KYOCERA

Printer Driver

User Guide

Legal Notes

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Examples of the operations given in this guide support the Windows 7 printing environment. Essentially the same operations are used for Microsoft Windows 8.1, Windows 8, Windows Vista, Windows XP, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, and Windows Server 2012 R2 environments.

This user guide and its contents were developed for the 6.1 driver.

Table of Contents

Chapter 6   Layout

Chapter 7   Finishing

Chapter 8   Imaging

Chapter 9   Publishing

Chapter 10   Job

Chapter 11   Advanced

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**.

In the **Product Library** window, 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.

With **Upgrade**, you can update the driver and utilities to a newer version. This feature is only available if there is a product that needs to be upgraded. In a client/server environment, you cannot upgrade older drivers. Contact your printing system dealer for more information.

With **Maintenance**, you can run certain utilities. You can access release notes, printing system operation guide, and other materials by selecting **Documents**. With **Uninstall**, you can remove drivers and utilities.

Selections vary by printing system model, optional devices, or driver version.

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

The Driver

In Windows 8.1, Windows Server 2012 R2, Windows 8, Windows Server 2012, Windows 7, Windows Server 2008 R2, Windows Vista, and Windows Server 2008 with a USB connection, you can install a driver 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 disk 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**.

Preparing to Install the Driver

1 Turn on the computer and the printer.

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

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

3 To proceed, read and accept the license agreement that appears.

4 At the bottom of the **Product Library**, select your language from the list.

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.

Australia, New Zealand, North America

After clicking **Accept** in the license dialog box, a message about resource and energy conservation appears. Read the message, and then click **OK**.

After installation is successful, **Set Duplex as default** appears and is selected on the **Finished** page. The driver is set to duplex mode by default.

You can make exceptions to the default later by selecting options in the driver **Quick Print** or **Basic** tabs.

Europe

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, **Set Duplex as default** appears and is selected on the **Finished** page. The driver is set to duplex mode by default.

You can make exceptions to the default later 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 in Windows operating systems. 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.

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

Note: Depending on your printing system model, you must install .NET Framework 4.0 and later to use **Status Monitor**.

Installing with Express Install

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

2 In **Express Install**, the installer looks for your printing system. Each discovered device is displayed in the device list as an icon with a model name and port name.

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.

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

4 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.)

5 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 an icon to see a description of the contents.

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

7 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 the check box 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.

Device Settings

Select the check box to open **Device Settings** where you can choose installed options for your printing system. (The **Device Settings** check box appears only in Windows XP with a network connection.)

Enable event notification

For some models, select the check box to enable event notification in the **Status Monitor Notification** dialog box. The **Status Monitor Notification** dialog box appears after clicking **Status Monitor** on the **Advanced** tab.

Enable Status Monitor

For some models, select the check box to display system status messages on your computer screen during printing tasks. The **Status Monitor** dialog box appears after clicking **Status Monitor** on the **Advanced** tab.

Notify when printing is complete

With **Enable Status Monitor** selected, you can select this additional option to have **Status Monitor** display a message on your computer when a print job finishes printing. The default is the check box is cleared and the notification does not appear. This option is also available in **Advanced** > **Status Monitor**.

Show Quick Print tab

With **Quick Print**, you can 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.

8 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 Install

Custom Install refers to detailed device, driver, and utility installation for a USB or network connection in Windows operating systems. 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.

When you make a selection in **Custom Install**, it is highlighted with 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. You can also install utilities without printing systems or drivers.

With the **Communication Settings** icon, you can specify a different SNMP **Read community name** that is used during device discovery. This name is like a password for SNMP communication. The default name is **public**. An administrator can require a more restricted name. If a discovery is in process, or at least one discovery device has been added to the **Products to install** list, the **Communication Settings** icon is unavailable

In Windows 8.1, Windows Server 2012 R2, Windows 8, Windows Server 2012, Windows 7, Windows Server 2008 R2, Windows Vista and Windows Server 2008 only, the XML Paper Specification (**XPS**) driver provides the most efficient method for displaying, processing, and printing documents.

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

Note: Depending on your printing system model, you must install .NET Framework 4.0 and later to use **Status Monitor**.

Installing with Custom Install

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

2 In the **Product Library** window, 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 port name. 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 a more recent version of a utility is installed, the utility is disabled in the list and shows a message that a newer version is installed.

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 the check box 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.

Device Settings

Select the check box to open **Device Settings** where you can choose installed options for your printing system. (The **Device Settings** check box appears only in Windows XP with a network connection.)

Enable event notification

For some models, select the check box to enable event notification in the **Status Monitor Notification** dialog box. The **Status Monitor Notification** dialog box appears after clicking **Status Monitor** on the **Advanced** tab.

Enable Status Monitor

For some models, select the check box to display system status messages on your computer screen during printing tasks. The **Status Monitor** dialog box appears after clicking **Status Monitor** on the **Advanced** tab.

> **Notify when printing is complete**
>
> With **Enable Status Monitor** selected, you can select this additional option to have **Status Monitor** display a message on your computer when a print job finishes printing. The default is the check box is cleared and the notification does not appear. This option is also available in **Advanced** > **Status Monitor**.

Show Quick Print tab

With **Quick Print**, you can 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.

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.

Installing Utilities Only

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

2 In the **Product Library** window, click **Custom Install**.

3 Select a utility from the **Utilities** list, and click the arrow to move it to the **Products to Install** list. If a more recent version of a utility is installed, the utility is disabled in the list and shows a message that a newer version is installed.

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 devices.

5 The **Device** dialog box opens and shows the model name and the IP address or USB. Select the tab of the driver you want to configure. If there are multiple drivers, the settings for each driver are separated into tabs. If there is a driver assigned, the following driver properties appear:

Printer name

Enter a name for the device to a maximum of 63 characters.

Share the printer

Select this option to share this printing system with others. If selected, enter a **Share name** for the printing system to a maximum of 63 characters.

Set as default printer

Select this option to send most or all of your print jobs to this printing device.

You can click **Remove** from the **Device** dialog box or from **Products to Install** list to remove a driver.

6 Click **OK**.

Editing Utility Properties

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

2 In the **Utilities** list, select **KYOCERA Net Viewer** and click the arrow to move it to the **Products to Install** list.

3 In the **Products to Install** list, click the **Edit** pencil icon in the **KYOCERA Net Viewer** utility product.

4 A dialog box opens to show the utility options. Make your selections.

KYOCERA Net Viewer

Device Management

Finds devices and manages device settings.

Account Management

Establishes accounts for device groups and manages the account settings.

Host Management

Manages printer drivers and print queues.

5 Click **OK**.

Specifying Communication Settings

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

2 Under the **Devices** box, click the **Communication Settings** icon.

3 In the **Communication Settings** dialog box, type a **Read community name** in the text box. You can click **Reset** if you want to return the default name (**public**) to the text box.

4 Click **OK**.

> **Note:** If you entered a different **Read community name**, the **Devices** list is cleared. Click the circular arrow **Refresh** icon to rediscover devices.

Upgrade

You can select driver or utility components and upgrade them to the most recent version. The installer can detect outdated driver or utility components that display in the **Products to Upgrade** list. If there are upgrades available, the list appears when the installer starts.

In a client/server environment, you cannot upgrade older drivers. Contact your printing system dealer for more information.

Upgrading Driver Components

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 the **Upgrade** button.

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

Maintenance

With **Maintenance**, you can access utilities that provide useful features. Select and run any of the available utilities:

Optional Printer Components

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

Quick Network Setup

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

Maintenance Menu

You can adjust features such as print position and scan position.

Optional Printer Components

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

For the XPS driver, only **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 Under each printing system model, you can select one or more plug-in modules.

Output to PDF

With this option, you can print and save documents from multiple sources to PDF.

Security Watermark

With this option, you can print a nearly invisible image or text against a background pattern. The security watermark appears only when the printed page is photocopied.

Color Optimizer

With this option, you can match a single color accurately in a print job.

7 Under each printing system model, you can select **Driver integration with Policy Manager**. Policy Manager is a server-based application that provides centralized user authentication, authorization, user access control, and secure pull printing features.

8 When your settings are correct, click **Install**.

9 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

With **Documents**, you can access guides about the driver, utilities, and printing system operation. Select and open any of the available files. 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

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 the **Uninstall** button.

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, or from **Start**. If accessed from an application, then changes made to driver settings remain in effect until the application ends. If accessed from **Start**, changes are maintained as the default printer settings.

Changing the Default Driver Settings

1 Depending on your operating system:

Windows 8.1 and Windows Server 2012 R2: click **Start** > **Control Panel** > **View devices and printers**.

Windows 8 and Windows Server 2012: open **Control Panel** > **View devices and printers**.

Windows 7 and Windows Server 2008 R2: click **Start** > **Devices and Printers**.

Windows Vista and Windows Server 2008: click **Start** > **Control Panel** > **Printer**.

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**.

2 Driver Overview

The lower part of the **Printing Preferences** dialog box 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. (Selections vary by printing system model, optional devices, or driver version.)

If the vertical screen resolution of your computer is 864 pixels or less, the lower part of the **Printing Preferences** dialog box does not appear. Under this condition, the button showing the current PDL is on the bottom left, and the **Print preview** check box is on the bottom right of the visible dialog box.

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 most attached devices. **Source** and **Destination** selections are highlighted in green. For some models, the storage device icon appears when a job storage option is selected in the **Job** tab.

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

The color image illustrates color settings for color models. For black and white models or color models with **Black** selected, the image illustrates grayscale settings.

The current page description language (PDL) is displayed in all of the images. You can change the PDL temporarily from any **Printing Preferences** tab to enable driver features.

Overview images are not available in Generic color or Generic mono drivers.

Selecting a PDL in Printing Preferences

1 In the overview image area, click **PDL**.

2 In the **Page Description Languages (PDL)** dialog box, select the desired page description language from the **Available languages** list.

If you select **PCL XL**, select **Smart duplex printing**, **Skip blank pages**, and **Disable auto media type switching**.

If you select **KPDL**, select **Smart duplex printing** and **Data passthrough**. Note that if you select **Data passthrough**, **EMF spooling** is unavailable in the **Advanced** tab.

If you select **PDF**, you can click **PDF Settings** to open the **PDF Settings** dialog box.

3 You can select the **GDI compatible mode** option to improve the output quality of graphics created by your application.

4 Click **OK**.

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.

The settings list is not available in Generic color or Generic mono drivers.

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** or **Security 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 all dialog boxes.

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

Click the arrow buttons to view document pages.

Click the magnifying glass icons to zoom in or out.

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 **Device Settings** and the **Printing Preferences** dialog box. Clicking the logo opens the **About** dialog box that displays the driver version number and driver plug-in information.

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.

Displaying Plug-in Information

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

Module

Description

Version

2 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. You can also match the memory setting in the driver with the memory installed in your printing system, which lets the driver manage font downloads more efficiently. Administrator, User, PDL (Page Description Language), and Compatibility settings can also be selected. (Selections vary by printing system model and optional devices.)

Accessing Device Settings

1 Depending on your operating system:

Windows 8.1 and Windows Server 2012 R2: click **Start** > **Control Panel** > **View devices and printers**.

Windows 8 and Windows Server 2012: open **Control Panel** > **View devices and printers**.

Windows 7 and Windows Server 2008 R2: click **Start** > **Devices and Printers**.

Windows Vista and Windows Server 2008: click **Start** > **Control Panel** > **Printer**.

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

2 Right-click your printing system model, then:

Windows 8.1, Windows Server 2012 R2, 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, finishing, and job storage. Available options appear for your printing system.

Before using the **Punch** option in the **Finishing** tab, you must set punch options in **Device Settings**. Available punch options depend on the punch unit installed on the device and selected. The **Punch** feature punches holes along the edge of the printed pages so that the pages can be bound together or placed in a binder.

Custom boxes must be set up in **Device Settings** in order to use the **Custom box** feature in the **Job** tab. You can create up to 1000 custom boxes for storing print jobs. Custom boxes can be assigned to users who can print the jobs later from the printing system's operation panel. You must also install a storage device in the printing system.

Virtual mail boxes must be set up in **Device Settings** in order to use the **Virtual mail box** feature in the **Job** tab. You must also install a storage device in the printing system. After jobs are sent to a **Virtual mail box**, they can be printed from the printing system's operation panel.

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**.

Setting Punch Options

1 In **Device Settings** > **Device options**, select a finishing device that supports punch. Or if already selected, double-click the blue text.

2 Depending on the punch unit attached, select one option:

None

No punch option available in the **Finishing** tab.

2 hole

2 hole option available in the **Finishing** tab.

2 & 3 hole

2 hole and 3 hole options available in the **Finishing** tab.

2 & 4 hole

2 hole and 4 hole options available in the **Finishing** tab.

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

Setting up Custom Boxes

1 In **Device Settings** > **Device options**, select **Hard disk** or **SSD**. Or if already selected, double-click the blue text. If necessary, clear the **RAM disk** check box.

2 In the **Hard Disk Settings** or **SSD Settings** dialog box, click **Add**.

3 In the **Defined custom boxes** list, a new **Box number** and **Box name** appear. If desired, change the number and name in the **Box number** and **Box name** boxes. The number must be within a range of 1 to 1000, and the name length can be a maximum of 32 characters. You can also type a user name to a maximum of 20 characters.

4 If the box will be used by multiple users, select **Shared box**.

Note: For some models, **Shared box** is selected by default.

With the check box selected, all network users can save jobs in the box.

With the check box cleared, only the box owner and network administrator can save jobs in the box.

5 To require users of a shared box to type a password before printing, select **Require password**, and type a password to a maximum of 16 characters.

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

The new custom box appears in the **Custom Box** dialog box when printing.

You can remove a custom box by selecting it in the **Defined custom boxes** list and clicking **Delete**.

You can import a custom box list by clicking **Import** and browsing for a valid custom box list file (.CSV or .KXU).

You can save the current custom box list (.CSV or .KXU) in your computer or network by clicking **Export**. A saved list can be imported into another printer driver.

Setting up Virtual Mail Boxes

1 In **Device Settings** > **Device options**, select **Hard disk**. Or if already selected, double-click the blue text. If necessary, clear the **RAM disk** check box.

2 In the **Hard Disk Settings** dialog box, click **New**.

A new **Mailbox name** and **Virtual output tray** number appear.

3 If desired, change the name and number in the **Mailbox name** and **Virtual output tray** boxes. The name length can be a maximum of 31 characters, and number must be within a range of 1 to 255.

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

The new mail box name appears in the **Virtual Mailbox Selection** dialog box when printing.

You can remove a Virtual mail box by selecting it in the **Defined names** list and clicking **Delete**.

You can import a Virtual mail box list by clicking **Import** and browsing for a valid Virtual Mail box list file (.CSV).

You can save the Virtual mail box list (.CSV) in your computer or network by clicking **Export**. A saved list can be imported into another printer driver.

Auto Configure

Auto Configure detects the devices installed on a printing system that is connected over a network. **Auto Configure** can detect input devices, output devices, RAM disk size, and storage device size. 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**, **RAM disk**, and overview images to keep the printer driver consistent with the printing system configuration. For some models, custom media types set in the printing system are updated in all driver media type lists. **Auto Configure** varies by operating system.

For some models, **Auto Configure** runs immediately after the printer driver is installed. The driver is automatically updated with installed devices.

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.

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 Vista and later.

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

Enabling Auto Configuration

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 Vista and later, the **Auto Configure** dialog box opens. (For some models, the driver settings are updated immediately.) 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 **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.

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

Memory

Memory is the amount of standard and optional memory installed in the printing system. To maximize the downloading of printing system fonts, the driver must be set to match the total printing system memory. By default, the **Memory** setting matches the standard memory in the printing system. If optional memory is installed, set the memory in the printer driver to match the total amount of memory.

Setting the Memory

1 Install optional DIMM memory in the printing system.

2 In **Device Settings** > **Memory**, type or select the amount of total installed memory.

If your printing system includes the **Auto Configure** feature, you can use it to obtain information about the memory size.

RAM Disk

The RAM disk functions as a virtual storage device, saving print requests into the printing system's memory. Because the RAM disk is temporary memory, all data stored there is lost when the power is turned off. The setting for RAM disk size must match the operation panel setting. The maximum RAM disk size depends on the amount of installed memory.

If selected, the **Ignore application collation** feature in the **Compatibility Settings** dialog box lets the driver control collation. RAM disk can then increase the print speed of collated multiple copies by sending the print job just once.

Note: When a storage device is installed, the RAM disk feature is inactive.

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

Setting RAM Disk

1 At the printing system's operation panel, turn on RAM disk and set its size.

2 In **Device Settings** > **Device options**, select **RAM disk**.

3 In the **RAM disk** text box, type or select the desired RAM disk size.

Administrator Settings

With **Administrator Settings**, you can 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

In the **General** tab, an administrator can control the display of the **Quick Print** tab and the operation panel message. Some **SNMP** settings, a job e-mail notification, and other miscellaneous settings can also be selected.

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.

Send Count Information

With this option, you can embed count information in the print job, which can be used by some applications for accounting purposes. Count information includes the number of copies produced as well as duplex printing, multiple pages per sheet, color mode, color page count, and paper size values.

Send Count information is selected automatically when **Policy Manager** is used. When **PDF** is selected as the PDL, or in the XPS driver, only color page count information is embedded in the print job.

To enable this feature, in **Device Settings** > **Administrator** > **General**, select **Send Count information**.

Send Application Name

This option lets you send the application name with a print job, so that a different printing process is used for each application.

This option is unavailable when **PDF** is selected as the PDL.

To enable this feature, in **Device Settings** > **Administrator** > **General**, select **Send Application name**.

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.

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

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

With this option, you can hide or show the **Factory Default** profile in the **Quick Print** tab and the **Profiles** dialog box.

With the check box selected, the **Factory Default** profile does not appear in the lists.

With the check box cleared, the **Factory Default** profile appears in the lists.

SNMP Settings

Simple Network Management Protocol (**SNMP**) is an application layer protocol that governs the management of devices agents, and network management systems. Managed devices, such as printing systems, collect and store management information for the network management systems. Using the **Auto Configure** feature, **SNMP** security levels are set. With **SNMPv3**, encryption, and authentication support are provided. **SNMP** settings must be made in the printer driver and in the printing system's home page.

The following **SNMP** options are available:

SNMPv1/v2c

It communicates with the managed device using **Read community name** and **Write community name**.

SNMPv3

Security enhancements for authentication and encryption require a user name and password. Authentication and privacy options are available by clicking **Settings**.

Apply to other models

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

SNMPv3 Options

You can select **SNMPv3** options for secure communication with the printing system.

For some models, **SNMPv3** is enabled when an optional network card is installed. These settings must match the network card settings. The network card has settings for both an authentication password and an encryption password, but they must both match the driver password.

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.

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. (The network card does not support AES encrypted communication.)

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

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.

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 **SNMPv3 Settings** dialog box, select from the available options, and click **OK**.

5 Optional: Under **Apply to other models**, you can choose from available models. The **SNMP** settings are applied to all selected models.

6 Click **OK**.

Job E-mail Notification

This option lets you send an e-mail address with a print job. When the job finishes printing, the device sends an e-mail notification to the e-mail address. This is useful when the device is printing many jobs and a user must wait for a job to print.

For a restricted user in a client/server environment, the **Administrator** button in **Device Settings** becomes the **Identity** button. A user can enter e-mail notification data in the **Identity Settings** dialog box.

Selecting E-mail Notification Options

1 In **Device Settings** > **Administrator** > **General**, select **Notify when printing is completed**.

2 Choose an e-mail address option:

Select **Use specific e-mail address**, and type a valid e-mail address. In a client/server environment, a client user can change this address.

Select **Prompt for e-mail address**, and click **OK**. When you click **OK** in the **Print** dialog box, type a valid e-mail address in the **Print Options** or **Identity Settings** dialog box, and click **OK**.

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

Operation Panel Message

You can specify settings to display the job name, user name, or department for the current job on the printing system's operation panel during printing. The printing system default names appear unless you set your own custom names.

You can set job name in the **Job** tab, and set the user name and department in the **User Settings** dialog box, accessed from **Device Settings**.

Displaying the Operation Panel Message

1 In **Device Settings** > **Administrator** > **General**, select **Operation panel message**.

2 Select from the following options to display on the operation panel during printing:

Display job name

Display user name

Display department

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

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 select and lock that feature in the **Quick Print** and **Basic** tabs.

An 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.

Black & White mode

This option disables all color settings and prints all jobs with black toner only. It is locked in the **Quick Print**, **Basic**, and **Imaging** tabs.

EcoPrint

This option locks the **EcoPrint** setting selected in the **Quick Print**, **Basic**, or **Imaging** tabs.

Duplex

This option locks the current **Print on both sides** setting selected in the **Quick Print** or **Basic** tabs.

Multiple pages per sheet

This option locks the current **Pages per sheet** setting in the **Quick Print** tab and the **Multiple pages per sheet** setting in the **Layout** tab. The **Pages per sheet** option in the **Layout** tab is not locked.

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.

Security settings

This option locks the **Security Watermark** settings selected in the **Advanced** tab. **Security Watermark** is an optional plug-in.

Watermark

This option locks the **Watermark** settings selected in the **Advanced** tab.

Password settings

The password set by the administrator locks the selected 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.

User Login

User login provides job restriction by user, in contrast to the **Job accounting** feature, which assigns privileges by division or department. A maximum of 1000 login user names and passwords can be can be created and stored in the printer driver and registered on the printing system. For some models, this feature is supported as User IDs and supports a maximum of 20 User IDs and passwords in the printing system, and 100 User IDs and passwords in the printer driver for use with multiple printing systems.

Users are identified by user name and password. The user name can be in the user principal name UPN format: username@domain.com. This feature limits printing privileges to specified users for secure printing and accounting. The number of pages printed by each user is tracked by the printing system.

Users added in the printer driver must also be manually registered at the printing system's operation panel.

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 enter User Login data in the **Identity Settings** dialog box.

User Login Options

User login settings selected in the driver are applied to every print job sent from your computer.

Note: For some models, the label "user ID" appears instead of "name" in the **Administrator Settings** dialog box.

Use specific name

This option can be used to specify a name and password to use the same **User login** for every print job. If this option is selected, the user does not have to type the name and password for each print job.

A client in a client/server environment can accept the default name and password set by the administrator or type another name and password. Clicking **Reset** restores the default values.

Prompt for name

This option prompts the user for a name and password. You can use a name that is not on the list, and the name is not added to the list. When sending a print job, type a name and password when prompted, and then click **OK** to print.

If you type a name that is not registered on the printing system, the job prints only if Unknown ID Job is set to Permit on the printing system.

Prompt for name and validate

This option prompts for a name and password. For the job to print, the name and password entered must be on the **Login user name** list. You can use the Login user names entered in the **Login user name** list of the driver. When sending a print job, type a name and password when prompted, and then click **OK** to print. This option ensures that the job prints, only after verifying that the selected name is saved in the driver.

Validate user name (computer) or prompt for login user name

This option searches for the Windows User name in the driver's **Login user name** list. Validation is done every time the user prints a job. If the Windows User name exists in the **Login user name** list, the associated driver Login user name and password from the list are used for the print job. To release

the print job, the user must enter the Login user name and password at the printing system's operation panel.

If a match is not found, the driver checks for administrator or user permissions. With user permissions, the print job is canceled, and the user is prompted to contact an administrator to establish printing permissions. With administrator permissions, the driver prompts for the Login user name and password. Along with the Windows User name, these are then added to the list so succeeding print jobs do not require the user to enter a Login user name and password again.

Login User Name List

Click to add, delete, edit, import, or export login user names and passwords. Once a **Login user name** list is created, the list can be exported as a group by saving it as a text file (.CSV, .KXC, .TXT). To import a **Login user name** list, browse for an existing list and save it in your printer driver.

Printing with User Login

After login user names are assigned and user login mode is enabled on the printing system, you can choose **User login** to print in user login mode.

In a client/server environment, the client is automatically set to the **User Login** selection made in the server.

Note: For some models, the label "user ID" appears instead of "name" in the **Administrator Settings** dialog box.

1 In **Device Settings** > **Administrator** > **User Login**, select **User Login**.

2 Select a **User Login** option:

    Use specific name

    Prompt for name

The remaining **User Login** options become available when you create a login user name list.

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

3 Under the **Login user name** list, click the buttons to view and manage the list.

4 Select from the remaining **User Login** options:

    Prompt for name and validate

    Validate user name (computer) or prompt for login user name

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

6 Print the document from the application.

7 When the **Print Options** or **Identity Settings** dialog box appears, type or select a name and password, and click **OK**. Login is required for some options.

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. For some models, account IDs must be 4 digits or 7 digits.

> **Note:** **Job accounting** must be enabled on the printing system. A maximum of 1000 account IDs can be assigned on the printing system and stored in the printer driver. The maximum number varies by printing system model.

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 enter 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.

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

3 Under the **Account IDs** list, click the buttons to view and manage 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**.

Policy Manager

Policy Manager is a server-based application that provides centralized user authentication, authorization, user access control, and secure pull printing features. The KYOCERA Net Policy Manager application must be installed separately. It is also necessary to make settings in the printer driver **Device Settings** > **Administrator** > **Policy Manager** to integrate with Policy Manager. This Policy Manager driver feature is installed as an optional component of the driver.

The XPS driver does not support Policy Manager. For more information about Policy Manager, please contact your printing system dealer.

An administrator can set the Policy Manager server and user information for users and groups to print according to defined policies.

When policies restrict printing features, Policy Manager reconfigures the printer driver so that the restricted printing features are unavailable to the user or group. The **Policy Manager** options let you choose how conflicts are handled between a policy and a driver selection.

Secure pull printing lets the user choose a printing system after the job is sent. To use the secure pull printing feature, the driver must be connected to the Policy Manager spooler server using the Policy Manager spooler port. Print jobs are held in the Policy Manager spooler server until the user is authenticated on the printing system.

When KYOCERA Net Policy Manager 2.0 is installed, the driver displays user accounting information while printing.

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

Selecting Policy Manager Options

1 In **Device Settings** > **Administrator** > **Policy Manager**, select **Policy Manager**.

2 Enter the server address and port number. The default port number is 9094.

3 Select an authentication option:

Use Windows authentication

Select to use Windows login information for Policy Manager authentication. The **Policy Manager Login** dialog box does not appear during printing unless Windows authentication fails. If selected, continue to step 5.

Use specific name

Select to enter specific login information. When selected, continue to step 4.

4 Type the **Login user name** and **Password**. For some models, type the user name after the domain name that appears automatically, or you can remove the domain name. The Login user name can be in the user principal name (UPN) format to support multiple domains: username@domain.com

5 You can select **No notifications for policy conflicts** if you do not want a message to appear when policy conflicts occur during printing. When selected, choose a printing result:

Continue printing

Apply the policy and print the job

Cancel printing

Cancel the print job

6 You can select **Display user accounting information** if you want an accounting information message to appear after printing. The message displays a summary of pages printed. Printing limits and the number of remaining pages also appear if limits were set in Policy Manager.

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

Printing with Policy Manager

1 Print the document from the application. You can click **Preferences** or **Properties** to open the **Properties** dialog box and view printing restrictions set by the policy.

2 If the **Policy Manager Login** or **Identity Settings** dialog box appears, enter a Login user name and password. This dialog box is generated when an invalid or blank Policy Manager user name or password is set in the driver. The **Policy Manager Login** dialog box does not appear if **Use Windows authentication** is selected in **Administrator** > **Policy Manager**, except when the Windows authentication fails.

3 You can click **Do not ask again** to use the most recently-saved Login user name and password for each print job. When selected, the **Policy Manager Login** dialog box does not appear again.

4 Click **Log in** to send the print job to the KYOCERA Net Policy Manager spooler server, where the Login user name and password are authenticated. Otherwise you can print directly to the printing system instead of using the KYOCERA Net Policy Manager spooler server.

The print job appears in the **Spooler** folder in KYOCERA Net Policy Manager or in Client Viewer.

5 Before the job is printed, the **Print Options** dialog box appears with information about your print quota. Click **OK** to continue.

6 After the print job is sent to the KYOCERA Net Policy Manager spooler server, the **Policy Manager** dialog box appears displaying a summary of pages printed. Printing limits and the number of remaining pages also appear if limits were set in Policy Manager. Click **OK**.

7 On the printing system's operation panel, enter the Login user name and password to print all jobs under the Login user name. You can print from any printing system managed by the KYOCERA Net Policy Manager server.

User Settings

With **User Settings**, you can specify user and department names, 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

With **Identification**, you can identify your print job with a **User name** and **Department** information, to a maximum of 31 characters. For some models, they can appear in the **Operation panel message**, or the **User name** can be used to identify a print job stored on the storage device.

Setting User Identification

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

2 Type your department or group name in the **Department** text box.

You can type a maximum of 31 characters in the **User name** and **Department** text boxes.

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

Units

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

Page Sizes settings in the **Basic** tab.

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

Poster settings in the **Layout** tab.

Gutter settings in the **Layout** or **Finishing** tab.

Index tab dividers settings in the **Publishing** tab.

Selecting a Unit of Measurement

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

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

Page Description Languages (PDL)

With **Page Description Languages (PDL)**, you can specify the contents and layout of a printed page. In **Device Settings**, you can choose from **PCL XL** (Printer Command Language XL), **PCL 5e/c**, **KPDL** (Kyocera Page Description Language), or **PDF** (Portable Document Format). To add **PDF** to the list of PDL choices, you must install the **Output to PDF** plug-in. The printer default is **PCL XL**, which is suitable for most printing purposes. For some color models the default is **KPDL**.

After you select a PDL, the selection appears in the lower corner of the overview image in **Device Settings** and in all **Printing Preferences** tabs. You can change the PDL temporarily from any **Printing Preferences** tab.

In **GDI compatible mode**, vector graphics are rasterized for printing as bitmap images. Use the **GDI compatible mode** option to improve the output quality of the graphic created by the application.

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

If your application supports the XML Print Specification, then XPS printing can be performed after installing the XPS driver. With the XPS driver, the only available PDL is **XPS**.

PDL Options

The PDL options, available in the **Page Description Languages (PDL)** dialog box, are accessed in **Device Settings**.

PCL XL

The most recent version of HP PCL and PCL 6. This PDL includes PCL 5e/c features. PCL XL lacks backward compatibility with earlier PCL versions, though it is enhanced over PCL 5e/c in these areas:

Reduced file size

Better print speed

Faster return to application

Supports **Security watermark**

Supports **Line thinning**

PCL 5e/c

Fully compatible with earlier PCL versions

Bidirectional communication support

Wide selection of fonts for use with Microsoft Windows applications

Allows more options for utilizing PRESCRIBE commands within applications

Complex graphics might not print as well

Fast 1200 dpi and **Form gallery** unavailable

Start of the page / **End of the page** available in **Prologue/Epilogue**

KPDL

KPDL is used when printing from applications that support PostScript 2 or 3.

An emulation of PostScript printing

An optional KPDL upgrade kit may be required for some models

Strong graphics reproduction

Print speeds may be slower than PCL 5e/c

Requires more printer memory than PCL 5e/c

Enables native TrueType font downloading

Supports most **Graphics Settings** options

EMF Spooling unavailable when **Data passthrough** is selected

PDF

Output to PDF is a plug-in that lets you print or save documents from multiple sources to Adobe Portable Document Format (PDF). The PDF format is independent of the operating system and application software used to create documents.

Use as an alternative to existing commercial applications for creating PDF documents

Documents saved as PDF retain their original appearance, and can be viewed and printed with the free Adobe Reader on Windows, Mac OS, and UNIX platforms

With PDF selected as the PDL, only a limited set of driver options is available

PDL Settings

For some page description languages, additional settings are available in the **Page Description Languages (PDL)** dialog box.

PCL XL Settings

Smart duplex printing

This option automatically keeps a sheet of paper from being sent through the duplex unit if the sheet is only printed on one side. The duplex unit is bypassed for the following types of print jobs: a one page document, one page from a multi-page document, or a multi-page document that prints onto a single sheet. Selecting this option can reduce wear on the mechanical duplex unit, and result in comparatively faster printing times. Some models support this feature and bypass the duplex unit even if the check box is not selected.

Skip blank pages

This option prevents the printing system from outputting any page that contains no data, or that has, at most, one space character. Selecting this option can save paper, and result in comparatively faster printing times. This feature is for regular printing (not for booklet, duplex or multiple pages per sheet).

Disable auto media type switching

This option controls how automatic media switching behaves when the selected paper source runs out paper. When selected, printing stops until you load more paper of the same size and type. When the check box is clear, the printing system automatically switches to another paper source loaded with the same page size and media type. This option is available for some models.

KPDL Settings

Smart duplex printing

This option automatically keeps a sheet of paper from being sent through the duplex unit if the sheet is only printed on one side. The duplex unit is bypassed for the following types of print jobs: a one page document, one page from a multi-page document, or a multi-page document that prints onto a single sheet. Selecting this option can reduce wear on the mechanical duplex unit, and result in comparatively faster printing times. Some models support this feature and bypass the duplex unit even if the check box is not selected.

Data passthrough

This option reduces errors when printing complex jobs from applications that use PostScript formatting. When selected, **EMF spooling** is unavailable in the **Advanced** tab.

PDF Settings

Provides options for printing and saving documents to Adobe PDF format. See PDF topics for details.

Selecting a PDL in Device Settings

1 In **Device Settings** > **PDL**, select the desired page description language from the **Available languages** list.

If you select **PCL XL**, you can select **Smart duplex printing**, **Skip blank pages**, and **Disable auto media type switching**.

If you select **KPDL**, you can select **Smart duplex printing** and **Data passthrough**. Note that if you select **Data passthrough**, **EMF spooling** is unavailable in the **Advanced** tab.

If you select **PDF**, you can click **PDF Settings** to open the **PDF Settings** dialog box.

2 You can select the **GDI compatible mode** option to improve the output quality of graphics created by your application.

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

PDF

Output to PDF is a plug-in that lets you print and save documents from multiple sources to Adobe PDF format. This feature can be used as an alternative to existing commercial applications for creating PDF documents. Documents saved as PDF retain their original appearance, and can be viewed and printed on Windows, Mac OS, or UNIX operating systems.

For a document using mixed paper sizes, all pages in the PDF use the size of the first page.

> **Note:** With **PDF** selected as the PDL, only a limited set of driver options are available.

PDF Options

You can select PDF options if you have installed the **Output to PDF** plug-in.

The following options are available in the **PDF Settings** dialog box:

Embed fonts

This option ensures that document fonts appear accurately in the PDF file on screen. This option ensures accurate reproduction but significantly increases the file size.

Compress data

This option enables flat compression for the generated PDF document. This option significantly reduces the file size. Additional compression options are available within Adobe Acrobat.

Print and save options

From the list, select whether to print (**Print only**), save a PDF file (**Save to file**), or both (**Print and save**). If a save option is selected, additional options are available in the **PDF Settings** dialog box.

Automatically save to default folder

Select to save a PDF file automatically in a default folder. Browse to a location to save your PDF file.

Date and time

Select the check box to use the same file name plus the current date and time whenever the file is saved. Clear the check box to replace an existing file, if a file with the same name already exists.

Encryption

Encryption adds the selected level of encryption to the PDF. When selected, password protection is available so that a document cannot be opened or altered by unauthorized users.

Arc4 40 (some models, **40 bit**)

This encryption option provides low level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 6.0 or earlier.

Arc4 128 (some models, **128 bit**)

This encryption option provides low level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 6.0 and later.

AES 128

This encryption option provides high level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 7.0 and later.

AES 256

This encryption option provides high level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 9.0 and later.

Password protection

Select passwords for changing security settings and for opening a document. Passwords are supported to a maximum of 16 characters.

Change security settings

Select the check box and type an owner password. Within Adobe Acrobat, this password is required to change the document restrictions in the **Files** > **Properties** > **Security** section. When a document with this password is opened in Adobe Reader, it cannot be printed or edited, and document data cannot be copied.

Open document

Select the check box and type a user password. The user password must be entered at the time the PDF document is opened. This password must be different from the owner password.

Printing and Saving to PDF

1 In **Device Settings** > **PDL**, in the **Available languages** list select **PDF**.

2 Click **PDF Settings**.

3 In the **PDF Settings** dialog box, under **Print and save options** select whether to print or save or both.

4 If a save option is selected in step 3, select additional folder, encryption, and password options.

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

6 Open and print the document.

7 Name and save the PDF file.

XPS Driver

For Windows 8.1, Windows Server 2012 R2, Windows 8, Windows Server 2012, Windows 7, Windows Server 2008 R2, Windows Vista Service Pack 2 with the latest platform updates, and Windows Server 2008, 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 printing system hardware and software written for the Windows Presentation Foundation (WPF) architecture. **PCL** and **KPDL** are not compatible with an **XPS** environment. Therefore, an **XPS** driver supports a single PDL setting. The **XPS** driver can be installed from the **Product Library** disk. In the **Installation Method** menu, click **Custom Mode**, and on the **Custom Installation** page, select **KX XPS DRIVER**.

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

Compatibility Settings

Compatibility Settings let you specify media source values, disable reverse order printing for face-up output, 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 all dialog boxes.

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

Selections vary by printing system model.

Disable Face-Up Reverse Page Order

For some models, **Disable face-up reverse page order** produces the first page of a face-up job on top and the last page on the bottom.

With the check box selected, the **Collate**: **Off (reverse order)** option in the **Basic** tab is disabled.

With the check box cleared, the **Collate**: **Off (reverse order)** option in the **Basic** tab is enabled.

Setting Face-Up Reverse Page Order

1 In **Device Settings** > **Compatibility**, select **Disable face-up reverse page order**.

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

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

Ignore Application Collation

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

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

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

Selecting Printer Driver Collation

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

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

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

Combine Source and Media Type Lists

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

Creating a Combined Source List

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

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

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

Enable Manual Duplex on Network Port

For some models that do not have a duplex unit, this option lets you use manual duplex to print through a network port. **Enable manual duplex on network port** is available when the printing system is connected through a network port.

Removing a Plug-in

You can remove an installed plug-in from the driver. If removed, the plug-in features do not appear in the driver interface.

Note: To remove the **Output to PDF** module, **PDF** must not be selected as the PDL.

1 In **Device Settings**, click **Kyocera** logo > **Plug-in**.

2 Select a plug-in module from the list and click **Delete**, then **Yes**.

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

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. Selections vary by printing system model, optional devices, or driver version.

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.

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

Quick Print Options

You can set up to 5 print options on the **Quick Print** tab. You can create your own customized view of print options with **Edit Quick Print Options**. You can also select from profiles that have been set with predefined options for frequently run print jobs.

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.

Color

With **Color**, you can choose full-color printing or printing with black toner only. When the selection appears in color, all color settings in the driver are enabled. Color cannot be chosen if **Black & White mode** is selected in **Device Settings** > **Administrator** > **Lock Settings**.

Click the **Color** icon to change between full color and black and white printing.

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**, **On (reverse order)**, **Off (reverse order)**, and **Off**. Selections vary by printing system model.

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**.

If **On (reverse order)** or **Off (reverse order)** is selected, the printed pages appear in reverse order. One or both of these options are available when **Printer default** is not selected under **Destination** in the **Basic** tab. For a face-up destination, **Off (reverse order)** can be disabled in **Device Settings** > **Compatibility**.

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. Some models contain a standard or 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.

Manual Duplex

For some models, manual duplex lets you print on both sides of a sheet without a duplex unit. After the first half of the print job has been printed, the job can be flipped over and fed from the cassette for the second side printing. Click the **Duplex** icon repeatedly to change between flipping on long edge, flipping on short edge, and off.

To use manual duplex in the **Quick Print** tab, the **Source** selection in the **Basic** tab must be set to **Cassette 1** or **Cassette 2**.

Flip on long edge

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

Flip on short edge

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

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

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**, **Full bleed**, 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. For some models, EcoPrint is available only when **KPDL** is

selected as the PDL. For some models, you can select varying toner levels in the **Imaging** tab.

Staple

The **Staple** feature lets you create stapled document sets. Click the **Staple** icon to change between stapling (**On**) and not stapling (**Off**) the print job. Additional staple options can be selected in the **Finishing** tab.

Punch

The **Punch** feature punches holes along the edge of the printed pages so that the pages can be bound together or placed in a binder. Click the **Punch** icon to change between punching (**On**) and not punching (**Off**) the print job. Additional punch options can be selected in the **Finishing** tab.

Edit Quick Print Options

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.

The number of available features depends on the printing system model. If a feature, such as **Staple**, is added to the **Quick Print** tab but a finishing device is not installed, the icon appears as unavailable. Once the device is installed and selected in **Device Settings**, the icon becomes active.

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

Selecting Quick Print Options

1 Depending on your operating system:

Windows 8.1 and Windows Server 2012 R2: click **Start** > **Control Panel** > **View devices and printers**.

Windows 8 and Windows Server 2012: open **Control Panel** > **View devices and printers**.

Windows 7 and Windows Server 2008 R2: click **Start** > **Devices and Printers**.

Windows Vista and Windows Server 2008: click **Start** > **Control Panel** > **Printer**.

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

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

3 Select the **Quick Print** tab.

4 Click **Edit**.

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

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

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

Click the up or down arrows to change the position of the features under **Selected**. The feature at the top appears first in the **Quick Print** tab.

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

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

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.

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.

The newly added profile appears in the **Quick Print** tab.

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.

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 in 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 stapling and 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**.

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

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 all dialog boxes.

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 all dialog boxes.

5 Basic

In the **Basic** tab, you can specify the most commonly used printer driver settings. (Selections vary by printing system model.)

To return to the original settings, click **Reset**. For some models, this also restores the **Booklet** selection in the **Layout** tab and the **Staple**, **Punch**, and **Offset jobs** selections in the **Finishing** tab, if selected. The **Reset** button is available when accessing the printer driver from the application's **Print** dialog box.

Print Size

With **Print size**, you can select the output 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 size setting.

Page Sizes

With **Page Sizes**, you can choose the document size in the application. Once selected, the **Print size** list displays the percentage value of the print size setting relative to the page size setting.

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.

The **Page Sizes** dialog box 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 the **Basic** tab, click **Page Sizes**.

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 short edge and long edge. If a typed value exceeds the allowable limit, it automatically adjusts to the limit.

5   When finished, click **Save**.

6   Click **OK**.

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.

Media Type

Media type instructs the printer to search for the type of media that is requested by the application or the printer driver. The choices shown may change depending on the selection in **Source**. For some models, the default is **Unspecified** and if selected, the driver does not switch to another source tray if the selected tray is empty. If **Auto media selection** is selected, then the printer searches for another tray or cassette using the same paper size or media type. For some models, automatic selection of media types can be disabled in the **Page Description Languages (PDL)** dialog box.

For some models, 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. To display the printing system names, use the **Auto Configure** feature in **Device Settings**.

Some media types, such as transparencies, labels, envelopes, and tab divider sheets 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.

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, envelopes, and tab divider sheets 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.

Destination

This setting specifies which output tray is used for the print job output. For some models with an optional mailbox installed, select a mailbox option, and then click **Mailbox**. In the **Mailbox** dialog box, select the desired mailbox, and then click **OK**.

Copies

This setting specifies the number of copies to print. You can print up to 999 copies. For some models, the maximum is 9,999.

Carbon Copies

This feature lets you print additional copies on paper from different trays or cassettes. This is useful for printing copies of documents such as invoices on different colored paper or media type. The maximum number of copies can be printed for each carbon copy.

You can use the **Prologue/Epilogue** feature in the **Advanced** tab to add a logo or heading to each carbon copy.

When **Carbon copies** is selected, **Booklet** in the **Layout** tab, and all the features on the **Publishing** tab are unavailable.

Printing Carbon Copies

1   In the **Basic** tab, select a source and number of copies for the original copy.

2   For each carbon copy, load the desired media types or colored paper into additional paper sources.

3   Select the **Carbon copies** check box.

4   Click **Settings**.

5   In the **Carbon Copy Settings** dialog box, select the number of copies for each source.

The total number of copies for all sources is displayed under **Total**. The document page count must not exceed the printer tray capacity.

6   Select a **Source** or **Media type** or both for each carbon copy.

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

8   Click **OK** to start printing.

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. With **Off** selected, it prints each page by set. 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**.

If **On (reverse order)** or **Off (reverse order)** is selected, the printed pages appear in reverse order. One or both of these options are available when **Printer default** is not selected under **Destination** in the **Basic** tab. For a face-up destination, **Off (reverse order)** can be disabled in **Device Settings** > **Compatibility**.

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.

Duplex Printing

Duplex printing is printing on both sides of each page. Some models contain a standard or 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.

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.

Manual Duplex

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**. For some models, manual duplex lets you print on both sides of a sheet without a duplex unit. After the first half of the print job has been printed, the job can be flipped over and fed from the cassette for the second side printing. Manual duplex is unavailable when any of the options in the **Publishing** tab are used.

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

Flip on long edge

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

Flip on short edge

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

To use manual duplex:

The printer must be set to a local port. Or when using a network port, select **Enable manual duplex on network port** in the **Compatibility Settings** dialog box, accessed from **Device Settings**.

The **Source** selection must be **Cassette 1** or **Cassette 2**.

Printing with Manual Duplex

1 In **Basic** > **Source**, select **Cassette 1** or **Cassette 2**.

2 Click the **Flip on long edge** or **Flip on short edge** icon.

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

To save a sheet of paper, clear the **Print manual duplex instructions** check box and follow steps 4-6.

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

The even-numbered pages are printed.

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

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

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

6 Click **OK**.

The odd-numbered pages are printed.

Color

For color models, the following options are available:

Full color

This mode prints full four-color text and graphics.

Black

This mode prints with black toner only, suppressing all color settings.

Click the icons to change between **Full color** and **Black**.

Full color and **Black** also appear in the **Quick Print** tab and in the **Imaging** tab. Changes in **Quick Print**, **Basic**, or **Imaging** tabs are reflected in the other tabs.

EcoPrint

EcoPrint makes the entire image, text and graphics, appear lighter in the print job. **EcoPrint** does not increase print speed. In the **Basic** tab, select the **EcoPrint** check box.

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. For some models, EcoPrint is available only when **KPDL** is selected as the PDL. For some models, you can select varying toner levels in the **Imaging** tab.

6 Layout

In the **Layout** tab, you can arrange document data on printed pages without affecting the original document. (Selections vary by printing system model.)

To return to the original settings, click **Reset**. For some models, this also restores the **Staple** and **Booklet (fold)** selections in the **Finishing** tab, if selected. 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 as well as print borders around each of the pages in the **Layout** tab.

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

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 stapling or 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**.

Note: For models that support **Finishing edge**, **Gutter** is available in the **Finishing** tab.

Creating a Gutter

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

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

> **Short edge (top)**
>
> This selection modifies the outside margin on the top edge of the page.
>
> **Long edge (left)**
>
> This selection modifies the outside margin on the left side of the page.

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

3 If the content extends too close to the edge of the page, select **Reduce image to fit**. The content appears slightly reduced and away from the edge of the page.

If the content 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.

Full Bleed

Full bleed lets you produce full-page printing without any margins by printing to a larger sized-paper than the original, and then letting you trim the edges. Trimming the document after printing ensures that the toner has completely covered the document to its edge. You can print booklets, posters, and other marketing documents. This feature helps you create a more professional look by allowing you to crop and zoom, improving the focus of the document.

You can use crop marks to trim the edges of your document. The crop marks help guide you to accurately and evenly cut around your document. Click the icons to change between **None**, **Corners**, **Border**, and **Off**.

None

Does not print any crop marks.

Corners

Prints a set of crop marks in each corner of the page, to let you match the lines from side to side and cut the page precisely.

Border

Creates a thin black border around the entire page. You can follow this border to trim off any excess paper from your document.

If **Full bleed** is selected, the other features on the **Layout** tab and all the features on **Finishing** (except **Separation**), and **Publishing** tabs are unavailable.

With **Full bleed** selected, **Scaling** is fixed at 100% regardless of the print size and page size combination.

Ensure that the selection in **Basic** > **Print size** is larger than the page size. For example, with **Full bleed** selected, and in the **Basic** tab you select **Print size** > **Letter** and **Page Sizes** > **Envelope #10**, the document will contain white space for you to trim after printing.

Printing with Full Bleed

1 In the **Layout** tab, under **Full bleed**, click the icons to select **None**, **Corners**, or **Border**.

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

3 Click **OK** to start printing.

Poster

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

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

Use **Pages per poster** 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. For some models, the label "Sheets per page" appears instead of "Pages per poster."

Pages per poster 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.

Print assembly marks

This selection prints numbers at the edges of each sheet, matching numbers on adjoining sheets. Assemble each sheet edge to the same numbered edge on another sheet.

Printing a Poster

1 In the **Layout** tab, click the **Poster** icon.

2 In **Pages per poster**, 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.

For some models, **Staple setting** lets you choose whether to staple and fold the booklet. This option is available when a folding unit is installed.

None

Prints the booklet without stapling and folding.

Staple and fold

Prints, staples, and folds the booklet.

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** and **Staple setting** 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 specify document finishing features like punching holes and stapling. (Selections vary by printing system model.)

To return to the original settings, click **Reset**. This also restores the **Destination** selection in the **Basic** tab and the **Booklet** selection in the **Layout** tab, if selected. 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. (Selections vary by printing system model.)

Note: **Separation** features cannot be used with **Finishing edge** or with **Staple**.

Offset Jobs

The **Offset jobs** feature physically shifts each print job in the output tray.

To ensure consistent offset stacking, all users printing to the same printing system should select **Offset jobs** as the default setting.

The **Offset jobs** feature requires a finishing device to be selected under **Device options** in the **Device Settings** tab. It does not work with the **Staple** or the **Finishing edge** features.

Offsetting Jobs

1 In **Finishing** > **Separation**, click the **Offset jobs** icon.

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

3 Click **OK** to start printing.

Rotate Copies

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.

Note: For some models, a storage device must be installed.

Rotating Copies

1 In **Basic** > **Destination**, select **Printer default**.

2 Select a number of copies greater than 1.

3 In **Finishing** > **Separation**, click the **Rotate copies** icon.

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

5 Click **OK** to start printing.

Tri-Fold

With **Tri-Fold**, you can produce a document folded into thirds, like a brochure or a pamphlet. Paper sizes A4 and Letter can be used. You can choose to print on the inside or the outside of your document. You can select the direction of the folds. You can also select the number of pages produced as output.

This feature is available when a folding unit is installed.

Printing with Tri-Fold

1 In the **Basic** tab, under **Destination**, select **Printer default** or **Folding tray**.

2 In the **Finishing** tab, click the **Tri-Fold** icon.

3 In **Print side**, select one of the two options:

Inside

This selection prints on the inside of the folded document.

Outside

This selection prints on the outside of the folded document.

4 In **Direction of fold**, select from the options available.

Left to right/Top to bottom

By selecting this option for Portrait, the printer first folds the top third and then the bottom third of the page. For Landscape, the printer first folds the left third and then the right third of the page.

Right to left/Bottom to top

By selecting this option for Portrait, the printer first folds the bottom third and then the top third of the page. For Landscape, the printer first folds the right third and then the left third of the page.

5 In **Number of sheets**, type or select the number of sheets that will be folded into thirds, up to a maximum of 5.

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

7 Click **OK** to start printing.

Bi-Fold

With **Bi-Fold**, you can produce a document folded in half, like a brochure or a pamphlet. The paper sizes that can be used are Letter, Legal, Ledger, A3, A4, B4, Oficio II, and 8K. Printing occurs on the outside of your document. You can also select the number of pages produced as output.

This feature is available when a folding unit is installed.

Printing with Bi-Fold

1 In the **Basic** tab, under **Destination**, select **Printer default** or **Folding tray**.

2 In the **Finishing** tab, click the **Bi-Fold** icon.

3 In **Number of sheets**, type or select the number of sheets that will be folded in half, up to a maximum of 5.

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

5 Click **OK** to start printing.

Finishing Edge

Finishing edge aligns the matching sides of two different page sizes in a document. For example, the long edge of an A4 page is aligned with the short edge of an A3 page; or the short edge of a letter size page is aligned with the short edge of a legal size page. **Finishing edge** can be used with or without the staple and punch features.

You can choose the position of staples in a document composed of mixed page sizes. In contrast, if you are printing a mixed page size document without using **Finishing edge**, staple positions depend on the paper size settings (portrait or landscape) in the paper cassettes.

Finishing edge should be selected before any other features in the **Finishing** tab. If set last, **Finishing edge** might change any settings that you previously made under **Staple** or **Punch**.

Selecting **Finishing edge** makes some other features unavailable, such as **Separation** and **Tri-Fold**. **Finishing edge** cannot be used with the **Poster** feature.

Finishing Edge Combinations

Finishing edge can be used with the following page size combinations:

A4 and **A3** (210 x 297 mm and 297 x 420 mm)

B5 (JIS) and **B4** (182 x 257 mm and 257 x 364 mm)

Letter and **Legal** (8.5 x 11 in. and 8.5 x 14 in.)

Letter and **Ledger** (8.5 x 11 in. and 11 x 17 in.)

16K and **8K** (197 x 273 mm and 273 x 394 mm) [available on some models]

Positioning Options for Finishing Edge

You can select from available options to specify the page edges to be aligned and finished. For additional position settings, select **Custom**. Available options

depend on **Print size**, **Orientation**, **Booklet**, and **Multiple pages per sheet** selections.

In the overview area at the bottom, the page image shows a blue highlighted strip to indicate the current selected **Finishing edge** with **Staple** and **Punch** positions, if selected. When the **Staple** option is used, the **Finishing edge** selection determines where staples are placed. Use this image to verify your selections for **Finishing edge** and **Staple**.

Custom Finishing Edge Settings

The illustrations in the **Custom Finishing Edge Settings** dialog box help you visualize the page alignments. Select the one setting that best illustrates the edge of the mixed pages you want to align.

In the **Position** list, you can select **Custom** to open the **Custom Finishing Edge Settings** dialog box.

> The top two settings (A4/Letter) are for the smaller size paper in the mixed page document.

> The next two settings (A3/Legal/Ledger) are for the larger size paper in the mixed page document.

Note that a change to one custom **Finishing edge** setting adjusts other selections to make them compatible with the change.

Setting the Finishing Edge

1 In the **Basic** tab, select the same size for **Print size** and **Page Sizes**.

2 In **Basic** > **Source**, select **Auto source selection**.

3 In the **Finishing** tab, click the **Finishing edge** icon.

4 In the **Position** list, select from available options, or select **Custom**. Positions are based on the **Print size** selection in the **Basic** tab.

5 Click **OK** in all driver dialog boxes.

6 Load each paper size into different paper cassettes. For example, load A4 and A3 paper so that both sizes feed the 297 mm edge or load letter and legal paper so that both sizes feed the 8.5 inch edge.

7 Click **OK** in the application's **Print** dialog box.

If the printer driver determines that the specified paper size or direction (short or long edge) is unavailable in the printing system, the operation panel message requests that you load the correct paper size into the cassette with the correct orientation.

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**.

Note: For models that do not support **Finishing edge**, **Gutter** is available in the **Layout** tab.

Creating a Gutter

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

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

Short edge (top)

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

Long edge (left)

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

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

3 If the content extends too close to the edge of the page, select **Reduce image to fit**. The content appears slightly reduced and away from the edge of the page.

If the content does not extend beyond the page when the gutter increases, clear **Reduce image to fit**.

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

5 Click **OK** to start printing.

Staple

With **Staple**, you can create stapled document sets. You must first select a finisher under **Device Settings** > **Device options**. Selecting the **Staple** feature makes **Separation** unavailable. The maximum number of sheets depends upon the finisher model and the selected **Page size** or **Media type**. With **Gutter**, you can increase the top and left margins to accommodate the location of the staples.

Staple and **Separation** features cannot be used together.

If **Printer default** is selected as the **Destination** in the **Basic** tab, the selection of an option in the **Finishing** tab results in the automatic selection of a destination compatible with that finishing option. The destination is automatically updated to the first available output tray that supports the selected finishing option.

Staple selects the **Destination** automatically. If the **Finishing** options are changed, the **Destination** selection is not affected.

Finishing edge should be selected before any other features in the **Finishing** tab. If set last, **Finishing edge** might change any settings that you previously made under **Staple**.

Stapling a Print Job

1 In the **Finishing** tab, click the **Staple** icon.

2 Select the position from available options. For some models, the position options vary based on settings in **Finishing edge**, which provides custom staple locations in the document.

If a folding unit is installed and **Booklet** is selected in the **Layout** tab, **Booklet (fold)** is automatically selected. The job is printed in booklet format and folded, with two staples placed in the binding.

3 Select the count for stapling:

For some models, under **Count**, select the number of sheets for each stapled set, or select **All** to staple all sheets.

For some models, select **All sheets** up to the limit displayed in the tab, or **After every** (2 to maximum number).

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

5 Click **OK** to start printing.

Punch

With **Punch**, you can punch holes along the edge of the printed pages so that the pages can be bound together or placed in a binder.

Punch is enabled when an optional finishing device supporting the **Punch** feature, is selected under **Device options** in **Device Settings**. When you select the check box for a finishing device shown in blue in the **Device options** list, the **Punch Unit Settings** dialog box appears. If the device listing is already selected, double-click the option to open the **Punch Unit Settings** dialog box.

Punch cannot be used when **Booklet** is selected in the **Layout** tab.

Finishing edge should be selected before any other features in the **Finishing** tab. If set last, **Finishing edge** might change any settings that you previously made for **Punch**.

Creating Punch Holes for a Print Job

1 In the **Finishing** tab, click the icons to select **Off** or to select the number of hole punches:

2 hole

3 hole

4 hole

2 For some models, click **Settings**, and select the setting for punch position: **Left**, **Right**, or **Upper**.

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, color settings, and grayscale settings. (Selections vary by printing system model.)

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

Print Quality and Custom Quality

With **Print quality**, you can 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. With **Custom Quality**, you can set a more refined resolution for the print job. (Selections vary by printing system model.)

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

High quality

Uses the highest printing system resolution.

Proof

Uses the second highest printing system resolution. This option is unavailable for the PCL 5e/c Page description language.

Draft

Prints with **EcoPrint** mode.

Custom

For black and white models, select **Custom** to open the **Custom Quality Settings** dialog box. Choose your own combination of settings for **Resolution** and **Kyocera image refinement** (KIR).

Custom Quality Settings

The following options are available:

Resolution

Resolution can be set to **Fine 1200**, **Fast 1200** (unavailable for the PCL 5e/c Page description language), **600 dpi**, and **300 dpi**. (Selections vary by printing system model.)

Kyocera image refinement

Kyocera image refinement smoothes 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.

For color models, select **EcoPrint** or **Gloss mode**. **EcoPrint** and **Gloss mode** cannot be used together.

For black and white models, select **Custom** to open the **Custom Quality Settings** dialog box and select from available **Resolution** and **Kyocera image refinement** options.

Selections vary by printing system model.

Trapping

In color printing, color inks or toners are applied separately to a page. A color image has its component colors applied in color separations of cyan, magenta, yellow and black. These color separations must be aligned (registered) precisely to produce a quality full color image. During printing, the paper or media type may shift slightly. While the shift might be very small, the gaps between the colors in the image can be noticeable. Color trapping corrects it by overlapping colors slightly so that minor alignment issues are corrected.

Note: Trapping is unavailable when **PCL 5c** is selected as the PDL.

Setting Trapping Values

1 In **Imaging** > **Trapping**, select a value for the print overlap pixel width:

Light, 0.5 pixel trapping

Medium, 1.0 pixel trapping

Heavy, 1.5 pixels trapping

Very heavy, 2.0 pixels trapping

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

3 Click **OK** to start printing.

Fonts

A computer font is a data file containing a set of glyphs (visual representations of textual elements), characters, or symbols. Common terms for fonts are:

Outline fonts, in contrast to bitmap fonts, are defined as a set of mathematical lines and curves. An outline font is more easily scalable (designed to display and print clearly at any point size) than a bitmap font.

Bitmap fonts define each character as a pattern of pixels (the smallest resolvable rectangular areas of an image). Such fonts are not easily scalable and distort when reduced or enlarged.

Native fonts are the basic or original fonts installed with the computer operating system. TrueType fonts are the native fonts used by Microsoft Windows.

TrueType fonts are a type of scalable outline fonts. TrueType has long been the most common format for fonts on Microsoft Windows.

System fonts are the primary fonts used by the operating system. They are typically accessed through an application interface or through a common font dialog box.

Device fonts are stored either permanently or temporarily in the printing system memory.

Font Settings

In the **Font Settings** dialog box, you can specify how TrueType fonts are sent to the printing system. The chosen method affects the speed and quality of the print job:

Download as outlines

This method is best suited for large documents or print jobs using multiple fonts and font sizes. Print speeds are faster because of the optimization features in this setting. The repetition of similar font data sent to the printing system is reduced, thereby increasing the print speed. Print speed is not increased when using Asian fonts such as Japanese, Chinese, and Korean, because of the large amount of font information used for these particular fonts.

Allow native download

This method improves text quality and increases print speed by converting TrueType fonts to Adobe Type 42 font format. This feature is available when **KPDL** is selected as the PDL.

Download as bitmaps

Downloading fonts as bitmaps provides more detail, however it creates large file sizes. This is best suited for print jobs with custom fonts, very small fonts (point size 1-4), or Asian fonts.

Substitute with device fonts

System fonts and device fonts are automatically matched based on typeface name. This function increases print speed and efficiency. It is useful for changing a font used throughout a large document, by replacing the old font with the desired font.

Note: **GDI compatible mode** does not support **Substitute with device fonts**.

Selecting Font Settings

1 In **Imaging** > **Fonts**, select one of the methods for sending TrueType fonts.

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

3 Click **OK** to start printing.

Font Substitution

Font substitution is the process of using one font in place of another when the intended font is unavailable to a printing system. Font substitution may be critical for output of documents to printing systems that are not well supported by a large font inventory. Standard PostScript fonts are available for substitution.

Setting Font Substitution

1 To set font substitution, you must open **Printing Preferences** outside of a printing application. Depending on your operating system:

Windows 8.1 and Windows Server 2012 R2: click **Start** > **Control Panel** > **View devices and printers**.

Windows 8 and Windows Server 2012: open **Control Panel** > **View devices and printers**.

Windows 7 and Windows Server 2008 R2: click **Start** > **Devices and Printers**.

Windows Vista and Windows Server 2008: click **Start** > **Control Panel** > **Printer**.

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

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

3 In **Imaging** > **Fonts**, select **Substitute with device fonts**, then click **Fonts**.

In the **Fonts Substitution** dialog box, the **System fonts** list shows the fonts installed on your computer. The **Available device fonts** list shows the printing system fonts.

4 Select the system font, and then the available device font to be substituted.

5 You can click **Reset** to restore the default values.

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

If the device font does not have similar font characteristics to the system font, character spacing in the document may appear incorrect.

Disable Device Fonts

In some cases, the printing system substitutes fonts even if you send the TrueType fonts as outline fonts or bitmap images. Select **Disable device fonts** to prevent substitution of device fonts for TrueType fonts.

This option also improves portability of printable data. (If cleared, device fonts may not match when sent to a different printing system.)

Some Adobe applications have device font limitations. To overcome these limitations, select **Disable device fonts**. Device fonts are normally visible in the application font lists as printer icons next to the font name, unless there are equivalent system fonts, in which case the "TT" TrueType icon remains.

Disabling Device Fonts

1 In **Imaging** > **Fonts**, select the **Disable device fonts** check box.

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

Half Speed Mode

Half speed mode reduces the print speed to half the rated speed. When selected, the toner adheres better when printing on small size, thick, or textured paper. This mode may result in quieter printing.

To enable this feature, in the **Imaging** tab, select the **Half speed mode** check box.

Note: **Half speed mode** applies to all media types except **Transparency** and **Vellum**.

Graphics

Graphics are pictorial representations of information. Graphics can be functional (charts, diagrams) or artistic (drawings, photographs). With **Graphics Settings**, you can control the visual results of your printed graphics with options determined by the selected Page Description Language. (Selections vary by printing system model.)

Pattern Scaling

Pattern scaling is a feature that can help improve visual compatibility between screen display 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. Coarse is the same as Auto when **PCL XL** or **PCL 5e/c** is selected as the PDL.

Medium

This setting prints patterns and fills with a greater number of lines, patterns or dots than the Coarse setting. Medium is the same as Auto when **KPDL** is selected as the PDL.

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.

Line Thinning

Line thinning reduces the pen width of lines used for barcodes and line drawings. Drawing values controlled by an application are not changed.

In **Imaging** > **Graphics**, select Line thinning settings. Line thinning is available when **PCL XL** is selected as the PDL. When **GDI compatible mode** is selected in the **Page Description Languages (PDL)** dialog box, Line thinning is not available.

Off (default setting)

Line thinning is not applied.

Barcodes

This setting reduces the pen width value for vertical and horizontal lines. It improves the readability of barcodes.

Fine lines

This setting reduces the pen width value for vertical, horizontal, and diagonal lines.

All

This setting reduces the pen width by a value of 1 for vertical, horizontal, and diagonal line used in barcodes or line drawings.

Correct fine lines by device

Enables correction of pen width by the device rather than by the driver, to improve the quality of barcode printing. This feature is available only on supported models.

Halftone Screen

For some color models, **Halftone screen** appears near the top of the **Graphics Settings** dialog box. This feature improves the print quality of images, lines, and characters. Halftone images simulate the look of a continuous tone image by placing a series of dots in a specific pattern. This feature is unavailable if **PDF** is selected as the PDL.

For some black and white models, the **Halftone Screen** button appears at the bottom of the **Graphics Settings** dialog box. This feature lets an experienced user print different shades of gray as are found in photographs. Shades are produced by printing dots of various sizes and shapes, and by spacing them closer or farther apart. Shading can also be adjusted by the number of rows of data, the angle of the rows, and the shape of the data. This feature is available when **KPDL** is selected as the PDL. It is unavailable when **GDI compatible mode** is selected in the **Page Description Languages (PDL)** dialog box.

Setting the Halftone Screen

Color models

1 In **Imaging** > **Graphics**, select from available options in the **Halftone screen** list:

Normal

Select to print standard documents (recommended for most types of documents).

Gradation priority

Select to print documents with a smooth, continuous gradation of colors and grays.

Resolution priority

Select to print documents with sharp lines and characters.

High definition

Select to print documents with thin lines and small characters.

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

3 Click **OK** to start printing.

Black and white models

1 In **Imaging** > **Graphics**, click **Halftone Screen**.

2 Clear the **Use printer's default screens** check box.

3 Set the available options to the desired values:

Ink

Lists the halftone screens available. For black and white printers, this option appears unavailable and is permanently set to **Black**.

Frequency

Displays the number of rows of dots per inch or centimeter. Set the range from 2.0 to 999.9, and select lines/inch or lines/cm.

Angle

Sets the angle at which rows are aligned. Set the range from -180 to 180 degrees.

Shape

Select the shape of the halftone dot:

Ellipse

Resists optical jump. An optical jump occurs when an area of an image suddenly become darker. An ellipse shape provides a smooth gradation of tones. Select **Ellipse** for images with dark areas.

Round

Resists moiré formation and dot gain. Moiré formation is an unintended pattern that occurs when two or more colors are printed at the wrong angles. The correct angles depend on the number of colors being printed. Dot gain is when the halftone dots increase when printed, causing a moiré pattern. Select **Round** for images with light tints and highlighted areas.

Line

Used for special effect. Select **Line** to change the effect by selecting a different angle.

4 Select **Increase accuracy of screens** for better print quality, possibly increasing print time.

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

6 Click **OK** to start printing.

Inversion Options

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

In **Imaging** > **Graphics**, select **Inversion options**. The settings are available when **KPDL** is selected as the PDL.

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.

Optimization

Optimization is a process or methodology of improving a printing system's function or effectiveness.

In **Imaging** > **Graphics**, select **Optimization**. The settings are available when **KPDL** is selected as the PDL.

Fast printing

This setting increases print speed and decreases spool size. It delivers images in binary format. It can be used for most everyday printing needs.

Document portability

This setting creates a PostScript file in ASCII text encoding. Unlike the binary format created in **Fast printing**, the ASCII text created with this selection can be edited.

CIE Option

CIE optimization bypasses the normal procedure of processing every aspect of the CIE color space used in applications such as Adobe Acrobat and Photoshop. This feature increases print speed for documents printed from these applications by optimizing CIE data. It has no effect on print jobs that do not use CIE data. **CIE optimization** should be selected for speed not accuracy, so printed output may be different from appearance on the screen.

In **Imaging** > **Graphics**, select the **CIE optimization** check box. **CIE optimization** is available when **KPDL** is selected as the PDL.

Image Compression Mode

For color models, **Image compression mode** lets you select a method for compressing images depending on the desired quality in printed images. JPEG compression produces a lower quality image, while delta row compression produces a higher quality image but creates a larger file size. **Image compression mode** is available when **KPDL** or **PCL XL** is selected as the PDL.

In **Imaging** > **Graphics**, select from the following compression options:

Smaller file size

Uses JPEG compression

High quality

Uses delta row compression

Gloss Mode

Gloss mode simulates high-gloss copies by adding a glossy appearance to printed text and images.

Note: **EcoPrint** and **Gloss mode** cannot be used together.

EcoPrint

EcoPrint changes toner saturation in the print job, making the entire print image, including text and graphics, appear lighter. The amount of toner varies based upon your printing system model and the type of data printed (text, graphics, or both). **EcoPrint** does not increase print speed. **EcoPrint** and **Gloss mode** cannot be used together.

For some models, you can choose the amount of toner you want to save.

EcoPrint is also available in the **Quick Print** and **Basic** tabs. If **EcoPrint** is turned on in the **Quick Print** or **Basic** tab, the **Imaging** tab displays the previously-selected level. If no level is selected, the **Imaging** tab selection is **Medium**.

Note: For some models, **EcoPrint** is available only when **KPDL** is selected as the PDL.

Selecting EcoPrint

1 In the **Imaging** tab, click the **EcoPrint** icons to change between on and off.

2 In the list, select the amount of toner you want to save.

For some models click the **EcoPrint** button and select **Low** or **High**.

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

4 Click **OK** to start printing.

Color

With **Color**, you can choose full-color printing or printing with black toner only.

In **Imaging** > **Color**, the following color modes are available:

Full color

This mode prints full four-color text and graphics.

Black

This mode prints with black toner only, suppressing all color settings.

Color Reproduction

Color reproduction lets you optimize the color rendering of photos and graphics. This feature is available when **Full color** is selected under **Color**.

In **Imaging** > **Color reproduction**, the following options are available:

Printer settings

This option uses the printer settings only.

Text and graphics

This option is for printing documents that contain many graphs, charts or drawings.

Text and photos

This option is for printing documents with many photographic images.

Vivid colors

This option increases the color saturation of graphics and photos.

Publications

This option is for printing a mix of graphics and/or photos. Select this option to print close to the color shade of the screen.

Line art

This option is for printing figures or graphics drawn with lines. Select this option to print colored lines with pure simple color.

PANTONE

This option uses the **PANTONE** color profile installed in the application. **PANTONE** must be selected in the **Optional Components Wizard** when installing the printer driver. Select this option when using the **PANTONE** color swatches that are provided with your printer software for some Adobe, Corel, and Quark applications. If selected, some **Print quality** and **Color** options, such as color adjustment, are unavailable. This option is available when **KPDL** is selected as the PDL.

Custom table

This option lets you select a custom color table that was previously downloaded to your printing system. All other **Color reproduction** options use the default color table.

Advanced

This option achieves greater consistency in color reproduction among various devices. It compensates for the different color spaces of color printing systems. Selecting and applying a set of profiles is called a color profile. Select to open the **Color Correction** dialog box for additional color printing options.

For some models, the following **Color reproduction** options are available:

Auto 1

This option is for use in almost all cases, for printing generic documents.

Auto 2

This option prints black text and graphs in black toner only.

Auto 3

This option prints black text and graphs in four-color toner.

Auto 4

This option prints images and graphs similar to colors shown on the monitor.

Picture image

This option prints images, text, and graphs similar to colors shown on the monitor.

Text

This option prints images, text, and graphs in vivid color (black prints with black toner only).

Chart (graphic)

This option prints images, text, and graphs in vivid color (black prints with four-color toner).

Advanced

Select to open the **Color Correction** dialog box for additional color printing options.

Color Correction

With **Color Correction**, you can alter the colors in an image in order to print it properly. It attempts to match the colors of the original image to the printer's colors. ICM is Microsoft's Image Color Management, the standard for Windows.

The following options are available in the **Color Correction** dialog box. (Selections vary by printing system model.)

None (application corrected)

With this option, color data processes without applying the adjustments contained in the printing system's internal color lookup tables. Ink simulation is not executed. This is useful if the application provides its own color correction.

ICM (system corrected)

This option specifies color rendering in the print job to make it as close to the original as possible. ICM technology relies upon associating an output device like a printing system with a Color Profile. An ICM Profile for a printing system contains information about rendering accurate color information for that device. The settings for ICM must be set in the Color Management tab in the printing system Properties.

Monitor simulation (RGB)

Corrects the sRGB monitor value according to HDTV standards.

Ink simulation (CMYK)

Provides output similar to the selected offset press ink set:

> **Euroscale Press** Simulates European press standards by matching the equivalent Imation Matchprint proof.

> **SWOP Press** Simulates U.S. press standards by matching the Specifications for Web Offset Publications.

Ink simulation (CMYK) is available when **KPDL** is selected as the PDL.

Selecting Color Correction

In **Color reproduction**, the **Advanced** option provides some methods for controlling how the printer processes color matching.

1 In **Imaging** > **Color reproduction**, select **Advanced**. In the **Color Correction** dialog box:

> If you select the **None (application corrected)** option, click **OK** to close the **Color Correction** dialog box.

> If you select the **ICM (system corrected)** option, continue to step 2.

2 Select an option, then click **OK** to save the selection.

> **Optimize for exact color (colorimetric)**

> This option is for matching colors precisely in all print jobs, such as colors in a corporate logo.

> **Optimize for color contrast (best for images)**

> This option optimizes for color contrast by adjusting contrast to preserve detail throughout the tonal range. Select it for images or scanned photographs containing many colors or shades of color.

> **Optimize for color saturation (best for graphs)**

> This option optimizes for color saturation by adjusting hue to preserve the vividness of pure colors. Select for graphs or charts containing solid colors.

3 For some models, select **Monitor simulation (RGB)** and **Ink simulation (CMYK)** options. **Ink simulation (CMYK)** is available when **KPDL** is selected as the PDL.

4 Click **OK** again to close the **Color Correction** dialog box.

Setting a Default Color Profile

When using the **ICM (system corrected)** feature in the **Color Correction** dialog box, you can set a color profile for your printing system.

Windows 8.1, Windows Server 2012 R2, Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008, and Windows Server 2008 R2

1 Depending on your operating system:

Windows 8.1 and Windows Server 2012 R2: click **Start** > **Control Panel** > **View devices and printers**.

Windows 8 and Windows Server 2012: open **Control Panel** > **View devices and printers**.

Windows 7 and Windows Server 2008 R2: click **Start** > **Devices and Printers**.

Windows Vista and Windows Server 2008: click **Start** > **Control Panel** > **Printer**.

2 Right-click your color model, then:

Windows 8.1, Windows Server 2012 R2, 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 Select the **Color Management** tab and click **Color Management**.

4 In the **Devices** tab > **Device** list, select the desired color printer.

5 Select the **Use my settings for this device** check box.

6 In the **Profile selection** list, select **Manual**, and click **Add**.

7 In the **Associate Color Profile** dialog box, select an ICC profile, or click **Browse** to find a profile, and click **OK**. The profile is added to the **Profiles associated with this device** list.

8 Select the desired color profile and click **Set as Default Profile**.

9 Click **Close**.

Windows XP and Windows Server 2003

1 Click **Start**, and then click **Printers and Faxes**.

2 Right-click your color model, and select **Properties**.

3 Select the **Color Management** tab and click **Add**.

4 In the **Add Profile Association** dialog box, select a color profile from the list and click **Add**.

5 In the **Color Management** tab, select **Manual**.

6 Select the desired color profile from the list and click **Set as Default**.

7 Click **Apply**.

Color Adjustment

Color adjustment lets you customize the two color spaces in the driver and save up to three custom groups. Color space changes can be made to hue, saturation, and lightness (HSL) or to color balance levels.

> **Note:** If different custom settings are selected for **Adjustment** and **Color Optimizer** in the **Advanced** tab, the latest change takes precedence and is applied to the print job.

In a client-server environment, settings a user makes in the client computer are saved for future use.

Selecting Custom Color Adjustment

1 In **Imaging** > **Color**, click the **Full color** icon.

2 In the **Adjustment** list, select **Custom 1**, **Custom 2**, or **Custom 3**, to apply the custom setting to a print job.

3 Click **OK**.

Adjusting HSL (Hue, Saturation, Lightness)

1 In **Imaging** > **Color**, click the **Full color** icon.

2 In the **Adjustment** list, select **Edit**.

3 In **Adjustment Settings** > **Custom color adjustment**, select **Custom 1**, **Custom 2**, or **Custom 3**.

4 Select **HSL (hue, saturation and lightness)**.

5 Under **Select preview image**, click the icon to select one of three different images. Different colors are emphasized in each of the photographs to aid in the color adjustment process.

6 Adjust the distribution and balance of hues.

For coordinated hue adjustment, from the **Modify** list, select **Master**. Type or select the **Hue** value between -180 and +180.

For specific hue adjustment, from the **Modify** list, select **Red**, **Yellow**, **Green**, **Cyan**, **Blue**, or **Magenta**. Type or select the **Hue** value between -10 and +10.

7 Type or select the **Saturation**, **Lightness**, and **Contrast** values between -10 and +10.

8 You can click **Reset** to restore the default values.

9 Click **OK** to save the new HSL settings.

Adjusting Color Balance

1 In **Imaging** > **Color**, click the **Full color** icon.

2 In the **Adjustment** list, select **Edit**.

3 In **Adjustment Settings** > **Custom color adjustment**, select **Custom 1**, **Custom 2**, or **Custom 3**.

4 Select **Color balance**.

5 Under **Select preview image**, click the icon to select one of three different images. Different colors are emphasized in each of the photographs to aid in the color adjustment process.

6 Under each color bar, type or select the relative values of each color between –10 and +10.

7 You can click **Reset** to restore the default values.

8 Click **OK** to save the new Color balance settings.

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 For color models, in **Imaging** > **Color**, click the **Black** icon.

2 For color and black and white models, in the **Adjustment** list, select **Custom**.

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

3 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.

4 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.

5 You can click **Reset** to restore the default values.

6 Click **OK** to save the new black and white settings.

Color Conversion

Color conversion lets you choose how to apply color processing to your print job depending on how color data is received from the application. This feature is available if **KPDL** is selected as the PDL.

In **Imaging** > **Color conversion**, select from the following options:

Printer settings

Select this option to use the settings currently on the device.

Speed priority

Select this option if the driver receives RGB data from the application.

Quality priority

Select this option if the driver receives full-color data from the application. In the **Job** tab, in the **Job Storage (e-MPS)** > **Type** list, if saving to **Custom Box**, it is only possible to print. It is not possible to copy external memory or change or send internal data.

Text and Graphics Effects

Special settings are available for color or black and white printing. (Selections vary by printing system model.)

Print text as black

This option 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. For color models, this feature is available with all of the **Color** options.

Print grays with black toner

This option prints grayscale with black toner only. **Full color** must be selected as the **Color** option.

Continuous tone

Images are represented by a series of evenly graduated tones, as in a photograph. This option is available for color models and is selected by default when **Full color** is selected as the **Color** option.

Print graphics as black

This option prints all color graphics with black, rather than grayscale. This feature is implemented for CAD applications. For color models, **Black** must be selected as the **Color** option.

Gray component replacement

This option replaces the gray component of CMY with black.

Composite overprint

This option blends overlapping images into a composite image. This feature is available when **KPDL** is selected as the PDL.

9 Publishing

In the **Publishing** tab, you can create covers and inserts for a print job, insert sheets between transparencies, and insert tab divider sheets. The features on this tab are available only when **PCL XL** or **KPDL** is selected as the PDL. (Selections vary by printing system model.)

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.
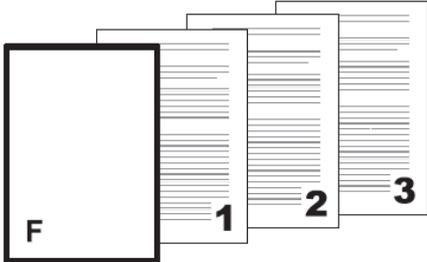
Cover Mode

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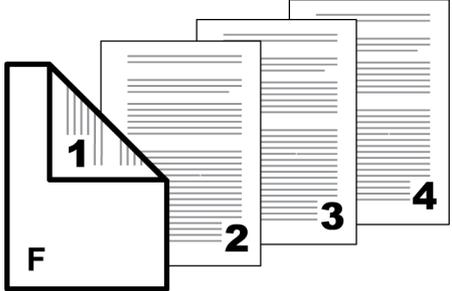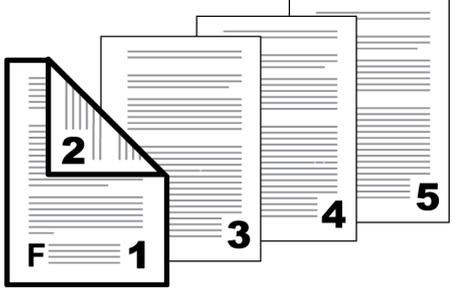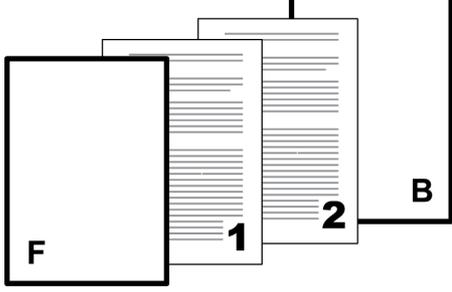
Duplex printing must be selected in the **Basic** tab or **Quick Print** tab in order to print using the **Front** / **Inside** or **Back** / **Outside** options.

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

Cover Mode Options

Check Box Selection	Cover Insertion Type
Front	Inserts a blank front cover.
Front Front Outside	Prints on the outside surface of the front cover.
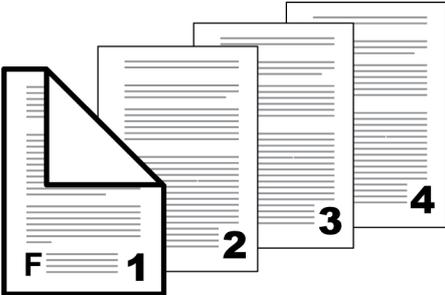
— continued

Check Box Selection	Cover Insertion Type
Front Front Inside	Prints on the inside surface of the front cover.
Front Front Outside Front Inside	Prints on the outside and inside surfaces of the front cover.
Front and back	Inserts blank front and back covers.
Front and back Front Outside	Prints on the outside surface of the front cover and inserts a blank back cover.
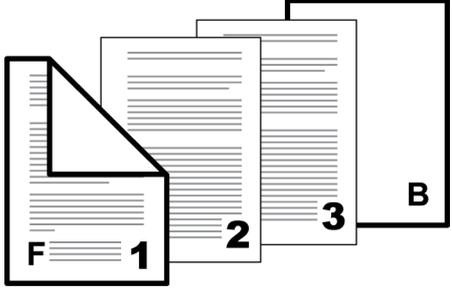
— continued

Check Box Selection	Cover Insertion Type
Front and back Front Inside	Prints on the inside surface of the front cover and inserts a blank back cover.
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.
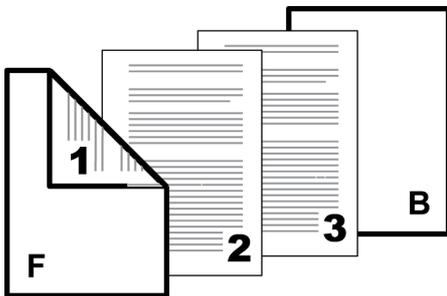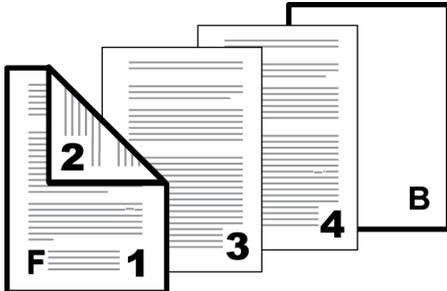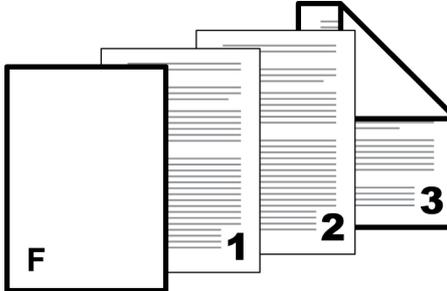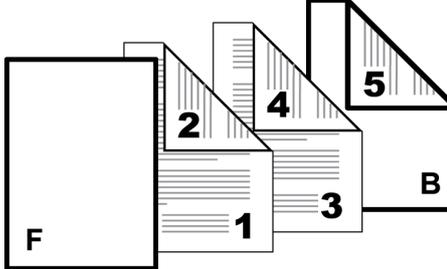
— continued

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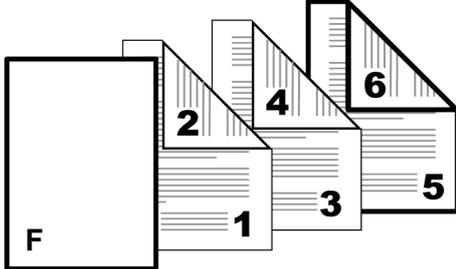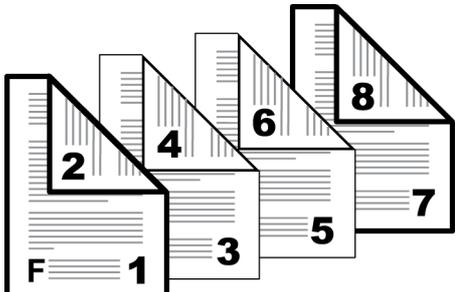
Printing Covers

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.

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**, **Page insert**, or **Index tab dividers**.

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 **Back** option.

If this feature is used with **Publishing** > **Index tab dividers**, some options selected for **Index tab dividers** are automatically selected for **Page insert**. Similarly, **Page insert** selections appear in the **Tab Settings** dialog box.

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

Page Insertion Options

Check Box Selection	Page Insertion Type
Page insert	Inserts a blank page.
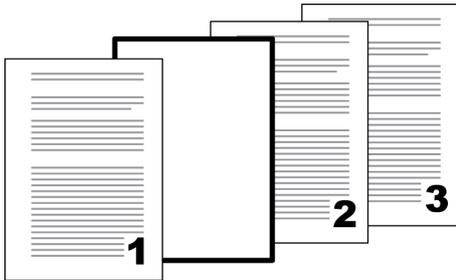
Check Box Selection	Page Insertion Type
Page insert Front	Prints on the front side of the inserted page.
Page insert Back	Prints on the back side of the inserted page.
Page insert Front Back	Prints on both sides of the inserted page.
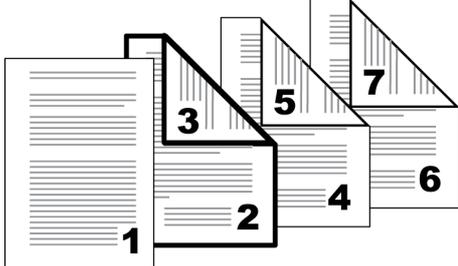
Printing Page Inserts

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 **Front** and **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 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.

Index Tab Dividers

Index tab dividers inserts tab divider sheets at specified points in a print job to divide sections of a printed document. You can also print on the tabs. You can use standard or custom tab divider sheets for A4 and Letter paper. Tab divider sheets must be supplied from the **MP tray** so that the tabs are on the edge opposite the feeding direction, and the printing surface is down. The first tab is on the left side relative to the feed direction. This feature is available for A3 models.

All tabs that are set up in the **Tab Settings** dialog box are applied to the current job.

Ensure that the paper is properly loaded by following the instructions outlined in the printing system's *Operation Guide*.

Some options selected for **Index tab dividers** are automatically selected for **Publishing** > **Page insert**. Similarly, **Page insert** selections appear in the **Tab Settings** dialog box.
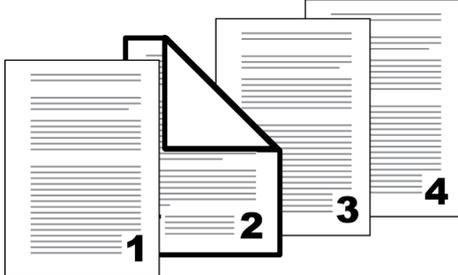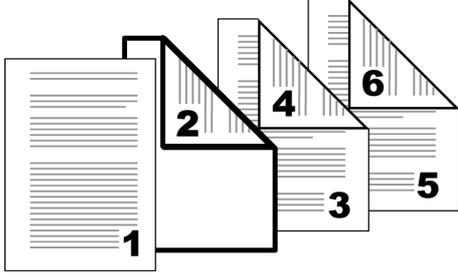
Tab text can be printed on only one side of the tabs, even if the document pages are printed on both sides.

We recommend that you print a test job on plain paper. Use a short test document, and cut plain paper to the size of the tab divider sheets. The test job will help you determine the correct driver settings and placement into the **MP tray**.

The **Custom Media**, **Tab Settings**, and **Custom Tab** dialog boxes display the unit of measurement in inches or millimeters. You can change the **Units** setting in the **User Settings** dialog box, accessed from **Device Settings**.

Index Tab Dividers Options

The following options are available for the **Index tab dividers** feature in the **Publishing** tab:

Media

From the list, select from available standard tab divider sheets for A4 or Letter. You can select **Custom** to open the **Custom Media** dialog box and create custom tab divider sheets.

Settings

Click to open the **Tab Settings** dialog box and select tab settings for the current print job.

Custom Media dialog box

You can create a custom size with your chosen dimensions for non-standard size tab divider sheets. Tab size is adjusted depending on the number of tabs and the selected distances before, between, and after the tabs. The total distance must not exceed the long edge width.

Number of tabs

Select how many tabs to include for the custom media, between 1 and 15.

Print size

Select **A4** or **Letter**.

Before first tab

Type or select the distance between the edge of the paper and the first tab.

Between tabs

Type or select the distance between each of the tabs. For tabs that overlap each other, select a negative value.

After last tab

Type or select the distance between the edge of the paper and the last tab.

Extension

Type or select the distance the tab extends from the edge of the paper.

Tab Settings dialog box

Once the media is selected, you must select tab settings for the current print job. A maximum of 50 tab printing settings and a maximum of 50 page insert settings can be set. Selections apply to all tab divider sheets in the print job.

Tab patterns are repeated when the last tab position has been used. For example, with 20 tabs selected for 5-tab media, 5 tabs are inserted 4 times in a repeated pattern.

Note: If **Use index tab dividers** is selected, you cannot select the same **Print onto** setting in **Page insert**. If **Use index tab dividers** is not selected, because the **Print onto** setting is the same as that in **Page insert**, a different setting from **Page insert** cannot be selected.

Current tab settings

Displays the tab settings for the current print job.

New

Click the button to add a new tab to the **Current tab settings** list. Then select settings for the new tab.

Delete

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

Customize

Click the button to open the **Custom Tab** dialog box and select custom tab settings such as font, color, and text alignment. The **Customize** button is available when **Use index tab dividers** is selected and **Shift image** is cleared.

Insert before page

Type the page number to insert. A tab divider sheet is inserted between the page number you typed and the page before it. If **1** is selected, the tab divider sheet is inserted before page 1. If **Use index tab dividers** is not selected, the **Page insert** feature is selected automatically with this page number in **Insert before pages**.

If a number is entered twice, an error occurs (red text box). Delete the duplicate entry under **Current tab settings**.

Print onto

Select options for printing document data on the inserted pages. Select **Front** to print the next page of document data on the tab divider sheet. Select **None** if you do not want to print document data on the tab divider sheets. With either selection, tab text is printed on the tabs, if selected.

Use index tab dividers

Select the check box to use the option selected in the **Media** list in the **Publishing** tab. When the check box is clear, **Index tab dividers** is the same as **Publishing** > **Page insert**.

Shift image

With **Use index tab dividers** selected, select **Shift image** for applications and templates that include tabs in the document. Page content and tab text are moved so that the tab text is printed on the tabs. Type or select the shift distance to a maximum of 30 mm (1.2 inches).

When using this feature, type the tab text in the application or template, not in the **Tab Settings** dialog box.

Position

Select the tab position for each tab. **Auto** sets the tab positions automatically, or you can select the position from the list. Available options depend on the selected standard media or the **Number of tabs** selection in the **Custom Media** dialog box. Tab divider sheets must be loaded to match the position settings.

Tab text (3 lines max)

Type a maximum of three lines of text for each tab, to a maximum of 260 characters on each line.

Custom Tab dialog box

You can select the font, style, color, size, orientation, tab alignment, text alignment, and line spacing for the tab text. Selections apply to all tab divider sheets in the print job.

Color options vary by model. For color models, select from default or custom colors. For black and white models, or with **Black** selected in the **Quick Print**, **Basic**, or **Imaging** tabs, select **Black** or select shades of gray from the list.

Orientation options are different from the orientation options in the **Quick Print** and **Basic** tabs. For custom tabs, the following orientation options are available:

Normal

Viewing the sheets with tabs at the top, text is horizontal and right side up.

Flipped

Viewing the sheets with tabs at the top, text is horizontal and upside down.

Horizontal

Viewing the sheets with tabs on the right side, text is horizontal.

Vertical

Viewing the sheets with tabs on the right side, text is vertical.

Tab alignment options are similar to Microsoft Word vertical alignment:

Top

Tab text is aligned at the top edge of the tab extension.

Middle

Tab text is aligned at the center of the tab extension.

Bottom

Tab text is aligned at the bottom edge of the tab extension.

When selecting **Text alignment** and **Line spacing** options, view the paper with tabs on the right side, as in the dialog box illustration.

Inserting Index Tab Dividers

1 Load tab divider sheets into the **MP tray** with the long edge facing the direction of the paper feed. The tabs will then be facing outward. Place the sheets with

the printing surface down. The first tab is on the left side relative to the feed direction.

2   In the **Publishing** tab, click the **Index tab dividers** icon.

3   In the **Media** list, select a standard media option, or select **Custom** to create custom media.

4   If **Custom** was selected in step 3, create the desired custom media in the **Custom Media** dialog box, and click **OK**.

5   Click **Settings**.

6   In the **Tab Settings** dialog box, click **New**, and type the page number to insert. A tab divider sheet is inserted between the page number you typed and the page before it.

7   Select your desired settings for **Print onto** and **Position**, and type the tab text.

8   If **Use index tab dividers** is selected and **Shift image** is cleared, you can click **Customize** and select custom settings for the tab text. Click **OK**.

For applications and templates that include tabs in the document, select **Shift image**, and select the shift distance.

9   Repeat steps 6-8 to include multiple tab divider sheets in the print job, and then click **OK**.

10 If you want to use the current tab settings again, click **Save as** at the bottom of the **Printing Preferences** dialog box and save the settings as a profile.

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

12 Click **OK** to start printing.

10 Job

In the **Job** tab, you can store print jobs in the memory installed in the printing system. 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. (Selections vary by printing system model.)

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 (e-MPS)

Job storage (e-MPS) offers a set of options for saving print jobs in printing system memory, so that you can print or reprint them later. Print jobs can easily be reprinted later using the printing system's operation panel, and printing of sensitive documents can be restricted to approved users. (Selections vary by printing system model.)

For some models, a portion of the printing system's memory can be designated as a RAM disk for storing print job data temporarily, or you can install a storage device for larger capacity and permanent storage.

E-MPS is a multitier solution that provides advanced print management, directly from the desktop. By storing a job in the printing system, you can print it from the operation panel without sending it again from the computer.

To use the **Job storage (e-MPS)** features, you can set a **User name** in the **User Settings** dialog box, available in **Device Settings**. If you do not set a user name, the Windows login user name is the default.

Custom Box

With **Custom Box**, you can store print jobs until they are printed from the printing system's operation panel. You can print one or more jobs from the storage device.

Print jobs can be deleted after printing or saved on the storage device for 1-31 days.

Custom boxes must be set up for each user at the printing system's home page, and in the **Hard Disk Settings** or **SSD Settings** dialog box, accessed from **Device Settings**. The maximum number of custom boxes is 1000.

Storing a Job in a Custom Box

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Custom box**.

3 Click **Settings**.

4 Select a **Custom Box Settings** option:

Select **Use specific box number**, and type the box number and password.

Select **Prompt for box number**, and click **OK**. When starting to print, the **Custom Box** dialog box appears. Type a box number from the **Defined custom boxes** list. If a password was set, type the password.

Select **Display box number list**, and click **OK**. When starting to print, the **Custom Box** dialog box appears. Select a box from the list. If a password was set, type the password. This can be selected if **Shared box** is selected in the **Hard Disk Settings** or **SSD Settings** dialog box. (For some models, **Shared box** is selected by default.)

Select **Verify box number for each login user**, and click **OK**. When starting to print, the **Custom Box** dialog box appears. Type a box number. To include a password, select **Require password** and type the password. This can be selected when **Shared box** is selected in the **Hard Disk Settings** or **SSD Settings** dialog box. (For some models, **Shared box** is selected by default.)

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

6 Click **OK** to start printing.

With **Verify box number for each login user** selected, the driver searches for a login user name from the custom box list to serve as the custom box name:

If a match is found, the custom box is used for the print job.

If a match is not found, the driver checks for administrator or user permissions. With administrator permissions, you are prompted to type a box number and optional password for the print job. The driver searches for a Windows login user name and adds this name with the box number and password to the custom box list in the driver. With user permissions, the print job is canceled. You are then prompted to contact an administrator to establish printing permissions.

Quick Copy

Quick copy is a **Job storage (e-MPS)** option that prints all copies of a print job and stores the job temporarily on the storage device for reprinting later. This feature is available when a storage device is installed and selected in **Device Settings**.

Quick copy is useful for printing the job again later in the day when you need additional copies at short notice. You can set the number of additional copies and print the job from the printing system's operation panel without sending the job again from the computer.

The number of **Quick copy** or **Proof and hold** jobs that can be stored is set at the printing system's operation panel, to a maximum of 50 jobs. When the designated number of jobs is reached, older jobs are replaced by new jobs. All **Quick copy** jobs are stored on the storage device after printing. Jobs are deleted when the printing system is turned off. For some models, jobs are deleted when the job retention date has passed. You can manually delete a job at the operation panel.

Warning: A print job replaces a job on the storage device having the same **User name** and **Job name**. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Printing a Quick Copy Job

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Quick copy**.

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

4 Click **OK** to start printing.

Proof and Hold

Proof and hold is a **Job storage (e-MPS)** option that prints one copy of a print job so that you can proof it before printing the remaining copies. This feature is available when a storage device is installed, or for some models when a RAM disk is set up in the printing system and selected in **Device Settings**.

After the proof copy is printed and checked, remaining copies can be printed from the printing system's operation panel without sending the job again from the computer. If desired, you can change the number of copies printed.

Note: **Proof and hold** is unavailable for some applications such as Microsoft Excel.

The number of **Proof and hold** or **Quick copy** jobs that can be stored is set at the printing system's operation panel, to a maximum of 50 jobs. When the designated number of jobs is reached, older jobs are replaced by new jobs. All **Proof and hold** jobs are stored on the storage device after printing. Jobs are deleted when the printing system is turned off. For some models, jobs are deleted when the job retention date has passed. You can manually delete a job at the operation panel.

Warning: A print job replaces a job on the storage device having the same **User name** and **Job name**. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Printing a Proof and Hold Job

1 In the **Basic** tab, select the number of copies to be printed.

2 In the **Job** tab, click the **Job storage (e-MPS)** icon.

3 In the **Type** list, select **Proof and hold**.

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

5 Click **OK** to start printing.

Private Print

Private print is a **Job storage (e-MPS)** option that saves jobs on the storage device or, for some models, in RAM disk memory, for printing until a four-digit access code is entered. When the storage device reaches maximum capacity

and a new job is sent to be stored, the oldest stored job is replaced by the new job. **Private print** jobs are deleted when the printing system is reset or turned off. For some models, jobs are deleted when the job retention date has passed. If you do not want the job deleted, select the **Job storage** feature.

When sending a sensitive document to the printing system, a user must type a four-digit access code, which is attached to the print job along with the **Job name** and **User name**. You can also select a prompt option for typing the access code. The job is not printed until a user enters the access code at the printing system's operation panel. After the job is printed, it is removed from printing system memory.

The number of **Private print** jobs that can be stored is limited only by the storage capacity of the storage device. You can manually delete a job at the operation panel.

Warning: A print job replaces a job on the storage device having the same **User name** and **Job name**. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Storing a Private Print Job

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Private print**.

3 Select a method for choosing an access code:

Clear **Prompt for access code**, and then type four numbers in the **Specify access code** box.

Select **Prompt for access code**. When you click **OK** in the **Print** dialog box, type the access code in the **Private Print** dialog box that appears. If Private print is used repeatedly, this option lets you select access codes easily without opening the **Job** tab for every print job.

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

5 Click **OK** to start printing.

Job Storage

Job storage is a **Job storage (e-MPS)** option that stores a print job permanently on the storage device for printing later. You also have the option of protecting the print job from unauthorized printing by using an access code. This feature is available when a storage device is installed and selected in **Device Settings**.

Job storage is useful for jobs that need to be available for printing at any time, even if the printing system has been turned off and turned on again. **Job storage** jobs can only be removed manually from printing system memory.

If desired, you can attach a four-digit access code to a **Job storage** job, so that you can print a job without anyone else seeing it, or restrict printing to approved users. When the access code is used, the job is not printed until a user prints it at the printing system's operation panel. After the job is printed, it remains in printing system memory.

The number of **Job storage** jobs that can be stored is limited only by the storage capacity of the storage device. You can manually delete a job at the operation panel.

> **Warning:** A print job replaces a job on the storage device having the same **User name** and **Job name**. To prevent this, select **Use job name + date and time** under **Overwrite job name**.

Storing a Job Storage Job

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Job storage**.

3 If you want to restrict access to your document, select **Access code** and type four numbers in the box.

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

5 Click **OK** to start printing.

Temporary

With **Temporary**, you can print jobs and save them on the storage device. When the storage device becomes full, **Temporary** jobs are replaced beginning with the oldest jobs. If you do not want jobs to be removed, select the **Permanent** option.

Selecting **Temporary** as a storage option increases print speed on a multiple copy job. The first copy of the job is rendered once, then all subsequent copies are printed at the rated speed of the printing system.

Temporary jobs can be reprinted by installing and using the **KYOCERA Net Viewer** utility.

Storing a Temporary Print Job

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Temporary**.

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

4 Click **OK** to start printing.

Permanent

Permanent lets you print jobs and save them on the storage device. Jobs are stored on the storage device until it becomes full, and then can only be removed manually.

Selecting **Permanent** as a storage option increases print speed on a multiple copy job. The first copy of the job is rendered once, then all subsequent copies are printed at the rated speed of the printing system.

A list of **Permanent** jobs can be printed at the printing system's operation panel. Set a **Job name** and **User name** to help you find the jobs in the **Permanent Code Job List**.

Permanent jobs can be reprinted by installing and using the **KYOCERA Net Viewer** utility.

Storing a Permanent Print Job

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Permanent**.

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

4 Click **OK** to start printing.

Barcode

For some models, barcode information can be added to a print job. You can then scan the print job or a job list with the optional barcode reader to print a job. It requires that the barcode reader be connected to the serial port on the printing system.

Placing a Barcode on a Print Job

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Temporary** or **Permanent**.

3 Click **Options**.

4 In the **Barcode Options** dialog box, select **Barcode**.

5 Select **Print on first page only** to print a barcode that appears only on the first page of the print job. Select **Print on all sheets** to print a barcode on each page.

6 From the **Position** list, select the barcode position on the page.

7 In the **Orientation** menu, select whether you want the barcode to print in a horizontal or vertical position. The default orientation is horizontal.

8 If you want to print the job ID as characters with the barcode, select **Print barcode ID**.

9 Click **OK**.

Virtual Mail Box

With **Virtual mail box**, you can send print jobs to electronic mail boxes rather than physical mail boxes. Sending a job to a **Virtual mail box** also creates the mail box on the storage device. After jobs are sent to a **Virtual mail box**, they can be printed from the printing system's operation panel. Jobs are saved until they are printed and then are removed from memory. You can create up to 255 mail boxes in the **Hard Disk Settings** dialog box in **Device Settings**. For some models, **Virtual mail box** is unavailable when **KPDL** is selected as the PDL.

The main difference between **Virtual mail box** and **Synergy print box** is that a job sent to a **Virtual mail box** is deleted as soon as it is printed, while a job sent to a **Synergy print box** is stored permanently in printing system memory.

Storing a Job in a Virtual Mail Box

1   In the **Job** tab, click the **Job storage (e-MPS)** icon.

2   In the **Type** list, select **Virtual mail box (VMB)**, and then click **Selection**.

3   Select a method for choosing an output tray:

Select one or more trays in the **Defined names** list.

Select **Prompt for Mailbox ID**. When you click **OK** in the **Print** dialog box, select one or more trays from the **Virtual Mailbox Selection** dialog box that appears. If **Virtual mail box** is used repeatedly, you can select trays easily without opening the **Job** tab for every print job.

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

5   Click **OK** to start printing.

Synergy Print Box

With **Synergy print box**, you can combine copier documents and print jobs from various applications into one document. The combined data can be stored in a virtual print box and printed together. Jobs are sorted and stored in the printing system's memory rather than in physical mail boxes attached to the printing system.

You can use 100 print boxes, and each print box can hold up to 999 pages. **Synergy print box** uses printing system memory and does not require a storage device or setting up a RAM disk.

The primary difference between **Virtual mail box** and **Synergy print box** is that a job sent to a **Virtual mail box** is deleted as soon as it is printed, whereas a job sent to a **Synergy print box** is stored permanently in printing system memory.

Storing a Job in a Synergy Print Box

1   In the **Job** tab, click the **Job storage (e-MPS)** icon.

2   In the **Type** list, select **Synergy print box (SPB)**.

3   In the **SPB ID** box, type a print box number from 1 through 100.

4 You can give a name to the print job, or accept a default name generated by the printing system. To give it a custom name, under **Job name**, select **Custom**, and then type a name in the text box.

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

6 Click **OK** to start printing.

Form Gallery

With **Form gallery**, you can store up to 100 frequently-used forms or images in the printing system's memory for easy access and retrieval. To store an image, send it from your computer or scan it on the printing system. At the operation panel, you can modify image information and print or delete an image. A stored form can be combined with an image scanned in on the printing system. **Form Gallery** uses printer memory and does not require a storage device or setting up a RAM disk.

To use **Form gallery**, select **High quality** in the **Imaging** tab; or select **Fast 1200** in the **Custom Quality Settings** dialog box, accessed from the **Imaging** tab. **Form gallery** is unavailable when **PCL 5e** is selected as the PDL.

Storing an Image in the Form Gallery

1 In the **Job** tab, click the **Job storage (e-MPS)** icon.

2 In the **Type** list, select **Form gallery**.

3 You can give a name to the print job, or accept a default name generated by the printing system. To give it a custom name, under **Job name**, select **Custom**, and then type a name in the text box.

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

5 Click **OK** to start printing.

Job Name

A **Job name** is a unique identifier for each print job. It helps you find and print your job from the printing system's operation panel. For some models, you can display the name on the operation panel while printing. When you send a print job using one of the **Job storage (e-MPS)** options, 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 printing system memory 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 and, for some models, in the operation panel message. 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 printing system memory 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. This feature also helps you to track when print jobs were sent from the computer.

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 printing system memory, 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**. The previous print job with the same job name remains in the printing system memory.

Selecting a Job Name

You can select a **Job name** to use with **Job storage (e-MPS)** features, so that you can find your job in the job list displayed on the printing system's operation panel. For some models, the name can also be displayed on the operation panel while printing. The selected **Job name** is saved with the print job when the job is sent to printing system memory.

1 In **Job** > **Job name**, select a name:

Application defined

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

Custom

This option uses a unique name for each job. Type a name in the box, to a maximum of 79 characters.

2 Select an **Overwrite job name** option in case a job already exists in printing system memory 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 printing system memory.

Use job name + date and time

Adds the current date and time to the end of the **Job name**.

Job Option

In the **Job** tab, **Job option** lets you use the **Tandem print** option.

Tandem Print

Tandem print distributes a large print job between two printing systems, effectively doubling print speed and providing backup printing support. It requires installation of the Tandem unit. The Tandem unit can be installed in **Properties** > **Device Settings**.

When tandem printing, the second printing system can be interrupted to make copies by pressing the **Interrupt** key. This feature reduces waiting time when you need to make copies quickly. After copying is completed, tandem printing resumes automatically.

If printing is stopped in one printing system, due to insufficient toner or a paper jam, the remaining copies are automatically produced at the error free second printing system.

Note: To use **Tandem print**, **Collate** must be selected both in the application's **Print** dialog box and in the **Quick Print** tab or **Basic** tab.

11 Advanced

In the **Advanced** tab, you can choose special features that extend the capabilities of the printing system. (Selections vary by printing system model.)

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

Prologue/Epilogue

With **Prologue/Epilogue**, you can insert a command file at the beginning of a print job or at the end. The command file uses programming commands from the printer resident PRESCRIBE language. The **Product Library** disk includes a PRESCRIBE command language reference guide.

A command file is a set of instructions the printing system interprets to produce a given output. For example, a **Prologue/Epilogue** command file may contain a macro that places a graphic object such as a logo at the top of a letterhead document. Or a heading can be added to carbon copies when using the **Carbon copies** feature in the **Basic** tab.

A **Prologue/Epilogue** file must be available on your computer before it can be added to a print job. To create this file, use a text editor like Windows Notepad. You can edit a **Prologue/Epilogue** file on your computer by clicking **Edit**. Editing and saving a command file replaces the contents of the existing local or network file.

You can remove a **Prologue/Epilogue** file from the list by selecting the file and clicking **Delete**. Only the file name is removed from the command file list. The file itself is not deleted, but remains on the network or local computer.

Insertion Point Options

The insertion point is the location in the print job where the selected **Prologue/Epilogue** command file is processed by the printing system. Each file in the list can be assigned only one insertion point.

> **Note:** The **Start of the page** and **End of the page** insertion point options are available only when **PCL 5e/c** is selected as the PDL.

Unassigned

The selected command file is not inserted into the print job. This selection can be used when you are working with multiple command files and want to use some but not others. Select **Unassigned** for the command files you do not want to use in the print job.

Beginning of the print job

The command file is inserted as the first page of the print job. The document starts printing on the second page.

End of the print job

The command file is inserted as the last page of the print job, which prints after the last page of the document.

Start of the page

The command file is inserted at the top of each page of the print job.

End of the page

The command file is inserted at the bottom of each page of the print job.

Only on odd pages

If **Start of the page** or **End of the page** is selected, this option can be selected to insert the command file into all odd-numbered pages.

Only on even pages

If **Start of the page** or **End of the page** is selected, this option can be selected to insert the command file into all even-numbered pages.

Pages

If **Start of the page** or **End of the page** is selected, this option can be selected to insert the command file into specified pages. In the text box, type individual page numbers separated by commas, or a page range separated by a hyphen.

Selecting and Assigning a Prologue/Epilogue File

1 In **Advanced** > **Prologue/Epilogue**, click **Browse** to find a **Prologue/Epilogue** file (.TXT, .LOG) and add it to the **Select Prologue/Epilogue file to insert** list.

2 Select a file from the list.

3 Under **Insertion Point**, select a place to insert the **Prologue/Epilogue** file, or select **Unassigned**.

4 Repeat steps 1-3 to include additional files.

5 Click **OK**.

Editing a Prologue/Epilogue File

You can edit a **Prologue/Epilogue** file on your computer.

1 In **Advanced** > **Prologue/Epilogue**, select a **Prologue/Epilogue** file name from the list, and then click **Edit**.

2 After your text editor opens, make your changes to the file.

3 Save the file and exit.

Note: Editing and saving a command file replaces the contents of the existing local or network file.

Deleting a Prologue/Epilogue File

1 In **Advanced** > **Prologue/Epilogue**, select a **Prologue/Epilogue** file name from the list, and then click **Delete**.

2 In the delete confirmation box, click **Yes** to accept.

Note: Only the file name is removed from the command file list. The file itself is not deleted, but remains on the network or local computer.

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 default watermarks, create your own text, or use an image. The preview area 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.

If you want to use an image for the watermark, an image file must be available on your computer before it can be added to a print job.

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 Watermark Text

1 In **Advanced** > **Watermark**, click **New** to create a custom text watermark. Or to edit a default or custom text watermark, select it from the list.

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 text watermark.

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

5 Select the color of the text watermark text from the list.

For color models, select from default colors. For custom colors, select **Custom**, and click the button to open the **Color** dialog box. Click one of the **Basic** colors and click **OK**, or click **Define Custom Colors** to open and select from the color spectrum panel.

For black and white models, or for color models with **Black** selected in the **Quick Print**, **Basic**, or **Imaging** tabs, the options available are black and shades of gray.

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

7 Select the position of the text watermark with the **Horizontal**, **Vertical**, and **Angle** boxes.

You can also change the position and angle by clicking the buttons at the bottom of the preview area and then clicking the watermark text. Drag the pointer to move or rotate the watermark text.

The **Rotate around center** check box at the bottom of the dialog box determines the method of rotation for the watermark text. 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.

8 Click **Save** to save the watermark.

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

Adding or Editing a Watermark Image

1 In **Advanced** > **Watermark**, click **New** to create a custom image watermark. Alternatively, to edit a default or custom image watermark, select it from the list.

2 Under **Watermark name**, type a name, to a maximum of 39 characters.

3 Under **Watermark image**, click **Browse** to find an image file (.BMP, .JPEG, .GIF, .PNG) located on your computer

4 Under **Color**, select whether to print the watermark image with full color or with black toner only.

5 Under Scaling, increase or reduce the size of the watermark image on the page, between 1 and 1000 %, or select **Auto** to fit the entire image in the center of the page.

6 Under **Opacity**, select the density of the watermark image, between 1 and 100 %.

7 Select the position of the watermark image with the **Horizontal**, **Vertical**, and **Angle** boxes, or select **Auto** to fit the entire image in the center of the page.

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

The **Rotate around center** check box at the bottom of the dialog box determines the method of rotation for the watermark image. Select **Rotate around center** to position the watermark image with the center of the image as its axis, and clear it to position the watermark image with the left end of the image as its axis.

8 Click **Save** to save the watermark.

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

Selecting Pages for Watermark

1 In **Advanced** > **Watermark** > **Select watermark**, choose a text or image watermark to print.

2 Under **Print onto**, 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.

Outside of front 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, **Outside of front cover** is selected automatically.

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

Security Watermark

The **Security Watermark** is a plug-in that prints a nearly invisible image or text against a background pattern. The security watermark appears only when the printed page is photocopied. This helps to identify printed pages that should not be photocopied, or to distinguish between original prints and photocopies. Six standard security watermarks are available as text or image, and you can create custom security watermark text.

The **Optional Components Wizard** offers the opportunity to install the **Security Watermark** plug-in following installation of the printer driver.

Security Watermark is available in the **Advanced** tab when **PCL XL** is selected as the PDL.

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

A notable security watermark feature is the **Document guard** pattern, which prevents the document from being photocopied, scanned, faxed, or printed from memory. If a scan, fax, or print from memory is attempted, the process is stopped and a message appears on the printing system's operation panel.

For a security watermark to be effective, it must be nearly invisible in a printed page and clearly visible in a photocopied page. Because printing systems and driver settings can vary, you must adjust the density and contrast before printing a security watermark. This adjustment is also recommended when changing the background pattern, replacing the toner or printing system, and after heavy printing activity.

Selecting **Security Watermark** sets these driver features to the following values:

Watermark in the **Advanced** tab is set to **None**.

For some models, **Color reproduction** in the **Imaging** tab is set to **Line art**.

EcoPrint in the **Imaging** tab is set to **Off**.

Adjustment setting (color or black and white) is set to **None** in the **Imaging** tab.

Color Optimizer in the **Advanced** tab is set to **None**.

Custom box in the **Job** tab cannot be used.

Resolution in the **Imaging** tab is set to 600 dpi.

Kyocera image refinement in the **Imaging** tab is set to **Off**.

The reverse is also true. If these features are changed, then the **Security Watermark** selection is set to **None**, and cannot be used.

An administrator can ensure that a security watermark is printed on all jobs by selecting **Device Settings** > **Administrator** > **Lock Settings**, and then selecting **Security settings**.

Adding or Editing a Security Watermark

1 In **Advanced** > **Security Watermark**, click **New** to create a custom security watermark. Alternatively, under **Select security watermark**, select a default or custom security watermark to edit.

2 Under **Security watermark name**, type a name to a maximum of 39 characters. A default security watermark cannot be renamed.

3 Under **Lines of text**, select up to 3 lines of text. This option is unavailable when editing a default security watermark. Select from the following options:

None

This option leaves the line blank.

User defined

This option inserts your text to a maximum of 39 characters.

All other options display date, time, or other job information that is obtained from the computer or printer driver when the job is printed.

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

5 Select a design for the security watermark background:

Document guard

The document guard design appears as the security watermark background.

Patterns

Select a design for the security watermark background.

6 Select a color for the security watermark from the **Color** list.

For color models, the options are **Black**, **Cyan**, or **Magenta**.

For black and white models, the only option is **Black**.

7 Under **Density** and **Contrast**, select initial options:

Light, **Normal**, **Dark**

Select the shading density of the background pattern.

Contrast 1-9

Select the level of contrast against the background pattern, from lightest to darkest.

These selections may need to be changed after printing a sample page in the next step.

8 Click **Print Sample** to print a page displaying all nine contrast options against the selected density. It is recommended to print a sample page for each density option.

9 From the printed sheet, find the sample where the security watermark is most nearly invisible.

10 In the **Security Watermark** dialog box, select **Density** and **Contrast** options to match the sample chosen in step 9.

11 Select **Print as footer** if you want the first available line of watermark text to be printed at the bottom of the page. Click an icon to select the page position. This option is useful because the security watermark itself is not normally visible on the printed page.

12 Select **Overprint** for applications such as Microsoft PowerPoint and Internet Explorer where the document content fills the entire page. The security watermark is printed over the document data so that it can appear in a photocopy. When editing an image, or if **GDI compatible mode** is selected in the **Page Description Languages (PDL)** dialog box, **Overprint** is selected automatically. For some color models, **Overprint** is selected automatically.

13 Click **Save** to save the security watermark.

14 In all dialog boxes click **OK**.

Selecting Pages for Security Watermark

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

2 Under **Print onto**, choose pages for printing the security watermark:

All pages

This option prints the security watermark on each document page.

First page only

This option prints the security watermark on the first document page.

All pages except first page

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

Only on specified pages

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

Outside of front cover

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

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

Color Optimizer

Color Optimizer is a plug-in that matches a single color accurately in a print job. Use this feature to print a document, such as a letterhead or company logo. The colors should be solid and consistent, with no shading. Multiple colors can be adjusted separately. **Color Optimizer** does not work in a document with photographs.

In the **Color Optimizer** dialog box, an eyedropper tool can be dragged into the on-screen document to select the color, or RGB values can be entered. A printable **Color Optimizer Table**, produced using the printer icon, lets you select from one of 121 color variations. **Hue**, **Lightness**, and **Saturation** settings are adjusted in the driver according to the selected variation.

You can create up to three custom settings for selections made in the **Imaging** > **Adjustment** feature. You can also select a **Color reproduction** option.

Note: If different custom settings are selected for **Color Optimizer** and **Adjustment** in the **Imaging** tab, the latest change takes precedence and is applied to the print job.

When installed, the **Color Optimizer** button appears in the **Advanced** tab. The **Color Optimizer** button is unavailable for any of the following settings:

> **PDF** selected as the PDL
>
> **Black & White mode** selected in **Administrator** > **Lock Settings**
>
> **Black** selected in the **Imaging**, **Basic**, or **Quick Print** tab

Optimizing RGB Color for Printing

1 Open the document containing the desired colors.

2 From the application's **File** menu, click **Print**, then click **Preferences** or **Properties** to open the **Properties** dialog box.

3 In **Advanced** > **Color Optimizer** > **Color adjustment**, select **Custom 1**, **Custom 2**, or **Custom 3**.

4 Under **Color reproduction**, select from available options.

5 Select each color by one of the following methods:

> Drag the eyedropper tool anywhere on the screen to select the desired color.
>
> If you know the RGB values of the color, type or select the values.

The color appears in the color preview box.

6 Select any two of **Hue**, **Lightness**, or **Saturation** settings.

7 Click the printer icon to print a one-page table displaying variations of the selected color. From the printed sheet, select the desired variation.

8 In the **Color Optimizer** dialog box, type or select the number/letter combination of the selected variation in the spin box next to the color preview box.

9 Click **Add** to add each color to the list, to a maximum of 10 colors. You can remove a color by selecting it in the list and clicking **Delete**.

10 If desired, type a description of the custom setting in the **Description** box, to a maximum of 30 characters. The description only appears in the **Color Optimizer** dialog box.

11 Click **OK** or **Apply** to save the settings.

Status Monitor Versions

The **Status Monitor** version varies by printing system model. For some models, the **Status Monitor** button opens the **Status Monitor Notification** dialog box. For other models, the **Status Monitor** button opens the **Status Monitor** dialog box.

Status Monitor Notification

The **Status Monitor** displays printing system status during printing. You can also set up sound and speech notifications for printing system events.

You can start a status monitor for each supported printing system. More than one status monitor can be displayed at one time.

This feature is not supported for the **KX Driver for Universal Printing**.

The status monitor version varies by printing system model.

Setting Status Monitor Notification

1 In the **Advanced** tab, click **Status Monitor**.

2 In the **Status Monitor Notification** dialog box, select the **Enables event notification** check box.

3 To add sound or speech notification, select an event from the **Available events** list:

> **Cover open**
>
> **Paper jam**
>
> **Add paper**
>
> **Sleep**
>
> **Add toner**
>
> **Toner low**
>
> **Not connected**
>
> **Printing completed**
>
> **Others**

4 Under **Sound file / Text to Speech**, click to the right of the chosen event, and then:

> To add a sound file, type the location of a sound file (.WAV), or click **Browse** to find a sound file located on your computer.

To add speech, type your preferred text, up to 260 characters. The Microsoft **Text to Speech** feature reads your typed text and plays it back in a spoken voice.

5 To add sound or speech to other events, repeat steps 3 and 4.

6 Click **OK**.

Viewing Status Monitor

1 You can view information about the print job and the printing system in the status monitor:

The job tab displays information about each print job. To cancel a job, right-click on the job and click **Cancel**.

The paper source tab displays information about each cassette and the MP tray.

The toner tab displays the toner level.

The alert tab displays **Ready** or event information. For multiple events, click each event to view details.

2 You can hide or show details by clicking the arrow.

3 To display a list of options, click the tools icon, and select available options:

Command Center RX

For a network connection, opens a web browser to display the printing system's home page. This option is unavailable for a USB connection.

Notification

Opens the **Status Monitor Notification** dialog box.

www.kyoceradocumentsolutions.com

Opens a web browser to the **KYOCERA Document Solutions** home page.

Exit

Closes the status monitor.

Status Monitor

The **Status Monitor** displays printing system status messages in the lower corner of the screen during printing. You can start a status monitor for each supported printing system. More than one status monitor can be displayed at one time.

The status monitor can notify you when a print job finishes printing. You can select this option during driver installation or in the **Status Monitor** dialog box.

This feature is not supported for the **KX Driver for Universal Printing**.

The status monitor version varies by printing system model.

Selecting Status Monitor Options

1 In the **Advanced** tab, click **Status Monitor**.

2 If you want the status monitor image to appear during a print job, in the **Status Monitor** dialog box, select the **Status Monitor** check box.

3 If you want the status monitor to notify you when printing is completed, select the **Notify when printing is complete** check box. It is selected by default if this feature was selected during driver installation.

4 To view the print job status without changing the status monitor setting, click **Open Status Monitor**.

The status monitor image appears in the lower corner of your computer screen.

5 Move the pointer over the status monitor image to display balloon-style status messages containing information about printing system activity and the printer port.

6 To display a list of options, right-click the **Status Monitor** icon in the system tray. (Selections vary by printing system model and driver version.)

> **Hide the status monitor/Show the status monitor**
>
> Switches between hiding and showing the status monitor image.

Note: You can also hide the status monitor image by right-clicking the image, then clicking **Hide the status monitor**, or let the status monitor close on its own after 5 minutes if there is no printing activity.

> **Command Center RX**, **Command Center**, or **Configure**
>
> For a network connection, opens a web browser to display the printing system's home page.
>
> For a USB connection, depending on your printing system model, opens the printing system's configuration tool.
>
> **Always on top**
>
> Leaves the status monitor image on top of other open windows.
>
> **Opacity**
>
> Adjusts the status monitor to let a variable amount of background to show through the image. Select a percentage between 20 and 100.
>
> **Enlarge window**
>
> Select to increase the size of the status monitor image.
>
> **Notification**
>
> Opens a dialog box with options for status monitor event notification and sound choices.
>
> **www.kyoceradocumentsolutions.com**
>
> Opens a web browser to the KYOCERA Document Solutions home page.
>
> **Exit**
>
> Closes the status monitor image.

Setting Status Monitor Preferences

1 Right-click the **Status Monitor** icon in the system tray and click **Notification**.

2 Select the **Enables Event Notification** check box.

3 Select an event for a **Status Monitor** alert.

Cover open

Paper jam

Add paper

Sleep

Add toner

Toner low

Not connected

Printing completed

Others

4 You can also add sound or speech to your chosen alert.

To add a sound file:

Clear the **Use Text to speech** check box.

The **Sound file** text box becomes available. Type the location of a sound file (.WAV), or **Browse** to find a sound file located on your computer.

To add speech:

Select **Use Text to speech**.

Type your preferred text in the **Text to speech** text box. The Microsoft Text to Speech utility reads your typed text and plays it back in a spoken voice.

After you select a sound file, or type text for Text to speech, you can click the arrow below the text box to play the sound or speech.

5 Click **Apply** or **OK**.

EMF Spooling

EMF (Enhanced MetaFile) is a spool file format used in printing by the Microsoft Windows operating system. When a print job is sent from an application, it is transferred to the spool file. The application writes to and the printer driver reads from the spool file simultaneously. For multiple or large documents, this quickly returns application control to the user while the printer is still printing the document.

Note: If **Data passthrough** is selected in the **Page Description Languages (PDL)** dialog box, **EMF spooling** is unavailable.

Selecting EMF Spooling

1 In the **Advanced** tab, select the **EMF Spooling** check box.

2 Click **OK**.

Quiet Mode

You can print in a quieter mode than normal by selecting the **Quiet mode** check box. If you permit quiet mode for each job on the operation panel, then **Quiet mode** in the driver is enabled during printing.

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.

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.

Alameda África, 545, Pólo Empresarial Consbrás,
Tamboré, Santana de Parnaíba-SP, CEP 06543-306,
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.**

Ground Floor, 19 Byron Avenue, Takapuna, Auckland,
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

Eldon Court, 75-77 London Road,
Reading, Berkshire RG1 5BS,
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