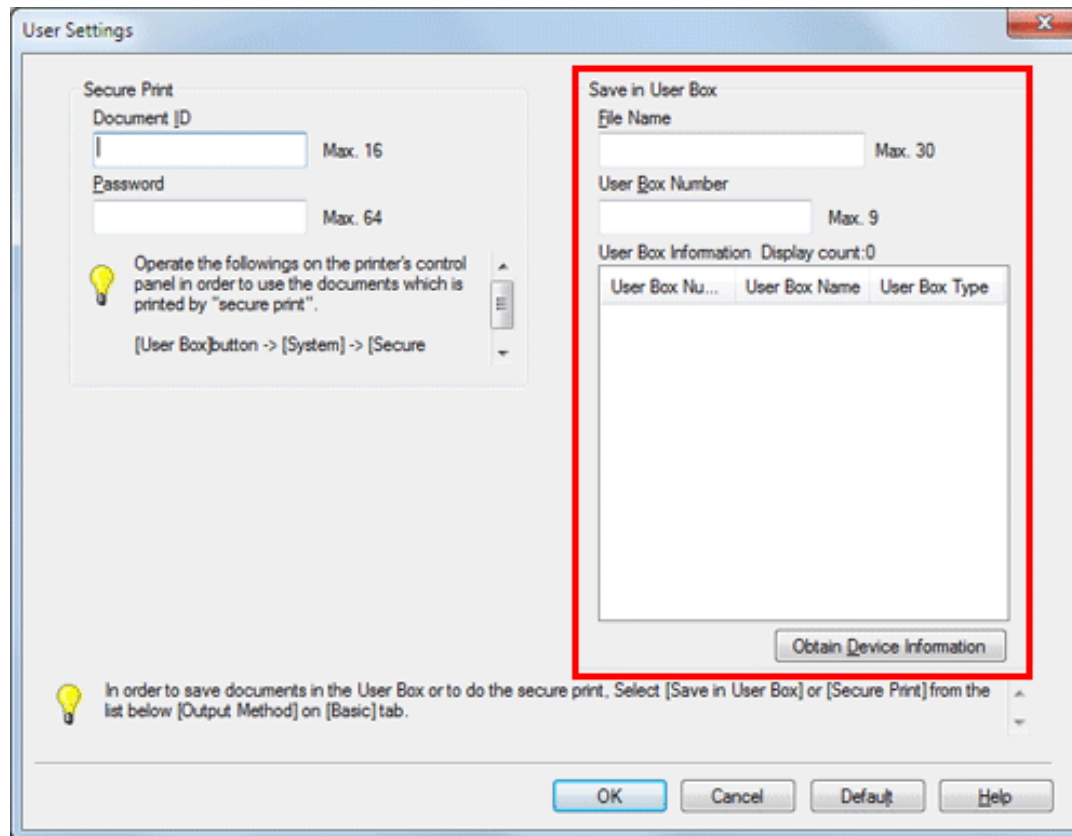
➡ When you want to print the data at the same time it is saved in the box, select [Save in User Box/Print].



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

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

➡ In [User Box Number], specify the user box number you specified when registering the user box. [User Box Number] can be viewed in the [User Box Information] list. Clicking [Obtain Device Information] obtains the latest information of the box registered in this machine and displays it in the [User Box Information] list. However, the Annotation User Box is not displayed in the [User Box Information] list.



The image shows a 'User Settings' dialog box with a red rectangle highlighting the 'Save in User Box' section. This section includes a 'File Name' field (Max. 30), a 'User Box Number' field (Max. 9), and a 'User Box Information' table with columns for 'User Box Nu...', 'User Box Name', and 'User Box Type'. Below the table is an 'Obtain Device Information' button. The 'Secure Print' section on the left contains a 'Document ID' field (Max. 16) and a 'Password' field (Max. 64). A lightbulb icon provides instructions on operating the printer's control panel. At the bottom, another lightbulb icon explains how to save documents or perform secure prints by selecting the appropriate option from the 'Output Method' list on the 'Basic' tab. The dialog box has 'OK', 'Cancel', 'Default', and 'Help' buttons at the bottom.

User Settings

Secure Print

Document ID Max. 16

Password Max. 64

Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print".

[User Box]button -> [System] -> [Secure

Save in User Box

File Name Max. 30

User Box Number Max. 9

User Box Information Display count:0

| User Box Nu... | User Box Name | User Box Type |
|----------------|---------------|---------------|
|----------------|---------------|---------------|

Obtain Device Information

In order to save documents in the User Box or to do the secure print, Select [Save in User Box] or [Secure Print] from the list below [Output Method] on [Basic] tab.

OK Cancel Default Help

➡ If you always use the same file name and box number, registering them in advance eliminates the need for entering them each time. For details, refer to [Here](#).

3. Execute printing.

The data is saved in the box on this machine.



Tips

❖ [Obtain Device Information] cannot be used when this machine is used via a USB connection.

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 the [Quality] tab is set to [1200dpi (Rasterize on Device)], 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.
The status in which the User Authentication/Account Track setting is not configured correctly means that the [Auto] check box of [Obtain Settings...] is cleared and [User Authentication]/[Account Track] of [Device Option] is set to [None] in the [Configure] tab of the [Properties] windows of the printer driver. If a print job is executed in this status by selecting [Print] in [Output Method] of the [Basic] tab at the time of printing, it is considered as a print job without authentication information.



Related setting (for the administrator)

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

Operations required to use this function

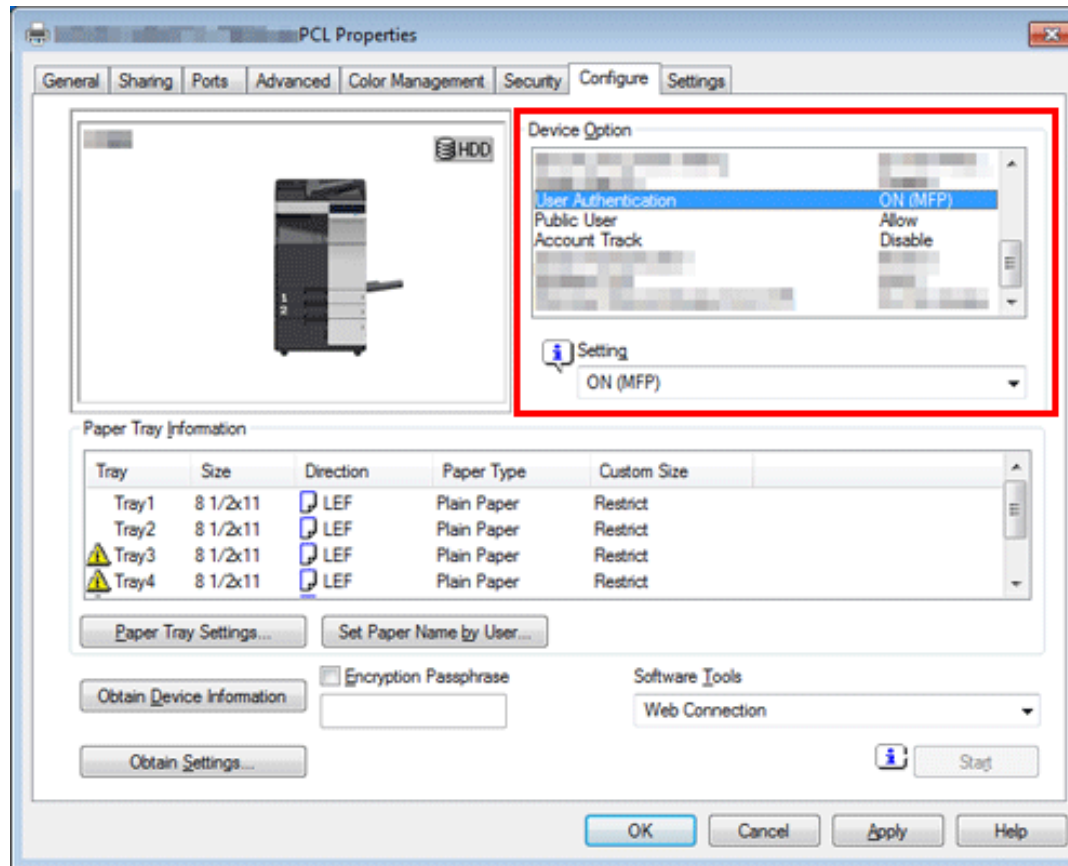
In the [Configure] tab of the printer driver, check that the User Authentication/Account Track setting is correctly configured.

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

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

2. In [Device Option] in the [Configure] tab, check that the User Authentication/Account Track setting is correctly configured for your operating environment.

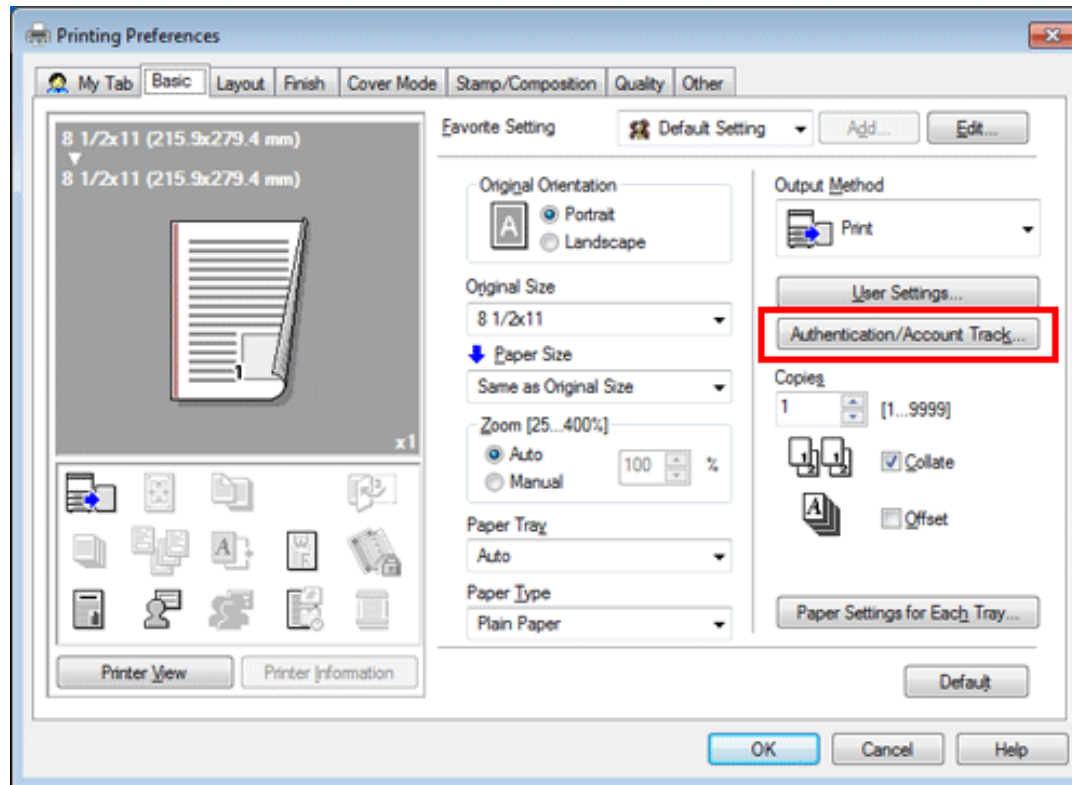
➡ If it is not configured correctly, select [User Authentication] or [Account Track] from the list, then change the relevant setting in [Setting].



3. Click [OK].

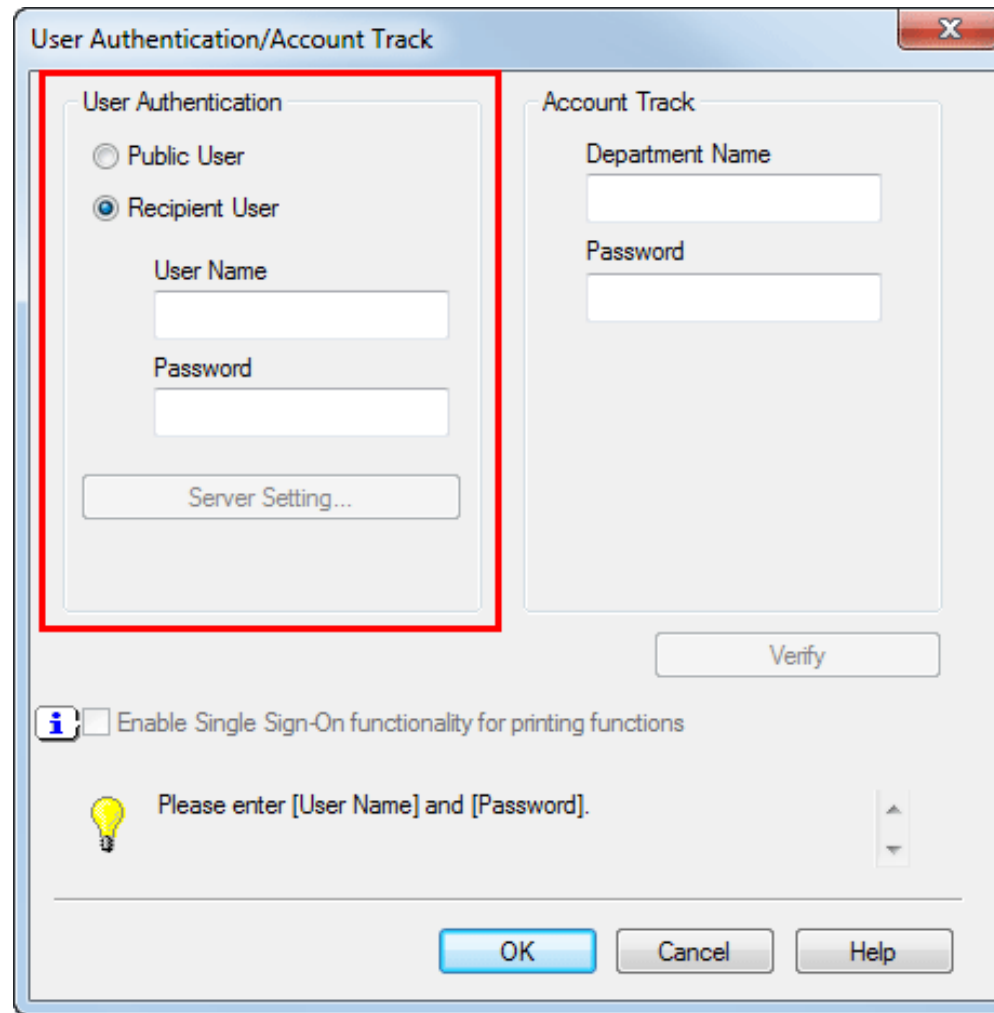
How to print from the computer

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



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

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



The image shows a Windows-style dialog box titled "User Authentication/Account Track". It is divided into two main sections: "User Authentication" on the left and "Account Track" on the right. The "User Authentication" section is highlighted with a red border. It contains two radio buttons: "Public User" (unselected) and "Recipient User" (selected). Below these are two text input fields labeled "User Name" and "Password". A "Server Setting..." button is located at the bottom of this section. The "Account Track" section contains two text input fields labeled "Department Name" and "Password". A "Verify" button is positioned below these fields. At the bottom of the dialog, there is an information icon and a checkbox labeled "Enable Single Sign-On functionality for printing functions", which is currently unchecked. Below this is a lightbulb icon and a message: "Please enter [User Name] and [Password]". At the very bottom are three buttons: "OK", "Cancel", and "Help".

- ➔ The login name of the computer is displayed in [User Name].
- ➔ If you always use the same user name and password, registering them in advance eliminates the need for entering them each time. For details, refer to [Here](#).

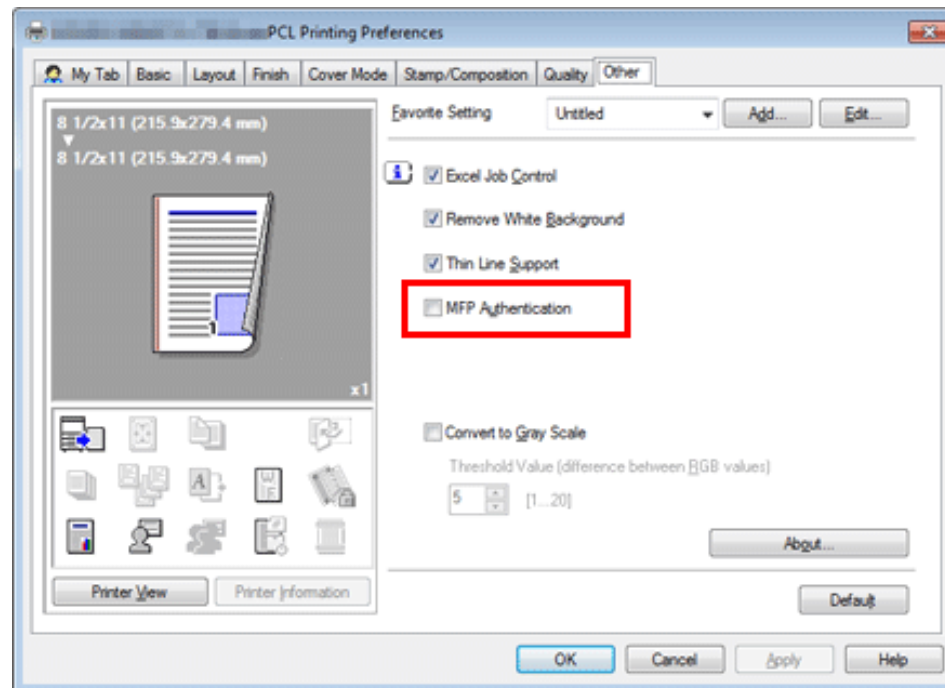
3. If account track is enabled, enter the account name and password.

- ➔ If you always use the same account name and password, registering them in advance eliminates the need for entering them each time. For details, refer to [Here](#).

4. Click [OK].

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

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



6. Execute printing.

Printing starts successfully when the authentication information is judged correct.



Related setting (for the administrator)

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



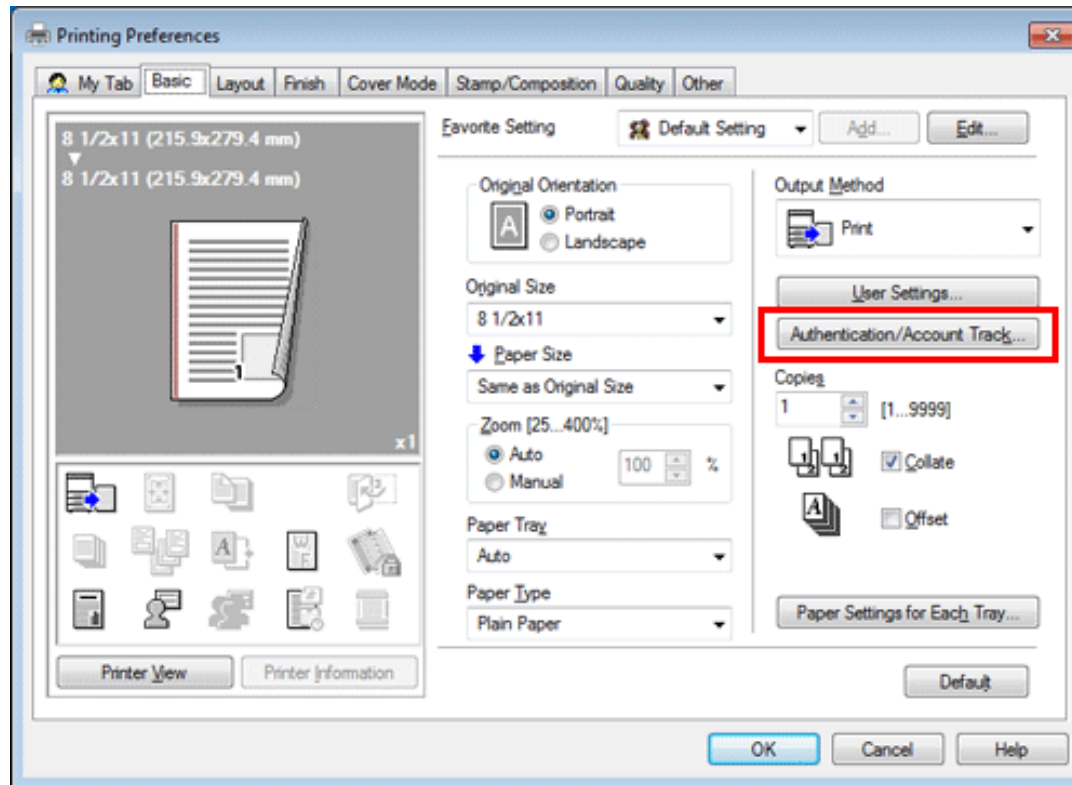
Related setting (for the administrator)

- ❑ 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 [Basic] tab, click [Authentication/Account Track...].



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

- ➡ The login name of the computer is displayed in [User Name].
- ➡ For details, refer to [Here](#).

User Authentication/Account Track

User Authentication

☐ Public User

☒ Recipient User

User Name

Password


Server Setting...


Account Track

Department Name

Password

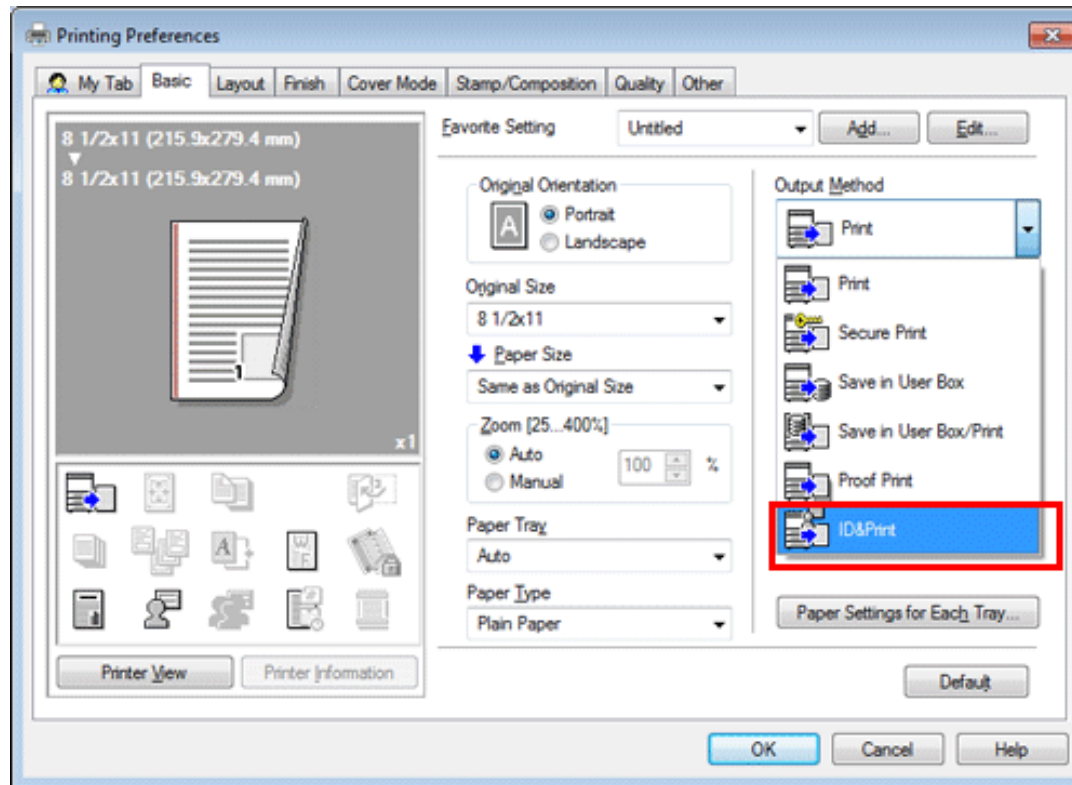
Verify

 ☐ Enable Single Sign-On functionality for printing functions

 Please enter [User Name] and [Password].

OK Cancel Help

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



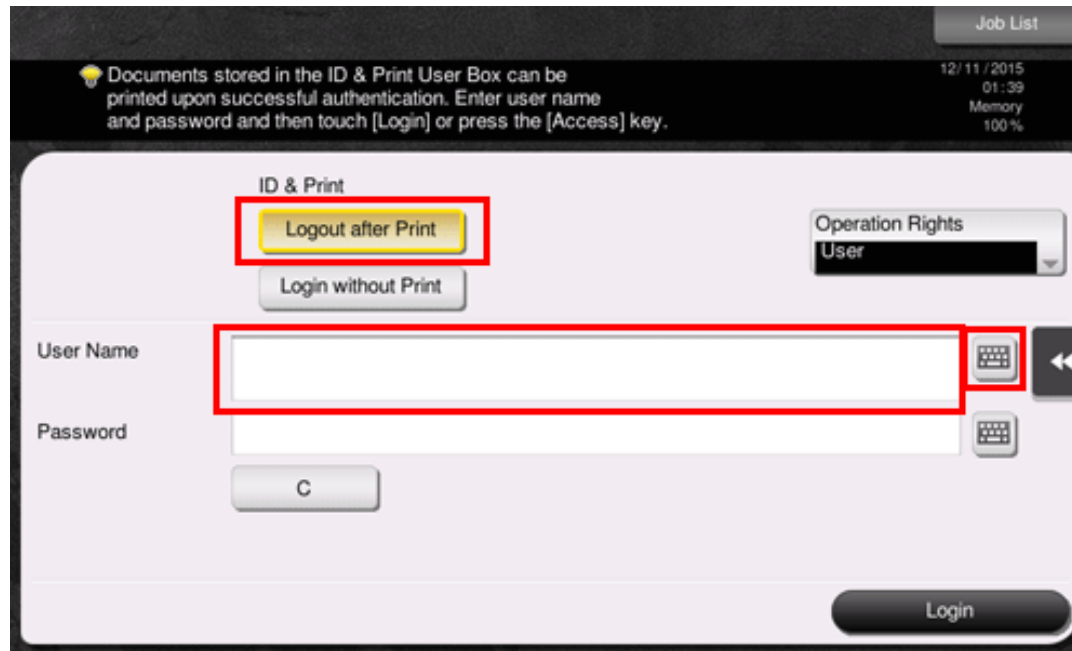
4. Execute printing.

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

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

Operations on this machine

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



2. Check that [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].

The screenshot displays the ID & Print User Box interface. At the top, a message states: "Documents stored in the ID & Print User Box can be printed after authentication. Place your finger on the Authentication Device." The top right corner shows the date and time (12/07/2015 18:08) and battery status (Memory 100%). The main area is divided into two sections. The left section, titled "Authentication Method", contains four buttons: "Authentication Device" (highlighted with a yellow border), "Logout after Print" (highlighted with a yellow border), "ID & PW", and "Login without Print". A red rectangular box encloses the "Authentication Device" and "Logout after Print" buttons. The right section, titled "Operation Rights", shows a dropdown menu with "User" selected. Below these sections are input fields for "User Name" and "Password", each with a keyboard icon to its right. A "C" button is located below the "Password" field. At the bottom right, there is a "Login" button.

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 in the Single Sign-on Environment of Active Directory

Single sign-on

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



Operations required to use this function

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

✓ Before using this function, configure a setting to join this machine in the Active Directory domain. For details, refer to [Here](#).

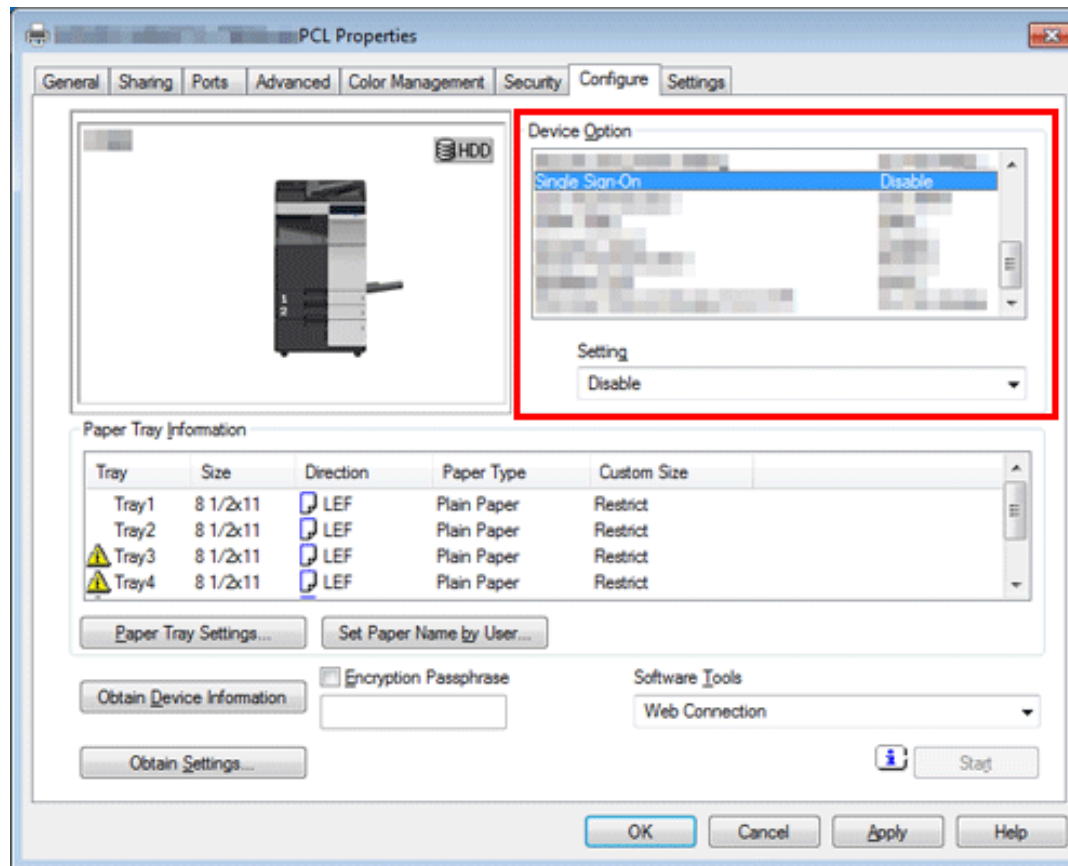
1. Display the [Properties] window of the printer driver.

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

2. In [Device Option] in the [Configure] tab, check that the [User Authentication] and [Single Sign-On] settings are correctly configured for your operating environment.

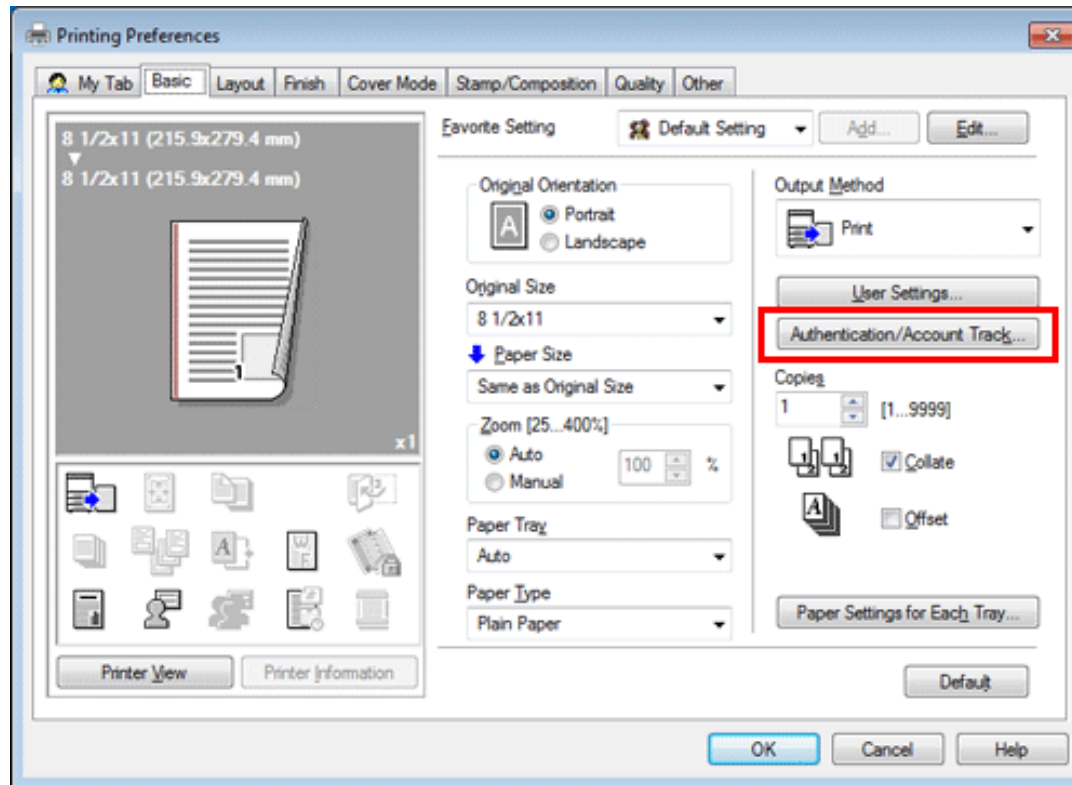
➡ If they are not configured correctly, select [User Authentication] and [Single Sign-On] from the list, and then change the relevant settings in [Setting].

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



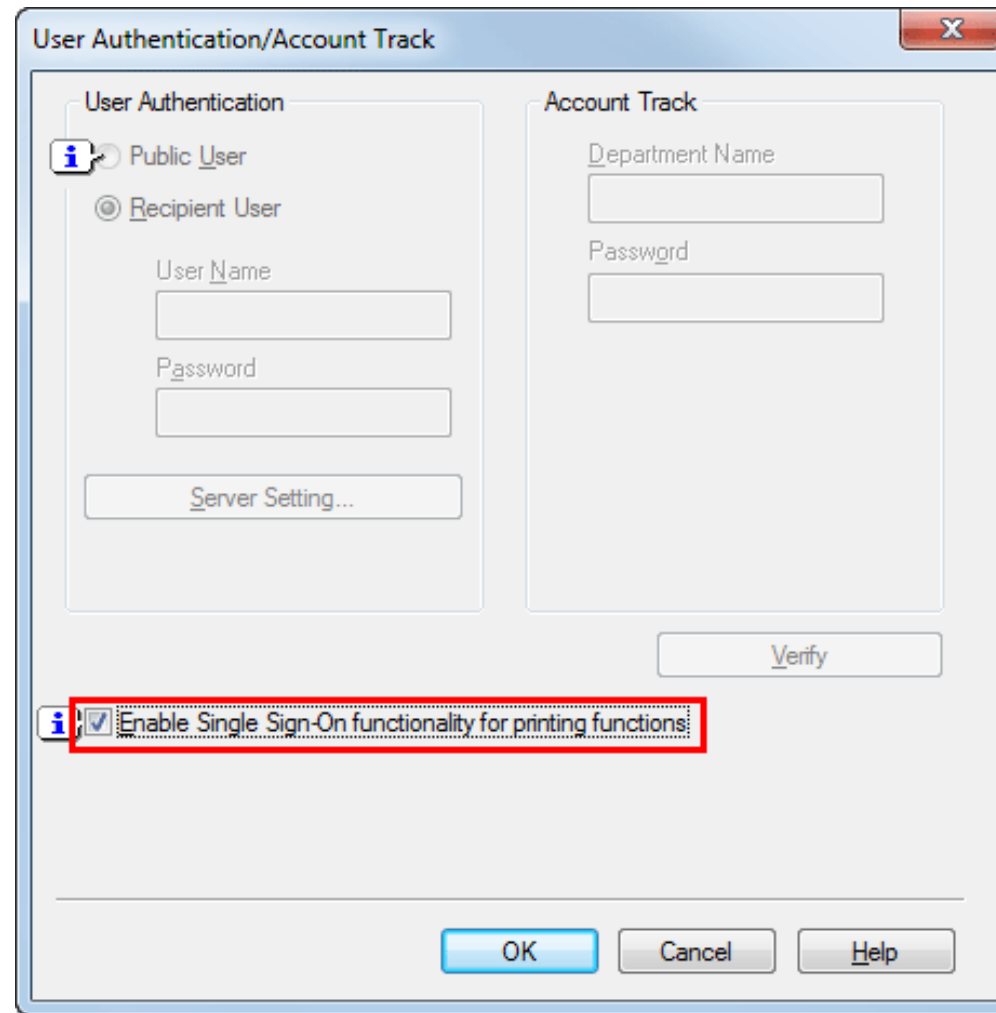
Printing procedure

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



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

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



The dialog box is titled "User Authentication/Account Track" and features a standard Windows-style title bar with a close button. It is divided into two main sections: "User Authentication" on the left and "Account Track" on the right. In the "User Authentication" section, there are two radio buttons: "Public User" (unselected) and "Recipient User" (selected). Below these are text input fields for "User Name" and "Password", followed by a "Server Setting..." button. The "Account Track" section contains text input fields for "Department Name" and "Password", and a "Verify" button. At the bottom of the dialog, there is a checkbox labeled "Enable Single Sign-On functionality for printing functions", which is checked and highlighted with a red rectangular box. The bottom of the dialog also contains "OK", "Cancel", and "Help" buttons.

User Authentication/Account Track

User Authentication

☐ Public User

☒ Recipient User

User Name

Password

Server Setting...

Account Track

Department Name

Password

Verify

☒ Enable Single Sign-On functionality for printing functions

OK Cancel Help

3. Click [OK].

4. Execute printing.

Printing starts.

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 ² to 210 g/m ²) (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 ² to 157 g/m ²): Thick 1+, Thick 1+(Side 2) 42 to 55-5/8 lb (158 g/m ² to 209 g/m ²): Thick 2, Thick 2 (Side 2) 55-7/8 lb (210 g/m ²): Thick 3, Thick 3 (Side 2)) |



Tips

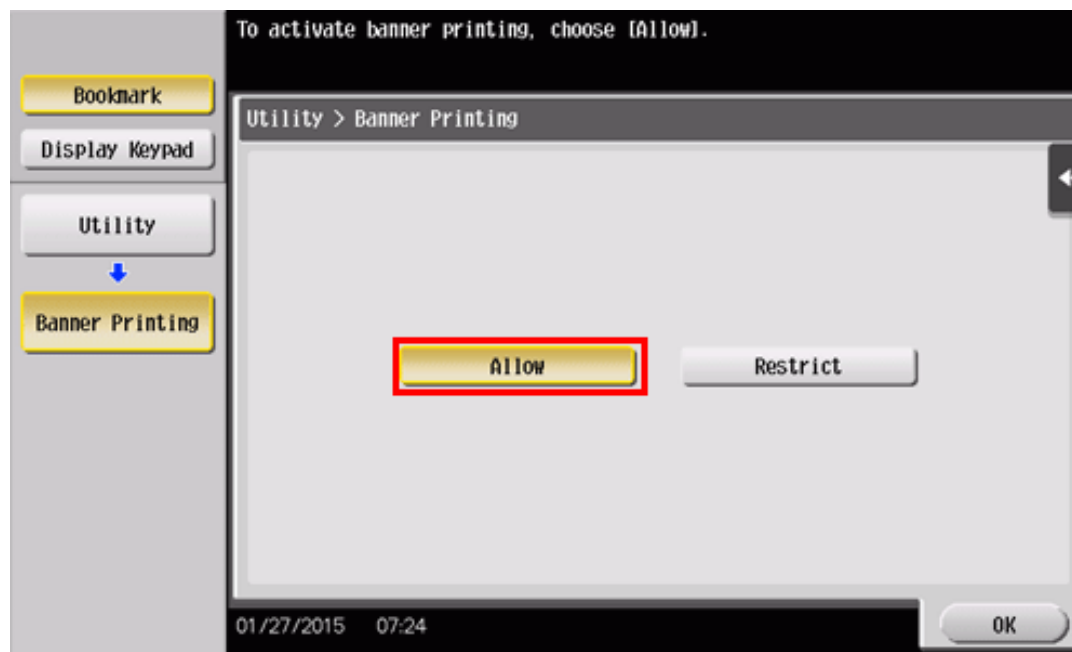
- ✖ When printing data on banner paper, select a paper type appropriate to the banner paper using the printer driver. Then, the [Paper Tray] is set to [Bypass Tray] and [Resolution] is fixed to [600dpi].

How to print on banner paper

Specify the banner paper size.

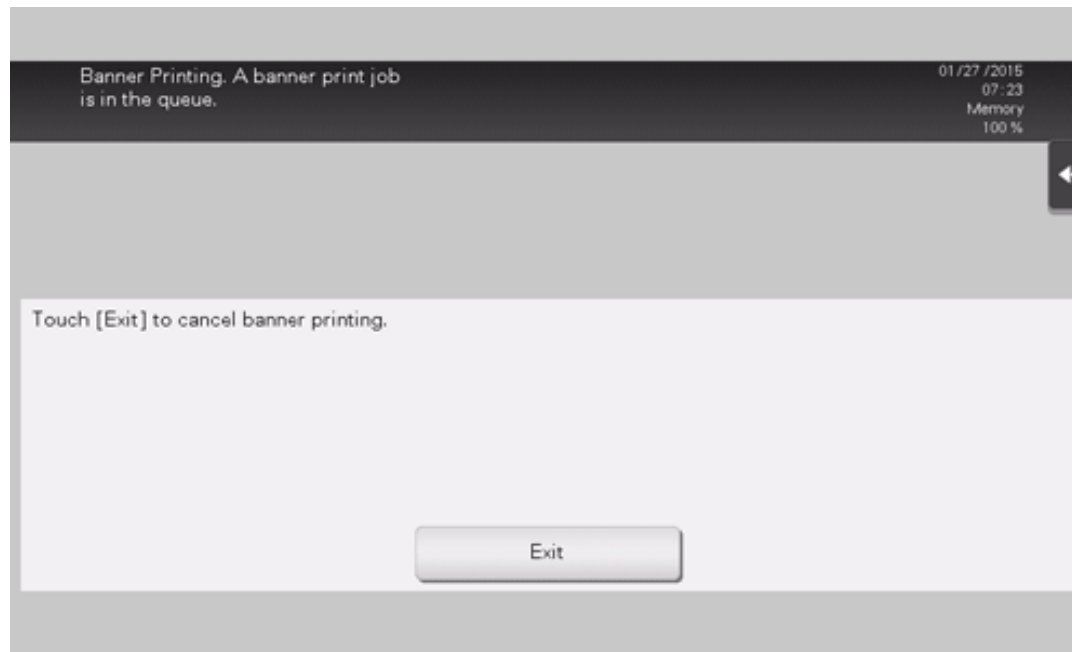
- ✓ If [ID & Print] is set to [ON] in [ID & Print Settings], printing on banner paper is disabled (default: [OFF]). For details on [ID & Print Settings], refer to [Here](#).

1. On the Touch Panel of this machine, tap [Utility] - [Banner Printing].
2. Select [Allow], then tap [OK].



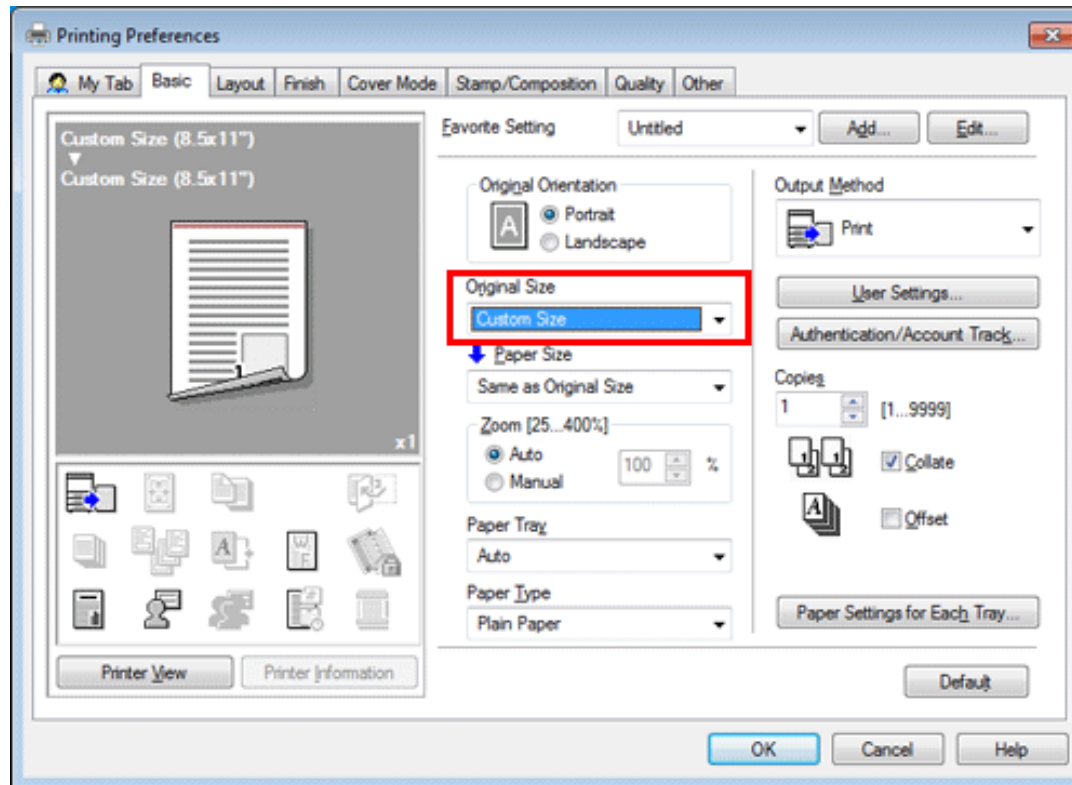
3. Check that the screen waiting for banner printing job has appeared.

- ➡ 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

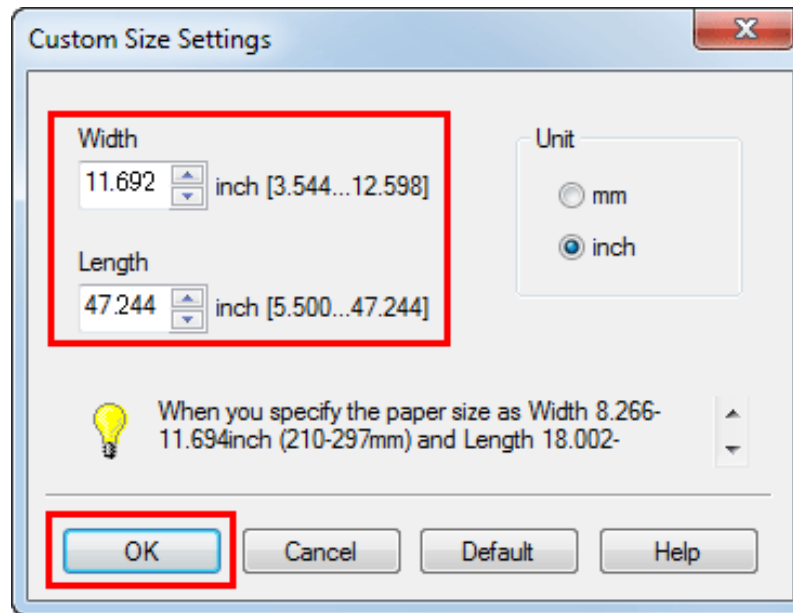


When you have finished the above settings, start to print from the PC.

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



5. Specify the width and length of the banner paper, and click [OK].



The [Confirm setting changes] dialog box appears.

6. Click [Yes].

The [Paper Tray], [Paper Type], and [Print Type] settings are switched.

- ➡ Change the setting of [Paper Type] for **Bypass Tray** according to the weight of print paper.
- ➡ If [Resolution] is set to [1200dpi (Rasterize on Device)], it is switched to [600dpi].

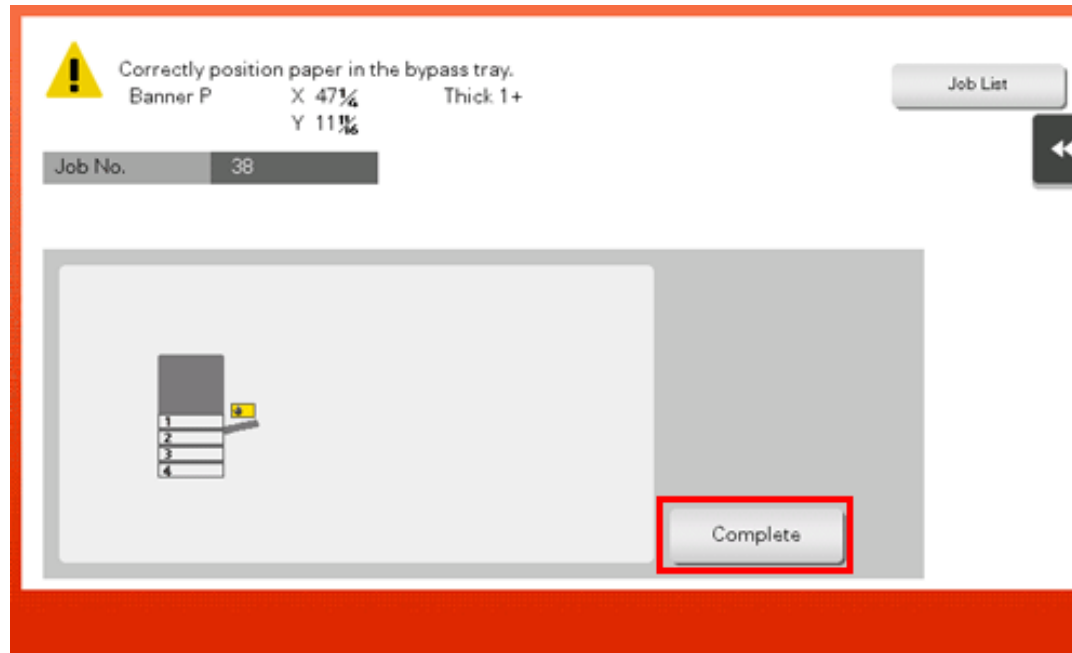
7. Execute printing.

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

8. Load the banner paper into the **Bypass Tray**.

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

9. 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.

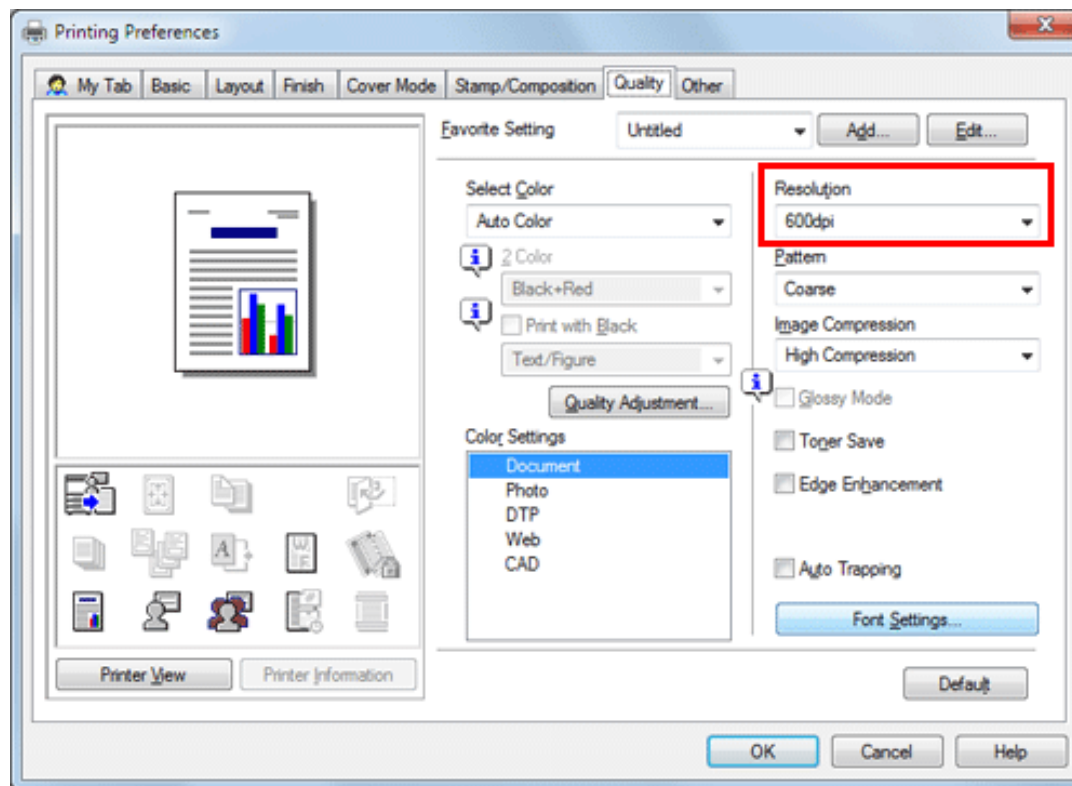
10. Tap [Exit].

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 the file in the application, and click [File]. Then click [Print] from the menu.
2. Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
3. In [Resolution] on the [Quality] tab, select the type of the document to print.

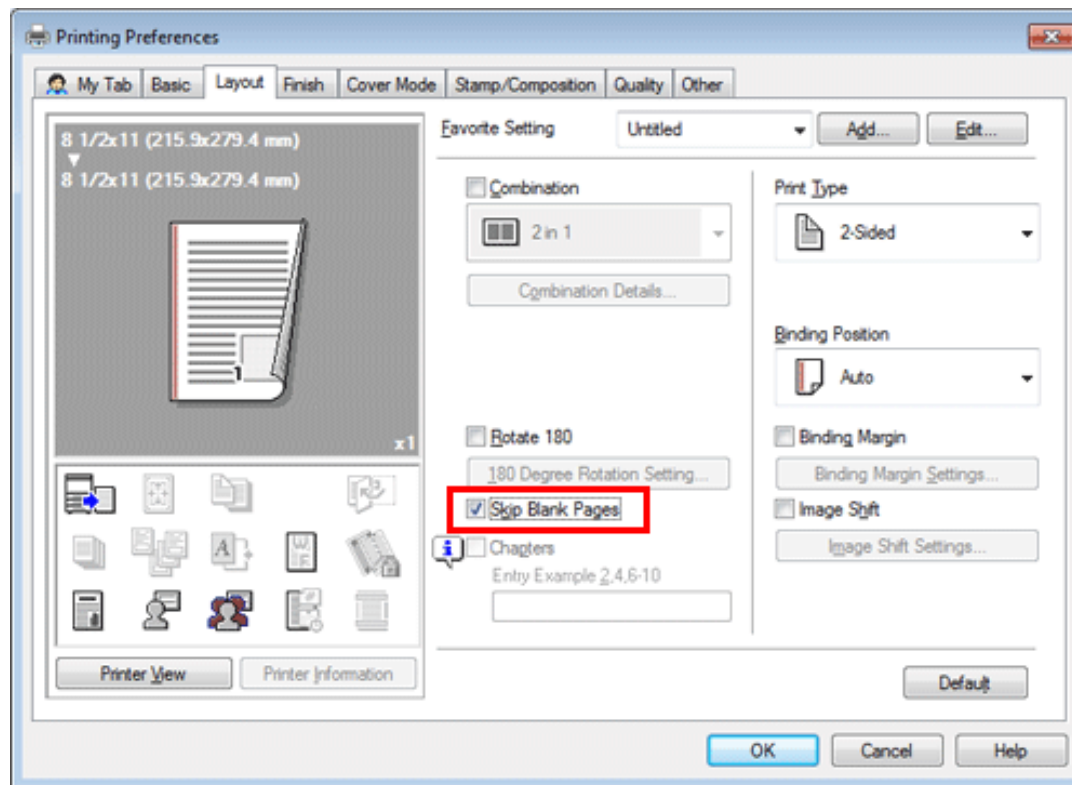


4. Click [OK].

5. Click [Print].

Skipping blank pages for printing ([Skip Blank Pages])

1. Open the file in the application, and click [File]. Then click [Print] from the menu.
2. Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
3. In the [Layout] tab, select the [Skip Blank Pages] check box.



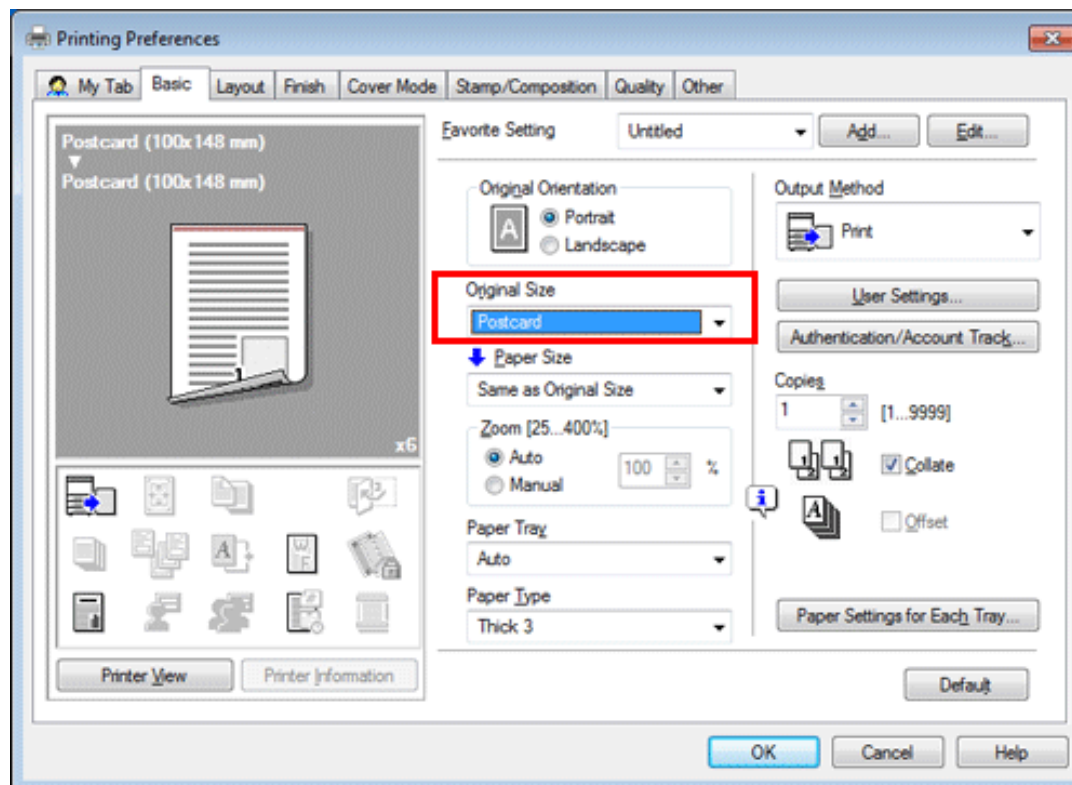
4. Click [OK].

5. Click [Print].

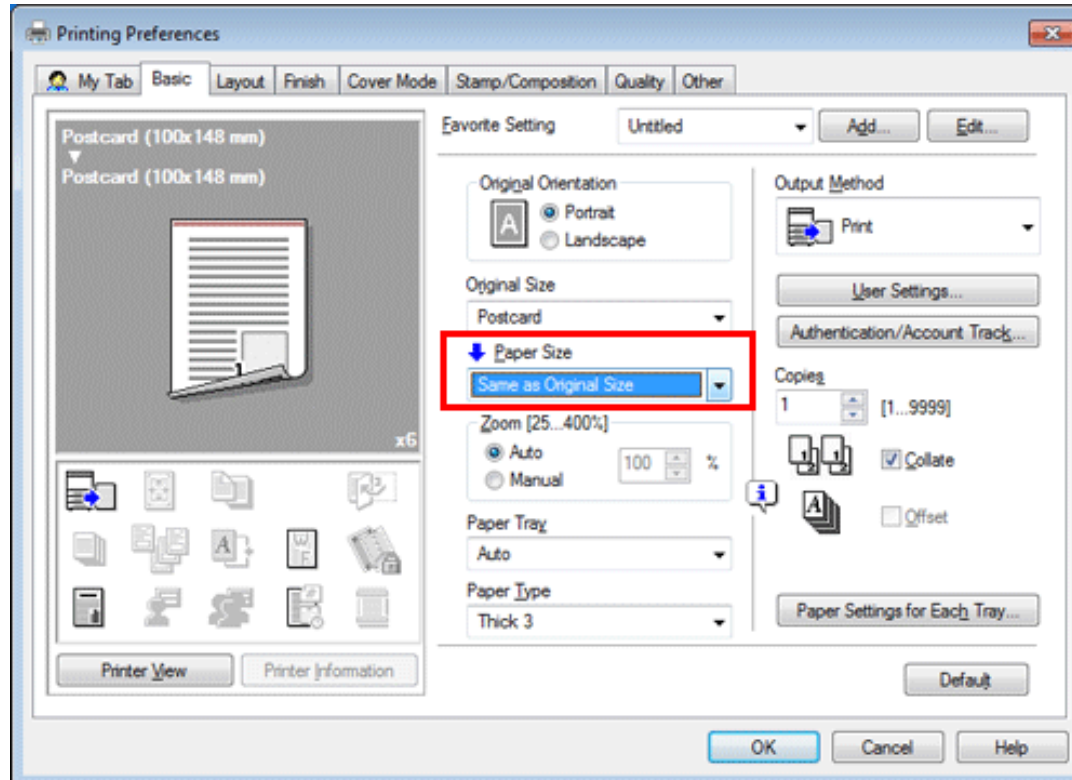
Printing on envelopes or postcards

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

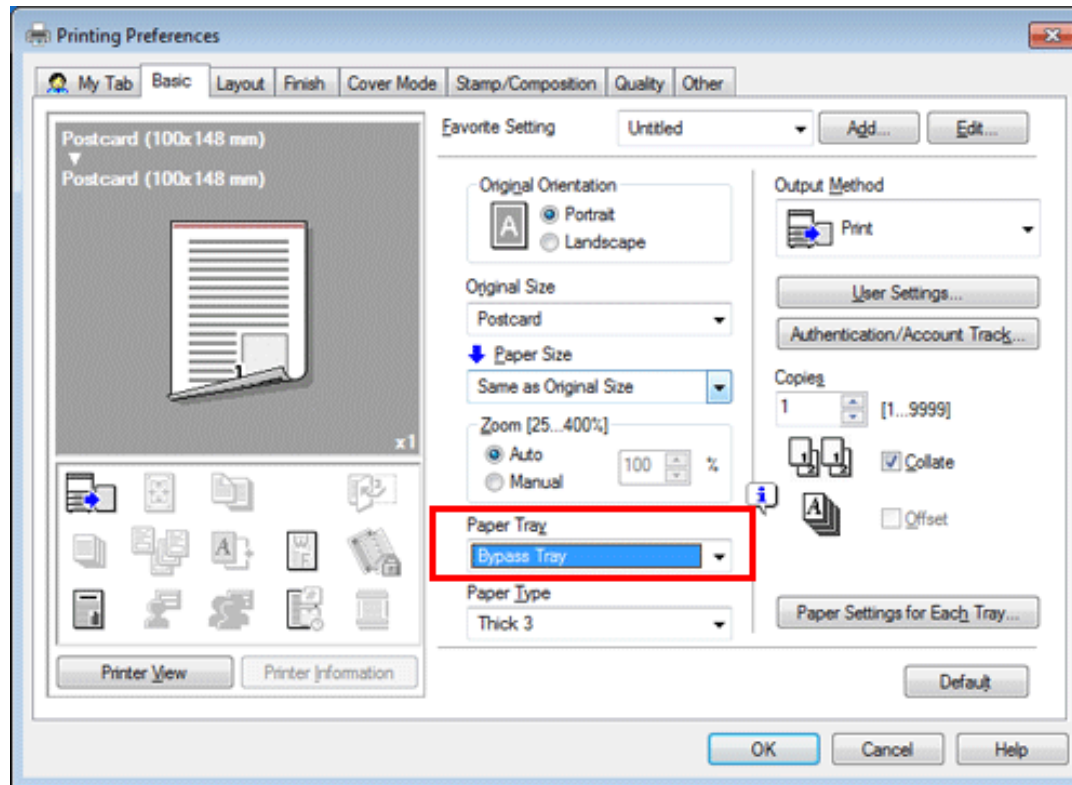
1. Open the file in the application, and click [File]. Then click [Print] from the menu.
2. Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
3. In [Original Size] on the [Basic] tab, select [Envelope] or [Postcard].
 - ➡ Various sizes of envelopes 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].



4. Check that [Paper Size] is set to [Same as Original Size].



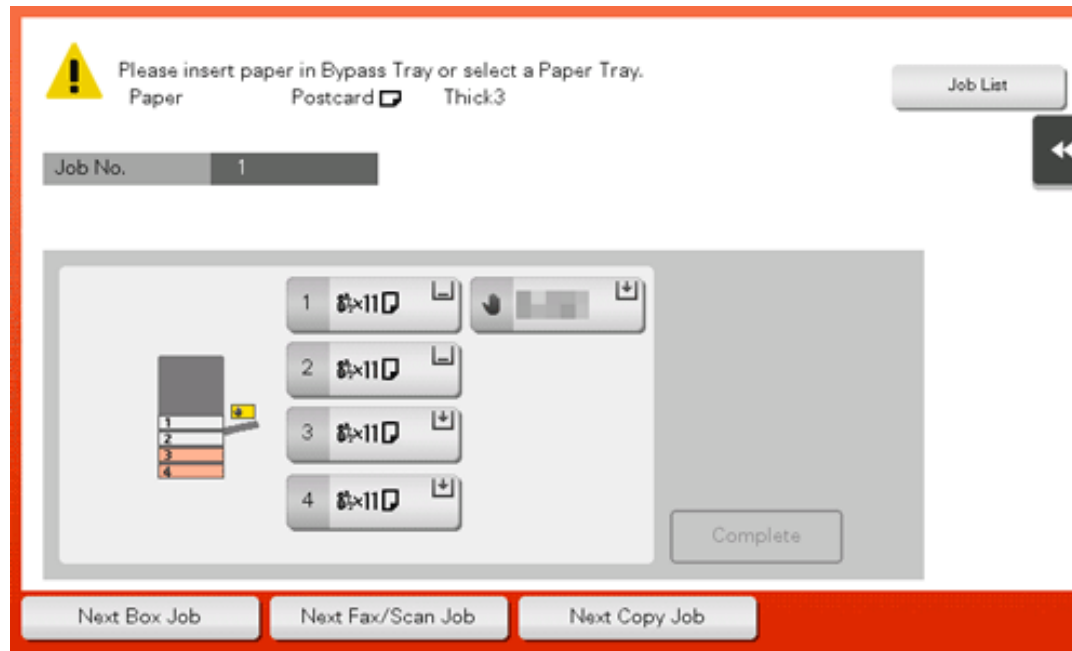
5. Select [Bypass Tray] from [Paper Tray].



6. Click [OK].

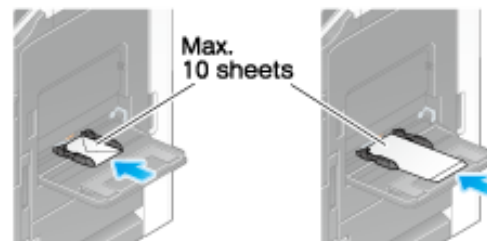
7. Execute printing.

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



8. 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.

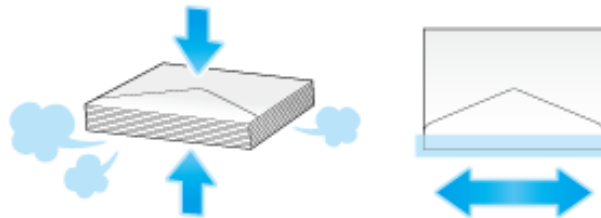




NOTICE

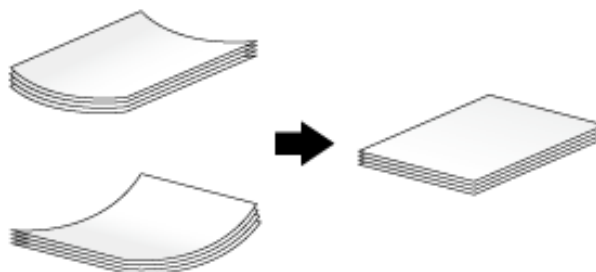
❖ When loading envelopes or postcards into the **Bypass Tray**, note the following points.

➡ 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.

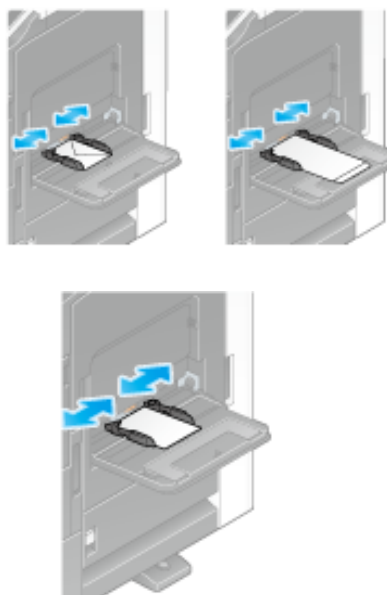


➡ Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.

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



9. 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.



10. 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.

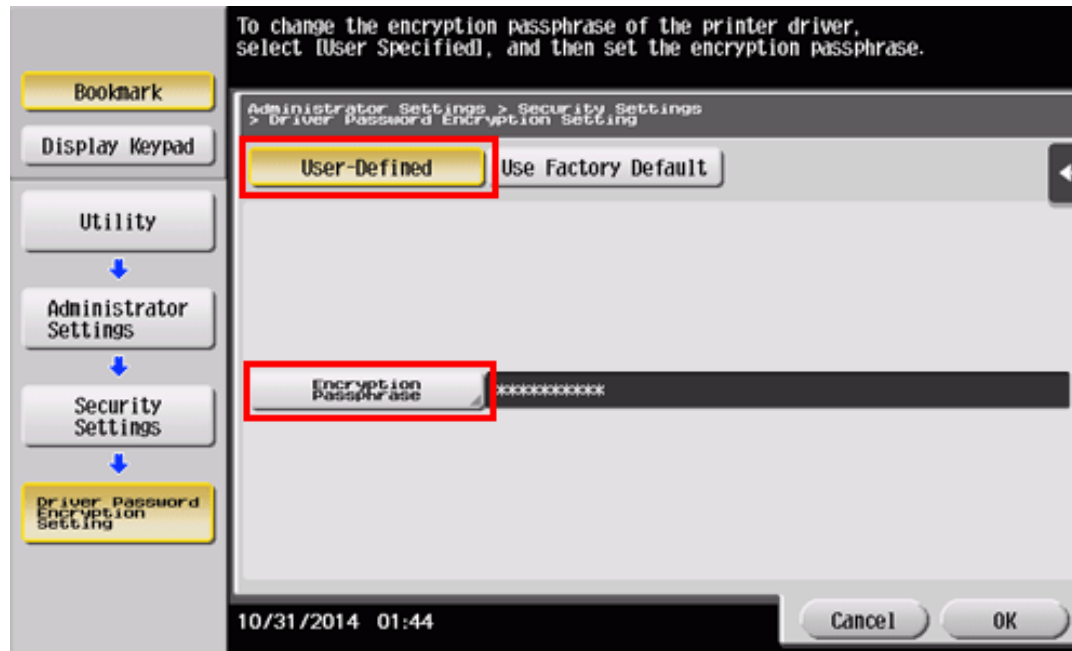


Tips

- ❖ 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.

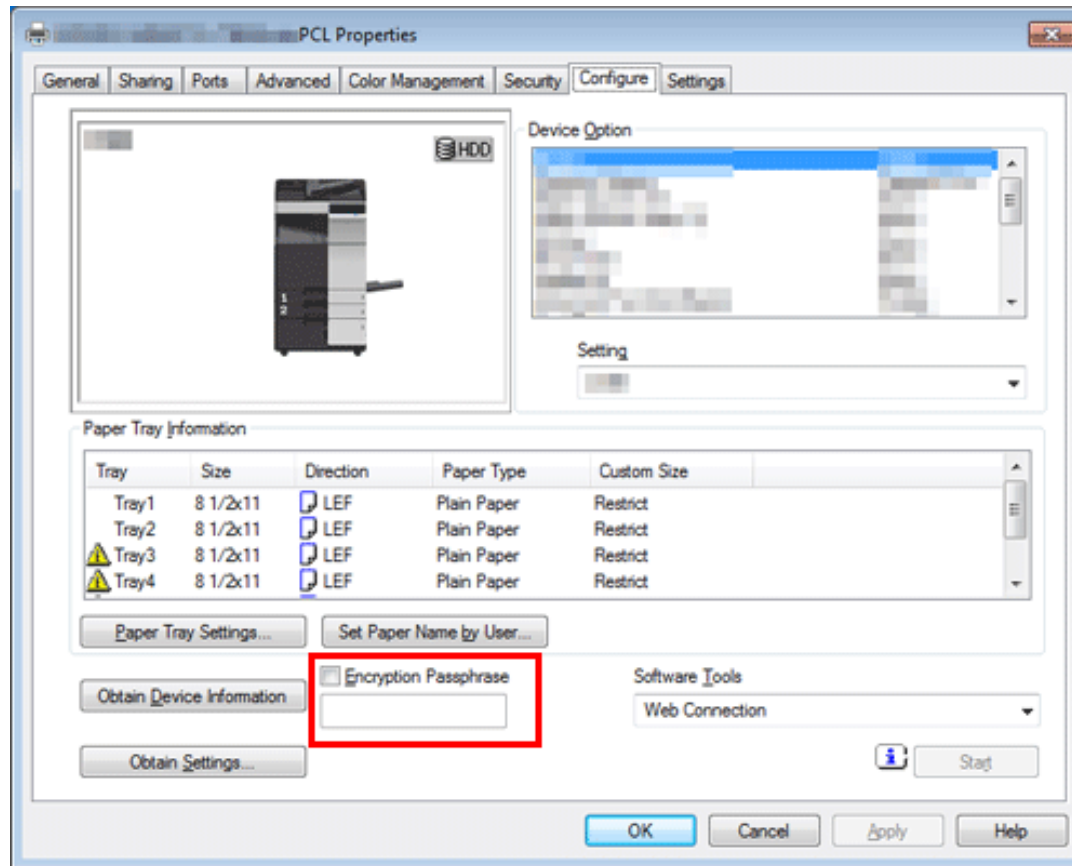
- ✓ Do not perform the following steps when you do not want to change the encryption passphrase on this machine.
- ✓ If OpenAPI communication is SSL-encrypted and the device information can be automatically obtained from the printer driver, the encrypted passphrase can be obtained from this machine. For details on how to encrypt OpenAPI communication with SSL, refer to [Here](#).

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

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

2. On the [Configure] tab, select the [Encryption Passphrase] check box and enter the encryption passphrase (using up to 20 alphanumeric characters, including symbols) that you have set on this machine.

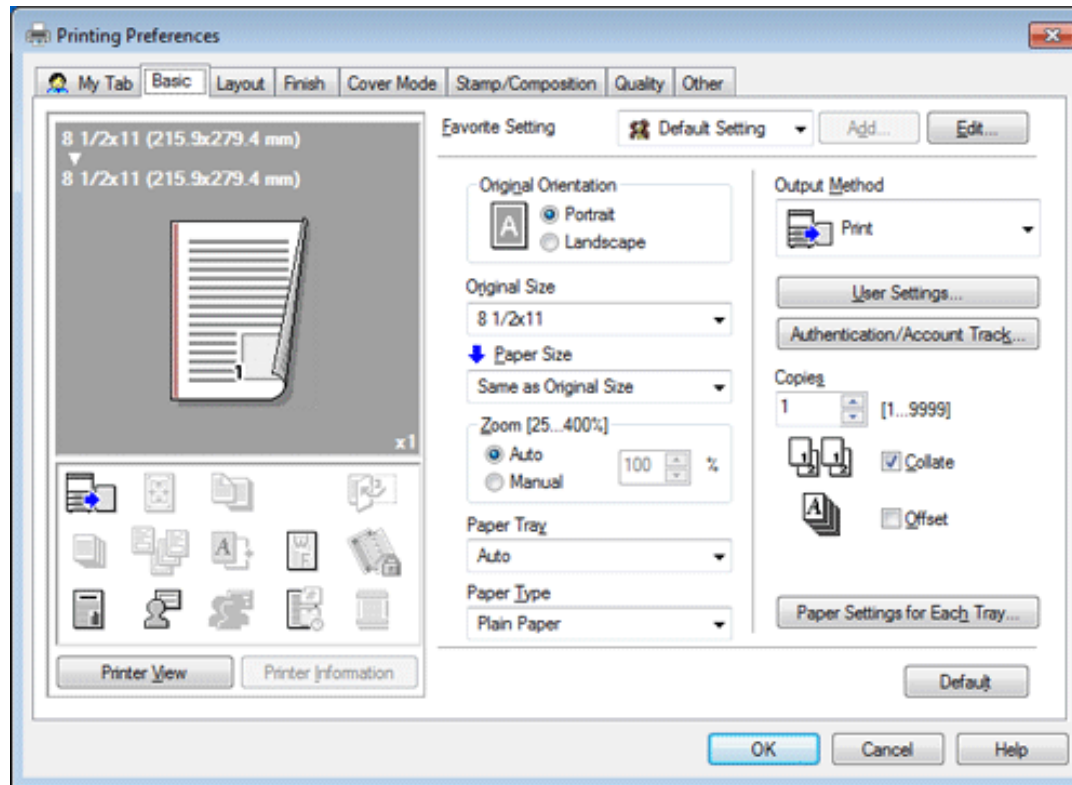
➡ Do not select the [Encryption Passphrase] check box unless you want to change the encryption passphrase on this machine.



3. Click [OK].

Printing procedure

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



2. Execute printing.

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

Printing Using the PPD Driver for Applications

PPD driver for applications

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

PPD registration destination (Example: Adobe PageMaker)

- ✖ For PageMaker 6.0:
Copy the PPD file to RSRC\PPD4 under the folder to which PageMaker is installed.
- ✖ For PageMaker 6.5 and 7.0:
Copy the PPD file to RSRC\<Language>\PPD4 under the folder to which PageMaker is installed.

Printing procedure

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

1. Open the data in the application. From the menu bar, click [File] - [Print].
2. From the [PPD] box in the print window, select this machine.
3. In [Paper] or [Features], configure the print settings.
4. Click the [Print] button to execute printing.

Spooling Print Data on the Server (My Print Manager)

My Print Manager

My Print Manager is application software used to build a pull printing environment.

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



Tips

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

How to print from the computer

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

1. Open the data using application software, then select the print function from the menu.
2. Specify a virtual printer as the target printer.
3. Execute printing.

Print data is spooled on the server.

Operations on this machine

1. Enter the user name and password.



2. Check that [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](#).

If authentication succeeds, all the spooled data is printed.



Reference

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



Related setting (for the administrator)


❖ You can let the user select whether to delete the printed data from the ID & Print User Box (default: [Confirm with User]). For details, refer to [Here](#).

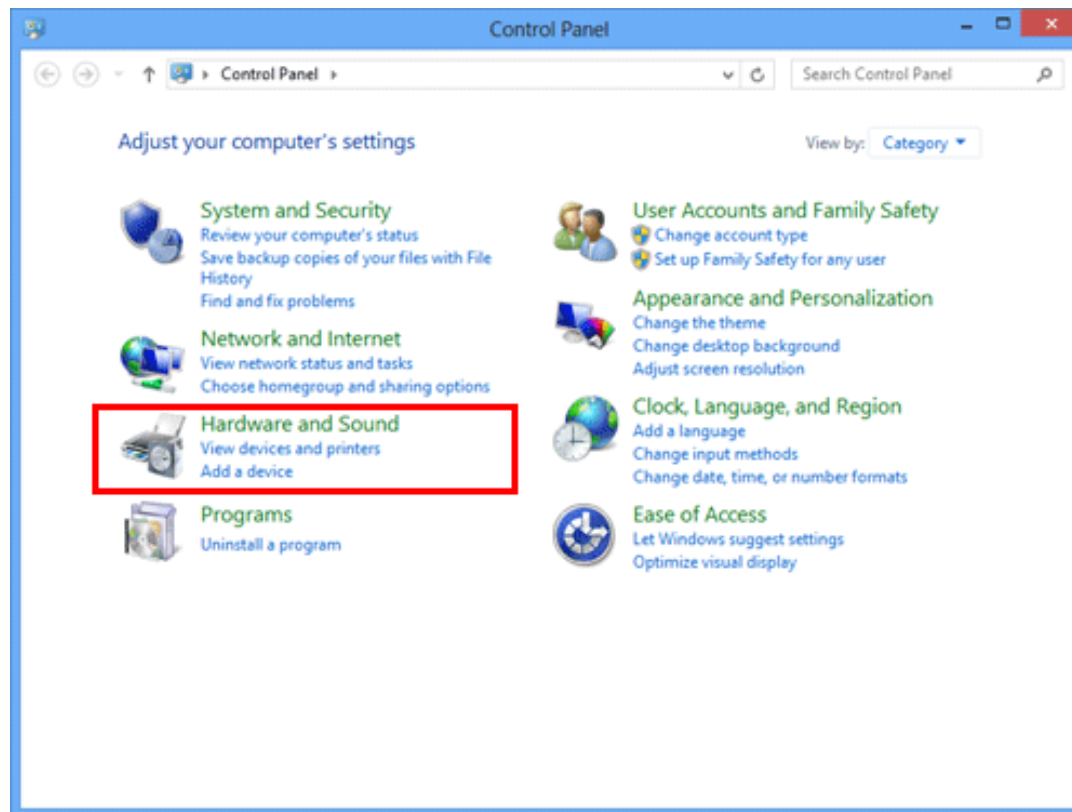
[Properties] Window of the Printer Driver


How to display the [Properties] window

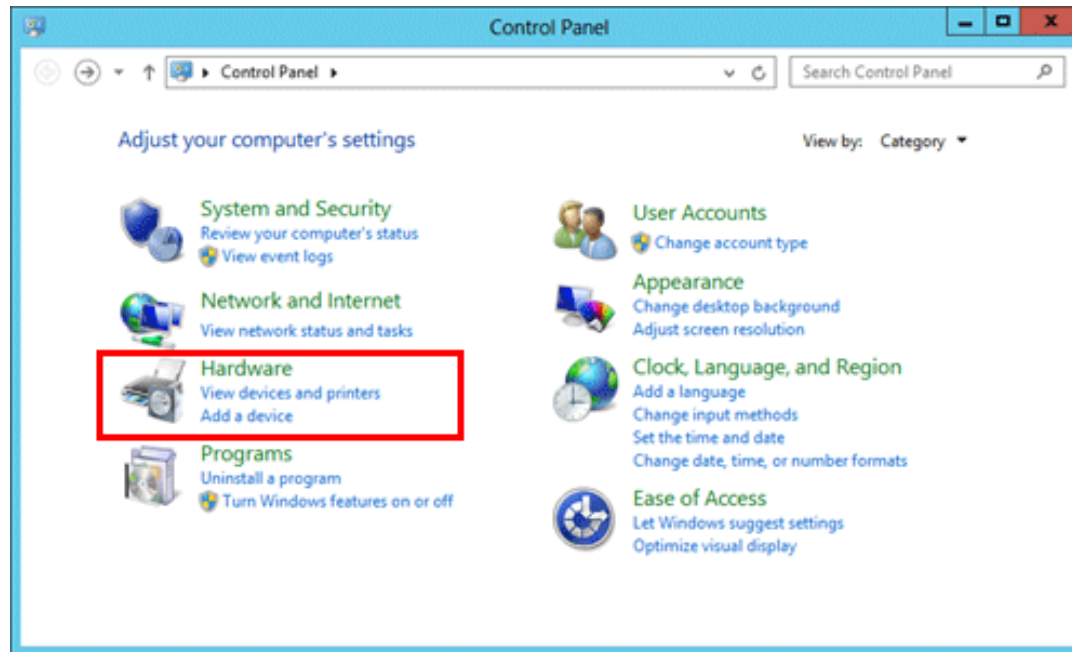
The printer driver has two windows for configuring settings: the [Properties] window and the [Printing Preferences] window. The following explains the [Properties] screen. In the [Properties] screen, you can set the optional environment of this machine and Windows OS functions. You can open the [Properties] screen as follows.

1. Display the printer window.

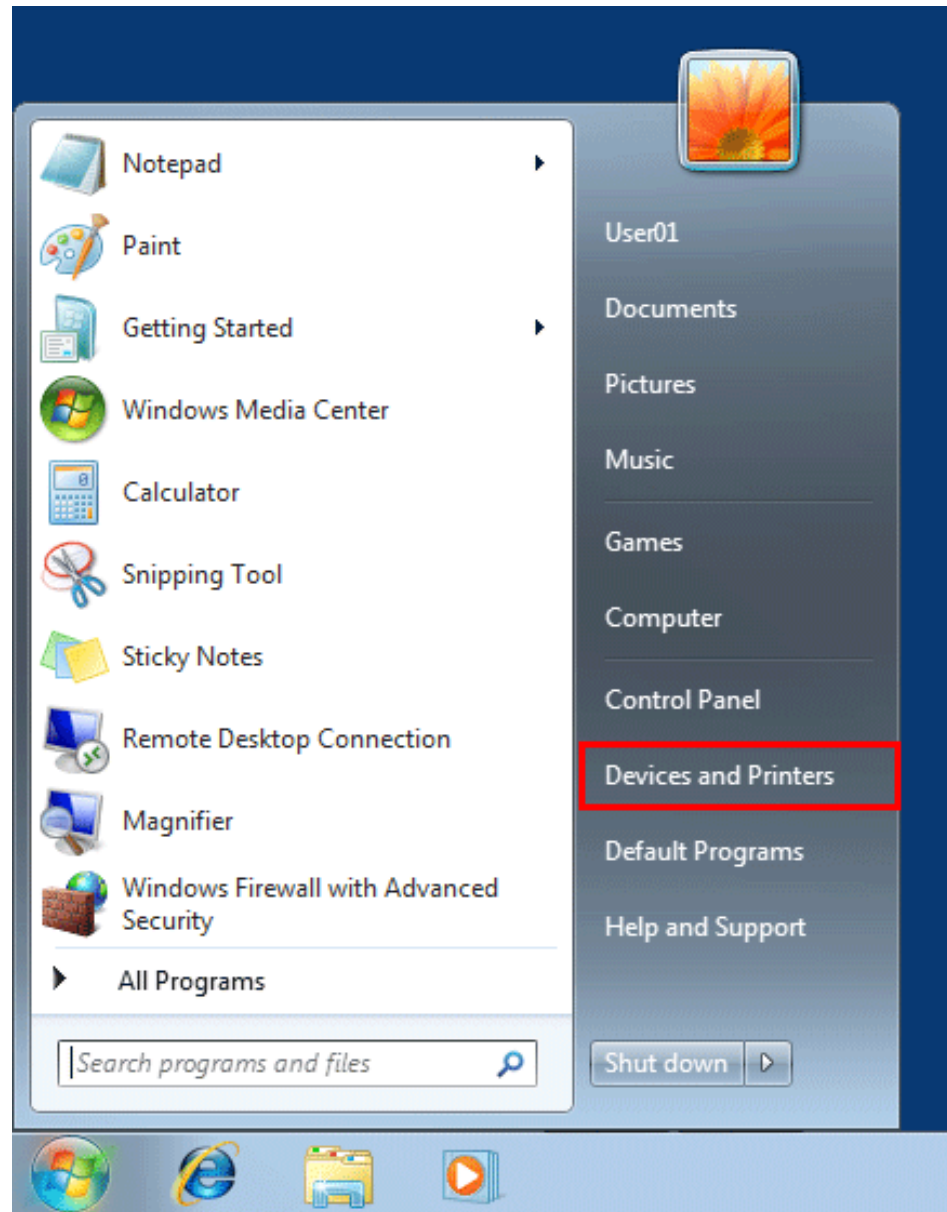
- ➡ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.



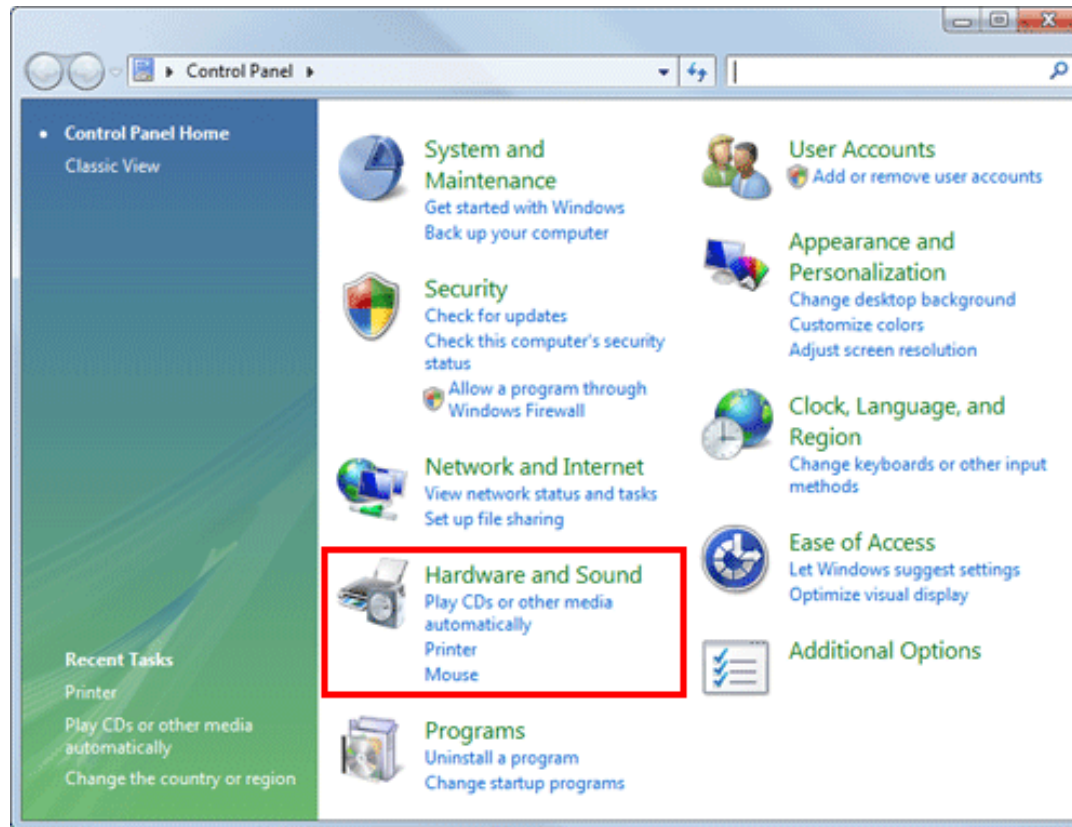
- ➡ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.



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

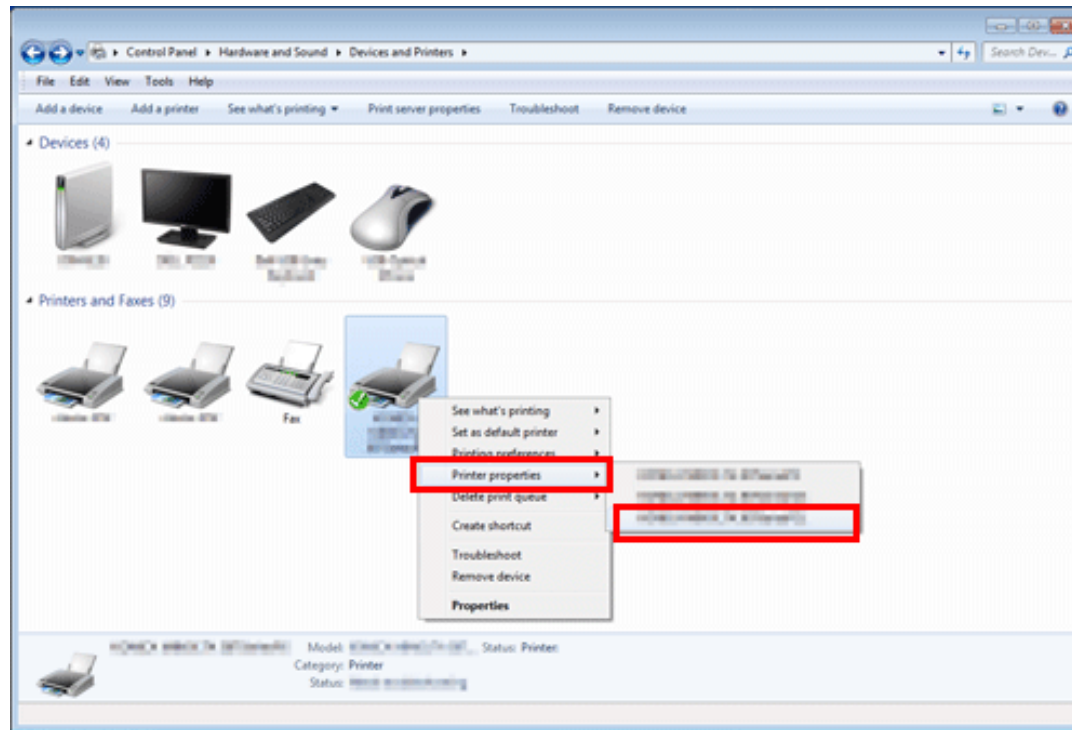


- ➡ In Windows Server 2008, click the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].

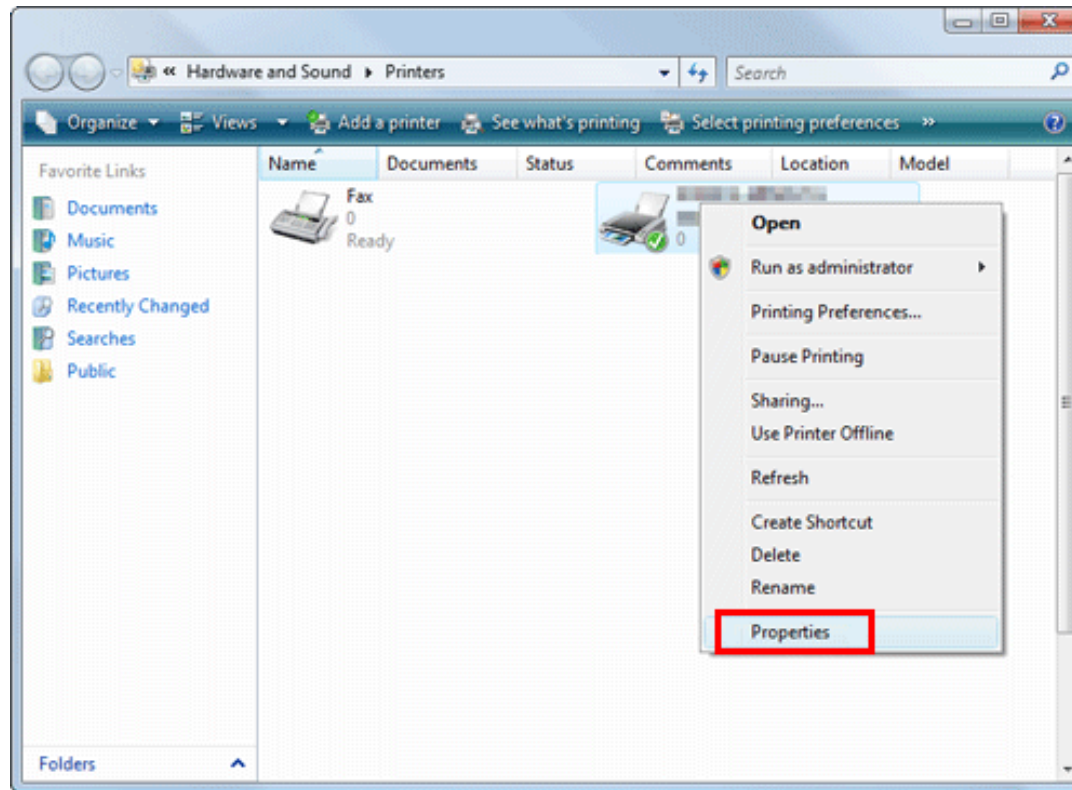


2. Open the printer properties.

- ➡ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, right-click the icon of the installed printer, and from [Printer Properties], click the displayed printer name.



➡ In Windows Server 2008, right-click the icon of the installed printer, then click [Properties].



The [Properties] screen appears.

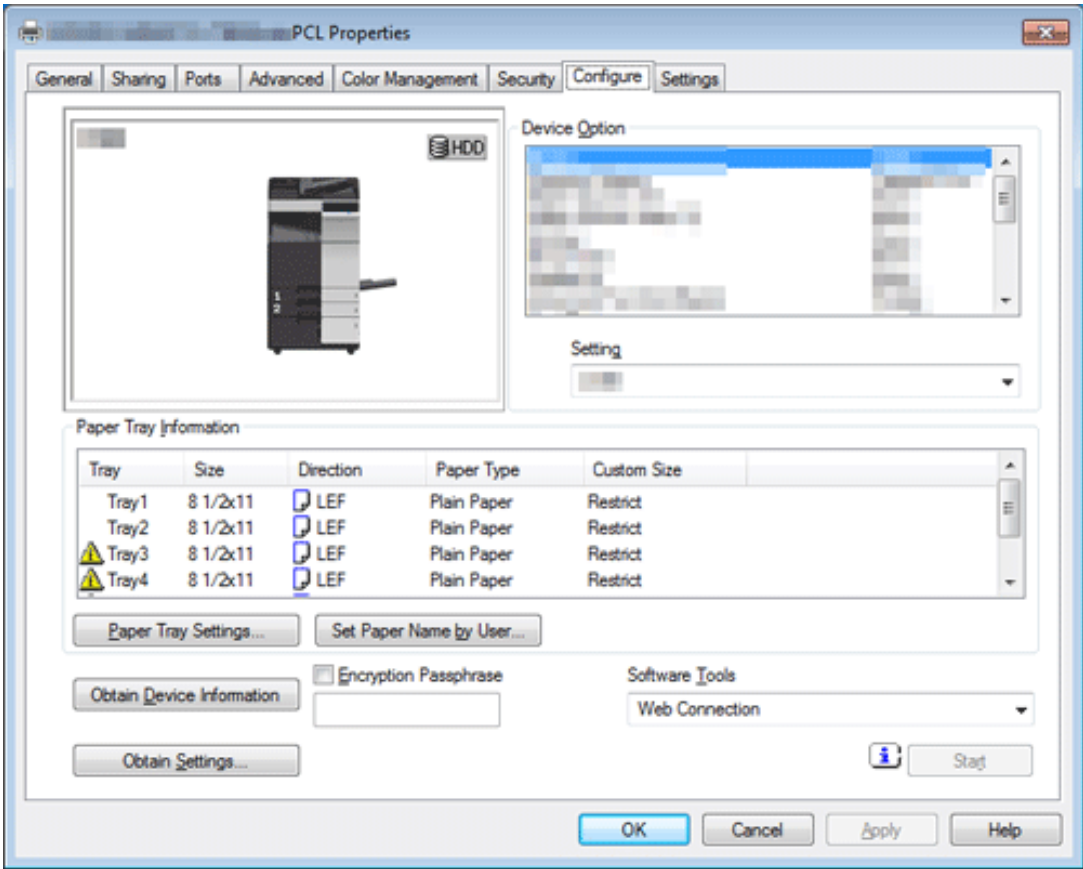
Tabs provided by Windows

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

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

Available Operations in the [Configure] Tab

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



| Settings | Description |
|--------------------------|--|
| [Device Option] | The model name, options installed on this machine, and authentication settings of this machine are displayed. When the settings of this machine cannot be obtained, you need to manually change the settings. Select an item to change from the list, and set a value in the [Setting]. |
| [Paper Tray Information] | The paper types assigned to the paper trays of this machine are displayed. When the settings of this machine cannot be obtained, you need to manually change the settings. In [Paper Tray Settings...], change the paper type assignment. |
| | |

| | |
|--|---|
| [Set Paper Name by User...] | Register the user paper name used in the printer driver. Set a paper name and a paper type as the custom paper name. |
| [Obtain Device Information] | The PC communicates with this machine and obtains the optional device installation information. In [Obtain Settings...], set the method of obtaining the information on this machine. |
| [Obtain Settings...] | Configure the settings to obtain the information of this machine. |
| [Auto] | Select this check box to automatically obtain the information of this machine. |
| [Destination Settings] | Set the communication method to use to obtain information from this machine. <input checked="" type="checkbox"/> [Device which Connect with Printer Port]: Information is obtained from the printing port specified in the [Port] tab in the printer driver. <input checked="" type="checkbox"/> [Specify IP Address or Printer Name]: Information is obtained by connecting to a device with the entered IP address or printer name. |
| [Read Community Name] | Enter the Read Community Name used to obtain information from this machine if you have changed the SNMP Read Community Name on this machine. |
| [Enter Password to acquire Device Information] | Enter the password for user authentication if the device information is password protected against access through the printer driver on this machine. |
| [Use proxy server] | Specify whether to conduct printing and communications using the proxy server set to the computer. |
| [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 . |
| [Software Tools] | You can start up the software tools such as Web Connection . |



Tips

- ☒ When [Auto] in [Obtain Settings...] is enabled and the computer is unable to communicate with this machine, the computer takes a long time to display the [Properties] window or the [Printing Preferences] window.

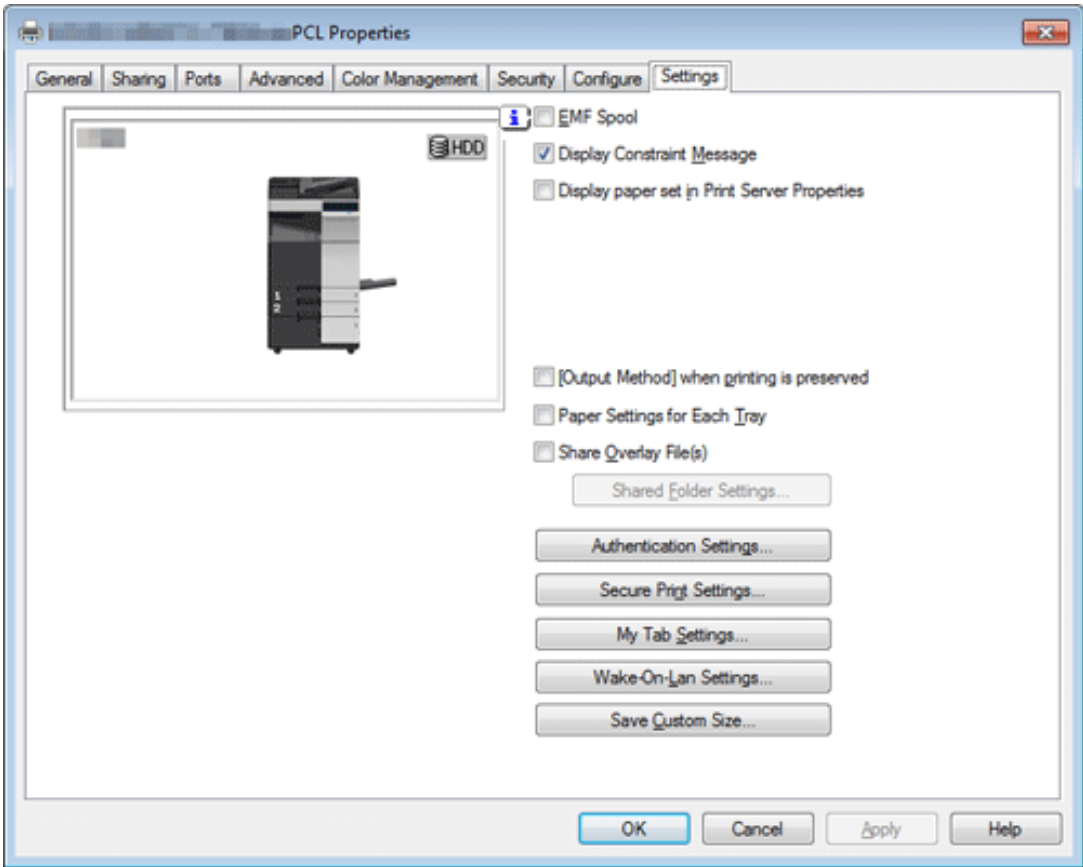


Related setting (for the administrator)











❏ The device information collection from printer driver can be restricted by password (default: [No]). For details, refer to [Here](#).

Available Operations in the [Settings] Tab

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



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

| | |
|--------------------------------|--|
| [Paper Settings for Each Tray] | Clear this check box to select the paper type in [Paper Type] when [Paper Tray] is set to a mode other than [Auto] in the [Basic] tab. |
| [Share Overlay File(s)] | To share overlay files, set a shared folder on the network for storing them. |
| [Authentication Settings...] | <p>Configure the User Authentication/Account Track settings.</p> <ul style="list-style-type: none">  [Verify Authentication settings before printing]: Select this check box to enable the [Verify] button in the [Authentication/Account Track] dialog box.  [Popup Authentication Dialog when printing]: Select this check box to display the [Authentication/Account Track] dialog box when starting printing. This option reminds you to enter the user name and password.  [Do not allow changes to the [User Name]]: This option restricts changes to [User Name] of [Recipient User] in the [Authentication/Account Track] dialog box in the [Basic] tab.  [Do not allow changes to the [Password]]: This option restricts changes to [Password] of [Recipient User] in the [Authentication/Account Track] dialog box in the [Basic] tab. |
| [Secure Print Settings...] | <p>Configure the Secure Print settings.</p> <ul style="list-style-type: none">  [Secure Print only]: [Output Method] in the [Basic] tab is fixed to [Secure Print].  [Enter ID/PWD to execute secure print]: Select this check box to display the [Secure Print] dialog box when starting secure printing. This option reminds you to enter the document ID and password.  [Print without Password]: Specify whether to allow users to print without entering the password. |
| [My Tab Settings...] | <p>Configure the display settings for [My Tab] when using [My Tab] of the printer driver.</p> <ul style="list-style-type: none">  [Display My Tab]: Select this check box to use [My Tab].  [Share My Tab]: Select this check box to share the settings in [My Tab]. When the printer driver is installed in a client by specifying the shared printer on the server, the [My Tab] settings configured on the server are applied to the client.  [Prohibit Editing]: Select this check box to prohibit the clients from editing [My Tab].  [Display Note]: Select this check box to display notes in [My Tab] when [My Tab] is opened. |
| [Wake-On-Lan Settings...] | <p>Configure a setting for the Wake-On-Lan function.</p> <p>The [Awake from ErP] setting must be configured on the machine in advance to use the Wake-On-Lan function. For details, refer to Here.</p> <ul style="list-style-type: none">  [Awake before print from Power Saving Mode]: Select this check box to return to the normal mode before sending a print job when the machine is set to the ErP Auto Power Off mode.  [MAC Address]: In the administrator mode of Web Connection, select [Network] - [Wireless Network Setting] - [Device Setting], then enter the MAC address that is displayed. |



Tips

- ❖ [EMF Spool] is a function of the PCL driver.
- ❖ [Save Custom Size...] is a function of the PCL driver.
- ❖ To use the EMF spool function with a PS driver, select the [Enable advanced printing features] check box in the [Advanced] tab to enable the EMF spool function.
- ❖ The procedure for opening [Server Properties] is as follows:
In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, select a printer, and click [Print Server Properties] on the toolbar.
In Windows Server 2008, right-click on the area that has nothing displayed in the [Printers] window, then click [Run as administrator] - [Server Properties].
- ❖ The paper set in Print Server Properties for the printer driver is allowable in the following ranges.
Custom sizes available in printer driver:
Width: 3-9/16 to 12-5/8 inches (90.0 to 320.0 mm), Length: 5-1/2 to 18 inches (139.7 to 457.2 mm)
Banner sizes available in printer driver:
Width: 8-1/4 to 11-11/16 inches (210.0 to 297.0 mm), Length: 18 to 47-1/4 inches (457.3 to 1200.0 mm)
Allowable range of large size 1:
Width: 3-9/16 to 8-1/4 inches (90.0 to 209.0 mm), Length: 18 to 46-13/16 inches (457.3 to 1189.0 mm)
Allowable range of large size 2:
Width: 11-11/16 to 12-5/8 inches (297.1 to 320.0 mm), Length: 18 to 46-13/16 inches (457.3 to 1189.0 mm)
Allowable range of large size 3:
Width: 12-5/8 to 33-1/8 inches (320.1 to 841.0 mm), Length: 5-1/2 to 46-13/16 inches (139.7 to 1189.0 mm)
The paper sizes registered in the range of the above custom sizes or banner sizes are available in both [Original Size] and [Paper Size] of the printer driver.
However, the paper size registered in the allowable range of each large size is available only in [Original Size] of the printer driver.
- ❖ If you set the function layout on the [My Tab] using the **Driver Packaging Utility**, each user can use those functions in the same layout.
When creating a driver package with **Driver Packaging Utility**, move the printer driver that is used as a source of the package to the desired position in My Tab. In [My Tab Settings...], select the [Display My Tab] and [Share My Tab] check boxes, then configure **Driver Packaging Utility** to copy the printer settings. For details on the **Driver Packaging Utility** settings, refer to the **Driver Packaging Utility** Help.



Reference

❖ For details on how to edit [My Tab], refer to [Here](#).


[Printing Preferences] Window of the Printer Driver

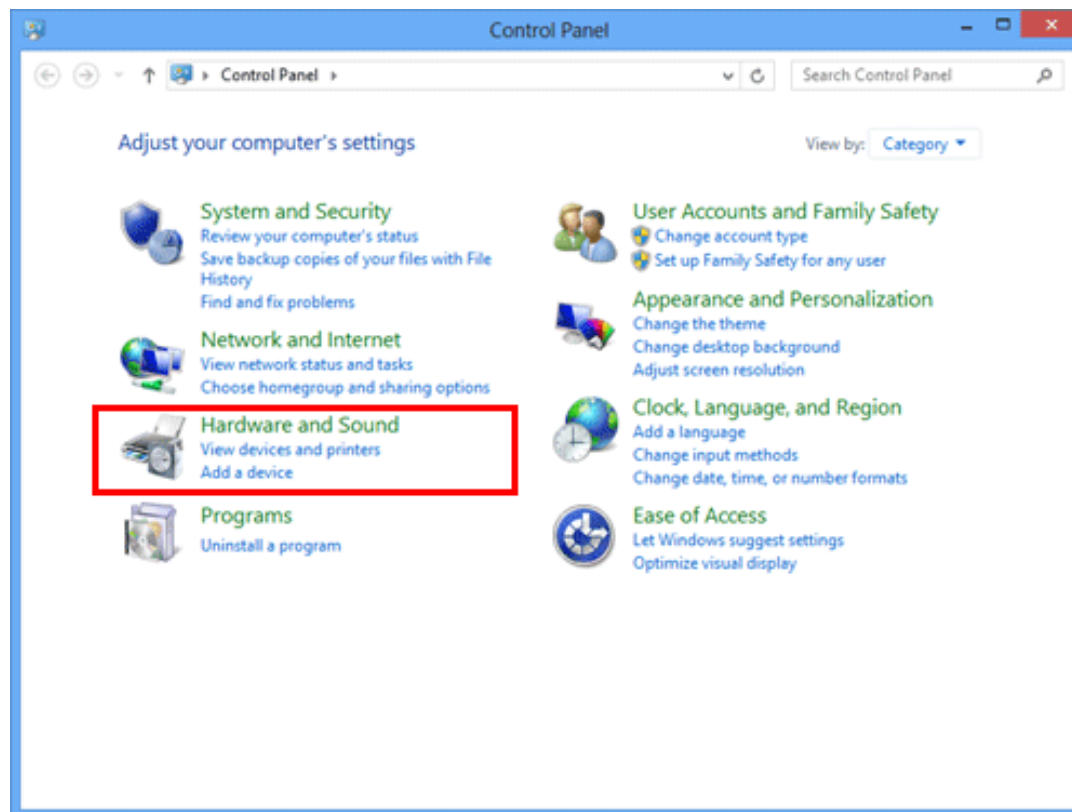
The following explains the [Printing Preferences] screen.


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

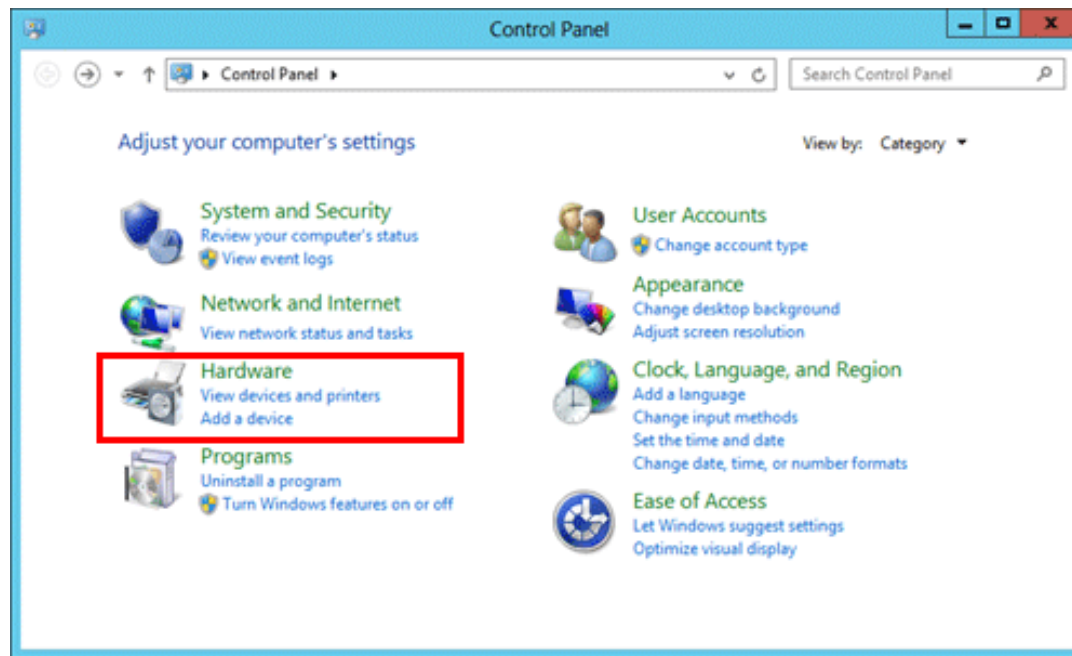
The [Printing Preferences] window has multiple tabs on each of which related functions are grouped to enable you to configure print functions unique to this machine. To display the [Printing Preferences] window, take the following steps:

1. Display the printer window.

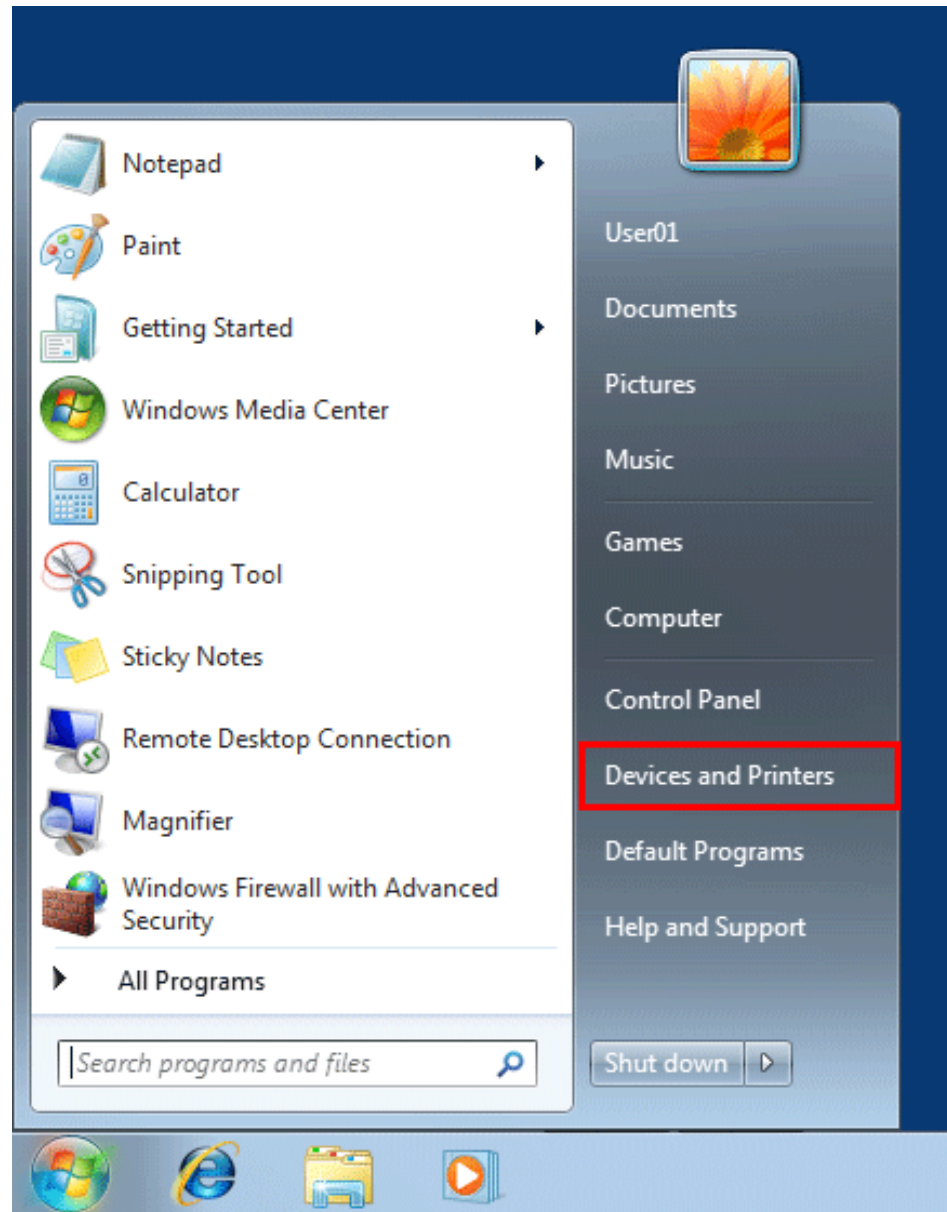
- ➡ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.



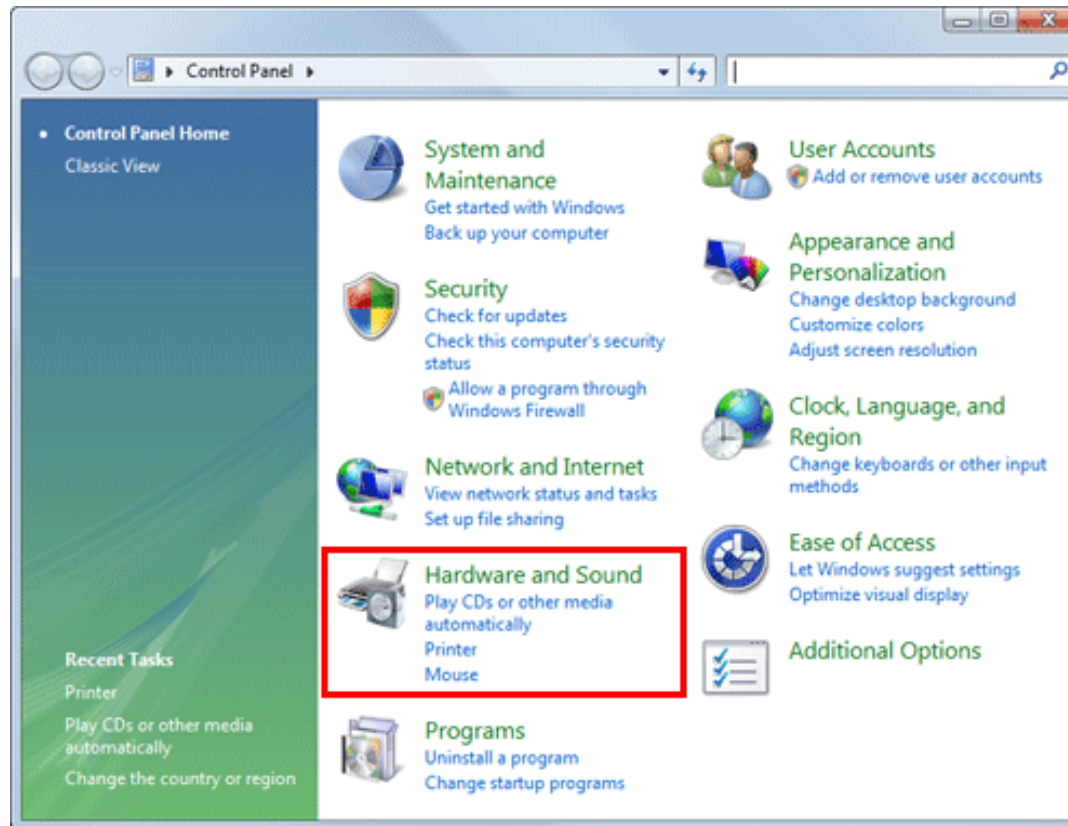
- ➡ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.



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

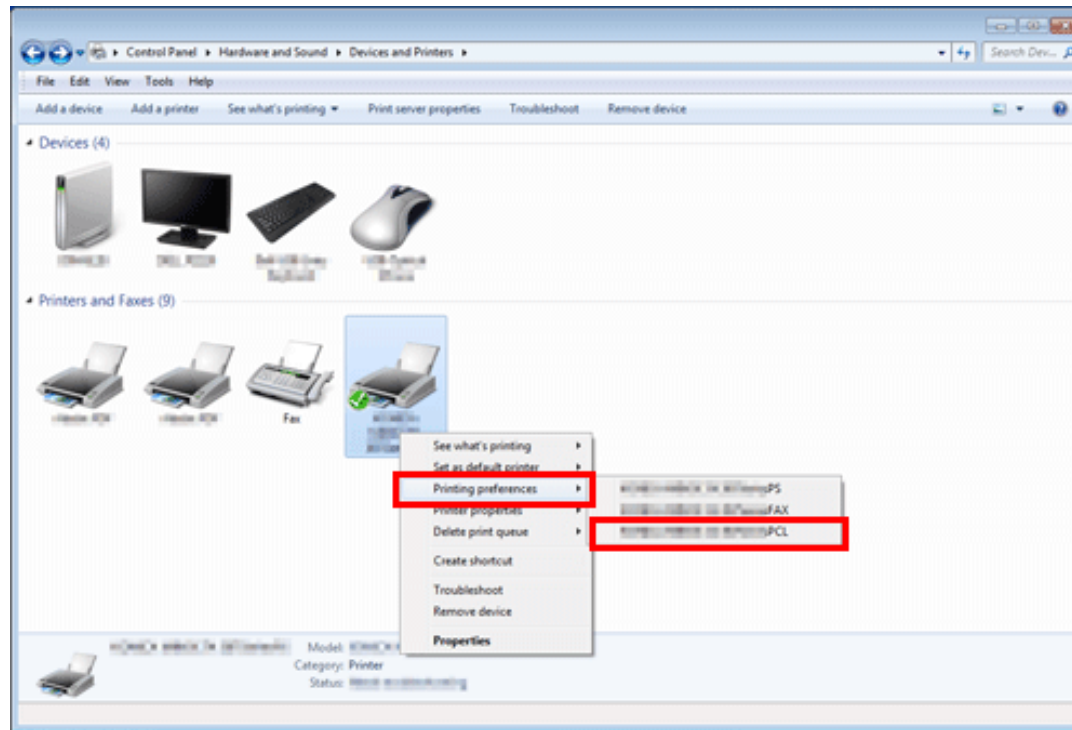


- ➡ In Windows Server 2008, click the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].

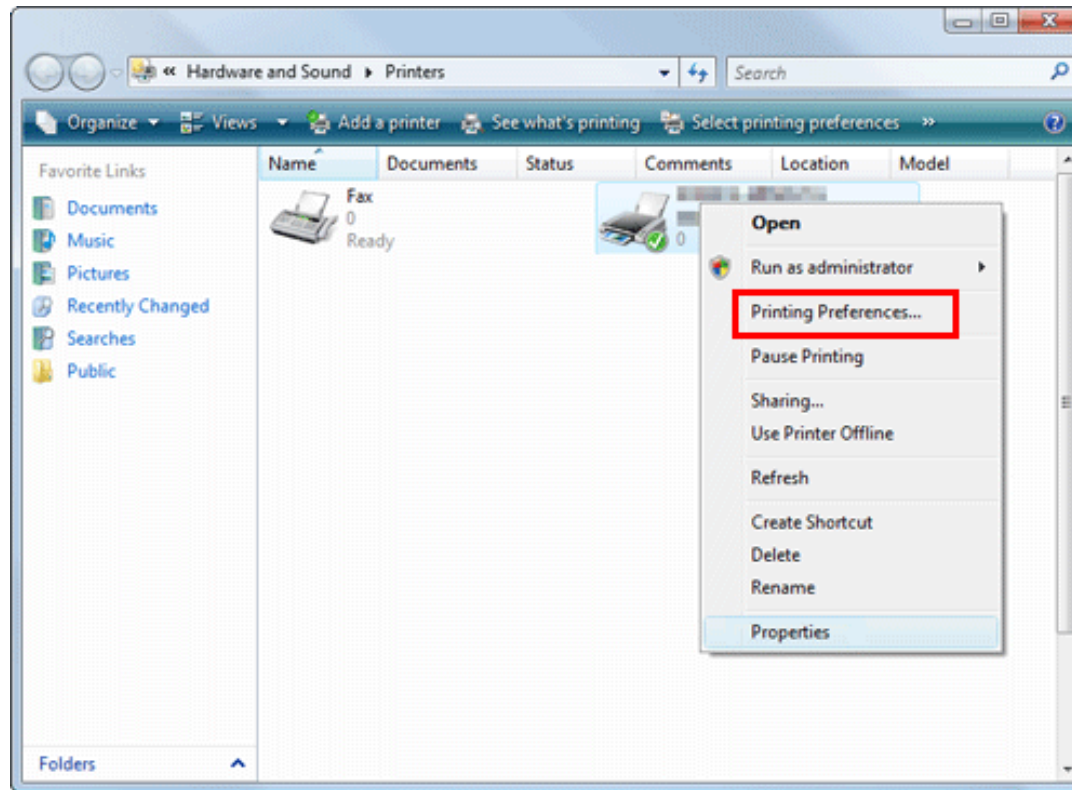


2. Open [Printing Preferences].

- ➡ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, right-click the icon of the installed printer, and from [Printing Preferences], click the displayed printer name.



➡ In Windows Server 2008, right-click the icon of the installed printer, then click [Printing Preferences...].



The [Printing Preferences] window of the printer appears.



Tips

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

Items common to each tab

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

| Settings | Description |
|-----------------------|--|
| [Favorite Setting] | You can register the current print settings as a favorite and recall it when executing printing. For details on the [Favorite Setting], refer to Here . |
| View | Selecting [Paper View] displays a sample page layout based on the current settings for checking the output result image. Selecting [Printer View] displays a printer figure showing the options, such as paper trays, installed in the machine. |
| [Printer Information] | Click this button to start Web Connection and check the printer information. This button is enabled only when your computer can communicate with this machine. |
| [OK] | Applies the changes made to the settings and closes the setting window. |
| [Cancel] | Discards (or cancels) the current changes and closes the setup window. |
| [Help] | Displays the help for each item in the window. |
| [Default] | Reverts the settings to their default values. |

Available Operations in [My Tab]

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

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

For details on how to edit [My Tab], refer to [Here](#).

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



Tips

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





Reference

- ❖ For details in the [Settings] tab, refer to [Here](#).

Available Operations in the [Basic] Tab

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

| Settings | | Description |
|------------------------|--------------------------|--|
| [Original Orientation] | | Specify the orientation of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting. |
| [Original Size] | | Select the size of the original created in application software. If the setting in the printer driver differs from the one specified in the application software, correct the setting. To print on custom sized paper, select [Custom Size] and specify the width and length. For details, refer to Here . |
| [Paper Size] | | Select the size of paper for printing. If this setting differs from the original size and [Zoom] is set to [Auto], the original is enlarged or reduced to the selected paper size. To print on custom sized paper, select [Custom Size] and specify the width and length. For details, refer to Here . |
| [Zoom] | | Select how the print image is enlarged or reduced.  [Auto]: The image is enlarged or reduced to the size specified in [Paper Size].  [Manual]: The image is enlarged or reduced by the specified ratio (25 to 400%). |
| [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 you want to print on. |
| [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 Here . |
| | [Save in User Box] | Select this option to save the original in a box on this machine. For details, refer to Here . |
| | [Save in User Box/Print] | Select this option to save the original in a box on this machine and print it at the same time. For details, refer to Here . |
| | | |

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



Tips

- ❖ [12 18] in [Paper Size] is equivalent to 304.8 457.2 mm that is slightly larger than A3.
- ❖ In [Original Size], you can select A0, A1, A2, B1, B2, or B3. However, the original is reduced to the size specified in [Paper Size]. In this case, you cannot select [Same as Original Size] in [Paper Size].

Likewise, the large size registered in Print Server Properties is also reduced to the size specified in [Paper Size]. The paper set in Print Server Properties is available when the [Display paper set in Print Server Properties] check box is selected in the [Settings] tab.
- ❖ When you want to print on the entire paper of the standard size, select "W" for each standard size in [Original Size]. The original is printed at the center of paper larger than the original.

For example, if you want to center and print 8-1/2 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 [Original 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].
- ❖ In [Paper Type], specify [Side2] when printing on the back side of paper.
- ❖ In [Paper Type], [User] specifies the paper type registered in this machine.
- ❖ If you have registered the custom papers in [Set Paper Name by User...] of [Configure] tab, you can select the registered custom papers from the [Paper Type] list.

Available Operations in the [Layout] Tab



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

| Settings | Description |
|--------------------|--|
| [Combination] | <p>Select how the original pages are combined on sheets.</p> <p> [2 in 1]/[4 in 1]/[6 in 1]/[9 in 1]/[16 in 1]: Multiple pages are reduced and printed on the same side of one sheet. For example, when you select [9 in 1], every set of nine pages is reduced and printed on the same side of one sheet.</p> <p> [2 2]/[3 3]/[4 4] (PCL only): 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>As necessary, click [Combination Details...] to configure detailed settings about page combination.</p> <p> [Combination]: Select the page combination.</p> <p> [Layout Order]: When you have selected "N in 1" in [Combination], select the order of pages in the layout.</p> <p> [Border]: When you have selected "N in 1" in [Combination], select this check box if you want to draw border lines between pages. In addition, select the type of border lines.</p> <p> [Overlap width line]: When you have selected "N N" in [Combination], select this check box if you want to create overlap margins.</p> |
| [Rotate 180] | <p>Select this check box to rotate the original 180 degrees and print it.</p> <p>Click [180-Degree Rotation Setting...], then specify the target to be rotated 180 degrees in detail.</p> <p> [Target Original]: Specify the original of the target to be rotated 180 degrees.</p> <p> [Original Size]: Specify the original size of the target to be rotated 180 degrees when [Specify the Original Size and Original Orientation] is selected in [Target Original].</p> <p> [Original Orientation]: Specify the orientation of the target to be rotated 180 degrees when [Specify the Original Size and Original Orientation] is selected in [Target Original].</p> |
| [Skip Blank Pages] | Select this check box to exclude blank pages in the original from the pages to be printed. |
| [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 [Entry Example], specify the page numbers of the pages you want to print on the front side. To specify multiple page numbers, separate each number with a comma (for example, "2,4,6") or connect the numbers using a hyphen (for example, "6-10").</p> |

| | |
|--------------------|--|
| [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] | <p>Select the binding positions for stapling or punching the sheets.</p> |
| [Binding Margin] | <p>Select this check box to provide a margin on printed sheets.</p> <p>Click [Binding Margin Settings...] to specify the size of the margin in detail.</p> <p> [Shift Mode]: Select how the images are shifted for creating the margin.</p> <p> [Front Side]: Specify the size of the margin on 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. When the [Same value for Front and Back sides] check box is selected, a margin of the same size is created on both front and back sides.</p> |
| [Image Shift] | <p>Select this check box to fine tune (shift) the print position of the image with respect to the paper.</p> <p>Click [Image Shift Settings...] to 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> |

Available Operations in the [Finish] Tab

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

| Settings | Description |
|--------------------------|--|
| [Staple] | Select this check box to staple the printed sheets. In addition, specify the number and positions of staples. When stapling paper at the upper-left corner, you can specify the staple angle (only in bizhub C658/C558/C458). Selecting [Left Corner (Auto)] automatically determines the staple angle depending on the paper size. |
| [Center Staple and Fold] | Select this check box to staple the printed sheets in two positions in the center. Use this option when you have set [Print Type] to [Booklet] in the [Layout] tab. |
| [Punch] | Select this check box to make punch holes (binder holes) in the printed sheets. In addition, specify the number and positions of punch holes. |
| [Fold] | Select this check box to fold the printed sheets. In addition, select the folding mode. |
| [Page Fold Setting] | When you have selected [Half-Fold(By Sheet)] or [Tri-Fold(By Sheet)] in [Fold], specify the number of pages to be folded at one time. |
| [Output Tray] | Select the tray to which the printed sheets are output. |
| [Paper Arrangement] | Select whether to adjust the binding position on two-sided printed sheets collectively after all data items are received or sequentially each time a data item is received.  [Prioritize Arranging Papers]: Paper arrangement is performed once after all data items are received. All pages are adjusted under the same conditions.  [Prioritize Productivity]: Paper arrangement is performed sequentially while printing the pages. |







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 the [Cover Mode] Tab

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

| Settings | Description |
|----------------------------------|---|
| [Front Cover] | <p>Select this check box to insert and print on a front cover. In [Front Cover Tray], select the paper tray for the front cover. Then, select whether to print on the inserted front cover.</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 the [Basic] tab.</p> |
| [Back Cover] | <p>Select this check box to insert and print on a back cover. In [Back Cover Tray], select the paper tray for the back cover. Then, select whether to print on the inserted back cover.</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 the [Basic] tab.</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 the [Basic] tab.</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 the [Basic] tab.</p> |
| [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> <p>Click [Edit List...] to create in advance a list containing detailed print settings. For details, refer to Here.</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 [Interleave Tray], 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 the [Basic] tab.</p> |
| [Carbon Copy] | <p>Select this check box to print the original on different sheets of paper loaded in multiple trays.</p> <p>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 Here.</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 the [Stamp/Composition] Tab

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

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

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



Tips







- ❖ The following functions are available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to [Here](#).
[Print Device Image] in [Overlay], [Copy Security], [Date/Time], [Page Number], [Header/Footer]
- ❖ To use the Copy Guard function, 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](#).
- ❖ To use the Password Copy function, 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](#).

Available Operations in the [Quality] Tab

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

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

| Settings | Description |
|----------------------|---|
| [Select Color] | <p>Select colors for printing.</p> <ul style="list-style-type: none">❖ [Auto Color]: The color mode is automatically selected according to the original color.❖ [Full Color] (PS only): 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. To prevent colored text, lines, or figures from being printed faint, select the [Print with Black] check box (PCL only).❖ [2 Color] (PCL only): The original is printed in the two specified colors. The gray areas and color areas of a color original are printed using combinations of the colors specified in [2 Color]. |
| [Quality Adjustment] | <p>The image quality is fine tuned according to the original.</p> <ul style="list-style-type: none">❖ [Simple]: The image quality of the entire original is adjusted. Specify the type of the color profile used for printing.❖ [Detail]: The image quality of the original is adjusted in detail for each element such as text, photos, figures, tables, and graphs. For each element, specify the type of the color profile used for printing and other profiles to be applied.❖ When you are using the PS driver, you can manage the ICC profiles with [Quality Adjustment]. For details, refer to Here. |
| [Color Setting] | <p>Select the optimum color setting mode for the original.</p> <ul style="list-style-type: none">❖ [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. It reproduces exactly what is on the display.❖ [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. |
| [Resolution] | <p>Select the print resolution.</p> <ul style="list-style-type: none">❖ [600dpi]: Printed with 600 dpi. |

| | |
|--------------------------------|---|
| | <p> [1200dpi (Rasterize on Device)]: Printed with 1200 dpi after drawing processing is carried out by the machine.</p> <p>* Printing speed may decrease when printing in 1200 dpi 1200 dpi mode, or when printing on paper other than plain paper.</p> |
| [Pattern] (PCL only) | Select the pattern density. |
| [Image Compression] (PCL only) | <p>Select the compression mode for the image data contained in the original.</p> <p> [Best Quality]: The process prioritizes quality. Quality is improved, but printing takes a long time.</p> <p> [High Compression]: The process prioritizes speed. The printing time is shortened, but the printing quality is deteriorated.</p> <p> [High/Smaller Image Size]: The image data is compressed and reduced, and the process prioritizes speed. For some image data, its print time can be reduced than the [High Compression] mode.</p> |
| [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] (PS only) | <p>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.</p> <p> [Text]: Only black characters are overprinted.</p> <p> [Text/Figure]: Figures and black characters are overprinted.</p> |
| [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. |
| [Font Settings] | <p>Specify how to process texts.</p> <p>Select a type of fonts to be downloaded from the PC to this machine. Also specify whether to replace the TrueType fonts by printer fonts when printing.</p> <p>If characters are garbled in an environment using the PCL driver, we recommend that you select [Bitmap] in [Download Font Format] and clear the [Use Printer Fonts] check box.</p> |

Available Operations in the [Other] Tab

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

| Settings | Description |
|--------------------------------------|--|
| [Excel Job Control] | Select this check box to print multiple Microsoft Excel sheets with different page settings at one time. When multiple sheets with different page settings are printed at one time, the sheets may be separated into single-sheet jobs depending on the data contained. This function avoids job separation as much as possible. |
| [Remove White Background] (PCL only) | Select this check box to superimpose an overlay image on Microsoft PowerPoint data. White areas are removed so that the white background of the PowerPoint data does not hide the overlay image. Clear this check box to print the original as is without removing the background. |
| [Thin Line Support] (PCL only) | Select this check box to perform reduced-size printing. This function prevents thin lines from disappearing. This is effective for thin lines such as table borders created in Excel, but not for thin lines used in illustrations. |
| [MFP Authentication] | Select this check box to log in using the MFP authentication function when both MFP authentication and server authentication are used for user authentication. This option is available when [Device Option] - [User Authentication] in the [Configure] tab is set to [ON (MFP) + ON (External Server)] or [ON (MFP) + ON (Enhanced Server)]. |
| [Convert to Gray Scale] (PCL only) | The RGB values of the original are checked, and if the difference between respective values is equal to or less than the specified threshold, the colors of the original are converted into gray scale. This option is valid when [Auto Color] is selected in [Select Color] in the [Quality] tab. |
| [About] | The version of the printer driver is displayed. |



Tips

- ❑ [Excel Job Control] and [Remove White Background] are not available when you are using 32-bit application software in the 64-bit environment (Windows 7 x64, Windows 8.1 x64, Windows 10 x64, Windows Server 2008 x64, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, or Windows Server 2016).
- ❑ You can change the [Excel Job Control] setting only when the printer driver setting dialog box is displayed on the [Devices and Printers] ([Printers] in Windows Server 2008) window.


Deleting the Printer Driver

Deletion Using the Deletion Program

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

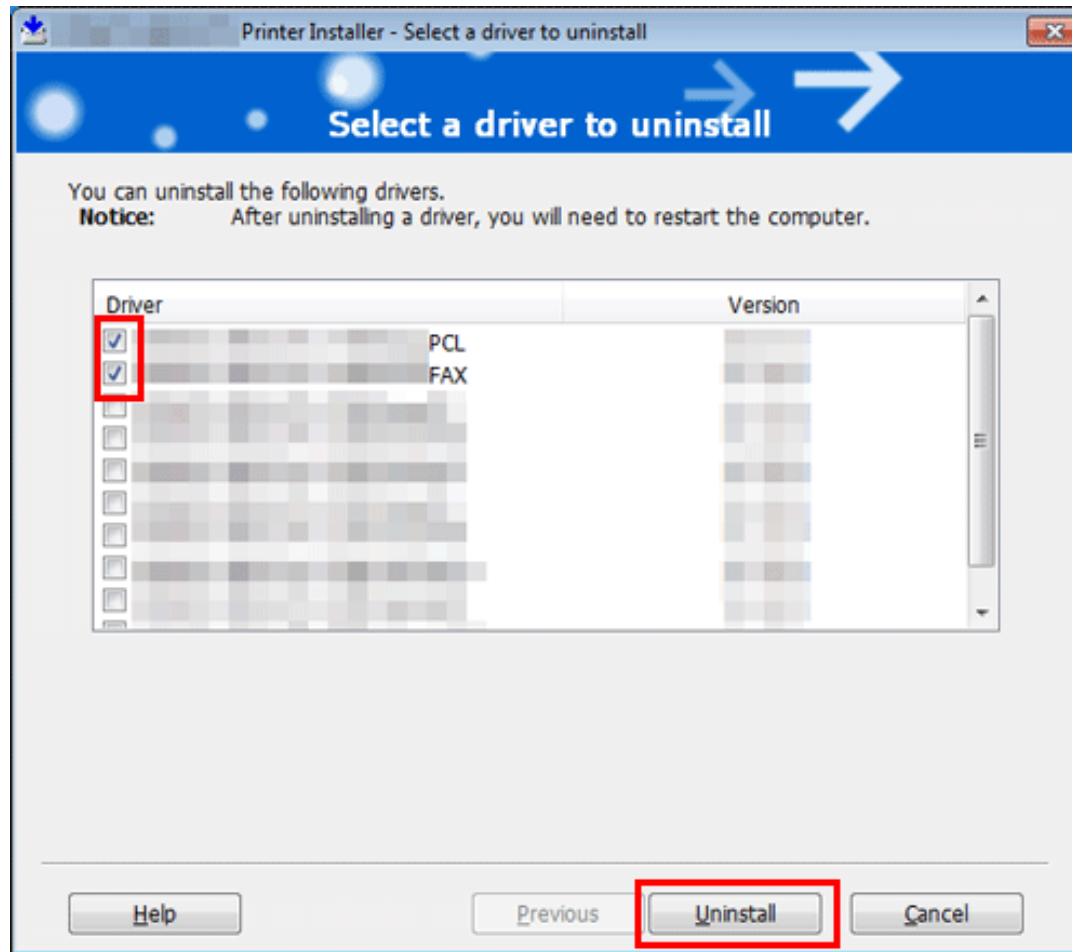
✓ Administrator privileges are required to perform this task.

1. Start the deletion program.

- ➡ From the Start menu, click [All Programs] (or [Programs]) - [KONICA MINOLTA] - [XXXSeries] - [Uninstall Printer Driver]. ("XXX" indicates the model name.)
- ➡ In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Programs and Features] in the displayed menu. In the list, double-click [KONICA MINOLTA XXXSeries]. ("XXX" indicates the model name.)

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

- ➡ From then on, follow the instructions on the pages that follow.



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

This completes the deletion process of the printer driver.

Deletion using the installer

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

- ✓ Administrator privileges are required to perform this task.

1. Insert the printer driver DVD into the DVD drive of the computer.

- ➡ Make sure that the installer starts, and then go to Step 2.
- ➡ If the installer does not start, open the printer driver folder on the DVD, double-click [Setup.exe] (in the 32-bit environment) or [Setup64.exe] (in the 64-bit environment), and then go to Step 3.

2. Select the [Agree the Software End User License Agreement.] check box.

3. Select [Uninstall Printer Driver] in [Select menu to setup], and click [Next].

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

- ➡ From then on, follow the instructions on the pages that follow.

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






This completes the deletion process of the printer driver.

Checking the Connection Method


In Windows 7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016

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

Connection method in which setup is possible using Add Printer Wizard

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

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

| Connection method | Description |
|-------------------|---|
| USB | A connection using a USB port.  For the installation procedure, refer to Here . |



Tips

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

Installation Using an LPR/Port 9100 Connection

Operations required to use this function (For administrators)

Configure the LPR/Port 9100 operating environment.

- ❖ When using port 9100:
Make sure that the RAW port number has been set. (In normal circumstances, you can use the default settings.) How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).
- ❖ When using the LPR:
Check that LPD is enabled. (Normally, you can use this machine with the default setting.) How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).



In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016

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

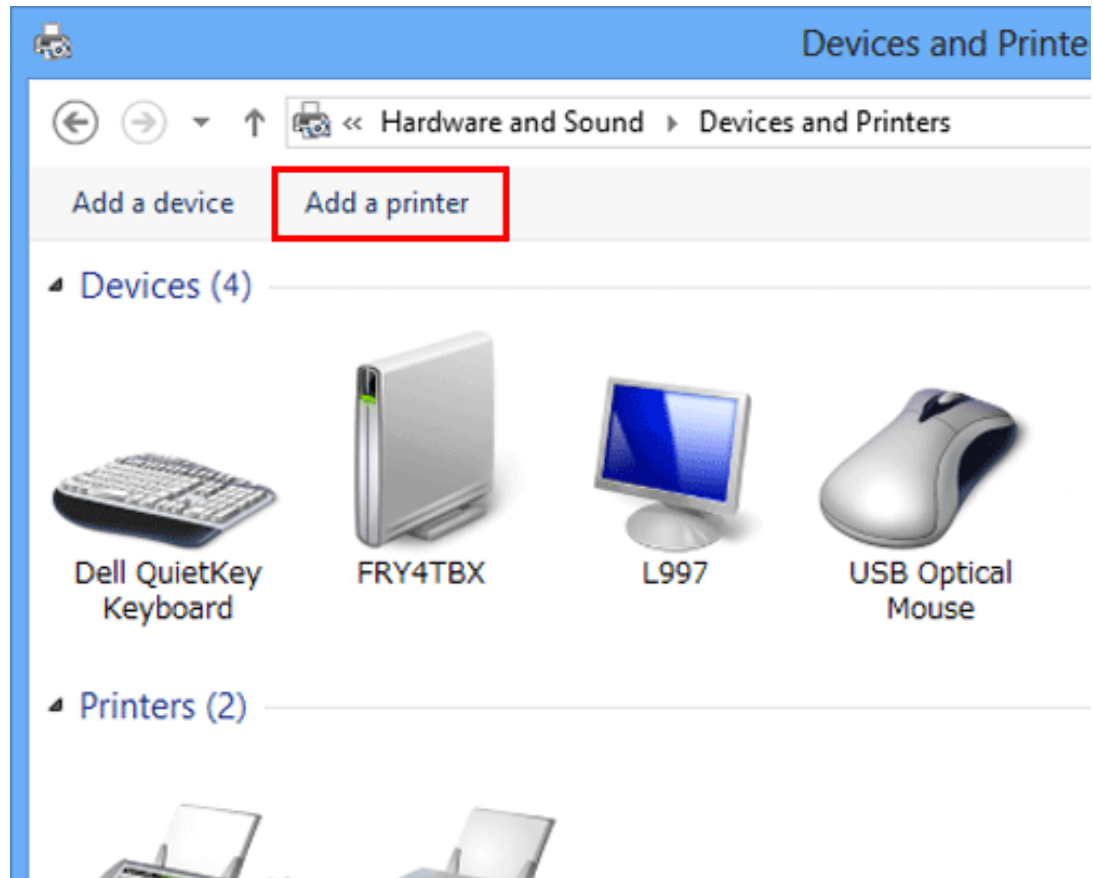
- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

- ➡ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
- ➡ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.

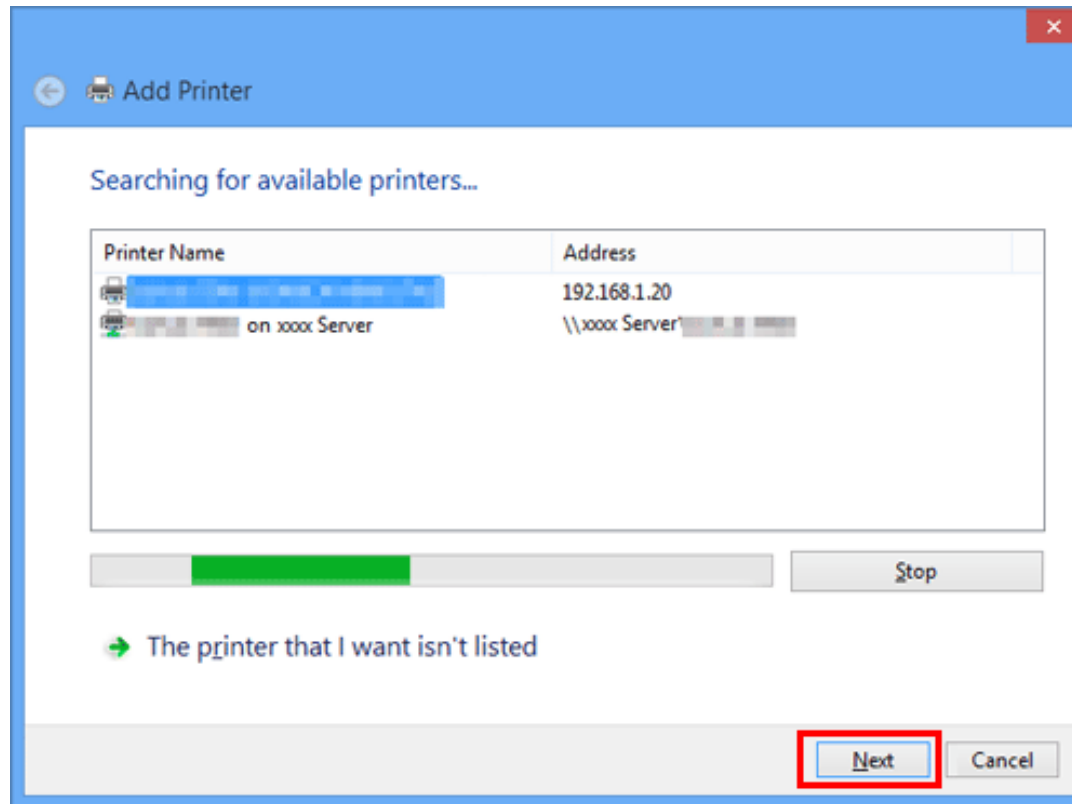
3. Select Add a printer.



The [Add Printer] Wizard appears.

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

- ➡ If no printers are detected, restart this machine.
- ➡ Use the IP address to confirm the printer that you want to connect to.
- ➡ It may take some time to finish searching the entire list of printers.



5. Click [Have Disk...].

6. Click [Browse...].

7. Select the folder on the DVD containing the desired printer driver, then click [Open].

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

8. Click [OK].

The [Printers] list appears.

9. Click [Next].

10. Follow the instructions on the pages that follow.

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

11. Click [Finish].

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

13. Eject the DVD from the DVD drive.


This completes the installation process of the printer driver.


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

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

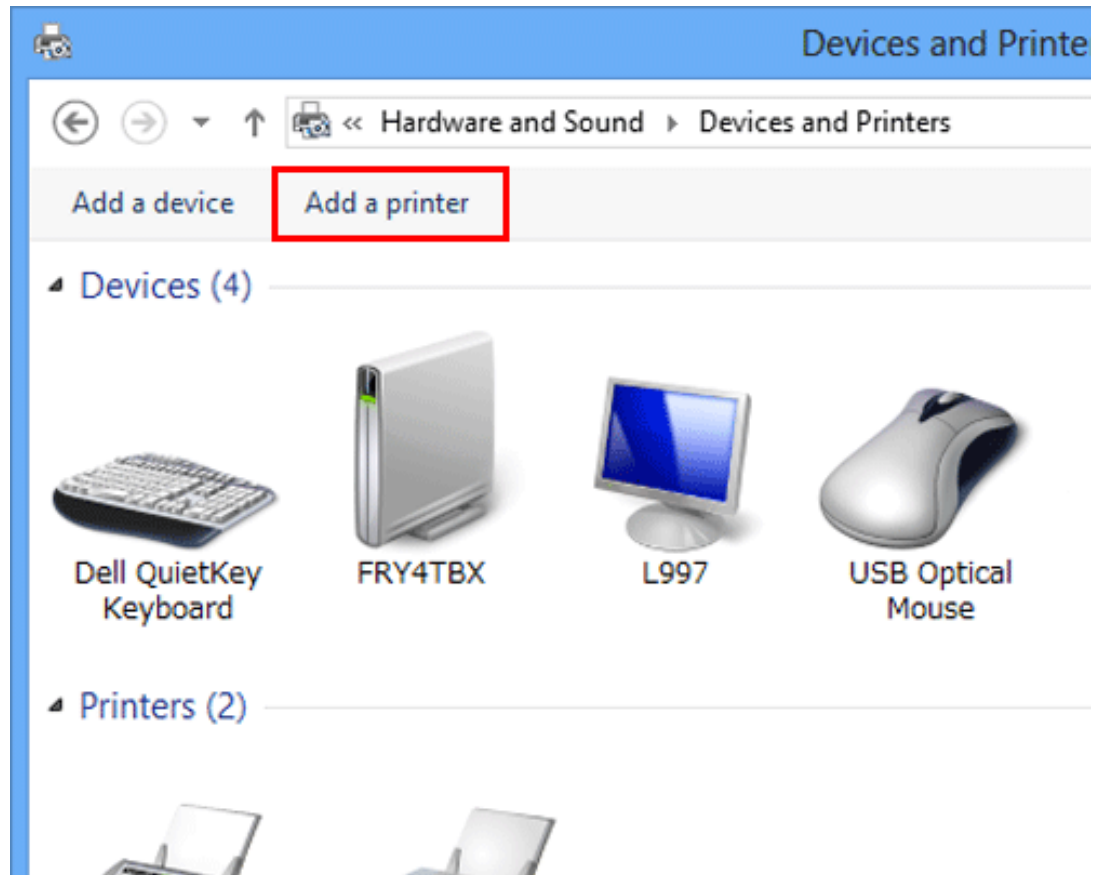
1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

➡ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.

- ➔ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.

3. Select Add a printer.



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

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

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

7. Click **[Next]**.

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

9. Click **[Next]**.

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

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

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

➡ Select the folder according to the printer driver, operating system, and language to be used.

Selectable printer drivers: PCL driver and PS driver

13. Click **[OK]**.

The **[Printers]** list appears.

14. Click **[Next]**.

15. Follow the instructions on the pages that follow.

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

16. Click [Finish].

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

18. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

In Windows 7/Server 2008/Server 2008 R2

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

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

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

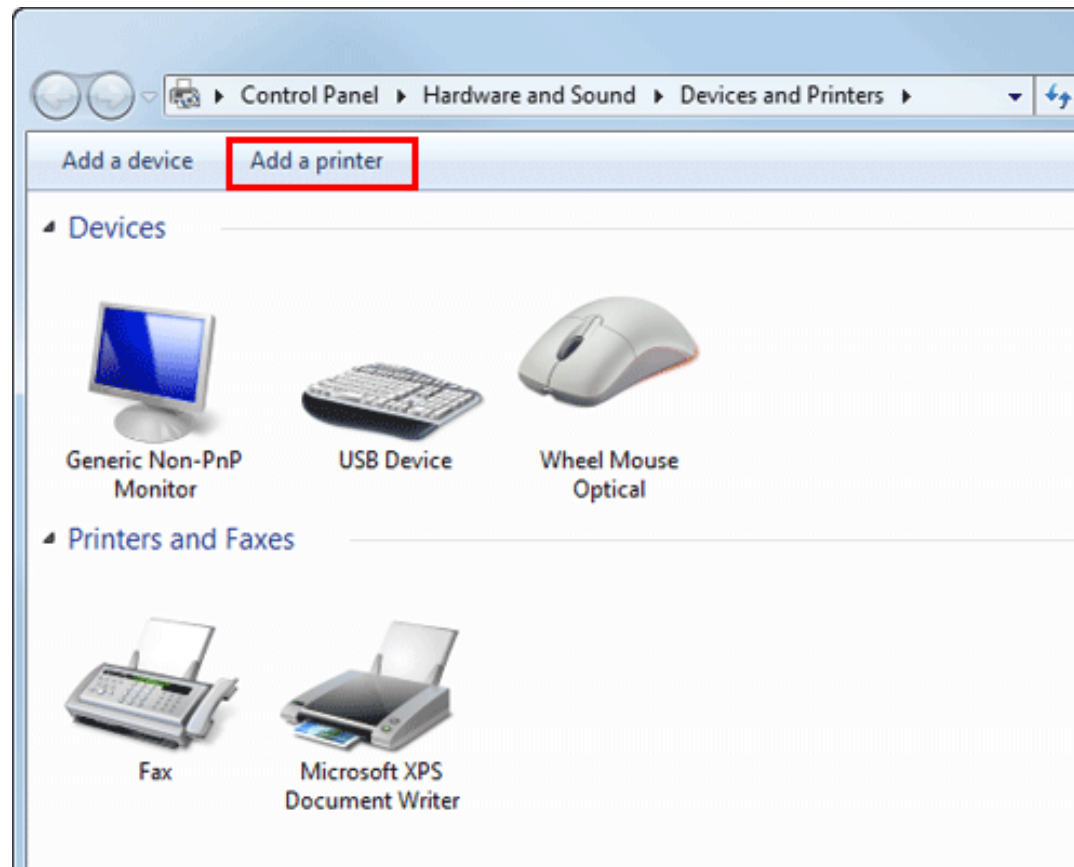
1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

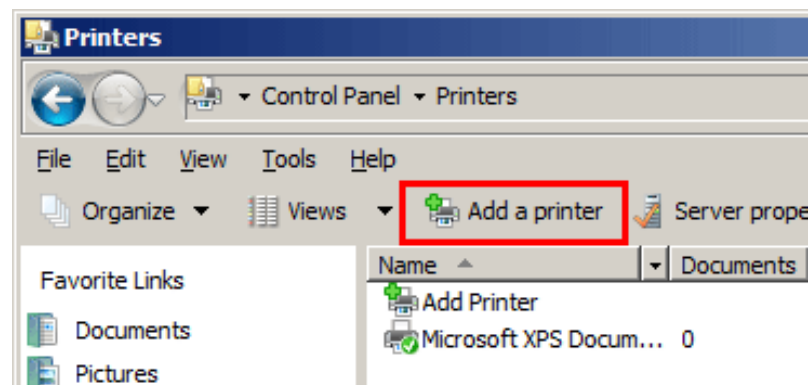
- ➡ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].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

3. Select Add a printer.

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



➡ In Windows Server 2008, click [Add a printer].



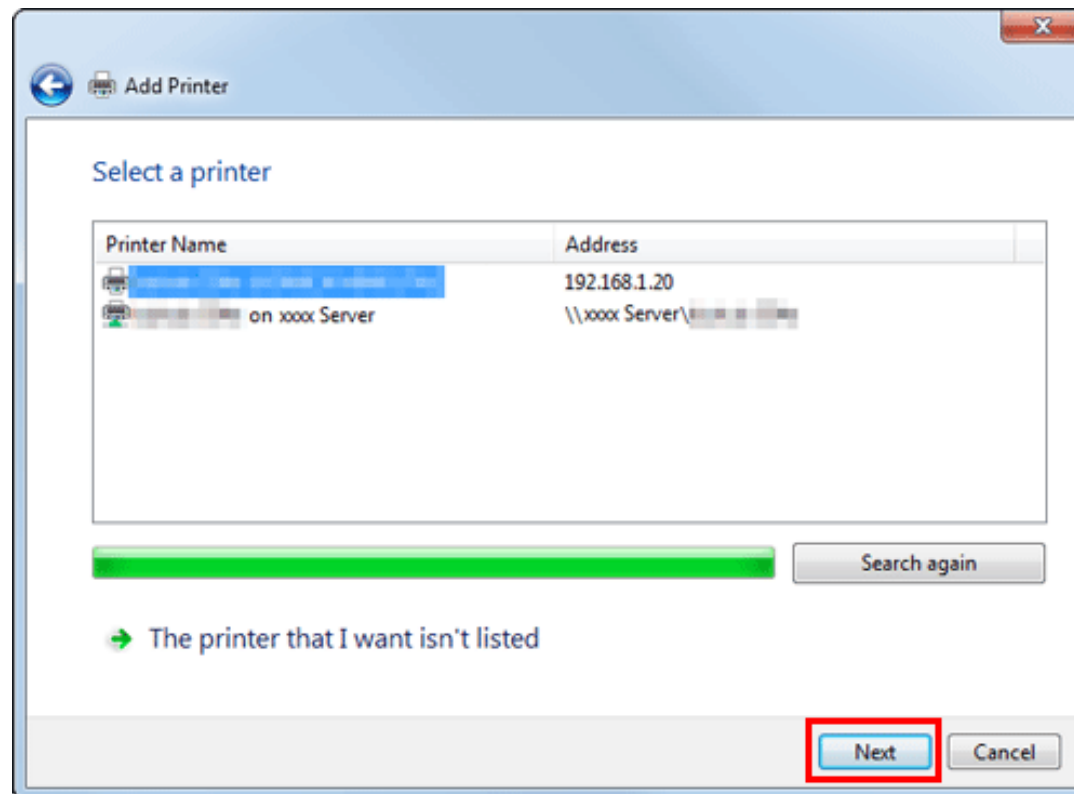
The [Add a printer] Wizard appears.

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

Connected printers are detected.

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

- ➔ If no printers are detected, restart this machine.
- ➔ Use the IP address to confirm the printer that you want to connect to.
- ➔ It may take some time to finish searching the entire list of printers.



6. Click [Have Disk...].

7. Click [Browse...].

8. Select the folder on the DVD containing the desired printer driver, then click [Open].

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

9. Click [OK].

The [Printers] list appears.

10. Click [Next].

11. Follow the instructions on the pages that follow.

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

12. Click [Finish].

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

14. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

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

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

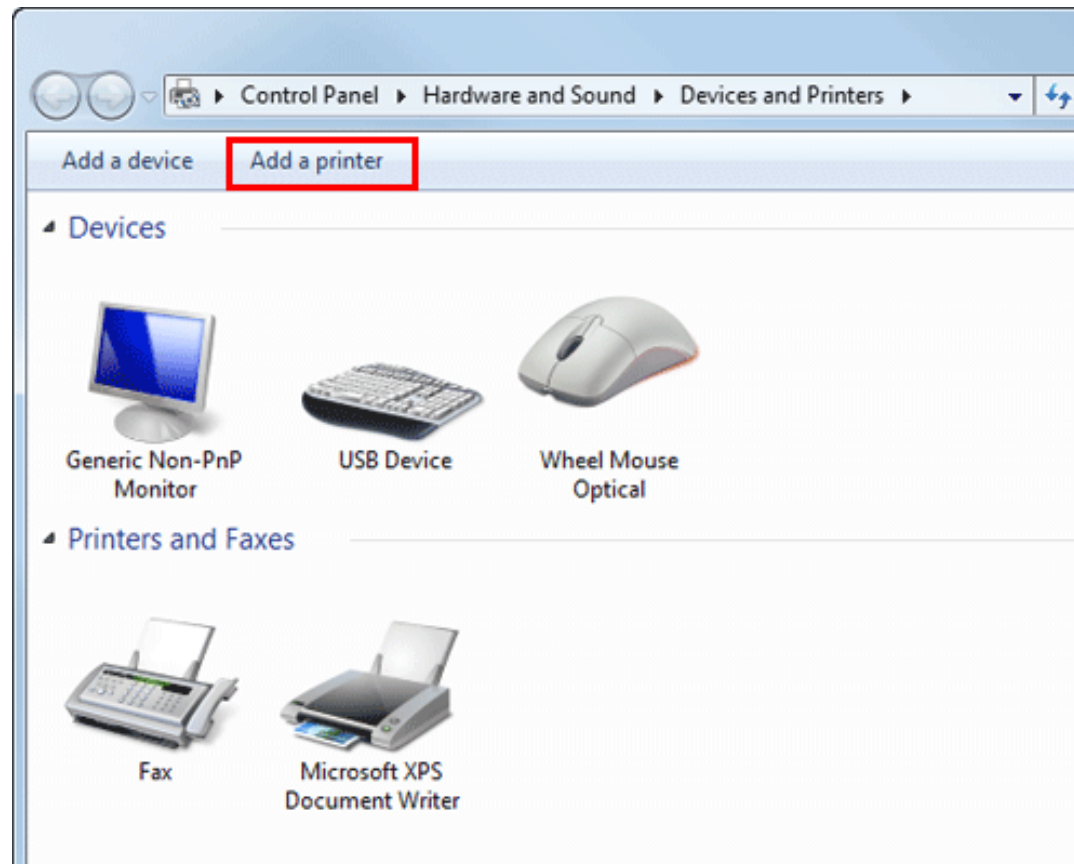
1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

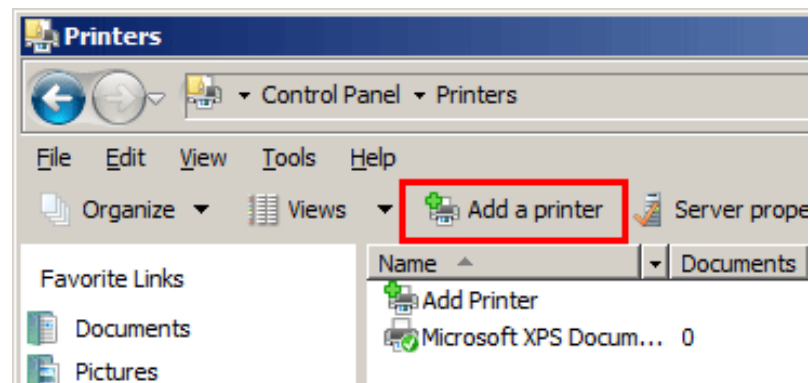
- ➡ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].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

3. Select Add a printer.

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



➡ In Windows Server 2008, click [Add a printer].



The [Add Printer] Wizard appears.

4. Click [Add a local printer].

The [Choose a printer port] dialog box appears.

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

6. Click [Next].

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

8. Click [Next].

- ➡ If the [More Port Information Required] window appears, go to Step 9.
- ➡ If the [Install the printer driver] dialog box appears, go to Step 12.

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

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

- ➡ For an LPR connection, select the [LPR] check box, then enter "Print" in [Queue Name:]. You must discriminate between upper and lower case letters when entering it.
- ➡ For Port 9100 connection, select the [Raw] check box, and then enter a RAW port number (initial setting: [9100]) in [Port Number:].
- ➡ If both LPR and Port9100 are enabled on this machine, the printer driver is connected to this machine using LPR.

11. Click [Next].

The [Install the printer driver] dialog box appears.

12. Click [Have Disk...].

13. Click [Browse...].

14. Select the folder on the DVD containing the desired printer driver, then click [Open].

➡ Select the folder according to the printer driver, operating system, and language to be used.

Selectable printer drivers: PCL driver and PS driver

15. Click [OK].

The [Printers] list appears.

16. Click [Next].

17. Follow the instructions on the pages that follow.

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

18. Click [Finish].

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

20. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

Installation Using a SMB Connection

Operations required to use this function (For administrators)

Configure the SMB operating environment.

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



In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016

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

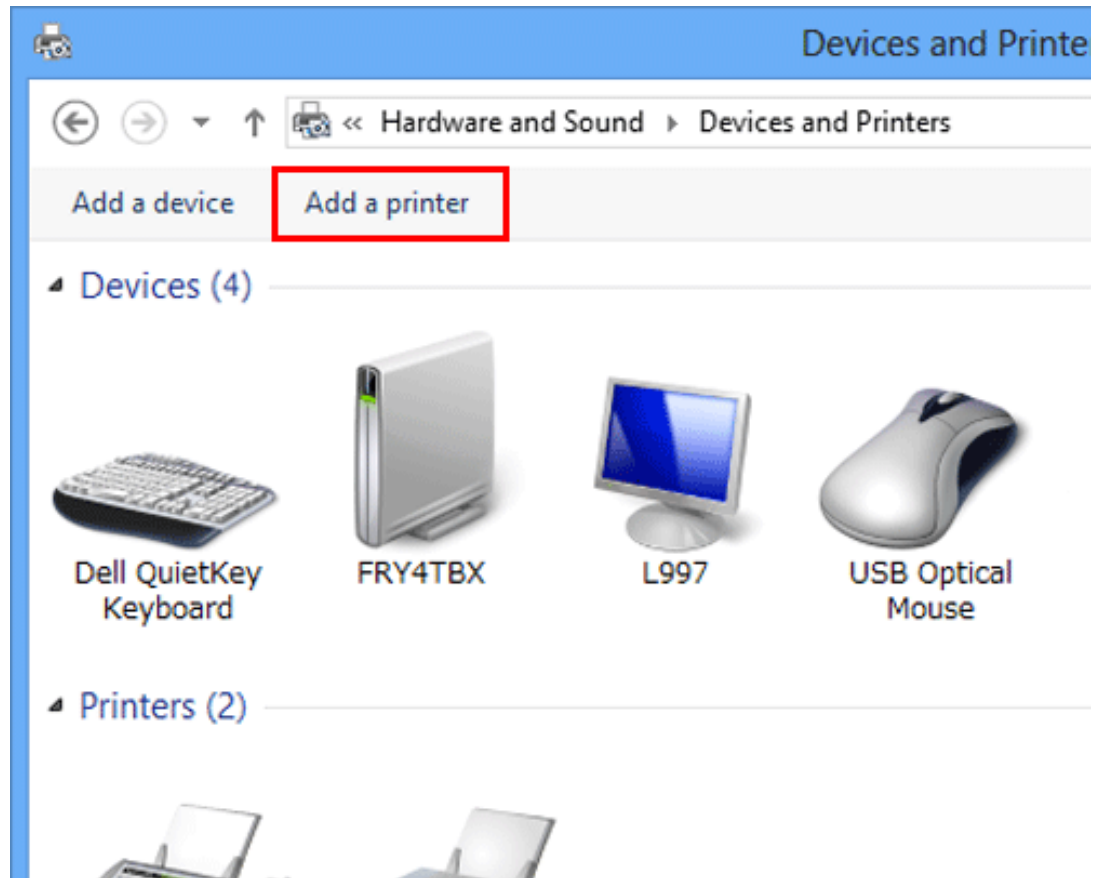
- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

- ➡ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
- ➡ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.

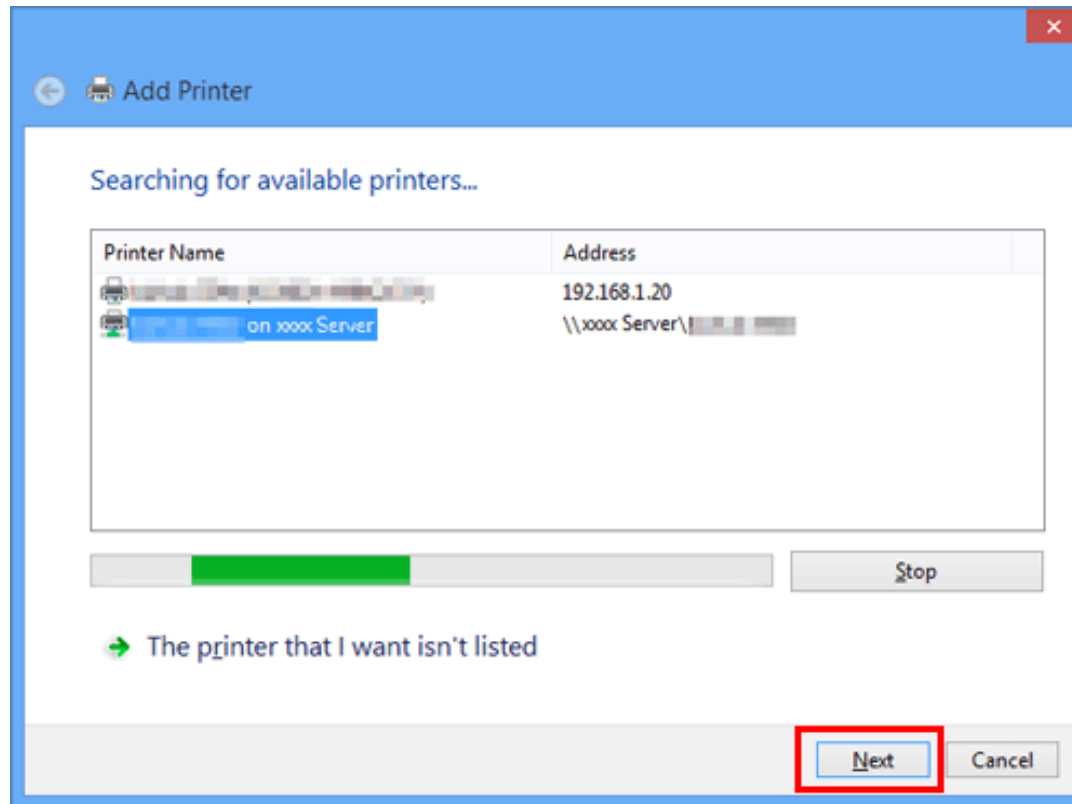
3. Select Add a printer.



The [Add Printer] Wizard appears.

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

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



5. Click [OK].
6. Click [Have Disk...].
7. Click [Browse...].
8. Select the folder on the DVD containing the desired printer driver, then click [Open].
 - ➡ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver and PS driver

9. Click [OK].

The [Printers] list appears.

10. Click [OK].

11. Follow the instructions on the pages that follow.

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

12. Click [Finish].

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

14. Eject the DVD from the DVD drive.



This completes the installation process of the printer driver.

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

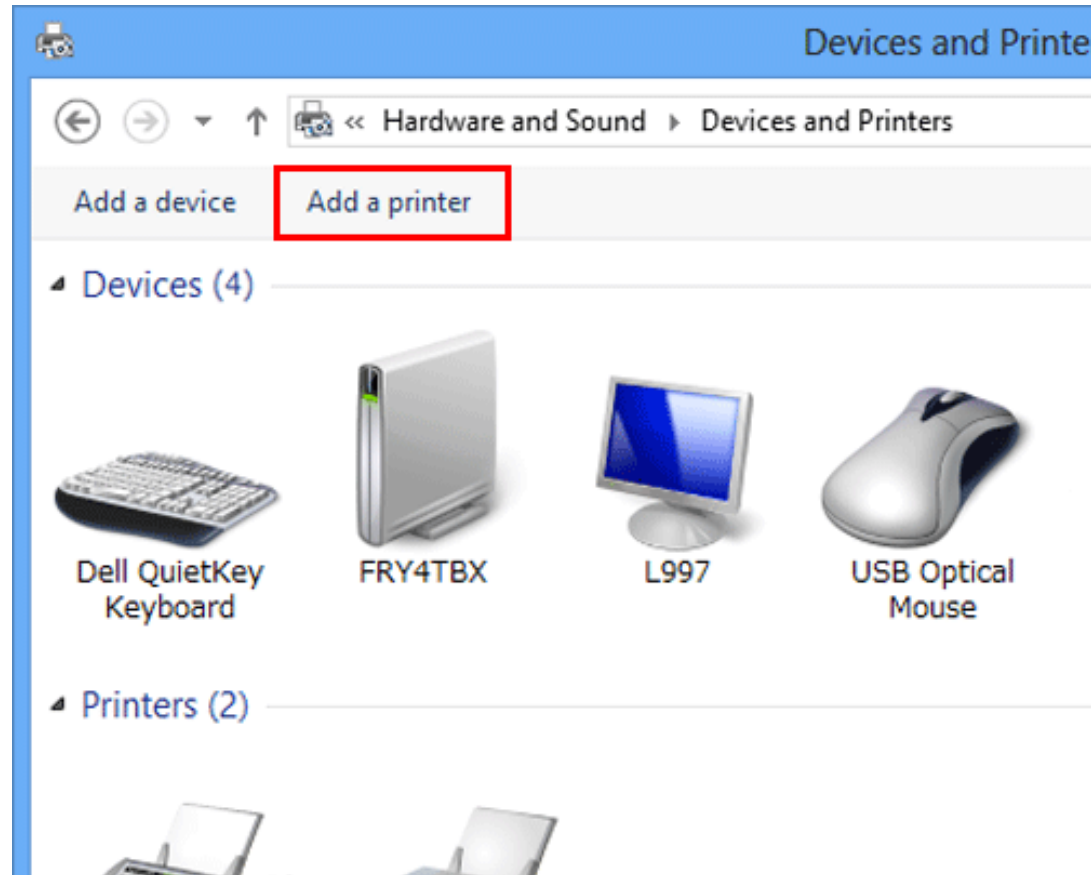
- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

- ➔ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
- ➔ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.

3. Select Add a printer.



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

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

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

7. Click **[Next]**.

8. Specify the IP address and port.

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

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

9. Click **[OK]**.

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

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

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

➡ Select the folder according to the printer driver, operating system, and language to be used.

Selectable printer drivers: PCL driver and PS driver

13. Click **[OK]**.

The [Printers] list appears.

14. Click **[Next]**.

15. Follow the instructions on the pages that follow.

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

16. Click [Finish].

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

18. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

In Windows 7/Server 2008/Server 2008 R2

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

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

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

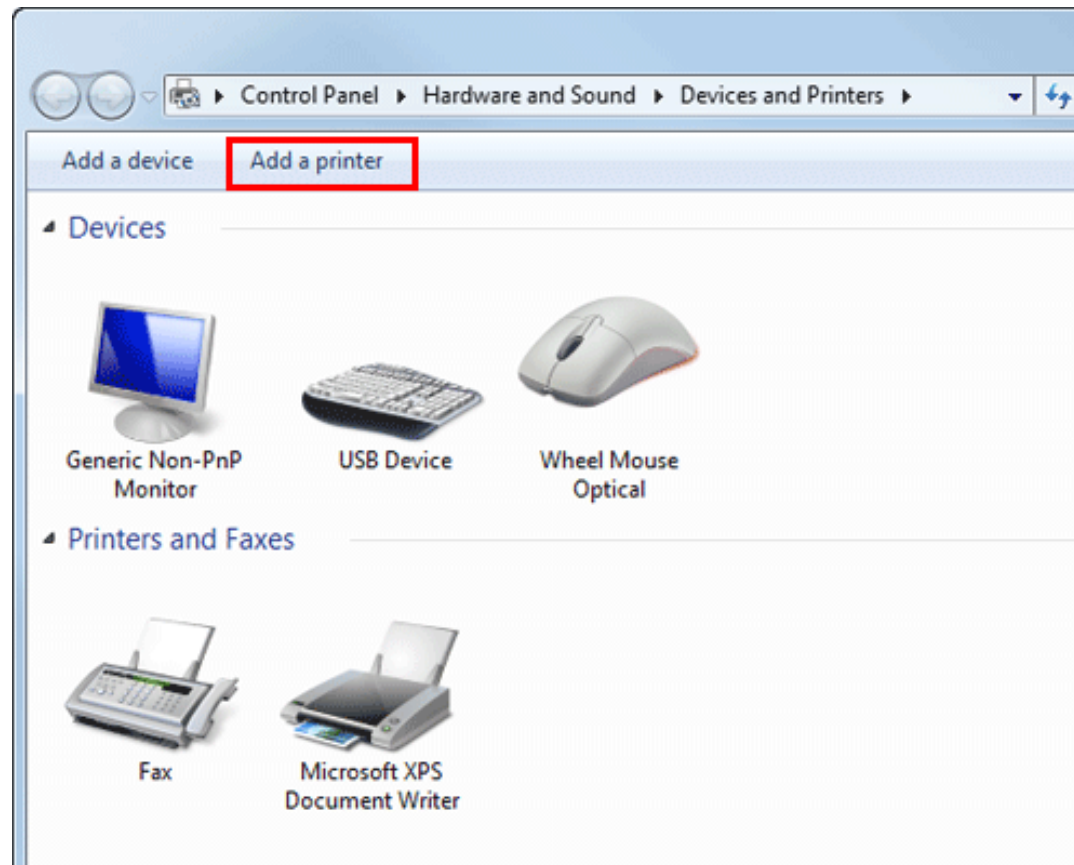
➡ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].

If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

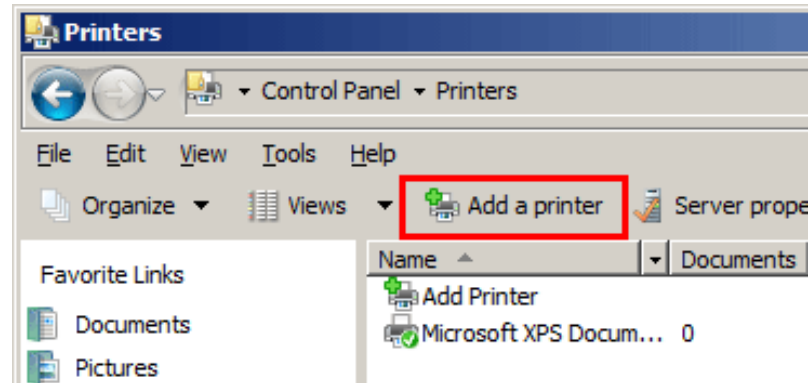
➡ In Windows Server 2008, click the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].

3. Select Add a printer.

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



➡ In Windows Server 2008, click [Add a printer].



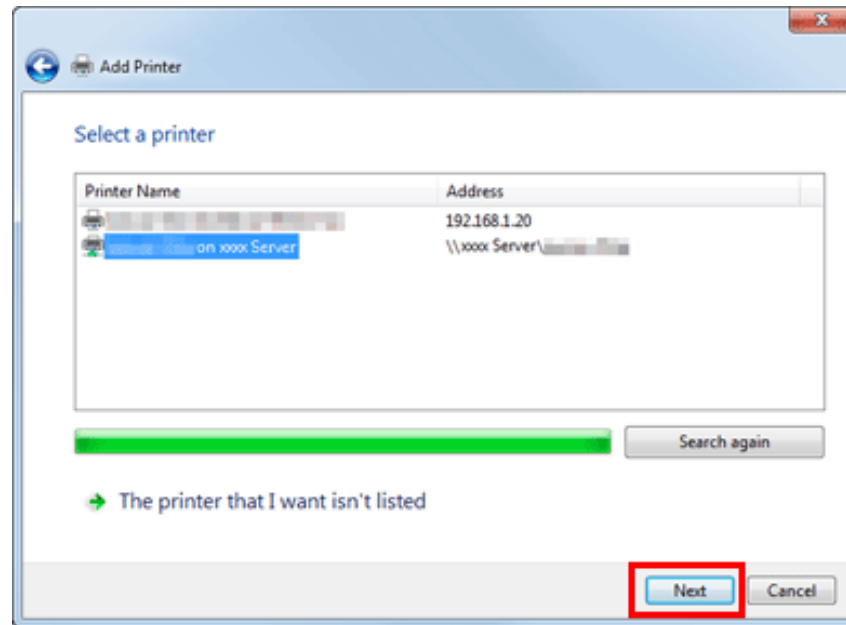
The [Add Printer] Wizard appears.

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

Connected printers are detected.

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

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



6. Click [OK].

7. Click [Have Disk...].

8. Click [Browse...].

9. Select the folder on the DVD containing the desired printer driver, then click [Open].

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

10. Click [OK].

The [Printers] list appears.

11. Click [OK].

12. Follow the instructions on the pages that follow.

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

13. Click [Finish].

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

15. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

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

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

1. Insert the printer driver DVD into the DVD drive of the computer.

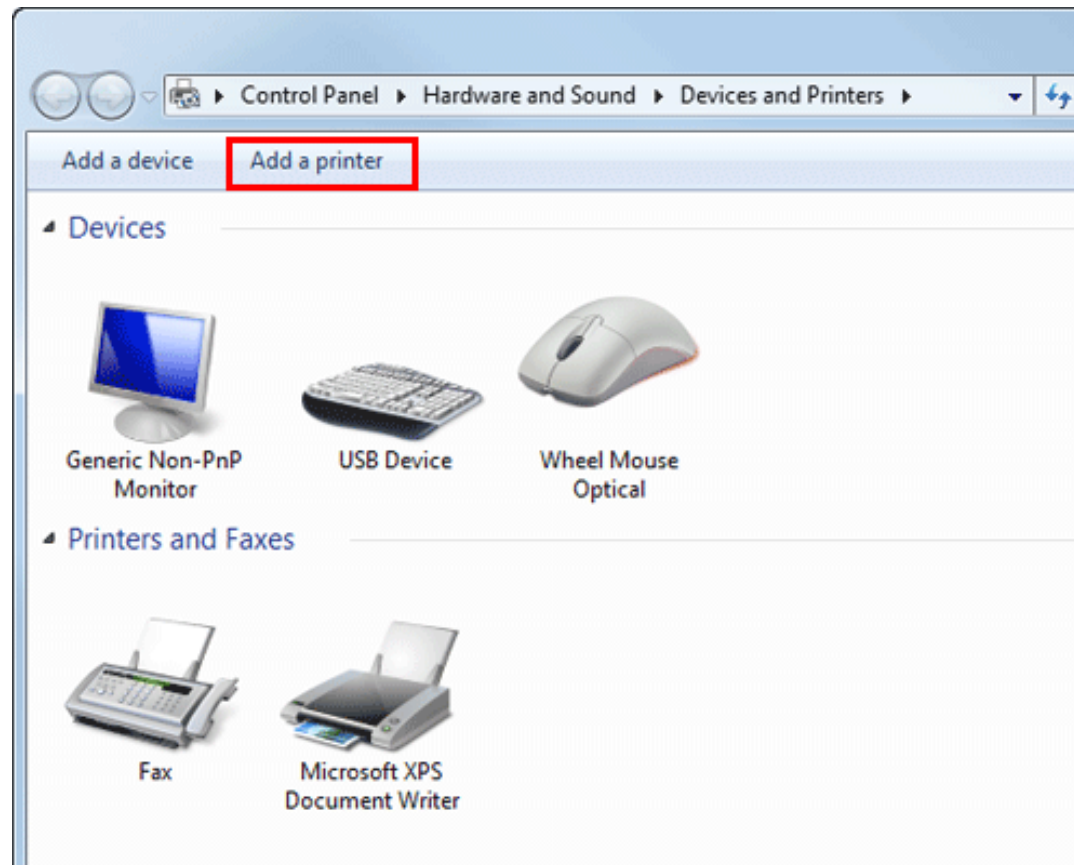
2. Display the printer window.

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

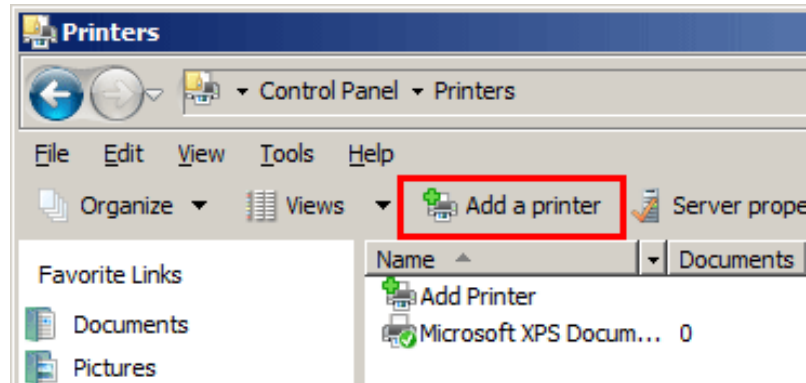
➡ In Windows Server 2008, click the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].

3. Select Add a printer.

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



➡ In Windows Server 2008, click [Add a printer].



The [Add Printer] Wizard appears.

4. Click [Add a local printer].

The [Choose a printer port] dialog box appears.

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

6. Click [Next].

7. Specify the IP address and port.

- ➔ Enter "\\NetBIOS-name\print-service-name" in the [Port Name] box.
- ➔ To enter the NetBIOS name and print service name, select [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [SMB Server Settings] - [SMB Print Setting] on this machine.

8. Click [Next].

- ➔ If the [More Port Information Required] window appears, go to Step 9.
- ➔ If the [Install the printer driver] dialog box appears, go to Step 12.

9. Select the [Custom] check box, then click [Settings...].

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

11. Click [Next] or [OK].

The [Install the printer driver] dialog box appears.

12. Click [Have Disk...].

13. Click [Browse...].

14. Select a desired printer driver folder in the DVD, and then click [Open].

➡ Select the folder according to the printer driver, operating system, and language to be used.

Selectable printer drivers: PCL driver and PS driver

15. Click [OK].

The [Printers] list appears.

16. Click [Next].

17. Follow the instructions on the pages that follow.

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

18. Click [Finish].
19. After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.
20. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

Installation Using an IPP/IPPS Connection

Operations required to use this function (For administrators)

Configure the IPP/IPPS operating environment.



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

In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016

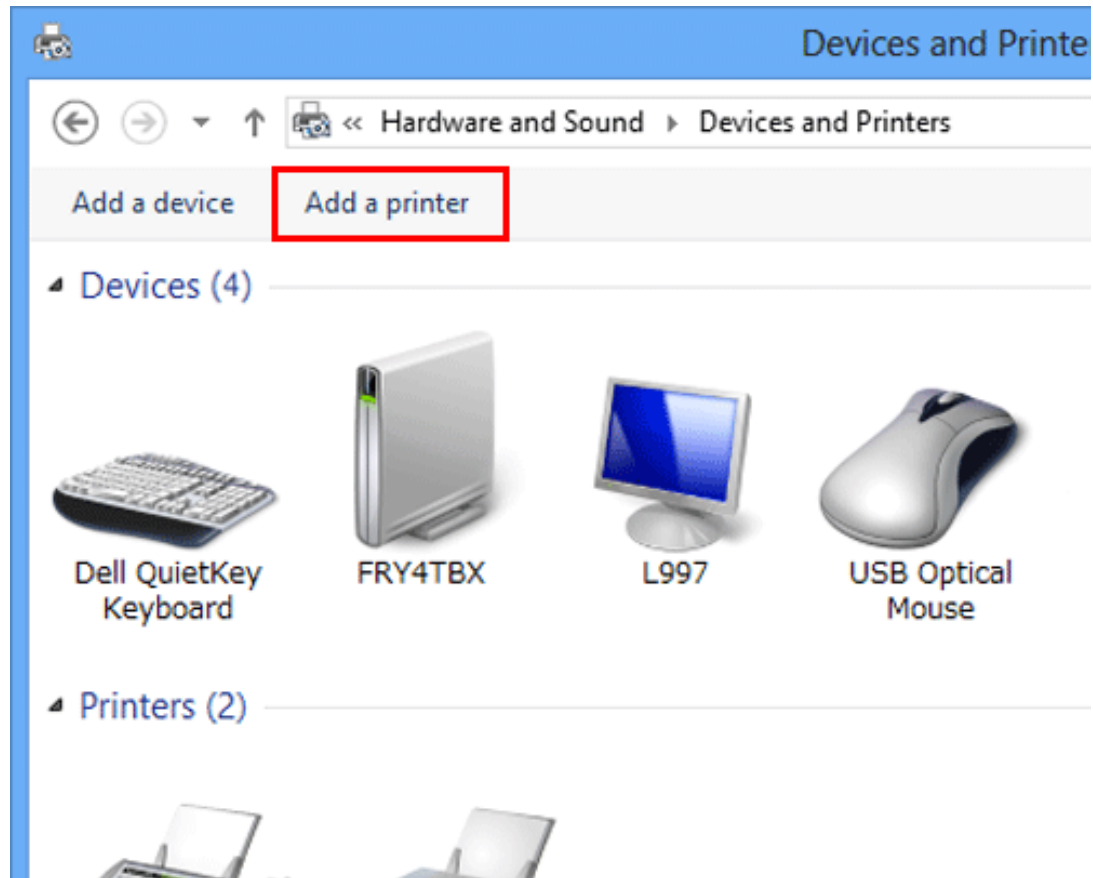
✓ Administrator privileges are required to perform this task.

1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

- ➡ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
- ➡ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.

3. Select Add a printer.



The [Add Printer] Wizard appears.

4. In the window showing the detected printer, click [The printer that I want isn't listed].
5. In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].
 - ➡ <http://<IP address of this machine>/ipp>
Example: <http://192.168.1.20/ipp>

- ➔ When specifying to use IPPS printing, enter "https://[host name].[domain name]/ipp".
For [host name].[domain name], specify the host name and domain name registered for the DNS server being used.
- ➔ If the certificate for the machine is not the one issued by the certifying authority, you must register the certificate for the machine on the Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016 system as the certificate by "Trusted Root Certification Authorities" for the computer account.
- ➔ When registering the certificate in the machine, check that the certificate shows [host name].[domain name] as the common name.

6. Click [Have Disk...].

7. Click [Browse...].

8. Select the folder on the DVD containing the desired printer driver, then click [Open].

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

9. Click [OK].

The [Printers] list appears.

10. Click [Next].

11. Follow the instructions on the pages that follow.

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

12. Click [Finish].

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

14. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

| |
|--|
| In Windows 7/Server 2008/Server 2008 R2 |
|--|

✓ Administrator privileges are required to perform this task.

1. Insert the printer driver DVD into the DVD drive of the computer.

2. Display the printer window.

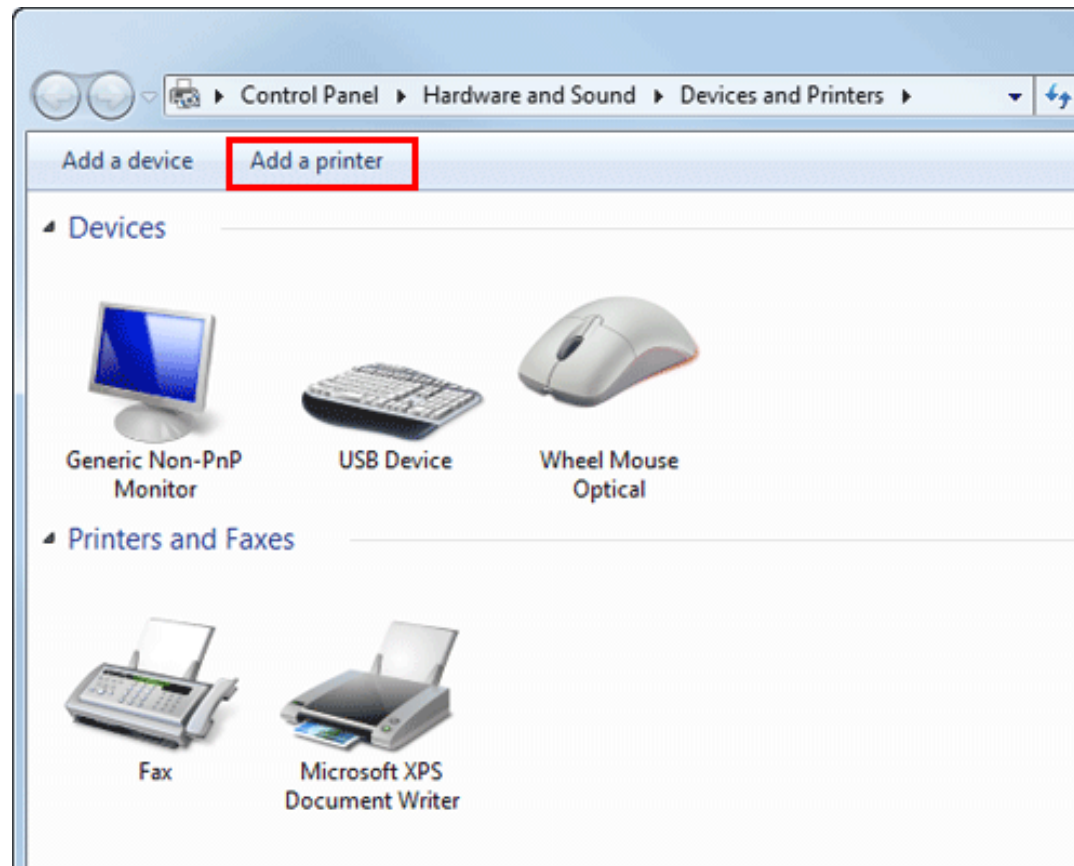
➡ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].

If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

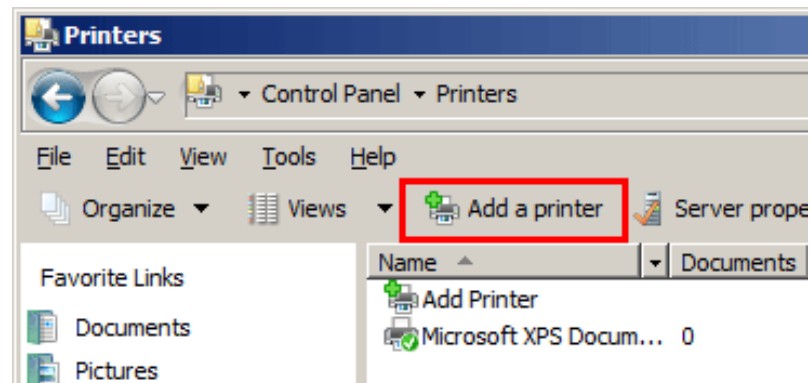
➡ In Windows Server 2008, click the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].

3. Select Add a printer.

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



➡ In Windows Server 2008, click [Add a printer].



The [Add Printer] Wizard appears.

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

Connected printers are detected.

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

6. In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].

➡ `http://<IP address of this machine>/ipp`

Example: `http://192.168.1.20/ipp`

➡ When specifying to use IPPS printing, enter "`https://[host name].[domain name]/ipp`".

For `[host name].[domain name]`, specify the host name and domain name registered for the DNS server being used.

➡ If the certificate for the machine is not the one issued by the certifying authority, you must register the certificate for the machine on the Windows 7/Server 2008/Server 2008 R2 system as the certificate by "Trusted Root Certification Authorities" for the computer account.

➡ When registering the certificate in the machine, check that the certificate shows `[host name].[domain name]` as the common name.

7. Click [Have Disk...].

8. Click [Browse...].

9. Select the folder on the DVD containing the desired printer driver, then click [Open].

➡ Select the folder according to the printer driver, operating system, and language to be used.

Selectable printer drivers: PCL driver and PS driver

10. Click [OK].

The [Printers] list appears.

11. Click [OK].

12. Follow the instructions on the pages that follow.

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

13. Click [Finish].

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

15. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver. Once the settings for the printer have been configured, you can use the printer in the same way as a general local printer.

Installation Using a Web Service Connection

Web service

The Web service function automatically detects devices on the network and installs the necessary printer drivers.

You can search for the printer compatible with the Web service print function on the network and install the printer drivers.



Tips

- ❏ If this machine joins the Active Directory domain, you can use the "WSD Secure Print function" that can securely perform Web service printing in Windows 8.1/10.

Operations required to use this function (For administrators)

Configure the Web service operating environment.

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

Installation methods

You can install the printer driver by automatically detecting the printer on the network or by specifying the IP address.

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

- ✔ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, install the printer driver first, and then associate it with this machine through plug and play.
- ✔ In Windows Server 2008, you can install the printer driver by creating a new port, even if the printer driver is not installed in advance.
- ✔ Administrator privileges are required to perform this task.
- ✔ To install a different printer driver in the computer where one has already been installed, you must uninstall the whole package of the currently installed printer driver.

1. Install the printer driver for this machine.

- ➡ For details, refer to [Here](#). The printer driver can be installed in any port.

2. Turn on the power of the machine while it is connected to the network.
3. In [Network and Sharing Center] on the computer, check that [Network Discovery] is enabled.
4. Open the [Network] window.

- ➔ In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016, open [Control Panel], select the [Network and Internet] category, then click [View network computers and devices].
- ➔ In Windows 7/Server 2008 R2, open [Computer] and click [Network].
If [Network] is not displayed, click the [Network and Internet] category on [Control Panel], then click [View network computers and devices].
- ➔ In Windows Server 2008, open the Start menu, and click [Network].

Connected computers and devices are detected.

5. Select the device name of the machine, then click [Install] on the toolbar.

- ➔ In Windows 8.1/10/Server 2012/Server 2012 R2/Server 2016, click [Network] - [Add devices and printers] on the toolbar. On the displayed window, select the device name of this machine, then click [Next].
- ➔ To check the device name, select [Utility] - [Administrator Settings] - [Network Settings] - [DPWS Settings] - [DPWS Common Settings] on this machine.

The printer driver for this machine is detected and the machine is ready to print.

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



Reference

❖ If the printer driver is not correctly installed, the driver must be updated using [Update Driver...]. For details, refer to [Here](#).

The procedure for installing the printer driver by specifying the IP address is as follows:

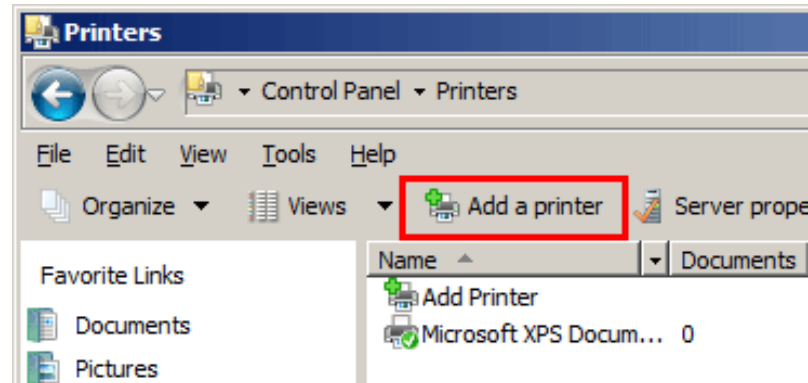
In Windows Server 2008, you can add a Web service device using the addition function of the printer after connecting this machine.

- ✓ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, the following installation procedure cannot be used. Use the installation procedure described in the previous section.
- ✓ Administrator privileges are required to perform this task.
- ✓ To install a different printer driver in the computer where one has already been installed, you must uninstall the whole package of the currently installed printer driver.

1. Turn on the power of the machine while it is connected to the network.
2. In [Network and Sharing Center] on the computer, check that [Network Discovery] is enabled.
3. Insert the printer driver DVD into the DVD drive of the computer.
4. From the Start menu, click [Control Panel].
5. Click [Printers] under [Hardware and Sound].
 - ➡ When [Control Panel] is displayed in Classic View, double-click [Printers].

The [Printers] window appears.

6. Click [Add a printer].



The [Add Printer] appears.

7. Click [Add a local printer].

The [Choose a printer port] dialog box appears.

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

9. Click [Next].

10. Select [Web Services Device], enter the IP address, and click [Next].

A printer of the entered IP address is located, then the [Found New Hardware] dialog box appears.

11. Click [Locate and install driver software (recommended)].

12. If a dialog box to confirm whether to search online appears, click [Don't search online].

13. Click [Browse my computer for driver software (advanced)].
14. Click [Browse...].
15. Select the folder on the DVD containing the desired printer driver, then click [Open].
 - ➡ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver and PS driver
16. Click [Next].
17. Click [Close].
18. Follow the instructions on the pages that follow.
19. After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] window.
20. Eject the DVD from the DVD drive.

This completes the installation process of the printer driver.

Installation Using a USB Connection

In Windows 7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016

To connect this machine using the USB port in Windows 7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, first install the printer driver and then associate it with this machine through plug and play.

- ✓ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, the installation disk cannot be specified after the connection has been established. Install the printer driver in advance.
- ✓ In Windows Server 2008, you can continue the task and specify the printer driver installation disk to install the printer driver if it is not installed in advance.
- ✓ Administrator privileges are required to perform this task.

1. Install the printer driver for this machine.

➡ For details, refer to [Here](#).

2. Connect this machine to the computer using a USB cable.

3. Turn on the main power of this machine.

The printer driver for this machine is detected and the machine is ready to print.

➡ If the printer driver is not detected, restart this machine.

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





Reference

❖ If the printer driver is not correctly installed, the driver must be updated using [Update Driver...]. For details, refer to [Here](#).

Updating the printer driver

In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, if this machine is connected without the printer driver having first been installed, the printer driver will not be correctly identified. If the printer driver is not correctly identified, the driver must be updated using [Update Driver...].

1. Display the printer window.

- ➡ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
- ➡ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.
- ➡ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].
When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].

2. Right-click the device name of the machine that is under [Unspecified] and then click [Properties].

- ➡ If [Unknown Device] appears instead of the device name of the machine, right-click to remove the device, and install the printer driver.

3. In the [Hardware] tab, click [Properties].

4. In the [General] tab, click [Change Settings].

5. In the [Driver] tab, click [Update Driver...].
6. In the page in which to select how to search the driver software, click [Browse my computer for driver software].
7. Click [Browse...].
8. Specify the folder that contains the target printer driver on the DVD, then click [OK].
 - ➡ Select the folder according to the printer driver, operating system, and language to be used.
Selectable printer drivers: PCL driver and PS driver
9. Click [Next].
10. Follow the instructions on the pages that follow.
11. Click [Close].
12. After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
13. Eject the DVD from the DVD drive.
This completes the update of the printer driver.





Tips

- ❖ In Windows Server 2008, [Update Driver...] is also available. Under [Device Manager], open [Properties] for this machine that is listed in [Other Devices], and specify [Update Driver...].
(To select [Device Manager], right-click [Computer], and then click [Properties]. Select it in the [Tasks] pane that appears.)

Manually Deleting the Printer Driver

If the printer driver was installed without using the installer, manually delete the printer driver.

1. Display the printer window.

- ➔ In Windows 8.1/10, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
- ➔ In Windows Server 2012/Server 2012 R2/Server 2016, while pressing the [Windows] () key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.
- ➔ In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].
- ➔ In Windows Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].

2. Click the icon of the printer driver to be deleted.

3. Remove the printer driver.

- ➔ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, click [Remove device] on the toolbar.
- ➔ In Windows Server 2008, press the [Delete] key on the computer keyboard.

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

When the printer driver is deleted, the icon disappears from the window.

5. Open [Server Properties].

- ➔ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016, select another printer, and click [Print Server Properties] on the toolbar.
- ➔ In Windows Server 2008, right-click on the area that has nothing displayed in the [Printers] window, then click [Run as administrator] - [Server Properties].

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

6. Click the [Driver] tab.

7. From the [Installed printer drivers:] list, select the printer driver to be removed, then click [Remove...].

8. Select [Remove driver and driver package.] in the dialog box for confirming deletion target, then click [OK].

9. In the dialog box that confirms whether you are sure you want to remove the printer, click [Yes].

➡ Furthermore, a deletion confirmation dialog box appears. Click [Uninstall].

10. Close the open windows, and then restart the computer.

➡ Be sure to restart the computer.

This completes the deletion process of the printer driver.