

# Quick Reference Printer Guide

⇒ Please use this guide from behind your PC ⇐

## How to install a printer driver...

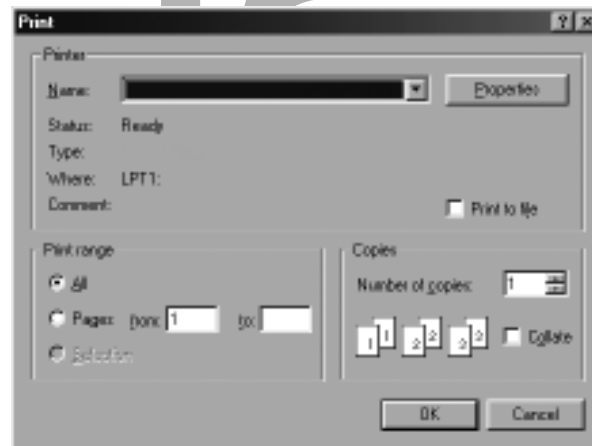
- 1 Insert the CD-ROM 'Printer Drivers and Utilities' into the CD-ROM drive.
- 2 Select a language and click [OK].
- 3 Select [Quick Install]. (PCL and RPCS printer driver plus DeskTopBinder-SmartDeviceMonitor for Client are installed)
- 4 Click [I accept the agreement], and then click [Next >].
- 5 Select the required model.
- 6 Click [Install].
- 7 Click [Finish], click [Exit].

## How to prepare printing...

- 1 Select [Start], [Settings], [Printers].
- 2 Select the required printer and RPCS driver by right-click.
- 3 Select [Set as Default Printer].
- 4 Select [Printing Preferences...].
- 5 You get a message 'Configure...', press [OK].
- 6 Select the options in [Change Accessories] that have been installed on the machine and press [OK].
- 7 The next screen opens. Set original paper size.
- 8 Press [Add/Change Custom Settings...]. Make your settings under [Setup], [Edit], [Finishing], [Cover/Slip Sheet] and [Misc.].
- 9 Press [Save as], give custom setting a name and press [OK].

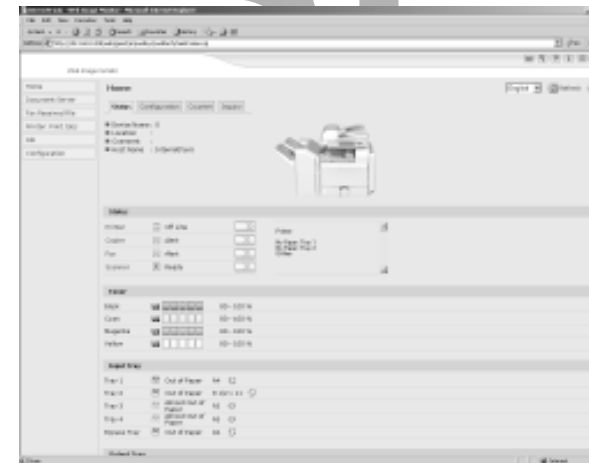
## How to print...

- 1 Open your document.
- 2 - Press directly the 'Print' icon, or  
- Press [File], [Print], [Properties].
- 3 Choose one of the pre-settings or make a new setting.
- 4 Press [OK].
- 5 Press [Number of copies].
- 6 Press [OK].



## How to print a confidential document...

- 1 Press [File], [Print] and [Properties].
  - 2 In [Job Type], choose [Locked Print].
  - 3 Press [Details].
  - 4 Specify [User ID] and [Password].
  - 5 Press [OK] and reconfirm password.
  - 6 Make steps as described in 'How to print...' from step 3 onwards.
  - 7 Go to the machine and select the [Printer] key.
  - 8 Press [Print Jobs].
  - 9 Press [Locked Print Job List].
  - 10 Select your document and press [Print].
  - 11 Enter your password and press [OK]. Reconfirm by pressing [Yes].
- ! File is being printed and also deleted.



## How to print documents later (Hold Print) How to print stored documents on the hard disk (Stored Print)

- 1 Press [File], [Print] and [Properties].
  - 2 In [Job Type], choose [Hold Print] or [Stored Print].
  - 3 Press [Details].
  - 4 Specify [User ID] and [Password] if necessary (for password protected Stored Print documents).
  - 5 Press [OK] and reconfirm password.
  - 6 Make steps as described in 'How to print...' from step 3 onwards.
  - 7 Go to the machine and select the [Printer] key.
  - 8 Press [Print Jobs].
  - 9 Press [Hold Print Job List] or [Stored Print Job List].
  - 10 Press ID and enter password if necessary (for password protected Stored Print documents).
  - 11 Select your document and press [Print].
- ! Hold Print file is being printed and also deleted.  
! Stored Print file is being printed.

## How to use Web Image Monitor...

- 1 Start a Web browser.
- 2 Enter the IPv4 address of your machine as a URL.
- 3 Choose from one of the following functions:
  - Home
  - Document Server
  - Fax Received File
  - Printer: Print Jobs
  - Job
  - Configuration

### Why use it?

- To have access to the machine anywhere via the web.
- To manage certain functions from your pc, which is easier to use.

## How to receive a fax to download

- ! Settings must be made before you can receive fax documents. See the bundled CD; Facsimile Reference <Fax via Computer> chapter 6.
- 1 Start a Web browser.
  - 2 Enter the IPv4 address of your machine as an URL.
  - 3 Click [Fax Received File].
  - 4 Click Property Icon of a fax document.
  - 5 View contents of fax documents.
  - 6 To download a fax document, click [PDF] or [Multi-page TIFF].
  - 7 Press [Download], press [OK].

## How to monitor your machine in the network...

- ! Use SmartDeviceMonitor, which is automatically installed with your printer drivers.
- 1 Right-click the green PC icon at the bottom of your screen.
  - 2 Select [Property], [Options...], [Network Devices] and press [Browse...].
  - 3 Select your machine and press [OK].
  - 4 Select a machine in [Printers Folder] and select [To be monitored]. Select [Displayed on Task Bar].
- ! If you select this machine from the SmartDeviceMonitor icon, you can see the [Status], [Configuration] and [Job History]. Next time you print, you get a message on your pc in case of any failure.