



# TASKalfa 1800/TASKalfa 1801 TASKalfa 2200/TASKalfa 2201 Printer Driver

User Guide



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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 8, Windows Vista, Windows XP, Windows Server 2003, Windows Server 2008, and Windows Server 2012 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 6.0 driver.

## Models supported by the GX printer driver

TASKalfa 1800

TASKalfa 2200

TASKalfa 1801

TASKalfa 2201

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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 way to install a driver and certain features in package form. With **Custom Install**, 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 **Product Library** window. Click **Documents** to access the release notes, printing system operation guide, and other materials. With **Upgrade** you can update the driver and utilities to a newer version. **Upgrade** is only available if there is a product that needs to be upgraded. Selections vary according to printing system model (network supported or not supported).

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

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## Preparing to Install the Driver

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

In Windows 8, 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.

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**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.

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- 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 **Product Library** window, select your language from the list.

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## 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 clicking **Accept** in the license dialog box, 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 feature packages 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 if there are no software upgrades waiting. 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 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 packages in the feature list. Or you can click each to switch between clearing and selecting. 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**.
- 8 During the installation, 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**

The **Quick Print** tab 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**.

Click the plus sign icon to expand the list of options:

The **Set Quick Print tab as default** option makes the **Quick Print** tab the first tab you see when you open the driver.

The **Set Basic tab as default** option makes the **Basic** tab the first tab you see when you open the driver.

The **Hide other tabs** option makes the Quick Print tab the only tab in the driver.

- 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 your own printing system model and port name.

Selections in the **Custom Install** window display a 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.

The XML Paper Specification (**XPS**) provides the most efficient method of displaying, processing, and printing for the following operating systems only:

Windows 8

Windows 7

Windows Vista, Windows Server 2008 (with service pack 2 and updates)



## Windows Server 2012

## Installing with Custom Install

This section describes the custom installation of printing devices, drivers, and utilities in Windows operating systems. If you want to install utilities only, see the next section for details.

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

- 1** Ensure that your printing device and computer are turned on and connected by USB or network cable.
- 2** Click **Custom Install**.

To discover a printing system, proceed to step 3. To add a printing system model and port name, proceed to step 5.
- 3** In the **Custom Install** window, the installer searches for your printing device. Each discovered printing system 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. 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 not discovered, proceed to step 5.
- 4** Select a printing device from the **Devices** list, and click the arrow to move it to the **Products to Install** list. Proceed to step 6.
- 5** 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.
- 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. If the most recent version of a utility is installed, the utility is disabled in the list and shows a message that a newer version is installed.

### 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

This utility 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, open the company website, and view printing system documentation.

- 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.
- 11 Review your settings. At least one printing system, driver, or a utility, must be selected to enable the **Install** button. If your settings are correct, click **Install**.
- 12 During the installation, 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 system. 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 system.

#### **Show Quick Print tab**

The **Quick Print** tab 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 printing system is now complete. If prompted, restart your computer.

### **Custom Installing Utilities Only**

This section describes the custom installation of utilities without printing devices or drivers.

- 1 Ensure that your printing device and computer are turned on and connected by USB or network cable.
- 2 Click the **Custom Install** button.
- 3 Select a utility from the **Utilities** list, and click the arrow to move it to the **Products to Install** list. If the most recent version of a utility is installed, the utility is disabled in the list and shows the message, "Newer version already installed."

#### **KYOCERA Client Tool**

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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, open the company website, and view printing system documentation.

- 4 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**.
- 5 Review your settings. At least one utility must be selected to enable the **Install** button. If your settings are correct, click **Install**.
- 6 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 utilities are now complete. If prompted, restart your computer.

### Editing Driver Properties

- 1 In the **Product Library** window, click **Custom Install**.
- 2 In the **Devices** list, select a device and click the arrow to move it to the **Products to Install** list.
- 3 In the **Drivers** list, select a driver and click the arrow to move it to the **Products to Install** list.
- 4 In the **Products to Install** list, click the **Edit** pencil icon in one of the device products. If the pencil icon is not visible, scroll to the end of the product description to reveal it.
- 5 The **Device** dialog box opens and shows the model name and the IP address or USB. If there is a driver assigned, the following driver properties appear. If there are multiple drivers, the settings for each driver are separated into tabs. Select the tab of the driver you want to configure.
- 6 Type a **Printer name** for the device to a maximum of 63 characters.
- 7 Select **Share the printer** if you want others to use this printing system.
- 8 If **Share the printer** is selected, you can type a shared name for the printing system to a maximum of 63 characters.
- 9 If you prefer most or all of your print jobs go to this printing device, select **Set as default printer**.
- 10 Click **OK** for the application to save your settings and return to the **Custom Install** window.

## Editing Utility Properties

- 1 In the **Product Library** 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 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. If there are upgrades available, **Upgrade** displays as the default window when the installer starts.

- 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 **Maintenance** to access utilities that provide useful features. Select an application and click **Run**. The following utilities are available:

### **KYOCERA Client Tool**

This option provides quick access to common device features and settings, plus the current status of all supported devices. You can also use it to order toner.

### **Optional Printer Components**

This option can expand the functionality of your printer driver with Help modules in other languages, and common printer profiles.

### **Quick Network Setup**

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This option provides configuration of the most common networking settings using an easy-to-use wizard.

## Optional Printer Components

You can expand the functionality of your printer driver by installing optional components.

**Common Profiles** and **Help Modules** can be installed.

### Installing Optional Printer Components

- 1 Click **Maintenance**.
- 2 Select **Optional Printer Components** and click **Run**.
- 3 On the **Select Printer** page, select one or more printing systems, and click **Next**. On any page you can click **Back** to correct any settings.
- 4 On the **Select Components** page, click the plus sign icons to expand options. Click each option to open a dialog box with more detailed selections.  
Under **Common components**, you can select Help modules in additional languages.
- 5 Under each printing system model, you can select one or more common profiles of predefined print settings.
- 6 When your settings are correct, click **Install**.
- 7 When the **Printer Components Installation Completed** page appears, click **Finish**.  
When you have completed installing printers and optional components, if prompted, restart your computer.

## Documents

In the **Product Library** window, click **Documents** to access documents about the driver, utilities, and printing system operation. 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 **Uninstall**.

- 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**.

## Printer Driver Settings Access

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. To access the **KYOCERA Client Tool**, see the *KYOCERA Client Tool User Guide*.

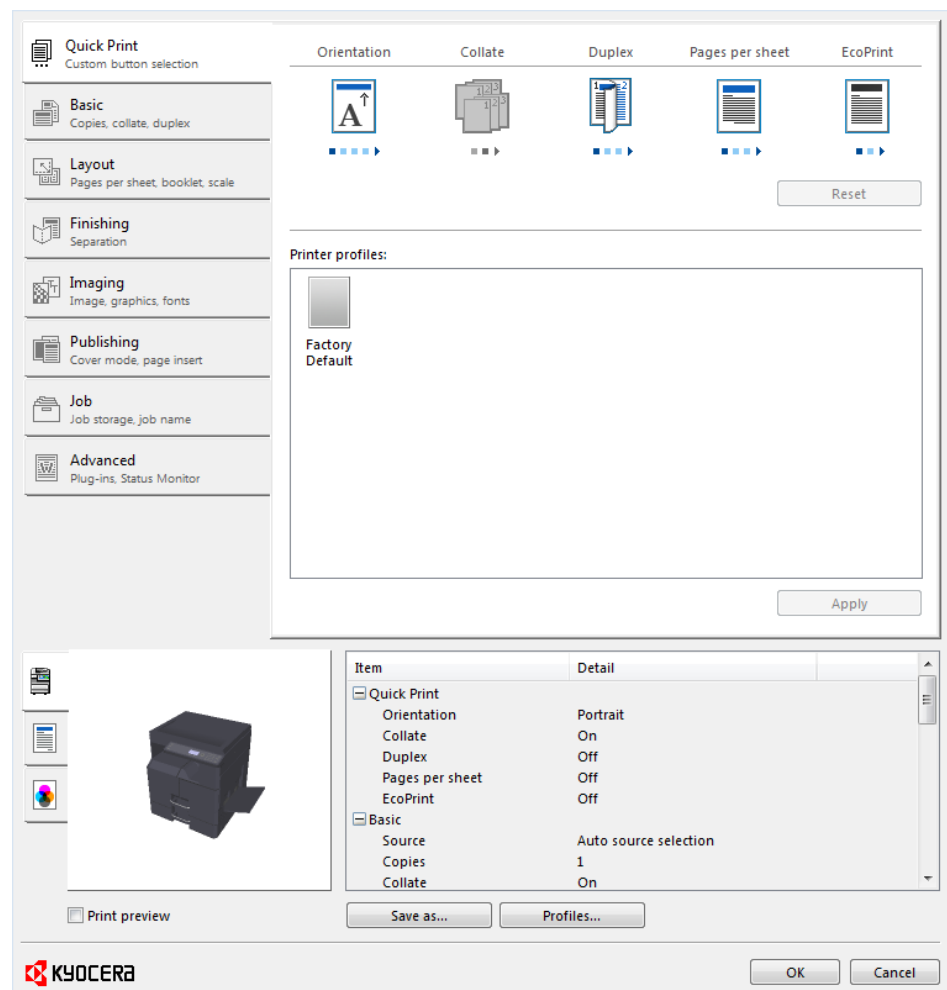
### Changing the Default Driver Settings

- 1 Depending on your operating system:
  - Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
  - Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
  - Windows Vista and Windows Server 2008: click **Control Panel** and then click or double-click **Printers**.
  - Windows XP and Windows Server 2003: click **Start > 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.

## 2 Driver Overview

The lower part of each **Printing Preferences** tab contains overview features that illustrate driver selections. Overview images and the settings list are available when selecting settings. After selecting driver settings, you can use **Print preview** to check the print job.

If the vertical screen resolution of your computer is 864 pixels or less, the lower part of the tab does not appear. Under this condition, the **Print preview** check box is on the bottom right of the visible tab.



### Overview Images

Overview images appear in the lower part of the **Printing Preferences** dialog box. Each image illustrates different driver settings. Images are changed automatically when some driver settings are selected, or you can click the tabs on the left side to change the image.

The printing system image displays any attached devices. **Source** selections are highlighted in green.

The page image is updated based on page selections made in the **Quick Print** tab, **Basic** tab, and **Layout** tab.

The circles image illustrates grayscale settings.

## Settings List

The tree view in the lower part of each tab displays current settings for most driver features. You can scroll down to view features for all driver tabs. As each option is selected, the current selection is displayed in the tree view. You can click the minus (-) or plus (+) signs to hide or show details.

## Print Preview

The **Print preview** check box appears in the lower part of each tab. 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.

### Previewing a Print Job

- 1 Select desired driver settings in all tabs, or select a profile.
- 2 In any 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

- 1 In **Device Settings** or the **Printing Preferences** dialog box, click **Kyocera** logo > **Version** to view the following driver information:

- File Name**
- Version**
- Description**
- Date**
- Manufacturer**
- Comments**



- 2** To view copyright information, click **Legal Notices**.
- 3** Click **OK** to close the driver information dialog boxes.

## 3 Device Settings

In **Device Settings** you can select installed printing system options so the associated features can be used with the printer driver. Administrator, User, and Compatibility settings can also be selected.

### Accessing Device Settings

- 1 Depending on your operating system:
  - Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
  - Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
  - Windows Vista and Windows Server 2008: click **Control Panel** and then click or double-click **Printers**.
  - Windows XP and Windows Server 2003: click **Start > Printers and Faxes**.
- 2 Right-click your printing system model, then:
  - Windows 8, Windows Server 2012, Windows 7, and Windows Server 2008 R2: click **Printer properties**.
  - Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003: click **Properties**.
- 3 Click **Device Settings**.

### Device Options

Optional devices extend the capabilities of your printing system for source and duplex printing.

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

### Setting Device Options

- 1 In **Device Settings > Device options**, select the check boxes for all installed devices.
- 2 Click **OK** in the **Properties** dialog box.

### Auto Configure

**Auto Configure** detects the devices installed on the printing system if it is connected over a network. **Auto Configure** can detect printing system devices such as input devices. When your computer is connected to the printing system through a TCP/IP or WSD port, the **Auto Configure** button appears in **Device**

**Settings. Auto Configure** updates the Device options list, **Memory**, and overview images to keep the printer driver consistent with the printing system configuration. **Auto Configure** varies by operating system.

Not all installed devices are detected by using **Auto Configure**. Before selecting **OK** in **Device Settings**, check the settings to make sure that they are correct.

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**Note:** The default setting for Windows XP Service Pack 2 is for the Windows Firewall to be set to **On**. The setting can be changed to allow communication between the printing system and your computer. In the Windows **Security Alert** dialog box, click **Unblock**.

---

### Silent Auto Configuration

**Silent auto configuration** checks the printing system every 10 minutes for changes in optional devices or memory. When a change is detected, the driver is automatically updated with the new settings. **Silent auto configuration** is only available for printer drivers installed in Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008, or Windows Server 2008 R2.

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

## Enabling Auto Configuration

The **Auto Configure** button can be used to detect all available device options when the printing system is connected to a network through a TCP/IP or WSD port.

- 1 Verify that all optional devices are attached to the printing system, and that it is turned on and ready to print.
- 2 In **Device Settings**, click **Auto Configure**.

In Windows XP, the driver settings are updated immediately.

In Windows 8, Windows 7, Windows Vista, Windows Server 2008, and Windows Server 2012, the **Auto Configure** dialog box opens. Select from Auto configure options:

#### Auto Configure Now

Click the button at any time to retrieve the current settings from the printing system. It is recommended to do this when the driver is first installed and when **Silent auto configuration** is turned off.

#### Silent auto configuration

Select to let the driver check the printing system at every occurrence of a fixed time period. The driver regularly checks for any changes in optional devices or memory. When a change is detected, the driver is automatically updated with the new settings.

- 3 Click **OK** in the **Auto Configure** and **Properties** dialog boxes.

## 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.

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 > 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.

This feature is enabled by default. To disable this feature, in **Device Settings > Administrator > General**, clear the **Associate Profile with application** check box.

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**Note:** **Application Based Printing** is only available for 32-bit operating systems.

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#### 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

- 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

- 1 In **Device Settings**, click **Administrator**.
- 2 In the **Enter Password** dialog 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**.

### Hide Factory Default Profile

This option lets you hide or show the **Factory Default** profile in the **Quick Print** tab and the **Profiles** dialog box.

Check box selected: The **Factory Default** profile does not appear in the lists.

Check box clear: The **Factory Default** profile appears in the lists.

### SNMP

Simple Network Management Protocol (SNMP) is a set of rules that govern the management of network devices, such as printing systems. These settings determine the level of security when using the **Auto Configure** feature, and prevent unauthorized printing to the SNMPv3 printing system. SNMP settings must be set in the printer driver and in the printing system's home page.

The following options are available:

#### SNMPv1/v2c

This option ensures successful **Auto Configure** communication using **Read community name** and **Write community name**.

#### SNMPv3

This option ensures secure **Auto Configure** communication using a user name and password. Authentication and privacy options are available by selecting **Settings**.

#### Apply to other models

This option displays a list of installed printing systems to apply the selected settings.

### SNMPv3 Options

You can select options for secure communication with the printing system.

#### Authentication

This option provides an algorithm to check that a transferred file has arrived intact. Message Digest 5 (**MD5**) and Secure Hash Algorithm 1 (**SHA1**) are hash algorithms used to authenticate packet data.

#### MD5

This option provides a cryptographic hash function with a 128 bit hash value. It adds security and protection against Gateway Load Balancing Protocol (GLBP)-spoofing software.

#### **SHA1**

This option produces a message digest that is 160 bits long. **SHA1** is the successor to **MD5**.

#### **Privacy**

This option uses encryption for secure communication. It is available after you select the **Authentication** option. You may select one **Privacy** option.

#### **DES**

This option uses the Data Encryption Standard for encryption. **DES** turns cleartext into ciphertext via an encryption algorithm. It encrypts and decrypts data using 8-byte blocks and a 56-bit key.

#### **AES**

This option uses the Advanced Encryption Standard for encryption. **AES** is a symmetric block cipher that can process data blocks of 128 bits, using cipher keys with lengths of 128, 192, and 256 bits. It is more secure than **DES**.

### Selecting SNMP Settings

These settings in the driver must be set to match the settings in the printing system's home page.

- 1** In **Device Settings > Administrator > General**, click **SNMP Settings**.
- 2** Select **SNMPv1/v2c** or **SNMPv3**.  
For **SNMPv1/v2c**, type the **Read community name** and **Write community name**, to a maximum of 32 characters, and click **OK**.  
For **SNMPv3**, type a **User name** to a maximum of 32 characters, and a **Password** from 8 to 32 characters.
- 3** To set authentication and privacy options for **SNMPv3**, click **Settings**.
- 4** In the dialog box, select from the available options.
- 5** Click **OK**.
- 6** Optional: Under **Apply to other models**, you can select all or any available models. You can also click **Select All** or **Clear All**. The **SNMP** settings are applied to all selected models.

## Lock Settings

An administrator can specify settings at the tab or feature level 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 > 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 **Duplex** will also select and lock that feature in the **Quick Print** and **Basic** 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.

## 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. Once the settings are made, the **Password settings** option can be accessed. This lets an administrator control usage of paper and toner amounts.

### EcoPrint

This option locks the **EcoPrint** setting.

### Duplex

This option locks the current **Duplex** setting in the **Quick Print** and **Basic** tab.

### Multiple pages per sheet

This option locks the current **Multiple pages per sheet** setting selected in the **Quick Print** and **Layout** tab.

### Profile with application

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

**Application Based Printing** is only available for 32-bit operating systems.

### Job tab

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

### Password settings

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

## Locking Driver Settings

- 1 In **Device Settings > Administrator**, 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 set a password to temporarily unlock settings.  
In the **Password Settings** dialog box, type a password from 4 to 16 characters. Retype the password in **Confirm password**, and click **OK**.  
To remove 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**.

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

## Job Accounting

**Job accounting** gives an administrator control of a printing system. With **Job accounting**, account IDs (identification numbers) can be assigned to users or departments. A specific account ID can be assigned, and then required before printing. After account IDs are created, from the printing system operation panel you can view the number of copies associated with a specific ID, as well as limit the number of copies for individual IDs. Account IDs can be a maximum of 8 digits.

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**Note:** **Job accounting** must be enabled on the printing system. The maximum number of account IDs that can be assigned at the printing system and stored in the printer driver varies by printing system model.

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In a client/server environment, some options are unavailable to a client.

For a restricted user in a client/server environment, the **Administrator** button in **Device Settings** becomes the **Identity** button. A user can select Job Accounting data in the **Identity Settings** dialog box.

### Job Accounting Options

**Job accounting** supports the following options:

#### Use specific account ID

Select this option to track the print jobs of a user or group with an account ID. It sends the account ID with each print job. An administrator can restrict a user or group from changing their account ID by using the **Password protect administrator settings** in the **Administrator Settings** dialog box.

A client computer in a client/server environment can accept the default account ID set by the administrator or type another account ID. Clicking **Reset** restores the default values.

#### Prompt for account ID

Select this option to track the print jobs of a user or group with an account ID as well as prompt for an account ID. At the time a print job is sent, the user is prompted to enter a Job accounting ID.

#### Prompt for account ID and validate

Select this option to prompt for an account ID that is saved in the driver. When sending a print job, type an account ID when prompted, and then click **OK** to print. The account ID is validated against the account ID list. If typed incorrectly, you are prompted to type it again.

#### Display account ID list

Select this option to display the account ID list at the time of printing. The print job can be assigned to a user or group. The account ID list is stored in the driver and more than one ID must be established for the list to appear.

#### Account IDs

Add, edit, or delete account IDs from the list stored in the driver. Account ID descriptions match the user or group with an account ID. After an account ID list is created, the list can be exported as a group by saving it as a text file (.CSV, .KXC, .TXT). To import an account ID list, browse for an existing list and open it.

### Printing with Job Accounting

- 1 In **Device Settings > Administrator > Job Accounting**, select **Job accounting**.



- 2 Select a **Job Accounting** option:
  - Use specific account ID**
  - Prompt for account ID**

The remaining **Job accounting** options become available when you create an account ID list.

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**Note:** If you select the **Use specific account ID** or **Prompt for account ID** option, continue to step 5.

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- 3 Under the **Account IDs** list, click the buttons to add, delete, edit, import, or export **Account IDs** in the list.
- 4 Select from the remaining **Job accounting** options:
  - Prompt for account ID and validate**
  - Display account ID list**
- 5 Click **OK** in all dialog boxes.
- 6 Print the document from the application.
- 7 For some options, when the **Print Options** or **Identity Settings** dialog box appears, type or select an account ID, and click **OK**.

## 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

- 1 In **Device Settings > User**, type your preferred name in the **User name** text box to a maximum of 31 characters.
- 2 Click **OK** in the **User Settings** and **Properties** dialog boxes.

### 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

- 1 In **Device Settings** > **User**, 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

- 1 In **Device Settings** > **User**, 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.

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.

### Setting Media Sources

- 1 In **Device Settings** > **Compatibility**, 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** and **Properties** dialog boxes.

You can restore all the options in **Compatibility** 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

**1** In **Device Settings > Compatibility**, 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 **MP tray**.

## Creating a Combined Source List

**1** In **Device Settings > Compatibility**, 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**.

## XPS Driver

For Windows 8, Windows Server 2012, Windows 7, or Windows Vista Service Pack 2 and the latest platform updates, you can use the XML Paper Specification (**XPS**). This Page description language provides an additional method for displaying, processing, and printing documents. As both a PDL and a document format, **XPS** requires compatible printer hardware and software written for the Windows Presentation Foundation (WPF) architecture. The **XPS** driver can be installed from the **Product Library** disc. In the installer, click **Custom Install**, then under **Drivers**, select **GX XPS DRIVER**.

Some driver features are unavailable when using the **XPS** driver.

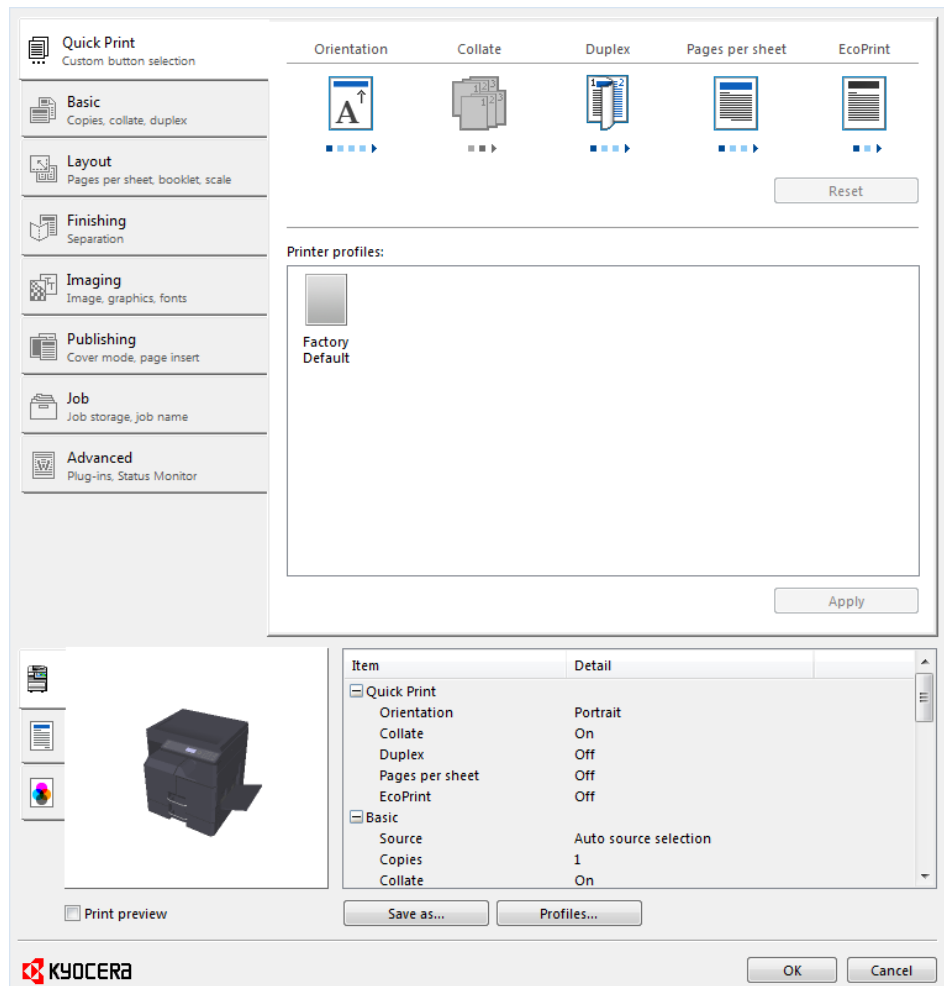
## 4 Quick Print

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**.

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.



### Orientation

Click the **Orientation** icon repeatedly to change between portrait, landscape, rotated portrait, and rotated landscape printing formats. The rotated options rotate the job orientation 180 degrees.

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## Collate

**Collate** specifies the order in which the pages of a multiple copy job are printed. With **Collate** on, the first time the print job is sent to the printing system the data is rendered as page images in the printing system's memory. The remaining job copies are printed from the stored data. This avoids the extra processing involved in sending every copy from the computer to the printing system.

Click the **Collate** icon to change between on and off.

With **Collate** on, the driver prints the complete job set by set (123, 123). With **Collate** off, it prints each page by set (111, 222). For example, with **Collate** on, three copies of a five-page document output 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. Click the **Duplex** icon repeatedly to change between flipping on long edge, flipping on short edge, and off. The printing system contains an optional duplex unit that turns the paper over to allow printing on the reverse side. **Flip on long edge** or **Flip on short edge** must be selected to print on both sides of the cover and insert pages.

### 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.

## Pages per Sheet

**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. Click the Pages per sheet icon repeatedly to change between 2 pages per sheet, 4 pages per sheet, and off. You can set the arrangement of the pages from the **Layout** tab as well as print borders around each of the pages.

When **Pages per sheet** is selected, **Scaling** and **Poster** are unavailable in the **Layout** tab.

## EcoPrint

**EcoPrint** changes the text and graphics to appear lighter in the print job. **EcoPrint** does not increase print speed. Click the **EcoPrint** icon to change between on and off.

## 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 **Printer 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**. The **Edit Quick Print** button is unavailable when the driver is accessed from an application's **Print** dialog box.

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## 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:
  - Windows 8 and Windows Server 2012: open the **Control Panel**, and then click **View devices and printers**.
  - Windows 7 and Windows Server 2008 R2: click **Start**, and then click **Devices and Printers**.
  - Windows Vista and Windows Server 2008: click **Control Panel** and then click or double-click **Printers**.
  - Windows XP and Windows Server 2003: click **Start > Printers and Faxes**.
- 2 Right-click your printing system model, then click **Printing Preferences**.
- 3 Select the **Quick Print** tab.
- 4 Click **Edit Quick Print**.
  - 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 **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**.
- 5 After making your selections, click **OK**.

## Profiles

You can save printer driver settings as a profile. You can select multiple options in the **Quick Print** tab and the other **Printing Preferences** tabs, save them to a profile, and use all of them at once when you apply the 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 **Save as** and **Profiles** buttons appear at the bottom of all tabs.

A maximum of 26 profiles can be established in one driver, including the **Factory Default** profile. In **Device Settings > Administrator**, you can choose to hide the **Factory Default** profile. Settings made in **Device Settings** tab cannot be saved to a profile.

Any profile except **Factory Default** can be edited, imported, and exported.

## Selecting a Profile

### Quick Print tab

- 1 In the **Quick Print** tab, select a profile. The settings list shows a summary of settings for that profile.
- 2 Click **Apply**.
- 3 Click **OK**.

### Profiles dialog box

- 1 In any of the **Printing Preferences** tabs, click **Profiles**.
- 2 In the **Profiles** dialog box, select a profile. The settings list shows a summary of settings for that profile.
- 3 Click **Apply**.
- 4 Click **OK**.

## Saving a Profile

### The Save As Button

- 1 Set the printing options you want for your print job by opening **Printing Preferences** and selecting all your driver settings.
- 2 In any tab, click **Save as**.
- 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 and the **Quick Print** tab.

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

---

You can remove a profile by clicking **Profiles** to open the **Profiles** dialog box. Select the profile in the **Select profile** list and click **Delete**. You cannot delete the **Factory Default** profile.

### The Profiles Button

- 1 Set the printing options you want for your print job by opening **Printing Preferences** and selecting all your driver settings.
- 2 In any tab, click **Profiles**.

- 3 Click **Save**.
- 4 To identify the profile, type a **Name**, select an **Icon**, and type a **Description**.
- 5 Click **OK** to save the profile.  
The newly added profile appears in the **Profiles** dialog box.
- 6 Click **OK** to close the dialog box.

---

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

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You can remove a profile by clicking **Profiles** to open the **Profiles** dialog box. Select the profile in the **Select profile** list and click **Delete**. You cannot delete the **Factory Default** profile.

### Editing a Profile

- 1 In any tab, click **Profiles**.
- 2 In the **Select profile** section, select the profile to be edited, and then click **Edit**.
- 3 You can edit any of the three options: **Name**, **Icon** and **Description**.
- 4 Click **OK** to save the edited changes.  
The newly edited profile appears in the **Profiles** dialog box and the **Quick Print** tab.
- 5 Click **Apply** to use the selected profile to the current print job, or click **OK** to close the dialog box.

### Importing a Profile

- 1 In any tab, click **Profiles > Import**.
- 2 Browse for an existing profile (.KXP), select it, and then 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.  
If you selected **Yes**, the newly imported profile appears in the **Profiles** dialog box.
- 3 Click **Apply** to use the selected profile for the current print job, or click **OK** to close the dialog box.  
The newly added profile appears in the **Quick Print** tab.

### Exporting a Profile

- 1 In any tab, click **Profiles**.



- 2 In the **Select profile** section, select the profile to be exported, and then 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 printing profile can be applied to all spreadsheet printing to save paper, or reports in Microsoft Word can be set to print with consistent print quality.

Associations between profiles and applications can be created at any time in the **Application Based Printing** dialog box, accessed from the **Profiles** dialog box. A maximum of 25 associations can be created. To use the associations in printing, you must select **Associate Profile with application** in **Device Settings > Administrator > General**.

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**Note:** **Application Based Printing** is only available for 32-bit operating systems.

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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

- 1 In any tab, click **Profiles**.
- 2 In the **Profiles** dialog box, click **Application**.
- 3 In the **Application Based Printing** dialog box, click **Add**.
- 4 In the **Add Association** dialog box, enter a name for the association, to a maximum of 31 characters.
- 5 Under **Select application**, choose an application by one of the following methods:
  - Select **Application name**, and select an installed application from the list.
  - Select **Filename (\*.exe)**, and enter a valid executable file name (.EXE) for an application that allows printing, or click **Browse** to find a file located on your computer.
- 6 Under **Select profile**, 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**.

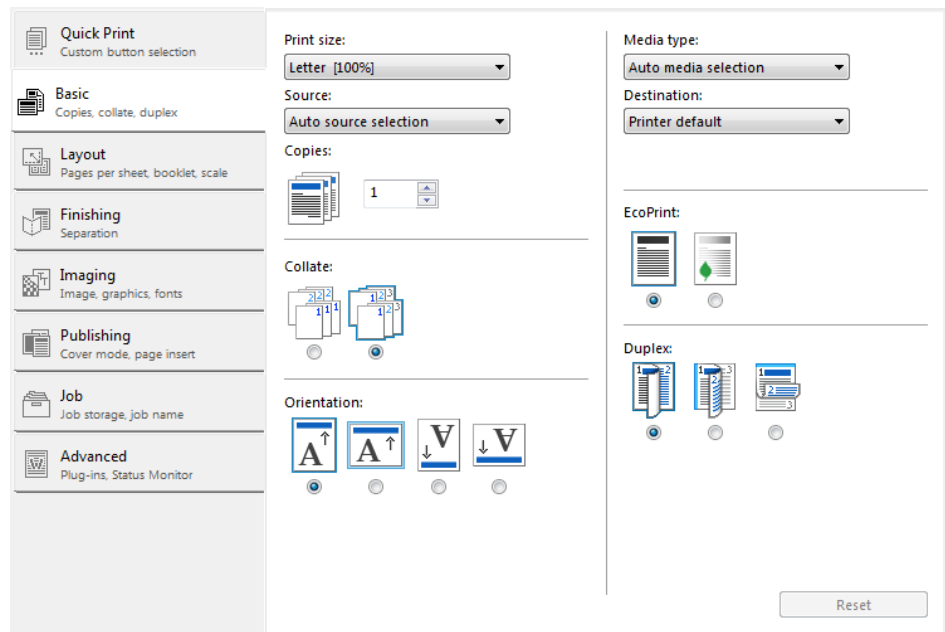
### Editing an Association

- 1** In any tab, click **Profiles**.
- 2** In the **Profiles** dialog box, click **Application**.
- 3** In the **Application Based Printing** dialog box, select the association to be edited and click **Edit**.
- 4** In the **Edit Association** dialog box, you can change desired settings under **Association name**, **Select application**, or **Select 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.



### 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. You can then save the custom setting to the **Page Sizes** and **Print size** lists for later selection.

**Custom page size** 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**.

### Creating a Custom Page Size

- 1 In **Basic** > **Print size**, select **Custom**.

- 2 In the **Page Sizes** dialog box, click **New**.
- 3 A default custom name appears in the **Name** box. Type a name for your custom page size.
- 4 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.
- 5 When finished, click **Apply**.
- 6 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 then click **Delete**.

### Printing with Custom Size Pages

- 1 Load custom-sized paper into the **MP 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.

## Source

**Source** specifies the tray or cassette that supplies paper for a print job. The default is **Auto source selection**, which instructs the printer to search for the media requested by the application or the printer driver. If the selected tray or cassette empties during a print job, then the printer searches for another source, and continues the job.

Some media types, such as transparencies, labels, and envelopes must be supplied from the **MP tray**. Ensure that the paper is properly loaded by following the instructions outlined in the printing system's *Operation Guide*.

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**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**. If they are combined, **Media type** is unavailable on the **Basic** tab, and media types can be selected in the **Source** list.

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## Copies

This setting specifies the number of copies to print. You can print up to 999 copies.

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## Collate

**Collate** specifies the order in which the pages of a multiple copy job are printed. Click the icons to change between on and off.

With **On** selected, the first time the print job is sent to the printing system the data is rendered as page images in the printing system's memory. The remaining job copies are printed from the stored data. This avoids the extra processing involved in sending every copy from the computer to the printing system.

With **On** selected, the driver prints the complete job set by set (123, 123). With **Off** selected, it prints each page by set (111, 222). For example, with **On** 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

- 1 In the **Basic** tab, click the **Collate** icons to change between on and off.
- 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.

## Orientation

This setting specifies the paper orientation of the print job. Click the **Portrait**, **Landscape**, **Rotated portrait**, or **Rotated landscape** icons. If a rotated option is selected, the print job orientation is rotated 180 degrees.

## Media Type

**Media type** instructs the printer to search for the type of paper or media that is requested by the application or the printer driver. The choices shown may change depending on the selection in **Source**. If **Auto media selection** is selected, then the printer searches for another tray or cassette using the same paper size or media type.

You can display the custom media type names from the printing system. If any names have been changed on the printing system, the new names appear in place of default names.

Transparencies, labels, and envelopes must be supplied from the **MP tray**. Ensure that the paper is properly loaded by following the instructions outlined in the printing system's *Operation Guide*.

**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**. If they are combined, **Media type** is unavailable on the **Basic** tab, and media types can be selected in the **Source** list.

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## Destination

**Printer default** sends print jobs to the output tray.

## EcoPrint

**EcoPrint** makes the entire image, text and graphics, appear lighter in the print job. **EcoPrint** does not increase print speed. Click the icons to change between on and off.

**EcoPrint** also appears in the **Quick Print** tab and in the **Imaging** tab. Changes in **Quick Print**, **Basic**, or **Imaging** tabs are reflected in the other tabs.

## Duplex Printing

An optional duplex unit must be installed in the printing system before using the **Duplex** feature. **Duplex** printing is printing on both sides of each page. Click the icons to change between **Flip on long edge**, **Flip on short edge**, and **Off**. The optional duplex unit turns the paper over to allow printing on the reverse side. **Flip on long edge** or **Flip on short edge** must be selected to print on both sides of the cover and insert pages.

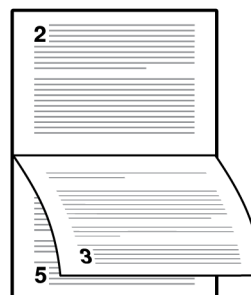
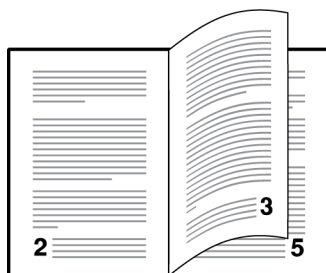
### Flip on long edge

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

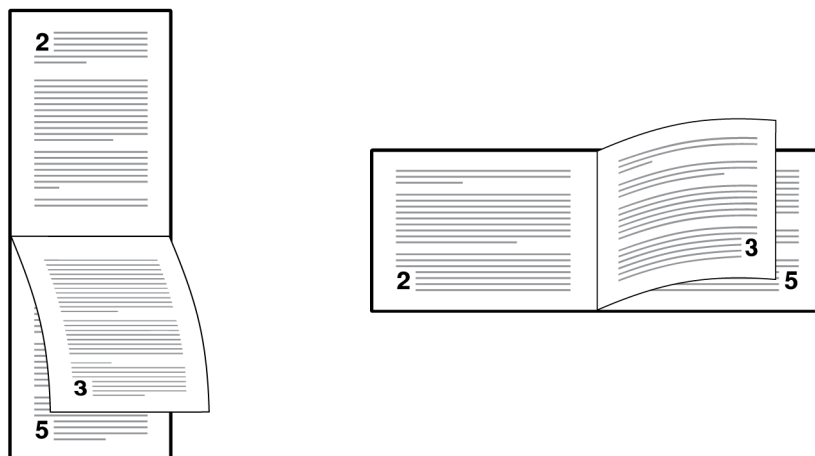
### Flip on short edge

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

### Flip on long edge



### Flip on short edge



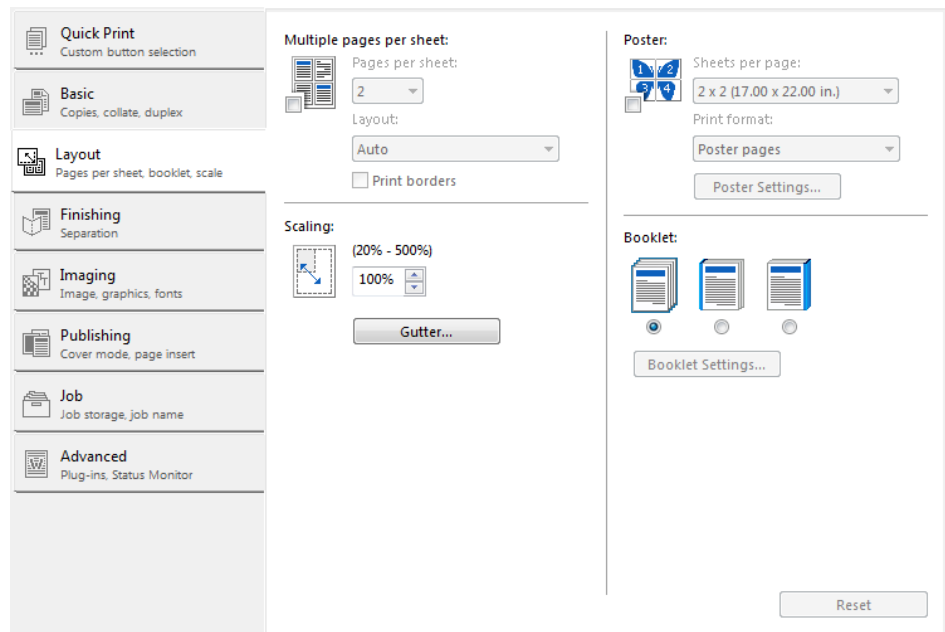
### Printing in Duplex Mode

- 1** In the **Basic** tab, click the **Flip on long edge** or **Flip on short edge** icon.
- 2** Click **OK** to return to the **Print** dialog box.
- 3** Click **OK** to start printing.

## 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.

If **Multiple pages per sheet** is selected, **Scaling** and **Poster** are unavailable in the **Layout** tab.

### Printing Multiple Pages per Sheet

- 1 In the **Layout** tab, click the **Multiple pages per sheet** icon.
- 2 In the **Pages per sheet** list, select the number of pages to print on each sheet of paper.
- 3 In the **Layout** list, select the direction the pages should flow.
- 4 If you want to print a border around each page, select **Print borders**.



- 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.

If other **Layout** tab options are selected, **Scaling** is unavailable.

### Setting Scaling on the Page

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

**Gutter width** 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**.

### Creating a Gutter

- 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.

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

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- 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.

## Poster

The **Poster** feature lets you create a document to a size that is larger than the paper your printing system 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.

If **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.

**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

- 1 In the **Layout** tab, click the **Poster** icon.
- 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 In **Print format**, select one of the options for a finished print format.

- 4 Click **Poster Settings** to select options in any combination. These options ensure a precise assembly of the pages to create the poster.
- 5 Click **OK** to return to the **Print** dialog box.
- 6 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.

Additional booklet options are available in the **Booklet Settings** dialog box:

**Layout** lets you choose how to create booklet layout settings.

### **Create from driver settings**

Uses the driver settings for page sequence and pages per sheet. Select this option when the booklet layout is not created in the application.

### **Create from application settings**

Uses the application settings for page sequence and pages per sheet. Select this option when the application creates the booklet layout.

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

A different paper source can be selected for the booklet cover. To include a cover on the booklet, select the **Publishing** tab, then select **Cover mode**.

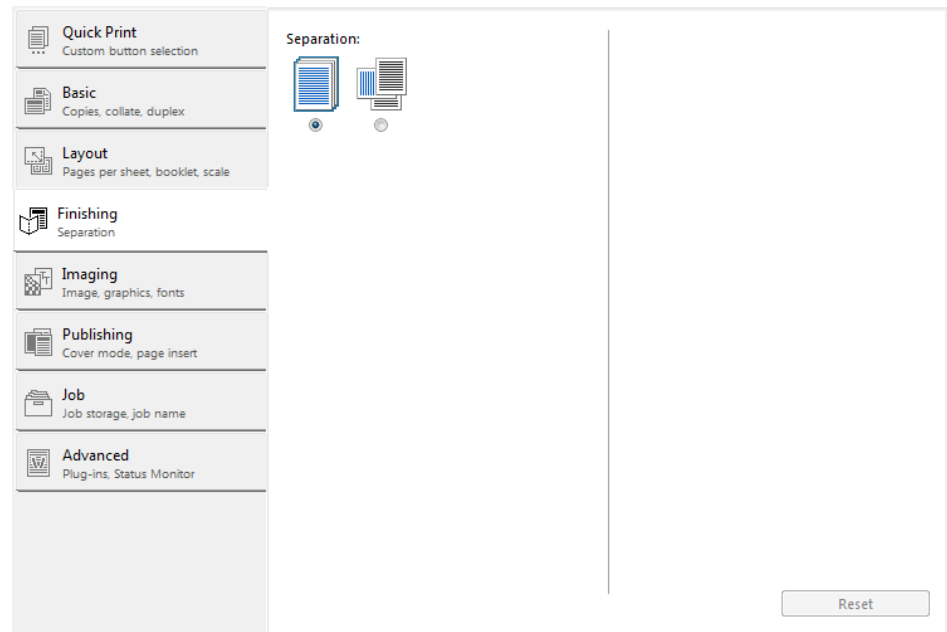
## Printing a Booklet

- 1 In the **Layout** tab, click the icon for 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 For additional booklet options, click **Booklet Settings**.
- 3 In the **Booklet Settings** dialog box, select from available **Layout** options, and then click **OK**.
- 4 Click **OK** to return to the **Print** dialog box.
- 5 Click **OK** to start printing.

# 7 Finishing

In the **Finishing** tab, you can use the **Rotate copies** feature.

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.



## Separation

The **Separation** feature stacks print jobs so that one print job can be distinguished from another.

**Rotate copies** stacks each copy of a print job at a right angle in the output tray.

This feature requires the following:

- Paper size selections are limited to **Letter**, **A4**, **16K**, or **B5 (JIS)**.

- The selected paper size must be loaded into two paper sources, one horizontally and one vertically.

- The print job must contain multiple pages and be specified to print multiple copies.

### Rotating Copies

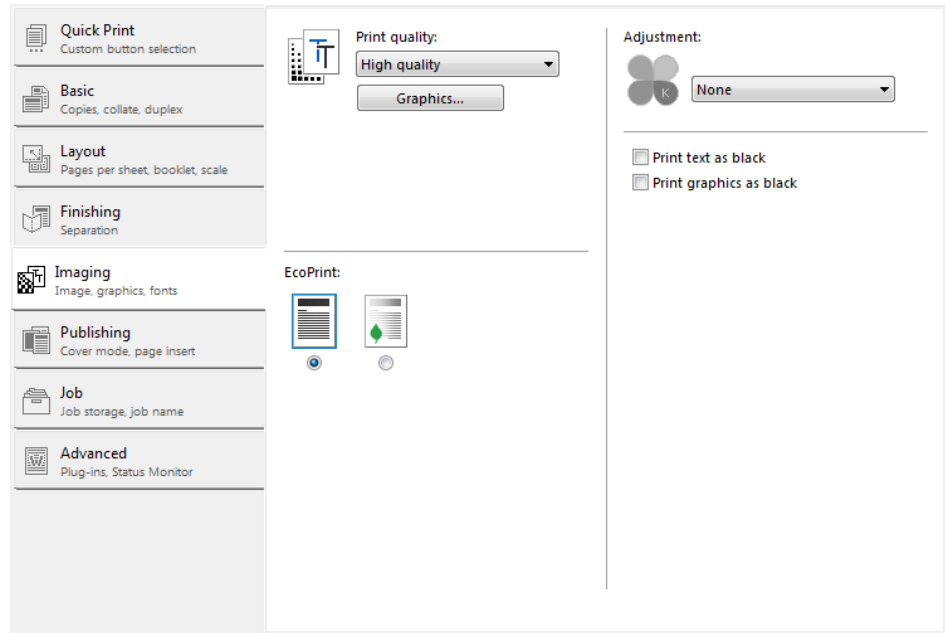
- 1** In the **Basic** tab, select a number of copies greater than 1.
- 2** In **Finishing > Separation**, click the **Rotate copies** icon.
- 3** Click **OK** to return to the **Print** dialog box.

- 4 Click **OK** to start printing.

# 8 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

**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.

The following **Print quality** options are available:

### High quality

Uses the highest printing system resolution.

### Custom

Choose your own combination of settings for **Resolution** and **Kyocera image refinement (KIR)**.

## Custom Quality

**Custom** options let you set a more refined resolution for the print job. In the **Print quality** list, select **Custom**. In the **Custom Quality Settings** dialog box, the following custom options are available:

### Resolution

**Resolution** can be set to **Fast 1200** or **600 dpi**.

### Kyocera image refinement

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**Kyocera image refinement** smooths the edges of text and vector graphics and can be set to **On** or **Off**.

### Selecting Print Quality

- 1 In **Imaging > Print quality**, select a print quality from the list.
- 2 Select **Custom** in the **Print quality** list and select from custom options.
- 3 Click **OK** to return to the **Print** dialog box.
- 4 Click **OK** to start printing.

## 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.

### 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**, 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**, 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.

## EcoPrint

**EcoPrint** changes toner saturation in the print job, making the entire print image, including text and graphics, appear lighter in the print job. **EcoPrint** does not increase print speed.

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

### Selecting EcoPrint

- 1 In the **Imaging** tab, click the **EcoPrint** icons to change between on and off.
- 2 Click **OK** to return to the **Print** dialog box.
- 3 Click **OK** to start printing.

## Black and White Adjustment

Black and white 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.

### Adjusting Black and White Settings

- 1 In **Imaging > Adjustment**, select **Custom**.  
A preview image in the **Adjustment Settings** dialog box illustrates any brightness and contrast changes.
- 2 Type or select the **Brightness** value to lighten or darken the graphic images of the print job.  
The brightest setting is +100; the darkest is -100. Zero is the default mid-level setting. Adjusting brightness allows for the customization of graphic images if images are printing too light or too dark.
- 3 Type or select the **Contrast** value 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.  
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. Text remains unaffected.
- 4 You can click **Reset** to restore the default values.
- 5 Click **OK** to save the new black and white 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.

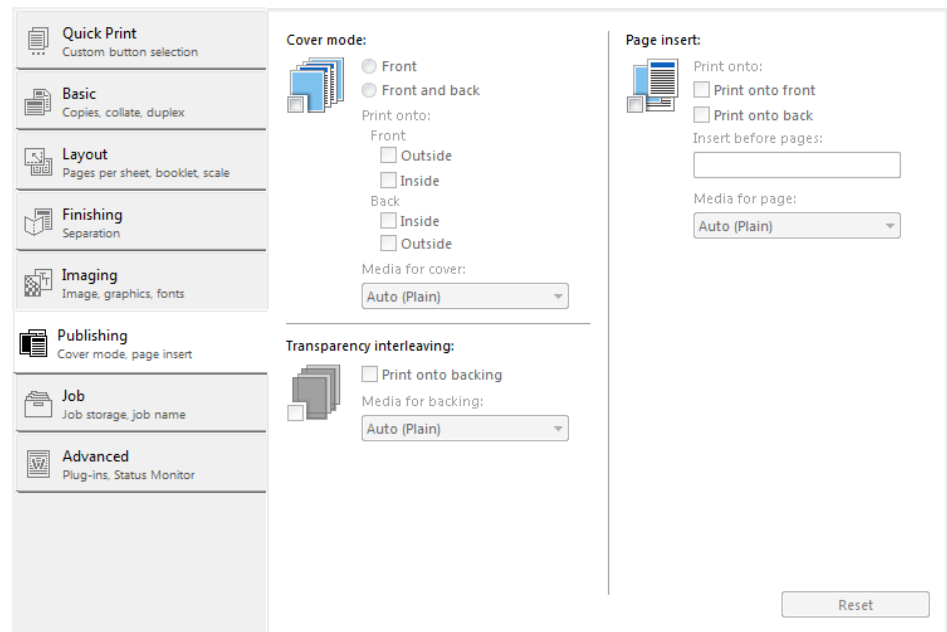
### **Print graphics as black**

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

# 9 Publishing

In the **Publishing** tab, you can create covers and inserts for a print job, and insert sheets between transparencies.

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.



## Cover Mode

**Cover mode** lets you add cover pages for the front and back of your document. You can print on cover pages of a different weight or color than the main document. The source of the cover paper is specified by adjusting the **Media for cover** settings in the **Publishing** tab.

Duplex printing must be selected in the **Basic** tab or **Quick Print** tab in order to print using the **Front / Inside** or **Back / Outside** options.

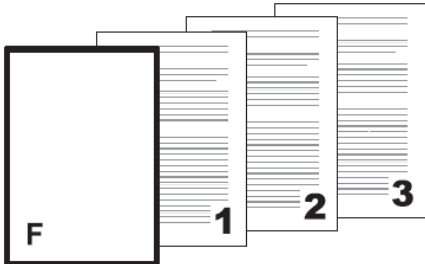
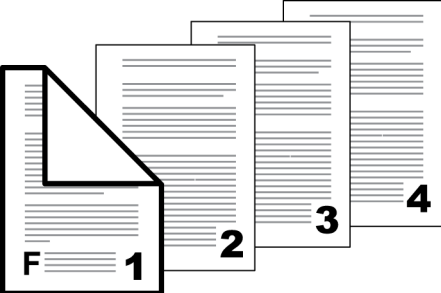
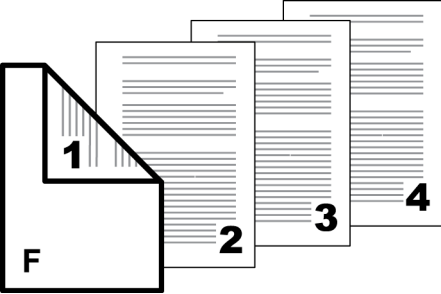
Although **Cover mode** and **Page insert** can be used simultaneously, they cannot be used with **Transparency interleaving**.

## Printing Covers

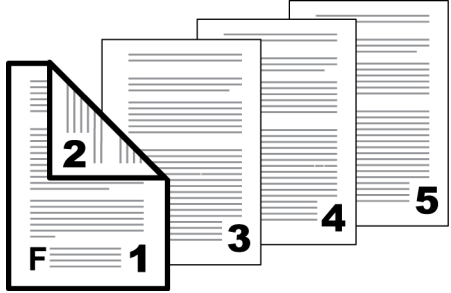
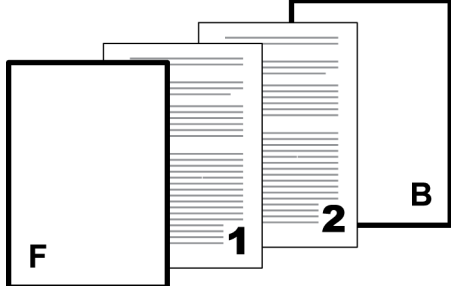
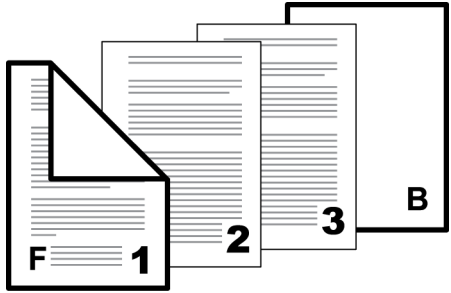
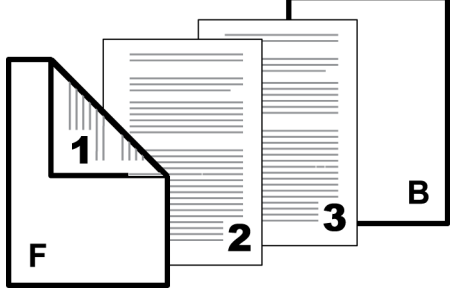
- 1 In the **Publishing** tab, click the **Cover mode** icon.
- 2 Select **Front** or **Front and back** to specify the type of covers.
- 3 Select from **Print onto** options if you want to print on the covers.

- 4 In the **Media for cover** list, select the media type or source cassette for the front and back covers. When you choose the media type, a source cassette matching that media type is automatically selected.
- 5 Click **OK** to return to the **Print** dialog box.
- 6 Click **OK** to start printing.

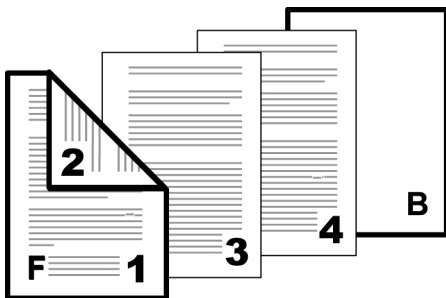
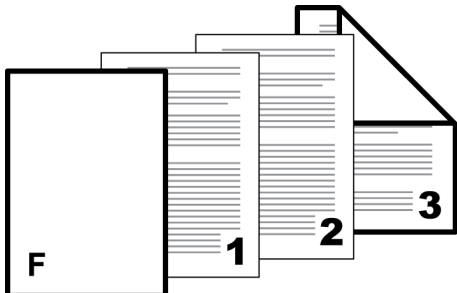
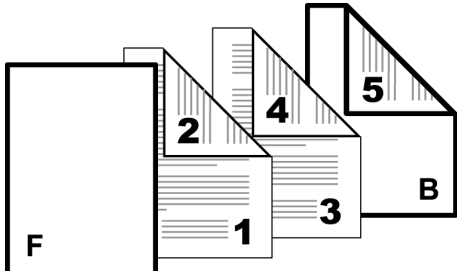
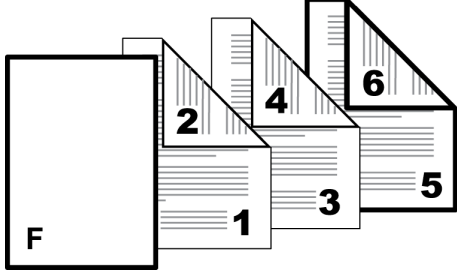
### Cover Mode Options

Check Box Selection	Cover Insertion Type
Front	<p>Inserts a blank front cover.</p> 
<p>Front Front Outside</p>	<p>Prints on the outside surface of the front cover.</p> 
<p>Front Front Inside</p>	<p>Prints on the inside surface of the front cover.</p> 

— continued

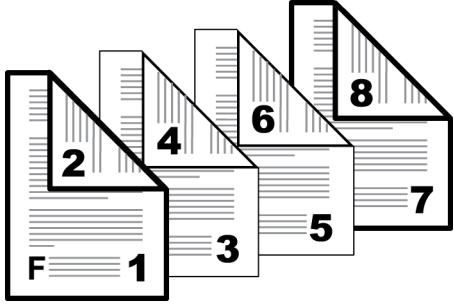
Check Box Selection	Cover Insertion Type
Front Front Outside Front Inside	<p data-bbox="954 255 1331 315">Prints on the outside and inside surfaces of the front cover.</p> 
Front and back	<p data-bbox="954 658 1378 680">Inserts blank front and back covers.</p> 
Front and back Front Outside	<p data-bbox="954 1016 1378 1099">Prints on the outside surface of the front cover and inserts a blank back cover.</p> 
Front and back Front Inside	<p data-bbox="954 1442 1415 1496">Prints on the inside surface of the front cover and inserts a blank back cover.</p> 

— continued

Check Box Selection	Cover Insertion Type
Front and back Front Outside Front Inside	Prints on both sides of the front cover and inserts a blank back cover. 
Front and back Back Inside	Prints on the inside surface of the back cover and inserts a blank front cover. 
Front and back Back Outside	Prints on the outside surface of the back cover and inserts a blank front cover. 
Front and back Back Inside Back Outside	Prints on both sides of the back cover and inserts a blank front cover. 

— continued

Check Box Selection	Cover Insertion Type
Front and back	Prints on both sides of the front and back covers.
Front Outside	
Front Inside	
Back Inside	
Back Outside	



## Transparency Interleaving

**Transparency interleaving** inserts a backing sheet between printed transparencies. The backing sheet, also known as an interleaf, helps keep transparencies clean and prevents them from clinging together. This feature is only available when printing on transparencies supplied from the **MP tray**. You can print the same content on the backing pages as on the transparencies.

**Transparency interleaving** cannot be used together with **Cover mode** or **Page insert**.

### Inserting Backing Sheets Between Transparencies

- 1** In **Basic > Media type**, select **Transparency**. If the **Source** and **Media type** lists have been combined (by a selection in **Device Settings > Compatibility**), **Media type** does not appear. Instead, in the **Source** list select **Auto (Transparency)**.
- 2** In the **Publishing** tab, click the **Transparency interleaving** icon.
- 3** To print the transparency content on the inserted pages also, select the **Print onto backing** check box.
- 4** In the **Media for backing** list, select the media type or source cassette. When you choose the media type, a source cassette matching that media type is automatically selected.
- 5** Click **OK** to return to the **Print** dialog box.
- 6** Click **OK** to start printing.

The printing system's operation panel prompts you to load transparencies into the **MP tray**, and if necessary, load backing paper into the selected cassette.

## Page Insert

A **Page insert** is a preprinted page or a page of a different paper type that is inserted at specified points in a print job. The inserted page can also be printed on during the print job. Both sides of the page insert can be printed on by using the duplex unit.

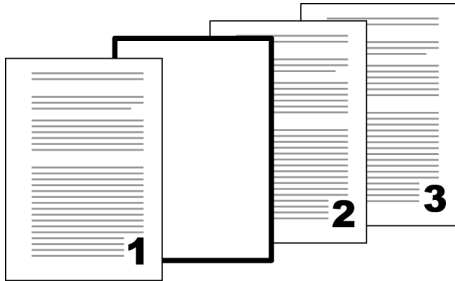
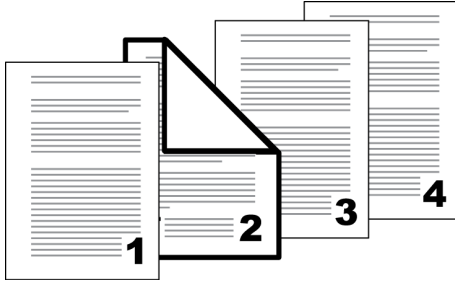
Duplex printing must be selected in the **Basic** tab or **Quick Print** tab in order to print using the **Print onto back** option.

Although **Cover mode** and **Page insert** can be used simultaneously, they cannot be used with **Transparency interleaving**.

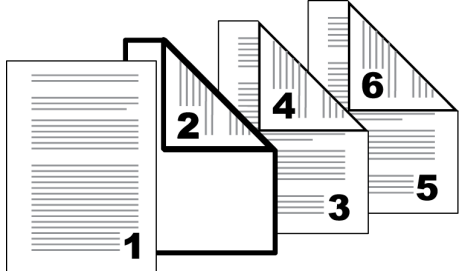
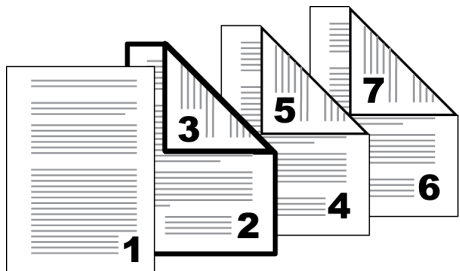
### Printing Page Inserts

- 1** In the **Publishing** tab, click the **Page insert** icon.
- 2** To print on both the front and back of the inserted page, select the **Print onto front** and **Print onto back** check boxes.
- 3** In **Insert before pages**, type the page number to insert. A page is inserted between the page number you typed and the page before it.
- 4** From the **Media for page** list, select the media type of the inserted page or the source paper cassette. When you choose the media type, a source cassette matching that media type is automatically selected.
- 5** Click **OK** to return to the **Print** dialog box.
- 6** Click **OK** to start printing.

### Page Insertion Options

Check Box Selection	Page Insertion Type
Page insert	Inserts a blank page.
	
Page insert Print onto front	Prints on the front side of the inserted page.

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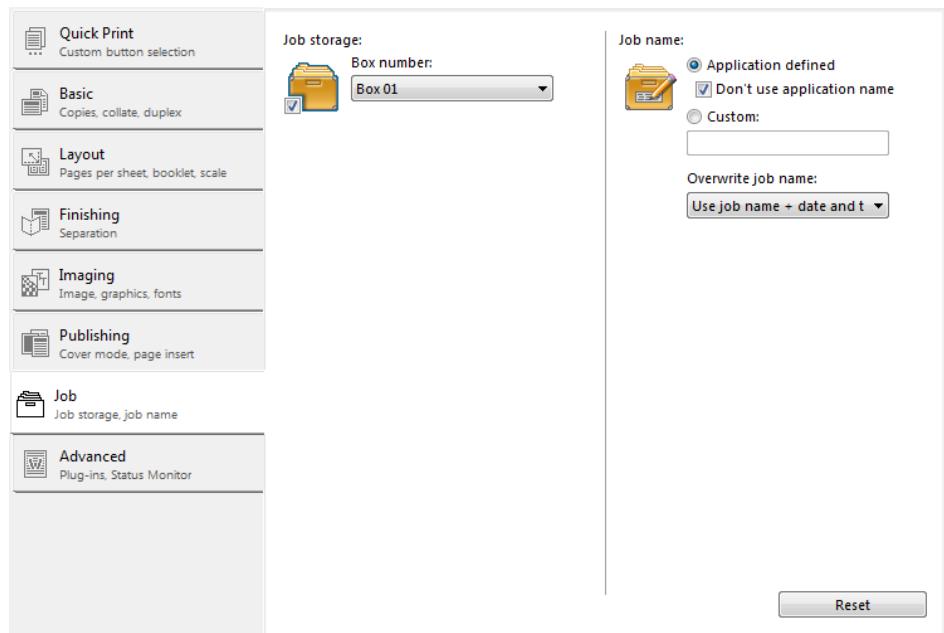
Check Box Selection	Page Insertion Type
Page insert Print onto back	Prints on the back side of the inserted page. 
Page insert Print onto front Print onto back	Prints on both sides of the inserted page. 



# 10 Job

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

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 the computer's hard disk and then print them from the printing system's operation panel. Print boxes can be assigned in the **KYOCERA Client Tool** by clicking **Device > Print Box Destination**. These assigned print boxes correspond to the **Box number** list in the **Job** tab. You can send your print job to one of these boxes. Assigned users can use one print box each at one time. The number of print boxes varies by printing system model.

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.

## Print Boxes

A print job can be saved in a print box in the computer and printed from the printing system when needed. Use the printing system's operation panel to print a print job stored in a print box.

The **KYOCERA Client Tool** must be running on the computer printing from a print box. Set a folder for all print boxes in the **KYOCERA Client Tool** by clicking **Device > Print Box Destination**.

All print jobs saved in the selected Print Box are printed. After printing, the print jobs in the print box are deleted.

### Setting up Print Boxes

- 1** In the **KYOCERA Client Tool**, click **Device > Print Box Destination**.
- 2** Select a **Box number**. When the number is selected, the settings for that print box appear in the **Summary** box.
- 3** Type a **Name** for the print box to a maximum of 16 characters. The name is displayed when you select the print box at the printing system operation panel.
- 4** If the printing system is connected by a USB cable, select **Local**. If the printing system is available on the network, select **Network**.
- 5** If you selected **Network** in the previous step, type the computer's **Host name** or **IP address (IPv4/IPv6)**.
- 6** To add privacy for the print box, select the **PIN Code** check box. In the text box type a 4-digit numeric value. This code will be required at the printing system operation panel for all print jobs from that print box.
- 7** The **Destination folder** contains the print jobs for the print boxes. Keep the default folder or browse to another location.
- 8** Click **Save**.
- 9** To restore the default values, click **Reset**.
- 10** When you are finished adding print box, click **Close**.

### Saving to a Print Box

- 1** From your printing application, open the printing system driver dialog box.
- 2** Select **Job > Job storage**.
- 3** Select one of the numbered print boxes to use as storage for the print job.
- 4** If desired, under **Job name** specify a name for the print job.
- 5** Click **OK** to close the printing system driver dialog box.

- 6 In your printing application, click **Print** or **OK** to save.

### Printing from a Print Box

- 1 At the printing system operation panel, press the **Print Box** key.
- 2 Press the up or down arrow keys until your print box number appears in the operation panel. The print box numbers correspond to the box numbers in the driver **Job** tab. The print box name appears in the operation panel. Press **OK**.
- 3 Press **Start**.
- 4 If you assigned a PIN code to the Box with KYOCERA Client Tool, enter the PIN code using the numeric keys and press **OK**.

The printing system will print all the jobs stored for the selected print box.

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

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## Job Name

A **Job name** is a unique identifier for each print job. The selected job name is saved with the print job when the job is sent to the computer hard disk using the **Job storage** feature. 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. By selecting **Don't use application name**, the file name you choose appears clearly in the job list. 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 **User name** and **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 **User name** and **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: mmddy hhmss

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

## Selecting a Job Name

- 1 In the **Job** tab 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 text box, up to 75 characters.

- 2 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 user name and job name exists, the current print job replaces an existing job in the computer hard disk.

### **Use job name + date and time**

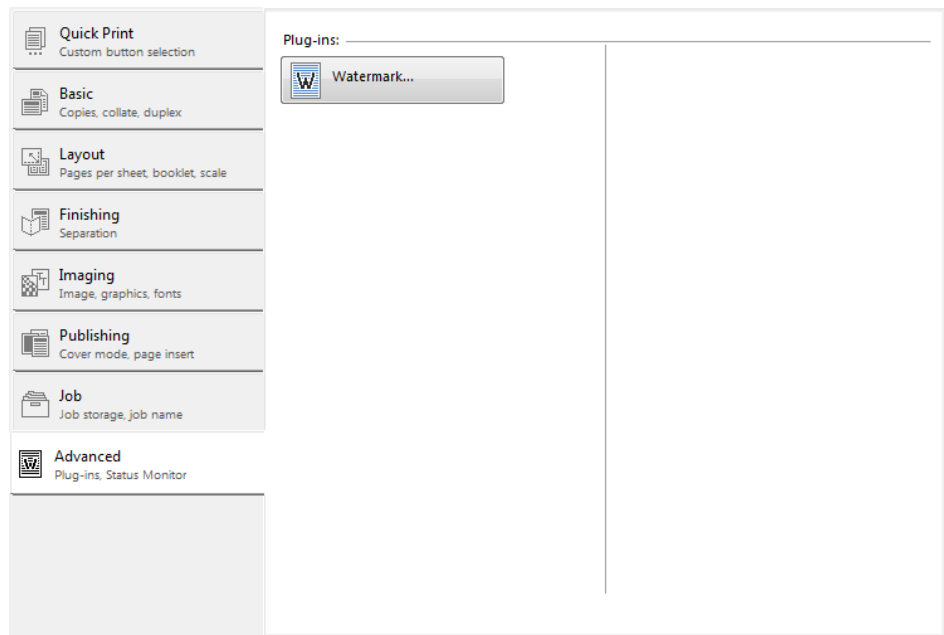
This option adds the current date and time to the end of the job name, in the format:

mmddy hhmss

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

# 11 Advanced

In the **Advanced** tab, you can create a watermark for your document.



## 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.

Any watermark can be edited, though a limited number of options can be changed for default watermarks.

Watermark **Spacing** 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**.

### Adding or Editing a Watermark

- 1** In **Advanced > Watermark**, click **Add** to create a custom watermark; or under **Select watermark**, select a default or custom watermark and click **Edit**.
- 2** Under **Watermark name**, type a name, to a maximum of 39 characters. A default watermark cannot be renamed.
- 3** Under **Watermark text**, type your preferred text. This option is unavailable when editing a default watermark.

- 4 Select the desired 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. Click and hold as you 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

- 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.

**Print onto front outside cover**

This option prints the watermark on the front cover. It is available when **Cover mode** is selected in the **Publishing** tab. If **Cover mode** and **Front / Outside** are both selected in the **Publishing** tab, **Print onto front outside cover** is selected automatically.

- 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.
- Auto configure** Device settings feature that queries a printing system through the network and automatically retrieves settings for optional devices, and memory. Driver settings are updated with information received from the physical printing system. Installed devices display in the Preview image.
- 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 tab 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.



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## J

**Job accounting** An accounting system that records and controls the number of pages printed by each account ID. Account IDs can be assigned at the printing system and stored in the driver. After account IDs are assigned, you can use the Job accounting option to print in the Job accounting mode.

**Job name** A Job name is a unique identifier for each print job, to help you find and print the job from the printing system's operation panel. When you send a print job using one of the Job storage options, you can assign a custom name to the job or use the name of the application file.

## 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

**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.

**MP tray** Source tray used for transparencies, labels, envelopes, cardstock, coated media, and custom printing media.

**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. You can use the operation panel to retrieve print jobs that were saved to the print boxes.

**Optional Printer Components** Optional Printer Components include Common Profiles, and need to be installed separately from the driver installer. They are located in the Installer in the Maintenance tab.

**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. The jobs are released for printing at the printing system operation panel. Print box jobs are deleted from the computer hard disk after printing.

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**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

**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.

**SNMP** Simple Network Management Protocol. The standard TCP/IP protocol for managing IP network devices, including printing devices. SNMP settings determine the level of security when using the Auto Configure feature, and prevent unauthorized printing to the SNMPv3 printing device. SNMP settings must be set in the Administrator settings in Device Settings, and in the printing system's home page.

## T

**Transparency** A clear plastic, page-sized sheet used as a printing medium.

**Transparency interleaving** Publishing feature that inserts a backing sheet between printed transparencies. The backing sheet, also known as an interleaf, helps keep transparencies clean and prevents them from clinging together.

## 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.

**KYOCERA Document Solutions America, Inc.****Headquarters**

225 Sand Road,  
Fairfield, New Jersey 07004-0008, USA  
Phone: +1-973-808-8444  
Fax: +1-973-882-6000

**Latin America**

8240 NW 52nd Terrace Dawson Building, Suite 100  
Miami, Florida 33166, USA  
Phone: +1-305-421-6640  
Fax: +1-305-421-6666

**KYOCERA Document Solutions Canada, Ltd.**

6120 Kestrel Rd., Mississauga, ON L5T 1S8,  
Canada  
Phone: +1-905-670-4425  
Fax: +1-905-670-8116

**KYOCERA Document Solutions  
Mexico, S.A. de C.V.**

Calle Arquimedes No. 130, 4 Piso, Colonia Polanco  
Chapultepec, Delegacion Miguel Hidalgo,  
Distrito Federal, C.P. 11560, México  
Phone: +52-555-383-2741  
Fax: +52-555-383-7804

**KYOCERA Document Solutions Brazil, Ltda.**

Av. Tambore, 1180 Mod. B-09 CEP 06460-000  
Tambore-Barueri-SP, Brazil  
Phone: +55-11-4195-8496  
Fax: +55-11-4195-6167

**KYOCERA Document Solutions  
Australia Pty. Ltd.**

Level 3, 6-10 Talavera Road North Ryde N.S.W, 2113,  
Australia  
Phone: +61-2-9888-9999  
Fax: +61-2-9888-9588

**KYOCERA Document Solutions  
New Zealand Ltd.**

1-3 Parkhead Place, Albany, Auckland 1330,  
New Zealand  
Phone: +64-9-415-4517  
Fax: +64-9-415-4597

**KYOCERA Document Solutions Asia Limited**

16/F., Mita Centre, 552-566, Castle Peak Road  
Tsuenwan, NT, Hong Kong  
Phone: +852-2610-2181  
Fax: +852-2610-2063

**KYOCERA Document Solutions  
(China) Corporation**

8F, No. 288 Nanjing Road West, Huangpu District,  
Shanghai, 200003, China  
Phone: +86-21-5301-1777  
Fax: +86-21-5302-8300

**KYOCERA Document Solutions  
(Thailand) Corp., Ltd.**

335 Ratchadapisek Road, Bangsue, Bangkok 10800,  
Thailand  
Phone: +66-2-586-0333  
Fax: +66-2-586-0278

**KYOCERA Document Solutions  
Singapore Pte. Ltd.**

12 Tai Seng Street #04-01A,  
Luxasia Building, Singapore 534118  
Phone: +65-6741-8733  
Fax: +65-6748-3788

**KYOCERA Document Solutions  
Hong Kong Limited**

16/F., Mita Centre, 552-566, Castle Peak Road  
Tsuenwan, NT, Hong Kong  
Phone: +852-3582-4000  
Fax: +852-3185-1399

**KYOCERA Document Solutions  
Taiwan Corporation**

6F., No. 37, Sec. 3, Minquan E. Rd.,  
Zhongshan Dist., Taipei 104, Taiwan R.O.C.  
Phone: +886-2-2507-6709  
Fax: +886-2-2507-8432

**KYOCERA Document Solutions Korea Co., Ltd.**

18F, Kangnam bldg, 1321-1,  
Seocho-Dong, Seocho-Gu, Seoul, Korea  
Phone: +822-6933-4050  
Fax: +822-747-0084

**KYOCERA Document Solutions  
India Private Limited**

First Floor, ORCHID CENTRE  
Sector-53, Golf Course Road, Gurgaon 122 002,  
India  
Phone: +91-0124-4671000  
Fax: +91-0124-4671001

**KYOCERA Document Solutions Europe B.V.**

Bloemlaan 4, 2132 NP Hoofddorp,  
The Netherlands  
Phone: +31-20-654-0000  
Fax: +31-20-653-1256

**KYOCERA Document Solutions Nederland B.V.**

Beechavenue 25, 1119 RA Schiphol-Rijk,  
The Netherlands  
Phone: +31-20-5877200  
Fax: +31-20-5877260

**KYOCERA Document Solutions (U.K.) Limited**

8 Beacontree Plaza,  
Gillette Way Reading, Berkshire RG2 0BS,  
United Kingdom  
Phone: +44-118-931-1500  
Fax: +44-118-931-1108

**KYOCERA Document Solutions Italia S.p.A.**

Via Verdi, 89/91 20063 Cernusco s/N.(MI),  
Italy  
Phone: +39-02-921791  
Fax: +39-02-92179-600

**KYOCERA Document Solutions Belgium N.V.**

Sint-Martinusweg 199-201 1930 Zaventem,  
Belgium  
Phone: +32-2-7209270  
Fax: +32-2-7208748

**KYOCERA Document Solutions France S.A.S.**

Espace Technologique de St Aubin  
Route de l'Orme 91195 Gif-sur-Yvette CEDEX,  
France  
Phone: +33-1-69852600  
Fax: +33-1-69853409

**KYOCERA Document Solutions Espana, S.A.**

Edificio Kyocera, Avda. de Manacor No.2,  
28290 Las Matas (Madrid), Spain  
Phone: +34-91-6318392  
Fax: +34-91-6318219

**KYOCERA Document Solutions Finland Oy**

Atomitie 5C, 00370 Helsinki,  
Finland  
Phone: +358-9-47805200  
Fax: +358-9-47805390

**KYOCERA Document Solutions  
Europe B.V., Amsterdam (NL) Zürich Branch**

Hohlstrasse 614, 8048 Zürich,  
Switzerland  
Phone: +41-44-9084949  
Fax: +41-44-9084950

**KYOCERA Document Solutions  
Deutschland GmbH**

Otto-Hahn-Strasse 12, 40670 Meerbusch,  
Germany  
Phone: +49-2159-9180  
Fax: +49-2159-918100

**KYOCERA Document Solutions Austria GmbH**

Eduard-Kittenberger-Gasse 95, 1230 Vienna,  
Austria  
Phone: +43-1-863380  
Fax: +43-1-86338-400

**KYOCERA Document Solutions Nordic AB**

Esbogatan 16B 164 75 Kista, Sweden  
Phone: +46-8-546-550-00  
Fax: +46-8-546-550-10

**KYOCERA Document Solutions Norge Nuf**

Postboks 150 Oppsal, 0619 Oslo,  
Norway  
Phone: +47-22-62-73-00  
Fax: +47-22-62-72-00

**KYOCERA Document Solutions Danmark A/S**

Ejby Industrivej 60, DK-2600 Glostrup,  
Denmark  
Phone: +45-70223880  
Fax: +45-45765850

**KYOCERA Document Solutions Portugal Lda.**

Rua do Centro Cultural, 41 (Alvalade) 1700-106 Lisboa,  
Portugal  
Phone: +351-21-843-6780  
Fax: +351-21-849-3312

**KYOCERA Document Solutions  
South Africa (Pty) Ltd.**

KYOCERA House, Hertford Office Park,  
90 Bekker Road (Cnr. Allandale), Midrand, South Africa.  
Phone: +27-11-540-2600  
Fax: +27-11-466-3050

**KYOCERA Document Solutions Russia LLC**

Botanichesky pereulok 5, Moscow, 129090,  
Russia  
Phone: +7(495)741-0004  
Fax: +7(495)741-0018

**KYOCERA Document Solutions Middle East**

Dubai Internet City, Bldg. 17,  
Office 157 P.O. Box 500817, Dubai,  
United Arab Emirates  
Phone: +971-04-433-0412

**KYOCERA Document Solutions Inc.**

2-28, 1-chome, Tamatsukuri, Chuo-ku  
Osaka 540-8585, Japan  
Phone: +81-6-6764-3555  
<http://www.kyoceradocumentsolutions.com>

