

Directly Printing from Computer (Direct Print)

Direct Print

Direct Print is a function that enables you to directly send a file on your computer or in an SMB sharing folder to this machine and print it using **Web Connection**.

The available file types are as follows.

PDF (Ver.2.0), JPEG, TIFF, XPS, PS, PCL, Text, OOXML (.docx/.xlsx/.pptx), PPML (.ppml/.vdx/.zip)



Tips

- ❖ To print a text file, you need to set [Basic Setting] - [PDL Setting] ([Here](#)) to [Auto] (default: [Auto]).
- ❖ A text file supports only 1-byte characters.
- ❖ When using any OOXML font not installed on this machine to print an OOXML file using the Direct Print function, you can add the OOXML font to this machine. TrueType and OpenType can be added as the OOXML fonts. For details on how to add an OOXML font, refer to [Here](#).



Related setting

- ❖ [TIFF Setting] ([Here](#))

Direct Print procedure

Connect to **Web Connection** using a Web browser, then specify the file you want to print.

1. Access to **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 [Direct Print].

4. In [Select File], select the file to be printed.

➔ [Select from PC]: Select a file to be printed from your computer or mobile terminal.

➔ [Select from SMB List]: Click [SMB List], then select a file to be printed from the SMB sharing folder.

Direct Print

Direct Print

Select File

Printing of the following format files is supported.
 XPS,PDF(Ver1.6),TIFF,PS,PCL,JPEG,Text,OOXML,PPML
 (This Screen Settings cannot be reflected for PS and PCL files.)

File

Select from PC

Browse...

Select from SMB List

SMB List

Basic Setting

Number of Sets (1-9999)

Sort

Offset

Paper Tray

OK Cancel

5. Change the print settings as necessary.

➔ In [Basic Setting], you can set a number of copies, 2-sided Print, and Finishing if necessary.

Setting	Description
[Number of Sets]	Enter the number of copies to be printed (default: [1] copy).
[Sort]	When printing multiple sets of copies, select this check box to output sets of copies one by one (default: [ON]).

[Offset]	When printing multiple sets of copies, select whether to output each set as a staggered layer (default: [OFF]).
[Paper Tray]	Select the paper tray for the printing paper (default: [Auto]).
[Printed Side]	<p>Select the print side of paper (default: [1-Sided]).</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> [1-Sided]: The original is printed on one side of paper. <input checked="" type="checkbox"/> [2-Sided]: The original is printed on both sides of paper. <input checked="" type="checkbox"/> [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.
[Original Direction]	Specify the orientation of the original created in application software (default: [LEF]).
[Punch]	Select whether to punch printed sheets (default: [OFF]). To punch printed sheets, select the required number of punched holes.
[Staple]	Select whether to staple printed sheets (default: [OFF]). To staple printed sheets, select the number of staples.
[Binding Position]	Select the binding positions to staple or punch the sheets (default: [Left Bind]).
[Sheet/Book Print]	Select whether to print the currently selected sheet or the entire book when handling an Excel file (default: [All Sheets]).
[Combination]	<p>Select whether to reduce and print multiple pages on the same side of a single sheet of paper (default: [OFF]).</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> [Column]: Enter the number of pages to be placed in the vertical direction of a single sheet (default: [1]). <input checked="" type="checkbox"/> [Row]: Enter the number of pages to be placed in the horizontal direction of a single sheet (default: [1]). <input checked="" type="checkbox"/> [Page Zoom]: Select whether to automatically adjust the zoom ratio or specify any zoom ratio to enlarge or reduce a page (default: [Auto]).

➔ Selecting [Output Method] in [Application Setting] enables you to specify the method to print the original from this machine (default: [Normal Printing]).

Setting	Description
[Normal Printing]	Select this option to print normally.
[Scan To Box]	<p>Select this option to save the original in a User Box on this machine.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> [User Box Number]: Click [Search from List], and select a User Box from the list to save data. <input checked="" type="checkbox"/> [File Name]: Enter the file name used to save data in a User Box. <input checked="" type="checkbox"/> [Print]: Select whether to save data in a User Box and simultaneously print it (default: [OFF]).
[Secure Print]	<p>Select this option to print highly confidential documents. Printing is permitted when the document ID and password are entered on this machine.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> [Secure Print ID]: Enter the document ID. <input checked="" type="checkbox"/> [Password]: Enter the password.

[Proof Print]

Select this option to print a large number of copies. This machine prints only one copy and waits for the user's command before printing the remaining copies.



Tips

- ❖ When you print a password protected PDF file, the file is stored in the Password Encrypted PDF User Box. For details on how to print files from Password Encrypted PDF User Box, refer to [Here](#).

Directly Printing from a USB Memory Device

Printing from a USB memory device

By connecting a USB memory device to this machine and specifying a file stored in the USB memory device, you can print the file.



Conditions of available USB flash drive

For details on the conditions of the available USB flash drive, refer to [Here](#).

How to Print

The available file types are as follows. PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), PPML (.ppml/.vdx/.zip) You can print out encrypted PDF, searchable PDF, and outline PDF files.

1. Connect the USB flash drive to the USB port of this machine.





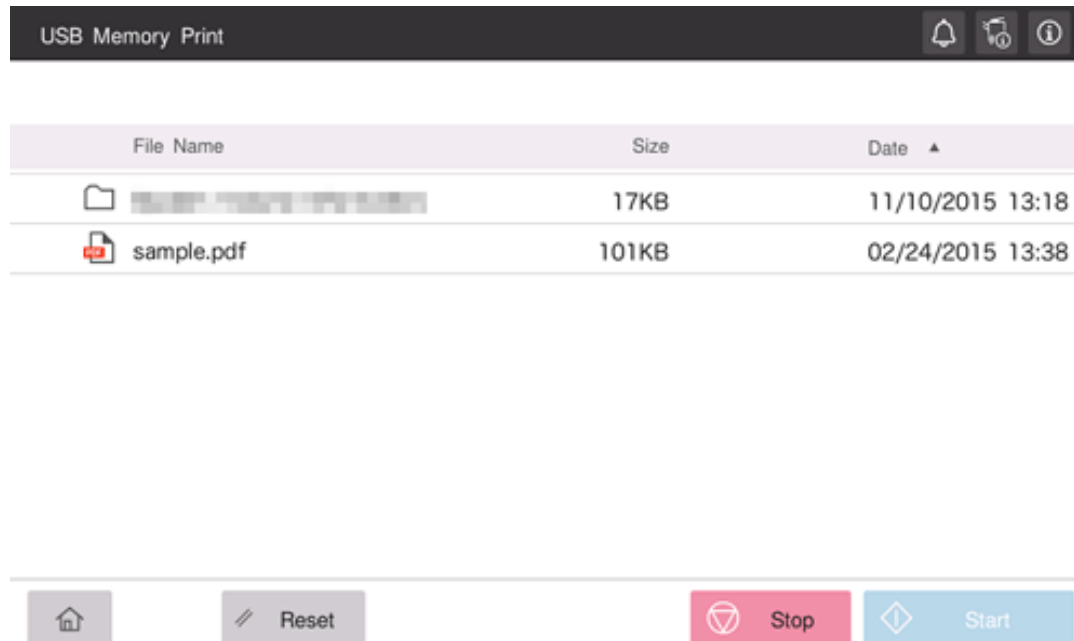
NOTICE

❖ When this machine is starting up, do not connect or disconnect the USB flash drive to/from the USB port.

2. Tap [USB Mem. Print] on the home screen.



3. Tap the file to be printed.



4. Specify print options as needed.

Setting	Description
[No. of Sets]	Enter the number of copies to be printed (default: [1] copy).
[Color]	Select the printing colors (default: [Full Color]).
[Paper]	Select the paper tray for the printing paper (default: [Auto]).
[Duplex Settings]	Select the print side of paper (default: [1-Sided Print]).
[Staple/Punch]	Select whether to staple or punch printed sheets (default: [OFF]).
[Combination]	Select whether to reduce and print multiple pages on the same side of a single sheet of paper (default: [Do not combine]).

5. Use the Start key to start printing.

6. When printing is complete, disconnect the USB flash drive from the port of this machine.



Tips

- ❖ When you print a password protected PDF file, the file is stored in the Password Encrypted PDF User Box. For details on how to print files from Password Encrypted PDF User Box, refer to [Here](#).



Tips

- ❖ A file stored with 1200 dpi is converted to 600 × 600 dpi when printed.

Printing a Received E-mail Attachment (E-mail RX Print)

E-mail RX Print

E-mail RX Print is a function that prints a file attached to an E-mail received by the machine.

If you send the E-mail, to which the target file is attached, to the E-mail address of this machine, you can print the file on this machine without using the printer driver. If necessary, you can save an E-mail attachment in a User Box of the machine.



Tips

- ❑ To use this function, an option is required. For details on the required option, refer to [Here](#).

E-mail and attachment conditions

To use the E-mail RX Print function for printing, E-mails and attachments must satisfy the following conditions.

Item	Specifications
Number of files	Up to 20 files
File size	Unlimited
Supporting file type	PDF, Compact PDF, XPS, Compact XPS, TIFF, JPEG, OOXML (.docx/.xlsx/.pptx), PPML (.ppml/.vdx/.zip) ❑ A banner-size file cannot be printed even if its file type is one of those mentioned above.
E-mail format	The E-mail format has the following restrictions. ❑ E-mails encrypted by S/MIME are not supported.

❖ Restoration of E-mails that have been split into parts is not supported.

Specifying an address

Address (To), CC, BCC



Tips

- ❖ Files that do not satisfy the above conditions are discarded. Detailed information such as whether a file has been discarded can be viewed in the job history.
- ❖ When you receive a password-protected PDF file as an E-mail attachment, the file is saved in the Password Encrypted PDF User Box.
- ❖ If an E-mail has no attachment, the E-mail is discarded.

Preparation required to use this function (for the administrator)

Configure a setting to use the E-mail RX Print function.

For details on the setting procedure, refer to [Here](#).



Tips

- ❖ When user authentication or account track is enabled, you must permit [Print without Authentication] ([Here](#)) (default: [Restrict]).

Configuring a print setting when sending an E-mail

The E-mail attachment that has been sent is printed on the machine according to the setting values of [Printer Settings] ([Here](#)). To change the print setting each time you sent an E-mail, enter a predetermined setting value into the Subject field of an E-mail in your E-mail program, and configure the desired print setting.

Enter the setting value in the "setting value@" format into the Subject field.

- ❖ Entry example of specifying a single setting value: dup@
- ❖ Entry example of specifying multiple setting values: dup, box1@

The available setting values are as follows.

Item	Setting value	Description
Color	col	Sets the print color to full color mode.
	mono	Sets the print color to black and white mode.
Duplex/Simplex	dup	Sets both sides of paper to be printed on.
	simp	Sets a single side of paper to be printed on.
Original Orientation	port	Sets the original orientation to Portrait.
	land	Sets the original orientation to Landscape.
Copies	Numeric Value	Specify the number of copies (1 to 9999) to be printed.
Combine	Column + Numeric value	Specify the number of (1 to 5) to be combined in one page. Entry example: Column2
	Row + Numeric value	Specify the number of (1 to 5) to be combined in one page. Entry example: Row3
Recalling the copy program	m + Numeric value	Specify the registration number (1 to 30) of the copy program to be applied to printing. Entry example: m1
Specifying a User Box	box + Numeric value	Specify the registration number (1 to 99999999) of the User Box to save files in. If the registration number of a User Box that does not exist is specified, a new User Box is created automatically to save files. Entry example: box1



Tips

- ❖ A setting value entered after "@" is not considered to be a print setting value. If "@" is omitted, the entire subject text is considered to be a setting value.
- ❖ The setting value is not case sensitive. Characters other than a setting value are invalid.
- ❖ To specify multiple setting values, delimit them using ", (comma)".
- ❖ If multiple setting values are specified in the same item, the setting value entered first is applied.
- ❖ If the copy program is specified, its settings are prioritized, and other individual settings are disabled.

Receiving an E-mail on the machine and print a file

You can manually inquire the mail server about whether an E-mail arrives.

Tap [E-mail RX] to inquire the mail server. If there is an incoming E-mail, receive it and print its attachment.





Tips

- ❖ The machine automatically inquires the mail server regarding the E-mail reception status at a predetermined interval (default: 15 minutes) depending on the E-mail RX setting. If an E-mail has arrived, the machine receives it and prints its attachment.
- ❖ A password-protected PDF file is stored in the Password Encrypted PDF User Box. For details on how to operate a file saved in the Password Encrypted PDF User Box, refer to [Here](#).