



TASKalfa 3051ci/TASKalfa 3551ci
TASKalfa 4551ci/TASKalfa 5551ci
TASKalfa 6551ci/TASKalfa 7551ci
Printer Driver

User Guide



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Examples of the operations given in this guide support the Windows 7 printing environment. Essentially the same operations are used for Microsoft Windows 8, Windows Vista, Windows XP, Windows Server 2003, Windows Server 2008, and Windows Server 2012 environments.

User Interface screen captures shown in this guide may differ depending on your printing system.

This user guide and its contents were developed for the 6.0 driver.

Models supported by the KX printer driver

TASKalfa 3051ci

TASKalfa 3551ci

TASKalfa 4551ci

TASKalfa 5551ci

TASKalfa 6551ci

TASKalfa 7551ci

Table of Contents

Chapter 1 Installation

Preparing to Install the Driver	1-1
European Default Duplex	1-1
Express Install	1-2
Installing with Express Install	1-2
Custom Install	1-3
Installing with Custom Install	1-4
Custom Installing Utilities Only	1-6
Editing Driver Properties	1-6
Editing Utility Properties	1-7
Specifying Communication Settings	1-7
Upgrade	1-8
Upgrading Driver Components	1-8
Maintenance	1-8
Optional Printer Components	1-9
Documents	1-9
Uninstall	1-10
Uninstalling Driver Components	1-10
Printer Driver Settings Access	1-10
Changing the Default Driver Settings	1-10

Chapter 2 Driver Overview

Overview Images	2-1
Selecting a PDL in Printing Preferences	2-2
Settings List	2-2
Print Preview	2-3
Previewing a Print Job	2-3
Kyocera Logo	2-3
Displaying Version Information	2-3
Displaying Plug-in Information	2-3

Chapter 3 Device Settings

Accessing Device Settings	3-1
Device Options	3-1
Setting Device Options	3-1
Setting Punch Options	3-2
Setting up Custom Boxes	3-2
Auto Configure	3-3
Enabling Auto Configuration	3-3
Memory	3-4
Administrator Settings	3-4
General	3-4
Show Quick Print Tab	3-4
Send Count Information	3-4
Send Application Name	3-5

Associate Profile with Application	3-5
Password Protect Administrator Settings	3-5
Hide Factory Default Profile	3-5
SNMP	3-6
Job E-mail Notification	3-7
Lock Settings	3-7
Lock Settings Options	3-8
Locking Driver Settings	3-8
User Login	3-9
User Login Options	3-9
Printing with User Login	3-10
Job Accounting	3-11
Job Accounting Options	3-11
Printing with Job Accounting	3-12
Policy Manager	3-12
Selecting Policy Manager Options	3-13
Printing with Policy Manager	3-13
User Settings	3-14
Identification	3-14
Units	3-15
Language Preference	3-15
PDL (Page Description Language)	3-15
PDL Options	3-15
PDF	3-17
XPS Driver	3-19
Compatibility Settings	3-20
Media Source Enumeration	3-20
Ignore Application Collation	3-20
Combine Source and Media Type Lists	3-21
Removing a Plug-in	3-21

Chapter 4 Quick Print

Orientation	4-1
Color	4-2
Collate	4-2
Duplex Printing	4-2
Pages per Sheet	4-3
EcoPrint	4-3
Staple	4-3
Punch	4-3
Edit Quick Print	4-3
Editing Quick Print Options	4-4
Profiles	4-4
Selecting a Profile	4-5
Saving a Profile	4-5
Editing a Profile	4-6
Importing a Profile	4-6
Exporting a Profile	4-7
Application Based Printing	4-7

Chapter 5 Basic

Print Size and Page Size	5-1
Creating a Custom Page Size	5-1
Printing with Custom Size Pages	5-2
Source	5-2
Copies	5-2

Carbon Copies	5-3
Printing Carbon Copies	5-3
Collate	5-3
Printing Collated Documents	5-4
Orientation	5-4
Media Type	5-4
Destination	5-4
Mailbox	5-4
Sending a Print Job to a Mailbox	5-5
Color	5-5
EcoPrint	5-5
Duplex Printing	5-5
Printing in Duplex Mode	5-6

Chapter 6 Layout

Multiple Pages per Sheet	6-1
Printing Multiple Pages per Sheet	6-1
Scaling	6-2
Setting Scaling on the Page	6-2
Full Bleed	6-2
Printing with Full Bleed	6-3
Poster	6-3
Printing a Poster	6-4
Booklet	6-4
Printing a Booklet	6-4

Chapter 7 Finishing

Separation	7-1
Offset Jobs	7-1
Rotate Copies	7-2
Tri-Fold	7-2
Printing with Tri-Fold	7-2
Bi-Fold	7-3
Printing with Bi-Fold	7-3
Finishing Edge	7-3
Finishing Edge Combinations	7-4
Setting the Finishing Edge	7-4
Positioning Options for Finishing Edge	7-4
Custom Finishing Edge Settings	7-5
Gutter	7-5
Creating a Gutter	7-5
Staple	7-6
Stapling a Print Job	7-6
Punch	7-6
Creating Punch Holes for a Print Job	7-7

Chapter 8 Imaging

Print Quality and EcoPrint	8-1
Selecting Print Quality	8-1
Trapping	8-1
Setting Trapping Values	8-2
Fonts	8-2
Font Settings	8-2
Selecting Font Settings	8-3
Font Substitution	8-3

Disable Device Fonts	8-4
Graphics	8-4
Selecting Graphics Settings	8-4
Pattern Scaling	8-4
Line Thinning	8-5
Halftone Screen	8-5
Inversion Options	8-6
Optimization	8-6
CIE Option	8-6
Image Compression Mode	8-6
Gloss Mode	8-7
EcoPrint	8-7
Selecting EcoPrint	8-7
Color	8-7
Color Reproduction	8-7
Color Correction	8-8
Color Adjustment	8-10
Selecting Custom Color Adjustment	8-10
Adjusting HSL (Hue, Saturation, Lightness)	8-10
Adjusting Color Balance	8-11
Color Conversion	8-11
Black and White Adjustment	8-12
Adjusting Black and White Settings	8-12
Text and Graphics Effects	8-12

Chapter 9 Publishing

Cover Mode	9-1
Printing Covers	9-1
Cover Mode Options	9-2
Transparency Interleaving	9-5
Inserting Backing Sheets Between Transparencies	9-5
Page Insert	9-5
Printing Page Inserts	9-6
Page Insertion Options	9-6
Index Tab Dividers	9-7
Index Tab Dividers Options	9-7
Inserting Index Tab Dividers	9-10

Chapter 10 Job

Job Storage (e-MPS)	10-1
Job Storage (e-MPS) options	10-1
Custom Box	10-2
Storing a Job in a Custom Box	10-2
Quick Copy	10-3
Printing a Quick Copy Job	10-3
Proof and Hold	10-3
Printing a Proof and Hold Job	10-4
Private Print	10-4
Storing a Private Print Job	10-5
Job Storage	10-5
Storing a Job Storage Job	10-5
Job Name	10-6
Don't Use Application Name	10-6
Overwrite Job Name	10-6

Selecting a Job Name	10-6
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Chapter 11 Advanced

Prologue/Epilogue	11-1
Selecting a Prologue/Epilogue File	11-1
Editing a Prologue/Epilogue File	11-2
Deleting a Prologue/Epilogue File	11-2
Assigning a Prologue/Epilogue File	11-2
Unassigning a Prologue/Epilogue File	11-2
Specifying the Insertion Point	11-2
Watermark	11-3
Adding or Editing a Watermark	11-4
Selecting Pages for Watermark	11-5
Security Watermark	11-5
Adding or Editing a Security Watermark	11-6
Adjusting Security Watermark Calibration	11-7
Selecting Pages for Security Watermark	11-7
Color Optimizer	11-8
Optimizing RGB Color for Printing	11-8
Status Monitor	11-9
Selecting Status Monitor Options	11-9
Setting Status Monitor Preferences	11-10
EMF Spooling	11-11
Selecting EMF Spooling	11-11
Enable Client Profile	11-12

Glossary	i
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1 Installation

A printer driver is an application that manages communication between a printer and your computer. Once installed, the printer driver settings must be configured in the printer **Properties** and **Printing Preferences**. There are two methods of installation. **Express Install** is a quick and easy way to install a driver and certain features in package form. **Custom Install** lets you select from individual drivers and utilities. In the **Product Library** window you can also uninstall drivers and utilities with the **Uninstall** option.

You can click **Maintenance** to run certain utilities from the **Installer** window. Click **Documents** to access the release notes, printing system operation guide, and other materials. With **Upgrade** you can update the driver and utilities to a newer version. **Upgrade** is only available if there is a product that needs to be upgraded.

Note: In Windows operating systems, you must be logged in with administrator rights to install the printer driver.

Preparing to Install the Driver

This section describes the initial steps to take before you install the printer driver.

In Windows 8, Windows 7, and Windows Vista with a USB connection, a driver installation can be made from the Microsoft Windows Update site if a certified driver is available and the system is connected to the web. We recommend you continue to install the driver from the supplied installation disc for an expanded feature set. In Windows, if the **Found New Hardware Wizard** dialog box appears during the installation process, click **Cancel**. If the **Hardware Installation** warning dialog box appears, click **Continue Anyway**.

- 1 Turn on the computer and the printer.
- 2 Insert the **Product Library** disc into the disc drive. The application should start automatically.

Note: If the **Product Library** fails to start after inserting it into the disc drive, use Windows Explorer to locate **Setup.exe** on the local drive and double-click to open.

- 3 The **Product Library** window appears with the license dialog box. Read the license agreement and then click **Accept** to proceed.
- 4 At the bottom of the installer window, select your language from the list.

European Default Duplex

Printing on both sides of a sheet of paper (duplex mode) reduces paper consumption and helps conserve environmental resources. Duplex mode also

lowers costs by reducing the amount of paper that must be purchased. We recommend that printing systems capable of duplex printing use duplex mode by default. This can be set in the printer driver installation process for European locations only.

After you click **Express mode** or **Custom mode** in the **Installer**, if the operating system locale is **EU** and time zone is **GMT 0**, **GMT +1** or **GMT +2**, a message about resource and energy conservation appears. Read the message, and then click **OK**.

After installation is successful, an **Enable Duplex** check box is displayed on the **Finished** page. Select the check box to have the driver automatically default to duplex mode. Exceptions to the default can afterward be made by selecting options in the driver **Quick Print** or **Basic** tabs.

Express Install

Express Install refers to quick device, driver, and utility installation for a USB or network connection. The installation application discovers printing devices that are turned on, and connected by USB or network cable. One or more feature packages can be installed together.

Installing with Express Install

This section describes the express installation procedure of devices, drivers, and utilities in Windows operating systems.

If the installer cannot find your printing device, contact your system administrator.

- 1** Ensure that your printing device and computer are turned on and connected by USB or network cable.
- 2** When the installer starts, **Express Install** is displayed as the default window if there are no software upgrades waiting. Otherwise click the **Express Install** button to return here from other windows.
- 3** In the **Express Install** window, the installer looks for your printing device. Each discovered device is displayed in the device list as an icon with a model name and location (USB port or IP address).
If your device is discovered, select your model in the device list.
If discovery does not find your device, remove and reinsert the USB or network cable, and ensure that it is connected properly. Click the circular arrow icon to refresh the discovery.
- 4** You can also find a device by typing a partial or full search term in the search text box above the device list. You can search the discovered devices by model name, IP address, or USB port. The results are displayed in the device list. If the search finds your device, select it. Click the x icon to clear the text box, and return to the list of all discovered devices.
- 5** You can select **Use host name as port name** to use a host name for the Standard TCP/IP port. (Not available with a USB connection.)
- 6** The installer automatically selects the packages in the feature list. Or you can click each to switch between clearing and selecting. Move the pointer over a product icon to see a description of the contents.

- 7 Review your settings. At least one device and one product must be selected to enable the **Install** button. If your settings are correct, click **Install**.

- 8 During the installation, you can expand or collapse the installation detail by clicking the arrow. When the installation completes successfully, on the **Finished** page you can select from the following options. These options only appear after a printer driver installation.

Print a test page

Select this option to test the connection and operation of the printing device. If the installation is successful, the *Windows Printer Test Page*, containing your computer name and information on your printer driver and port settings, prints at the newly installed printing device.

Device Settings

Select the **Device Settings** check box to open **Device Settings** where you can choose installed options for your printing system. (The **Device Settings** check box appears only in Windows XP with a network connection.)

Enable Status Monitor

The **Status Monitor** shows system status messages on your computer screen during printing tasks. The **Status Monitor** button appears on the **Advanced** tab. Select the check box to enable it.

Show Quick Print tab

The **Quick Print** tab lets you define basic print options into group profiles that can be accessed easily. The **Show Quick Print tab** option also appears in **Device Settings > Administrator > General**.

Click the plus sign icon to expand the list of options:

The **Set Quick Print tab as default** option makes the **Quick Print** tab the first tab you see when you open the driver.

The **Set Basic tab as default** option makes the **Basic** tab the first tab you see when you open the driver.

The **Hide other tabs** option makes the Quick Print tab the only tab in the driver.

- 9 To exit the installer application click **Finish**.

A message may appear if there is a software installation failure. After clicking **Finish**, retry the installation. If the same message appears again, contact your system administrator.

The installation of the printer is now complete. If prompted, restart your computer.

Custom Install

Custom Install applies to detailed device, driver, and utility installation for a USB or network connection. The installer can discover devices that are turned on, and connected by USB or network cable, or you can manually select your own printing system model and port name.

Selections in the **Custom Install** window display a blue background. Drag and drop functionality is supported. You can click an arrow to expand or collapse a selection box. You can install more than one product from each list, but they must be selected and moved to the **Products to Install** list.

In Windows 8, Windows 7, Windows Vista, Windows Server 2008, Windows Server 2008 R2, and Windows Server 2012 only, the XML Paper Specification (XPS) driver provides the most efficient method for displaying, processing, and printing documents.

Installing with Custom Install

This section describes the custom installation of printing devices, drivers, and utilities in Windows operating systems.

If the installer cannot find your printing device, contact your system administrator.

- 1 Ensure that your printing device and computer are turned on and connected by USB or network cable.
- 2 Click the **Custom Install** button.
To discover a printing device, proceed to step 3. To add a printing device model and port name, proceed to step 4.
- 3 In the **Custom Install** window, the installer searches for your printing device. Each discovered printing device is displayed in the **Devices** list as an icon with a model name and location (USB port or IP address). To view the list without icons, under the **Devices** list click the **Switch to list view** icon. You can click the headings of all lists to adjust the sizes of the columns. Under the **Devices** list, you can also click one of the icons to select all devices, or clear all devices. If your printing device is discovered, proceed to step 5.
- 4 If discovery does not find your printing device, you can add it. Click the **Add custom device** icon.
In the **Devices** dialog box, select from the **Model** list of supported models, and the **Port name** list of all local and network ports. To add a port connected to your system, click **Add Port**. Click **OK** in the **Devices** dialog box. The printing device appears in the **Products to Install** list. Proceed to step 6.
If you are unable to discover or add your printing device, contact your Administrator.
- 5 Select a printing device from the **Devices** list, and click the arrow to move it to the **Products to Install** list.
- 6 Select a driver from the **Drivers** list, and click the arrow to move it to the **Products to Install** list. One or more drivers are required to enable the **Install** button.
- 7 Select a utility from the **Utilities** list, and click the arrow to move it to the **Products to Install** list.

KYOCERA Net Viewer

This utility lets you organize and monitor network printing device information.

Kyocera TWAIN Driver

This utility lets you scan TWAIN-supported applications.

File Management Utility

This utility classifies and distributes scanned files.

KYOCERA Net Direct Print

This utility makes PDF printing easier.

FONTS

This utility loads screen fonts that match the printer's fonts.

- 8** If you want to remove a product from the **Products to Install** list, select it and click **Remove** at the bottom of the list box. To remove all products, click **Remove all**.
- 9** You can select **Use host name as port name** to use a host name for the Standard TCP/IP port. (Not available with a USB connection.)
- 10** For each printing device and driver combination in the **Products to Install** list, you can click the **Edit** icon to open a dialog box with installation options for the drivers. Make your selections from the available options. See *Editing Driver Properties* and *Viewing Utility Properties* for details.
- 11** Review your settings. At least one printing device, driver, or a utility, must be selected to enable the **Install** button. If your settings are correct, click **Install**.
- 12** During the installation, you can expand or collapse the installation detail by clicking the arrow. When the installation completes successfully, on the **Finished** page you can select from the following options. These options only appear after a printer driver installation.

Print a test page

Select this option to test the connection and operation of the printing device. If the installation is successful, the *Windows Printer Test Page*, containing your computer name and information on your printer driver and port settings, prints at the newly installed printing device.

Device Settings

Select the **Device Settings** check box to open **Device Settings** where you can choose installed options for your printing system. (The **Device Settings** check box appears only in Windows XP with a network connection.)

Enable Status Monitor

The **Status Monitor** shows system status messages on your computer screen during printing tasks. The **Status Monitor** button appears on the **Advanced** tab. Select the check box to enable it.

Show Quick Print tab

This selection lets you define basic print options into group profiles that can be accessed easily. The **Show Quick Print tab** option also appears in **Device Settings > Administrator > General**.

- 13** To exit the installer application click **Finish**.

A message may appear if there is a software installation failure. After clicking **Finish**, retry the installation. If the same message appears again, contact your system administrator.

The installation of the printer is now complete. If prompted, restart your computer.

Custom Installing Utilities Only

This section describes the custom installation of utilities without printing devices or drivers,

- 1 Ensure that your printing device and computer are turned on and connected by USB or network cable.
- 2 Click the **Custom Install** button.
- 3 Select a utility from the **Utilities** list, and click the arrow to move it to the **Products to Install** list. If the most recent version of a utility is installed, the utility is disabled in the list and shows the message, "Newer version already installed."

KYOCERA Net Viewer

This utility lets you organize and monitor network printing device information with many different features that are available, through default views, as well as custom views that you can create.

Kyocera TWAIN Driver

This utility lets you scan TWAIN-supported applications.

File Management Utility

This utility classifies and distributes scanned files.

KYOCERA Net Direct Print

This utility makes PDF printing easier.

FONTS

This utility loads screen fonts that match the printer's fonts.

- 4 If you want to remove a product from the **Products to Install** list, select it and click **Remove** at the bottom of the list box. To remove all products, click **Remove all**.
- 5 Review your settings. At least one utility must be selected to enable the **Install** button. If your settings are correct, click **Install**.
- 6 To exit the installer application click **Finish**.
A message may appear if there is a software installation failure. After clicking **Finish**, retry the installation. If the same message appears again, contact your system administrator.
The installation of the utilities are now complete. If prompted, restart your computer.

Editing Driver Properties

You can select driver properties for drivers. To use this feature, a device and driver must be moved to the **Products to Install** list.

- 1 In the **Product Library** window, click the **Custom Install** button.

- 2 In the **Products to Install** list, click the **Edit** pencil icon in one of the device products. If the pencil icon is not visible, scroll to the end of the product description to reveal it.
- 3 The **Device** dialog box opens and shows the model name and the IP address or USB. If there is a driver assigned, the following driver properties appear. If there are multiple drivers, the settings for each driver are separated into tabs. Select the tab of the driver you want to configure.
- 4 Type a **Printer name** for the device to a maximum of 63 characters.
- 5 Select **Share the printer** if you want others to use this printing device.
- 6 If **Share the printer** is selected, you can type a shared name for the printing device to a maximum of 63 characters.
- 7 If you prefer most or all of your print jobs go to this printing device, select **Set as default printer**.
- 8 Click **OK** for the application to save your settings and return to the **Custom Install** window.

Editing Utility Properties

- 1 In the **Installer** window, click **Custom Install**.
- 2 In the **Utilities** list, select **KYOCERA Net Viewer** and click the arrow to move it to the **Products to Install** list.
- 3 In the **Products to Install** list, click the **Edit** pencil icon in the **KYOCERA Net Viewer** utility product.
- 4 A dialog box opens to show the utility options. Make your selections.
 - KYOCERA Net Viewer**
 - Device Management**
Finds devices and manages device settings.
 - Account Management**
Establishes accounts for device groups and manages the account settings.
 - Host Management**
Manages printer drivers and print queues.
- 5 Click **OK**.

Specifying Communication Settings

You can specify a different SNMP **Read community name** that is used during device discovery. This name is like a password for SNMP communication. The default name is **public**, which is unrestricted. An administrator can require a more restricted name.

If a discovery is in process, or at least one discovery device has been added to the **Products to install** list, the **Communication Settings** icon is unavailable.

- 1 Click **Custom Install**.
- 2 Under the **Devices** box, click the **Communications Settings** icon.
- 3 In the **Communication Settings** dialog box, type a **Read community name** in the text box. You can click the **Reset** button if you want to return the default name (**public**) to the text box.
- 4 Click **OK**.

Note: If you entered a different **Read community name**, the **Devices** list is cleared. Click the circular arrow **Refresh** icon to rediscover devices.

Upgrade

The **Installer** can detect older driver or utility components. It creates a list of those components in the **Upgrade** window.

Upgrading Driver Components

You can select driver or utility components and upgrade them to the most recent version. If there are upgrades available, **Upgrade** displays as the default window when the installer starts.

- 1 In the **Product Library** window, click **Upgrade**.
- 2 From the **Products to Upgrade** list, select drivers and utilities to upgrade on your computer.
- 3 To start the upgrade, click **Upgrade**.
- 4 In the **Finished** dialog box, click **Finish**.

Maintenance

In the **Product Library** window, click the **Maintenance** button to access utilities that provide useful features. Select an application and click **Run**. The following utilities are available:

Optional Printer Components

This option can expand the functionality of your printer driver with Help modules in other languages, common printer profiles, plug-in modules, and the Policy Manager application.

Quick Network Setup

This option provides configuration of the most common networking settings using an easy-to-use wizard.

For system requirements and other information about a particular utility, see that utility's user guide.

Optional Printer Components

You can expand the functionality of your printer driver by installing optional components.

For the XPS driver, only **Common Profiles** and **Help Modules** can be installed.

Installing Optional Printer Components

- 1 Click **Maintenance**.
- 2 Select **Optional Printer Components** and click **Run**.
- 3 On the **Select Printer** page, select one or more printing systems, and click **Next**. On any page you can click **Back** to correct any settings.
- 4 On the **Select Components** page, click the plus sign icons to expand options. Click each option to open a dialog box with more detailed selections.

Under **Common components**, you can select Help modules in additional languages.
- 5 Under each printing system model, you can select one or more common profiles of predefined print settings.
- 6 Under each printing system model, you can select one or more plug-in modules.
Output to PDF
This option lets you print and save documents from multiple sources to PDF.
Security Watermark
This option lets you print a nearly invisible image or text against a background pattern. The security watermark appears only when the printed page is photocopied.
Color Optimizer
This option lets you match a single color accurately in a print job.
- 7 Under each printing system model, you can select **Driver integration with Policy Manager**. Policy Manager is a server-based application that provides centralized user authentication, authorization, user access control, and secure pull printing features.
- 8 When your settings are correct, click **Install**.
- 9 When the **Printer Components Installation Completed** page appears, click **Finish**.

When you have completed installing printers and optional components, if prompted, restart your computer.

Documents

In the **Product Library** window, click **Documents** to access documents about the driver, utilities, and printing system operation. Select a document and click **Open**. Acrobat Reader 8.0 or newer is required to view PDF files.

Uninstall

The uninstaller can find the printing system drivers on your local drive. It creates a list of those components in the **Uninstall** window. If you uninstall a driver, devices using that driver will also be removed.

Uninstalling Driver Components

You can select drivers or utilities to remove from your local drive.

- 1 In the **Product Library** window, click the **Uninstall** button.
- 2 Select components from the list to uninstall. Select by device model, or click the plus sign to expand a list of individual devices. Below the list you can also click icons to select all the check boxes, or to clear them.
- 3 To start the uninstall, click **Uninstall**.
- 4 In the **Finished** dialog box, click **Finish**.

Printer Driver Settings Access

The printer driver software can be accessed from the **Print** dialog box of an application, or from **Start**. If accessed from an application, then changes made to driver settings remain in effect until the application ends. If accessed from **Start**, changes are maintained as the default printer settings.

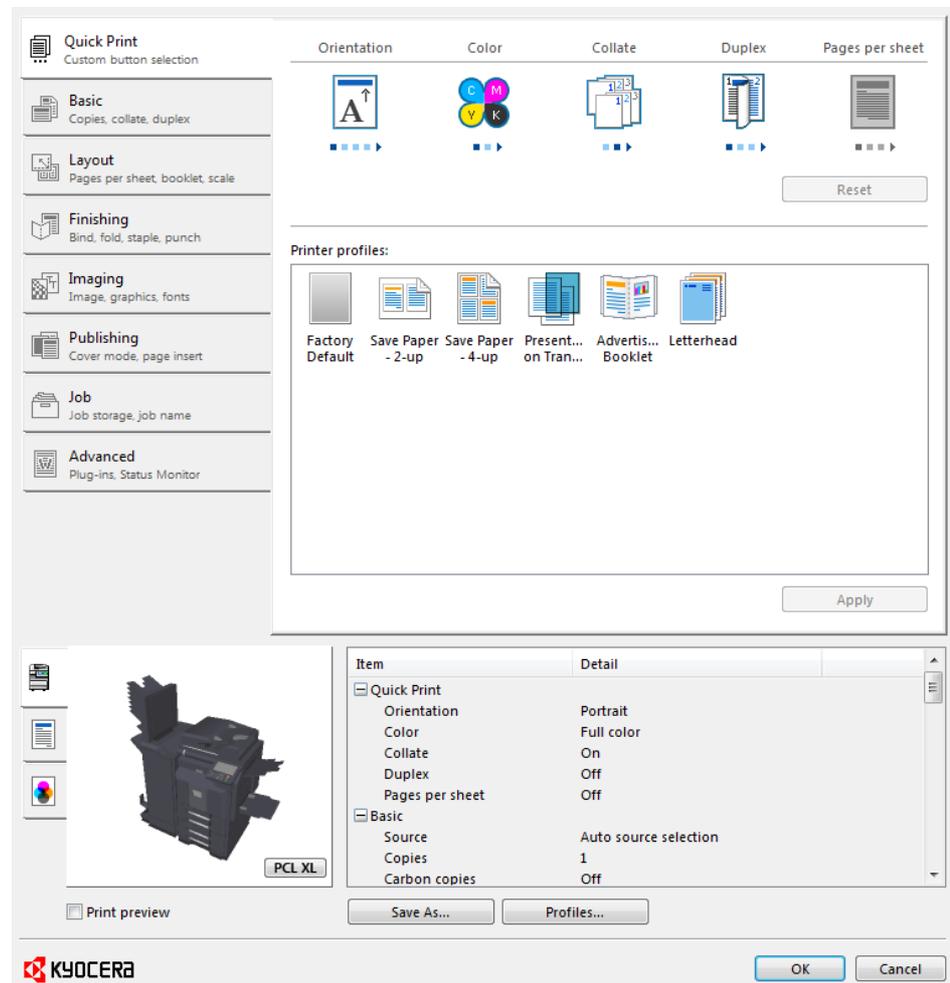
Changing the Default Driver Settings

- 1 Depending on your operating system:
 - Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
 - Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
 - Windows Vista and Windows Server 2008: click **Control Panel** and then click or double-click **Printers**.
 - Windows XP and Windows Server 2003: click **Start > Printers and Faxes**.
- 2 Right-click your printing system model and click **Printing Preferences**.
- 3 In the **Printing Preferences** dialog box, select the desired features in all tabs.
- 4 Click **OK** to save the settings.

2 Driver Overview

The lower part of each **Printing Preferences** tab contains overview features that illustrate driver selections. Overview images and the settings list are available when selecting settings. After selecting driver settings, you can use **Print preview** to check the print job.

Note: If the vertical screen resolution of your computer is 864 or less, the lower part of the tab does not appear. Under this condition, the button showing the current PDL is on the bottom left, and the **Print preview** check box is on the bottom right of the visible tab.



Overview Images

Overview images appear in the lower part of the dialog box. Each image illustrates different driver settings. Images are changed automatically when some driver settings are selected, or you can click the tabs on the left side to change the image.

The printing system image displays any attached devices. **Source** and **Destination** selections are highlighted in green. The hard disk icon appears when a job storage option is selected in the Job tab.

The page image is updated based on page selections made in the **Quick Print** tab, **Basic** tab, **Layout** tab, and **Finishing** tab.

The color image illustrates color settings for color models. For black and white models or color models with **Black** selected, the image illustrates grayscale settings.

The current page description language (PDL) is displayed in all of the images. You can change the PDL temporarily from any **Printing Preferences** tab to enable driver features.

Selecting a PDL in Printing Preferences

You can change the PDL from any **Printing Preferences** tab to enable driver features. This method of changing the PDL is temporary and reverts to the PDL set in **Device Settings** when the driver closes.

You can also change the PDL in **Device Settings > PDL**. See PDL topics for details. This method makes the PDL setting permanent, regardless of whether the driver is opened or closed.

- 1 For a temporary setting, at the bottom of the overview image area click the button that displays the current PDL setting.
- 2 In the **PDL Settings** dialog box, select the desired page description language from the **Select PDL** list.
- 3 You can select the **GDI compatible mode** option to improve the output quality of graphics created by your application.
- 4 Click **Settings** if the PDL is set to **KPDL**, **PDF**, or **PCL XL**.
 - If you select **PCL XL**, you can click **Settings** to open the **PCL XL Settings** dialog box and select **Skip printing blank pages**, and **Enable smart duplex printing**.
 - If you select **KPDL**, you can click **Settings** to open the **KPDL Settings** dialog box and select **Allow data passthrough** and **Enable smart duplex printing**. Note that if you select **Allow data passthrough**, **EMF spooling** is unavailable in the **Advanced** tab.
 - If you select **PDF**, you can click **Settings** to open the **PDF Settings** dialog box.
- 5 Click **OK** in the **PDL Settings** dialog box.

Settings List

The tree view in the lower part of each tab displays current settings for most driver features. You can scroll down to view features for all driver tabs. As each option is selected, the current selection is displayed in the tree view. You can click the minus (-) or plus (+) signs to hide or show details.

Print Preview

The **Print preview** check box appears in the lower part of each tab. After selecting driver settings, you can use **Print preview** to check the print job. Text and images are displayed in the preview, along with any optional **Watermark** or **Security Watermark**. If you are satisfied with the preview, you can print. Or you can cancel printing if you want to change driver settings.

Previewing a Print Job

- 1 Select desired driver settings in all tabs, or select a profile.
- 2 In any tab, select **Print preview**.
- 3 Click **OK** in the **Printing Preferences** and **Print** dialog boxes.
- 4 When the **Print preview** dialog box appears:
 - Click the arrow buttons to view document pages.
 - To close the preview and make additional changes in driver settings before printing, click the “X” button.
 - If you are satisfied with the preview, click the printer button to print the job.

Kyocera Logo

The **Kyocera** logo appears on the bottom portion of any **Printing Preferences** screen or **Device Settings** screen. Click the logo to open the **About** dialog box that displays the driver version number and driver plug-in information.

Displaying Version Information

- 1 In **Device Settings** or the **Printing Preferences** dialog box, click **Kyocera** logo > **Version** to view the following driver information:
 - File Name**
 - Version**
 - Description**
 - Date**
 - Manufacturer**
 - Comments**
- 2 To view copyright information, click **Legal Notices**.
- 3 Click **OK** to close the driver information dialog boxes.

Displaying Plug-in Information

- 1 In **Device Settings** or the **Printing Preferences** dialog box, click **Kyocera** logo > **Plug-in** to view the following plug-in information:
 - Module**
 - Description**

Version

- 2 Click **OK** to close the driver information dialog boxes.

3 Device Settings

In **Device Settings**, you can select installed printing system options so the associated features can be used with the printer driver. You can also match the memory setting in the driver with the memory installed in your printing system, which lets the driver manage font downloads more efficiently. Administrator, User, PDL (Page Description Language), and Compatibility settings can also be selected.

Accessing Device Settings

- 1 Depending on your operating system:
 - Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
 - Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
 - Windows Vista and Windows Server 2008: click **Control Panel** and then click or double-click **Printers**.
 - Windows XP and Windows Server 2003: click **Start > Printers and Faxes**.
- 2 Right-click your printing system model, then:
 - Windows 8, Windows Server 2012, Windows 7, and Windows Server 2008 R2: click **Printer properties**.
 - Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003: click **Properties**.
- 3 Click **Device Settings**.

Device Options

Optional devices extend the capabilities of your printing system for source, finishing, and job storage.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Setting Device Options

You can set the printer driver to match the optional devices installed on your printing system.

- 1 In **Device Settings > Device options**, select the check boxes for all installed devices.
- 2 Click **OK** in the **Properties** dialog box.

Setting Punch Options

Before using the **Punch** option in the **Finishing** tab, you must set punch options in **Device Settings**.

- 1 In **Device Settings** > **Device options**, select a finishing device that supports punch. Or if already selected, double-click the blue text.
- 2 Depending on the punch unit attached, select one option:
 - None**
No punch option available in the **Finishing** tab.
 - 2 hole**
2 hole option available in the **Finishing** tab (metric based).
 - 2 & 3 hole**
2 hole and 3 hole options available in the **Finishing** tab (inches based).
 - 2 & 4 hole**
2 hole and 4 hole options available in the **Finishing** tab (inches/metric based).
- 3 Click **OK** in the **Punch Unit Settings** and **Properties** dialog boxes.

Setting up Custom Boxes

You can create up to 1000 custom boxes for storing print jobs. Custom boxes can be assigned to users who can print the jobs later from the printing system's operation panel.

- 1 In **Device Settings**, select **Hard disk**. Or if selected, double-click **Hard disk**.
- 2 In the **Hard Disk Settings** dialog box, click **Add**.
- 3 In the **Defined custom boxes** list, a new **Box number** and **Box name** appear. If desired, change the number and name in the **Box number** and **Box name** boxes. The number must be within a range of 1 to 1000, and the name length can be up to 32 characters. You can also type a user name up to 20 characters.
- 4 Select **Shared box** to enable the box for multiple users.
Check box selected: All network users can save jobs in the box.
Check box cleared: Only the box owner and network administrator can save jobs in the box.
- 5 To require users of a shared box to type a password before printing, select **Require password**, and type a password up to 16 characters.
- 6 Click **OK** in the **Hard Disk Settings** and **Properties** dialog boxes.
The new custom box appears in the **Custom Box** dialog box when printing.

You can remove a custom box by selecting it in the **Defined custom boxes** list and clicking **Delete**.

You can import a custom box list by clicking **Import** and browsing for a valid custom box list file (.CSV or .KXU).

You can save the current custom box list (.CSV or .KXU) in your computer or network by clicking **Export**. A saved list can be imported into another printer driver.

Auto Configure

Auto Configure detects the devices installed on the printing system if it is connected over a network. **Auto Configure** can detect printing system devices such as input devices, output devices, and storage device size. When your computer is connected to the printing system through a TCP/IP or WSD port, the **Auto Configure** button appears in **Device Settings**. **Auto Configure** updates the Device options list, **Memory**, and overview images to keep the printer driver consistent with the printing system configuration. **Auto Configure** varies by operating system.

Not all installed devices are detected by using **Auto Configure**. Before selecting **OK** in **Device Settings**, check the settings to make sure that they are correct.

Note: The default setting for Windows XP Service Pack 2 is for the Windows Firewall to be set to **On**. The setting can be changed to allow communication between the printing system and your computer. In the Windows **Security Alert** dialog box, click **Unblock**.

Silent Auto Configuration

Silent auto configuration checks the printing system every 10 minutes for changes in optional devices or memory. When a change is detected, the driver is automatically updated with the new settings. **Silent auto configuration** is only available for printing systems installed in Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008, or Windows Server 2008 R2.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Enabling Auto Configuration

The **Auto Configure** button can be used to detect all available device options when the printing system is connected to a network through a TCP/IP port.

- 1 Verify that all optional devices are attached to the printing system, and that it is turned on and ready to print.
- 2 In **Device Settings**, click **Auto Configure**.

In Windows XP, the driver settings are updated immediately.

In Windows 8, Windows 7, Windows Vista, Windows Server 2008, and Windows Server 2012, the **Auto Configure** dialog box opens. Select from Auto configure options:

Auto Configure Now

Click the button at any time to retrieve the current settings from the printing system. It is recommended to do this when the driver is first installed and when **Silent auto configuration** is turned off.

Silent auto configuration

Select to let the driver check the printing system at every occurrence of a fixed time period. The driver regularly checks for any changes in optional devices or memory. When a change is detected, the driver is automatically updated with the new settings.

Memory

This feature displays the amount of memory in the printing system.

Administrator Settings

Administrator Settings lets you set options that include controlling accessibility, displaying features in the interface and setting a password to control access to the **Administrator Settings** options. Selections vary according to printing system model.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

General

In the **General** tab, an administrator can control the display of the Quick Print tab. Some SNMP settings, a job e-mail notification, and other miscellaneous settings can also be selected.

Show Quick Print Tab

This option lets you control the display of the **Quick Print** tab. You can define basic print options into group profiles for improved accessibility.

With a cleared check box for **Show Quick Print tab**, the tab does not appear in the **Printing Preferences** dialog box.

To enable this feature, in **Device Settings > Administrator > General**, select **Show Quick Print tab**.

With a selected check box for the **Show Quick Print tab**, the tab appears in the **Printing Preferences** dialog box. When you select the **Show Quick Print tab** check box, you can access additional check boxes:

Hide other tabs displays only the **Quick Print** tab to the user.

Set Quick Print tab as default opens to this tab when you access **Printing Preferences**.

Hide Edit Quick Print control prevents users from customizing the **Quick Print** tab.

Send Count Information

This option lets you embed count information in the print job, which can be used by some applications for accounting purposes. Count information includes the number of copies produced as well as duplex printing, multiple pages per sheet, color mode, color page count, and paper size values.

When **PDF** is selected in the **PDL settings** dialog box, only color page count information is sent with PDF.

To enable this feature, in **Device Settings > Administrator > General**, select **Send Count information**.

Send Application Name

This option lets you send the application name with a print job, so that a different printing process is used for each application.

This option is unavailable when **PDF** is selected in the **PDL Settings** dialog box.

To enable this feature, in **Device Settings > Administrator > General**, select **Send Application name**.

Associate Profile with Application

This option lets you set all printing from each installed application to use the same driver settings as defined in a profile. Before using this feature:

A profile must be created in the **Profiles** dialog box, accessed from any **Printing Preferences** tab.

An association must be created between a profile and an application in the **Application Based Printing** dialog box, accessed from the **Profiles** dialog box.

This feature is enabled by default. To disable this feature, in **Device Settings > Administrator > General**, clear the **Associate Profile with application** check box.

Note: **Application Based Printing** is only available for 32-bit operating systems.

Password Protect Administrator Settings

You can set **Password protect administrator settings** in the **Administrator Settings** dialog box to prevent unauthorized changes in this dialog box. If selected, this setting prompts you to enter a password and confirm the password. This password protection blocks access to all **Administrator Settings** options.

Setting the Administrator Password

- 1** In **Device Settings > Administrator > General**, select **Password protect administrator settings**.
- 2** In the **Password** dialog box, enter a password, using at least 4 and no more than 16 characters. Reenter the password in **Confirm password** and click **OK**.

Clearing the Administrator Password

- 1** In **Device Settings**, click **Administrator**.
- 2** In the **Enter Password** dialog box, type the password and click **OK**.
- 3** In the **Administrator Settings** dialog box, clear the **Password protect administrator settings** check box and click **OK**.

Hide Factory Default Profile

This option lets you hide or show the **Factory Default** profile in the **Quick Print** tab and the **Profiles** dialog box.

Check box selected: The **Factory Default** profile does not appear in the lists.

Check box clear: The **Factory Default** profile appears in the lists.

SNMP

Simple Network Management Protocol (SNMP) is a set of rules that govern the management of network devices, such as printing systems. These settings determine the level of security when using the **Auto Configure** feature, and prevent unauthorized printing to the SNMPv3 printing system. SNMP settings must be set in the printer driver and in the printing system's home page.

The following options are available:

SNMPv1/v2c

This option ensures successful **Auto Configure** communication using **Read community name** and **Write community name**.

SNMPv3

This option ensures secure **Auto Configure** communication using a user name and password. Authentication and privacy options are available by selecting **Settings**.

Apply to other models

This option displays a list of installed printing systems to apply the selected settings.

SNMPv3 Options

You can select options for secure communication with the printing system.

Authentication

This option provides an algorithm to check that a transferred file has arrived intact. Message Digest 5 (**MD5**) and Secure Hash Algorithm 1 (**SHA1**) are hash algorithms used to authenticate packet data.

MD5

This option provides a cryptographic hash function with a 128 bit hash value. It adds security and protection against Gateway Load Balancing Protocol (GLBP)-spoofing software.

SHA1

This option produces a message digest that is 160 bits long. **SHA1** is the successor to **MD5**.

Privacy

This option uses encryption for secure communication. It is available after you select the **Authentication** option. You may select one **Privacy** option.

DES

This option uses the Data Encryption Standard for encryption. **DES** turns cleartext into ciphertext via an encryption algorithm. It encrypts and decrypts data using 8-byte blocks and a 56-bit key.

AES

This option uses the Advanced Encryption Standard for encryption. **AES** is a symmetric block cipher that can process data blocks of 128 bits, using cipher keys with lengths of 128, 192, and 256 bits. It is more secure than **DES**.

Selecting SNMP Settings

These settings in the driver must be set to match the settings in the printing system's home page.

- 1 In **Device Settings > Administrator > General**, click **SNMP Settings**.
- 2 Select **SNMPv1/v2c** or **SNMPv3**.
For **SNMPv1/v2c**, type the **Read community name** and **Write community name**, to a maximum of 32 characters, and click **OK**.
For **SNMPv3**, type a **User name** to a maximum of 32 characters, and a **Password** from 8 to 32 characters.
- 3 To set authentication and privacy options for **SNMPv3**, click **Settings**.
- 4 In the dialog box, select from the available options.
- 5 Click **OK**.
- 6 Optional: Under **Apply to other models**, you can select all or any available models. You can also click **Select All** or **Clear All**. The **SNMP** settings are applied to all selected models.

Job E-mail Notification

This option lets you send an e-mail address with a print job. When the job finishes printing, the device sends an e-mail notification to the e-mail address. This is useful when the device is printing many jobs and a user must wait for a job to print.

For a restricted user in a client/server environment, the **Administrator** button in **Device Settings** becomes the **Identity** button. A user can enter e-mail notification data in the **Identity Settings** dialog box.

Selecting E-mail Notification Options

You can send an e-mail address with a print job, to notify you when the job finishes printing.

- 1 In **Device Settings > Administrator > General**, select **Notify when printing is completed**.
- 2 Choose an e-mail address option:
Select **Use specific e-mail address**, and type a valid e-mail address. In a client/server environment, a client user can change this address.
Select **Prompt for e-mail address**, and click **OK**. When you click **OK** in the **Print** dialog box, type a valid e-mail address in the **Print Options** or **Identity Settings** dialog box, and click **OK**.
- 3 Click **OK** in The **Administrator Settings** and **Properties** dialog boxes.

Lock Settings

An administrator can specify settings at the tab or feature level in the driver, and then lock them. The settings are then applied to all print jobs, and changes are restricted. The settings are locked in **Device Settings > Administrator > Lock Settings**. For example, a driver setting could be set for printing duplex documents. This would save paper, resulting in cost savings and ecological benefits.

Locking a setting will also lock the feature where it appears in other tabs. For example, selecting **Duplex** will also select and lock that feature in the **Quick Print** and **Basic** tabs.

The administrator can also set a password that is required to temporarily unlock a feature.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Lock Settings Options

The **Lock Settings** tab displays driver settings that an administrator can lock. Once locked, user changes are restricted and the settings are applied to all print jobs. Once the settings are made, the **Password settings** option can be accessed. This lets an administrator control usage of paper and toner amounts:

Black & White mode

This option disables all color settings in the driver and prints all jobs with black toner only.

EcoPrint

This option locks the **EcoPrint** setting.

Duplex

This option locks the current **Print on both sides** setting selected in the **Quick Print** or **Basic** tab.

Multiple pages per sheet

This option locks the current **Pages per sheet** setting in the **Quick Print** tab and the **Multiple pages per sheet** setting in the **Layout** tab. The **Pages per sheet** option in the **Layout** tab is not locked.

Profile with application

This option locks a defined profile of driver settings by application.

Job tab

This option locks settings selected in the **Job** tab.

Security settings

This option locks the **Security Watermark** in the **Advanced** tab. **Security Watermark** is an optional plug-in.

Password settings

The password set by the administrator temporarily unlocks the selected driver features. It prompts the user for a password. When the administrator sets the password, the **Unlock** icon appears in the driver tabs or the **Application Based Printing** dialog box. To unlock a feature, click **Unlock** and type the password.

Locking Driver Settings

- 1** In **Device Settings > Administrator**, click **Lock Settings**.
- 2** Select the check box for each driver feature to be locked.
- 3** Select the **Password settings** check box if you wish to set a password to temporarily unlock settings.

In the **Password Settings** dialog box, type a password from 4 to 16 characters. Retype the password in **Confirm password**, and click **OK**.

To remove the password, clear the **Password settings** check box. In the **Unlock Password** dialog box, type the password, and click **OK**.

- 4 To save your **Lock Settings** selections, click **OK**.

When a password is set, the **Unlock** icon appears in driver tabs where the locked features appear. To unlock a feature and change its settings temporarily, click **Unlock** and type the password.

User Login

User login provides job restriction by user, in contrast to the **Job accounting** feature, which assigns privileges by division or department. A maximum of 1000 login user names and passwords can be registered at the printing system and 1000 User IDs and passwords can be stored in the printer driver for use with multiple printing systems.

User login adds users with a **user name** and **password**. The user name can be in user principal name (UPN) format: username@domain.com. The UPN format supports multiple domains. The UPN format is not needed if the default domain registered in the device is used.

This feature limits printing privileges to specified users for secure printing and accounting. The number of pages printed by each user will be tracked by the printing system.

Users added in the printer driver must also be manually registered at the printing system's operation panel.

In a client/server environment, some options are unavailable to a client computer.

For a restricted user in a client/server environment, the **Administrator** button in **Device Settings** becomes the **Identity** button. A user can enter User Login data in the **Identity Settings** dialog box.

User Login Options

User login settings selected in the driver are applied to every print job sent from your computer.

Use specific name

This option can be used to specify a name and password to use the same **User login** for every print job. If this option is selected, the user does not have to type the name and password for each print job.

A client computer in a client/server environment can accept the default name and password set by the administrator or type another name and password. Clicking **Reset** restores the default values.

Prompt for name

This option prompts the user for a name and password. You can use a name that is not on the list, and the name is not added to the list. When sending a print job, type a name and password when prompted, then click **OK** to print.

Prompt for name and validate

This option prompts for a name and password. For the job to print, the name and password entered must be on the **Login user name** list. You can use the **Login user names** entered in the **Login user name** list of the driver. When sending a print job, type a name and password when prompted, then

click **OK** to print. This option ensures that the job prints, only after verifying that the selected name is saved in the driver.

Validate user name (computer) or prompt for login user name

This option searches for the Windows **User name** in the driver's **Login user name** list. Validation is done every time the user prints a job. If the Windows **User name** exists in the **Login user name** list, the associated driver **Login user name** and password from the list are used for the print job. To release the print job, the user must enter the **Login user name** and password at the printing system operation panel.

If a match is not found, the driver checks for administrator or user permissions. With user permissions, the print job is canceled, and the user is prompted to contact an administrator to establish printing permissions. With administrator permissions, the driver prompts for the **Login user name** and password. Along with the Windows **User name**, these are then added to the list so succeeding print jobs do not require the user to enter a **Login user name** and password again.

Login user name

Click to add, delete, edit, import, or export login user names and passwords. Once a **Login user name** list is created, the list can be exported as a group by saving it as a text file (.CSV, .KXC., and .TXT). To import a **Login user name** list, browse for an existing list and save it in your printer driver.

Printing with User Login

After login user names are assigned and user login mode is set to **On** at the printing system, you can choose **User login** to print in user login mode.

In a client/server environment, the client is automatically set to the **User Login** selection made in the server.

1 In **Device Settings > Administrator > User Login**, select **User Login**.

2 Select a **User Login** option:

Use specific name

Prompt for name

The remaining **User Login** options become available when you create a login user name list.

Note: If you select the **Use specific name** or **Prompt for name** option, continue to step 5.

3 Under the **Login user name** list, click the buttons to view and manage the list.

4 Select from the remaining **User Login** options:

Prompt for name and validate

Validate user name (computer) or prompt for login user name

5 Click **OK** in all dialog boxes.

6 Print the document from the application.

- 7 When the **Print Options** or **Identity Settings** dialog box appears, type or select a name and password, and click **OK**. Login is required for some options.

Job Accounting

Job accounting gives an administrator control of a printing system. With **Job accounting**, account IDs (identification numbers) can be assigned to users or departments. A specific account ID can be assigned, and then required before printing. After account IDs are created, from the printing system operation panel you can view the number of copies associated with a specific ID, as well as limit the number of copies for individual IDs. Account IDs can be a maximum of 8 digits.

Note: **Job accounting** must be set to **On** at the printing system. A maximum of 1000 account IDs can be assigned at the printing system and stored in the printer driver. The maximum number varies by printing system model.

In a client/server environment, some options are unavailable to a client.

For a restricted user in a client/server environment, the **Administrator** button in **Device Settings** becomes the **Identity** button. A user can enter Job Accounting data in the **Identity Settings** dialog box.

Job Accounting Options

Job accounting supports the following options:

Use specific account ID

Select this option to track the print jobs of a user or group with an account ID. It sends the account ID with each print job. An administrator can restrict a user or group from changing their account ID by using the **Password protect administrator settings** in the **Administrator Settings** dialog box.

A client computer in a client/server environment can accept the default account ID set by the administrator or type another account ID. Clicking **Reset** restores the default values.

Prompt for account ID

Select this option to track the print jobs of a user or group with an account ID as well as prompt for an account ID. At the time a print job is sent, the user is prompted to enter a Job accounting ID.

Prompt for account ID and validate

Select this option to prompt for an account ID that is saved in the driver. When sending a print job, type an account ID when prompted, and then click **OK** to print. The account ID is validated against the account ID list. If typed incorrectly, you are prompted to type it again.

Display account ID list

Select this option to display the account ID list at the time of printing. The print job can be assigned to a user or group. The account ID list is stored in the driver and more than one ID must be established for the list to appear.

Account IDs

Add, edit, or delete account IDs from the list stored in the driver. Account ID descriptions match the user or group with an account ID. After an account ID list is created, the list can be exported as a group by saving it as a text file (.CSV, .KXC, .TXT). To import an account ID list, browse for an existing list and open it.

Printing with Job Accounting

- 1 In **Device Settings > Administrator > Job Accounting**, select **Job accounting**.
- 2 Select a **Job Accounting** option:
 - Use specific account ID**
 - Prompt for account ID**

The remaining **Job accounting** options become available when you create an account ID list.

Note: If you select the **Use specific account ID** or **Prompt for account ID** option, continue to step 5.

- 3 Under the **Account IDs** list, click the buttons to add, delete, edit, import, or export **Account IDs** in the list.
- 4 Select from the remaining **Job accounting** options:
 - Prompt for account ID and validate**
 - Display account ID list**
- 5 Click **OK** in all dialog boxes.
- 6 Print the document from the application.
- 7 For some options, when the **Print Options** or **Identity Settings** dialog box appears, type or select an account ID, and click **OK**.

Policy Manager

Policy Manager is a server-based application that provides centralized user authentication, authorization, user access control, and secure pull printing features. The KYOCERA Net Policy Manager application must be installed separately. It is also necessary to make settings in the printer driver **Device Settings > Administrator > Policy Manager** to integrate with Policy Manager. This Policy Manager driver feature is installed as an optional component of the driver.

The XPS driver does not support Policy Manager. For more information about Policy Manager, please contact your printing system dealer.

An administrator can set the Policy Manager server and user information for users and groups to print according to defined policies.

When policies restrict printing features, Policy Manager reconfigures the printer driver so that the restricted printing features are unavailable to the user or group. The **Policy Manager** options let you choose how conflicts are handled between a policy and a driver selection.

Secure pull printing lets the user choose a printing system after the job is sent. To use the secure pull printing feature, the driver must be connected to the Policy Manager spooler server using the Policy Manager spooler port. Print jobs are held in the Policy Manager spooler server until the user is authenticated on the printing system.

When KYOCERA Net Policy Manager 2.0 is installed, the driver displays user accounting information while printing.

For a restricted user in a client/server environment, the **Administrator** button in **Device Settings** becomes the **Identity** button. A user can enter Policy Manager data in the **Identity Settings** dialog box.

Selecting Policy Manager Options

After Policy Manager is installed and the server is set up, you can use the printer driver's **Policy Manager** tab to set server and user information.

- 1 In **Device Settings** > **Administrator** > **Policy Manager**, select **Policy Manager**.
- 2 Enter the server address and port number.
- 3 Select an authentication option:
 - Use Windows authentication**
Select to use Windows login information for Policy Manager authentication. The **Policy Manager Login** dialog box does not appear during printing unless Windows authentication fails. If selected, continue to step 5.
 - Use specific name**
Select to enter specific login information. When selected, continue to step 4.
- 4 Type the **Login user name** and **Password**. For some models, type the user name after the domain name that appears automatically, or you can remove the domain name. The Login user name can be in the user principal name (UPN) format to support multiple domains: username@domain.com
- 5 You can select **No notifications for policy conflicts** if you do not want a message to appear when policy conflicts occur during printing. When selected, choose a printing result:
 - Continue printing**
Apply the policy and print the job
 - Cancel printing**
Cancel the print job
- 6 You can select **Display user accounting information** if you want an accounting information message to appear after printing. The message displays a summary of pages printed. Printing limits and pages remaining also appear if limits were set in Policy Manager.
- 7 Click **OK** in all dialog boxes.

Printing with Policy Manager

With **Policy Manager** set to on in the driver, you can send a private and secure print job.

- 1 Print the document from the application. You can click **Preferences** or **Properties** to open the **Properties** dialog box and view printing restrictions set by the policy.

- 2 If the **Policy Manager Login** or **Identity Settings** dialog box appears, enter a Login user name and password. This dialog box is generated when an invalid or blank Policy Manager user name or password is set in the driver. The **Policy Manager Login** dialog box does not appear if **Use Windows authentication** is selected in **Administrator > Policy Manager**, except when the Windows authentication fails.
- 3 You can click **Do not ask again** to use the most recently-saved Login user name and password for each print job. When selected, the **Policy Manager Login** dialog box does not appear again.
- 4 Click **Log in** to send the print job to the KYOCERA Net Policy Manager spooler server, where the Login user name and password are authenticated. Otherwise you can print directly to the printing system instead of using the KYOCERA Net Policy Manager spooler server.

The print job appears in the **Spooler** folder in KYOCERA Net Policy Manager or in Client Viewer.
- 5 Before the job is printed, the **Print Options** dialog box appears with information about your print quota. Click **OK** to continue.
- 6 After the print job is sent to the KYOCERA Net Policy Manager spooler server, the **Policy Manager** dialog box appears displaying a summary of pages printed. Printing limits and the number of remaining pages also appear if limits were set in Policy Manager. Click **OK**.
- 7 On the printing system's operation panel, enter the Login user name and password to print all jobs under the Login user name. You can print from any printing system managed by the KYOCERA Net Policy Manager server.

User Settings

User Settings lets you specify user and department names, select the default unit of measure, and change the driver display language.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Identification

Identification lets you identify your print job with a **User name** and **Department** name, to a maximum of 31 characters. The **User name** can be used to identify a print job stored on the hard disk.

Setting User Identification

- 1 In **Device Settings > User**, type your preferred name in the **User name** text box.
- 2 Type your department or group name in the **Department** text box.
You can type a maximum of 31 characters in the **User name** and **Department** text boxes.
- 3 Click **OK** in the **User Settings** and **Properties** dialog boxes.

Units

You can set **Inches** or **Millimeters** as the unit of measurement. This is used for the following settings:

Custom page size setting in the **Page Sizes** dialog box in the **Basic** tab.

Spacing setting in the **Add Watermark** and **Edit Watermark** dialog boxes in the **Advanced** tab.

Poster settings in the **Layout** tab.

Gutter settings in the **Layout** or **Finishing** tab.

Index tab dividers settings in the **Publishing** tab.

Selecting a Unit of Measurement

- 1 In **Device Settings** > **User**, select **Inches** or **Millimeters**.
- 2 Click **OK** in the **User Settings** and **Properties** dialog boxes.

Language Preference

The **Language preference** option specifies the user interface language of **Device Settings** in **Properties** and all tabs of **Printing Preferences**.

Available languages vary depending on your locale and your computer settings.

Setting Language Preference

- 1 In **Device Settings** > **User**, select the desired language from the **Select language** list.
- 2 Click **OK** in the **User Settings** and **Properties** dialog boxes.

PDL (Page Description Language)

A Page Description Language (PDL) specifies the contents and layout of a printed page. In **Device Settings**, you can choose from **PCL XL**, (Printer Command Language XL), **PCL 5c**, **KPDL** (an emulation of PostScript printing), or **PDF** (Portable Document Format). To add **PDF** to the list of PDL choices, you must install the **Output to PDF** plug-in. The printer default is **PCL XL**, which is suitable for most printing purposes.

After you select a PDL, the selection appears in the lower corner of the overview image in **Device Settings** and in all **Printing Preferences** tabs. You can change the PDL temporarily from any **Printing Preferences** tab.

In **GDI compatible mode**, vector graphics are rasterized for printing as bitmap images. Use the **GDI compatible mode** option to improve the output quality of the graphic created by the application.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

If your application supports the XML Print Specification, then XPS printing can be performed after installing the XPS driver. With the XPS driver, the only available PDL is **XPS**.

PDL Options

The PDL options, available in the **PDL Settings** dialog box, are accessed in **Device Settings**.

PCL XL

The most recent version of HP PCL and PCL 6. This PDL includes PCL 5c features. PCL XL lacks backward compatibility with earlier PCL versions, though it is enhanced over PCL 5c in these areas:

- Reduced file size
- Better print speed
- Faster return to application

PCL 5c

- Fully compatible with earlier PCL versions
- Bidirectional communication support
- Wide selection of fonts for use with Microsoft Windows applications
- Complex graphics might not print as well

KPDL

KPDL is used when printing from applications that support PostScript 2 or 3.

- An emulation of PostScript printing
- Strong graphics reproduction
- Print speeds may be slower than PCL 5c
- Requires more printing system memory than PCL 5c
- Enables native TrueType font downloading
- Supports most Graphics settings options

PDF

Output to PDF is a plug-in feature that lets you print and save documents from multiple sources to Adobe PDF. This feature can be used as an alternative to existing commercial applications for creating PDF documents. Documents saved as PDF retain their original appearance, and can be viewed and printed on Windows, Mac OS, and UNIX platforms.

For a document using mixed paper sizes, all pages in the PDF use the size of the first page.

Note: With **PDF** selected in the **PDL Settings** dialog box, only a limited set of driver options are available.

PDL Settings

When you click the **Settings** button, the available options are:

PCL XL Settings or KPDL Settings

Enable smart duplex printing

This option automatically keeps a sheet of paper from being sent through the duplex unit if the sheet will only be printed on one side. The duplex unit will be bypassed for the following types of print jobs: a one page document, one page from a multi-page document, or a multi-page document that prints onto a single sheet. Selecting this option can reduce wear on the mechanical duplex unit, and result in comparatively faster printing times.

PCL XL Settings

Skip printing blank pages

This option prevents the printing system from outputting any page that contains no data, or that has, at most, one space character. Selecting this option can save paper, and result in comparatively faster printing times. This feature is for regular printing (not for booklet, duplex or multiple pages per sheet).

KPDL Settings

Allow data passthrough

This option reduces errors when printing complex jobs from applications that use PostScript formatting. When selected, **EMF spooling** is not available in the **Advanced** tab.

PDF Settings

Provides options for printing and saving documents to Adobe PDF format. See PDF topics for details.

Selecting a PDL in Device Settings

You can select a default page description language (PDL) and additional settings. You can also change the PDL temporarily from any **Printing Preferences** tab.

- 1 In **Device Settings > PDL**, select the desired page description language from the **Select PDL** list.
- 2 You can select the **GDI compatible mode** option to improve the output quality of graphics created by your application.
- 3 Click **Settings** if the PDL is set to **PCL XL**, **KPDL** or **PDF**.
 - If you select **PCL XL**, you can click **Settings** to open the **PCL XL Settings** dialog box and select **Skip printing blank pages**, and **Enable smart duplex printing**.
 - If you select **KPDL**, you can click **Settings** to open the **KPDL Settings** dialog box and select **Allow data passthrough** and **Enable smart duplex printing**. Note that if you select **Allow data passthrough**, **EMF spooling** is unavailable in the **Advanced** tab.
 - If you select **PDF**, you can click **Settings** to open the **PDF Settings** dialog box.
- 4 Click **OK** in the **PDL Settings** and **Properties** dialog boxes.

PDF

Output to PDF is a plug-in that lets you print and save documents from multiple sources to Adobe PDF format. This feature can be used as an alternative to existing commercial applications for creating PDF documents. Documents saved as PDF retain their original appearance, and can be viewed and printed on Windows, Mac OS, or UNIX operating systems.

For a document using mixed paper sizes, all pages in the PDF use the size of the first page.

Note: With **PDF** selected as the PDL, only a limited set of driver options are available.

PDF Options

You can select **PDF** options if you have installed the **Output to PDF** plug-in. The **PDF Settings** dialog box contains the following options:

PDF Settings

Embed fonts

This option ensures that document fonts appear accurately in the **PDF** file on screen. This option ensures accurate reproduction but significantly increases the file size.

Compress data

This option enables flat compression for the generated **PDF** document. This option significantly reduces the file size. Additional compression options are available within Adobe Acrobat.

Security

This option applies encryption to the **PDF** document. Click **Settings** for additional **Security** settings. See the next section for details.

Print and save

This option lets you print and save a document as a PDF file. Click **Settings** for additional **Print and save** settings.

Security Settings

This option lets you select an encryption level and create passwords for the generated **PDF** file.

The following security options are available:

Encryption

Encryption provides password protection so that a document cannot be opened or altered by unauthorized users.

Arc4 40

This encryption option provides low level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 6.0, or later.

Arc4 128

This encryption option provides low level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 6.0, or later.

AES 128

This encryption option provides high level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 7.0, or later.

AES 256

This encryption option provides high level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 9.0, or later.

Passwords

Select passwords for changing security settings and for opening a document. Passwords are supported to a maximum of 16 characters in length.

Require password to change security settings

Type an **Owner password**. Within Adobe Acrobat, this password is required to change the document restrictions in the **Files > Properties > Security** section. When a document with this password is opened in Adobe Reader, it cannot be printed or edited, and document data cannot be copied.

Require password to open document

Type a **User password**. The user password must be entered at the time the PDF document is opened. This password must be different from the owner password.

Print and Save Settings

This option lets you print and save a document as a PDF file.

Save to file only

A PDF file is created and saved locally.

Save to file and print

A PDF file is created, saved locally, and sent to print.

After you select between these two options, you can choose the following option:

Automatically save to default file

A PDF file can be saved automatically as a default file to be used again.

You can then select from the following options:

Replace default file

This option replaces an existing file having the default file name KxPdf.pdf.

Use default file + date and time

This option lets you use the default name and add a date and time stamp each time the document is saved.

Default file directory

This option lets you browse to a location to save your PDF.

Printing and Saving to PDF

You can print a document and save it to Adobe PDF, if you have installed the **Output to PDF** plug-in.

- 1 In **Device Settings** > **PDL**, in the **Select PDL** list select **PDF**.
- 2 Click **Settings**.
- 3 In the **PDF Settings** dialog box, select **Print and save**.
- 4 Click **Settings**, and select from print and save options. See the **PDF Options** topic for details.
- 5 Click **OK** in all dialog boxes.
- 6 Open and print the document.
- 7 Name and save the PDF file.

XPS Driver

In Windows 8, Windows 7, Windows Vista, Windows Server 2008, and Windows Server 2012, the XML Paper Specification (**XPS**) Page description language

provides the most efficient method for displaying, processing, and printing documents. As both a PDL and a document format, **XPS** requires compatible printer hardware and software written for the Windows Presentation Foundation (WPF) architecture. **PCL** and **KPDL** are not compatible with an **XPS** environment. Therefore, an **XPS** driver supports a single PDL setting. The **XPS** driver can be installed from the **Product Library** disc. In the **Installation Method** menu, click **Custom Mode**, and on the **Custom Installation** page, select **KX XPS DRIVER**.

To view a print to file **XPS** document, download and install the Microsoft XPS Viewer.

Compatibility Settings

Compatibility Settings lets you specify media source values, override the application's **Collate** setting, and combine the **Source** and **Media type** lists in the **Basic** tab.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Media Source Enumeration

Media source enumeration supports compatibility for media source values unique to the printer driver, such as those for cassettes or feeders. Your newly installed printer driver maintains identical media source support with the driver it replaces, whether for this driver or one from another manufacturer. If media source macros exist for the older driver, then the alignment of media source values maintains support without the need to change the macros.

Use the **Driver Info** utility (\Utility\Driver Info\DrvInfo.exe) to compare the source values for all installed drivers.

If the values for a given media source differ between printer drivers, you can reassign an enumerated value to create a match between the drivers.

Setting Media Sources

- 1** In **Device Settings > Compatibility**, from the **Media source enumeration** list select the paper supply method. The current value is listed in the **Enumerated value** box.
- 2** Type an **Enumerated value** for the media source, and click **Apply**. To align settings with a different driver, this value should align with those in the other driver.
- 3** Click **OK** in the **Compatibility Settings** and **Properties** dialog boxes.

You can restore all the options in **Compatibility Settings** to the default by clicking **Reset**.

Ignore Application Collation

This option bypasses the **Collate** setting in software applications, and gives priority to the printer driver setting.

With the check box selected, the printer driver **Collate** setting is used.

With the check box cleared, the application **Collate** setting is used.

Selecting Printer Driver Collation

1 In **Device Settings > Compatibility**, select **Ignore application collation**.

2 Click **OK** in the **Compatibility Settings** and **Properties** dialog boxes.

You can restore all the options in **Compatibility Settings** to the default by clicking **Reset**.

Combine Source and Media Type Lists

You can change the driver's **Basic** tab so that **Media type** and **Source** are combined into one list, labeled **Source**. In the combined list, Media types are listed first, followed by cassettes and **MP tray**.

Creating a Combined Source List

1 In **Device Settings > Compatibility**, select **Combine source and media type lists**.

2 Click **OK** in the **Compatibility Settings** and **Properties** dialog boxes.

You can restore all the options in **Compatibility Settings** to the default by clicking **Reset**.

Removing a Plug-in

You can remove an installed plug-in from the driver. If removed, the plug-in features do not appear in the driver interface.

Note: To remove the **Output to PDF** module, **PDF** must not be selected as the PDL.

1 In **Device Settings**, click **Kyocera logo > Plug-in**.

2 Select a plug-in module from the list and click **Delete**, then **Yes**.

3 Click **OK** in all dialog boxes.

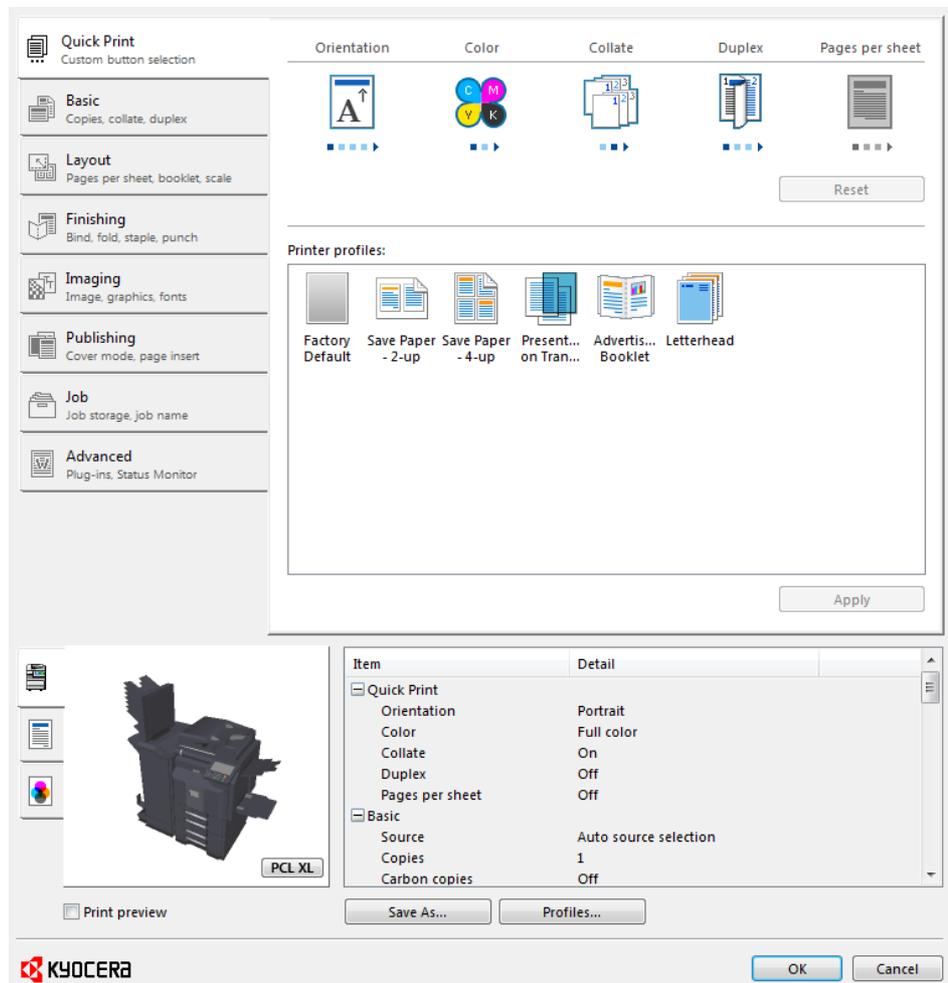
4 Quick Print

In the **Quick Print** tab, you can apply basic print settings to print jobs. Any **Quick Print** settings can be saved as a group, called a profile, and applied to any print job. Profiles support common printing tasks.

The administrator can set the view of the **Quick Print** tab through the installation process, or in **Device Settings > Administrator > General**.

This chapter can be used as a separate **Quick Print** user guide when KX Driver support is controlled by an administrator.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Orientation

Click the **Orientation** icon repeatedly to change between portrait, landscape, rotated portrait, and rotated landscape printing formats. The rotated options rotate the job orientation 180 degrees.

Color

Color lets you choose full-color printing or printing with black toner only. When the selection appears in color, all color settings in the driver are enabled. Color cannot be chosen if **Black & White mode** is selected in **Device Settings > Administrator > Lock Settings**.

Click the **Color** icon to change between full color and black and white printing.

Collate

Collate specifies the order in which the pages of a multiple copy job are printed. With **Collate** on, the first time the print job is sent to the printing system the data is rendered as page images in the printing system's memory. The remaining job copies are printed from the stored data. This avoids the extra processing involved in sending every copy from the computer to the printing system.

Click the **Collate** icon to change between on and off.

With **Collate** on, the driver prints the complete job set by set (123, 123). With **Collate** off, it prints each page by set (111, 222). For example, with **Collate** on, three copies of a five-page document output as pages one through five in succession, three times.

The printer driver automatically overrides the application's **Collate** setting and uses the printer driver setting. You can use the application's **Collate** setting by clearing the **Ignore application collation** check box in the **Compatibility Settings** dialog box accessed from **Device Settings**.

If **Collate: On (reverse order)** is selected, the printed pages appear in reverse order (321, 321). This option is available when **Printer default** is not selected under **Destination** in the **Basic** tab.

Duplex Printing

Duplex printing is printing on both sides of each page. Click the **Duplex** icon repeatedly to change between flipping on long edge, flipping on short edge, and off. The printing system contains a duplex unit that turns the paper over to allow printing on the reverse side. **Flip on long edge** or **Flip on short edge** must be selected to print on both sides of the cover and insert pages.

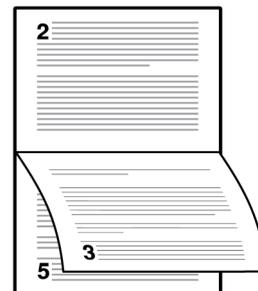
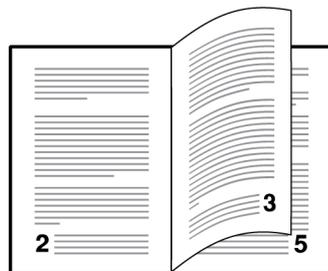
Flip on long edge

Turn the long edge of the page to view the content.

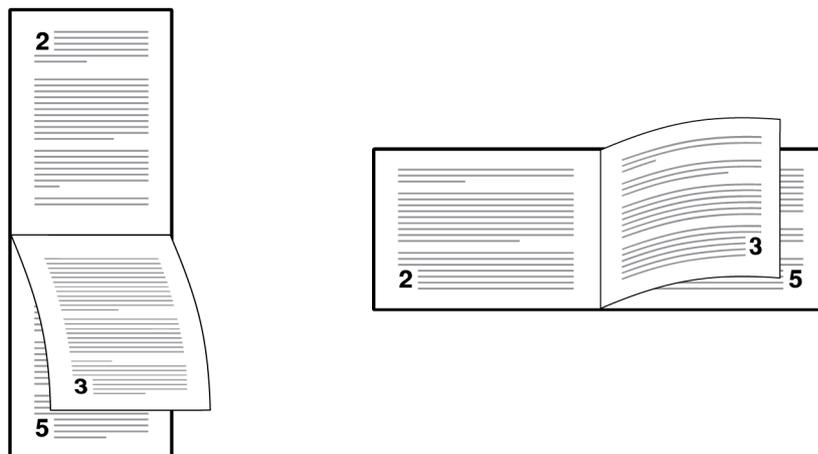
Flip on short edge

Turn the short edge of the page to view the content.

Flip on long edge



Flip on short edge



Pages per Sheet

Pages per sheet prints several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper. The size and readability of the multiple pages decrease as the number of pages per sheet is increased. Click the **Pages per sheet** icon repeatedly to change between 2 pages per sheet, 4 pages per sheet, and off. You can set the arrangement of the pages from the **Layout** tab as well as print borders around each of the pages.

When **Pages per sheet** is selected, **Scaling**, **Full bleed**, and **Poster** are unavailable in the **Layout** tab.

EcoPrint

EcoPrint changes the text and graphics to appear lighter in the print job. **EcoPrint** does not increase print speed. Click the **EcoPrint** icon to change between on and off.

Staple

The **Staple** feature lets you create stapled document sets. Click the **Staple** icon to change between stapling (**On**) and not stapling (**Off**) the print job. Additional staple options can be selected in the **Finishing** tab.

Punch

The **Punch** feature places punches along the edge of the printed pages so that the pages can be bound together or placed in a binder. Click the **Punch** icon to change between punching (**On**) and not punching (**Off**) the print job. Additional punch options can be selected in the **Finishing** tab.

Edit Quick Print

The assortment of icons at the top of the **Quick Print** tab can be customized to include features that you use most often. Any number of icons from 0 to 5 can be displayed. All icons can be removed from view if you want to use only the **Printer profiles** options in the **Quick Print** tab.

The number of available features depends on the printing system model. If a feature, such as **Staple**, is added to the **Quick Print** tab but a finishing device is not installed, the icon appears as unavailable. Once the device is installed and selected in **Device Settings**, the icon becomes active.

Note: An administrator can hide the **Edit Quick Print** button by selecting **Hide Edit Quick Print control** in **Device Settings > Administrator**. The **Edit Quick Print** button is unavailable when the driver is accessed from an application's **Print** dialog box.

Editing Quick Print Options

You can select from a limited set of driver features to appear in the **Quick Print** tab.

- 1 Depending on your operating system:
 - Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
 - Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
 - Windows Vista and Windows Server 2008: click **Control Panel** and then click or double-click **Printers**.
 - Windows XP and Windows Server 2003: click **Start > Printers and Faxes**.
- 2 Right-click your printing system model, then click **Printing Preferences**.
- 3 Select the **Quick Print** tab.
- 4 Click **Edit Quick Print**.
 - To add a feature to the **Quick Print** tab, select the feature under **Available controls**, and click the right arrow to move the feature to **Selected controls**. A maximum of 5 features can appear under **Selected controls**.
 - To remove a feature from the **Quick Print** tab, select the feature under **Selected controls**, and click the left arrow to move the feature to **Available controls**. To use only the **Profiles** in the **Quick Print** tab, move all features to **Available controls**.
 - Click the up and down arrows to change the position of the features under **Selected controls**. The feature at the top appears on the left in the **Quick Print** tab.
 - To restore the list to factory default options, click **Reset**.
- 5 After making your selections, click **OK**.

Profiles

You can save printer driver settings as a profile. You can select multiple options in the **Quick Print** tab and the other **Printing Preferences** tabs, save them to a profile, and use all of them at once when you apply the profile. You can then use that profile to print the same type of print job again without having to reselect all the settings. In **Printing Preferences**, the **Save as** and **Profiles** buttons appear at the bottom of all tabs.

A maximum of 26 profiles can be established in one driver, including the **Factory Default** profile. In **Device Settings > Administrator**, you can choose to hide the **Factory Default** profile. Settings made in **Device Settings** tab cannot be saved to a profile.

Any profile except **Factory Default** can be edited, imported, and exported.

Selecting a Profile

Quick Print tab

- 1 In the **Quick Print** tab, select a profile. The settings list shows a summary of settings for that profile.
- 2 Click **Apply**.
- 3 Click **OK**.

Profiles dialog box

- 1 In any of the **Printing Preferences** tabs, click **Profiles**.
- 2 In the **Profiles** dialog box, select a profile. The settings list shows a summary of settings for that profile.
- 3 Click **Apply**.
- 4 Click **OK**.

Saving a Profile

The Save As Button

- 1 Set the printing options you want for your print job by opening **Printing Preferences** and selecting all your driver settings.
- 2 In any tab, click **Save as**.
- 3 To identify the profile, type a **Name**, select an **Icon**, and type a **Description**.
- 4 Click **OK** to save the profile.

The newly added profile appears in the **Profiles** dialog box and the **Quick Print** tab.

Note: To reset the printer driver to default settings, select the **Factory Default** profile, if available, and then click **Apply**. This clears the settings of a selected profile.

You can remove a profile by clicking **Profiles** to open the **Profiles** dialog box. Select the profile in the **Select profile** list and click **Delete**. You cannot delete the **Factory Default** profile.

The Profiles Button

- 1 Set the printing options you want for your print job by opening **Printing Preferences** and selecting all your driver settings.
- 2 In any tab, click **Profiles**.
- 3 Click **Save**.
- 4 To identify the profile, type a **Name** for the new profile, select an **Icon**, and type a **Description**.
- 5 Click **OK** to save the profile.
The newly added profile appears in the **Profiles** dialog box.
- 6 Click **OK** to close the dialog box.

Note: To reset the printer driver to default settings, select the **Factory Default** profile, if available, and then click **Apply**. This clears the settings of a selected profile.

You can remove a profile by clicking **Profiles** to open the **Profiles** dialog box. Select the profile in the **Select profile** list and click **Delete**. You cannot delete the **Factory Default** profile.

Editing a Profile

- 1 In any tab, click **Profiles**.
- 2 In the **Select profile** section, select the profile to be edited, and then click **Edit**.
- 3 You can edit any of the three options: **Name**, **Icon** and **Description**.
- 4 Click **OK** to save the edited changes.
The newly edited profile appears in the **Profiles** dialog box and the **Quick Print** tab.
- 5 Click **Apply** to use the selected profile to the current print job, or click **OK** to close the dialog box.

Importing a Profile

- 1 In any tab, click **Profiles > Import**.
- 2 Browse for an existing profile (.KXP), select it, and then click **Open**.
A message appears if any of the profile settings in the imported file are unavailable in the existing driver. Select **Yes** to import the profile, or **No** to cancel the import.
If you selected **Yes**, the newly imported profile appears in the **Profiles** dialog box.

- 3 Click **Apply** to use the selected profile for the current print job, or click **OK** to close the dialog box.

The newly added profile appears in the **Quick Print** tab.

Exporting a Profile

- 1 In any tab, click **Profiles**.
- 2 In the **Select profile** section, select the profile to be exported, and then click **Export**.
- 3 In the **Export Profile** dialog box, name and save the profile.
- 4 Click **OK** to close the **Profiles** dialog box.

Application Based Printing

An administrator can associate a profile with an application so that all printing from the application uses the same profile settings. This makes profiles easier to use and ensures consistent printing from an application. For example, a duplex printing profile can be applied to all spreadsheet printing to save paper, or reports in Microsoft Word can be set to print with consistent stapling and print quality.

Associations between profiles and applications can be created at any time in the **Application Based Printing** dialog box, accessed from the **Profiles** dialog box. A maximum of 25 associations can be created. To use the associations in printing, you must select **Associate Profile with application** in **Device Settings > Administrator > General**.

Note: **Application Based Printing** is only available for 32-bit operating systems.

In a client/server environment, a user on a client computer can view details about server associations but cannot change settings or select another profile.

Adding an Association

- 1 In any tab, click **Profiles**.
- 2 In the **Profiles** dialog box, click **Application**.
- 3 In the **Application Based Printing** dialog box, click **Add**.
- 4 In the **Add Association** dialog box, enter a name for the association, to a maximum of 31 characters.
- 5 Under **Select application**, choose an application by one of the following methods:

Select **Application name**, and select an installed application from the list.

Select **Filename (*.exe)**, and enter a valid executable file name (.EXE) for an application that allows printing, or click **Browse** to find a file located on your computer.

- 6 Under **Select profile**, select a profile from the list.
- 7 Click **OK** in the **Add Association** and **Application Based Printing** dialog boxes to create the association.

You can remove an association by selecting it and clicking **Delete**.

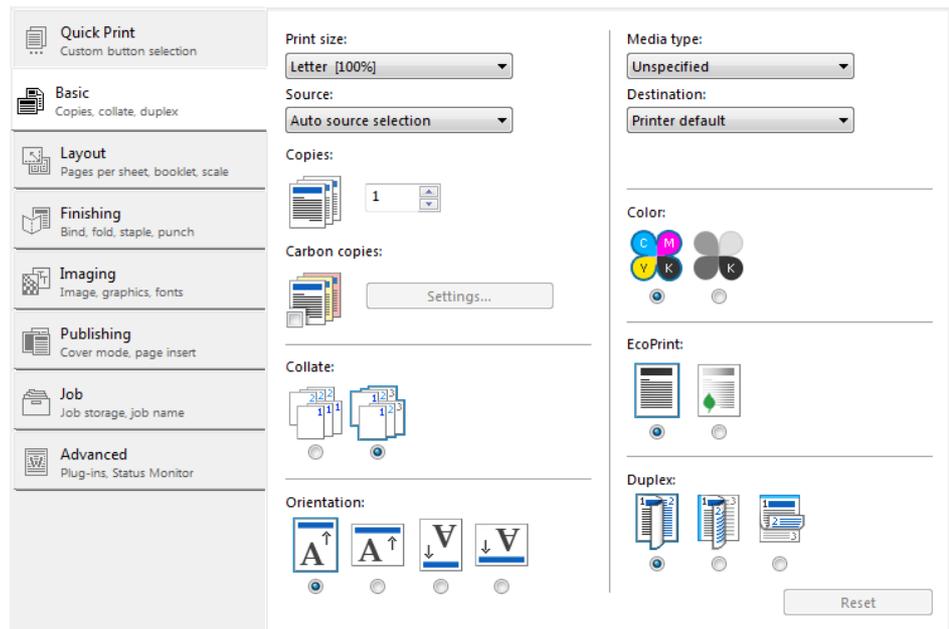
Editing an Association

- 1 In any tab, click **Profiles**.
- 2 In the **Profiles** dialog box, click **Application**.
- 3 In the **Application Based Printing** dialog box, select the association to be edited and click **Edit**.
- 4 In the **Edit Association** dialog box, you can change desired settings under **Association name**, **Select application**, or **Select profile**.
- 5 Click **OK** in the **Edit Association** and **Application Based Printing** dialog boxes to save the revised association.

5 Basic

In the **Basic** tab, you can specify the most commonly used printer driver settings.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Print Size and Page Size

Print size controls the output page size of the document. To use this setting, ensure that the **Page Sizes** setting matches the page size setting in your application. If the **Print size** is different from the page size in your application, then each page is enlarged or reduced to match the **Print size**. The percentage value shown in brackets indicates the size of the **Print size** setting relative to the **Page Sizes** setting. If the **Page Sizes** does not match the page size setting in the application (the size of the original) then, in most cases the **Print size** is ignored and the document is printed based on its original size.

You can create a page size with your chosen dimensions for printing on non-standard size paper. You can then save the custom setting to the **Page Sizes** and **Print size** lists for later selection.

Custom page size displays the unit of measurement in inches or millimeters. You can change the **Units** setting in the **User Settings** dialog box, accessed from **Device Settings**.

Creating a Custom Page Size

- 1 In **Basic > Print size**, select **Custom**.

- 2 In the **Page Sizes** dialog box, click **New**.
- 3 A default custom name appears in the **Name** box. Type a name for your custom page size.
- 4 Type or select values for the height and width. If the height or width value exceeds the allowable limit, it automatically adjusts to the limit after **Apply** or **OK** is clicked.
- 5 When finished, click **Apply**.
- 6 Click **OK** to close the **Page Sizes** dialog box.

The custom page size appears in the **Print size** list, which is used for enlarging and reducing the sizes of prints.

To delete a custom page size from the **Page Sizes** dialog box, select the name of the custom page size and then click **Delete**.

Printing with Custom Size Pages

- 1 Load custom-sized paper into the **MP tray**.
- 2 In the **Basic** tab, select the name of your custom page size in the **Print size** list.
- 3 Click **OK** to return to the **Print** dialog box.
- 4 Click **OK** to start printing.

Source

Source specifies the tray or cassette that supplies paper for a print job. The default is **Auto source selection**, which instructs the printer to search for the media requested by the application or the printer driver. If the selected tray or cassette empties during a print job, then the printer searches for another source, and continues the job.

Some media types, such as transparencies, labels, envelopes, and tab divider sheets must be supplied from the **MP tray**. Ensure that the paper is properly loaded by following the instructions outlined in the printing system's *Operation Guide*.

Note: **Source** and **Media type** are separate items in the dialog box, but can be combined using the **Combine source and media type lists** setting in **Device Settings > Compatibility**. If they are combined, **Media type** is unavailable on the **Basic** tab, and media types can be selected in the **Source** list.

Copies

This setting specifies the number of copies to print. You can print up to 999 copies. For some models, the maximum is 9,999.

Carbon Copies

This feature lets you print additional copies on paper from different trays or cassettes. This is useful for printing copies of documents such as invoices on different colored paper or media type. The maximum number of copies can be printed for each carbon copy.

You can use the **Prologue/Epilogue** feature in the **Advanced** tab to add a logo or heading to each carbon copy.

When **Carbon copies** is selected, **Booklet** in the **Layout** tab, and all the features on the **Publishing** tab are unavailable.

Printing Carbon Copies

You can print additional copies on paper from different trays or cassettes.

- 1** In the **Basic** tab, select a source and number of copies for the original copy.
- 2** For each carbon copy, load the desired media types or colored paper into additional paper sources.
- 3** Click the **Carbon copies** icon.
- 4** Click **Settings**.
- 5** In the **Carbon Copy Settings** dialog box, select the number of copies for each source.
- 6** Select a **Source** or **Media type** or both for each carbon copy.
- 7** Click **OK** to return to the **Print** dialog box.
- 8** Click **OK** to start printing.

Collate

Collate specifies the order in which the pages of a multiple copy job are printed. Click the icons to change between on and off.

With **On** selected, the first time the print job is sent to the printing system the data is rendered as page images in the printing system's memory. The remaining job copies are printed from the stored data. This avoids the extra processing involved in sending every copy from the computer to the printing system.

With **On** selected, the driver prints the complete job set by set (123, 123). With **Off** selected, it prints each page by set (111, 222). For example, with **On** selected, three copies of a five-page document outputs as pages one through five in succession, three times.

The printer driver automatically overrides the application's **Collate** setting and uses the printer driver setting. You can use the application's **Collate** setting by clearing the **Ignore application collation** check box in the **Compatibility Settings** dialog box accessed from **Device Settings**.

If **On (reverse order)** is selected, the printed pages appear in reverse order (321, 321). This option is available when **Printer default** is not selected under **Destination** in the **Basic** tab.

Printing Collated Documents

- 1 In the **Basic** tab, click the **Collate** icons to change between on and off.
- 2 Type or select the number of complete sets of the print job in the **Copies** box. The document page count must not exceed the printer tray capacity.
- 3 Click **OK** to return to the **Print** dialog box.
- 4 Click **OK** to start printing.

Orientation

This setting specifies the paper orientation of the print job. Click the **Portrait**, **Landscape**, **Rotated portrait**, or **Rotated landscape** icons. If a rotated option is selected, the print job orientation is rotated 180 degrees.

Media Type

Media type instructs the printer to search for the type of media that is requested by the application or the printer driver. The choices shown may change depending on the selection in **Source**. The default is **Unspecified** and if selected, the driver does not switch to another source tray if the selected tray is empty. If **Auto media selection** is selected, then the printer searches for another tray or cassette using the same paper size and media type.

You can display the custom media type names from the printing system. If any names have been changed at the printing system, the new names appear in place of default names. To display the printing system names, use the **Auto Configure** feature in **Device Settings**.

Some media types, such as transparencies, labels, envelopes, and tab divider sheets must be supplied from the **MP tray**. Ensure that the paper is properly loaded by following the instructions outlined in the printing system's *Operation Guide*.

Note: **Source** and **Media type** are separate items in the dialog box, but can be combined using the **Combine source and media type lists** setting in **Device Settings > Compatibility Settings**. If they are combined, **Media type** is unavailable on the **Basic** tab, and media types can be selected in the **Source** list.

Destination

This setting specifies which output tray is used for the print job output.

Mailbox

When an optional mailbox is installed and selected in the **Device Settings** tab, you can send print jobs to any of seven mailbox trays.

Sending a Print Job to a Mailbox

You can send a print job to a mailbox tray.

- 1 In **Basic > Destination**, select **Mailbox (face-down)**.
- 2 Click the **Mailbox** button.
- 3 In the dialog box, select a numbered mailbox from the list.
- 4 Click **OK**.

Color

For color models, the following options are available:

Full color

This mode prints full four-color text and graphics.

Black

This mode prints with black toner only, suppressing all color settings.

Click the icons to change between **Full color** and **Black**.

Full color and **Black** also appear in the **Quick Print** tab and in the **Imaging** tab. Changes in **Quick Print**, **Basic**, or **Imaging** tabs are reflected in the other tabs.

EcoPrint

EcoPrint makes the entire image, text and graphics, appear lighter in the print job. **EcoPrint** does not increase print speed. Click the icons to change between on and off.

EcoPrint also appears in the **Quick Print** tab and in the **Imaging** tab. Changes in **Quick Print**, **Basic**, or **Imaging** tabs are reflected in the other tabs.

Duplex Printing

Duplex printing is printing on both sides of each page. Click the **Duplex** icon repeatedly to change between flipping on long edge, flipping on short edge, and off. The printing system contains a duplex unit that turns the paper over to allow printing on the reverse side. **Flip on long edge** or **Flip on short edge** must be selected to print on both sides of the cover and insert pages.

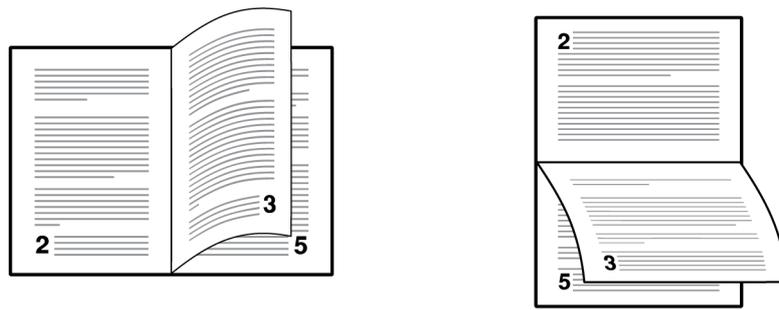
Flip on long edge

Turn the long edge of the page to view the content.

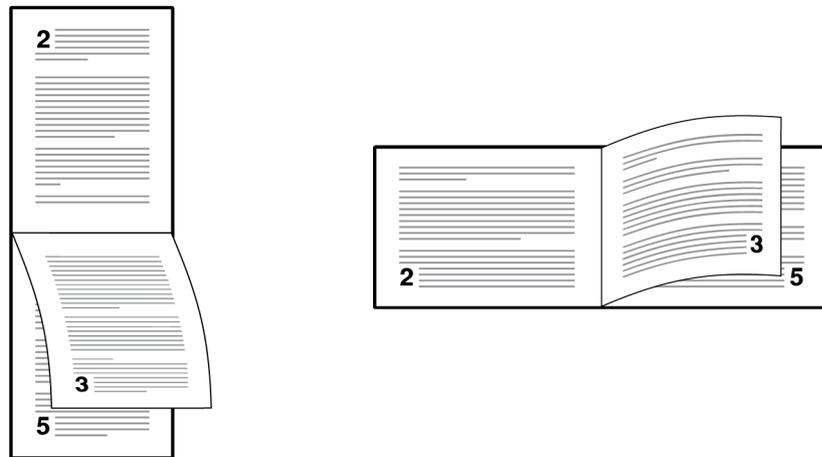
Flip on short edge

Turn the short edge of the page to view the content.

Flip on long edge



Flip on short edge



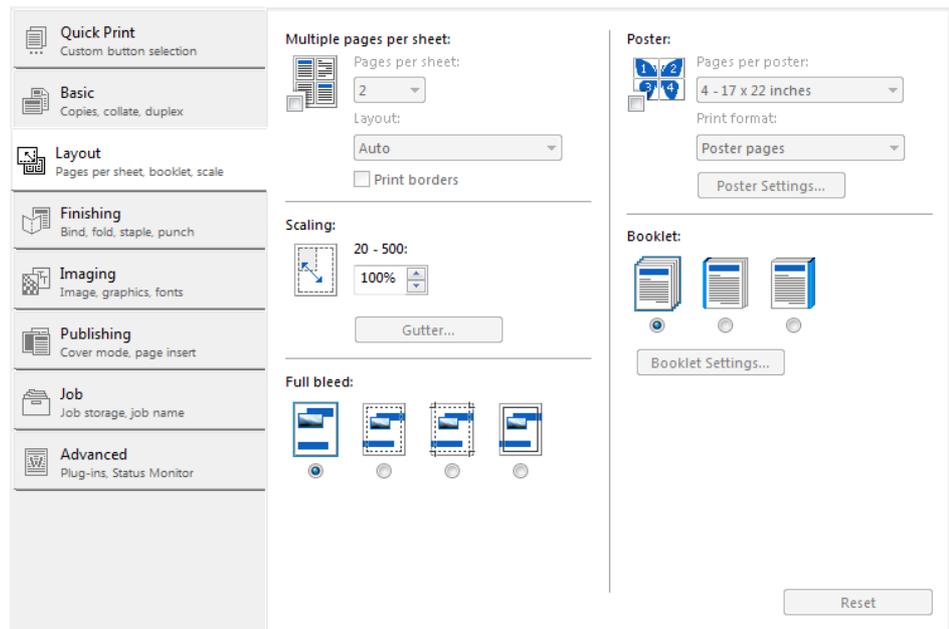
Printing in Duplex Mode

- 1** In the **Basic** tab, click the **Flip on long edge** or **Flip on short edge** icon.
- 2** Click **OK** to return to the **Print** dialog box.
- 3** Click **OK** to start printing.

6 Layout

In the **Layout** tab, you can arrange document data on printed pages without affecting the original document.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Multiple Pages per Sheet

Multiple pages per sheet prints several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper. The size and readability of the multiple pages decrease as the number of pages per sheet is increased. You can set the arrangement of the pages from the **Layout** tab as well as print borders around each of the pages.

When **Multiple pages per sheet** is selected, **Scaling**, **Full bleed**, and **Poster** are unavailable.

Printing Multiple Pages per Sheet

- 1 In the **Layout** tab, click the **Multiple pages per sheet** icon.
- 2 In the **Pages per sheet** list, select the number of pages to print on each sheet of paper.
- 3 In the **Layout** list, select the direction the pages should flow.
- 4 If you want to print a border around each page, select **Print borders**.

- 5 Click **OK** to return to the **Print** dialog box.
- 6 Click **OK** to start printing.

Scaling

Scaling increases or decreases text and graphics on a page. You can also select a gutter setting in the **Finishing** tab that enlarges the margins to accommodate stapling or hole punching.

When **Scaling** is selected, other **Layout** tab options are unavailable.

Setting Scaling on the Page

You can increase or decrease text and graphics on a page.

- 1 In the **Layout** tab, type or select a scaling percentage between 20 to 500.
Scaling adjusts proportionately the height and width of the page. A lower percentage reduces the page and a higher percentage enlarges the page.
- 2 Click **OK** to return to the **Print** dialog box.
- 3 Click **OK** to start printing.

Full Bleed

Full bleed lets you produce full-page printing without any margins by printing to a larger sized-paper than the original, and then letting you trim the edges. Trimming the document after printing ensures that the toner has completely covered the document to its edge. You can print booklets, posters, and other marketing documents. This feature helps you create a more professional look by allowing you to crop and zoom, improving the focus of the document.

You can use crop marks to trim the edges of your document. The crop marks help guide you to accurately and evenly cut around your document. Click the icons to change between **None**, **Corners**, **Border**, and **Off**.

None

Does not print any crop marks.

Corners

Prints a set of crop marks in each corner of the page, to let you match the lines from side to side and cut the page precisely.

Border

Creates a thin black border around the entire page. You can follow this border to trim off any excess paper from your document.

If **Full bleed** is selected, the other features on the **Layout** tab and all the features on **Finishing** (except **Separation**), and **Publishing** tabs are unavailable.

With **Full bleed** selected, **Scaling** is fixed at 100% regardless of the print size and page size combination.

Ensure that the selection in **Basic** > **Print size** is larger than the page size. For example, with **Full bleed** selected, and in the **Basic** tab you select **Print size** > **Letter** and **Page Sizes** > **Envelope #10**, the document will contain white space for you to trim after printing.

Printing with Full Bleed

You can print to the edge of your paper.

- 1 In the **Layout** tab, under **Full bleed**, click the icons to select **None**, **Corners**, or **Border**.
- 2 Click **OK** to return to the **Print** dialog box.
- 3 Click **OK** to start printing.

Poster

The **Poster** feature lets you create a document to a size that is larger than the paper your printing system can support. You can print a poster, or banner, up to 25 times larger than the original document. Segments of the poster document are printed on several sheets of paper and with the assistance of poster settings, you can reassemble the sheets easily to create a poster.

If **Poster** is selected, other **Layout** tab options are unavailable.

Use **Pages per poster** to select the poster size in relation to the original document size. Each option shows the number of sheets to be printed and the maximum poster size.

Pages per poster displays the unit of measurement in inches or millimeters. You can change the **Units** setting in the **User Settings** dialog box, accessed from **Device Settings**.

Use **Print format** to print a proof sheet, along with the poster, to guide you in assembling the printed poster sheets.

Poster pages

This selection prints all of the sheets to be assembled as a poster.

Proof sheet

This selection prints all the poster pages on one sheet with markings that display the sheet assembly.

Poster pages and proof sheet

This selection prints all poster sheets and a one-page proof sheet.

Use **Poster Settings** to select options, in any combination to make it easier to create a poster. These options print visual cues on the poster sheets that provide help in cropping and assembling the pages.

Overlap edges

This selection duplicates the edges of document data on adjoining sheets. Poster appearance is improved when the edges overlap slightly. Select the check box, then type or select a value between 0.00 and 1.20 inches (0.0 and 30.4 mm). This option reduces the final poster size slightly.

Print crop marks

This selection prints a border at the edges of each poster sheet. You can crop each sheet on the border before assembling the sheets. This option ensures that data on adjoining sheets matches precisely.

Print assembly marks

This selection prints numbers at the edges of each sheet, matching numbers on adjoining sheets. Assemble each sheet edge to the same numbered edge on another sheet.

Printing a Poster

You can print a poster.

- 1 In the **Layout** tab, click the **Poster** icon.
- 2 In **Pages per poster**, select the poster size. Each option describes the number of sheets it takes to represent one finished poster page.
- 3 In **Print format**, select one of the options for a finished print format.
- 4 Click **Poster Settings** to select options in any combination. These options ensure a precise assembly of the pages to create the poster.
- 5 Click **OK** to return to the **Print** dialog box.
- 6 Click **OK** to start printing.

Booklet

Booklet prints a two-page layout on both sides of each sheet of paper. You can fold and bind the booklet in the center. Folded booklets are half the size of the selected paper.

Additional booklet options are available in the **Booklet Settings** dialog box:

Layout lets you choose how to create booklet layout settings.

Create from driver settings

Uses the driver settings for page sequence and pages per sheet. Select this option when the booklet layout is not created in the application.

Create from application settings

Uses the application settings for page sequence and pages per sheet. Select this option when the application creates the booklet layout.

Staple setting lets you choose whether to staple and fold the booklet. This option is available when a folding unit is installed.

None

Prints the booklet without stapling and folding.

Staple and fold

Prints, staples, and folds the booklet.

When **Booklet** is selected, other **Layout** tab options are unavailable.

A different paper source can be selected for the booklet cover. To include a cover on the booklet, select the **Publishing** tab, then select **Cover mode**.

Printing a Booklet

You can print a document as a booklet.

- 1 In the **Layout** tab, click the icon for one of the two binding options:
 - Left edge binding**
This selection prints text that reads from left to right.

Right edge binding

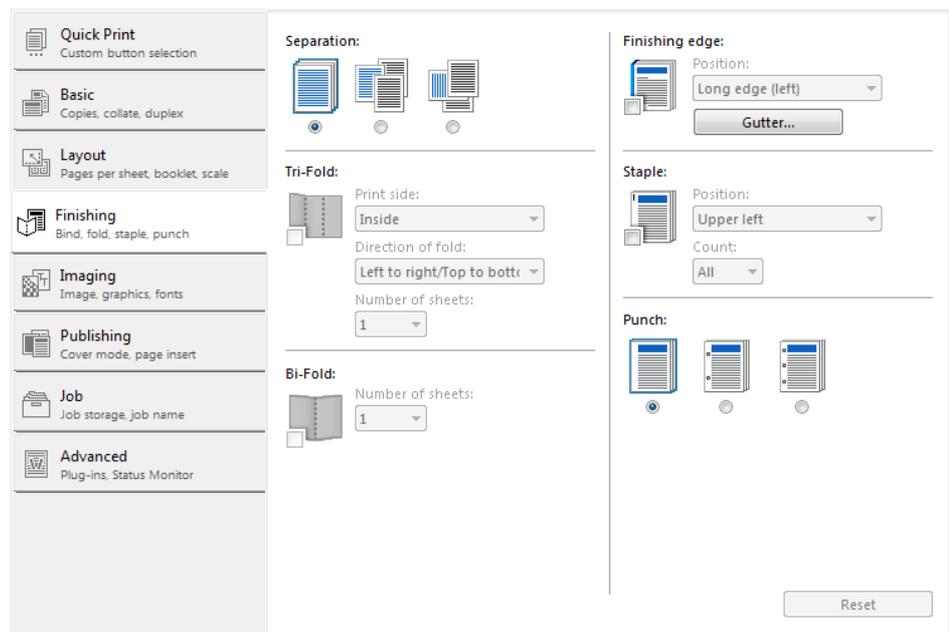
This selection prints text that reads from right to left.

- 2** For additional booklet options, click **Booklet Settings**.
- 3** In the **Booklet Settings** dialog box, select from available **Layout** and **Staple setting** options, and then click **OK**.
- 4** Click **OK** to return to the **Print** dialog box.
- 5** Click **OK** to start printing.

7 Finishing

In the **Finishing** tab, you can specify document finishing features such as separating sets of printed jobs, creating bi-fold or tri-fold documents, creating a gutter, stapling and punching holes.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Separation

The **Separation** feature stacks print jobs so that one print job can be distinguished from another.

Note: **Staple** and **Separation** features cannot be used together.

Click the **Offset jobs** icon to physically shift each print job in the output tray. To ensure consistent offset stacking, all users printing to the same printing system should select **Offset jobs** as the default setting.

Click the **Rotate copies** icon to print each copy of a print job at right angles.

Offset Jobs

The **Offset jobs** feature physically shifts each print job in the output tray.

To ensure consistent offset stacking, all users printing to the same printing system should select **Offset jobs** as the default setting.

The **Offset jobs** feature requires a finishing device, and it must be selected under **Device options** in **Device Settings**. It does not work with the **Staple** or the **Finishing edge** features.

Offsetting Jobs

You can offset, or shift each print job in the output tray.

- 1 In **Finishing > Separation**, click the **Offset jobs** icon.
- 2 Click **OK** to return to the **Print** dialog box.
- 3 Click **OK** to start printing.

Rotate Copies

Rotate copies stacks each copy of a print job at a right angle in the output tray. If **Collating by job** is set to **On** at the printing system, the **Rotate copies** setting in the driver is ignored.

This feature requires the following:

Paper size selections are limited to **Letter**, **A4**, **16K**, or **B5 (JIS)**.

The selected paper size must be loaded into two paper sources, one horizontally and one vertically.

The print job must contain multiple pages and be specified to print multiple copies.

Rotating Copies

You can stack each copy of a print job at right angles in the output tray.

- 1 In **Basic > Destination**, select an option that is not a finishing tray, for example: **Printer default**.
- 2 Select a number of copies greater than 1.
- 3 In **Finishing > Separation**, click the **Rotate copies** icon.
- 4 Click **OK** to return to the **Print** dialog box.
- 5 Click **OK** to start printing.

Tri-Fold

The **Tri-Fold** feature lets you produce a document folded into thirds, like a brochure or a pamphlet. Paper sizes A4 and Letter can be used. You can choose to print on the inside or the outside of your document. You can select the direction of the folds. You can also select the number of pages produced as output.

This feature is available when a folding unit is installed.

Printing with Tri-Fold

- 1 In the **Basic** tab, under **Destination**, select **Printer default** or **Folding tray**.
- 2 In the **Finishing** tab, click the **Tri-Fold** icon.

- 3** In **Print side**, select one of the two options:
 - Inside**
This selection prints on the inside of the folded document.
 - Outside**
This selection prints on the outside of the folded document.
- 4** In **Direction of fold**, select from the options available.
 - Left to right/Top to bottom**
By selecting this option for Portrait, the printer first folds the top third and then the bottom third of the page. For Landscape, the printer first folds the left third and then the right third of the page.
 - Right to left/Bottom to top**
By selecting this option for Portrait, the printer first folds the bottom third and then the top third of the page. For Landscape, the printer first folds the right third and then the left third of the page.
- 5** In **Number of sheets**, type or select the number of sheets that will be folded into thirds, up to a maximum of 5.
- 6** Click **OK** to return to the **Print** dialog box.
- 7** Click **OK** to start printing.

Bi-Fold

The **Bi-Fold** feature lets you produce a document folded in half, like a brochure or a pamphlet. The paper sizes that can be used are Letter, Legal, Ledger, A3, A4, B4, Oficio II, and 8K. Printing occurs on the outside of your document. You can also select the number of pages produced as output.

This feature is available when a folding unit is installed.

Printing with Bi-Fold

- 1** In the **Basic** tab, under **Destination**, select **Printer default** or **Folding tray**.
- 2** In the **Finishing** tab, click the **Bi-Fold** icon.
- 3** In **Number of sheets**, type or select the number of sheets that will be folded in half, up to a maximum of 5.
- 4** Click **OK** to return to the **Print** dialog box.
- 5** Click **OK** to start printing.

Finishing Edge

Finishing edge aligns the matching sides of two different page sizes in a document. For example, the long edge of an A4 page is aligned with the short

edge of an A3 page; or the short edge of a letter size page is aligned with the short edge of a legal size page. **Finishing edge** can be used with or without the staple or punch features.

You can choose the position of staples in a document composed of mixed page sizes. In contrast, if you are printing a mixed page size document without using **Finishing edge**, staple positions depend on the paper size settings (portrait or landscape) in the paper cassettes.

Finishing edge should be selected before any other features in the **Finishing** tab. If set last, **Finishing edge** might change any settings that you previously made under **Staple**.

Selecting **Finishing edge** makes some other features unavailable, such as **Separation** and **Rotated**. **Finishing edge** cannot be used with the **Poster** feature.

Finishing Edge Combinations

Finishing edge can be used with the following page size combinations:

A4 and **A3** (210 x 297 mm and 297 x 420 mm)

B5 (JIS) and **B4** (182 x 257 mm and 257 x 364 mm)

Letter and **Legal** (8.5 x 11 in. and 8.5 x 14 in.)

Letter and **Ledger** (8.5 x 11 in. and 11 x 17 in.)

16K and **8K** (197 x 273 mm and 273 x 394 mm)

Setting the Finishing Edge

- 1 In the **Basic** tab, select the same size for **Print size** and **Page Sizes**.
- 2 In **Basic** > **Source**, select **Auto source selection**.
- 3 In the **Finishing** tab, click the **Finishing edge** icon.
- 4 In the **Position** list, select from available options, or select **Custom**. Positions are based on the **Print size** selection in the **Basic** tab.
- 5 Click **OK** in all driver dialog boxes.
- 6 Load each paper size into different paper cassettes. For example, load A4 and A3 paper so that both sizes feed the 297 mm edge or load letter and legal paper so that both sizes feed the 8.5 inch edge.
- 7 Click **OK** in the application's **Print** dialog box.

If the printer driver determines that the specified paper size or direction (short or long edge) is unavailable in the printing system, the operation panel message requests that you load the correct paper size into the cassette with the correct orientation.

Positioning Options for Finishing Edge

You can select from available options to specify the page edges to be aligned and finished. For additional position settings, select **Custom**. Available options

depend on **Print size**, **Orientation**, **Booklet**, and **Multiple pages per sheet** selections.

In the overview area at the bottom, the page image shows a blue highlighted strip to indicate the current selected **Finishing edge** with **Staple** and **Punch** positions, if selected. When the **Staple** option is used, the **Finishing edge** selection determines where staples are placed. Use this image to verify your selections for **Finishing edge** and **Staple**.

Custom Finishing Edge Settings

The illustrations in the **Custom Finishing Edge Settings** dialog box help you visualize the page alignments. Select the one setting that best illustrates the edge of the mixed pages you want to align.

In the **Position** list, you can select **Custom** to open the **Custom Finishing Edge Settings** dialog box.

The top two settings (A4/Letter) are for the smaller size paper in the mixed page document.

The next two settings (A3/Legal/Ledger) are for the larger size paper in the mixed page document.

Note that a change to one custom **Finishing edge** setting adjusts other selections to make them compatible with the change.

Gutter

Gutter increases the margins around your text and graphics on the left side and at the top of the printed sheet. **Gutter** is often used for binding, hole punch or stapling to make a print job easier to read. This creates a larger margin space by shifting the printable area to the right, or down as much as one inch (25.4 mm).

Gutter width displays the unit of measurement in inches or millimeters. You can change the **Units** setting in the **User Settings** dialog box, accessed from **Device Settings**.

Creating a Gutter

You can increase the margins on the left side and at the top of the printed sheet.

- 1 In the **Finishing** tab, click **Gutter**.
- 2 In the **Gutter width** options, type or select a value between 0.20 to 1.00 inches (5.0 to 25.4 mm).
 - Short edge (top)**
This selection modifies the outside margin on the top-edge of the page.
 - Long edge (left)**
This selection modifies the outside margin on the left-side of the page.

Note: Availability of **Gutter** settings varies depending on **Finishing edge** settings, and **Orientation** and **Duplex** settings in the **Basic** tab.

- 3 If text extends too close to the edge of the page, select **Reduce image to fit**. The text appears slightly reduced and away from the edge of the page. If text does not extend beyond the page when the gutter increases, clear **Reduce image to fit**.

- 4 Click **OK** to save gutter settings, and then click **OK** again to return to the **Print** dialog box.
- 5 Click **OK** to start printing.

Staple

The **Staple** feature lets you create stapled document sets. You must first select a finisher under **Device Settings > Device options**. Selecting the **Staple** feature makes **Separation** and **Transparency interleaving** unavailable. The maximum number of sheets depends upon the finisher model and the selected **Page size** or **Media type**. The **Gutter** feature lets you increase the top and left margins to accommodate the location of the staples.

Staple and **Separation** features cannot be used together.

If **Printer default** is selected as the **Destination** in the **Basic** tab, the selection of an option in the **Finishing** tab results in the automatic selection of a destination compatible with that finishing option. The destination is automatically updated to the first available output tray that supports the selected finishing option.

Staple selects the **Destination** automatically. If the **Finishing** options are changed, the **Destination** selection is not affected.

Finishing edge should be selected before any other features in the **Finishing** tab. If set last, **Finishing edge** might change any settings that you previously made under **Staple**.

Stapling a Print Job

With a finishing device installed, you can create stapled document sets.

- 1 In the **Finishing** tab, click the **Staple** icon.
- 2 Select the position from available options. The position options vary based on settings in **Finishing edge**, which provides custom staple locations in the document.

If a folding unit is installed and **Booklet** is selected in the **Layout** tab, **Booklet (fold)** is automatically selected. The job is printed in booklet format and folded, with two staples placed in the binding.
- 3 Select the count for stapling:

Under **Count**, select the number of sheets for each stapled set, or select **All** to staple all sheets.
- 4 Click **OK** to return to the **Print** dialog box.
- 5 Click **OK** to start printing.

Punch

The **Punch** feature places punched holes along the edge of the printed pages so that the pages can be bound together or placed in a binder.

Punch is enabled when a finisher that supports punch is selected in **Device options** in **Device Settings**. When you select the check box for a finishing

device shown in blue in the **Device options** list, the **Punch Unit Settings** dialog box appears. If the device listing is already selected, double-click the option to open the **Punch Unit Settings** dialog box.

Punch cannot be used when **Booklet** is selected in the **Layout** tab.

Finishing edge should be selected before any other features in the **Finishing** tab. If set last, **Finishing edge** might change any settings that you previously made under **Punch**.

Creating Punch Holes for a Print Job

The finishing device must support the **Punch** feature.

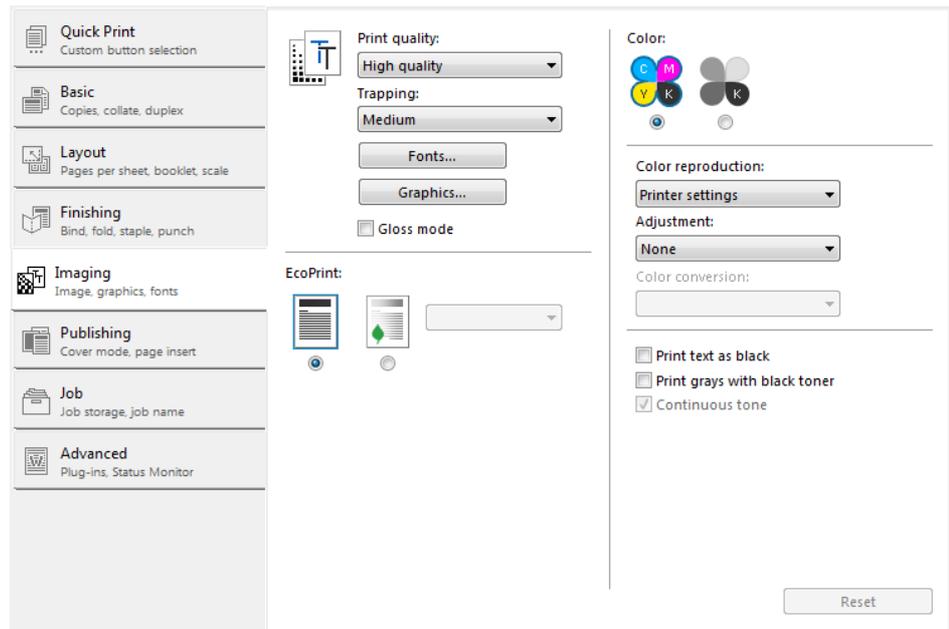
Available punch options are set in **Device Settings** and depend on the punch unit installed on the device and selected.

- 1** In the **Finishing** tab, click the icons to select **Off** or to select the number of hole punches:
 - 2 hole** (inches/metric based)
 - 3 hole** (inches based)
 - 4 hole** (inches/metric based)
- 2** Click **OK** to return to the **Print** dialog box.
- 3** Click **OK** to start printing.

8 Imaging

In the **Imaging** tab, you can manage print quality and color settings.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Print Quality and EcoPrint

Print quality lets you select between **High quality** or **Custom** (EcoPrint).

Selecting Print Quality

In the **Imaging** tab, select a **Print quality** from the list.

High quality

Select this setting to print at the highest print quality. If you select **High Quality** and then select **EcoPrint**, the **Print quality** setting automatically switches to **Custom**.

Custom

Custom lets you set **EcoPrint** to **On**. Selecting **Custom** without **EcoPrint** results in a default setting to the highest print quality.

Trapping

In color printing, color inks or toners are applied separately to a page. A color image has its component colors applied in color separations of cyan, magenta, yellow and black. These color separations must be aligned (registered) precisely to produce a quality full-color image. During printing, the paper or

media type may shift slightly. While the shift might be very small, the gaps between the colors in the image can be noticeable. Color trapping corrects it by overlapping colors slightly so that minor alignment issues are corrected.

Note: If **PCL 5c** is selected in the **PDL Settings** dialog box, **Trapping** is not available.

Setting Trapping Values

You can overlap colors slightly to correct minor alignment issues.

- 1 In **Imaging > Trapping**, select a value for the print overlap pixel width:
 - Light**, 0.5 pixel trapping
 - Medium**, 1.0 pixels trapping
 - Heavy**, 1.5 pixels trapping
 - Very heavy**, 2.0 pixels trapping
- 2 Click **OK** to return to the **Print** dialog box.
- 3 Click **OK** to start printing.

Fonts

A computer font is a data file containing a set of glyphs (visual representations of textual elements), characters, or symbols. Common terms for fonts are:

Outline fonts, in contrast to bitmap fonts, are defined as a set of mathematical lines and curves. An outline font is more easily scalable (designed to display and print clearly at any point size) than a bitmap font.

Bitmap fonts define each character as a pattern of pixels (the smallest resolvable rectangular areas of an image). Such fonts are not easily scalable and distort when reduced or enlarged.

Native fonts are the basic or original fonts installed with the computer operating system. TrueType fonts are the native fonts used by Microsoft Windows.

TrueType fonts are a type of scalable outline fonts. TrueType has long been the most common format for fonts on Microsoft Windows.

System fonts are the primary fonts used by the operating system. They are typically accessed through an application interface or through a common font dialog box.

Device fonts are stored either permanently or temporarily in the printing system memory.

Font Settings

The **Font Settings** dialog box lets you specify how TrueType fonts are sent to the printing system. The chosen method affects the speed and quality of the print job:

Download as outlines

This method is best suited for large documents or print jobs using multiple fonts and font sizes. Print speeds are faster because of the optimization features in this setting. The repetition of similar font data sent to the printing system is reduced, thereby increasing the print speed. Print speed is not

increased when using Asian fonts such as Japanese, Chinese, and Korean, because of the large amount of font information used for these particular fonts.

Allow native download

This method improves text quality and increases print speed by converting TrueType fonts to Adobe Type 42 font format. This feature is available if **KPDL** is selected in the **PDL Settings** dialog box.

Download as bitmaps

Downloading fonts as bitmaps provides more detail, however it creates large file sizes. This is best suited for print jobs with custom fonts, very small fonts (point size 1-4), or Asian fonts.

Substitute with device fonts

System fonts and device fonts are automatically matched based on typeface name. This function increases print speed and efficiency. It is useful for changing a font used throughout a large document, by replacing the old font with the desired font.

Note: **GDI compatible mode** does not support **Substitute with device fonts**.

Selecting Font Settings

You can specify how TrueType fonts are sent to the printing system.

- 1** In **Imaging > Fonts**, select one of the methods for sending TrueType fonts.
- 2** Click **OK** to return to the **Print** dialog box.
- 3** Click **OK** to start printing.

Font Substitution

Font substitution is the process of using one font in place of another if the intended font is not available to a printing system. Font substitution may be critical for output of documents to printing systems that are not well supported by a large font inventory. Standard PostScript fonts are available for substitution.

Setting Font Substitution

- 1** Depending on your operating system:
Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
Windows Vista and Windows Server 2008: click **Control Panel** and then click or double-click **Printers**.
Windows XP and Windows Server 2003: click **Start > Printers and Faxes**.
- 2** Right-click your printing system model, then click **Printing Preferences**.
- 3** In **Imaging > Fonts**, select **Substitute with device fonts**, and then click **Fonts**.

In the **Fonts Substitution** dialog box, the **System fonts** list shows the fonts installed on your computer. The **Available device fonts** list shows the printing system fonts.

4 Select the system font, and then the available device font to be substituted.

5 Click **OK** to save your settings.

If the device font does not have similar font characteristics to the system font, character spacing in the document may appear incorrect.

Disable Device Fonts

In some cases, the printing system substitutes fonts even if you send the TrueType fonts as outline fonts or bitmap images. Select **Disable device fonts** to prevent substitution of device fonts for TrueType fonts.

This option also improves portability of printable data. (If cleared, device fonts may not match when sent to a different printing system.)

Some Adobe applications have device font limitations. To overcome these limitations, select **Disable device fonts**. Device fonts are normally visible in the application font lists as printer icons next to the font name, unless there are equivalent system fonts, in which case the “TT” TrueType icon remains.

Disabling Device Fonts

You can prevent substitution of device fonts for TrueType fonts.

1 In **Imaging > Fonts**, select the **Disable device fonts** check box.

2 Click **OK** to save your settings.

Graphics

Graphics are pictorial representations of information. Graphics can be functional (charts, diagrams) or artistic (drawings, photographs). **Graphics Settings** let you select options for your printed graphics.

Note: Some options are available only when a specific PDL is selected.

Selecting Graphics Settings

1 In the **Imaging** tab, click **Graphics**.

2 In the **Graphics Settings** dialog box, select from the available options, and then click **OK** to save your selections.

Pattern Scaling

Pattern scaling is a feature that can help improve visual compatibility between screen and print output. Graphics objects, such as a shape or a path, often include patterns and fills that are composed of collections of printed dots. A pattern is a planned or random repetition of colors, shapes, lines, values, and textures to create a visual arrangement. A fill is the application of a color or grayscale to a graphics object. If printed patterns and fills do not match the appearance of that on the screen, use **Pattern scaling** to select a different density of printed dots.

In **Imaging > Graphics**, select a **Pattern scaling** setting.

Auto (default setting)

This setting prints patterns and fills to match the on-screen appearance.

Coarse

This setting prints patterns and fills with the fewest number of lines, patterns, or dots. Coarse is the same as Auto if **PCL XL** or **PCL 5c** is selected in the **PDL Settings** dialog box.

Medium

This setting prints patterns and fills with a greater number of lines, patterns or dots than the Coarse setting. Medium is the same as Auto if **KPDL** is selected in the **PDL Settings** dialog box.

Fine

This setting prints patterns and fills with the greatest number of lines, patterns, or dots. Printed patterns and fills may appear more dense than the on-screen appearance.

Line Thinning

Line thinning reduces the pen width of lines used for barcodes and line drawings. Drawing values controlled by an application are not changed.

Line thinning is available when **PCL XL** is selected in the **PDL Settings** dialog box. When **GDI compatible mode** is selected in the **PDL Settings** dialog box, Line thinning is not available.

In **Imaging > Graphics**, select a **Line thinning** setting.

Off (default setting)

Line thinning is not applied.

Barcodes

This setting reduces the pen width value for vertical and horizontal lines. It improves the readability of barcodes.

Fine lines

This setting reduces the pen width value for vertical, horizontal, and diagonal lines.

All

This setting reduces the pen width by a value of 1 for vertical, horizontal, and diagonal line used in barcodes or line drawings.

Halftone Screen

Halftone screen improves the appearance of the output of a printing system. After you specify the **Halftone screen** setting in the driver and send the print job to the printing system, the printing system prints the optimized output based on the driver setting.

Halftone screen is unavailable if **PDF** is selected in the **PDL Settings** dialog box.

In **Imaging > Graphics**, select a **Halftone screen** setting.

Normal (default setting)

This is the setting for printing typical office documents.

Graduation priority

This setting smooths the appearance of gradations.

Resolution priority

This setting prints sharper characters and lines.

High definition

This setting prints small characters and thin lines more clearly.

Inversion Options

Inversion is the opposite of the normal order, arrangement, or position of an image or printed content.

In **Imaging > Graphics**, select **Inversion options**. The settings are available when **KPDL** is selected in the **PDL Settings** dialog box.

Reverse image

This setting prints images like a photo negative, reversing black and white areas of the image.

Mirror print

This setting prints the page content backwards, as it would appear in a mirror image.

Optimization

Optimization is a process or methodology of improving a printing system's function or effectiveness.

In **Imaging > Graphics**, select an **Optimization** setting. The settings are available when **KPDL** is selected in the **PDL Settings** dialog box.

Fast printing

This setting increases print speed and decreases spool size. It delivers images in binary format. It can be used for most everyday printing needs.

Document portability

This setting creates a PostScript file in ASCII text encoding. Unlike the binary format created in **Fast printing**, the ASCII text created with this selection can be edited.

CIE Option

CIE optimization bypasses the normal procedure of processing every aspect of the CIE color space used in applications such as Adobe Acrobat and Photoshop. This feature increases print speed for documents printed from these applications by optimizing CIE data. It has no effect on print jobs that do not use CIE data. **CIE optimization** should be selected for speed not accuracy, so printed output may be different from appearance on the screen.

In **Imaging > Graphics**, select the **CIE optimization** check box. **CIE optimization** is available when **KPDL** is selected in the **PDL Settings** dialog box.

Image Compression Mode

Image compression mode lets you select a method for compressing images depending on the desired quality in printed images. JPEG compression produces a lower quality image, while delta row compression produces a higher quality image but creates a larger file size. **Image compression mode** is available when **KPDL** or **PCL XL** is selected in the **PDL Settings** dialog box.

In **Imaging > Graphics**, select a compression option.

Smaller file size

Uses JPEG compression

High quality

Uses delta row compression

Gloss Mode

Gloss mode simulates high-gloss copies by adding a glossy appearance to printed text and images.

Note: If **EcoPrint** is **On**, **Gloss mode** is unavailable.

EcoPrint

EcoPrint changes toner saturation in the print job, making the entire print image, including text and graphics, appear lighter. **EcoPrint** does not increase print speed. The amount of toner varies based upon your printing system model and the type of data printed (text, graphics, or both). **EcoPrint** and **Gloss mode** cannot be used together.

EcoPrint is also available in the **Quick Print** and **Basic** tabs. If **EcoPrint** is turned on in the **Quick Print** or **Basic** tab, the display shows the previously-selected level in the **Imaging** tab. If no level is selected, the **Imaging** tab selection is **Medium**.

Selecting EcoPrint

You can change toner saturation in a print job.

- 1 In the **Imaging** tab, click the **EcoPrint** icons to change between on and off.
- 2 In the list, select the amount of toner you want to save.
- 3 Click **OK** to return to the **Print** dialog box.
- 4 Click **OK** to start printing.

Color

Color lets you choose full-color printing or printing with black toner only.

In **Imaging > Color**, the following color modes are available:

Full color

This mode prints full four-color text and graphics.

Black

This mode prints with black toner only, suppressing all color settings.

Color Reproduction

Color reproduction lets you optimize the color rendering of photos and graphics. This feature is available when **Full color** is selected under **Color**.

In **Imaging > Color reproduction**, the following options are available.

Printer settings

This option uses the printer settings only.

Text and Graphics

This option is for printing documents that contain many graphs, charts or drawings.

Text and Photos

This option is for printing documents with many photographic images.

Vivid colors

This option increases the color saturation of graphics and photos.

Publications

This option is for printing a mix of graphics and/or photos. Select this option to print close to the color shade of the screen.

Line art

This option is for printing figures or graphics drawn with lines. Select this option to print colored lines with pure simple color.

Custom table

This option is for selecting a custom color table already installed on your printing system. All other **Color reproduction** options use the default color table.

Advanced

This option achieves greater consistency in color reproduction among various devices. It compensates for the different color spaces of color printing systems. Selecting and applying a set of profiles is called a color profile. Select to open the **Color Correction** dialog box for additional color printing options.

Color Correction

In **Color reproduction**, the **Advanced** option provides some methods for controlling how the printer processes color matching.

- 1** From **Color reproduction**, select **Advanced**. The **Color Correction** dialog box appears with the following options:

None (application corrected)

With this option, color data processes without applying the adjustments contained in the printing system's internal color lookup tables. Ink simulation will not be executed. This is useful if the application provides its own color correction.

ICM (system corrected)

This option specifies color rendering in the print job to make it as close to the original as possible. ICM technology relies upon associating an output device like a printing system with a Color Profile. An ICM Profile for a printing system contains information about rendering accurate color information for that device. The settings for ICM must be set in the Color Management tab in the printing system Properties.

If you select the **None (application corrected)** option, click **OK** to close the **Color Correction** dialog box.

If you select the **ICM (system corrected)** option, proceed to step 2.

- 2** Select an option, then click **OK** to save the selection.

Optimize for exact color (colorimetric)

This option is for matching colors precisely in all print jobs, such as colors in a corporate logo.

Optimize for color contrast (best for images)

This option optimizes for color contrast by adjusting contrast to preserve detail throughout the tonal range. Select it for images or scanned photographs containing many colors or shades of color.

Optimize for color saturation (best for graphs)

This option optimizes for color saturation by adjusting hue to preserve the vividness of pure colors. Select for graphs or charts containing solid colors.

- 3 Click **OK** again to close the **Color Correction** dialog box.

Setting a Default Color Profile

When using the **ICM (system corrected)** feature in the **Color Correction** dialog box, you can set a color profile for your printing system.

Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008, and Windows Server 2008 R2

- 1 Depending on your operating system:
 - Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
 - Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
 - Windows Vista and Windows Server 2008: click **Start** > **Control Panel**, and then click **Printer**.
- 2 Right-click your color model, then:
 - Windows 8, Windows Server 2012, Windows 7, and Windows Server 2008 R2: click **Printer properties**.
 - Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003: click **Properties**.
- 3 Select the **Color Management** tab and click **Color Management**.
- 4 In the **Devices** tab > **Device** list, select the desired color printer.
- 5 Select the **Use my settings for this device** check box.
- 6 In the **Profile selection** list, select **Manual**, and click **Add**.
- 7 In the **Associate Color Profile** dialog box, select an ICC profile, or click **Browse** to find a profile, and click **OK**. The profile is added to the **Profiles associated with this device** list.
- 8 Select the desired color profile and click **Set as Default Profile**.
- 9 Click **Close**.

Windows XP and Windows Server 2003

- 1 Click **Start**, and then click **Printers and Faxes**.
- 2 Right-click your color model, and select **Properties**.
- 3 Select the **Color Management** tab and click **Add**.
- 4 In the **Add Profile Association** dialog box, select a color profile from the list and click **Add**.
- 5 In the **Color Management** tab, select **Manual**.
- 6 Select the desired color profile from the list and click **Set as Default**.
- 7 Click **Apply**.

Color Adjustment

Color adjustment lets you customize the two color spaces in the driver and save up to three custom groups. Color space changes can be made to hue, saturation, and lightness (HSL) or to color balance levels.

Note: If different custom settings are selected for **Adjustment** and **Color Optimizer (Advanced tab)**, the latest change takes precedence and is applied to the print job.

In a client-server environment, settings a user makes in the client computer are saved for future use.

Selecting Custom Color Adjustment

If a custom color setting has already been defined, you can select and apply it to a print job.

- 1 In **Imaging > Color**, click the **Full color** icon.
- 2 In the **Adjustment** list, select **Custom 1**, **Custom 2**, or **Custom 3**.
- 3 Click **OK**.

Adjusting HSL (Hue, Saturation, Lightness)

- 1 In **Imaging > Color**, click the **Full color** icon.
- 2 In the **Adjustment** list, select **Edit**.
- 3 In **Adjustment Settings > Custom color adjustment**, select **Custom 1**, **Custom 2**, or **Custom 3**.
- 4 Select **HSL (hue, saturation and lightness)**.

- 5 Under **Select preview image**, click the icon to select one of three different images. Different colors are emphasized in each of the photographs to aid in the color adjustment process.
- 6 Adjust the distribution and balance of hues.
For coordinated hue adjustment, from the **Modify** list, select **Master**. Type or select the **Hue** value between -180 and +180.
For specific hue adjustment, from the **Modify** list, select **Red, Yellow, Green, Cyan, Blue, or Magenta**. Type or select the **Hue** value between -10 and +10.
- 7 Type or select the **Saturation, Lightness, and Contrast** values between -10 and +10.
- 8 You can click **Reset** to restore the default values.
- 9 Click **OK** to save the new HSL settings.

Adjusting Color Balance

- 1 In **Imaging > Color**, click the **Full color** icon.
- 2 In the **Adjustment** list, select **Edit**.
- 3 In **Adjustment Settings > Custom color adjustment**, select **Custom 1, Custom 2, or Custom 3**.
- 4 Select **Color balance**.
- 5 Under **Select preview image**, click the icon to select one of three different images. Different colors are emphasized in each of the photographs to aid in the color adjustment process.
- 6 Under each color bar, type or select the relative values of each color between -10 and +10.
- 7 You can click **Reset** to restore the default values.
- 8 Click **OK** to save the new Color balance settings.

Color Conversion

Color conversion lets you choose how to apply color processing to your print job depending on how color data is received from the application. This feature is available if **KPDL** is selected as the PDL.

In **Imaging > Color conversion**, select from the following options:

Printer settings

Select this option to use the settings currently on the device.

Speed priority

Select this option if the driver receives RGB data from the application.

Quality priority

Select this option if the driver receives full-color data from the application. In the **Job** tab, in the **Job Storage (e-MPS) > Type** list, if saving to **Custom Box**, it is only possible to print. It is not possible to copy external memory or change or send internal data.

Black and White Adjustment

Black and white adjustment settings change the brightness and contrast of graphics. These settings are useful if graphic images are printing too light, too gray, or too dark. Text remains unaffected.

Adjusting Black and White Settings

You can change the brightness and contrast of graphics.

- 1** In **Imaging > Color**, click the **Black** icon.
- 2** In the **Adjustment** list, select **Custom**.
A preview image in the **Adjustment Settings** dialog box illustrates any brightness and contrast changes.
- 3** Drag the **Brightness** slider right to lighten, or left to darken the graphic images of the print job.
You can also change brightness by entering a numeric value in the text box. The brightest setting is +100; the darkest is -100. Zero is the default mid-level setting. Adjusting brightness allows for the customization of graphic images if images are printing too light or too dark.
- 4** Drag the **Contrast** slider right or left to increase or decrease the proportion of light to dark in the graphic images of the print job.
A high contrast setting decreases the grayscale spectrum, making light grays lighter and dark grays darker. A low contrast setting increases the grayscale spectrum, making light grays darker and dark grays lighter.
You can also change contrast by entering a numeric value in the text box. The highest contrast setting is +100; the lowest is -100. Zero is the default mid-level setting. Adjusting contrast is useful if graphic images are printing too gray, or too black and white. Text remains unaffected.
- 5** Click **OK** to save the new black and white settings.

Text and Graphics Effects

Special settings are available for color or black and white printing.

Print text as black

This option prints all color text as black. It produces faster printing of color print jobs by reducing the amount of data sent to the printer. In black and white printing, it increases the detail for light-colored text printed. White text and image colors are unaffected. Available with all of the **Color mode** options.

Print grays with black toner

This option prints grayscale with black only. **Full color** must be selected as the **Color mode**.

Continuous tone

Images are represented by a series of evenly graduated tones, as in a photograph. **Full color** must be selected as the **Color mode**. **Continuous tone** is selected automatically.

Print graphics as black

This option prints all color graphics with black, rather than grayscale. This feature is intended for CAD applications. **Black & White** must be selected as the **Color mode**.

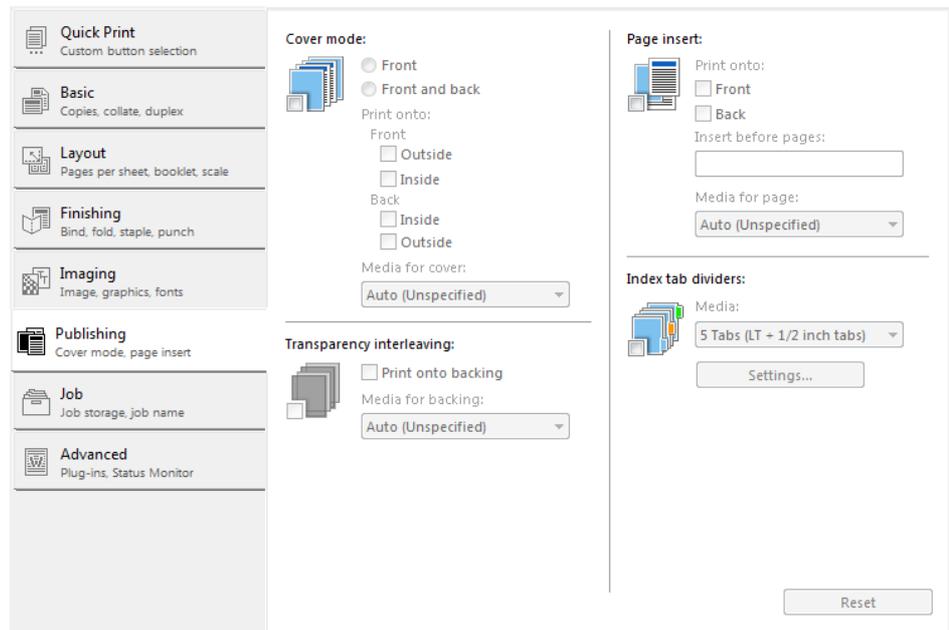
Composite overprint

Composite overprint blends overlapping images into a composite image. This feature is available if **KPDL** is selected in the **PDL Settings** dialog box. **Full color** must be selected as the **Color mode**.

9 Publishing

In the **Publishing** tab, you can create covers and inserts for a print job, insert sheets between transparencies, and insert tab divider sheets. The features on this tab are available only when PCL XL or KPDML is selected in the PDL Settings dialog box.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Cover Mode

Cover mode lets you add cover pages for the front and back of your document. You can print on cover pages of a different weight or color than the main document. The source of the cover paper is specified by adjusting the **Media for cover** settings in the **Publishing** tab.

Duplex printing must be selected in the **Basic** tab or **Quick Print** tab in order to print using the **Front / Inside** or **Back / Outside** options.

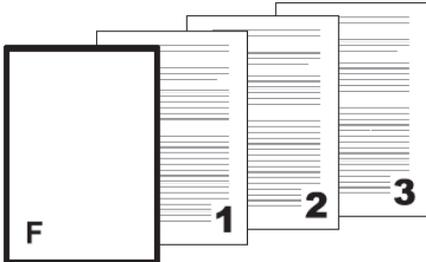
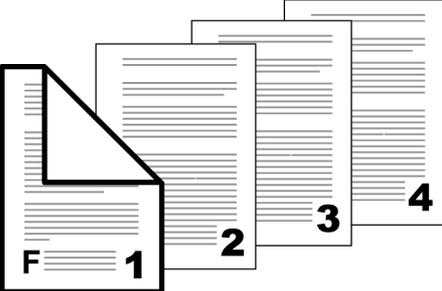
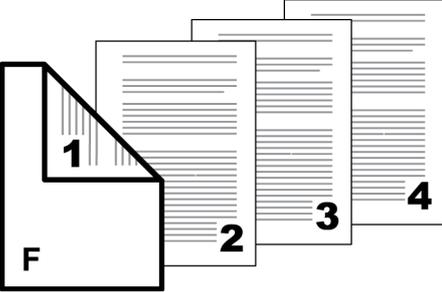
Although **Cover mode**, **Page insert**, and **Index tab dividers** can be used simultaneously, they cannot be used with **Transparency interleaving**.

Printing Covers

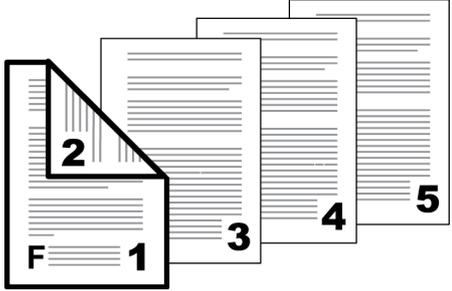
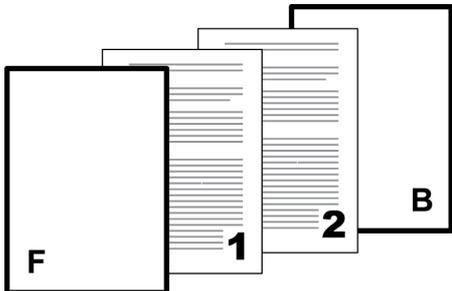
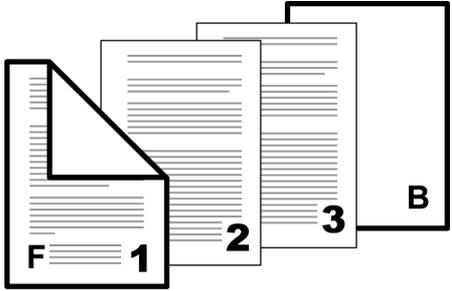
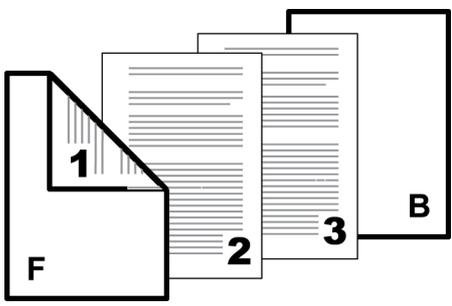
- 1 In the **Publishing** tab, click the **Cover mode** icon.
- 2 Select **Front** or **Front and back** to specify the type of covers.
- 3 Select from **Print onto** options if you want to print on the covers.

- 4 In the **Media for cover** list, select the media type or source cassette for the front and back covers. When you choose the media type, a source cassette matching that media type is automatically selected.
- 5 Click **OK** to return to the **Print** dialog box.
- 6 Click **OK** to start printing.

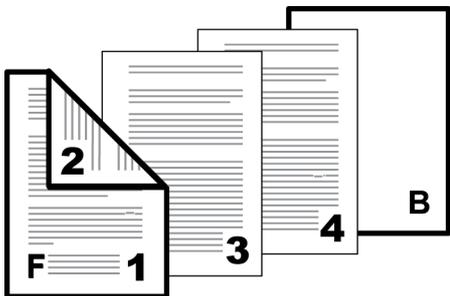
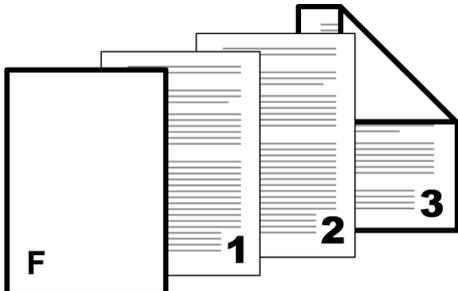
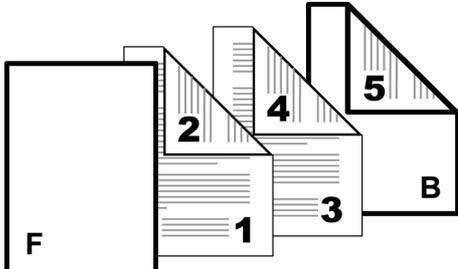
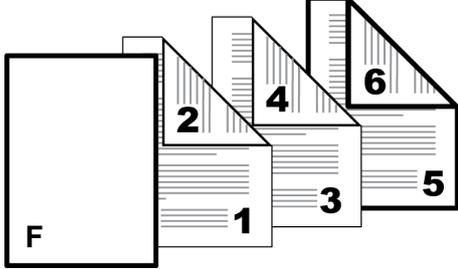
Cover Mode Options

Check Box Selection	Cover Insertion Type
Front	<p>Inserts a blank front cover.</p> 
<p>Front Front Outside</p>	<p>Prints on the outside surface of the front cover.</p> 
<p>Front Front Inside</p>	<p>Prints on the inside surface of the front cover.</p> 

— continued

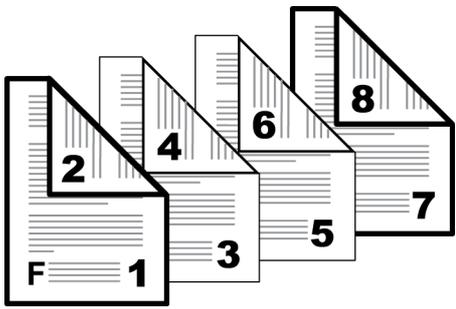
Check Box Selection	Cover Insertion Type
<p>Front</p> <p>Front Outside</p> <p>Front Inside</p>	<p>Prints on the outside and inside surfaces of the front cover.</p> 
<p>Front and back</p>	<p>Inserts blank front and back covers.</p> 
<p>Front and back</p> <p>Front Outside</p>	<p>Prints on the outside surface of the front cover and inserts a blank back cover.</p> 
<p>Front and back</p> <p>Front Inside</p>	<p>Prints on the inside surface of the front cover and inserts a blank back cover.</p> 

— continued

Check Box Selection	Cover Insertion Type
Front and back Front Outside Front Inside	Prints on both sides of the front cover and inserts a blank back cover. 
Front and back Back Inside	Prints on the inside surface of the back cover and inserts a blank front cover. 
Front and back Back Outside	Prints on the outside surface of the back cover and inserts a blank front cover. 
Front and back Back Inside Back Outside	Prints on both sides of the back cover and inserts a blank front cover. 

— continued

Check Box Selection	Cover Insertion Type
Front and back	Prints on both sides of the front and back covers.
Front Outside	
Front Inside	
Back Inside	
Back Outside	



Transparency Interleaving

Transparency interleaving inserts a backing sheet between printed transparencies. The backing sheet, also known as an interleaf, helps keep transparencies clean and prevents them from clinging together. This feature is only available when printing on transparencies supplied from the **MP tray**. You can print the same content on the backing pages as on the transparencies.

Transparency interleaving cannot be used together with **Cover mode**, **Page insert**, or **Index tab dividers**.

Inserting Backing Sheets Between Transparencies

- 1** In **Basic > Media type**, select **Transparency**. If the **Source** and **Media type** lists have been combined (by a selection in **Device Settings > Compatibility**), **Media type** does not appear. Instead, in the **Source** list select **Auto (Transparency)**.
- 2** In the **Publishing** tab, click the **Transparency interleaving** icon.
- 3** To print the transparency content on the inserted pages also, select the **Print onto backing** check box.
- 4** In the **Media for backing** list, select the media type or source cassette. When you choose the media type, a source cassette matching that media type is automatically selected.
- 5** Click **OK** to return to the **Print** dialog box.
- 6** Click **OK** to start printing.

The printing system's operation panel prompts you to load transparencies into the **MP tray**, and if necessary, load backing paper into the selected cassette.

Page Insert

A **Page insert** is a preprinted page or a page of a different paper type that is inserted at specified points in a print job. The inserted page can also be printed on during the print job. Both sides of the page insert can be printed on by using the duplex unit.

Duplex printing must be selected in the **Basic** tab or **Quick Print** tab in order to print using the **Back** option.

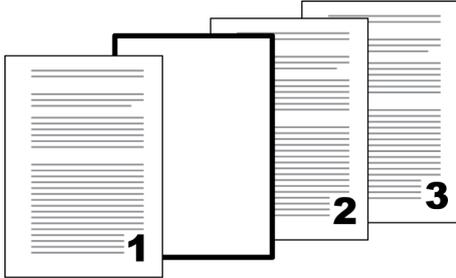
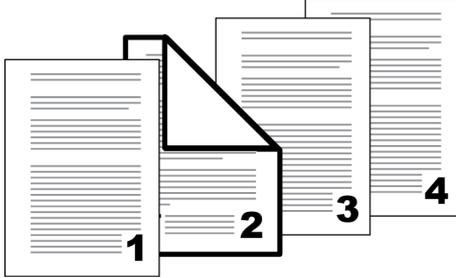
If this feature is used with **Publishing > Index tab dividers**, some options selected for **Index tab dividers** are automatically selected for **Page insert**. Similarly, **Page insert** selections appear in the **Tab Settings** dialog box.

Although **Cover mode**, **Page insert**, and **Index tab dividers** can be used simultaneously, they cannot be used with **Transparency interleaving**.

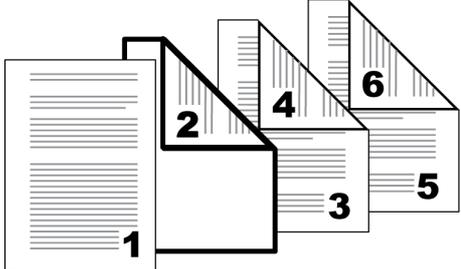
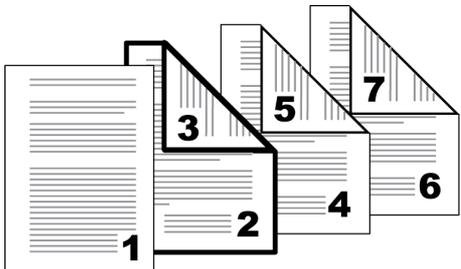
Printing Page Inserts

- 1 In the **Publishing** tab, click the **Page insert** icon.
- 2 To print on both the front and back of the inserted page, select the **Front** and **Back** check boxes.
- 3 In **Insert before pages**, type the page number to insert. A page is inserted between the page number you typed and the page before it.
- 4 From the **Media for page** list, select the media type or source cassette. When you choose the media type, a source cassette matching that media type is automatically selected.
- 5 Click **OK** to return to the **Print** dialog box.
- 6 Click **OK** to start printing.

Page Insertion Options

Check Box Selection	Page Insertion Type
Page insert	<p>Inserts a blank page.</p> 
Page insert Front	<p>Prints on the front side of the inserted page.</p> 

— continued

Check Box Selection	Page Insertion Type
Page insert Back	Prints on the back side of the inserted page. 
Page insert Front Back	Prints on both sides of the inserted page. 

Index Tab Dividers

Index tab dividers inserts tab divider sheets at specified points in a print job to divide sections of a printed document. You can also print on the tabs. You can use standard tab divider sheets for A4 and Letter paper, or you can create custom tabs for those sizes. Tab divider sheets must be supplied from the **MP tray** so that the tabs are on the edge opposite the feeding direction, and the printing surface is down. The first tab is on the left side relative to the feed direction.

Ensure that the paper is properly loaded by following the instructions outlined in the printing system's *Operation Guide*.

Some options selected for **Index tab dividers** are automatically selected for **Publishing > Page insert**. Similarly, **Page insert** selections appear in the **Tab Settings** dialog box.

Tab text can be printed on only one side of the tabs, even if the document pages are printed on both sides.

The **Custom Media**, **Tab Settings**, and **Custom Tab** dialog boxes display the unit of measurement in inches or millimeters. You can change the **Units** setting in the **User Settings** dialog box, accessed from **Device Settings**.

Index Tab Dividers Options

The following options are available for the **Index tab dividers** feature in the **Publishing** tab.

Media

From the list, select from available standard tab divider sheets for A4 or Letter. You can select **Custom** to open the **Custom Media** dialog box and create custom tab divider sheets.

Settings

Click to open the **Tab Settings** dialog box and select tab settings for the current print job.

Custom Media dialog box

You can create a custom size with your chosen dimensions for non-standard size tab divider sheets. Tab size is adjusted depending on the number of tabs and the selected distances before, between, and after the tabs. The total distance must not exceed the long edge width.

Number of tabs

Select how many tabs to include for the custom media, between 1 and 15.

Print size

Select **A4** or **Letter**.

Before first tab

Type or select the distance between the edge of the paper and the first tab.

Between tabs

Type or select the distance between each of the tabs. For tabs that overlap each other, select a negative value.

After last tab

Type or select the distance between the edge of the paper and the last tab.

Extension

Type or select the distance the tab extends from the edge of the paper.

Tab Settings dialog box

Once the media is selected, you must select tab settings for the current print job. A maximum of 50 tab printing settings and a maximum of 50 page insert settings can be set. Selections apply to all tab divider sheets in the print job.

Tab patterns are repeated when the last tab position has been used. For example, with 20 tabs selected for 5-tab media, 5 tabs are inserted 4 times in a repeated pattern.

Note: If **Use index tab dividers** is selected, you cannot select the same **Print onto** setting in **Page insert**. If **Use index tab dividers** is not selected, because the **Print onto** setting is the same as that in **Page insert**, a different setting from **Page insert** cannot be selected.

Current tab settings

Displays the tab settings for the current print job.

New

Click the button to add a new tab to the **Current tab settings** list. Then select settings for the new tab.

Delete

You can remove a tab by selecting it in the list and clicking **Delete**.

Customize

Click the button to open the **Custom Tab** dialog box and select custom tab settings such as font, color, and text alignment. The **Customize** button is available when **Use index tab dividers** is selected and **Shift image** is cleared.

Insert before page

Type the page number to insert. A tab divider sheet is inserted between the page number you typed and the page before it. If **1** is selected, the tab

divider sheet is inserted before page 1. If **Use index tab dividers** is not selected, the **Page insert** feature is selected automatically with this page number in **Insert before pages**.

If the same number is entered twice, an error occurs (red text box).

Print onto

Select options for printing document data on the inserted pages. Select **Front** to print the next page of document data on the tab divider sheet. Select **None** if you do not want to print document data on the tab divider sheets. With either selection, tab text is printed on the tabs, if selected.

Use index tab dividers

Select the check box to use the option selected in the **Media** list in the **Publishing** tab. When the check box is clear, **Index tab dividers** is the same as **Publishing > Page insert**.

Shift image

With **Use index tab dividers** selected, select **Shift image** for applications and templates that include tabs in the document. Page content and tab text are moved so that the tab text is printed on the tabs. Type or select the shift distance to a maximum of 30 mm (1.2 inches).

When using this feature, type the tab text in the application or template, not in the **Tab Settings** dialog box.

Position

Select the tab position for each tab. **Auto** sets the tab positions automatically, or you can select the position from the list. Available options depend on the selected standard media or the **Number of tabs** selection in the **Custom Media** dialog box. Tab divider sheets must be loaded to match the position settings.

Tab text (3 lines max)

Type a maximum of three lines of text (one line, 260 characters) for each tab.

Custom Tab dialog box

You can select the font, style, color, size, orientation, tab alignment, text alignment, and line spacing for the tab text. Selections apply to all tab divider sheets in the print job.

With the color setting selected in the **Quick Print**, **Basic**, or **Imaging** tab, select from default or custom colors in the **Custom Tab** dialog box.

Orientation options are different from the orientation options in the **Quick Print** and **Basic** tabs. For custom tabs, the following orientation options are available:

Normal

Viewing the sheets with tabs at the top, text is horizontal and right side up.

Flipped

Viewing the sheets with tabs at the top, text is horizontal and upside down.

Horizontal

Viewing the sheets with tabs on the right side, text is horizontal.

Vertical

Viewing the sheets with tabs on the right side, text is vertical.

Tab alignment options are similar to Microsoft Word vertical alignment:

Top

Tab text is aligned at the top edge of the tab extension.

Middle

Tab text is aligned at the center of the tab extension.

Bottom

Tab text is aligned at the bottom edge of the tab extension.

When selecting **Text alignment** and **Line spacing** options, view the paper with tabs on the right side, as in the dialog box illustration.

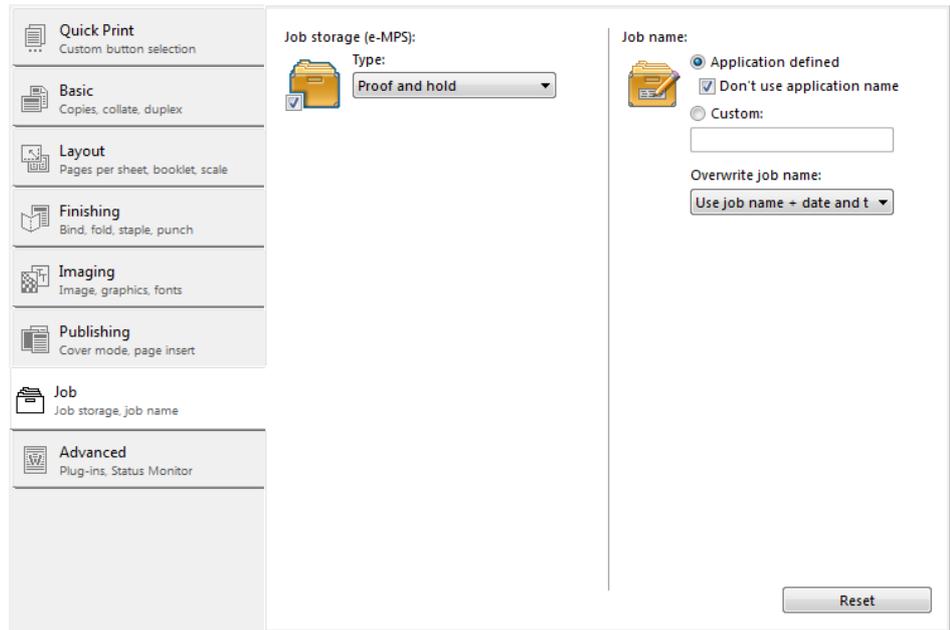
Inserting Index Tab Dividers

- 1** Load tab divider sheets into the **MP tray** with the long edge facing the direction of the paper feed. The tabs will then be facing outward. Place the sheets with the printing surface down. The first tab is on the left side relative to the feed direction.
- 2** In the **Publishing** tab, click the **Index tab dividers** icon.
- 3** In the **Media** list, select a standard media option, or select **Custom** to create custom media.
- 4** If **Custom** was selected in step 3, create the desired custom media in the **Custom Media** dialog box, and click **OK**.
- 5** Click **Settings**.
- 6** In the **Tab Settings** dialog box, click **New**, and type the page number to insert. A tab divider sheet is inserted between the page number you typed and the page before it.
- 7** Select your desired settings for **Print onto** and **Position**, and type the tab text.
- 8** If **Use index tab dividers** is selected and **Shift image** is cleared, you can click **Customize** and select custom settings for the tab text. Click **OK**.
For applications and templates that include tabs in the document, select **Shift image**, and select the shift distance.
- 9** Repeat steps 6-8 to include multiple tab divider sheets in the print job, and then click **OK**.
- 10** If you want to use the current tab settings again, click **Save as** at the bottom of the **Printing Preferences** dialog box and save the settings as a profile.
- 11** Click **OK** to return to the **Print** dialog box.
- 12** Click **OK** to start printing.

10 Job

In the **Job** tab, you can store print jobs in the memory installed in the printing system. You can also select a **Job name** to use with Job storage features. You can use this tab to set or change the default settings that apply when you print a document from a Microsoft Windows application.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Job Storage (e-MPS)

Job storage (e-MPS) offers a set of options for saving print jobs in printing system memory, so that you can print or reprint them later. Print jobs can easily be reprinted later using the printing system's operation panel, and printing of sensitive documents can be restricted to approved users.

E-MPS is a multitier solution that provides advanced print management, directly from the desktop. By storing a job in the printing system, you can print it from the operation panel without sending it again from the computer.

To use the **Job storage (e-MPS)** features, you can set a user name in the **User Settings** dialog box, available in **Device Settings**. If you do not set a user name, the Windows login user name is the default.

Job Storage (e-MPS) options

	Storage location	Access code required	When job is printed	When job is deleted from memory

— continued

Custom box	Hard disk	Optional password	When printed from operation panel	When manually deleted or up to 31 days
Quick copy	Hard disk	No	When sent from the computer	When printing system is turned off, hard disk is full, or job retention date in the printing system is passed
Proof and hold	Hard disk	No	One copy when job is sent; remaining copies later	When printing system is turned off, or job retention date in the printing system is passed
Private print	Hard disk	Yes	When access code is entered at operation panel	When printing system is turned off, after printing, or job retention date in the printing system is passed
Job storage	Hard disk	Optional	When printed from operation panel	When manually deleted

Custom Box

Custom Box lets you store print jobs until they are printed from the printing system's operation panel. You can print one or more jobs from the hard disk.

Print jobs can be deleted after printing or saved on the hard disk for 1-31 days.

To use custom boxes, each custom box must be set up using the printing system's operation panel or home page. They must also be set up in the **Hard Disk Settings** dialog box, accessed from **Device Settings**. The maximum number of custom boxes is 1000.

Storing a Job in a Custom Box

After custom boxes are assigned, you can send print jobs to custom boxes, where print jobs are stored on the printing system's hard disk.

- 1** In the **Job** tab, select the **Job storage (e-MPS)** icon.
- 2** In the **Type** list, select **Custom box**.
- 3** Click **Settings**.
- 4** Select a **Custom Box Settings** option:
 - Select **Use specific box number**, and type the box number and password.
 - Select **Prompt for box number**, and click **OK**. When the **Custom Box** dialog box appears, type a box number. If a password was set, type the password.
 - Select **Display box number list**, and click **OK**. When the **Custom Box** dialog box appears, select a box from the list. If a password was set, type the password. This can be selected when **Shared box** is selected in the **Hard Disk Settings** dialog box.

Select **Verify box number for each login user**, and click **OK**. When the **Custom Box** dialog box appears, type a box number. To include a password, select **Require password** and type the password. This can be selected when **Shared box** is selected in the **Hard Disk Settings** dialog box.

With **Verify box number for each login user** selected, the driver searches for a login user name from the custom box list to serve as the custom box name:

If a match is found, the custom box is used for the print job.

If a match is not found, the driver checks for administrator or user permissions. With administrator permissions, you will be prompted to type a box number and optional password for the print job. The driver searches for a Windows login user name and adds this name with the box number and password to the custom box list in the driver. With user permissions, the print job is canceled. You will be prompted to contact an administrator to establish printing permissions.

Quick Copy

Quick copy is a **Job storage (e-MPS)** option that prints all copies of a print job and stores the job temporarily on the hard disk for reprinting later. This feature is available when a hard disk is installed and selected in **Device Settings**.

Quick copy is useful for printing the job again later in the day when you need additional copies at short notice. You can set the number of additional copies, and print the job from the printing system's operation panel without sending the job again from the computer.

The number of **Quick copy** or **Proof and hold** jobs that can be stored is set at the printing system's operation panel, to a maximum of 50 jobs. When the designated number of jobs is reached, older jobs are replaced by new jobs. All **Quick copy** jobs are stored on the hard disk after printing but are deleted when the printing system is turned off or the job retention date in the printing system is passed. You can manually delete a job at the operation panel.

Warning: A print job can replace a job on the hard disk having the same user name and job name. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Printing a Quick Copy Job

With a hard disk installed, **Quick copy** lets you print a document and save it in the printing system until the job is manually deleted or the printing system is turned off.

- 1 In the **Job** tab, select the **Job storage (e-MPS)** icon.
- 2 In the Type list, select **Quick copy**.
- 3 Click **OK** in all dialog boxes.

Proof and Hold

Proof and hold is a **Job storage (e-MPS)** option that prints one copy of a print job so that you can proof it before printing the remaining copies. This feature is available when a hard disk is installed in the printing system and selected in **Device Settings**.

After the proof copy is printed and checked, remaining copies can be printed from the printing system's operation panel without sending the job again from the computer. If desired, you can change the number of copies printed.

Note: **Proof and hold** is not available for some applications such as Microsoft Excel.

The number of **Proof and hold** or **Quick copy** jobs that can be stored is set at the printing system's operation panel, to a maximum of 50 jobs. When the designated number of jobs is reached, older jobs are replaced by new jobs. All **Proof and hold** jobs are stored on the hard disk after printing but are deleted when the printing system is turned off or the job retention date in the printing system is passed. You can manually delete a job at the operation panel.

Warning: A print job can replace a job on the hard disk having the same **User name** and **Job name**. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Printing a Proof and Hold Job

Proof and hold lets you print one copy of a multicopy job to proof before printing the remaining copies. The job is stored on the hard disk until the printing system is turned off or the job is manually deleted.

- 1 In the **Basic** tab, select the number of copies to be printed.
- 2 Open the **Job** tab.
- 3 Click the **Job storage (e-MPS)** icon.
- 4 In the **Type** list, select **Proof and hold**, and click **OK**.

Private Print

Private print jobs are saved on the hard disk for printing until a four-digit **Access code** is entered. When the hard disk reaches maximum capacity and a new job is sent to be stored, the oldest stored job is replaced by the new job. **Private print** jobs are deleted when the printing system is reset or turned off. If you do not want the job deleted, select the **Job storage** feature.

When sending a sensitive document to the printing system, a user must type a four-digit **Access code**, which is attached to the print job along with the **Job name** and **User name**. You can also select a prompt option for typing the Access code. The job is not printed until a user enters the **Access code** at the printing system's operation panel. After the job is printed, or the job retention date in the printing system is passed, the job is removed from printing system memory.

The number of **Private print** jobs that can be stored is limited only by the storage capacity of the hard disk. You can manually delete a job at the operation panel.

Warning: A print job can replace a job on the hard disk having the same **User name** and **Job name**. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Storing a Private Print Job

Private print lets you store a document temporarily in printing system memory without printing, and protect it with an **Access code**. The job is stored on the storage device until it is printed or manually deleted, or the printing system is turned off.

- 1 In the **Job** tab, click the **Job storage (e-MPS)** icon.
- 2 In the **Type** list, select **Private print**.
- 3 Select a method for choosing an access code:
 - Clear **Prompt for access code**, and then type four numbers in the **Specify access code** box. You do not need to type the access code each time you print.
 - Select **Prompt for access code**. The **Private Print** dialog box appears when you print. Type the access code in the dialog box.
- 4 Click **OK** to return to the **Print** dialog box.
- 5 Click **OK** to start printing.

Job Storage

Job storage is a **Job storage (e-MPS)** option that lets you store a print job permanently on the hard disk for printing later. You also have the option of protecting the print job from unauthorized printing by using an access code. This feature is available when a hard disk is installed and selected in **Device Settings**.

Job storage is useful for jobs that need to be available for printing at any time, even if the printing system has been turned off and turned on again. **Job storage** jobs can only be removed manually from printing system memory.

If desired, you can attach a four-digit access code to a **Job storage** job, so that you can print a job without anyone else seeing it, or restrict printing to approved users. When the access code is used, the job is not printed until a user prints it at the printing system's operation panel. After the job is printed, it remains in printing system memory.

The number of **Job storage** jobs that can be stored is limited only by the storage capacity of the hard disk. You can manually delete a job at the operation panel.

Warning: A print job can replace a job on the hard disk having the same user name and job name. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Storing a Job Storage Job

Job storage lets you store a document permanently in printing system memory without printing, and gives you the option to protect it with an access code. This job remains on the storage device until it is manually deleted.

- 1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

- 2 In the **Type** list, select **Job storage**.
- 3 If you want to restrict access to your document, select **Access code** and type four numbers in the box.
- 4 Click **OK** to return to the **Print** dialog box.
- 5 Click **OK** to start printing.

Job Name

A **Job name** is a unique identifier for each print job. It helps you find and print your job from the printing system's operation panel. When you send a print job using one of the **Job storage (e-MPS)** options, you can assign a custom name to the job or use the name of the application file.

For Microsoft Word and PowerPoint, you can choose to include or omit the application name from the application defined **Job name**. You can also ensure that jobs in printing system memory are not replaced by new jobs having the same **Job name**.

Don't Use Application Name

Don't use application name is an option to remove the application name from the job name in job storage features. By selecting **Don't use application name**, the file name you choose appears clearly in the job list. This feature is applicable only when printing from Microsoft Word or PowerPoint.

Overwrite Job Name

Overwrite job name is an option to ensure that a saved print job is not replaced in printing system memory by a new job having the same **Job name**. If a user sends two print jobs with the same **User name** and **Job name**, the second job replaces the first job without any prompt. To prevent this, **Overwrite job name** can automatically change the **Job name** by adding the date and time the job is sent. This feature also helps you to track when print jobs were sent from the computer.

The selected option applies to a **Job name** with either **Application defined** or **Custom** selected. **Overwrite job name** options include:

Replace existing file

This option lets the current print job replace an existing job in printing system memory, if a job with the same **User name** and **Job name** exists.

Use job name + date and time

This option adds the current date and time to the end of the **Job name**, in the format: mmddyy hhmss

The previous print job with the same job name remains in the printing system memory.

Selecting a Job Name

You must select a job name to use with **Job storage (e-MPS)** features, so that you can find your job in job lists on the printing system's operation panel. The selected job name is saved with the print job when the job is sent to printing system memory.

- 1 In the **Job** tab under **Job name**, select a name:

Application defined

This option uses the name of the application document as the job name. For Microsoft Word or PowerPoint documents, selecting **Don't use application name** removes the name of the application so that only the document name appears as the job name.

Custom

This option uses a unique name for each job. Type a name in the text box, up to 79 characters.

- 2 Select an **Overwrite job name** option in case a job already exists in printing system memory with the same job name:

Replace existing file

If a job with the same user name and job name exists, the current print job replaces an existing job in printing system memory.

Use job name + date and time

This option adds the current date and time to the end of the job name, in the format:

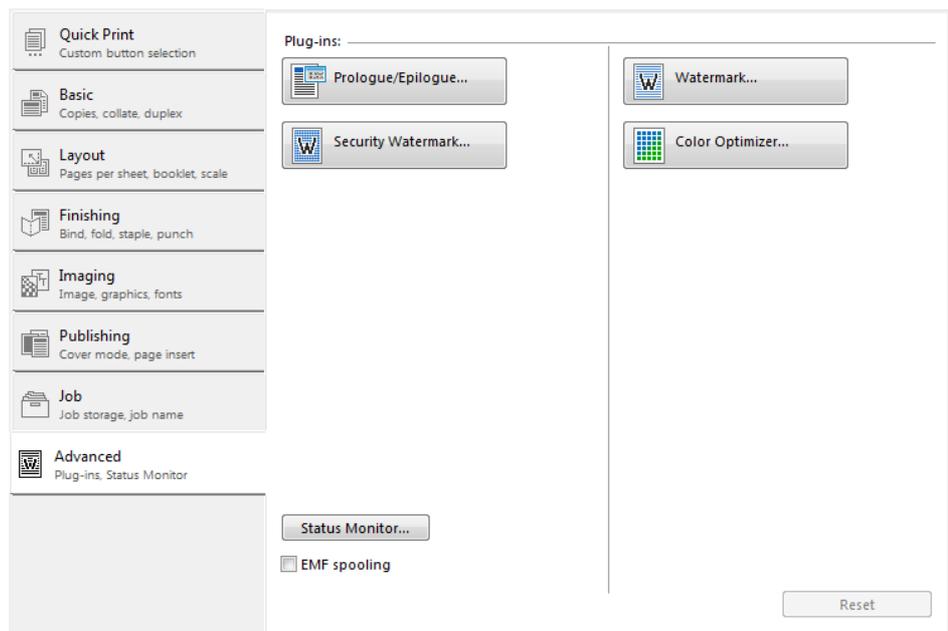
mmddyy hhmmss

The previous print job with the same job name remains in the printing system memory.

11 Advanced

In the **Advanced** tab, you can choose special features that extend the capabilities of the printing system.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.



Prologue/Epilogue

The **Prologue/Epilogue** feature lets you insert a command file at the beginning of a print job or at the end. The command file, prepared in a text editor, utilizes programming commands from the printer resident PRESCRIBE language. The **Product Library** disc includes a PRESCRIBE command language reference guide. A command file is a set of instructions the printing system interprets to produce a given output. For example, a **Prologue/Epilogue** command file may contain a macro that places a graphic object such as a logo at the top of a letterhead document. Or a heading can be added to carbon copies when using the **Carbon copies** feature in the **Basic** tab.

Selecting a Prologue/Epilogue File

A **Prologue/Epilogue** file must be available on your computer before it can be added to a print job. To create this file, use a text editor like Windows Notepad.

In **Advanced > Prologue/Epilogue**, select a **Prologue/Epilogue** file name to insert into the print job. (If no file names are visible in the list, you must click **Add** to browse for files on your computer or network to add to the list.) After the file is selected, insertion point options become available.

Editing a Prologue/Epilogue File

You can edit a **Prologue/Epilogue** file on your computer.

- 1 In **Advanced > Prologue/Epilogue**, select a **Prologue/Epilogue** file name from the list, and then click **Edit**.
- 2 After your text editor opens, make your changes to the file.
- 3 Save the file and exit.

Note: Editing and saving a command file replaces the contents of the existing local or network file.

Deleting a Prologue/Epilogue File

You can remove a **Prologue/Epilogue** file from the list.

- 1 In **Advanced > Prologue/Epilogue**, select a **Prologue/Epilogue** file name from the list, and then click **Delete**.
- 2 In the delete confirmation box, click **Yes** to accept.

Note: Only the file name is removed from the command file list. The file itself is not deleted, but remains on the network or local computer.

Assigning a Prologue/Epilogue File

You can insert a **Prologue/Epilogue** file into a print job.

- 1 In **Advanced > Prologue/Epilogue**, select a **Prologue/Epilogue** file name from the list.
- 2 Under **Insertion Point**, select a place to insert the **Prologue/Epilogue** file.

Unassigning a Prologue/Epilogue File

If you designate a **Prologue/Epilogue** file as unassigned, you are removing it from the print job. It remains in the list. Unassigned selections are useful when the list contains several **Prologue/Epilogue** files, and you want to use some but not others.

- 1 In **Advanced > Prologue/Epilogue**, select a **Prologue/Epilogue** file name from the list.
- 2 Under **Insertion Point**, select **Unassigned**.

Specifying the Insertion Point

The insertion point is the location in the print job where the selected **Prologue/Epilogue** command file is processed by the printing system. Each file in the list can be assigned only one insertion point.

Note: The **Start of the page** and **End of the page** insertion point options are available only if **PCL 5c** is selected in the **PDL Settings** dialog box.

With a command file selected in the list, choose one insertion point option:

Unassigned

The selected command file is not inserted into the print job. This selection can be used when you are working with multiple command files and want to use some but not others. Select **Unassigned** for the command files you do not want to use in the print job.

Beginning of the print job

The command file is inserted as the first page of the print job. The document starts printing on the second page.

End of the print job

The command file is inserted as the last page of the print job, which prints after the last page of the document.

Start of the page

The command file is inserted at the top of each page of the print job.

End of the page

The command file is inserted at the bottom of each page of the print job.

Only on odd pages

If **Start of the page** or **End of the page** is selected, this option can be selected to insert the command file into all odd-numbered pages.

Only on even pages

If **Start of the page** or **End of the page** is selected, this option can be selected to insert the command file into all even-numbered pages.

Pages

If **Start of the page** or **End of the page** is selected, this option can be selected to insert the command file into specified pages. In the text box, type individual page numbers separated by commas, or a page range separated by a hyphen. For example, if you type 2 in the text box, the command file is inserted only into page 2. If you type 1, 3, 5-12 the command file is inserted into page 1, page 3, and pages 5 through 12. If the **Pages** option is selected and you click **OK** without typing any numbers, you will be prompted to specify page numbers.

Watermark

A watermark is a recognizable image or pattern that can be placed on a page or throughout a document. You can choose one of the standard watermarks or create your own text. The preview area shows how the watermark appears on a page. This is useful for making adjustments to the appearance and location of the watermark.

Any watermark can be edited, though a limited number of options can be changed for default watermarks.

Watermark **Spacing** displays the unit of measurement in inches or millimeters. You can change the **Units** setting in the **User Settings** dialog box, accessed from **Device Settings**.

Adding or Editing a Watermark

- 1 In the **Advanced** tab, click **Watermark**.
- 2 In the **Watermark** dialog box, click **Add** to create a user defined watermark; or under **Select watermark**, select a default or custom watermark and click **Edit**.
- 3 Under **Watermark name**, type a name, to a maximum of 39 characters. A default watermark cannot be renamed.
- 4 Under **Watermark text**, type your preferred text. This option is not available when editing a default watermark.
- 5 Select the font, style, size, and count of the text.
- 6 Select the color of the watermark from the list of colors. For custom colors, select **Custom**, and click the right button to open the **Color** dialog box. Click one of the **Basic** colors and click **OK**, or click **Define Custom Colors** to open the color spectrum panel.

When selecting **Color Mode > Black & White** in the **Imaging** tab, the list of colors are levels of gray and black.
- 7 Select the **Position** of the watermark with one of the following options.
 - Centered (default)**

This option places the center of the watermark text in the center of the page.
 - User defined**

This option lets you manipulate the x and y coordinate boxes to move the text around the page.

You can also change the position by clicking the position button at the bottom of the preview area. Drag the pointer to move the watermark image.
- 8 Select the **Angle** of the watermark with one of the following options.
 - Diagonal (default)**

This option places the watermark text at the default angle on the page.
 - User defined**

This option lets you type a degree value for the angle. An angle is measured in degrees, from 0 to 360.

You can also change the angle by clicking the angle button at the bottom of the preview area. Click and hold as you drag the pointer to move the watermark image.
- 9 The **Rotate around center** check box at the bottom far right of the dialog box determines the method of rotation for the watermark. You must select **User defined** in both **Position** and **Angle** to enable this option. Select **Rotate around center** to position the watermark text with the center of the text as its axis, and clear it to position the watermark text with the left end of the text as its axis.
- 10 In all dialog boxes, click **OK**.

Selecting Pages for Watermark

- 1 In **Advanced > Watermark > Select watermark**, choose a default or custom watermark to print.
- 2 Under **Page selection**, choose pages for printing the watermark:
 - All pages**
This option prints the watermark on each document page.
 - First page only**
This option prints the watermark on the first document page.
 - All pages except first page**
This option prints the watermark on all pages after the first page.
 - Only on specified pages**
This option prints the watermark on page numbers typed in the box.
 - Print onto front outside cover**
This option prints the watermark on the front cover. It is available when **Cover mode** is selected in the **Publishing** tab. If **Cover mode** and **Front / Outside** are both selected in the **Publishing** tab, **Print onto front outside cover** is selected automatically.
- 3 In all dialog boxes, click **OK**.

Security Watermark

The **Security Watermark** is a plug-in feature that prints a nearly invisible image or text against a background pattern. The security watermark appears only when the printed page is photocopied. This helps to identify printed pages that should not be photocopied, or to distinguish between original prints and photocopies. Six standard security watermarks are available as text or image, and you can create custom security watermark text.

A notable feature of **Security Watermark** is the **Document guard pattern**, which prevents the document from being photocopied, scanned, faxed, or printed from memory. If a scan, fax, or print from memory is attempted, the process is stopped and an error message appears on the printer's operation panel.

Following installation of the printer driver, use the **Optional Printer Components** wizard to install the **Security Watermark** plug-in.

Security Watermark appears in the **Advanced** tab if **PCL XL** is selected in the **PDL Settings** dialog box.

The administrator can ensure that a security watermark is printed on all jobs by selecting **Device Settings > Administrator > Lock Settings > Security Settings**.

Selecting **Security Watermark** sets these driver features to the following values:

Watermark in the **Advanced** tab is set to **None**.

Color reproduction in the **Imaging** tab is set to **Line art**.

EcoPrint in **Quick Print**, **Basic**, or **Imaging** is set to **Off**.

Adjustment setting (color or black & white) in the **Imaging** tab is set to **None**.

Color Optimizer in the **Advanced** tab is set to **None**.

The reverse is also true. If these features are changed, then the **Security Watermark** selection is set to **None**, and cannot be used.

Adding or Editing a Security Watermark

You can create a new security watermark that displays text but not an image. Any security watermark can be edited, though a limited number of options can be changed for default security watermarks.

- 1** In the **Advanced** tab, click **Security Watermark**.
- 2** In the **Security Watermark** dialog box, click **Add**, to create a new security watermark; or under **Select security watermark**, select a default or custom security watermark and click **Edit**.
- 3** For **Security watermark name**, type a name to a maximum of 39 characters. A default security watermark cannot be renamed.
- 4** For **Security watermark text**, type text or leave blank. This option is not available when editing a default security watermark. Select from the following options:
 - None**
This option leaves the line blank.
 - User defined**
This option lets you insert text to a maximum of 39 characters.
All other options display date, time, or other job information that is obtained from the computer or printer driver when the job is printed.
- 5** Select the font, size, style, and angle of the text.
- 6** Select **Print as footer also** if you want the first available line of security watermark text to be printed at the bottom of the page. Select the page position from the list. This option is useful because the security watermark itself is not normally visible on the printed page.
- 7** Under **Background pattern**, select a design for the security watermark background.
 - Standard pattern**
Select a design for the security watermark background. This option prints the selected pattern with the security watermark text or image.
 - Document guard pattern**
The document guard design appears as the security watermark background. This option prevents the printed page from being photocopied, scanned, faxed, or printed from memory. If a photocopy is attempted, then gray copy is produced. If a scan, fax or print from memory is attempted, the process is stopped and an error message appears on the printing system's operation panel.
- 8** Select a **Watermark color** for the security watermark from the list. The options are **Black**, **Cyan**, or **Magenta**.

When selecting **Color Mode > Black & White** in the **Imaging** tab, the only option for watermark colors is black.

- 9 For **Security Watermark**, **Overprint** is set by default. The security watermark is printed over the document data so that it can appear clearly in a photocopy.
- 10 Adjust the calibration. After adjusting calibration in all dialog boxes click **OK**.

Adjusting Security Watermark Calibration

For a security watermark to be effective, it must be nearly invisible in a printed page and clearly visible in a photocopied page. Because printing systems and driver settings can vary, you must adjust the calibration before printing a security watermark. Adjusting the calibration is also recommended when changing the background pattern, replacing the toner or printing system, and after heavy printing activity.

- 1 In **Advanced > Security Watermark**, click **Add** to create a custom security watermark; or under **Select security watermark**, select a default or custom security watermark and click **Edit**.
- 2 After all security watermark options are selected in the **Add Security Watermark** or **Edit Security Watermark** dialog box, click **Adjust Calibration**.
- 3 Under **Pattern shading** and **Text contrast**, select initial options:
 - Light, Normal, Dark**
Select the shading density of the background pattern.
 - Contrast 1-9**
Select the level of contrast against the background pattern, from lightest to darkest.

These selections may need to be changed after printing a sample in the next step.
- 4 Click **Print Sample** to print a page displaying all nine contrast options against the selected pattern shading. It is recommended to print a sample page for each pattern shading option.
- 5 From the **Text Contrast Sheet**, find the sample where the security watermark is most nearly invisible.
- 6 In the **Adjust Calibration** dialog box, select options to match the sample chosen in step 5.
- 7 In all dialog boxes, click **OK**.

Selecting Pages for Security Watermark

The **Page selection** options for security watermark determine where the security watermarks are placed in the print job.

- 1 In **Advanced > Security Watermark > Select security watermark**, choose a default or custom security watermark to print.

- 2 Under **Page selection**, choose pages for printing the security watermark:

All pages

This option prints the security watermark on each document page.

First page only

This option prints the security watermark on the first document page.

All pages except first page

This option prints the security watermark on all pages after the first page.

Only on specified pages

This option prints the security watermark on the page numbers typed in the text box.

Print onto front outside cover

This option prints the security watermark on the front cover. This option is available when **Cover mode** is selected in the **Publishing** tab. If **Cover mode** and **Front / Outside** are both selected in the **Publishing** tab, **Print onto front outside cover** is selected automatically.

- 3 In all dialog boxes, click **OK**.

Color Optimizer

Color Optimizer is a plug-in that lets you match a single color accurately in a print job. Use this feature to print a document, such as a letterhead or company logo. The colors should be solid and consistent, with no shading. Multiple colors can be adjusted separately. **Color Optimizer** does not work in a document with photographs.

In the **Color Optimizer** dialog box, an eyedropper tool can be dragged into the on-screen document to select the color, or RGB values can be entered. A printable **Color Optimizer Table**, produced using the printer icon, lets you select from one of 121 color variations. **Hue**, **Lightness**, and **Saturation** settings are adjusted in the driver according to the selected variation.

You can create up to three custom settings for selections made in the **Imaging > Adjustment** feature. You can also select a **Color reproduction** option.

Note: If different custom settings are selected in **Color Optimizer** and **Adjustment (Imaging tab)**, the latest change takes precedence and is applied to the print job.

When installed, the **Color Optimizer** button appears in the **Advanced** tab. The **Color Optimizer** button is unavailable for any of the following settings:

PDF selected in the **PDL Settings** dialog box

Black & White mode selected in **Administrator > Lock Settings**

Black selected in the **Imaging, Basic, or Quick Print** tab

Optimizing RGB Color for Printing

You can use **Color Optimizer** to match single colors accurately in a print job. Only the **Color reproduction** option selected in the **Color Optimizer** dialog box is also saved in **Imaging** tab. At any time, you can click the Info icon (i) in the **Color Optimizer** dialog box for instructions.

- 1 Open the document containing the desired colors.

- 2 From the application's **File** menu, click **Print**, then click **Preferences** or **Properties** to open the **Properties** dialog box.
- 3 In **Advanced > Color Optimizer > Color adjustment**, select **Custom 1**, **Custom 2**, or **Custom 3**.
- 4 Under **Color reproduction**, select from available options.
- 5 Select each color by one of the following methods:
 - Drag the eyedropper tool anywhere on the screen to select the desired color.
 - If you know the RGB values of the color, type or select the values.The color appears in the color preview box.
- 6 Select any two of **Hue**, **Lightness**, or **Saturation** settings.
- 7 Click the printer icon to print a one-page table displaying variations of the selected color. From the printed sheet, select the desired variation.
- 8 In the **Color Optimizer** dialog box, type the number/letter combination of the selected variation in the spin box next to the color preview box, or click the up or down arrow buttons to select the variation.
- 9 Click **Add** to add each color to the list, to a maximum of 10 colors. You can remove a color by selecting it in the list and clicking **Delete**.
- 10 If desired, type a description of the custom setting in the **Description** box, to a maximum of 30 characters. The description only appears in the **Color Optimizer** dialog box.
- 11 Click **OK** or **Apply** to save the settings.

Status Monitor

The **Status Monitor** displays printing system status messages in the lower right corner of the window during printing. You can start a status monitor for each supported printing system. More than one status monitor can be displayed at one time.

Selecting Status Monitor Options

You can select how to display the **Status Monitor** image and select from available options.

Note: The **Status Monitor** image closes on its own after 5 minutes, if there is no printing activity.

- 1 In the **Advanced** tab, click **Status Monitor**.
- 2 If you want the **Status Monitor** image to appear during a print job, in the **Status Monitor** dialog box, select the **Status Monitor** check box.

- 3** With **Status Monitor** selected, you can also select **Notify when printing is complete** to have **Status Monitor** display a message on your computer when a print job finishes printing. The default is the notification is not displayed (check box cleared).
- 4** To view the print job status without changing the **Status Monitor** setting, click **Open Status Monitor**.
The **Status Monitor** image appears in the lower right corner of your computer screen.
- 5** Move the pointer over the **Status Monitor** image to display balloon-style status messages containing information about printing system activity and the printer port. You can click the toner icon to display toner levels.
- 6** To display a list of options, right-click the **Status Monitor** icon in the system tray.
 - Hide the status monitor/Show the status monitor**
Switches between hiding and showing the **Status Monitor** image.
 - Command Center RX**
Opens a web browser to display a printer web page.

Note: If your printer is connected with a USB cable, this feature cannot be used. Define settings using the operation panel of the printing system.

Always on top

Leaves the Status Monitor image on top of other open windows.

Opacity

Adjusts the Status Monitor to let a variable amount of background to show through the image. Select a percentage between 20 to 100.

Enlarge window

Select to increase the size of the Status Monitor image.

Notification

Opens a dialog box with options for Status Monitor event notification and sound files.

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Opens a web browser to the KYOCERA Document Solutions Inc. home page.

Exit

Closes the Status Monitor image.

Setting Status Monitor Preferences

You can configure printing system alerts with accompanying sound or speech in the status monitor **Preference** dialog box.

- 1** Right-click the **Status Monitor** icon in the system tray.
- 2** Click **Notification**.

- 3 Select the **Enables Event Notification** check box.
- 4 Select an event for a **Status Monitor** alert.
 - Cover open**
 - Paper jam**
 - Add paper**
 - Sleep**
 - Add toner**
 - Toner low**
 - Not connected**
 - Printing completed**
 - Others**
- 5 You can also add sound or speech to your chosen alert.
 - To add a sound file:
 - Clear the **Use Text to speech** check box.
 - The **Sound file** text box becomes available. Type the location of a sound file (.WAV), or **Browse** to find a sound file located on your computer.
 - To add speech:
 - Select **Use Text to speech**.
 - Type your preferred text in the **Text to speech** text box. The Microsoft Text to Speech utility reads your typed text and plays it back in a spoken voice.
 - After you select a sound file, or type text for Text to speech, you can click the arrow below the text box to play the sound or speech.
- 6 Click **Apply** or **OK**.

EMF Spooling

EMF (Enhanced MetaFile) is a spool file format used in printing by the Microsoft Windows operating system. When a print job is sent from an application, it is transferred to the spool file. The application writes to and the printer driver reads from the spool file simultaneously. For multiple or large documents, this quickly returns application control to the user while the printer is still printing the document.

Note: If **Allow data passthrough** is selected in the **KPDL Settings** dialog box, **EMF spooling** is unavailable.

Selecting EMF Spooling

To print with EMF spooling:

- 1 From the **Advanced** tab, select the **EMF Spooling** check box.
- 2 Click **OK** and continue the printing process as usual.

Enable Client Profile

Client profile refers to profile settings saved on a client computer. You have the choice to use your local profiles or the server profiles. This feature is intended for the client computer in a client-server environment.

In the **Advanced** tab, clear the **Enable client profile** check box to select profiles from the server to apply to print jobs created by the driver. Server profiles are read-only.

Select the **Enable client profile** check box for using custom profiles locally in the driver.

Glossary

A

Access code A four-digit code that you must enter at the printing system's operation panel to print a Private print job.

Application based printing An administrator can associate a profile with an application so that all printing from the application uses the same profile settings. This makes profiles easier to use and ensures consistent printing from an application.

Auto configure Device settings feature that queries a printing system through the network and automatically retrieves settings for optional devices, and memory. Driver settings are updated with information received from the physical printing system. Installed devices display in the Preview image.

B

Bi-Fold Finishing feature that lets you produce a document folded in half, like a brochure or a pamphlet.

Black & White With this option selected, the printer creates documents with black toner only. This feature is available in the Imaging, Quick Print, and Basic tabs.

Booklet Layout feature that prints a multi-page document in a booklet format by using a duplex unit. Two pages are printed on each side of a sheet to create a document that can be read like a book.

C

Carbon copies Prints additional copies on paper from different trays or cassettes. This is useful for printing copies of documents such as invoices on different color paper or media type. The maximum number of copies can be printed for each carbon copy.

Cassette A sliding plastic tray that holds a supply of paper for input to the printer.

Collate Outputs the complete print job set by set. With Collate cleared, it prints each page by sets. For example, with Collate selected, three copies of a five-page document output as pages one through five in succession, three times.

Color conversion Imaging feature that lets you choose how to apply color processing to your print job depending on how color data is received from the application.

Color optimizer Advanced tab plug-in feature that accurately matches a single color in a print job. The documents for printing can contain only one color besides black, such as a letterhead or a company logo. Color Optimizer does not work for a document with multiple colors or photographs.

Continuous tone Imaging feature that represents images, or photographs in a series of evenly graduated tones.

Custom box Job option that stores print jobs in the printing system's memory for later printing from the operation panel. Custom box jobs are saved to boxes that are assigned to users, and can be restricted by password. Your printing system must have an installed hard disk to use this feature.

D **Don't use application name** Don't use application name is an option to shorten the application defined job name for jobs created in Microsoft Word or PowerPoint. The file name will appear clearly in the job list.

E **EcoPrint** Imaging feature that changes toner saturation, making the entire image, text and graphics, appear lighter in the printed job. The following values in the EcoPrint list represent toner saved from none to the maximum amount: Off, Least, Less, Medium, More, and Most – toner saved. The amount of toner is also determined by the driver settings and the type of data printed (text, graphics, or both). EcoPrint does not increase print speed. This feature is also available in the Quick Print and Basic tabs. If EcoPrint is turned on in the Quick Print or Basic tab, the Imaging tab displays the previously selected level.

Edit Quick Print This feature lets you customize the Quick Print view with your preferred print job options.

e-MPS Job storage (e-MPS) is a set of options for saving print jobs in printing system memory, so that you can print or reprint them later. Print jobs can easily be reprinted later from the printing system's operation panel, and printing of sensitive documents can be restricted to approved users.

Enable client profile Client profile refers to profile settings saved on a server and accessed by clients in a client/server environment. This feature in the Advanced tab lets an administrator control and distribute profiles.

F **Fast printing** Printing mode that decreases spool size and increases print speed.

Finishing edge Finishing edge aligns the matching sides of two different page sizes in a document. For example, the long edge of an A4 page is aligned with the short edge of an A3 page; or the short edge of a letter size page is aligned with the short edge of a legal size page. Finishing edge can be used with or without the staple feature.

Full bleed Layout feature that lets you produce full-page printing without any margins by printing to a larger sized-paper than the original, and then letting you trim the edges.

G **GDI compatible mode** A page description language option that accurately reproduces what is viewed on the screen using the Microsoft Graphical Device Interface (GDI) component to render the document. It generates data in a raster printing format, creating a larger printable file.

Grayscale Range of gray tones varying from black at the darkest to white at the lightest.

Gutter Blank space on the left side or top of a printed page that can be increased by scaling down text and graphics. This supports stapling and hole punching. When used with Duplex printing, the enlarged blank space lines up evenly on both sides of the sheet. The larger blank space is created by shifting the printable area to the right or down as much as one inch (25.4 mm).

I **Ignore Application Collation** Check box in Device Settings > Compatibility that determines the priority of Collate settings. If the check box is selected, the printer

driver setting is used. If the check box is cleared, the software application setting is used.

Index Tab Dividers Inserts tab divider sheets at specified points in a print job to divide sections of a printed document. You can also print on the tabs. You can use standard tab divider sheets for A4 and Letter paper, or you can create custom tabs for those sizes. Tab divider sheets must be supplied from the MP tray and loaded on the long edge, with the tabs away from the printing system.

J

Job accounting An accounting system that records and controls the number of pages printed by each account ID. Account IDs can be assigned at the printing system and stored in the driver. After account IDs are assigned, you can use the Job accounting option to print in the Job accounting mode.

Job name A Job name is a unique identifier for each print job, to help you find and print the job from the printing system's operation panel. When you send a print job using one of the Job storage (e-MPS) options, you can assign a custom name to the job or use the name of the application file.

Job storage Job option that stores a print job permanently on a hard disk for printing later. You also have the option of protecting the print job from unauthorized printing by using an access code. This feature is available when a hard disk is installed and selected in Device Settings.

L

Line Thinning This feature reduces the pen width of lines used for barcodes and drawings. Drawing values controlled by an application are not changed. Line thinning is available when PCL XL is selected in the PDL Settings dialog box.

Lock Settings Locking feature for some settings that an administrator can specify at the tab or feature level in the driver. The settings are then applied to print jobs from the driver, and changes are restricted. Locking a setting will also lock that setting where it appears in other tabs. The administrator can also set a password that is required to temporarily unlock a feature.

M

Media source enumeration A Device Settings option that maintains compatibility for cassettes and feeders between old drivers and new drivers or when moving from one manufacturer to another. Compatibility creates a smooth transition for environments using macros or PRESCRIBE commands to access cassettes and feeders.

MP tray Source tray used for transparencies, labels, envelopes, cardstock, coated media, and custom printing media.

Multiple pages per sheet This feature lets you print several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper.

O

Operation panel The keys and display on the printing system. Use the operation panel to set options such as media type and EcoPrint, and to print jobs stored on the hard disk.

Optional Printer Components Optional Printer Components include Common Profiles and Plug-In Modules, and need to be installed separately from the driver installer. They are located on the Product Library disc in the Advanced Tools menu.

Orientation The position of the pages in a print job, either short side at top (portrait) or long side at top (landscape). If Rotate is selected, the print job orientation is rotated 180 degrees.

P

Pattern Scaling Feature that can help improve visual compatibility between screen and print output. Graphics objects, such as a shape or a path, often include patterns and fills that are composed of collections of printed dots. A pattern is a planned or random repetition of colors, shapes, lines, values and textures to create a visual arrangement. A fill is the application of a color or grayscale to a graphics object. If printed patterns and fills do not match the appearance of that on the screen, use Pattern scaling to select a different density of printed dots.

PDF The Adobe portable document format (PDF) is independent of the application software, hardware, and operating system used to create documents, and also of the output device on which they are displayed or printed.

PDL Page Description Language. This is the language used by your computer to tell the printing device how to print a document. Availability of some printing options depends on the selected PDL.

Plug-in An accessory program that integrates with the printer driver to enhance or extend the driver's capabilities.

Poster Layout feature for printing a document in a larger size than the maximum supported by the printer so the cumulative sheets can be assembled as a poster. Use this feature to print a document in a large, eye-catching poster format, up to 25 times larger than the original document size.

PRESCRIBE An internal printer language that embeds commands into specified locations in a print job.

Print graphics as black This option prints all color graphics and text with black, rather than grayscale. This feature is intended for CAD applications.

Print grays with black toner Imaging feature that prints grayscale with black toner only.

Print preview This feature lets you view your document before you send it to print.

Print text as black Prints all color text as black. It produces faster printing of color print jobs by reducing the amount of data sent to the printer. In black and white printing, it increases the detail for light-colored text printed. White text and image colors are unaffected.

Private print Job option that saves print jobs on the hard disk for printing until a four-digit access code is entered. Private print jobs are deleted when the printing system is reset or turned off.

Profile A set of user defined driver settings that are saved as a group. Once saved, you can select a profile by name and apply its settings to a print job without selecting each feature individually.

Prologue/Epilogue Advanced feature that allows you to insert a macro into specific locations in the print job. An advanced user may choose to use this feature to embed a PRESCRIBE command that will call a macro to overlay PRESCRIBE form

data or a graphic object, such as a logo or a signature, at a specific point in the print job.

Proof and hold Job option that prints one copy of a print job so that you can proof it before printing the remaining copies. This feature is available when a hard disk is installed and selected in Device Settings. After the proof copy is printed and checked, remaining copies can be printed from the printing system's operation panel without sending the job again from the computer.

Q

Quick copy Job option that prints all copies of a print job and stores the job temporarily on a hard disk for reprinting later. This feature is available when a hard disk is installed and selected in Device Settings.

Quick Print tab The Quick Print tab improves usability by providing an easier way to set print options. You can choose basic settings or a predefined printer profile, rather than having to go to various tabs. Quick Print settings can be captured in a group called a profile. Profiles support common printing tasks, saving you from having to repeatedly select the same settings. The Administrator can set the view of the Quick Print tab through the Installation process, or Administrator Settings in Properties.

R

Reverse Print output option that sends a print job to a destination from the last page to the first. This option is unavailable when Printer default is selected.

S

Scaling Increases or decreases text and graphics on a page. Scaling is unavailable if other Layout tab options are selected.

Security Watermark Plug-in feature that adds watermark text and a background pattern to a print job. The text blends into the background pattern making it nearly invisible when printed. The security watermark appears only when the printed page is photocopied. A security watermark can be used to help protect against unauthorized reproduction of documents, or simply to differentiate original documents from photocopies.

Separation Finishing feature that stacks print jobs in an output tray so that one print job or copy is clearly distinguished from another.

SNMP Simple Network Management Protocol. The standard TCP/IP protocol for managing IP network devices, including printing devices. SNMP settings determine the level of security when using the Auto Configure feature, and prevent unauthorized printing to the SNMPv3 printing device. SNMP settings must be set in the Administrator settings in Device Settings, and in the printing system's embedded web server.

Status monitor Optional feature that displays printing system status messages in the lower right corner of the window during printing. You can customize the appearance of the status monitor, and determine what messages are displayed and how by selecting preferences and notifications.

T

Transparency A clear plastic, page-sized sheet used as a printing medium.

Transparency interleaving Publishing feature that inserts a backing sheet between printed transparencies. The backing sheet, also known as an interleaf, helps keep transparencies clean and prevents them from clinging together.

Trapping This feature intentionally overlaps colors slightly so that minor problems with alignment are not noticeable when printing in color.

Tri-Fold Finishing feature that lets you produce a document folded into thirds, like a brochure or a pamphlet.

W

Watermark The Watermark feature is available in the Advanced tab. A watermark is a recognizable image or pattern that can be placed on a page or throughout a document. You can choose one of the standard watermarks or create your own text.

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