

OKI

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Printing Guide

ES9466 MFP/ES9476 MFP


Preface


Thank you for purchasing OKI Multifunctional Digital Systems or Multifunctional Digital Color Systems. This manual describes instructions on how to set up the printer drivers required for this equipment, and how to print with them.
Read this manual before using the functions.


■ How to read this manual


□ Symbols in this manual


In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

 **WARNING** Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.

 **CAUTION** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.

 **Note** Indicates information to which you should pay attention when operating the equipment.

 **Tip** Describes handy information that is useful to know when operating the equipment.

 Pages describing items related to what you are currently doing. See these pages as required.

□ Target audience for this manual

This is a manual that is aimed at general users and administrators.

□ Options

For the available options, refer to the option information in the **Quick Start Guide** for your equipment.

□ Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 10. Screenshots and explanations for Mac OS are based on Mac OS X 10.10.x.
The details on the screens may differ depending on your model and how the equipment is used, such as the status of the installed options, the OS version and the applications.
- In this manual, the initial values of the setting items are underlined.

□ Abbreviations in this manual

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

□ Install Disc co-packed with the equipment

In this manual, the discs for installing the software are generically described in “Install Disc”.

□ Trademarks

See the **Safety Information** for notes on trademarks.

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Features and Functions

Extensive Client Platform Support

This equipment supports printing from IBM-compatible PC and Mac computer. Not all features are supported on all platforms, however.

Various Port Options

You can map this equipment to print to an SMB, IPP, Raw TCP, WSD, or LPR port.

Multiple Job Types

Job Types refer to the way this equipment handles a print job.

- The Normal mode requires no special handling and is the most frequently used printing mode.
- Scheduled Print lets you specify the time and date at which to print a job.
- The Private Print mode allows you to hold a job in the print queue until you enter a password at the copier touch panel to print the job.
- The Hold Print mode allows you to hold a job in the hold queue until you continue the job from the touch panel.
- The Proof Print mode prints the first copy of a multi-copy job and then awaits your approval before printing the remaining copies.
- The Multi Station Print mode allows you to print jobs that were sent to this equipment from another MFP.

Note

This function requires e-BRIDGE Multi Station enabler. Also user authentication on this equipment must be enabled.

- Overlay File prints a document element, such as text or graphics, to a file for superimposing on the background of other documents.
- The Store to e-Filing mode allows you to store the printed document in e-Filing.
- The Multiple Job Type feature allows you to print jobs of more than one type together. For example, you can store a job in the specified e-Filing and print it at the specified time by combining Scheduled Print and Store to e-Filing.

Professional Finishing Options

Depending on the type of finishing units you have installed, you can choose to sort, group, fold and staple your documents (including saddle-stitching) and punch binding holes. Available functions differ from model to model.

Sophisticated Document Layout and Assembly Options

You can choose whether to print your document as you have set it up in the application, or to impose printer-driven document layout options such as printing in Book Format or printing Multiple Pages per Sheet.

Additionally, the printer drivers provide the ability to print selected pages on different media. This includes printing front and back covers, inserting sheets at predefined positions within the document, or interleaving pages so that every other page is inserted blank or printed on a different type of media.

Various Sizes of Printing Paper Available

You can define custom paper sizes other than the standard ones to print data created with your application.

Watermark and Image Overlay Support

Watermarks are a great way to subtly convey useful information about your printed documents. Common watermarks are “Confidential,” “Draft,” and “Original.” Several watermarks have been pre-defined for use with your documents, or you can create and save your own custom watermarks.

Watermarks consist of text. Image Overlays can be any combination of text, graphics or other document elements.

Printing watermarks consumes fewer resources than using Image Overlays, so you should use watermarks wherever possible, particularly when printing speed is an issue.

About Printer Drivers

Printer drivers required for each OS are included in the Install Disc. For instructions on how to install them, refer to the *Software Installation Guide*.

■ For Mac OS

Printer drivers required for Mac OSs are included in the following folders of the Install Disc:

Mac OS PPD files

- [Install Disc]: MacPPD
This includes the PPD files to enable printing from the Mac OS X 10.6 or later, and the plug-in files used for printing from Mac computer.

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Basic Printing

This section describes how to print documents.

📖 P.15 “Printing”

📖 P.17 “When you need to enter a department code or user name”

■ Printing

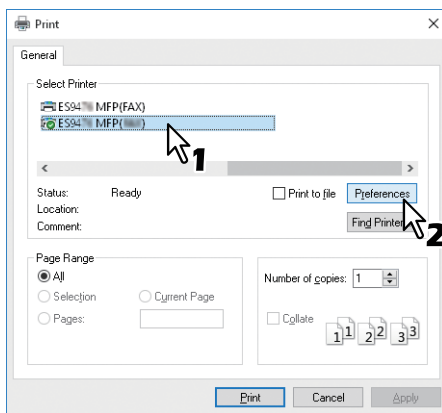
Once you have installed and configured the printer driver, you can print directly from most Windows applications by selecting [Print]. You can print using a variety of functions in the printer driver.

Tip

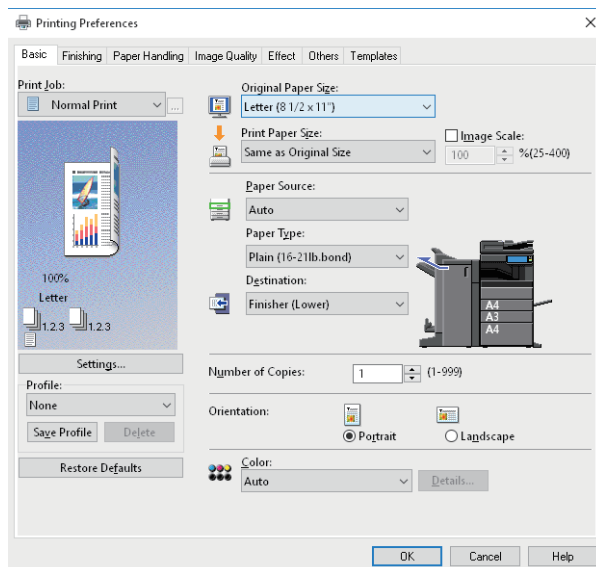
The procedure to display the properties dialog for the printer driver may differ depending on the application you are using. See your application’s manual for information on displaying the properties dialog box.

The following is an example of printing from Notepad in Windows.

- 1 **Open a file, select [File], and then select [Print].**
- 2 **Select the printer driver for the equipment you want to use, and then click [Preferences].**



- 3 **Set the print options you want on each tab.**

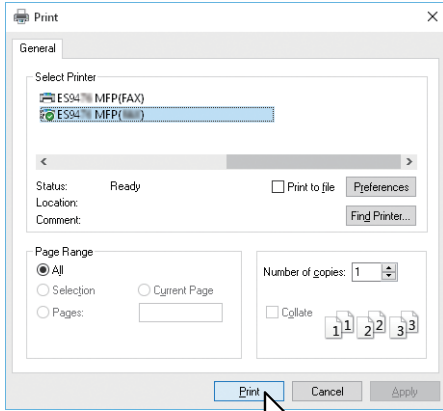


You can also set the print options using setting profiles.

📖 P.72 “Saving a profile”

- 4 **Click [OK] to save.**

5 Click [Print] or [OK] to print.



■ When you need to enter a department code or user name

- 📖 P.17 “Entering a Department Code”
- 📖 P.18 “Entering a User Name and Password”
- 📖 P.19 “Setting the LDAP Server Name”

❑ Entering a Department Code

When managing this equipment using counter information in department codes, you have to enter your code to print. Contact your administrator for more information.

Follow the steps below to enter the department code in advance to print without entering the code every time.

Tips

- Your administrator makes settings to manage counter information in department codes.
 - 📖 P.81 “Using the Department Management Function”
- You can enter your department code whenever you print. If you have to use a different department code for each print job, enter it when you begin printing.

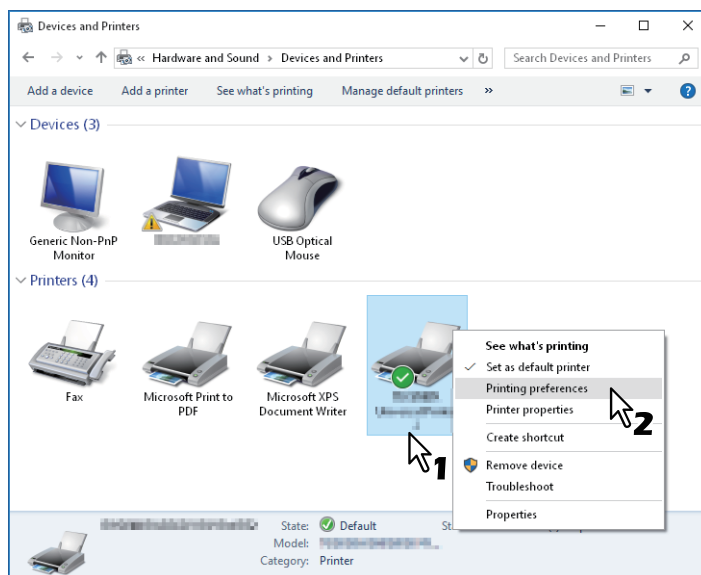
1 Right-click [Start], then click [Control Panel] > [View devices and printers].

The Printers folder appears.

Tips

- For Windows 8.1/Windows Server 2012/Windows Server 2016, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].
- For Windows 7, click [Start] > [Devices and Printers].
- For Windows Vista/Windows Server 2008, click [Start] > [Control Panel] > [Hardware and Sound] > [Printers].

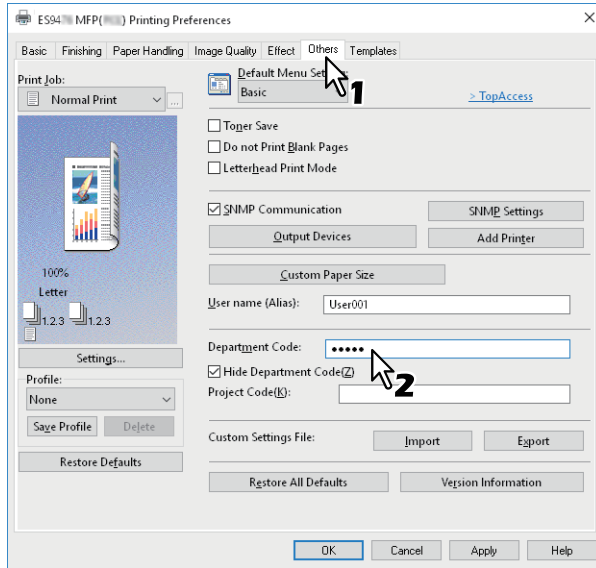
2 Right-click the printer driver of this equipment and select [Printing Preferences] from the displayed menu.



Tips

- For Windows Vista / Windows Server 2008, select the printer driver for this equipment, and then click [Printing Preferences] in the [File] menu.
- If the [File] menu is not displayed, press [Alt].

3 Display the [Others] tab menu and enter your department code in [Department Code].



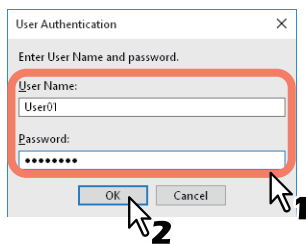
You can enter up to 63 characters.

4 Click [Apply] or [OK] to save.

❑ Entering a User Name and Password

When the User Name and Password option is enabled, you are prompted to enter your user name and password before printing a document.

Enter your user name and password, and then click [OK].

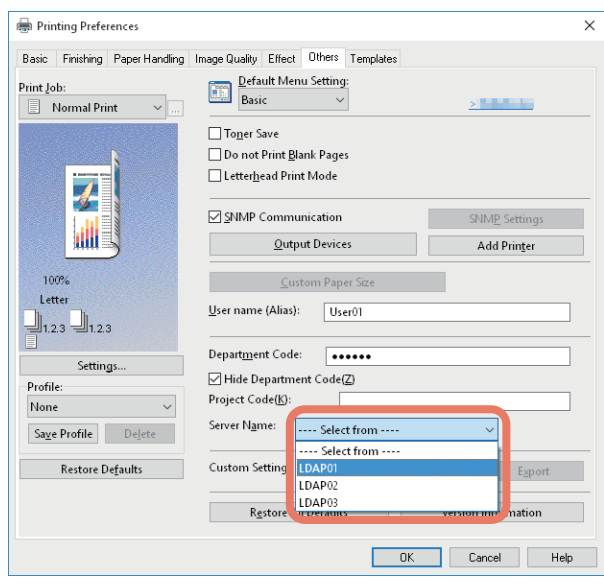


Tips

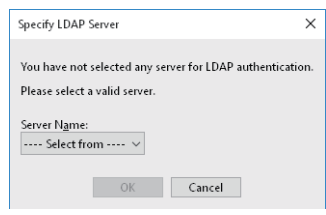
- Enter up to 128 characters in [User Name], and up to 64 characters in [Password].
- The values entered in the above boxes are not stored. You must enter them every time you print.
- You can make settings on the [Device Settings] tab.
 - 📖 P.82 “Entering the user name and password for each print job”

❑ Setting the LDAP Server Name

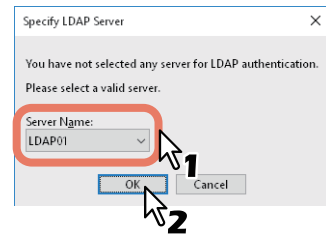
When LDAP authentication is enabled on this equipment, you must specify an LDAP server in [Server Name] on the [Others] tab.



If you send a print job without specifying an LDAP server, the [Specify LDAP Server] dialog box is displayed.



Specify the LDAP server you want to use in [Server Name], and then click [OK].



Tip

You can make settings for LDAP authentication on the [Device Settings] tab.

📖 P.83 “Setting an LDAP authentication server”

Setting the Paper and Reproduction Ratio

- 📖 P.20 “Selecting a Fixed Paper Type”
- 📖 P.22 “Using various types of paper”
- 📖 P.26 “Enlarging and Reducing”
- 📖 P.27 “Changing the Print Direction”
- 📖 P.28 “Selecting the destination stacker”

■ Selecting a Fixed Paper Type

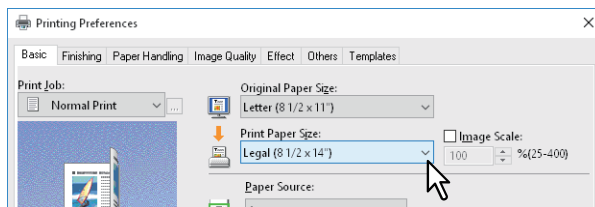
You can use the printer driver to set various paper types. This section explains the functions on the [Basic] tab menu.

- 📖 P.20 “Setting the Paper Size”
- 📖 P.20 “Setting the Paper Source”
- 📖 P.21 “Setting the Paper Type”

□ Setting the Paper Size

Select the size of the document to be printed.

- 1** Display the [Basic] tab menu.
- 2** Select the document size in [Original Paper Size].
- 3** Select the paper size in [Print Paper Size].

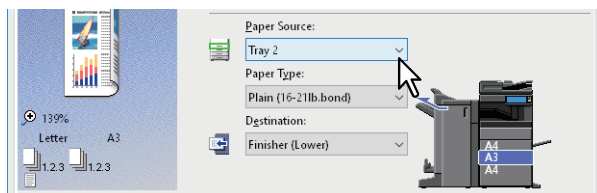


If you do not want to enable enlarged or reduced printing, select [Same as Original Size].

- 4** Set other printing functions as needed, and then click [OK].
- 5** Click [Print] or [OK] to send the job.

□ Setting the Paper Source

- 1** Display the [Basic] tab menu.
- 2** Select the paper source in [Paper Source].

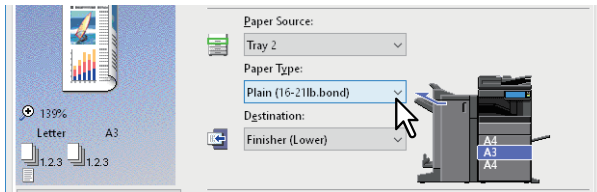


The color of the selected paper source changes in the preview area on the [Basic] tab.

- 3** Set other printing functions as needed, and then click [OK].
- 4** Click [Print] or [OK] to send the job.

□ Setting the Paper Type

- 1 Display the [Basic] tab menu.
- 2 Select the paper type in [Paper Type].



- 3 Set other printing functions as needed, and then click [OK].
- 4 Click [Print] or [OK] to send the job.

■ Using various types of paper

The procedure below is for print jobs that require precautions before you load the paper.

📖 P.22 “Printing on tab paper”

📖 P.24 “Registering a Custom Paper Size and Printing”

□ Printing on tab paper

You can print on the tab extension of tab paper.

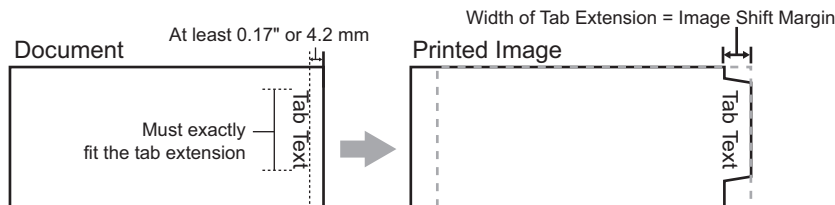
Notes

- You can only print on Letter-sized or A4-sized paper.
- If a misprint occurs while printing multiple tab pages, dirt may adhere to the back of the paper. To avoid this, print tab paper as a separate job for each page so that this equipment performs cleaning before printing the next sheet.
- Note that tab paper may be caught in the exit of the stacker because there is no roller to eject the tab extension. Remove the tab paper before printing the next job.

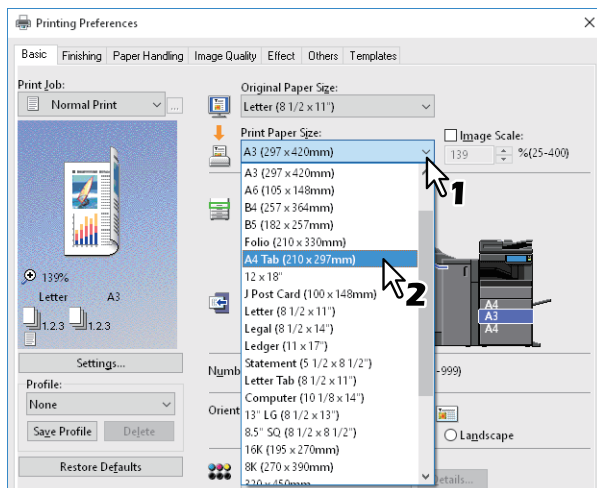
1 Create a Letter sized or A4 sized document and place the text or object on the tab extension on the right of the document as described below.

Place the text at a height that fits exactly into the tab extension.

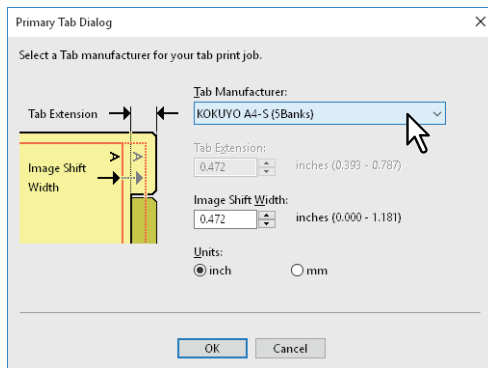
The margin between the shifted text and the right edge of the tab extension must have a space of at least 0.17 inches (4.2 mm). Enter the same value in [Tab Extension] and [Image Shift Width].



2 Display the [Basic] tab menu from printer driver properties, select the document size in [Original Paper Size] and either [Letter Tab] or [A4 Tab] (according to the document size) in [Print Paper Size].



- 3** In [Tab Manufacturer], select the product name of the tab paper, or select [Custom] if you are using a product not displayed.



- 4** When you select [Custom], enter the width of the tab extension in [Tab Extension].
- 5** Enter the width to shift the printed image in [Image Shift Width].
If you created a document in Step 1, enter the width of the tab extension here.

Note

The margin between the shifted text and the right edge of the tab extension must have a space of at least 0.17 inches (4.2 mm). Enter the same value in [Tab Extension] and [Image Shift Width].

- 6** Click [OK].
- 7** Set other printing functions as needed, and then click [OK].
- 8** Click [Print] or [OK] to send the job.
- 9** Place the tab paper with the tab outside.
When loading tab paper in the MPT, make sure the tab is on the outside.
See the *Paper Preparation Guide* for details.
- 10** Press [Job Status] on the touch panel.
- 11** Press the [START] button on the control panel.

❑ Registering a Custom Paper Size and Printing

Follow the steps below to register a custom paper size. Define custom paper sizes on the [Others] tab and then you can use registered custom paper sizes.

Registering a custom paper size

You can register up to 40 custom paper sizes in [Custom Paper Size]. You can select the size that you specify in [Original Paper Size] and [Print Paper Size] on the [Basic] tab.

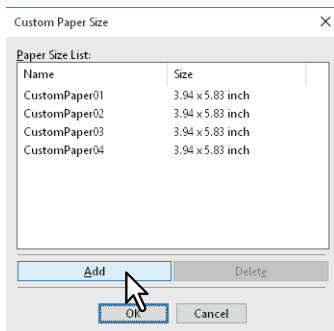
Notes

- The paper sizes that can be registered vary depending on the models. Refer to non-standard size in the **Specifications Guide** for details on the custom paper sizes that you can register.
- To set a [Custom Paper Size], access the Printing Preferences dialog from the [Devices and Printers] folder (Windows Vista/Windows Server 2008: [Printers] folder). You cannot make settings if you display the printer driver properties from the application's [Print] dialog box.
- You can only set the [Custom Paper Size] with administrator privilege.

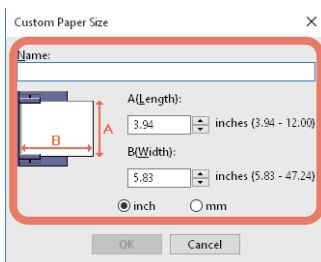
Tip

You can use the custom paper size for the PCL Printer / PS / XPS printer drivers.

- 1 Display the [Others] tab menu.
- 2 Click [Custom Paper Size].
- 3 Click [Add].



- 4 Set the details in the [Custom Paper Size - Name] dialog box.



Name: Enter the custom paper size name. You can enter up to 31 characters. This name is displayed in [Original Paper Size] and [Print Paper Size] on the [Basic] tab.

Paper Size: Enter A (Length) and B (Width).

Units: Select the units.

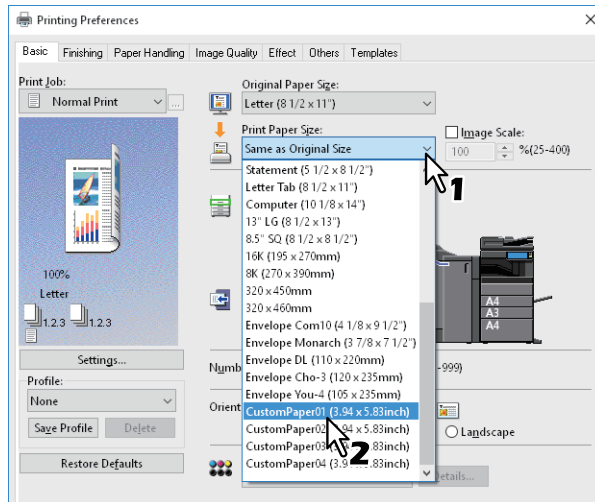
Notes

- The available range of A (length) and B (width) differs depending on the model. Select values within the range shown on the right of each.
- Either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created paper size is considered a standard paper size.
- You cannot create a paper size with A (Length) longer than B (Width). To print documents like this, select [Landscape] as the [Orientation].

- 5 Click [OK].
- 6 Check that the custom paper name is displayed in the paper size list, and then click [OK].

Printing on Custom Size Paper

- 1 Display the printer driver properties, and then select the custom paper size in [Print Paper Size] from the [Basic] tab menu.



- 2 Set other printing functions as needed, and then click [OK].
- 3 Click [Print] or [OK] to send the job.
- 4 Load the custom size paper in the MPT or the tray.

Note

When using custom size paper that is longer than the standard paper size, see the following when loading and ejecting paper. See the *Paper Preparation Guide* for details.

- 5 Press [Job Status] on the touch panel.
- 6 Select the paper type that matches the loaded paper.
- 7 Press the [START] button on the control panel.

Tip

If there is no paper in the MPT or the tray, a message is displayed on the touch panel. The paper size displayed on the touch panel may differ slightly from the paper size that you registered.

■ Enlarging and Reducing

You can automatically enlarge or reduce an image to fit a specified paper size. You can also set the scale manually.

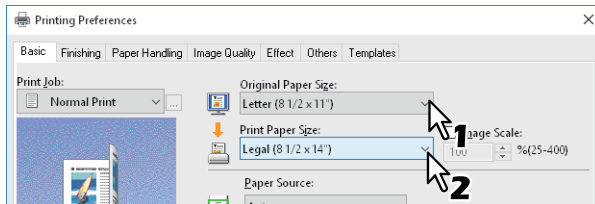
📖 P.26 “Scale to fit paper size”

📖 P.26 “Specifying a scale”

□ Scale to fit paper size

You can automatically enlarge or reduce an image to fit a specified paper size.

- 1 Display the [Basic] tab menu.**
- 2 Select the document size in [Original Paper Size]. Select the paper size in [Print Paper Size].**



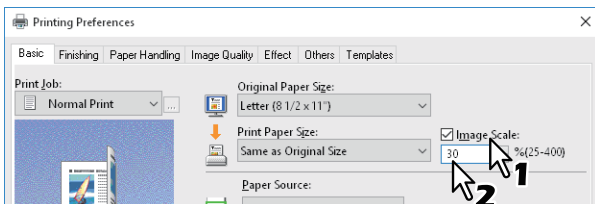
The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**

□ Specifying a scale

Manually set the scale to enlarge or reduce the image.

- 1 Display the [Basic] tab menu.**
- 2 Select [Image Scale], and then enter the scale.**



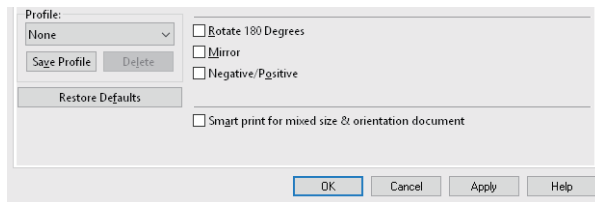
You can set from 25% to 400% in units of 1%.

- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**

■ Changing the Print Direction

Reverses the direction of ejected paper, and performs mirror printing.

- 1 Display the [Effect] tab menu.
- 2 Select the print direction check box.



Rotate 180 Degrees: Rotates an image.

Mirror: Select to perform mirror printing.

Note

This function is only available for the following printer drivers.

- XPS

Smart print for mixed size & orientation document: When the sizes and orientations (portrait and landscape) of originals are mixed, this matches the orientations of the printouts.

Select this if the originals are any of the following combinations:

- A4 size portrait and A3 size landscape
- A4 size landscape and A3 size portrait
- LT size portrait and LD size landscape
- LT size landscape and LD size portrait
- B5 size portrait and B4 size landscape
- B5 size landscape and B4 size portrait
- 16K size portrait and 8K size landscape
- 16K size landscape and 8K size portrait

Note

This function is only available for the following printer drivers.

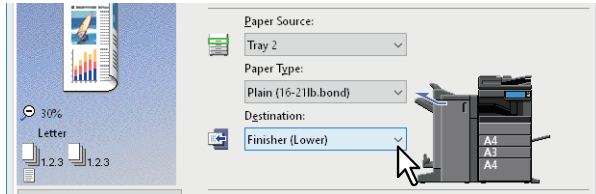
- PCL Printer
- PS

- 3 Set other printing functions as needed, and then click [OK].
- 4 Click [Print] or [OK] to send the job.

■ Selecting the destination stacker

Selects the stacker to which the print job is ejected. The current destination is indicated by an arrow in the preview area on the [Basic] tab.

- 1 Display the [Basic] tab menu.**
- 2 Select the destination stacker in [Destination].**



- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**

Notes

- Available items differ depending on the model, the paper size, and the option configuration.
- Only [Saddle Stacker] is available for folded print or saddle stitch print with the Saddle Stitch Finisher installed.

Setting the Layout and Finishing Options

- 📖 P.29 “Sort printing”
- 📖 P.31 “Printing on both sides of a sheet”
- 📖 P.31 “Making a Booklet”
- 📖 P.34 “Printing multiple pages per sheet”
- 📖 P.35 “Stapling”
- 📖 P.35 “Punching”
- 📖 P.36 “Changing Margins”
- 📖 P.37 “Dividing one image into multiple sheets (Poster Print)”

■ Sort printing

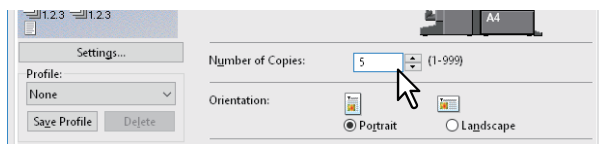
You can select how multiple copies of a document are output, such as separately for each copy, grouping each page, and alternating the paper direction for each copy.

- 📖 P.29 “Sorting printouts by copies”
- 📖 P.30 “Sorting printouts by pages”
- 📖 P.30 “Sorting printouts horizontally and vertically”

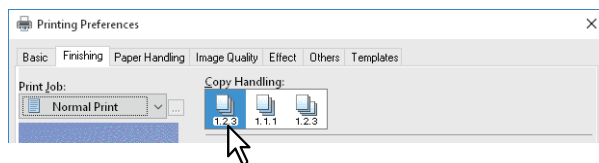
❑ Sorting printouts by copies

Select this for sort-printing (1, 2, 3...).

- 1** Display the [Basic] tab menu.
- 2** Enter the number of copies in [Number of Copies].



- 3** Display the [Finishing] tab menu.
- 4** Select the [Sort Copies] icon from [Copy Handling].

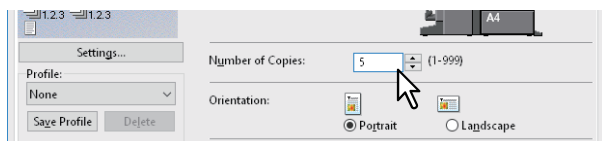


- 5** Set other printing functions as needed, and then click [OK].
- 6** Click [Print] or [OK] to send the job.
The printouts are sorted.

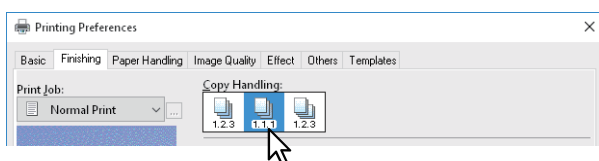
❑ Sorting printouts by pages

Select this for group-printing (1, 1, 1...).

- 1 Display the [Basic] tab menu.
- 2 Enter the number of copies in [Number of Copies].



- 3 Display the [Finishing] tab menu.
- 4 Select the [Group Copies] icon from [Copy Handling].



- 5 Set other printing functions as needed, and then click [OK].
- 6 Click [Print] or [OK] to send the job.
The printouts are sorted.

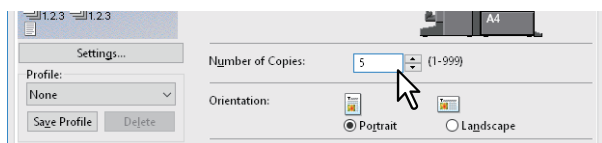
❑ Sorting printouts horizontally and vertically

Select this for rotate sort-printing.

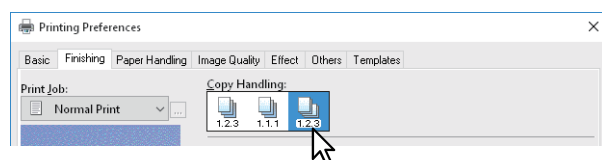
Notes

- Rotated Sort Copies is not available for some models.
- Rotated Sort Copies is only available when printing on Letter, A4, B5, or 16K.
- You have to load the paper horizontally and vertically (example: A4 and A4-R).

- 1 Display the [Basic] tab menu.
- 2 Enter the number of copies in [Number of Copies].



- 3 Display the [Finishing] tab menu.
- 4 Select the [Rotated Sort Copies] icon from [Copy Handling].

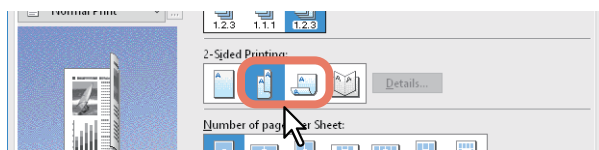


- 5 Set other printing functions as needed, and then click [OK].
- 6 Click [Print] or [OK] to send the job.
The printouts are sorted.

■ Printing on both sides of a sheet

You can print on both sides of the paper.

- 1 Display the [Finishing] tab menu.
- 2 Select the [2-Sided Printing] direction.



Long Edge: Select this to print on both sides of the paper with a margin on the long edge.

Short Edge: Select this to print on both sides of the paper with a margin on the short edge.

- 3 Set other printing functions as needed, and then click [OK].
- 4 Click [Print] or [OK] to send the job.

Tips

- You can also set booklet printing from the [2-Sided Printing] option by selecting the [Booklet] icon. For details on booklet printing, see the following section.
 📖 P.31 “Making a Booklet”
- To staple or punch holes on 2-sided printouts, set each option separately.
 📖 P.35 “Stapling”
 📖 P.35 “Punching”

■ Making a Booklet

You can create a document in book- or magazine-style by selecting the Booklet option. You can also create a folded booklet by automatically stapling (saddle-stitching) and folding the center of a printed document. For example, if you print a document created on Letter-size paper (8½ x 11 inches), the yield is a 5½-x-8½-inch booklet. Each page is scaled to fit on half a sheet and reordered so that the booklet is correctly paginated when folded.

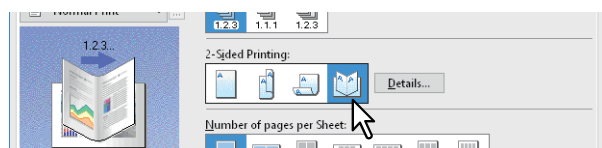
To retain your original document size when printing booklets, select the booklet size to be double the size of your original. Then your 8½-inch document is printed on Ledger size paper (11 x 17 inches) and reordered so that, when folded, the yield is an 8½-x-11-inch booklet. You can select from the following page-sizes.

- A4 Booklet on A3
- A5 Booklet on A4
- B5 Booklet on B4
- Letter Booklet on Ledger

Note

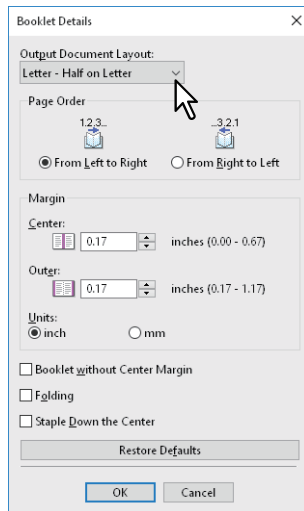
The available paper sizes vary depending on the models.

- 1 Display the [Finishing] tab menu.
- 2 Select the [Booklet] icon from [2-Sided Printing].



- 3 Click [Details].

4 Select the booklet size in [Output Document Layout].



A5 on A4: Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).

A4 on A3: Select this to print an A4 size booklet. Every 2 pages are printed on A3 paper to fit on half a sheet (A4).

B5 on B4: Select this to print a B5 size booklet. Every 2 pages are printed on B4 paper to fit on half a sheet (B5).

B6 on B5: Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).

1/2 Folio on Folio: Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.

A6 on A5: Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).

Letter-Half on Letter: Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.

LT on LD: Select this to print a Letter size booklet. Every 2 pages are printed on Ledger paper to fit on half a sheet (Letter).

1/2 LG on LG: Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.

1/2 Statement on Statement: Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.

1/2 Comp on Comp: Select this to print a 1/2 Computer size booklet. Every 2 pages are printed on Computer paper to fit on half a sheet.

1/2 13LG on 13LG: Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.

1/2 8.5SQ on 8.5SQ: Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.

32K on 16K: Select this to print an 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet (32K).

16K on 8K: Select this to print an 16K size booklet. Every 2 pages are printed on 8K paper to fit on half a sheet (16K).

5 Select the page order for booklet from the [Page Order] option.

6 Set the margins in [Margin].

[Center]: This sets the gutter in the center of a two-sided page. You can enter up to 16.90 mm (0.67 inches). Printed images are reduced according to the margin setting.

[Outer]: This sets the gutter on the right and left of the paper. You can enter up to 29.60 mm (1.17 inches). Printed images are reduced according to the margin setting.

[Units]: This sets the unit of measurement used for the margins.

Tip

If you select [Booklet without Center Margin], the value in [Center] becomes invalid and the center margin becomes 0 mm (inches).

7 Select [Folding] to fold the document at its center.

Note

[Folding] is only available when the Saddle Stitch Finisher is installed.

8 Select **[Staple Down the Center]**, to double-staple the center.

Note

[Staple Down the Center] is available only when the Saddle Stitch Finisher is installed and configured on the [Device Settings] tab.

9 Click **[OK]**.

10 Set other printing functions as needed, and then click **[OK]**.

11 Click **[Print]** or **[OK]** to send the job.

Note

If the Saddle Stitch Finisher is installed, the printed document is folded when [Folding] is selected. If this is not installed, fold the printed document manually.

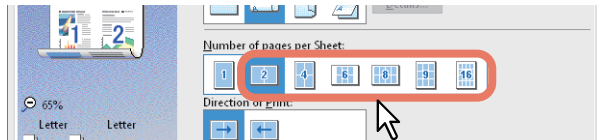
■ Printing multiple pages per sheet

The N-up feature allows you to print several pages of a document on one sheet of paper. This feature is useful for browsing a large number of pages for appearance or page order. For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is convenient and conserves paper.

Tip

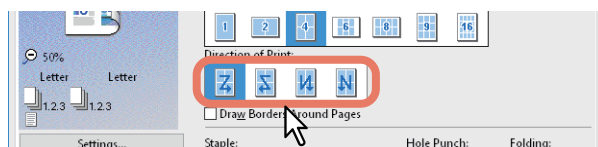
When [Overlay Image] is selected with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print on each page, select [Print on Each Page] in [Overlay Image] on the [Effect] tab.

- 1 Display the [Finishing] tab menu.**
- 2 Select how many pages you want to print on a single sheet from [Number of pages per Sheet].**



- 2 pages:** Select this to print images from 2 pages on one sheet.
- 4 pages:** Select this to print images from 4 pages on one sheet.
- 6 pages:** Select this to print images from 6 pages on one sheet.
- 8 pages:** Select this to print images from 8 pages on one sheet.
- 9 pages:** Select this to print images from 9 pages on one sheet.
- 16 pages:** Select this to print images from 16 pages on one sheet.

- 3 Select how the pages are arranged on one sheet in [Direction of Print].**



- Left to Right:** Arranges pages horizontally from the left and printed top to bottom on one sheet.
- Right to Left:** Arranges pages horizontally from the right and printed top to bottom on one sheet.
- Left to Right by column:** Arranges pages vertically from the top and printed left to right on one sheet.
- Right to Left by column:** Arranges pages vertically from the top and printed right to left on one sheet.

Tip

Items available in [Direction of Print] may vary depending on the number of pages selected in [Number of pages per Sheet].

- 4 If you want to draw a line around each page, select [Draw Borders Around Pages].**
- 5 Set other printing functions as needed, and then click [OK].**
- 6 Click [Print] or [OK] to send the job.**

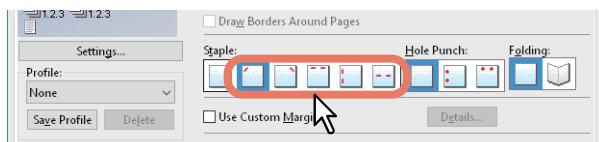
■ Stapling

You can staple sets of paper as they are ejected from the equipment.

Note

Staple printing is only available when the Finisher is installed.

- 1 Display the [Finishing] tab menu.
- 2 Select the [Staple] position.



Upper Left: Staples the document at the upper left.

Upper Right: Staples the document at the upper right.

Center Top: Double-staples the document along the top edge.

Middle Left: Double-staples the document along the left side.

Center Double: Folds and double-staples the document in the center.

Notes

- Options vary depending on the model, paper size, and orientation.
- [Center Double] is only available when the Saddle Stitch Finisher is installed and configured on the [Device Settings] tab.

- 3 Set other printing functions as needed, and then click [OK].
- 4 Click [Print] or [OK] to send the job.
Printouts are stapled.

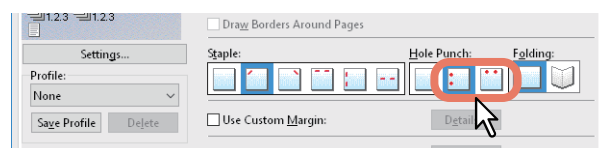
■ Punching

Select this to punch holes on printouts as they are ejected from the equipment.

Note

Hole punch printing is only available when the Hole Punch Unit is installed.

- 1 Display the [Finishing] tab menu.
- 2 Select the [Hole Punch] position.



Middle Left: Punches holes along the left.

Center Top: Punches holes along the top.

- 3 Set other printing functions as needed, and then click [OK].
- 4 Click [Print] or [OK] to send the job.
Holes are punched.

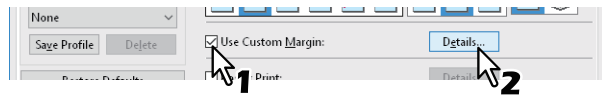
■ Changing Margins

Sets the margins for pages. You can usually set margins in the application you are using. Use this option if you cannot make settings from the application.

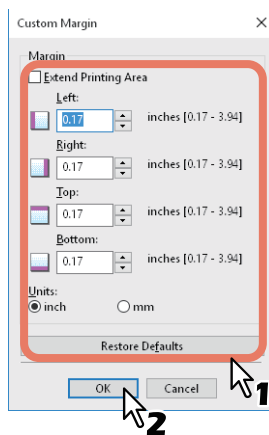
Notes

- When [Booklet] is selected from [2-Sided Printing], this option is unavailable.
- This cannot be used to specify the binding margin for Booklet printing.

- 1 Display the [Finishing] tab menu.**
- 2 Select [Use Custom Margin], and then click [Details].**



- 3 Set the margins as needed, and then click [OK].**



Extend Printing Area: Select to extend the printing area.

Note

This equipment does not support borderless printing. Some parts are not printed to the edges even if you specify margins to 0 mm due to the restrictions on this equipment.

Margin: Enter a value between 4.2 to 100 mm.

Units: Select the unit of measurement from [mm] or [inch].

Restore Defaults: Restores the [Custom Margin] settings to their defaults.

- 4 Set other printing functions as needed, and then click [OK].**
- 5 Click [Print] or [OK] to send the job.**

Tip

The following printing areas are applied if you specify margins to 0 mm.*

- 4.2 mm from the top, 3.5 mm from the bottom, and 2.0 mm from left and right edges.

* Excluding paper sizes [305 x 457 mm], [320 x 450 mm], [320 x 460 mm], and [13 x 19"].

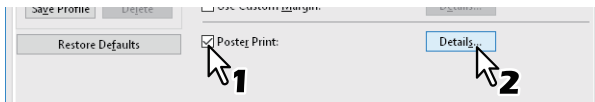
■ Dividing one image into multiple sheets (Poster Print)

You can print one large image across multiple sheets of paper by dividing the image. You can then reconnect the divided image to create a large publication such as a poster.

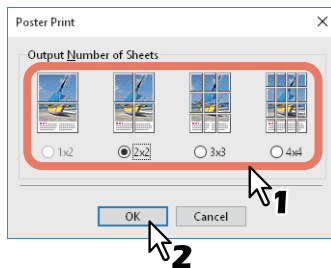
Notes

- Poster Print is not available when Custom Paper Size, Number of pages per sheet, 2-Sided Printing, Watermark, Overlay Image, or Sheet Insertion is set.
- Poster Print is available only when the following sizes are selected from [Print Paper Size] on the [Basic] tab. Available paper sizes differ depending on the models. A4, A3, B4, B5, LT, LD

- 1 Display the [Finishing] tab menu.**
- 2 Select [Poster Print], and then click [Details].**



- 3 Select the number of sheets on which the image is printed from [Output Number of Sheets], and then click [OK].**



- 1x2:** Divides the image into 2 sheets.
2x2: Divides the image into 4 sheets.
3x3: Divides the image into 9 sheets.
4x4: Divides the image into 16 sheets.

Notes

- [1x2] is only available when A4, A3, B4, or B5 is selected as the [Print Paper Size].
- When using Poster Print, disable the [Do not Print Blank Pages] option from the [Others] tab. If you use Poster Print while [Do not Print Blank Pages] is selected, blank pages in the divided image are not printed.

- 4 Set other printing functions as needed, and then click [OK].**
- 5 Click [Print] or [OK] to send the job.**

Economizing Features

This section explains features that allow you to save paper and toner.

- 📖 P.38 “Printing on both sides of a sheet”
- 📖 P.38 “Printing multiple pages per sheet”
- 📖 P.38 “Skipping blank pages during printing”
- 📖 P.38 “Saving Toner”

■ Printing on both sides of a sheet

Prints on both sides of the paper, therefore saving paper.

- 📖 P.31 “Printing on both sides of a sheet”

■ Printing multiple pages per sheet

Lays out multiple pages on one sheet. This reduces the amount of paper used.

- 📖 P.34 “Printing multiple pages per sheet”

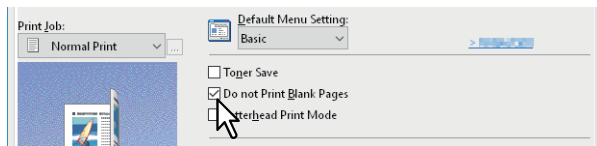
■ Skipping blank pages during printing

Ignores blank pages when printing.

Notes

- If the Watermark feature is enabled, all pages are printed even if there is no content on the page.
- Pages with a header or footer are printed even if there is no content on the page.

- 1 Display the [Others] tab menu.**
- 2 Select [Do not Print Blank Pages].**



- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**

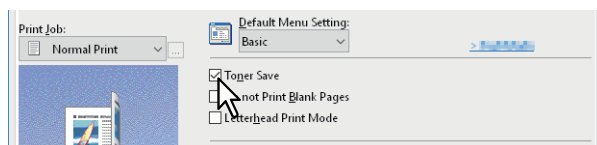
■ Saving Toner

Prints in toner save mode.

Note

When toner save mode is enabled, printing may be lighter.

- 1 Display the [Others] tab menu.**
- 2 Select [Toner Save].**



- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**

Inserting Different Paper Between the Front Cover and the Pages

You can insert a different type of paper at a specified location in the printouts. This is useful when you want to add front and back covers, or sheets between chapters. You can insert printed and blank sheets.

📖 P.39 “Inserting a front cover and back cover”

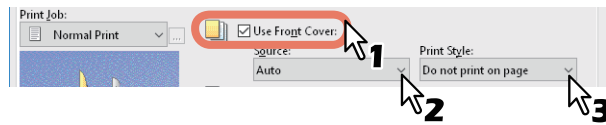
📖 P.40 “Insert paper at a specified page”

📖 P.41 “Interleaving pages”

■ Inserting a front cover and back cover

Enable this feature to insert paper for the cover (back cover) from a different tray or from the MPT. You can also print on different paper at the start and end of the document by feeding paper from a different tray or from the MPT.

- 1** Display the [Paper Handling] tab menu.
- 2** To insert a front cover, select [Use Front Cover], and then select the tray where the cover paper is loaded from [Source]. Select whether you are inserting a blank cover or a printed cover from [Print Style].



Print Style

Do not print on page: Inserts a blank front cover.

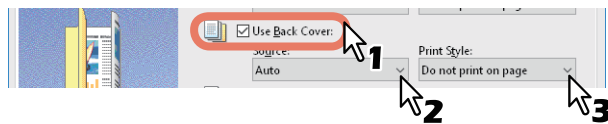
Print one side of the page: Prints the first page of the document on the front of the cover.

Print both sides of page: Prints the first two pages of the document on both sides of the cover.

Notes

- When [Auto] is selected from [Source], paper is automatically selected according to the printed document size.
- To insert thick paper, select [MPT], and then set [Thick] as the [Paper Type] from [MPT] in the [Tray Settings] dialog box of the [Device Settings] tab in the printer driver.
- [Print both sides of page] is available only when 2-Sided printing is selected on the [Finishing] tab.

- 3** To insert a back cover, select [Use Back Cover] and set the [Source] and [Print Style] options in the same way as for [Use Front Cover].



- 4** Set other printing functions as needed, and then click [OK].
- 5** Click [Print] or [OK] to send the job.

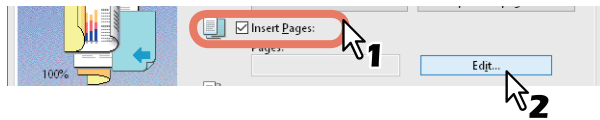
■ Insert paper at a specified page

This sets sheet insertion printing. Inserts a sheet between pages, or prints a specific page on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab. This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on different paper.

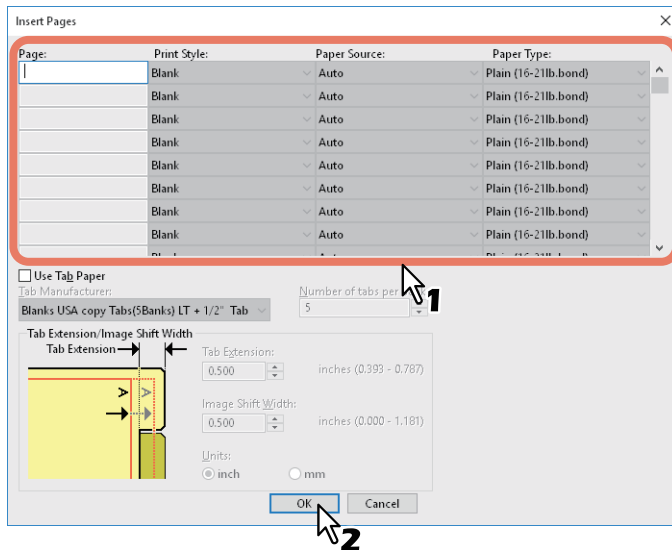
Note

You can insert up to 50 pages.

- 1 Display the [Paper Handling] tab menu.
- 2 Select [Insert Pages], and then click [Edit].



- 3 Enter the page number at which you want to insert the sheet in each [Page] box, select the [Print Style], [Paper Source], and [Paper Type] options, and then click [OK].

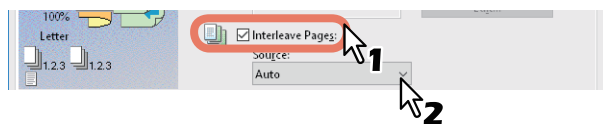


- 4 Set other printing functions as needed, and then click [OK].
- 5 Click [Print] or [OK] to send the job.

■ Interleaving pages

This is useful when you want to insert a different type of paper, or from another source, between every page of your print job. For example, you could use this option to insert blank or color sheets between overhead transparencies.

- 1 Display the [Paper Handling] tab menu.**
- 2 To insert sheets between every page, select [Interleave Pages], and then select the tray containing the paper you want to use from [Source].**



Notes

- When [Auto] is selected from [Source], paper is automatically selected according to the printed document size.
 - To insert thick paper, select [MPT], and then set [Thick] as the [Paper Type] from [MPT] in the [Tray Settings] dialog box of the [Device Settings] tab in the printer driver.
- 3 To print the previous page on interleaved sheets, select [Duplicate].**
This equipment prints every previous page on interleaved sheets which are inserted after the page so that you can duplicate a document.
 - 4 Set other printing functions as needed, and then click [OK].**
 - 5 Click [Print] or [OK] to send the job.**

Setting the Color and Image Quality

- 📖 P.42 “Specifying a print color”
- 📖 P.44 “Selecting the image quality according to the document”
- 📖 P.46 “Adjusting the image quality”

■ Specifying a print color

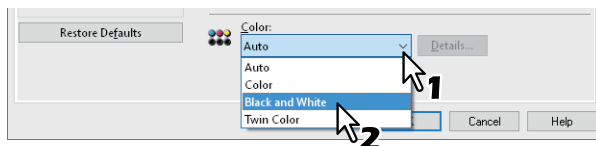
- 📖 P.42 “Printing a color document in gray scale”
- 📖 P.42 “Printing a color document in twin color”
- 📖 P.43 “Using Black for All Text”
- 📖 P.43 “Performing Negative Printing”

❑ Printing a color document in gray scale

This equipment can print in color as well as black and white.

The printer driver automatically detects whether the document uses only color or only black and white. You can also select black and white mode manually to print a color document in gray scale to reduce the print cost and consumption of color toners.

- 1** Display the [Basic] tab menu.
- 2** Select [Black and White] from [Color].



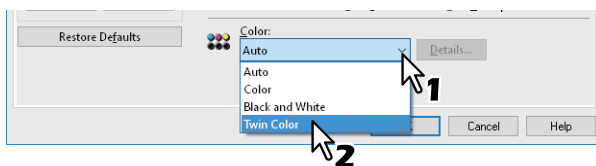
- 3** Set other printing functions as needed, and then click [OK].
- 4** Click [Print] or [OK] to send the job.

❑ Printing a color document in twin color

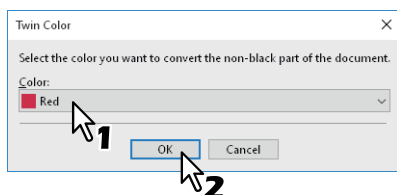
This equipment can print in the twin color mode.

When documents are printed in twin color mode, the black parts of the document are printed in black and the colored parts of the document are printed in a specified color.

- 1** Display the [Basic] tab menu.
- 2** Select [Twin Color] from [Color].



- 3** Click [Details].
- 4** Select the color you want to use to print the color parts of the document from [Color], and then click [OK].



- 5** Set other printing functions as needed, and then click [OK].
- 6** Click [Print] or [OK] to send the job.

❑ Using Black for All Text

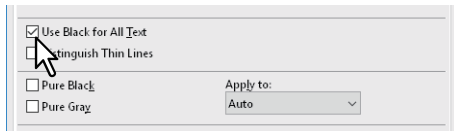
Prints all text in black except for white text.

Note

This function is only available for the following printer driver.

- PCL Printer
- XPS

- 1 Display the [Image Quality] tab menu.
- 2 Click [Setting], and then select the [Basic] tab.
- 3 Select [Use Black for All Text].



- 4 Set other printing functions as needed, and then click [OK].
- 5 Click [Print] or [OK] to send the job.

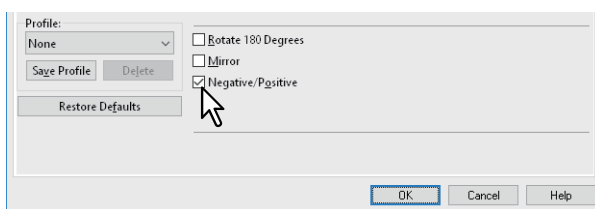
❑ Performing Negative Printing

Performs negative printing of an image.

Note

- This function is only available for the following printer driver.
 - XPS
 - PS
- Only available when [Black and White] is selected from [Color] on the [Basic] tab.

- 1 Display the [Effect] tab menu.
- 2 Select [Negative/Positive].



- 3 Set other printing functions as needed, and then click [OK].
- 4 Click [Print] or [OK] to send the job.

■ Selecting the image quality according to the document

📖 P.44 “Setting the Document Type”

📖 P.45 “Creating a Document Type”

❑ Setting the Document Type

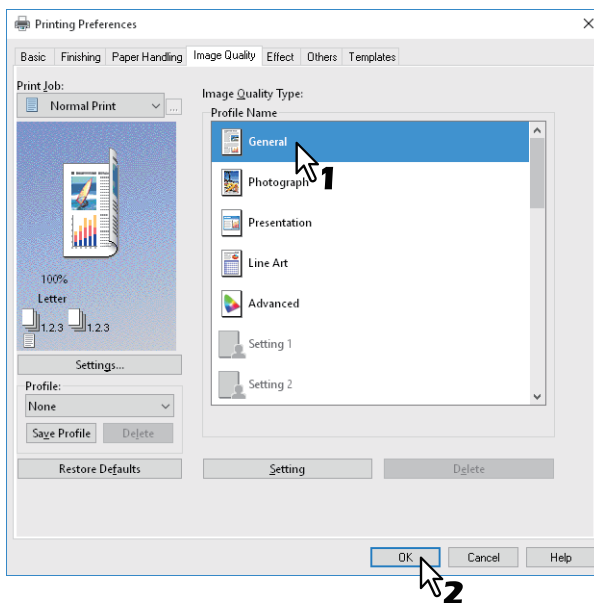
This setting applies the appropriate image quality according to the document type. You can select a pre-defined or custom image quality type. You can create or modify the custom image quality type by clicking [Setting].

📖 P.45 “Creating a Document Type”

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

- 1 Display the [Image Quality] tab menu.**
- 2 Select a pre-defined or custom image quality type from [Image Quality Type], and then click [OK].**



General: For general color documents.

Photograph: For photos.

Presentation: For printing vivid documents.

Line Art: For printing a document that contains a lot of characters or line art.

Advanced: For applying a profile that can adjust the color space.

Note

The Image Quality type option is not available when [Black and White] or [Twin Color] is selected from [Color] on the [Basic] tab.

- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**

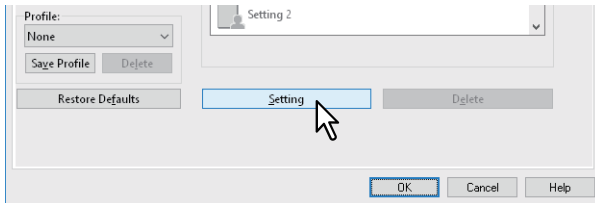
❑ Creating a Document Type

This allows you to create your own document type.

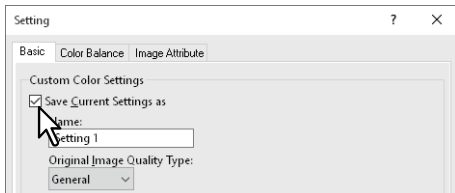
Note

Only available when your equipment is a multifunctional digital color system (color MFP).

- 1 Display the [Image Quality] tab menu.
- 2 Click [Setting].



- 3 Select [Save Current Settings as] on the [Basic] tab.



Note

This is only available when you access the printer driver properties from the [Devices and Printers] folder (Windows Vista/Windows Server 2008: [Printers] folder).

- 4 Enter the name of the custom document type in [Name].

Tip

Default Image Quality Type names ([General], [Photograph], [Presentation], [Line Art] or [Advanced]) cannot be overwritten. The new custom document type is saved with the specified name.

- 5 The image quality function is set.
See the printer driver help for details on each setting item.
 P.95 "Printer Driver Help"
- 6 Click [OK] to save.

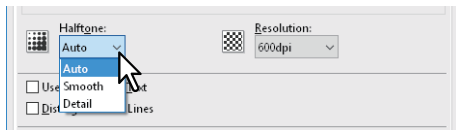
■ Adjusting the image quality

- 📖 P.46 “Considering designs for light sections (Halftone)”
- 📖 P.46 “Distinguishing thin lines”
- 📖 P.47 “Adjusting the density and color balance”
- 📖 P.48 “Enhancing images (Resolution)”

❑ Considering designs for light sections (Halftone)

Sets how to print halftones.

- 1** Display the [Image Quality] tab menu.
- 2** Click [Setting], and then select the [Basic] tab.
- 3** Set how to print halftones in [Halftone].



Auto: Prints using the correct halftone depending on the contents in the document.

Detail: Prints halftone in detail.

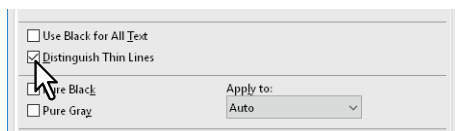
Smooth: Prints halftone smoothly.

- 4** Set other printing functions as needed, and then click [OK].
- 5** Click [Print] or [OK] to send the job.

❑ Distinguishing thin lines

This distinguishes thin lines.

- 1** Display the [Image Quality] tab menu.
- 2** Click [Setting], and then select the [Basic] tab.
- 3** Select [Distinguish Thin Lines].



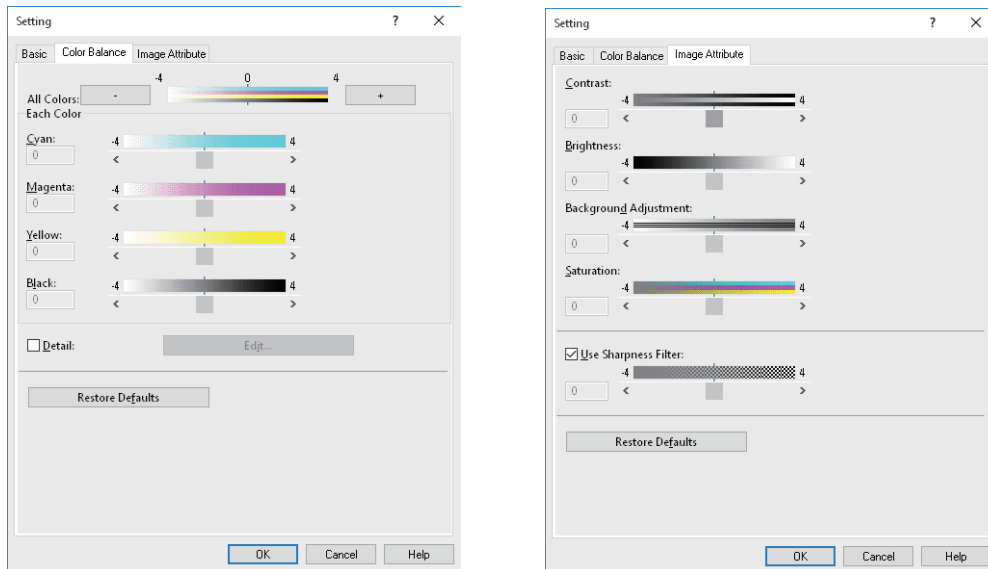
- 4** Set other printing functions as needed, and then click [OK].
- 5** Click [Print] or [OK] to send the job.

□ Adjusting the density and color balance

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

- 1 Display the [Image Quality] tab menu.
- 2 Click [Setting].
- 3 Set the image quality details on the [Color Balance] and the [Image Attribute] tab.



See the printer driver help for details.

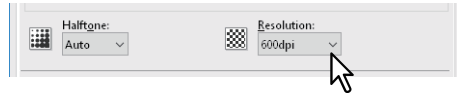
P.95 “Printer Driver Help”

- 4 Set other printing functions as needed, and then click [OK].
- 5 Click [Print] or [OK] to send the job.

❑ Enhancing images (Resolution)

Sets the resolution for printing.

- 1 Display the [Image Quality] tab menu.**
- 2 Click [Setting], and then select the [Basic] tab.**
- 3 Specify a value in [Resolution].**



600dpi: Prints in 600 x 600 dpi.

1200dpi: Prints in 1200 x 1200 dpi.

600 x 1200dpi: Prints in 600 x 1200 dpi.

Notes

- [1200dpi] is only available when printing using the PS printer driver. When [1200 dpi] is selected, printing is performed in 3600 dpi (Equivalence) x 1200 dpi at both the color mode and the black and white mode.
- When [Photograph] or [Presentation] is selected from [Image Quality Type] on the [Image Quality] tab, [1200dpi] and [600 x 1200dpi] are not available.
- The following function is not available when printing at [1200dpi].
 - Auto Trapping
- When [600 x 1200dpi] is selected, the following functions are not available.
 - Rotate sort
 - Auto Trapping
- Printing speed may be reduced if you select [1200dpi] or [600 x 1200dpi].
- When [600 x 1200 dpi] is selected, the paper of different direction function for the automatic change of paper source is not available.
- If the envelope or non-standard size paper is used, the automatic change of paper source is available only when the paper is set with its long-edge at the front in the tray unless [600 dpi] is selected.
- When the envelope or non-standard size paper is used, the paper of different direction function for the automatic change of paper source is not available.

- 4 Set other printing functions as needed, and then click [OK].**
- 5 Click [Print] or [OK] to send the job.**

Adding Print Content

You can set various layout options to suit your preferences. This section explains printing functions on the [Effect] tab menu.

📖 P.49 “Printing light text across a document (Watermark)”

📖 P.52 “Printing with an overlay file”

■ Printing light text across a document (Watermark)

Watermarks overprint your document with useful information, such as [TOP SECRET], [CONFIDENTIAL], [DRAFT], [ORIGINAL], or [COPY]. This allows you to classify documents so that you can understand their type and usage. You can choose from several predefined watermarks or you can create your own watermarks.

Tip

Watermarks are text only. To add graphics or other document elements, use image overlays.

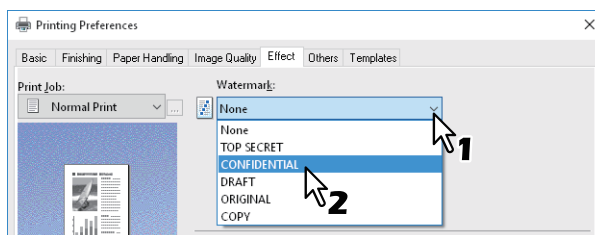
📖 P.49 “Printing a watermark”

📖 P.50 “Creating or editing a watermark”

📖 P.51 “Deleting a watermark”

□ Printing a watermark

- 1 Display the [Effect] tab menu.
- 2 Select the watermark from [Watermark].

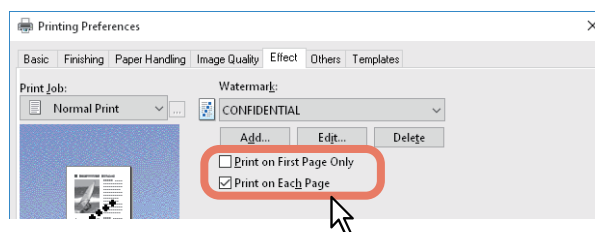


Note

You can also create a new watermark.

📖 P.50 “Creating or editing a watermark”

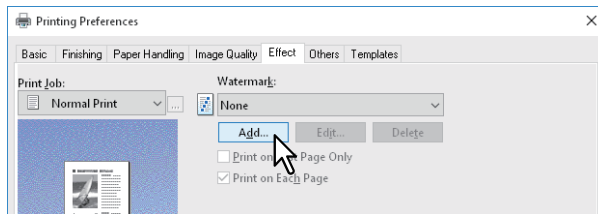
- 3 If you only want to print on the first page, select [Print on First Page Only]. If you want to print on every page, select [Print on Each Page].



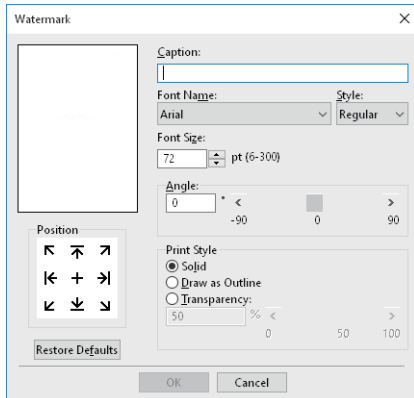
- 4 Set other printing functions as needed, and then click [OK].
- 5 Click [Print] or [OK] to send the job.

❑ Creating or editing a watermark

1 Click [Add] on the [Effect] tab. You can also select a watermark to edit, and then click [Edit].



2 Set the details in the [Watermark] dialog box.



Caption: Enter the text. You can enter up to 63 alphanumeric characters.

Note

If too many characters are entered, the watermark may not be printed correctly.

Position: Select the icon and set the position.

Font Name: Select the font.

Style: Select the font style.

Font Size: Enter the font size. You can enter any integer between 6 and 300 pt in units of 1 pt.

Color: Select the color. If the color you want is not listed, click [Browse] to display the color palette and add your color.

Notes

- Only available when your equipment is a multifunctional digital color system (color MFP).
- When [Black and White] is selected from [Color] on the [Basic] tab, [Color] is not available.

Angle: Enter the rotation degree of the angle. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set this by moving the scroll bar.

Print Style: Select the print style.

- **Solid:** Prints a solid watermark.
- **Draw as Outline:** Prints an outline watermark.
- **Transparency:** For transparent watermarks. Set the transparent ratio from 0 to 100% in units of 1%. You can also set this by moving the scroll bar.

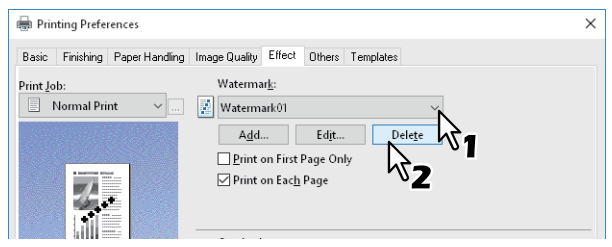
3 Click [OK] to save.

❑ Deleting a watermark

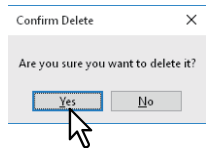
Note

You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

1 Select the watermark that you want to delete, and then click [Delete].



2 Click [Yes].



The watermark is deleted.

■ Printing with an overlay file

This function merges independent documents such as graphics into the document being printed.

📖 P.52 “Saving an overlay file”

📖 P.53 “Using an overlay image”

📖 P.55 “Deleting an overlay image”

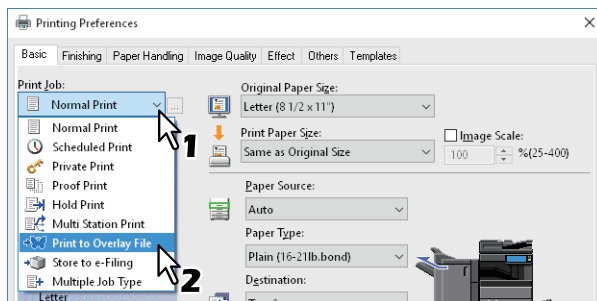
□ Saving an overlay file

You can save up to 20 documents as overlay files. You can print an overlay on the foreground or background of a document.

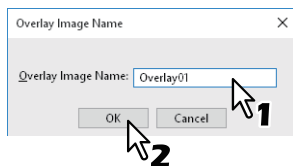
Notes

- If you save a multi-page document as an overlay file, only the first page of the document is saved.
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, orientation, color mode, and resolution.

- 1** Display the [Basic] tab menu.
- 2** Select [Print to Overlay File] from [Print Job].



- 3** Click [...] on the right of [Print Job].
- 4** Enter an overlay image name, and then click [OK].



You can enter up to 63 characters.

- 5** Set other printing functions as needed, and then click [OK].
- 6** Click [Print] or [OK] to send the job.
The document is saved as an overlay file.

❑ Using an overlay image

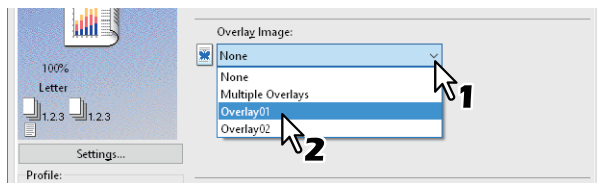
This function specifies a single page document (or image) consisting of text, graphics, charts, tables, etc. and prints on the background. Although printing takes longer than for watermark printing, graphics can be expressed in finer detail. To print with an overlay file, you must first create an overlay file.

📖 P.52 “Saving an overlay file”

Notes

- When [Overlay Image] is selected with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print on each page, select [Print on Each Page] in [Overlay Image] on the [Effect] tab.
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, orientation, color mode, and resolution.

- 1 Display the [Effect] tab menu.**
- 2 Select the overlay file from [Overlay Image].**

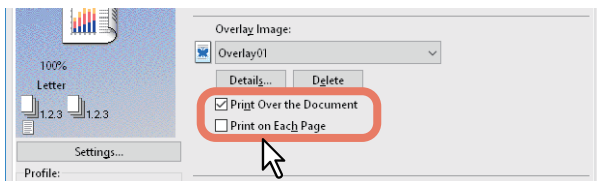


Note

If you use different overlay images for odd/even pages or only for specified pages, select [Multiple Overlays] and make the settings.

📖 P.54 “Multiple Overlays”

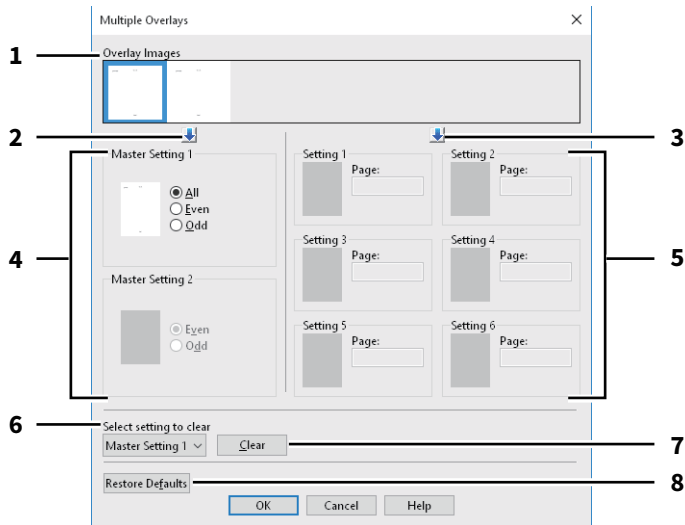
- 3 If you want to print over the document, select [Print Over the Document]. If you want to print on every page, select [Print on Each Page].**



- 4 Set other printing functions as needed, and then click [OK].**
- 5 Click [Print] or [OK] to send the job.**

Multiple Overlays

The [Multiple Overlays] dialog box is displayed when you select [Multiple Overlays] or you click [Details] after selecting an overlay in [Overlay Image]. Set which overlay image is applied to which page.



1. Overlay Images

The registered overlay images are displayed as thumbnails. Select the overlay image you want to use.

Tip

You can drag and drop an overlay image from the thumbnails to an overlay group (Master Setting 1/2 or Setting 1 to 6). If another overlay image is already set in the selected group, the overlay image is overwritten.

2. [↓] (Master Setting)

Sets the overlay image selected in [Overlay Images] in the [Master Setting] field. Every time you click this button, the selection switches in the order [Master Setting 1] to [Master Setting 2].

3. [↓] (Setting)

Sets the overlay image selected in [Overlay Images] in the [Setting] field. Every time you click this button, the selection switches in the order [Setting 1], [Setting 2], [Setting 3], [Setting 4], [Setting 5], and [Setting 6].

4. Master Setting 1/2

Sets if the selected overlay image is applied to all, even, or odd pages.

- **All:** Applies the overlay image to all pages.
- **Even:** Applies the overlay image to even pages.
- **Odd:** Applies the overlay image to odd pages.

Notes

- If the pages specified by master settings overlap, [Even] or [Odd] takes priority over [All].
- If the pages specified in [Master Setting] and [Setting] overlap, [Setting] takes priority over [Master Setting].

5. Setting 1/2/3/4/5/6

Applies the overlay image to pages by page number. To specify more than one page, delimit with commas (,) such as "1, 3, 5". To specify pages in a range, use a hyphen (-) between the first and the last pages, such as "6-10".

- **Page:** Applies the overlay image to the specified pages.

Note

If the specified pages overlap among multiple settings, the newer setting takes priority.

6. Select setting to clear

Selects the overlay image setting to be cleared.

7. [Clear]

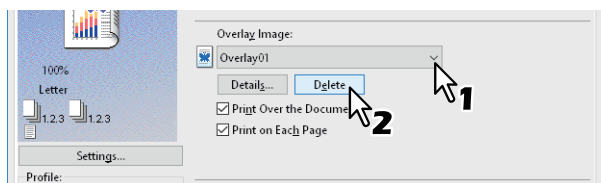
Clears the overlay image setting selected in [Select setting to clear].

8. [Restore Defaults]

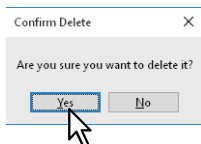
Restores the settings in the [Multiple Overlays] dialog box to their defaults.

❑ Deleting an overlay image

1 Select the overlay image that you want to delete, and then click [Delete].



2 Click [Yes].



The overlay image is deleted.

Outputting a Job Saved to the Equipment

The printer drivers provide various ways to handle jobs such as Scheduled Print, Private Print, Proof Print, Hold Print, Multi Station Print, Store to e-Filing, and Multiple Job Type.

📖 P.56 “Printing on a specified date and time (Scheduled Print)”

📖 P.57 “Printing confidential documents (Private Print)”

📖 P.58 “Checking one copy before printing other copies (Proof Print)”

📖 P.59 “Sending held print jobs (Hold Print)”

📖 P.60 “Printing from Another MFP (Multi Station Print)”

📖 P.61 “Storing jobs in the equipment's box (Store to e-Filing)”

📖 P.64 “Printing Multiple Job Combinations”

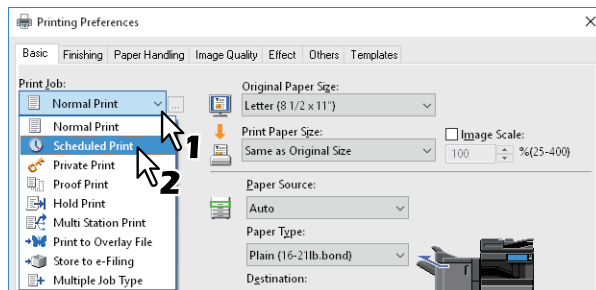
■ Printing on a specified date and time (Scheduled Print)

This allows you to specify the date and time to print your job. This is useful for delaying your print job until off-peak hours.

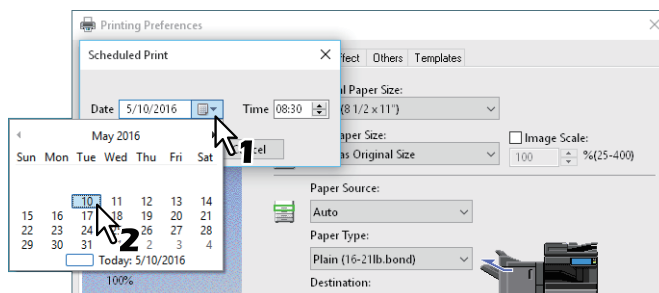
Note

Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.

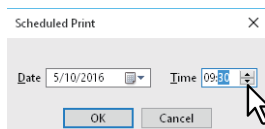
- 1 Display the [Basic] tab menu.
- 2 Select [Scheduled Print] from [Print Job].



- 3 Click [...] on the right of [Print Job].
- 4 Click [Date] to display the Calendar screen. Select the date for the print job from the calendar.



- 5 Select [Time], and then click the spin button to change the time.



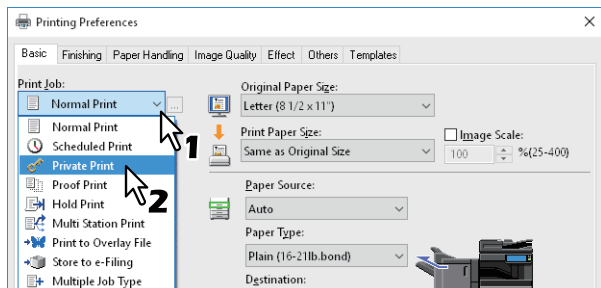
To change the hour, select the hour number, and then click the spin button. To change the time, select the time number, and then click the spin button.

- 6 Click [OK].
- 7 Set other printing functions as needed, and then click [OK].
- 8 Click [Print] or [OK] to send the job.
The document is queued and printed at the specified time and date.

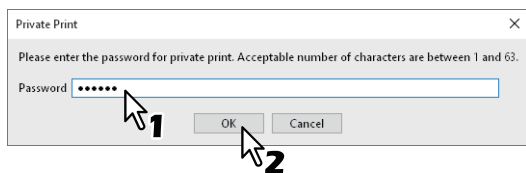
■ Printing confidential documents (Private Print)

Sets a password for the print job, and holds the job until you print from the touch panel. Use this when printing confidential documents that you do not want to be viewed by a third party.

- 1 Display the [Basic] tab menu.
- 2 Select [Private Print] from [Print Job].



- 3 Click [...] on the right of [Print Job].
- 4 Enter a password, and then click [OK].



The job is stored in this equipment as a Private Print job.

Notes

- The password must be between 1 and 63 characters. Enter a password using alphanumeric characters and symbols (ASCII characters between 0x21 to 0x7E) in [Password].
- When you enter this password on the touch panel display, confidential documents are printed. If you forget the password, you will not be able to print.

- 5 Set other printing functions as needed, and then click [OK].
- 6 Click [Print] or [OK] to send the job.
The print job is stored in the Private Print job list in the touch panel display.
- 7 Press [Print] on the Home screen on the touch panel.
- 8 Select [Private] from [Job Type].

Tip

If the private print job list is not displayed, select [Private] from the job types.

- 9 Select the user name, and then press [OK].

Tip

When you enter a nickname in [User name (Alias)] on the [Others] tab, and send the job to the equipment, the nickname is displayed in the Private Print job list. If not, the user name used to log in to your computer is displayed in the Private Print job list.

10 Enter the password for the Private Print job, and then press [OK].

- When your computer's login user name is used for [User name (Alias)]:
The list contains the Private Print jobs for the same password.
- When a nickname is used for [User name (Alias)]:
The list contains the Private Print jobs for the same user name and password.

11 Select the document name from the private print job list, and then press [Print].

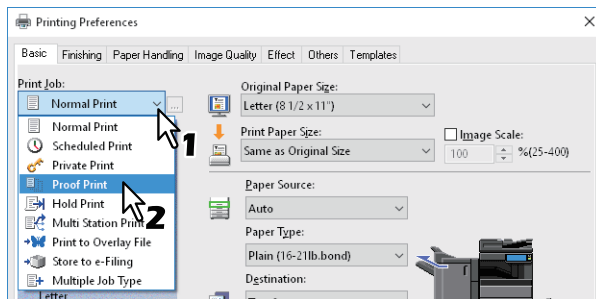
■ Checking one copy before printing other copies (Proof Print)

You can print out one proof copy as a trial. This helps to prevent wasting paper. You are then prompted to specify whether you want to continue or delete the print job.

Note

When printing multiple copies that are sent as individual jobs by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In this a case, perform Proof Print for one copy first, and then change the number of copies on the touch panel.

- 1 Display the [Basic] tab menu.**
- 2 Select [Proof Print] from [Print Job].**

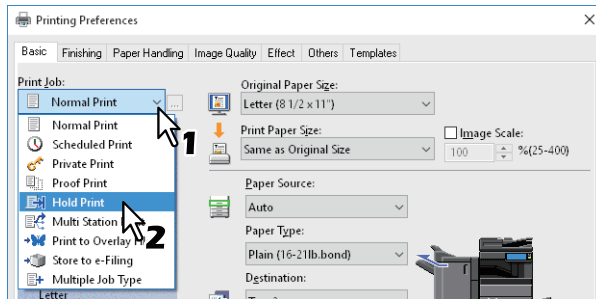


- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**
One copy is printed and the remaining sets are stored in the Proof Job list on the touch panel display.
- 5 Press [Print] on the Home screen on the touch panel.**
- 6 Select [Proof] from [Job Type].**
- 7 Select the job from the list, and then press [Print].**

■ Sending held print jobs (Hold Print)

Use this to print Hold Print documents. This is useful to prevent you from forgetting to remove printed sheets.

- 1 Display the [Basic] tab menu.
- 2 Select [Hold Print] from [Print Job].



- 3 Set other printing functions as needed, and then click [OK].
- 4 Click [Print] or [OK] to send the job.
The job is stored as a Hold Print job.
- 5 Press [Print] on the Home screen on the touch panel.
- 6 Select [Hold] from [Job Type].
- 7 Select the user name and then press [OK].

Tip

When you enter a nickname in [User name (Alias)] on the [Others] tab, and send the job to the equipment, the nickname is displayed in the Hold Print job list. If not, the user name used to log in to your computer is displayed in the Hold Print job list.

- 8 Select the job from the list, and then press [Print].

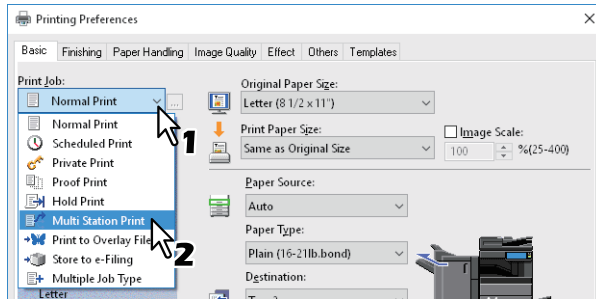
Tips

- When your computer's login user name is used for [User name (Alias)]:
The list contains the Hold Print jobs registered by the selected user.
- When a nickname is used for [User name (Alias)]:
The list contains all the Hold Print jobs registered by users with the same nickname.

■ Printing from Another MFP (Multi Station Print)

You can print jobs that were sent to this equipment from another MFP.

- 1 Display the [Basic] tab menu.**
- 2 Select [Multi Station Print] from [Print Job].**



- 3 Set other printing functions as needed, and then click [OK].**
- 4 Click [Print] or [OK] to send the job.**

The job is saved as a Multi Station Print job.
- 5 Press [Print] on the Home screen on the touch panel.**
- 6 Select [Multi Station] from [Job Type].**
- 7 Select the job from the list, and then press [Print].**

The print setting can be changed by pressing [Settings].
Reprintable jobs are displayed by pressing [Printed Jobs].

■ Storing jobs in the equipment's box (Store to e-Filing)

This feature allows you to send print jobs to e-Filing on this equipment. Jobs stored in e-Filing can then be printed from the touch panel display. You can select either a public or user box to store print jobs. You can also specify a folder in these boxes to store print jobs. The public box is shared by all users who can view the jobs stored in this box. You can create user boxes to suit your needs. You can also restrict access to user boxes with a password.

📖 P.62 "Saving to the Shared Box"

📖 P.63 "Saving to a user box"

Notes

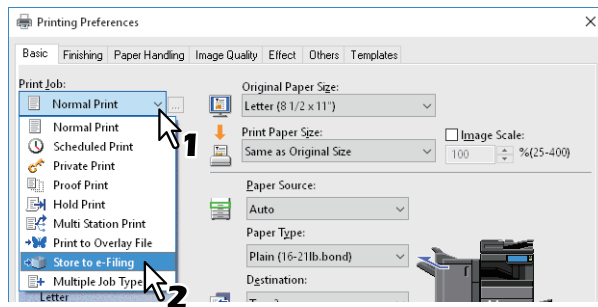
- When the following paper sizes are selected for the originals or the print paper, [Store to e-Filing] is not available. When paper of these sizes is included in a document, the print job cannot be stored in e-Filing.
 - Custom paper
 - Non-standard size paper (MPT)
 - Tab Manufacturer
 - IndexCard (3x5")
 - Envelope Com10 (4 1/8 x 9 1/2")
 - Envelope Com9 (3 7/8 x 8 7/8")
 - Envelope Monarch (3 7/8 x 7 1/2")
 - Envelope DL (110 x 220 mm)
 - Envelope Cho-3 (120 x 235 mm)
 - Envelope Cho-4 (90 x 205 mm)
 - Envelope You-4 (105 x 235 mm)
 - Envelope C5 (162 x 229 mm)
- Documents stored in e-Filing are saved at the best image quality for printing. If you want to download them to your computer at a higher image quality, scan the original documents and store them in e-Filing.
- When you store a document in e-Filing, it is stored as an image. It is not stored in e-Filing in the same way as the original is stored on your computer.

Tips

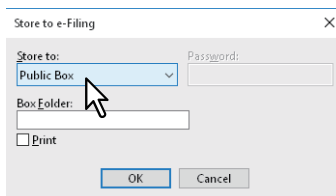
- You can manage files in e-Filing on the touch panel. For more details, see the **e-Filing Guide**.
- You can also manage files using the e-Filing web utility. For more details, see the **e-Filing Guide**.

❑ Saving to the Shared Box

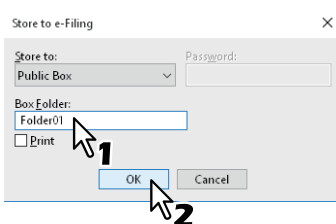
- 1 Display the [Basic] tab menu.
- 2 Select [Store to e-Filing] from [Print Job].



- 3 Click [...] on the right of [Print Job].
- 4 Select [Public Box] from [Store to].



- 5 To specify a folder to store the print job, enter the folder name in [Box Folder], and then click [OK].



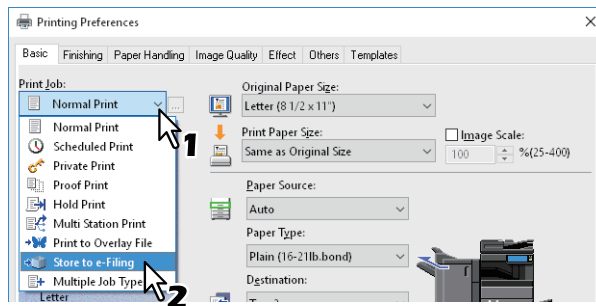
Notes

- If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
- Enter the folder name within 64 characters.
- You can only create up to 100 folders.

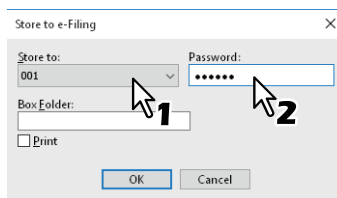
- 6 Set other printing functions as needed, and then click [OK].
- 7 If you want to print as well as save to a box, select [Print].
- 8 Click [OK].
- 9 Click [Print] or [OK] to send the job.
The print job is saved.

❑ Saving to a user box

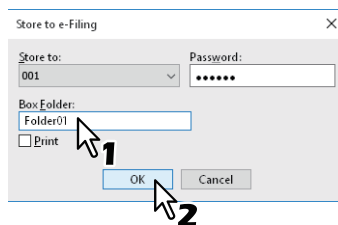
- 1 Display the [Basic] tab menu.
- 2 Select [Store to e-Filing] from [Print Job].



- 3 Click [...] on the right of [Print Job].
- 4 Select a user box to store the print job, and enter the password (maximum 20-digits) in [Password] if required.



- 5 To specify a folder to store the print job in a user box, enter the folder name in [Box Folder], and then click [OK].



Notes

- If the entered folder name is not found, a new folder is created in this box.
- Enter the folder name within 64 characters.
- You can only create up to 100 folders.

- 6 Set other printing functions as needed, and then click [OK].
- 7 If you want to print as well as save to a box, select [Print].
- 8 Click [OK].
- 9 Click [Print] or [OK] to send the job.
The print job is saved.

■ Printing Multiple Job Combinations

□ Multiple Job Type

This feature allows you to combine Scheduled Print, Private Print, Hold Print, Proof Print, Proof + Private Print, or Proof + Hold Print, with Store to e-Filing. For example, you can store a job in e-Filing and print it at a specified time by combining Scheduled Print and Store to e-Filing. To use this feature, click [...] on the right of [Print Job], and then select a combination.

Notes

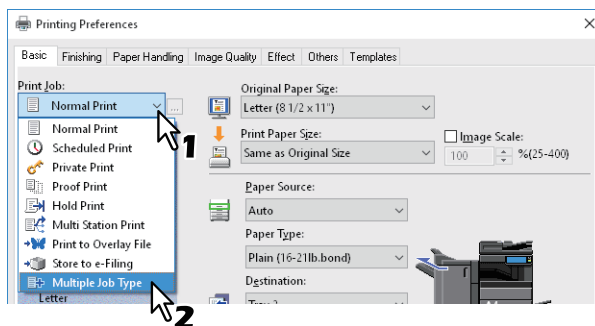
- Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.
- When printing multiple copies that are sent as individual jobs by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In this a case, perform Proof Print for one copy first, and then change the number of copies on the touch panel.
- Documents stored in e-Filing are saved at the best image quality for printing. If you want to download them to your computer at a higher image quality, scan the original documents and store them in e-Filing.
- When storing a document in e-Filing, the printing image (not the original document in your computer) is stored in e-Filing. It is not stored in e-Filing in the same way as the original is stored on your computer.

Tips

- You can manage files in e-Filing on the touch panel. For more details, see the **e-Filing Guide**.
- You can also manage files using the e-Filing web utility. For more details, see the **e-Filing Guide**.

Printing with the Multiple Job Type feature

- 1 Display the [Basic] tab menu.
- 2 Select [Multiple Job Type] from [Print Job].

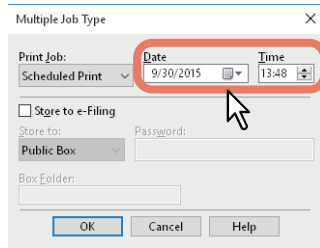


- 3 Click [...] on the right of [Print Job].

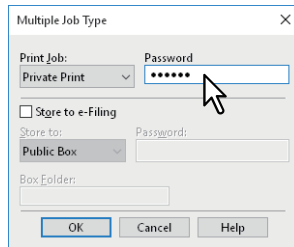
4 Select a job type from [Print Job].

The setup screen changes according to the selected job type.

- Set the [Date] and [Time] if you select [Scheduled Print].



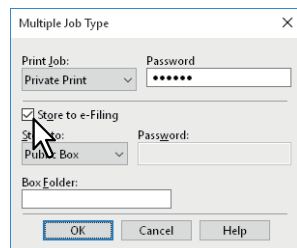
- Enter a password if you select [Private Print] or [Proof Private Print].



Notes

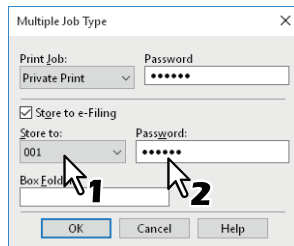
- The password must be between 1 and 63 characters. Enter a password using alphanumeric characters and symbols (ASCII characters between 0x21 to 0x7E) in [Password].
- When you enter this password on the touch panel display, confidential documents are printed. If you forget the password, you will not be able to print.

5 To store a print job in this equipment, select [Store to e-Filing].

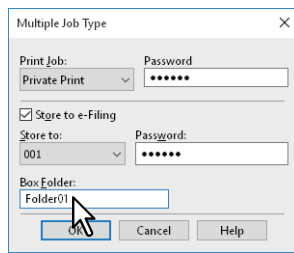


6 Select where to store the print job from [Store to].

If you store the print job in a user box, enter a password if required.



7 To specify a folder to store the print job in the selected e-Filing, enter the folder name in [Box Folder].






Notes

- If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
- Enter the folder name within 64 characters.
- You can create up to 100 folders.

8 Click [OK].

9 Click [Print] or [OK] to send the job.

- If you select [Scheduled Print], the job is printed at the specified date and time.
- If you select [Private Print] or [Proof Private Print], the job is stored in this equipment as a Private Print job. Print this job on the touch panel.
 P.57 “Printing confidential documents (Private Print)”
- If you select [Hold Print] or [Proof Hold Print], the job is stored in this equipment as a Hold Print job. Print this job on the touch panel.
 P.59 “Sending held print jobs (Hold Print)”
- If you select [Proof Print], [Proof Private Print], or [Proof Hold Print], one sample copy is printed and the rest is stored in this equipment as a Proof Print job. Print this job on the touch panel.
 P.58 “Checking one copy before printing other copies (Proof Print)”
- If you select [Store to e-Filing], the print job is stored in the specified e-Filing.

Available Functions when Using Multiple MFPs

When multiple items of OKI MFP series equipment exists on a network, you can specify the output and number of copies from the [Output Devices] dialog box.

📖 P.67 “Switching equipment to print jobs”

📖 P.69 “Splitting a print job across two items of equipment (Tandem Printing)”

Notes

- When you select the equipment from [Selected Devices], make sure you select a printer with features that support the selected print job options.
 - If the job requires stapling, make sure you select equipment that supports stapling.
 - If the job requires hole punching, make sure you select equipment that supports hole punching.
 - If the job requires an external large capacity feeder, make sure you select equipment with the External Large Capacity Feeder installed.
 - If the job requires full- or twin-color printing, make sure you select color equipment.
- If the selected equipment does not support the print options of the job, printing may not be performed correctly.
- Department code confirmation for the selected equipment is not performed when the job is printed from the selected equipment. If a department code specified in [Department Code] on the [Others] tab is not recognized, Department Management for this print job is not performed.

Tips

- If you select [Always Use This Setting], you can skip the [Output Devices] setting from the next time.
- Equipment selected in [Selected Devices] must be registered in [Printer Folder]. If you want to use equipment not registered in [Printer Folder], add it in [Add Printer] on the [Others] tab.

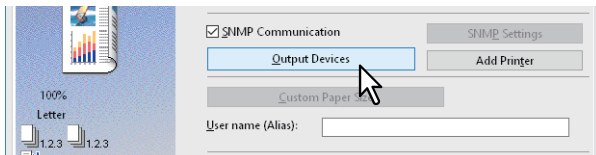
■ Switching equipment to print jobs

When multiple items of OKI MFP series equipment exists on a network, you can switch between them.

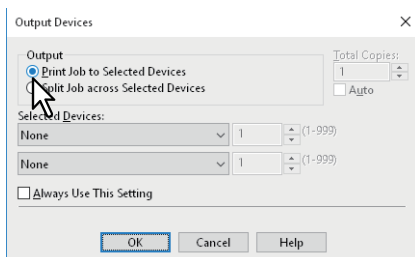
If the equipment you want to use is busy, you can send your job to another OKI MFP series equipment that is not currently holding any print jobs.

1 Display the [Others] tab menu.

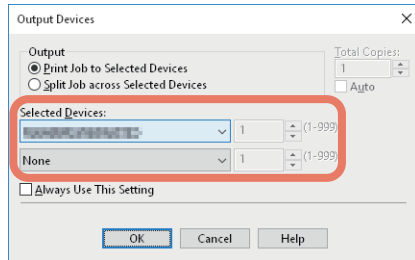
2 Click [Output Devices].



3 Select [Print Job to Selected Devices].



4 Select the equipment you want to use from [Selected Devices].



You can select multiple items of equipment in [Selected Devices]. In this case, the same number of copies is printed from all selected equipment.

5 Click [OK] to close the [Output Devices] dialog box.

6 Set other printing functions as needed, and then click [OK].

7 Click [Print] or [OK] to send the job.

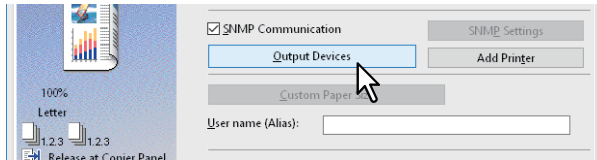
■ Splitting a print job across two items of equipment (Tandem Printing)

This feature prints by splitting one print job across two items of equipment.

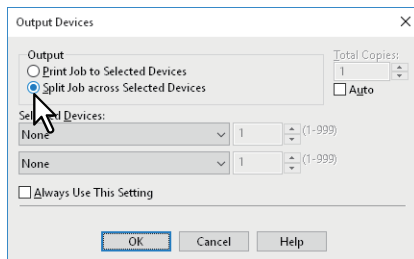
If you have to print a lot of copies for large documents, you can share the job across two items of OKI MFP series equipment on a network simultaneously, to finish the job in a shorter time.

1 Display the [Others] tab menu.

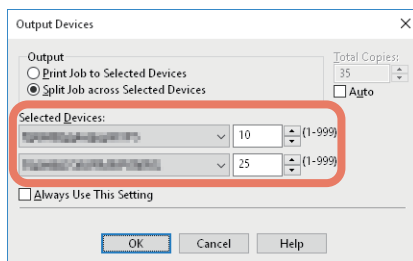
2 Click [Output Devices].



3 Select [Split Job across Selected Devices].



4 Select two items of equipment in [Selected Devices], and then specify the number of copies for each one.



Note

If you select [Auto], the number of copies in [Total Copies] is automatically allocated to the two items of equipment.

5 Click [OK] to close the [Output Devices] dialog box.

6 Set other printing functions as needed, and then click [OK].

7 Click [Print] or [OK] to send the job.

Saving Print Settings

- 📖 P.70 “Changing the print options default values”
- 📖 P.72 “Saving frequently used settings (Profile)”
- 📖 P.74 “Saving a profile as a template”

■ Changing the print options default values

Set the default values for print options by displaying the printer properties from the Printers folder in the Windows Start menu. For example, settings you will not want to change every time you print, such as the paper size setting you most commonly use, optional device settings, user information settings, etc.

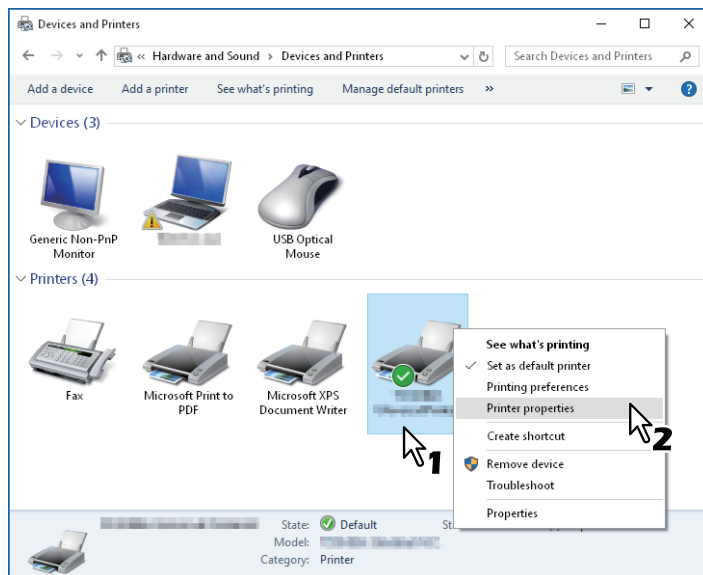
1 Right-click [Start], then click [Control Panel] > [View devices and printers].



The Printers folder appears.

Tips

- For Windows 8.1/Windows Server 2012/Windows Server 2016, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].
- For Windows 7, click [Start] > [Devices and Printers].
- For Windows Vista/Windows Server 2008, click [Start] > [Control Panel] > [Hardware and Sound] > [Printers].

2 Right-click the printer driver of this equipment and select [Printer properties] from the displayed menu.

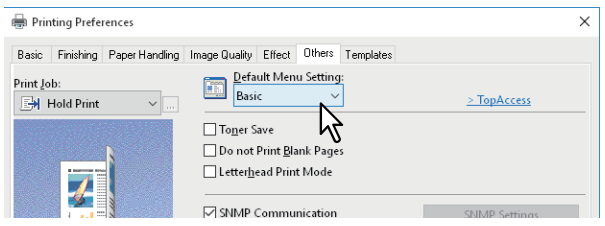


- For Windows Vista / Windows Server 2008, select the printer driver for this equipment, and then click [Properties] in the [File] menu.
- If the [File] menu is not displayed, press [Alt].
- If you cannot change the printer driver properties from the dialog box displayed, follow the steps below.
 - For Windows Vista, click [Run as administrator] - [Properties] from the [File] menu. If the password entry screen is displayed, enter the administrator password. Click [Continue].
 - For Windows 7, some tab menus have a  button in the printer driver properties. To change the properties, click . If the properties cannot be changed, ask your system administrator.
- To change a network-installed printer driver, administrator privilege is necessary. Ask your system administrator for details.

3 The paper size setting you most commonly use, optional device settings, user information settings, etc. are displayed.

Tip

Set the default tab displayed when you open the printer driver from [Default Menu Setting] on the [Others] tab. Set frequently used functions as the default settings.



■ Saving frequently used settings (Profile)

This allows you to save the print settings or apply the saved settings to a print job.

To print using profiles, you must first create the saved profile.

📖 P.72 “Saving a profile”

After saving a profile, you can apply its settings to a print job.

📖 P.73 “Loading a profile”

You can also delete unnecessary profiles.

📖 P.73 “Deleting a profile”

Tip

There are 5 default profiles.

- BW, Duplex, Staple & 2in1
- Color Booklet
- Duplex & Staple
- Duplex, Staple & 2in1
- Duplex, Staple & Punch

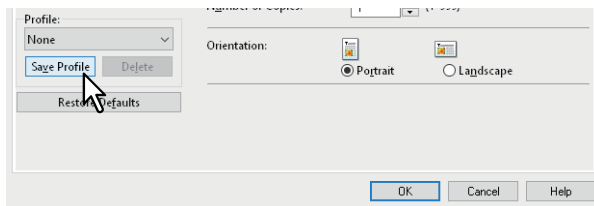
□ Saving a profile

You can register up to 20 profiles (including 5 default profiles) for each printer driver.

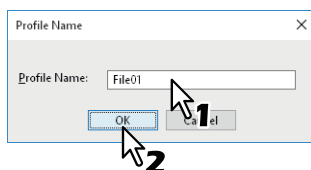
Tip

You can delete the default profile or overwrite it by changing its contents and saving it under the same name.

- 1 Configure the print options on each tab.**
- 2 Click [Save Profile] to save the profile.**



- 3 Enter a profile name, and then click [OK].**



Enter up to 63 characters for the file name.

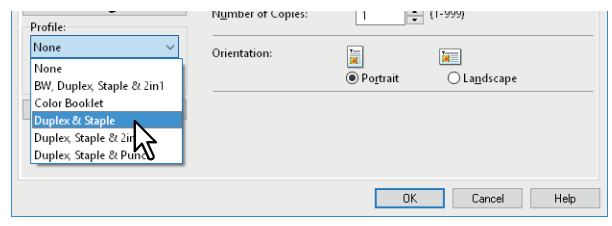
Tips

- If you enter an existing profile name, you are prompted to confirm if you want to overwrite it. Click [OK] to overwrite.
- You cannot save more than 20 profiles. If you try to save a 21st profile, it is saved as a temporary profile. To register this temporary profile, delete unnecessary profiles first, select [Temporary Profile], and then click [Save Profile].
- You cannot specify [None] for the profile name.

- 4 The profile is saved.**

❑ Loading a profile

1 Select a profile from [Profile].



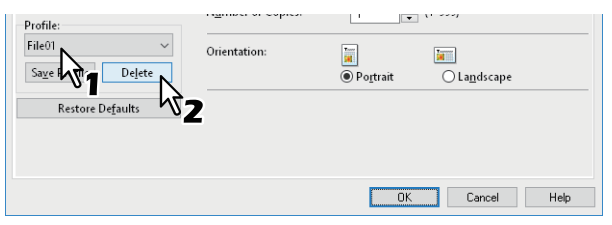
The setting options in the profile are applied.

Note

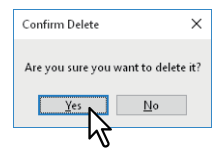
Selecting [None] in [Profile] does not restore them. To restore the default settings after selecting a profile, click [Restore Defaults] on each tab. To restore the default settings on any tab other than the [Device Settings] tabs, click [Restore All Defaults] on the [Others] tab.

❑ Deleting a profile

1 Select the profile that you want to delete from [Profile], and then click [Delete].



2 Click [Yes].



■ Saving a profile as a template

After saving a profile to a Template Button, the [Templates] dialog box is automatically displayed when you print. You can apply the saved profile to a print job simply by selecting this Template Button.

Tips

- There are 5 default profiles registered to the Template Button.
 - BW, Duplex, Staple & 2in1
 - Color Booklet
 - Duplex & Staple
 - Duplex, Staple & 2in1
 - Duplex, Staple & Punch
- You can delete any of the default Template Buttons.

To use a Template Button, you must first save a profile to this button. You also need to make settings so that a dialog box for selecting Template Buttons is displayed when you print.

📖 P.74 “Saving a Template Button”

You can apply the saved profile to a print job by selecting the Template Button.

📖 P.75 “Making settings from a Template Button and printing”

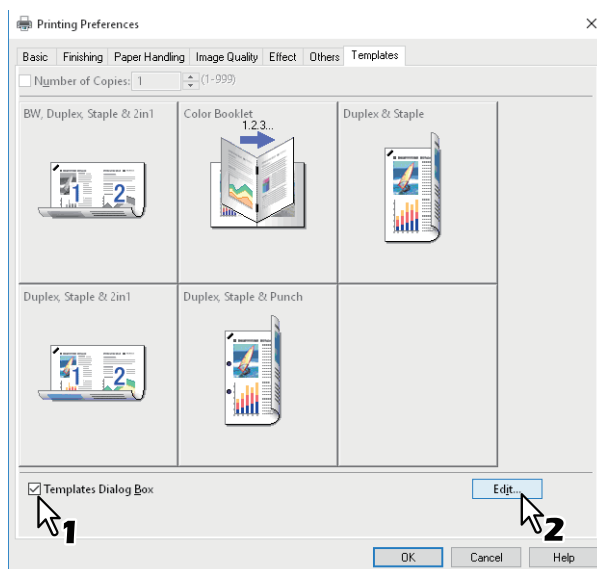
You can delete a Template Button.

📖 P.76 “Deleting a profile saved to a Template Button”

□ Saving a Template Button

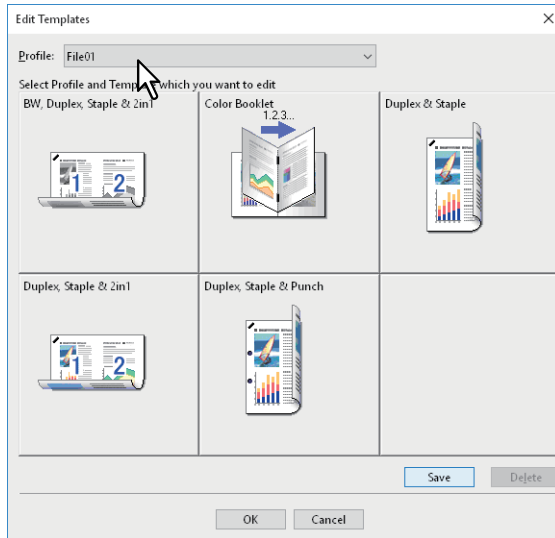
You can create up to 6 Template Buttons, including 5 default buttons.

- 1 Save the print options as a profile.**
📖 P.72 “Saving a profile”
- 2 Display the [Templates] tab menu.**
- 3 Select [Templates Dialog Box], and then click [Edit].**



The [Templates] dialog box is displayed when printing.

4 Select the profile to be saved in [Profile].



5 Select the Template Button to which you want to save the profile.

Tip

If you select a Template Button that is already registered, it is overwritten with the new one.

6 Click [Save], and then click [OK].

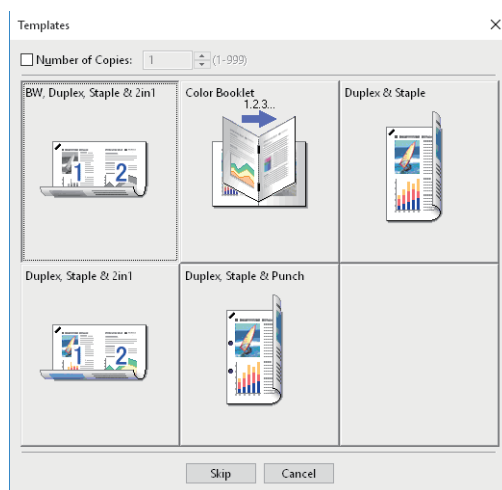
The selected profile is saved to the Template Button.

7 Click [OK] on the [Templates] tab.

The saved profile is registered.

❑ Making settings from a Template Button and printing

1 The [Templates] dialog box is automatically displayed when printing starts.



2 Select the Template Button you want to use.

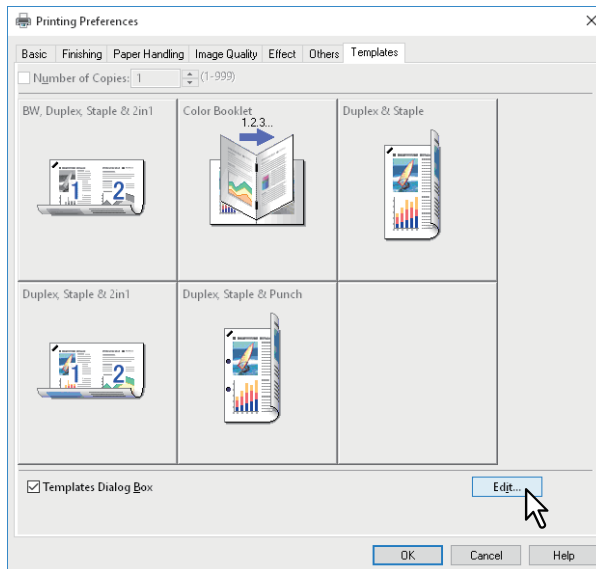
Printing is performed using the selected profile.

Tips

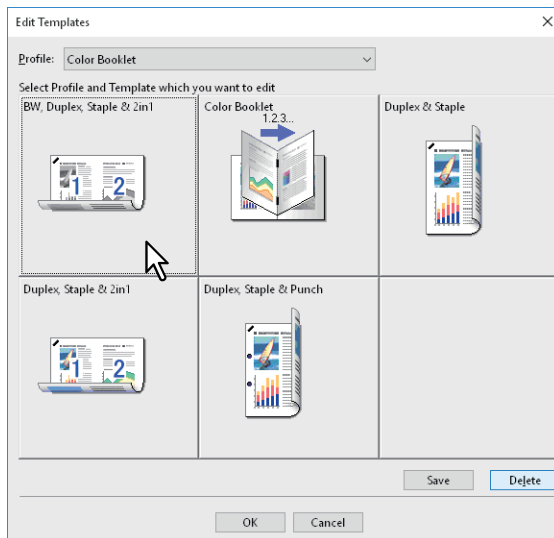
- To set the number of copies, select [Number of Copies].
- To print without applying profiles, click [Skip].

❑ Deleting a profile saved to a Template Button

- 1 Display the [Templates] tab menu.
- 2 Click [Edit].

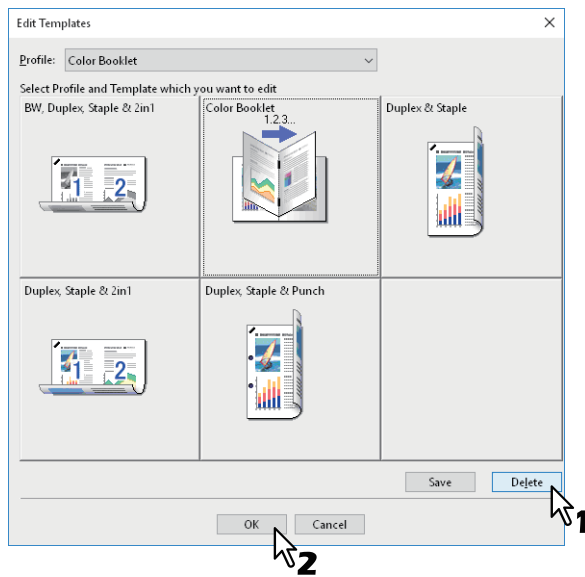


- 3 Select the Template Button you want to delete.



4 Click [Delete], then click [Yes], and then click [OK].

The profile in the selected Template Button is deleted, and the Template Button is left blank.



Setting Optional Devices and User Authentication

- 📖 P.78 “Setting optional devices for the printer”
- 📖 P.81 “Using the Department Management Function”
- 📖 P.82 “Using the User Authentication”
- 📖 P.84 “Important Notes”

■ Setting optional devices for the printer

Configuration data for optional devices is automatically obtained when the printer driver is installed. If two-way communication between this equipment and your computer is not available, you need to manually configure the optional device in the printer driver.

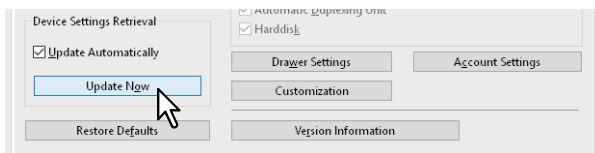
- 📖 P.78 “Updating optional devices automatically”
- 📖 P.78 “Setting optional devices manually”

Tip

To open the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista/Windows Server 2008: [Printers] folder).

□ Updating optional devices automatically

When SNMP communication between this equipment and your computer is enabled, you can retrieve configuration information by clicking [Update Now] on the [Device Settings] tab. Select [Update Automatically] to update the configuration information automatically when you open the [Device Settings] tab.



□ Setting optional devices manually

If SNMP communication between this equipment and your computer is not available:

Note

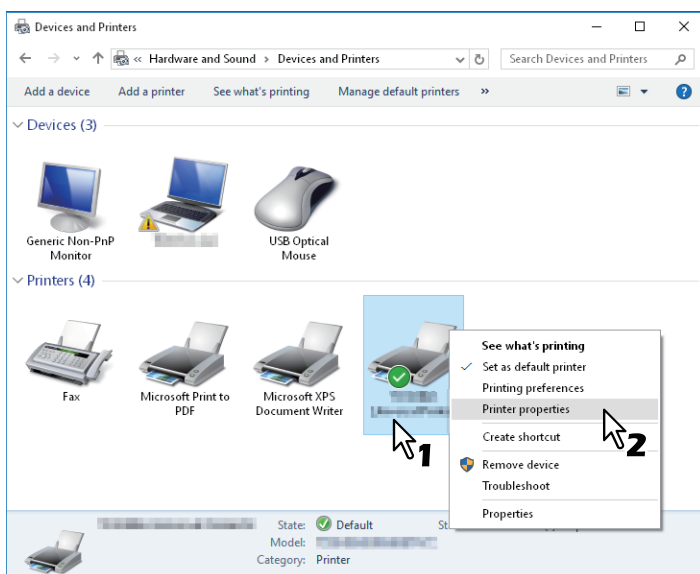
You need to log in to Windows as an Administrator.



- 1** **Right-click [Start], then click [Control Panel] > [View devices and printers].**
The Printers folder appears.

Tips

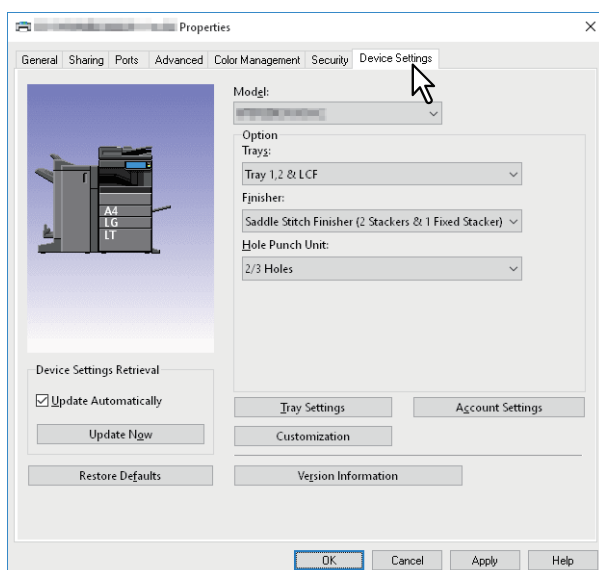
- For Windows 8.1/Windows Server 2012/Windows Server 2016, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].
- For Windows 7, click [Start] > [Devices and Printers].
- For Windows Vista/Windows Server 2008, click [Start] > [Control Panel] > [Hardware and Sound] > [Printers].

2 Right-click the printer driver of this equipment and select [Printer properties] from the displayed menu.



- For Windows Vista / Windows Server 2008, select the printer driver for this equipment, and then click [Properties] in the [File] menu.
- If the [File] menu is not displayed, press [Alt].
- If you cannot change the printer driver properties from the dialog box displayed, follow the steps below.
 - For Windows Vista, click [Run as administrator] - [Properties] from the [File] menu. If the password entry screen is displayed, enter the administrator password. Click [Continue].
 - For Windows 7, some tab menus have a  button in the printer driver properties. To change the properties, click . If the properties cannot be changed, ask your system administrator.
- To change a network-installed printer driver, administrator privilege is necessary. Ask your system administrator for details.

3 Display the [Device Settings] tab menu, and set the following options.



Model: Sets the model type. The setup items change according to the model selected.

Notes

- Selecting [Universal] restricts the printer driver functions to those common to all printers on the network. This is convenient for using other printers with your printer driver.
- The OKI PCL Printer driver has restrictions for usage as a Generic Model.

Option: Sets whether the following optional devices are installed.

- **Trays:** Sets whether or not the Paper Feed Unit (2nd tray), Paper Feed Pedestal (3rd tray), Drawer Module (4th tray), or Large Capacity Feeder is installed.
- **Finisher:** Sets whether or not the Finisher, Saddle Stitch Finisher, Inner Finisher, or Job Separator is installed.
- **Hole Punch Unit:** Sets whether or not the Hole Punch Unit is installed.

Tips

- Available items differ depending on the model and the option configuration.
- If you set any options on the [Device Settings] tab without two-way communication between this equipment and your computer, 2-sided printing is automatically enabled.

4 Click [Tray Settings].

5 Set the following options, and then click [OK].

	Paper Size:	Paper Type:	Attribute:
Tray 1:	A4	Plain (16-21lb.bond)	None
Tray 2:	Legal	Plain (16-21lb.bond)	None
Tray 3:	A4-R	Plain (16-21lb.bond)	None
Tray 4:	B4	Plain (16-21lb.bond)	None
LCF:	A4	Plain (16-21lb.bond)	None
MPT:	Automatic	Plain (16-21lb.bond)	None

Override Application Paper Source Settings

Restore Defaults

OK Cancel

Tray 1: Select the size and type of paper that is loaded in the 1st Tray.

Tray 2: Select the size and type of paper that is loaded in the 2nd Tray.

Tray 3: Select the size and type of paper that is loaded in the 3rd Tray.

Tray 4: Select the size and type of paper that is loaded in the 4th Tray.

LCF: Select the size and type of paper that is loaded in the Large Capacity Feeder when it is installed.

MPT: Select the type of paper that is loaded in the MPT.

Override Application Paper Source Settings: Select this to use the paper source setting in the printer driver rather than the application setting.

6 Click [Apply] or [OK] to save.

■ Using the Department Management Function

When using the department management function, the administrator can check the number of copies made by each department. You can check who submitted the print jobs on the equipment's control panel or from the monitoring tools.

When this equipment is managed by department codes, you have to enter a department code when printing. Set department management in TopAccess Administrator mode. See the **TopAccess Guide** for details.

Tips

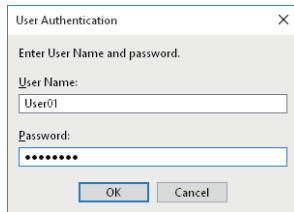
- Department codes must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet uppercase and lowercase, a hyphen (-), an underscore (_), and a period (.). Enter 1 to 63 characters.
- How the equipment handles print jobs with invalid department codes varies depending on the [Invalid Department Code Print Job] that can be set in the TopAccess Administrator mode.
 - When SNMP communication is enabled and Invalid Department Code Print Job is set to [Store to invalid job list], an error message is displayed when an invalid department code is entered.
 - When SNMP communication is disabled and Invalid Department Code Print Job is set to [Store to invalid job list], the invalid department code print job is stored in the invalid department code print job list without printing.
 - When Invalid Department Code Print Job is set to [Print], the invalid department code print job is printed.
 - When Invalid Department Code Print Job is set to [Delete], the invalid department code print job is deleted.

■ Using the User Authentication

- 📖 P.82 “Entering the user name and password for each print job”
- 📖 P.83 “Setting an LDAP authentication server”

❑ Entering the user name and password for each print job

Configure the function to require user name and password entries for each print job when printing from shared PCs.

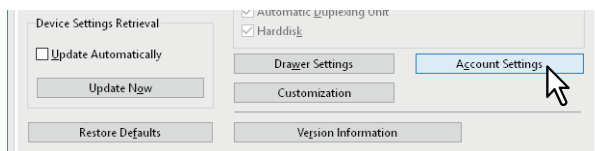


1 Display the [Device Settings] tab menu.

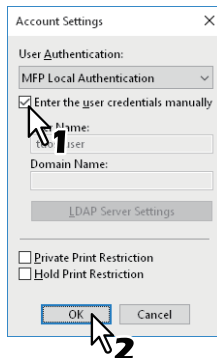
Note

The [Device Settings] tab can be displayed only from the Printers folder. It cannot be opened when displaying the properties from the application's print dialog box.

2 Click [Account Settings].



3 Select [Enter the user credentials manually], and then click [OK].



❑ Setting an LDAP authentication server

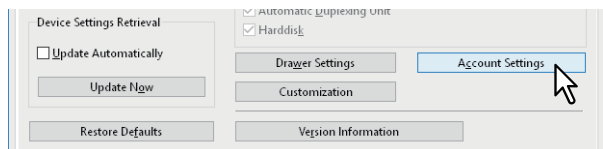
Configure an LDAP authentication server.

1 Display the [Device Settings] tab menu.

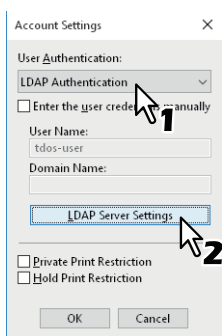
Note

The [Device Settings] tab can be displayed only from the Printers folder.

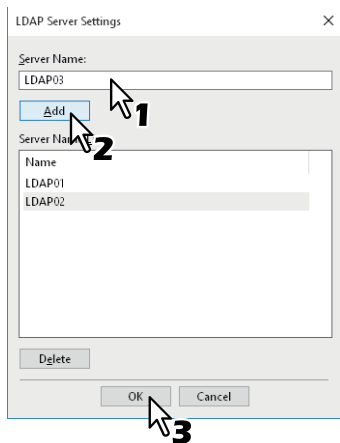
2 Click [Account Settings].



3 Select [LDAP Authentication] from [User Authentication], and then click [LDAP Server Settings].



4 Enter a [Server Name], then click [Add], and then click [OK].



■ Important Notes

- When User Management is enabled, it is used to manage print jobs instead of the Department Code Management setting. In this case, that user name that was entered to log in to your computer is used to authenticate the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid job according to the User Authentication Enforcement setting. Also, print jobs sent in RAW format are processed according to the RAW Print Job setting. For more information about the User Authentication Enforcement setting or the RAW Print Job setting, see the **TopAccess Guide**.

When Windows Domain Authentication is used for the User Management Setting, your computer must log in to the domain.

- If the No Limit Black function is enabled, you can only perform department management for Color. When [Auto], [Color], or [Twin Color] are selected from [Color] on the [Basic] tab, you need to enter your department code. When [Black and White] is selected, you do not have to specify the department code.
- You can set some print options, such as collation, from the application and the printer driver. If collation is set from the application, documents may not be printed correctly. If that happens, use the printer driver to set the collation mode. Depending on the application, some print options, such as the orientation, need to be set from the application. For print options that can be set from both the application and the driver, see the manual supplied with the application.

Notes when using the PS printer driver

- When printing from Adobe Acrobat, the print function for selecting the paper source matching the PDF page size is disabled even if it has been selected. If you want to use PostScript with this function, use the PCL Printer driver, click [Customization] on the [Device Settings] tab, and then select [PostScript] in [Output PDL] on the [PDL Settings] tab.
- When any of the following functions is set in the printer driver, the print function works correctly even if print data is generated from the application since the functions ignore pass-through printing from the application.
 - Print to Overlay File
 - Print Overlay Image
 - Number of pages per Sheet
 - Booklet
 - Interleave (Duplicate)
 - Templates
 - Print Paper Size
 - Image Scale
 - Poster Print
 - Tandem Print

□ When a PPD file for Windows is necessary

A PPD file for Windows applications is provided on the installation disc. For applications that do not allow the automatic installation of PPD files, copy the PPD file to the correct directory to enable printer-specific settings in the [Print] dialog box or the [Page Setup] dialog box.

For more information about copying PPD files, see the **Software Installation Guide**.

Printer Driver Functions

This section describes print options in the printer driver.

- 📖 P.85 “Printer driver settings”
- 📖 P.86 “[Basic] tab”
- 📖 P.87 “[Finishing] tab”
- 📖 P.88 “[Paper Handling] tab”
- 📖 P.89 “[Image Quality] tab”
- 📖 P.90 “[Effect] tab”
- 📖 P.91 “[Others] tab”
- 📖 P.93 “[Device Settings] tab”
- 📖 P.94 “[Templates] tab”
- 📖 P.95 “Printer Driver Help”

Note

The [Paper Handling] tab, [Image Quality] tab, [Effect] tab, and [Templates] tab are only displayed when each setting is enabled with the Plug-in feature. See the printer driver help for details.

- 📖 P.95 “Printer Driver Help”

Tips

- See the printer driver help for details on the settings for each tab.
 - 📖 P.95 “Printer Driver Help”
- The settings for the following tabs depend on the operating system being used. For information on making settings and more details, see the manual or the Help of the OS being used.
 - [General] tab
 - [Sharing] tab
 - [Ports] tab
 - [Advanced] tab
 - [Color Management] tab
 - [Security] tab

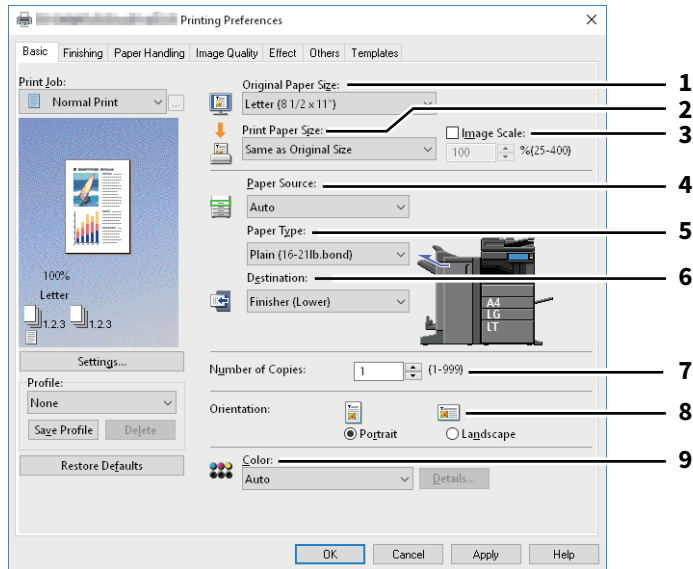
■ Printer driver settings

There are several ways to set print options. How the settings affect printing varies depending on the options. The tabs displayed also vary depending on how you display the printer properties.

- When setting initial values for print options
 - Set the default values for print options by displaying the printer properties from the Printers folder in the Windows Start menu. For example, settings you will not want to change every time you print, such as the paper size setting you most commonly use, optional device settings, user information settings, etc.
 - 📖 P.70 “Changing the print options default values”
- When setting print options for each print job
 - The print options set in the properties dialog box, which can be accessed from the application's [Print] dialog box, are only applied to the current print job. When you close the application, the options are cleared.
 - 📖 P.15 “Printing”

■ [Basic] tab

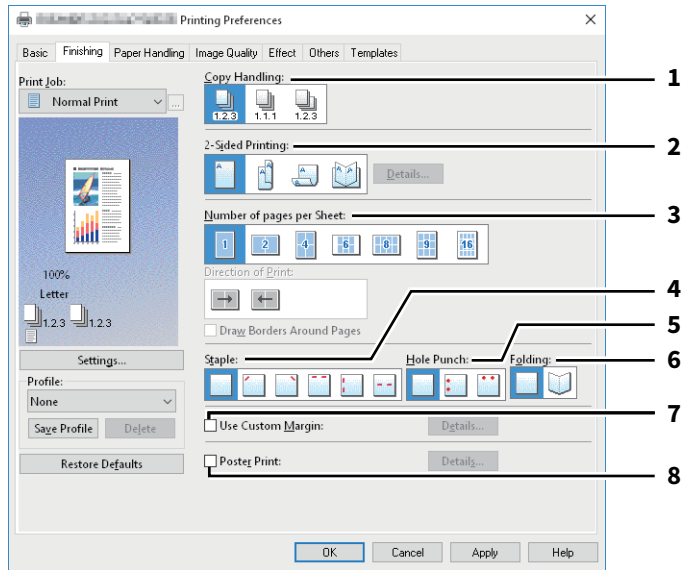
Contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.



	Item Name	Description
1	Original Paper Size	Select the size of the document to be printed.
2	Print Paper Size	Select the size of the document to be printed.
3	Image Scale	Select to enter the scale manually to enlarge or reduce an image.
4	Paper Source	Sets the paper source. Select a paper source to print at the most suitable paper size.
5	Paper Type	Sets the media type.
6	Destination	Selects the stacker to which the print job is ejected.
7	Number of Copies	Sets the number of copies.
8	Orientation	Sets the paper printing direction.
9	Color	Sets whether a print job is printed in color or black mode.

■ [Finishing] tab

Allows you to enable sort printing, 2-sided printing, number of pages per sheet, poster printing, stapling, and punching.



	Item Name	Description
1	Copy Handling	Sets how to sort printouts when making numerous copies.
2	2-Sided Printing*	Sets printing on both sides of the paper. Select the position of the margin for 2-sided printing.
3	Number of pages per Sheet	Prints multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically.
4	Staple	Sets whether a print job is printed with staples. Select the staple position.
5	Hole Punch	Sets whether a print job is printed with hole punches.
6	Folding	Folds the printed paper when it is ejected. Prints the job using the print settings, and ejects with a center fold.
7	Use Custom Margin	Select to set a margin.
8	Poster Print	Prints one large image across multiple sheets of paper by dividing the image.

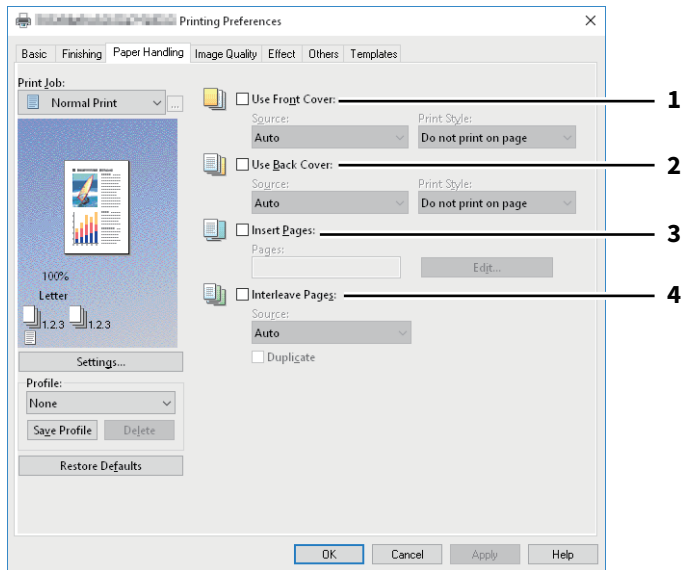
* The 2-sided printing function is set to be used as default in the equipment for Europe.

■ [Paper Handling] tab

Allows you to perform Front Cover printing, Back Cover printing, Inserting Pages, and Interleaving Pages.

Notes

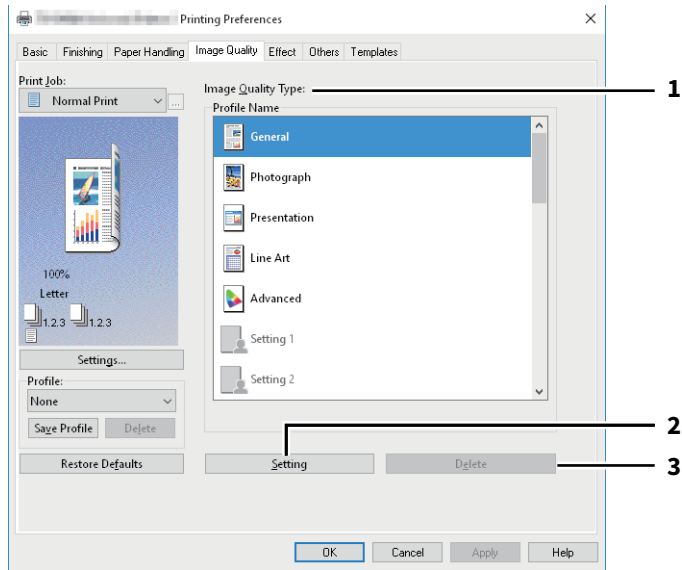
- [Use Front Cover], [Use Back Cover], [Insert Pages], and [Interleave Pages] are not available when the Tab printing function is set.
- When the size of covers or sheets to be inserted is the same as the copy paper, change the media type or specify [Paper Source] on the [Basic] tab menu; otherwise all data will be printed from the insertion tray.
- If you select [Store to e-Filing] in [Print Job], [Use Front Cover], [Use Back Cover], [Insert Pages], and [Interleave Pages] are unavailable.



	Item Name	Description
1	Use Front Cover	Sets front cover printing.
2	Use Back Cover	Sets back cover printing.
3	Insert Pages	Sets sheet insertion printing.
4	Interleave Pages	Sets the interleaving page feature.

■ [Image Quality] tab

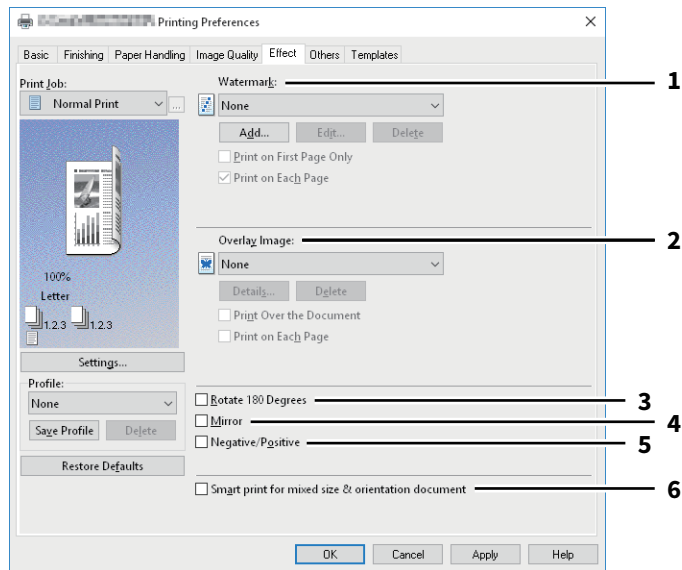
Allows you to select how images are printed. You can select the appropriate image quality depending on the type of document.



	Item Name	Description
1	Image Quality Type	Sets how colors are printed by selecting the job type.
2	[Setting]	Customize image quality settings.
3	[Delete]	Delete custom image quality settings.

■ [Effect] tab

Contains print options that add effects to your print jobs such as Watermarks, Overlay Image printing, Rotate printing, Mirror printing, and Negative/Positive printing.



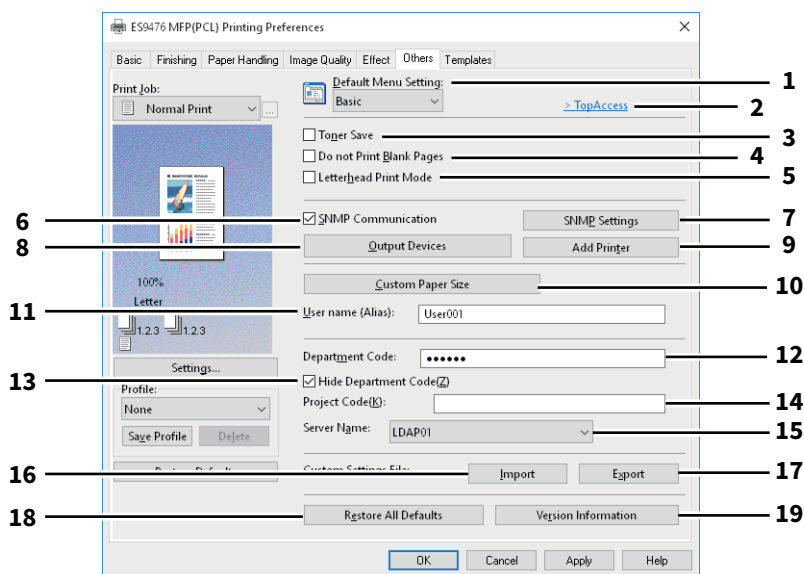
	Item Name	Description
1	Watermark	Select the watermark to be used or edited.
2	Overlay Image	Select an overlay image.
3	Rotate 180 Degrees	Rotates an image.
4	Mirror ^{*1}	Performs mirror printing.
5	Negative/Positive ^{*2}	Performs negative printing of an image.
6	Smart print for mixed size & orientation document	Matches the orientations of the printouts when the sizes and orientations of originals are mixed.

*1 Available only for XPS

*2 Available only for XPS / PS

■ [Others] tab

Contains print options such as toner saving, custom paper size and so on.



	Item Name	Description
1	Default Menu Setting	Select the default tab displayed when you open the printing preferences of the printer driver.
2	TopAccess (Link)	Launches a web browser and displays the TopAccess menu.
3	Toner Save	Prints in toner save mode.
4	Do not Print Blank Pages	Ignores blank pages when printing.
5	Letterhead Print Mode	Select to perform duplex printing on paper with sides that need to be distinguished, such as paper with illustrations on one side.
6	SNMP Communication	Enables SNMP communication between this equipment and your computer to retrieve configuration information.
7	[SNMP Settings]	Click to verify or change the SNMP settings.
8	[Output Devices]	Switches the equipment to be used for printing or splits one print job between two items of equipment (Tandem Printing).
9	[Add Printer]	Searches for OKI MFP series equipment on a network and adds it to the [Printer Folder].
10	[Custom Paper Sizes]	Specifies the custom paper size.
11	User name (Alias)	Enter a nickname to display on the Private Print job list and Hold Print job list.
12	Department Code	Enter the department code for users. Enter the user's department code if the system is managed with department codes.
13	Hide Department Code	Select to display a department code in the blank symbols.
14	Project Code	Enter the project code.
15	Server Name	Select the LDAP server if necessary.
16	[Import]	Imports custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) to the printer driver.
17	[Export]	Exports custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) from the printer driver.

	Item Name	Description
18	[Restore All Defaults]	Returns settings on all tabs, other than the [Device Settings] tab, to their defaults.
19	[Version Information]	Displays the [Version Information] dialog box.

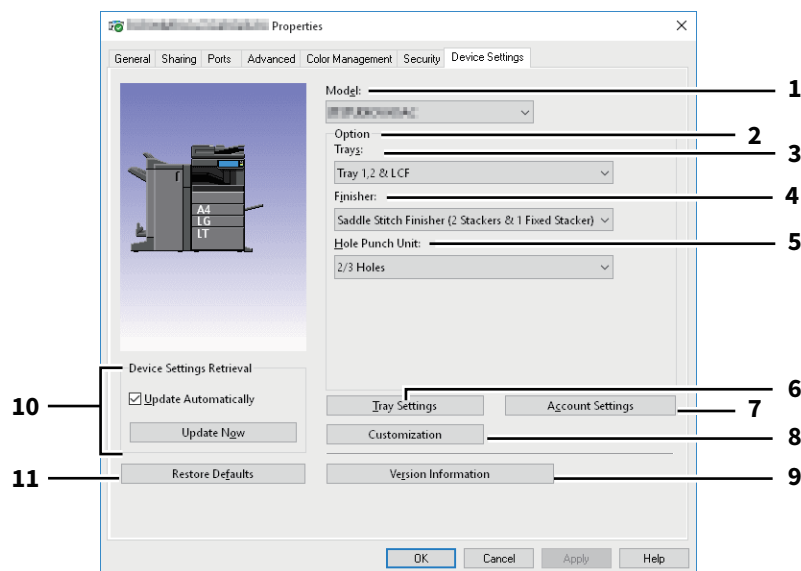
■ [Device Settings] tab

Allows you to configure options. When using an optional device, you need to configure the device on the [Device Settings] tab.

Note

To open the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista/Windows Server 2008: [Printers] folder). For more details, see the following page:

📖 P.78 “Setting optional devices manually”



	Item Name	Description
1	Model	Sets the model type.
2	Option	Sets whether or not optional devices are installed.
3	Trays	Sets whether or not the Paper Feed Unit (2nd tray), Paper Feed Pedestal (3rd tray), Drawer Module (4th tray), or Large Capacity Feeder is installed.
4	Finisher	Sets whether or not the Finisher is installed.
5	Hole Punch Unit	Sets whether or not the Hole Punch Unit is installed.
6	[Tray Settings]	Sets the paper size and paper type of each tray.
7	[Account Settings]	Sets whether or not the user management setting is enabled. You can also set whether or not the Private Print Restriction function and Hold Print Restriction function are enabled.
8	[Customization]	Sets options specific to PCL6, or changes the Plug-in settings or the printer driver language.
9	[Version Information]	Displays the [Version Information] dialog box.
10	Device Settings Retrieval	Enables SNMP communication between this equipment and your computer to retrieve configuration information.
11	[Restore Defaults]	Restores the equipment's settings on the [Device Settings] tab menu to the default settings.

■ [Templates] tab

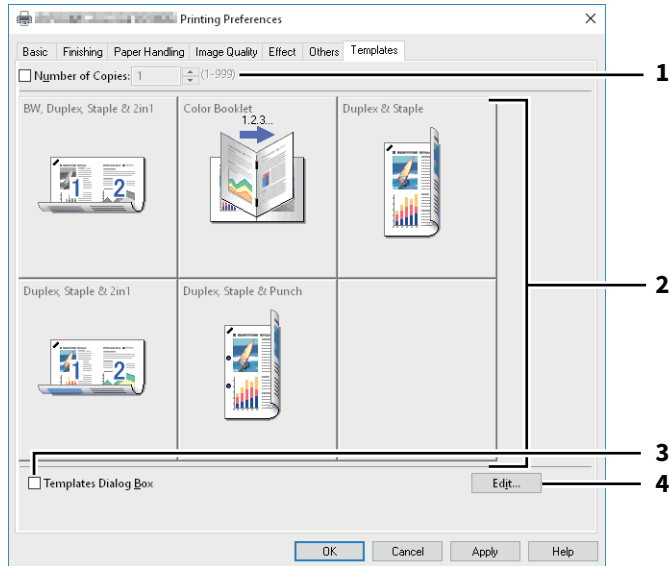
Allows you to register print options that you frequently use as a profile. You can save this profile to a Template Button. You can also display a dialog box for selecting Template Buttons automatically when printing.

P.75 “Making settings from a Template Button and printing”

Tip

To use a Template Button, you must first save a profile to this button. For more details, see the following page:

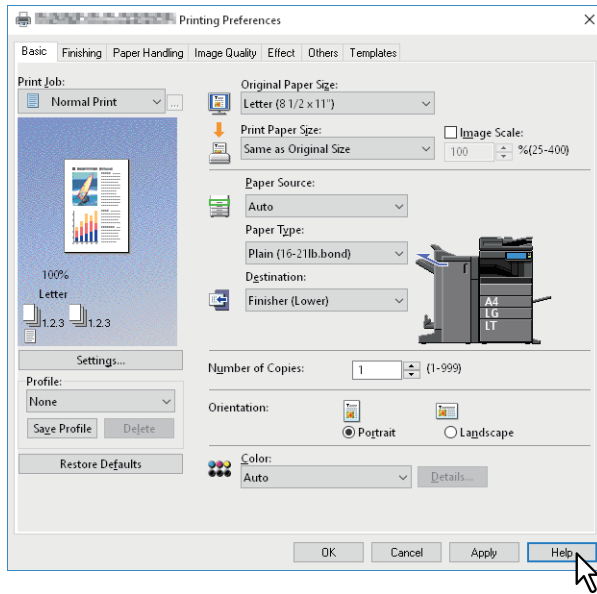
P.72 “Saving a profile”



	Item Name	Description
1	Number of Copies	Sets the number of copies.
2	Template Button	Applies the profile saved to a Template Button to the settings in the printer driver.
3	Templates Dialog Box	Select to display the [Templates] dialog box when printing starts.
4	[Edit]	Edits the Template buttons. Displays the [Edit Templates] dialog box.

Printer Driver Help

Click the [Help] button on the printer driver screen to display the Help.



PRINTING FROM MAC OS APPLICATIONS

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Basic Printing (Mac OS X 10.6.x to Mac OS X 10.11.x)

After installing the PPD file as described in “Installing the Printer on Mac OS X 10.6.x to Mac OS X 10.11.x” from the **Software Installation Guide**, you can print directly from most Mac OS X applications.

📖 P.99 “Printing”

📖 P.100 “When you need to enter a department code or user name”

■ Printing

You do not need to switch printers before printing because they are all managed under the [Print & Fax] settings from [System Preferences].

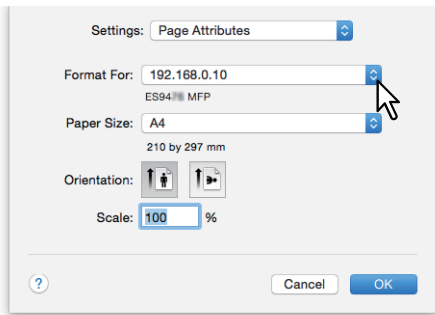
After adding a printer to the Printer List, you can select it directly from the [Page Setup] dialog box or the [Print] dialog box.

In Mac OS X applications, print options are set from the [Page Setup] dialog box and the [Print] dialog box.

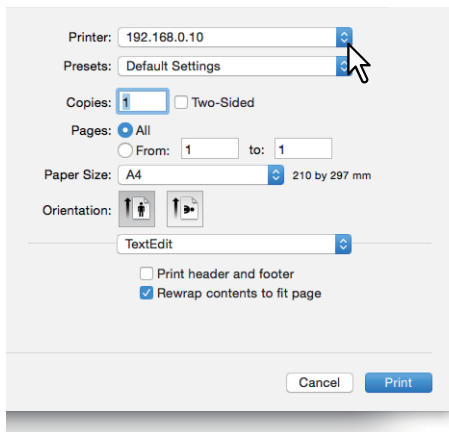
Note

The [Page Setup] dialog boxes vary depending on the application. In some applications, it is in the [Print] dialog box instead of the [File] menu.

- 1** Open a file, select [File], and then select [Page Setup].
- 2** Select the equipment in [Format For], and then specify the Page Setup settings.



- 3** Click [OK] to save.
- 4** Select [Print] from the [File] menu of the application.
- 5** Select the equipment in [Printer], and then specify the print settings.



Tips

- The [Print] dialog boxes vary depending on the application.
- The layout of the setting items may vary depending on the Mac OS.

- 6** Click [Print].

Tip

Select [Save Current Settings as Preset] in [Presets], and then enter a name. You can use this as the default settings and select it from [Presets].

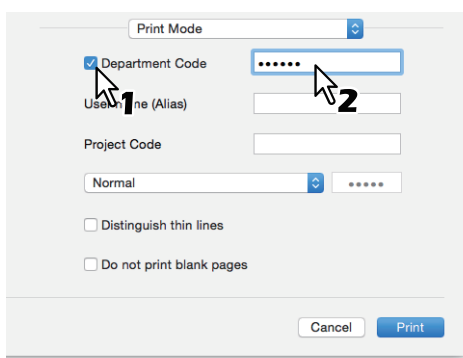
■ When you need to enter a department code or user name

When this equipment is managed by department codes, you have to enter a department code when printing. When using the department management function, the administrator can check the number of copies made by each department. You can check who submitted the print jobs on the equipment's control panel or from the monitoring tools.

Tips

- Enter the department code and project code using up to 63 characters. For information on Project Code, contact your service technician.
- Department codes must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet uppercase and lowercase, a hyphen (-), an underscore (_), and a period (.).

- 1** Select **[Print]** from the **[File]** menu of the application.
- 2** Select **[Department Code]** from the **[Print Mode]** menu, and then enter a department code in the box on the right.



- 3** Set other print functions, and then select this equipment from **[Printer]**.
- 4** Click **[Print]** to send the job.

Setting the Paper and Reproduction Ratio

- 📖 P.101 “Selecting a Fixed Paper Type”
- 📖 P.104 “Using various types of paper”
- 📖 P.106 “Enlarging and Reducing”
- 📖 P.107 “Changing the print direction”
- 📖 P.108 “Selecting the destination stacker”

■ Selecting a Fixed Paper Type

You can use the printer driver to set various paper types.

- 📖 P.101 “Setting the Paper Size”
- 📖 P.102 “Setting the Paper Source”
- 📖 P.103 “Setting the Paper Type”

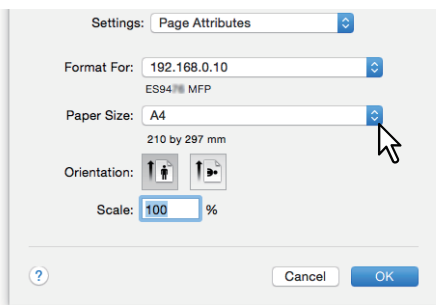
Note

The [Page Setup] dialog boxes vary depending on the application. In some applications, it is in the [Print] dialog box instead of the [File] menu.

□ Setting the Paper Size

Select the size of the document to be printed.

- 1** Select [Page Setup] from the [File] menu of the application.
- 2** Select the paper size in [Paper Size] from the [Page Attributes] menu.



- A3 (297 x 420 mm)
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- B4 (257 x 364 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- 305 x 457 mm
- 12 x 18"
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Ledger (11 x 17")
- Statement (5 1/2 x 8 1/2")
- Computer (10 1/8 x 14")
- 13" LG (8 1/2 x 13")
- 8.5" SQ (8 1/2 x 8 1/2")
- A3 (13 x 19")
- 16K (195 x 270 mm)
- 8K (270 x 390 mm)
- 320 x 450 mm
- 320 x 460 mm
- Envelope Com10 (4 1/8 x 9 1/2")
- Envelope Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope You-4 (105 x 235 mm)

Notes

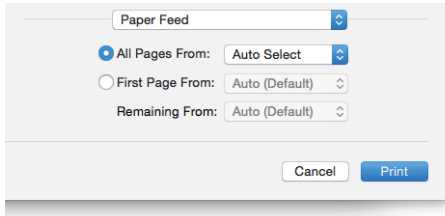
- Duplex printing with [320 x 450 mm] or [320 x 460 mm] is not available.
- Setting items differ depending on the model.

- 3 Set other printing functions as needed, and then click [OK].**
- 4 Select [Print] from the [File] menu of the application.**
- 5 Select the equipment in [Printer], and then specify the print settings.**
- 6 Click [Print] to send the job.**

❑ Setting the Paper Source

Sets the paper source. You can set a different source for the first and remaining pages.

- 1 Select [Print] from the [File] menu of the application.**
- 2 Set the paper source from the [Paper Feed] menu.**



All: Uses the same paper source for all pages. When [Auto] is selected, paper is fed from a tray containing the same paper size as the document. When [MPT] is selected, load paper in the MPT.

Tip

For the Mac OS X 10.6.x to 10.8.x, [All] is displayed as [All Pages From].

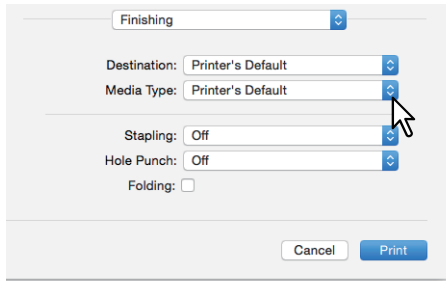
First Page From/Remaining From: Specify different paper sources for the first page and remaining pages. Select the sources in [First Page From] and [Remaining From]. When [Auto] is selected, paper is fed from a tray containing the same paper size as the document. When [MPT] is selected, load paper in the MPT.

- 3 Set other print functions, and then select this equipment from [Printer].**
- 4 Click [Print] to send the job.**

❑ Setting the Paper Type

Sets the media type.

- 1** Select [Print] from the [File] menu of the application.
- 2** Set the paper type in [Media Type] from the [Finishing] menu. You can set a different paper type for the first and remaining pages.



- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

■ Using various types of paper

The procedure below is for print jobs that require precautions before you load the paper.

📖 P.104 “Registering a Custom Paper Size and Printing”

□ Registering a Custom Paper Size and Printing

This section explains how to register a custom paper size.

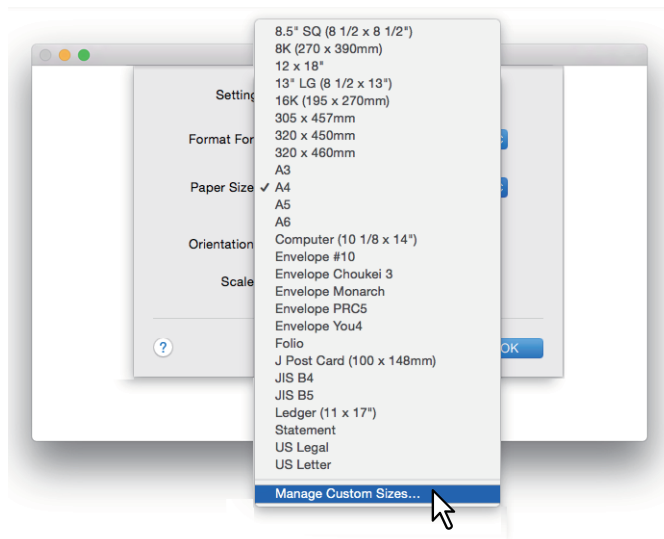
Notes

- When using custom size paper that is longer than the standard paper size, refer to the **Paper Preparation Guide** for details on loading and ejecting paper.
- See non-standard size in the **Specifications Guide** for details on the custom paper sizes that you can define.

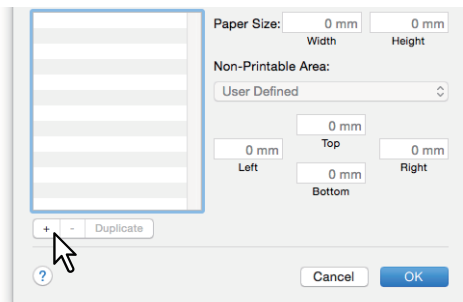
Creating a custom paper size

1 Select [Page Setup] from the [File] menu of the application.

2 Select [Manage Custom Sizes] in [Paper Size].



3 Click [+].

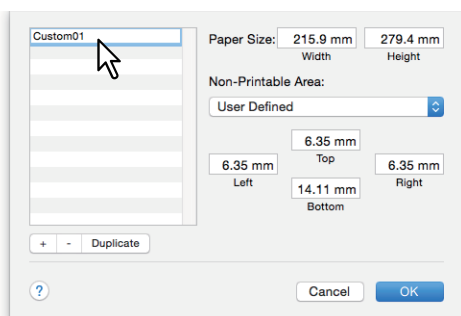


A new custom paper size name is added to the list.

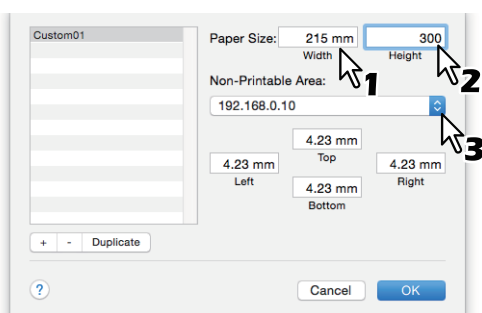
Tip

If you want to create a new custom paper size by duplicating an old one, select the custom paper size name from the list, and then click [Duplicate].

4 Double-click the added custom paper size name in the list and rename it.



5 Enter the width and height in [Paper Size], and then select your printer name in [Printer Margins].



Tips

- For Mac OS X 10.6.x to 10.7.x, enter the width and height in [Paper Size], and then select your printer name in [Non-Printable Area].
- Select the printer name in [Printer Margins] to use the automatically entered margin settings.
- Click [-] to delete a custom paper size.

6 Click [OK].

The Custom Paper Size is saved and you can select it in [Paper Size] from the [Page Attributes] menu.

P.101 “Setting the Paper Size”

■ Enlarging and Reducing

You can automatically enlarge or reduce an image to fit a specified paper size. You can also set the scale manually.

📖 P.106 “Scale to fit paper size”

📖 P.106 “Specifying a scale”

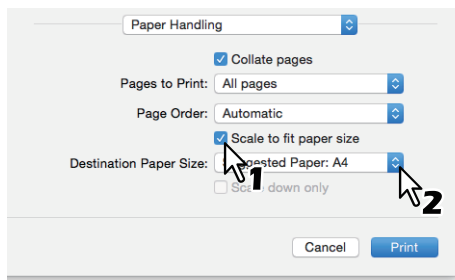
□ Scale to fit paper size

You can automatically enlarge or reduce an image to fit a specified paper size.

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Scale to fit paper size] from the [Paper Handling] menu, and then select a paper size.

Tip

If you do not want to enlarge images when a larger paper size is selected, select [Scale down only].

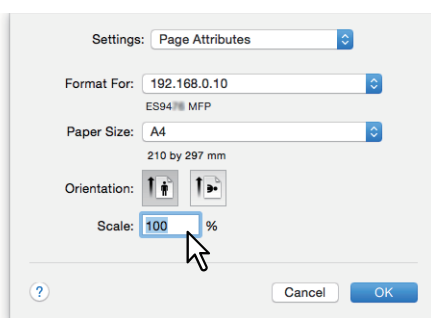


- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

□ Specifying a scale

Manually set the scale to enlarge or reduce the image.

- 1** Select [Page Setup] from the [File] menu of the application.
- 2** Enter the value in [Scale] from the [Page Attributes] menu.

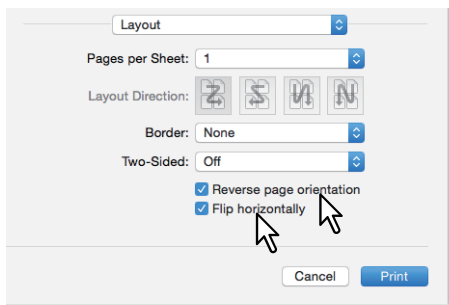


- 3** Set other printing functions as needed, and then click [OK].
- 4** Select [Print] from the [File] menu of the application.
- 5** Select the equipment in [Printer], and then specify the print settings.
- 6** Click [Print] to send the job.

■ Changing the print direction

Reverses the direction of ejected paper, and performs mirror printing.

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Reverse page orientation] or [Flip horizontally] from the [Layout] menu.



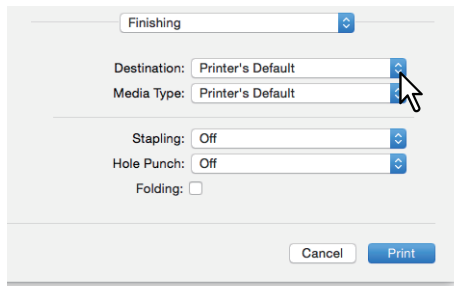
When [Reverse Page] is selected, the top of the paper is ejected from the control panel side.

- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

■ Selecting the destination stacker

Selects the stacker to which the print job is ejected.

- 1 Select [Print] from the [File] menu of the application.
- 2 Select the destination from [Destination] from the [Finishing] menu.



Destination

- **Printer's Default:** Ejects paper to the default stacker (this is set for Raw jobs in the Printer setting page on the TopAccess Administrator's page).
- **Stacker:** Ejects paper to the stacker.
- **Upper Exit Tray:** Ejects paper to the upper stacker.
- **Side Exit Tray:** Ejects paper to the side stacker.
- **Job Separator Upper:** Routes the upper stacker of the Job Separator.
- **Job Separator Lower:** Routes the lower stacker of the Job Separator.
- **Finisher:** Ejects paper to the stacker (upper) of the Finisher.
- **Finisher (Lower):** Ejects paper to the stacker of the Finisher.

Notes

- Available destinations differ depending on the model and the option configuration.
- Depending on the type of Finisher installed and the destination settings, stapling and hole punching may not be performed.
- When [Printer's Default] is selected as the [Destination] option, paper may be ejected to a stacker that cannot perform stapling or hole punching depending on the equipment settings.
- [Finisher 1] and [Finisher (Lower)] are available when the Finisher or Saddle Stitch Finisher are installed.
- [Side Exit Tray] is only available when the Finisher and the Saddle Stitch Finisher are uninstalled.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

Setting the Layout and Finishing Options

- 📖 P.109 “Sorting printouts by copies (Collate pages)”
- 📖 P.111 “Printing on both sides of a sheet”
- 📖 P.112 “Making a booklet (Booklet)”
- 📖 P.113 “Printing multiple pages per sheet”
- 📖 P.114 “Printing in reverse page order”
- 📖 P.114 “Printing only odd or even pages”
- 📖 P.115 “Stapling”
- 📖 P.117 “Hole Punch”
- 📖 P.118 “Folding paper at the center and printing”

■ Sorting printouts by copies (Collate pages)

Select this for sort-printing (1, 2, 3...).

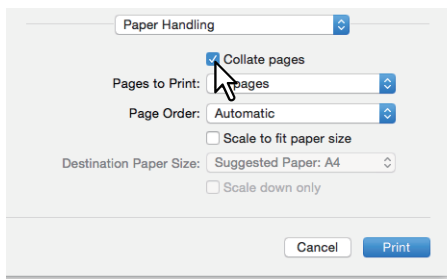
- 📖 P.109 “Set the collate pages setting from the [Paper Handling] menu”
- 📖 P.110 “Set the collate pages setting in the [Print] dialog box”

Notes

- The [Print] dialog boxes vary depending on the application.
- The layout of the setting items may vary depending on the Mac OS.

❑ Set the collate pages setting from the [Paper Handling] menu

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Collate pages] from the [Paper Handling] menu.



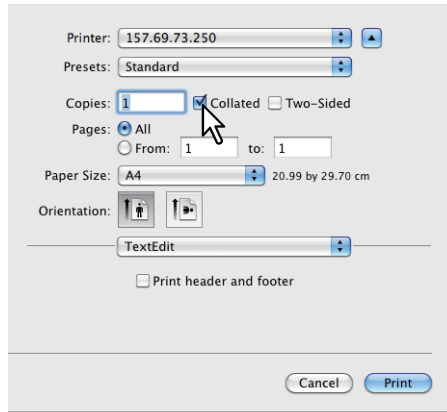
- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

❑ Set the collate pages setting in the [Print] dialog box

Note

This function is displayed on Mac OS X 10.6.x only.

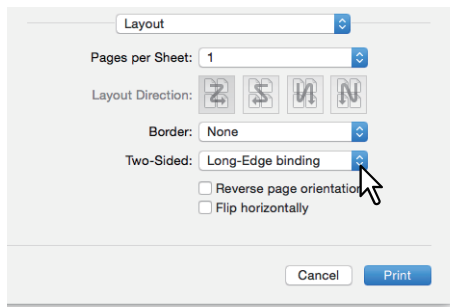
- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Collated].



- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

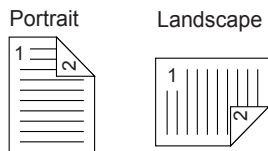
■ Printing on both sides of a sheet

- 1 Select [Print] from the [File] menu of the application.
- 2 On the [Layout] menu, select [Long-Edge binding] or [Short-Edge binding] from [Two-Sided].

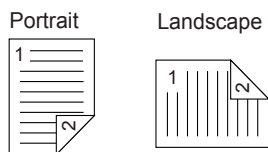


Two-Sided

- **Long-Edge binding:** Select this to bind along the long edge of the paper. The printing direction on the back of the paper differs depending on the orientation.



- **Short-Edge binding:** Select this to bind along the short edge of the paper. The printing direction on the back of the paper differs depending on the orientation.

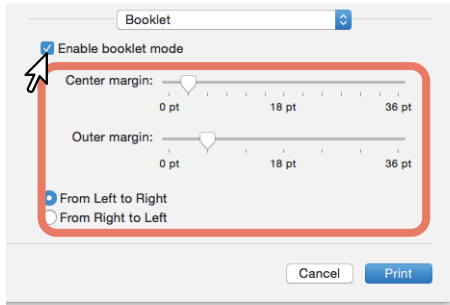


- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

■ Making a booklet (Booklet)

You can create a document in book- or magazine-style by selecting the Booklet option.

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Enable booklet mode] from the [Booklet] menu.
- 3** Set the booklet details.



Center Margin (0 to 36 points): Select the width of the margin added to the center. Use the scrollbar to specify in 3pt steps. (1 point = 0.353 mm)

Outer Margin (0 to 36 points): Select the width of the margin added to the short edge of a sheet. Use the scrollbar to specify in 6pt steps. (1 point = 0.353 mm)

From Left to Right/From Right to Left: Select the booklet orientation.

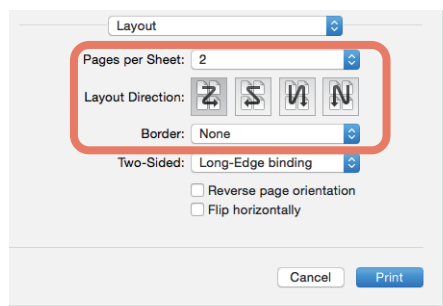
- 4** Set other print functions, and then select this equipment from [Printer].
- 5** Click [Print] to send the job.

■ Printing multiple pages per sheet

Lays out multiple pages on one sheet (N-up printing). This feature is useful for browsing a large number of pages for appearance or page order. For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up printing is convenient and conserves paper.

1 Select [Print] from the [File] menu of the application.

2 Set the [Layout] menu.



Pages per Sheet: Sets printing for multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically.

- **1:** Select this to disable N-up printing.
- **2:** Select this to print images from 2 pages on one sheet.
- **4:** Select this to print images from 4 pages on one sheet.
- **6:** Select this to print images from 6 pages on one sheet.
- **9:** Select this to print images from 9 pages on one sheet.
- **16:** Select this to print images from 16 pages on one sheet.

Layout Direction: Sets how pages are arranged on one sheet. Only available when N-up printing is set.

- **Across Left to Right Before Down:** Arranges pages horizontally from left to right and then top to bottom on one sheet.
- **Across Right to Left Before Down:** Arranges pages horizontally from right to left and then top to bottom on one sheet.
- **Down Before Across Left to Right:** Arranges pages vertically from top to down and then left to right on one sheet.
- **Down Before Across Right to Left:** Arranges pages vertically from top to down and then right to left on one sheet.

Border: Select whether or not to draw a border on each page.

- **None:** Select this if you do not want to draw a border.
- **Single Hairline:** Select this to draw a single hairline for the border.
- **Single Thin Line:** Select this to draw a single thin line for the border.
- **Double Hairline:** Select this to draw a double hairline for the border.
- **Double Thin Line:** Select this to draw a double thin line for the border.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

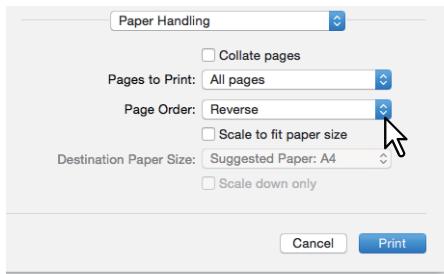
■ Printing in reverse page order

Sets whether or not you want to print in reverse order.

Tip

The settings displayed in the [Paper Handling] menu vary depending on the type of Mac OS.

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Reverse] in [Page Order] from the [Paper Handling] menu.



- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

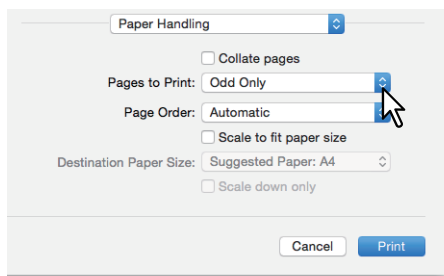
■ Printing only odd or even pages

Select whether to print all pages or only odd or even pages.

Tip

The settings displayed in the [Paper Handling] menu vary depending on the type of Mac OS.

- 1** Select [Print] from the [File] menu of the application.
- 2** From the [Paper Handling] menu, select [Odd Only] or [Even Only] in [Pages to Print] (or [Print]).



- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

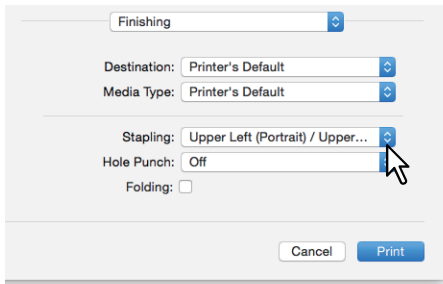
■ Stapling

You can staple sets of paper as they are ejected from the equipment.

Note

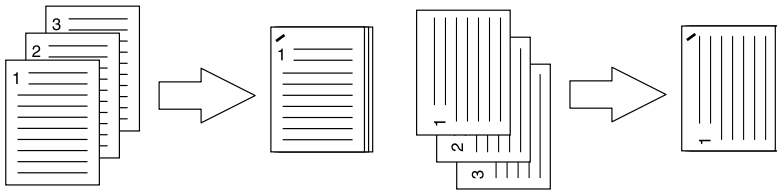
Staple printing is only available when the Finisher is installed.

- 1 Select **[Print]** from the **[File]** menu of the application.
- 2 Set the position of the staples in **[Stapling]** from the **[Finishing]** menu.

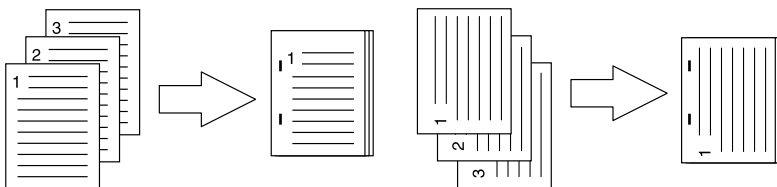


Staple

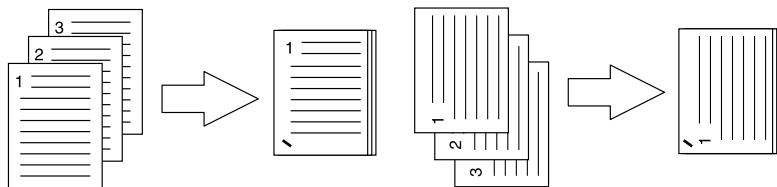
- **Off:** Prints without stapling.
- **Upper Left (Portrait) / Upper Right (Landscape):** Staples on the upper left for a portrait document, or on the upper right for a landscape document.



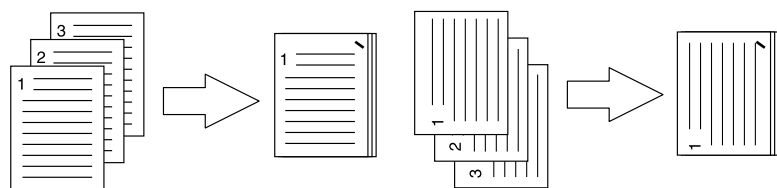
- **Middle Left (Portrait) / Middle Top (Landscape):** Double-staples on the left for a portrait document, or on the top for a landscape document.



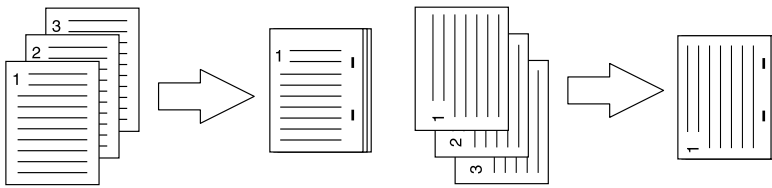
- **Lower Left (Portrait) / Upper Left (Landscape):** Staples on the lower left for a portrait document, or on the upper left for a landscape document.



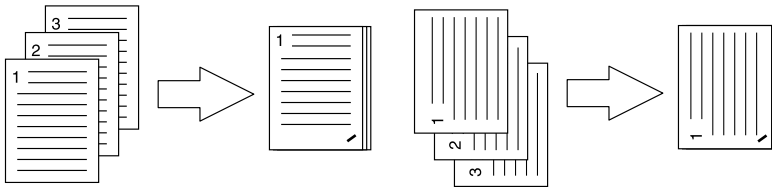
- **Upper Right (Portrait) / Lower Right (Landscape):** Staples on the upper right for a portrait document, or on the lower right for a landscape document.



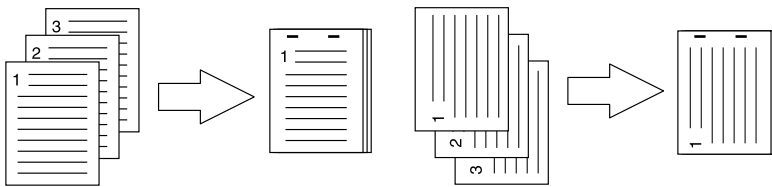
- **Middle Right (Portrait) / Middle Bottom (Landscape):** Double-staples on the right for a portrait document, or on the bottom for a landscape document.



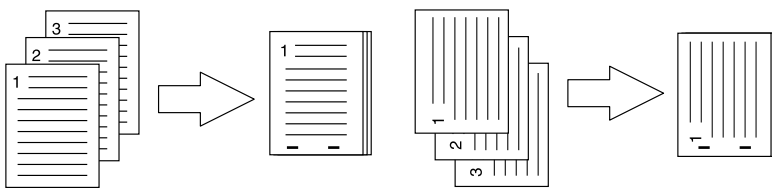
- **Lower Right (Portrait) / Lower Left (Landscape):** Staples on the lower right for a portrait document, or on the lower left for a landscape document.



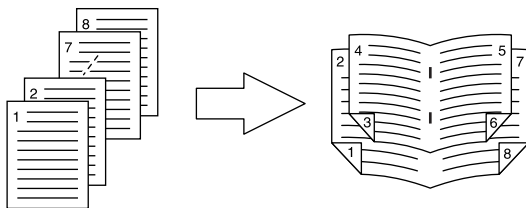
- **Middle Top (Portrait) / Middle Right (Landscape):** Double-staples on the top for a portrait document, or on the right for a landscape document.



- **Middle Bottom (Portrait) / Middle Left (Landscape):** Double-staples on the bottom for a portrait document, or on the left for a landscape document.



- **Saddle Stitch (Portrait) / Saddle Stitch (Landscape):** Double-staples in the center to print a booklet. Only select this for booklet printing.



Note

[Saddle Stitch (Portrait) / Saddle Stitch (Landscape)] is only available when the Saddle Stitch Finisher is installed.

- 3 Set other print functions, and then select this equipment from [Printer].**
- 4 Click [Print] to send the job.**

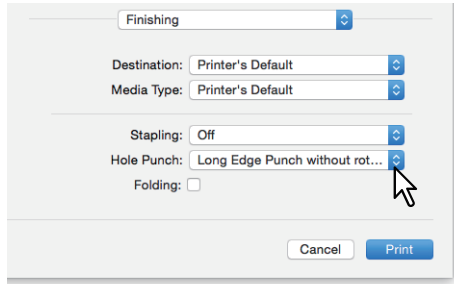
■ Hole Punch

Select this to punch holes on printouts as they are ejected from the equipment.

Note

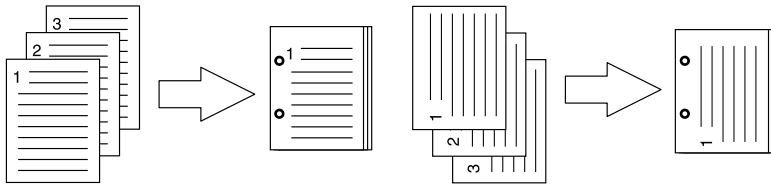
Hole punch printing is only available when the Hole Punch Unit is installed.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the position of the holes in [Hole Punch] from the [Finishing] menu.

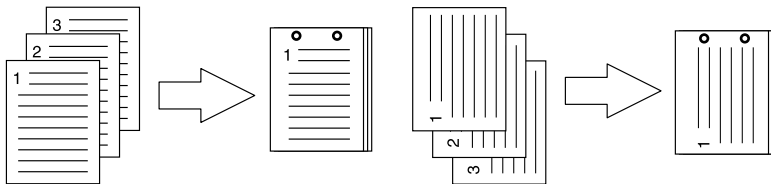


Hole Punch

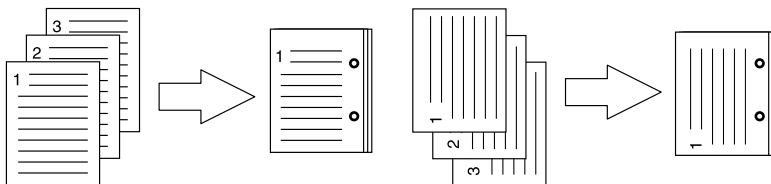
- **Off:** Prints without hole punches.
- **Long Edge Punch without rotation:** Punches holes on the left side for a portrait document, or on the top for a landscape document.



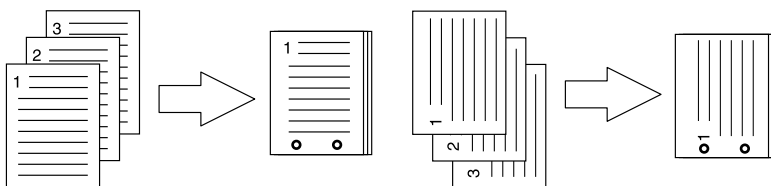
- **Short Edge Punch without rotation:** Punches holes on the top for a portrait document, or on the right for a landscape document.



- **Long Edge Punch with 180 degree rotation:** Punches holes on the right side for a portrait document, or on the bottom for a landscape document.



- **Short Edge Punch with 180 degree rotation:** Punches holes on the bottom for a portrait document, or on the left for a landscape document.



- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

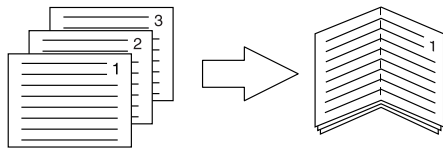
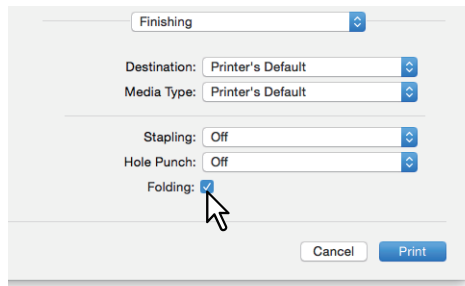
■ Folding paper at the center and printing

Prints the job using the print settings, and ejects with a center fold. Use this for booklet printing etc.

Note

[Folding] is only available when the Saddle Stitch Finisher is installed.

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Folding] from the [Finishing] menu.



- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

Economizing Features

This section explains features that allow you to save paper and toner.

- 📖 P.111 “Printing on both sides of a sheet”
- 📖 P.113 “Printing multiple pages per sheet”
- 📖 P.119 “Skipping blank pages during printing”
- 📖 P.120 “Saving Toner”

■ Printing on both sides of a sheet

Prints on both sides of the paper, therefore saving paper.

- 📖 P.111 “Printing on both sides of a sheet”

■ Printing multiple pages per sheet

Lays out multiple pages on one sheet. This reduces the amount of paper used.

- 📖 P.113 “Printing multiple pages per sheet”

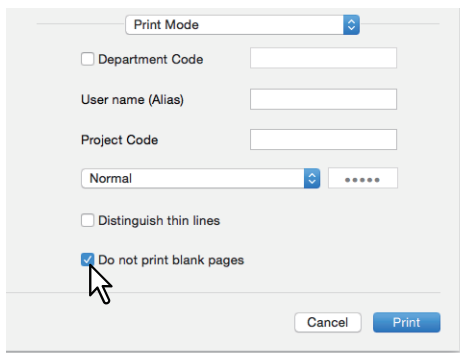
■ Skipping blank pages during printing

Ignores blank pages for printing.

Notes

- When more than 2 is selected in the [Pages per Sheet] option from the Layout menu, blank pages are printed.
- Pages with a header or footer are printed even if there is no content on the page.

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Do not print blank pages] from the [Print Mode] menu.



- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

■ Saving Toner

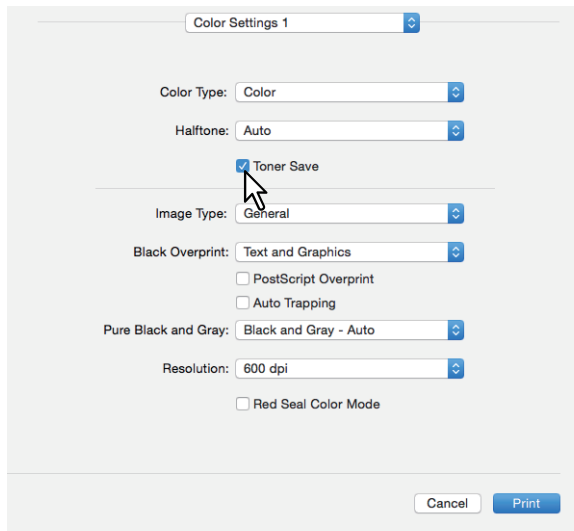
Prints in the toner save mode.

Note

When toner save mode is enabled, printing may be lighter.

For multifunctional digital color system

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Toner Save] from the [Color Settings 1] menu.



- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

Inserting Different Paper Between the Front Cover and the Pages

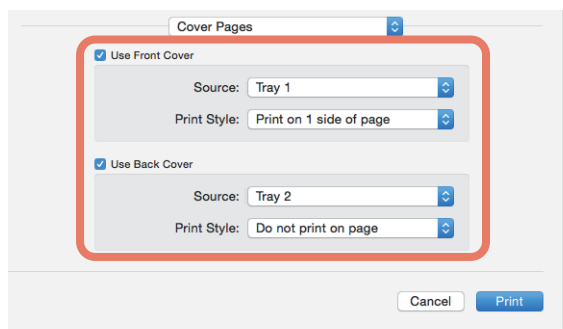
This allows you to insert a front cover at the start, a back cover at the end, a banner page, and so on.

P.121 “Inserting a front cover and back cover”

P.122 “Inserting a banner page”

■ Inserting a front cover and back cover

- 1 Select [Print] from the [File] menu of the application.
- 2 Select [Cover Pages] to specify the settings for front and back pages.



Note

The available values in [Source] vary depending on the optional devices installed in this equipment and their configuration on the Paper Feed menu.

Use Front Cover: Sets front cover printing. Inserts or prints a front cover on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab.

Select to enable cover printing and select the tray from which to feed a cover sheet and the print style.

- **Source**

Select the tray from which to feed a cover sheet. When [Auto (Default)] is selected, the paper is automatically selected according to the printed document size.

- **Print Style**

Select how to print the cover.

- **Do not print on page:** Inserts a blank front cover.
- **Print on page:** Prints the first page image on the front side of a cover. When the Two-Sided Printing option is enabled in the Layout menu, the first two pages images are printed on both sides of a cover.
- **Print on 1 side of page:** Prints the first page image on the front side of a cover. The back of the cover will be blank.

Use Back Cover: Sets back cover printing. Inserts or prints a back cover on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab. Select to enable back cover printing and select the tray from which to feed a cover sheet and the print style.

- **Source**

Select the tray from which to feed a cover sheet. When [Auto (Default)] is selected, the paper is automatically selected according to the printed document size.

- **Print Style**

Select how to print a back cover.

- **Do not print on page:** Inserts a blank front cover.
- **Print on page:** Prints the last page image on the front side of a cover. When the Two-Sided Printing option is enabled in the Layout menu, the first two page images are printed on both sides of a back cover.
- **Print on 1 side of page:** Prints the last page image on the front side of a cover. The back of the cover will be blank.

Tip

If Two-Sided is selected and there is only one page printed on the back cover, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.

-
- 3 Set other print functions, and then select this equipment from [Printer].
 - 4 Click [Print] to send the job.

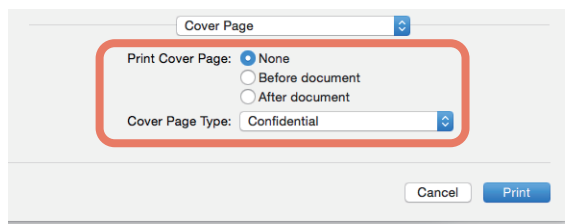
■ Inserting a banner page

Sets whether or not to send a print job with a banner page. Information such as the jobID, Title, Requesting User, Billing Info, etc. is printed on the banner page.

Tip

We recommend using alphanumeric characters for the job name as the text may be corrupted when using hiragana, katakana, and kanji.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the banner page details on the [Cover Page] menu.



Print Cover Page: Sets whether or not to print a banner page.

- **None:** Prints without a banner page.
- **Before document:** Prints a banner page before the document.
- **After document:** Prints a banner page after the document.

Cover Page Type: When [Before document] or [After document] is selected in [Print Cover Page], select the type of cover you want to insert.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

Setting the Color and Image Quality

- 📖 P.123 “Specifying a print color”
- 📖 P.126 “Preventing gaps from appearing during printing”
- 📖 P.127 “Selecting the image quality according to the document”
- 📖 P.129 “Adjusting the image quality”

■ Specifying a print color

- 📖 P.123 “Printing a color document in gray scale”
- 📖 P.124 “Printing a color document in twin color”
- 📖 P.125 “Selecting the black toner application area”
- 📖 P.123 “Printing a color document in gray scale”

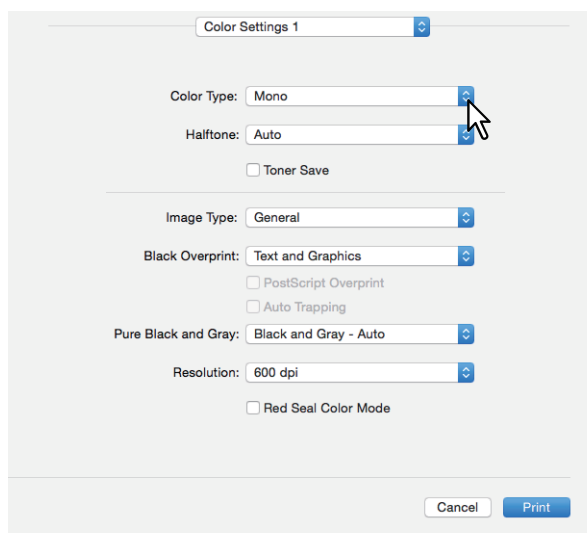
❑ Printing a color document in gray scale

The printer driver automatically detects whether the document uses only color or only black and white. You can also select black and white mode manually to print a color document in gray scale to reduce the print cost and consumption of color toners.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

- 1** Select [Print] from the [File] menu of the application.
- 2** Select [Mono] in [Color Type] from the [Color Settings 1] menu.

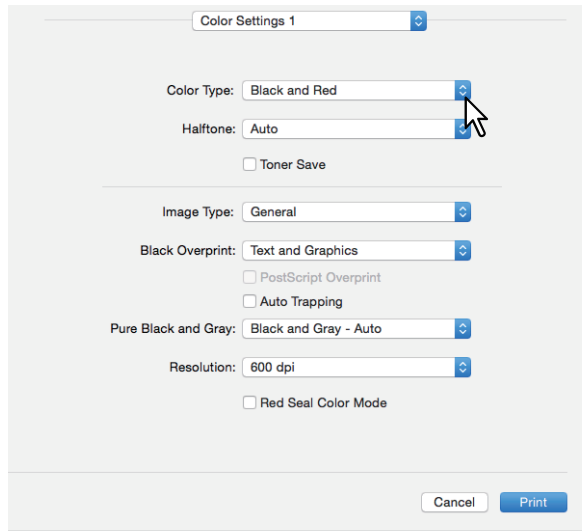


- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

❑ Printing a color document in twin color

When documents are printed in twin color mode, the black parts of the document are printed in black and the colored parts of the document are printed in a specified color.

- 1 Select **[Print]** from the **[File]** menu of the application.
- 2 Select the print color in **[Color Type]** from the **[Color Settings 1]** menu.



Color Type

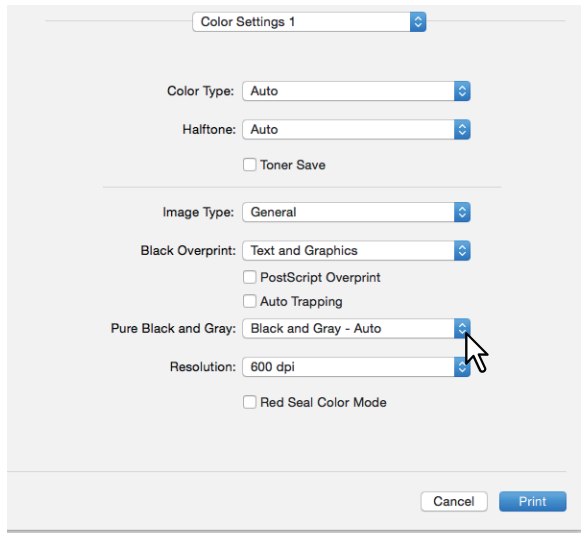
- **Black and Red:** Prints a document in twin color mode with red. Prints the black parts of the document in black and the color parts in red.
- **Black and Green:** Prints a document in twin color mode with green. Prints the black parts of the document in black and the color parts in green.
- **Black and Blue:** Prints a document in twin color mode with blue. Prints the black parts of the document in black and the color parts in blue.
- **Black and Cyan:** Prints a document in twin color mode with cyan. Prints the black parts of the document in black and the color parts in cyan.
- **Black and Magenta:** Prints a document in twin color mode with magenta. Prints the black parts of the document in black and the color parts in magenta.
- **Black and Yellow:** Prints a document in twin color mode with yellow. Prints the black parts of the document in black and the color parts in yellow.
- **Black and White:** Prints a document in twin color mode with white. Prints the black parts of the document in black and the color parts are not printed.

- 3 Set other print functions, and then select this equipment from **[Printer]**.
- 4 Click **[Print]** to send the job.

❑ Selecting the black toner application area

Select whether or not to print the black and gray scale contents in a document using black toner.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the black toner application area in [Pure Black and Gray] from the [Color Settings 1] menu.



Black and Gray Printing

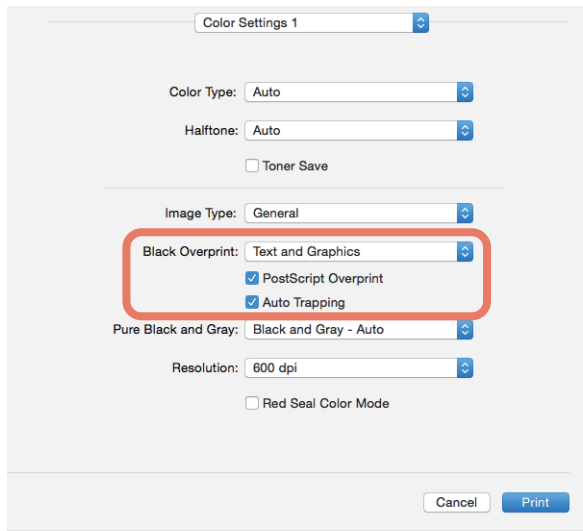
- **Off:** Prints the document in color mode.
- **Black - Auto:** Automatically selects appropriate black areas to be printed using black toner according to the Image Type option.
- **Black - Text:** Prints black text using black toner.
- **Black - Text and Graphic:** Prints black text and graphics using black toner.
- **Black - Text, Graphic and Image:** Prints black text, graphics, and images using black toner.
- **Black and Gray - Auto:** Automatically selects appropriate black and gray scale areas to be printed using black toner according to the Image Type option.
- **Black and Gray -Text:** Prints black and gray scale text using black toner.
- **Black and Gray -Text and Graphic:** Prints black and gray scale text and graphics using black toner.
- **Black and Gray - Text, Graphic and Image:** Prints black and gray scale text, graphics, and images using black toner.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

■ Preventing gaps from appearing during printing

Set overprint and auto trapping to prevent gaps from appearing during printing.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the following items from the [Color Settings 1] menu.



Black Overprint: Select when printing background content that has black text overlaid on it. This minimizes the gap between the text and the background which prevents color deviation.

- **Off:** Prints without overprinting.
- **Text:** Prints the full-color background and then the black text on a color background.
- **Text and Graphics:** Prints the full-color background and then the black text and graphics on a color background.

PostScript Overprint: Select to overprint an object that has been set in an application.

Note

This option is only available when [Auto] or [Color] is selected in [Color Type] from the [Color Settings 1] menu.

Auto Trapping: Enables Auto Trapping. This modifies the size of objects so that two colors printed next to each other overlap slightly to avoid white spaces.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

■ Selecting the image quality according to the document

Sets how colors are printed by selecting the job type. The printer driver automatically applies the correct image quality to the selected job type.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the document type in [Image Type] from the [Color Settings 1] menu.

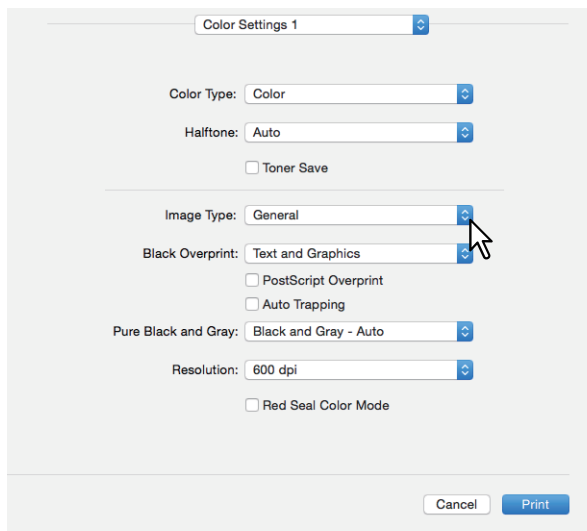



Image Type

- **General:** For general color documents.
- **Photo:** For photos.
- **Presentation:** For printing vivid documents.
- **Line Art:** For printing a document that contains a lot of characters or line art.
- **Advanced Color Settings:** For applying a profile that can adjust the color space. For details, see the following page:
 P.128 “Advanced Color Settings”

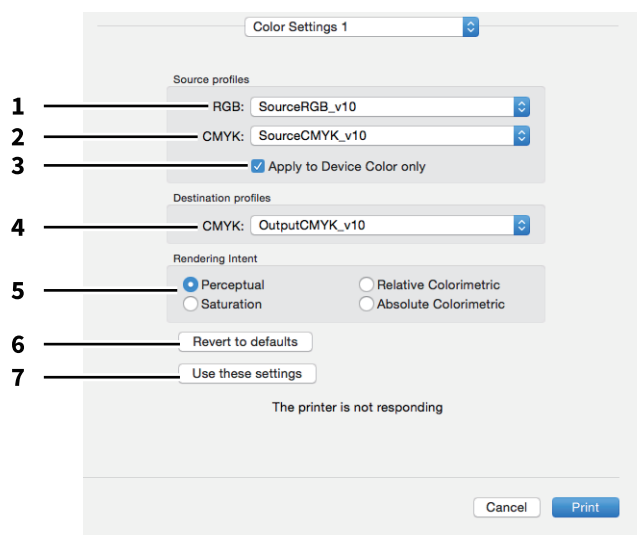
- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

❑ Advanced Color Settings

Select [Advanced Color Settings] as the [Image Type] option from the [Color Settings 1] menu to display the Advanced Color Settings menu.

Tip

Make settings from the TopAccess menu. For details, see the *TopAccess Guide*.



- 1. RGB**
Select the RGB source profile. When you obtain color profile data from this equipment, the RGB source profile data is displayed.
- 2. CMYK**
Select the CMYK source profile. When you obtain color profile data from this equipment, the CMYK source profile data is displayed.
- 3. Apply to Device Color only**
Select this to prioritize color profiles embedded in the image.
- 4. Destination profiles**
Select the destination profile. When you obtain color profile data from this equipment, the destination profile data is displayed.
- 5. Rendering Intent**
Select an image processing method for color space conversion.
 - **Perceptual:** For photo images.
 - **Relative Colorimetric:** To retain more original colors than when using [Perceptual].
 - **Saturation:** For when color vividness is more important than their correct reproduction. It is useful for graphic charts.
 - **Absolute Colorimetric:** For when you want to retain original colors even on colored paper.
- 6. Revert to defaults**
Returns Advanced Color Settings to their defaults.
- 7. Use these settings**
Saves the Advanced Color Settings and returns you to the [Color Settings 1] menu.

■ Adjusting the image quality

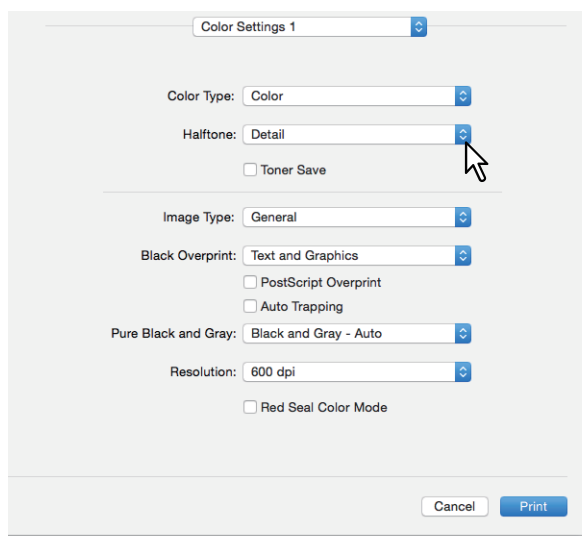
- 📖 P.129 “Considering designs for light sections (Halftone)”
- 📖 P.130 “Distinguishing thin lines”
- 📖 P.130 “Adjusting colors for printing”
- 📖 P.131 “Adjusting the color balance and image quality”
- 📖 P.132 “Enhancing images (Resolution)”

❑ Considering designs for light sections (Halftone)

Sets how to print halftones.

For multifunctional digital color system

- 1** Select [Print] from the [File] menu of the application.
- 2** Set the [Halftone] setting from the [Color Settings 1] menu.



Halftone

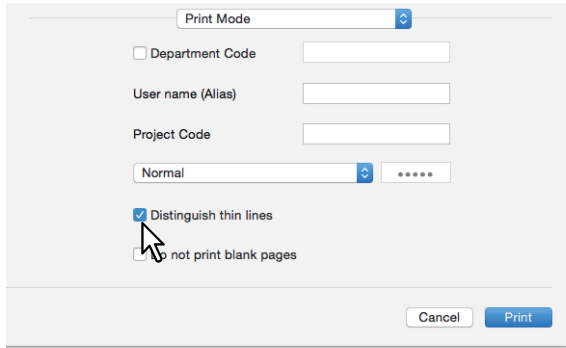
- **Auto:** Prints using the correct halftone depending on the document.
- **Detail:** Prints halftone in detail.
- **Smooth:** Prints halftone smoothly.

- 3** Set other print functions, and then select this equipment from [Printer].
- 4** Click [Print] to send the job.

❑ Distinguishing thin lines

This distinguishes thin lines.

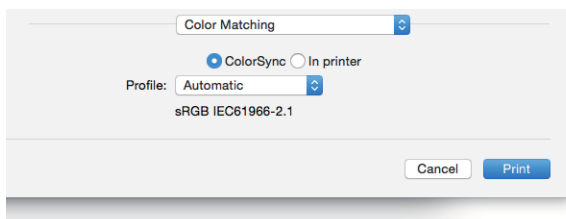
- 1 Select [Print] from the [File] menu of the application.
- 2 Select [Distinguish thin lines] from the [Print Mode] menu.



- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

❑ Adjusting colors for printing

- 1 Select [Print] from the [File] menu of the application.
- 2 Adjust colors from the [Color Matching] menu.



ColorSync: Select this to allow the application you are using to control color management.

In printer: Select this to allow the printer you are using to control color management.

Profile: Select a color profile to be applied when you select [ColorSync].

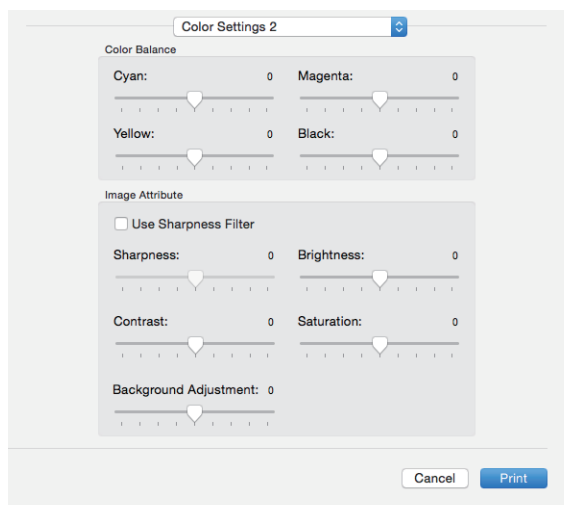
Tip

“sRGB IEC 61966-2.1” is selected as default.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

□ Adjusting the color balance and image quality

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the [Color Balance] and [Image Attribute] from the [Color Settings 2] menu.



Color Balance: Adjusts the density of each color for printing. You can set from -4 to 4.

Note

This option is only available when [Auto], [Color], or [Twin Color] is selected in [Color Type] from the [Color Settings 1] menu.

Image Attribute: Sets the sharpness, brightness, contrast, saturation, and background adjustment.

- **Sharpness**

Adjusts the sharpness. Use the scroll bar to set from -4 (softest) to 4 (sharpest) when [Use Sharpness Filter] is selected.

- **Brightness**

Adjusts the brightness. Move the scroll bar to set from -4 (darkest) to 4 (lightest).

- **Contrast**

Adjusts the contrast. Move the scroll bar to set from -4 (lowest) to 4 (highest).

- **Saturation**

Adjusts the saturation. Move the scroll bar to set from -4 (low clear) to 4 (high clear).

- **Background Adjustment**

Adjusts the background density level. Move the scroll bar to set from -4 (lightest) to 4 (darkest).

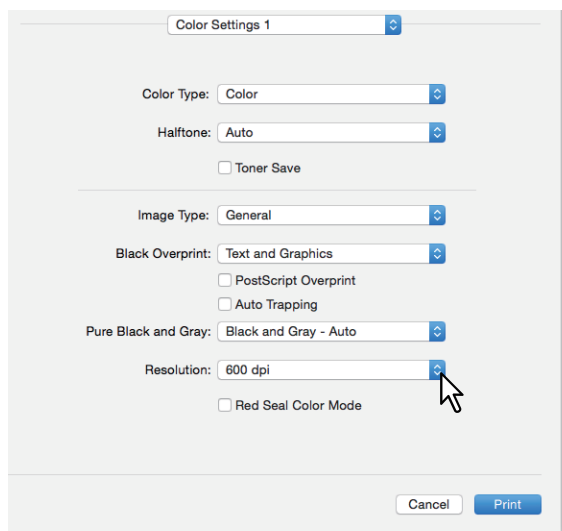
- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

❑ Enhancing images (Resolution)

Sets the resolution.

For multifunctional digital color system

- 1 Select [Print] from the [File] menu of the application.
- 2 Set a value in [Resolution] from the [Color Settings 1] menu.



Resolution

- **600 dpi:** Prints in 600 x 600 dpi.
- **1200 dpi:** Prints in 1200 x 1200 dpi.
- **600 x 1200 dpi:** Prints in 600 x 1200 dpi.

Notes

- When [1200 dpi] or [600 x 1200 dpi] is selected, the following function is not available.
 - Auto Trapping
- If you select [1200 dpi] to print booklets, the output contents are converted to 600 dpi.
- When [600 x 1200 dpi] is selected, after setting the tray and paper direction, images cannot be rotated automatically even if you change the direction of the paper loaded in the tray. For example, in hold printing with A4-R paper loaded in the first tray, if you rotate the paper by 90 degrees after storing the job in the Hold Print queue, print data is not changed resulting in A4-R printouts.
- When [600 x 1200 dpi] is selected, the paper of different direction function for the automatic change of paper source is not available.
- If the envelope or non-standard size paper is used, the automatic change of paper source is available only when the paper is set with its long-edge at the front in the tray unless [600 dpi] is selected.
- When the envelope or non-standard size paper is used, the paper of different direction function for the automatic change of paper source is not available.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

Adding Print Content

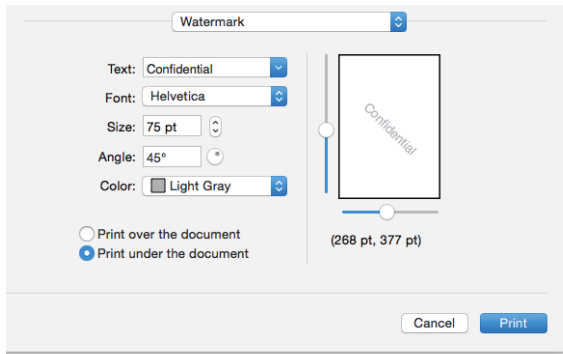
■ Printing light text across a document (Watermark)

You can overprint documents with useful information, such as [Confidential], [Draft], [Proof], and [Top Secret]. This allows you to classify documents so that you can understand their type and usage. You can choose from several predefined watermarks or you can create your own watermarks. Watermarks are text only.

Note

The watermark menu is displayed when the Plug-in file is installed on your Mac. For instructions on installing the Plug-in file, see the *Software Installation Guide*.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the details in the [Watermark] menu.



Text: Select the watermark. You can also create a new watermark.

Note

You can enter up to 63 alphanumeric characters. If too many characters are entered, the watermark may not be printed correctly.

Font: Select the font.

Size: Enter the font size.

You can enter a number between 6 and 300 pt in units of 1 pt. You can also use the scroll bar.

Angle: Enter the rotation degree of the angle.

The angle can be set from 0 to 360 degrees in units of 1 degree. You can also set this by moving the scroll bar.

Color: Select the color.

Note

When [Mono] is selected in [Color Type] from the [Color Settings 1] menu, documents are printed with a shade of gray instead of the selected color.

Print over the document: Prints the watermark above everything.

Print under the document: Prints the watermark under everything.

Position: Adjust the position by moving the scroll bars.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

Outputting a job saved to the equipment

The printer drivers provide various ways to handle jobs such as [Scheduled Print], [Private Print], [Hold Print], [Proof Print], [Multi Station Print], and [Store to e-Filing].

📖 P.134 “Printing on a specified date and time (Scheduled Print)”

📖 P.135 “Setting confidential documents and sample prints”

📖 P.136 “Storing jobs in the equipment's box (Store to e-Filing)”

■ Printing on a specified date and time (Scheduled Print)

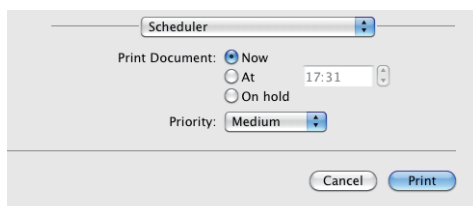
Note

This function is displayed on Mac OS X 10.6.x only.

Set when a print job will be sent to the equipment.

1 Select [Print] from the [File] menu of the application.

2 Set the details in the [Scheduler] menu.



Print Document

- **Now:** Sends a print job now.
- **At:** Set the time to send a print job. The print job is held in the queue on Mac OS X until the specified time or until you resume the print job.
- **On hold:** Holds a print job in the queue on Mac OS X.

Priority: Select the priority of a print job. If there are many print jobs, printing is performed from the job with the highest priority. Four levels are available: [Urgent], [High], [Medium], and [Low].

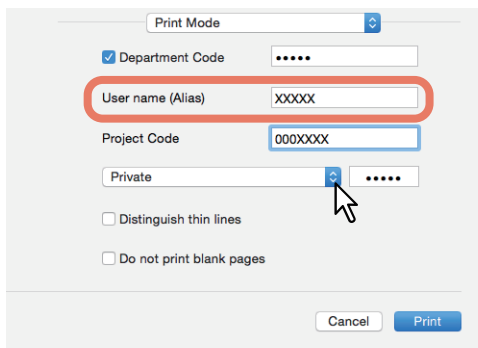
3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

■ Setting confidential documents and sample prints

You can set how this equipment handles print jobs. This allows you to enable various job types such as Private Print, Proof Print, Multi Station Print, and Hold Print.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the user name alias and the print mode from the [Print Mode] menu.



User name (Alias): Enter a nickname that is displayed on the Private Print job list, and Hold Print job list. Specify a name so that you can easily find the job from the job list when releasing it from the equipment's touch panel.

Tips

- You can enter up to 31 characters.
- If you do not change the user name, the login user name is displayed on the Private Print job list, and Hold Print job list.
- The nickname entered in [User name (Alias)] is applied only to the Private Print job list, and Hold Print job list. The login user name is displayed on other job list screens and the Print Log screen.

Print Mode: Sets the print job type.

- **Normal:** Prints a job normally.
- **Multi Station Print:** You can print jobs that were sent to this equipment from another MFP. Print jobs are saved in the Multi Station Print job queue. To print, select the job on the touch panel display, and then press [Print].
- **Hold:** Prints a hold job. Print jobs that are sent as hold jobs are saved in the hold job queue. To print, select the job on the touch panel display, and then press [Print]. This is useful to prevent you from forgetting to remove printed sheets.
- **Proof:** Prints the first copy of a multicopy job and then waits for approval before printing the remaining copies. Remaining copies are printed when you activate printing from the touch panel display. This allows you to check the output before printing the remaining copies, thereby reduce paper waste.
- **Private:** Prints a private job. Specify the 5-digit password in the field next to the box. The print job is saved in the private job queue and not printed until you activate printing from the touch panel display. This is useful when you want to print a confidential document secured with a password.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

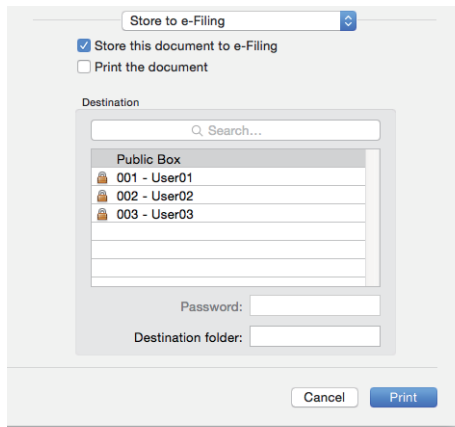
■ Storing jobs in the equipment's box (Store to e-Filing)

You can send and store print jobs from your application to e-Filing (hard disk). Print jobs stored to e-Filing using the touch panel. You can select either a public or user box to store print jobs. You can also specify a folder in these boxes to store print jobs. The public box is shared by all users who can view the jobs stored in this box. You can create user boxes to suit your needs. You can also restrict access to user boxes with a password.

Note

For instructions on installing the Plug-in file, see the **Software Installation Guide**.

- 1 Select [Print] from the [File] menu of the application.
- 2 Set the destination and the password from the [Store to e-Filing] menu.



Store this document to e-Filing: Stores a print job in e-Filing.

Print the document: Prints the job as well as saving it to a box.

Destination: Select where to store the print job. Select either the public box or a user box.

- Password
If a password is set for the user box, enter the 5-digit password.
- Destination folder
Enter the folder name to specify where the print job is to be stored in a public or user box.

Notes

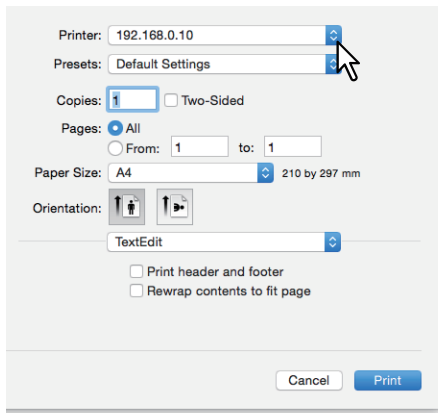
- Enter the folder name within 64 characters.
- You can only create up to 100 folders.

- 3 Set other print functions, and then select this equipment from [Printer].
- 4 Click [Print] to send the job.

Saving Print Settings

You can name the settings made in the [Print] dialog box, and then save them as a preset. You can use this as the default settings and select it from [Presets].

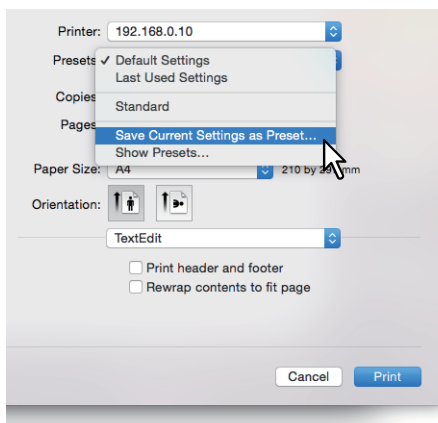
- 1 Select [Print] from the [File] menu of the application.
- 2 Select the equipment in [Printer], and then specify the print settings.




Tips


- The [Print] dialog boxes vary depending on the application.
- The layout of the setting items may vary depending on the Mac OS.

- 3 Select [Save Current Settings as Preset] in [Presets], enter a name, and then click [OK].



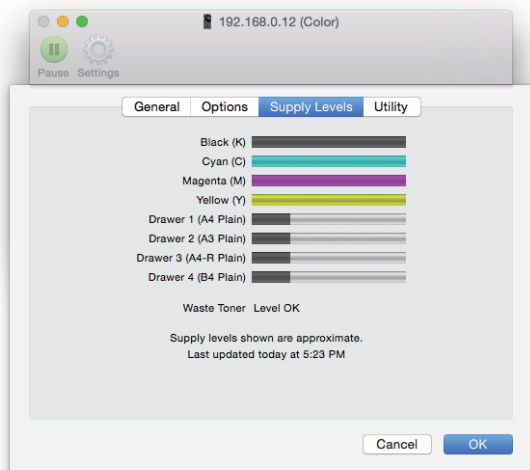
Checking set content/Important notes

 P.138 “Checking the content of print settings and consumables”

 P.138 “Important Notes”

■ Checking the content of print settings and consumables

- 1** Select **[Print]** from the **[File]** menu of the application.
- 2** In the **[Supply Levels]** menu, you can check the remaining toner and paper.
[Supply Levels] menu



- 3** Click **[Cancel]** to close.

■ Important Notes

- If there are any double-byte characters in the user name or document name when printing, the job is displayed with [OSX User] or [OSX Document] on the touch panel display. The user name and document name are only displayed in one-byte characters.
- You cannot use the Cover Pages option from the Printer Features menu and the Cover Page option for sending a print job with a banner page at the same time.
- The e-Filing function cannot be used with Custom Paper Size, Magazine Sort, Twin Color, Printing in 1200 dpi, 600 x 1200 dpi, Hold Print, Proof Print, Multi Station Print, or Private Print.
- You cannot use the following settings when using a model that allows stapling or hole punching in the e-Filing function. If these options are selected they will not be applied.
 - Stapling:
[Middle Right (Portrait) / Middle Bottom (Landscape)], [Lower Right (Portrait) / Lower Left (Landscape)], [Middle Bottom (Portrait) / Middle Left (Landscape)]
 - Hole Punch:
[Long Edge Punch with 180 degree rotation], [Short Edge Punch with 180 degree rotation]
- To perform proof printing, private printing, hold printing, Multi Station printing, or e-Filing, use LPR or Bonjour.
- To use the user authentication function, set the domain from [Accounts] > [Login Option] > [Network Account Server] > [Open the Directory Utility] > [Services] > [BSD Flat and NIS].

■ Displaying the printer driver

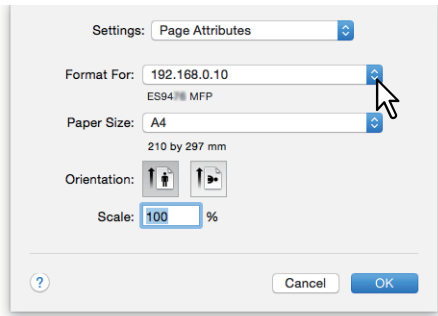
In Mac OS X applications, print options are set from the [Page Setup] dialog box and the [Print] dialog box.

□ [Page Setup] dialog boxes

Tip

The [Page Setup] dialog boxes vary depending on the application. In some applications, it is in the [Print] dialog box instead of the [File] menu.

- 1 Open a file, select [File], and then select [Page Setup].
- 2 Select the equipment in [Format For], and then specify the Page Setup settings.

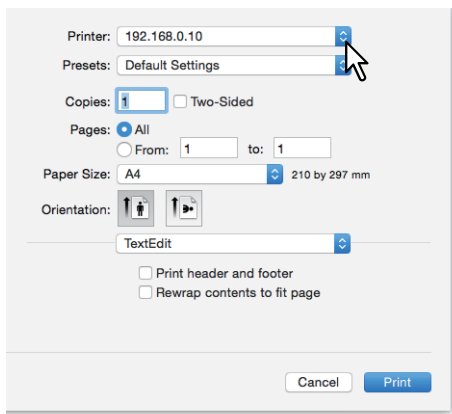


□ [Print] dialog boxes

Tips

- The [Print] dialog boxes vary depending on the application.
- The layout of the setting items may vary depending on the Mac OS.

- 1 Open a file, select [File], and then select [Print].
- 2 Select the equipment in [Printer], and then specify the print settings.



■ [Page Setup] dialog boxes

Menu Name	Setting Item	Description
Page Setup	Format For	Select the printer.
	Paper Size	Select the size of the document to be printed.
	Orientation	Sets the paper printing direction.
	Scale	Changes the size of the printed image. Enter the zoom ratio to enlarge or reduce an image.

■ [Print] dialog boxes

Menu Name	Setting Item	Description
Copies & Pages	Copies	Sets the number of copies.
	Collate pages ^{*1}	Select this for sort-printing (1, 2, 3...).
	Pages	Sets the range of pages.
	Two-Sided	Sets whether or not you want to print on both sides of the paper.
Layout	Pages per Sheet	Sets the number of pages printed on one sheet.
	Layout Direction	Sets how pages are arranged on one sheet.
	Border	Select to draw a border on each page.
	Two-Sided	Sets whether or not you want to print on both sides of the paper.
	Reverse page orientation	Reverses the paper ejection orientation
	Flip horizontally	Select to perform mirror printing.
Color Matching	ColorSync	Select this to allow the application you are using to control color management.
	In Printer	Select this to allow the printer you are using to control color management.
	Profile	Select a color profile to be applied when you select [ColorSync].
Paper Handling	Collate pages	Select this for sort-printing (1, 2, 3...).
	Pages to Print	Select whether to print all pages or only odd or even pages.
	Page Order	Select the page order.
	Scale to fit paper size	Select this to automatically enlarge or reduce an image to fit a specified paper size.
	Destination Paper Size	Select the output paper size.
	Scale down only	Select this to print without enlargement when printing on paper that is larger than the document size.
Paper Feed	All pages from	Uses the same paper source for all pages.
	First Page From/ Remaining From	Specify different paper sources for the first page and remaining pages. Specify the paper source to be used for the first page. Specify the paper source to be used for the remaining pages.
Cover Page	Print Cover Page	Set how to insert a banner page.
	Cover Page Type	When [Before document] or [After document] is selected in [Print Cover Page], select the type of cover you want to insert.
	Billing Info ^{*2}	Enter billing information to display it on the banner page.

Menu Name	Setting Item	Description
Print Mode	Department Code	Select whether or not the user needs to enter a department code.
	User name (Alias)	Enter a nickname that is displayed on the Private Print job list, and Hold Print job list.
	Project Code	Enter the project code.
	Print Mode	Sets the print job type.
	Distinguish thin lines	Select to print thin lines clearly.
	Do not print blank pages	Select whether or not to print blank pages.
Finishing	Destination	Select the destination stacker.
	Media Type	Set the media type.
	Stapling	Sets whether or not a print job is stapled.
	Hole Punch	Sets whether or not a print job is hole punched.
	Folding	Select to fold paper when it is ejected after data is printed according to the set print options.
Color Settings	Color Type	Sets whether a print job is printed in color or black mode.
	Halftone	Sets how to print halftones.
	Toner Save	Prints in the toner save mode.
	Image Type	Sets how colors are printed by selecting the job type.
	Black Overprint	Select when printing background content that has black text overlaid on it.
	PostScript Overprint	Select to overprint an object that has been set in an application.
	Auto Trapping	Enables Auto Trapping. This modifies the size of objects so that two colors printed next to each other overlap slightly to avoid white spaces.
	Pure Black and Gray	Select whether or not to print the black and gray scale contents in a document using black toner.
	Resolution	Sets the resolution.
	Red Seal Color Mode	Select to enhance color reproducibility for red seals (orient signature).
	Color Balance	Adjusts the density of each color for printing. You can set from -4 to 4.
Color Settings (Advanced Color Settings)	Image Attribute	Sets the sharpness, brightness, contrast, saturation, and background adjustment.
	RGB	Select the RGB source profile.
	CMYK	Select the CMYK source profile.
	Apply to Device Color only	Select this to prioritize color profiles embedded in the image.
	Destination Profile	Select the destination profile.
	Rendering Intent	Select an image processing method for color space conversion.
	Revert to defaults	Returns Advanced Color Settings to their defaults.
Use these settings	Saves the Advanced Color Settings and returns you to the Color Settings 1 menu.	

Menu Name	Setting Item	Description
Quality	Resolution	Sets the resolution.
	Halftone	Sets how to print halftones.
	Toner Save	Prints in the toner save mode.
	Smoothing	Select to print texts and graphics smoothly.
Cover Pages	Use Front Cover	Sets front cover printing.
	Use Back Cover	Sets back cover printing.
Booklet	Enable booklet mode	Select this to create booklets such as books or magazines.
	Center margin (0 to 36 points)	Select the width of the margin added to the center. (1 point = 0.353 mm)
	Outer margin (0 to 36 points)	Select the width of the margin added to the short edge of a sheet. (1 point = 0.353 mm)
	From Left to Right	Select this to create a booklet that can be read from left to right.
	From Right to Left	Select this to create a booklet that can be read from right to left.
Store to e-Filing	Store this document to e-Filing	Stores a print job in e-Filing.
	Print the document	Prints the job as well as saving it to a box.
	Destination	Select where to store the print job. Select either the public box or a user box.
Watermark	Text	Select the watermark.
	Font	Select the font.
	Size	Enter the font size.
	Angle	Enter the rotation degree of the angle.
	Color	Select the color.
	Print over the document	Prints the watermark above everything.
	Print under the document	Prints the watermark under everything.
	Position	Adjust the position by moving the scroll bars.
Scheduler ^{*1}	Print Document	Sets when a print job will be sent to the equipment.
	Priority	Select the priority of a print job.

*1 This item is displayed on Mac OS X 10.6 only.

*2 This item is displayed on Mac OS X 10.6.x to 10.9.x only.

OTHER PRINTING METHODS

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USB Direct Printing

■ Printing Files from USB Media

USB Direct Printing refers to the printing of files saved in a USB storage device that is connected to the USB port on the equipment. With this feature, you can print PDF, encrypted PDF (file extension: “.pdf”), XPS (file extension: “.xps”), JPEG (file extension: “.jpg” or “.jpeg”), PRN (file extension: “.prn”), and PS (file extension: “.ps”) files.

Note

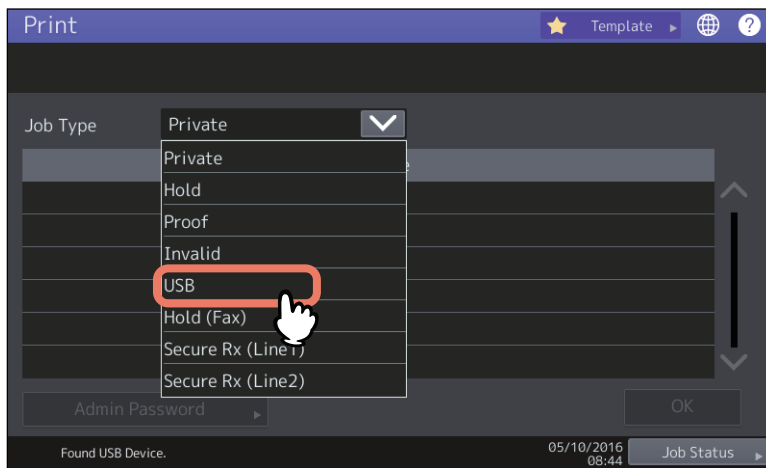
Do not disconnect the USB storage device when “USB DEVICE in use Do not remove USB DEVICE” is displayed on the screen. Removing the device while the message is displayed could destroy the data in the device or cause a malfunction of the equipment.

- 1 Press [Print] on the Home screen on the touch panel.**
- 2 Connect your USB storage device to the USB port on the equipment.**
In a few seconds, “Found USB Device” appears at the lower left of the screen.

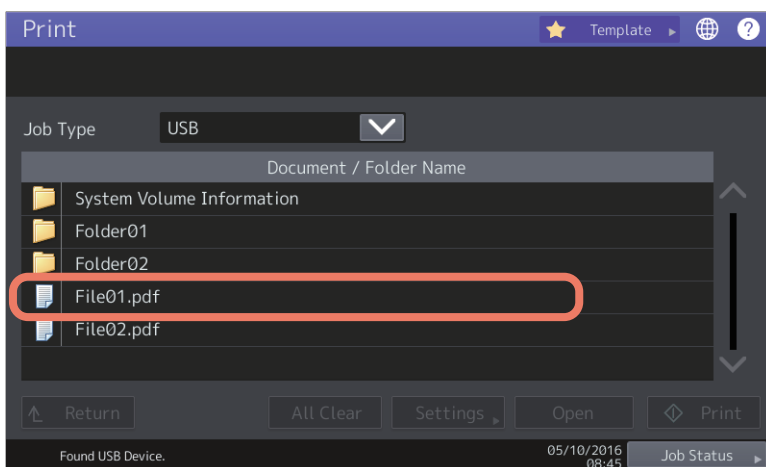
Tip

Refer to the **Quick Start Guide** for the position of the USB port.

- 3 Select [USB].**



- 4 In the list of files, select the file that you want to print. Select the files you want to print from the list.**



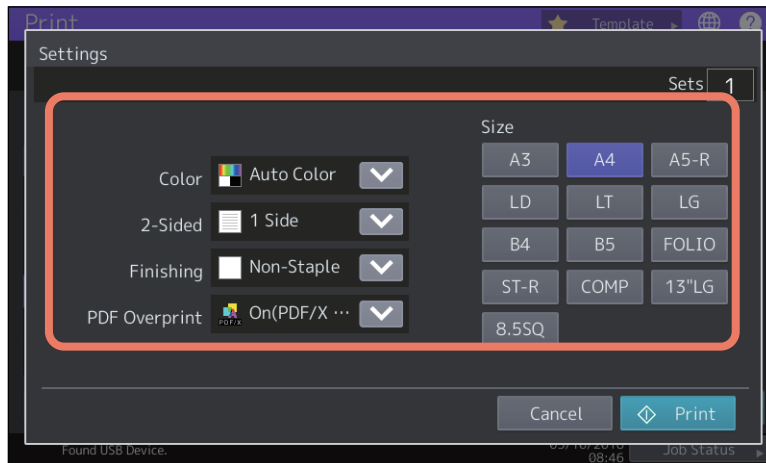
- Select the folder and press [Open] to select a file in a folder.
- Enter the password and press [OK] if a password is set on the selected file.

Tips

- If the selected encrypted PDF file was created on Adobe Acrobat 6.0 or later, enter the document open password or permissions password.
- To print an encrypted PDF file for which “Low Resolution (150 dpi)” is set on Adobe Acrobat, you must enter the permissions password that was set for the file when it was created.

Proceed to Step 6 if you want to change print settings. Press [Print] to print without changing the settings.

5 Press [Settings] and then select the setting items as required.



- **Color**
Set the color mode.
- **2-Sided**
Set 2-Sided Printing.
1 Side — Select this to print only one side.
Book — Select this to print on both sides by setting a vertical binding margin. Pages are turned over from right to left.
Tablet — Select this to print on both sides by setting a horizontal binding margin. Pages are turned over from bottom to top.
- **Finishing**
Set the position of stapling.
Non-Staple — Select this not to staple.
Upper Left — Select this to staple at the upper left corner.
Upper Right — Select this to staple at the upper right corner.
- **PDF Overprint**
If a PDF file contains an overprint, this is also overprinted on a print job when this option is enabled.
Off — Select this not to overprint the job.
On — Select this to enable overprint the job.
On (PDF/X Only) — Select this to enable overprint the job only when the original PDF file is complied with PDF/X specifications.
- **Size**
Set the paper size.

Notes

- The paper size can be set only when you print a JPEG file. (If you print more than one JPEG file continuously, the paper size you set for the first file in this step is applied to the second and the following.)
- The PDF Overprint setting is applied only to objects overprinted in the original PDF file. If you want to preview the effect of overprint in the PDF file, you can do it with the Overprint Preview mode of Adobe Reader by switching the preview screen.

Tips

- To print a PDF file, you can set [Finishing], [2-Sided] and [PDF Overprint].
- [Color] and [PDF Overprint] are displayed only in color models.

6 Press [Print].

The printouts are directed to the receiving stacker.

■ Notes on printing

- USB Direct Printing requires the USB Direct Print setting to be enabled on TopAccess. For details, refer to the **TopAccess Guide**.
- You cannot specify which page(s) of the selected file to print. All pages are to be printed.
- USB Direct Printing supports the printing of PDF files whose versions are from 1.3 to 1.7.
- With this feature, the equipment can print encrypted PDF files whose encryption level is either “40-bit RC4” or “128-bit RC4.”
- The feature does not support encrypted PDF files whose encryption level is [128bit AES], and some files of other encryption levels may not be printable as well. In these cases, print these files from a client computer.
- PDF files are printed with the sizes defined in the Page Size in each one. If the size defined in the PDF file is not supported in the equipment, it is printed as a custom paper size. (If the defined size is outside the supported range, the width and the height are automatically converted into one within the range.) When you want to print PDF files with paper placed in a tray, select it on the touch panel. If the paper size placed in the tray is smaller than the one defined in the PDF file, a part of images may not be printed.
- For printing the PRN files, the page description languages supported by USB Direct Printing are PostScript 3, PCL5e, PCL5c, PCL6 and XPS.
- Do not turn on the equipment when a USB storage device is connected to the port.
- The USB storage device should meet the following requirements:
 - FAT16 and FAT32 formats
 - Single-partition (USB media with multiple partitions are not supported.)

However, some of the devices may not be used in this equipment, even though these requirements have been met.

FTP printing is available when the FTP print service is enabled in this equipment.

You can print a document by sending the print file to this equipment using the FTP. This equipment can accept the following files for printing:

- PCL file
- PS (PostScript) file
- Text file

Note

When the User Management setting is enabled, a print job sent in FTP printing is processed as an invalid job according to the User Authentication Enforcement setting. For more information about the User Authentication Enforcement setting, refer to the **TopAccess Guide**.

Tips

- In Windows, you can create the PCL file and PS file using the printer driver. To create the PCL file or PS file, change the printer port of the printer driver to "FILE:" port and print a document using the printer driver. For more information about printing to a file, refer to your OS's manual.
- In Mac OS, you can create the PS file using the printer driver. To create the PS file, select "File" at the [Destination] box in the Print dialog box to print. For more information about printing to a file, refer to your OS's manual.

Printing a file using the FTP command

The procedure below describes the example of printing using the FTP command with the Command Prompt.

- 1 Launch the Command Prompt.**
- 2 Change the current directory to that in which the print file is located.**
- 3 Type following command and press the [Enter] key:**
ftp <IP Address>
In the <IP Address> section, enter the IP address of this equipment.
- 4 If it prompts you to enter the user name, enter the FTP Print User Name and press the [Enter] key.**

Note

It prompts you to enter the user name if the FTP Print User Name is assigned by an administrator. Ask your administrator for the FTP Print User Name.

- 5 If it prompts you to enter the password, enter the FTP Print Password and press the [Enter] key.**

Notes

- It prompts you to enter the password if the FTP Print User Name is assigned by an administrator. Ask your administrator for the FTP Print Password.
- If the FTP Print User Name has been assigned but the FTP Print Password is blank, do not enter when it prompts you to enter the password and press the [Enter] key.

- 6 Type the following command and press the [Enter] key:**
put <file name>
For example, if the print file name is "sample.ps":
put sample.ps
- 7 The file is sent to this equipment and spooled in the queue.**

Email Printing

Email printing is available only when the Email print service is enabled in this equipment.

You can print a document by sending the print file to this equipment as an email attachment using the mail client software. This equipment can accept the following for printing; TIFF-FX (Profile S), TIFF-FX (Profile F), TIFF-FX (Profile J), TIFF images scanned in black and white, and text data (email messages in the plain text format).

If any files failing to meet the above conditions are attached to a received e-mail, an e-mail printing error occurs and is recorded as an error code on the RECEIVE log. On TopAccess, the “Email Print” settings are available for the administrator so that error codes can be printed as a report. The administrator can also set the equipment to forward such e-mail to another e-mail address. For details, refer to the **TopAccess Guide**.

Notes

- When the User Management setting is enabled, a print job sent by Email is processed as an invalid job according to the User Authentication Enforcement setting. For more information about the User Authentication Enforcement setting, refer to the **TopAccess Guide**.
- An Email print job has two printing types, Discard Printing and Rx Reduction Printing, that can be set by pressing the [Rx Print] button in [Fax] of the Admin menu on the touch panel.
When Discard Printing is ON, the part of the print image that exceeds the paper printing area is discarded if the print image is up to 10 mm larger than the printing area. If the print image is 10 mm larger or more than the printing area, the print image is printed on the largest sheet of paper.
When Discard Printing is OFF, the print image is printed on the largest sheet of paper if its length exceeds the paper printing area.
When Rx Reduction Printing is ON, it will be vertically reduced to fit on the paper if the print image is longer than the paper. When the print image cannot fit in the paper even if the print image is reduced, the print image is printed on the largest sheet of paper.
When Rx Reduction Printing is OFF, the print image is printed on the largest sheet of paper if its length exceeds the paper printing area.

Printing a file using the email client

The procedure below gives an example of printing using the standard email application installed in Windows 10.

Note

When you send an email message to this equipment to print a file, send it in plain text format. If you send an email message in HTML format, this equipment prints the HTML source code of the message.

- 1 Open the email application.**
- 2 Select [New mail] from the menu.**
- 3 Enter the email address of the equipment in the To: line.**
- 4 Enter text in the Subject line or leave the Subject line blank.**
- 5 Enter text in the body field.**
- 6 Attach the file you want to print.**
- 7 Send the email.**

Note

The header and body of the email will be printed only when the “Print Header” and “Print Message Body” for the Email print service are enabled in this equipment.

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