

DocuPrint 3105



User Guide

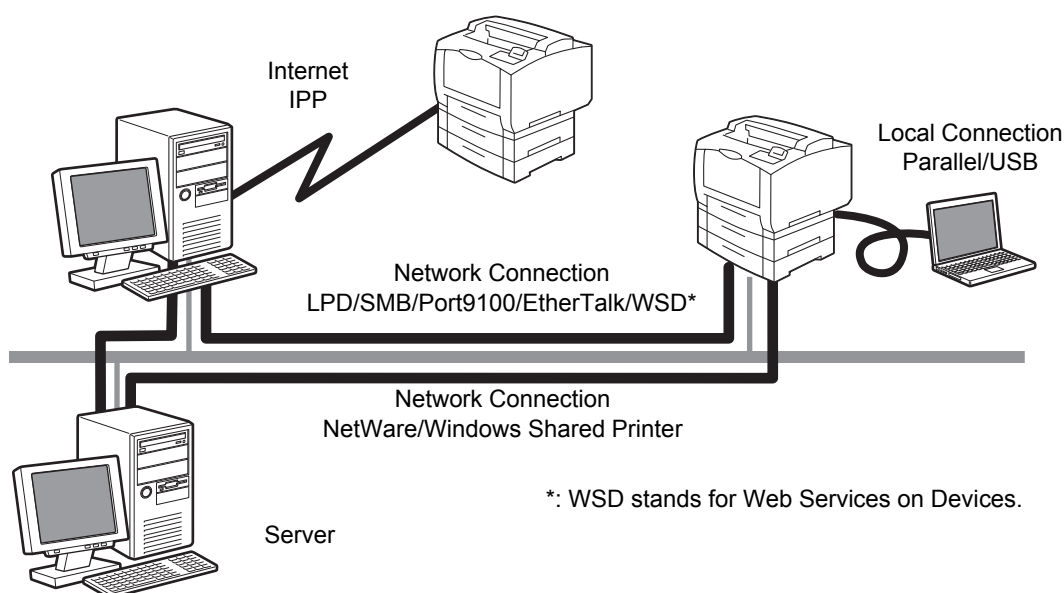
1 Printer Environment Settings

When you are finished installing your printer using the 'Setup Guide', go on to set up its operating environment.

1.1 Supported Operating Environments

The printer can be used both as a local and a network printer. When used as a local printer, the printer is connected directly to a computer. Connect the printer to a network for use as a network printer.

Set all ports you want to use to [Enabled] on the control panel.



■ Using the Printer as a Local Printer

When using the printer as a local printer, the printer and a computer can be connected using the following methods:

- **USB connection:** Connecting the printer and a computer using a USB cable. (default: [Enabled])
- **Parallel connection:** Connecting the printer and a computer using a parallel cable. To use this feature, the Parallel Port Kit (optional) must be installed. (default: [Disabled])

■ Using the Printer as a Network Printer

When using the printer as a network printer, the printer can be set up in the following environments:

- **LPD** : Used when using TCP/IP protocol to enable direct communication between the printer and a computer. (default: [Enabled])
- **Port9100** : Used when using a Port9100 port. (default: [Enabled])
- **NetWare®** : Used when sharing and managing the printer using a NetWare server. (default: [Disabled])

- **SMB** : Used when printing using a Windows® network. (default: [Enabled])
- **IPP** : Used when printing via the Internet. (default: [Disabled])
- **EtherTalk®** : Used when printing from Macintosh. (default: [Disabled])
- **WSD*** : Can be used when printing from Windows Vista®, Windows® 7, Windows Server® 2008, or Windows Server® 2008 R2. (default: [Enabled])

*: WSD stands for Web Services on Devices.

■ Supported Operating Systems and Operating Environments

Note

- The supported operating systems are subject to change without prior notice. Visit our web site for the latest information.

Connectivity	Local		Network									
Port Name	Parallel*1	USB*2	LPD	NetWare		SMB		IPP	Port 9100	Ether Talk	Bon-jour	WSD*3
Protocol	-	-	TCP/ IP	TCP/ IP	IPX/ SPX	Net BEUI	TCP/ IP	TCP/ IP	TCP/ IP	Apple Talk	TCP/ IP	TCP/ IP
Windows® 2000	○	○	○	○	○	○	○	○	○	-	-	-
Windows® XP	○	○	○	○	○	-	○	○	○	-	-	-
Windows Vista®	○	○	○	○	○	-	○	○	○	-	-	○
Windows® 7	○	○	○	-	-	-	○	○	○	-	-	○
Windows Server® 2003	○	○	○	○	○	-	○	○	○	-	-	-
Windows Server® 2008	○	○	○	○	○	-	○	○	○	-	-	○
Windows Server® 2008 R2	○	○	○	-	-	-	○	○	○	-	-	○
Mac OS 9.2.2	-	○	-	-	-	-	-	-	-	○	-	-
Mac OS X 10.3.9 - 10.4.6, 10.4.8 - 10.4.11, 10.5, 10.6	-	○	○	-	-	-	-	○	-	○	○	-

*1: To use this feature, the Parallel Port Kit (optional) must be installed.

*2: The computer must be connected to the printer via a USB 2.0 port.

*3: WSD stands for Web Services on Devices.

Refer to

- For information on how to print PostScript data, refer to the manual on the PostScript Driver Library CD-ROM.

■ OS and Available Print Drivers

OS	Print Driver	Note
Windows® 2000 Windows® XP Windows Vista® Windows® 7	PCL Print Driver	Installing the print driver is available from the Driver CD Kit CD-ROM. Refer to the 'CD-ROM Documentation (HTML)' on the CD-ROM.
Windows Server® 2003 Windows Server® 2008 Windows Server® 2008 R2	PostScript Print Driver	Installing the print driver is available from the PostScript Driver Library CD-ROM. Refer to the manual on the PostScript Driver Library CD-ROM for details.
Mac OS 9.2.2 10.3.9-10.4.6, 10.4.8-10.4.11, 10.5-10.6	PostScript Print Driver	Installing the print driver is available from the PostScript Driver Library CD-ROM. Refer to the manual on the PostScript Driver Library CD-ROM for details.

1.2 Connecting a cable

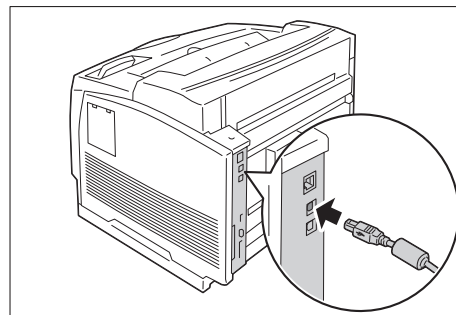
Connect the printer to your computer using an interface cable appropriate for your connection method.

An interface cable is not included with the printer. You must purchase it separately.

USB Connection

When using a USB connection, install the printer driver on the computer after connecting the cable. For the installation method, refer to "1.7 Installing a Print Driver" (P. 43) and "Manual (HTML Document)" on the CD-ROM disk of the driver CD kit.

1. Connect the USB cable to the interface connector.
2. Connect the other end of the USB cable to the computer.



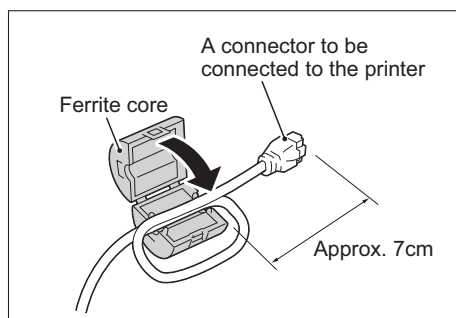
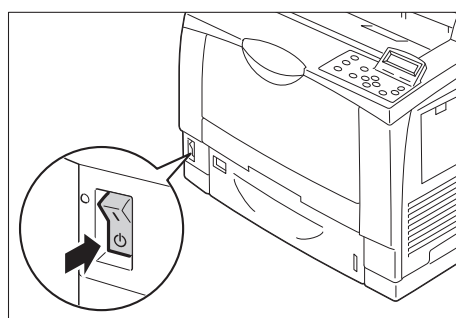
Network Connection

Use 1000BASE-T (When the optional Gigabit Ethernet Board Card is installed) or a straight-type network cable that supports 100BASE-TX or 10BASE-T.

1. Switch off the printer's power.
2. Wind the network cable around the supplied ferrite core and close the ferrite core.

Note

- Do not wind the cable to tightly or it may break.

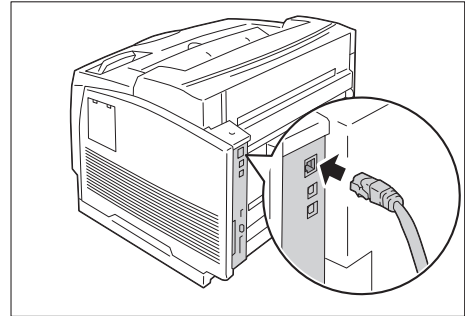


3. Connect the network cable to the interface connector on the printer.

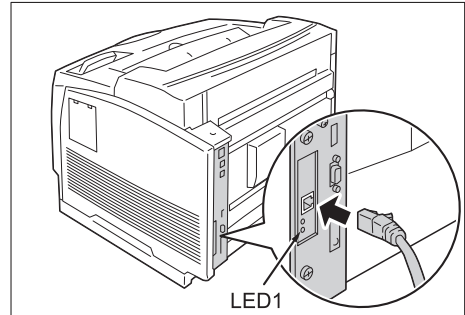
Note

- The location of the connector differs depending on whether Gigabit Ethernet Board Card is installed or whether the standard configuration is used. Connect the appropriate connector for your environment.
- When the Gigabit Ethernet Board Card is installed, the connector for the standard configuration cannot be used.
- The MAC address is the same as in the standard configuration when installing the Gigabit Ethernet Board Card.
- LED1 on the Gigabit Ethernet Board Card lights up as follows according to the network environment connected.
10BASE-T environment: Off
100BASE-TX environment: Lights in yellow
1000BASE-T environment: Lights in blue

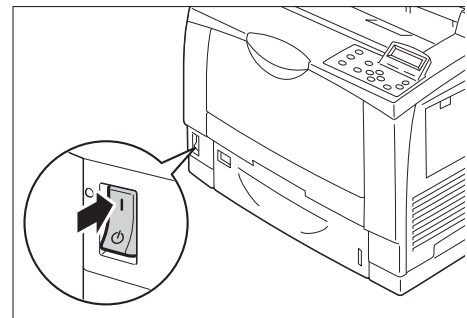
Standard configuration



Gigabit Ethernet Board Card



4. Connect the other end of the network cable into a network device such as a hub.
5. Switch on the printer's power.



Note

- The interface connector for standard network cannot be used when the Gigabit Ethernet Board Card is installed to the printer.
- When installing both Gigabit Ethernet Board Card and Feature Enhance Kit, install the Feature Enhance Kit first.
- Message [Ready to print IP Address failed] may be displayed on the control panel. To erase this message, set to [STATIC] in [Network / Port] > [TCP/IP Settings] > [IPv4 Settings] > [Get IP Address] to specify IP address (Example: 192.168.1.100) or [Disabled] for each port other than the USB port in [Network / Port].

Refer to

- For setting method of IP address, refer to "1.4 Setting the Network Environment" (P. 33).
- For setting each port, refer to "1.5 Enabling Ports" (P. 37) .

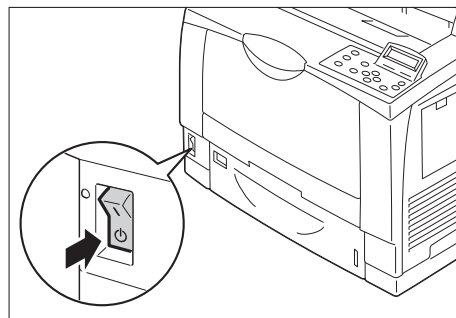
Parallel Connection

When using a parallel connection, you must first install the optional Parallel Port and connector conversion cable.

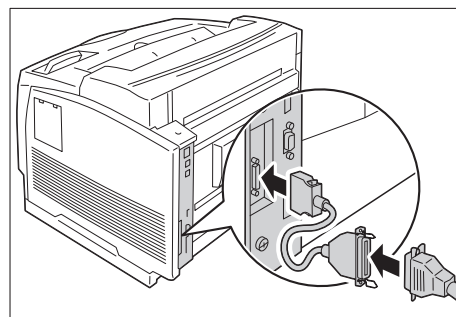
Important

- Parallel Port Kit (optional) and Gigabit Ethernet Board Card (optional) cannot be installed at the same time.

1. Switch the printer off.

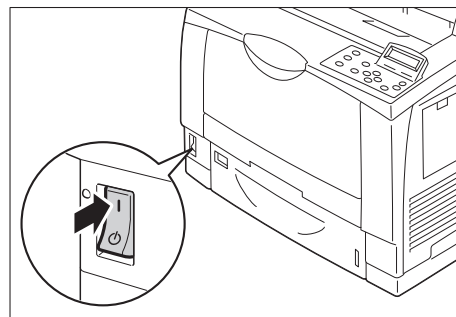


2. Insert the connector conversion cable included with the optional Parallel Port into the interface connector on the printer.



3. Connect the other end of the connector conversion cable to the connector on the parallel cable. Then secure it using the metal pieces on both sides of the connector.

4. Plug the other end of the parallel cable into your computer.
5. Switch the printer on.



Important

- Parallel Port Kit (Optional) and Gigabit Ethernet Board Card cannot be installed concurrently. If the Parallel Port Kit (Optional) is installed, remove the card by reference to "Removing the Parallel Port Kit (Optional)" (P. 344).

1.3 Switching the Control Panel Display Language

Select one display language from among [English], [Korean], [Simp.Chinese], and [Trad.Chinese] for the control panel of the printer.

The following explains how to switch the control panel display language.

1. Press the <Printer Settings> button to display the menu screen.
2. Press the <▼> button until [Language] is displayed.

Note

- If you went past the desired item, return to the item by pressing the <▲> button.

3. Press either the <▶> or <OK> button to select.
The language is displayed.
4. Press the <▼> button until the desired language is displayed.
5. Press the <OK> button to confirm.
6. Press the <Printer Settings> button to close the menu.
The printer automatically restarts.

1.4 Setting the Network Environment

This section explains how to install your printer in a TCP/IP environment. When installing the printer in a different environment, refer to the 'CD-ROM Documentation (HTML)' on the Driver CD Kit CD-ROM.

Note

- The printer can use an IPv6 address in an IPv6 network environment. For information on using IPv6 addresses, refer to "Setting an IP Address (IPv6)" (P. 36).

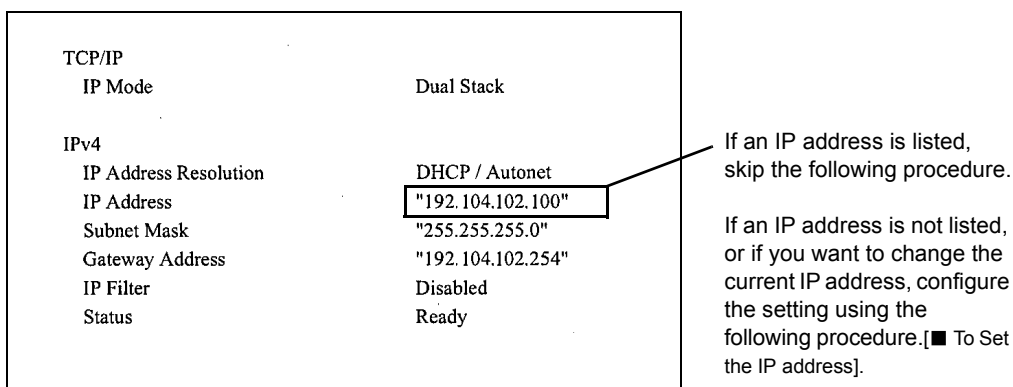
Setting an IP Address (IPv4)

To use TCP/IP protocol, you must configure an IP address for the printer.

By default, the printer is set to obtain its IP address (via the [Get IP Address] setting on the control panel) using [DHCP/Autonet]. Thus, when the printer is connected to a network that has a DHCP server, the printer automatically obtains its IP address from the server.

Print the [Configuration Report] to see if the printer already has an IP address.

If the printer does not have an IP address, set [Get IP Address] to [STATIC] and configure the address.



Note

- For information on how to print the [Configuration Report], refer to "7.2 Printing Reports/Lists" (P. 260).
- The printer can also obtain its IP address by using a BOOTP or RARP server. If using a BOOTP or RARP server, set [Get IP Address] to [BOOTP] or [RARP].
- If using a DHCP server, the printer's IP address may change without notice. Make sure to check the address periodically.

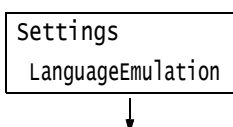
The following explains how to set up an IP address on the Control Panel. Depending on your network environment, your printer also needs a subnet mask and gateway address. Consult your network administrator for the settings required for your printer.

■ To Set the IP Address

Important

- Addresses including IP address, subnet mask and gateway address depend on your network environment. Consult your network administrator for setting addresses.

- On the control panel, press the <Printer Settings> button to display the menu screen.



2. Press the <▼> button until [Admin Menu] is displayed.

Note

- If you went past the desired item, return to the item by pressing the <▲> button.

3. Press the <▶> or <OK> button to select. [Network / Port] is displayed.

Note

- If you pressed the <▶> or <OK> button on the wrong item, return to the previous screen by pressing the <◀> or the <Back> button.
- To start over from the beginning, press the <Printer Settings> button.

4. Press the <▶> or <OK> button to select. [LPD] is displayed.

Note

- [Parallel] appears only when the Parallel Port Kit (optional) is installed.

5. Press the <▼> button until [TCP/IP Settings] is displayed.

6. Press the <▶> or <OK> button to select. [IP Mode] is displayed.

7. Press the <▼> button until [IPv4 Settings] is displayed.

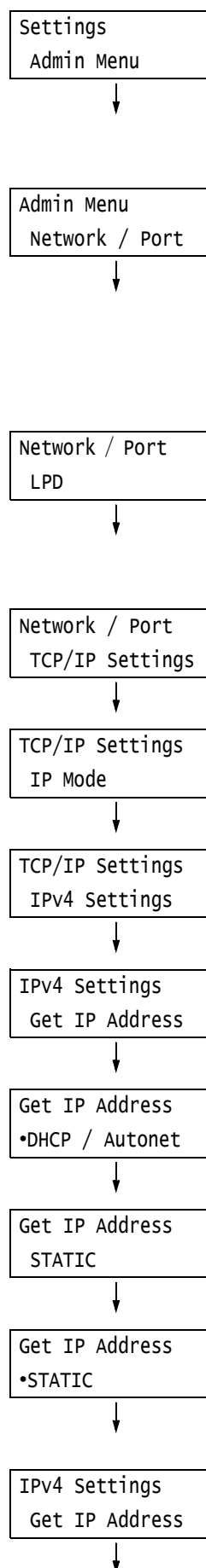
8. Press the <▶> or <OK> button to select. [Get IP Address] is displayed.

9. Press the <▶> or <OK> button to select. The current set value is displayed.

10. Press the <▼> button until [STATIC] is displayed.

11. Press the <OK> button to confirm your selection. If [000.000.000.000] appears, skip to step 15.

12. Press the <◀> or <Back> button to return to [Get IP Address].



13. Press the <▼> button to display [IP Address].

IPv4 Settings
IP Address

14. Press the <▶> or <OK> button to select.
The current IP address is displayed.

IP Address
•000.000.000.000

15. Enter the value in the first field using the <▲> or <▼> button (Example: 192), and press the <▶> button.

IP Address
192.000.000.000

Note

- If you do not need to change the setting, press the <▶> button to advance to the next field.
- Holding down the <▲> or <▼> buttons changes the value in steps of 10.
- To return to the previous field, press the <◀> button.

16. Enter the rest of the fields in the same manner. After entering the last (4th) field(Example: 192.168.1.100), press the <OK> button to confirm your entry.

IP Address
•192.168.001.100

17. If you want to set a subnet mask and gateway address, press the <Back> button and proceed to Step 18.
If you want to finish configuring the settings, proceed to Step 25.

■ **To Set the Subnet Mask/Gateway Address**

18. Press the <▼> button until [Subnet Mask] is displayed.

IPv4 Settings
Subnet Mask

19. Press the <▶> or <OK> button to select.
The current subnet mask is displayed.

Subnet Mask
•000.000.000.000

20. Enter the subnet mask in the same way you entered the IP address(Example: 255.255.255.000), and press the <OK> button to confirm your entry.

Subnet Mask
•255.255.255.000

21. Press the <Back> button to return to [Subnet Mask].

IPv4 Settings
Subnet Mask

22. Press the <▼> button to display [Gateway Address].

IPv4 Settings
Gateway Address

23. Press the <▶> or <OK> button to select.
The current gateway address is displayed.

Gateway Address
•000.000.000.000

24. Enter the gateway address in the same way you entered the IP address(Example: 192.168.1.254), and press the <OK> button to confirm your entry.
25. The setup is now complete.
Press the <Printer Settings> button to close the menu screen.
The printer automatically restarts.
26. Print the [Configuration Report] to verify your settings.

Gateway Address •192.168.001.254

Setting an IP Address (IPv6)

The printer can use an IPv6 address in an IPv6 network environment.

By default, the printer [IP Mode] is set to [Dual Stack] to automatically detect either IPv4 or IPv6. If you connect the printer to an IPv6 network, an IPv6 address is automatically set.

Print the [Configuration Report] to verify the IPv6 address.

Note

- When setting the fixed IPv6 address on the printer, use CentreWare Internet Services to manually configure the settings. Then print the [Configuration Report] to verify the automatically set address. Use this address to access CentreWare Internet Services. Set the IPv6 address [Properties] tab > [Connectivity] > [Protocols] > [TCP/IP]. For information about each setting, refer to the online help for CentreWare Internet Services. For information about your network environment, consult with your network administrator.
- For more information on CentreWare Internet Services, refer to "1.6 Configuring the Printer Using CentreWare Internet Services" (P. 38). For information about your network environment, consult with your network administrator.

IPv6	
Enable Manual Address	Disabled
Auto Configure	
Link-Local Address	"fe80::a00:37ff:fe60:fa0"
Auto Stateless Address 1	""
Auto Stateless Address 2	""
Auto Stateless Address 3	""
Auto Gateway Address	""
IP Filter	Disabled
Status	Ready

Note

- For information on how to print the [Configuration Report], refer to "7.2 Printing Reports/Lists" (P. 260).

1.5 Enabling Ports

Set all ports you want to use to [Enabled] on the control panel.

When using the standard setup, this operation is unnecessary as the default for the port is set to [Enabled].

Use the following procedure to enable each port.

The following procedure uses IPP as an example.

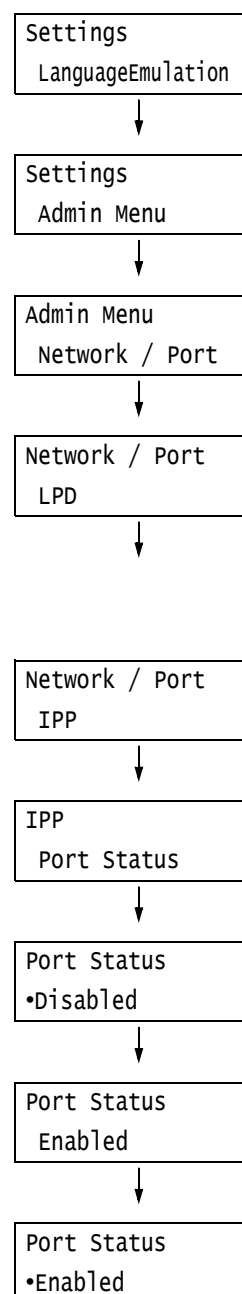
1. On the control panel, press the <Printer Settings> button to display the menu screen.
2. Press the <▼> button until [Admin Menu] is displayed.
3. Press the <▶> or <OK> button to select. [Network / Port] is displayed.
4. Press the <▶> or <OK> button to select. [LPD] is displayed.

Note

- [Parallel] appears only when the Parallel Port Kit (optional) is installed.

5. Press the <▼> button until the desired protocol is displayed. (Example: IPP)
6. Press the <▶> or <OK> button to select. [Port Status] is displayed.
7. Press the <▶> or <OK> button to select. The current set value is displayed.
8. Press the <▼> button to display [Enabled].
9. Press the <OK> button to confirm your selection.

10. The setting is now complete.
Press the <Printer Settings> button to close the menu screen.
The printer automatically restarts.



1.6 Configuring the Printer Using CentreWare Internet Services

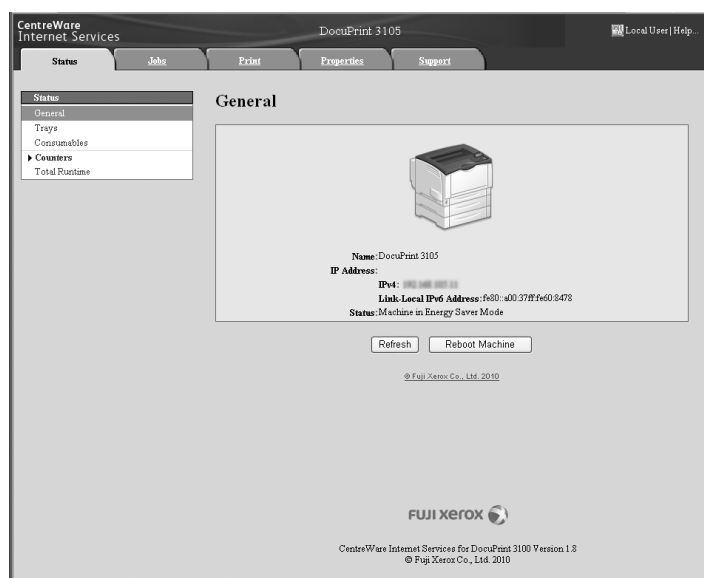
Overview of CentreWare Internet Services

CentreWare Internet Services is a service that allows you to monitor or remotely configure the printer using a web browser when the printer is on a TCP/IP network.

Some of the control panel settings can also be set on the service's [Properties] tab.

Note

- CentreWare Internet Services cannot be used when the printer is directly connected to the computer via parallel cable or USB cable.



Supported Operating Environments

■ Supported Web Browsers

CentreWare Internet Services has been tested to work on the following web browsers.

Windows 7	Windows Internet Explorer 8
Windows Vista	Windows Internet Explorer 7.0
Windows XP	Microsoft Internet Explorer 6.0 SP2, Mozilla Firefox 3.0
Windows 2000	Microsoft Internet Explorer 6.0 SP2
Mac OS X 10.6	Safari 5, Mozilla Firefox 3.0
Mac OS X 10.5	Safari 4, Mozilla Firefox 3.0
Mac OS X 10.4	Safari 4, Mozilla Firefox 3.0
Mac OS X 10.3.9	Mozilla Firefox 3.0

■ Setting Up a Web Browser

When using CentreWare Internet Services, we recommend you specify the address of the printer without using a proxy server.

Note

- If you access CentreWare Internet Services using a proxy server, the response from the service may be slow or the service may not be displayed.
- For information on how to set up your web browser, refer to the online help for the web browser.

If you want to change the display language of CentreWare Internet Services, change the display language of your web browser.

Note

- For information on how to change the display language of your web browser, refer the online help for the web browser.

Also, if CentreWare Internet Services does not operate properly, use the following steps to configure your web browser.

The procedure uses Internet Explorer 6.0 as an example.

1. From the [Tools] menu, select [Internet Options].
2. On the [General] tab, click [Settings] under [Temporary Internet Files].
3. Under [Check for newer versions of stored pages:] on the [Settings] dialog box, select either [Every visit to the page] or [Every time you start Internet Explorer].
4. Click [OK].
5. Click [OK] on the [Internet Options] dialog box.

■ Setting Up the Printer

To use CentreWare Internet Services, you must configure the printer's IP address and enable [InternetServices] (default: [Enabled]). If [InternetServices] is set to [Disabled], change it to [Enabled] on the control panel.

Refer to

- "[InternetServices]" (P. 148)
- "1.5 Enabling Ports" (P. 37)

CentreWare Internet Services Settings

The following are the main features on each tab of CentreWare Internet Services.

Tab Name	Menu Name	Feature
Status	General	Displays the name, IP address, and status.
	Trays	Displays the status of paper in the paper tray and the status of the output tray.
	Consumables	Displays the amount and status of the consumables (estimate). Actual replacement of consumables must be done by checking the messages displayed on the control panel. Refer to • “6.6 Error Messages and Error Codes” (P. 209)
	Counters	The number of pages printed up to the present can be displayed.
	Total Runtime	The operation time, standby time, and accumulated time (Low Power mode, Sleep mode, etc.) can be displayed.
Jobs	Active Jobs	Displays a list of jobs being processed.
	Job History List	Displays a list of completed jobs.
	Error History	Displays error information stored in the error log. Refer to “Error Codes” (P. 215) for more information on the meaning of error codes displayed.
Print	Job Submission	Select files stored on the computer and print them directly to the printer. The [Print] tab appears only when the HDD Extension Kit (optional) is installed.
Properties	Configuration Overview	Displays a button to move between pages showing an overview of functions on the [Properties] tab.
	Description	Displays the printer's product name and serial number. You can also set the name ^{*1} , Location ^{*1} , Contact Person ^{*1} , Administrator's E-mail Address ^{*1} , and Machine's E-mail Address ^{*1} .
	General Setup	The current setting is displayed. You can also set other items. • Setting Configuration / Job Management / Paper Tray Attributes / Paper Settings / Power Saver Settings / Energy Saver Settings / Stored Job Settings / Memory Settings / Internet Services Settings ^{*1} / Cloning ^{*1} / Calibration / Alert Notification ^{*1}
	Connectivity	You can check and change Network-related settings like ports and protocols.
	Services	Allows configuration of print mode, Language Emulations, E-mail ^{*1} , EP service ^{*3} , and settings.
	Accounting ^{*1}	You can configure settings related to accounting.
	Security ^{*1}	You can configure settings related to security ^{*1} . • Setting Authentication Configuration / User Details Setup / Create Authorization Groups / Remote Authentication Servers / IP Filtering / Unbounded Port / Certificate Settings / IPsec / Certificate Management / IEEE 802.1x / SSL / TLS Settings / Audit Log / Watermark / Force Annotation / Job Status Default / System Administrator Settings ^{*2}
Support	Displays a link to support information and a site for ordering consumables.	

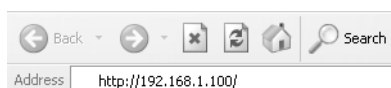
- *1 These settings can only be set using CentreWare Internet Services. They cannot be configured on the control panel. Some security features are not supported on the model available in China.
- *2 You can set the administrative ID and password. The default system administrator ID and password are “11111” and “x-admin”, respectively.
- *3 EP Service is not supported on the model available in China.

Using CentreWare Internet Services

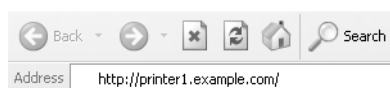
Follow these steps when accessing CentreWare Internet Services.

1. Start your computer and launch a web browser.
2. In the URL field, enter the IP address or URL of the printer, and press the <Enter> key. The top page of CentreWare Internet Services is displayed.

- Example - IP address for IPv4



- Example - URL

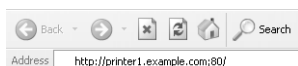


- Example - IP address for IPv6



Note

- When specifying a port number, enter a “.” (colon) and then “80” (the factory default port number) after the address. Verify the printer's port number by printing [Configuration Report].
- The port number can be changed under the [Properties] tab > [Connectivity] > [Protocols] > [HTTP]. If you change the port number, you must enter a “.” (colon) and then the port number after the address.



- Displays a screen for entering the user name and password when the Authentication function is set. Enter the ID and password of the administrator or user registered on the printer. Contact your administrator for information on your ID and password. User information is displayed on the upper right when CentreWare Internet Services is started up.



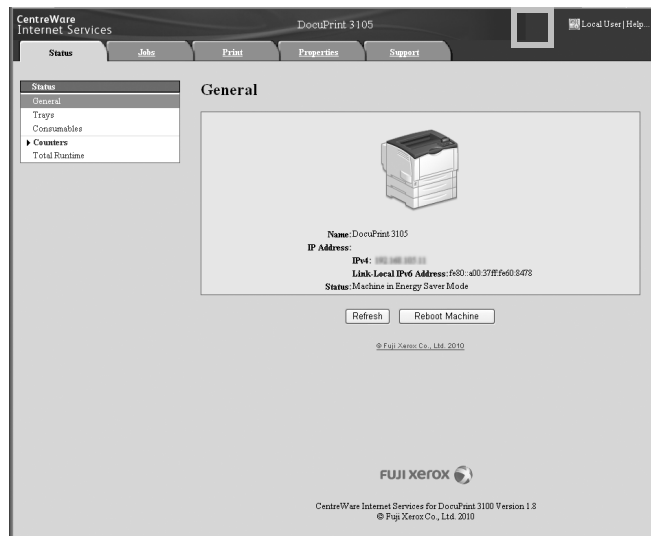
- After you logged in with the administrator's passcode or the user ID and password registered in the printer to configure and confirm settings, make sure to click [Logout] to log out the system in order to prevent the leakage of information.



- When data encryption is enabled, enter “https” instead of “http” before the address when accessing CentreWare Internet Services.
- For information about data encryption features, refer to “7.9 Security Features” (P. 277). and “7.11 Control Access to Printer Features by Pre-registering Users” (P. 301).

Using the Online Help

For information about the settings on each screen, refer to the online help for CentreWare Internet Services. Click [Help] to display the [Help] window.



Important

- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

1.7 Installing a Print Driver

To print from your computer, install the PCL print driver from the Driver CD Kit CD-ROM. The installation procedure varies depending on how your computer is connected to the printer.

For installation instructions, refer to the 'CD-ROM Documentation (HTML)' on the CD-ROM.

Note

- There are precautions/restrictions on drivers for Microsoft Windows XP Professional x64 Edition, Microsoft Windows Server 2003 x64 Editions, Microsoft Windows Vista x64, Microsoft Windows Server 2008 x64 Editions, Microsoft Windows 7 x64 and Microsoft Windows Server 2008 R2. Read "Important Information" on the download page of our web site before using these drivers.

Uninstalling a Print Driver and Other Software

■ To Uninstall a Print Driver

PCL print driver can be uninstalled using the uninstallation tool contained on the Driver CD Kit CD-ROM. For more information, refer to the 'CD-ROM Documentation (HTML)' on the CD-ROM.

■ To Uninstall Other Software

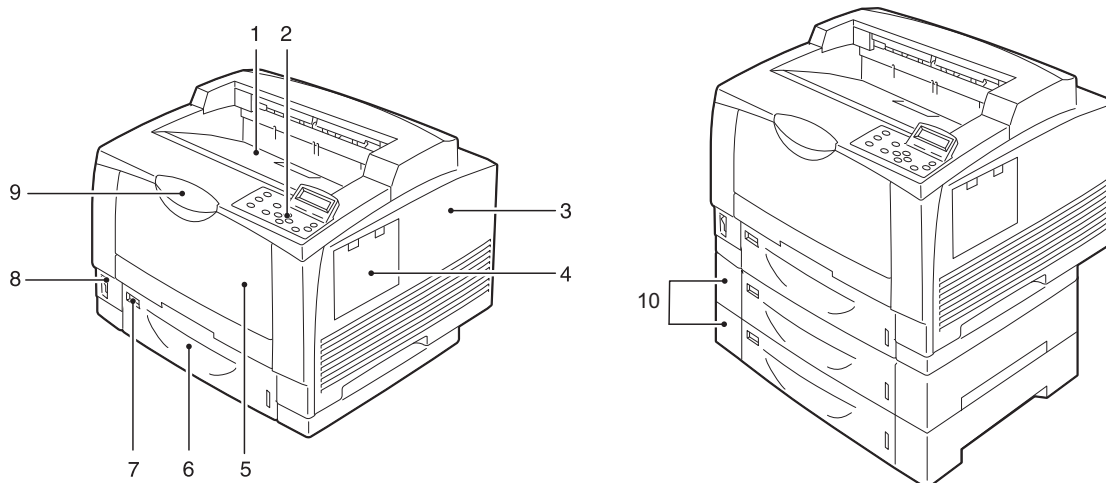
When uninstalling other software installed from the Driver CD Kit CD-ROM, refer to the 'Readme' file provided for each software. The 'Readme' files can be viewed under the 'Product Information (HTML)' included on the Driver CD Kit CD-ROM.

2 Basic Operation

2.1 Main Components and Functions

Main Unit

Front and right side of views

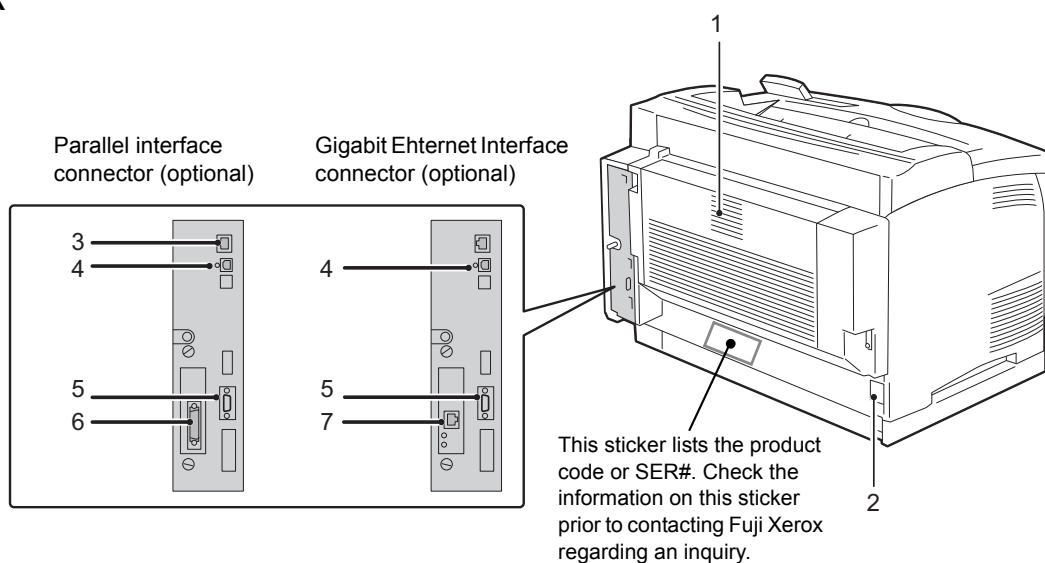


Note

- The illustrations in this guide show the printer with the Duplex unit and 3 Tray Module installed.

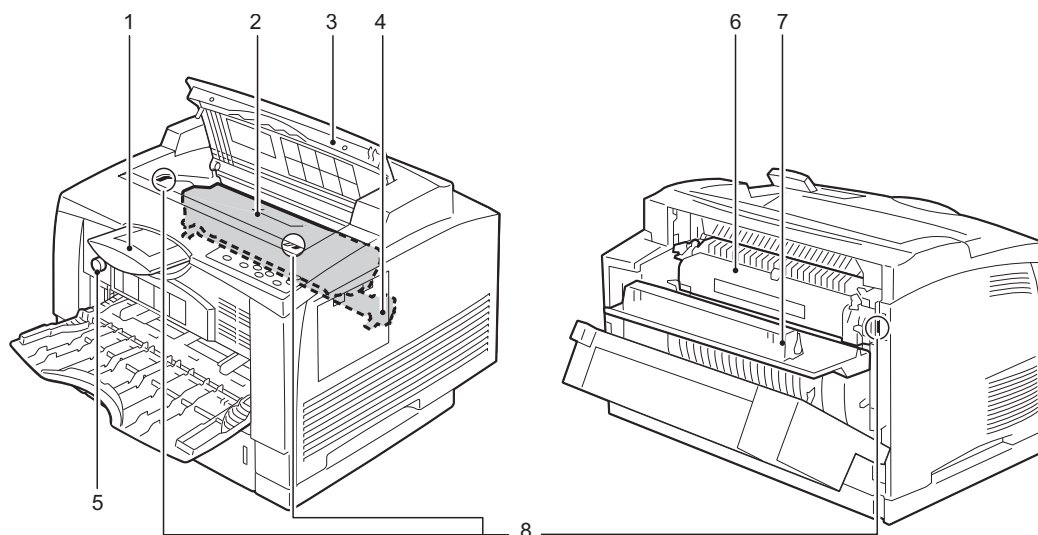
No.	Name	Description
1	Center tray (standard)	Delivers printed output face down here.
2	Control panel	Switches the printer on/off. Refer to • “Control Panel” (P. 47)
3	Right cover	Remove this cover when installing the optional extension system memory or parallel port kit (optional).
4	Accessory installation stand mount	Remove this cover when installing the optional accessory installation stand mount. The IC card reader can be placed on the accessory installation stand.
5	Bypass tray (standard)	Open this cover to load paper.
6	Paper tray 1 (standard)	Pull out this tray to load paper.
7	Size indicator	Set here the label indicating the size of the paper set in the paper tray.
8	Power switch	Switches the printer on/off. Press the < > side of the power switch on the printer to turn it on, and press the < U > side to turn it off. Refer to • “2.2 Switching On/Off the Power” (P. 50)
9	Extension tray	Pull out this tray when the printing paper is A4 portrait or larger than A4 size.
10	Paper trays 2 and 3 (optional)	Up two trays identical to tray 1 can be added.

Back



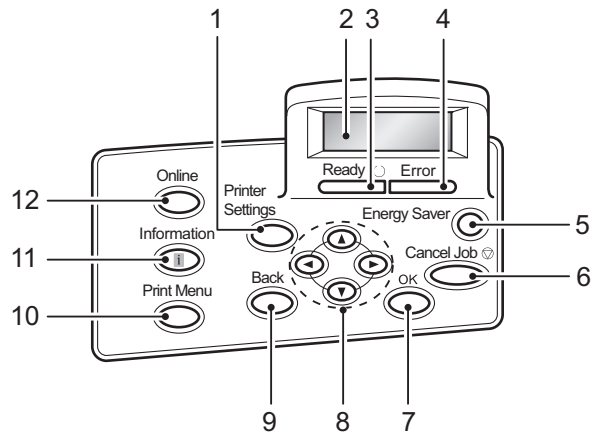
No.	Name	Description
1	Duplex unit (cover C) (optional)	Open here if a paper jam occurs in the area of the Duplex unit.
2	Power cord connector	Connects the power cord.
3	Network connector	Connects the network cable. Note • When the Gigabit Ethernet Board Card (optional) is inserted, connect the cable to connector No. 7.
4	USB connectors	Connect USB2.0 cables.
5	Expansion device connector	Connects an expansion device that can be used with the printer.
6	Parallel interface connector (optional)	When the Parallel Port Kit (Optional) is inserted, connect the parallel cable here.
7	Gigabit Ethernet connector (optional)	When the Gigabit Ethernet Board Card (optional) is inserted, connect the 1000BASE-T Ethernet interface cable here.

Interior




No.	Name	Description
1	Extension tray	Pull out this tray when the printing paper is A4 portrait or larger than A4 size.
2	Print Cartridge	The toner and drum are in one unit.
3	Cover A	Open when replacing the print cartridge or removing jammed paper.
4	Transfer roll	Transfers the toner image on the drum surface onto paper.
5	Paper size setting dial (bypass tray)	When loading paper on the bypass tray, use this dial to set the paper size.
6	Fuser Unit	Fuses toner onto paper. This is extremely hot, so do not touch it.
7	Cover B	When paper is jammed near the fuser unit, open this cover after opening cover C, and then remove the jammed paper.
8	Safety switch	These switches prevent the printer from running when one of the printer's cover is open. Do not press these switches, or place magnetic objects close to the switches.

Control Panel



No.	Name	Description
1	<Printer Settings> button	Pressed to display the menu screen.
2	Display	<p>Displays the status of the printer, menu options, and messages. [Please Wait...] is displayed when the printer power is switched on. Print job is available when the display message changes to [Ready to print]. It displays authenticated user ID for about 2 seconds when card authentication is used. Nothing will be displayed during Energy Saver Mode even if the printer power is switched on.</p> <p>Refer to</p> <ul style="list-style-type: none"> • "Control Panel Display" (P. 49)
3	<Ready> lamp	Lights when the printer is ready to print.
4	<Error> lamp	Blinks or lights when an error occurs.
5	<Energy Saver> button	<p>The lamp lights while the printer is in Energy Saver mode. The printer exits Energy Saver mode by pressing this button. The printer enters Energy Saver mode (Low Power mode) by pressing this button during Standby state.</p> <p>Note</p> <ul style="list-style-type: none"> • <Energy Saver> lamp may be kept lit for several tens of seconds if the printer is switched off during Energy Saver mode.
6	<Cancel Job> button	Pressed to cancel printing the job.
7	<OK> button	Pressed to confirm the menu option selected on the menu screen. This button is also used when printing reports/lists.
8	<▲> <▼> <◀> <▶> buttons	<p>Pressed to advance to the next menu, item, or option.</p> <p>Note</p> <ul style="list-style-type: none"> • When using the <▲> and <▼> buttons to change the current setting, holding down either button cycles through available settings at high speed. To display a setting's default value, press <▲> and <▼> at the same time.
9	<Back> button	Press this button while the menu screen is displayed to return to the previous item.

No.	Name	Description
10	<Print Menu> button	<p>Pressed to print documents stored in the printer or the server, such as Secure Print or Sample Set.</p> <p>Note</p> <ul style="list-style-type: none"> To use this function, either install HDD Extension Kit (optional) and extension system memory (optional), or if not installing HDD Extension Kit (optional), install the 1GB of extension system memory (optional) and [C3] enable the RAM disk. <p>Available print function depends on your environment. Refer to “Control Panel Menu Tree” (P. 376) for available function for the printer.</p>
11	<Information> button	Displays detailed information on what is happening at the time by pressing this button when  mark appears on the display.
12	<Online> button	Pressing the <Online> button takes the printer offline. The <Ready> lamp is off and printing is not done while the printer is offline. Pressing the <Online> button again takes the printer back online (printing enabled).

Control Panel Display

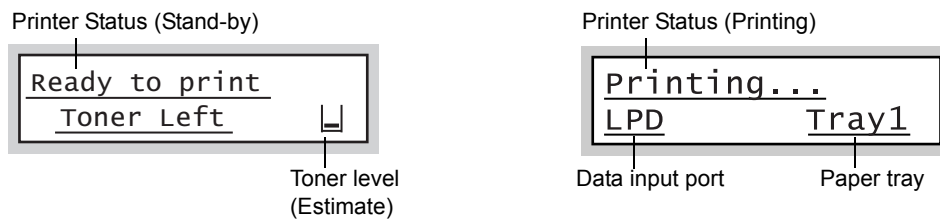
The display shows two types of screens: the print screen and menu screen. The print screen displays messages that show the status of the printer, and the menu screen displays menus that allow you to set various settings for the printer.

Note

- The messages on the display vary depending on the printer status and the options installed.
- Pressing the <Information> button while the ⓘ mark is on the display shows detailed information.

Print Screen

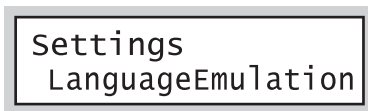
Shows the status of the printer. The following screens are used to indicate when the printer is in stand-by or printing.



Menu Screen

Use this screen to configure printer settings.

Press the <Printer Settings> button to display the menu screen. The following menu item appears when you open the menu screen.



Refer to

- For information about the menu items in the menu screen, refer to "5 Control Panel Settings" (P. 121).

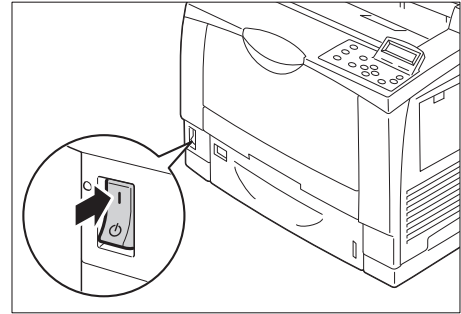
2.2 Switching On/Off the Power

Switching On the Power

1. Press the <|> side of the printer's power switch to turn on the power.
2. "Please wait" is displayed on the display of the control panel. Check that this display changes to "Ready to Print".

Note

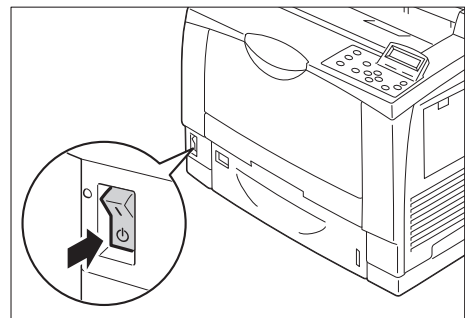
- When using the printer, the printer approximately about 20 seconds to be ready to print after the power is switched on. It may take longer depending on your machine's configuration.
- If an error message is displayed, refer to "Error Messages (in Alphabetical Order)" (P. 209) to remedy the error.



Switching Off the Power

Important

- Do not switch the power off when the <Energy Saver> lamp is blinking. The <Energy Saver> button flashes if the HDD Extension Kit (optional) is being accessed while the printer is in the power saver mode.
 - Do not switch the power off when the display reads [Please wait...].
 - Do not switch the power off during printing. Doing so can cause paper jams.
 - Turning off power causes any print data or other data in the printer to be deleted.
 - After you turn off the power, the printer remains on for a short while as it performs an internal power off procedure. Do not unplug the power cord immediately after turning off the power switch. To switch on the power again, wait until the <Energy Saver> button has completely gone out.
 - If, after switching off the power of the printer, you want to switch it on again, do so after waiting for 10 seconds after the message on the display of the control panel and the various lamps on the control panel have switched off.
1. Make sure that the printer is not in operation by checking the display or indicator lamps.
 2. Press the <⏻> side of the printer's power switch to turn off power.



2.3 Setting/Exiting the Energy Saver Modes

The printer has Energy Saver modes that reduce electric power consumption while the printer is in standby. There are two Energy Saver modes: a Low Power mode (12 W or less) and a Sleep mode (1.7 W or less).

The Low Power mode does not turn off power completely, but it strikes a balance between power consumption and warm up time by keeping temperature of the fuser unit between full and Sleep mode.

Important

- The life of the fuser unit depends to a large extent on the number of hours the printer is powered and other factors. Both Low Power mode and Sleep mode triggering cannot be disabled at the same time. Contact our Customer Support Center for details.

Entering the Energy Saver Modes

The initial factory default settings for both the Low Power mode/Sleep mode trigger times are [1 Minutes Later], so the printer will go directly into Sleep mode without going into the low power mode whenever no print data is received by the printer for 1 minute.

Whether the printer enters the sleep mode can be set. Also, the time until the printer enters the Low Power mode or the Sleep mode can be set between 1 and 240 minutes.

Important

- When the internal temperature of the printer is high, the printer enters the Low Power mode only after the fan stops, so the printer may not enter the Low Power mode even if the time has been set to 1 minute.
- Even if the time until the printer enters the Sleep mode has been set to 25 minutes or less, the inside of the machine must be cooled after printing, so the printer may not enter the Sleep mode for up to 25 minutes.
- The life of the fuser unit varies greatly depending on how long the printer is powered, etc. When the time until the energy saver modes are entered is set to a long time, the powered time of the printer is correspondingly long, which may result in an earlier fuser unit replacement time.

Note

- For information about configuring Low Power mode and Sleep mode settings, refer to "Setting Example: Changing the Sleep Mode Timer" (P. 124).

Exiting the Energy Saver Modes

The printer automatically exits the Energy Saver modes when it receives data from a computer. You can also manually exit the Energy Saver modes by pressing the <Energy Saver> button on the control panel.

If the Printer Does Not Enter Energy Saver Mode

The printer does not enter Low Power mode or Sleep mode in the following cases to inform users on what is happening to the printer and provide its performance.


- When the user is operating the control panel
- When a message indicating to replace any one of the consumables including toner cartridge, drum cartridge or waste toner bottle is displayed
- When a message to replace another regular replacement part is displayed
- When the printer requires user operation for paper jams or open covers
- When an error occurs due to print failure

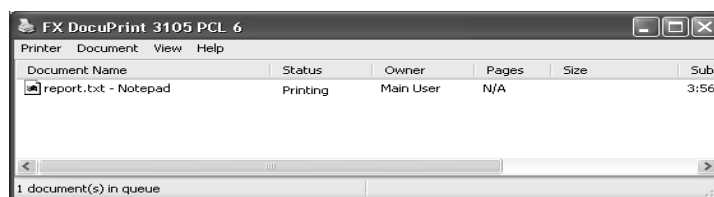
2.4 Canceling/Checking a Print Job

Canceling a Print Job

Print jobs can be canceled either from your computer or the control panel.

Canceling a Print Job Being Processed on a Computer

1. Double-click the printer icon  on the task bar at the lower right corner of your monitor.
2. Select the name of the document whose print job you want to cancel, and then delete it by pressing the <Delete> key.



Note

- If you cannot find the document in the window, cancel the document on the control panel.
- You also can cancel a print job on the [Jobs] tab of CentreWare Internet Services. For information about the procedure you should use, see CentreWare Internet Services help.

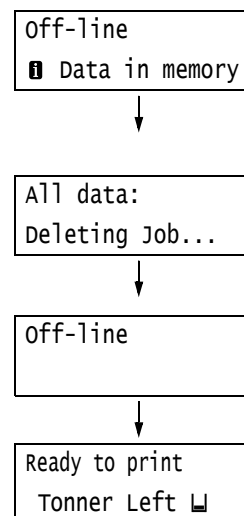
Canceling a Print Job being Printed/Received on the Printer

Press the <Cancel Job> button on the control panel. Note that the page currently being printed continues to print.

Canceling all Data Received by the Printer

You can use the following procedure to cancel printing all data, for instance after adding a very large document to the print queue.


1. Press the <Online> button on the control panel.
This causes [Off-line] to appear on the display.
2. Press the <Cancel Job> button.
This starts the cancellation process. [Off-line] appears on the display after the process is complete.
3. Press the <Online> button.
The [Ready to print] screen reappears.

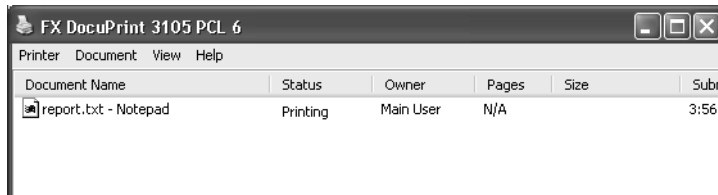


Checking the Status of a Print Job

There are two ways to check the status of data queued for printing: checking the data with Windows and checking the data with CentreWare Internet Services.

Checking the Job Status on Windows

1. Double-click the printer icon  on the task bar at the lower right corner of your monitor.
2. On the displayed window, check [Status].



Checking the Job Status on CentreWare Internet Services

You can check the status of print jobs also under the [Jobs] tab on CentreWare Internet Services.

Refer to

- CentreWare Internet Services online help

2.5 Importing Printer Information to a Print Driver

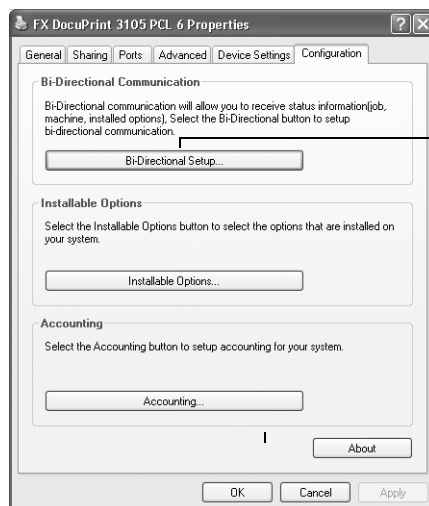
If your printer is networked, you can import printer information (such as accessory configuration, and sizes and types of paper in the paper trays) into your print driver using SNMP protocol. This can be done on the [Configuration] tab on your print driver. The following procedure is described based on Windows XP. After installing the print driver, use this procedure to obtain printer information manually for adding options and configuring paper settings. You can also set to obtain the printer information automatically for each print job.

Note

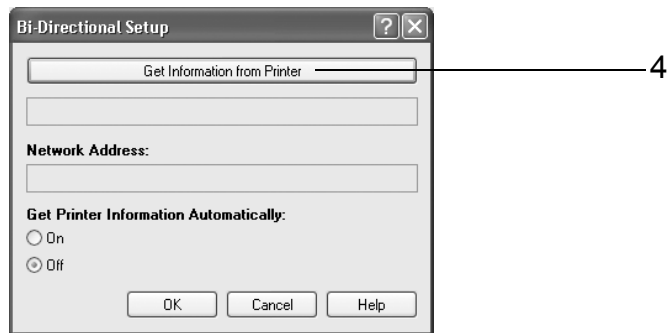
- This function is not available when the printer is directly connected to the computer via parallel cable or USB cable. In this case, configure settings of the applicable print driver items manually. Refer to “Set Printer Information Manually” (P. 58) for the procedure. In this case, the paper types and paper sizes loaded in the trays are not displayed.
- To use this function, the control panel must be used to enable the printer’s SNMP port (Initial default: [Enabled]).

Obtain Printer Information by Specifying Printer Name and IP Address

1. On the [Start] menu, select [Printers and Faxes] (Select [Printer] or [Devices and Printers] depending on OS) and display the properties of the printer being used.
2. Click the [Configuration] tab.
3. Click [Bi-Directional Setup].



- Click [Get Information from Printer].

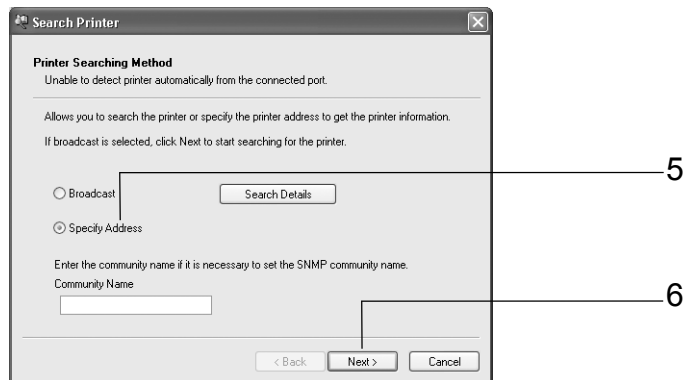


Message [Done] appears if the printer information is imported to the print driver. Proceed to step 9.

If no printer information is imported to the print driver, [Search Printer] appears. Proceed to step 5.

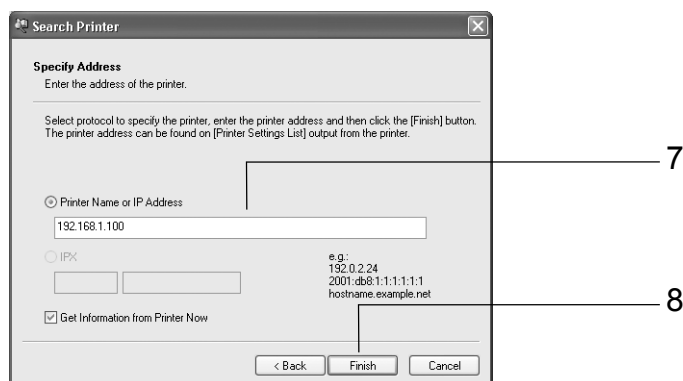
- Select [Specify Address].

- Click [Next].

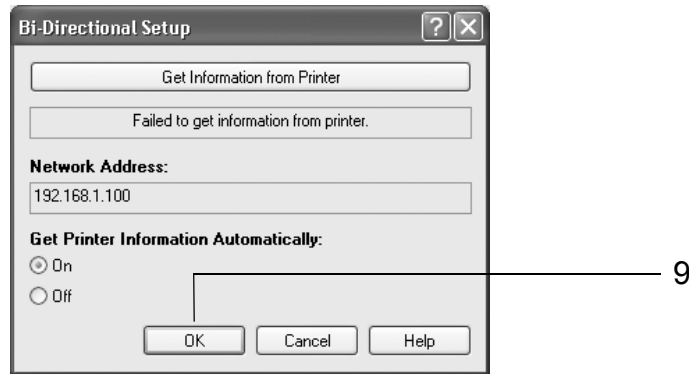


- Enter printer name or IP address in [Printer Name or IP Address].

- Click [Finish].



9. Click [OK] to close the dialog box.

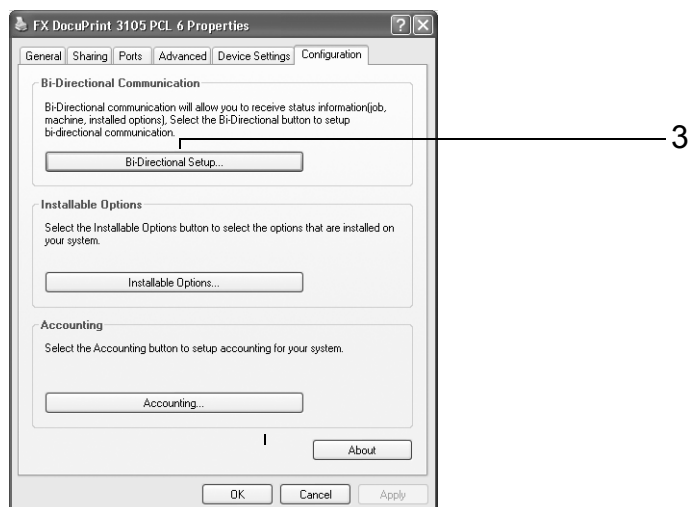


10. Click [OK].

Obtain Printer Information Automatically

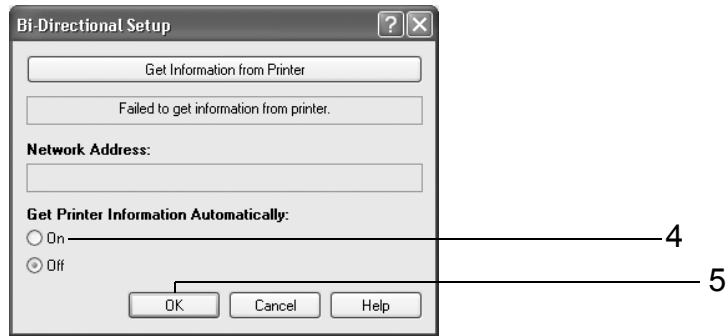
You can set to obtain the printer information automatically whenever the print driver screen is displayed during print job.

1. On the [Start] menu, select [Printers and Faxes] (Select [Printer] or [Devices and Printers] depending on OS) and display the properties of the printer being used.
2. Click the [Configuration] tab.
3. Click [Bi-Directional Setup].



4. Select [On] in [Get Printer Information Automatically].

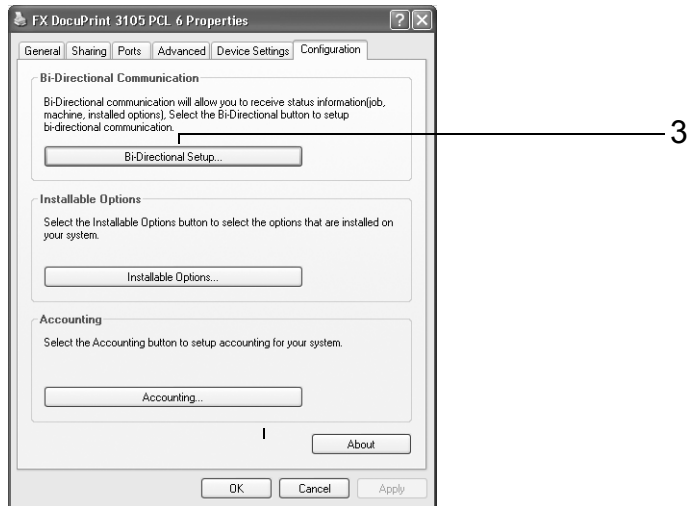
5. Click [OK] to close the dialog box.



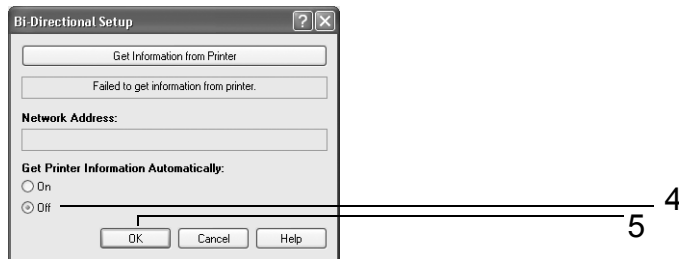
6. Click [OK].

Set Printer Information Manually

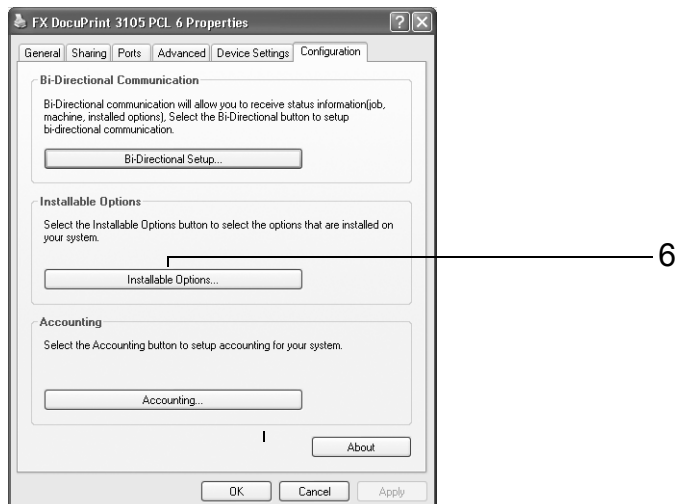
1. On the [Start] menu, select [Printers and Faxes] (Select [Printer] or [Devices and Printers] depending on OS) and display the properties of the printer being used.
2. Click the [Configuration] tab.
3. Click [Bi-Directional Setup].



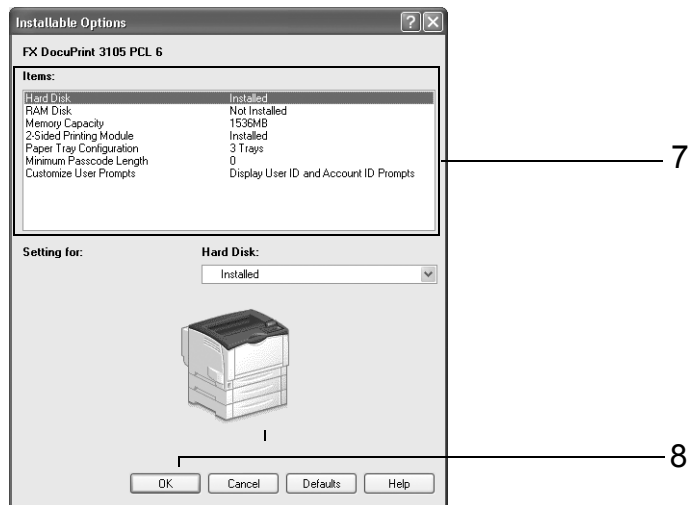
4. Select [Off] in [Get Printer Information Automatically].
5. Click [OK] to close the dialog box.



6. Click [Installable Options].



7. Set items necessary in [Items].
8. Click [OK] to close the dialog box.



9. Click [OK].

3 Printing

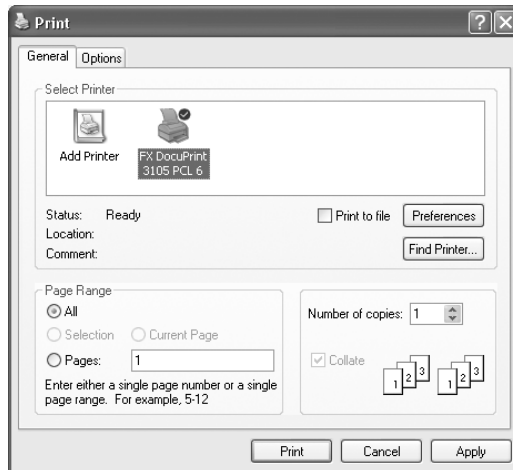
This chapter describes various printing methods using a PCL print driver.

3.1 Printing from a Computer

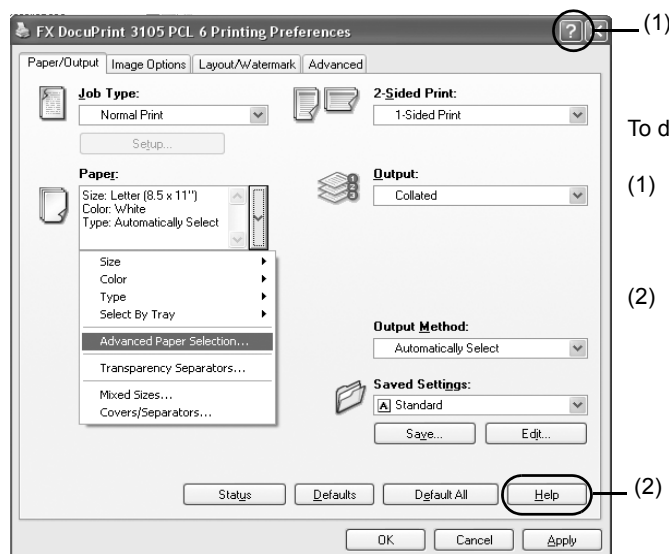
This section outlines the basic procedure for sending print jobs from Windows applications. The procedure uses Windows XP WordPad as an example.

(The actual procedure may vary depending on the application being used.)

1. On the [File] menu of your application, select [Print].
2. Use the [Select Printer] box to select the printer and then display the Properties dialog box. In Windows XP WordPad, click [Preferences] to display the dialog box.



3. Click the desired tab and configure print features as required. When you are finished with the settings, click [OK] to close the dialog box. For details on the print features, refer to the online help for the print driver.



To display online help:

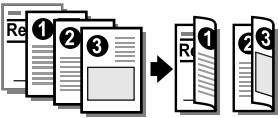
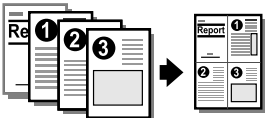
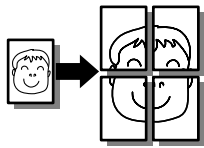
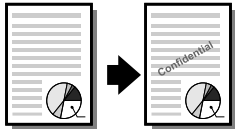
(1) Click [?] and then the item for which you need help. The help for the item appears.

(2) Click [Help]. The [Help] window appears.

4. Click [Print] on the [Print] dialog box to start printing.

Print Features in the Properties Dialog Box

The following introduces some of the print features available on each tab of the print driver. For details on each feature, refer to the online help for the print driver.

Tab	Feature		
Paper/Output	<ul style="list-style-type: none"> 2-Sided Print Prints documents on both sides of the paper. 	<ul style="list-style-type: none"> Saved Settings Allows registration of frequently-used print settings. The printer can be configured with multiple settings simply by selecting an item from the list. Settings can be edited and pre-registered as required. 	<ul style="list-style-type: none"> Secure Print Allows temporary storage of a document in the printer for manual printing from the control panel. (The optional HDD Extension Kit (optional) and extension system memory is needed.)
	<ul style="list-style-type: none"> Sample Set Allows printing of a proof copy of a multi-set job. After the proof copy is checked, the remainder of the job can be printed from the control panel. (The optional HDD Extension Kit (optional) and extension system memory is needed.) 	<ul style="list-style-type: none"> Delayed Print Allows printing at a specified time. 	<ul style="list-style-type: none"> Covers/Separators Allows inserting Front Cover, Back Cover or Separator. Also allows printing on paper of a specific color and thickness for Front Cover only.
Image Options	<ul style="list-style-type: none"> Allows you to configure settings related to print quality, such as saving toners or adjusting positions of images. Image quality The image quality can be adjusted according to the type of document to be printed, such as photos or charts, and the intended use. Toner saver This function reduces toner consumption. 		
Layout/ Watermark	<ul style="list-style-type: none"> Pages Per Sheet (N-up) Prints multiple pages onto one sheet of paper. 	<ul style="list-style-type: none"> Poster Allows you to divide and enlarge an original document to copy the image onto multiple sheets of paper. You can then paste them together to make one large poster. 	
	<ul style="list-style-type: none"> Watermark Adds a watermark such as "Confidential" underneath an original image. 		

Note

- The Properties dialog box also can be displayed by clicking the printer icon on the [Printers and Faxes] window ([Printers] or [Devices and Printers] window depending on the operating system you are using). The settings configured here will be the defaults of the features when the dialog box is accessed from an application.

3.2 Printing on Envelopes

This section describes how to print on envelopes.

Postcards/envelopes can be printed when using Tray 1-3.

Loading Envelopes

Only printing on the address side of the envelope is supported. Printing on the reverse side is not supported.

The following envelope sizes can be used with this printer.

- Envelope (120 x 235mm)
- Envelope (105 x 235mm)
- C5 envelope (162x229mm)
- Monarch envelope (98x191mm)
- DL envelope (110x220mm)
- No.10 Envelope (105x241mm)

Note

- When using custom size envelopes, register the custom size with the printer driver as a user-defined size. For details, refer to "Registering Custom Size Paper" (P. 67)
- For user-defined sizes, register the size including the flap in the case of envelopes with their flap open. (In the case of Ncolor envelopes, 20 mm can be included as the flap part.)

Important

- For best print quality, do not use envelopes that:
 - are curled or twisted.
 - are stuck together or damaged.
 - have windows, holes, perforations, cutouts, or embossments.
 - use tie strings, metal clamps, or metal folding bars.
 - have postage stamps attached.
 - have any exposed adhesive when the flaps are closed.
 - have deckle edges or creased corners.
 - are wrinkled, rough or are glued.
 - have adhesive flaps.

1. Load horizontal envelopes with the address size facing up, the flap closed, and so they feed from the side with the flap.

Note

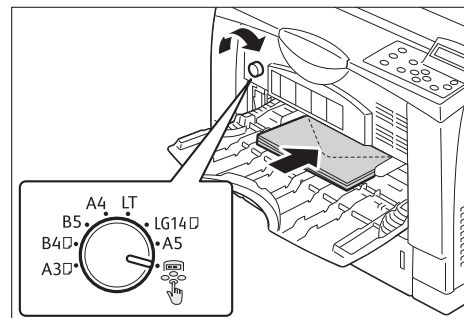
- When using envelopes with adhesive flaps, close the flaps and set the envelopes so that they feed from the flap side. Setting envelopes with adhesive flaps with their flaps open will cause printer malfunction.

Load vertical envelopes with the address side facing up with the flaps to the right.

Note

- Envelopes can be printed even when their flaps point left. Correctly select the right setting according to the flap direction with [Portrait/Landscape (For Envelopes)] > [Image Rotation 180 Degrees] in [Mixed Sizes] of the printer driver.

horizontal envelopes

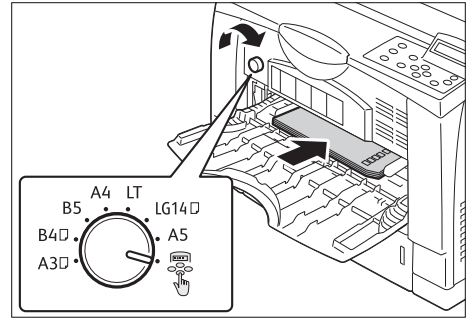


2. Adjust the paper guides to the size of the envelopes.
3. Set the paper size setting dial on the bypass tray to "Other."
4. Set the paper size for the bypass tray on the control panel.

Refer to

- "Loading Paper in the Bypass Tray" (P. 107).

envelopes



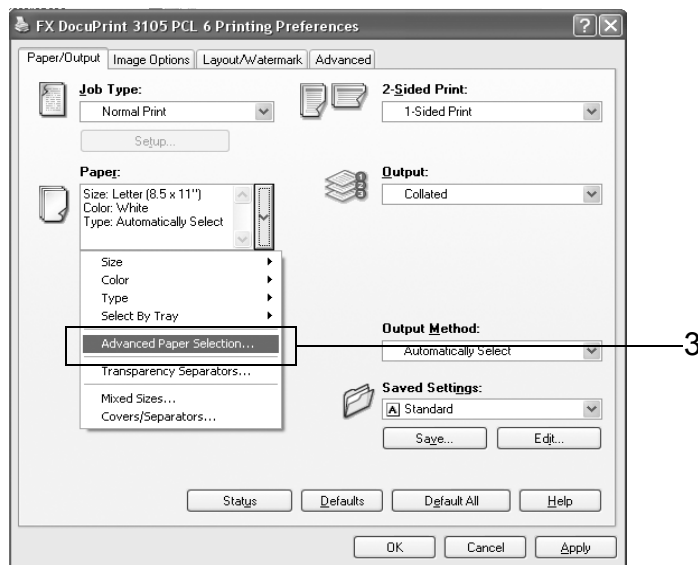
Printing on Envelopes

The following procedures use Windows XP WordPad as an example.

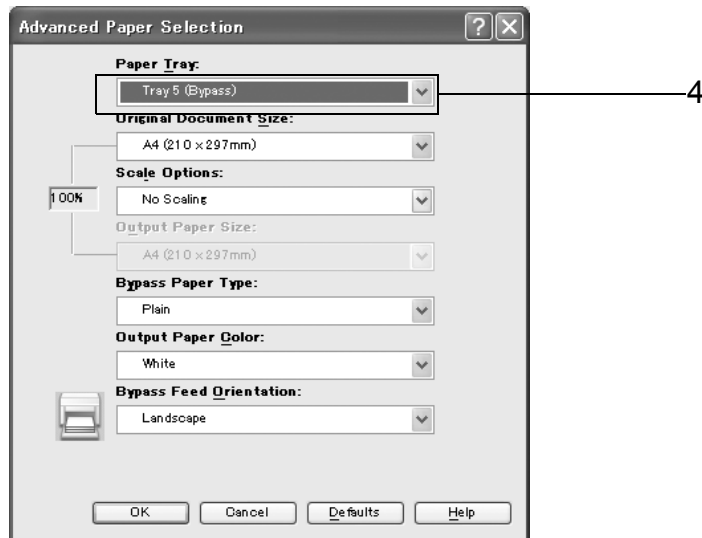
Note

- The method for displaying the Properties dialog box varies depending on the application being used. Refer to the documentation for the application.

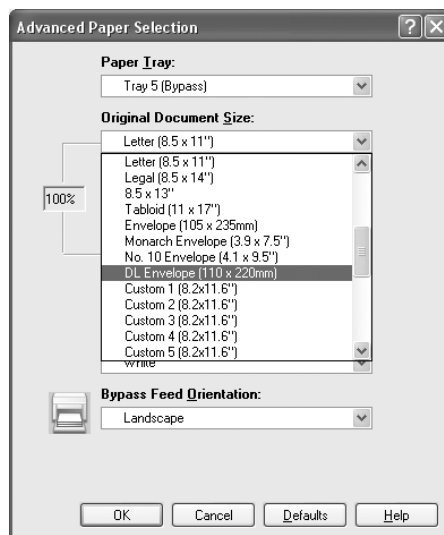
1. On the [File] menu, select [Print].
2. Select the printer from the [Select Printer] list box, and then click [Preferences].
3. The [Paper/Output] tab appears. Click <v> beside the [Paper] to display the options, and then select [Advanced Paper Selection].



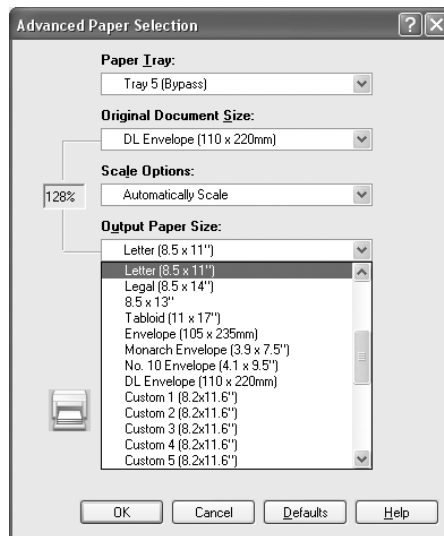
4. For [Paper Tray], select [Tray 5 (Bypass)].



5. Click <v> beside the [Paper] to display the options, and then select [Advanced Paper Selection].
[Advanced Paper Selection] is appear.



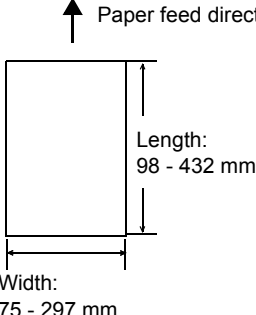
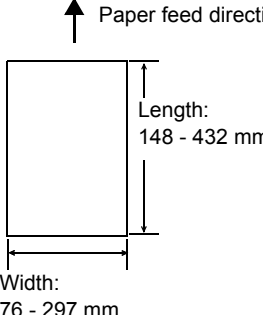
6. If the output paper size is different from the file size, choose [Automatically Scale] for [Scale Options], and then select output paper size for [Output Paper Size]



7. Click [OK] to close the [Advanced Paper Selection] dialog box.
8. On the [Paper/Output] tab, click [OK].
9. Click [Print] on the [Print] dialog box to start printing.

3.3 Printing on Custom Size or Long-size Paper

This section explains how to print on long-size and custom size paper.
The following are the sizes of paper that can be loaded into the paper trays.

Bypass Tray	Trays 1 - 3
 <p>↑ Paper feed direction</p> <p>Length: 98 - 432 mm</p> <p>Width: 75 - 297 mm</p> <p>* The long size of 900x297mm can be used.</p>	 <p>↑ Paper feed direction</p> <p>Length: 148 - 432 mm</p> <p>Width: 76 - 297 mm</p>

Loading Custom Size or Long Size Paper

Using the Bypass Tray

The following example explains how to load long-size paper into the bypass tray.

Note

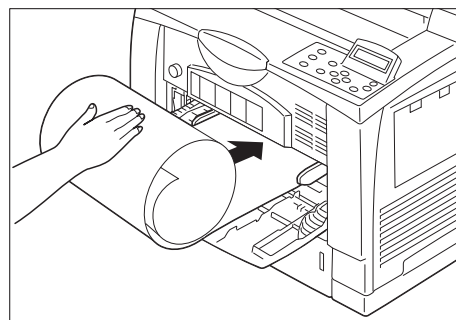
- Finger prints can leave marks on the printing surface of long-size paper. Take care to avoid getting marks on the long size paper when loading it.
- For information about loading other custom size paper, refer to "4.2 Loading Paper" (P. 107).
- The only paper type setting that can be specified for long size paper is [Custom (297 - 900 mm)].

1. Load the paper into the bypass tray with the print side of the long-size paper facing up and the trailing edge curled as shown in the illustration.

Note

- Curl the trailing edge of the long-size paper as far as possible from the paper inlet slot. Curling it too close to the paper inlet slot can result in the trailing edge feeding into the printer, causing the paper to be creased or wrinkled.
- Carefully insert the leading edge of the paper into the inlet slot of the bypass tray. Incorrect insertion can cause paper jams.
- Load paper one sheet at a time.

2. Adjust the paper guide to the size of the long-size paper.
Since long-size paper is long, be sure to pick up each printed sheet as it comes out to avoid it from falling to the floor.



Using Trays 1 - 3

The procedure for loading custom size paper into Trays 1 - 3 is the same as for standard-size paper. Refer to “4.2 Loading Paper” (P. 107).

Registering Custom Size Paper

Custom size paper needs to be registered with the print driver before it can be used. The following example shows how to do this with Windows XP.

When loading custom size paper in tray 1, 2, or 3, use the control panel to configure the paper size settings. For information on how to configure settings on the control panel, refer to “Setting the Paper Sizes of Trays” (P. 115).

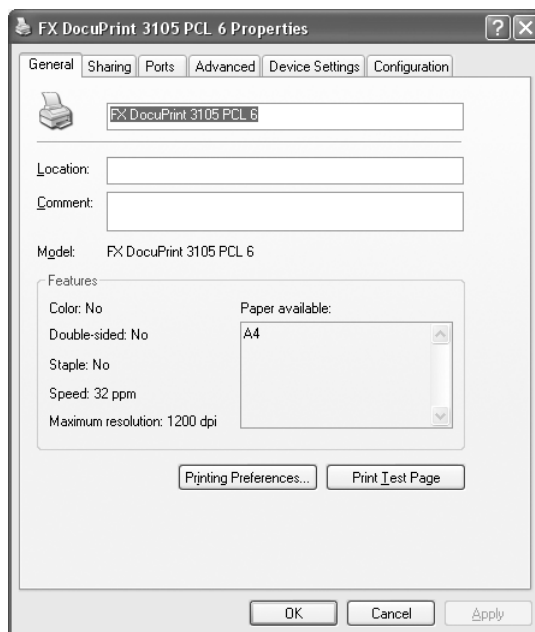
Important

- Make sure the paper size settings are configured correctly with the print driver or on the control panel. Setting the wrong paper size can cause malfunction of the printer.

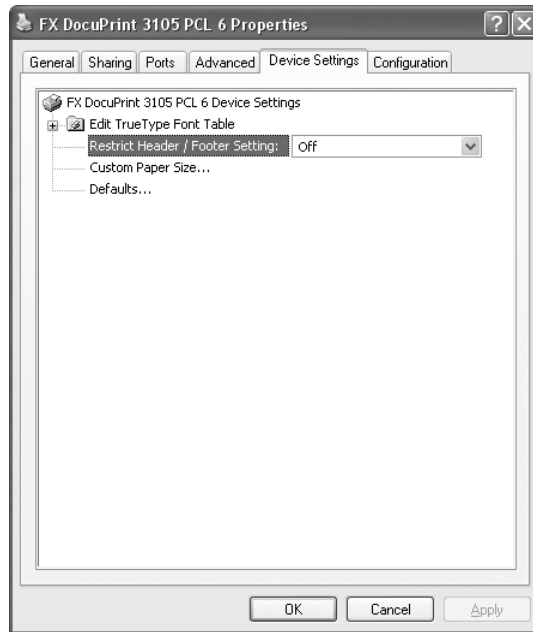
Note

- Only users with administrator level access authority can change settings. Users without administrator privileges can only view settings.
- Changing the settings on the [Custom Paper Size] dialog box when running Windows 2000, Windows XP, Windows Server 2003, or Windows Vista while the printer is being used as a local printer can affect settings for other printers on your computer. Changing settings when the printer is a network printer can affect other network-shared printers on other computers over the network. This is because the printer uses its own form database when it is local, while it uses the form database of a server that has a print queue when it is networked.

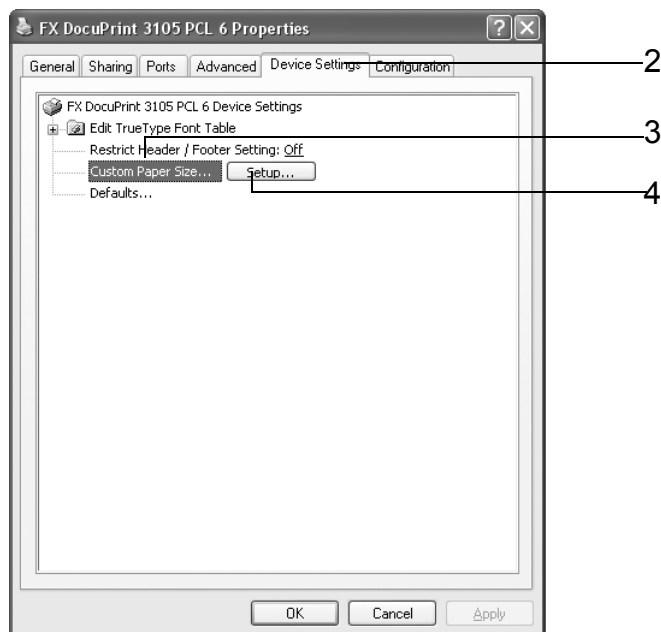
1. On the [Start] menu, select [Printers and Faxes] (Select [Printer] or [Devices and Printers] depending on OS) and display the properties of the printer being used.
2. Click the [Device Settings] tab.



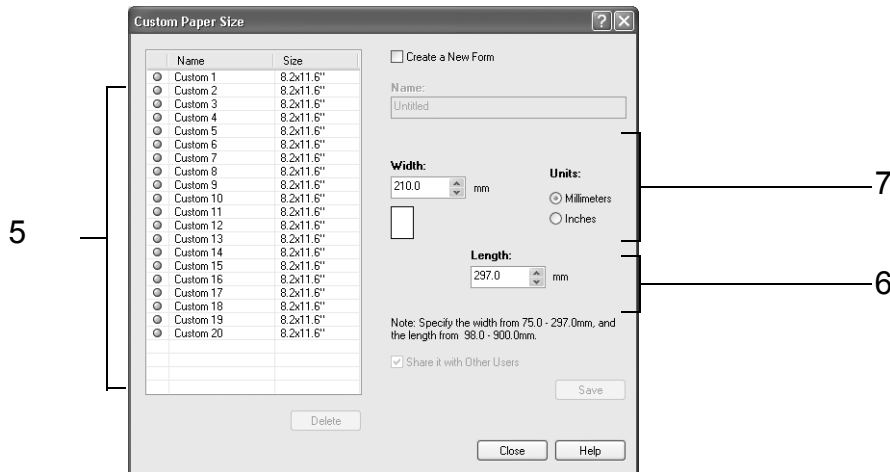
3. Click [Custom Paper Size].



4. Click [Setup].



5. Select custom items to be set from the list box for paper name and size.



Note

- In the case of Windows 7, select the name of the paper for which a custom size is to be registered from [Custom 1] to [Custom 20].
- If changing paper name, select the [Create a New Form] check box and then enter a name in [Paper Name]. A paper name can be up to 31 single-byte characters long.

6. Specify the length for [Width] and [Length].
Use key input or the [▲] and [▼] keys to specify the lengths.
Even if the [Width] setting is within the allowable range, you cannot specify a value that is greater than the [Length] setting. Conversely, even if the [Length] setting is within the allowable range, you cannot specify a value that is less than the [Width] setting.

7. To define other custom paper sizes, repeat Steps 5 to 6 of this procedure.

8. Click [Save].

Note

- Proceed to step 10 when registering with a new paper name.

9. Click [Yes].

10. Click [Close].

11. Click [OK].

Printing on Custom Size Paper

The following procedure uses Windows XP WordPad as an example.

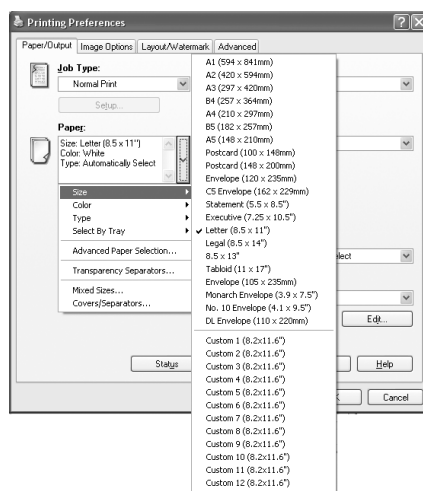
Important

- Make sure to set paper sizes correctly. Setting wrong paper sizes can cause printer malfunctions.

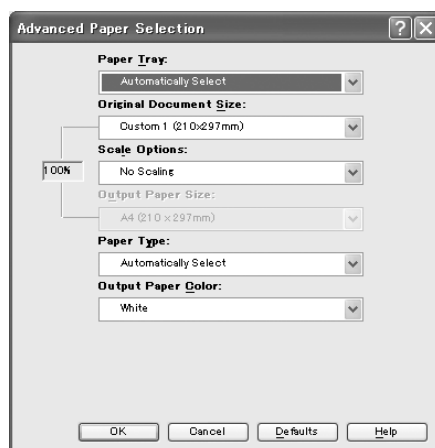
Note

- The method for displaying the Properties dialog box varies depending on the application being used. Refer to the documentation of the application.

1. On the [File] menu, select [Print].
2. Select the printer from the [Select Printer] list box, and then click [Preferences].
3. The [Paper/Output] tab appears.
Click <v> beside the [Paper] to display the options, and then select the registered custom paper size from [Size].



4. When the paper is loaded in the Bypass Tray, click <v> beside the [Paper] to display the options, and then select [Advanced Paper Selection].



5. Click [OK] to close the [Advanced Paper Selection] dialog box.
6. Click [OK].
7. Click [Print] on the [Print] dialog box to start printing.

3.4 Printing various types of papers

The trays 1 - 3 accept plain paper and special media such as heavyweight paper, labels, and transparencies.

This section describes how to print after changing the paper type settings of tray 1, 2, or 3. The following procedures use Windows XP WordPad as an example.

Important

- The method for displaying the Properties dialog box varies depending on the application being used. Refer to the documentation for the application.

Note

- Paper type setting method: “Setting the Paper Sizes of Trays” (P. 115) and “Changing the Paper Type Settings of Trays” (P. 117).
- Loading settings to the printer driver: “2.5 Importing Printer Information to a Print Driver” (P. 54)

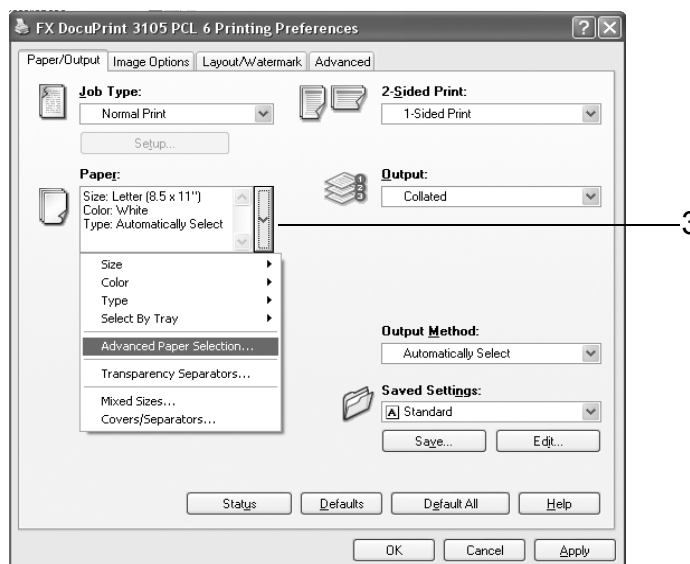
Automatically Printing after Changing the Paper Type

When the [Paper Type] settings match the loaded paper type in the tray, the printer will select the appropriate tray based on the paper type setting you specified, even if you do not specify a paper tray with the print driver.

This method makes it possible to request a print job without worrying about the type of paper loaded in each paper tray.

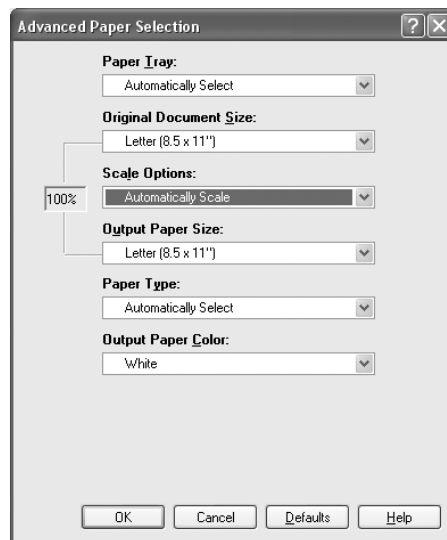
In order to use this feature, use the control panel to configure paper type settings for the printer trays.

1. On the [File] menu, select [Print].
2. Select the printer from the [Select Printer] list, and then click [Preferences].
3. Click <v> beside the [Paper] to display the options, and then select [Advanced Paper Selection].



4. For [Paper Tray], select [Automatically Select].
5. For the [Paper Type], select the paper type to print.
6. Set the [Original Document Size].

7. If the output paper size is different from the file size, choose [Automatically Scale] for [Scale Options], and then select output paper size for [Output Paper Size].



8. Click [OK] to close the [Advanced Paper Selection] dialog box.
9. Click [OK].
10. Click [Print] on the [Print] dialog box to start printing.

3.5 Printing confidential documents

- Secure Print -

The Secure Print function can be used when HDD Extension Kit (optional) and extension system memory (optional) are installed on the printer, or the extension system memory (1GB) (optional) is installed and RAM disk is enabled.

Important

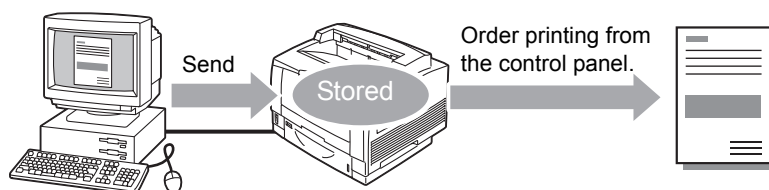
- In case the HDD Extension Kit (optional) fails, we recommend you to back up the HDD Extension Kit (optional) data on your computer.
- All documents stored may be deleted if the printer power is turned off and on, while using RAM disk.

Refer to

- How to enable RAM disk: "7.8 Enabling a RAM Disk" (P. 275)

Secure Print

Secure Print is a feature that allows you to send a password-protected document to the printer. Instead of printing the document immediately, the printer stores it temporarily until you use the control panel to start printing manually. This feature also can store documents that are not password protected. By storing frequently-used documents in the printer, you can print them whenever you want, without having to send them each time from your computer.



Note

- Whether or not to delete a Secure Print job after printing it can be specified when you print it from the control panel. For more information, refer to "Control Panel Operations" (P. 75).
- Secure Print output is not supported when [Disabled] is selected for [Secure Print] on the control panel.
- Password input is always required when the [Minimum Passcode Length] setting on the [Configuration] tab > [Installable Options] > [Installable Options] dialog box of the printer's properties dialog box is [1] or greater.

Printing with Secure Print

The following explains how to print a job with Secure Print.

Configure Secure Print settings on your computer and then send the job to the printer. Next, perform the required control panel operation to start printing manually.

Computer Operations

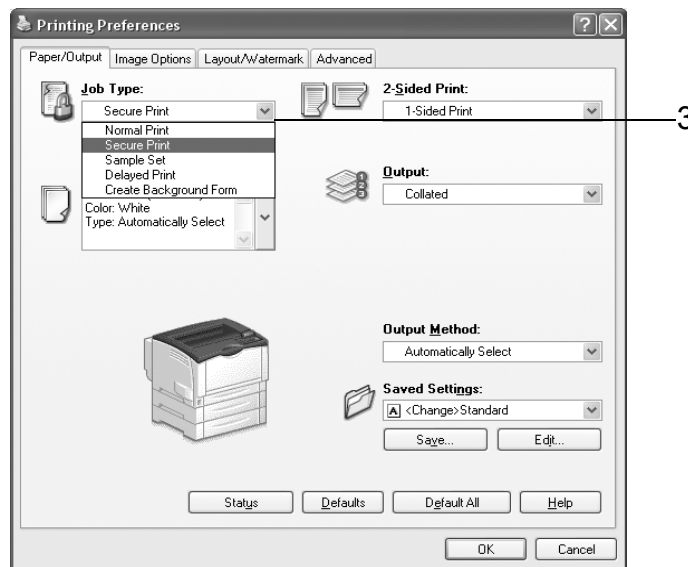
The following procedure uses Windows XP WordPad as an example.

Note

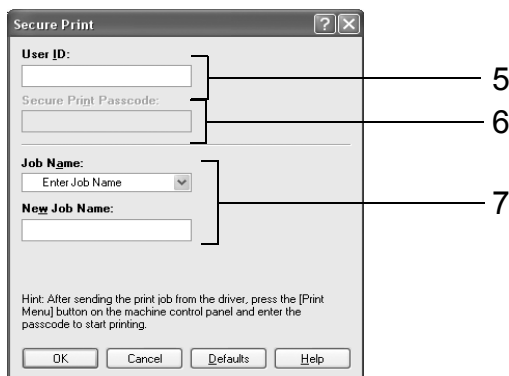
- The method for displaying the Properties dialog box varies depending on the application being used. Refer to the documentation for the application.

1. On the [File] menu, select [Print].
2. Select the printer from the [Select Printer] list box, and then click [Preferences].

3. The [Paper/Output] tab appears.
For [Job Type], select [Secure Print].



4. Click [Setup].
The [Secure Print] dialog box appears.
5. Enter your user ID into [User ID].
The user ID can be up to 8 single-byte alphanumeric characters.



6. If a password is assigned to the job, enter the password into [Secure Print Passcode].
The password can be up to 12 single-byte numeric characters.
7. For [Job Name], select [Enter Job Name] or [Use Existing Name].
If you selected [Enter Job Name], name the document by entering up to 12 single-byte characters into [New Job Name].
If you selected [Use Existing Name], the document name will be the name of the document to be printed. If the printer cannot identify the name of the document, the date and time that the document will be printed is used for the name.
8. Click [OK].
9. On the [Paper/ Output] tab, click [OK].
10. Click [Print] on the [Print] dialog box to start printing.
This will store the document in the printer.

Control Panel Operations

The following explains how to print a Secure Print job stored in the printer.

Note

- To delete a Secure Print job without printing it, select [Delete] after Step 8.

1. On the control panel, press the <Print Menu> button.

Print Menu
Secure Print



2. Press the <▶> or <OK> button to select.
A user ID appears.

Select User ID
1001.12345678



3. Press the <▼> button until the desired user ID appears.

Note

- The user ID is the ID set for [User ID] on the [Secure Print] dialog box of the print driver.

4. Press the <▶> or <OK> button to select.
A screen that allows you to enter a password appears.

Passcode+OK key
[0]



5. Enter your password using the <▲> and <▼> buttons. Use the <▶> button to move the cursor.

Passcode+OK key
[**7]



Note

- Enter the password you specified for [Secure Print Passcode] on the [Secure Print] dialog box of the print driver. When a password is not specified, the control panel will not prompt you for entry of a password.

6. Press the <OK> button to apply the setting.
A document name appears.

Select Job
1.Report

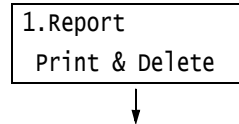


7. Press the <▼> button until the desired document name appears.

Note

- The document name is the name (of up to 12 bytes) specified for [Job Name] on the [Secure Print] dialog box of the print driver.
- When more than one document is stored in the printer, an [All Jobs] option is also available.

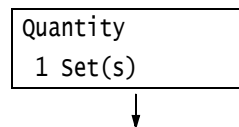
8. Press the <▶> or <OK> button to select.
A screen appears that allows you to specify whether to delete or save the document after printing.



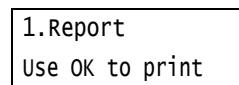
Note

- To delete the job without printing, press the <▼> button to display [Delete], press the <▶> button, and then press the <OK> button.
- If you want to save the document in the printer after printing, press the <▼> button, display [Print & Save], and proceed to Step 9 of this procedure.

9. Press the <▶> or <OK> button to select.
A screen to enter the number of copies appears.



10. Enter the number of copies using the <▼> button, and then press the <▶> or <OK> button to print the document.
A print start confirmation screen appears.



11. Press the <OK> button to print.
Printing starts.
12. Press the <Print Menu> button to return to the [Ready to print] screen.

3.6 Printing after checking output - Sample Set -

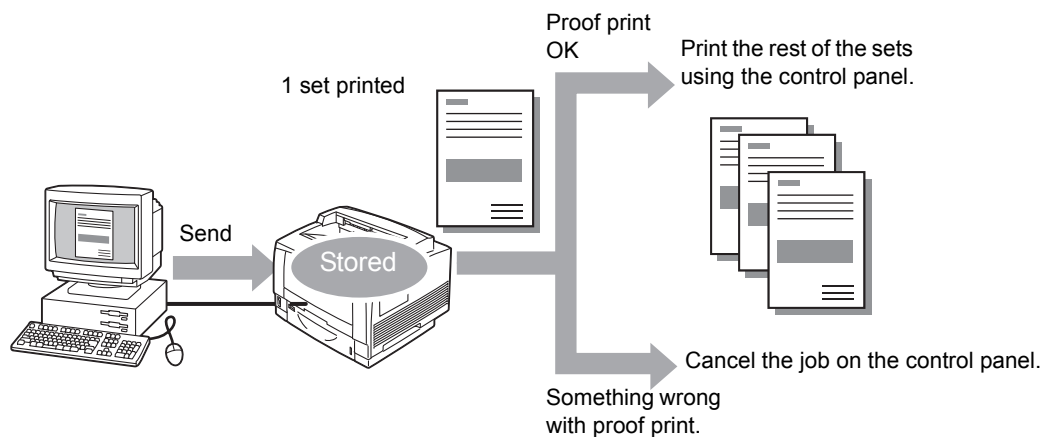
Sample Set is available if the printer has HDD Extension Kit (optional), or else install extension system memory (1GB) (optional) and RAM disk enabled.

Important

- In case the HDD Extension Kit (optional) fails, we recommend you to back up the HDD Extension Kit (optional) data on your computer.

Sample Set

Sample Set lets you print a proof copy of a multi-set job and print the rest of the sets after checking the proof copy. The job is stored on the printer's HDD Extension Kit (optional) until all of the sets are printed using the control panel.



Note

- To delete Sample Set jobs that have accumulated on the printer, without printing them, refer to "Control Panel Operations" (P. 79).

Printing Using Sample Set

The following explains how to use Sample Set to print a job.

Configure Sample Set settings on your computer and then send the job to the printer. Next, perform the required control panel operation to start printing manually.

Computer Operations

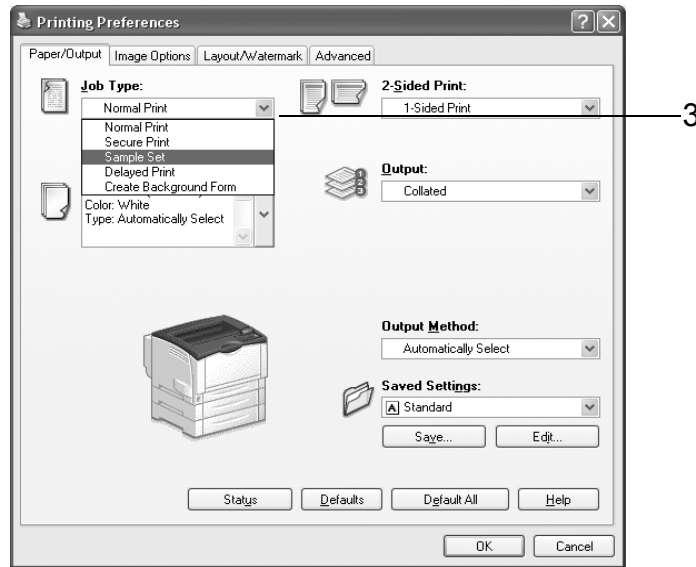
The following procedure uses Windows XP WordPad as an example.

Note

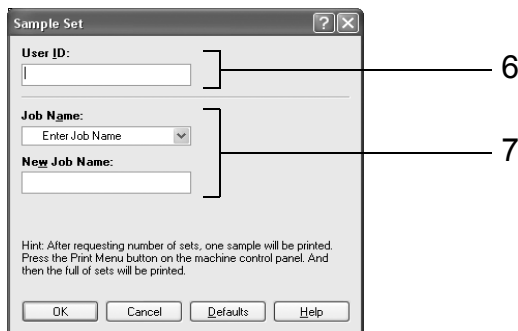
- The method for displaying the Properties dialog box varies depending on the application being used. Refer to the documentation for the application.

1. On the [File] menu, select [Print].
2. Select the printer from the [Select Printer] list box, and then click [Preferences]. The [Paper/Output] tab appears.

3. For [Job Type], select [Sample Set].



4. Click [Setup].
The [Sample Set] dialog box appears.
5. Enter your user ID into [User ID].
The user ID can be up to 8 single-byte alphanumeric characters.



6. For [Job Name], select [Enter Job Name] or [Use Existing Name].
If you selected [Enter Job Name], name the document by entering up to 12 single-byte characters into [New Job Name].
If you selected [Use Existing Name], the document name will be the name of the document to be printed. If the printer cannot identify the name of the document, the date and time that the document will be printed is used for the name.
7. Click [OK].
8. On the [Paper/ Output] tab, click [OK].
9. Click [Print] on the [Print] dialog box to start printing.

Control Panel Operations

The following explains how to print or delete a Sample Set job depending on the proof print result.

1. On the control panel, press the <Print Menu> button.
2. Press the <▼> button until [Sample Set] appears.
3. Press the <▶> or <OK> button to select. A user ID appears.
4. Press the <▼> button until the desired user ID appears.

Note

- The user ID is the ID specified for [User ID] on the [Sample Set] dialog box of the print driver.

5. Press the <▶> or <OK> button to select. A document name appears.
6. Press the <▼> button until the desired document name appears.

Note

- The document name is the name (of up to 12 bytes) specified for [Job Name] on the [Sample Set] dialog box of the print driver.
- When more than one document is stored in the printer, an [All Jobs] option is also available.

7. Press the <▶> or <OK> button to select. A screen appears that allows you to specify whether to delete or save the document after printing.

Note

- To delete the job without printing, press the <▼> button to display [Delete], press the <▶> button, and then press the <OK> button.

8. When printing the document, use the <▶> or <OK> button to select. A screen to enter the number of copies appears.

Print Menu
Secure Print



Print Menu
Sample Set



Select User ID
2001.12345678



Select Job
1.Report



1.Report
Print



Quantity
1 Set(s)



9. Enter the number of copies using the <▼> button, and then press the <▶> or <OK> button to print the document.
A print start confirmation screen appears.

1.Report Use OK to print

Note

- The initial number of copies is one less than the number preset in the print driver because one copy has already been printed.
10. Press the <OK> button to print.
Printing starts.
 11. Press the <Print Menu> button to return to the [Ready to print] screen.

3.7 Printing at a Specified Time - Delayed Print -

Delayed Print is available if the printer has HDD Extension Kit (optional), or else install extension system memory (1GB) (optional) and RAM disk enabled.

Important

- In case the HDD Extension Kit (optional) fails, we recommend you to back up the HDD Extension Kit (optional) data on your computer.

Delayed Print

Delayed Print stores print data on the HDD Extension Kit (optional) and prints it automatically at a preset time.

The number of jobs which can be executed (held) at the same time is 100 jobs or less.

Important

- Do not turn off the printer power while a Delayed Print job is pending.
If the printer power is turned off (before the specified time) while print job is in stand-by and HDD Extension Kit (optional) is used, print job which passed specified time starts automatically as soon as the power is turned back on for the next time.

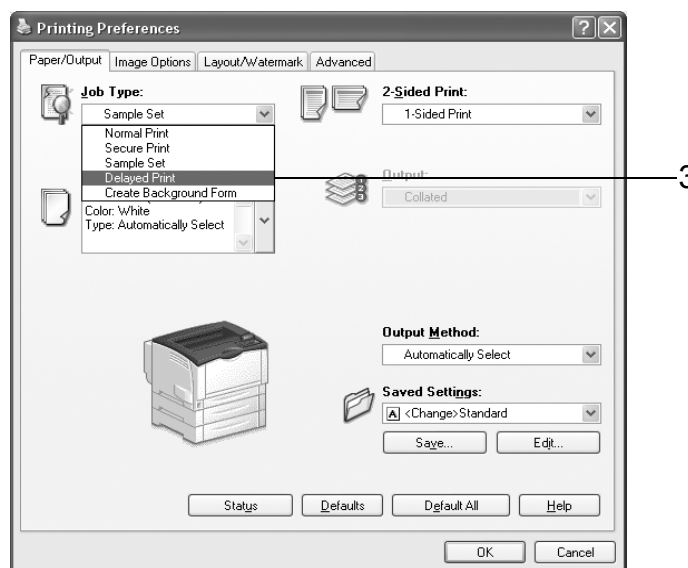
Note

- The time setting for Delayed Print must be within 24 hours after the print job is requested.

Registering a Delayed Print Job

This procedure explains how to print a job with Delayed Print.
It uses Windows XP WordPad as an example.

1. On the [File] menu, select [Print].
2. Select the printer from the [Select Printer] list, and then click [Preferences].
3. For [Job Type] on the [Paper/ Output] tab, select [Delayed Print].



4. Click [Setup].
The [Delayed Print] dialog box appears.

- Specify the printing start time.
Use 24-hour format to specify the time.

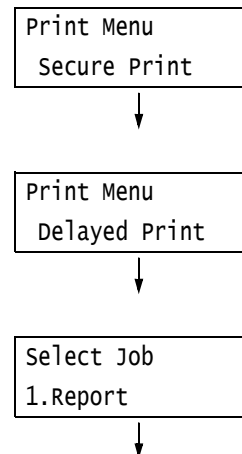


- For [Job Name], select [Enter Job Name] or [Use Existing Name]. If you selected [Enter Job Name], name the document by entering up to 12 single-byte characters into [New Job Name].
If you selected [Use Existing Name], the document name will be the name of the document to be printed. If the printer cannot identify the name of the document, the date and time that the document will be printed is used for the name.
- Click [OK].
- On the [Paper/ Output] tab, click [OK].
- Click [Print] on the [Print] dialog box to start printing.
Printing will start when the specified time is reached.

Canceling a Delayed Print Job

You can use the control panel to cancel a Delayed Print job or to print a Delayed Print job immediately, regardless of the specified time.

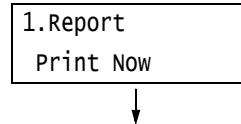
- On the control panel, press the <Print Menu> button.
- Press the <▼> button until [Delayed Print] is displayed.
- Press the <▶> or <OK> button to select.
A document name appears.
- Press the <▼> button until the desired document name appears.



Note

- The document name is the name (of up to 12 bytes) specified for [Job Name] on the [Delayed Print] dialog box of the print driver.

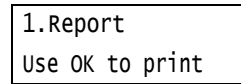
5. Press the <▶> or <OK> button to select.
A screen for selecting whether to print immediately or to delete the job without printing appears.



Note

- If you want to delete the job without printing, press the <▼> button to display [Delete], press the <▶> button, and then press the <OK> button.

6. To print the document immediately, use the <▶> or <OK> button to select.
A print start confirmation screen appears.



7. Press the <OK> button to print.
Printing starts.
8. Press the <Print Menu> button to return to the [Ready to print] screen.

3.8 Private Charge Print

Private Charge Print is available if the printer has HDD Extension Kit (optional), or else install extension system memory (1GB) (optional) and RAM disk is enabled.

Important

- In case the HDD Extension Kit (optional) fails, we recommend you to back up the HDD Extension Kit (optional) data on your computer.
- All documents stored may be deleted if the printer power is turned off and on, while using RAM disk.

Refer to

- How to enable RAM disk: “7.8 Enabling a RAM Disk” (P. 275)

Private Charge Print

Private Charge Print is a function to store print job data from a computer temporarily in the printer and then print it when necessary with Smart card verification, if IC Card Reader (optional or purchase separately) is connected to the printer.

Print job data from a computer is saved by each user ID for authentication, so that only documents of the user corresponded to the information on Smart card authentication can be printed.

Note

- The IC Card Reader may not be supplied with the printer in some regions. Contact your dealer for details.
- The Authentication feature includes login to local accounts, which uses user IDs and other login information registered on the printer, and login to remote accounts with an affiliated external authentication server. Contact your dealers for information about using the Authentication feature.
- If IC Card Reader is connected, print job data for Secure Print and Sample Set already stored in the printer may not be available to use. In this case, print or delete print job data before connecting IC Card Reader.
- Print jobs using Watermark and Secure Watermark are available for printing by releasing these functions, when selecting [Print Menu] > [DisableForcePrint] on the control panel. This option is available only for users having authority to temporarily exit forced print.
Refer to “Create Authorization Group and Association with Users” (P. 304) for information on setting authority to temporarily exit forced print. Refer to “7.9 Security Features” > “Using the Watermark Feature” (P. 279) for Watermark and Secure Watermark features.
- If Private Charge Print feature is set, ordinary print, Secure Print, Sample Set and Delayed Print are not available.

Configuring Private Charge Print Settings

Configuring Printer Settings

Private Charge Print is displayed if either of the following is set in [Admin Menu] > [System Settings] > [Authentication] > [Charge Print] of the control panel.

- When [Receive Control] is set to [PrivateChargePrint].
- When [Receive Control] is set to [ReferPrintAuditron] while [PrivateChargePrint] is set in [Process Job Login] > [Job Login Success].

Refer to

- “Secure Print” (P. 85)

Configuring Print Driver Settings


To use Private Charge Print, a user ID must be specified on the print driver properties dialog box. Printing is not possible if the user ID does not match the verification information.

For details about the content of settings and setting procedures, consult your system administrator.

Printing with Private Charge Print

With Private Charge Print, user can print job stored in the printer by touching Smart card.

1. While [Ready to print] is displayed on the control panel, make sure to touch Smart card for authentication.

Ready to print
Toner Left 



Documents are printed automatically if authentication of the user is successful.

Printing...

Deleting Print Job

The following explains how to delete print job stored in the printer in Private Charge Print.

1. On the control panel, press the <Print Menu> button.
2. Press <▼> button until [Del PteChgePrint] appears.
3. Select with <▶> or <OK> button. The screen shown to the right appears.
4. Make sure to touch Smart card for authentication. Document name is displayed if authentication is successful.
5. Press <▼> button until the desired document name appears.

Print Menu
Secure Print



Print Menu
Del PteChgePrint



Use Smart Card
to login



Select JobToDelete
1.Report



Note

- When more than one document is stored in the printer, an [All Jobs] option is also available.

6. Select with <▶> or <OK> button. The screen to start deleting print job appears.

1.Report
Use OK to delete

7. Press <OK> button.
Print job is deleted.
8. Press the <Print Menu> button to return to
the [Ready to print] screen.

3.9 Charge Print

Charge Print is available if the printer has HDD Extension Kit (30GB) (optional).

Important

- In case the HDD Extension Kit (optional) fails, we recommend you to back up the HDD Extension Kit (optional) data on your computer.

Charge Print

Charge Print is a function to allow the printer to prevent invalid print job based on Smat card authentication of the user, if IC Card Reader is connected to the printer.

If [Admin Menu] > [System Settings] > [Authentication] > [Charge Print] > [Receive Control] of the control panel is set to [Save inChargePrint], print job data from a computer will be temporarily saved in the printer by each Billing ID. Print job data without a Billing ID will be saved as [No User ID]. Print job data saved is available for printing by the user operation from a printer.

Note

- Print job without a user ID is also available for printing by authentication, since print job without a user ID which cannot be saved in Private Charge Print (Print job using ContentsBridge and CentreWare Internet Services, Mail Print, etc.) can be saved.
- The IC Card Reader may not be supplied with the printer in some regions. Contact your dealers for details.
- The Authentication feature includes login to local accounts, which uses user IDs and other login information registered on the printer, and login to remote accounts with an affiliated external authentication server. Contact your dealers for information about using the Authentication feature.
- If IC Card Reader is connected, print job data for Secure Print and Sample Set already stored in the printer may not be available to use. In this case, print or delete print job data before connecting IC Card Reader.

Configuring Charge Print Settings

Configuring Printer Settings

Charge Print is displayed if any of the following is set in [Admin Menu] > [System Settings] > [Authentication] > [Charge Print] of the control panel.

- When [Receive Control] is set to [Save inChargePrint].
- When [Receive Control] is set to [ReferPrintAuditron] while [Save as ChargePrint] is set in [Process Job Login] > [Job Login Failure].
- When [Receive Control] is set to [ReferPrintAuditron] while [Save as ChargePrint] is set in [Process Job Login] > [Job Without User ID].
- When [Receive Control] is set to [Save as Private Charge Print Job] while [Save as Charge Print] is set in [Process Job Login] > [Job Without User ID].

Refer to

- "3.9 Charge Print" (P. 87)

Configuring Print Driver Settings

Set Billing ID on the print driver properties dialog box. In addition to Billing ID, passcode must be set to prevent other users from operating your documents.

Printing with Charge Print

The following explains how to use Charge Print to print a job stored in the printer.

1. On the control panel, press the <Print Menu> button.
2. Press <▼> button until [Charge Print] appears.
3. Select with <▶> or <OK> button.
The screen shown to the right appears if IC Card Reader is connected to the printer. Make sure to touch Smart card for authentication.
The screen shown in Step 4 appears if authentication is successful. Proceed to Step 4.
The screen shown to the right does not appear if no IC Card Reader is connected to the printer. Proceed to Step 4.

Print Menu
Secure Print



Print Menu
Charge Print



Use Smart card
to login



4. User ID is displayed.
Press <▼> button until the desired user ID appears.

Select User ID
7001. (No User ID)



Note

- Select [(No User ID)] for user ID if printing documents with no Billing ID set.

Select User ID
7002.12345678



5. Select with <▶> or <OK> button.
The screen shown to the right appears if passcode is set. Proceed to Step 6.
The screen to select document appears if no passcode is set. Proceed to Step 8.

Passcode+OK key
[0]



6. Enter your passcode using the <▲> and <▼> buttons. Use the <▶> button to move the cursor.

Passcode+OK key
[**7]



7. Press the <OK> button to apply the setting.
A document name appears.

Select Job
1.Report

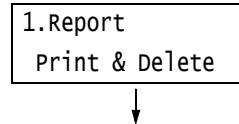


8. Press <▼> button until the desired document name appears.

Note

- When more than one document is stored for the specific user ID, an [All Jobs] option is also available.

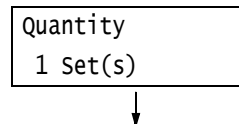
9. Press the <▶> or <OK> button to select.
A screen appears that allows you to specify whether to delete or save the document after printing.



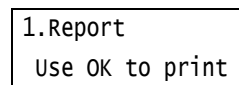
Note

- To delete the job without printing, press the <▼> button to display [Delete], press the <▶> button, and then press the <OK> button.
- If you want to save the document in the printer after printing, press the <▼> button, display [Print & Save], and proceed to Step 10.

10. Select with <▶> or <OK> button.
A screen to enter the number of copies appears.



11. Enter the number of copies using the <▼> button, and then press the <▶> or <OK> button to print the document. A print start confirmation screen appears.



12. Press the <OK> button to print.
Printing starts.
13. Press the <Print Menu> button to return to the [Ready to print] screen.

3.10 Direct Printing of PDF Files

Some PDF files can be sent directly to the printer without using a print driver. Direct printing of PDF files is much easier and faster compared to printing them using a print driver.

You can select from the following modes to print PDF files directly, the one is a mode using PDF Bridge feature that comes standard with the printer, or the other one is a mode using PostScript feature.

Set print process mode for PDF files on [Process Mode] of [PDF] on the control panel.

Refer to

- “[PDF]” (P. 126)

Supported PDF Files

PDF files created on Adobe Acrobat 4 to Adobe Acrobat 9 can be printed on the printer. Note, however, that the following features are not supported.

- When using PDF Bridge feature: Some features added from PDF 1.5 and later
- When using PostScript: Some features added from PDF 1.7 and later

Although Adobe PDF 1.6 supports PDF Direct Print feature, please note the following points.

When using PostScript

- PDF1.6 features such as transparent objects are supported, but rendering being complex, PDF output may take time.
- It does not support the settings for embedding OpenType font in Adobe Acrobat 7 (PDF1.6).
- Although it supports features of PDF1.6 created in Adobe Acrobat 7 and later, it does not support features of PDF1.7 (Adobe Acrobat 8 and 9).
- Depending on how they are created, some PDF files cannot be printed directly. In that case, open the files and print them using a print driver.

Printing PDF Files Directly

There are several methods for printing PDF files directly.

Important

- For direct printing of PDF files using the USB or parallel port, use the ContentsBridge Utility.

Printing PDF Files Using ContentsBridge Utility

The ContentsBridge Utility is a software by Fuji Xerox to send files from a computer directly to the printer for printing.

The ContentsBridge Utility is on the Driver CD Kit CD-ROM. To use ContentsBridge Utility, refer to the manual on the CD-ROM.

Note

- In addition to PDF files, ContentsBridge Utility also can be used to print DocuWorks, TIFF, JPEG and XML Paper Specification (XPS) files.

Printing PDF Files Using CentreWare Internet Services

Printing of PDF files can be instructed directly to the printer by specifying PDF files from [Print] tab of CentreWare Internet Services. For more information, refer to the online help for CentreWare Internet Services.

Note

- To use this feature, you are required to install HDD Extension Kit (optional) and Extension System Memory (optional).
- In addition to PDF files, CentreWare Internet Services also can be used to print DocuWorks, TIFF, JPEG and XML Paper Specification (XPS) files.

Printing PDF Files Using E-mail

E-mail can be sent from a computer to the printer by attaching PDF files for printing. For more information, refer to "3.12 Printing Using E-mail - E-mail Print -" (P. 94).

Note

- To use this feature, you are required to install HDD Extension Kit (optional).

Sending PDF Files Using Lpr Command

PDF files can be sent directly to the printer using commands such as lpr. When printing with commands, the following items are printed according to [PDF] settings on the control panel.

- | | |
|--------------------|---------------|
| • Process Mode | • Collated |
| • Quantity | • Layout |
| • 2 Sided Printing | • Output Size |
| • Print Mode | |
| • Password | |

Refer to

- "[PDF]" (P. 126)

Note

- [Layout] does not appear when [PS] is selected for [Process Mode].
- "2 Sided Printing" is displayed when the Duplex unit (optional) is installed.
- When printing using the lpr command, use the lpr command to specify the number of copies. In such cases, the [Quantity] setting on the control panel becomes invalid. If you do not specify the number of copies using the lpr command, the printer assumes 1 set.

The following is an example of printing a PDF file from a computer using the lpr command.

Note

- In the following examples, the bold characters are input characters.
- Spaces are indicated with r.

Example

At the command prompt, enter the command as follows.

Example: A command for printing "event.pdf" when the printer's IP address is 192.168.1.100.

```
C:\>lpr-r-Sr192.168.1.100r-PrIprevent.pdf
```

<Enter> key

3.11 Direct Printing of DocuWorks Files

DocuWorks files can be sent directly to the printer for printing without using a print driver. Direct printing of PDF files is much easier and faster compared to printing them using a print driver.

Supported DocuWorks Files

The following DocuWorks files can be printed.

- DocuWorks Ver. 3 - 7 documents (Extension: .xdw)
- DocuWorks Ver. 4 - 7 binder documents (Extension: .xbd)

Note

- Self-extracting documents (Extension: .exe) cannot be printed.
- Depending on how they are created, some PDF files cannot be printed directly. In that case, open DocuWorks files and print them using a print driver.

Printing DocuWorks Files Directly

There are several methods for printing DocuWorks files directly.

Important

- For direct printing of DocuWorks files using the USB or parallel port, use the ContentsBridge Utility.

Printing DocuWorks Files Using ContentsBridge Utility

The ContentsBridge Utility is a software by Fuji Xerox to send files from a computer directly to the printer for printing.

The ContentsBridge Utility is on the Driver CD Kit CD-ROM. To use ContentsBridge Utility, refer to the manual on the CD-ROM.

Note

- In addition to DocuWorks files, ContentsBridge Utility also can be used to print PDF, TIFF, JPEG and XML Paper Specification (XPS) files.

Printing DocuWorks Files Using CentreWare Internet Services

Printing of DocuWorks files can be instructed directly to the printer by specifying DocuWorks files from [Print] tab of CentreWare Internet Services. For more information, refer to the online help for CentreWare Internet Services.

Note

- To use this feature, you are required to install HDD Extension Kit (optional).
- In addition to DocuWorks files, CentreWare Internet Services also can be used to print PDF, TIFF, JPEG and XML Paper Specification (XPS) files.

Printing DocuWorks Files Using E-mail

E-mail can be sent from a computer to the printer by attaching DocuWorks files for printing. For more information, refer to "3.12 Printing Using E-mail - E-mail Print -" (P. 94).

Note

- To use this feature, you are required to install HDD Extension Kit (optional).

Sending DocuWorks Files Using Lpr Command

DocuWorks files can be sent directly to the printer using commands such as lpr. When printing with commands, the following items are printed according to [XDW (DocuWorks)] settings on the control panel.

- Quantity
- 2 Sided Printing
- Print Mode
- Password
- Collated
- Layout
- Output Size

Refer to

- “[XDW (DocuWorks)]” (P. 129)“

Note

- "2 Sided Printing" is displayed when the Duplex unit (optional) is installed.
- When printing using the lpr command, use the lpr command to specify the number of copies. In such cases, the [Quantity] setting on the control panel becomes invalid. If you do not specify the number of copies using the lpr command, the printer assumes 1 set.

The following is an example of printing DocuWorks files from a computer using the lpr command.

Note

- In the following examples, the bold characters are input characters.
- Spaces are indicated with r.

Example

At the command prompt, enter the command as follows.

Example: A command for printing “Report.xdw” when the printer’s IP address is 192.168.1.100.

```
C:\>lpr-r-Sr192.168.1.100r-Pr1prReport.xdw
```

<Enter> key

3.12 Printing Using E-mail - E-mail Print -

When the printer has HDD Extension Kit (optional) installed, and is connected to a network environment that allows TCP/IP communication and e-mail receipt, e-mail can be sent from a computer to the printer.

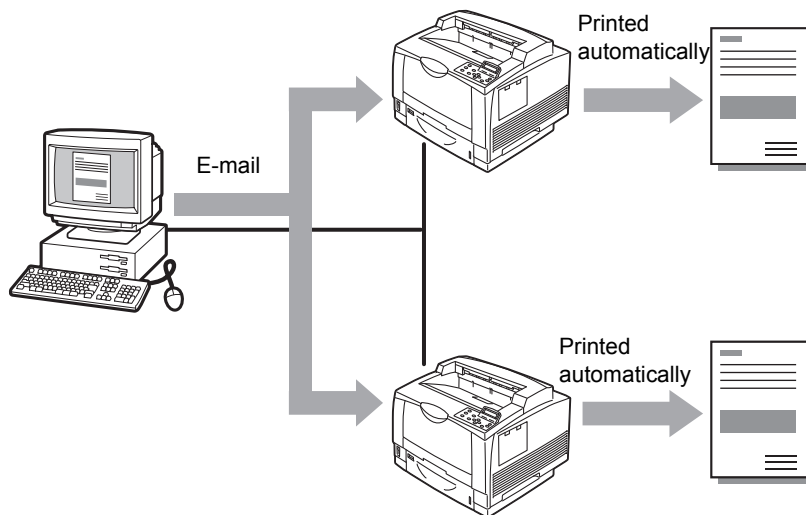
The printer can automatically print e-mails received according to settings by the printer. This feature is called Mail Print.

Important

- In case the HDD Extension Kit (optional) fails, we recommend you to back up the HDD Extension Kit (optional) data on your computer.

Note

- The following documents are available as an attachment: TIFF, PDF, JPEG (JFIF), XML Paper Specification (XPS), XDW (DocuWorks documents) and XBD (DocuWorks binder documents).



Configuring the Mail Print Environment

To use Mail Print, you must configure servers on your network (such as SMTP and POP3 servers).

Note

- Configuring the wrong e-mail settings can cause network problems. Be sure to leave configuration of e-mail settings up to your network administrator.

Network Environment Settings

E-mail account creation

E-mail Environment Settings (Printer)

Configure the items described below on the [Properties] tab of CentreWare Internet Services.

Note

- After configuring the settings, be sure to click [Apply] and then turn the printer power off and then back on again.
- For details on each menu item, refer to the online help for CentreWare Internet Services.

Item	Setting	Description	Available Settings	Receiving Protocol	
				SMTP	POP3
Description	Administrator's E-mail Address	Specify the e-mail address of the Internet service administrator.	Alphanumeric characters plus ampersand (@), period (.), hyphen (-), and underbar (_); up to 128 bytes	<input type="radio"/>	<input type="radio"/>
	Machine's E-mail Address	Specify the printer's e-mail address. This address will appear in the "From:" field on e-mails sent from the printer.			
Connectivity > Port Settings	Receive E-mail	Select this check box.	-	<input type="radio"/>	<input type="radio"/>

Item	Setting	Description	Available Settings	Receiving Protocol	
				SMTP	POP3
Connectivity > Protocols > TCP/IP	Host Name	Specify the printer's host name. Host name is used by dynamic update of DNS and SMB. If host name having more than 16 single-byte characters is set, the first 15 characters are regarded as host name.	Alphanumeric characters plus hyphen (-); up to 32 bytes	<input type="radio"/>	<input type="radio"/>
	Domain Name	Specify the DNS domain name.	Alphanumeric characters plus period (.) and hyphen (-); up to 255 bytes	<input type="radio"/>	-
	Obtain DNS Server Address Automatically/ Obtain IPv6 DNS Server Address Automatically	Select the [Enabled] check box to obtain the IPv4 DNS server address/IPv6 server address automatically.	IPv4: • Cleared: Manual • Selected: DHCP* IPv6: • Cleared: Manual • Selected: DHCPv6-lite	<input type="radio"/>	-
	Preferred DNS Server/ Alternate DNS Server 1 - 2	Specify the IPv4/IPv6 DNS server address.	IPv4: xxx.xxx.xxx.xxx IPv6: IPv6-addr format	<input type="radio"/>	-
	Dynamic DNS Registration (IPv4/IPv6)	Select the [Enabled] check box to update the IPv4/IPv6 DNS automatically, and the [Overwrite] check box to overwrite.	• Enabled • Overwrite*	<input type="radio"/>	-
	Generate Domain Search List Automatically	Select the [Enabled] check box to generate the domain search list automatically.	• Selected: Auto generation enabled* • Cleared: Auto generation disabled	<input type="radio"/>	-
	Domain Name 1 - 3	Specify domain names.	Alphanumeric characters plus period (.) and hyphen (-); up to 255 bytes	<input type="radio"/>	-
	Connection Time-Out	Specify the time-out time for domain searches.	1 - 60 seconds 1 second*	<input type="radio"/>	-
	DNS Resolution via IPv6 First	Select the [Enabled] check box to give priority to IPv6 DNS resolution in the dual stack mode.	• Selected: Priority* • Cleared: Non-priority	<input type="radio"/>	-

Item	Setting	Description	Available Settings	Receiving Protocol	
				SMTP	POP3
Services > E-mail > Defaults > From Address > Edit	Receiving Protocol	Specify the e-mail receiving protocol.	<ul style="list-style-type: none"> SMTP POP3* 	○	-
	Incoming E-mail Print Options	Configure this setting when printing the e-mail header and message along with the document attached to received e-mail. Specify [Attachment, Full Headers & Message] to print the receive routing of the e-mail, etc.	<ul style="list-style-type: none"> Print Attachment Only Print Attachment & Message if it exists Attachment, Basic Headers & Message* Attachment, Full Headers & Message 	○	○
	Print Delivery Confirmation E-mail	Specify whether or not delivery receipt e-mail should be printed.	<ul style="list-style-type: none"> Off* On Print when delivery fails 	○	○
Connectivity > Protocols > POP3 Setup	IP Address / Host Name & Port	Specify the IP address of the POP3 server for receiving e-mail, the IPv6-addr format, or FQDN (Fully Qualified Domain Name). Specify the port number used by the POP3 server.	Alphanumeric characters plus period (.) and hyphen (-); up to 128 bytes 1 ~ 65535	-	○
	POP Receive Password Encryption	Select the [APOP Authentication] check box to use APOP for POP receive verification.	<ul style="list-style-type: none"> Cleared: Disabled* Selected: Enabled 	-	○
	Login Name	Set the login user name for the POP3 server. Only one user can be specified.	ASCII graphic characters (codes 33 to 126); up to 64 bytes	-	○
	Password	Specify the password for the POP user name, and re-enter the same password into [Retype Password].	ASCII printable characters (ASCII graphic characters plus space; codes 32 to 126); up to 64 bytes	-	-
	Polling Interval	Specify the interval for polling the POP3 server for mail.	1 to 120 minutes 10 minutes*	-	○

Item	Setting	Description	Available Settings	Receiving Protocol	
				SMTP	POP3
Connectivity > Protocols > SMTP Server	SMTP Server IP Address / Host Name	Specify the IP address of the POP3 server for receiving e-mail, the IPv6-addr format, or FQDN (Fully Qualified Domain Name). Also specify the port number used by the SMTP server. <ul style="list-style-type: none"> IPv4 Input data in the form of xxx.xxx.xxx.xxx. xxx indicates numeric values between 0 and 255. IPv6 Input data in the form of xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx. xxxx indicates values in hexadecimal. When inputting the wrong data, re-enter it by pressing <Clear>button. 	Alphanumeric characters plus period (.) and hyphen (-); up to 128 bytes	○	-
	Port Number for sending E-mail	Specify the port number used by the SMTP server for sending e-mail.	1 ~ 65535	○	○
	Port Number for receiving E-mail	Specify the port number used by the SMTP server for receiving e-mail.	1 ~ 65535	○	-
	SSL/TLS Communication	Specify the SSL/TLS communication for SMTP.	<ul style="list-style-type: none"> •Disabled* •STARTTLS (If Available) •STARTTLS •SSL/TLS 	○	○
	Machine's E-mail Address	Specify the printer's e-mail address. Any name can be specified for the account (Left side of @ mark) in case of SMTP reception. Specify combined values of the host name and domain name for the address (Right side of @ mark). Alias cannot be specified. <ul style="list-style-type: none"> • Account Name: mymail • Host Name: myhost • Domain Name: example.com E-mail address for the above example is mymail@myhost.example.com.	Characters allowed for e-mail addresses; up to 128 bytes	○	-
	Login Credentials for the Machine to access the SMTP Server to send automated e-mails	Specify the authentication method for the SMTP server.	<ul style="list-style-type: none"> • None* • POP before SMTP • SMTP AUTH 	○	-

Item	Setting	Description	Available Settings	Receiving Protocol	
				SMTP	POP3
Connectivity > Protocols > SMTP Server	Login Name	Specify the user name for authentication for an SMTP server that requires authentication.	ASCII graphic characters (codes 33 to 126); up to 64 bytes	○	-
	Password	Specify the login for the SMTP server.	ASCII printable characters (ASCII graphic characters plus space; codes 32 to 126); up to 64 bytes	○	-

Receiving E-mails

Supported E-mail Attachments

The printer can receive e-mail attachments in the following formats.

- PDF files (Created with Adobe Acrobat 4 to Acrobat 9. However, when using PDF Bridge, some features added from PDF 1.5 and later are not supported. When using PostScript, some features added from PDF 1.7 and later are not supported.)
- TIFF files
- XML Paper Specification (XPS) files
- JPEG (JFIF) files
- DocuWorks files

Receiving E-mails

This example shows how to use Outlook Express to receive e-mail from a computer to the printer.

1. Use your e-mail software to create the e-mail and attach any XML Paper Specification (XPS) file.

Note

- E-mail messages in text or HTML format are supported. For e-mail messages in HTML format, the printer prints only text part of the message. If text part of the message is not sent despite its format is in HTML, the printer does not print e-mail message.
 - The printer may not be able to print the attached file properly if its extension is other than tif, tiff, pdf, jpeg, jpg, jpe, jfif, xps, xdw or xbd.
 - If the extension of the attached file is txt, "text/plain" is specified for Content-Type. It is printed only when "us-ascii" or "iso-2022-jp" is specified for charset.
 - There is no case sensitivity in extensions of the attached files.
 - Attachment of up to 31 documents is supported.
However, if the attachment cannot be printed by the printer due to its format, it is not counted as the number of attachments.
2. Enter the printer's e-mail address for the address.
 3. Send the e-mail.

Note

- E-mail messages and attached documents are printed in accordance with the following settings on the receiving printer.
 - Mail Message: A4-size, one-sided
 - TIFF File Attachment: current [TIFF/JPEG] setting for [Memory Settings] under the CentreWare Internet Services [Language Emulations] setting
 - PDF File Attachment: [PDF] when [PDF Bridge] is selected for [PDF] > [Process Mode] on the control panel; current [PostScript] setting for [Memory Settings] under CentreWare Internet Services [Language Emulations] when [PS] is selected for [Process Mode]
 - XML Paper Specification (XPS) File Attachment: Settings of Print Ticket (operation depends on [XPS] settings configured with control panel) included in the XPS
 - XDW or XBD File Attachment: [XDW (DocuWorks)] settings configured with control panel

Receiving and Printing E-mail Manually

Though e-mail is printed automatically when it is received by the printer, it also can be printed manually from the control panel (Only when POP reception).

Note

- This feature is available if HDD Extension Kit (optional) has been installed while [Properties] > [Connectivity] > [Port Settings] > [Receive E-mail] of CentreWare Internet Services is [Enabled] and [Properties] > [Services] > [E-mail] > [Receiving Protocol] is set to [POP3].

- On the control panel, press the <Print Menu> button.

Print Menu
Secure Print

**Note**

- In some environments, [Pte. Charge Print] will appear on the display first.

- Press the <▼> button until [Mail Print] is displayed.

Print Menu
Mail Print



- Press the <▶> or <OK> button to select. A receive start confirmation screen is displayed.

Mail recvd.
Use OK to process



- Press the <OK> button. This starts reception of the e-mail. The message is printed after reception is complete.

Mail received
Job in queue



The [Ready to print] screen appears automatically after printing is complete.

Ready to print
Toner Left

Precautions When Using Mail Print

Security Precautions

E-mail uses the Internet, a network connecting computers around the world, as its transmission medium. Because of this, exchanging e-mails involves security risks such as information leakage and tampering.

Use of a method that is more secure than e-mail is recommended whenever exchanging important or confidential information. To prevent unwanted e-mails, do not give out your e-mail address unless necessary.

Setting IP Filter by Domains

The printer can be programmed to receive e-mails only from particular domains.

For more information on setting IP Filter by domains, refer to the online help for CentreWare Internet Services.

Precautions When Connecting the Printer with an Internet Provider

- If your Internet provider does not bill you at a flat rate, or if you do not have full-time access to the Internet, you will be charged every time the printer retrieves data from the e-mail server.
- Make sure to connect the printer in an IP masked environment. Proper operation is not guaranteed when the printer is connected to the Internet with a global IP address assigned.
- When enabling POP access, make sure to create a unique e-mail account for the printer. Using a shared e-mail account can cause problems.
- It may take time to receive graphics and other large data when Internet speed is slow.
- Some providers also support SMTP reception. Use of SMTP requires detailed setup with your provider.
- When connecting the printer to an Internet environment where MTA (Mail Transfer Agent) is running in a private segment, configure settings according to your operating needs.