



# Toshiba e-STUDIO 407CS Series Printing Manual



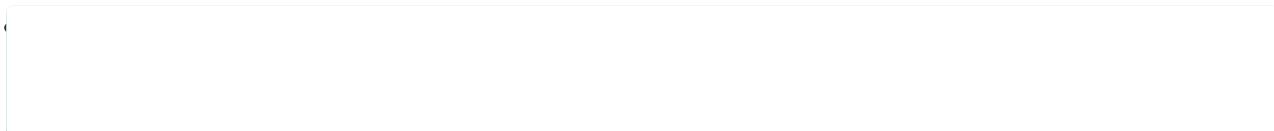
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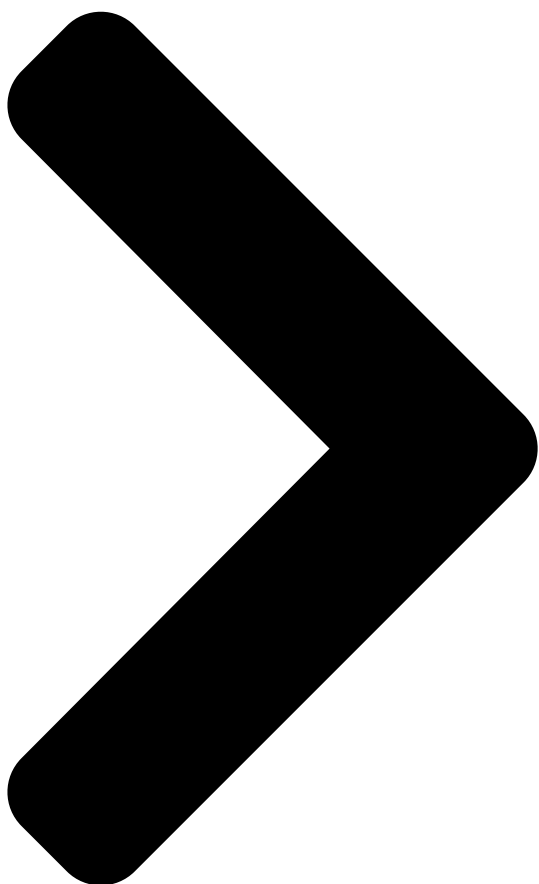
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**TOSHIBA** MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS  
Leading Innovation >>>

# Printing Guide

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# Summary of Contents for Toshiba e-STUDIO 407CS Series

[Page 1](#) MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS Printing Guide...

[Page 2](#) ©2012 TOSHIBA TEC CORPORATION All rights reserved Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of TTEC.

## [Page 3: Preface](#)

Preface Thank you for purchasing TOSHIBA Multifunctional Digital Systems. Also this guide 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 your Multifunctional Digital Systems. Keep this manual within easy reach, and use it to configure an environment that makes best use of the e-STUDIO's functions.

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## [Page 5: End User Software License Agreement](#)

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[Page 8](#) Chapter 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Monitoring the Print Job  
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## [Page 9: Overview](#)

OVERVIEW This chapter provides an overview of the printing functions. Features and  
Functions.....8 About Printer Drivers ..... 9 For  
Macintosh.....9 For UNIX/Linux.....9...

## [Page 10: Features And Functions](#)

1 OVERVIEW Features and Functions Extensive Client Platform Support This equipment supports  
printing from IBM-compatible PC, Macintosh, and UNIX/Linux workstations. 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.

## [Page 11: About Printer Drivers](#)

1 OVERVIEW About Printer Drivers Printer drivers required for each OS are included in the Install  
Disk. For instructions on how to install them, refer to the Software Installation Guide. □ For  
Macintosh Printer drivers required for Macintosh OSs are included in the following folders of the  
Install Disk: Macintosh PPD files □...

[Page 12](#) 1 OVERVIEW CUPS PPD file The PPD file to enable printing from CUPS is included in  
the following folder: Choose the appropriate file depending on the model to be used. □ Color  
MFP - [Install Disk]/Admin/Color\_Unix\_Linux/CUPS/Usa/2-sided\_default/ This PPD file enables to  
set 2-sided printing by default. □ [Install Disk]/Admin/Color\_Unix\_Linux/CUPS/Usa/normal/ This  
PPD file enables to set 1-sided printing by default.



[Page 13](#) PRINTING FROM WINDOWS This chapter provides instructions on how to print from a Windows computer. Before Using the Printer Driver..... 12 Configuring the options .....12 Setting the department code .....18 Copying the PPD file for Windows .....19 Printing From Application ..... 20 Considerations and limitations.....20 How to print .....20 Setting Up Print Options.....

### [Page 14: Before Using The Printer Driver](#)

2 PRINTING FROM WINDOWS Before Using the Printer Driver Before printing, you have to configure the following options: □ Configuration Settings To use optional devices such as optional drawers and the Finisher, you must first configure these devices. The features of these optional devices are not available unless you inform the system that the optional devices are installed.

[Page 15](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Configuring options manually If SNMP communication between this equipment and your computer is not available: Setting the [Device Settings] tab manually You need to log in to Windows with the “Administrator” privilege. Click [Start] menu and select [Devices and Printers].

[Page 16](#) 2 PRINTING FROM WINDOWS Display the [Device Settings] tab menu, and set the following options. Model Selection — This sets the model type. The setup items of the printer driver are changed according to the model selected. Selecting [Universal] restricts the printer driver functions to those common to all printers on the network, which is convenient for using other printers with your printer driver.

[Page 17](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Set the following options and click [OK]. Drawer 1 — Select the size and type of paper that is loaded in the 1st Drawer. Drawer 2 — Select the size and type of paper that is loaded in the 2nd Drawer. Drawer 3 —...

[Page 18](#) 2 PRINTING FROM WINDOWS Accessing the printers folder on Windows 8 / Windows Server 2012 Follow the steps below to access the printers folder on Windows 8 / Windows Server 2012. Move the cursor to the upper right corner or lower right corner of the computer screen, and then select [Start] in the menu that appears.

[Page 19](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Click [Control Panel]. The [All Control Panel Items] screen appears. Click [Devices and Printers]. The [Devices and Printers] folder appears. Before Using the Printer Driver...

### [Page 20: Setting The Department Code](#)

2 PRINTING FROM WINDOWS □ Setting the department code When this equipment is managed by department codes, you have to enter yours on the printer driver. This allows a network administrator to check the number of copies printed by specific department members. Also users can check who submitted the print jobs, by touch panel display and monitoring tools.

### [Page 21: Copying The Ppd File For Windows](#)

2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Select the printer driver of this equipment, and then click [File] menu and select [Printing Preferences]. □ If the [File] menu is not displayed, press [Alt]. □ The printing preferences dialog box appears. Display the [Others] tab menu and enter your department code in the [Department Code] box.

### [Page 22: Printing From Application](#)

2 PRINTING FROM WINDOWS Printing From Application This section describes how to print a document from application. □ P.20 “Considerations and limitations” □ P.20 “How to print” □ Considerations and limitations □ When the User Management setting is enabled, it is used to manage a print job instead of the Department Code Management setting.

[Page 23](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Select the printer driver of the equipment to be used and click [Preferences]. The printing preferences dialog box appears. The procedures for displaying the properties dialog for the printer driver may be different depending on the application that you are using.

[Page 24](#) 2 PRINTING FROM WINDOWS Click [Print] to print a document. Cautionary points when the [Enter the user credentials manually] option is used When this option is enabled on

this equipment, you are prompted to enter your user name and password before printing a document.

[Page 25](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Cautionary points when LDAP authentication is used When LDAP authentication is enabled on this equipment, you must specify an LDAP server in the [Server Name] box on the [Others] tab before printing a document. If you attempt to send a print job without specifying an LDAP server, the [Specify LDAP Server] dialog box will appear to ask you to do so.

## [Page 26: Setting Up Print Options](#)

2 PRINTING FROM WINDOWS Setting Up Print Options Print Options are the attributes you set to define the way a print job is processed. For example, the private print and proof print options determine how the copier manages your print job. To find the printing instructions for your specific needs, see the procedures in the following section.

[Page 27](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Setting print options using profiles Using profiles, you can save the print settings or apply the saved settings to a print job. There are 5 factory default profiles. BW, Duplex, Staple & 2in1 Color Booklet Duplex &...

[Page 28](#) 2 PRINTING FROM WINDOWS Enter the profile name and click [OK]. The file name must be up to 63 characters long. □ If you enter an existing profile name, you are prompted to confirm whether you want to overwrite it. If you want, click [OK].

[Page 29](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Deleting profile Select the profile that you want to delete in the [Profile] box, and click [Delete]. The [Confirm Delete] dialog box appears. Click [Yes] to delete the selected profile. Setting Up Print Options...

[Page 30](#) 2 PRINTING FROM WINDOWS □ Setting up print options with Template Buttons Once you save a profile to a Template Button, the [Templates] dialog box automatically appears upon printing, and you can immediately apply the saved profile to a print job only by selecting this Template Button. 5 factory default profiles are registered in a Template Button.

[Page 31](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Select a profile to be saved in the [Profile] box. Select a Template Button to which the chosen profile is saved. If you select a Template Button that is already registered, the profile saved in this button is replaced with a new one.

[Page 32](#) 2 PRINTING FROM WINDOWS Deleting a profile saved in a Template Button Select the [Templates] tab. Click [Edit]. The [Edit Templates] dialog box appears. Select a Template Button whose profile needs to be deleted. Click [Delete] and then [OK]. The profile in the selected Template Button is deleted. The Template Button is left blank. Setting Up Print Options...

## [Page 33: Print Options](#)

2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Print options This section describes print options in each tab of the printer driver. This section will help you to find the description of specific print options, or understand their individual functions. The following tabs are the setting items which depend on the OS.

[Page 34](#) 2 PRINTING FROM WINDOWS 2) Menu Tabs The menu items of the printer driver are displayed as tabs. Clicking on a tab will display the contents of the selected tab. The tabs displayed vary depending on the way the print properties are displayed. - [Basic] tab The [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.

[Page 35](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS When you want to print multiple copies, each of which is to be sent as an individual print job by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In such a case, print just one trial copy first, and then specify the required number of copies on the touch panel display.

[Page 36](#) 2 PRINTING FROM WINDOWS 9) [Cancel] Click this to cancel the input settings and exit the print option settings. 10) [Apply] Click this to enter the input settings without closing the print option settings. This button is only displayed when the printer properties are accessed

from the Printers folder.

[Page 37](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ [Basic] tab The [Basic] tab contains basic print operation settings, such as the original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on. 1) Original Paper Size This selects the size of a document to be printed.

[Page 38](#) 2 PRINTING FROM WINDOWS 3) Image Scale Select this check box to enter the scale manually to enlarge or reduce an image. The ratio can be set at between 25 and 400%. For detailed instructions on how to print with the [Image Scale] setting, see the following page: □...

[Page 39](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS For more information about the paper types that are available for this equipment, refer to the User's Manual Setup Guide. 6) Destination This selects the tray to which the print job is made to exit. The figure on the right indicates the destination currently set with an arrow.

[Page 40](#) 2 PRINTING FROM WINDOWS □ [Finishing] tab The [Finishing] tab allows you to enable sort printing, 2-sided printing, N-up printing, poster printing, and stapling. 1) Copy Handling This sets how to sort the printed sheets when numerous copies are made for printing. - Sort Copies —...

[Page 41](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS - Short Edge — Select this to print on both sides of the paper with a margin on the short edge. Portrait Landscape - Booklet — Select this to print a properly paginated booklet or magazine-style publication. When this is selected, click [Details] to specify the details of the Booklet printing.

[Page 42](#) 2 PRINTING FROM WINDOWS 4) Staple This sets whether a print job is printed with staples. - Upper Left — Select this to staple the printed document in the upper left. □ The selectable options vary depending on the paper size and orientation. □...

[Page 43](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS 6) Poster Print You can divide a print job onto more than one sheet of paper, so you can create one large image, such as a poster, by connecting the divided images. If this option is enabled, click [Details] and set the Output number of Sheets. □...

[Page 44](#) 2 PRINTING FROM WINDOWS - 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 a 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet. - 1/2 13.5" LG on 13.5" LG —...

[Page 45](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ [Paper Handling] tab The [Paper Handling] tab allows you to enable Front Cover printing, Back Cover printing, Inserting Pages, and Interleaving Pages. □ When the size of covers or sheets to be inserted is the same as that of the copy paper, change the media type or specify "Paper Source"...

[Page 46](#) 2 PRINTING FROM WINDOWS 2) Use Back Cover This sets back cover printing which allows you to insert or print a back cover on a sheet fed from a different drawer or bypass tray other than the Paper Source option selected on the [Basic] tab. To enable back cover printing, select the check box and select the location from where a back cover sheet is to be fed and the print style to be used.

[Page 47](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS For detailed instructions on how to print with the [Interleave Pages] setting, see the following page: □ P.102 "Interleaving pages" Source Select the location from where the interleaving sheet is to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

[Page 48](#) 2 PRINTING FROM WINDOWS Insert Pages 1) Page Enter the page number where the sheet is to be inserted. When [Blank] is selected from the [Print Style] box, the blank sheet is inserted before the entered pages. When [1 Side] is selected from the [Print Style] box, the entered page will be printed on the inserted sheet. 2) Print Style This selects how you want to print on insertion sheets.

[Page 49](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ [Image Quality] tab The [Image Quality] tab allows you to select how images are printed. You can easily select the

appropriate image quality depending on the type of document. 1) Image Quality Type This sets how colors are printed by selecting the job type.

[Page 50](#) 2 PRINTING FROM WINDOWS Setting: [Basic] tab In the [Basic] tab of the [Setting] dialog box, you can specify the following functions. [Basic] tab for Universal Printer 2 (PCL6) / Universal XPS [Basic] tab for Universal Printer 2 (PostScript) / Universal PS3 1) Save Current Settings as Select this check box to save the settings as the different setting.

[Page 51](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Original Image Quality Type Select the image quality type to be applied as the based image quality. 2) Halftone This sets how halftones are printed. - Auto — Select this to print using proper halftone depending on the contents in the document automatically. - Smooth —...

[Page 52](#) 2 PRINTING FROM WINDOWS 10) Apply to Select how the Black Overprint functions apply. - Text — Select this to print all the full-color background and then print black text on the color background. - Text & Graphic — Select this to print all the full-color background and then print black text and graphics on the color background.

[Page 53](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Setting: [Color Balance] tab In the [Color Balance] tab of the [Setting] dialog box, you can specify the following functions. Adjust the density level by moving the scroll bar, or pressing buttons on the right and left of the scroll bar. 1) All Colors Adjust the density of all the colors.

[Page 54](#) 2 PRINTING FROM WINDOWS Setting: [Image Attribute] tab In the [Image Attribute] tab of the [Setting] dialog box, you can specify the following functions. Adjust the density level by moving the scroll bar, or pressing buttons on the right and left of the scroll bar. 1) Contrast Adjust the contrast for printing.

[Page 55](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Setting: [Advanced] tab In the [Advanced] tab of the [Setting] dialog box, you can set the functions below. The color profile data of this equipment may be updated. If the SNMP communication between this equipment and your computer is available, open the [Advanced] tab menu and then click [Update Now] to obtain the updated color profile data.

[Page 56](#) 2 PRINTING FROM WINDOWS [Printer's Default] is a default setting for RGB Source Profile, CMYK Source Profile, Destination Profile and Rendering Intent. When you select [Printer's Default], color space conversion is performed according to the default profile (that set as a default profile in the [ICC Profile] submenu of the [Setup] menu in the TopAccess administrator mode).

[Page 57](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ [Effect] tab The [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. [Effect] tab for Universal Printer 2 (PCL6) [Effect] tab for Universal Printer 2 (PostScript) / Universal XPS Setting Up Print Options...

[Page 58](#) 2 PRINTING FROM WINDOWS [Effect] tab for Universal PS3 1) Watermark This selects the watermark to be used or edited. The following values except [None] are the default watermarks that have been registered in the printer driver. Up to 15 new watermarks can be added in this box. - None —...

[Page 59](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ When [Overlay Image] is selected together with the N-up printing, 1 overlay image will be printed on the entire page, regardless of the number of images set in 1 page. □ Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, color mode and orientation.

[Page 60](#) 2 PRINTING FROM WINDOWS Add/Edit Watermark When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks. 1) Position Select this to adjust the position of the watermark. Click the arrow button or [+] located at the center to adjust it. 2) Caption Enter the text of a watermark.

[Page 61](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Multiple Overlays If you click [Details] when [Multiple Overlays] or the desired overlay is selected in the [Overlay Image] box, the [Multiple Overlays] dialog box appears. Set which overlay image is applied to which

page in this dialog box. 1) Overlay Images The registered overlay images are displayed in a thumbnail.

[Page 62](#) 2 PRINTING FROM WINDOWS 6) Select setting to clear This selects the overlay image setting to be cleared. 7) [Clear] This clears the overlay image setting selected in the [Select setting to clear]. 8) [Restore Defaults] Click this to restore the settings displayed in the [Multiple Overlays] dialog box to the original factory defaults. Setting Up Print Options...

[Page 63](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ [Others] tab The [Others] tab contains print options such as toner saving, custom paper size and so on. 1) Default Menu Setting Select the default tab that is displayed when you open the printing preferences of the printer driver. Set frequently used functions as a default menu setting for your convenience.

[Page 64](#) 2 PRINTING FROM WINDOWS 7) [SNMP Settings] Click this button when you need to verify or change the SNMP settings. □ P.64 “SNMP Settings” In order to set [SNMP Settings], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer], Windows XP / Windows Server 2003: [Printers and Faxes]), but not from the [Print] dialog box in the application.

[Page 65](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS How the equipment performs printing for an invalid department code print job, for which an invalid department code is specified, varies depending on the Invalid Department Code Print Job setting that can be set in the TopAccess Administrator mode and whether SNMP communication is enabled or not.

[Page 66](#) 2 PRINTING FROM WINDOWS SNMP Settings 1) Version Be sure to have the correct SNMP version set for your MFP and select from the following options: - V1/V2 — Select this option to enable SNMP V1 and V2. - V3 — Select this option to enable SNMP V3. - V1/V2/V3 (for [Discovery Settings] dialog box only) —...

[Page 67](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Add Printer 1) Discovered Printers This displays the equipment discovered over a network. You can check its name, installation site, model name and status. 2) [Add] This adds the printers selected in the [Discovered Printers] box to [Printer Folder]. 3) [Information] This indicates the basic information of the printer selected in the [Discovered Printers] box.

[Page 68](#) 2 PRINTING FROM WINDOWS The [Custom Paper Size - Name] dialog box 1) Paper Size List Select the custom paper size that you want to modify. 2) [Add] Click this to display the [Custom Paper Size - Name] dialog box. 3) [Delete] Click this to clear and restore the default settings of the selected custom paper size that you selected in the [Paper Size List].

[Page 69](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ [Device Settings] tab The [Device Settings] tab allows you to configure options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. The [Device Settings] tab can be displayed only from the Printers folder (and not when displaying the properties from the application’s print dialog box).

[Page 70](#) 2 PRINTING FROM WINDOWS 5) [Account Settings] Click this button to set whether the user management setting is enabled or not. You can also set whether the Private Print Restriction function and Hold Print Restriction function are enabled or not. The [Account Settings] dialog box appears upon clicking this button.

[Page 71](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Drawer Settings 1) Paper Size Select the paper size set in each drawer. 2) Paper Type Select the paper type set in each drawer. 3) Attribute Select the attribute of the paper. When you set the attribute, the drawer will be selected preferentially according to the print settings.

[Page 72](#) 2 PRINTING FROM WINDOWS Account Settings When SNMP communication is enabled, the following account information is automatically obtained from the equipment. 1) User Authentication Select the authentication method which is to be used. Set it to correspond to that of your MFP. - Off —...

[Page 73](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Setting up LDAP servers The [LDAP Server Settings] dialog box allows you to register LDAP servers. 1) Server Name Enter the desired LDAP server in this box if needed. Up to 64 characters (excluding # ; \ =) can

be entered for the [Server Name] box. 2) [Add] Click this button to register the LDAP server in the [Server Name List], which has been entered in the [Server Name] box.

[Page 74](#) 2 PRINTING FROM WINDOWS Customization: [Plug-in] tab You can enable or disable the Plug-in setting. 1) Paper Handling Select this check box to enable the [Paper Handling] tab.  P.43 “[Paper Handling] tab” 2) Image Quality Select this check box to enable the [Image Quality] tab. ...

[Page 75](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Customization: [Language] tab You can switch printer driver language. 1) Language This selects the language to be used. - Auto / Chinese (Simplified) / Chinese (Traditional) / Danish / Dutch / English (UK) / English (US) / Finnish / French / German / Italian / Japanese / Norwegian, Nynorsk / Polish / Russian / Spanish / Swedish / Turkish [Auto] is selected by default.

[Page 76](#) 2 PRINTING FROM WINDOWS Customization: [PDL Settings] tab The Printer Language setting is available only for the printer drivers below. Universal Printer 2 Universal PS3 1) Output PDL This selects the printer driver language (PDL) to be printed. The setting can be changed only when the Universal Printer 2 printer driver is used.

[Page 77](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS This option may have no effect on some fonts. 7) [Restore Defaults] Click this to restore the factory defaults on the [PDL Settings] tab. Setting Up Print Options...

[Page 78](#) 2 PRINTING FROM WINDOWS  [Templates] tab You can register print options that you frequently use as a profile. On the [Templates] tab you can save this profile in a Template Button. Also you can display a dialog box for selecting Template Buttons automatically upon printing, enabling easy printing with profiles.

[Page 79](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Edit Templates You can edit the settings of the Template Buttons. 1) Profile This selects the profile to be saved in a Template Button. 2) Template Button This selects the Template Button to be edited. 3) [Save] This saves the chosen profile in the selected Template Button.

## [Page 80: Printing With Best Functions For Your Needs](#)

2 PRINTING FROM WINDOWS Printing With Best Functions for Your Needs In this section, procedures are given to print various types of print jobs, using the layout and finishing options. Read this section before starting printing and select the procedure best suited for your needs. ...

[Page 81](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Select the [Time] box and click the spin button to change the time.  To change the hour, select the hour number and click the spin button.  To change the time, select the time number and click the spin button. Click [OK].

[Page 82](#) 2 PRINTING FROM WINDOWS  Printing private print jobs When you want to print private documents, use this feature. Printing confidential documents Display the [Basic] tab menu. Select [Private Print] in the [Print Job] box. Set any other print options you require and click [OK]. Click [OK] or [Print] to send the print job.

[Page 83](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Enter the password for the Private Print job, which has previously been set via the computer, and then press [OK].  When the user name that is entered to log in to your computer is used for [User name (Alias)]: The displayed list contains the Private Print jobs for which the same password has been set.

[Page 84](#) 2 PRINTING FROM WINDOWS  Printing proof print jobs You can print out one proof copy as a trial first. This helps to prevent wasting paper. After you proof it, you are prompted to specify whether you want to continue the print job or delete it. When you want to print multiple copies, each of which is to be sent as an individual print job by your application, all the copies, not just one copy, will be printed even if you set Proof Print.

[Page 85](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS  Creating an overlay file You can save up to 20 documents as overlay files using printer driver. You can print an overlay on the foreground or background of a document. To do that, you must first create an overlay

file. □...

[Page 86](#) 2 PRINTING FROM WINDOWS □ Storing to e-Filing The Store to e-Filing feature allows you to send print jobs to e-Filing on this equipment. The job stored to e-Filing can then be printed from the touch panel display at a later time. It can be also composed with other documents using the e-Filing web utility.

[Page 87](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS When you specify a folder in which the print job is to be stored in a Public Box, enter the folder name in the [Box Folder] box. □ If the entered folder name is not found, a new folder is created under this box. □...

[Page 88](#) 2 PRINTING FROM WINDOWS When you specify a folder in which the print job is to be stored in a user box, enter the folder name in the [Box Folder] box. □ If the entered folder name is not found, a new folder is created under this box. □...

[Page 89](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Multiple Job Type The Multiple Job Type feature allows you to combine any of Scheduled Print, Private Print, Hold Print, Proof Print, Proof Private Print and Proof Hold Print, with Store to e-Filing. For example, you can store a job in the specified e-Filing of this equipment and print it at the specified time by combining Scheduled Print and Store to e-Filing.

[Page 90](#) 2 PRINTING FROM WINDOWS Select a job type in the [Print Job] box. The setup screen is switched according to the selected job type. □ Set [Date] and [Time] if you select [Scheduled Print]. □ Enter a password if you select [Private Print] or [Proof Private Print]. □...

[Page 91](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Select where the print job is stored at the [Store to] box. □ If you store the print job in a user box, enter a password if required. When you specify a folder in which the print job is to be stored in the selected e-Filing, enter its folder name in the [Box Folder] box.

### [Page 92: Layout And Finishing Options In \[Basic\] Tab Menu](#)

2 PRINTING FROM WINDOWS □ Layout and finishing options in [Basic] tab menu Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Basic] tab menu are explained. □...

[Page 93](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Combining a paper size and a reproduction ratio You can combine the desired paper size and reproduction ratio, for example, printing an A5 original to A4 copy paper at a reproduction ratio of 100%. Display the [Basic] tab menu.

[Page 94](#) 2 PRINTING FROM WINDOWS □ Printing color documents in twin colors This equipment can print in the twin color mode. When the document is printed in the 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.

### [Page 95: Layout And Finishing Options In \[Finishing\] Tab Menu](#)

2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Layout and finishing options in [Finishing] tab menu Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Finishing] tab menu are explained. □...

[Page 96](#) 2 PRINTING FROM WINDOWS □ Printing on both sides of a sheet You can print on both sides of the paper. Printing on both sides of paper Display the [Finishing] tab menu. Select the [2-Sided Printing] check box and select the direction to be printed. Long Edge —...

[Page 97](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Select the booklet size at the [Output Document Layout] box. 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).

[Page 98](#) 2 PRINTING FROM WINDOWS Set any other print options you require and click [OK]. Click [OK] or [Print] to send the print job. The print job is printed as a booklet. Fold the printed document manually. Printing With Best Functions for Your Needs...

[Page 99](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Printing several pages on one sheet The N-up feature allows you to print several pages of a document on one sheet of paper. This feature is very 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 not only convenient but conserves paper as well.

[Page 100](#) 2 PRINTING FROM WINDOWS □ Stapling You can staple sets of paper to exit from the equipment. Stapling is not available if a Finisher is not installed. Stapling the paper Display the [Finishing] tab menu. Select the [Staple] check box. Select a stapling option. Upper Left —...

[Page 101](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Dividing one image into multiple sheets (Poster Print) You can print one large image into more than one sheet of paper by dividing it. The divided images on the multiple sheets of paper are then reconnected, so that you can create a large publication such as a poster. □...

### [Page 102: Finishing Options In \[Paper Handling\] Tab Menu](#)

2 PRINTING FROM WINDOWS □ Finishing options in [Paper Handling] tab menu Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Paper Handling] tab menu are explained. □...

[Page 103](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Enter the page numbers to which you want to insert the sheet in each [Page] box and select the [Print Style], [Paper Source], and [Paper Type] options as you require. Set any other print options you require and click [OK]. Click [OK] or [Print] to send the print job.

[Page 104](#) 2 PRINTING FROM WINDOWS □ Interleaving pages This feature 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. Inserting sheets between every page of a print job Display the [Paper Handling] tab menu.

### [Page 105: Finishing Options In \[Effect\] Tab Menu](#)

2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS □ Finishing options in [Effect] tab menu Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Effect] tab menu are explained. □...

[Page 106](#) 2 PRINTING FROM WINDOWS Creating or editing a watermark Click [Add] to create a new watermark, or select one that you want to edit and click [Edit] to edit a watermark. The [Watermark] dialog box appears. Enter the watermark text in the [Caption] box. You can enter up to 63 characters for the [Caption] box.

[Page 107](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Deleting a watermark You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults]. Select the watermark that you want to delete at the [Watermark] box. Click [Delete]. The [Confirm Delete] dialog box appears. Click [Yes].

[Page 108](#) 2 PRINTING FROM WINDOWS □ Printing with an overlay file Using image overlays ensures that widely-used images are readily available and consistently reproduced. Image overlays are independent documents that are merged into other documents during printing and thereby increase the time required to print a job.

[Page 109](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Deleting an overlay image Select an overlay image that you want to delete at the [Overlay Image] box. Click [Delete]. The [Confirm Delete] dialog box appears. Click [Yes]. The overlay image is deleted. Printing With Best Functions for Your Needs...

### [Page 110: Using Various Types Of Paper](#)

2 PRINTING FROM WINDOWS □ Using various types of paper This equipment allows you to print on various types of paper. The procedure below is for print jobs which require precautions before you place the paper. □ P.108 "Printing on paper larger than standard sizes" □...

[Page 111](#) 2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Inserting from the bypass tray When the paper is being fed into the equipment □ Do not mix paper of different



sizes. □ Place one sheet at a time on the bypass tray even if you wish to print multiple copies.  
□...

### [Page 112: Switching Equipment To Print Jobs](#)

2 PRINTING FROM WINDOWS □ Switching equipment to print jobs When more than one piece of equipment exists over a network, you can switch it to another one on the printer driver menu. If the equipment that you intended to use is busy with a large number of print jobs, for example, you can send your job to another piece of equipment that is currently holding no print jobs and have it printed.

### [Page 113: Splitting A Print Job Across Two Pieces Of Equipment \(Tandem Printing\)](#)

2 PRINTING FROM WINDOWS 2.PRINTING FROM WINDOWS Click [OK] or [Print] to send the print job. A job is printed on the selected equipment. □ If the selected equipment does not support features enabling the print options of the job, printing may not be performed properly.

[Page 114](#) 2 PRINTING FROM WINDOWS Click [OK] to close the [Output Devices] dialog box. Set any other print options you require and click [OK]. Click [OK] or [Print] to send the print job. A job is printed on the selected equipment. □...

[Page 115](#) PRINTING FROM Macintosh This chapter provides the instructions on how to print from a client computer. Printing From Application on Mac OS X 10.4.x to Mac OS X 10.8.x .....  
114 Considerations and limitations.....114 How to print from Mac OS X 10.4.x to Mac OS X 10.8.x.....115 Page Setup dialog on Mac OS X 10.4.x to Mac OS X 10.8.x.....

### [Page 116: Printing From Application On Mac Os X 10.4.X To Mac Os X 10.8.X](#)

3 PRINTING FROM Macintosh Printing From Application on Mac OS X 10.4.x to Mac OS X 10.8.x Once you have installed the PPD file as described in “Installing the Printer on Mac OS X 10.4.x to Mac OS X 10.8.x” of the Software Installation Guide, you can print directly from most of the Mac OS X applications.

### [Page 117: How To Print From Mac Os X 10.4.X To Mac Os X 10.8.X](#)

3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh □ How to print from Mac OS X 10.4.x to Mac OS X 10.8.x You do not need to switch printers before starting printing because they are all managed under the setting of [Print & Fax] of [System Preferences].

### [Page 118: Page Setup Dialog On Mac Os X 10.4.X To Mac Os X 10.8.X](#)

3 PRINTING FROM Macintosh □ Page Setup dialog on Mac OS X 10.4.x to Mac OS X 10.8.x The [Page Setup] dialog boxes can be displayed by selecting the [Page Setup] command from the [File] menu of the application. In the [Page Setup] dialog boxes, you can specify the Page Attributes settings and manage the Custom Page Size settings.

[Page 119](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh □ Custom Page Sizes The PPD file for this equipment supports the Custom Page Sizes. □ When you print on paper larger than standard sizes, print one sheet at a time. □ P.108 “Printing on paper larger than standard sizes” □...

### [Page 120: Print Dialog On Mac Os X 10.4.X To Mac Os X 10.8.X](#)

3 PRINTING FROM Macintosh Double-click the added custom page size name on the list and rename the custom page size. Enter the width and height in the [Paper Size] boxes, and select the printer name of this equipment in the [Printer Margins] box. □...

[Page 121](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh □ Copies & Pages In the Copies & Pages menu, you can set general print options such as the number of copies, and sort printing. Mac OS X 10.6.x Mac OS X 10.8.x 1) Copies This sets the number of printed copies.

[Page 122](#) 3 PRINTING FROM Macintosh □ Layout In the Layout menu, you can set N-up printing (multiple pages per sheet). 1) Pages per Sheet This sets the number of multiple pages printed on one sheet. The pages are reduced to fit the selected paper size automatically and

are printed.

[Page 123](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh 4) Two-Sided This sets whether or not you want to print on both sides of the paper. - Off — Select this when you do not want to print on both sides of the paper. - Long-Edge binding —...

[Page 124](#) 3 PRINTING FROM Macintosh  Paper Handling In the Paper Handling menu, you can set Reverse page order printing and Odd or Even numbered page printing. Mac OS X 10.4.x 1) Page Order Select the page order for printing. 2) Print Select whether to print all pages or only odd/even-numbered pages.

[Page 125](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh Mac OS X 10.6.x 1) Pages to Print Select whether all pages will be printed or only odd or even pages will be printed. 2) Page Order Select the page order for printing. 3) Destination Paper Size Select the output paper size.

[Page 126](#) 3 PRINTING FROM Macintosh 3) Page Order Select the page order for printing. 4) Destination Paper Size Select the output paper size. The paper size selected in the [Page Setup] dialog box appears as a default setting. - Scale to fit paper size — Select this check box to perform enlarge/reduce printing. When this is selected, select the output paper size in the box.

[Page 127](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh  Color Matching In the Color Matching menu you can adjust the colors on the printouts. This menu is displayed only for Mac OS X 10.5.x to Mac OS X 10.8.x. 1) ColorSync Select this if you want the application you are using to control the color management of the printouts.

[Page 128](#) 3 PRINTING FROM Macintosh 1) Print Cover Page You can set how to insert a banner page. - None — Select this to print without a banner page. - Before document — Select this to print a banner page before the document. - After document —...

[Page 129](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh  Paper Feed In the Paper Feed menu, you can set the paper source. 1) All pages from Select this when you want to use the same paper source for all pages. When this is selected, select the paper source or paper type to be used at the box.

[Page 130](#) 3 PRINTING FROM Macintosh  Color Settings In the Color Settings 1 and Color Settings 2 menus, you can adjust the color settings for printing. This option is available only when your equipment is a multifunctional digital color system (color MFP). Color Settings 1 Printing From Application on Mac OS X 10.4.x to Mac OS X 10.8.x...

[Page 131](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh Color Settings 2 1) Color Type This sets whether to print a job in the color mode or the black mode. - Auto — Select this to determine the color mode automatically. When a print job is a black and white document, the system automatically prints the document in the black mode.

[Page 132](#) 3 PRINTING FROM Macintosh 4) Image Type This sets how colors are printed by selecting the job type. The printer driver automatically applies the proper image quality to the selected job type. - General — Select this when printing a general color document. - Photo —...

[Page 133](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh 9) Resolution This sets the resolution for printing. - 600 dpi — Select this to print in 600 x 600 dpi. - 600 x 1200 dpi — Select this to print in 600 x 1200 dpi. When [600 x 1200 dpi] is selected, the functions below are not available.

[Page 134](#) 3 PRINTING FROM Macintosh Advanced Color Settings The Advanced Color Settings menu is displayed when [Advanced Color Settings] is selected for the [Image Type] option in the Color Settings 1 menu. This option is available only when your equipment is a multifunctional digital color system (color MFP). Advanced Color Settings can be set from the TopAccess menu.

[Page 135](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh 5) Rendering Intent This selects an image processing method for color space conversion when you print. - Perceptual — This is recommended for photo images. - Relative colorimetric — More original colors can be retained than those when you select [Perceptual]. - Saturation —...

[Page 136](#) 3 PRINTING FROM Macintosh 2) Print Mode This sets the type of print job. - Normal — Select this to print a job normally. - Proof — Select this to print the first copy of a multicopy job and then wait for approval before printing the remaining copies.

[Page 137](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh 1) Destination This selects the destination tray. - Printer's Default — Select this to set the output to the default tray (that is set as such for raw jobs in the Printer setting page of TopAccess Administrator's page). - Exit Tray —...

[Page 138](#) 3 PRINTING FROM Macintosh 3) Booklet Center Margin Select the width of the margin added to the center. 4) Booklet Outer Margin Select the width of the margin added to the short edge side of a sheet. Cover Pages In the Cover Pages menu, you can set Front Cover printing and Back Cover printing. This option menu cannot be set when the Cover Page option for sending a print job with a banner page is enabled.

[Page 139](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh Source Select from where the cover sheet is to be fed. When [Auto (Default)] is selected, the paper is automatically selected according to the printed document size. The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the Paper Feed menu.

[Page 140](#) 3 PRINTING FROM Macintosh □ e-Filing In the e-Filing menu, you can send and store print jobs from your application to e-Filing on this equipment (hard disk). The jobs stored to e-Filing can then be printed using the touch panel. You can select either a public or user box in which to store print jobs.

[Page 141](#) 3 PRINTING FROM Macintosh 3.PRINTING FROM Macintosh □ Watermark In the watermark menu, you can overprint the document with useful information, such as [Confidential], [Draft], [Proof] and [Top Secret]. You can choose from several predefined watermarks or you can create and save your own custom watermarks.

[Page 142](#) 3 PRINTING FROM Macintosh 7) Print under the document Select this to print the watermark text placed below everything. 8) Position Adjust the position of the watermark by moving the scroll bars. □ Supply Levels In the Supply Levels menu, the remaining toner and paper can be checked. □...

[Page 143](#) PRINTING FROM UNIX/Linux This chapter provides the instructions on how to print from a UNIX/Linux workstation. Printing From Application .....142 Considerations and limitations.....142 Printing using lp command .....142 Generic "lp" and "lptap" options .....143 General options .....143 PCL5e specific options.....154...

## [Page 144: Printing From Application](#)

4 PRINTING FROM UNIX/Linux Printing From Application This section describes how to print from a UNIX/Linux workstation. □ When the User Management setting is enabled, a print job sent from UNIX/Linux workstations 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.

## [Page 145: Generic "Lp" And "Lptap" Options](#)

4 PRINTING FROM UNIX/Linux 4.PRINTING FROM UNIX/Linux □ Generic "lp" and "lptap" options □ How to print files Enter the following "lp" command to print files with the specified printer: lp -d <queuename> <filename> □ Copies The number of copies of a print job is specified using the "-n <value>" parameter with the "lp" command. The default value is determined by the "lp"...

[Page 146](#) 4 PRINTING FROM UNIX/Linux □ Stapling This sets whether a print job is printed with staples. When the optional Finisher is installed it can be activated using the following option. Option Value Alternate Value Description staple=0 Stapling is turned off. staple=1 Staple in the top left corner of a portrait page and the upper right corner of a landscape page.

[Page 147](#) 4 PRINTING FROM UNIX/Linux 4.PRINTING FROM UNIX/Linux □ Paper Source The paper source can be selected using the following options. Option Value Alternate Value Description auto-source Select auto paper tray selection. manual Select Bypass Tray. drawer1

upper Select the 1st drawer. cas1 drawer2 lower...

[Page 148](#) 4 PRINTING FROM UNIX/Linux □ Paper Size The current paper size can be specified using the following options. Option Value Alternate Value Description letter Select Letter size paper. Select A4 size paper. legal Select Legal size paper. statement Select Statement size paper. folio folio-japan Select Folio size paper.

[Page 149](#) 4 PRINTING FROM UNIX/Linux 4.PRINTING FROM UNIX/Linux □ Department Code The department code can be set using the following option. Option Value Alternate Value Description dept=code Set the department code. A department code within 63 characters comes in [code]. A department code is specified within 63 characters. If the entered department code is longer than 63 characters, it is clipped to 63 characters when a job is sent.

[Page 150](#) 4 PRINTING FROM UNIX/Linux □ Booklet Modes The booklet mode can be selected using the following options. The booklet mode applies only for the PostScript data. Performing the booklet printing using the PCL data is invalid. Option Value Alternate Value Description booklet=letter Select Letter size paper for the booklet printing mode.

[Page 151](#) 4 PRINTING FROM UNIX/Linux 4.PRINTING FROM UNIX/Linux □ Page Layout The booklet mode page layout can be selected using the following options. Option Value Alternate Value Description left2right=off Select right to left page layout for the booklet printing mode. This value decides the layout of the pages in the booklet.

[Page 152](#) 4 PRINTING FROM UNIX/Linux □ Collate The collate option can be selected using the following options. Option Value Alternate Value Description collate=off Cancel the collate printing mode. collate=on Set the collate printing mode. If this option is not specified, the default value of "collate=on" will be used. Example: The command to select collate off is "lp -o collate=off <filename>".

[Page 153](#) 4 PRINTING FROM UNIX/Linux 4.PRINTING FROM UNIX/Linux □ Color Mode This sets whether a print job is printed in color, mono, or twin color. The color mode for printing mode can be selected using the following options. Option Value Alternate Value Description colormode= color...

[Page 154](#) 4 PRINTING FROM UNIX/Linux □ Image Quality Type The Image Quality Type can be selected using the following options. Option Value Alternate Value Description ignormal Set the proper image quality for printing a general color document. iqphoto Set the proper image quality for printing photos. iqpresen Set the proper image quality for printing a vivid document.

[Page 155](#) 4 PRINTING FROM UNIX/Linux 4.PRINTING FROM UNIX/Linux □ Color Balance The Color Balance can be selected using the following options. Option Value Alternate Value Description CBC=value Specify the color density of cyan toner. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4 CBM=value Specify the color density of magenta toner.

## [Page 156: Pcl5E Specific Options](#)

4 PRINTING FROM UNIX/Linux □ PCL5e specific options Some of the options only apply to plain text or PCL5e files. □ Text Wrapping The following options control text wrapping when it reaches the right margin. Option Value Alternate Value Description wrap Enable automatic text wrapping.

[Page 157](#) 4 PRINTING FROM UNIX/Linux 4.PRINTING FROM UNIX/Linux □ Banner Page A banner page is automatically generated for each file in each job. The banner page is always sent as a PCL5e job, including the following items. □ Name of the user who performed printing □...

[Page 158](#) 4 PRINTING FROM UNIX/Linux Banner Options The banner page can be printed using the following options. Option Value Alternate Value Description banner=last Print the banner page after the job so that it will be physically on top of the job in the output tray. banner=first banner Print the banner page before the job so that it will be...

[Page 159](#) MANAGING PRINT JOBS FROM THE CONTROL PANEL This chapter describes how to use the control panel to control the print jobs and monitor the equipment. Monitoring the Print Job Status .....158 Normal Print / Scheduled Print jobs .....159 Proof Print jobs.....164 Private Print jobs .....167 Hold Print jobs

## [Page 160: Monitoring The Print Job Status](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Monitoring the Print Job Status Your print jobs can be monitored on the equipment's touch panel. The types of print jobs you can monitor include Normal Print, Scheduled Print, Private Print, Hold Print and Proof Print. If the Department Management feature is enabled, the equipment can also display the Invalid jobs, which are held without being printed.

## [Page 161: Normal Print / Scheduled Print Jobs](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Normal Print / Scheduled Print jobs When you press [JOB STATUS] on the touch panel, the [JOBS] tab of the JOB STATUS screen appears. On the [JOBS] tab, Normal Print and Scheduled Print jobs are listed together with copy jobs.

[Page 162](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Deleting jobs Follow the procedure below when you want to delete unnecessary Normal Print / Scheduled Print jobs. On the [JOBS] tab listing the print jobs (□ P.159), select the job that you want to delete, and then press [DELETE].

[Page 163](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Pausing/Resuming jobs Jobs whose status is "Wait" can be held in the queue (Pausing). Pausing jobs On the [JOBS] tab listing the print jobs (□ P.159), select the job that you want to pause and then press [PAUSE]. The selected job is paused.

[Page 164](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Changing the job order You can change the order of the jobs by moving them within the list. You can only move jobs from and to those whose status is "Wait". On the [JOBS] tab listing the print jobs (□...

[Page 165](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Confirming the information of a skipped job You can confirm the information of a job skipped by the Job Skip function. On the [JOBS] tab listing the print jobs (□ P.159), confirm the information of the skipped job.

## [Page 166: Proof Print Jobs](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Proof Print jobs Proof Print refers to the function to print only a single copy as a sample and suspend the rest of the job when you print multiple copies from a computer on the network. After viewing the first copy, you can decide, on the Proof Print job list, whether to print out the remaining copies or cancel the job to change the settings.

[Page 167](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Printing remaining copies Follow the procedure below if you have checked the first copy and want to print the remaining copies. On the Proof Print job list (□ P.164), select the job for printing. If the target job is not displayed on the screen, use to change between pages.

[Page 168](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Deleting Proof Print jobs Follow the procedure below to delete Proof Print jobs. On the Proof Print job list (□ P.164), select the job that you want to delete, and then press [DELETE].

## [Page 169: Private Print Jobs](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Private Print jobs Private Print refers to the function to print a document from a computer on the network only when a set password is keyed in to the equipment's control panel.

[Page 170](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Enter the password for the Private Print job, which has previously been set via the computer, and then press [OK]. The Private Print jobs are listed on the screen. □ When the Private Print job is sent from a Windows computer: - When the user name that is entered to log in to your computer is used for [User name (Alias)], the displayed list contains the Private Print jobs for which the same password has

been set.

[Page 171](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Printing Private Print jobs Follow the procedure below to release your Private Print jobs from the control panel. On the Private Print job list (□ P.167), select a job for printing. You can select more than one job.

[Page 172](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Deleting Private Print jobs Follow the procedure below to delete a Private Print job. On the Private Print job list (□ P.167), select the job that you want to delete, and then press [DELETE].

### [Page 173: Hold Print Jobs](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Hold Print jobs Hold Print refers to the function to retain a document from a computer on the network until a user performs printing from the equipment's touch panel.

[Page 174](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL On the Hold Print job list, select the desired user name. The displayed list contains the Hold Print jobs stored in the Hold Print queue. □ When you enter the nickname for [User name (Alias)] box on the [Others] tab on a Windows computer, and send the job to the equipment, its nickname will be displayed on the Hold Print job list.

[Page 175](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Printing Hold Print jobs Follow the procedure below to process your Hold Print jobs from the control panel. On the Hold Print job list (□ P.171), select a job for printing. You can select more than one job.

[Page 176](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Deleting Hold Print jobs Follow the procedure below to delete a Hold Print job. On the Hold Print job list (□ P.171), select the job that you want to delete, and then press [DELETE].

### [Page 177: Invalid Jobs](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Invalid jobs An Invalid job refers to a job being held due to an incorrect or no department code being entered for performing the job. If the equipment is managed by the Department Management feature with the SNMP network services disabled, entering an incorrect department code for printing from a computer on the network causes the job to be held as an invalid job and stored in the Invalid job queue.

[Page 178](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Select [INVALID]. The Invalid jobs are listed on the screen. □ Printing Invalid jobs If you have entered an incorrect department code for printing, you need to re-enter the correct one. Follow the procedure below.

[Page 179](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL Press [PRINT]. Printing starts. The job in progress can be monitored from the [JOBS] tab listing the Normal Print jobs (□ P.159). □ Deleting Invalid jobs Follow the procedure below to delete an Invalid job.

### [Page 180: Printing Files From Usb Media \(Usb Direct Printing\)](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL □ Printing files from USB media (USB Direct Printing) 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.

[Page 181](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL Enter the department code using the on-screen keyboard and digital keys, and then press [OK]. The above screen will not be displayed when the equipment is not managed by department codes. Proceed to the next step.

[Page 182](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL In the list of files, select the file that you want to print. Select the files you want to print from the list. □ If the target file is not displayed on the screen, use to change between pages.

[Page 183](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS

FROM THE CONTROL PANEL Using the on-screen keyboard and the digital keys, enter the user or master password for the encrypted PDF file, and then press [OK]. □ If the selected encrypted PDF file was created on Adobe Acrobat 6.0 or later, enter the document open password or permissions password.

[Page 184](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Press [SETTINGS] and then select the setting items as required. □ To print a JPEG file, you can set [SIZE]. □ To print a PDF file, you can set [FINISHING], [2-SIDED] and [PDF Overprint]. 1) Press any of [SIZE], [FINISHING], [2-SIDED] and [PDF Overprint].

[Page 185](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL 5.MANAGING PRINT JOBS FROM THE CONTROL PANEL □ 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.

[Page 186](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Press [PRINT]. □ The equipment starts printing. The printouts are directed to the receiving tray. □ The job in progress can be monitored from the [JOBS] tab listing the Normal Print jobs. Before Disconnecting the USB Storage Device: Make sure that “USB DEVICE in use.

### [Page 187: Viewing The Print Job Log](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Viewing the Print Job Log You can view the log of print jobs on the touch panel. Viewing the print job log On the touch panel, press [JOB STATUS]. Press [LOG] to display the [LOG] tab. Viewing the Print Job Log...

[Page 188](#) 5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Press [PRINT]. The Print Log is displayed. On the Print Log, each job’s user name, date and time of the job, paper size, the number of pages and the number of copies are displayed. Up to 1000 jobs can be listed on the log.

### [Page 189: Checking Supplies](#)

5 MANAGING PRINT JOBS FROM THE CONTROL PANEL Checking Supplies □ Viewing the drawer status When the equipment is idle, pressing [JOB STATUS] > [SUPPLY] displays the [SUPPLY] tab. From this tab, you can view the paper size setting selected for each drawer. If you press [SUPPLY] when printing is in progress, the drawer from which paper is being fed is highlighted.

### [Page 191: Other Printing Methods](#)

OTHER PRINTING METHODS This equipment also supports the following printing methods: FTP Printing ..... 190 Email Printing .....191...

### [Page 192: Ftp Printing](#)

6 OTHER PRINTING METHODS FTP Printing 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: □...

### [Page 193: Email Printing](#)

6 OTHER PRINTING METHODS 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;...

### [Page 195: Chapter 7 Appendix](#)

APPENDIX This chapter provides the following contents. Internal Fonts List ..... 194 Internal PCL fonts list .....194 Internal PS fonts list.....195...

### [Page 196: Internal Fonts List](#)

7 APPENDIX Internal Fonts List The following fonts are included in this equipment. □ Internal PCL fonts list Courier Helvetica-Narrow-Bold CG-Times Helvetica-Narrow-Oblique CG-Times Bold Helvetica-Narrow-BoldOblique CG-Times Italic Palatino-Roman CG-Times Bold Italic Palatino-Bold CG Omega Palatino-Italic CG Omega Bold Palatino-BoldItalic CG Omega Italic ITC AvantGarde-Book CG Omega Bold Italic ITC AvantGarde-BookOblique...

## [Page 197: Internal Ps Fonts List](#)

7 APPENDIX 7. APPENDIX □ Internal PS fonts list AlbertusMT-Light Eurostile-ExtendedTwo  
AlbertusMT Eurostile-BoldExtendedTwo AlbertusMT-Italic Geneva AntiqueOlive-Roman GillSans-  
Light AntiqueOlive-Italic GillSans-LightItalic AntiqueOlive-Bold GillSans AntiqueOlive-Compact  
GillSans-Italic Apple-Chancery GillSans-Bold ArialMT GillSans-BoldItalic Arial-ItalicMT GillSans-  
ExtraBold Arial-BoldMT GillSans-BoldCondensed Arial-BoldItalicMT GillSans-Condensed  
AvantGarde-Book Goudy AvantGarde-BookOblique Goudy-Italic AvantGarde-Demi Goudy-Bold  
AvantGarde-DemiOblique Goudy-BoldItalic Bodoni Goudy-ExtraBold Bodoni-Italic...

## [Page 198](#)

7 APPENDIX NewCenturySchlbk-Italic ZapfDingbats NewCenturySchlbk-Bold  
IPAexGothic NewCenturySchlbk-BoldItalic IPAexMincho NewYork Optima Optima-Italic Optima-  
Bold Optima-BoldItalic Oxford Palatino-Roman Palatino-Italic Palatino-Bold Palatino-BoldItalic  
StempelGaramond-Roman StempelGaramond-Italic StempelGaramond-Bold StempelGaramond-  
BoldItalic Symbol Taffy Times-Roman Times-Italic Times-Bold Times-BoldItalic  
TimesNewRomanPSMT TimesNewRomanPS-ItalicMT TimesNewRomanPS-BoldMT  
TimesNewRomanPS-BoldItalicMT Univers-Light Univers-LightOblique Univers Univers-Oblique  
Univers-Bold Univers-BoldOblique Univers-Condensed Univers-CondensedOblique Internal Fonts  
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