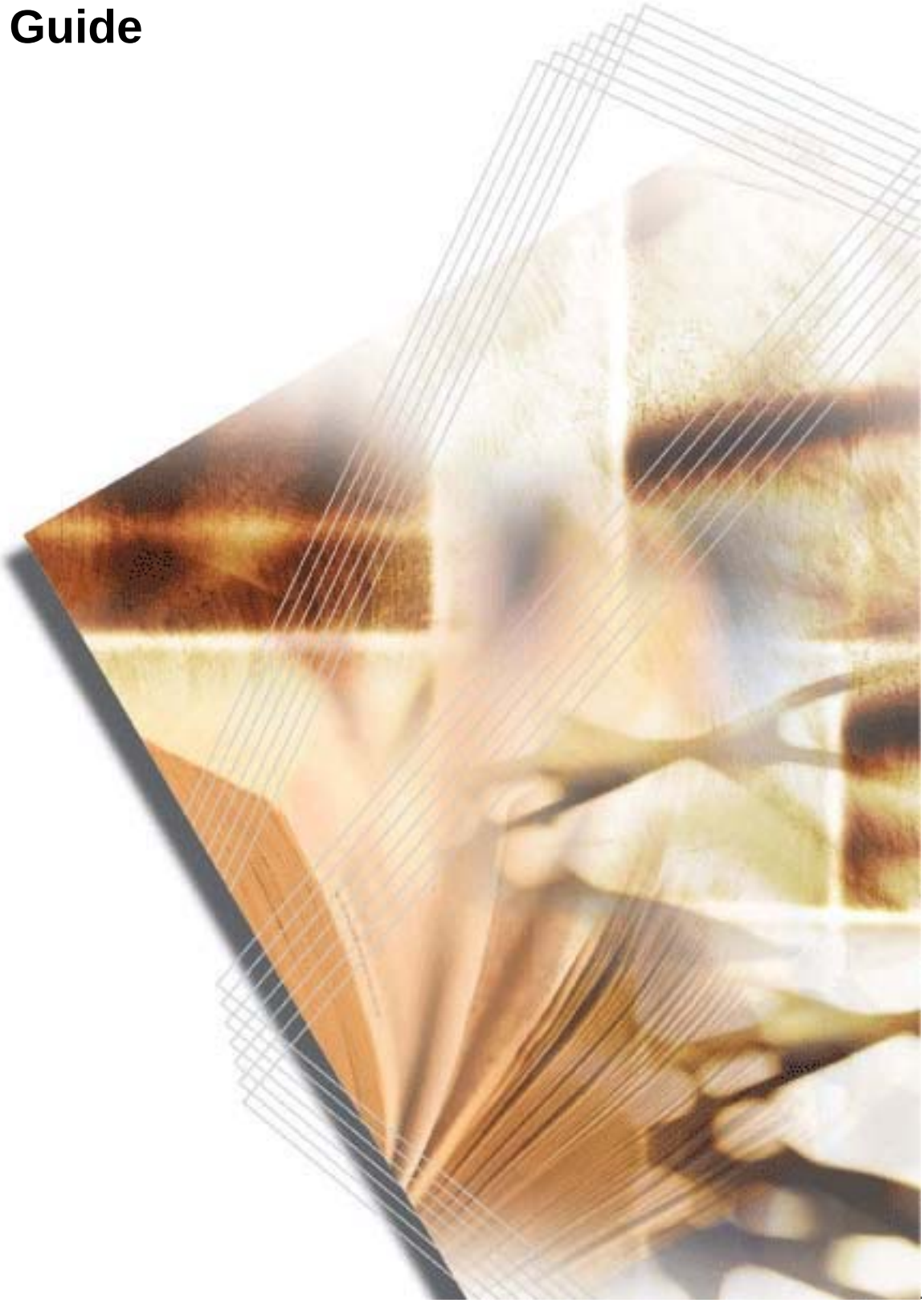
KX Driver
User Guide



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Examples of the operations given in this guide support the Microsoft Windows XP printing environment. Essentially the same operations are used for Microsoft Windows 2000/Vista environments.

Models supported by the KX printer driver

FS-820	KM-C2520	FS-C8008N	CS-1820
FS-920	KM-C3225	FS-C8026N	CS-2560
FS-1118MFP	KM-C3232	FS-9100DN	CS-3050
FS-1030D	KM-C4008	FS-9120DN	CS-3060
FS-2000D	KM-C4035E	FS-9500DN	CS-4050
FS-3900DN	KM-C3232E	FS-9520DN	CS-5050
FS-4000DN	KM-C3225E	KM-1530	CS-6030
FS-6950DN	KM-C2525E	KM-1650	CS-8030
FS-9130DN	FS-1010	KM-1815	CS-C2520
FS-9530DN	FS-1018MFP	KM-2030	CS-C3225
FS-C5015N	FS-1020D	KM-2050	CS-C3232
FS-C5020N	FS-1050	KM-2530	CS-C4008
FS-C5025N	FS-1100*	KM-2550	CS-C4035E
FS-C5030N	FS-1300D*	KM-3035	CS-C3232E
FS-C8100DN	FS-1800	KM-3530	CS-C3225E
KM-1820	FS-1800+	KM-4030	CS-C2525E
KM-2540*	FS-1900	KM-4035	CS-1650
KM-2560*	FS-1920	KM-4530	CS-2050
KM-3040*	FS-3800	KM-5035	CS-2550
KM-3050*	FS-3800KPDL3	KM-5530	EP 370DN*
KM-3060*	FS-3820N	KM-6330	EP 470DN*
KM-4050 *	FS-3830N	KM-7530	EP 510DN*
KM-5050 *	FS-C5016N	KM-C830	EP C170N*
KM-6030	FS-6020	KM-C850	EP C220N*
KM-8030	FS-6026	KM-C2630	EP 270N*
			EP 320DN*

*Not supported in Windows 95/98/Me or Windows NT.

The explanatory screens shown in this guide may differ from your printing system.

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Table of Contents

Chapter 1 Installation

Express Installation 1-2
Windows XP and Vista - Express Installation 1-2
Custom Installation. 1-2
Vista - Custom Installation 1-3
Windows XP - USB, Custom 1-3
Windows XP - Parallel Port (LPT) 1-4
Windows XP - Network Connection, Custom 1-4
Installing Optional Components 1-5
Product Library CD 1-6
Installing using the Add Printer Wizard 1-6

Chapter 2 Printer Properties

Accessing Printer Properties 2-1
Installing Optional Devices. 2-1
Auto Configure 2-1
Device Options 2-2
Punch Unit Settings 2-3
Assigning Custom Boxes 2-4
User Settings 2-4
Identification 2-4
Unit of Measurement 2-4
Language Preference Selection 2-5
Page Description Language (PDL) 2-5
PDL Settings 2-5
Administrator Settings 2-9
User Login 2-9
Job Accounting 2-11
Administrator Password 2-12
Compatibility Settings. 2-12

Chapter 3 Printing Basics

Basic Printing Tasks. 3-1
Basic Printing 3-1
Printing on Paper of Non-Standard Sizes 3-4
Custom Paper Sizes 3-5
Duplex Printing. 3-6
Print on Both Sides 3-6
Reverse Order Printing 3-7
Collating Modes 3-8
Sorter Modes 3-9

Chapter 4 Layout

Booklet 4-1
Left Edge and Right Edge Binding 4-1
Booklet Printing 4-2
Multiple Pages Per Sheet. 4-3
Poster. 4-3
Sheets Per Page 4-4
Available Poster Sizes 4-4
Scaling 4-6
Scaling 4-6

Chapter 5 Finishing

Finishing Edge 5-1
Gutter 5-4
Staple 5-4
Using the Stapler 5-5
Punch. 5-6
Using Hole Punch 5-6
Separation 5-7
Rotate Copies 5-7
Offset Jobs 5-7

Chapter 6 Imaging

Print Quality 6-1
Custom Print Quality Settings 6-2
EcoPrint 6-2
Fonts 6-2
Font Substitution 6-4
Disable Device Fonts 6-4
Graphics. 6-4
Pattern Scaling 6-5
Inversion Options 6-5
Optimization 6-5
Halftone Screen 6-6
Grayscale 6-7

Chapter 7 Publishing

Printing with Covers 7-1
Cover Printing Options 7-2
Edit Cover Printing Options 7-4
Page Insert. 7-4
Insert Page Printing 7-5
Combinations 7-6
Transparency Interleaving 7-6

Chapter 8 Job

Job Storage (e-MPS) 8-1
Custom Box 8-2
Quick Copy 8-7
Proof and Hold 8-8

Private Print 8-9
Job Storage 8-10
Job Name 8-11

Chapter 9 Advanced

Prologue/Epilogue 9-1
Select Prologue/Epilogue File to Insert 9-2
Add 9-2
Edit 9-2
Delete 9-2
Insertion Point 9-3
Watermark 9-4
Select Watermark 9-4
Page selection 9-4
Add Watermark 9-5
Additional Text Options 9-5
Edit Watermark 9-7
Delete Watermark 9-7
Security Watermark 9-7
Select Security Watermark 9-9
Page Selection 9-9
Add Security Watermark 9-10
Additional Options 9-11
Edit Security Watermark 9-13
Delete Security Watermark 9-14
Security Settings 9-14
Security Watermark in Security Settings 9-14
PrintID Tracker 9-14
Lock PrintID Tracker 9-16
Enable Client Profile 9-17
EMF Spooling 9-18

Chapter 10 Profile

Add Profile 10-1
Edit Profile 10-2
Delete Profile 10-3
Import and Export Profile 10-3

Glossary

Index

1 Installation

A printer driver is an application that sends documents to a printer and manages communication between a printer and your computer. Install the printer driver from the supplied **Product Library CD-ROM**. Once installed, a variety of printer settings can be configured.

Note: In Windows XP, Windows Vista, and Windows 2000, you must be logged in with administrator rights to install the KX Driver. If you connect the Universal Serial Bus (USB) cable before CD installation, it is strongly recommended that you cancel the **Found New Hardware Wizard** and install the software through the CD menu. Browsing the CD and installing each driver separately is not recommended.

1. Turn off the power for the computer and printer.

2. Ensure that the printer is ready to print (remove packing materials, insert paper and any toner or ink cartridges), then connect the computer and printer using either USB, a parallel cable, or a network cable. For further details on connecting the printer to the computer, refer to the printer's *Operation Guide*.

3. Once connected, power on both devices.

   If the Windows **Found New Hardware Wizard** appears, click **Cancel**.

4. Insert the **Product Library CD-ROM** into the CD drive.

   After the installation program starts the **Main Menu** appears.

Note: If the **Product Library Software Installation Wizard** fails to start after inserting the CD-ROM into the CD drive, explore the CD drive, and double-click **Setup.exe**.

5. Click **View License Agreement** to read the License Agreement.

6. Click **Accept** to proceed.

7. To begin installation, click **Install Software**.

8. The Software Installation Wizard appears. Click **Next**.

   The installation differs depending on your operating system and connection method. Select your operating system and connection method from the list below and proceed to the referenced page to continue the installation.

Windows XP and Vista - Express Installation on page 1-2
Vista - Custom Installation on page 1-3
Windows XP - USB, Custom on page 1-3
Windows XP - Parallel Port (LPT) on page 1-4
Windows XP - Network Connection, Custom on page 1-4

Note: KPrint installs a client port monitor that enables Windows TCP/IP printing to any network card connected to Kyocera printing systems. KPrint supports LPR and IPP printing. For the **KPrint Installation** instructions, refer to your CD. KPrint is now a standalone installer.

Express Installation

Express mode is for a Universal Serial Bus (USB) or network connection only. The installer can find the printer if it is turned on and connected by USB or network cable. For the simple, default installation, select **Express Mode Installation.** In the Custom method you are able to choose which software packages to install and specify the port. To use the Custom method, see *Custom Installation* on page 1-2.

Windows XP and Vista - Express Installation

In Windows Vista the installation dialog boxes have a slightly different appearance, but the steps are the same.

1 For the simple, default connection select **Express Mode** and then click **Next.**

After you select **Express Mode** and click **Next**, **Discover Printing System** opens and looks for your printer. If Discovery does not find your printing system, ensure that it is properly connected by USB or network cable and that it is turned on, and then retry Discovery.

2 At the **Discover Printing System** page, select the printing system you would like to install and click **Next**.

Note: If the **Found New Hardware Wizard** appears, click **Cancel**. If the **Hardware Installation** warning dialog box appears, click **Continue Anyway**.

3 In **Printer Settings** you can assign a name to the printing system. This is the name that appears in Windows **Printers and Faxes** and in the printer lists in applications. You can also choose to share this printer with others or set this printer as the default printer. Make your selection from the following choices, and then click **Next**.

- Share your printers with others
- Set the printer system as the default

4 In the **Confirm Settings** page, click **Install** if the settings are correct. Click **Cancel** to correct the settings.

5 The **Printer Installed Successfully** screen appears. Click **Finish** to exit the Printer Installation Wizard and return to the CD-ROM main menu.

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

Custom Installation

When using the Custom method you can specify the printer port and choose which software packages to install. For example, if you do not want to overwrite your existing fonts, choose the Custom mode and then clear **Fonts** in the **Custom Installation** page (shown in *step 2* on page 1-4).

Vista - Custom Installation

1 In the **Installation Method** page, select a custom installation then click **Next**.

2 In the **Custom Installation** page, ensure that the KX Driver is selected as the product and then click **Next**.

3 The **Discover Printing System** page appears.

To find a printing system already turned on and connected to the network, click **Discover**. and go to *step 4* on page 1-3.

-OR-

To manually select your printing system and port select **Custom select** and then click **Next.**

4 The **Printer Port** page appears. If the port you want to use appears in the **Port name** list, select it and click **Next**, then go to *step 4* on page 1-3.

To create a new port, click **Add Port** and then click **Next**. The **Add Port Wizard** page appears.

Add Port Wizard in Vista

1 At the **Welcome** page, ensure that the printing device is on and connected to the network, then click **Next**.

2 Type the printer name or IP address and then click **Next**.

3 After the port has been created, the **Completing the Add Standard TCP/P Printer Port Wizard** page shown below appears. Click **Finish** to close the **Add Port Wizard** page and return to the installation wizard.

Vista Custom Installation, continued from page 1-3

4 The **Printing System** page appears. From the list, select the **Printing System** to install, and click **Next**.

5 In **Printer Settings** you can create a custom name to the printing system. This name appears in Windows **Printers and Faxes** and in the printer lists in applications. You can also choose to share this printer with others or set this printer as the default printer. Make your selections and then click **Next**.

6 In the **Confirm Settings** page, click **Install** if the settings are correct. Click **Cancel** to correct the settings.

7 The **Printer Installed Successfully** page appears. Click **Finish** to exit the Printer Installation Wizard and return to the CD-ROM main menu.

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

Windows XP - USB, Custom

1 Ensure that your printer and computer are connected using the Universal Serial Bus (USB) cable.

2 In the **Installation Method** page, select **Custom Mode** > **Driver**. If you want to install the fonts, also select **Utilities**.

3 In the **Connection Type** page, select **Universal Serial Bus (USB)**, and then click **Next**.

4 The **Printing System** appears in certain conditions, for example, when the installer cannot detect the USB connection. From the list, select the printing system to install, and click **Next**.

5 In the **Custom Installation** page, ensure that the KX Driver is selected as the product and then click **Next**.

6 In the **Confirm Settings** page, click **Install** if the settings are correct. Click **Cancel** to correct the settings.

Note: If the **Found New Hardware Wizard** appears, click **Cancel**. If the **Hardware Installation** warning dialog box appears, click **Continue Anyway**.

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

Windows XP - Parallel Port (LPT)

1 In the **Installation Method** page, select **Custom Mode** > **Driver**. If you want to install the fonts, also select **Utilities**.

2 In the **Connection Type** page, select **Parallel Port (LPT)**, then click **Next**.

3 The **Printing System** appears. From the list, select the printing system to install, and click **Next**.

4 In the **Custom Installation** page, ensure that the KX Driver is selected as the product and then click **Next**.

5 In **Printer Settings** you can assign a name to the printing system. This is the name that appears in Windows Printers and Faxes and in the printer lists in applications. Here you can also choose to share this printer with others or set this printer as the default printer. Make your selections and then click **Next**.

6 In the **Printer Port** page, select a port, and then click **Next**.

7 In the **Confirm Settings** page, click **Install** if the settings are correct. Click **Cancel** to correct the settings.

8 In the **Printer Installed Successfully** dialog box. Click **Finish**.

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

Windows XP - Network Connection, Custom

1 In the **Installation Method** page, select **Custom Mode** for Driver or Utilities. Later, you can choose to install a KX Driver or mini-driver and fonts, a scanner driver, and KMnet for clients.

2 In the **Connection Type** page, select **Network connection** and then click **Next**.

3 In the **Network Port Type** page select a port type. If you select **Standard TCP/IP** port, the installer automatically creates a new port if needed.

4 In the **Printing System** page, select the model to install, and click **Next**.

5 In **Custom Installation** select the software packages you want to install, and clear those not intended for installation. Click **Next**.

6 In **Printer Settings**, you can assign a name for the printing system. This name appears in Windows **Printers and Faxes** and in the printer lists in applications. You can also choose to share this printer with others or set this printer as the default printer. Make your selections and then click **Next**.

7 In the **Standard TCP/IP Port** dialog box, you can select **Discover Printing System** or **Host name or IP address**.

The **Discover Printing System** searches the network for the printer. After it is found select the printer and then click **Next**. To use **Host name or IP address**, type the IP address or host name and then click **Next**.

8 In the **Confirm Settings** page, click **Install** if the settings are correct. Click **Cancel** to correct the settings.

9 After the installation is complete, the **Printer Installed Successfully** page appears.

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

Installing Optional Components

You can expand the functions of your printer driver by installing optional components that compliment the ways in which you use your printer. Available components may include Common Profiles and Plug-ins.

A **plug-in** is a small computer program that interacts with a larger program to provide additional functionality. An example is Security Watermark, which is available for Kyocera printer drivers. Installing the plug-in adds Security Watermark functionality to the printer driver, adds a Security Watermark icon to the Advanced tab, and adds the dialog boxes that are used to set up a Security Watermark.

1 In the CD Main Menu select **Advanced Tools**.

2 On the **Advanced Tools** page, select **Optional Printer Components**.

3 The **Optional Components Wizard** dialog box appears. Click **Next** to install optional components or **Cancel** to close the wizard.

4 The **Select Printer** page appears. From the list, select the optional components you want to install and click **Next**.

5 The **Select Components** page appears. Select the components to install, and click **Next**.

Other pages, such as **Select Common Profiles** and **Select Plug-In Modules** may appear, depending on what selections are made here.

6 In any **Select** pages that appear make your selections and click **Next**.

7 In the **Confirm Settings** page, click **Install** if the settings are correct. Click **Cancel** to correct the settings.

8 The **Printer Components Installation Completed** page appears. Click **Finish**.

When you have completed installing printers and optional components, if prompted, restart your system.

Product Library CD

Selections in the Product Library include **Install Software**, **Remove Software**, **Advanced Tools**, **Documentation**, **Software Release Notes** and **Select Language**. Remove software provides a tool to eliminate the KX driver from your computer. The software release notes provide information about the contents of the CD-ROM, and known driver and hardware issues.

Click **Documentation** to view a list of available manuals.

You can select your interface language from the language menu. The Product Library menus use the selected language.

Installing using the Add Printer Wizard

This section describes how to install a printer driver using the **Add Printer Wizard**.

1 Click **Start** in the Windows taskbar, and click **Printers and Faxes** to open the **Printers and Faxes** window.

2 Click **Add a printer** in the **Printer Tasks** group box on the left.

Note: The **Add Printer Wizard** can also be launched by clicking **Add printer** in the **File** menu of the **Printers and Faxes** window.

3 The **Add Printer Wizard** page appears. In the **Welcome** page, click **Next** and follow the instructions.

4 When the **Completing the Add Printer Wizard** page appears, click **Finish**.

Note: If the **Found New Hardware Wizard** page appears, click **Cancel**. If the **Hardware Installation** warning dialog box appears, click **Continue Anyway**.

Installation of the printer driver is now complete. If prompted, restart your system.

2 Printer Properties

This chapter explains how to customize the following printer driver settings:

- *Accessing Printer Properties*
- *Installing Optional Devices*
- *User Settings*
- *Page Description Language (PDL)*
- *Administrator Settings*
- *Compatibility Settings*

Follow the steps below to set your preferred options as the default settings. These default settings can be changed temporarily when printing from Windows-based applications.

Accessing Printer Properties

1. Click **Start** in the Quick Launch toolbar and click **Printers and Faxes.** The **Printers and Faxes** window appears.
2. Right-click the printer icon in the **Printers and Faxes** window.
3. Click **Properties** in the list. The **Properties** dialog box appears.

Installing Optional Devices

In the **Printer Properties** dialog box, go to the **Device Settings** tab. For each optional device installed in your printing system, select the equivalent setting under the **Device Options** list. Available devices include finishers, paper feeders, large capacity feeder, hard disk, mailbox, and folding unit.

For models connected to a network, the **Auto Configure** button can be used to detect all available devices. See *Auto Configure* for more information. You can also specify the memory setting, PDL (Page Description Language), settings for the user, and more.

Auto Configure

Auto Configure detects the installed device options on the printing system if it is connected over a network. This button appears in the **Device Settings** tab.

Auto Configure can detect printing system devices such as input devices, output devices, and hard disk size. Then it updates the **Device options** list in the **Device Settings** tab. Auto Configure keeps the printer driver's **Device Settings** consistent with the actual printing system devices.

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

To use this feature, click **Auto Configure**. An "in progress" message appears, saying "Communicating with the printer to obtain setting information. Please wait a moment."

The check box settings in the **Device options** list change and the Preview image is updated according to the device options installed. Memory information also changes based on the setting information returned.

Under the following conditions the Auto Configure tool cannot communicate with the printing system:

- The printing system is powered off or is in the middle of the startup process. In such cases, Auto Configure displays the following message after the time out: "Please verify that the printer is powered on and ready to print."
- The Windows XP firewall prevents the communication. It opens a Windows Security Alert dialog box with this message: "Do you want to keep blocking this program? (Keep Blocking, Unblock, Ask me Later)."

The Microsoft Windows XP Firewall settings can be changed to allow communication between the printing system and your computer. The default setting for Windows XP Service Pack 2 is for the Windows Firewall to be set to **On**.

When the Windows Security Alert dialog box appears, click **Unblock** to allow communication between the printing system and your computer.

When you click **Unblock**, Auto Configure is added to the **Windows Firewall** > **Exceptions > Programs and Services** list. The Windows Firewall is accessed through the Control Panel.

Auto Configure currently supports only TCP/IP ports for Microsoft Windows 2000, XP and Vista operating systems.

A TCP/IP port can be either an IP address or the printing system name (Host name).

Device Options

1 Click the **Device Settings** tab.

2 Under **Device options** in the **Device Settings** tab, select the check boxes for devices installed in your printing system.

Note: Some devices cannot be installed simultaneously. For example, an internal finisher and a 1000-sheet finisher cannot be used at the same time. After you have selected a device, other devices are marked with a red X, preventing the selection of conflicting devices.

When you select the check box of an optional device shown in blue, a sub-dialog box appears with additional setting details. If a device option check box is already selected, double-click the device option to open the sub-dialog box.

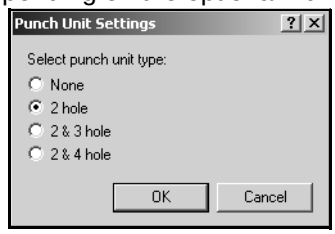
The **Hard Disk Settings** dialog box appears if you select the **Hard disk** option, enabling the configuration of Custom boxes. For further details, see *Custom Box* on page 8-2.

3 In the **Memory** box, select the memory capacity of your printing system. This setting is required to optimize the downloading of printing system fonts.

Punch Unit Settings

When you select the check box for a finishing device shown in blue in the **Device options** list, such as Finisher or Multi Finisher, 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.

Select **2 Hole**, **2 & 3 Hole** (for inches), or **2 & 4 Hole** (for millimeters) punch option depending on the optional Punch Unit attached to your finisher.



Assigning Custom Boxes

If you select the **Hard disk** check box, the **Hard Disk Settings** dialog box appears and virtual mail boxes can be created. For further details, see *Custom Box* on page 8-2. If the device listing is already selected, double-click the option to open the **Hard Disk Settings** dialog box.

Note: An installed hard disk supports the following options: Custom box, Quick Copy, Proof and Hold, Private Print, and Job Storage.

User Settings

The following user information can be configured by selecting **User** in the **Device Settings** tab.

- *Identification*
- *Unit of Measurement*
- *Language Preference Selection*

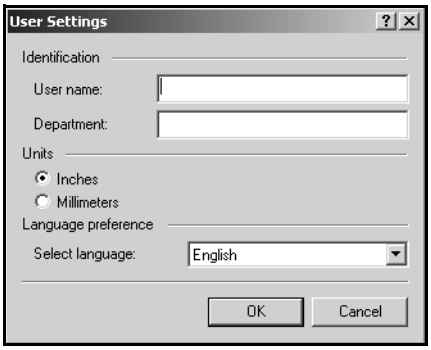
Identification

In this dialog box, type user name and department information to be used with the Job Storage feature. For further details, see *Job Storage (e-MPS)* on page 8-1.

1. In the **Device Settings** tab, click **User**.

2. The **User Settings** dialog box appears. In the **User name** and **Department** text boxes, type up to 31 characters.

   - Type the preferred name in **User name text** box.
   - Type the user's department or group name in the **Department** text box.



3. Click **OK**.

Unit of Measurement

The unit of measurement is used for the following settings:

- **Custom Page Sizes** setting in the **Page Sizes** section in the **Basic** tab
- **Spacing** setting in the **Watermark Add** and **Edit** dialog boxes
- **Poster** settings in the **Layout** tab.

In the **User Settings** dialog box, select either inches or millimeters.

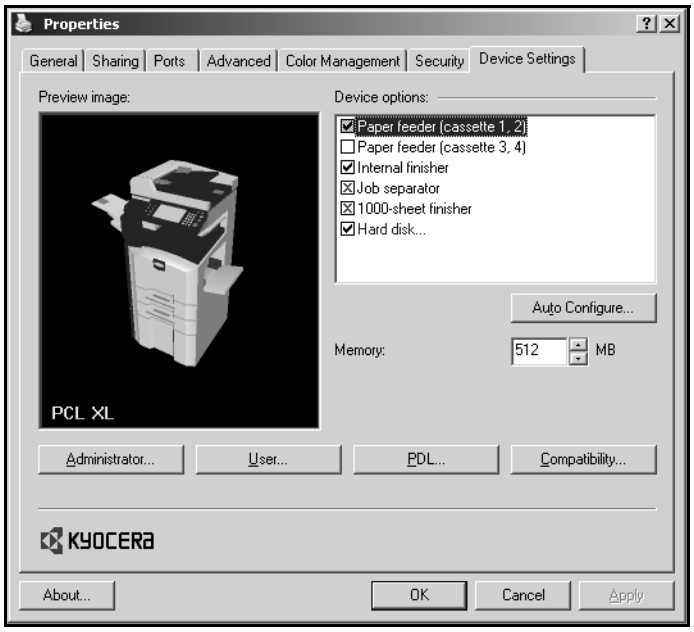
Language Preference Selection

The Language preference option specifies the user interface language of the **Device Settings** tab of **Printer Properties** and all tabs of **Printing Preferences**. Available languages vary depending on your locale and your computer settings.

Select the preferred language from the **Language preferences** list. To activate the new language, click **OK** in **User Settings** and then in the **Properties** dialog box.

Page Description Language (PDL)

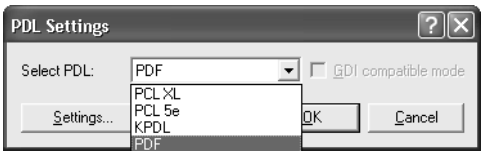
You have the option to change the Page Description Language (PDL) by selecting **PDL** in the **Device Settings** tab. You can choose from **PCL XL**, **PCL 5e**, **KPDL** (Kyocera Page Description Language), or PDF. The default is **PCL XL**, which is suitable for most printing purposes. After you select a PDL, the selection appears in the lower corner of the Preview image.



PDL Settings

1 In the **Device Settings** tab, click **PDL**.

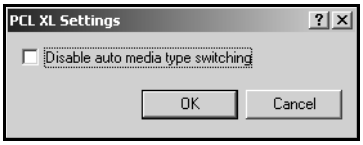
2 The **PDL Settings** dialog box appears. Select the desired language from the **Select PDL** list. See the table below for options and descriptions.

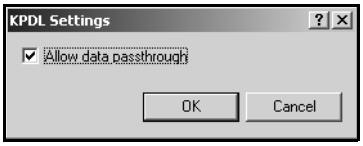


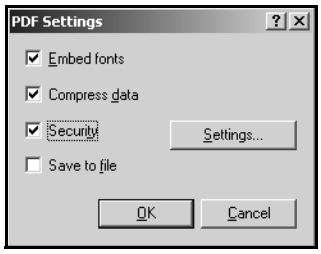
Option	Description
PCL XL (color and monochrome printing systems)	The most recent version of HP PCL and PCL 6. This PDL includes PCL 5e features. Enhanced over PCL 5e in these areas: • Reduced file size • Better print speed • Faster return to application • Lacks backward compatibility with earlier PCL versions
PCL 5e (monochrome printing systems)	Specifies PCL 5e as the PDL. • 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 • Quality when printing complex graphics may be lower
KPDL (color and monochrome printing systems)	Specifies KPDL as the PDL. KPDL is used when printing from applications that support PostScript 2 or 3. • An optional KPDL upgrade kit may be required for some models. • Kyocera's emulation of PostScript printing • Strong graphics reproduction • Print speeds may be slower than PCL 5e. • Requires more printing system memory than PCL 5e. • Enables native TrueType font downloading • Supports most **Graphics settings** options
PDF (Portable Document Format)	Lets you print or save documents from multiple sources to Adobe PDF format. The PDF format is independent of the operating system and application software used to create documents. Output to PDF is a plug-in that lets you print or save documents from multiple sources to Adobe PDF format. For information about installing the Output to PDF plug-in, see *Installing Optional Components* on page 1-5. • 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. **Note:** With PDF selected as the Page description language, only a limited set of driver options are available.

In **GDI compatible mode**, vector graphics are rasterized for printing as bitmap images. Use the **GDI compatible mode** option to improve the graphic output quality created by the application. Due to memory restrictions, this feature is not available in certain printing environments.

3 **Settings** is available when the PDL is set to PCL XL, KPDL, or PDF.







PCL XL

Option	Description
Disable auto media type switching	A check box control for disabling automatic switching of the paper source. If the selected cassette runs out of paper: **Cleared:** The printing system automatically switches to another cassette loaded with the same page size and media type. **Selected:** Printing stops until you load more paper into the cassette.

KPDL

Option	Description
Allow data passthrough	Data passthrough reduces errors when printing complex jobs from applications that use PostScript formatting.

PDF

Options	Description
Embed fonts	Select to ensure document fonts appear accurately in the PDF file on screen. This option significantly increases the file size and ensures accurate reproduction.
Compress data	Select to enable Flat compression for the generated PDF document. It significantly reduces the file size. Additional compression options are available within Adobe Acrobat.
Security	Select 40-bit or 128-bit encryption for the print job and set passwords for opening a document and/or access to changing the document restrictions within Adobe Acrobat. Save to file must be checked for security to create secure PDF documents. Click Settings for additional security settings.
Save to file	Select to save the document as a PDF file. Password settings are available in the Security Settings dialog box.

Note: If Save to file is selected, the document is not printed when you click **OK** in the Print dialog box.

Options	Description
Security Settings	Lets you select an encryption level and create passwords for the generated PDF file. To access the Security Settings dialog, follow these steps: 1. Open Printer Properties/Device Settings 2. Click on the PDL. button 3. For Select PDL:, choose PDF then click on the Settings. 4. Place a checkmark next to Security then click on Settings. The following security options are available: • **Encryption:** Encryption provides password protection so that a document cannot be easily opened or altered by unauthorized users. • **40-bit:** Provides low level security for a document. Supported for earlier versions of Adobe Acrobat and Adobe Reader 3.0 - 4.x. • **128-bit:** Provides high level security for Adobe Acrobat and Adobe Reader 5.0 or later. **Note:** Adobe Acrobat 3 and 4 cannot open 128 bit encrypted PDF documents. • **Passwords:** Select passwords for changing security settings and for opening a document. Passwords are supported up to 16 characters in length. • **Requires a password to change security settings:** Type an Owner password. Within Adobe Acrobat, this password is be required to change the document restrictions in the Files/Properties/Security section. • **Requires a password to open document:** 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 used to control document restrictions.

Administrator Settings

The following settings can be specified by selecting **Administrator** in the **Device Settings** tab.

- *User Login*
- *Job Accounting*
- *Administrator Password*

Note: The **Administrator Settings** dialog box appearance and options may vary depending on your printing system.

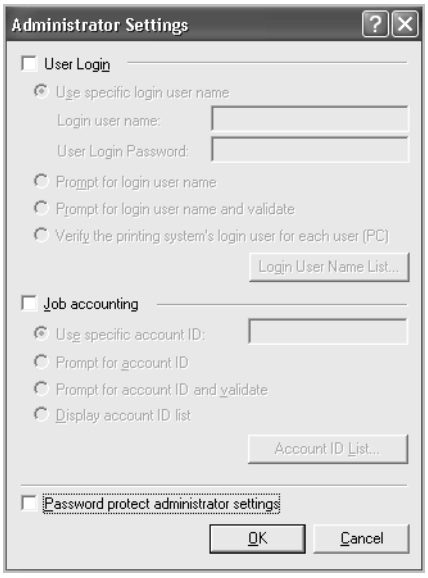
User Login

Use **User Login** to add users with a user name and password. Use this feature to limit printing privileges to specified users, for secure printing and job accounting. The number of pages/job printed by each user can be tracked by the printer. See your printing system's *Operation Manual* for information about tracking usage at the printer.

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 registered at the printing system. One hundred user names and passwords can be stored in the printer driver.

Note: Job accounting and User login cannot be used at the same time.

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



The settings selected here are applied to every print job sent from this computer. The available options are as follows:

- **Use specific login user name**
  Select this option and type a user 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.
- **Prompt for login user name**

When a user prints a document, the driver prompts you for a user name and password. You can use a Login User Name that is not on the list, and it is not added to the list. When sending a print job, type a Login User Name and password when prompted, then click **OK** to print.

- **Prompt for login user name and validate**

  Whenever a user sends a job to print, the driver prompts for user name and password. For the job to print, the user name and password entered must be on the **Login User Name List** (see *Add Login User Names* on page 2-10).

  You can use the Login User Names entered in the **Login User Name List** of the driver. When sending a print job, type a Login User Name and password when prompted, then click **OK** to print. This option ensures that the job prints only when the selected Login User Name is saved in the driver.

- **Verify the printing system's login user for each user (PC)**

  When this option is selected, the driver asks for a Login User Name and password the first time the a job is sent to the printer. The Login User Name must be one that is not yet registered on the **Login User Name List**.

  The name entered is added to the list, and thereafter the printer driver does not prompt for a user name and password.

Add Login User Names

1. In the **Administrator Settings** dialog box, select **User login**.

2. Click **Login User Name List**.

3. Click **Add**.

   The name and password are case-sensitive. The name and password can each be up to 64 alphanumeric characters. The user name is automatically filled in with the Login User Name by default, but can be changed. The user name can be up to 20 characters.

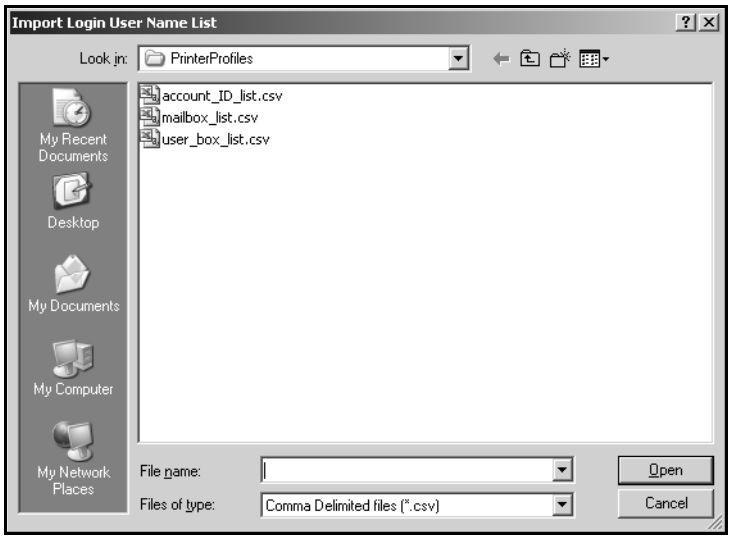
Import and Export the Login User Name List

This section explains how to import and export your Login User Name lists. You can save the list of Login User Names created in the previous section to your personal computer or network. After saved, the list can be imported into other printer drivers.

Import

1. In **Administrator Settings**, click **Login User Name List**, then click **Import.**

2 Use **Look in** at the top of the window to find for the file to import, or type the file name, and click **Open**.



3 You can then select the imported file from the list of **Login User Names**.

Export

1 In the Administrator Settings dialog box, click **Login User Name List**, then click **Export.**

2 In **Login User Names** select a file to export, and click **Export.**

3 Use **Save in** to browse to a location to save the file, type the file name, and click **Save.**

Job Accounting

With **Job accounting**, you can assign account IDs to print jobs, or work with IDs already created at the printing system. Job accounting features help you manage and control the number of copies in a printing system. After IDs are created, from the printing system operation panel you can view the number of copies attached to a specific ID or limit the number of copies for individual IDs. IDs for newer models must be 8 digits or less.

Copy management must be set to ON at the printing system to use this feature. Depending on the printing system model, a maximum of 500 account IDs can be assigned at the printing system and stored in the printer driver. For complete information about the job accounting features of the printing system, please see the *Operation Guide* for your particular model.

Note: User login and **job accounting** cannot be used at the same time in the driver.

Job accounting includes the following options:

Use specific account ID: This option can be used to specify a single account ID to manage the print jobs of a specific user. When the user prints, your jobs are sent with the account ID. You can use **Password protect administrator settings** to protect access to the **Administrator Settings** dialog box, so that the user cannot see or change this setting.

Note: Some versions say **Password protect** instead of **Password protect administrator settings**. Both open the same dialog box.

Prompt for account ID: This option can be used to prompt the user for an account ID when printing. When sending a print job, type an account ID when prompted, then click **OK** to print. The account ID must be one that has been registered at the printing system, or the job does not print.

Prompt for account ID and validate: This option can be used to prompt the user to specify an account ID that is saved in the driver. When sending a print job, type an account ID when prompted, then click **OK** to print. The account ID is validated against the account ID list, so you must type an ID from the list, or you cannot print.

Display account ID list: This option can be used to display the list of IDs entered in the account ID list of the driver when sending a print job. This gives the user a selection of account IDs to choose from.

Account ID List: This option can be use to add, edit, or delete account IDs from the account ID list of the driver. You can also give the IDs text descriptions to help manage and track them. After an account ID list is created, the list can be exported as a group by saving it as a text file (.CSV). To import an account ID list, browse for an existing list and save it in your printer driver.

Administrator Password

You can set a password for the **Administrator Settings** dialog box. After a password is typed in, the administrator settings dialog box cannot be opened until the password is typed in the **Enter Password** dialog box. This prevents unauthorized personnel from changing the administrator settings.

Set the Password

1. In the Administrator Settings dialog box, select the **Password protect** check box to open the **Password** dialog box.
2. In the **Password** dialog box, enter the new password using between 4 and 16 characters in the **Password** text box. Re-enter the password in **Confirm password** and click **OK**.

Change the Password

1. In the **Device Settings** tab, click **Administrator.**
2. The **Enter Password** dialog box appears. Type the password and click **OK**.
3. The **Administrator Settings** dialog box appears. Clear the **Password protect** check box. A **Password** message appears.
4. Click **OK**.

Compatibility Settings

This feature supports compatibility for media source values unique to the printer driver, such as those for cassettes or feeders, so your newly installed KX Driver maintains identical media source support with the driver it replaces, whether for this

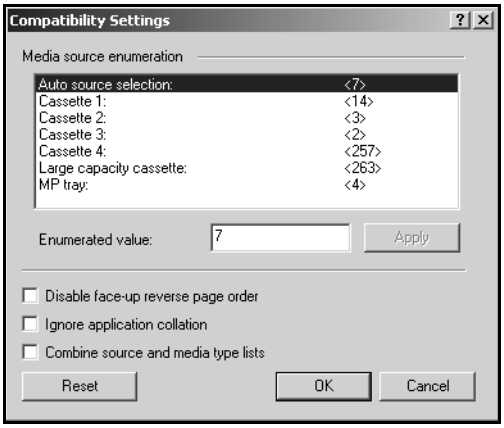
driver or one from another manufacturer. If media source macros exist for the older driver, then the alignment of media source values maintain support without the need to change the macros.

Use the Driver Info utility, available on the Product Library CD, to compare the source values for all installed drivers.

If the values for a given media source differ between the old and new printer drivers, reassign the value in the new driver to match the value in the previous driver. Compatibility settings can be adjusted by selecting **Compatibility** in the **Device Settings** tab.

1 In the **Device Settings** tab, click **Compatibility.**

2 The **Compatibility Settings** dialog box appears. From the **Media source enumeration** list, select the paper supply method. The current value is listed in the **Enumerated value** box.



3 Type a new Enumerated value for the media source and click **OK**. You can also restore all the parameters to the default by clicking **Reset**.

The other options in the **Compatibility Settings** dialog box include:

- **Disable face-up reverse page order**
  This option prevents reverse order printing if face-up output is selected.
- **Ignore application collation**
  Use this option to bypass the **Collate** setting in the application, and give priority to the printer driver setting.
- **Combine source and media type lists**
  This option changes the **Basic** tab of **Printer Properties** so that **Media type** and **Source** are combined into one box, labelled **Source**.

3 Printing Basics

This chapter describes the following printing tasks when printing from Microsoft Windows applications.

- *Basic Printing Tasks*
- *Printing on Paper of Non-Standard Sizes*
- *Duplex Printing*
- *Reverse Order Printing*
- *Collating Modes*

Basic Printing Tasks

The steps required to print a document created with an application are explained below. You can select the printing paper size and output destination.

Basic Printing

1 Insert the proper paper size (such as A4) into the printing system's paper cassette or MP tray.

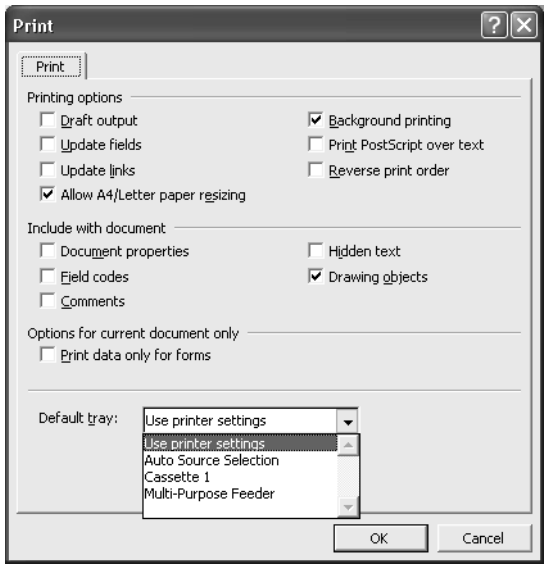
2 From the application's **File** menu, select **Print**. The **Print** dialog box appears.

Select the desired printing system from the list of available printing systems.

3 Specify the number of copies to print in the **Number of copies** box. You can print up to 999 copies. When printing two or more copies, enable the **Collate** check box for collation. **Number of copies** and **Collate** can also be specified in the **Basic** tab. See *page 3-10* for further information.

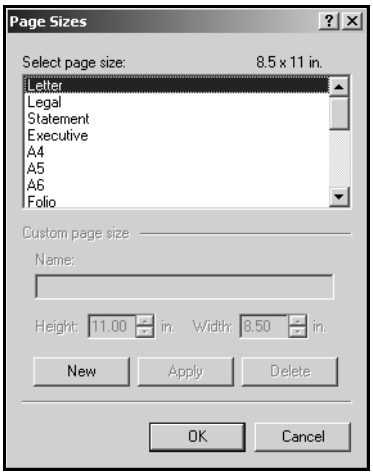
If **Ignore application collation** is selected in the **Compatibility Settings** dialog box, the **Print Collate** setting is not applied.

When using Microsoft Word, we recommend that you click **Options,** and for default tray select **Use printer settings**.



4 Click **Properties** to open the **Properties** dialog box.

5 In the **Basic** tab, click **Page Sizes** to open the **Page Sizes** dialog box. In the **Select page size** list, select a page size for the print job.



6 Click **OK** to return to the **Basic** tab. Click **OK** to return to the **Properties** dialog box.

For best results when printing on transparencies or recycled paper (the back side of paper which has already been printed on), from the **Media type** list select the media type. For further details, see *Media Types* on page 3-3.

The printing system automatically selects the paper size that matches the size specified above. A message appears requesting you to load paper into the MP tray if the proper paper size is not available.

7 Click the **Source** list to specify the paper cassette for printing.

8 Choose either **Portrait** or **Landscape** to match the document page orientation. You can rotate the document 180 degrees by selecting the **Rotated** check box.

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

10 Click **OK** to start printing.

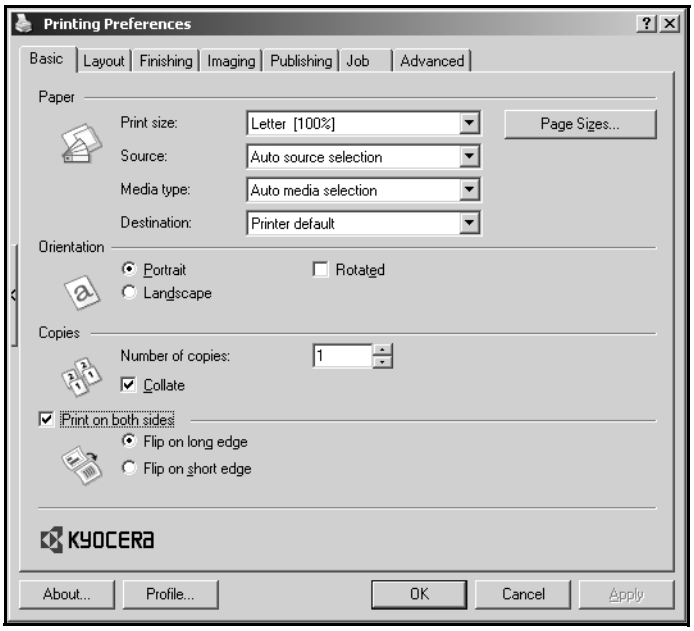
Print Sizes

This section describes how to print documents of different sizes than the original document. The document image is adjusted to match the size you select. If you would like to manually input the Scaling percentage, see *Scaling* on page 4-6.

1 In the **Properties** dialog box, from the **Basic** tab click **Page Sizes**.

2 In the **Page Sizes** list, select the document's paper size and click **OK**.

3 In the **Basic** tab, click the **Print Size** list and select the preferred output paper size.



4 Confirm the proper paper size is loaded. Click **OK** to return to the **Print** dialog box.

5 Click **OK** to start printing.

The source document is automatically scaled to fit the output paper size.

Media Types

The printing system automatically selects the paper size specified in the **Page Sizes** setting in the **Basic** tab by default when you are printing on regular paper. However, the printing system supports a wide variety of printing media depending on your printing system model.

You can specify the media type in the **Media type** setting for auto media selection when using non-standard types of printing media, such as recycled paper, labels, or transparencies. You can also specify the finishing settings for best results. Automatic selection of media types can be disabled in the PCL XL settings dialog box. For further details, refer to *Page Description Language (PDL)* on page 2-5.

Labels, transparencies, and envelopes must be printed using the MP tray. Ensure the paper is properly loaded by following the instructions outlined in the printing system's *Operation Guide*.

Note: The default setting is for **Source** and **Media type** to be separate items in the dialog box, but it is possible to combine them using a setting in **Compatibility Settings**. If they are combined, the **Media type** list is not available. To change this setting, open **Printer Properties** from the Microsoft Windows **Printer and Faxes** window, go to **Device settings** and then **Compatibility Settings,** and then clear the **Combine source and media type lists** selection.

When paper is properly loaded in the paper cassette, the printing system can automatically detect the paper size. However, it is necessary to use the operation panel on the printing system to assign the media type of the paper cassette so that the printing system can recognize it. The steps to specify the media settings are listed below.

1 Load the paper in a paper cassette or the MP tray.

Note: Use the MP tray in cassette mode (the default). For further details on MP tray modes, refer to the printing system's *Operation Guide*.

2 Specify the media type at the operation panel on the printing system.

3 Open the **Properties** dialog box.

4 Select the document paper size from the **Print Size** list.

5 From the **Media type** list, select the type of media for printing, then click **OK**.

Options Available in the Media Type List

Media Type	Usable Paper Cassettes
Plain 64 to 90 g/m^2	All
Preprinted	All
Bond (securities)	All
Coated	All
Recycled	All
Vellum Less than 64 g/m^2	All
Letterhead	All
Color 64 to 90 g/m^2	All
Prepunched	All
High quality	All
Cardstock	MP Tray
Envelopes	MP Tray
Thick	MP Tray or paper cassette
Rough 90 to 200 g/m^2	MP Tray or paper cassette
Labels	MP Tray
Transparency	MP Tray
Custom (1-8)	Refer to *Operation Guide*

After printing begins, the printing system automatically selects the paper to match the paper size and specified media type.

If the paper loaded does not match the size, type, or both, a message appears asking you to load paper in the MP tray.

Printing on Paper of Non-Standard Sizes

To use custom sizes of paper in your printing system, you must first define the custom paper sizes in the **Properties** dialog box.

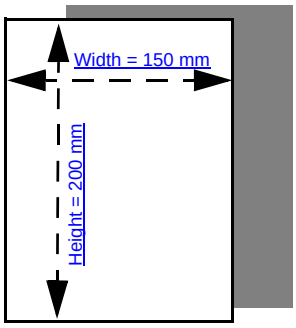
Note: For custom paper, supply the paper using the universal (adjustable) paper cassette or the MP tray.

Custom Paper Sizes

1. Load the custom paper into the printing system. For further details, refer to the printing system's *Operation Guide*.
2. Click **Start** in the Windows taskbar and then select **Printers and Faxes.** The **Printers and Faxes** window appears.
3. Right-click the printer icon and select **Properties** to open the **Properties** dialog box.
4. Click **Printing Preferences** to open the **Printing Preferences** dialog box.
5. Click **Page Sizes**. The **Page Sizes** dialog box appears.
6. Click **New** to display **Custom_01** in the **Name** box. You can replace **Custom_01** with the name for your new custom paper size. The name can be up to 31 characters.
7. Type the measurements in the **Height** and **Width** boxes in millimeters or inches. The unit (inches or millimeters) is selected in the **User Settings** dialog box, accessed from the ***Device Settings*** tab. For further details on changing the unit, refer to *User Settings* on page 2-4.

   Size limits for custom paper are listed in the table below.

Size	Cassette	MP tray	Duplex unit
Minimum (A4 printing systems)	148 × 210 mm (5.8 x 8.3 inches)	70 × 148 mm (Portrait)	148 × 216 mm
Maximum (A4 printing systems)	216 × 356 mm (8.5 x 14 inches)	216 × 356 mm (Portrait)	216 × 356 mm
Minimum (A3 printing systems)	148 × 210 mm (5.8 x 8.3 inches)	70 × 148 mm	148 × 210 mm
Maximum (A3 printing systems)	297 × 450 mm (11.7 x 17.7 inches)	310 × 458 mm	297 × 431.8 mm



Sample Paper Measurements (150 mm x 200 mm)

8. Click **OK**.

To add more custom paper sizes, repeat the steps above (Maximum 20 custom paper sizes).

Printing with Custom Paper Sizes

1. Select **Print** from the **File** menu. From the application's **Print** dialog box, open **Print Properties**.
2. In the **Basic** tab, select the name of your saved paper size in the **Print Size** list.
3. From the **Source** list, select the source cassette for the custom page size.
4. Click **OK** to return to the **Print** dialog box.
5. Click **OK** to start printing.

Duplex Printing

This section describes how to enable the duplex printing option. In order to activate this printing option, a duplex unit must be installed, and additional memory may be required. For further details, refer to your printing system's *Operation Guide*. For information on Booklet printing, see *Booklet Printing* on page 4-2.

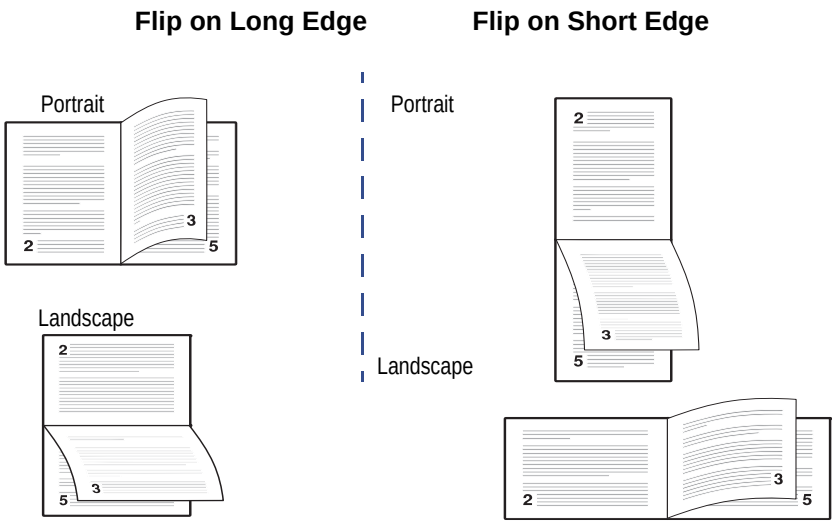
The paper sizes and media types listed in the table below cannot be used for duplex printing:

Paper sizes	Media Types
A3 wide	Transparencies
A6	Labels
B6	Thin paper
Postcards	Envelopes
Double postcards	Postcards
Envelopes	
Western size 2 (114 × 162 mm)	
Western size 4 (105 × 235 mm)	

Print on Both Sides

1. Within your application, select **Print** from the **File** menu. Then, from the **Print** dialog box, open **Properties**.

2 From the **Basic** tab, select **Print on Both Sides**. Select **Flip on Long Edge** or **Flip on Short Edge**.

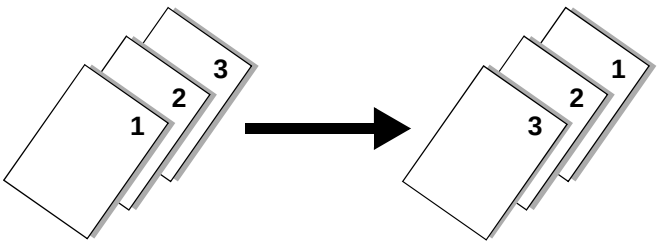


3 Click **OK** to return to the **Print** dialog box.

4 Click **OK** to start printing.

Reverse Order Printing

You can print document pages in reverse order, from the last page to the first. The reverse order printing function places the order of pages into reverse numerical order as shown below.



Print Pages in Reverse Order

1 Open the **Properties** dialog box.

2 From the **Basic** tab, select the output tray from the **Destination** list.

3 Select **Reverse page order**. If **Reverse page order** does not appear, select another choice other than Printer default for the **Destination** output tray.

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

5 Click **OK** to start printing.

Collating Modes

By attaching a sorter to your printing system, you can specify how printed documents are stacked in the output trays after printing.

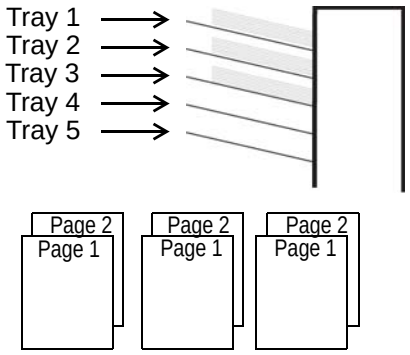
The number of output trays and their receiving capacity (the number of sheets) varies depending on the sorter model. Refer to your sorter's *Operation Guide*.

Frequently, the application settings are given priority, causing a change in the sorter output method depending on the application. Verify these settings before printing your documents.

Sorter Modes

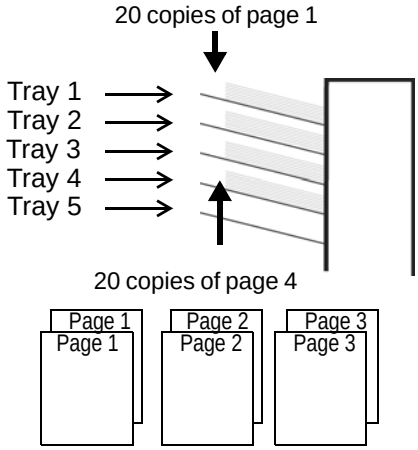
There are three sorter modes available. These modes are selected in the **Basic** tab:

Collating



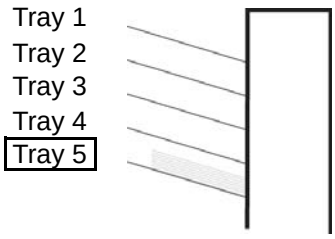
- Collating in sorter mode produces the specified number of copies as complete sets of documents in each tray.
- The document is printed following the page order and received in each tray. The number of document copies must not exceed the number of trays. If a tray becomes full, the printing system pauses and shows a message to remove the paper from the tray. After the paper is removed, printing resumes for the remaining number of copies.

Non-collating



- Non-collating mode produces the specified number of copies but divides the document for output in each tray, with page 1 in tray 1, page 2 in tray 2, and so on. For example, printing 20 copies of a four page document using grouping produces 20 copies of page 1 in tray 1, 20 copies of page 2 in tray 2, and so on.
- The number of document copies must not exceed the sheet capacity of any tray. When a tray reaches capacity, the printing system pauses and shows a message to remove the paper from the tray. In addition, the maximum document page length must not exceed the number of sorter trays. When a tray reaches capacity, the printing system pauses and shows a message to remove the paper from the tray.

Mailbox



- The mailbox mode sends copies to specified user trays, which is useful when the printing system is shared among different users. For example, specifying tray 5 sends the printed document to tray 5.
- When a tray reaches capacity, the printing system pauses and shows a message to remove the paper from the tray.
- Mailbox is a physical mailbox.

Collate

1. Open the **Properties** dialog box.
2. From the **Destination** list, select a face-down destination, such as **Finisher (face-down)** or **Top Tray (face-down).**
3. Select the **Collate** check box.
4. Select the number of complete sets in the **Number of copies** box. When printing using the collate option, specify the number of copies not to exceed the number of trays. The document page length must not exceed the tray capacity (for example, 200 sheets).
5. Click **OK** to return to the **Print** dialog box, and click **OK** to begin printing. The specified number of copies is produced in separate trays.

Non-Collating

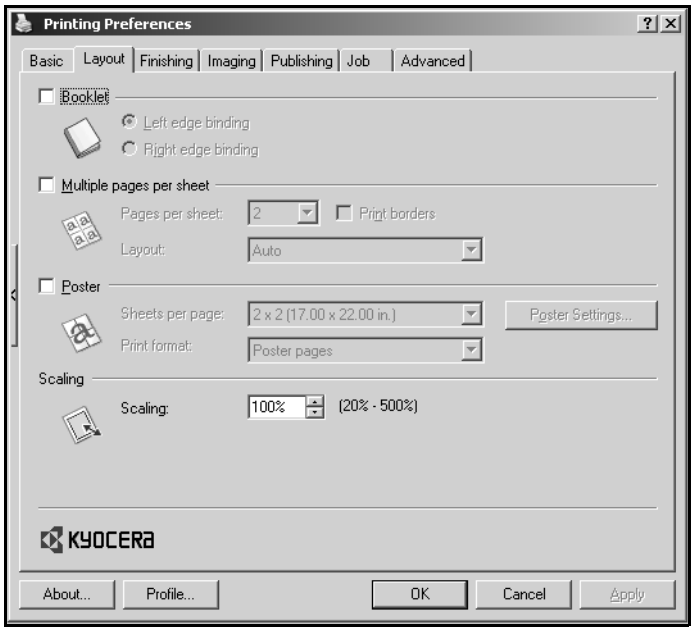
Clearing the **Collate** check box produces page 1 in tray 1 and page 2 in tray 2.

1. Open the **Properties** dialog box.
2. From the **Destination** list, select **Finisher (face-down)** or **Top Tray (face-down)**.
3. Clear the **Collate** check box.
4. Click **OK** to return to the application's **Print** dialog box and begin printing. The specified number of copies of each page is delivered to each tray.

4 Layout

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

- **Booklet** prints a multi-page document in a book format that can be folded and stapled.
- **Multiple pages per sheet** prints more than one document page on a single sheet.
- Use **Poster** to print a large banner using several sheets of paper.
- **Scaling** increases or decreases the print size.



Booklet

Use the **Booklet** option to print a two-page layout on both sides of each sheet of paper. You can then fold and bind the booklet in the center.

You can use optional document finishers to staple the booklet. For further details on **Staple** settings, refer to *Staple* on page 5-4.

The supported paper sizes for Booklet printing are A3, B4, A4, A5, B5 (JIS), ledger, letter, legal, statement, and folio. Booklet printing can be used with Cover mode to add a cover to the booklet. For further details, refer to *Printing with Covers* on page 7-1.

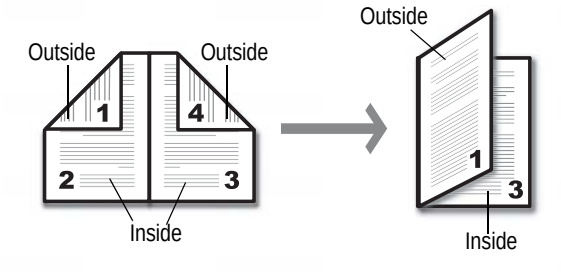
Left Edge and Right Edge Binding

Select left edge or right edge binding of the booklet to match the direction of your written language:

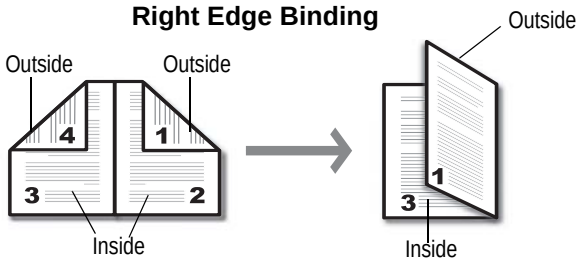
- Select **Left edge binding** for languages that read left to right.

- Select **Right edge binding** for languages that read right to left.

Left Edge Binding



Right Edge Binding



Booklet Printing

1. In your application, select **Print** from the **File** menu and open **Print Properties**.
2. Click the **Layout** tab.
3. Select **Booklet**.
4. Select **Left edge binding** or **Right edge binding**.
   - To use the Stapling feature, continue to step 5.
   - To continue with Booklet printing, go to step 8.
5. Click **Basic** > **Destination**, and select a face-down finishing tray.

   If the **Staple** check box is not available in the **Finishing** tab, change the setting for **Destination** in the **Basic** tab to an output tray that has a stapler.

   Booklet is selected automatically if **Staple** is selected in the **Finishing** tab and **Booklet [fold]** is selected under **Position**. Subsequently clearing the **Booklet** option does not reset **Destination** in the **Basic** tab. To return the driver to the default settings, click **Restore Defaults**. **Restore Defaults** is available when accessing the printer driver from the application's **Print** dialog box.
6. Select the number of copies to print.
7. Click the **Finishing** tab, and select the **Staple** check box. **Booklet (fold)** is selected automatically.
8. Click **OK** to return to the **Print** dialog box.
9. Click **OK** to start printing.

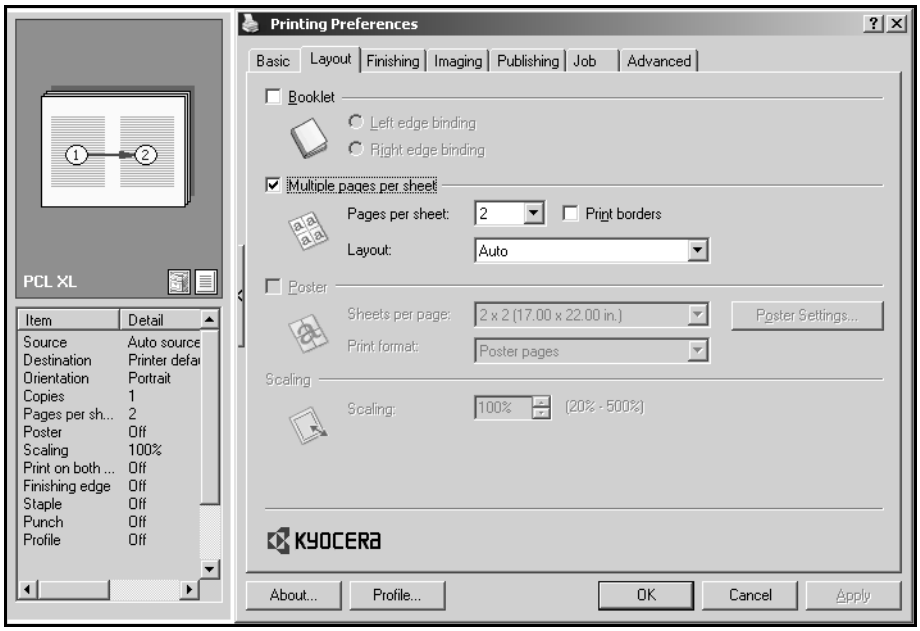
Multiple Pages Per Sheet

You can print multiple pages of a document on a single sheet of paper. Pages can be arranged in a variety of ways, and a border can be printed around each document page.

1 From the application's **Print** dialog box, open **Properties**. (Select **Print** from the **File** menu, and select **Properties**.)

2 Click the **Layout** tab.

3 Select **Multiple pages per sheet**.



4 In the **Pages per sheet** list, select the number of source pages.

5 From the **Layout** list, select the horizontal and vertical direction for the page layout.

Examples:

- If you select six pages per sheet and select **Top to bottom and left**, the pages are arranged from the top right corner to the bottom left corner.
- If **Auto** is selected, the pages are arranged from the top left corner to the bottom right corner.

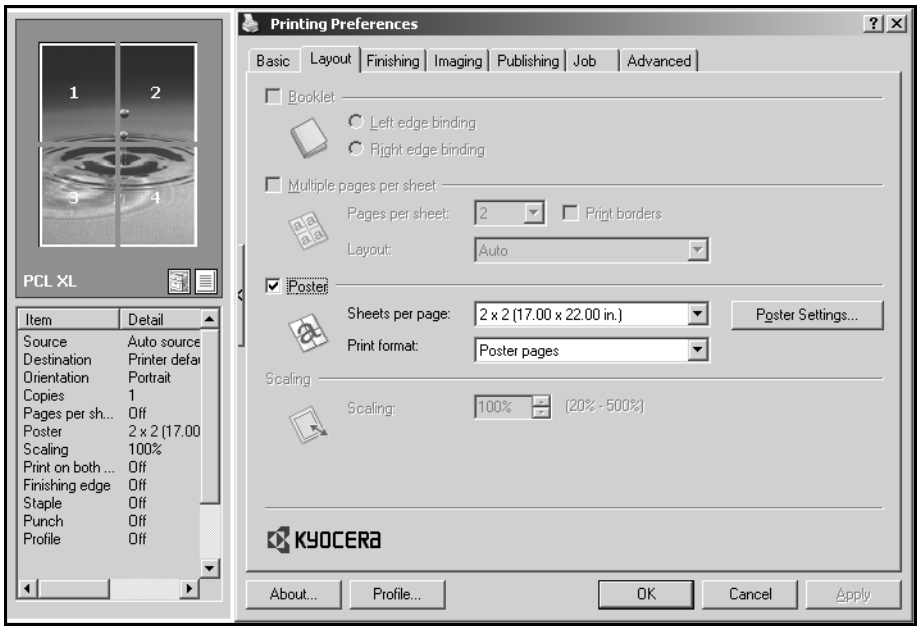
6 Select the **Print borders** check box to print a border around each document page.

Poster

You can print a document in a larger size than the paper supported for the printing system. The **Poster** feature allows you to increase the print size, print portions of the document on several sheets of paper, then assemble the sheets into a large banner, up to 25 times larger than the original document.

Sheets Per Page

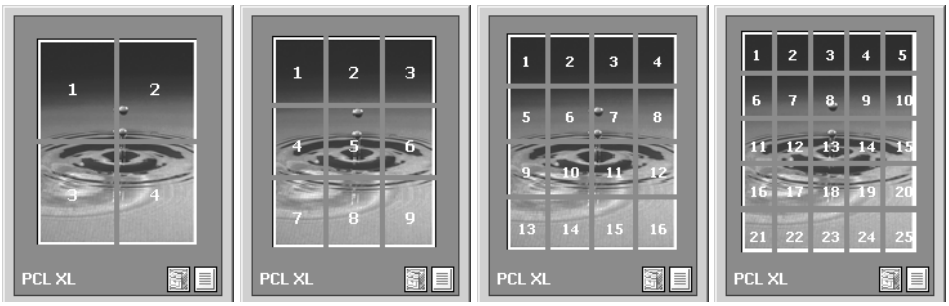
In the **Sheets per page** list, select the size of the desired poster, in relation to the original document size. The list shows the number of sheets to be printed and the maximum poster size. The final size may be reduced slightly depending on selections made in the Poster Settings dialog box. For further details, refer to *Poster Settings* on page 4-5.



Available Poster Sizes

- Select 2 x 2 to print a poster 4 times larger than the original.
- Select 3 x 3 to print a poster 9 times larger than the original.
- Select 4 x 4 to print a poster 16 times larger than the original.
- Select 5 x 5 to print a poster 25 times larger than the original.

2 x 2 3 x 3 4 x 4 5 x 5



The dimensions shown after each option are based on the selected **Page size** in the **Basic** tab. For further details on selecting a page size, refer to *Basic Printing Tasks* on page 3-1.

The unit (inches or millimeters) is selected in the **User Settings** dialog box, accessed from the **Device Settings** tab. For further details on changing the unit, refer to *User Settings* on page 2-4.

Print Format

If you are new to poster printing, you may want to print a proof sheet, in addition to the poster, to guide you in assembling the printed poster sheets. The proof sheet shows all poster pages on one sheet with markings that show how to assemble the sheets. Under **Print format**:

- Select **Poster pages** to print only the sheets of the poster.
- Select **Proof sheet** to print only a one-page proof sheet.
- Select **Poster pages and proof sheet** to print all poster sheets and a one-page proof sheet.

Poster Settings

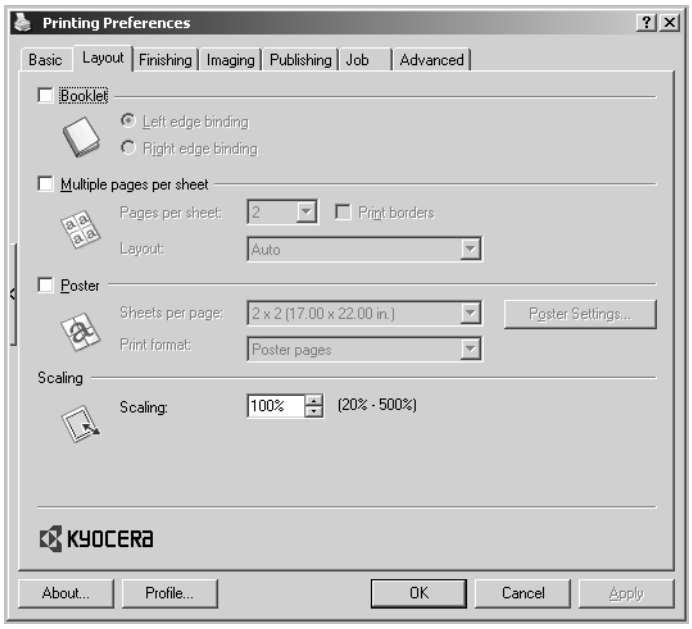
To make it easier to create a poster, you can print visual cues on the poster sheets that provide help in cropping and assembling the pages. In the **Layout** tab, click the **Poster Settings** button to open the **Poster Settings** dialog box.

You can use any combination of the following options in the **Poster Settings** dialog box.

- **Overlap edges**
  Select this option to duplicate 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**
  Select this option to print 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**
  Select this option to print numbers at the edges of each sheet, matching numbers on adjoining sheets. Assemble each sheet edge to the same numbered edge on another sheet. For a large poster with many sheets, this option ensures that the poster assembles correctly.

Scaling

Based on the page size and print size specified in the **Basic** tab, you can increase the top and/or left margin.



Scaling

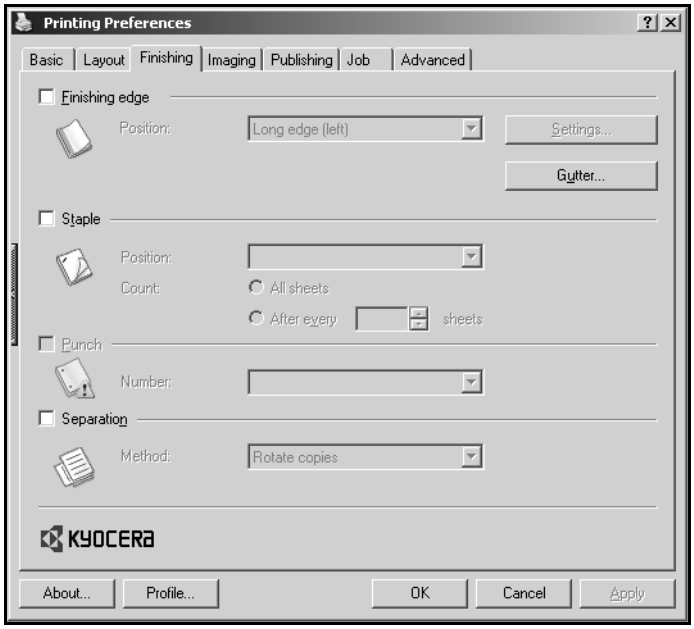
Click the **Layout** tab in the **Properties** dialog box, and type the scale percentage into the **Scaling (20-500%)** box, or click the up or down arrow buttons to adjust the value.

5 Finishing

This chapter describes the uses of finishing equipment. The **Finishing** tab is available for models that support optional finishing devices such as Internal finisher or 1000-sheet finisher.

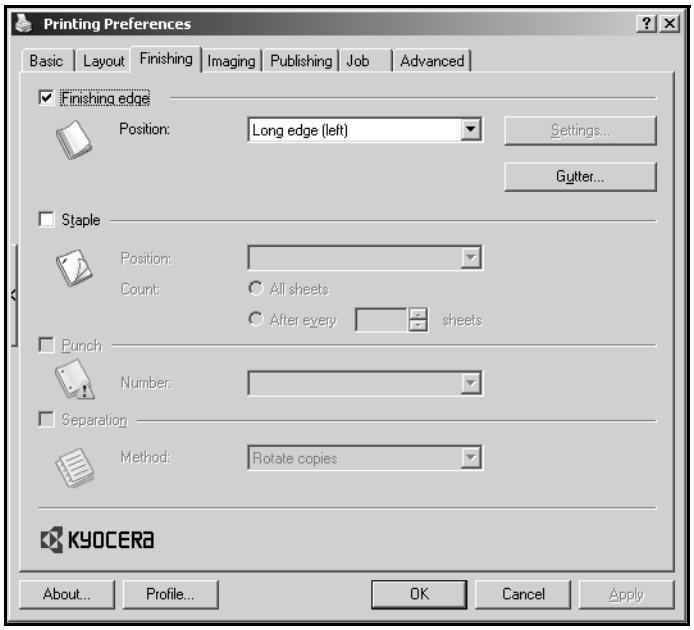
Note: For some features in the **Finishing** tab, the caution symbol appears when the feature is unavailable. Place the pointer over the symbol for a message that tells how to activate the feature in the driver.

- **Finishing Edge** aligns the matching sides of two different page sizes in a document.
- **Staple** binds multiple document pages together with one or more staples.
- **Punch** places round hole punches in the margin.
- **Separation** physically separates document copies or multiple copies of a print job in the finishing tray.



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 or punch features.



You can choose the position of staples and hole punches in a document composed of mixed page sizes. In contrast, if you are printing a mixed page size document without using Finishing edge, staple or hole punch 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 you previously made under Staple or Punch.

In the Finishing tab, if **Booklet (fold)** is selected for the Staple feature, Finishing tab options are unavailable. Finishing edge makes some other features unavailable, such as Separation and Rotated. Finishing edge cannot be used with the Poster feature.

To create a gutter in the document, click **Gutter**. A gutter increases the blank space on the left side or top of the printed page by scaling down text and graphics. For more information see *Gutter* on page 5-4. For applications that do not depend on the driver for page size (such as Microsoft Word), use the application's **Page Setup** dialog box to specify the sizes of the mixed pages in your document.

Page Size Combinations

Finishing edge can be used for the following combinations of page sizes:

- 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)

Using Finishing Edge

1 In the **Basic** tab, from the **Print size** list, select the size of the first page to be printed in the mixed page document.

2 In the **Basic** tab, from the **Source** list select an **Auto** source.

3 In the **Finishing** tab, select **Finishing edge**.

4 Select from available **Position** (the document edge to be finished) options, or select **Custom**. Positions are based on the **Print size** selection in the **Basic** tab. For more information, see *Positioning Options for Finishing Edge* on page 5-3.

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

6 Load each paper size (using the supported paper size pairs described in **Page Size Combinations**) 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 the specified paper size or direction (short or long edge) is not available in the printing system, the front panel message requests you load the correct paper size into the cassette with the correct orientation.

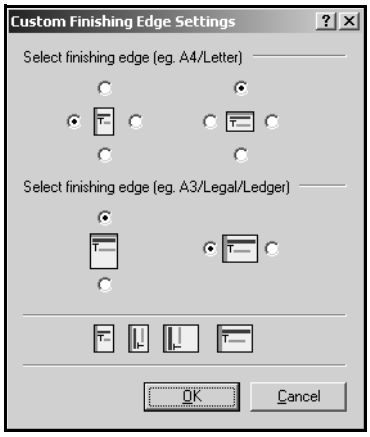
Positioning Options for Finishing Edge

Select from available options to specify the page edges to be aligned and finished. For additional position settings, select **Custom**, then click **Settings**. Available options for Position depend on Print size, Orientation, Booklet, and Multiple pages per sheet selections. For more information see *Chapter 3, Printing Basics* and *Chapter 4, Layout*.

In the side panel display, the page image shows a blue highlighted strip to indicate the current selected finishing edge and Staple or hole punch positions, if selected. When the staple or hole punch option is used, the Position selection determines where staples and hole punches are placed. Use this image to verify your selections for Finishing edge, Staple, or Punch.

Custom Finishing Edge Settings

To select Custom for Position, click **Settings** to open the **Custom Finishing Edge Settings** dialog box. Select one of the settings. The illustrations in the dialog box help you visualize the page alignments.



In the Custom Finishing Edge Settings dialog box:

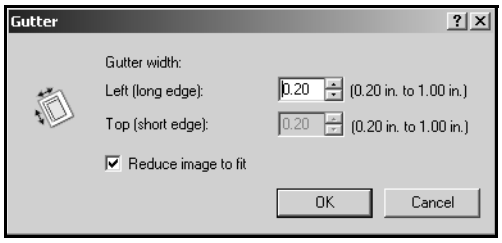
The top two settings **(e.g. A4/Letter)** are for the smaller size paper in the mixed page document.

The second row of settings **(e.g. A3/Legal/Ledger)** is for the larger size paper in the mixed page document.

Select the one setting that best illustrates the edge of the mixed pages you want to align. Note that a change to one custom Finishing edge setting adjusts other selections to make them compatible with the change.

Gutter

Based on the page size and print size specified in the **Basic** tab, you can reduce or enlarge the image from 20% to 500% of the original size, or increase the top or left margin, before printing.



Click **Gutter** to increase the outside margins in a range from 5.0 to 25.4 mm (0.20 to 1.00 inch). The left and/or top margins can be adjusted. This is useful when you want to add extra margin space to the page for staples or hole punches. When used with duplex printing, the enlarged gutter lines up evenly on both sides of the sheet. For further details on duplex printing, refer to *Duplex Printing* on page 3-6.

- To increase outside margins on the left side of the page, enter a number into the **Left (long edge)** box. This option may not be available, depending on your **Orientation** and **Print on both sides** settings in the **Basic** tab.
- To increase outside margins at the top of the page, enter a number into the **Top (long edge)** box. This option may not be available, depending on your **Orientation** and **Print on both sides settings** in the **Basic** tab.
- Since the **Gutter** feature shifts document data to the right or down, select the **Reduce image to fit** check box if the printed data extends beyond the edge of the paper when changing the gutter setting. The size of the printed data is decreased slightly to fit in the printable margins of the page.
- If the document data is small enough that it does not extend beyond the edge of the paper when the gutter is increased, clear the **Reduce image to fit** check box.

When you want to change the page size (for example, to enlarge an A4-size brochure for printing on A3 paper), refer to *Print Sizes* on page 3-2.

Staple

The **Staple** feature is available on printing systems with an optional finishing device installed. If a 3000-sheet finisher and folding unit are installed, the Booklet printing feature is available. For further details, refer to *Booklet* on page 4-1.

After installation, optional equipment must be selected in the printer driver in the **Device Settings** tab. For further details, refer to *Installing Optional Devices* on page 2-1.

Note: **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, **Punch**, and **Separation** > **Offset jobs** each select the Destination automatically. If **Staple** > **Booklet [fold]** is selected, **Booklet** in the **Layout** tab is also automatically selected. If the finishing option is changed, the **Destination** selection is not affected.

Using the Stapler

1. From the application's **Print** dialog box, open **Properties**. (Select **Print** from the **File** menu, and select **Properties**.)
2. Click the **Finishing** tab, then select **Staple**.
3. Select the available stapling position: **Upper left**

Note: You can increase the left or top margin to provide additional space for stapling by using the **Gutter** feature. See *Gutter* on page 5-4.

4. Select how many pages to staple together under **Count**.

Note: The maximum number of sheets that can be stapled varies, depending on the selected **Page size** or **Media type**, and on the finisher model. See your finishing device's *Operation Guide* for details.

- **All sheets** (maximum of [--])

  Staples all document sheets up to the displayed limit. If the document being printed has more than the maximum number of sheets, the document is not stapled. One sheet can equal two pages when duplexed.

  For example, if the supported maximum is 50 document sheets, then a 58 sheet document is not stapled.
- **After every [--] sheets**

  Select this option to divide the document into sets, with a specified number of sheets in each set, then staple each set separately. You can designate from 2 sheets up to the limit displayed under **All sheets**. If the final set has fewer sheets than the limit, it is stapled.

  For example, if stapling has been specified after every 20 sheets for a document that has 58 sheets, the print job is stapled in sets of 20, 20, and 18 sheets.

5. Click **OK** to return to the **Print** dialog box.
6. Click **OK** to start printing.

The printed document is stapled and delivered to the output tray.

For further details about stapler specifications, refer to your finishing device's *Operation Guide.*

Punch

The **Punch** feature is available on printing systems with an optional finishing device installed. This feature places hole punches along the edge of the printed pages, so that the pages can be bound together or placed in a binder. Punch cannot be used when **Booklet** is selected in the **Layout** tab.

Note: Not all finishing devices support the punch feature. For further details, refer to *Installing Optional Devices* on page 2-1.

Using Hole Punch

1. In your application, open the **Print** dialog box, then open **Properties**. (Select **Print** from the **File** menu, and select **Properties**.)
2. In the **Basic** tab, under **Destination**, select a face-up or face-down finishing tray.
3. Click the **Finishing** tab, then select **Punch**.
4. Select the number of hole punches: 2 hole, 3 hole, or 4 hole. Available punch options are set in the **Device Settings** tab and depend on the punch unit being installed on the device and selected. For further details, refer to *Installing Optional Devices* on page 2-1. For information on positioning the hole punches, refer to *Position the Hole Punch* below.
   - For metric specification, use 2 hole and 4 hole punch options.
   - For inches specification, use 2 hole and 3 hole punch options.
5. Click **OK** to return to the **Print** dialog box.
6. Click **OK** to start printing.

   The print job is punched by the finishing device and delivered to the output tray.

   For further details about hole punch specifications, refer to your finishing device's *Operation Guide*.

Position the Hole Punch

Note: Some models do not support the punch position option.

1. With **Punch** selected in the **Finishing** tab, click the **Settings** button.
2. In the **Punch Position Settings** dialog box, select where to place the hole punches on the page: **Left**, **Right**, or **Upper**.
3. In the **Punch Position Settings** dialog box, click **OK**.
4. Click **OK** to return to the **Print** dialog box.
5. Click **OK** to start printing.

   The print job is punched by the finishing device and delivered to the output tray.

Note: Each sheet is punched separately. When sheets are stacked, the holes may not line up exactly.

You can increase the left or top margin to provide additional space for hole punches by using the **Gutter** feature. For further details, refer to *Gutter* on page 5-4.

Separation

When multiple copies of a print job are printed, they can be difficult to separate in the output tray. The **Separation** feature stacks copies so that one can be clearly distinguished from another. Available options are:

- **Offset jobs** physically shifts each print job in the output tray.
- **Rotate copies** stacks each copy of a print job at right angles in the output tray.

Rotate Copies

Rotate copies stacks each copy of a print job at right angles 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.

1. From the application's **Print** dialog box, open **Properties**. (Select **Print** from the **File** menu, and select **Properties**.)
2. In the **Basic** tab, under **Destination**, select an option that is not a finishing tray, for example: **Top tray (face-down)**
3. Select a number of copies greater than 1.
4. Click the **Finishing** tab, then select **Separation**. The **Rotate copies** option is selected.
5. Click **OK** to return to the **Print** dialog box.
6. Click **OK** to start printing.

Your print job is stacked in the output tray with each copy alternating horizontally and vertically.

Offset Jobs

Offset jobs physically shifts each print job in the output tray. This feature requires an optional finishing device such as an Internal finisher or 1000-sheet finisher. For further details, refer to *Installing Optional Devices* on page 2-1.

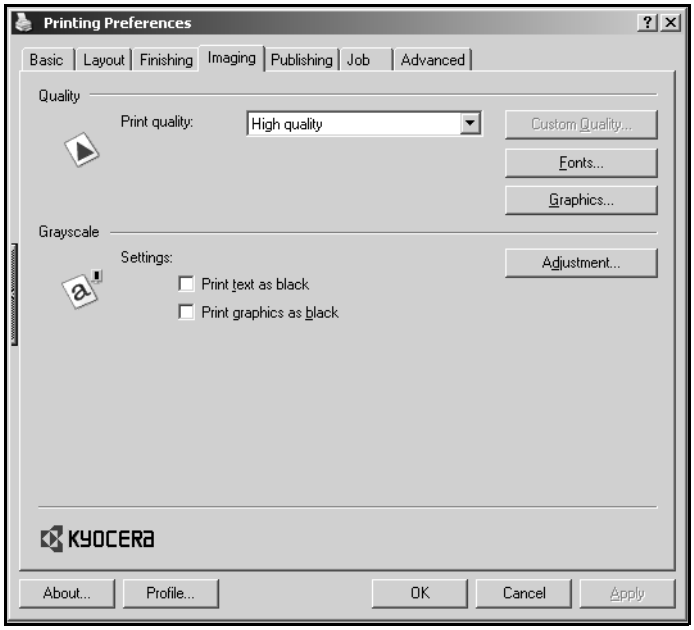
Note: To ensure consistent offset stacking, all users printing to the same printing system should select **Offset jobs** as the default setting. For further details, refer to *Printer Properties* on page 2-1.

1. From the application's **Print** dialog box, open **Properties**. (Select **Print** from the **File** menu, and select **Properties**.)
2. In the **Basic** tab, under **Destination**, select a face-down finishing tray, such as **Finishing tray** or **Finishing tray (face-down)**.
3. Click the **Finishing** tab, then select **Separation**. The **Offset jobs** option is selected.
4. Click **OK** to return to the **Print** dialog box.
5. Click **OK** to start printing.

   Your print job is stacked in the output tray, offset from other jobs in the same tray.

6 Imaging

The **Imaging** tab contains options for print job **Quality** and **Grayscale** for print jobs.



Print Quality

1 From the **Print** dialog box of the application, click **Properties**.

2 In the **Properties** dialog box, click **Imaging**.

3 Select a **Print quality** from the list.

4 If you select **Custom** as the **Print quality**, next to the list click **Custom Quality** to open the **Custom Quality Settings** dialog box.

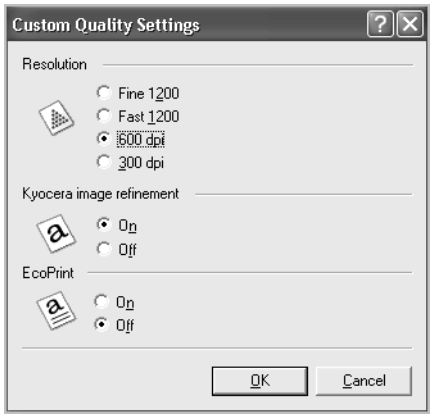
Print Quality	
Option	**Description**
High quality	Uses the highest printing system resolution.
Proof (monochrome printers only)	Uses the second highest printing system resolution.
EcoPrint	Makes text and graphics appear lighter in the printed job.
Custom	Choose your own combination of settings for **Resolution**, **Kyocera Image Refinement** and **EcoPrint**.

Custom Print Quality Settings

You can select one or more **Custom Quality Settings**:

- **Resolution**
- **Kyocera Image Refinement**
- **EcoPrint**

These settings can extend the life of toner cartridges by adjusting print resolution to reduce the amount of toner used.



Custom Option	Description
Resolution (monochrome printers only)	The number of dots printed in one inch. At higher resolutions more detail appears in the print job. Select Fast 1200 mode, 600 dpi, or 300 dpi.
Kyocera Image Refinement	Smoothes the outlines of text and vector graphics.
EcoPrint	Makes text and graphics appear lighter in the printed job.

EcoPrint

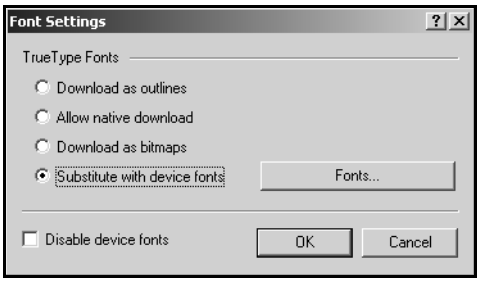
From the **Imaging** tab, click **Print Quality > Custom**. Click **Custom Quality** to view the **Custom Quality Settings** dialog box. EcoPrint changes toner saturation, making the entire image, text and graphics, appear lighter in the printed job. The actual amount of toner used depends on the printing system model, the type of data printed (text, graphics, or both), and whether it is monochrome or color. EcoPrint does not increase print speed.

Fonts

The **Fonts** feature lets you specify how TrueType fonts are sent to the printing system. The chosen method affects the speed and quality of the print job.

Note: All of Kyocera's device fonts are TrueType fonts; do not disable them in the driver.

1 Click **Fonts** to open the **Font Settings** dialog box.



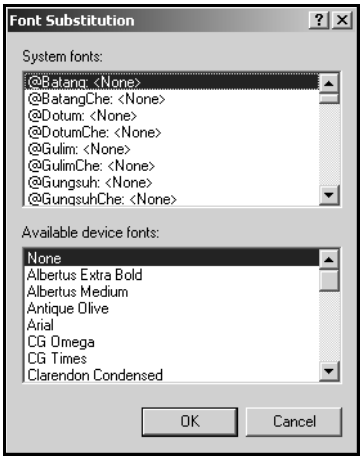
2 Select one of the methods for sending TrueType fonts, and then click **OK** to save your selection:

Fonts	
Option	**Description**
Download as outlines	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 cannot be 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	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 in the **PDL Settings** dialog. For further details on changing the page description language, refer to *PDL Settings* on page 2-5.
Download as bitmaps	Bitmap downloading provides more detail, however it creates large file sizes. For print jobs with very small fonts (point size 1-4), user-defined fonts, or Asian fonts.
Substitute with device fonts	System fonts and device fonts are automatically matched based on typeface name. To match a specific device font with a system font, select **Substitute with device fonts**, then click **Fonts** to open the **Font Substitution** dialog box. Select under these circumstances: • To increase print speed and efficiency. • To change a font found throughout a large document. This selection replaces the old font with the desired font.

Note: GDI compatible mode does not support **Substitute with device fonts**. For further details on GDI compatible mode see *page 2-6*.

Font Substitution

With **Substitute with device fonts** selected as the font setting, click **Fonts** to open the **Font Substitution** dialog box.



The **System fonts** list shows the fonts installed on your computer. The printing system fonts are listed in the **Available device fonts** list. Select the system font, and then the available device font to be substituted. If the device font does not have similar font characteristics to the system font, character spacing in the document does 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.

When printing with Autodesk or Adobe applications and Microsoft Office versions older than Office 2000, select **Disable device fonts** to overcome device font limitations with these applications. Device fonts are normally visible in 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.

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

The **Substitute with device fonts** option is disabled if **Disable device fonts** is selected.

Graphics

From the **Imaging** tab, click **Graphics** to open the **Graphics Settings** dialog box. Choose your graphics settings, and then click **OK** to save your selections. See below for descriptions of graphics settings options.

Note: Some options are available only when a specific PDL is selected. For further details on changing the page description language, refer to *PDL Settings* on page 2-5.

Pattern Scaling

Adjust the pattern scaling to improve visual compatibility between screen and print output.

If printed patterns and fills do not match the appearance of that on the screen, use this feature to select a different print density.

Pattern Scaling	
Option	**Description**
Auto (default setting)	In most cases, this option prints patterns and fills to match the on-screen appearance.
Coarse	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** is selected in the **PDL Settings** dialog box.
Medium	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 in the **PDL Settings** dialog box.
Fine	Prints patterns and fills with the greatest number of lines, patterns, or dots. Printed patterns and fills may appear more dense than the on-screen appearance.

Inversion Options

Inversion options are available when **KPDL** is selected in the **PDL Settings** dialog box.

Option	Description
Reverse image	Prints images like a photo negative, reversing black and white areas of the image.
Mirror print	Prints the page content backwards, as it would appear in a mirror image.

Optimization

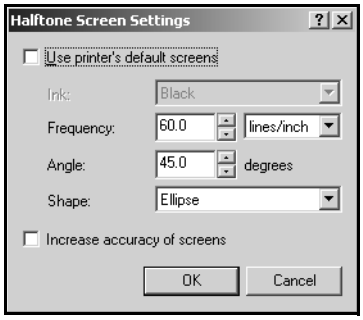
Optimization selections are available when **KPDL** is selected in the **PDL Settings** dialog box.

Optimization	
Option	**Description**
Fast printing	Delivers images in binary format. Fast printing decreases spool size and increases print speed. Use it for most everyday printing needs.
Document portability	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.

Halftone Screen

An experienced user can adjust Halftone Screen settings to create shades of gray in graphic images. The Halftone Screen process breaks down the image into dots. Larger dots spaced close together create darker shades, and smaller dots spaced farther apart create lighter shades. Shading can be varied by adjusting the number of rows of dots, the angle at which rows of dots are placed, and the shape of the dots.

Halftone Screen is available only when **KPDL** is selected in the **Device Settings** tab, in **PDL Settings**. If **GDI compatible mode** is selected in the **PDL Settings** dialog box, Halftone Screen is unavailable.



1. From the **Graphic settings** dialog box, click **Halftone Screen**.
2. Clear the **Use printer's default screens** check box.
3. Select from the list for each option, or enter the values:

Halftone Screen	
Option	**Description**
Ink	**Black** is the only available ink color in the printed output.
Frequency	Number of rows of dots per inch or centimeter. Enter a numeric value in the **Frequency** box, and select **lines/inch** or **lines/cm**.
Angle	Select the angle at which rows are aligned. An angle is measured in degrees, ranging from -180 to +180.

Halftone Screen	
Option	**Description**
Shape	Select the shape of the halftone dot. The choice for the best halftone shape depends on the pattern and number of colors for your image. **Ellipse** Resists optical jump, which is when areas of an image that should be smooth suddenly become darker. An ellipse shape provides a smoother gradation of tones. Choose 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. Choose for images with light tints and highlighted areas. **Line** Used for special effect. You can change the effect by selecting a different Angle.
Increase accuracy of screens	Uses a very precise halftone screen which provides better print quality, but may increase printing time.

Grayscale

Use the **Grayscale** options to adjust the appearance of graphics and text produced.

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

1 Click **Adjustment** to open the **Adjustment Settings** dialog box.

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

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

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

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

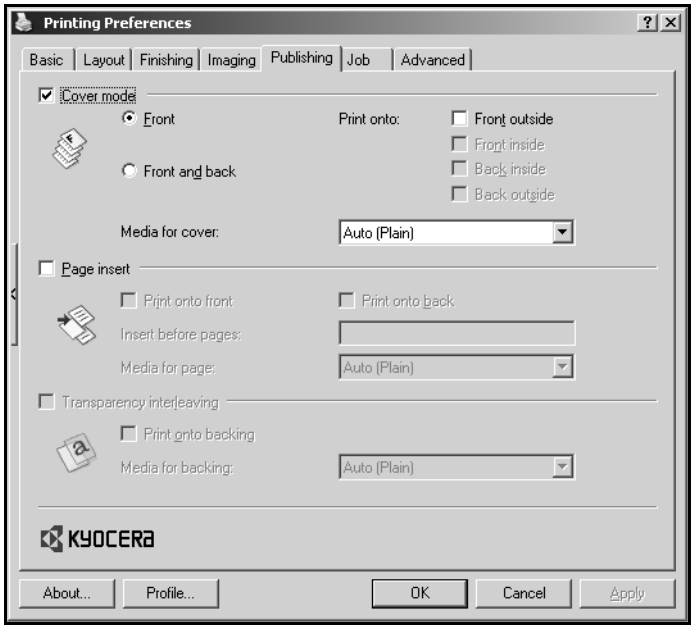
A high contrast setting decreases the grayscale spectrum, making light grays lighter and dark grays darker. A low contrast setting increases the grayscale spectrum, making light grays darker and dark grays lighter.

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

7 Publishing

This section describes the Cover mode, Page insert, and Transparency interleaving features of the printer driver. When these options are used with the MP tray, cassette mode (the default setting), must be set. For further details, refer to the printing system's *Operation Guide*.

- **Cover mode:** Adds a front or back cover to your document.
- **Page insert:** Inserts blank or printed pages before pages in your document.
- **Transparency interleaving:** Inserts a blank or printed page between transparencies.



Printing with Covers

For your document's front cover or front and back covers, you can insert and print on paper that is a different weight or color than the paper for the body of the document. You can also specify cover printing when completing booklet printing settings. The paper used for printing the document body is specified in the **Paper** settings in the **Basic** tab of the **Properties** dialog box. The source of the cover paper is specified by adjusting the **Media for cover** settings in the **Publishing** dialog box. You can also print on the covers.

To print using the **Front inside** or **Back outside** options in the **Basic** tab, you must select **Print on both sides**.

Although **Cover mode** and **Page insert** may be used simultaneously, they cannot be used with **Transparency interleaving** (described in *Transparency Interleaving* on page 7-6).

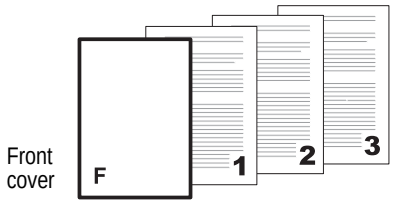
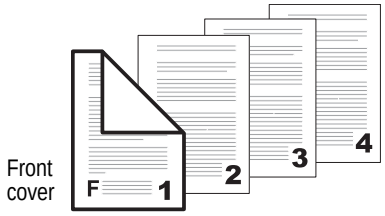
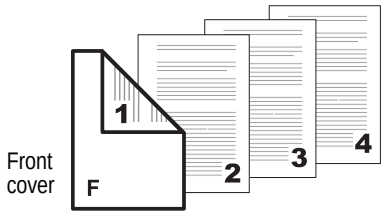
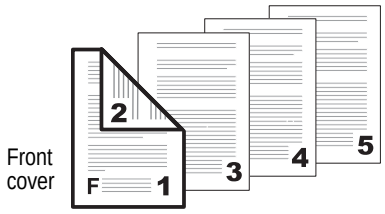
For further details on printing with covers in the booklet printing settings, refer to *Booklet Printing* on page 4-2.

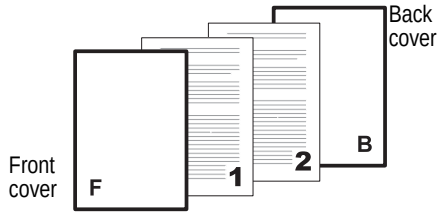
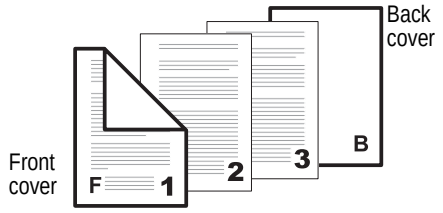
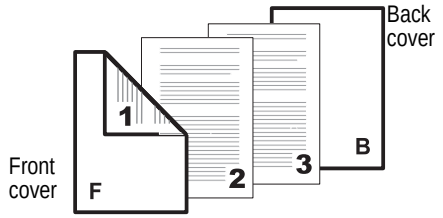
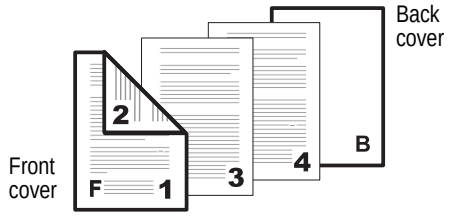
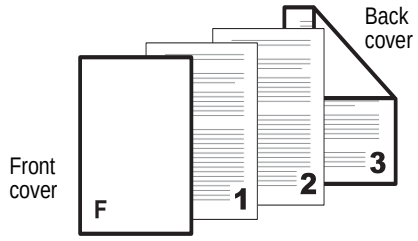
1 From the application's **Print** dialog box, open the **Properties**. (Select **Print** from the **File** menu and select **Properties**.)

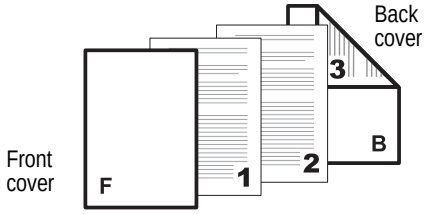
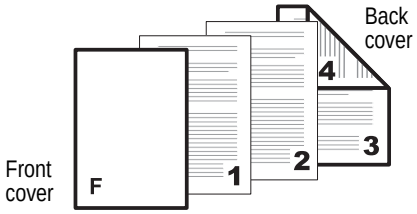
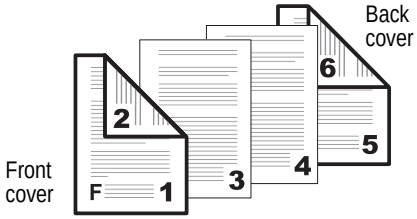
2 In the **Properties** dialog box, click the **Publishing** tab.

3 Select the **Cover mode** check box. Select from the page arrangements described in the table below.

Cover Printing 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. 
⊙**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. 

Check Box Selection	Cover Insertion Type
⊙**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. 
⊙**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. 

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

Edit Cover Printing Options

1. From 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 is automatically selected.

Note: Heavy, thin, or other special papers must be supplied from the MP tray.

2. Load the paper for the front and back cover in the paper cassette selected in step 1.
3. Click **OK** to return to the **Print** dialog box
4. Click **OK** to start printing.

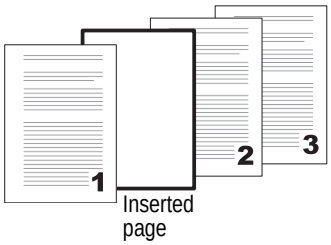
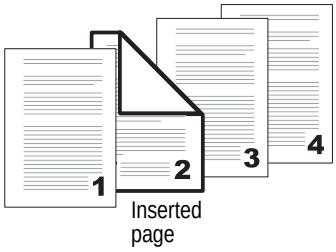
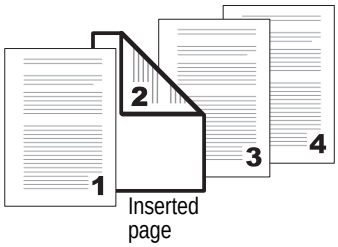
Page Insert

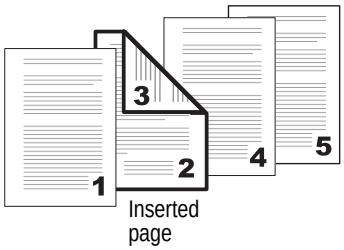
You can insert a preprinted page or a page of a different paper type before a designated page. You can also print on the inserted paper. Using the standard duplex unit, you can also print on the reverse of the inserted paper.

Although the **Page insert** and **Cover mode** may be used simultaneously, they cannot be combined with **Transparency interleaving** (described in *Transparency Interleaving* on page 7-6).

Insert Page Printing

1. From the application's **Print** dialog box, open the **Properties**. (Select **Print** from the **File** menu and select **Properties**).
2. In the **Properties** dialog box, click the **Publishing** tab.
3. Select the **Page insert** check box. Select the option corresponding to your desired page arrangement as shown in the table below. To print on both the front and back of the inserted page, enable the **Print onto front** and **Print onto back** check boxes.

Check Box Options	Page Insertion Types
☑**Page insert**	Inserts a blank page before the second page. 
☑**Page insert** ☑**Print onto Front**	Prints on the front surface of the inserted page. 
☑**Page insert** ☑**Print onto Back**	Prints on the inside surface of the inserted page. 

Check Box Options	Page Insertion Types
☑**Page insert** ☑**Print onto Front** ☑**Print onto Back**	Prints on both sides of the inserted page. 

Combinations

Adjust Media Combination Settings

1. Enter the page number to insert. A page is inserted between the page number you entered and the page before it. For duplex printing without printing on the cover, you can designate for pages to be inserted starting with page 2 and ending on page 255. For duplex printing and if you check print cover front and back, then the range is 3 to 255. If simplex printing, the range is from 2 to 511.
2. To designate several pages in the document for insertion, enter a comma (,) to separate them. For a series of insertions in a range of pages, use a hyphen (-). For example, to insert a page before pages 5, 11, 12, 13, and 18, enter [**5,11-13,18**].
3. From the **Media for page** list, select the media type of the inserted page or the source paper cassette.

   When you choose the media type, a source cassette that matches that media is automatically selected. Heavy, thin, or other special papers must be supplied from the MP tray.
4. Click **OK** to return to the **Print** dialog box.
5. Load the paper into the paper cassette.
6. Click **OK** to begin printing.

Transparency Interleaving

Transparency interleaving inserts a page between each transparency in a print job to prevent damaging the transparencies. This function is only available when printing on transparencies supplied from the MP tray. On these inserted pages you can print the same content as for the transparencies.

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

Transparency Interleaving Method

1. From the application's **Print** dialog box, open the **Properties**. (Select **Print** from the **File** menu and select **Properties**.)
2. If the Source and Media type lists have been combined in the **Compatibility Settings** dialog box, select **Auto (Transparency)**.

If the Source and Media type lists have not been combined, from the **Media type** list, select **Transparency**.

3 Click the **Publishing** tab.

4 Select the **Transparency interleaving** check box. To print the transparency content on the inserted pages as well, select the **Print onto backing** check box.

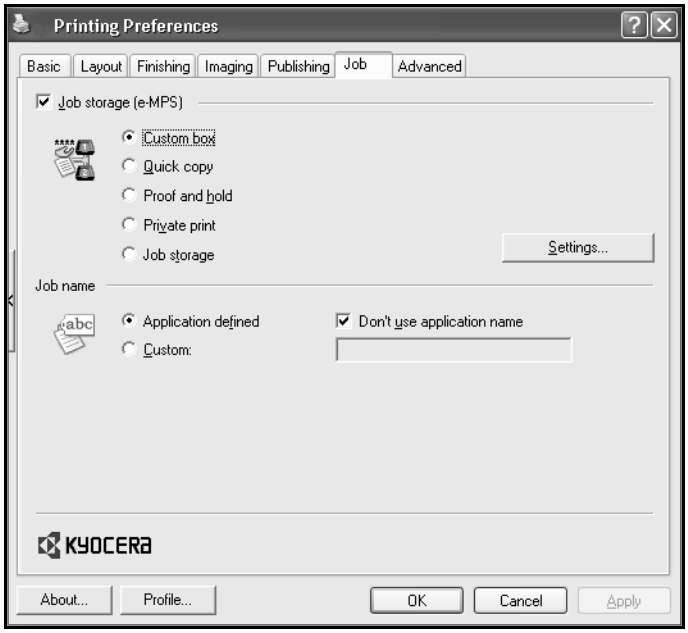
5 From the **Media for backing** list, select the media type of the backing sheet or the source paper cassette. When you choose the media type, the source cassette where that media is loaded is automatically selected.

6 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.

7 Click **OK** to begin printing.

8 Job

This feature lets you store print jobs in the standard Hard disk so that you can print them again later from the printing system's operation panel.



Job Storage (e-MPS)

The **Job** tab offers a variety of features, as listed below. Not all features are available on all printing systems. The Job tab only shows the features that are available on your particular printing system.

Printer Driver Menu Options	Function	Job Deletion after Printing	Access Code	Panel Message (Category)	Default number of copies printed
Custom Box	Stores print jobs for later printing from the operation panel.	User can specify how long job is saved	Yes	Document Box>	Same as for original job
Quick Copy	Prints all copies of a job and then saves it on the printing system's hard disk so it can be reprinted from the printing system's operation panel.	Saved until printing system power is turned off	No	Menu> e-MPS> Quick Copy	Same as for original job (adjustable)

Printer Driver Menu Options	Function	Job Deletion after Printing	Access Code	Panel Message (Category)	Default number of copies printed
Proof and Hold	When you print multiple copies, the printing system produces one copy for proofing and pauses. You can resume printing the remaining copies from the printing system's operation panel.	Saved until printing system power is turned off	No	Menu> e-MPS >Quick Copy	One fewer than original job (adjustable)
Private Print	Saves print jobs (without printing them) for printing later using the printing system's operation panel. Printing with this function requires an access code.	Deleted after printing	Yes	Menu> e-MPS > Private/ Stored	Same as for original job (adjustable)
Job Storage	Saves print jobs to print later as needed. You can print the required number of copies later from the printing system's operation panel.	Saved until manually deleted	Optional	Menu> e-MPS > Private/ Stored	1

Sometimes the application settings are given priority over the printer driver settings, causing a change in the output method.

If you select one of the Job options, the hard disk icon appears in the lower corner of the Preview image.

Custom Box

Custom boxes are created on the printing system's hard disk and assigned to multiple users. Jobs saved in a Custom box can be printed later from the printing system's operation panel.

100 Custom boxes are set up on the printing system's hard disk at installation. The maximum number of Custom boxes is 1000.

When setting up a Custom box on the hard disk, you have the option of having jobs deleted after printing or of saving jobs for 1-31 days.

Register a Custom Box

Before you can send a document to a Custom box, you must register a Custom box at the printing system's operation panel.

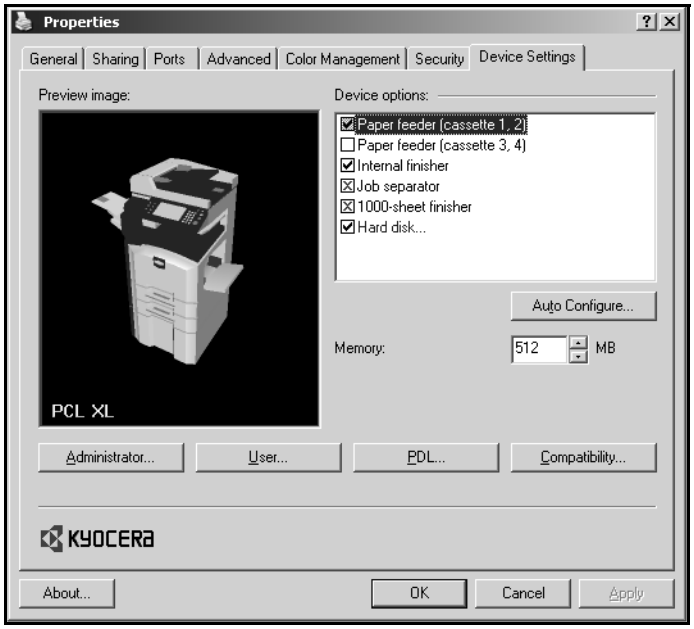
1. At the printing system's operation panel, press the **Document Box** key.
2. A list of Custom boxes that are already registered, if any, appears on the operation panel. Press the **Edit Box** key and then on the next screen press the **Add** key.
3. To assign the box number, press the Box Number **Change** key. Use the **+** and **-** keys to enter the box number and then press **OK**.
4. To give the box a name, press the Box Name **Change** key. Enter a name using the alphanumeric keypad and then press **Ok**.
5. Press the Box Password **Change** key, then press the **Password** key and enter the password using the alphanumeric keypad, and then press **OK**.
6. Next, press **Confirm Password** and reenter the password and then press **OK**.
7. Press **OK** again to finish entering the password.
8. If you would like to restrict the size of Custom boxes that can be created, press the Usage Restriction **Change** key and then use the **+** and **-** keys to enter a number, and then press **OK**.
9. If you would like to set a time limit on how long the hard disk saves print jobs in this box, press the Auto File Deletion **Change** key. Use the **+** and **-** keys to set the number of days to save jobs, and then press **OK**.
10. When you have completed the Custom box settings, press the **Register** key.

Set Up Custom Boxes in the Driver

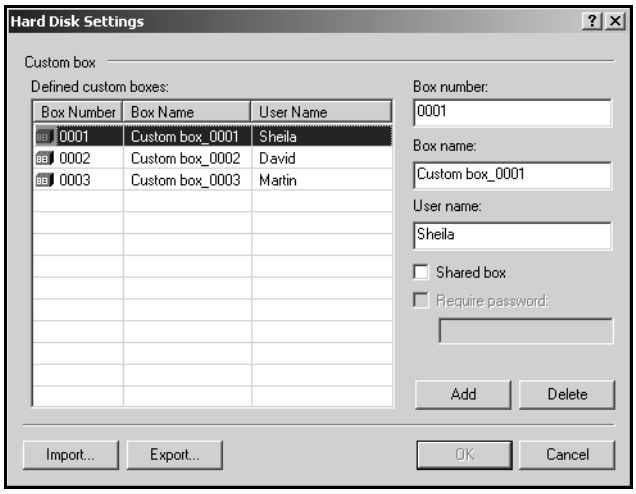
Use this procedure to set up Custom boxes in your printer driver (on your computer) that match the custom boxes registered at the printing system's operation panel.

1. Click **Start** in the Windows task bar, and click **Printers and Faxes** to open the **Printers and Faxes** window.
2. Right-click the icon for your printing system in the **Printers and Faxes** window. A list appears.

3 Click **Properties** in the list. The **Properties** dialog box appears. Click the **Device Settings** tab, and double-click **Hard disk**.



4 The **Hard Disk Settings** dialog box appears. Click **Add**. In **Box number**, type in a four-digit number between 0001 and 1000.



5 Type a name in the **Box name** text box. The name can be up to 32 characters in length.

6 Type a User name.

7 To share a box, select **Shared box**.

8 To set a password for the Shared box, select **Require password** and type a password.

9 Click **Add**.

To assign multiple Custom boxes, repeat the steps for setting up custom boxes in the driver. When finished, click **OK** to close the **Hard Disk Settings** dialog box.

To delete a Custom box that you created, select the Custom box from the **Box Number** list and click **Delete**.

Import and Export a Custom Box List

This section explains how to import and export Custom box lists. You can save the list of Custom boxes created in the previous section onto your personal computer or network. Once saved, the list can be imported into other printer drivers.

Export

1. Click **Start** in the Windows task bar, and click **Printers and Faxes** to open the **Printers and Faxes** window.
2. Right-click the icon for your printer in the **Printers and Faxes** window. A list appears.
3. Click **Properties** in the list. The **Properties** dialog box appears. Click the **Device Settings** tab, and double-click **Hard disk**.
4. The **Hard Disk Settings** dialog box appears. Click **Export**.
5. The **Export Custom Box List** dialog box appears. Select a save location from the **Look in** list.
6. Type a **File name** and click **Save**.
7. Click **OK** to close the **Properties** dialog box.

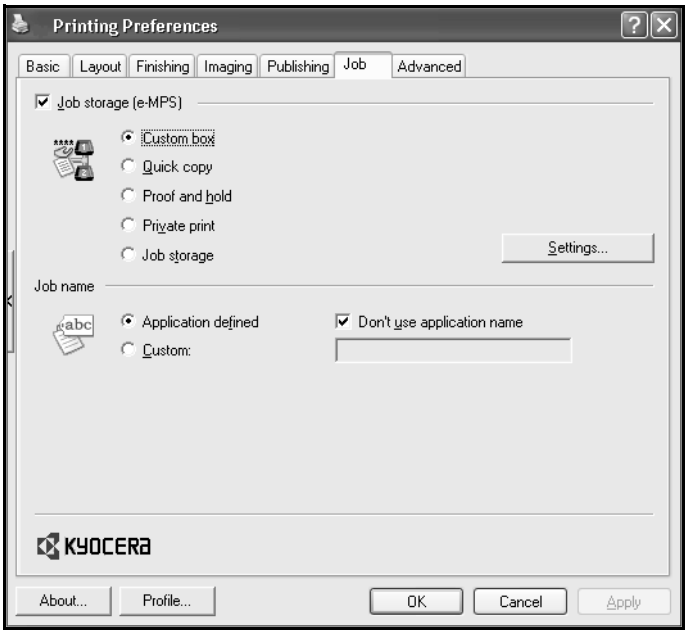
Import

1. Click **Start** in the Windows task bar, and click **Printers and Faxes** to open the **Printers and Faxes** window.
2. Right-click the icon for your printing system in the **Printers and Faxes** window. A list appears.
3. Click **Properties** in the list. The **Properties** dialog box appears. Click the **Device Settings** tab, and double-click **Hard disk**.
4. The **Hard Disk Settings** dialog box appears. In **Box number**, type in a four-digit number between 0001 and 1000 and click **Import**.
5. The **Import Custom Box List** dialog box appears. Select the Custom box data file to import and click **Open**.
6. The Custom box list is opened and displayed in the **Defined Custom Boxes** area. Click **OK** to save the list. The imported list replaces all the Custom boxes that were already in the list.

Save Jobs in Custom Boxes

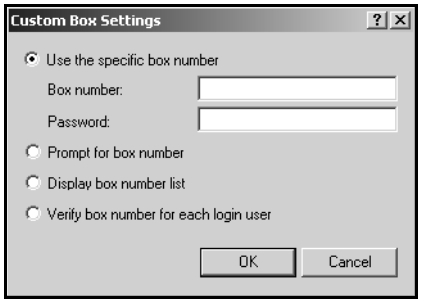
1 From the application's **Print** dialog box, open the **Properties** dialog box, and click the **Job** tab.

2 Select **Custom box** and click **Selection**.



3 The **Custom Box Settings** dialog box appears.

If no Custom boxes have been created in the driver, the last two options are disabled. See *Set Up Custom Boxes in the Driver* on page 8-3 for instructions on adding a Custom box.



The options, and their behavior at print time are explained here:

Use the specific box number This option lets you type in the box number and password here instead of selecting from a list after you click **Print** (or **OK**, depending on the application you are printing from). To use this option, select **Use the specific box number,** type the box number and password, and then click **OK**.

Prompt for box number If this option is selected, at print time the driver asks for the box number and password.

Display box number list If you select this option, at print time the driver opens a dialog box with a list of Custom boxes to choose from. Select a box, type the password, and then click **OK**.

Verify box number for each login user At print time this option asks for a box number and password for each login user saved to a custom box. The box number

and password must have been already added to the Custom box list. See *Set Up Custom Boxes in the Driver* on page 8-3 for instructions on adding a Custom box.

Make a selection, type in a box number and password if needed, and then click **OK**.

4 Click **OK** to close the **Properties** dialog box, and then click **Print**. The job is saved to the specified Custom box and held for printing.

Print Jobs in Custom Boxes

Jobs are printed from the printing system's operation panel.

1 At the printing system's operation panel, press the **Document Box** key.

2 A list of custom boxes appears. Select a box and press **Open**.

3 A list of documents saved in the custom box appears. To select a document to print, press the checkbox in the left hand column. A checkmark appears.

4 Press **Print**.

5 A window with printing options appears. Here you can select options like duplex, staple, and paper size. For complete information on print settings that can be set at the operation panel, see your printing system's *Operation Guide*.

6 To print the document, press the **Start** key.

Quick Copy

After using the quick copy feature, a document can be reprinted from the operation panel.

1 In the **Properties** dialog box, click the **Job** tab.

2 Select the **Job storage (e-MPS)** check box, and then select **Quick copy**.

3 You can name the job for later reference when printing from the printing system's operation panel. Under **Job name**, select **Application defined** for automatic naming by the application. Or, select **Custom** to type in a name of your choice. The name can be up to 79 characters.

With **Application defined** (display application name and Job name) selected for Microsoft Word or Power Point jobs only, you can choose to display only the Job name, up to 32 characters, in the job list and at the operation panel message. Job name is the same as the document name. To remove the application name, select **Don't use application name**.

4 Click **OK**.

5 When you **Print** from the application, the job is saved to the hard disk while the specified number of copies prints.

Print Additional Copies of Quick Copy Jobs

1. Press the **Document Box** key at the printing system's operation panel.
2. Press **Job Box**.
3. Press **Quick copy/Proof and Hold**.
4. Press **Open**.
5. If the user name is correct, press **Open**. Otherwise, press the ▼ or ▲ key until the correct name appears.
6. If the job name is correct, press **Print**. Otherwise, press the ▼ or ▲ key until the correct job appears.
7. Press the + or - key to specify the number of copies.
8. Press **Start Print**.

Delete Quick Copy Jobs

1. Refer to steps 1 through 5 in *Print Additional Copies of Quick Copy Jobs* on page 8-8.
2. If this is the correct job for deletion, touch **DELETE**. Otherwise, press the ▼ or ▲ key until the correct name appears.
3. Press **YES** to delete the job.

Proof and Hold

1. Open the Job tab as indicated in the instructions for *Quick Copy* on page 8-7. Select **Proof and hold**.
2. Name the job for future reference when printing from the printing system's operation panel.
   - If you select **Application defined** in **Job name,** the application automatically names the document.
   - In the **Job name** area, select **Custom** to type in a name of your choice. The name can be up to 79 characters in length.
3. Click **OK**.

   When printing a **Proof and hold** job of multiple copies, only the first copy is printed and the remaining copies are saved. Follow the steps below after proofing the first copy.

Print the Remaining Copies of Proof and Hold Jobs

You can print the remaining copies of **Proof and hold** jobs following the same steps as for *Print Additional Copies of Quick Copy Jobs* on page 8-8. Use the keys at the printing system's operation panel to proceed. When using the **Proof and hold** option, the number of copies shown is one less than the total due to the existing proof

copy. The printed jobs remain saved on the hard disk until the printing system is turned off. To delete jobs manually, use the same key sequences as explained in *Delete Quick Copy Jobs* on page 8-8.

Private Print

Private print jobs are saved to the hard disk for printing until a four-digit access code is entered. The saved jobs are deleted as soon as they are printed.

Save a Private Print Job

1. In the **Job** tab, select **Private print**.
2. Type In a four-digit number for the **Access code**.
3. You can name the job for later reference when printing from the printing system's operation panel.
   - If you select **Application defined** in **Job name** the application automatically names the document.
   - In **Job name**, select **Custom** to type in a name of your choice. The name can be up to 79 characters in length.
4. Click **OK**.

Print Private Print Jobs

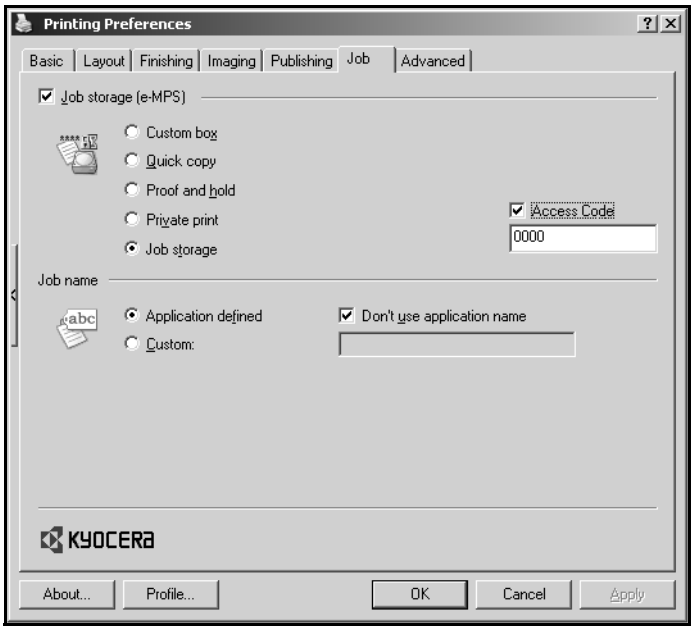
1. Press the **Document Box** key at the printing system's operation panel.
2. Press **Job Box**.
3. Press **Private Print/Stored Job**.
4. Press **Open**.
5. If the user name is correct, press **Open**. Otherwise, press the ▼ or ▲ key until the correct name appears.
6. If the job name is correct, press **Print**. Otherwise, press the ▼ or ▲ key until the correct job appears.
7. Enter the four-digit access code created in *Private Print* on page 8-9.
8. Press the + or - key to specify the number of copies.
9. Press **Start Print**.

   After printing, the job automatically deletes from the hard disk. To delete the job without printing it, follow the same procedure as in *Delete Quick Copy Jobs* on page 8-8.

Job Storage

The Job storage feature saves jobs on the hard disk for future printing, even if the printing system is switched off. You can also use access codes to restrict the printing of forms.

1 In the **Job** tab, click **Job storage (e-MPS)** and then select **Job Storage**.



2 Select the **Access code** check box and type in the desired four-digit access code. When you want to print the saved jobs, type in the access code on the printing system's operation panel.

3 You can name the job for future reference when printing from the printing system's operation panel.

- If you select **Application defined** in the **Job name** box, the application automatically names the document.
- To give it a name you create, in **Job name**, select **Custom** and type in the name of your choice. The name can be up to 31 characters in length.

4 Click **OK**. When you select print, the job is saved to the hard disk without printing.

Print Jobs Saved Using Job Storage

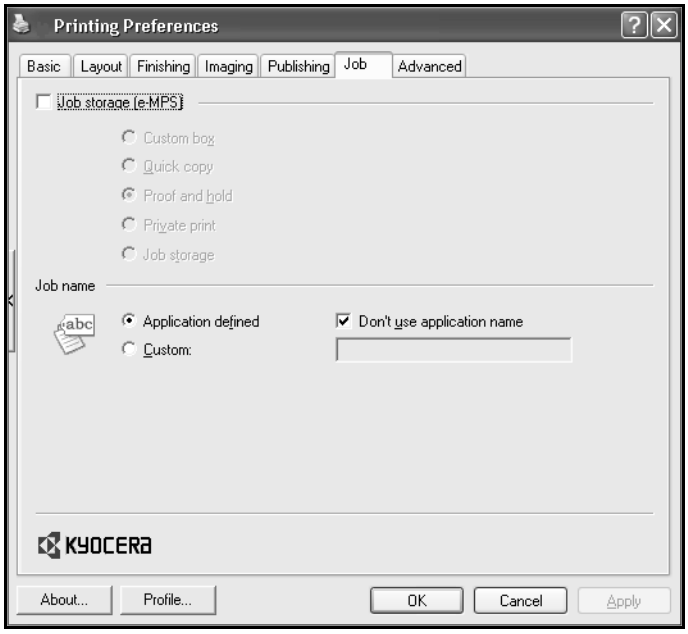
To print forms and other documents saved using Job Storage, follow the same steps as for *Print Private Print Jobs* on page 8-9.

The stored jobs remain saved even after the printing system is switched off. To delete them manually, follow the same steps as for *Delete Quick Copy Jobs* on page 8-8. When deleting jobs, you must type in the same access code as saved in the **Job storage** procedure.

Job Name

Select a name for your print job to use with Job storage features, or to display the name on the printing system's operation panel while the job is printing. This can help manage documents when multiple users are using the device at the same time. Select **Application defined** to allow the application to define the Job name or select **Custom** and type your own Job name, to a maximum of 79 characters.

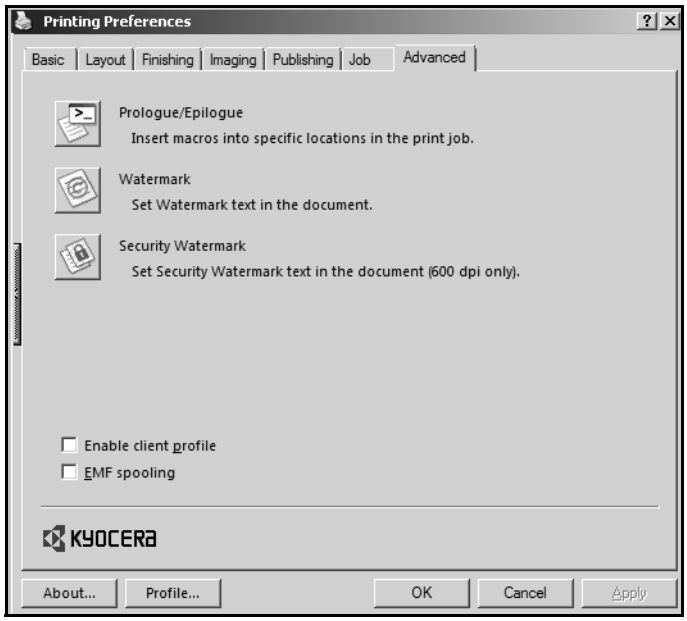
With **Application defined** selected, select the **Don't use application name** check box to remove the application name from the job name in the operation panel message and in job storage features. The job name is easier to find in a job list. This feature is useful only when printing from Microsoft Word or PowerPoint.



9 Advanced

The **Advanced** tab contains special features that extend the capabilities of the printing system. Click the button at the left of the feature name to open a dialog box containing options for that feature.

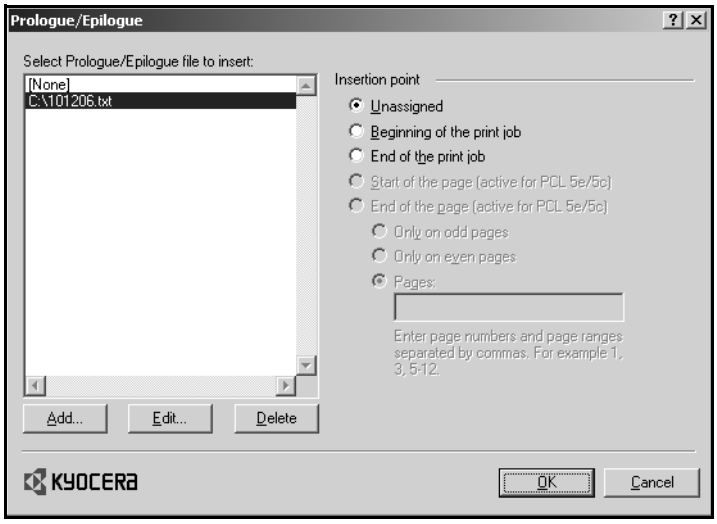
- Prologue/Epilogue inserts PRESCRIBE printing system language commands into specified pages or locations of a print job.
- Watermark adds semitransparent text to a print job.
- Security Watermark adds watermark text and a background pattern to a print job. The text is nearly invisible when printed, but shows up if the printed document is photocopied.
- Enable Client Profile allows you to save custom profiles in your client driver or use the profiles on the server to apply with your print jobs.
- EMF Spooling allows you to return to your application while running a large print job.



Prologue/Epilogue

Prologue/Epilogue lets an experienced PRESCRIBE user insert one or more printing system language command files into specific locations of a print job. For example, a command file may contain a macro (series of commands called to accomplish a

specific task), settings for printing system emulation, an electronic form, or a graphic object such as a logo or signature.



You can add or delete command file names in the list, or select a file to edit.

- To insert a command file into the print job and enable the features in the **Prologue/Epilogue** dialog box, select a file name from the list.
- To disable **Prologue/Epilogue** features and clear selection of all command files, select **[None]** at the top of the file list. (To disable a particular command file, select the file, then select **Unassigned**.)

Select Prologue/Epilogue File to Insert

From the list, select the name of a command file to insert into the print job. (If no file names are visible in the list, you must click **Add** to browse for files on your computer or network to add to the list.) Selecting a file enables the insertion point options for that file in the dialog box.

Add

Click **Add** to browse your computer or network for command files. The files are plain text format and typically have a file name extension of either .txt or .log.

Edit

Select a file name in the list, then click **Edit**. Microsoft Notepad opens for editing the file text. To return to the Prologue/Epilogue dialog box, save any changes to the file and exit Notepad.

Note: Editing a file changes the original file in the computer or network directory.

Delete

Select a Prologue/Epilogue file name, then click **Delete**. In the message box, click **Yes** to confirm the deletion. To refuse the deletion, click **No**.

Note: The file name only is removed from the Prologue/Epilogue list. The original file itself is not deleted; it remains in the computer or network directory.

Insertion Point

Each file in the list can be assigned only one insertion point. Choose one of the following insertion point options:

Unassigned

The selected command file is not inserted into the print job. This is useful if the list contains several command files, and you want to print some but not others. Select **Unassigned** for the files you do not want to print.

Note: To disable all command files (thereby disabling the entire Prologue/Epilogue feature), select **[None]** at the top of the file list.

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.

Note: The following **Start of the page** and **End of the page** insertion point options are available only when PCL 5e is selected as the PDL (Page Description Language). For further details on changing the page description language, refer to *PDL Settings* on page 2-5.

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.

With **Start of the page** or **End of the page** selected, choose one of the following page options:

Only on odd pages

The command file is inserted into all odd-numbered pages.

Only on even pages

The command file is inserted into all even-numbered pages.

Pages

To insert the command file into specific pages, type individual page numbers separated by commas in the text box, or a page range separated by a hyphen.

For example, if you type **2** in the text box, the command file is inserted only into page 2. If you type **1**, **3**, **5-12** the command file is inserted into page 1, page 3, and pages 5 through 12.

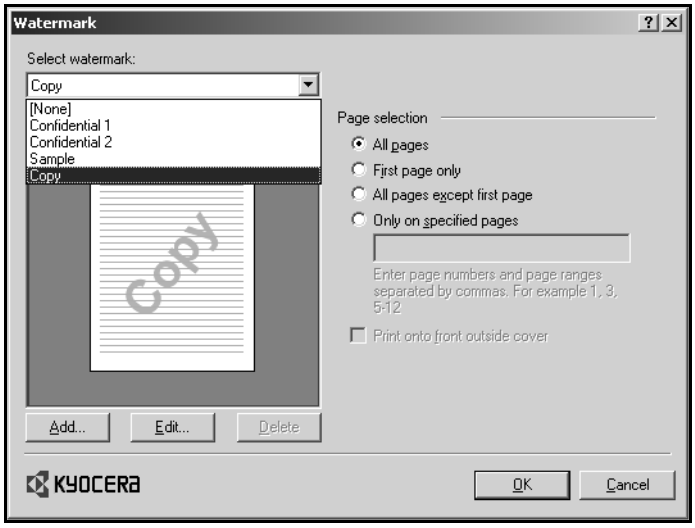
If the **Pages** option is selected and you click **OK** without entering any numbers, you are prompted to specify page numbers.

Watermark

Use the Watermark feature to create, arrange, and print semitransparent text in the background of a document. You can choose one of four standard watermarks or create your own text. The preview area at the left of the dialog box shows how the watermark appears on a page. This is useful for viewing any adjustments you make to the appearance and location of the text.

Select Watermark

Select a watermark from the **Select watermark** list. The selection list contains four standard watermarks: Confidential 1, Confidential 2, Sample and Copy. For details on creating your own watermarks, see *Add Watermark* on page 9-5.



Page selection

Page selection options are enabled after a watermark is selected from the list. Choose one of the following:

All pages

The watermark prints on every page of the document.

First page only

The watermark prints only on the first page of the document.

All pages except first page

The watermark prints on all pages of the document except the first page.

Only on specified pages

To print the watermark only on specific pages, type individual page numbers separated by commas in the text box, or a page range separated by a hyphen.

For example, if you type 2 in the text box, the watermark prints only on page 2. If you type 1, 3, 5-12 the watermark prints on page 1, page 3, and pages 5 through 12.

If the **Only on specified pages** option is selected and you click **OK** without entering any numbers, you are prompted to specify page numbers.

Print onto front outside cover

Select **Print onto front outside cover** to print the watermark on a separate front cover page before the document prints. This option is enabled when **Cover mode** is selected in the **Publishing** tab.

If **Cover mode** and **Front outside** are selected in the **Publishing** tab, the **Print onto front outside cover** option in the **Watermark** dialog box shows as selected, but is disabled. This is because cover printing is already enabled by the two **Publishing** tab selections.

In the **Publishing** tab you can also select different media for the cover than that used for the rest of the print job. For further details, see *Printing with Covers* on page 7-1.

Add Watermark

You can create your own custom watermarks with different fonts, styles, colors, sizes, positions, and angles. You can also set **Count** to have the watermark appear multiple times on the page.

1. Click **Add** to open the **Add Watermark** dialog box.
2. Type a descriptive name for your watermark in the **Watermark name** text box. The name can be different from the actual watermark text. After the new watermark is added, the name appears in the **Select watermark** list.
3. Type the text you want to print as a watermark in the **Watermark text** box. Your text appears in the preview area at the left of the dialog box.
4. To add the new custom watermark, click **OK**. To exit the dialog box without saving the watermark, click **Cancel**.

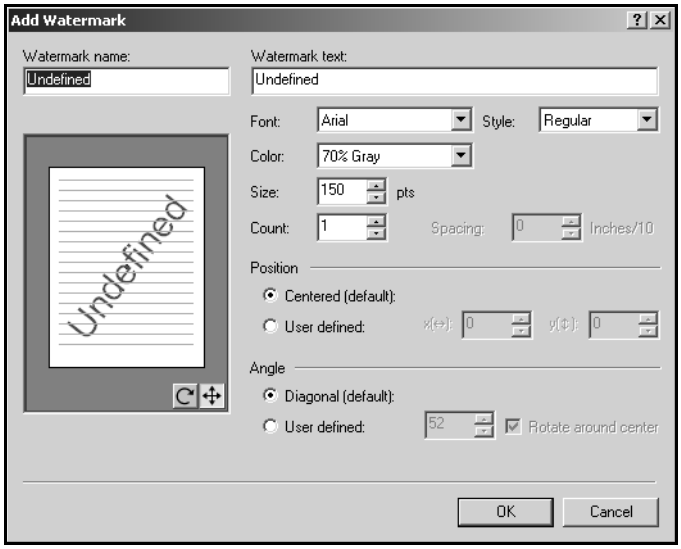
Additional Text Options

Fonts

Select a font for the new watermark from the **Font** list, and select a font style, color, and size.

In the **Count** box, type in the number of watermarks to appear on a page, from 1 to 20. Selecting a number greater than 1 in **Count** enables the **Spacing** option. Type In a number for the distance between multiple watermarks, in tenths of an inch or millimeters. The unit (inches or millimeters) is selected in the **User Settings** dialog box, accessed from the **Device Settings** tab. For further details on changing the unit, refer to *User Settings* on page 2-4.

Use the preview area and the **Position** or **Angle** features to adjust where the watermark prints on the page.



Position

Click the position button to change the position of the watermark without changing the angle. Position the cursor anywhere in the preview area. Click and hold as you move the mouse, adjusting the watermark image as you want it to appear on the printed page.

The following options provide additional means for positioning watermark text:

Centered [default]: Places the center of the watermark text in the center of the page.

User defined: Select, and then use the x and y boxes to move the text from the center of the page:

- A positive x value moves the watermark text to the right.
- A negative x value moves the watermark text to the left.
- A positive y value moves the watermark text down.
- A negative y value moves the watermark text up.

Angle

Click the **angle** button to change the angle of the watermark. Position the cursor anywhere in the preview area. Click and hold as you move the mouse, rotating the watermark image to as you want it to appear on the printed page

The method of rotation is determined by selecting or clearing the **Rotate around center** check box at the far right of the dialog box. Select the check box to rotate text around its center; clear the check box to rotate text around its left end. You must select **User defined** in both **Angle** and **Position** to enable the **Rotate around center** option.

The following options provide additional means for positioning watermark text:

Diagonal [default]: Places the watermark at the default angle.

User defined: Select to change the angle from the default value. Type In the number for the angle you want. An angle is measured in degrees, ranging from 0 to 360.

Edit Watermark

The **Edit Watermark** feature lets you select an existing watermark and make changes to its appearance and properties. For standard watermarks, the **Watermark name** and **Watermark text** cannot be changed.

1. From the **Select watermark** list, select a watermark to edit.
2. Click **Edit** to open the **Edit Watermark** dialog box.
3. Make any adjustments you want to the watermark. For details on how to change watermark properties, refer to *Add Watermark* on page 9-5.
4. When you are finished editing, click **OK** to save any changes you made to the watermark. To exit the dialog box without saving the changes, click **Cancel**.

Delete Watermark

The **Delete** feature lets you delete custom watermarks that were added. The standard watermarks cannot be deleted.

1. From the **Select watermark** list, select a watermark to delete.
2. Click **Delete**.
3. In the message box, click **Yes** to confirm the deletion. To refuse the deletion, click **No**.

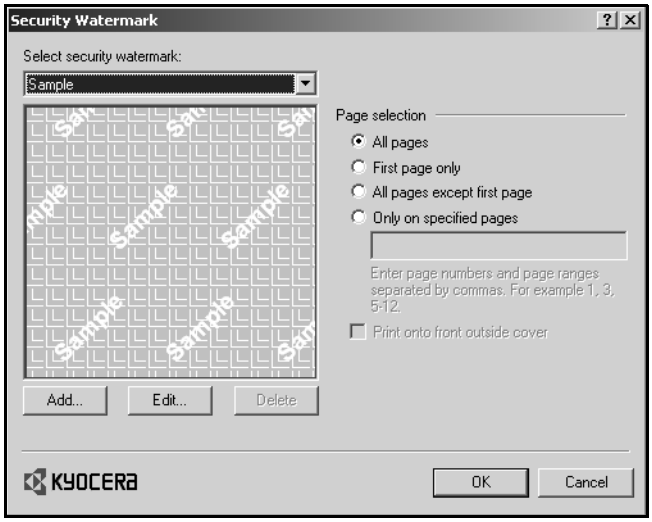
Security Watermark

Security Watermark is an optional feature that is available with some printing systems. Security Watermark adds watermark text and a background pattern to a print job. The text blends into the background pattern making it nearly invisible when printed. If the printed document is photocopied, the security watermark is visible. A security watermark can be used to help protect against unauthorized reproduction of documents, or simply to differentiate original documents from photocopies.

If Security Watermark is available for your printing system, the installation program offers the opportunity to install it during installation of the printer driver. If you have already installed the printer driver, you can install Security Watermark using the installation CD-ROM that came with your printing system.

The Security Watermark feature is accessed from the **Advanced** tab. To enable the button that opens the **Security Watermark** dialog box, **PCL XL** must be selected as the **PDL** (Page Description Language). To view or change PDL settings, in the

Windows Printers and Faxes folder right-click the icon for your printing system, and select **Properties**. Click the **Device Settings** tab, then click **PDL**.



To enable the **Security Watermark** feature, select a watermark from the list. You can choose one of four standard security watermarks, or create your own text. To disable the security watermark feature, at the top of the list select **[None]**. If **[None]** is selected, no security watermark is applied to the document, and all options in the dialog box are unavailable, except **Add**.

The preview area provides an idea of how the security watermark and background appears on a photocopied page. It is useful for viewing any adjustments made to the appearance of the text. Only a section of the preview page is displayed; it does not show how the entire page appears. The preview shows all security watermark settings except **Pattern shading**, **Text contrast**, **Overprint**, and **Print as footer also**.

Security watermark is available only when these driver features are set as follows:

- **Scaling** set to 100%
- **Print size** set to 100%
- **Gutter – Reduce Image to Fit** set to Off
- **Multiple pages per sheet** set to Off
- **Booklet** set to Off
- **Watermark** set to Off
- **Poster** set to Off
- **Resolution** set to 600 dpi
- **Kyocera Image Refinement** set to Off
- **EcoPrint** set to Off
- Monochrome **Brightness** and **Contrast** set to 0

The **Select security watermark** list is constrained to **[None]** if any of these settings are changed. The reverse also applies: if Security Watermark is set to anything other than **[None]**, the settings are constrained by the driver to the following values:

- **Scaling** set to 100%
- **Print size** set to the same size as **Page size**
- **Gutter – Reduce Image to Fit** set to Off
- **Multiple pages per sheet** set to Off (pages per sheet is set to 1)
- **Booklet** set to Off

- **Watermark** set to Off
- **Poster** set to Off
- **Print Quality** - **Custom** is constrained as follows:
  - **Resolution** set to 600 dpi
  - **Kyocera Image Refinement** set to Off
  - **EcoPrint** set to Off
- Monochrome **Brightness** and **Contrast** set to 0.

Select Security Watermark

Select a watermark from the **Select security watermark** drop-down list. The selection list contains four standard security watermarks: **Confidential 1**, **Confidential 2**, **Sample,** and **Copy**. For details on creating your own watermarks, see *Add Security Watermark* on page 9-10.

Note: The quality and effectiveness of the printed and photocopied security watermark is dependent on the particular printing system and the settings used. Before printing a security watermark, it is necessary to adjust the calibration and print calibration pages. It is also necessary to adjust the calibration, then print calibration pages, whenever certain changes are made to the printing system or security watermark settings. See *Adjust Calibration* on page 9-12 for more information on how to perform these important steps.

Page Selection

Page selection options are enabled after a security watermark is selected from the list. Choose one of the following:

All pages

The security watermark prints on every page of the document.

First page only

The security watermark prints only on the first page of the document.

All pages except first page

The security watermark prints on all pages of the document except the first page.

Only on specified pages

To print the security watermark on specific pages, type individual page numbers separated by commas in the text box, or a page range separated by a hyphen.

For example, if you type **2** in the text box, the security watermark prints only on page 2. If you type **1, 3, 5-12** the security watermark prints on page 1, page 3, and pages 5 through 12.

If the **Only on specified pages** option is selected and you click **OK** without entering any numbers, you are prompted to specify page numbers.

Print onto front outside cover

Select this option to print the security watermark on the front cover page. **Print onto front outside cover** is enabled when **Cover mode** is selected in the **Publishing** tab.

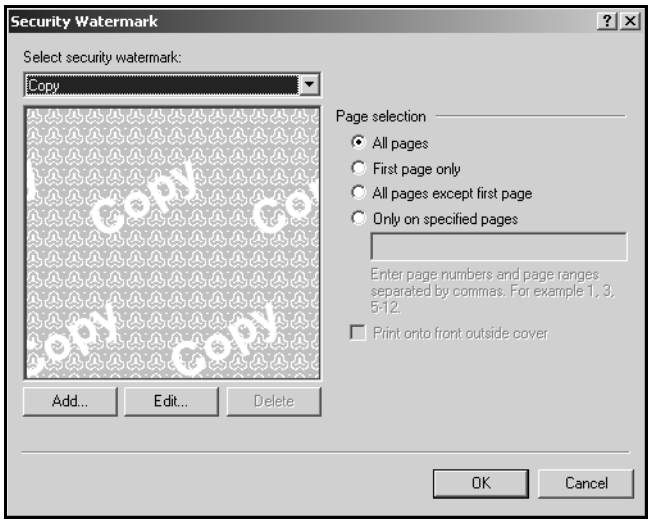
When printing is specified for the first page under **Page Selection** and **Front outside** is selected In the **Publishing** tab, **Print onto front outside cover** is automatically selected by the driver. (Even though the check box shows as selected, the option is disabled.)

If you want, in the **Publishing** tab you can also select different media for the covers than that used for the rest of the print job. For more details on **Cover mode**, see the **Publishing** chapter.

Add Security Watermark

You can create your own custom security watermarks with different fonts, styles, colors, sizes and angles. You can also make changes to the footer, footer position, background pattern, pattern shading, and text contrast. A maximum of 26 security watermarks can be added (in addition to the existing standard security watermarks).

Note: The **Add** button is unavailable when the number of security watermarks reaches the maximum of 30. You must delete items to make the **Add** button available again.



1 Click **Add** to open the **Add Security Watermark** dialog box.

2 Type a descriptive name for your watermark in the **Security watermark name** text box. The name can be different from the actual watermark text, but the name cannot be the same as one of the standard security watermark names. After the new watermark is added, its name appears in the **Select security watermark** drop-down list.

If you type the same name as a previously added security watermark, when you try to add the new watermark the driver prompts you for a decision to replace the one that already exists. Click **Yes** to replace the existing security watermark with the new one, or click **No** to cancel the Add action.

If you do not type a name, and the name text box is left blank, the driver prompts you to type a name. A security watermark cannot be saved with a blank name.

3 Up to three lines of text can be printed as a security watermark. Though the text lines (**Line 1**, **Line 2**, **Line 3**) are all optional, at least one of the lines must contain text.

To leave a text line blank, select **[None]** from that line's drop-down list.

With **User Defined** selected from the Line text drop-down list, type the text you want in the text box next to the drop-down list. The maximum length of each line of text is 39 characters. As you type, your text appears in the preview pane at the left.

As an alternative to creating your own security watermark text, you can choose one of the following selections from the list. These options direct the printing system to retrieve information from the computer or printer driver to print the security watermark:

- Computer name
- Date and time
- Job name
- Mac address
- User name
- Date
- Time
- IP address
- Job ID

For date, time, and job selections, only a label for the selection appears in the preview panel. When the job is printed, the actual date, time or job information prints as the security watermark text.

4 To add the new custom security watermark, click **OK**. To quit the dialog box without saving the watermark, click **Cancel**.

Additional Options

Fonts

Select a font for the new watermark from the **Font** list. The Security Watermark feature uses only TrueType fonts. Select a font **Size** and **Style**. To adjust the **Angle** of the text on the page, select from the list. An angle is measured in degrees, ranging from 0 to 180. The default is 45 degrees.

Print as Footer Also

Select this option to print the first available line of text (in the **Line 1**, **Line 2**, or **Line 3** text boxes) as a footer on the document page. Select **Left**, **Center**, or **Right** to position the text in the footer.

Since the actual security watermark text may not be visible on the document original, the footer can be useful for reproducing the text visibly in an inconspicuous place at the bottom of the page,

Outline Text

This option produces an effect on the photocopied page that is the reverse of the standard result. If the check box for **Outline text** is cleared (the standard printing option), the text is the darkest, most visible part of the photocopy. If selected, the background is the most visible part, creating an outline around the text which makes the text appear white. The default setting for **Outline text** is **On**.

Watermark Color

Select a **Watermark color** from the drop-down list for printing the security watermark text and background. The default is **Black**.

Background Pattern

Select a **Background Pattern** from the drop-down list for printing the security watermark background.

Available background pattern choices are:

- Wave
- Leaf
- Diamond
- Lattice
- Tile
- Plaid
- Square
- Crystal

Overprint

Select **Overprint** to print the security watermark over the document content, leaving the content visible. The effect is the security watermark seems blended in with the document content. This is useful for applications such as Microsoft Power Point and Internet Explorer, where the document content fills the entire page. If the **Overprint** check box is cleared, the security watermark is covered with the document content.

In the **Device Settings, PDL Settings** dialog box, if **GDI compatible mode** is selected, then Overprint is selected automatically.

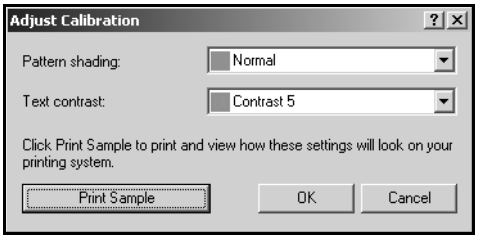
Adjust Calibration

Use this option to set and make adjustments to the **Pattern shading** and **Text contrast** for each individual security watermark. You can print sample calibrations to help you determine the appearance of the security watermark.

The quality and effectiveness of the printed and photocopied security watermark is dependent on the particular printing system and the settings used. Before printing a security watermark it is necessary to adjust the calibration, and then print calibration pages.

Calibration should be adjusted (and calibration pages printed) under these circumstances:

- Before using the Security Watermark feature the first time for each standard or custom security watermark.
- When the toner is replaced.
- After periods of heavy printing activity.
- When the physical printing device is replaced.
- After changing the background pattern.



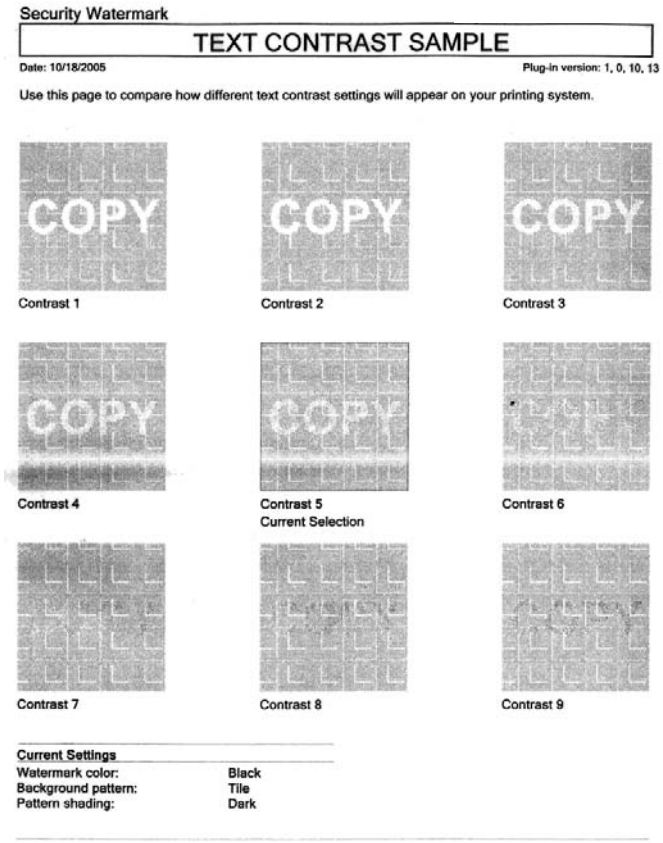
1. Click **Adjust Calibration** to open the **Calibration Adjustments** dialog box.

2. **Pattern shading:** Select **Light**, **Normal**, or **Dark** from the list for the shading density to apply to the pattern background. The default is **Normal**.

3. **Text contrast:** Select a contrast level from the list to specify text darkness in relation to the background pattern. **Contrast 1** is the lightest against the background, and **Contrast 9** is the darkest. The default value for **Text contrast** varies with the printing system model.

4 **Print sample:** Click to print a sample page of the selected text contrast and background shading density. For comparison, the page also includes other text contrast options. Your settings are identified in the **Current selection** box bordered in black.

5 For best results, print three separate sample pages using each of the **Pattern shading** selections, **Light**, **Normal** and **Dark**. This provides the best range of choices for **Pattern shading** and **Text contrast** settings.



6 To ensure the security watermark prints and photocopies correctly, select the combination of **Pattern shading** and **Text contrast** settings where the text is the most nearly invisible.

7 To save your calibration adjustments, click **OK**. To quit the dialog box without saving new adjustments, click **Cancel**.

Edit Security Watermark

The **Edit Security Watermark** feature lets you select an existing watermark and make changes to its appearance and properties. For standard security watermarks, the **Security watermark name** and **Line 1**, **2**, and **3** text cannot be changed.

1 From the **Select security watermark** drop-down list, select a watermark to edit.

2 Click **Edit** to open the **Edit Security Watermark** dialog box.

3 Make any adjustments you want to the security watermark. For details on how to change security watermark properties, see *Add Security Watermark* on page 9-10.

4 When you are finished editing, click **OK** to save any changes you made to the security watermark. To quit the dialog box without saving the changes, click **Cancel**.

Delete Security Watermark

The **Delete** option lets you remove a custom security watermark that was previously added. The standard security watermarks cannot be deleted. If the watermark selected in the list is one of the standard security watermarks, the **Delete** button is disabled.

1 From the **Select security watermark** list, select a watermark to delete.

2 Click **Delete**.

3 In the message box, click **Yes** to confirm the deletion. To refuse the deletion, click **No**.

Security Settings

Security watermark can be installed separately or as part of the Security settings plug-in, which also includes PrintID tracker.

Security Watermark in Security Settings

To use Security watermark in Security settings:

1 In the **Advanced** tab, click **Security Settings** to open the **Security Settings** dialog box.

2 Under **Select security settings**, select **Security Watermark**.

Note: In Security settings, the **Add** and **Edit** options are slightly different for Security Watermark, as noted below. For details on all feature options, see *Security Watermark* on page 9-7.

The following additional options are available in the Add and Edit dialog boxes only for Security Watermark as a component of the Security Settings package:

Image Select to use an image for the Security watermark. Type the path and file name (.MIE), or click **Browse** to find a valid image file.

Text Select to use text for the Security watermark.

PrintID Tracker

PrintID tracker lets you embed user and print job information in the document, such as user name, date and time, and IP address, to hinder unauthorized printing of sensitive documents. The PrintID Reader utility can scan and read a document embedded with PrintID tracker information, and then trace it back to its source. This can help prevent leakage of sensitive printed information. If people know that print jobs can be traced back to them, this helps prevent them from printing sensitive information. PrintID tracker is available with the Security settings plug-in module.

In **Device Settings**, **PDL**, select **PCL XL** to make this feature available.

The administrator can lock PrintID tracker so that all printed documents are embedded with ID information. See *Lock PrintID Tracker* on page 9-16.

To use PrintID tracker:

1. In the **Advanced** tab, click **Security Settings** to open the **Security Settings** dialog box.
2. Under **Select security settings**, select **PrintID Tracker**.

With PrintID tracker selected, the following options are available in the Security Settings dialog box:

Select ID: Displays a list of default and custom IDs. A maximum of 30 IDs can be saved. Select an ID from the list.

Preview: Illustrates the color and mode of the selected ID.

Add: To open the Add ID dialog box and create custom IDs, click Add.

Edit: Select an existing ID and click Edit to open the Edit ID dialog box.

Delete: To remove a custom ID from the list, select it and click Delete. Default IDs cannot be deleted.

Page Selection

Page selection options let you indicate which page or pages to print the ID.

Choose one page option for the ID:

All pages: Prints the ID on all pages.

First page only: Prints the ID on the first page.

All pages except first page: Prints the ID on all pages after the first page.

Only on specified pages: Prints the ID on a specified number of individual pages separated by a comma, and/or a range of pages separated by a dash.

Print onto front outside cover: Prints the ID on the front and/or back cover pages. Cover mode in the Publishing tab must also be specified for the print job. To use, select the Publishing tab, then select Cover mode.

ID settings: Displays the optional settings selected for the current ID. Optional settings can be selected in the Add ID and Edit ID dialog boxes.

Add Edit ID

You can create a custom ID or edit an existing ID.

With PrintID tracker selected in the Security Settings dialog box.

1. Click **Add** to create a new ID.
2. Select an existing ID from the **Select ID** list and click **Edit** to change settings. The name and embedded information cannot be changed for default IDs.

The following options are available in the Add ID and Edit ID dialog boxes:

ID name: Type a descriptive name for the new ID, up to 39 characters. Once added, it appears in the ID selection list in the Security Settings dialog box.

Embedded information: Select optional text to include in addition to default ID information. Select from the following options:

- **User defined:** Type custom text, up to 39 characters.
- **Job name** Include the default job name. For some models, the job name can be selected in the Job tab.
- **IP address:** Include the computer's IP address.

Pattern size: Select the density of the printed pattern:

- **Fine:** A lighter background that makes the printed document easier to read.
- **Coarse** A darker background and higher likelihood of detection.

Color: Select the color for the printed pattern. For monochrome models, Black is the only available color.

Mode: Select a position where the ID information is most likely to be detected when the page is scanned. PrintID tracker information is embedded throughout the printed page, but the following options let you select a place to make it more visible, based on the white space of the document. Mode options include:

- **Fast:** Embeds data without verifying whether PrintID tracker information is likely to be detected. Select this option for documents with an average amount of white space.
- **Upper right:** Makes the PrintID tracker pattern more visible in the white space near the upper right corner of the page.
- **Presentation:** Scales the document data down, and prints it starting at the upper left edge of the page so that the PrintID tracker pattern is more visible in the white space created at the bottom of the page.
- **Verify:** The driver searches the document to determine whether PrintID tracker information is likely to be detected:
  - With a high likelihood, printing proceeds.
  - With a low likelihood, the user is prompted to print in Fast mode or cancel the job.

In **Device Settings**, **PDL**, select **GDI compatible mode** to make **Verify** available.

Lock PrintID Tracker

The administrator can lock PrintID tracker to prevent users from disabling it. It is locked by creating a password, and once created, it is then required to unlock the feature. The password must be different than the **Administrator Settings** password. So even if a user knows the Administrator Settings password, they would need to know the specific password for Lock PrintID Tracker to unlock and disable it. This gives the administrator the option of ensuring that all print jobs have the tracking information that is embedded by the PrintID tracker feature.

When PrintID tracker is locked, Watermark and Security watermark are unavailable in the **Security Settings** dialog box. The options for PrintID tracker are also unavailable. The only available buttons are **Unlock**, **OK**, and **Cancel**. The **Unlock** button only appears if Lock PrintID Tracker is selected. The **Unlock** button gives the administrator a quick way to make changes to the PrintID tracker information without having to go to the Device Settings tab to unlock the feature. Clicking **Unlock** and entering the Lock PrintID Tracker password only temporarily unlocks the feature.

Once changes have been made and **OK** or **Cancel** is clicked, PrintID tracker is locked again.

To lock PrintID tracker:

1. In the **Device Settings** tab, click **Administrator** to open the **Administrator Settings** dialog box.
2. Select **Lock PrintID Tracker**.
3. Enter a 4-16 character password. Reenter the password in the **Confirm password** dialog box to confirm.
4. Click **OK** in all dialog boxes.

To unlock PrintID tracker:

1. In the **Device Settings** tab, click **Administrator** to open the **Administrator Settings** dialog box.
2. Clear **Lock PrintID Tracker**.
3. Type the established password.
4. Click **OK** in all dialog boxes.

To temporarily unlock PrintID tracker and change ID settings:

1. In the **Advanced** tab, click **Security Settings** to open the **Security Settings** dialog box.
2. Click **Unlock**.
3. Type the established password.
4. Add or edit an ID.
5. Click **OK** in all dialog boxes.

The selected ID is printed, and PrintID tracker remains locked.

Enable Client Profile

In a client/server environment, you can use profiles saved in the server or use client profiles created and saved in your driver. This feature is available in the Advanced tab only in a client/server environment.

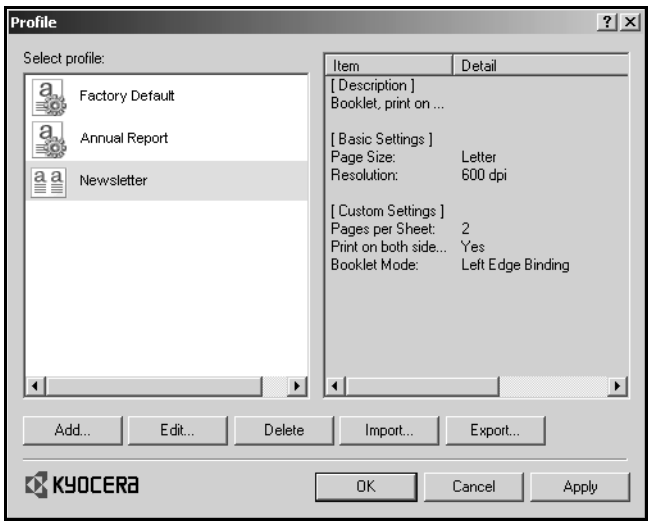
- Clear the **Enable client profile** check box to select profiles from the server to apply to your print jobs. Server profiles are read-only.
- Select the **Enable client profile** check box to create and save custom profiles in your (client) driver.

EMF Spooling

When printing large documents, it can be beneficial to select **EMF spooling**. This delays spooling and returns the user to their application more quickly. EMF spooling is not available when KPDL is selected as the page description language (see *Page Description Language (PDL)* on page 2-5).

10 Profile

This feature lets you save printer driver settings as a profile. You can select multiple options in the **Printing Preferences** tabs, save them to a profile, and use all of them at once when you apply the profile. For example, you can save a profile with selected options for Print on both sides, landscape, and rear tray destination. Exported profiles can be shared with other KX Drivers on your computer or other computers. A maximum 26 profiles can be saved in one driver, including the default profile.



A set of common profiles can be installed as optional components from the Printer Installation Wizard.

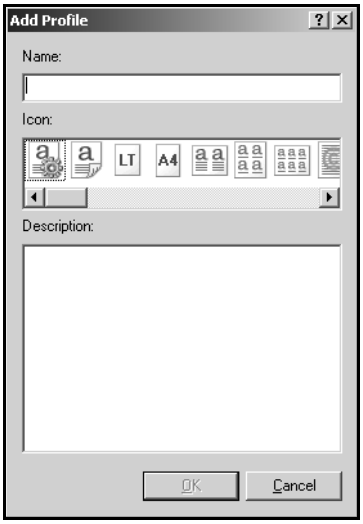
Note: The **Device Settings** tab options cannot be saved to a profile.

Add Profile

Follow these steps to create a new profile.

1. Select the options you want in each **Printing Preferences** tab.
2. Click **Profile**.
3. Click **Add** to open the **Add Profile** dialog box.

4 Type a **Name** for the profile, select an **Icon**, and type an optional **Description**. The name can be up to 31 characters, the description can be up to 255 characters.



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

6 Click **Apply** to activate the selected profile to the current print job.

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

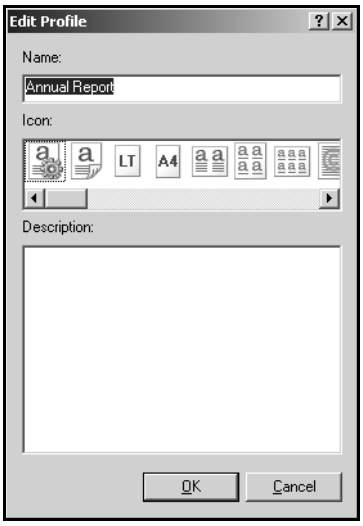
Edit Profile

Follow these steps to edit a profile.

1 Click **Profile** in the **Printing Preferences** dialog box.

2 Select a profile and click **Edit.**

3 The **Edit Profile** dialog box appears. You can edit the **Name, Icon,** or **Description**.



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

Delete Profile

1. Click **Profile** in the **Printing Preferences** dialog box.
2. Select profiles and click **Delete**.
3. Click **Yes** to delete the profiles.

Import and Export Profile

You can export and save a profile on your computer and transfer it to other computers, then use it with other printing systems. Only one profile can be exported at a time. Use the import feature to import a profile.

Export

1. Click **Profile** in the **Printing Preferences** dialog box.
2. Select a profile and click **Export**.
3. The **Export Profile** dialog box appears. Name and save the profile.

Import

1. Click **Import** in the **Profile** dialog box. The **Import Profile** dialog box appears.
2. Select a profile and click **Open.**
3. The profile appears in the **Select profile** list.

Glossary

A

Access code A four-digit code you must enter at the printing system's operation panel to print a Private Print job. An access code can also be used with the Job storage feature.

Auto Configure Device settings feature that queries a printing system through the network and automatically retrieves settings for optional devices, and memory. Driver settings will be updated with information received from the physical printing system. Installed devices will be displayed in the Preview image.

B

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

C

Cassette Input paper tray.

Custom box Job option that stores print jobs in the printing system's memory for later printing from the operation panel. Custom box jobs are saved to boxes that are assigned to users, and can be restricted by password. Your printing system must have an installed hard disk to use this feature. 100 Custom boxes are set up on the printing system's hard disk at installation. The maximum number of Custom boxes is 1000.

D

dpi Dots per inch.

Duplex unit Accessory that supports two-sided document printing.

E

EcoPrint Printing mode that changes toner saturation, making the entire image, text and graphics, appear lighter in the printed job. The actual amount of toner used depends on the printing system mode and, the type of data printed (text, graphics, or both). EcoPrint does not increase print speed.

e-MPS Job storage that lets you store print jobs in the standard Hard disk so that you can access and print the job again later from the printing system's operation panel.

F

Fast printing Printing mode that decreases spool size and increases print speed.

Finisher Optional device for stapling, folding, punching, or sorting print jobs.

G

GDI compatible mode A page description language option that accurately reproduces what is viewed on the screen using the Microsoft Graphical Device Interface (GDI) component to render the document. It generates data in a raster printing format, creating a larger printable file.

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

J

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

K

KM-NET Software that provides network-wide management of printers and copiers.

Kyocera image refinement Imaging feature that smoothes the edges of text and vector graphics.

M

Mailbox Print job destination option that distributes print jobs to output trays when an optional device such as a Sorter stacker, Document finisher, or Mailbox is installed.

Monochrome Imaging mode that uses black toner only.

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

O

Offset jobs Finishing mode that physically shifts each print job in the output tray. This feature requires an optional finishing device such as an Internal finisher or 1000-sheet finisher.

P

PDL Page Description Language. This is the language used by your computer to tell the printing system how to print a document. Availability of some printing options depends on the selected PDL. Available page description languages are PCL XL, PCL 5e (monochrome models only), and KPDL.

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

PRESCRIBE Kyocera's scripting language that you can use to embed commands into specified locations in a print job. See also Prologue/Epilogue.

Private print Job feature that sends secure print jobs to the printing system with a four-digit Access code and stores them on the Hard disk. The job is printed out at the operation panel by using the Access code.

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

Prologue/Epilogue Advanced feature that allows you to insert a macro into specific locations in the print job. An advanced user may choose to use this feature to embed a PRESCRIBE command that will call a macro to overlay PRESCRIBE form data or a graphic object, such as a logo or a signature, at a specific point in the print job.

Proof and hold Job feature that prints one copy of a multiple copy job and then stores the remaining copies on Hard disk. After the first copy has been reviewed, the remaining copies can be printed or deleted at the printing system's operation panel. Proof and hold jobs are stored temporarily and are deleted when the printing system is reset or powered off.

Q

Quick copy Job feature that prints all copies of a job, then saves the job on the printing system’s optional Hard disk temporarily for later access. The stored Quick copy jobs can be accessed from the printing system's operation panel.

R

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

Reverse page order Print output option that sends a print job to a destination from the last page to the first. This option is unavailable when Printer default is selected.

Rotate copies Finishing mode that draws every other copy from a separate tray and stacks them in a collated, multi-copy print job. The final stack clearly distinguishes each copy horizontally and vertically. For restrictions, see the *Finishing* chapter.

S

Separation Finishing option that stacks print jobs in an output tray so that one print job or copy is clearly distinguished from another. Separation options include Offset jobs and Rotate copies.

Transparency Clear sheet used as printing media.

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

U

User login Registers users with a user name and password. 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 registered at the printing system. One hundred user names and passwords can be stored in the printer driver

W

Watermark Advanced feature that lets you add semitransparent text to a document.

Index

A

Accessing Printer Properties **2-1**
Add Port Wizard **1-3**
Add Printer Wizard **1-6**
Administrator Settings **2-9**
    job accounting **2-11**
    password **2-12**
Advanced tab **9-1**
Assembly marks **4-5**
Auto Configure **2-1**
Available device fonts **6-4**

B

Basic Printing Tasks **3-1**
Binding **4-1**
Bitmaps **6-3**
Brightness **6-7**

C

Cassettes **3-5**
Client Profile **9-14**, **9-17**
Collate
    to sort in their proper sequence **3-10**
Collating Modes **3-8**
Color
    adjustment settings **6-7**
Command files **9-1**
Common Profiles
    installing **1-5**
Compatibility settings **2-12**
Components, installing **1-5**
Contrast **6-7**
Cover
    printing **7-2**
    printing options **7-2**, **7-4**
    printing with **7-1**
Crop marks **4-5**
Custom box **8-1** – **8-2**, **8-6**
    registering at the printer **8-3**
    setting up in the driver **8-3**

D

Data Passthrough **2-7**
Device fonts **6-3**
    disabling **6-4**
Device Options **2-2**
Document image, sizing **3-2**
Document portability **6-5**
Duplex Printing **3-6**
Duplex unit **3-5**

E

EcoPrint **6-2**
EMF spooling **9-14**, **9-18**

F

Fast printing **6-5**
Finisher **2-3**
    Punch settings **2-3**
Finishing **4-2**, **5-1**
Finishing Edge **5-1**
Firewall **2-2**
Font Substitution **6-4**
Fonts **6-2**
    native download **6-3**
Found New Hardware Wizard **1-1**

G

GDI compatible mode **2-6**
Graphic Settings **6-4**
Grayscale **6-7**
Gutter **5-4**
Gutters **5-4**

H

Halftone Screen **6-6**
Hard Disk Settings **8-4**
Hole Punch **5-6**

I

Imaging **6-1**
Inserting a page **7-4**
Installation **1-1**
Installing Components **1-5**
Installing Optional Devices **2-1**
Inversion Options **6-5**

J

Job Accounting **2-11**
    administrator password **2-12**
    password protect **2-12**
Job Storage **8-2**, **8-10**
Jobs **8-1**
    job storage **8-10**
    private print **8-9**
    proof and hold **8-8**
    quick copy **8-7**

K

KPDL **2-5**, **6-5**
    settings **2-6** – **2-7**
Kyocera Image Refinement **6-2**

L

Language Preference Selection **2-5**
Layout **4-1**
Left edge binding **4-1**
License Agreement **1-1**

M

Macros **9-1**
Margins **5-4**
Measurement **2-4**
Media type **3-3**
    available options **3-4**
    combinations **7-6**
    combined with Source **2-13**
Memory **2-3**
Mirror print **6-5**
Monochrome printers **2-6**
MP tray **3-5**
Multiple pages per sheet **4-3**

N

network cable **1-1**
Non-Collating **3-10**

O

Offset **5-7** – **5-8**
Optimization **6-5**
Optional devices, installing **2-1**
Optional Printer Components
    installing **1-5**

P

Page Description Language (PDL) Settings **2-5**
Page Insert **7-4**
Page Size **3-2**
Paper Cassettes **3-4**
Paper Size matching **3-3**
parallel cable **1-1**
Pattern Scaling **6-5**
PCL **2-5**
PCL 5e **2-5**
    settings **2-6**
PCL XL **2-6**, **3-3**
    settings **2-7**
PDF **2-6**
    settings **2-7**
PDL **2-5**
PDL settings **2-1**, **2-5**, **6-5**
Plug-In Modules
    installing **1-5**
Poster **4-3**, **4-5**
    assembly marks **4-5**
    crop marks **4-5**
    settings **4-5**
    Sheets Per Page **4-4**
    Sizes **4-4**
PostScript **6-5**
PRESCRIBE **9-1**
Print borders **4-3**
Print Quality **6-1**
    Custom settings **6-2**
Printer default settings **2-1**
Printer Properties
    accessing **2-1**
PrintID Tracker **9-14**
    locking **9-16**

Printing
basic tasks **3-1**
covers **7-2**
duplex **3-6**
on paper of non-standard sizes **3-4**
remaining copies of proof and hold jobs **8-8**
reverse order **3-7**
with Custom Paper Sizes **3-6**
Private Print **8-2**, **8-9**
Product Library CD **1-6**
Profile **10-1**
Prologue/Epilogue **9-1**
Proof and Hold **8-2**, **8-8**
Punch
positioning **5-6**
using **5-6**
Punch Settings **2-3**
Punch Unit **2-3**

Q

Quick Copy **8-1**, **8-7**
additional copies **8-8**
deleting **8-8**

R

Recycled paper **3-2**
Resolution **6-2**
Reverse image **6-5**
Reverse Order Printing **3-7**
Right edge binding **4-2**
Rotate Copies **5-7**

S

Scaling **4-6**
Security Settings **9-14**
Security Watermark **9-7**
Security settings **9-14**
Separation **5-7**
Settings
administrator **2-9**
Administrator password **2-12**
compatibility **2-12**
PDL **2-1**, **2-5**
Punch **2-3**
user **2-4**
Sorter Modes **3-9**
Staple **5-4**
Substitute with device fonts **6-3**
System fonts **6-4**

T

Transparency **3-2**, **7-7**
Transparency Interleaving **7-6** – **7-7**

U

Unit of Measurement **2-4**
USB **1-1** – **1-2**
User login **2-9**
User Settings **2-4**
Identification **2-4**
language preference **2-5**
measurement **2-4**

V

Vista **1-2** – **1-3**

W

Watermark **9-4**
add watermark **9-5**
additional text options **9-5**
delete watermark **9-7**
edit watermark **9-7**
page selection **9-4**
Windows 2000 **1-1**
Windows Vista **1-2** – **1-3**
Windows XP **1-1** – **1-3**

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