KYOCERA

Printer Driver

User Guide

Legal Notes

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Examples of the operations given in this guide support the Windows 7 printing environment. Essentially the same operations are used for Microsoft Windows Vista, Windows XP, Windows Server 2003, and Windows Server 2008 environments.

User Interface screen captures shown in this guide may differ depending on your printing system.

This user guide and its contents were developed for the GX 5.2 driver.

Models supported by the GX printer driver

FS-1040

FS-1041

FS-1060DN

FS-1061DN

FS-1020MFP

FS-1025MFP

FS-1120MFP

FS-1125MFP

FS-1220MFP

FS-1320MFP

FS-1325MFP

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1 Installation

A printer driver is an application that manages communication between a printer and your computer. Once installed, the printer driver settings must be configured in the printer **Properties** and **Printing Preferences**. There are two methods of installation. **Express Install** is a quick and easy way to install a driver and certain features in package form. **Custom Install** lets you select from individual drivers and utilities. In the **Product Library** window you can also uninstall drivers and utilities with the **Uninstall** option.

You can click **Maintenance** to run certain utilities from the **Installer** window. Click **Documents** to access the readme, driver user guide, and other materials. With **Upgrade** you can update the driver software to a newer version. **Upgrade** is only available if there is a product that needs to be upgraded.

Note: In Windows operating systems, you must be logged in with administrator rights to install the printer driver.

Preparing to Install the Driver

This section describes the initial steps to take before you install the printer driver.

In Windows 7 and Windows Vista with a USB connection, a driver installation can be made from the Microsoft Windows Update site if a certified driver is available and the system is connected to the web. We recommend you continue to install the driver from the supplied installation disc for an expanded feature set. In Windows, if the **Found New Hardware Wizard** dialog box appears during the installation process, click **Cancel**. If the **Hardware Installation** warning dialog box appears, click **Continue Anyway**.

1 Turn on the computer and the printer.

2 Insert the **Product Library** disc into the disc drive. The application should start automatically.

Note: If the **Product Library** fails to start after inserting it into the disc drive, use Windows Explorer to locate **Setup.exe** on the local drive and double-click to open.

3 The **Product Library** window appears with the license dialog box. Read the license agreement and then click **Accept** to proceed.

4 At the bottom of the window, select your language from the list.

European Default Duplex

Printing on both sides of a sheet of paper (duplex mode) reduces paper consumption and helps conserve environmental resources. Duplex mode also lowers costs by reducing the amount of paper that must be purchased. We

recommend that printing systems capable of duplex printing use duplex mode by default. This can be set in the printer driver installation process for European locations only.

After you click **Express mode** or **Custom mode** in the **Installer**, if the operating system locale is **EU** and time zone is **GMT 0**, **GMT +1** or **GMT +2**, a message about resource and energy conservation appears. Read the message, and then click **OK**.

After installation is successful, an **Enable Duplex** check box is displayed on the **Finished** page. Select the check box to have the driver automatically default to duplex mode. Exceptions to the default can afterward be made by selecting options in the driver **Quick Print** or **Basic** tabs.

Express Install

Express Install refers to quick device, driver, and utility installation for a USB or network connection. The installation application discovers printing devices that are turned on, and connected by USB or network cable. One or more compatible devices, drivers, and utilities can be installed together.

Installing with Express Install

This section describes the express installation procedure of devices, drivers, and utilities in Windows operating systems.

If the installer cannot find your printing device, contact your system administrator.

1 Ensure that your printing device and computer are turned on and connected by USB or network cable.

2 When the installer starts, **Express Install** is displayed as the default window. Otherwise click the **Express Install** button to return here from other windows.

3 In the **Express Install** window, the installer looks for your printing device. Each discovered device is displayed in the device list as an icon with a model name and location (USB port or IP address).

If your device is discovered, select your model in the device list.

If discovery does not find your device, remove and reinsert the USB or network cable, and ensure that it is connected properly. Click the circular arrow icon to refresh the discovery.

4 You can also find a device by typing a partial or full search term in the search text box above the device list. You can search the discovered devices by model name, IP address, or USB port. The results are displayed in the device list. If the search finds your device, select it. Click the *x* icon to clear the text box, and return to the list of all discovered devices.

5 You can select **Use host name as port name** to use a host name for the Standard TCP/IP port. (Not available with a USB connection.)

6 The installer automatically selects the **Driver Package** from the feature list. Or you can click it to switch between clearing and selecting it. Move the pointer over a product icon to see a description of the contents.

7 Review your settings. At least one device and one product must be selected to enable the **Install** button. If your settings are correct, click **Install**.

> **Note:** In Windows XP, or Windows Server 2003, if the **Hardware Installation** warning dialog box appears, click **Continue Anyway**. In Windows 7, Windows Vista, or Windows Server 2008, if a warning dialog box appears stating **Windows can't verify the publisher of this driver software**, click **Install this driver software anyway**.

8 You can expand or collapse the installation detail by clicking the arrow. When the installation completes successfully, on the **Finished** page you can select from the following options. These options only appear after a printer driver installation.

Print a test page

Select this option to test the connection and operation of the printing device. If the installation is successful, the *Windows Printer Test Page*, containing your computer name and information on your printer driver and port settings, prints at the newly installed printing device.

Show Quick Print tab

This selection lets you define basic print options into group profiles that can be accessed easily. The **Show Quick Print tab** option also appears in **Device Settings** > **Administrator** > **General**.

9 To exit the installer application click **Finish**.

A message may appear if there is a software installation failure. After clicking **Finish**, retry the installation. If the same message appears again, contact your system administrator.

The installation of the printer is now complete. If prompted, restart your computer.

Custom Install

Custom Install applies to detailed device, driver, and utility installation for a USB or network connection. The installer can discover devices that are turned on, and connected by USB or network cable, or you can manually select the driver from the available drivers. You can specify the port, utilities, and other options.

Selections in the **Custom Install** window display a gray or blue background. Drag and drop functionality is supported. You can click an arrow to expand or collapse a selection box. You can install more than one product from each list, but they must be selected and moved to the **Products to Install** list one by one.

In Windows 7, Windows Vista, and Windows Server 2008 only, the XML Paper Specification (**XPS**) driver provides the most efficient method for displaying, processing, and printing documents. Windows Vista and Windows Server 2008 require the following update: Service Pack 2 with Platform Update for Windows (KB 971644).

In the **Custom Install** drivers list, select **GX XPS DRIVER**. Click the arrow to move it to the **Products to Install** list.

The output of print to file is not an **XPS**-compatible format and cannot be viewed by Microsot XPS Viewer

Installing with Custom Install

This section describes the custom installation of printing devices, drivers, and utilities in Windows operating systems.

If the installer cannot find your printing device, contact your system administrator.

1 Ensure that your printing device and computer are turned on and connected by USB or network cable.

2 Click the **Custom Install** button.

To discover a printing device, proceed to step 3. To add a printing device model and port name, proceed to step 4.

3 In the **Custom Install** window, the installer searches for your printing device. Each discovered printing device is displayed in the **Devices** list as an icon with a model name and location (USB port or IP address). To view the list without icons, under the **Devices** list click the **Switch to list view** icon. You can click the headings of all lists to adjust the sizes of the columns. Under the **Devices** list, you can also click one of the icons to select all devices, or clear all devices. If your printing device is discovered, proceed to step 5.

4 If discovery does not find your printing device, you can add it. Click the **Add custom device** icon.

In the **Devices** dialog box, select from the **Model** list of supported models, and the **Port name** list of all local and network ports. To add a port connected to your system, click **Add Port**. Click **OK** in the **Devices** dialog box. The printing device appears in the **Products to Install** list. Proceed to step 6.

If you are unable to discover or add your printing device, contact your Administrator.

5 Select a printing device from the **Devices** list, and click the arrow to move it to the **Products to Install** list.

6 Select a driver from the **Drivers** list, and click the arrow to move it to the **Products to Install** list. One or more drivers are required to enable the **Install** button.

7 Select a utility from the **Utilities** list, and click the arrow to move it to the **Products to Install** list. The utility will be installed with each printing device and driver set in the **Products to Install** list. Utilities are not required to enable the **Install** button. Selections vary according to the printing system model.

KYOCERA Net Viewer

Lets you organize and monitor network printing device information with many different features that are available, through default views, as well as custom views that you can create.

KYOCERA Client Tool

Gives you quick access to frequently-used features and settings, plus the current status of all supported printing devices. You can also order toner, download printer drivers, access **KYOCERA Net Viewer**, open the company website, and view printing system documentation.

FAX Address Book Utility

The FAX Address Book Utility lets you create and maintain FAX address entries, and create group faxes. The addresses can be stored on the printing device or your computer.

8 If you want to remove a product from the **Products to Install** list, select it and click **Remove** at the bottom of the list box. To remove all products, click **Remove all**.

9 You can select **Use host name as port name** to use a host name for the Standard TCP/IP port. (Not available with a USB connection.)

10 For each printing device and driver combination in the **Products to Install** list, you can click the **Edit** icon to open a dialog box with installation options for the drivers. Make your selections from the available options. See *Editing Driver Properties* and *Editing Utility Properties* for details. For some utilities you can click the **Edit** icon to see installation or upgrade information.

11 Review your settings. At least one printing device and driver, or a utility, must be selected to enable the **Install** button. If your settings are correct, click **Install**.

> **Note:** In Windows XP, or Windows Server 2003, if the **Hardware Installation** warning dialog box appears, click **Continue Anyway**. In Windows 7, Windows Vista, or Windows Server 2008, if a warning dialog box appears stating **Windows can't verify the publisher of this driver software**, click **Install this driver software anyway**.

12 You can expand or collapse the installation detail by clicking the arrow. When the installation completes successfully, on the **Finished** page you can select from the following options. These options only appear after a printer driver installation.

Print a test page

Select this option to test the connection and operation of the printing device. If the installation is successful, the *Windows Printer Test Page*, containing your computer name and information on your printer driver and port settings, prints at the newly installed printing device.

Show Quick Print tab

This selection lets you define basic print options into group profiles that can be accessed easily. The **Show Quick Print tab** option also appears in **Device Settings** > **Administrator** > **General**.

13 To exit the installer application click **Finish**.

A message may appear if there is a software installation failure. After clicking **Finish**, retry the installation. If the same message appears again, contact your system administrator.

The installation of the printer is now complete. If prompted, restart your computer.

Editing Driver Properties

You can select driver properties for drivers in the **Products to Install** list.

1 In the **Product Library** window, click the **Custom Install** button.

2 In the **Products to Install** list, click the **Edit** icon in one of the device products.

3 The **Device** dialog box opens and displays the model name and the IP address or USB. If there is a driver assigned, the driver options are displayed. If there is more than one driver, the options for each driver are accessed by a tab. Select the tab of the driver you want to configure.

4 Type a **Printer name** for the device to a maximum of 63 characters.

5 Select **Share the printer** if you want others to use this printing device.

6 If **Share the printer** is selected, you can type a shared name for the printing device to a maximum of 63 characters.

7 If you prefer most or all of your print jobs go to this printing device, select **Set as default printer**.

8 Click **OK** for the application to save your settings and return to the **Custom Install** window.

Editing Utility Properties

You can view or edit information for some utilities in the **Products to Install** list. This feature is unavailable for some printing system models.

1 In the **Installer** window, click **Custom Install**.

2 In the **Products to Install** list, click the **Edit** icon in one of the utility products.

3 A dialog box opens and displays utility information.

KYOCERA Net Viewer

Device Management

Finds devices and manages device settings.

Account Management

Establishes accounts for device groups and manages the account settings.

Host Management

Manages printer drivers and print queues.

KYOCERA Client Tool

You can set up an address to order replacement toner by e-mail or on the web:

Send e-mail

Type an e-mail address and then click **OK** to open your default e-mail program.

Open Web page

Type a web address, and then click **OK** to open the web page in your default web browser.

Upgrade

The **Installer** can detect older driver or utility components. It creates a list of those components in the **Upgrade** window.

Upgrading Driver Components

You can select driver or utility components and upgrade them to the most recent version.

1 In the **Product Library** window, click **Upgrade**.

2 From the **Products to Upgrade** list, select drivers and utilities to upgrade on your computer.

3 To start the upgrade, click **Upgrade**.

4 In the **Finished** dialog box, click Finish.

Maintenance

In the **Product Library** window, click the **Maintenance** button to access utilities that provide useful features. Select an application and click **Run**. The following utility is available:

KYOCERA Client Tool

> **KYOCERA Client Tool** provides quick access to common device features and settings, plus the current status of all supported devices. You can also use **KYOCERA Client Tool** to order toner and view printer documentation.

For system requirements and other information about a particular utility, see that utility's user guide.

Documents

In the **Product Library** window, click **Documents** to access documents about the driver and utilities. Select a document and click **Open**. Acrobat Reader 8.0 or newer is required to view PDF files.

Uninstall

The uninstaller can find the printing system drivers on your local drive. It creates a list of those components in the **Uninstall** window. If you uninstall a driver, devices using that driver will also be removed.

Uninstalling Driver Components

You can select drivers or utilities to remove from your local drive.

1 In the **Product Library** window, click the **Uninstall** button.

2 Select components from the list to uninstall. Select by device model, or click the plus sign to expand a list of individual devices. Below the list you can also click icons to select all the check boxes, or to clear them.

3 To start the uninstall, click **Uninstall**.

4 In the **Finished** dialog box, click **Finish**.

2 Printer Driver Settings Access

The following information is for printer driver access. To access the **KYOCERA Client Tool**, see the *KYOCERA Client Tool User Guide*. The printer driver software can be accessed from the **Print** dialog box of an application, from Windows' **Start**, or from the **KYOCERA Client Tool** application. If accessed from an application, changes made to driver settings remain in effect until the application ends. If accessed from Windows' **Start** or **KYOCERA Client Tool**, changes are maintained as the default printer settings.

Changing the Default Driver Settings

Default driver settings apply to print jobs initiated from any application, but they are overwritten by setting changes made within each application.

1 Depending on your operating system, click **Start**, then:

Windows 7: click **Devices and Printers**.

Windows Vista, Windows Server 2008, and Windows Server 2008 R2: click **Control Panel** and then double-click **Printers**.

Windows XP and Windows Server 2003: click **Printers and Faxes**.

2 Right-click your printing system model and click **Printing Preferences**.

3 In the **Printing Preferences** dialog box, select the desired features in all tabs.

4 Click **OK** to save the settings.

Accessing Device Settings

You can open **Device Settings** from any of the most commonly used Windows operating systems.

1 Depending on your operating system, click **Start**, then:

Windows 7: click **Devices and Printers**.

Windows Vista, Windows Server 2008, and Windows Server 2008 R2: click **Control Panel** and then double-click **Printers**.

Windows XP and Windows Server 2003: click **Printers and Faxes**.

2 Right-click your printing system model, then:

Windows 7: click **Printer properties**.

Windows Vista, Windows Server 2008, Windows Server 2008 R2, Windows XP, and Windows Server 2003: click **Properties**.

3   Click **Device Settings**.

3 Device Settings

In **Device Settings** you can select Administrator, User, and Compatibility settings.

Device Options

This feature displays the installed paper feeder.

Memory

This feature displays the amount of memory in the printing system.

Administrator Settings

Administrator Settings lets you set options that include controlling accessibility, displaying features in the interface and setting a password to control access to the **Administrator Settings** options. (Selections vary according to printing system model.)

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

General

An administrator can control the display of the **Quick Print** tab and other miscellaneous settings.

Show Quick Print Tab

This option lets you control the display of the **Quick Print** tab. You can define basic print options into group profiles for improved accessibility.

With a cleared check box for **Show Quick Print tab**, the tab does not appear in the **Printing Preferences** dialog box.

To enable this feature, in **Device Settings** > **Administrator Settings** > **General**, select **Show Quick Print tab**.

With a selected check box for the **Show Quick Print tab**, the tab appears in the **Printing Preferences** dialog box. When you select the **Show Quick Print tab** check box, you can access additional check boxes:

Hide other tabs displays only the **Quick Print** tab to the user.

Set Quick Print tab as default opens to this tab when you access **Printing Preferences**.

Hide Edit Quick Print control prevents users from customizing the **Quick Print** tab.

Associate Profile with Application

This option lets you set all printing from each installed application to use the same driver settings as defined in a profile. Before using this feature:

A profile must be created in the **Profiles** dialog box, accessed from any **Printing Preferences** tab.

An association must be created between a profile and an application in the **Application Based Printing** dialog box, accessed from the **Profiles** dialog box.

To enable this feature, in **Device Settings** > **Administrator Settings** > **General**, select **Associate Profile with application**.

Password Protect Administrator Settings

You can set **Password protect administrator settings** in the **Administrator Settings** dialog box to prevent unauthorized changes in this dialog box. If selected, this setting prompts you to enter a password and confirm the password. This password protection blocks access to all **Administrator Settings** options.

Setting the Administrator Password

You can set a password to prevent unauthorized changes in the **Administrator Settings** dialog box.

1 In **Device Settings** > **Administrator** > **General**, select **Password protect administrator settings**.

2 In the **Password** dialog box, enter a password, using at least 4 and no more than 16 characters. Reenter the password in **Confirm password** and click **OK**.

Clearing the Administrator Password

You can remove the administrator password.

1 In **Device Settings**, click **Administrator**.

2 In the **Enter Password** text box, type the password and click **OK**.

3 In the **Administrator Settings** dialog box, clear the **Password protect administrator settings** check box and click **OK**.

Lock Settings

An administrator can specify settings in the driver, and then lock them. The settings are then applied to all print jobs, and changes are restricted. The settings are locked in **Device Settings** > **Administrator Settings** > **Lock Settings**. For example, a driver setting could be set for printing duplex documents. This would save paper, resulting in cost savings and ecological benefits.

Locking a setting will also lock the feature where it appears in other tabs. For example, selecting **Lock Multiple pages per sheet** will also select and lock that feature in the **Quick Print** and **Layout** tabs.

The administrator can also set a password that is required to temporarily unlock a feature.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Locking Driver Settings

You can select driver settings to lock, so that the settings are applied to all print jobs.

1 In **Device Settings** > **Administrator Settings**, click **Lock Settings**.

2 Select the check box for each driver feature to be locked.

3 Select the **Password settings** check box if you wish to protect the settings with a password, otherwise skip to the next step.

In the **Password Settings** dialog box, type a password of at least 4 but no more than 16 characters. Retype the password in **Confirm password**, and click **OK**.

To unlock the password, clear the **Password settings** check box. In the **Unlock Password** dialog box, type the password, and click **OK**.

4 To save your **Lock Settings** selections, click **OK** at the bottom of the dialog box.

When a password is set, the **Unlock** button appears in driver tabs where the locked features appear. To unlock a feature and change its settings temporarily, click **Unlock** and type the password.

Lock Settings Options

The **Lock Settings** tab displays driver settings that an administrator can lock. Once locked, user changes are restricted and the settings are applied to all print jobs. When settings are made, the **Password settings** check box becomes available. **Lock Settings** lets an administrator control usage of paper and toner amounts. Selections vary according to printing system model.

EcoPrint

This option locks the **EcoPrint** setting.

Duplex

This option locks the current **Print on both sides** setting selected in the **Quick Print** or **Basic** tab. For manual duplex models, this setting is unavailable.

Multiple pages per sheet

This option locks the current **Multiple pages per sheet** setting selected in the **Quick Print** or **Layout** tab. The **Pages per sheet** option is not locked. Clicking the icon in the **Quick Print** tab, or the selection in the **Layout** tab, switches between the two-page and four-page options. In the **Layout** tab, all options are available and not limited to two-page and four-page.

Profile with application

This option locks a defined profile of driver settings by application.

Job tab

This option locks settings selected in the **Job** tab.

Password settings

The password set by the administrator temporarily unlocks driver features. It prompts the user for a password. When the administrator sets the password, the **Unlock** button appears in the driver tabs or the **Application Based Printing** dialog box. To unlock a feature, click **Unlock** and type the password.

User Settings

User Settings lets you specify a user name, select the default unit of measure, and change the driver display language.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Identification

Identification lets you identify your print job with a **User name** up to 31 characters.

Setting User Identification

You can type **User name** information.

1 In **Device Settings** > **User Settings**, type your preferred name in the **User name** text box.

2 Click **OK** in the **User Settings** and **Properties** dialog boxes.

You can type a maximum of 31 characters in the **User name** text box.

Units

You can set **Inches** or **Millimeters** as the unit of measurement. This is used for the following settings:

Custom page size setting in the **Page Sizes** dialog box in the **Basic** tab.

Spacing setting in the **Add Watermark** and **Edit Watermark** dialog boxes in the **Advanced** tab.

Poster settings and **Gutter** settings in the **Layout** tab.

Selecting a Unit of Measurement

You can select a unit for displaying measurements in the user interface.

1 In **Device Settings** > **User Settings**, select **Inches** or **Millimeters**.

2 Click **OK** in the **User Settings** and **Properties** dialog boxes.

Language Preference

The **Language preference** option specifies the user interface language of **Device Settings** in **Properties** and all tabs of **Printing Preferences**.

Available languages vary depending on your locale and your computer settings.

Setting Language Preference

You can select a user interface language.

1 In **Device Settings** > **User Settings**, select the desired language from the **Select language** list.

2 Click **OK** in the **User Settings** and **Properties** dialog boxes.

Compatibility Settings

Compatibility Settings lets you specify media source values, override the application's **Collate** setting, and combine the **Source** and **Media type** lists in the **Basic** tab.

In a client/server environment, this feature is unavailable to a client logged in as a restricted user.

Media Source Enumeration

Media source enumeration supports compatibility for media source values unique to the printer driver, such as those for cassettes or feeders. Your newly installed printer driver maintains identical media source support with the driver it replaces, whether for this driver or one from another manufacturer. If media source macros exist for the older driver, then the alignment of media source values maintains support without the need to change the macros.

Setting Media Sources

Use the **Driver Info** utility (\Utility\Driver Info\DrvInfo.exe) to compare the source values for all installed drivers.

If the values for a given media source differ between printer drivers, you can reassign an enumerated value to create a match between the drivers.

1 In **Device Settings** > **Compatibility Settings**, from the **Media source enumeration** list select the paper supply method. The current value is listed in the **Enumerated value** box.

2 Type an **Enumerated value** for the media source, and click **Apply**. To align settings with a different driver, this value should align with those in the other driver.

3 Click **OK** in the **Compatibility Settings** and **Properties** dialog boxes.

You can restore all the options in **Compatibility Settings** to the default by clicking **Reset**.

Ignore Application Collation

This option bypasses the **Collate** setting in software applications, and gives priority to the printer driver setting.

With the check box selected, the printer driver **Collate** setting is used.

With the check box cleared, the application **Collate** setting is used.

Selecting Printer Driver Collation

You can ignore the collation setting in the application and use the printer driver collation setting.

1 In **Device Settings** > **Compatibility Settings**, select **Ignore application collation**.

2 Click **OK** in the **Compatibility Settings** and **Properties** dialog boxes.

You can restore all the options in **Compatibility Settings** to the default by clicking **Reset**.

Combine Source and Media Type Lists

You can change the driver's **Basic** tab so that **Media type** and **Source** are combined into one list, labeled **Source**. In the combined list, Media types are listed first, followed by cassettes and **Manual Feed**.

Creating a Combined Source List

You can combine the **Source** and **Media type** lists in the **Basic** tab to make one **Source** list.

1 In **Device Settings** > **Compatibility Settings**, select **Combine source and media type lists**.

2 Click **OK** in the **Compatibility Settings** and **Properties** dialog boxes.

You can restore all the options in **Compatibility Settings** to the default by clicking **Reset**.
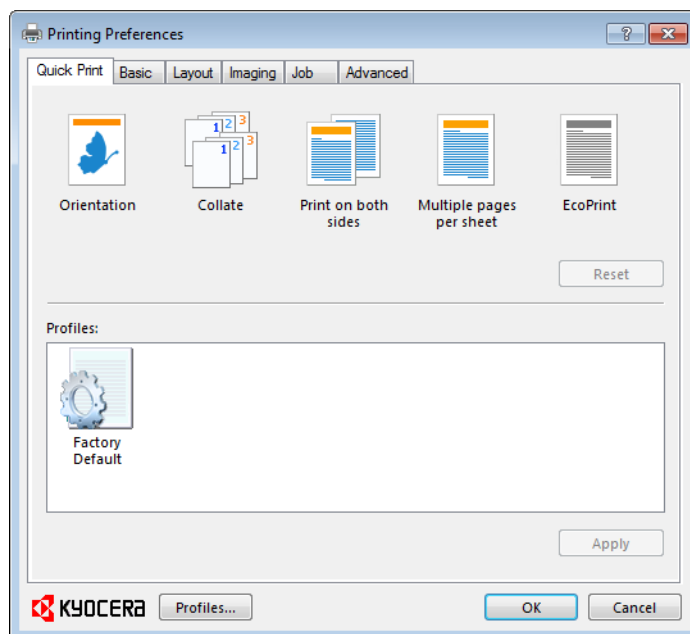
4 Quick Print

In the **Quick Print** tab, you can apply basic print settings to print jobs. You can select options quickly in a simple user interface.

Any **Quick Print** settings can be saved as a group, called a profile, and applied to any print job. Profiles support common printing tasks.

The administrator can set the view of the **Quick Print** tab through the **Installation** process, or in **Device Settings** > **Administrator** > **General**.

This chapter can be used as a separate **Quick Print** user guide when printer driver support is controlled by an administrator.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.

Quick Print Options

You can set one or more print options on the **Quick Print** tab. You can create your own customized view of print options with **Edit Quick Print**. And you can also select from profiles that have been set with predefined options for frequently run print jobs.

Common Printing Options

The upper section of the **Quick Print** tab has several icons that represent the most common options for print jobs. Click on the **Quick Print** icons to change settings for the print job. Some of these options also appear on the **Basic** and **Layout** tabs.

A maximum of five icons can appear in the **Quick Print** tab. You can change or remove icons from the display.

Orientation

This icon changes between portrait, landscape, portrait rotated, landscape rotated printing formats.

Collate

This icon changes the ordering of the printed pages. The page ordering sequence can either be 123, 123, or 111, 222 and so on.

Print on both sides

This icon changes between duplex printing for flipping on the long edge, duplex printing for flipping on the short edge, or for not using duplex printing.

Multiple pages per sheet

This icon changes between Off, 2, and 4 for the number of pages printed on one sheet. For more than 4 pages per sheet, define these settings in **Layout** > **Multiple pages per sheet**.

EcoPrint

This icon changes the text and graphics to appear lighter in the printed job. **EcoPrint** does not increase print speed.

Edit Quick Print

This button lets you select the print option icons to display and in what order when you access the **Quick Print** tab. The **Edit Quick Print** button is not available when the driver is accessed from an application's **Print** dialog box.

Any basic print options can be **Reset** to the default values in the **Quick Print** tab. This button only appears when it is accessed from an application's **Print** dialog box.

The following sections describe some of the **Quick Print** tab options in more detail. **Collate**, **Duplex printing**, and **EcoPrint** can also be found in the **Basic** tab, and **Multiple pages per sheet** in the **Layout** tab. The **Profiles** options are accessed from **Printing Preferences**.

Collate

Collate specifies the order in which the pages of a multiple copy job are printed. With **Collate** selected, the driver prints the complete job set by set. With **Collate** cleared, it prints each page by set. For example, with **Collate** selected, three copies of a five-page document outputs as pages one through five in succession, three times.

The printer driver automatically overrides the application's **Collate** setting and uses the printer driver setting. You can use the application's **Collate** setting by clearing the **Ignore application collation** check box in the **Compatibility Settings** dialog box accessed from **Device Settings**.

Duplex Printing

Duplex printing is printing on both sides of each page. Select **Print on both sides** to start duplex printing. The printing system contains a duplex unit that turns the paper over to allow printing on the reverse side. On some models, duplex printing is performed manually.

Flip on long edge

Turn the long edge of the page to view the content.

Flip on short edge

Turn the short edge of the page to view the content.

Manual Duplex

For some models without a duplex unit, Manual duplex lets you print on both sides of a sheet by ordering the print job so that after the first half of the print job has been printed, the job can be flipped over and fed from the cassette for the second side printing.

Flip on long edge

Turn the long edge of the page to view the content.

Flip on short edge

Turn the short edge of the page to view the content.

The Manual duplex instruction sheet is printed by default. If you do not want to use this feature, clear the **Print manual duplex instructions** check box in the **Basic** tab.

Manual duplex is not available for the XPS driver.

Multiple Pages per Sheet

Multiple pages per sheet prints several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper. The size and readability of the multiple pages decrease as the number of pages per sheet is increased. You can set the arrangement of the pages from the **Layout** tab as well as print borders around each of the pages.

When **Multiple pages per sheet** is selected, **Scaling** and **Poster** are unavailable.

Edit Quick Print

The assortment of icons at the top of the **Quick Print** tab can be customized to include features that you use most often. Any number of icons from 0 to 5 can be displayed. All icons can be removed from view if you want to use only the **Profiles** options in the **Quick Print** tab.

> **Note:** An administrator can hide the **Edit Quick Print** button by selecting **Hide Edit Quick Print control** in **Device Settings** > **Administrator Settings**. The **Edit Quick Print** button is unavailable when the driver is accessed from an application's **Print** dialog box.

Editing Quick Print Options

You can select from a limited set of driver features to appear in the **Quick Print** tab.

1 Depending on your operating system, click **Start**, then:

Windows 7: click **Devices and Printers**.

Windows Vista, Windows Server 2008, and Windows Server 2008 R2: click **Control Panel** and then double-click **Printers**.

Windows XP and Windows Server 2003: click **Printers and Faxes**.

2 Right-click your printing system model and click **Printing Preferences**.

3 Select the **Quick Print** tab.

4 Click **Edit Quick Print**.

5 In the **Edit Quick Print** dialog box:

To add a feature to the **Quick Print** tab, select the feature under **Available controls**, and click the right arrow to move the feature to **Selected controls**. A maximum of 5 features can appear under **Selected controls**.

To remove a feature from the **Quick Print** tab, select the feature under **Selected controls**, and click the left arrow to move the feature to **Available controls**. To use only the **Printer profiles** in the **Quick Print** tab, move all features to **Available controls**.

Click the up and down arrows to change the position of the features under **Selected controls**. The feature at the top appears on the left in the **Quick Print** tab.

To restore the list to factory default options, click **Reset**.

6 Click **OK** to save your settings.

Profiles

In **Profiles**, you can save printer driver settings as a profile. You can select multiple options in any **Printing Preferences** tabs, save them as a profile, and use all of them at once when you apply the profile. The profiles list always includes a **Factory Default** profile that returns the driver options to their default settings. A maximum of 26 profiles can be established in one driver, including the **Factory Default** profile. Settings made in **Device Settings** cannot be saved to a profile.

Selecting a Profile

You can select and apply a profile from the **Quick Print** tab or from the **Profiles** dialog box.

Quick Print tab

1 In the **Quick Print** tab, select a **Profile**. The side panel displays a summary of the settings. Above the settings you can click the icons to choose between images of tone adjustment, the printing system, or page layout.

2 Click **Apply**.

Profiles dialog box

1 In any of the **Printing Preferences** tabs, click **Profiles**.

2 In the **Profiles** dialog box, select a profile. The dialog box displays a summary of the settings for that profile.

3 Click **Apply**.

4 Click **OK**.

Saving a Profile

The **Save** button lets you create your own profiles. You can select the printing options you want in the driver, then save the driver settings including your

customizations as a profile. You can then use that profile to print the same type of print job again without having to reselect all the settings. In **Printing Preferences**, the **Profiles** button appears at the bottom of all the tabs.

1 Set the printing options you want for your print job by opening **Printing Preferences** and selecting all your driver settings.

2 Click **Profiles** > **Save**.

3 To identify the profile, type a **Name**, select an **Icon**, and type a **Description**.

4 Click **OK** to save the profile.

The newly added profile appears in the **Profiles** dialog box.

5 Click **Apply** to use the selected profile for the current print job, or click **OK** to close the dialog box.

> **Note:** To reset the printer driver to default settings, select the **Factory Default** profile, and click **Apply**. This clears the settings of a selected profile.

You can remove a profile by selecting it in the **Select profile** list and clicking **Delete**.

Editing a Profile

The **Edit** button lets you make changes to an existing profile. The **Factory Default** profile cannot be edited.

1 Click **Profiles**.

2 In the **Select profile** section, select the profile to be edited, and click **Edit**.

3 Any of the three options can be edited: name, icon and description. Click **OK** to save the edited changes.

The newly edited profile appears in the **Profiles** dialog box.

4 Click **Apply** to activate the selected profile to the current print job, or click **OK** to close the dialog box.

Importing a Profile

The **Import** button lets you import a copy of a profile from other printer drivers into your printer driver.

1 Click **Profiles** > **Import**.

2 Browse for the existing profile (.KXP), select it, and click **Open**.

A message appears if any of the profile settings in the imported file are unavailable in the existing driver. Select **Yes**, to import the profile, or **No**, to cancel the import.

3 If you selected **Yes** in the previous step, the newly imported file appears in the **Profile** dialog box.

4 Click **Apply** to use the selected profile for the current print job, or click **OK** to close the dialog box.

Exporting a Profile

The **Export** button lets you export a copy of a profile from your printer driver for use in other printer drivers. The **Factory Default** profile cannot be exported.

1 Click **Profiles**.

2 In the **Select profile** section, select the profile to be exported, and click **Export**.

3 In the **Export Profile** dialog box, name and save the profile.

4 Click **OK** to close the **Profiles** dialog box.

Application Based Printing

An administrator can associate a profile with an application so that all printing from the application uses the same profile settings. This makes profiles easier to use and ensures consistent printing from an application. For example, a duplex profile can be applied to all spreadsheet printing to save paper.

Associations between profiles and applications can be created at any time in the **Profiles** dialog box. To use the associations in printing, the feature must be turned on in the **Administrator Settings** dialog box, accessed from **Device Settings**.

A maximum of 25 associations can be created in the **Application Based Printing** dialog box, accessed from the **Profiles** dialog box.

In a client/server environment, a user on a client computer can view details about server associations but cannot change settings or select another profile.

Adding an Association

Once profiles have been created or imported, you can create an association between a profile and an application. Then the application always prints using the associated profile settings.

1 In any tab, click **Profiles** to open the **Profiles** dialog box.

2 Click **Application** to open the **Application Based Printing** dialog box.

3 Click **Add** to open the **Add Association** dialog box.

4 Enter a name for the association, to a maximum of 31 characters.

5 Under **File name**, enter a valid executable file name (.EXE) for an application that allows printing, or browse to find a file located on your computer.

6 Select a profile from the list.

7 Click **OK** in the **Add Association** and **Application Based Printing** dialog boxes to create the association.

You can remove an association by selecting it and clicking **Delete**.

Editing an Association

You can change the name, file, and profile for an association.

1 In any tab, click **Profiles** to open the **Profiles** dialog box.

2 Click **Application** to open the **Application Based Printing** dialog box.

3 Select an association to edit and click **Edit** to open the **Edit Association** dialog box.

4 Change desired settings under **Association name**, **File name**, or **Profile**.

5 Click **OK** in the **Edit Association** and **Application Based Printing** dialog boxes to save the revised association.

5 Basic

In the **Basic** tab, you can specify the most commonly used printer driver settings.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.
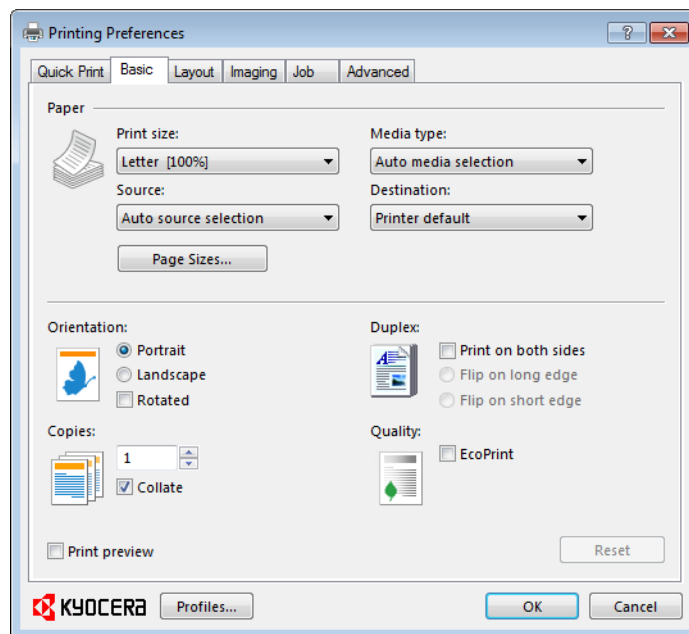
Basic Settings

The **Basic** tab contains several settings for the most commonly used printing tasks.

Print size

This setting sets the size of the area that the printer prints to, regardless of the actual paper size that is used by the printing system. Set **Paper size** to the same paper size that is set on the printing system.

Source

This setting specifies how the paper for a print job will be fed to the printer.

Page Sizes

This setting should match the page size setting in your application. The printing result is based on the page size specified in this setting. You can also create a custom page size.

Media type

This setting selects the **Source** based on the types of media that are specified in the printing system.

Destination

This setting specifies which output tray is used for the print job output.

Orientation

These settings specify the paper orientation of the print job. If **Rotated** is selected, the print job orientation is rotated 180 degrees.

Copies

This setting specifies the number of copies to print. For collating multiple copies, select **Collate**.

Duplex

These settings enable printing on both sides of a sheet of paper. On some models, duplex printing is performed manually.

Manual Duplex

Manual duplex lets you print on both sides of a sheet by ordering the print job so that after the first half of the print job has been printed, the job can be flipped over and fed from the cassette for the second side printing.

Quality

This **EcoPrint** check box makes the entire image, text and graphics, appear lighter in the printed job. This setting does not increase print speed.

Print Preview

This setting lets you view your document before printing.

> **Note:** Some applications may override print settings made in the driver. Usually the application can be set to follow the settings. In Microsoft Word 2007, ensure that **Default tray** in **Options** is set to **Use printer settings**.

Source and Media Types

In the **Basic** tab, **Source** specifies how the paper for a print job will be fed to the printer. The default is **Auto source selection**, which instructs the printer to feed paper continuously until the print job is complete. **Manual feed** instructs the printer to feed one page at a time. You must press the **GO** key on the operation panel to print each page.

Media type instructs the printer to search for the type of paper or media that is requested by the application or the printer driver.

> **Note:** **Source** and **Media type** are separate items in the dialog box, but can be combined using the **Combine source and media type lists** setting in **Device Settings** > **Compatibility Settings**. If they are combined, **Media type** is unavailable on the **Basic** tab, and media types can be selected in the **Source** list. To change this setting, in **Device Settings** > **Compatibility Settings** clear the **Combine source and media type lists** check box.

Printing with Manual Feed

Manual feed is useful for printing one page at a time, for example when printing envelopes. Manual feed is unavailable in some models.

1 Place paper in the manual feed tray located on top of the paper cassette.

2 In the **Basic** tab, select **Source** > **Manual feed**.

3 In **Copies**, type or select the number of copies to print.

4 Click **OK** in all dialog boxes.

5 On the printing system, press the **GO** key to print one sheet.

6 Repeat step 5 for each page until all pages are printed.

If **Manual feed** is selected and paper is placed in the cassette, the printer feeds the paper from the cassette. Press the **GO** key on the printing system for each page.

If **Manual feed** is not selected in the driver, you can still put paper in the manual feed tray and the printer will feed paper from that source first.

If **Source** and **Media type** are combined, **Auto** selection is combined with each **Media type**, but **Manual feed** is not. If **Source** is set to **Auto**, the printer automatically feeds paper from the manual feed tray. If there is no paper in the manual feed tray, paper is automatically fed from the cassette.

Print Size and Page Size

Print size controls the output page size of the document. To use this setting, ensure that the **Page Sizes** setting matches the page size setting in your application. If the **Print size** is different from the page size in your application, then each page is enlarged or reduced to match the **Print size**. The percentage value shown in brackets indicates the size of the **Print size** setting relative to the **Page Sizes** setting. If the **Page Sizes** does not match the page size setting in the application (the size of the original) then, in most cases the **Print size** is ignored and the document is printed based on its original size.

You can create a page size with your chosen dimensions for printing on non-standard size paper. For example, you can create a custom banner with a height from 5.82 inches (148.0 mm) up to 14.01 inches (356.0 mm) and a width from 2.75 inches (70.0 mm) up to 8.50 inches (216.0 mm). You can then save the custom setting to the **Page Sizes** and **Print size** lists for later selection.

Creating a Custom Page Size

To use custom page sizes, they must be created and added to the **Print size** list. The driver supports a maximum of twenty custom sizes.

1 In **Basic** > **Page Sizes**, click **New**.

2 A default custom name appears in the **Name** box. Type a name for your custom page size.

3 Type or select values for the height and width. If the height or width value exceeds the allowable limit, it automatically adjusts to the limit after **Apply** or **OK** is clicked.

4 When done, click **Apply**.

5 Click **OK** to close the **Page Sizes** dialog box.

The custom page size appears in the **Print size** list, which is used for enlarging and reducing the sizes of prints.

To delete a custom page size from the **Page Sizes** dialog box, select the name of the custom page size and click **Delete**.

Printing with Custom Size Pages

You can print on custom-sized pages.

1 Load custom-sized paper into the **Manual Feed** or paper tray.

2 In the **Basic** tab, select the name of your custom page size in the **Print Size** list.

3 Click **OK** to return to the **Print** dialog box.

4 Click **OK** to start printing.

Duplex Printing

Duplex printing is printing on both sides of each page. Select **Print on both sides** to start duplex printing. A model may require manual duplex, or it may contain a standard duplex unit that turns the paper over to allow printing on the reverse side.
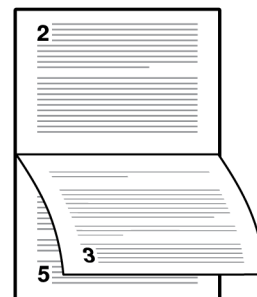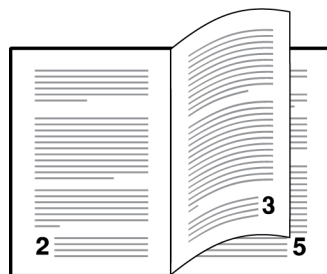
Flip on long edge
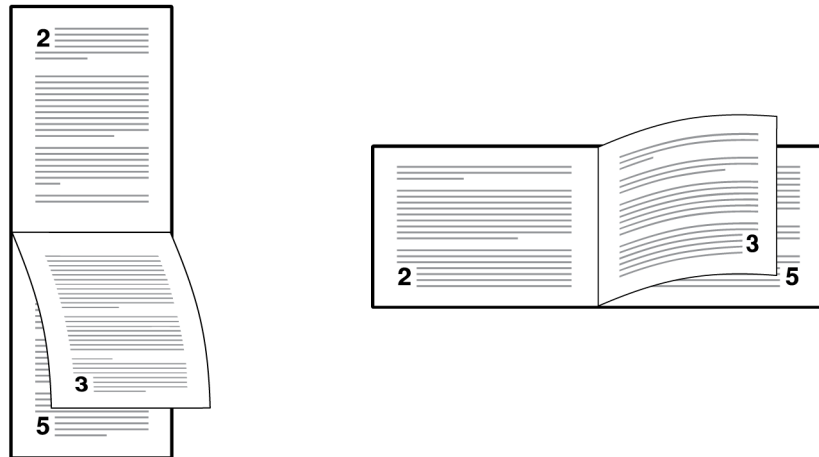
Turn the long edge of the page to view the content.

Flip on short edge

Turn the short edge of the page to view the content.

Flip on long edge

Flip on short edge

Printing in Duplex Mode

You can print on both sides of each page.

1   In the **Basic** tab, select **Print on both sides**.

2   Select either **Flip on long edge** or **Flip on short edge**.

3   Click **OK** to return to the **Print** dialog box.

4   Click **OK** to start printing.

Manual Duplex

Duplex printing is printing on both sides of each page. For some models without a duplex unit, Manual duplex lets you print on both sides of a sheet by ordering the print job so that after the first half of the print job has been printed, the job can be flipped over and fed from the cassette for the second side printing.

For some models, **Manual duplex** cannot be used with **Job storage**.

Manual duplex is not available for the XPS driver.

In a client/server environment, this feature is unavailable to the client.

> **Flip on long edge**
>
> Turn the long edge of the page to view the content.
>
> **Flip on short edge**
>
> Turn the short edge of the page to view the content.

Printing with Manual Duplex

For some models with no duplex unit, you can print on both sides using Manual duplex.

1   In the **Basic** tab, select **Print on both sides (manual duplex)**.

2   Select either **Flip on long edge** or **Flip on short edge**.

3 Select **Print manual duplex instructions** to print an instruction sheet. Follow the printed instructions for placing the pages back into the cassette after the first side is printed.

Or to save a sheet of paper, clear **Print manual duplex instructions** and follow steps 4–6.

4 Click **OK** in the **Printing Preferences** and **Print** dialog boxes.

The even-numbered pages are printed.

5 When printing stops, remove all printed sheets from the output tray.

With **Flip on long edge** selected, turn the stack over on the long edge and put the pages back into the cassette.

With **Flip on short edge** selected, turn the stack over on the short edge and put the pages back into the cassette.

6 Click **OK** in the **Manual Duplex Instructions** dialog box.

The odd-numbered pages are printed.

Collate

Collate specifies the order in which the pages of a multiple copy job are printed. With **Collate** selected, the driver prints the complete job set by set. With **Collate** cleared, it prints each page by set. For example, with **Collate** selected, three copies of a five-page document outputs as pages one through five in succession, three times.

The printer driver automatically overrides the application's **Collate** setting and uses the printer driver setting. You can use the application's **Collate** setting by clearing the **Ignore application collation** check box in the **Compatibility Settings** dialog box accessed from **Device Settings**.

Printing Collated Documents

When printing multiple copies of a multiple page document, the printer can assemble the pages of each copy in numerical order.

1 In the **Basic** tab, select the **Collate** check box.

2 Type or select the number of complete sets of the print job in the **Copies** box. The document page count must not exceed the printer tray capacity.

3 Click **OK** to return to the **Print** dialog box.

4 Click **OK** to start printing.

Quality

The **Quality** feature, **EcoPrint**, changes toner saturation in the printed job, making the entire print image, including text and graphics, appear lighter. The amount of toner varies based upon your printing system model and the type of data printed (text, graphics, or both). **EcoPrint** is also available in the **Quick Print** tab.

To enable this feature in the **Basic** tab, select the **EcoPrint** check box.

Print Preview

After selecting driver settings, you can use **Print preview** to check the print job. Text and images are displayed in the preview, along with any optional **Watermark**. If you are satisfied with the preview, you can print. Or you can cancel printing if you want to change driver settings.

Print preview is not available for the XPS driver.

Previewing a Print Job

You can see a print preview before printing.

1 Select desired driver settings in all tabs, or select a profile.

2 In the **Basic** tab, select **Print preview**.

3 Click **OK** in the **Printing Preferences** and **Print** dialog boxes.

4 When the **Print preview** dialog box appears:

Click the arrow buttons to view document pages.

To close the preview and make additional changes in driver settings before printing, click the "X" button.

If you are satisfied with the preview, click the printer button to print the job.

Kyocera Logo

The **Kyocera** logo appears at the bottom of any **Printing Preferences** or **Device Settings** tab. Click the logo to open the **About** dialog box that displays the driver version number.

Displaying Version Information

In **Device Settings** or any tab, click **Kyocera** logo > **Version** to view the following driver information:

File Name

Version

Description

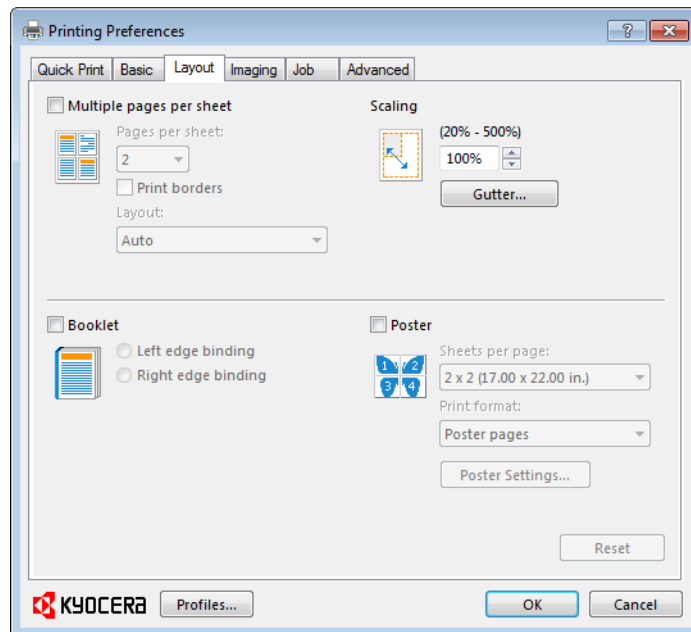**Date**

Manufacturer

Comments

To view copyright information, click **Legal Notices**.

Click **OK** to close the driver information dialog boxes.

6 Layout

In the **Layout** tab, you can arrange document data on printed pages without affecting the original document.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.

Multiple Pages per Sheet

Multiple pages per sheet prints several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper. The size and readability of the multiple pages decrease as the number of pages per sheet is increased. You can set the arrangement of the pages from the **Layout** tab as well as print borders around each of the pages.

When **Multiple pages per sheet** is selected, **Scaling** and **Poster** are unavailable.

Printing Multiple Pages per Sheet

You can print several pages on a single sheet of paper.

1 In the **Layout** tab, select **Multiple pages per sheet**.

2 In **Pages per sheet**, select the number of pages to print on each sheet of paper.

3 If you want to print a border around each page, select **Print borders**.

4 In the **Layout** list, select the direction the pages should flow.

5 Click **OK** to return to the **Print** dialog box.

6 Click **OK** to start printing.

Scaling

Scaling increases or decreases text and graphics on a page. You can also select a gutter setting that enlarges the margins to accommodate manual stapling or manual hole punch.

Scaling is unavailable when other **Layout** tab options are selected.

Setting Scaling on the Page

You can increase or decrease text and graphics on a page.

1 In the **Layout** tab, type or select a scaling percentage between 20 to 500.

Scaling adjusts proportionately the height and width of the page. A lower percentage reduces the page and a higher percentage enlarges the page.

2 Click **OK** to return to the **Print** dialog box.

3 Click **OK** to start printing.

Gutter

Gutter increases the margins around your text and graphics on the left side and at the top of the printed sheet. **Gutter** is often used for binding, hole punch, or stapling to make a print job easier to read. This creates a larger margin space by shifting the printable area to the right, or down, as much as one inch (25.4 mm).

Creating a Gutter

You can increase the margins on the left side and at the top of the printed sheet.

1 In the **Layout** tab, click **Gutter**.

2 In the **Gutter width** options, type or select a value between 0.20 to 1.00 inches (5.0 to 25.4 mm).

Short edge (top)

This selection modifies the outside margin on the top-edge of the page.

Long edge (left)

This selection modifies the outside margin on the left-side of the page.

Note: Availability of **Gutter** settings varies depending on **Orientation** and **Duplex** settings in the **Basic** tab.

3 If text extends too close to the edge of the page, select **Reduce image to fit**. The text appears slightly reduced and away from the edge of the page. If text does not extend beyond the page when the gutter increases, clear **Reduce image to fit**.

4 Click **OK** to save gutter settings, then click **OK** again to return to the **Print** dialog box.

5 Click **OK** to start printing.

Booklet

Booklet prints a two-page layout on both sides of each sheet of paper. You can fold and bind the booklet in the center. Folded booklets are half the size of the selected paper.

When **Booklet** is selected, other **Layout** tab options are unavailable.

This feature is unavailable for some printing system models.

Printing a Booklet

You can print a booklet.

1 In the **Layout** tab, select **Booklet**, and one of the two binding options.

    Left edge binding

    This selection prints text that reads from left to right.

    Right edge binding

    This selection prints text that reads from right to left.

2 Click **OK** to return to the **Print** dialog box.

3 Click **OK** to start printing.

Poster

The **Poster** feature lets you create a document to a size that is larger than the paper your printer can support. You can print a poster, or banner, up to 25 times larger than the original document. Segments of the poster document are printed on several sheets of paper and with the assistance of poster settings, you can reassemble the sheets easily to create a poster.

When **Poster** is selected, other **Layout** tab options are unavailable.

Use **Sheets per page** to select the poster size in relation to the original document size. Each option shows the number of sheets to be printed and the maximum poster size.

Note: The **Sheets per page** displays the unit of measurement in inches or millimeters. You can change the **Units** setting in the **User Settings** dialog box, accessed from **Device Settings**.

Use **Print format** to print a proof sheet, along with the poster, to guide you in assembling the printed poster sheets.

    Poster pages

This selection prints all of the sheets to be assembled as a poster.

Proof sheet

This selection prints all the poster pages on one sheet with markings that display the sheet assembly.

Poster pages and proof sheet

This selection prints all poster sheets and a one-page proof sheet.

Use **Poster Settings** to select options, in any combination to make it easier to create a poster. These options print visual cues on the poster sheets that provide help in cropping and assembling the pages.

Overlap edges

This selection duplicates the edges of document data on adjoining sheets. Poster appearance is improved when the edges overlap slightly. Select the check box, then type or select a value between 0.00 and 1.20 inches (0.0 and 30.4 mm). This option reduces the final poster size slightly.

Print crop marks

This selection prints a border at the edges of each poster sheet. You can crop each sheet on the border before assembling the sheets. This option ensures that data on adjoining sheets matches precisely.

Printing a Poster

You can print a poster.

1 In the **Layout** tab, select **Poster**.

2 In **Sheets per page**, select the poster size. Each option describes the number of sheets it takes to represent one finished poster page.

3 Click **Poster Settings** to select options in any combination. These options ensure a precise assembly of the pages to create the poster.

4 In **Print format**, select one of the options for a finished print format.

5 Click **OK** to return to the **Print** dialog box.

6 Click **OK** to start printing.

7 Imaging

In the **Imaging** tab, you can manage print quality and grayscale settings.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.
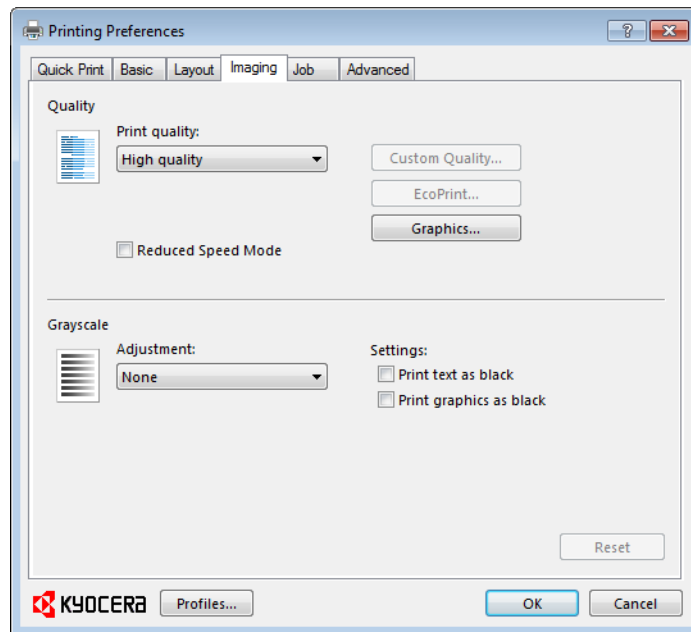
Print Quality and Custom Quality

Print quality lets you set the resolution for the print job. Resolution is a measurement, in dots per linear inch (dpi), that describes the sharpness and clarity of printed text and images. **Custom Quality** lets you set a more refined resolution for the print job. **Reduced speed mode** lets you reduce print speed to produce quieter printing.

Reduced Speed Mode

Reduced speed mode slows the print speed to let the toner adhere better when printing on small size, thick, or textured paper. This mode may result in quieter printing.

Note: In **Basic** > **Media type**, if you select labels, bond, rough, envelope, cardstock, or thick, the printing device automatically reduces the printing speed. It also changes to a lower speed if the **Quiet Mode** light is displayed on the device operation panel. Under these conditions, clearing or selecting the **Reduced speed mode** check box does not affect this automatic print speed.

EcoPrint

EcoPrint is available with Custom selected from the **Imaging** > **Print Quality** list.

EcoPrint changes toner saturation, making the entire image, text and graphics, appear lighter in the printed job. The actual amount of toner used depends on the printing system model, the type of data printed (text, graphics, or both). Select **On**, or **Off** to use this feature.

EcoPrint is also available in the **Quick Print** or **Basic** tabs.

Graphics

Graphics are pictorial representations of information. Graphics can be functional (charts, diagrams) or artistic (drawings, photographs). **Graphics Settings** let you select options for your printed graphics.

Selecting Graphics Settings

1 In the **Imaging** tab, click **Graphics**.

2 In the **Graphics Settings** dialog box, select from the available options, and then click **OK** to save your selections.

Pattern Scaling

Pattern scaling is a feature that can help improve visual compatibility between screen and print output. Graphics objects, such as a shape or a path, often include patterns and fills that are composed of collections of printed dots. A pattern is a planned or random repetition of colors, shapes, lines, values, and textures to create a visual arrangement. A fill is the application of a color or grayscale to a graphics object. If printed patterns and fills do not match the appearance of that on the screen, use **Pattern scaling** to select a different density of printed dots.

In **Imaging** > **Graphics Settings** , select **Pattern scaling** settings.

Auto (default setting)

This setting prints patterns and fills to match the on-screen appearance.

Coarse

This setting prints patterns and fills with the fewest number of lines, patterns, or dots.

Medium

This setting prints patterns and fills with a greater number of lines, patterns or dots than the Coarse setting.

Fine

This setting prints patterns and fills with the greatest number of lines, patterns, or dots. Printed patterns and fills may appear more dense than the on-screen appearance.

Inversion Options

Inversion is the opposite of the normal order, arrangement, or position of an image or printed content.

In **Imaging** > **Graphics Settings**, under **Inversion options**, select an option:

Reverse image

This setting prints images like a photo negative, reversing black and white areas of the image.

Mirror print

This setting prints the page content backwards, as it would appear in a mirror image.

Adjusting Grayscale

The grayscale adjustment settings change the **Brightness** and **Contrast** of graphics. These settings are useful if graphic images are printing too light, too gray, or too dark. Text remains unaffected.

1 In the **Imaging** tab, under **Adjustment**, select **Custom**.

A preview image in the **Adjustment Settings** dialog box illustrates any brightness and contrast changes.

2 Drag the **Brightness** slider right to lighten, or left to darken the graphic images of the print job.

You can also change brightness by entering a numeric value in the text box at the right. The brightest setting is +100; the darkest is -100. Zero is the default mid-level setting. Adjusting brightness is useful when graphic images are printing too dark or too light.

3 Drag the **Contrast** slider right or left to increase or decrease the proportion of light to dark in the graphic images of the print job.

A high contrast setting decreases the grayscale spectrum, making light grays lighter and dark grays darker. A low contrast setting increases the grayscale spectrum, making light grays darker and dark grays lighter.

You can also change contrast by entering a numeric value in the text box at the right. The highest contrast setting is +100; the lowest is -100. Zero is the default mid-level setting. Adjusting contrast is useful if graphic images are printing too gray, or too black and white.

4 Click **OK** to save your grayscale adjustment settings.

Text and Graphics Effects

Special settings are available for printing.

Print text as black

This option prints all color text as black. It produces faster printing of color text by reducing the amount of data sent to the printer. In black and white printers, it increases the detail for light-colored text printed. White text and image colors are unaffected.

Print graphics as black

This option prints all color graphics with black, rather than grayscale. This feature is intended for CAD applications.

8 Job

In the **Job** tab, you can store print jobs in the computer's hard disk. You can also select a **Job name** to use with Job storage. You can use this tab to set or change the default settings that apply when you print a document from a Microsoft Windows application.

The **Job** tab is unavailable for some printing system models.

To return to the original settings, click **Reset**. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.
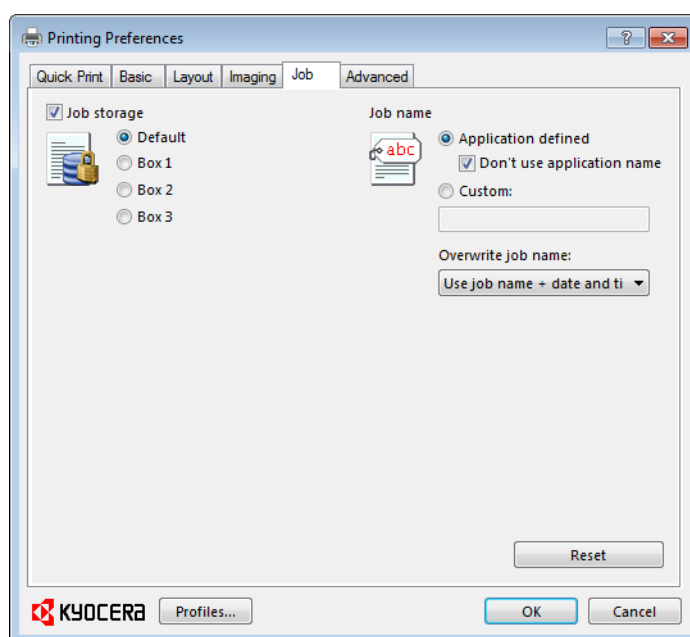
Job Storage

Job storage lets you store print jobs on your computer and then print them from the printing system front panel. Print boxes can be assigned using the **Preset** utility in the **KYOCERA Client Tool**. These three assigned print boxes correspond to those in the **Job** tab labeled **Box 1**, **Box 2**, and **Box 3**. You can select one of these boxes to send your print job to. If your computer is connected by USB, you can print to the **Default** print box. Three assigned users can use one **Print Box** each at one time.

Sending a job to a print box creates the print job on the requesting computer's hard disk. The number of jobs that can be stored is determined by the space on the hard disk. More than one job can be stored in each print box.

In order to receive the command to print from the print box, the **KYOCERA Client Tool** must be open and your printing system selected. After jobs are sent to a print box, they can be printed from the printing system's operation panel. Jobs are saved until they are printed and then are removed from the hard disk. If the hard disk is near full capacity, no additional print jobs can be stored. To clear the storage, print some or all of the print jobs.

Job storage cannot be used with **Manual duplex**.

Setting up Print Boxes

You can assign users to three different print boxes with the **Preset** utility in the **KYOCERA Client Tool**. Each user's print jobs will be sent to their respective print box for later printing.

1 In the **KYOCERA Client Tool**, click **Device** > **Preset** > **Print Box**.

2 Type a **Name** for the print box to a maximum of 18 characters.

3 Select your **Connection**. If the printing system is connected by a USB cable, select **Local**. If the printing system is available on the network, select **Network**.

4 If you selected **Network** in the previous step, type the computer's **IP address (IPv4)**.

5 The **Destination folder** contains the print boxes' print jobs. Keep the default folder or browse to another location.

6 Click **Save**.

7 To restore the default values, click **Reset**.

8 When you are finished adding presets, click **Close** to exit the **Preset** utility.

Printing to a Print Box

You can use the **Job Storage** feature in the **Job** tab to send a print job to a selected print box for later printing.

1 From your printing application, open the printing system driver dialog box.

2 Select **Job** > **Job storage**.

3 Select one of the three numbered print boxes, or **Default**.

4 Click **OK** to close the printing system driver dialog box.

5 In your printing application, click **Print**.

Printing from a Print Box

You can use the printing system's operation panel to print all the print jobs in a print box.

1 At the printing system's operation panel, press the **Print Box** key. The light on the **Print Box** key turns on.

2 For models with the three **Program** keys on the front panel, press the key that has the same number as your print box (for example, **Program 1** for **Box 1** in the driver **Job** tab). The print box name appears in the operation panel screen.

For other models, use the arrow keys, pressing up or down until your print box number (**P0**, **P1**, **P2**, or **P3**) appears in the operation panel screen. The print box numbers correspond to **Default**, **Box 1**, **Box 2**, and **Box 3** in the driver **Job** tab.

3 Press **Start**. The printing system will print all the jobs stored for the selected print box.

> **Note:** After printing the print box contents, the print jobs are removed from the requesting computer's hard disk.

Job Name

A **Job name** is a unique identifier for each print job. When you send a print job, you can assign a custom name to the job or use the name of the application file.

For Microsoft Word and PowerPoint, you can choose to include or omit the application name from the application-defined **Job name**. You can also ensure that jobs in the computer hard disk are not replaced by new jobs having the same **Job name**.

Don't Use Application Name

Don't use application name is an option to remove the application name from the job name in job storage features. This feature is applicable only when printing from Microsoft Word or PowerPoint.

Overwrite Job Name

Overwrite job name is an option to ensure that a saved print job is not replaced in the computer hard disk by a new job having the same **Job name**. If a user sends two print jobs with the same **Job name**, the second job replaces the first job without any prompt. To prevent this, **Overwrite job name** can automatically change the **Job name** by adding the date and time the job is sent.

The selected option applies to a **Job name** with either **Application defined** or **Custom** selected. **Overwrite job name** options include:

Replace existing file

This option lets the current print job replace an existing job in the computer hard disk, if a job with the same **Job name** exists.

Use job name + date and time

This option adds the current date and time to the end of the **Job name**, in the format:

mmddyy hhmmss

The previous print job with the same job name remains in the computer hard disk.

Selecting a Job Name

You can select a job name to use with the **Job storage** feature. The selected job name is saved with the print job when the job is sent to the computer hard disk.

1 In the **Job** tab, select **Job storage**.

2 Under **Job name**, select a name:

Application defined

This option uses the name of the application document as the job name. For Microsoft Word or PowerPoint documents, selecting **Don't use application name** removes the name of the application so that only the document name appears as the job name.

Custom

This option uses a unique name for each job. Type a name in the box, to a maximum of 75 characters.

3 Select an **Overwrite job name** option in case a job already exists in the computer hard disk with the same job name:

Replace existing file

If a job with the same job name exists, the current print job replaces an existing job in the computer hard disk.
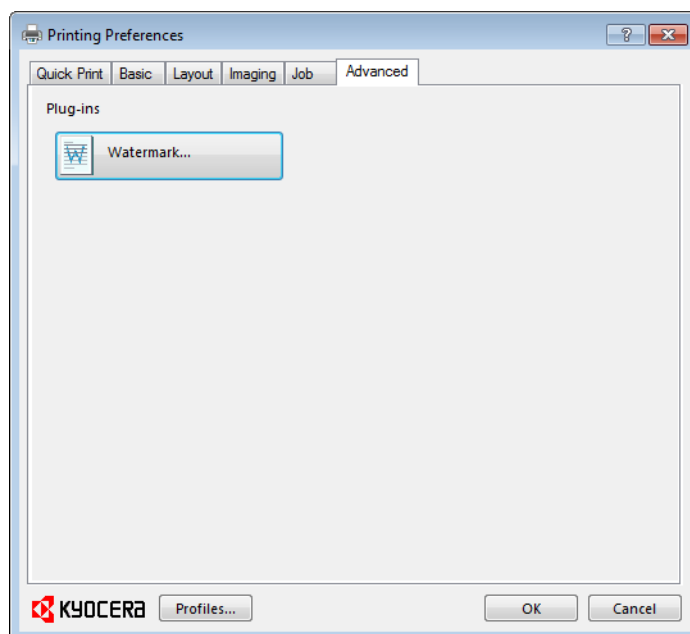
Use job name + date and time

Adds the current date and time to the end of the job name, in the format: mmddyy hhmmss

The previous print job with the same job name remains in the computer hard disk.

9 Advanced

In the **Advanced** tab, you can choose special features that extend the capabilities of the printing system.

Watermark

A watermark is a recognizable image or pattern that can be placed on a page or throughout a document. You can choose one of the standard watermarks or create your own text. The preview area at the left of the dialog box shows how the watermark appears on a page. This is useful for making adjustments to the appearance and location of the watermark.

Adding or Editing a Watermark

You can create a new watermark that displays your chosen text. Any watermark can be edited, though a limited number of options can be changed for default watermarks.

1 In **Advanced** > **Watermark**, click **Add** to create a user defined (custom) watermark; or under **Select watermark**, select a default or custom watermark and click **Edit**.

2 Under **Watermark name**, type a name, up to 39 characters. A default watermark cannot be renamed.

3 Under **Watermark text**, type your preferred text. This option is not available when editing a default watermark.

4   Select the font, style, and size of the text.

5   Select the color of the watermark from the list. The options available are black and shades of gray.

6   Select the watermark **Count**, to a maximum of 20. In the **Spacing** spin box, select the distance between two or more watermarks in tenths of an inch or in millimeters.

7   Select the **Position** of the watermark with one of the following options:

    Centered (default)

    This option places the center of the watermark text in the center of the page.

    User defined

    This option lets you manipulate the x and y coordinate boxes to move the text around the page.

You can also change the position by clicking the position button at the bottom of the preview area and then clicking the watermark image. Drag the pointer to move the watermark image.

8   Select the **Angle** of the watermark with one of the following options:

    Diagonal (default)

    This option places the watermark text at the default angle on the page.

    User defined

    This option lets you type a degree value for the angle. An angle is measured in degrees, from 0 to 360.

You can also change the angle by clicking the angle button at the bottom of the preview area. Click and hold as you drag the pointer to move the watermark image.

9   The **Rotate around center** check box at the bottom far right of the dialog box determines the method of rotation for the watermark. You must select **User defined** in both **Position** and **Angle** to enable this option. Select **Rotate around center** to position the watermark text with the center of the text as its axis, and clear it to position the watermark text with the left end of the text as its axis.

10   In all dialog boxes, click **OK**.

Selecting Pages for Watermark

The **Page selection** option for **Watermark** lets you choose the location for watermarks in your document.

1   In **Advanced** > **Watermark** > **Select watermark**, choose a default or custom watermark to print.

2   Under **Page selection**, choose pages for printing the watermark:

    All pages

    This option prints the watermark on each document page.

First page only

This option prints the watermark on the first document page.

All pages except first page

This option prints the watermark on all pages after the first page.

Only on specified pages

This option prints the watermark on page numbers typed in the box.

3 In all dialog boxes, click **OK**.

Enable Client Profile

Client profile refers to profile settings saved on a client computer. You have the choice to use your local profiles or the server profiles. This feature is intended for the client computer in a client-server environment.

In the **Advanced** tab, clear the **Enable client profile** check box to select profiles from the server to apply to print jobs created by the driver. Server profiles are read–only.

Select the **Enable client profile** check box for using custom profiles locally in the driver.

Glossary

A   **Application based printing**   An administrator can associate a profile with an application so that all printing from the application uses the same profile settings. This makes profiles easier to use and ensures consistent printing from an application.

B   **Booklet**   Layout feature that prints a multi-page document in a booklet format by using a duplex unit. Two pages are printed on each side of a sheet to create a document that can be read like a book.

C   **Cassette**   A sliding plastic tray that holds a supply of paper for input to the printer.

    Collate   Outputs the complete print job set by set. With Collate cleared, it prints each page by sets. For example, with Collate selected, three copies of a five-page document output as pages one through five in succession, three times.

D   **dpi**   Dots per (linear) inch. Measurement that describes the sharpness and clarity of printed text and images. The higher the dpi, the more detail there is in the printed output.

E   **EcoPrint**   Imaging feature that changes toner saturation, making the entire image, text and graphics, appear lighter in the printed job. The actual amount of toner used depends on the printing system mode and the type of data printed (text, graphics, or both). EcoPrint does not increase print speed. This feature is also available in the Quick Print and Basic tabs.

    Edit Quick Print   This feature lets you customize the Quick Print view with your preferred print job options.

G   **Grayscale**   Range of gray tones varying from black at the darkest to white at the lightest.

    Gutter   Blank space on the left side or top of a printed page that can be increased by scaling down text and graphics. When used with Duplex printing, the enlarged blank space lines up evenly on both sides of the sheet. The larger blank space is created by shifting the printable area to the right or down as much as one inch (25.4 mm).

I   **Ignore Application Collation**   Check box in Device Settings > Compatibility that determines the priority of Collate settings. If the check box is selected, the printer driver setting is used. If the check box is cleared, the software application setting is used.

L   **Lock Settings**   Locking feature for some settings that an administrator can specify at the tab or feature level in the driver. The settings are then applied to print jobs from the driver, and changes are restricted. Locking a setting will also lock that setting where it appears in other tabs. The administrator can also set a password that is required to temporarily unlock a feature.

M   **Manual duplex**   Method for printing on both sides of a sheet when the printing system does not support a duplex unit. After the first half of the print job has been printed, the job can be flipped over and fed from the cassette for the second side printing.

Manual Feed   Source tray used for labels, envelopes, and custom printing media.

Media source enumeration   A Device Settings option that maintains compatibility for cassettes and feeders between old drivers and new drivers or when moving from one manufacturer to another.

Multiple pages per sheet   This feature lets you print several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper.

O   **Operation panel**   The keys and display on the printing system.

Orientation   The position of the pages in a print job, either short side at top (portrait) or long side at top (landscape). If Rotate is selected, the print job orientation is rotated 180 degrees.

P   **Pattern Scaling**   Feature that can help improve visual compatibility between screen and print output. Graphics objects, such as a shape or a path, often include patterns and fills that are composed of collections of printed dots. A pattern is a planned or random repetition of colors, shapes, lines, values and textures to create a visual arrangement. A fill is the application of a color or grayscale to a graphics object. If printed patterns and fills do not match the appearance of that on the screen, use Pattern scaling to select a different density of printed dots.

Poster   Layout feature for printing a document in a larger size than the maximum supported by the printer so the cumulative sheets can be assembled as a poster. Use this feature to print a document in a large, eye-catching poster format, up to 25 times larger than the original document size.

Print box   Virtual "box" that stores print jobs on the computer hard disk for printing. There are three print boxes available, and a default box if the printing system is connected by USB. The jobs are released for printing at the printing system operation panel. Print box jobs are deleted from the computer hard disk after printing.

Print graphics as black   This option prints all color graphics and text with black, rather than grayscale. This feature is intended for CAD applications.

Print preview   This feature lets you view your document before you send it to print.

Print text as black   Prints all color text as black. It produces faster printing of color print jobs by reducing the amount of data sent to the printer. In black and white printing, it increases the detail for light-colored text printed. White text and image colors are unaffected.

Profile   A set of user defined driver settings that are saved as a group. Once saved, you can select a profile by name and apply its settings to a print job without selecting each feature individually.

Q   **Quick Print tab**   The Quick Print tab improves usability by providing an easier way to set print options. You can choose basic settings or a predefined printer profile, rather than having to go to various tabs. Quick Print settings can be captured in a

group called a profile. Profiles support common printing tasks, saving you from having to repeatedly select the same settings. The Administrator can set the view of the Quick Print tab through the Installation process, or Administrator Settings in Properties.

R   **Reduced speed mode**   This feature lets you slow the print speed to improve printing on small size, thick, or textured paper. Selecting this mode may result in quieter printing.

     Resolution   The number of dots printed in one inch. Higher resolution improves the quality of detailed printed images.

S   **Scaling**   Increases or decreases text and graphics on a page. Scaling is unavailable if other Layout tab options are selected.

W   **Watermark**   The Watermark feature is available in the Advanced tab. A watermark is a recognizable image or pattern that can be placed on a page or throughout a document. You can choose one of the standard watermarks or create your own text.

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