

3



Print

Overview of Print Operations

This chapter describes the basic operations to use this machine as a printer.

Procedure From the Printer Driver

1 Open the printer driver screen.

1 Select the print option in the application on the computer.

The print dialog box is displayed.

2 Check the printer name and click [Properties] or [Details].

The button names are different depending on the application.

2 Change the settings as needed.

For more information on the settings that can be configured, see "List of Settings" (p. 3-6).

- To restore all settings on the printer driver screen to their default values, click [Restore Default].



- The [Original Type] and [Paper Type] settings of the printer driver greatly affect the print quality. Change the settings according to use conditions.

3 Click [OK].

The print dialog box is displayed.



- If the [Collate] check box in the print dialog box is selected, remove the check mark. To print by collating copies, set [Sort] in the [Basic] tab to [Collated].

4 Click [Print] or [OK].

The print data is sent to this machine.



- When using the external system link, all jobs received from the computers are displayed in [External System Job] on the [Print] screen of this machine. Jobs can be printed or deleted from here.

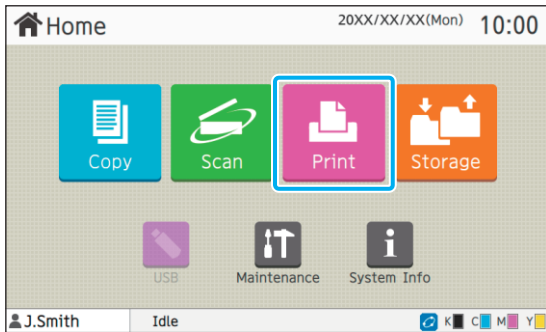
The [External System Job] function is displayed when [External System Link] is set to [ON] by the administrator.

For more information, see "External System Job" (p. 3-30).

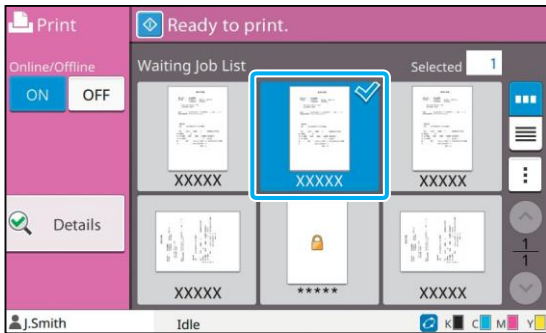
Procedure From Print Mode

- Depending on the settings configured by the administrator, printing may be performed simply by logging in.

1 Touch [Print] on the [Home] screen.



2 Select a job.



Icon displayed on thumbnails

- : Job with a PIN code
 - : Broken job (Broken data or data with problems)
- None:** All other jobs sent from computers

The following settings can be configured from the sub menu.

- Change Setting
- Delete



- When a job name exceeds the character limit, the first half of the job name is omitted and displayed as "...".
- In the following cases, the job name is displayed as "*****".
 - Jobs with the [Hide Job Name] check box selected on the printer driver (p. 3-25 "PIN Code")
 - Jobs that belong to users other than the user currently logged in when [Job Name Display] is set to [OFF] on the administrator menu

3 Press the [Start] key.

The selected job is printed.

■ When printing a job with a PIN code

The PIN code entry screen is displayed. Enter the PIN code using the numeric keys, and touch [Continue].

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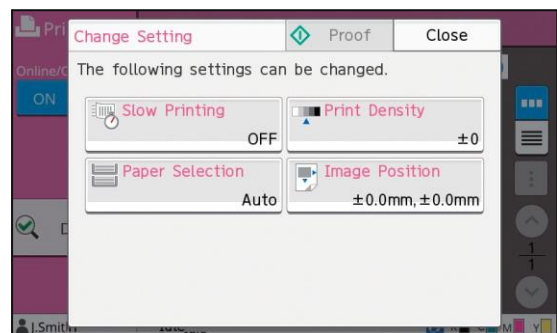
Changing Settings During Printing

1 Press the [Stop] key.

The [Suspending] screen is displayed.

2 Touch [Change Setting].

The [Change Setting] screen is displayed.



3 Change Settings.

You can change the following settings.

- Slow Printing (p. 1-23 "Slow Printing")
- Print Density (p. 1-10 "Print Density")
- Paper Selection (p. 1-7 "Paper Selection")
- Image Position (p. 1-18 "Image Position")



- If you touch [Proof], only one copy of the page that was being processed when the [Stop] key is pressed is printed.

4 Touch [Close].

5 Touch [Continue].

Printing of the job with modified settings starts.

Performing Maintenance During Printing

1 Press the [Stop] key.

The [Suspending] screen is displayed.

2 Touch [Maintenance].

The [Maintenance] screen is displayed.

3 Change Settings.

You can change the following settings.

- Head Cleaning
- Paper Guide Control
- Online/Offline
- Front Cover Release



- Touch [Online/Offline] to display the [Online/Offline] screen. You can monopolize the printer by setting [Online/Offline] to [OFF].
- For more information on [Head Cleaning] and [Front Cover Release], see the separately provided "Troubleshooting Guide".
- If you touch [Proof], only one copy of the page that was being processed when the [Stop] key is pressed is printed.
- If you are using the optional auto-control stacking tray, you can adjust the position of the stacking tray from [Paper Guide Control]. For more information, see the separately provided "Troubleshooting Guide".

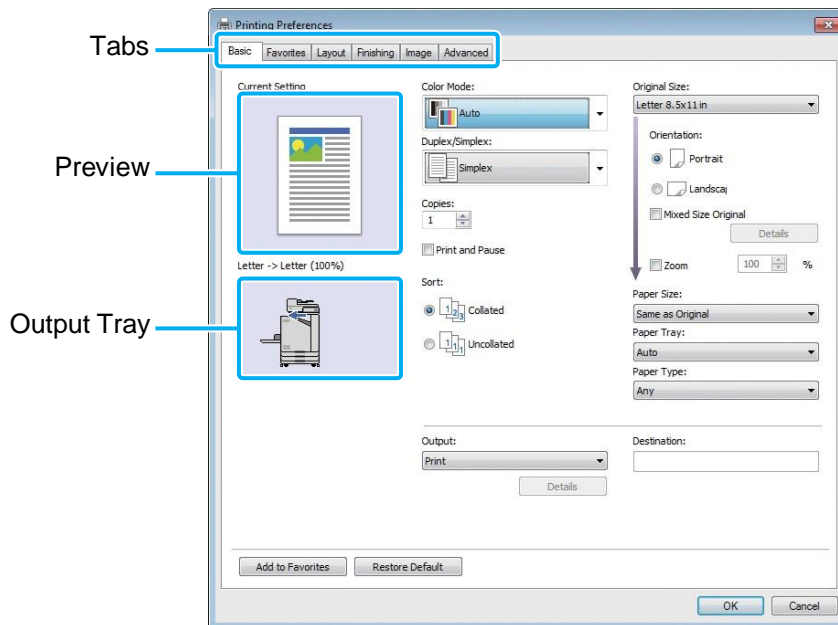
4 Touch [Close].

5 Touch [Continue].

Printing of the job with modified settings starts.

Printer Driver Screen

Settings can be configured from the printer driver screen.



- Tab: Click a tab to switch the screen.
- Preview: Displays a preview image of the document to be printed. The original size, paper size, and enlarge/reduce percentage are displayed under the image.
- Output tray: The output tray is shown with an arrow.



- Clicking [Restore default] restores all settings on the printer driver screen to their default values.
- When optional equipment is connected, first configure the settings in [Printer Configuration] under the [Environment] tab to use certain functions. The unavailable functions are grayed out. (p. 3-27 "[Environment] Tab")