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Printer Driver User Guide



KYOCERA
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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 10, Windows 8.1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, Windows Server 2008 R2, and Windows Server 2008 environments.

User interface screen captures shown in this guide may differ depending on your printing device.

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1 Introduction

This guide helps you navigate through the Product Library, printer Properties, and Printing Preferences. In the process, it describes the features and settings available for your printing system model. It also provides instructions on how to install, use, and upgrade the printer driver.



Some features and options may not be applicable to your printing system model.

This guide is intended for both the system administrators and end users, and contains the following chapters:

Chapter 2 - Installation

Provides instructions on how to install and upgrade the printer driver and utilities.

Guides you through options to run utility programs and access documents such as release notes and the printer Operation Guide.

Chapter 3 - Driver Overview

Defines the buttons or settings that appear in the lower panel of the Printing Preferences dialog box.

This also provides instructions on how to access and open the Help topics in HTML format.

Chapter 4 - Device Settings

Explains how you can select installed device options so the associated features can be used in the printer driver.

Provides instructions on how to specify Administrator, User, PDL, and Compatibility settings.

Chapter 5 - Quick Print

Explains how you can apply basic print settings to print jobs.

Chapter 6 - Basic

Provides instructions on how to specify the most commonly used printer driver settings.

Chapter 7 - Layout

Explains how you can arrange document data on printed pages without affecting the original document.

Chapter 8 - Finishing

Provides instructions on how to specify document finishing features such as separating sets of printed jobs, creating bi-fold or tri-fold documents, aligning

matching sides of two different page sizes in a document, creating a gutter, stapling and punching holes.

Chapter 9 - Imaging

Provides instructions on how to manage print quality and color or grayscale settings.

Chapter 10 - Publishing

Provides instructions on how to create covers and inserts for a print job, insert sheets between transparencies, insert tab divider sheets, and set the first page of every chapter to print on the front side of the paper.

Chapter 11 - Job

Explains how you can store print jobs in the memory installed in your printing system model.

Chapter 12 - Advanced

Introduces special features that extend the capabilities of your printing system model.

Document Conventions

The following icons are used in the manual to call your attention to certain pieces of information:



This is a NOTE icon. This indicates information that is helpful to know.



This is a CAUTION icon. This indicates important information that you need to know, including such things as data loss if the procedure is not done properly.

2 Installation

A printer driver is an application that manages communication between the printer and computer.

Some features and options may not be applicable to your printing system model.

In the Product Library window, there are two methods of installation. Express Install is a quick way to install a driver and certain features in package form. With Custom Install, you select from individual drivers and utilities. Once installed, make sure to configure the printer driver settings in printer Properties and Printing Preferences.

With Upgrade, you can update the driver and utilities to a newer version. This feature is available only if there is a product that needs to be upgraded. In a client/server environment, you can only upgrade older drivers from the server but not from a client computer. For more information, contact your printing system dealer.

With Maintenance, you can run certain utilities. You can also access release notes, the printing system operation guide, and other materials by selecting **Documents**. With Uninstall, you can remove drivers and utilities.

In Windows operating systems, you must have administrator rights to install the printer driver.

The Driver

For Windows 7 or later, and Windows Server 2008 or later, you can install a driver from the Microsoft Windows Update site if a certified driver is available and the system is connected to the web.

We recommend that you continue to install the driver from the Product Library disk for an expanded feature set. For Windows, if the Found New Hardware Wizard dialog box appears, click **Cancel**. If the Hardware Installation warning dialog box appears, click **Continue Anyway**.

Preparing to Install the Driver

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

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

3 Read and accept the license agreement.

4 At the bottom of the Product Library window, select your language from the list.

Saving Energy and Resources

Printing on both sides of a sheet of paper (duplex mode) reduces paper consumption and helps conserve environmental resources. If your printing system supports this feature, we recommend that you set duplex printing as a default setting.

After clicking **Accept** in the license dialog box, depending on your region, a message about resource and energy conservation may appear. Read the message and click **OK**.

After installation is successful, Set Duplex as default appears and is selected on the Finished page. The driver is set to duplex mode by default.

You can make exceptions to the default later by selecting options in the driver Quick Print or Basic tab.

SNMP Settings

Simple Network Management Protocol (SNMP) is an application layer protocol that governs the management of device agents and network management systems. Managed devices, such as printing systems, collect and store management information for the network management systems.

With the SNMP Settings icon, you can specify an SNMP v1/v2 Read community name that is used during device discovery. This name is like a password for SNMP communication. The default name is public.

You can also specify support for SNMPv3 encryption and authentication by selecting from the options provided.

If a discovery is in process, or at least one discovery device has been added to the Devices list, the SNMP Settings icon is unavailable.

SNMP settings selected during installation do not affect selecting SNMP settings in **Device Settings** > **Administrator** > **General**.

Selecting SNMP Settings

1 In the Product Library window, click **Express Install** or **Custom Install**.

2 Under the Device box, click the **SNMP Settings** icon.

3 In the Product Library dialog box, select one of the following SNMP settings:

Use SNMP v1/v2

Type a Read community name.

Use SNMP v3

Type a user name and password, and if necessary, an option for authentication and privacy.

4 To restore the default setting, click **Reset to default**.

5 Click **OK**.

If you enter a different Read community name, the device list is cleared. Click the **Refresh** icon to rediscover devices.

Data Collection

With this feature, you can help improve printer driver software. When enabled, driver data is collected anonymously. You can make this selection during driver installation or at any time by clicking the logo or About button in Device Settings or Printing Preferences.

Express Install

Express Install lets you quickly install the device, driver, and utility through a USB or network connection in Windows operating systems. You can install one or more feature packages together.

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

To use Status Monitor, you must install .NET Framework 4.0 or later.

Installing with Express Install

1 Make sure that your printing system and computer are turned on and connected by USB or network cable.

2 In the Product Library window, click **Express Install**. A list of devices connected to your computer appears.

If your device is discovered, select your model in the device list.

3 If the device does not appear on the list, do any of the following:

- Remove and then reinsert both ends of the USB or network cable. Click the **Refresh** icon to rediscover devices.
- Use the search box to locate the device. Type the printer model name, IP address, host name, or USB port. 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.

4 To use a host name for the standard TCP/IP port, select **Use host name as port name**. This option is not available with a USB connection.

5 The installer automatically selects all the features in the feature list. You can select or clear any check box for individual features.

6 Review your settings. Select at least one device and one feature to enable the Install button. Click **Install**.

7 A Data Collection dialog box appears. Select a participation option and click **OK** to continue the installation.

8 When the installation completes, select from the following options:

Print a test page

Select the check box to test the connection and operation of the printing system. 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 system.

Set Duplex as default

Depending on your country or region, this option appears and is selected on the Finished page. The driver is set to duplex mode by default.

You can make exceptions to the default later by selecting options in the driver Quick Print or Basic tab.

Enable event notification

Select the check box to enable event notification in the Status Monitor Notification dialog box in the Advanced tab.

Show Quick Print tab

With Quick Print, you can 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 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 Click **Finish**. If prompted, restart your computer.

If the installation fails, resolve any issues, and then reinstall the printer driver. If necessary, contact your system administrator.

Custom Install

Custom Install refers to detailed device, driver, and utility installation for a USB, network connection, or parallel connection (available only in some models) in Windows operating systems. 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.

When you make a selection in Custom Install, it is highlighted with a blue background. You can install more than one product from the Devices list, but they must be selected and moved to the Products to Install list.

You can also install utilities without printing systems or drivers by selecting the **Utilities** tab on the Custom Install dialog box. You can select the utilities you want from the Name list and move it to the Products to Install list.

You can create a Package file (.EXE) of all drivers and utilities in the Products to Install list by clicking the right arrow located next to the Install button. If you have many computers to update, you do not need to run the installer on each computer. The created package can be distributed via email or a shared drive. Each user can run the package on their computer that automatically installs the driver or utility in that package.

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



To use Status Monitor, you must install .NET Framework 4.0 or later.

Installing with Custom Install

1. Make sure that your printing system and computer are turned on and connected by USB or network cable.
2. In the Product Library window, click **Custom Install**.

   To discover a printing system, proceed to step 3. To add a printing system model and port name, proceed to step 5.
3. In the Custom Install window, the installer searches for your printing system.

   Use the search box to locate the device. Type the printer model name, IP address, host name, or USB port.

   Each discovered printing system is displayed in the Devices list as an icon with a model name and port name. If your printing system is not discovered, proceed to step 5.
4. In the device list, select a printing device and move it to the Products to Install list. Proceed to step 6.
5. If discovery does not find your printing device, do the following:
   - Double-click **Add custom device**.
   - In the Devices dialog box, select your printing system model and a port name.
   - 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.
6. In the driver list, select a driver and move it to the Products to Install list. One or more drivers are required to enable the Install button.
7. In the Utilities tab, select a utility and move it to the Products to Install list. If a more recent version of a utility is installed, the utility shows a message that a newer version is installed.

8 If you want to remove a product from the Products to Install list, select it and click **Delete**. To remove all products, click the **Remove all** icon at the bottom of the list box.

9 To use a host name for the standard TCP/IP port, select **Use host name as port name**. This option is not available with a USB connection.

10 For each printing device and driver combination in the Products to Install list, you can click **Edit** to open a dialog box with installation options for the drivers. Make your selections from the available options.

11 Review your settings. Select at least one printing system, driver, or utility to enable the Install button. Click **Install**.

12 A Data Collection dialog box appears. Select a participation option and click **OK** to continue the installation.

13 When the installation completes, select from the following options:

Print a test page

Select the check box to test the connection and operation of the printing system. 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 system.

Set Duplex as default

Depending on your country or region, this option appears and is selected on the Finished page. The driver is set to duplex mode by default.

You can make exceptions to the default later by selecting options in the driver Quick Print or Basic tab.

Enable event notification

Select the check box to enable event notification in the Status Monitor Notification dialog box in the Advanced tab.

Show Quick Print tab

With Quick Print, you can 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 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.

14 Click **Finish**. If prompted, restart your computer.

If the installation fails, resolve any issues, and then reinstall the printer driver. If necessary, contact your system administrator.

Creating an Installation Package for Distribution

1. Make sure that your printing system and computer are turned on and connected by USB, network, or parallel cable. Parallel connection is available only in some models.
2. In the Product Library window, click **Custom Install**.
3. In the device list, select a printing device and move it to the Products to Install list. You can also select a utility from the Utilities tab.
4. Review your settings. Select at least one printing system and driver, or utility to enable the Install and Package buttons. If your settings are correct, click the right arrow next to the Install button and click **Package**.
5. On the Destination page, browse to a location to save your Package file (.EXE) and type a package name.

   You can also select from the following options:

   Silent installation

   Creates a package that performs installation in the background with no user interface.

   Show a notification when errors occur

   Allows for notifications of any errors that may occur during a silent installation package. This option is available only if Silent installation is selected.
6. Click **OK**.
7. On the Packaging page, the system creates the package.
8. On the Finished page, your package is ready. Click **Finish**.
9. Notify your users of the destination and executable package name to download to their computer.

Installing Utilities Only

1. In the Product Library window, click **Custom Install**.
2. In the Utilities tab, select a utility and move it to the Products to Install list. If a more recent version of a utility is installed, the utility shows a message that a newer version is installed.

   A message appears next to a utility if that prerequisite is missing.
3. If you want to remove a product from the Products to Install list, select it and click **Delete**. To remove all products, click the **Remove all** icon at the bottom of the list.

4 Review your settings, and then click **Install**.

Select at least one utility to enable the Install button.

5 Click **Finish**. If prompted, restart your computer.

If the installation fails, resolve any issues, and then retry the installation. If necessary, contact your system administrator.

Editing Driver Properties

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

2 In the device list, select a printing device and move it to the Products to Install list.

3 In the driver list, select a driver and move it to the Products to Install list.

4 In the Products to Install list, click **Edit** in one of the devices.

5 The Device dialog box opens and shows the model name and the IP address or USB. If there are multiple drivers, the settings for each driver are separated into tabs. Select the tab of the driver you want to configure. For every assigned driver, the following driver properties appear:

Printer name

Enter a name for the device to a maximum of 63 characters.

Share the printer

Select this option to share this printing system with others. If selected, enter a Share name for the printing system to a maximum of 63 characters.

Set as default printer

Select this option to send most or all of your print jobs to this printing device.

6 Click **OK**.

Editing Utility Properties

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

2 In the Utilities tab, 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 **Edit** in the Kyocera Net Viewer utility product.

4 A dialog box opens to show the utility options. Make your selections.

Device management

Finds devices and manages device settings.

Accounting management

Establishes accounts for device groups and manages the account settings.

Host management

Manages printer drivers and print queues.

5 Click **OK**.

Upgrade

The installer can detect outdated driver or utility components on your computer. You can select driver or utility components and upgrade them to the most recent version. If there are upgrades available, a list appears when you click **Upgrade**.

In a client/server environment, you can only upgrade older drivers from the server but not from a client computer. For more information, contact your printing system dealer.

Upgrading Driver Components

1 In the Product Library window, click **Upgrade**.

2 From the Upgrade list, select the drivers and utilities to upgrade on your computer.

3 Click **Upgrade**.

4 In the Finished dialog box, click **Finish**.

Maintenance

With this feature, you can access any of the following utilities.

Some options may not be applicable to your printing system model.

Optional Printer Components

You can expand functionality with Help modules in other languages, common printer profiles, plug-in modules, and the Net Manager application.

Quick Network Setup

You can configure the most common networking settings.

Maintenance Menu

You can adjust features such as print and scan positions.

Configuration Tool

You can modify the printing system's factory default settings.

Wi-Fi Setup Tool

You can configure the Wi-Fi settings.

Scan to Folder Setup Tool for SMB

You can configure Scan to Folder settings.

Optional Printer Components

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

For the XPS driver, you can only install Common Profiles and Help Modules.

Installing Optional Printer Components

1. In the Product Library window, navigate to:

   Maintenance > **Optional Printer Components** > **Run**

2. Select one or more printing systems and click **Next**. On any page you can click **Back** to correct any settings.

3. In the Select Components dialog box, expand the options for detailed selections.

   Under Common components, you can select Help modules in additional languages.

4. Under each printing system model, select one or more common profiles of predefined print settings.

5. Select one or more plug-in modules.

   Output to PDF

   Print and save documents from multiple sources to PDF.

   Security Watermark

   Print a nearly invisible image or text against a background pattern. The security watermark appears only when the printed page is photocopied.

   Color Optimizer

   Match a single color accurately in a print job.

   China Red

   Select or customize the specific color red or any other color in a print job.

   This feature appears automatically if the region is set to a Chinese locale.

6. Under each printing system model, select **Net Manager**.

7 When your settings are correct, click **Install**.

8 When the installation completes, click **Finish**.

Documents

With this feature, you can access guides about the driver, utilities, and printing system operation. Select and open any of the available files. 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

1 In the Product Library window, click **Uninstall**.

2 Select components from the list to uninstall. Select by device model, or click the plus sign to expand a list of individual devices. Above the list, you can also use the **Select all** check box to select or clear all items.

3 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 From the control panel, right-click your printing system model and click **Printing Preferences**.

2 Select the preferred features in all tabs.

3 Click **OK**.

3 Driver Overview

Overview images appear in the lower panel of the Printing Preferences 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.

If the vertical screen resolution of your computer is 864 pixels or less, the lower panel of the Printing Preferences dialog box does not appear.

- The printing system image displays most attached devices. Source and Destination selections are highlighted in green. The storage device 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, and Layout tab.
- The color image illustrates color settings. With Black selected, the image illustrates grayscale settings selected in the Imaging tab.

The current page description language (PDL) is displayed in all of the images. When printing from an application, you can change the PDL temporarily to enable driver features.

Some features and options may not be applicable to your printing system model.

Online Help

The printer driver software provides settings to customize output from your printing system. The printer driver offers user assistance with HTML help. When selecting printer driver options, refer to the HTML Help topics for answers to questions and assistance with problem solving.

To open HTML help within the Printing Preferences tabs, Device Settings, and all other dialog boxes, press F1 on your keyboard, or click the question mark icon in the upper right corner and click again in the dialog box.

Selecting a PDL in Printing Preferences

1. In the overview image area, click the current page description language (PDL).
2. Select from the following PDL options:
   - If you select **PCL XL**, you can select **Skip blank pages** and **Smart duplex printing**.
   - If you select **KPDL**, you can select either **Skip blank pages** or **Data passthrough**. You can also select **Smart duplex printing**. Note that if you select **Data passthrough**, EMF spooling is unavailable in the Advanced tab.

When accessing the printer driver from the application's Print dialog box, Data passthrough is unavailable.

- If you select **PDF**, you can click **PDF Settings** to open the PDF Settings dialog box.
- If you installed the XPS driver, you can click **XPS Settings** to open the XPS Settings dialog box.

3 To improve the output quality of graphics created by your application, select **GDI compatible mode**.

When Skip blank pages is set to On or Use layout settings, GDI compatible mode is unavailable.

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

Settings List

The tree view in the lower panel 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 (+) sign to hide or show details.

Print Preview

The Print preview check box appears in the lower pane 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.

You can print if you are satisfied with the preview or cancel if you want to change driver settings.

Previewing a Print Job

1 Select preferred driver settings in all tabs, or select a profile.

2 In any tab, select **Print preview**.

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

4 When the Print preview dialog box appears:

- Click the arrow buttons to view document pages.
- Click the magnifying glass icons to zoom in or out.

5 To close the preview and make additional changes in driver settings before printing, click the “X” button.

6 If you are satisfied with the preview, click the printer button to print the job.

The About Dialog

A logo or About button appears in the Device Settings and Printing preferences dialog boxes. Click to open the About dialog box that displays buttons for driver version, driver plug-in information, and Data Collection options for improving the software.

Displaying Version Information

1. In Device Settings or the Printing Preferences dialog box, click the logo or About button, then **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** in all dialog boxes.

Displaying Plug-in Information

1. In Device Settings or the Printing Preferences dialog box, click the logo or About button, then **Plug-in** to view the following plug-in information:
   - Module
   - Description
   - Version
2. Click **OK** in all dialog boxes.

Improving the Software

1. In Device Settings or the Printing Preferences dialog box, click the logo or About button, then **Data Collection**.
2. Read the privacy policy and select a participation option.
3. Click **OK** in all dialog boxes.

4 Device Settings

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

Some features and options may not be applicable to your printing system model.

Accessing Device Settings

1. From the control panel, right-click your printing system model and click **Printer properties** or **Properties**.
2. Click **Device Settings**.

Device Options

With this feature, you can 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

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

Setting up Custom Boxes

Custom boxes must be set up in Device Settings in order to use the Custom box feature in the Job tab. 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** > **Device options**, select a storage device. Or if selected, double-click the option.
2. In the Settings dialog box, click **Add**.

3 In the Defined custom boxes list, a new Box number and Box name appear. You can 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.

- When the check box is selected, all network users can save jobs in the box.
- When the check box is 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 all 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

With this feature, you can detect the devices installed on a printing system that is connected to a network. Auto Configure can detect input devices, output devices, storage devices, and memory. 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.

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.

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

Enabling Auto Configuration

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**.

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 Silent auto configuration is turned off.

Silent auto configuration

Select to let the driver check the printing system at every occurrence of a fixed period. The driver regularly checks for any changes in optional devices or memory.

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

Memory

Memory is the amount of standard and optional memory installed in the printing system. To maximize the downloading of printing system fonts, the driver must be set to match the total printing system memory. By default, the Memory setting matches the standard memory in the printing system. If optional memory is installed, set the memory in the printer driver to match the total amount of memory.

Setting the Memory

1 Install optional DIMM in the printing system.

2 In **Device Settings** > **Memory**, type or select the amount of total installed memory.

If your printing system includes the Auto Configure feature, you can use it to obtain information about the memory size.

Administrator Settings

With this feature, an administrator can set options that include controlling accessibility, displaying features in the interface and setting a password to control access to the Administrator Settings options.

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 email notification, and other miscellaneous settings can also be selected.

Show Quick Print Tab

With this feature, an administrator can 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 select **Show Quick Print tab** in **Device Settings** > **Administrator** > **General**.

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

With this feature, an administrator can 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.

Send Count information is selected automatically when Net Manager is used.

When PDF is selected as the PDL, or in the XPS driver, only color page count information is embedded in the print job.

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

Send Application Name

With this feature, an administrator can 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 as the PDL.

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

Associate Profile with Application

With this feature, an administrator can associate a profile with an application so that all printing from the application uses the same profile settings. 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, clear the **Associate Profile with application** check box in **Device Settings** > **Administrator** > **General**.

Password Protect Administrator Settings

With this feature, an administrator 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

With this feature, an administrator can hide or show the Factory Default profile in the Quick Print tab and the Profiles dialog box.

- With the check box selected, the Factory Default profile does not appear in the lists.
- With the check box cleared, the Factory Default profile appears in the lists.

Hide Lower Pane

With this feature, an administrator can reduce the size of the Printing Preferences dialog box by hiding the lower pane. The overview images and settings list are removed from view. PDL selection, Profiles buttons, and the Print preview check box are still available.

For some screen display and screen resolution settings, the Hide lower pane check box is selected automatically.

SNMP Settings

Simple Network Management Protocol (SNMP) is an application layer protocol that governs the management of devices agents, and network management systems. Managed devices, such as printing systems, collect and store management information for the network management systems. SNMP security levels are specified by settings in the SNMP settings dialog box. With SNMPv3, encryption and authentication support are provided. SNMP settings must be made in the printer driver and in the printing system's home page.

The following SNMP options are available:

SNMPv1/v2c

It communicates with the managed device using Read community name and Write community name.

SNMPv3

Security enhancements for authentication and encryption require a user name and password. Authentication and privacy options are available by clicking Settings.

Apply to other models

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

SNMPv3 Options

You can select **SNMPv3** 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.

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 (DES) 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 (AES) 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

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.
   - 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 SNMPv3 Settings dialog box, select from the available options, and click **OK**.
5. Under Apply to other models, you can choose from available models. The SNMP settings are applied to all selected models.
6. Click **OK**.

Job Email Notification

With this feature, an administrator can send an email address with a print job. When the job finishes printing, the device sends an email notification to the email 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 email notification data in the Identity Settings dialog box.

Selecting Email Notification Options

1. In **Device Settings** > **Administrator** > **General**, select **Notify when printing is completed**.

2 Choose an email address option:

- Select **Use specific email address**, and type a valid email address. In a client/server environment, a client user can change this address.
- Select **Prompt for email address**, and click **OK**. When you click **OK** in the Print dialog box, type a valid email address in the Print Options or Identity Settings dialog box, and click **OK**.

3 For some models, select **Notify when printing is interrupted** if you want to be alerted to a printing problem.

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

Lock Settings

With this feature, 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 and prints all jobs with black toner only. It is locked in the Quick Print, Basic, and Imaging tabs.

EcoPrint

This option locks the EcoPrint setting selected in the Quick Print, Basic, or Imaging tab.

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 watermark

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

Watermark

This option locks the Watermark settings selected in the Advanced tab.

Password settings

The password set by the administrator locks the selected driver features. 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. Confirm the 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

Available in some models, this feature lets an administrator provide job restriction by user. This is in contrast to the Job accounting feature, which assigns privileges by division or department.

You can create and store up to 100 login user names and passwords in the printer driver and register on the printing system. For some models, the maximum is 1000.

Users are identified by user name and password. The user name can be in the user principal name UPN format: username@domain.com. This feature limits printing privileges to specified users for secure printing and accounting. The number of pages printed by each user is 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.

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. To restore the default values, click **Reset**.

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, and then click **OK** to print.

If you type a name that is not registered on the printing system, the job prints only if Unknown ID Job is set to Permit on the printing system.

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.

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. If the Login user name is not associated with the Windows User name, a message appears to prompt you to enter the Login user name and password you want to be associated with your name.

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.

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. From Device Settings, navigate to:

   Administrator Settings > **User Login** > **User Login**

2. Select a user login option:

   - Use specific name
   - Prompt for name
   - Prompt for name and validate
   - Validate user name (computer) or prompt for login user name

   You can only select the last two options if you add or select a user name from the login user name list. Click the buttons to view and manage the list.

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

4. Print the document from the application.

5. If prompted, type or select a name and password, and click **OK**.

Job Accounting

Available in some models, this feature lets an administrator control the 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. You can view and limit the number of copies associated with a specific

ID after account IDs are created in the printing system operational panel. Account IDs can be a maximum of 8 digits.

You must enable Job accounting on the printing system. You can assign up to 100 account IDs on the printing system and store in the printer driver. For some models, the maximum is 1000.

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 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.

When printing, the user can type a different account ID in the Job tab. This does not change the default account ID that was set in **Administrator** > **Job Accounting**.

A client computer in a client/server environment can accept the default account ID set by an administrator or type another account ID. To restore the default values, click **Reset**.

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.

Account IDs

Add, edit, or delete account IDs from the list. You can store up to 100 account IDs in the driver. For some models, the maximum is 1000. When connected through a TCP/IP port or WSD port, you can retrieve an account ID list stored on a printing system. 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.

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 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.

Validate user name (computer) or prompt for account ID

This option searches for the Windows User name in the driver's Account IDs list. Validation is done every time the user prints a job. If the Windows User name exists in the Account IDs list, the associated driver account ID from the list is used for the print job. If the Account ID is not associated with the Windows User name, a message appears to prompt you to enter the Account ID you want associated with your user name.

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 account ID. Along with the Windows User name, this is then added to the list so succeeding print jobs do not require the user to enter an account ID again.

Retrieving an Account ID List

1. In **Device Settings** > **Administrator** > **Job Accounting**, select **Job Accounting**, and click **Retrieve**.
2. In the Retrieve Job Accounting List dialog box, enter a user name and password, and then select the authentication type.
3. Click **OK**.

The retrieved account ID list replaces the existing list.

Adding or Editing an Account ID

1. In **Device Settings** > **Administrator** > **Job Accounting**, select **Job accounting**.
   - To create an account ID, click **Add**.
   - To edit an existing account ID, select it from the list and click **Edit**.
2. Under Account ID, enter a number to a maximum of 8 digits.
3. Under Description, enter a description of the account ID, such as a user or group.
4. Under User name, enter a Windows user name, to a maximum of 20 characters. The user name is not case-sensitive.
5. Click **Add** to add the name to the user names (computer) list.
6. To remove an account ID from the list, select it and click **Delete**.
7. Click **OK**.

Printing with Job Accounting

1 From Device Settings, navigate to:

Administrator > **Job Accounting** > **Job accounting**

2 Select one of the following options:

- Use specific account ID
- Prompt for account ID
- Prompt for account ID and validate
- Display account ID list
- Validate user name (computer) or prompt for account ID

You can only select the last three options if you add or select an account ID from the account ID list. Click the buttons to view and manage the list.

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

4 Print the document from the application.

5 If prompted, type or select an account ID, and click **OK**.

Net Manager

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

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

An administrator can set the Net Manager server and user information for users and groups to print according to defined policies. When Auto detect site server address is selected, Server becomes Master server. You can enter the master server address, and the site server is automatically retrieved for authentication. This allows network printing at any company location without changing the server address each time.

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

For greater security, you can use a registered User Login name as the Net Manager user name. The User Login password is not required. When this feature is used, Net Manager options are not available.

With secure pull printing, you can select the printing system that will print after sending the job. To use the secure pull printing feature, the driver must be connected to the Net Manager spooler server using the Net Manager spooler port. Print jobs are held in the Net Manager spooler server until the user is authenticated on the printing system.

For a restricted user in a client/server environment, the Administrator button in Device Settings becomes the Identity button. A user can enter Net Manager data in the Identity Settings dialog box. If you select **Use Windows authentication**, the Identity button cannot be used.

Selecting Net Manager Options

1 In **Device Settings** > **Administrator** > **Net Manager**, select a Net Manager option:

Use the user login as the Net Manager user name

If you select this option, proceed to step 7.

When you click Print, you can enter a registered User Login name in the Print Options or Identity Settings dialog box. The print job is sent to the Net Manager server.

Net Manager

If you select this option, proceed to step 2.

2 Enter the server address.

If site servers are managed by the master server, select Auto detect site server address. Under Master server, enter the master server address.

3 Enter the port number. The default port number is 9094.

4 Select an authentication option:

Use Windows authentication

Select to use Windows login information for Net Manager authentication. The Net Manager Login dialog box does not appear during printing unless Windows authentication fails. If you select this option, proceed to step 6.

In a workgroup environment, Use Windows authentication cannot be used.

Use specific name

Select to enter specific login information. If you select this option, proceed to step 5.

5 Type the Login user name and Password. The Login user name can be in the user principal name (UPN) format to support multiple domains: username@domain.com

6 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

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

Printing with Net Manager

1 From the application, open the Print dialog box. Click **Preferences** or **Properties** to open the Properties dialog box and view printing restrictions set by the policy.

2 If the Net 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 Net Manager user name or password is set in the driver. The Net Manager Login dialog box does not appear if Use Windows authentication is selected in **Administrator** > **Net 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 Net Manager Login dialog box does not appear again.

4 Click **Log in** to send the print job to the Net Manager spooler server, where the Login user name and password are authenticated.

The print job appears on the Job tab on the main Net Manager web application.

5 Depending on the Net Manager settings and before the job is printed, the Print Options dialog box appears with information about your print quota. Click **OK** to continue.

6 On the printing system's operation panel, enter your authentication credentials to release spool jobs. You can print from any printing system managed by the Net Manager server.

User Settings

With this feature, you can specify user and department names, select the default unit of measure, and change the driver display language.

In a client/server environment, Department and Units are unavailable to a client logged in as a restricted user. User name and Language preference can be changed.

Identification

With this feature, you can identify your print job with a User name and Department name, to a maximum of 31 characters. Double-byte characters are supported. The User name can be used to identify a print job stored on the storage device.

In a client/server environment, a client user can change the User name. This does not change the default user name selection on the server.

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 all dialog boxes.

Units

With this feature, you can set **Inches** or **Millimeters** as the unit of measurement. This is used for the following settings:

- Page Sizes settings 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

Selecting a Unit of Measurement

1. In **Device Settings** > **User**, select **Inches** or **Millimeters**.
2. Click **OK** in all dialog boxes.

Language Preference

With this feature, you can specify 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 preferred language from the Select language list.
2. Click **OK** in all dialog boxes.

Page Description Languages (PDL)

With this feature, you can specify the contents and layout of a printed page. In Device Settings, you can set the PDL to any of the following:

- PCL XL
- PCL 5c/5e
- KPDL

- PDF



PDF appears only if Output to PDF plug-in is installed. 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.

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

In a client/server environment, a restricted user cannot access this feature.

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 Page Description Languages (PDL) dialog box, are accessed in Device Settings.

PCL XL

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

- Reduced file size
- Better print speed
- Faster return to application
- Supports Security watermark
- Supports Line thinning

PCL 5c/5e

- 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
- Start of the page/End of the page available in Prologue/Epilogue

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/5e
- Requires more printing system memory than PCL 5c/5e
- Enables native TrueType font downloading
- Supports most Graphics settings options

- EMF Spooling unavailable when Data passthrough is selected

PDF

Output to PDF is a plug-in that lets you print or save documents from multiple sources to Adobe Portable Document Format (PDF). The PDF format is independent of the operating system and application software used to create documents.

- An alternative to existing commercial applications for creating PDF documents
- Retains original document appearance
- Can be viewed and printed on operating systems that display PDF content
- Some driver features unavailable

PDL Settings

For some page description languages, additional settings are available in the Page Description Languages (PDL) dialog box.

PCL XL Settings

Skip 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.

- Select **Off** to print all pages, including blank pages.
- Select **On** to skip all blank pages.
- Select **Use layout settings** to print all pages when Booklet, Duplex, or Multiple pages per sheet feature is used. Otherwise, blank pages are skipped.

Smart duplex printing

This option automatically keeps a sheet of paper from being sent through the duplex unit if the sheet is only printed on one side. The duplex unit is 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.

KPDL Settings

Skip 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.

- Select **Off** to print all pages, including blank pages.
- Select **On** to skip all blank pages.
- Select **Use layout settings** to print all pages when Booklet, Duplex, or Multiple pages per sheet feature is used. Otherwise, blank pages are skipped.

Smart duplex printing

This option automatically keeps a sheet of paper from being sent through the duplex unit if the sheet is only printed on one side. The duplex unit is 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.

Data passthrough

This option reduces errors when printing complex jobs from applications that use PostScript formatting. When selected, EMF spooling is unavailable 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

1. In **Device Settings** > **PDL**, select the preferred page description language from the Available languages list.
   - If you select **PCL XL**, you can select **Skip blank pages** and **Smart duplex printing**.
   - If you select **KPDL**, you can select either **Skip blank pages** or **Data passthrough**. You can also select **Smart duplex printing**. Note that if you select **Data passthrough**, EMF spooling is unavailable in the Advanced tab.
   - If you select **PDF**, you can click **PDF Settings** to open the PDF Settings dialog box.
2. Select the **GDI compatible mode** option to improve the output quality of graphics created by your application.

   When Skip blank pages is set to On or Use layout settings, GDI compatible mode is unavailable.
3. Click **OK** in all dialog boxes.

PDF

With this plug-in feature, you can 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 operating systems that display PDF content.

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



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 following options are available in the PDF Settings dialog box:

Embed fonts

This option ensures that document fonts appear accurately in the PDF file on the 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.

Print and save options

From the list, select whether to print (Print only), save a PDF file (Save to file), or both (Print and save). If a save option is selected, additional options are available in the PDF Settings dialog box.

Save as color

This option saves the PDF as a color document. This option does not appear when Print only is selected.

Automatically save to default folder

Select to save a PDF file automatically in a default folder. Browse to a location to save your PDF file.

Date and time

Select the check box to use the same file name plus the current date and time whenever the file is saved. Clear the check box to replace an existing file, if a file with the same name already exists.

Encryption

Encryption adds the selected level of encryption to the PDF. When selected, password protection is available 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 earlier.

Arc4 128

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

AES 128

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

AES 256

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

Password protection

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

Change security settings

Select the check box and type an owner password. Within Adobe Acrobat, this password is required to change the document restrictions set in the security section of the PDF. When a document with this password is opened in Adobe Reader, it cannot be printed or edited, and document data cannot be copied.

Open document

Select the check box and 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.

Printing and Saving to PDF

1. In **Device Settings** > **PDL**, in the Available languages list, select **PDF**.
2. Click **PDF Settings**.
3. In the PDF Settings dialog box, under Print and save options, select whether to print, save, or both.

   If a save option is selected, select additional folder, encryption, and password options.
4. Click **OK** in all dialog boxes.
5. Open and print the document.
6. Name and save the PDF file.

XPS Driver

For Windows 7 or later, and Windows Server 2008 or later, you can use the XML Paper Specification (XPS). This Page description language provides an additional method for displaying, processing, and printing documents. As both a PDL and a document format, XPS requires compatible printing system 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 disk. In the Product Library window, click **Custom Install**. In the Custom Install page, select a printing system model, and then in the Drivers tab, select **KX XPS DRIVER**.

Some driver features are unavailable when using the XPS driver. The user interface varies between the KX XPS DRIVER and the KX Printer Driver.

XPS Options

You can select XPS options when using the XPS driver.

The following options are available in the XPS Settings dialog box:

Print and save options

From the list, select whether to print, save, or both. If a save option is selected, additional options are available in the XPS Settings dialog box.

Automatically save to default folder

Select to save an XPS file automatically in a default folder. Browse to a location to save your XPS file.

Date and time

- Select the check box to use the same file name plus the current date and time whenever the file is saved.
- Clear the check box to replace an existing file, if a file with the same name already exists.

Printing and Saving to XPS

1. In **Device Settings** > **PDL**, click **XPS Settings**.
2. In the XPS Settings dialog box, under Print and save options, select whether to print, save, or both.

   If a save option is selected, select additional folder options.
3. Click **OK** in all dialog boxes.
4. Open and print the document.
5. Name and save the XPS file.

Compatibility Settings

With this feature, you can specify media source values, override the application's Collate setting, and combine the Source and Media type lists in the Basic tab.

For some models, you can also disable reverse order printing to face-up output and align mixed paper sizes.

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

To restore all the options in the Compatibility Settings dialog box to default, click **Reset**.

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 all dialog boxes.

Ignore Application Collation

With this feature, you can bypass 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 all dialog boxes.

Combine Source and Media Type Lists

With this feature, 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 multipurpose tray.

Creating a Combined Source List

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

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

Rotate Mixed Paper Sizes

With this feature, you can ensure that the two page sizes are aligned correctly when using the Binding edge feature in the Finishing tab. For some page size combinations, document data on the different page sizes might be printed in opposite directions. This can happen if the larger paper size has Landscape orientation. Selecting this feature rotates data on the larger pages so that the print direction is the same for both page sizes.

Aligning Mixed Paper Sizes

1 In **Device Settings** > **Compatibility**, select **Rotate mixed paper sizes**.

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

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.



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

1 In Device Settings, click the logo or About button, then **Plug-in**.

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

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

5 Quick Print

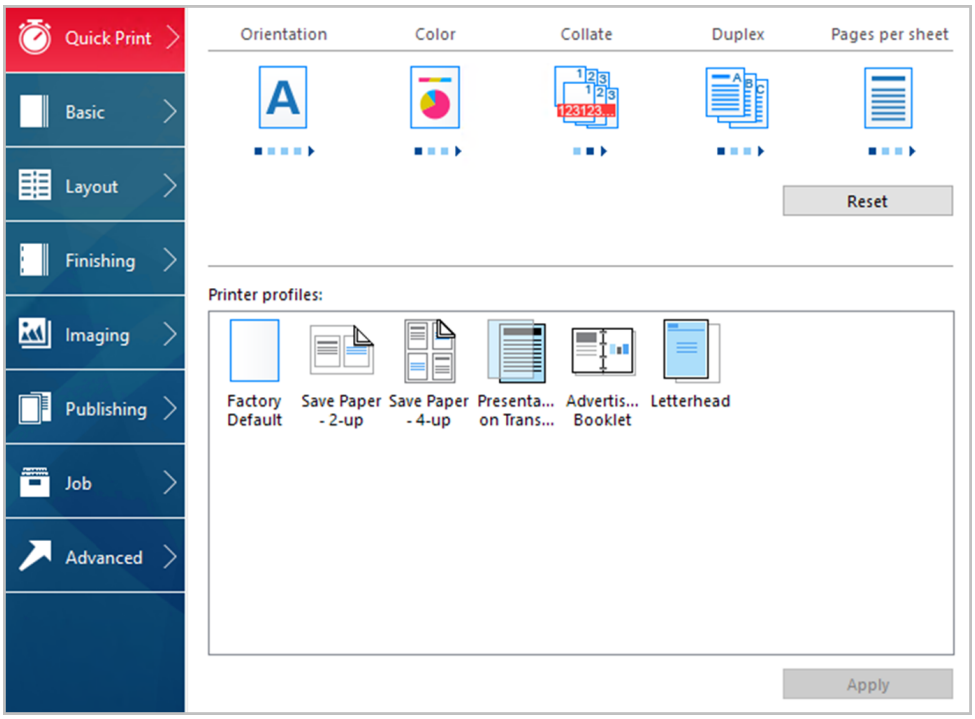
In the Quick Print tab, you can apply basic print settings to print jobs. You can select options quickly in a simple user interface.

Any Quick Print settings can be saved as a group, called a profile, and applied to any print job. Profiles support common printing tasks.

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.

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

Some features and options may not be applicable to your printing system model.



Quick Print Options

You can set up to five print options on the Quick Print tab. You can create your own customized view of print options with Edit Quick Print Options. You can also select from profiles that have been set with predefined options for frequently run print jobs.

Orientation

With this feature, you can specify the paper orientation of the print job. 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.

Orientation also appears in the Basic tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Color

With this feature, you can choose whether to print the document in full color, auto color, or black and grayscale. Click the Color icon repeatedly to change between available color printing options.

When Auto color is selected, only black toner is used to print black and grayscale.

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

An administrator can ensure that all jobs are printed with black toner only by selecting **Black & White mode** in **Device Settings** > **Administrator** > **Lock Settings**.

Collate

With this feature, you can specify the order in which the pages of a multiple copy job are printed.

Click the **Collate** icon to change between On, Off, On (reverse order), and Off (reverse order). Reverse order options are available only in some models.

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.

For some models, if On (reverse order) or Off (reverse order) is selected, the printed pages appear in reverse order. These options are available when Printer default is not selected under Destination in the Basic tab. For some models with a face-up destination, Off (reverse order) can be disabled in **Device Settings** > **Compatibility**.

Collate also appears in the Basic tab. Changes in the Quick Print or Basic tab are reflected in the other tab.

Duplex

With this feature, you can print on both sides of each page. Click the **Duplex** icon repeatedly to change between Flipping on the long edge, Flipping on the short edge, and Off. A duplex unit can turn the paper over to allow printing on the reverse side. Select one of the following options 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.

When the document contains blank pages and you do not want to include them in the print job, under **Page Description Languages (PDL)** > **Skip blank pages**, select **On**. To include the blank pages in the print job, select **Off** or **Use layout settings**.

Duplex should be turned on before using Lock Settings. When Duplex is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed on both sides by selecting **Duplex** in **Device Settings** > **Administrator** > **Lock Settings**.

Duplex also appears in the Basic tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Pages per Sheet

With this feature, you can print 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.

This feature also appears as Multiple pages per sheet in the Layout tab. You can select additional pages per sheet, set the arrangement of the pages, and print borders around each of the pages.

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

When the document contains blank pages and you do not want to include them in the print job, under **Page Description Languages (PDL)** > **Skip blank pages**, select **On**. To include the blank pages in the print job, select **Off** or **Use layout settings**.

Pages per sheet should be turned on before using Lock Settings. When Pages per sheet is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed with multiple pages on a sheet by selecting **Multiple pages per sheet** in **Device Settings** > **Administrator** > **Lock Settings**.

EcoPrint

With this feature, you can change 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.

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

EcoPrint should be turned on before using Lock Settings. When EcoPrint is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed in EcoPrint mode by selecting **EcoPrint** in **Device Settings** > **Administrator** > **Lock Settings**.

Staple

With this feature, you can 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

With this feature, you can punch holes 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 Options

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.



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

Selecting Quick Print Options

1. From the control panel, right-click your printing system model and click **Printing Preferences**.
2. Select the **Quick Print** tab and click **Edit**.
3. In the Edit Quick Print Options dialog box, add or remove a feature to the Quick Print tab:

- To add, select the feature under Available, and click the arrow to move the feature to Selected. A maximum of 5 features appear under Selected.
- To remove, select the feature under Selected, and click the arrow to move the feature to Available. To use only the Printer profiles in the Quick Print tab, move all features to Available.
- To change the position of the features under Selected, click the up or down arrow. The feature at the top appears first in the Quick Print tab.
- To restore the list to factory default options, click **Reset**.

4 Click **OK**.

Profiles

With this feature, you can save printer driver settings as a profile. You can select multiple options in the Quick Print and 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 cannot be saved to a profile.

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

In a client/server environment, a client can choose between client and server profiles. In the Advanced tab, select or clear the **Enable client profile** check box.

Selecting a Profile

1 Do either of the following:

- From the Quick Print tab, select a profile.
- From any Printing Preferences tab, click **Profiles**, and then select a profile.

The settings list shows a summary of settings for that profile.

2 Click **Apply**, then **OK**.

Saving a Profile

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, do either of the following:

- Click **Save As**.
- Click **Profiles**, then **Save**.

3 Type the name of the profile, select an icon, and then type a description.

4 Click **OK**.

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

To reset the printer driver to default settings, select the Factory Default profile, if available, and click **Apply**.

Editing a Profile

1 In any tab, click **Profiles**.

2 In the Select profile section, select the profile to be edited, and 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 in the current print job, or click **OK** to close the dialog box.

Deleting a Profile

1 In any tab, click **Profiles**.

2 In the Select profile section, select the profile to be deleted, and click **Delete**.

3 In the delete confirmation box, click **Yes** to accept.

4 Click **Close** to close the Profiles dialog box.

Importing a Profile

1 In any tab, click **Profiles**, then **Import**.

2 Browse for an existing profile (.KXP), select it, and 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 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

With this feature, 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**.

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.

An administrator can ensure that all jobs from an application are printed with an associated profile by selecting **Profile with application** in **Device Settings** > **Administrator** > **Lock Settings**.

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.
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 all dialog boxes.

Deleting 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 deleted, and click **Delete**.

4 In the confirmation box, click **OK** to accept.

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

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 the settings under Association name, Select application, or Select profile.

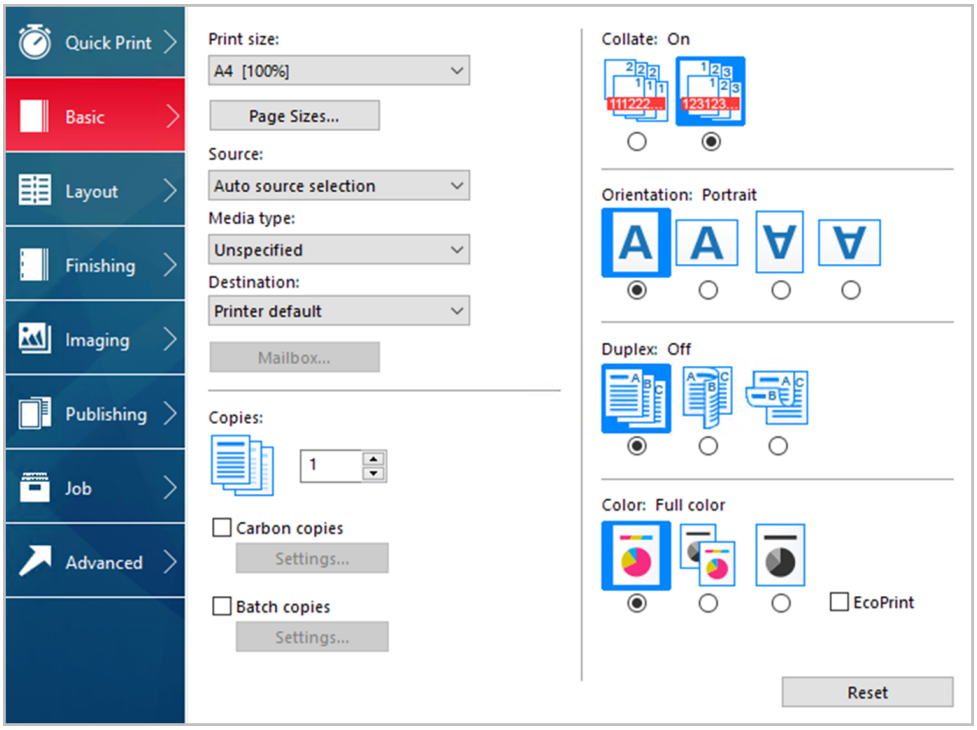
5 Click **OK** in all dialog boxes.

6 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.

Some features and options may not be applicable to your printing system model.



Print Size

With this feature, you can select the output 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 size setting.

When any envelope size is selected, a message appears, and Envelope is automatically selected as the media type.

Page Sizes

With this feature, you can choose the document size in the application. Once selected, the Print size list displays the percentage value of the print size setting relative to the page size setting.



For some models, when a large page size (A0, A1, A2, B1, B2, B3) is selected, the scaling percentage may be less than 20%. A message appears stating that the print result is not guaranteed. The Poster feature in the Layout tab is unavailable for large page sizes.

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.

In a client/server environment, a client can select between client custom page sizes and server custom page sizes. In the Advanced tab, select or clear the **Enable client custom paper size** check box.

The Page Sizes dialog box displays the unit of measurement in inches or millimeters. You can change the unit setting by accessing **Device Settings** > **User** > **Units**. In a client/server environment, the Units setting is unavailable to the client computer.

Creating a Custom Page Size

1. In the Basic tab, click **Page Sizes**.
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 short edge and long edge. If a typed value exceeds the allowable limit, it automatically adjusts to the limit.
5. When finished, click **Save**.
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.

Deleting a Custom Page Size

1. In the Basic tab, click **Page Sizes**.
2. In the Page Sizes dialog box, select the custom size to delete.
3. Click **Delete**.
4. Click **OK** to close the Page Sizes dialog box.

Printing with Custom Size Pages

1. Load custom-sized paper into the multipurpose tray.
2. In the Basic tab, select the name of your custom page size in the Print size list.
3. Click **OK** in all dialog boxes.

Source

With this feature, you can specify 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, and envelopes must be supplied from the multipurpose tray. Ensure that the paper is properly loaded by following the instructions outlined in the printing system's Operation Guide.

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.

Media Type

With this feature, you can select a type of media. If the selected media is found, it is used for the print job. 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 you select **Auto media selection**, the printer searches for another tray or cassette using the same paper size and media type.

When any envelope size is selected as the print size, a message appears, and Envelope is automatically selected as the 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, and envelopes must be supplied from the multipurpose tray. Ensure that the paper is properly loaded by following the instructions outlined in the printing system's Operation Guide.

With this feature, you can print on envelopes by selecting **Envelope** from the Media type list. For some models, when the job is sent to print, a message appears. Follow the printer model specific instructions in the printing system's Operation Guide for printing envelopes. After your job is finished, return the switches to their original position.

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.

Destination

With this feature, you can specify which output tray is used for the print job output.

Mailbox

When an optional mailbox is installed and selected in Device Settings, you can send print jobs to a mailbox tray.

Sending a Print Job to a Mailbox

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**.

Copies

With this feature, you can specify the number of copies to print. You can print up to 999 copies. For some models, the maximum is 9999.

Carbon Copies

With this feature, you can 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, Batch copies, Booklet in the Layout tab, and all the features in the Publishing tab are unavailable.

Carbon copies is unavailable when Net Manager is selected in **Device Settings** > **Administrator** > **Net Manager**.

Printing Carbon Copies

1. In the Basic tab, select a source and number of copies for the original copy.
2. For each carbon copy, load the preferred media types or colored paper into additional paper sources.
3. Select the **Carbon copies** check box.
4. Click **Settings**.
5. In the Carbon Copy Settings dialog box, select the number of copies for each source.

   The total number of copies for all sources is displayed under Total.
6. Select a **Source**, **Media type**, or both for each carbon copy.
7. Click **OK** in all dialog boxes.

Batch Copies

With this feature, you can separate the copies of a print job into batches. You can select the number of copies in each batch. To use this feature, a storage device must be installed.

You can name each batch printing job and save the settings for later use. This is useful for exporting and importing batch settings.

A cover page can be added to each batch, printed with an optional job name and title. The cover page can be a different size, media type, and orientation from the main document. Size, media type, and source options can be different from those in the Basic tab. When User login or Job accounting is selected in **Device Settings** > **Administrator**, a cover page cannot be added.

This feature turns on the Collate feature in the Quick Print and Basic tabs. When used with Quick copy, only one batch is saved in the storage device, and batch cover pages are not saved or printed.



Batch copies is available when PCL XL or PCL 5c/5e is selected as the PDL. When using this feature, Copies and Carbon copies are unavailable.

Batch copies is unavailable when Net Manager is used.

Printing Batch Copies

1. In the Basic tab, select **Batch copies**.
2. Click **Settings**.

3 In the Batch Copy Settings dialog box, click **New** to add batches to the list.

4 Under Copies, enter the number of copies for the selected batch.

5 To add a cover page to all batches, select **Print batch cover page**, and then select cover page options:

- Enter a **Batch job name** if you want a job name printed on the cover page of all batches.
- For each batch, enter a **Batch cover page title** if you want a title printed on the cover page.
- Select options for Print size, Source, Media type, and Orientation. Note that a change in one setting may adjust other selections to make them compatible.

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

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

You can import a batch list (.BCI) by clicking **Import** and browsing for a valid batch file from your computer or network.

You can save the current batch list (.BCI) to your computer or network by clicking **Export**. A saved list can be imported into another printer driver.

Collate

With this feature, you can specify the order in which the pages of a multiple copy job are printed.

Click the **Collate** icons to change between On, Off, On (reverse order), and Off (reverse order). Reverse order options are available only in some models.

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.

For some models, if On (reverse order) or Off (reverse order) is selected, the printed pages appear in reverse order. These options are available when Printer default is not selected under Destination in the Basic tab. For some models with a face-up destination, Off (reverse order) can be disabled in **Device Settings** > **Compatibility**.

Collate also appears in the Quick Print tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Printing Collated Documents

1. In the Basic tab, set **Collate** to On.
2. Type or select the number of complete sets of the print job in the Copies box.
3. Click **OK**.

Orientation

With this feature, you can specify the paper orientation of the print job. Click the **Portrait**, **Landscape**, **Rotated portrait**, or **Rotated landscape** icon. If a rotated option is selected, the print job orientation is rotated 180 degrees.

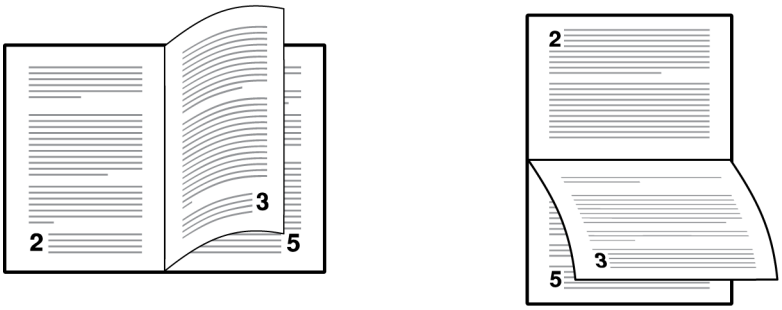
Orientation also appears in the Quick Print tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Duplex

With this feature, you can print on both sides of each page. A duplex unit can turn the paper over to allow printing on the reverse side. Select one of the following options to print on both sides of the cover and insert pages.

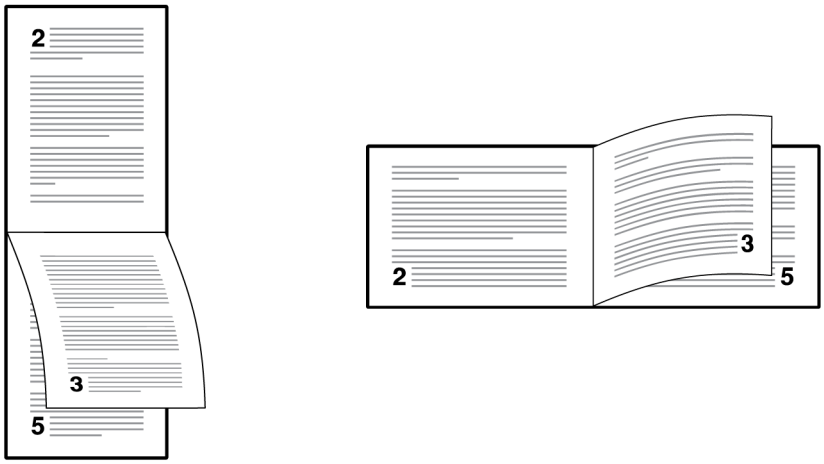
Flip on long edge

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.



When the document contains blank pages and you do not want to include them in the print job, under **Page Description Languages (PDL)** > **Skip blank pages**, select **On**. To include the blank pages in the print job, select **Off** or **Use layout settings**.

Duplex also appears in the Quick Print tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Duplex should be turned on before using Lock Settings. When Duplex is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed on both sides by selecting **Duplex** in **Device Settings** > **Administrator** > **Lock Settings**.

Printing in Duplex Mode

1. In the Basic tab, click the **Flip on long edge** or **Flip on short edge** icon.
2. Click **OK** in all dialog boxes.

Color

With this feature, the following options are available:

Full color

This mode prints full four-color text and graphics.

Auto color

This mode uses only black toner to print black and grayscale.

Black

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

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

An administrator can ensure that all jobs are printed with black toner only by selecting **Black & White mode** in **Device Settings** > **Administrator** > **Lock Settings**.

EcoPrint

With this feature, you can make an entire image, texts, and graphics appear lighter in the print job. EcoPrint does not increase print speed.

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

EcoPrint should be turned on before using Lock Settings. When EcoPrint is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed in EcoPrint mode by selecting

EcoPrint in **Device Settings** > **Administrator** > **Lock Settings**.

Selecting EcoPrint

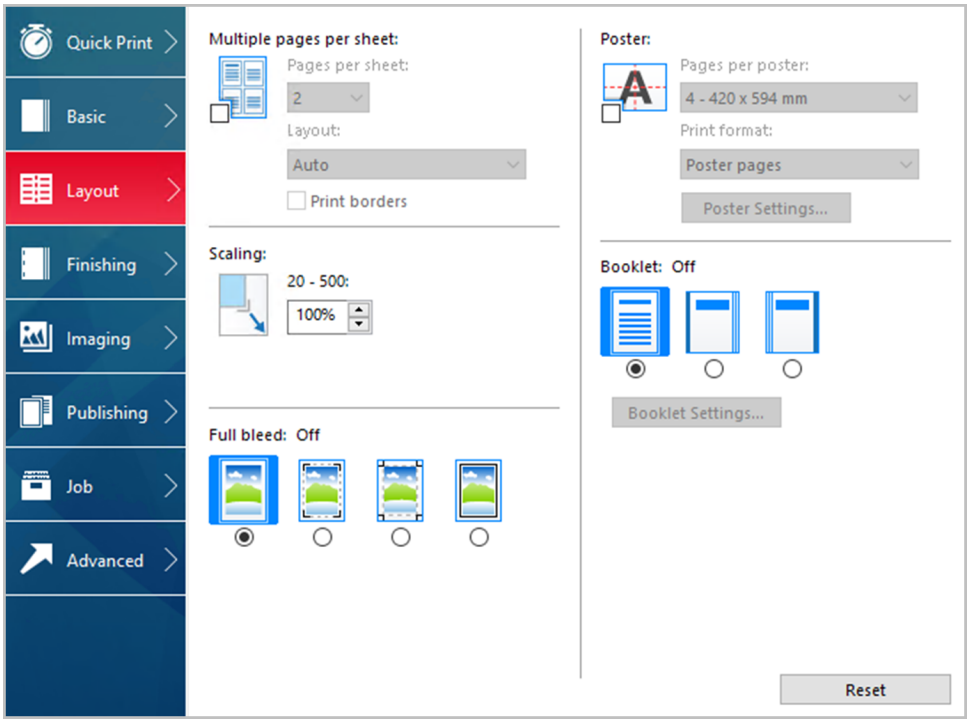
1. In the Basic tab, select the **EcoPrint** check box.
2. Click **OK**.

7 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.

Some features and options may not be applicable to your printing system model.



Multiple Pages per Sheet

With this feature, you can print 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 as well as print borders around each of the pages in the Layout tab.

This feature also appears as Pages per sheet in the Quick Print tab, where you can select 2 pages per sheet, 4 pages per sheet, and Off.

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

When the document contains blank pages and you do not want to include them in the print job, under **Page Description Languages (PDL)** > **Skip blank pages**, select **On**. To include the blank pages in the print job, select **Off** or **Use layout settings**.

Multiple Pages per Sheet should be turned on before using Lock Settings. When Multiple Pages per Sheet is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed with multiple pages on a sheet by selecting **Multiple pages per sheet** in **Device Settings** > **Administrator** > **Lock Settings**.

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** in all dialog boxes.

Scaling

With this feature, you can increase or decrease text and graphics on a page.

You can also select a gutter setting that enlarges the margins to accommodate manual stapling or manual hole punch.

If other Layout tab options are selected, Scaling is unavailable.

Setting Scaling on the Page

1. In the Layout tab, type or select a scaling percentage from 20 to 500.
2. Click **OK** in all dialog boxes.

Gutter

With this feature, you can increase 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 unit setting by accessing **Device Settings** > **User** > **Units**. In a client/server environment, the Units setting is unavailable to the client computer.

Gutter is available in Layout tab when PDL is set to PDF.

Creating a Gutter

1. In the Layout tab, click **Gutter**.
2. Under Gutter width, type or select a value between 0.20 to 1.00 inch (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.

   Availability of Gutter settings varies depending on Orientation and Duplex settings in the Basic tab.
3. If the content extends too close to the edge of the page, select **Reduce image to fit**. The content appears slightly reduced and away from the edge of the page.

   If the content does not extend beyond the page when the gutter increases, clear **Reduce image to fit**.
4. Click **OK** in all dialog boxes.

Full Bleed

With this feature, you can 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.

When Full bleed is selected:

- The other features on the Layout tab and all the features on Finishing (except Separation) and Publishing tabs are unavailable.
- Scaling is fixed at 100% regardless of the print size and page size combination.

Make sure that the selection in **Basic** > **Print size** is larger than the page size. For example, with Full bleed selected, in the Basic tab, if you set the print size to letter and the page size to Envelope #10, then the document will contain white space for you to trim after printing.

Printing with Full Bleed

1 In the Layout tab, set Full bleed to:

None

This does not print any crop marks.

Corners

This 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

This creates a think black border around the entire page. You can follow this border to trim off any excess paper from you document.

2 Click **OK**.

Poster

With this feature, you can create a document 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.

Pages per poster

You can 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 unit setting by accessing **Device Settings** > **User** > **Units**. In a client/server environment, the Units setting is unavailable to the client computer.

Print format

You can 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.

Poster settings

You can 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

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** in all dialog boxes.

Booklet

With this feature, you can print a two-page layout on both sides of each sheet of paper. For some models, 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

You can select from the following 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 and fold settings

When a folding unit is installed, you can select from the following settings. Otherwise, None is automatically selected.

None

Prints the booklet without stapling and folding.

Staple and fold

Prints, staples, and folds the booklet.

Fold only

Prints and folds the booklet without stapling.

When selecting the stapling or folding option, make sure to select the number of sheets in the booklet.

Auto

Divides document sheets equally into one or more booklets depending on the Staple and fold settings selections. For models that do not support a folding unit, you can print all document pages into a single booklet.

Number selected

Prints document pages into separate booklets, up to the selected number of sheets for each booklet. The final booklet may contain fewer sheets.

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**.

When the document contains blank pages and you do not want to include them in the print job, under **Page Description Languages (PDL)** > **Skip blank pages**, select **On** or **Use layout settings**.

Printing 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. Select from available layout options.

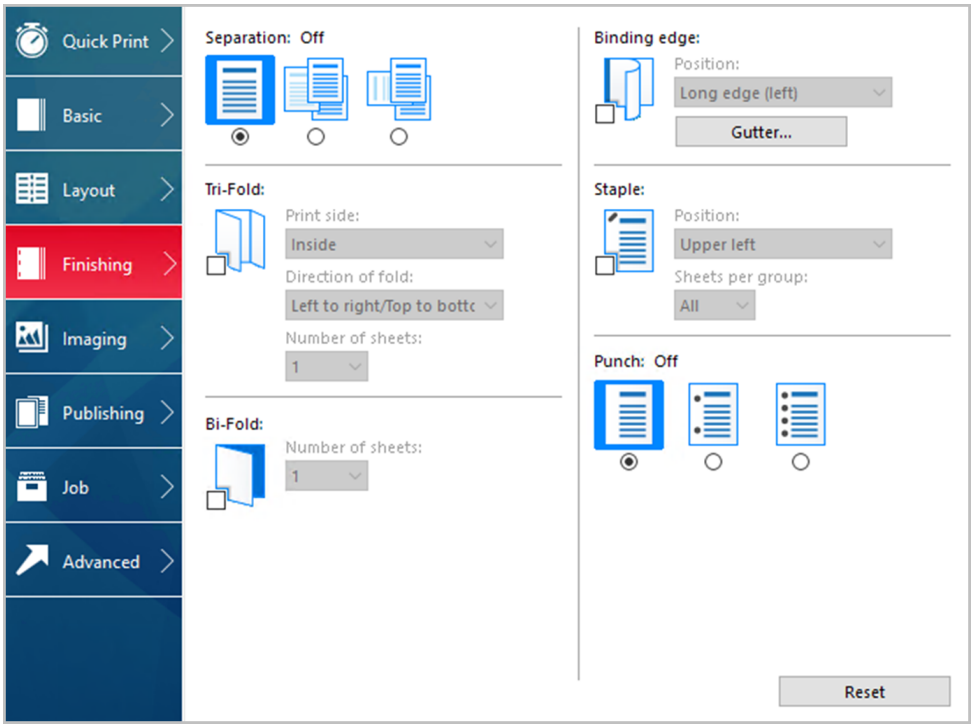
4 Click **OK** in all dialog boxes.

8 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, aligning matching sides of two different page sizes in a document, creating a gutter, stapling and punching holes.

To return to the original settings, click **Reset**. This also restores the Destination selection in the Basic tab. The Reset button is available when accessing the printer driver from the application's Print dialog box.

Some features and options may not be applicable to your printing system model.



Separation

With this feature, you can stack print jobs so that one print job can be distinguished from another.

Separation features cannot be used with Binding edge or with Staple.

Offset Jobs

With this feature, you can 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.

The Offset jobs feature requires a finishing device to be selected under Device options in the Device Settings tab. It does not work with the Staple or the Binding edge features.

Offsetting Jobs

1. In **Finishing** > **Separation**, click the **Offset jobs** icon.
2. Click **OK**.

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

1. In **Basic** > **Destination**, select **Printer default**.
2. Select a number of copies greater than 2.
3. In **Finishing** > **Separation**, click the **Rotate copies** icon.
4. Click **OK**.

Tri-Fold



This is available only when a folding unit is installed.

With this feature, you can 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.

Printing with Tri-Fold

1. In the Basic tab, set Destination to **Printer default** or **Folding tray**.
2. In the Finishing tab, click the **Tri-Fold** icon.
3. Select which side of the folded document to print on:

   Inside

   This selection prints on the inside of the folded document.

   Outside

   This selection prints on the outside of the folded document.
4. Set the direction of the fold to either of the following:

   Left to right/Top to bottom

   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

   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. Select the number of sheets to fold into thirds, up to a maximum of 5.
6. Click **OK**.

Bi-Fold



This is available only when a folding unit is installed.

With this feature, you can 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.

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. Select the number of sheets that will be folded in half, up to a maximum of 5.

4 Click **OK**.

Binding Edge

With this feature, you can align 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. Binding 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 Binding edge, staple positions depend on the paper size settings (portrait or landscape) in the paper cassettes.

Binding edge is enabled automatically when Staple is selected. Initial binding edge settings depend on the page size and the staple setting. Binding edge settings can be changed as preferred.

Enabling Binding edge makes some other features unavailable, such as the rotated portrait and landscape orientations in the Basic tab.



Binding edge cannot be used with the Booklet or Poster feature enabled.

If the content on the different page sizes is misaligned, select **Rotate mixed paper sizes** in **Device Settings** > **Compatibility**.

Binding Edge Options

Page size combinations

Binding 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)

Position options

The options under Position specify the page edges to be aligned and finished. Additional position settings are available in the Custom Settings dialog box. 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 colored strip to indicate the current Binding edge selection with Staple and Punch positions, if selected. When the Staple option is used, the Binding edge selection determines where staples are placed. Use this image to verify your selections for Binding edge, Staple, and Punch.

Custom settings

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

The illustrations in the Custom 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.

- 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 setting adjusts other selections to make them compatible with the change.

Setting the Binding Edge

1. In the Basic tab, do the following:
   - Specify the print and page sizes.
   - Set the paper source to Auto source selection.
2. In the Finishing tab, click the **Binding edge** icon.
3. In the Position list, do either of the following:
   - Specify a position.
   - Select **Custom**, and then choose an option in the Custom Settings dialog box.
4. Click **OK** to return to the Print dialog box.
5. 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.
6. Click **OK** to start printing.

   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.

Gutter

With this feature, you can increase 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 unit setting by accessing **Device Settings** > **User** > **Units**. In a client/server environment, the Units setting is unavailable to the client computer.

When PDF is selected as the PDL, Gutter is available in the Layout tab.

Creating a Gutter

1. In the Finishing tab, click **Gutter**.
2. Under Gutter width, type or select a value between 0.20 to 1.00 inch (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.

   Availability of Gutter settings varies depending on Binding edge settings, and Orientation and Duplex settings in the Basic tab.
3. If the content extends too close to the edge of the page, select **Reduce image to fit**. The content appears slightly reduced and away from the edge of the page.

   If the content does not extend beyond the page when the gutter increases, clear **Reduce image to fit**.
4. Click **OK** in all dialog boxes.

Staple

With this feature, you can create stapled document sets. You must first select a finisher in **Printer Properties** > **Device Settings** > **Device options**. The maximum number of sheets depends upon the selected print size settings. With Gutter, you can increase the top and left margins to accommodate the location of the staples.

Staple and Separation features cannot be used together.

If the Destination setting in the Basic tab is set to Printer default, then the destination that is compatible with the finishing option is automatically selected. If the finishing options are changed, the destination selection is not affected.

When Staple is selected, Binding edge is selected automatically. Initial Binding edge settings depend on the page size and the Staple setting. Binding edge settings can be changed as preferred.

Staple can be set to On or Off in the Quick Print tab.

If you are printing with different page sizes, the staple location may not match. To accommodate these differences, select the binding edge positions for each paper size in **Binding edge** > **Custom Settings**.

Stapling a Print Job

1. In the Finishing tab, click the **Staple** icon.
2. Select the position from available options. The position options vary based on settings in Binding 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. Under Sheets per group, select the number of sheets for each stapled set or select **All** to staple all sheets.
4. Click **OK**.

Punch

With this feature, you can punch holes along the edge of the printed pages so that the pages can be bound together or placed in a binder.

Punch is available when an optional finishing device supporting the punch feature is selected under Device options in Device Settings. Select the check box for a finishing device shown in blue in the device options list to access the punch settings. If the device listing is already selected, double-click the option to open the punch settings.

Binding edge should be selected before any other features in the Finishing tab. If set last, Binding edge may change any punch settings that you previously made.



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

If you are printing with different page sizes, the punch hole location may not match. To accommodate these differences, select the binding edge positions for each paper size in **Binding edge** > **Custom Settings**.

Creating Punch Holes for a Print Job

1. In the Finishing tab, set the punch setting to 2-hole, 3-hole, or 4-hole.

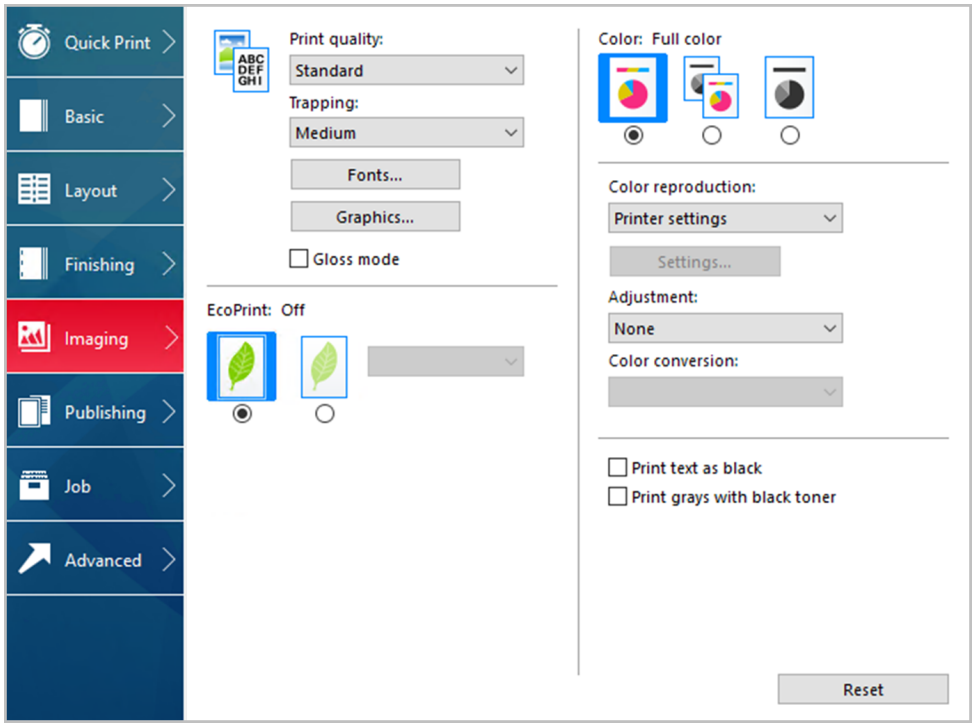
   The punch positions vary based on settings in Binding edge.
2. Click **OK**.

9 Imaging

In the Imaging tab, you can manage print quality and color or grayscale 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.

Some features and options may not be applicable to your printing system model.



Print Quality and Custom Quality

With these features, you can set the resolution for the print job. Resolution is a measurement, in dots per linear inch (dpi), that describes the sharpness and clarity of printed text and images. Custom Quality Settings lets you set a more refined resolution for the print job.

Print Quality Selection

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

High quality, Standard

Select one of these settings to print from a high or low print resolution. Standard is unavailable when PCL 5c/5e is selected in the Page Description Languages (PDL) dialog box.

Custom

Click Custom to open a Custom Quality Settings dialog box. Depending on your printing system model, resolution can be set to Fine 1200 dpi, Fast 1200 dpi, 600 dpi, or 300 dpi. KIR (image refinement) refines the edges of text and vector graphics, and can be set to On or Off.

For all of these selections, you can also select EcoPrint or Gloss mode. EcoPrint and Gloss mode cannot be used together. With EcoPrint on, some models let you select the amount of toner to save.

Trapping

In color printing, color 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.



Trapping is unavailable when PCL 5c is selected as the PDL.

Setting Trapping Values

1. In **Imaging** > **Trapping**, select a value for the print overlap pixel width:
   - Light, 0.5-pixel trapping
   - Medium, 1.0-pixel trapping
   - Heavy, 1.5-pixel trapping
   - Very heavy, 2.0-pixel trapping
2. Click **OK**.

Font Settings

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, these 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

These 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

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

TrueType fonts

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

System fonts

These 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

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

Font Settings Options

In the Font Settings dialog box, you can 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 when KPDL is selected as the PDL.

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

Font substitution is the process of using one font in place of another when the intended font is unavailable 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.

GDI compatible mode does not support this method.

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.

Selecting Font Settings

1. In **Imaging** > **Fonts**, select one of the methods for sending TrueType fonts.
2. Click **OK** in all dialog boxes.

Setting Font Substitution

To set font substitution, you must open Printing Preferences outside of a printing application by the following procedure.

1. From the control panel, right-click your printing system model and click **Printing Preferences**.
2. In the Imaging tab, navigate to:

   Fonts > **Substitute with device fonts** > **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.
3. Select the system font, and then the available device font to be substituted.
4. To restore the default values, click **Reset**.
5. Click **OK**.

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

Disabling Device Fonts

1. In **Imaging** > **Fonts**, select the **Disable device fonts** check box.
2. Click **OK** to save your settings.

Graphics Settings

Graphics are pictorial representations of information. Graphics can be functional (charts, diagrams) or artistic (drawings, photographs). With Graphics Settings, you can control the visual results of your printed graphics with options that can be set by the selected Page Description Language (PDL).

Pattern Scaling

With this feature, you 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

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 when PCL XL or PCL 5c/5e is selected as the PDL.

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 as the PDL.

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

With this feature, you can reduce 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 as the PDL. When GDI compatible mode is selected in the page description languages (PDL) dialog box, Line thinning is not available.

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

Off

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.

For some models, you can select **Correct fine line by device** to improve the quality of barcode printing. This feature enables correction of pen width by the device rather than by the driver.

Halftone Screen

With this feature, you can improve 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 PDL is set to PDF.

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

Normal

This is the setting for printing typical office documents.

Gradation priority

This setting refines 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



This is available only when PDL is set to KPDL.

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

In **Imaging** > **Graphics**, select an inversion option:

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 reversed, as it would appear in a mirror image.

Optimization



This is available only when PDL is set to KPDL.

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

In **Imaging** > **Graphics**, select an optimization option.

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



This is available only when PDL is set to KPDL.

With this feature, you can bypass 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.

Image Compression Mode



This is available only when PDL is set to PCL XL or KPDL.

With this feature, you can select a method for compressing images depending on the preferred quality in printed images.

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

Smaller file size

Uses JPEG compression, this method produces a lower quality image.

High quality

Uses delta row compression, this method produces a higher quality image but creates a larger file size.

Gloss Mode

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



If EcoPrint is On, Gloss mode is unavailable.

EcoPrint

With this feature, you can change 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 selected in the Quick Print or Basic tab, the toner saved is set to the previously selected value. If there is no previous value, the default is Medium.

EcoPrint should be turned on before using Lock Settings. When EcoPrint is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed in EcoPrint mode by selecting **EcoPrint** in **Device Settings** > **Administrator** > **Lock Settings**.

Selecting EcoPrint

1. In the Imaging tab, set **EcoPrint** to On or Off.

   With EcoPrint enabled, some models let you select the amount of toner to save.

2. Click **OK**.

Color

With this feature, the following options are available:

Full color

This mode prints full four-color text and graphics.

Auto color

This mode uses only black toner to print black and grayscale.

Black

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

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

An administrator can ensure that all jobs are printed with black toner only by selecting **Black & White mode** in **Device Settings** > **Administrator** > **Lock Settings**.

Color Reproduction

With this feature, you can optimize the color rendering of photos and graphics.

1. In the Imaging tab, set **Color** to Full color or Auto color.
2. Select one of the following color reproduction options:

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 color 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.

China red

This option appears if you selected the China Red plug-in as an optional component following installation of the printer driver. This plug-in appears automatically if the region is set to a Chinese locale.

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.

China Red

With this plug-in feature, you can select the preferred red hue for an accurate display in a print job.

In the China Red dialog box, an eyedropper tool can be dragged into the on-screen document to select the color, or RGB values can be entered. A printed sheet produced using the printer icon lets you select one color.

When China red is selected, Color Optimizer is unavailable in the Advanced tab.

When installed, the China red option appears in **Imaging** > **Color reproduction**. This option is unavailable when:

- PDL is set to PDF or XPS.
- Black & White mode is selected in **Device Settings** > **Administrator** > **Lock Settings**.
- Color is set to Black in the Quick Print, Basic, or Imaging tab.

If Data passthrough is selected in the Page Description Languages (PDL) dialog box, China red can be selected, but China Red Settings is unavailable.

Printing with China Red

1. Open the document containing the preferred color.
2. From the application's File menu, click **Print**, then click **Preferences** or **Properties**.
3. In **Imaging** > **Color reproduction**, select **China red**.

4 Click **Settings**.

5 Select your color by one of the following methods:

- Drag the eyedropper tool anywhere on the screen to select the preferred color.
- If you know the RGB values of the color, type or select the values.

The color appears in the color preview box.

6 Click the printer icon to print a one-page table displaying variations of the selected color. From the printed sheet, select the preferred variation.

7 In the China Red dialog box, type or select the number/letter combination of the selected variation in the spin box next to the color preview box.

8 Click **OK**.

Color Correction

With Color Correction, you can alter the colors in an image in order to print it properly. It attempts to match the colors of the original image to the printer's colors. ICM is Microsoft's Image Color Management, the standard for Windows.

The following options are available in the Color Correction dialog box.

Some features and options may not be applicable to your printing system model.

None (application corrected)

With this option, color data processes without applying the adjustments contained in the printing system's internal color lookup tables. 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.

Selecting Color Correction

1 In **Imaging** > **Color reproduction**, select **Advanced**. In the Color Correction dialog box:

- If you select **None (application corrected)**, proceed to step 4.
- If you select **ICM (system corrected)**, 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 For some models, you can select **Monitor simulation (RGB)** and **Ink simulation (CMYK)**. Ink simulation (CMYK) is available when KPDL is selected as the PDL.

4 Click **OK**.

Selecting a Default Color Profile

1 From the control panel, right-click your printing system model and click **Printer properties** or **Properties**.

2 Select the Color Management tab and click **Color Management**.

3 In the Devices tab, go to the device list, and then select the preferred color printer.

4 Select the **Use my settings for this device** check box.

5 In the Profile selection list, select **Manual**, and click **Add**.

6 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.

7 Select your preferred color profile and click **Set as Default Profile**.

8 Click **Close**.

Color Adjustment

With this feature, you can 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.

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

In a client/server environment, settings that 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** or **Auto color** icon.
2. Set the Adjustment setting to **Custom 1**, **Custom 2**, or **Custom 3**.
3. Click **OK**.

Adjusting HSL (Hue, Saturation, Lightness)

1. In **Imaging** > **Color**, click the **Full color** or **Auto 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 a color. 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. To restore the default values, click **Reset**.
9. Click **OK** to save the new HSL settings.

Adjusting Color Balance

1. In **Imaging** > **Color**, click the **Full color** or **Auto 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. Select the relative values of each color between –10 and +10.
7. To restore the default values, click **Reset**.
8. Click **OK** to save the new Color balance settings.

Black and White Adjustment

With this feature, you can 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

1. In **Imaging** > **Color**, select 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. Type or select the Brightness value to lighten or darken the graphic images of the print job.

   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. Type or select the Contrast value 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.

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 To restore the default values, click **Reset**.

6 Click **OK** to save the new black and white settings.

Color Conversion

With this feature, you can choose how to apply color processing to your print job depending on how color data is received from the application.



This feature is available only if PDL is set to KPDL.

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.

Text and Graphics Effects

Special settings are available for color or black and white printing, depending on your printing system model.

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. When Auto Color is selected, this feature is turned off automatically.

Print grays with black toner

This option prints grayscale with black only. When Color is set to Full color, this feature is turned off. This feature is selected automatically when Auto color is selected in the Quick Print, Basic, or Imaging tab.

Print graphics as black

This option prints all color graphics with black, rather than grayscale. This feature is intended for CAD applications. Color must be set to Black.

Composite overprint

Available in some models, this option blends overlapping images into a composite image. Make sure that KPDL and Data passthrough are selected in the Page Description Languages (PDL) dialog box. Color must be set to Full color.

Continuous Tone

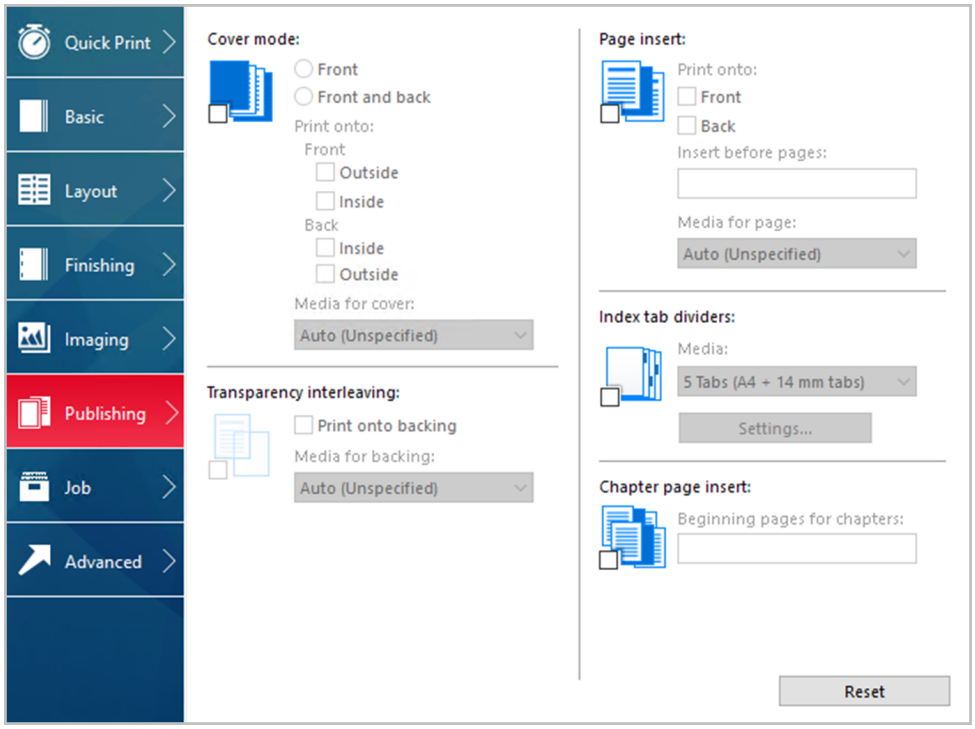
Images are represented by a series of evenly graduated tones, as in a photograph. Color must be set to Full color or Auto color. Continuous tone is selected automatically.

10 Publishing

In the Publishing tab, you can create covers and inserts for a print job, insert sheets between transparencies, insert tab divider sheets, and set the first page of every chapter to print on the front side of the paper. The features on this tab are unavailable when PDF is selected as the PDL.

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.

Some features and options may not be applicable to your printing system model.



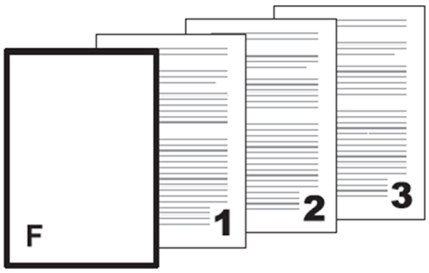
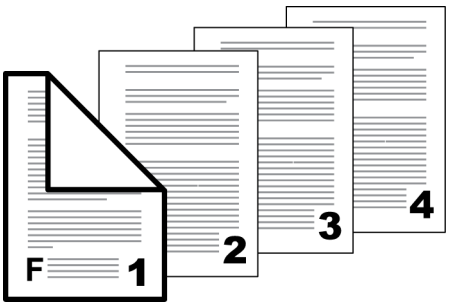
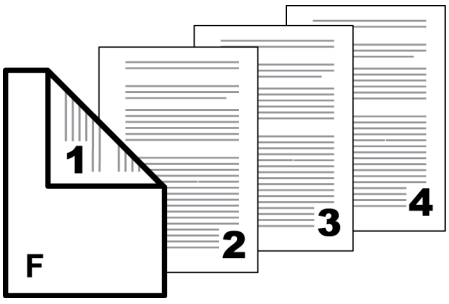
Cover Mode

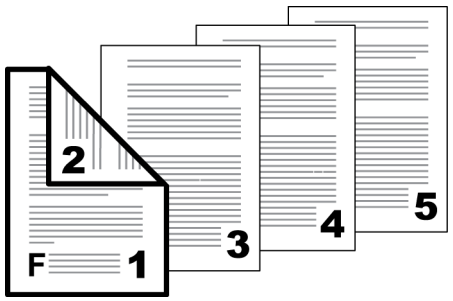
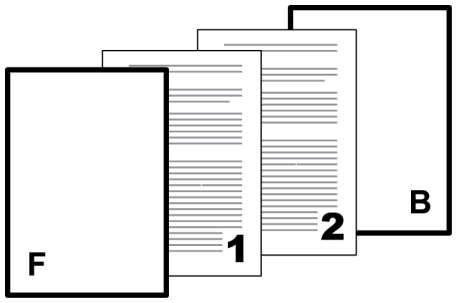
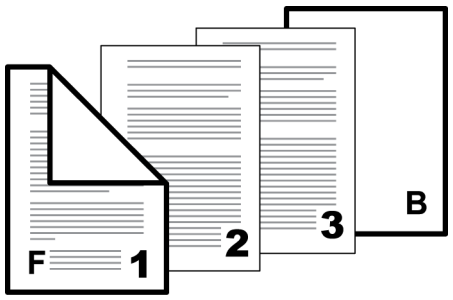
With this feature, you can add cover pages to the front and back of your document. You can print on cover pages of a different weight or color than the main document. The source of the cover paper is specified by adjusting the Media for cover settings in the Publishing tab.

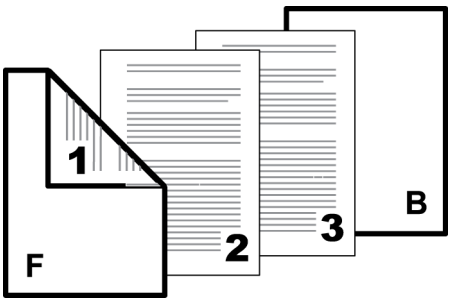
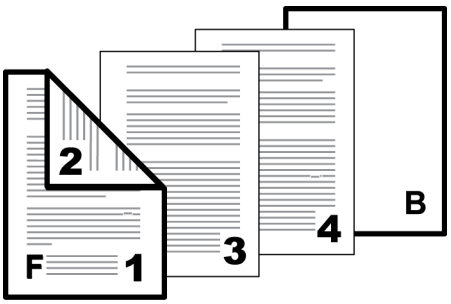
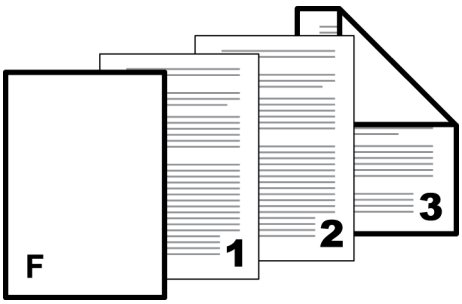
For some models, duplex printing must be selected in the Basic or Quick Print tab in order to print using the Front / Inside and Back / Outside options.

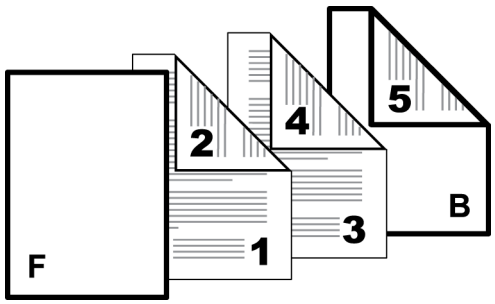
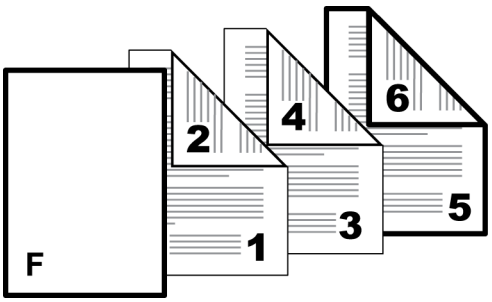
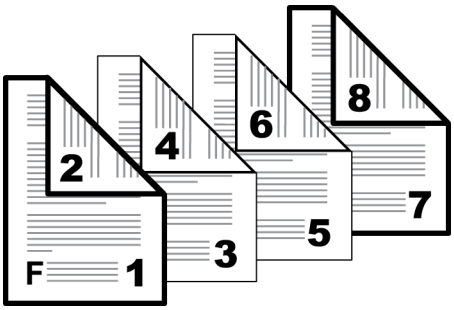
Cover mode cannot be used with Transparency interleaving.

Cover Mode Options

Check Box Selection	Cover Insertion Type
Front	Inserts a blank front cover. 
Front Front Outside	Prints on the outside surface of the front cover. 
Front Front Inside	Prints on the inside surface of the front cover. 
Front Front Outside Front Inside	Prints on the outside and inside surfaces of the front cover.

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

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.

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

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** in all dialog boxes.

Transparency Interleaving

With this feature, you can insert 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 available only when printing on transparencies supplied from the multipurpose 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, Index tab dividers, and Chapter page insert.

Inserting Backing Sheets Between Transparencies

1 In **Basic** > **Media type**, select **Transparency**.

If Media type does not appear, then select **Auto (Transparency)** in the Source list. The media type and source lists have been combined in **Device Settings** > **Compatibility**.

2 In the Publishing tab, click the **Transparency interleaving** icon.

3 To print the transparency content on the inserted pages, 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**.

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

Page Insert

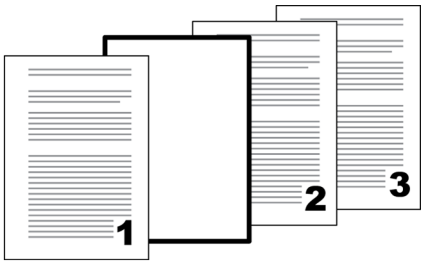
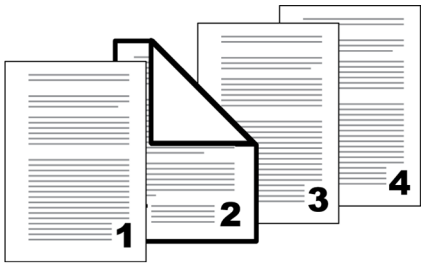
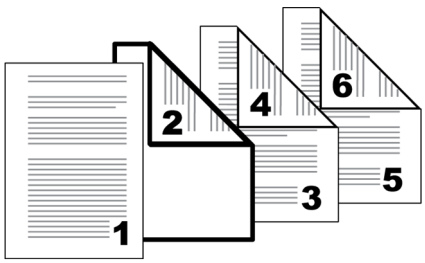
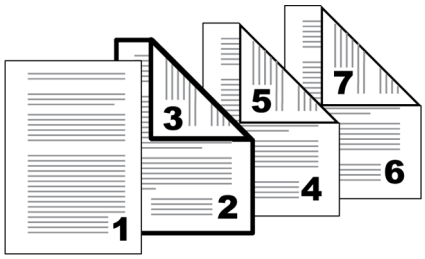
With this feature, you can insert a preprinted page or a page of a different paper type at specific points in a print job. The inserted page can also be printed on during the print job. Both sides of the page insert can be printed on by using the duplex unit.

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

For some models, 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.

Page insert cannot be used with Transparency interleaving.

Page Insertion Options

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

Printing Page Inserts

1. In the Publishing tab, click the **Page insert** icon.
2. Select from available Print onto options:

   Front

   Prints on the front of the insert.

   Back

   Prints on the back of the insert.
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** in all dialog boxes.

Index Tab Dividers

With this feature, you can insert 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 multipurpose 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.

All tabs that are set up in the Tab Settings dialog box are applied to the current job.

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.

We recommend that you print a test job on plain paper. Use a short test document, and cut plain paper to the size of the tab divider sheets. The test job will help you determine the correct driver settings and placement into the multipurpose tray.

The Custom Media, Tab Settings, and Custom Tab dialog boxes display the unit of measurement in inches or millimeters. You can change the unit setting by accessing **Device Settings** > **User** > **Units**. In a client/server environment, the Units setting is unavailable to the client computer.

Index Tab Divider cannot be used together with Carbon Copies, Full Bleed, Booklet, Tri-fold, Bi-fold, Binding edge, Staple, Punch, Mirror print, and Transparency interleaving.

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.



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 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 the 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.

Color options vary by model:

For color models, select from default or custom colors.

For black and white models, or with Black selected in the Quick Print, Basic, or Imaging tab, select Black or select shades of gray from the list.

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 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 multipurpose 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 preferred 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 preferred 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** in all dialog boxes.

Chapter Page Insert

With this feature, you can force the initial page of each chapter in a document to print on the front side of the paper. You identify the first page of each chapter, up to 100 chapters. This feature is applicable for duplex printing and for printing multiple pages on a sheet.

Collate is enabled automatically in the Quick Print and Basic tabs.



Chapter page insert cannot be used with Poster and Booklet in the Layout tab, or Transparency interleaving in the Publishing tab.

This feature is unavailable when PCL 5c/5e is selected as the PDL.

Printing with Chapter Page Insert

1 In the Quick Print or Basic tab, select **Duplex**.

2 In the Publishing tab, click the **Chapter page insert** icon.

3 In Beginning pages for chapters, enter page numbers from 2 to 999, where each number is the first page of a chapter. You can type individual page numbers separated by commas.

If Cover Mode, Print onto: Front / Outside and Front / Inside are selected, enter page numbers from 3 to 999.

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

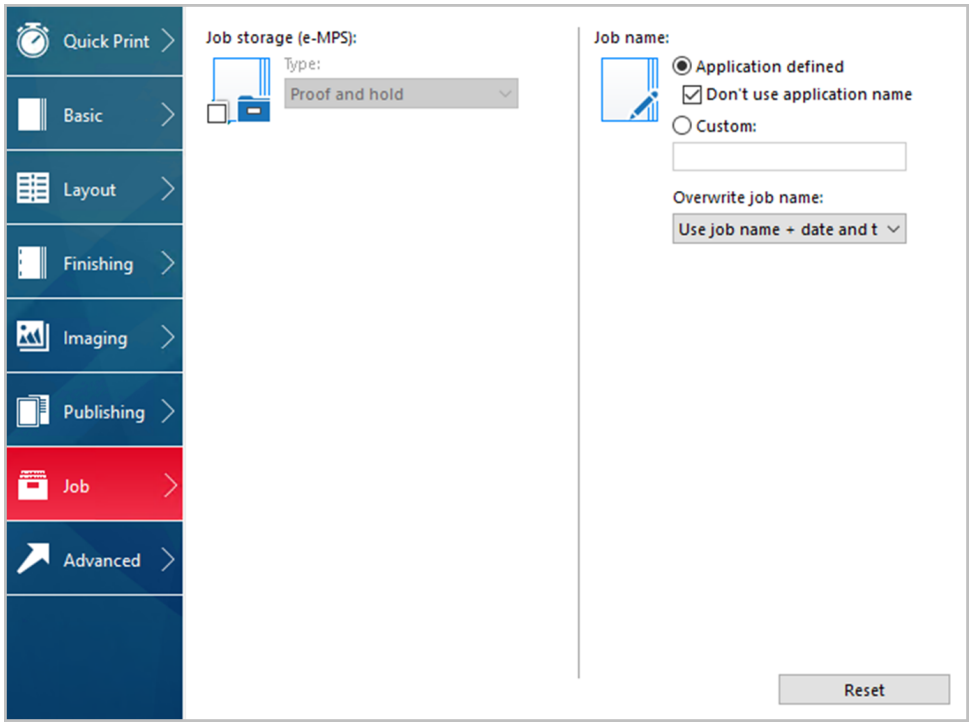
11 Job

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.

An administrator can ensure that all jobs are stored or printed with the selected Job tab settings by navigating to **Device Settings** > **Administrator** > **Lock Settings** > **Job tab**.

Some features and options may not be applicable to your printing system model.



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.

This feature is a multi-tier 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) is unavailable when Net Manager is selected in **Device Settings** > **Administrator** > **Net Manager**.

Job Storage (e-MPS) options

	Password required	When job is printed	When job is deleted from memory
Custom box	Optional password	When printed from operation panel	When manually deleted or up to 31 days
Quick copy	No	When sent from the computer	When printing system is turned off, or storage device is full, or job retention date has passed
Proof and hold	No	One print when job is sent; remaining prints later	When printing system is turned off, or job retention date has passed
Private print	Yes	When password is entered at operation panel	When printing system is turned off, or after printing, or job retention date has passed
Job storage	Optional	When printed from operation panel	When manually deleted

Custom Box

With this feature, you can store print jobs until they are printed from the printing system's operation panel. You can print one or more jobs from the storage device.

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

Custom boxes must be set up for each user at the printing system's home page and in the Hard Disk or SSD Settings dialog box, accessed from Device Settings. The maximum number of custom boxes is 1000.

Storing a Job in a Custom Box

1. In the Job tab, click **Job storage (e-MPS)**.
2. In the Type list, select **Custom box**.
3. Click **Settings**.
4. Select a Custom Box Settings option:

   Use specific box number

   Type the box number and password.

   Prompt for box number

   When starting to print, the Custom Box dialog box appears. Type a box number from the Defined custom boxes list. If a password was set, type the password.

   Display box number list

   When starting to print, the Custom Box dialog box appears. Select a box number from the list. If a password was set, type the password.

   Verify box number for each login user

   When starting to print, the Custom Box dialog box appears. Type a box number. To include a password, select Require password and type the password.

   You can only select Display box number list and Verify box number for each login user if you select Shared box in the Hard Disk or SSD Settings dialog box.

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

If you select **Verify box number for each login user**, 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 are 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 are then 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 storage device for reprinting later. This feature is available when a storage device 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. When the designated number of jobs is reached, older jobs are replaced by new jobs. All Quick copy jobs are stored on the storage device after printing. Jobs are deleted when the printing system is turned off or the job retention date has passed. You can manually delete a job at the operation panel.

A print job replaces a job on the storage device 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

1. In the Job tab, click 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 storage device 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 preferred, you can change the number of copies printed.

Proof and hold is unavailable 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. When the designated number of jobs is reached, older jobs are replaced by new jobs. All Proof and hold jobs are stored on the storage device after printing. Jobs are deleted when the printing system is turned off or the job retention date has passed. You can manually delete a job at the operation panel.

A print job can replace a job on the storage device 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

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

Private Print

Private print is a Job storage (e-MPS) option that saves jobs on the storage device for printing until a password is entered. When the storage device 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, or when the job retention date has passed. 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 password, 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 password. The job is not printed until a user enters the password at the printing system's operation panel. After the job is printed, it 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 storage device. You can manually delete a job at the operation panel.

> A print job can replace a job on the storage device 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

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 a password:
   - If you want to use the same passwords for print jobs, clear **Prompt for password**, and then type a password in the Specify password box.
   - If you want to use different passwords for print jobs, select **Prompt for password**. When you click **OK** in the Print dialog box, type the password in the Private Print dialog box that appears.
4. Click **OK** in all dialog boxes.

Job Storage

Job storage is a Job storage (e-MPS) option that stores a print job permanently on the storage device for printing later. You also have the option of protecting the print job from unauthorized printing by using a password. This feature is available when a storage device 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.

You can also attach a password 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 password 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 storage device. You can manually delete a job at the operation panel.

> A print job can replace a job on the storage device 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

1. In the Job tab, select the **Job storage (e-MPS)** icon.
2. In the Type list, select **Job storage**.
3. Select a method for choosing a password:
   - When you want to use the same passwords for print jobs, clear **Prompt for password**, and then type a password in the Specify password box.
   - When you want to use different passwords for print jobs, select **Prompt for password**. When you click **OK** in the Print dialog box, type the password in the Job Storage dialog box that appears.
4. Click **OK** in all dialog boxes.

User Login

User Login provides job restriction by user, in contrast to the Job accounting feature, which assigns privileges by division or department. This feature appears in the Job tab when Use specific name is selected in **Device Settings** > **Administrator** > **User Login**.

In the Job tab, you can change the name and password temporarily for your print job. This does not change the default name and password that were set in Device Settings.

Printing with User Login

1. In the Job tab, under User Login, click **Settings**.
2. In the Identity Settings dialog box, type a name and password.
3. To restore the default values, click **Reset**.
4. Click **OK** in all dialog boxes.

Job Accounting

With this feature, an administrator can control of a printing system. With Job accounting, account IDs (identification numbers) can be assigned to users or departments. This feature appears in the Job tab when Use specific account ID is selected in **Device Settings** > **Administrator** > **Job Accounting**.

In the Job tab, you can change the account ID temporarily for your print job. This does not change the default account ID that was set in Device Settings.

Printing with Job Accounting

1. In the Job tab, under Job accounting, click **Settings**.
2. In the Identity Settings dialog box, type an account ID.
3. To restore the default value, click **Reset**.
4. Click **OK** in all dialog boxes.

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

With this feature, you can 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

With this feature, you can 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. The previous print job with the same job name remains in the printing system memory.

Selecting a Job Name

You can select a Job name to use with Job storage (e-MPS) features, so that you can find your job in the job list displayed 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 **Job** > **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 box, to a maximum of 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 and job name exists, the current print job replaces an existing job in printing system memory.

   Use job name + date and time

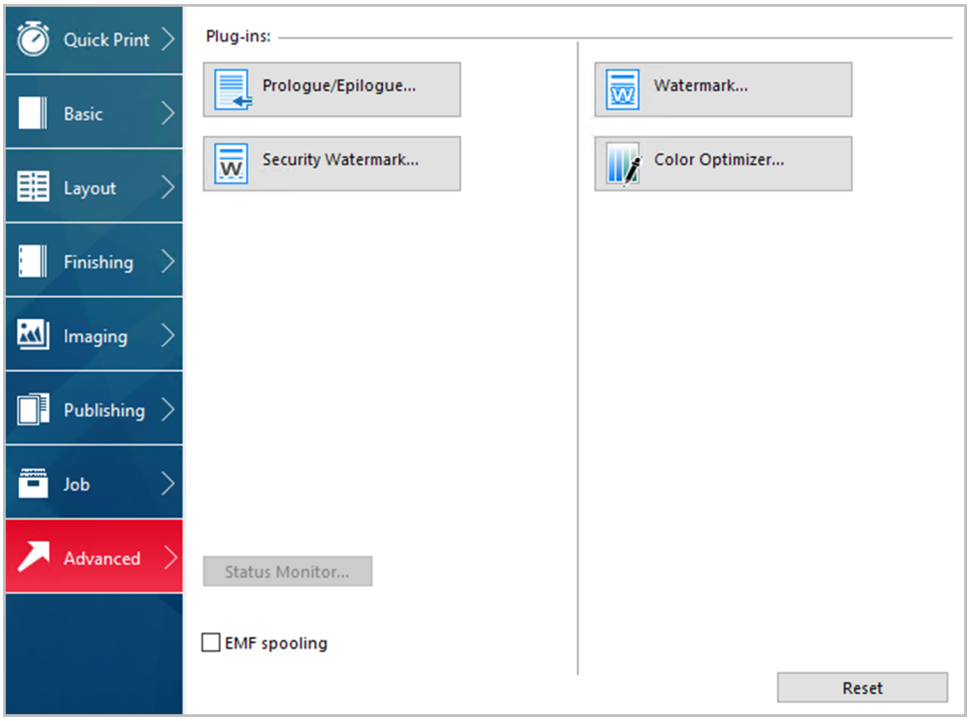
   Adds the current date and time to the end of the job name.

12 Advanced

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

Clicking Reset sets the EMF spooling back to the last setting you made in the printer driver's Printing Preferences. The Reset button is available when accessing the printer driver from the application's Print dialog box.

Some features and options may not be applicable to your printing system model.



Prologue/Epilogue

With this feature, you can insert a command file at the beginning of a print job or at the end. The command file uses programming commands from the printer-resident PRESCRIBE language. The Product Library disk 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.

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. You can edit a Prologue/Epilogue file on your computer by clicking **Edit**. Editing and saving a command file replaces the contents of the existing local or network file.

You can remove a Prologue/Epilogue file from the list by selecting the file and clicking **Delete**. 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.

Insertion Point Options

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.



The **Start of the page** and **End of the page** insertion points are available only when PDL is set to PCL 5c/5e.

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.

Selecting and Assigning a Prologue/Epilogue File

1. In **Advanced** > **Prologue/Epilogue**, click **Browse** to find a Prologue/Epilogue file (.TXT, .LOG) and add it to the Select Prologue/Epilogue file to insert list.
2. Select a file from the list.
3. Under Insertion point, select a place to insert the Prologue/Epilogue file, or select **Unassigned**.
4. Repeat steps 1-3 to include additional files.
5. Click **OK**.

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 click **Edit**.
2. After your text editor opens, make your changes to the file.
3. Save the file and exit.



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

Deleting a Prologue/Epilogue File

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



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.

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 default watermarks, create your own text, or use an image. The preview area of the dialog box shows how the watermark appears on a page. This is useful for adjusting the appearance and location of the watermark.

Any watermark can be edited, though a limited number of options can be changed for default watermarks.

If you want to use an image for the watermark, an image file must be available on your computer before it can be added to a print job.

Watermark Spacing displays the unit of measurement in inches or millimeters. You can change the unit setting by accessing **Device Settings** > **User** > **Units**. In a client/server environment, the Units setting is unavailable to the client computer.

Watermark should be turned on before using Lock Settings. When Watermark is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that a watermark is printed on all jobs by selecting **Watermark** in **Device Settings** > **Administrator** > **Lock Settings**.

Adding or Editing Watermark Text

1. In **Advanced** > **Watermark**, click **New** to create a custom text watermark.

   To edit a custom text watermark, select it from the list.

2. Enter your preferred watermark name and text. Default watermark name and text cannot be edited.

3. Select your preferred font style, size, and color.

   For font color, you can click **Custom** and select your preferred basic color. Click **Define Custom Colors** to specify the RGB values of the selected color.

4. Specify a number of watermark texts to appear on a page and the distance between the texts in tenths of an inch or in millimeters.

5. Change the angle of the watermark text and move it horizontally or vertically.

   You can also change the position and angle by clicking the buttons at the bottom of the preview area, and then clicking the watermark text. Drag the pointer to move or rotate the watermark text.

   The Rotate around center check box determines the method of rotation for the watermark text. 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.

6. Under Print onto, 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 the page numbers typed in the text box.

Outside of front cover

This option prints the watermark on the front cover. This is available when Cover mode is selected in the Publishing tab. If Cover mode is set to Front / Outside or Front and back / Outside, Outside of front cover is selected automatically.

7 Click **Save**, and click **OK** in all dialog boxes.

Adding or Editing a Watermark Image

1 In **Advanced** > **Watermark**, click **New** to create a custom image watermark.

To edit a custom image watermark, select it from the list.

2 Enter a watermark name, and then click **Browse** to find an image file (Bitmap, JPEG, GIF, PNG) on your computer.

3 Specify a scaling value to increase or decrease the size of the watermark image on the page. You can also select **Auto** to fit the entire image in the center of the page.

4 Specify the opacity or density of the watermark image, and then select whether to print the watermark image with full color or with black toner only.

5 Change the angle of the watermark image and move it horizontally or vertically, or select **Auto** to fit the entire image in the center of the page.

You can also change the position and angle by clicking the buttons at the bottom of the preview area, and then clicking the watermark image. Drag the pointer to move or rotate the watermark image.

The Rotate around center check box determines the method of rotation for the watermark image. Select **Rotate around center** to position the watermark image with the center of the image as its axis, and clear it to position the watermark image with the left end of the image as its axis.

6 Under Print onto, 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 the page numbers typed in the text box.

Outside of front cover

This option prints the watermark on the front cover. This is available when Cover mode is selected in the Publishing tab. If Cover mode is set to Front / Outside or Front and back / Outside, Outside of front cover is selected automatically.

7 Click **Save**, and click **OK** in all dialog boxes.

Security Watermark

With this plug-in feature, you can print 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.

The Optional Components Wizard offers the opportunity to install the Security Watermark plug-in following installation of the printer driver.

Security Watermark is available in the Advanced tab when PCL XL is selected as the PDL.

Any security watermark can be edited, though a limited number of options can be changed for default security watermarks.

A notable security watermark feature 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 a message appears on the printing system's operation panel.

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 density and contrast before printing a security watermark. This adjustment is also recommended when changing the background pattern, replacing the toner or printing system, and after heavy printing activity.

Selecting **Security Watermark** sets these driver features to the following values:

- Watermark in the Advanced tab is set to None.
- Resolution in **Imaging** > **Print Quality** > **Custom** > **Custom Quality Settings** is set to 600 dpi.
- Kyocera Image Refinement in **Imaging** > **Print Quality** > **Custom** > **Custom Quality Settings** is set to Off.
- Color reproduction in the Imaging tab is set to Line art.
- EcoPrint in Quick Print, Basic, or Imaging tab is set to Off.
- Adjustment setting 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.

Security watermark should be turned on before using Lock Settings. When Security watermark is turned off, using Lock Settings makes it unavailable for all users.

The administrator can ensure that a security watermark is printed on all jobs by selecting **Security watermark** in **Device Settings** > **Administrator** > **Lock Settings**.

Adding or Editing a Security Watermark

1. In **Advanced** > **Security Watermark**, click **New** to create a custom security watermark.

   To edit a custom security watermark, select it from the list.

2. Enter a security watermark name. A default security watermark cannot be renamed.

3. Select up to 3 lines of text. This option is unavailable when editing a default security watermark. Select from the following options:

   None

   This option leaves the line blank.

   User-defined

   This option inserts your 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.

4. Select your preferred font size, style, and angle of the text.

5. Select a design for the security watermark background:

   Document guard

   The document guard design appears as the security watermark background.

   Patterns

   Select a design for the security watermark background.

6. Set the color of the watermark to Black, Cyan, or Magenta.

7. Under Density and 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 page in the next step.

8. Click **Print Sample** to print a page displaying all nine contrast options against the selected density. It is recommended to print a sample page for each density option.

9 From the printed sheet, find the sample where the security watermark is most nearly invisible.

10 In the Security Watermark dialog box, select Density and Contrast options to match the sample chosen in step 9.

11 Under Print onto, 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.

Outside of front cover

This option prints the security watermark on the front cover. This is available when Cover mode is selected in the Publishing tab. If Cover mode is set to Front / Outside or Front and back / Outside, Outside of front cover is selected automatically.

12 Select **Print as footer** if you want the first available line of watermark text to be printed at the bottom of the page. Click an icon to select the page position. This option is useful because the security watermark itself is not normally visible on the printed page.

13 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.

14 Click **Save**, and click **OK** in all dialog boxes.

Color Optimizer

With this plug-in feature, you can 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 printed sheet 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 **Color Optimizer** > **Color adjustment** feature. You can also select a **Color reproduction** option.

If different custom settings are selected for Color Optimizer and Adjustment in the 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 as the PDL
- Black & White mode selected in **Administrator** > **Lock Settings**
- Black selected in the Imaging, Basic, or Quick Print tab
- China red selected in Color reproduction in the Imaging tab

Optimizing RGB Color for Printing

1. Open the document containing the preferred 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 preferred 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 preferred variation.
8. In the Color Optimizer dialog box, type or select the number/letter combination of the selected variation in the spin box next to the color preview box.
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 preferred, type a description of the custom setting in the Description box, to a maximum of 30 characters. The description appears only in the Color Optimizer dialog box.
11. Click **OK** or **Apply** to save the settings.

Status Monitor Notification

The Status Monitor displays printing system status during printing. You can also set up sound and speech notifications for printing system events.

You can start a status monitor for each supported printing system. More than one status monitor can be displayed at one time.

Setting Status Monitor Notification

1. From the Advanced tab, click **Status Monitor**.
2. In the Status Monitor Notification dialog box, select the **Enables event notification** check box.
3. To add sound or speech notification, select an event from the Available events list:
   - Cover open
   - Paper jam
   - Add paper
   - Sleep
   - Add toner
   - Toner low
   - Not connected
   - Printing completed
   - Others
4. Under Sound file / Text to Speech, click to the right of the chosen event, and then:
   - To add a sound file, type the location of a sound file (.WAV), or click **Browse** to find a sound file located on your computer.
   - To add speech, type your preferred text, up to 260 characters. The Microsoft Text to Speech feature reads your typed text and plays it back in a spoken voice.
5. To add sound or speech to other events, repeat steps 3 and 4.
6. Click **OK**.

Viewing Status Monitor

1. You can view information about the print job and the printing system in the status monitor:
   - The job tab displays information about each print job. To cancel a job, right-click on the job and click **Cancel**.
   - The paper source tab displays information about each cassette and the multipurpose tray.
   - The toner tab displays the toner level.
   - The alert tab displays Ready or event information. For multiple events, click each event to view details.
2. You can hide or show details by clicking the arrow.

3 To display a list of options, click the tools icon, and select available options:

Command Center RX

For a network connection, opens a web browser to display the printing system's home page. This option is unavailable for a USB connection.

Notification

Opens the Status Monitor Notification dialog box.

www.kyoceradocumentsolutions.com

Opens a web browser to the KYOCERA Document Solutions home page.

Exit

Closes the status monitor.

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.

When Data passthrough is selected in the Page Description Languages (PDL) dialog box, EMF spooling is unavailable.

Selecting EMF Spooling

1 In the Advanced tab, select the **EMF Spooling** check box.

2 Click **OK**.

Enabling Client Custom Paper Size

Client custom paper size refers to page size settings saved on a client computer. You have the choice to use your local custom sizes or the server custom sizes. This feature is intended for the client computer in a client/server environment.

1 From the Advanced tab, do either of the following:

- Select the **Enable client custom paper size** check box for using custom page sizes locally in the driver.
- Clear the **Enable client custom paper size** check box to select custom sizes from the server to apply to print jobs created by the driver. Server profiles are read-only.

2 Click **OK**.

Enabling 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.

1. From the Advanced tab, do either of the following:
   - Select the **Enable client profile** check box to select custom profiles locally in the driver to apply to print jobs.
   - Clear the **Enable client profile** check box to select profiles from the server to apply to print jobs. Server profiles are read-only.
2. Click **OK**.

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