TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS / PRINTER

Printing Guide

TOSHIBA

Preface

Thank you for purchasing our product.
This manual describes instructions on how to set up the printer drivers required for this equipment, and how to print with them.
Read this manual before using the functions.

■ How to read this manual

❑ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.
📖	Pages describing items related to what you are currently doing. See these pages as required.

❑ Target audience for this manual

This is a manual that is aimed at general users and administrators.

❑ Model names in this manual

In this manual, the following models are covered.

Model name
e-STUDIO409P
e-STUDIO409S

❑ Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 10.
  The details on the screens may differ depending on your model and how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The external appearance of the illustrations in this manual varies depending on the equipment used.
- In this manual, the initial values of the setting items are underlined.

❑ Install Disc co-packed with the equipment

In this manual, the discs for installing the software are generically described in "Install Disc".

❑ Trademarks

- Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
- Adobe®, Acrobat®, Acrobat Reader®, and PostScript® are trademarks or registered trademarks of Adobe Inc.
- Mozilla, Firefox and the Firefox logo are trademarks or registered trademarks of Mozilla Foundation in the U.S. and other countries.
- e-STUDIO, e-BRIDGE, and TopAccess are trademarks of Toshiba Tec Corporation.
- Other company names and product names in this manual are the trademarks of their respective companies.

❑ Official Names of Windows Operating System

- The official name of Windows® 8.1 is Microsoft Windows 8.1 Operating System.
- The official name of Windows® 10 is Microsoft Windows 10 Operating System.
- The official name of Windows Server® 2012 is Microsoft Windows Server 2012 Operating System.
- The official name of Windows Server® 2016 is Microsoft Windows Server 2016 Operating System.

CONTENTS

1

OVERVIEW

Features and Functions

Extensive Client Platform Support
This equipment supports printing from IBM-compatible PC.

Various Port Options
You can map this equipment to print to an SMB, IPP, Raw TCP, WSD, or LPR port.

Multiple Job Types
Job Types refer to the way this equipment handles a print job.

- The Normal mode requires no special handling and is the most frequently used printing mode.
- Overlay File prints a document element, such as text or graphics, to a file for superimposing on the background of other documents.

Professional Finishing Options
Depending on the type of finishing units you have installed, you can choose to sort, group, fold and staple your documents (including saddle-stitching) and punch binding holes. Available functions differ from model to model.

Sophisticated Document Layout and Assembly Options
You can choose whether to print your document as you have set it up in the application, or to impose printer-driven document layout options such as printing in Book Format or printing Multiple Pages per Sheet.
Additionally, the printer drivers provide the ability to print selected pages on different media. This includes printing front and back covers, inserting sheets at predefined positions within the document, or interleaving pages so that every other page is inserted blank or printed on a different type of media.

Various Sizes of Printing Paper Available
You can define custom paper sizes other than the standard ones to print data created with your application.

Watermark and Image Overlay Support
Watermarks are a great way to subtly convey useful information about your printed documents. Common watermarks are "Confidential," "Draft," and "Original." Several watermarks have been pre-defined for use with your documents, or you can create and save your own custom watermarks.
Watermarks consist of text. Image Overlays can be any combination of text, graphics or other document elements. Printing watermarks consumes fewer resources than using Image Overlays, so you should use watermarks wherever possible, particularly when printing speed is an issue.

About Installation of Printer Drivers

Printer drivers required for each OS are included in the Install Disc. For instructions on how to install them, refer to the **Software Installation Guide**.

2

PRINTING FROM WINDOWS APPLICATIONS

Before Using the Printer Driver

This manual covers all print functions of the printer drivers that are common to all Toshiba models and it explains the procedures to use them. Available printer drivers and their functions vary from model to model. This section describes the restricted print functions and options related the following models.

- e-STUDIO409P
- e-STUDIO409S

The above models support only the Universal Printer 2 (PCL6) printer driver: the Universal Printer 2 (PostScript), Universal PS3, and Universal XPS printer drivers are not supported. TopAccess is not available.

To print documents with the above models, be sure to select [Generic Model] from [Model] on the [Device Settings] tab of the Universal Printer 2 (PCL6) printer driver. When [Generic Model] is selected for the above models, the following functions and options are not available for printing.

- Function Common to All Tabs except the [Device Settings] Tab
    - Print Job - Options except Normal Print and Print to Overlay File
- [Basic] tab
    - Original Paper Size - Options except A3, A4, A5, A6, B4, B5, Ledger, Letter, Legal, Executive, and Custom Paper Size
    - Print Paper Size - Options except A3, A4, A5, A6, B4, B5, Ledger, Letter, Legal, Executive, Custom Paper Size, and Same as Original Size
    - Paper Source - Inserter
    - Paper Type - Options except Plain, Recycled, Thick1, Thick2, Thick3, and Transparency
    - Destination
    - Illustration of the equipment (Unclickable)
    - Colors - Options except Auto, Color, and Black and White
- [Finishing] tab
    - Copy Handing - Rotated Sort Copies
    - 2-Sided Printing - Booklet
    - Staple
    - Hole Punch
    - Folding
    - Poster Print
- [Paper Handing] tab
    - Insert Pages - Use Tab Paper and the related options
- [Image Quality] tab
    - All functions and options
- [Effect] tab
    - Rotate 180 Degrees
    - Mirror
    - Negative/Positive
    - Smart print for mixed size & orientation document
- [Others] tab
    - TopAccess (Link)
    - Toner Save
    - Do not Print Blank Pages
    - Letterhead Print Mode
    - SNMP Communication and SNMP Settings
    - Add Printer
    - User name (Alias)
    - Department Code and Hide Department Code
    - Project Code
    - Server Name

- [Device Settings] tab
  - Device Settings Retrieval - Update Automatically and Update Now
  - Model - Options except Generic Model that should be selected
  - Options - Finisher, Hole Punch Unit, External LCF, Inserter Unit, and Hard disk
  - Account Settings
  - Customization - ECO Setting

  Note

  The optional devices are not updated automatically and they should be set manually on the [Device Settings] tab.

Basic Printing

This section describes how to print documents.
 P.15 "Printing"
 P.17 "When you need to enter a department code or user name"

■ Printing

Once you have installed and configured the printer driver, you can print directly from most Windows applications by selecting [Print]. You can print using a variety of functions in the printer driver.

Tip

The procedure to display the properties dialog for the printer driver may differ depending on the application you are using. See your application's manual for information on displaying the properties dialog box.

The following is an example of printing from Notepad in Windows.

1 Open a file, select [File], and then select [Print].

2 Select the printer driver for the equipment you want to use, and then click [Preferences].
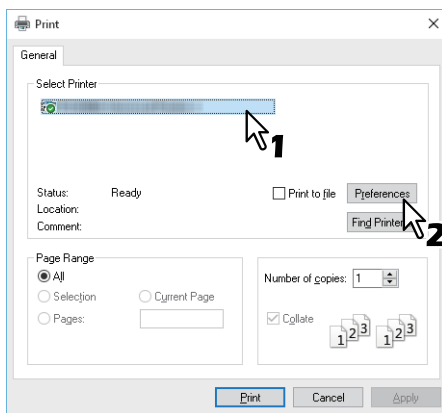
3 Set the print options you want on each tab.
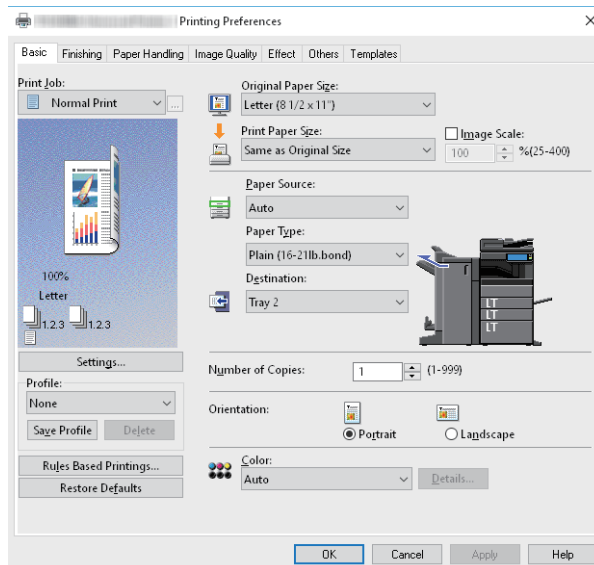
You can also set the print options using setting profiles.
 P.74 "Saving a profile"

4 Click [OK] to save.

5 Click [Print] or [OK] to print.
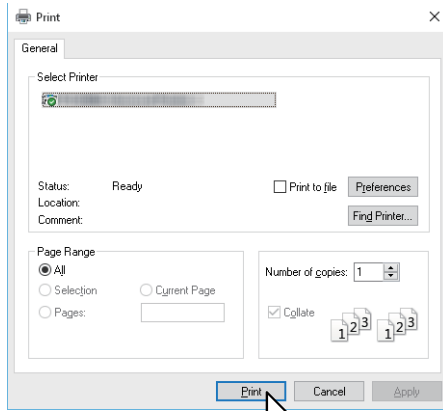
■ When you need to enter a department code or user name

☐ P.17 "Entering a Department Code"
☐ P.18 "Entering a Project Code"
☐ P.19 "Entering a User Name and Password"
☐ P.19 "Setting the LDAP Server Name"

❑ Entering a Department Code

When managing this equipment using counter information in department codes, you have to enter your code to print. Contact your administrator for more information.
Follow the steps below to enter the department code in advance to print without entering the code every time.

> Tip

- Your administrator makes settings to manage counter information in department codes.
☐ P.84 "Using the Department Management Function"
- You can enter your department code whenever you print. If you have to use a different department code for each print job, enter it when you begin printing.

1 Click [Start] and select [Settings] > [Devices] > [Devices and printers].
The Printers folder appears.

> Tip

For Windows 8.1/Windows Server 2012, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].

2 Right-click the printer driver of this equipment and select [Printing Preferences] from the displayed menu.
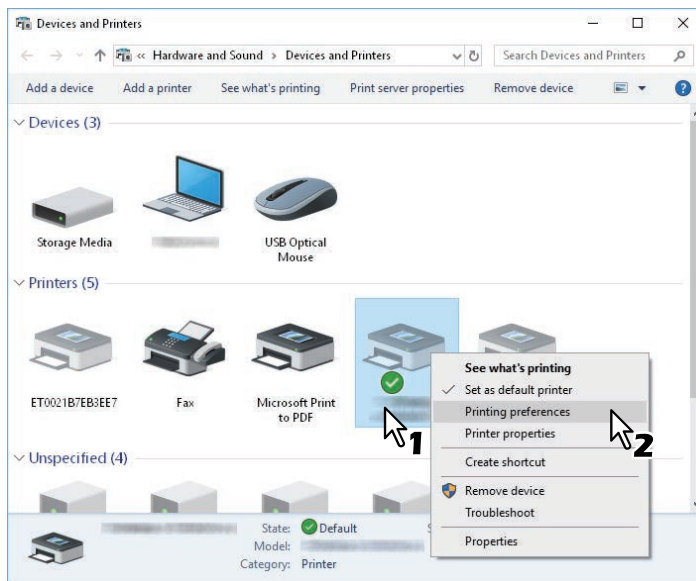
> Tip

If the [File] menu is not displayed, press [Alt].

3 **Display the [Others] tab menu and enter your department code in [Department Code].**
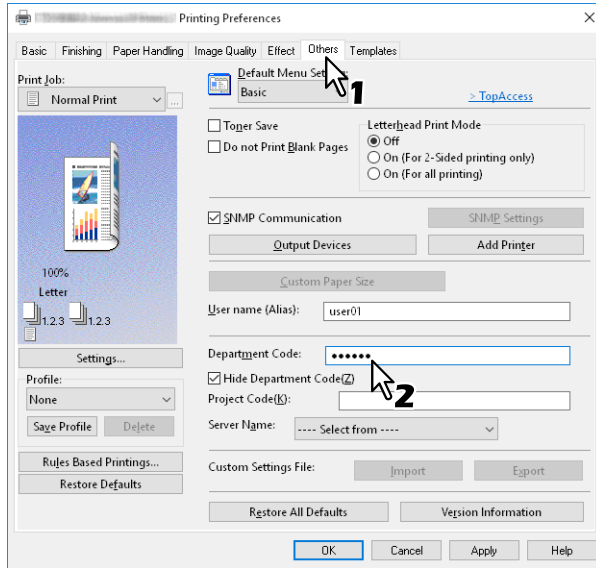
You can enter up to 63 characters.

4 **Click [Apply] or [OK] to save.**

❑ Entering a Project Code

You can enter a project code in advance.

1 **Display the [Others] tab menu and enter your project code in [Project Code].**
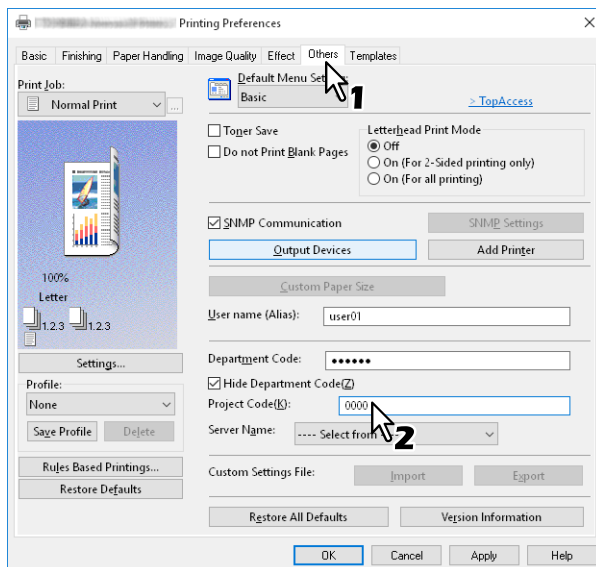
You can enter up to 63 characters. Ask your administrator for the project code.

2 **Click [Apply] or [OK] to save.**

❏ Entering a User Name and Password

When the User Name and Password options are enabled, you are prompted to enter your user name and password before printing a document.
Enter your user name and password, and then click [OK].
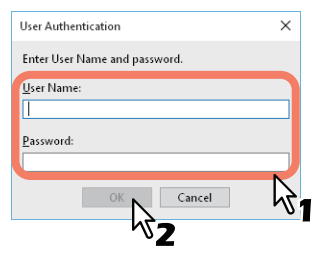
Tip

- Enter up to 128 characters in [User Name], and up to 64 characters in [Password].
- The values entered in the above boxes are not stored. You must enter them every time you print.
- You can make settings on the [Device Settings] tab.
  📖 P.85 "Entering the user name and password for each print job"

❏ Setting the LDAP Server Name

When LDAP authentication is enabled on this equipment, you must specify an LDAP server in [Server Name] on the [Others] tab.
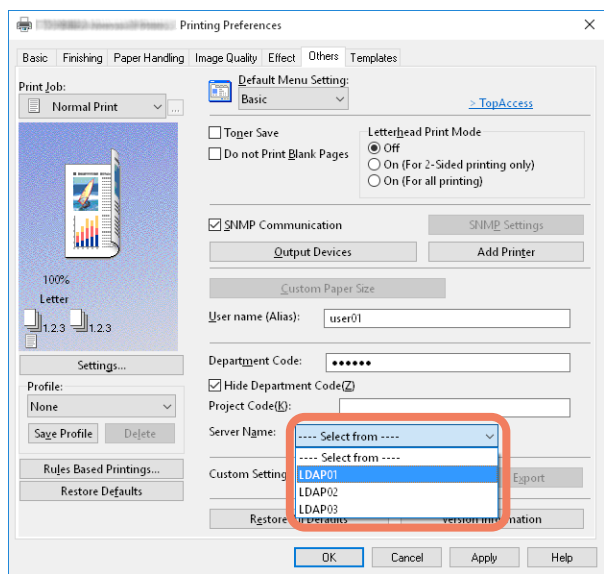
If you send a print job without specifying an LDAP server, the [Specify LDAP Server] dialog box is displayed.

Specify the LDAP server you want to use in [Server Name], and then click [OK].
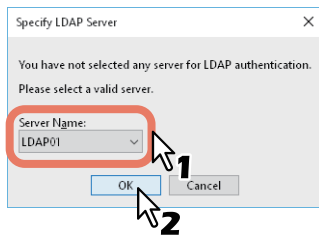
Tip

You can make settings for LDAP authentication on the [Device Settings] tab.
📖 P.86 "Setting an LDAP authentication server"

Setting the Paper and Reproduction Ratio

■ Selecting a Fixed Paper Type

You can use the printer driver to set various paper types. This section explains the functions on the [Basic] tab menu.

❑ Setting the Paper Size

Select the size of the document to be printed.

1 **Display the [Basic] tab menu.**

2 **Select the document size in [Original Paper Size].**

3 **Select the paper size in [Print Paper Size].**
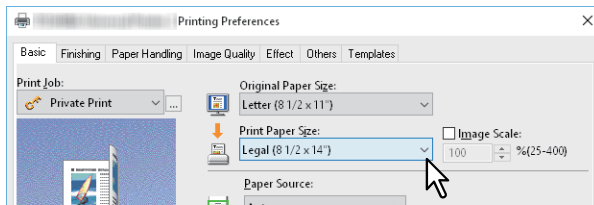
If you do not want to enable enlarged or reduced printing, select [Same as Original Size].

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❑ Setting the Paper Source

1 **Display the [Basic] tab menu.**

2 **Select the paper source in [Paper Source].**
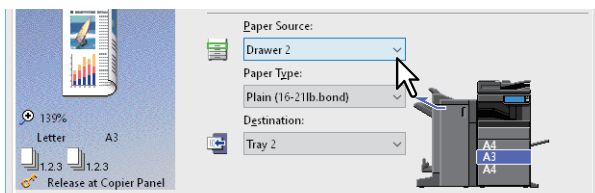
The color of the selected paper source changes in the preview area on the [Basic] tab.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

❑ Setting the Paper Type

Select the paper type of the document to be printed.

1 **Display the [Basic] tab menu.**

2 **Select the paper type in [Paper Type].**
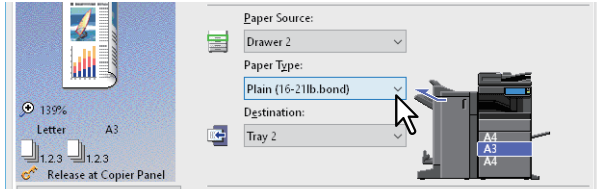
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

■ Using various types of paper

The procedure below is for print jobs that require precautions before you load the paper.
📖 P.23 "Printing on tab paper"
📖 P.25 "Registering a Custom Paper Size and Printing"

❑ Printing on tab paper

You can print on the tab extension of tab paper.

Note

- Tab printing is not available to some models.
- You can only print on Letter-sized or A4-sized paper.
- If a misprint occurs while printing multiple tab pages, dirt may adhere to the back of the paper. To avoid this, print tab paper as a separate job for each page so that this equipment performs cleaning before printing the next sheet.
- Note that tab paper may be caught in the exit tray because there is no roller to eject the tab extension. Remove the tab paper before printing the next job.

1 **Create a Letter sized or A4 sized document and place the text or object on the tab extension on the right of the document as described below.**
Place the text at a height that fits exactly into the tab extension.
The margin between the shifted text and the right edge of the tab extension must have a space of at least 0.17 inches (4.2 mm). Enter the same value in [Tab Extension] and [Image Shift Width].
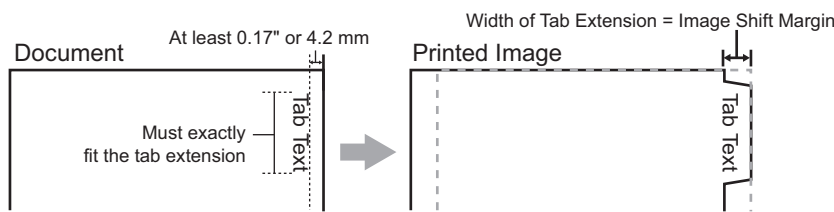
2 **Display the [Basic] tab menu from printer driver properties, select the document size in [Original Paper Size] and either [Letter Tab] or [A4 Tab] (according to the document size) in [Print Paper Size].**
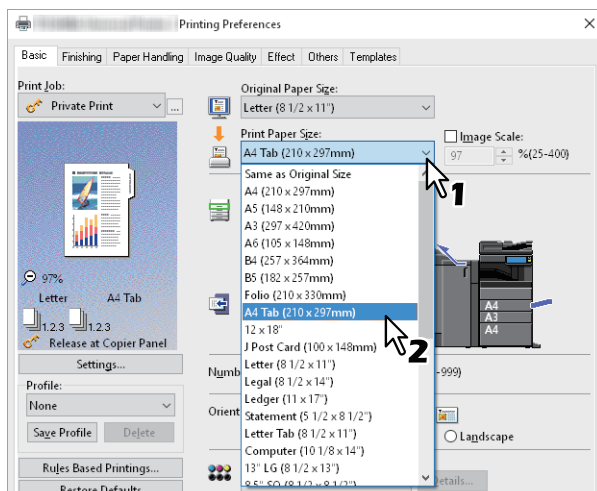
3 In [Tab Manufacturer], select the product name of the tab paper, or select [Custom] if you are using a product not displayed.
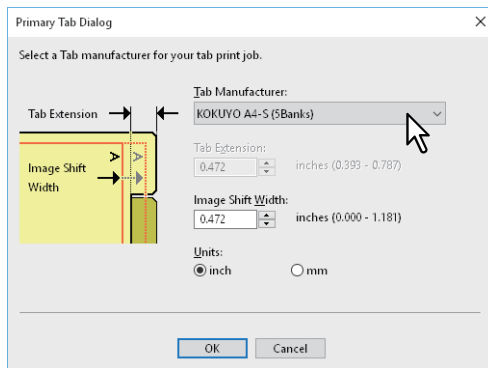
4 When you select [Custom], enter the width of the tab extension in [Tab Extension].

5 Enter the width to shift the printed image in [Image Shift Width].
If you created a document in Step 1, enter the width of the tab extension here.

Note

The margin between the shifted text and the right edge of the tab extension must have a space of at least 0.17 inches (4.2 mm). Enter the same value in [Tab Extension] and [Image Shift Width].

6 Click [OK].

7 Set other printing functions as needed, and then click [OK].

8 Click [Print] or [OK] to send the job.

9 Place the tab paper with the tab outside.

10 Press [Job Status] on the touch panel.

11 Press the [START] button on the control panel.

❏ Registering a Custom Paper Size and Printing

Follow the steps below to register a custom paper size. Define custom paper sizes on the [Others] tab and then you can use registered custom paper sizes.

Registering a custom paper size

You can register up to 40 custom paper sizes in [Custom Paper Size]. You can select the size that you specify in [Original Paper Size] and [Print Paper Size] on the [Basic] tab.

Note

• To set a [Custom Paper Size], access the Printing Preferences dialog from the [Devices and Printers] folder. You cannot make settings if you display the printer driver properties from the application's [Print] dialog box.
• You can only set the [Custom Paper Size] with administrator privilege.

Tip

You can use the custom paper size for the Universal Printer 2 (PCL6) / Universal PS3 / Universal XPS printer drivers.

1 Display the [Others] tab menu.

2 Click [Custom Paper Size].

3 Click [Add].
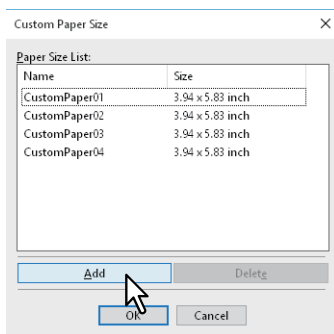
4 Set the details in the [Custom Paper Size - Name] dialog box.
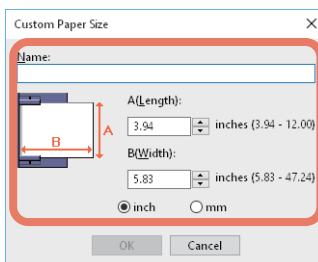
Name: Enter the custom paper size name. You can enter up to 31 characters. This name is displayed in [Original Paper Size] and [Print Paper Size] on the [Basic] tab.
Paper Size: Enter A (Length) and B (Width).
Units: Select the units.

Note

• The available range of A (length) and B (width) differs depending on the model. Select values within the range shown on the right of each.
• Either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created paper size is considered a standard paper size.
• You cannot create a paper size with A (Length) longer than B (Width). To print documents like this, select [Landscape] as the [Orientation].

5 Click [OK].

6 Check that the custom paper name is displayed in the paper size list, and then click [OK].

Printing on Custom Size Paper

1 **Display the printer driver properties, and then select the custom paper size in [Print Paper Size] from the [Basic] tab menu.**
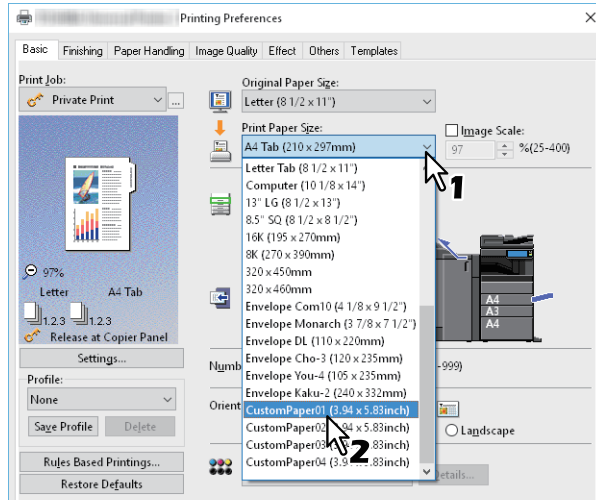
2 **Set other printing functions as needed, and then click [OK].**

3 **Click [Print] or [OK] to send the job.**

4 **Load the custom size paper in the bypass tray or the drawer.**

5 **Press [Job Status] on the touch panel.**

6 **Select the paper type that matches the loaded paper.**

7 **Press the [START] button on the control panel.**

Tip

If there is no paper in the bypass tray or the drawer, a message is displayed on the touch panel. The paper size displayed on the touch panel may differ slightly from the paper size that you registered.

■ Enlarging and Reducing

You can automatically enlarge or reduce as an image to fit a specified paper size. You can also set the scale manually.
☐ P.27 "Scale to fit paper size"
☐ P.27 "Specifying a scale"

❑ Scale to fit paper size

You can automatically enlarge or reduce as an image to fit a specified paper size.

1 Display the [Basic] tab menu.

2 Select the document size in [Original Paper Size]. Select the paper size in [Print Paper Size].
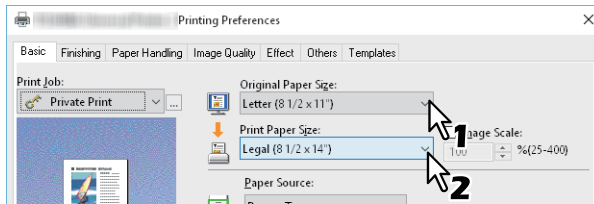
The page image is automatically enlarged or reduced depending on the selected original paper size and print paper size.

3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

❑ Specifying a scale

Manually set the scale to enlarge or reduce the image.

1 Display the [Basic] tab menu.

2 Select [Image Scale], and then enter the scale.
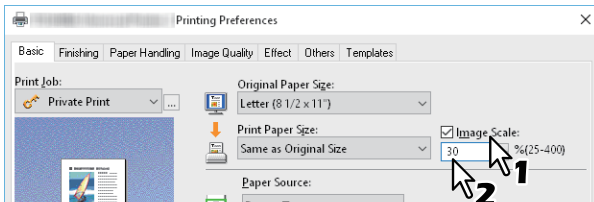
You can set from 25% to 400% in units of 1%.

3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

■ Changing the Print Direction

Reverses the direction of ejected paper, and performs mirror printing.

1 **Display the [Effect] tab menu.**

2 **Select the print direction check box.**
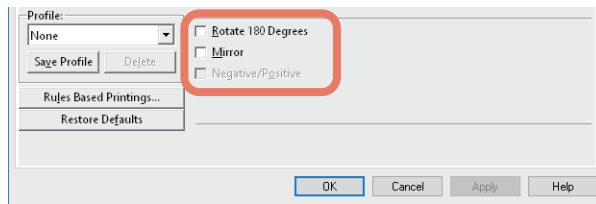
Rotate 180 Degrees: Rotates an image.
Mirror: Select to perform mirror printing.

> **Note**

This function is only available for the following printer drivers.

- Universal Printer 2 (PostScript)
- Universal XPS

Smart print for mixed size & orientation document: When the sizes and orientations (portrait and landscape) of originals are mixed, this matches the orientations of the printouts.
Select this if the originals are any of the following combinations:

- A4 size portrait and A3 size landscape
- A4 size landscape and A3 size portrait
- LT size portrait and LD size landscape
- LT size landscape and LD size portrait
- B5 size portrait and B4 size landscape
- B5 size landscape and B4 size portrait
- 16K size portrait and 8K size landscape
- 16K size landscape and 8K size portrait

> **Note**

- [Smart print for mixed size & orientation document] is only available for the following printer drivers.
  - Universal Printer 2 (PCL6)
  - Universal Printer 2 (PostScript)
  - Universal PS3
- This function is not available to some models.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

■ Selecting the destination tray

Selects the tray to which the print job is ejected. The current destination is indicated by an arrow in the preview area on the [Basic] tab.

1 Display the [Basic] tab menu.

2 Select the destination tray in [Destination].
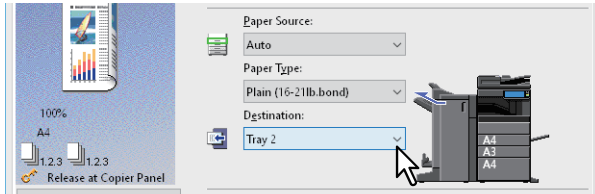
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

Note

- Available items differ depending on the model, the paper size, and the option configuration.
- Only [Saddle Tray] is available for folded print or saddle stitch print with the Saddle Stitch Finisher installed.

Setting the Layout and Finishing Options

Note

Available items differ depending on the model and the option configuration.

■ Sort printing

You can select how multiple copies of a document are output, such as separately for each copy, grouping each page, and alternating the paper direction for each copy.

❑ Sorting printouts by copies

Select this for sort-printing (1, 2, 3...).

1 **Display the [Basic] tab menu.**

2 **Enter the number of copies in [Number of Copies].**
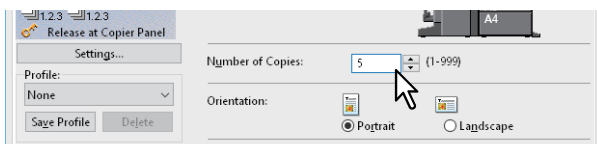
3 **Display the [Finishing] tab menu.**

4 **Select the [Sort Copies] icon from [Copy Handling].**
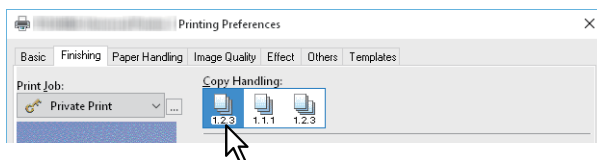
5 **Set other printing functions as needed, and then click [OK].**

6 **Click [Print] or [OK] to send the job.**
The printouts are sorted.

❑ Sorting printouts by pages

Select this for group-printing (1, 1, 1...).

1 Display the [Basic] tab menu.

2 Enter the number of copies in [Number of Copies].
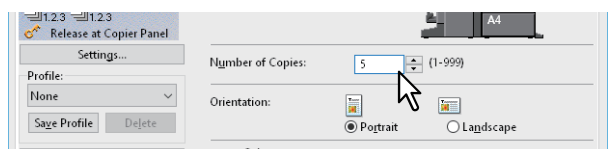
3 Display the [Finishing] tab menu.

4 Select the [Group Copies] icon from [Copy Handling].
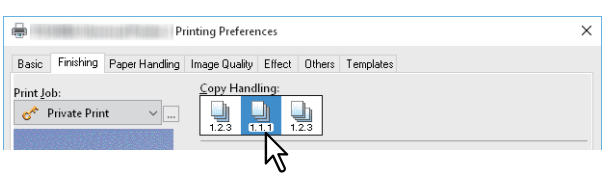
5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.
The printouts are sorted.

❑ Sorting printouts horizontally and vertically

Select this for rotate sort-printing.

<div style="background:#000;color:#fff;display:inline-block;padding:2px 8px;">Note</div>

- Rotated Sort Copies is not available for some models.
- Rotated Sort Copies is only available when printing on Letter, A4, B5, or 16K.
- You have to load the paper horizontally and vertically.

1 Display the [Basic] tab menu.

2 Enter the number of copies in [Number of Copies].
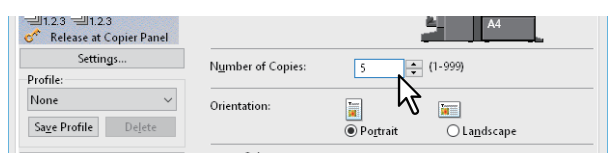
3 Display the [Finishing] tab menu.

4 Select the [Rotated Sort Copies] icon from [Copy Handling].
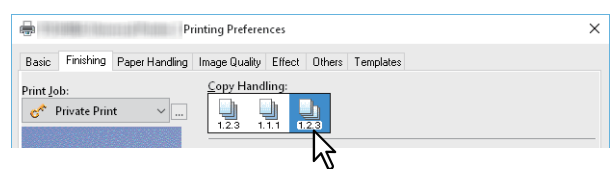
5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.
The printouts are sorted.

■ Printing on both sides of a sheet

You can print on both sides of the paper.

1 **Display the [Finishing] tab menu.**

2 **Select the [2-Sided Printing] direction.**
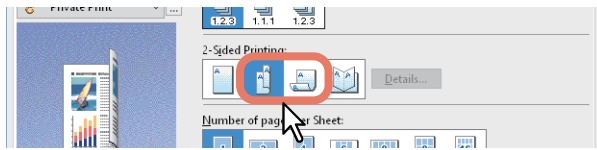
Long Edge: Select this to print on both sides of the paper with a margin on the long edge.
Short Edge: Select this to print on both sides of the paper with a margin on the short edge.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

> Tip

- You can also set booklet printing from the [2-Sided Printing] option by selecting the [Booklet] icon. For details on booklet printing, see the following section.
  📖 P.32 "Making a Booklet"
- To staple or punch holes on 2-sided printouts, set each option separately.
  📖 P.36 "Stapling"
  📖 P.36 "Punching"

■ Making a Booklet

You can create a document in book-or magazine-style by selecting the Booklet option. You can also create a folded booklet by automatically stapling (saddle-stitching) and folding the center of a printed document. For example, if you print a document created on Letter-size paper (8½ x 11 inches), the yield is a 5½-x-8½- inch booklet. Each page is scaled to fit on half a sheet and reordered so that the booklet is correctly paginated when folded.
To retain your original document size when printing booklets, select the booklet size to be double the size of your original. Then your 8½-inch document is printed on Ledger size paper (11 x 17 inches) and reordered so that, when folded, the yield is an 8½-x-11-inch booklet. You can select from the following page-sizes.

- A4 Booklet on A3
- A5 Booklet on A4
- B5 Booklet on B4
- Letter Booklet on Ledger

> Note

The available paper sizes vary depending on the models.

1 **Display the [Finishing] tab menu.**

2 **Select the [Booklet] icon from [2-Sided Printing].**
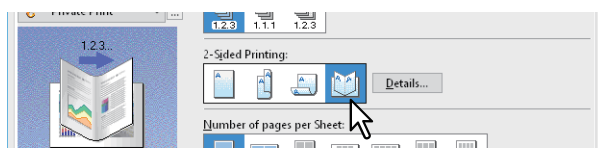
3 **Click [Details].**

4 **Select the booklet size in [Output Document Layout].**
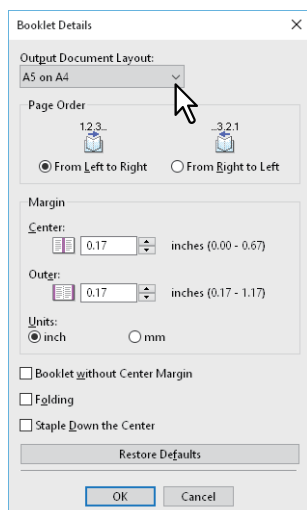
A5 on A4: Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).
A4 on A3: Select this to print an A4 size booklet. Every 2 pages are printed on A3 paper to fit on half a sheet (A4).
B5 on B4: Select this to print a B5 size booklet. Every 2 pages are printed on B4 paper to fit on half a sheet (B5).
B6 on B5: Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).
1/2 Folio on Folio: Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.
A6 on A5: Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).
Letter-Half on Letter: Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.
LT on LD: Select this to print a Letter size booklet. Every 2 pages are printed on Ledger paper to fit on half a sheet (Letter).
1/2 LG on LG: Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.
1/2 Statement on Statement: Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.
1/2 Comp on Comp: Select this to print a 1/2 Computer size booklet. Every 2 pages are printed on Computer paper to fit on half a sheet.
1/2 13LG on 13LG: Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.
1/2 8.5SQ on 8.5SQ: Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.
32K on 16K: Select this to print an 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet (32K).
16K on 8K: Select this to print an 16K size booklet. Every 2 pages are printed on 8K paper to fit on half a sheet (16K).

Note

The available paper sizes vary depending on the models.

5 **Select the page order for booklet from the [Page Order] option.**

6 **Set the margins in [Margin].**
[Center]: This sets the gutter in the center of a two-sided page. You can enter up to 16.90 mm (0.67 inches). Printed images are reduced according to the margin setting.
[Outer]: This sets the gutter on the right and left of the paper. You can enter up to 29.60 mm (1.17 inches). Printed images are reduced according to the margin setting.
[Units]: This sets the unit of measurement used for the margins.

Tip

If you select [Booklet without Center Margin], the value in [Center] becomes invalid and the center margin becomes 0 mm (inches).

7 **Select [Folding] to fold the document at its center.**

> Note

- [Folding] is only available when the Saddle Stitch Finisher is installed.
- This function is not available to some models.

8 **Select [Staple Down the Center], to double-staple the center.**

> Note

- [Staple Down the Center] can be selected only when the Saddle Stitch Finisher is installed.
- This function is not available to some models.

9 **Click [OK].**

10 **Set other printing functions as needed, and then click [OK].**

11 **Click [Print] or [OK] to send the job.**

> Note

If the Saddle Stitch Finisher is installed, the printed document is folded when [Folding] is selected. If this is not installed, fold the printed document manually.

■ Printing multiple pages per sheet

The N-up feature allows you to print several pages of a document on one sheet of paper. This feature is useful for browsing a large number of pages for appearance or page order. For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is convenient and conserves paper.

Tip

When [Overlay Image] is selected with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print on each page, select [Print on Each Page] in [Overlay Image] on the [Effect] tab.

1 **Display the [Finishing] tab menu.**

2 **Select how many pages you want to print on a single sheet from [Number of pages per Sheet].**
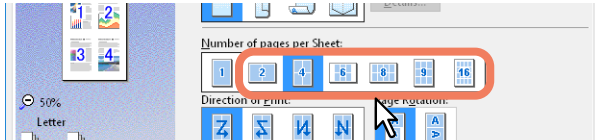
2 pages: Select this to print images from 2 pages on one sheet.
4 pages: Select this to print images from 4 pages on one sheet.
6 pages: Select this to print images from 6 pages on one sheet.
8 pages: Select this to print images from 8 pages on one sheet.
9 pages: Select this to print images from 9 pages on one sheet.
16 pages: Select this to print images from 16 pages on one sheet.

3 **Select how the pages are arranged on one sheet in [Direction of Print].**
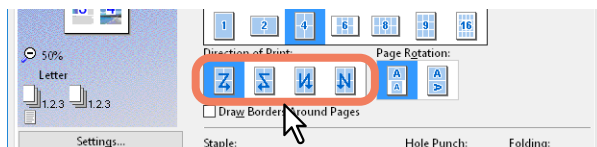
Left to Right: Arranges pages horizontally from the left and printed top to bottom on one sheet.
Right to Left: Arranges pages horizontally from the right and printed top to bottom on one sheet.
Left to Right by column: Arranges pages vertically from the top and printed left to right on one sheet.
Right to Left by column: Arranges pages vertically from the top and printed right to left on one sheet.

Tip

Items available in [Direction of Print] may vary depending on the number of pages selected in [Number of pages per Sheet].

4 **If you want to print an original whose orientations are mixed, select [Page Rotation].**
When the orientation of the printed image is the same: Performs printing in the same orientation as that for the original while its size is reduced.
When the orientation of the sheets of paper is the same: Performs printing by rotating the printing direction by 90 degrees from the original orientation.

Note

An original whose orientations are mixed cannot be printed in some models.

5 **If you want to draw a line around each page, select [Draw Borders Around Pages].**

6 **Set other printing functions as needed, and then click [OK].**

7 **Click [Print] or [OK] to send the job.**

■ Stapling

You can staple sets of paper as they are ejected from the equipment.

Note

- Staple printing is only available when the Finisher is installed.
- This function is not available to some models.

1 **Display the [Finishing] tab menu.**

2 **Select the [Staple] position.**
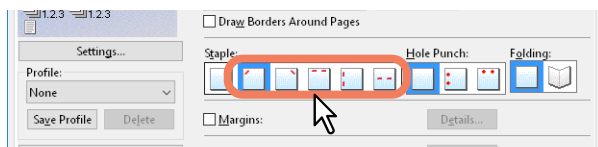
Upper Left: Staples the document at the upper left.
Upper Right: Staples the document at the upper right.
Center Top: Double-staples the document along the top edge.
Middle Left: Double-staples the document along the left side.
Center Double: Folds and double-staples the document in the center.

Note

- Options vary depending on the model, paper size, and orientation.
- [Center Double] is only available when the Saddle Stitch Finisher is installed and configured on the [Device Settings] tab.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
Printouts are stapled.

■ Punching

Select this to punch holes on printouts as they are ejected from the equipment.

Note

- Hole punch printing is only available when the Hole Punch Unit is installed.
- This function is not available to some models.

1 **Display the [Finishing] tab menu.**

2 **Select the [Hole Punch] position.**
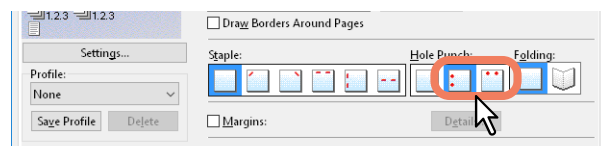
Middle Left: Punches holes along the left.
Center Top: Punches holes along the top.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
Holes are punched.

■ Changing Margins

Sets the margins for pages. You can usually set margins in the application you are using. Use this option if you cannot make settings from the application.

Note

• When [Booklet] is selected from [2-Sided Printing], this option is unavailable.
• This cannot be used to specify the binding margin for Booklet printing.

1 Display the [Finishing] tab menu.

2 Select [Use Margins], and then click [Details].

3 Set the margins as needed, and then click [OK].
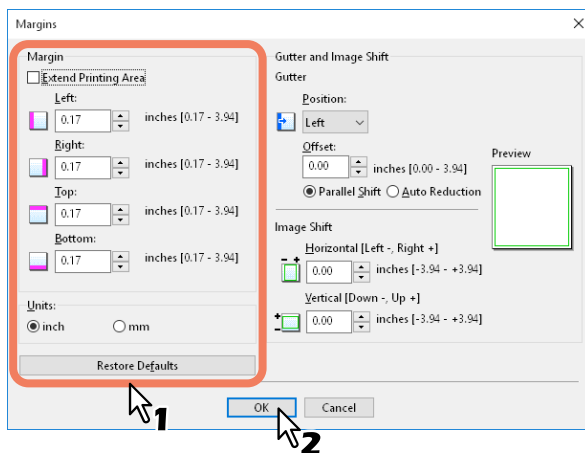
Extend Printing Area: Select to extend the printing area.

Note

This equipment does not support borderless printing. Some parts are not printed to the edges even if you specify margins to 0 mm due to the restrictions on this equipment.

Margin: Enter a value between 4.2 to 100 mm (0.17 to 3.94 inches).
Units: Select the unit of measurement from [mm] or [inch].
Restore Defaults: Restores the [Margins] settings to their defaults.

4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

■ Setting the Gutter and Image Shift

You can additionally set a binding margin to the stapling or punching positions, separately from the margins of the page. You can also shift the printed image.

Note

- When [Booklet] is selected from [2-Sided Printing], this option is unavailable.
- When [Poster Print] is selected, this option is unavailable.
- This cannot be used to specify the binding margin for Booklet printing.
- Staple printing or hole punch printing is not available to some models.

1 Display the [Finishing] tab menu.

2 Select [Margins], and then click [Details].

3 Set the position and the width of the binding margin in [Gutter].
Set the shift amount of the printed image in [Image Shift].
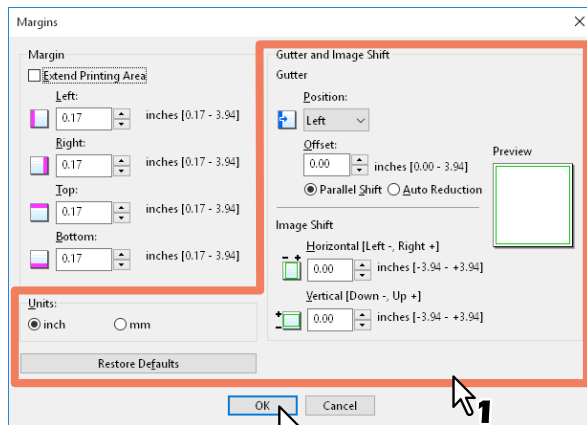
- **Position**: Select the position of the binding margin from [Left], [Right], [Top] or [Bottom].
  The binding margin can be selected when a value of at least 0.1 mm (0.01 inches) is set in [Offset].

- **Offset**: Set the width of the binding margin between 0.0 and 100 mm (0.0 and 3.94 inches).

Tip

The binding margin on the back side of the paper will be made to the opposite end of the front side in 2-sided printing.

- **Parallel Shift**: The printed image is shifted in accordance with the values set in [Offset].
  When [Left] or [Right] is set in [Position], the image shifts to the lateral direction. When [Top] or [Bottom] is set in [Position], the image shifts to the longitudinal direction.

  Example: When [Left] is set in [Position]
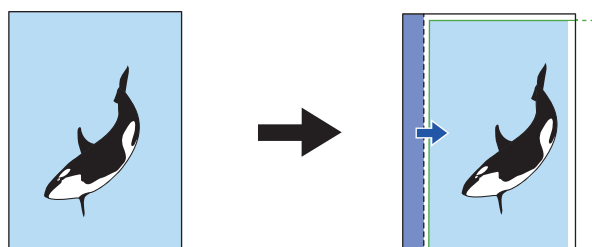
Example: When [Top] is set in [Position]
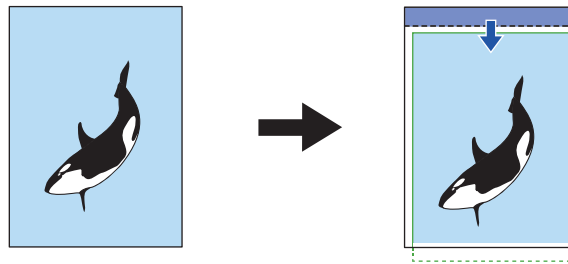
- **Auto Reduction**: Allocate the printed image by reducing its size and printing area automatically so that it can be fitted on the page.
  Example: When [Left] is set in [Position]
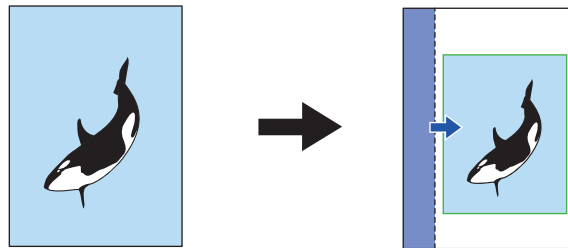
- **Horizontal [Left:-, Right:+]**: This can shift the printed image to the right or left direction of the printing area. Enter a value between -100 and +100 mm (-3.94 and +3.94 inches).
- **Vertical [Down:-, Up:+]**: This can shift the printed image to the top or bottom direction of the printing area. Enter a value between -100 and +100 mm (-3.94 and +3.94 inches).
  Example: When values larger than 0 are entered in both [Horizontal [Left:-, Right:+]] and [Vertical [Down:-, Up:+]]
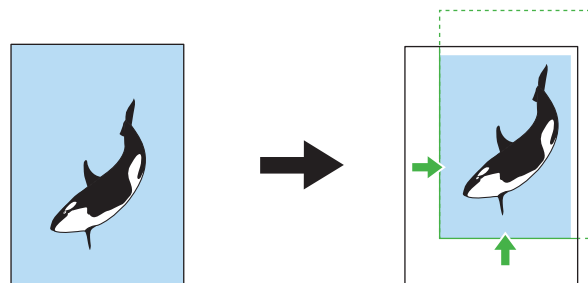
  - **Preview**: Display the settings set in [Gutter] and [Image Shift].
    Stripe (blue): Position of the binding margin
    This is displayed when a value of at least 0.1 mm (0.01 inches) is set in [Offset].
    Arrow (blue): Shifting direction of the printing area
    Frame (green): Printing area
    Arrow (green): Shifting direction of the printed image
  - **Units**: Select the unit of measurement from [mm] or [inch].
  - **Restore Defaults**: Restores the [Margins] settings to their defaults.

Note

If the printing area or the printed image has run off, printing will be performed by cutting off the exceeded portions.

4 **Click [OK] to close the [Margins] dialog box.**

5 **Set other printing functions as needed, and then click [OK].**

6 **Click [Print] or [OK] to send the job.**

■ Dividing one image into multiple sheets (Poster Print)

You can print one large image across multiple sheets of paper by dividing the image. You can then reconnect the divided image to create a large publication such as a poster.

Note

- Poster Print is not available when Custom Paper Size, Number of pages per sheet, 2-Sided Printing, Watermark, Overlay Image, or Sheet Insertion is set.
- Poster Print is available only when the following sizes are selected from [Print Paper Size] on the [Basic] tab. Available paper sizes differ depending on the models.
  A4, A3, B4, B5, LT, LD

1 **Display the [Finishing] tab menu.**

2 **Select [Poster Print], and then click [Details].**

3 **Select the number of sheets on which the image is printed from [Output Number of Sheets], and then click [OK].**
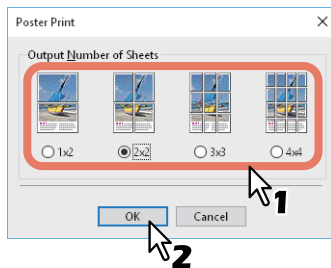
1x2: Divides the image into 2 sheets.
2x2: Divides the image into 4 sheets.
3x3: Divides the image into 9 sheets.
4x4: Divides the image into 16 sheets.

Note

- [1x2] is only available when A4, A3, B4, or B5 is selected as the [Print Paper Size].
- Available paper sizes differ depending on the models.
- When using Poster Print, disable the [Do not Print Blank Pages] option from the [Others] tab. If you use Poster Print while [Do not Print Blank Pages] is selected, blank pages in the divided image are not printed.

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

Economizing Features

This section explains features that allow you to save paper and toner.
⎙ P.41 "Printing on both sides of a sheet"
⎙ P.41 "Printing multiple pages per sheet"
⎙ P.41 "Skipping blank pages during printing"
⎙ P.41 "Saving Toner"

◼ Printing on both sides of a sheet

Prints on both sides of the paper, therefore saving paper.
⎙ P.32 "Printing on both sides of a sheet"

◼ Printing multiple pages per sheet

Lays out multiple pages on one sheet. This reduces the amount of paper used.
⎙ P.35 "Printing multiple pages per sheet"

◼ Skipping blank pages during printing

Ignores blank pages when printing.

Note

- If the Watermark feature is enabled, all pages are printed even if there is no content on the page.
- Pages with a header or footer are printed even if there is no content on the page.

1 **Display the [Others] tab menu.**

2 **Select [Do not Print Blank Pages].**
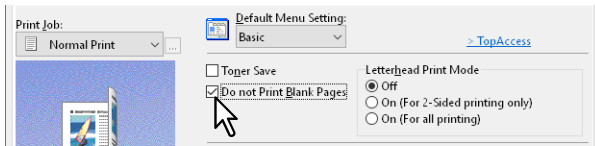
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

◼ Saving Toner

Prints in toner save mode.

Note

When toner save mode is enabled, printing may be lighter.

1 **Display the [Others] tab menu.**

2 **Select [Toner Save].**
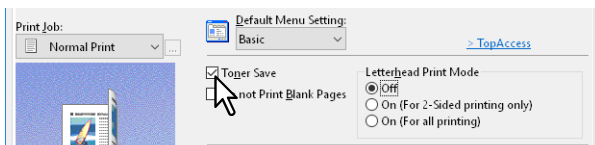
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

Inserting Different Paper Between the Front Cover and the Pages

You can insert a different type of paper at a specified location in the printouts. This is useful when you want to add front and back covers, or sheets between chapters. You can insert printed and blank sheets.

📖 P.42 "Inserting a front cover and back cover"
📖 P.43 "Insert paper at a specified page"
📖 P.44 "Interleaving pages"

■ Inserting a front cover and back cover

Enable this feature to insert paper for the cover (back cover) from a different cassette or from the bypass tray. You can also print on different paper at the start and end of the document by feeding paper from a different cassette or from the bypass tray.

1 Display the [Paper Handling] tab menu.

2 To insert a front cover, select [Use Front Cover], and then select the drawer where the cover paper is loaded from [Source]. Select whether you are inserting a blank cover or a printed cover from [Print Style].
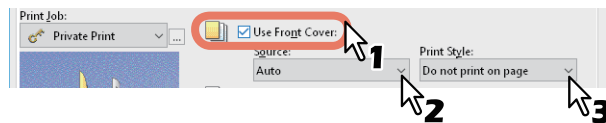
Print Style
Do not print on page: Inserts a blank front cover.
Print one side of the page: Prints the first page of the document on the front of the cover.
Print both sides of page: Prints the first two pages of the document on both sides of the cover.

Note

- When [Auto] is selected from [Source], paper is automatically selected according to the printed document size.
- To insert thick paper, select [Bypass Tray], and then set [Thick] as the [Paper Type] from [Bypass Tray] in the [Drawer Settings] dialog box of the [Device Settings] tab in the printer driver.
- [Print both sides of page] is available only when 2-Sided printing is selected on the [Finishing] tab.

3 To insert a back cover, select [Use Back Cover] and set the [Source] and [Print Style] options in the same way as for [Use Front Cover].
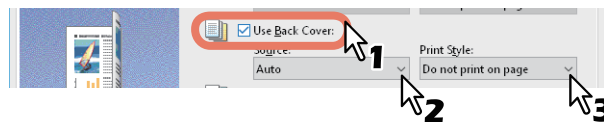
4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

■ Insert paper at a specified page

This sets sheet insertion printing. Inserts a sheet between pages, or prints a specific page on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab. This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on different paper.

Note

You can insert up to 50 pages.

1 **Display the [Paper Handling] tab menu.**

2 **Select [Insert Pages], and then click [Edit].**
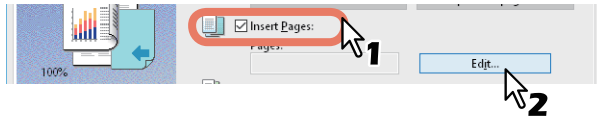
3 **Enter the page number at which you want to insert the sheet in each [Page] box, select the [Print Style], [Paper Source], and [Paper Type] options, and then click [OK].**
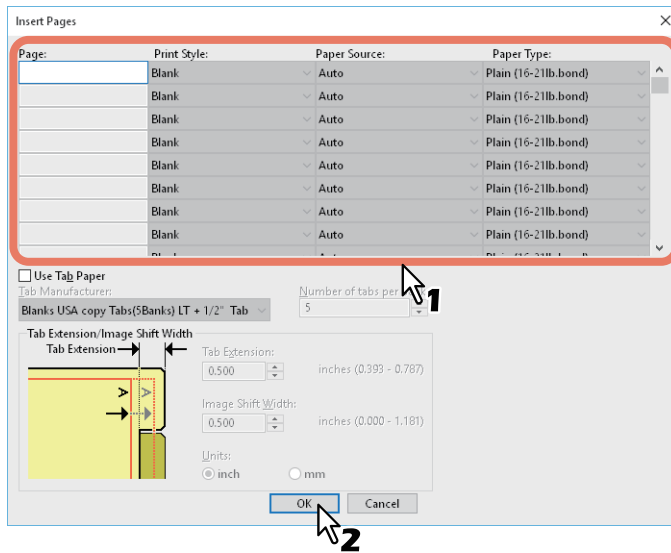
4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

■ Interleaving pages

This is useful when you want to insert a different type of paper, or from another source, between every page of your print job. For example, you could use this option to insert blank or color sheets between overhead transparencies.

1 **Display the [Paper Handling] tab menu.**

2 **To insert sheets between every page, select [Interleave Pages], and then select the drawer containing the paper you want to use from [Source].**
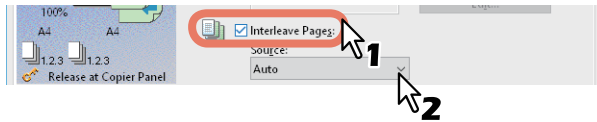
> **Note**
>
> - When [Auto] is selected from [Source], paper is automatically selected according to the printed document size.
> - To insert thick paper, select [Bypass Tray], and then set [Thick] as the [Paper Type] from [Bypass Tray] in the [Drawer Settings] dialog box of the [Device Settings] tab in the printer driver.

3 **To print the previous page on interleaved sheets, select [Duplicate].**
This equipment prints an image of every previous page on interleaved sheets which are inserted after the page so that you can duplicate a document.

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

Setting the Color and Image Quality

    📖 P.45 "Specifying a print color"
    📖 P.47 "Selecting the image quality according to the document"
    📖 P.49 "Adjusting the image quality"

■ Specifying a print color

    📖 P.45 "Printing a color document in gray scale"
    📖 P.45 "Printing a color document in twin color"
    📖 P.46 "Using Black for All Text"
    📖 P.46 "Performing Negative Printing"

❑ Printing a color document in gray scale

This equipment can print in color as well as black and white.
The printer driver automatically detects whether the document uses only color or only black and white. You can also select black and white mode manually to print a color document in gray scale to reduce the print cost and consumption of color toners.

1 Display the [Basic] tab menu.

2 Select [Black and White] from [Color].
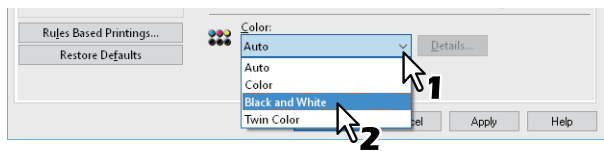
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

❑ Printing a color document in twin color

This equipment can print in the twin color mode.
When documents are printed in twin color mode, the black parts of the document are printed in black and the colored parts of the document are printed in a specified color.

1 Display the [Basic] tab menu.

2 Select [Twin Color] from [Color].

3 Click [Details].

4 Select the color you want to use to print the color parts of the document from [Color], and then click [OK].
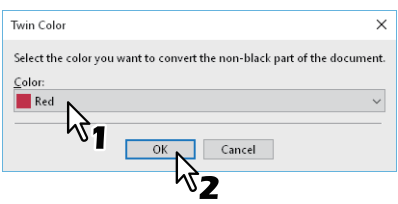
5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.

❑ **Using Black for All Text**

Prints all text in black except for white text.

Note

This function is only available for the following printer driver.

* Universal Printer 2
* Universal XPS

1 **Display the [Image Quality] tab menu.**

2 **For color MFP, click [Setting], and then select the [Basic] tab.**

3 **Select [Use Black for All Text].**
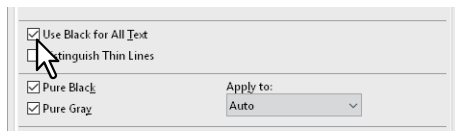
4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❑ **Performing Negative Printing**

Performs negative printing of an image.

Note

* This function is only available for the following printer driver.
  - Universal Printer 2 (PostScript)
  - Universal XPS
  - Universal PS3
* Only available when [Black and White] is selected from [Color] on the [Basic] tab.

1 **Display the [Effect] tab menu.**

2 **Select [Negative/Positive].**
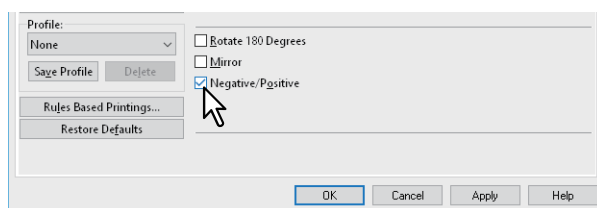
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

■ Selecting the image quality according to the document

 P.47 "Setting the Document Type"
 P.48 "Creating a Document Type"

❑ Setting the Document Type

This setting applies the appropriate image quality according to the document type. You can select a pre-defined or custom image quality type. You can create or modify the custom image quality type by clicking [Setting].
 P.48 "Creating a Document Type"

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

1 **Display the [Image Quality] tab menu.**

2 **Select a pre-defined or custom image quality type from [Image Quality Type], and then click [OK].**
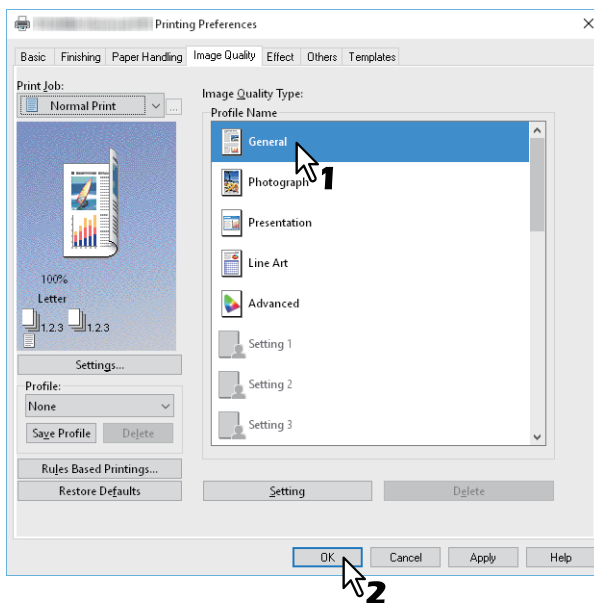
General: For general color documents.
Photograph: For photos.
Presentation: For printing vivid documents.
Line Art: For printing a document that contains a lot of characters or line art.
Advanced: For applying a profile that can adjust the color space.

Note

The Image Quality type option is not available when [Black and White] or [Twin Color] is selected from [Color] on the [Basic] tab.
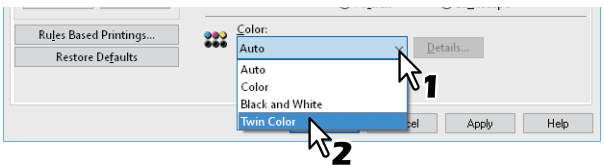
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

❑ Creating a Document Type

This allows you to create your own document type.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

1 Display the [Image Quality] tab menu.

2 Click [Setting].
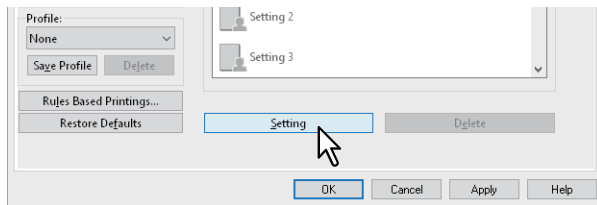
3 Select [Save Current Settings as] on the [Basic] tab.
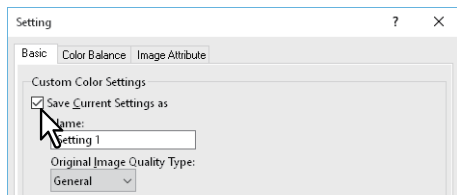
Note

This is only available when you access the printer driver properties from the [Devices and Printers] folder.

4 Enter the name of the custom document type in [Name].

Tip

Default Image Quality Type names ([General], [Photograph], [Presentation], [Line Art] or [Advanced]) cannot be overwritten. The new custom document type is saved with the specified name.

5 Set the image quality function.
See the printer driver help for details on each setting item.
📖 P.141 "Printer Driver Help"

6 Click [OK] to save.

■ Adjusting the image quality

 P.49 "Considering designs for light sections (Halftone)"
 P.49 "Smoothing out text and graphics (Smoothing)"
 P.50 "Distinguishing thin lines"
 P.50 "Adjusting the density and color balance"
 P.51 "Enhancing images (Resolution)"

❑ Considering designs for light sections (Halftone)

Sets how to print halftones.

1 Display the [Image Quality] tab menu.

2 For color MFP, click [Setting], and then select the [Basic] tab.

3 Set how to print halftones in [Halftone].
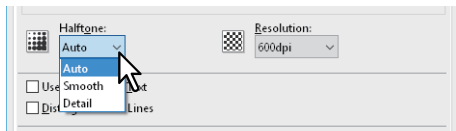
Auto: Prints using the correct halftone depending on the contents in the document.
Detail: Prints halftone in detail.
Smooth: Prints halftone smoothly.

4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

❑ Smoothing out text and graphics (Smoothing)

This prints text and graphics smoothly.

Note

This option is available only when your equipment is a multifunctional digital system (Black and White MFP).

1 Display the [Image Quality] tab menu.

2 Select [Smoothing].
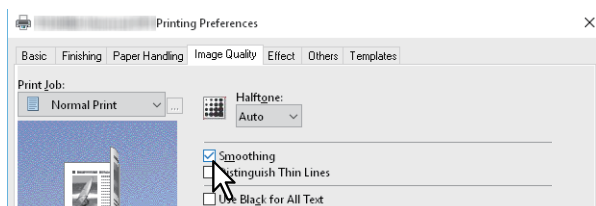
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

❑ Distinguishing thin lines

This distinguishes thin lines.

1 **Display the [Image Quality] tab menu.**

2 **For color MFP, click [Setting], and then select the [Basic] tab.**

3 **Select [Distinguish Thin Lines].**

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❑ Adjusting the density and color balance

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

1 **Display the [Image Quality] tab menu.**

2 **Click [Setting].**

3 **Set the image quality details on the [Color Balance] and the [Image Attribute] tab.**
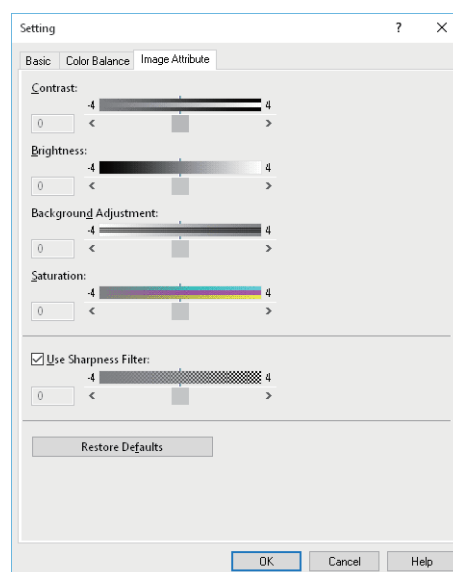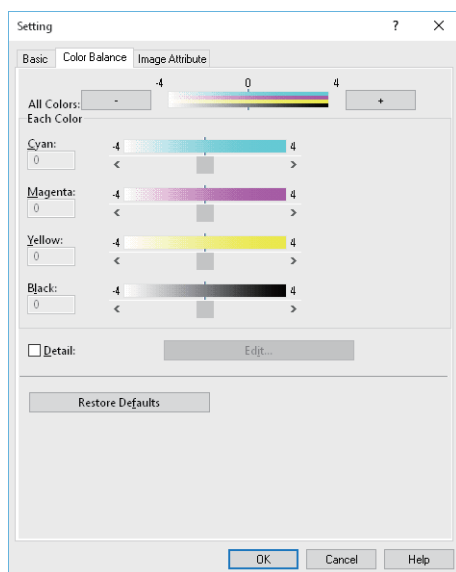
For details, See the following.
📖 P.108 "[Image Quality] tab"

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❑ Enhancing images (Resolution)

Sets the resolution for printing.

1 **Display the [Image Quality] tab menu.**

2 **For color MFP, click [Setting], and then select the [Basic] tab.**

3 **Specify a value in [Resolution].**
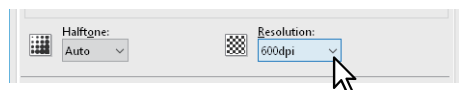
600dpi: Prints in 600 x 600 dpi.
1200dpi: Prints in 1200 x 1200 dpi.
600 x 1200dpi: Prints in 600 x 1200 dpi.

Note

- Available resolution levels differ depending on the model and the option configuration.
- When [Photograph] or [Presentation] is selected from [Image Quality Type] on the [Image Quality] tab, [1200dpi] and [600 x 1200dpi] are not available.
- The following function is not available when printing at [1200dpi].
  - Auto Trapping
- When [600 x 1200dpi] is selected, the following functions are not available.
  - Rotate sort
  - Auto Trapping
- Printing speed may be reduced if you select [1200dpi] or [600 x 1200dpi].
- The function for the automatic changing of the paper source differs depending on the model and the option configuration.
- When [600 x 1200dpi] is selected, the paper of different direction function for the automatic change of paper source is not available.
- If the envelope or non-standard size paper is used, the automatic change of paper source is available only when the paper is set with its long-edge at the front in the drawer unless [600dpi] is selected.
- When the envelope or non-standard size paper is used, the paper of different direction function for the automatic change of paper source is not available.

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

Adding Print Content

You can set various layout options to suit your preferences. This section explains printing functions on the [Effect] tab menu.
  📖 P.52 "Printing light text across a document (Watermark)"
  📖 P.55 "Printing with an overlay file"

■ Printing light text across a document (Watermark)

Watermarks overprint your document with useful information, such as [TOP SECRET], [CONFIDENTIAL], [DRAFT], [ORIGINAL], or [COPY]. This allows you to classify documents so that you can understand their type and usage. You can choose from several predefined watermarks or you can create your own watermarks.

> **Tip**
>
> Watermarks are text only. To add graphics or other document elements, use image overlays.

  📖 P.52 "Printing a watermark"
  📖 P.53 "Creating or editing a watermark"
  📖 P.54 "Deleting a watermark"

❑ Printing a watermark

1   **Display the [Effect] tab menu.**

2   **Select the watermark from [Watermark].**
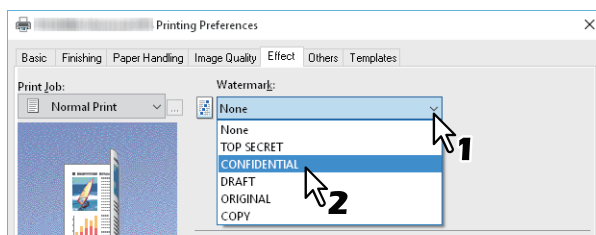
> **Note**
>
> You can also create a new watermark.
>   📖 P.53 "Creating or editing a watermark"

3   **If you only want to print on the first page, select [Print on First Page Only]. If you want to print on every page, select [Print on Each Page].**
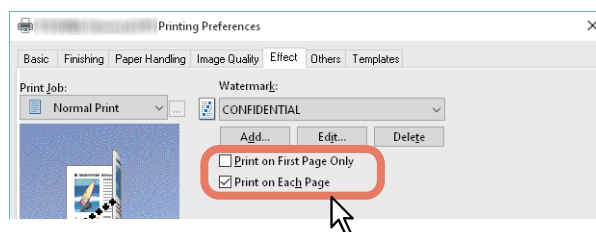
4   **Set other printing functions as needed, and then click [OK].**

5   **Click [Print] or [OK] to send the job.**

❑ **Creating or editing a watermark**

1 **Click [Add] on the [Effect] tab. You can also select a watermark to edit, and then click [Edit].**
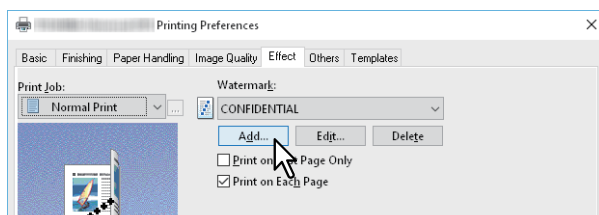
2 **Set the details in the [Watermark] dialog box.**
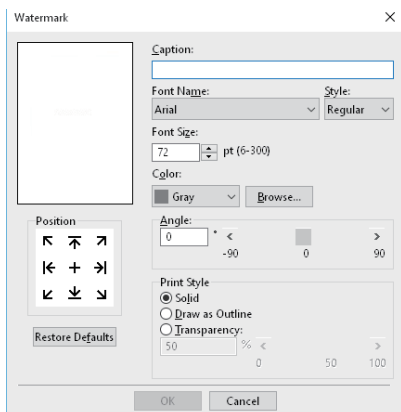
Caption: Enter the text. You can enter up to 63 alphanumeric characters.

Note

If too many characters are entered, the watermark may not be printed correctly.

Position: Select the icon and set the position.
Font Name: Select the font.
Style: Select the font style.
Font Size: Enter the font size. You can enter any integer between 6 and 300 pt in units of 1 pt.
Color: Select the color. If the color you want is not listed, click [Browse] to display the color palette and add your color.

Note

• Only available when your equipment is a multifunctional digital color system (color MFP).
• When [Black and White] is selected from [Color] on the [Basic] tab, [Color] is not available.

Angle: Enter the rotation degree of the angle. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set this by moving the scroll bar.
Print Style: Select the print style.

• **Solid**: Prints a solid watermark.

• **Draw as Outline**: Prints an outline watermark.

• **Transparency**: For transparent watermarks. Set the transparent ratio from 0 to 100% in units of 1%. You can also set this by moving the scroll bar.

3 **Click [OK] to save.**

❑ Deleting a watermark

You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

1 Select the watermark that you want to delete, and then click [Delete].
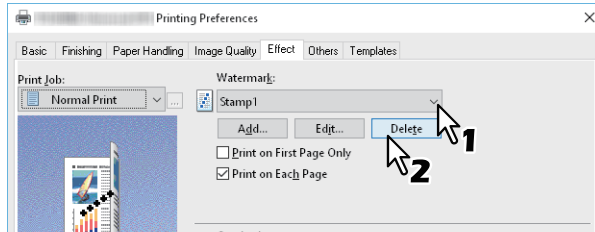
2 Click [Yes].
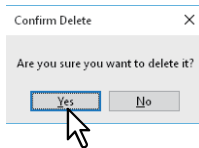
The watermark is deleted.

■ Printing with an overlay file

This function merges independent documents such as graphics into the document being printed.

📖 P.55 "Saving an overlay file"
📖 P.56 "Using an overlay image"
📖 P.58 "Deleting an overlay image"

❑ Saving an overlay file

You can save up to 20 documents as overlay files. You can print an overlay on the foreground or background of a document.

Note

- If you save a multi-page document as an overlay file, only the first page of the document is saved.
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, orientation, color mode, and resolution.

1 **Display the [Basic] tab menu.**

2 **Select [Print to Overlay File] from [Print Job].**
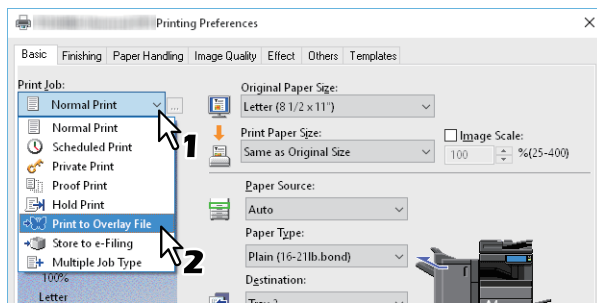
3 **Click [...] on the right of [Print Job].**

4 **Enter an overlay image name, and then click [OK].**
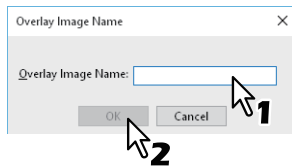
You can enter up to 63 characters.

5 **Set other printing functions as needed, and then click [OK].**

6 **Click [Print] or [OK] to send the job.**
The document is saved as an overlay file.

❑ Using an overlay image

This function specifies a single page document (or image) consisting of text, graphics, charts, tables, etc. and prints on the background. Although printing takes longer than for watermark printing, graphics can be expressed in finer detail. To print with an overlay file, you must first create an overlay file.
📖 P.55 "Saving an overlay file"

Note

- When [Overlay Image] is selected with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print on each page, select [Print on Each Page] in [Overlay Image] on the [Effect] tab.
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, orientation, color mode, and resolution.

1 **Display the [Effect] tab menu.**

2 **Select the overlay file from [Overlay Image].**
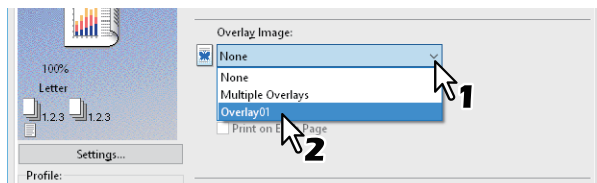
Note

If you use different overlay images for odd/even pages or only for specified pages, select [Multiple Overlays] and make the settings.
📖 P.57 "Multiple Overlays"

3 **If you want to print over the document, select [Print Over the Document]. If you want to print on every page, select [Print on Each Page].**
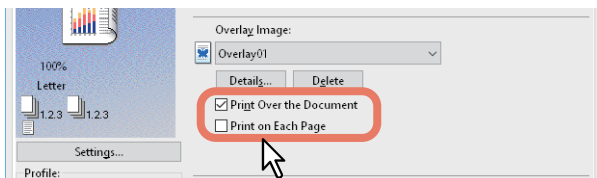
4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

Multiple Overlays

The [Multiple Overlays] dialog box is displayed when you select [Multiple Overlays] or you click [Details] after selecting an overlay in [Overlay Image]. Set which overlay image is applied to which page.
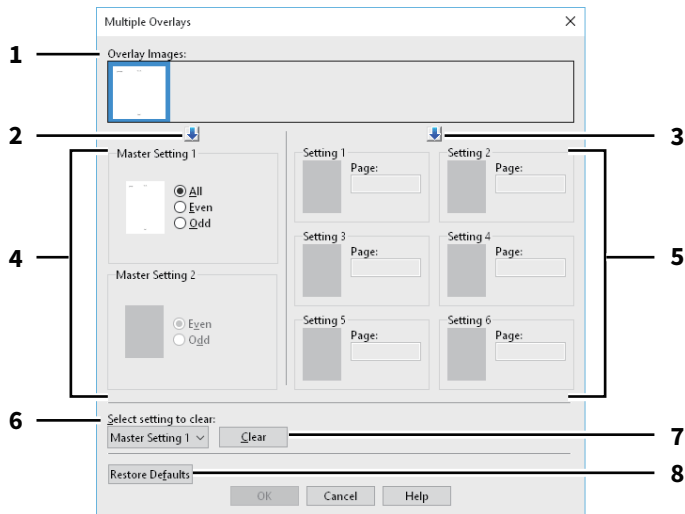
1. **Overlay Images**
   The registered overlay images are displayed as thumbnails. Select the overlay image you want to use.

   Tip

   You can drag and drop an overlay image from the thumbnails to an overlay group (Master Setting 1/2 or Setting 1 to 6). If another overlay image is already set in the selected group, the overlay image is overwritten.

2. **[↓] (Master Setting)**
   Sets the overlay image selected in [Overlay Images] in the [Master Setting] field. Every time you click this button, the selection switches in the order [Master Setting 1] to [Master Setting 2].

3. **[↓] (Setting)**
   Sets the overlay image selected in [Overlay Images] in the [Setting] field. Every time you click this button, the selection switches in the order [Setting 1], [Setting 2], [Setting 3], [Setting 4], [Setting 5], and [Setting 6].

4. **Master Setting 1/2**
   Sets if the selected overlay image is applied to all, even, or odd pages.
   - **All**: Applies the overlay image to all pages.
   - **Even**: Applies the overlay image to even pages.
   - **Odd**: Applies the overlay image to odd pages.

   Note

   • If the pages specified by master settings overlap, [Even] or [Odd] takes priority over [All].
   • If the pages specified in [Master Setting] and [Setting] overlap, [Setting] takes priority over [Master Setting].

5. **Setting 1/2/3/4/5/6**
   Applies the overlay image to pages by page number. To specify more than one page, delimit with commas (,) such as "1, 3, 5". To specify pages in a range, use a hyphen (-) between the first and the last pages, such as "6-10".
   - **Page**: Applies the overlay image to the specified pages.

   Note

   If the specified pages overlap among multiple settings, the newer setting takes priority.

6. **Select setting to clear**
   Selects the overlay image setting to be cleared.

7. **[Clear]**
   Clears the overlay image setting selected in [Select setting to clear].

8. **[Restore Defaults]**
   Restores the settings in the [Multiple Overlays] dialog box to their defaults.

❑ Deleting an overlay image

1 **Select the overlay image that you want to delete, and then click [Delete].**
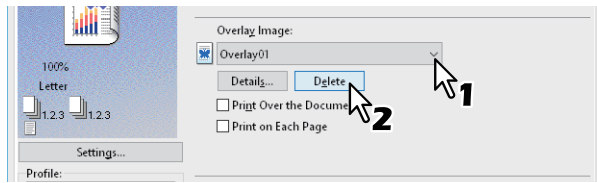
2 **Click [Yes].**
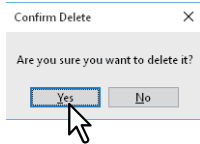
The overlay image is deleted.

Outputting a Job Saved to the Equipment

The printer drivers provide various ways to handle jobs such as Scheduled Print, Private Print, Proof Print, Hold Print, Multi Station Print, Store to e-Filing, and Multiple Job Type.

  P.59 "Printing on a specified date and time (Scheduled Print)"
  P.60 "Printing confidential documents (Private Print)"
  P.61 "Checking one copy before printing other copies (Proof Print)"
  P.62 "Sending held print jobs (Hold Print)"
  P.63 "Printing from Another MFP (Multi Station Print)"
  P.64 "Storing jobs in the equipment's box (Store to e-Filing)"
  P.67 "Printing Multiple Job Combinations"

■ Printing on a specified date and time (Scheduled Print)

This allows you to specify the date and time to print your job. This is useful for delaying your print job until off-peak hours.

Note

Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.

1 **Display the [Basic] tab menu.**

2 **Select [Scheduled Print] from [Print Job].**
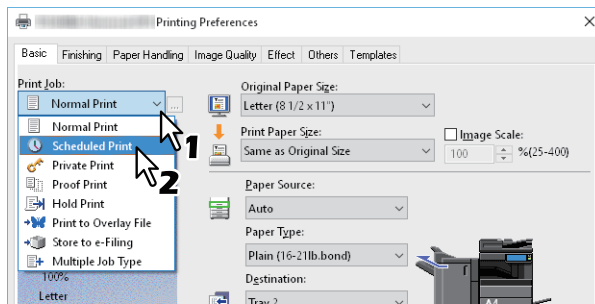
3 **Click [...] on the right of [Print Job].**

4 **Click [Date] to display the Calendar screen. Select the date for the print job from the calendar.**
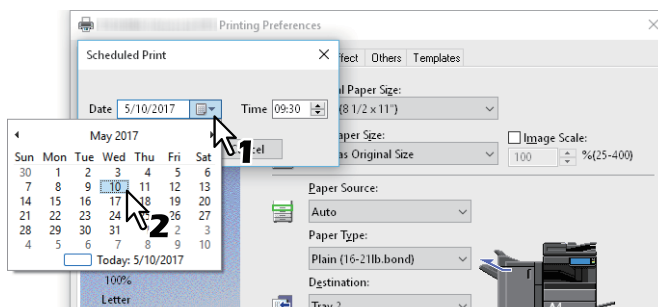
5 **Select [Time], and then click the spin button to change the time.**
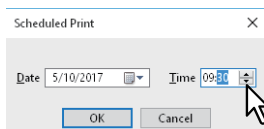
To change the hour, select the hour number, and then click the spin button. To change the time, select the time number, and then click the spin button.

6 **Click [OK].**

7 **Set other printing functions as needed, and then click [OK].**

8 **Click [Print] or [OK] to send the job.**
The document is queued and printed at the specified time and date.

■ Printing confidential documents (Private Print)

Sets a password for the print job, and holds the job until you print from the touch panel.
Use this when printing confidential documents that you do not want to be viewed by a third party.

1 Display the [Basic] tab menu.

2 Select [Private Print] from [Print Job].
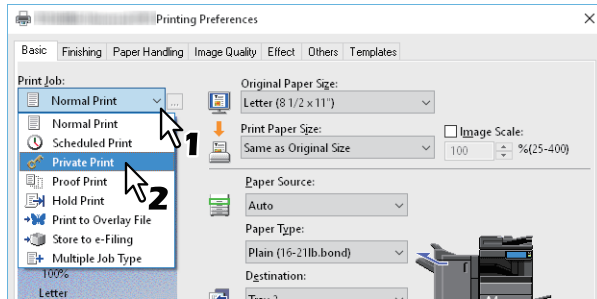
3 Click [...] on the right of [Print Job].

4 Enter a password, and then click [OK].
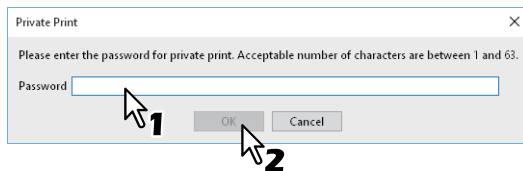
The job is stored in this equipment as a Private Print job.

> Note

- The password must be between 1 and 63 characters. Enter a password using alphanumeric characters and symbols (ASCII characters between 0x21 to 0x7E) in [Password].
- When you enter this password on the touch panel display, confidential documents are printed. If you forget the password, you will not be able to print.

5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.
The print job is stored in the Private Print job list in the touch panel display.

7 Press [Print] on the Home screen on the touch panel.

8 Select [Private] from [Job Type].

> Tip

If the private print job list is not displayed, select [Private] from the job types.

9 Select the user name, and then press [OK].

> Tip

When you enter a nickname in [User name (Alias)] on the [Others] tab, and send the job to the equipment, the nickname is displayed in the Private Print job list. If not, the user name used to log in to your computer is displayed in the Private Print job list.

10 Enter the password for the Private Print job, and then press [OK].
- When your computer's login user name is used for [User name (Alias)]:
  The list contains the Private Print jobs for the same password.

- When a nickname is used for [User name (Alias)]:
  The list contains the Private Print jobs for the same user name and password.

11 Select the document name from the private print job list, and then press [Print].

■ Checking one copy before printing other copies (Proof Print)

You can print out one proof copy as a trial. This helps to prevent wasting paper. You are then prompted to specify whether you want to continue or delete the print job.

Note

When printing multiple copies that are sent as individual jobs by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In this a case, perform Proof Print for one copy first, and then change the number of copies on the touch panel.

1 **Display the [Basic] tab menu.**

2 **Select [Proof Print] from [Print Job].**
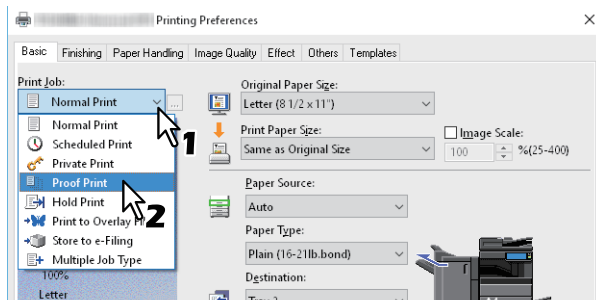
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
One copy is printed and the remaining sets are stored in the Proof Job list on the touch panel display.

5 **Press [Print] on the Home screen on the touch panel.**

6 **Select [Proof] from [Job Type].**

7 **Select the job from the list, and then press [Print].**

■ Sending held print jobs (Hold Print)

Use this to print Hold Print documents. This is useful to prevent you from forgetting to remove printed sheets.

1 **Display the [Basic] tab menu.**

2 **Select [Hold Print] from [Print Job].**
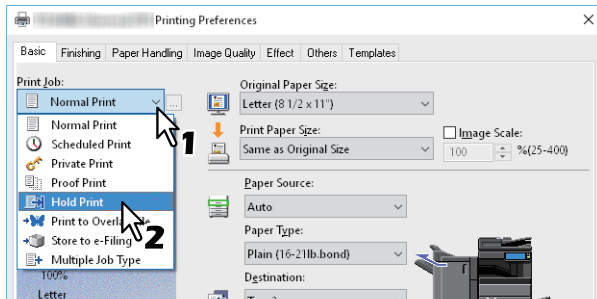
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
The job is stored as a Hold Print job.

5 **Press [Print] on the Home screen on the touch panel.**

6 **Select [Hold] from [Job Type].**

7 **Select the user name and then press [OK].**

Tip

When you enter a nickname in [User name (Alias)] on the [Others] tab, and send the job to the equipment, the nickname is displayed in the Hold Print job list. If not, the user name used to log in to your computer is displayed in the Hold Print job list.

8 **Select the job from the list, and then press [Print].**

Tip

* When your computer's login user name is used for [User name (Alias)]:
  The list contains the Hold Print jobs registered by the selected user.
* When a nickname is used for [User name (Alias)]:
  The list contains all the Hold Print jobs registered by users with the same nickname.

■ Printing from Another MFP (Multi Station Print)

You can print jobs that were sent to this equipment from another MFP.

1 **Display the [Basic] tab menu.**

2 **Select [Multi Station Print] from [Print Job].**
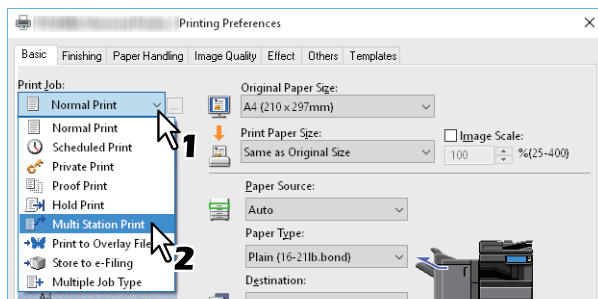
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
The job is saved as a Multi Station Print job.

5 **Press [Print] on the Home screen on the touch panel.**

6 **Select [Multi Station] from [Job Type].**

7 **Select the job from the list, and then press [Print].**
The print setting can be changed by pressing [Settings].
Reprintable jobs are displayed by pressing [Printed Jobs].

■ Storing jobs in the equipment's box (Store to e-Filing)

This feature allows you to send print jobs to e-Filing on this equipment. Jobs stored in e-Filing can then be printed from the touch panel display. You can select either a public or user box to store print jobs. You can also specify a folder in these boxes to store print jobs. The public box is shared by all users who can view the jobs stored in this box. You can create user boxes to suit your needs. You can also restrict access to user boxes with a password.

📖 P.65 "Saving to the Shared Box"
📖 P.66 "Saving to a user box"

Note

- When the following paper sizes are selected for the originals or the print paper, [Store to e-Filing] is not available. When paper of these sizes is included in a document, the print job cannot be stored in e-Filing.
  - Custom paper
  - Non-standard size paper (bypass tray)
  - Tab Manufacturer
  - IndexCard (3x5")
  - Envelope Com10 (4 1/8 x 9 1/2")
  - Envelope Com9 (3 7/8 x 8 7/8")
  - Envelope Monarch (3 7/8 x 7 1/2")
  - Envelope DL (110 x 220 mm)
  - Envelope Cho-3 (120 x 235 mm)
  - Envelope Cho-4 (90 x 205 mm)
  - Envelope You-4 (105 x 235 mm)
  - Envelope Kaku-2 (240 x 332 mm)
- Documents stored in e-Filing are saved at the best image quality for printing. If you want to download them to your computer at a higher image quality, scan the original documents and store them in e-Filing.
- When you store a document in e-Filing, it is stored as an image. It is not stored in e-Filing in the same way as the original is stored on your computer.

❏ **Saving to the Shared Box**

1 Display the [Basic] tab menu.

2 Select [Store to e-Filing] from [Print Job].
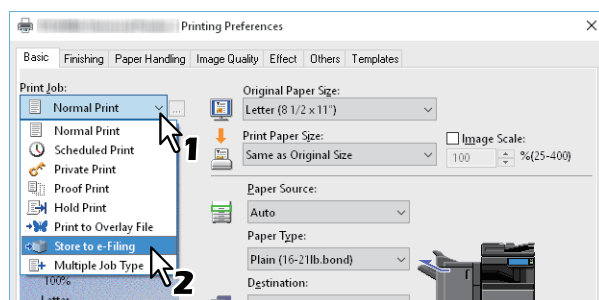
3 Click [...] on the right of [Print Job].

4 Select [Public Box] from [Store to].
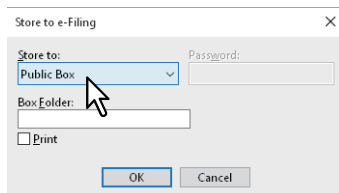
5 To specify a folder to store the print job, enter the folder name in [Box Folder], and then click [OK].
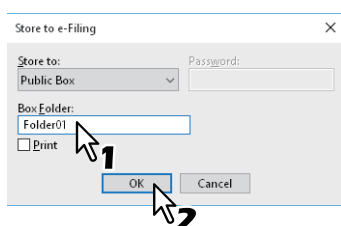
Note

• If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
• Enter the folder name within 64 characters.
• You can only create up to 100 folders.

6 Set other printing functions as needed, and then click [OK].

7 If you want to print as well as save to a box, select [Print].

8 Click [OK].

9 Click [Print] or [OK] to send the job.
The print job is saved.

❑ **Saving to a user box**

1 **Display the [Basic] tab menu.**

2 **Select [Store to e-Filing] from [Print Job].**

3 **Click [...] on the right of [Print Job].**

4 **Select a user box to store the print job, and enter the password (maximum 20-digits) in [Password] if required.**

5 **To specify a folder to store the print job in a user box, enter the folder name in [Box Folder], and then click [OK].**
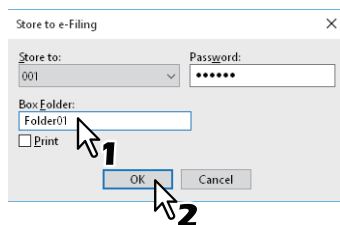
Note

• If the entered folder name is not found, a new folder is created in this box.
• Enter the folder name within 64 characters.
• You can only create up to 100 folders.

6 **Set other printing functions as needed, and then click [OK].**

7 **If you want to print as well as save to a box, select [Print].**

8 **Click [OK].**

9 **Click [Print] or [OK] to send the job.**
The print job is saved.

■ Printing Multiple Job Combinations

❑ Multiple Job Type

This feature allows you to combine Scheduled Print, Private Print, Hold Print, Proof Print, Proof + Private Print, or Proof + Hold Print, with Store to e-Filing. For example, you can store a job in e-Filing and print it at a specified time by combining Scheduled Print and Store to e-Filing. To use this feature, click [...] on the right of [Print Job], and then select a combination.

<div style="border:1px solid #000; display:inline-block; background:#000; color:#fff; padding:2px 10px;">Note</div>

- Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.
- When printing multiple copies that are sent as individual jobs by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In this a case, perform Proof Print for one copy first, and then change the number of copies on the touch panel.
- Documents stored in e-Filing are saved at the best image quality for printing. If you want to download them to your computer at a higher image quality, scan the original documents and store them in e-Filing.
- When storing a document in e-Filing, it is saved as an image. It is not possible to store a document in the same way as its original.

Printing with the Multiple Job Type feature

1 **Display the [Basic] tab menu.**

2 **Select [Multiple Job Type] from [Print Job].**
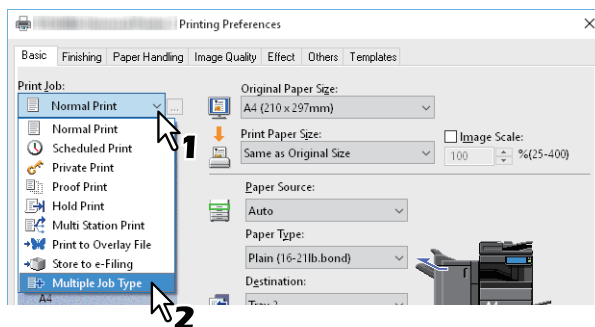
3 **Click [...] on the right of [Print Job].**

4 Select a job type from [Print Job].
The setup screen changes according to the selected job type.

- Set the [Date] and [Time] if you select [Scheduled Print].
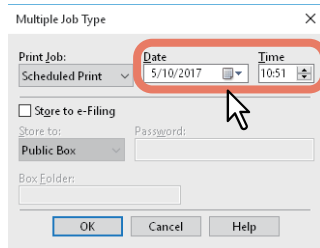
- Enter a password if you select [Private Print] or [Proof Private Print].
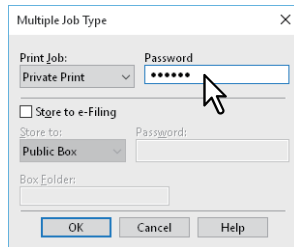
Note

- The password must be between 1 and 63 characters. Enter a password using alphanumeric characters and symbols (ASCII characters between 0x21 to 0x7E) in [Password].
- When you enter this password on the touch panel display, confidential documents are printed. If you forget the password, you will not be able to print.

5 To store a print job in this equipment, select [Store to e-Filing].
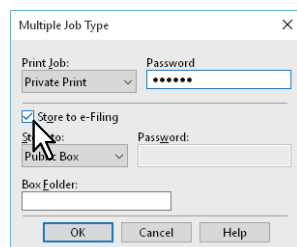
6 Select where to store the print job from [Store to].
If you store the print job in a user box, enter a password if required.
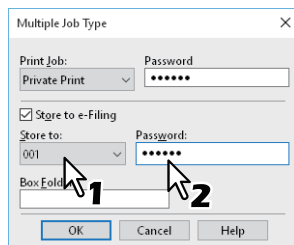
7 To specify a folder to store the print job in the selected e-Filing, enter the folder name in [Box Folder].
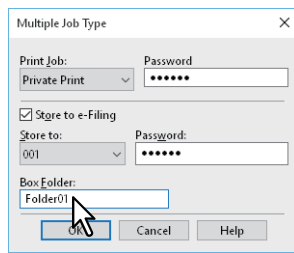
Multiple Job Type

Print Job: Private Print
Password ••••••

☑ Store to e-Filing
Store to: 001
Password: ••••••
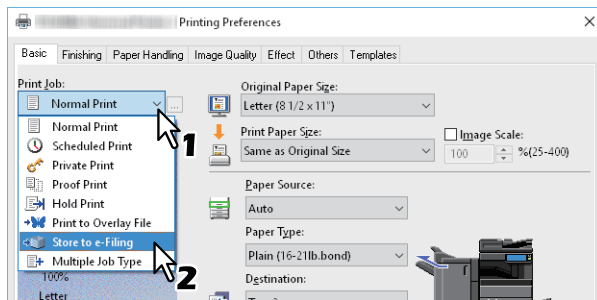
Box Folder: Folder01

OK   Cancel   Help

Note

- If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
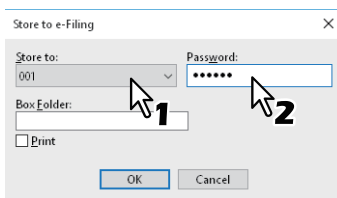- Enter the folder name within 64 characters.
- You can create up to 100 folders.

8 Click [OK].

9 Click [Print] or [OK] to send the job.

- If you select [Scheduled Print], the job is printed at the specified date and time.

- If you select [Private Print] or [Proof Private Print], the job is stored in this equipment as a Private Print job. Print this job on the touch panel.
  📖 P.60 "Printing confidential documents (Private Print)"

- If you select [Hold Print] or [Proof Hold Print], the job is stored in this equipment as a Hold Print job. Print this job on the touch panel.
  📖 P.62 "Sending held print jobs (Hold Print)"

- If you select [Proof Print], [Proof Private Print], or [Proof Hold Print], one sample copy is printed and the rest is stored in this equipment as a Proof Print job. Print this job on the touch panel.
  📖 P.61 "Checking one copy before printing other copies (Proof Print)"

- If you select [Store to e-Filing], the print job is stored in the specified e-Filing.

Available Functions when Using Multiple MFPs

When multiple items of e-STUDIO Series equipment exists on a network, you can specify the output and number of copies from the [Output Devices] dialog box.

 P.70 "Switching equipment to print jobs"
 P.72 "Splitting a print job across two items of equipment (Tandem Printing)"

Note

- When you select the equipment from [Selected Devices], make sure you select a printer with features that support the selected print job options.
  - If the job requires stapling, make sure you select equipment that supports stapling.
  - If the job requires hole punching, make sure you select equipment that supports hole punching.
  - If the job requires an external large capacity feeder, make sure you select equipment with the External Large Capacity Feeder installed.
  - If the job requires full- or twin-color printing, make sure you select color equipment.
- If the selected equipment does not support the print options of the job, printing may not be performed correctly.
- Department code confirmation for the selected equipment is not performed when the job is printed from the selected equipment. If a department code specified in [Department Code] on the [Others] tab is not recognized, Department Management for this print job is not performed.

Tip

- If you select [Always Use This Setting], you can skip the [Output Devices] setting from the next time.
- Equipment selected in [Selected Devices] must be registered in [Printer Folder]. If you want to use equipment not registered in [Printer Folder], add it in [Add Printer] on the [Others] tab.

■ Switching equipment to print jobs

When multiple items of e-STUDIO Series equipment exists on a network, you can switch between them.
If the equipment you want to use is busy, you can send your job to another e-STUDIO Series equipment that is not currently holding any print jobs.

1 **Display the [Others] tab menu.**

2 **Click [Output Devices].**
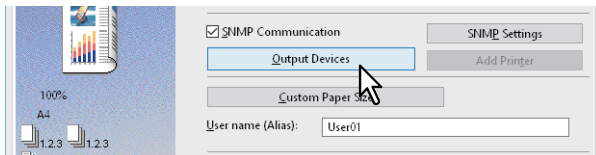
3 **Select [Print Job to Selected Devices].**
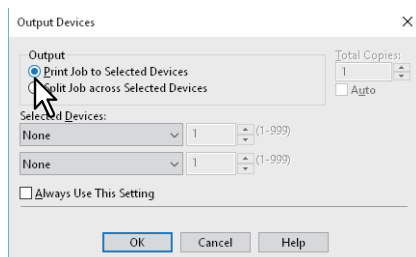
4 **Select the equipment you want to use from [Selected Devices].**
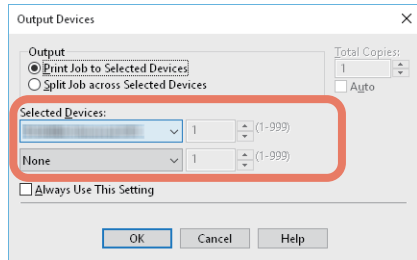
You can select multiple items of equipment in [Selected Devices]. In this case, the same number of copies is printed from all selected equipment.

5 **Click [OK] to close the [Output Devices] dialog box.**

6 **Set other printing functions as needed, and then click [OK].**

7 **Click [Print] or [OK] to send the job.**

■ Splitting a print job across two items of equipment (Tandem Printing)

This feature prints by splitting one print job across two items of equipment.
If you have to print a lot of copies for large documents, you can share the job across two items of e-STUDIO Series equipment on a network simultaneously, to finish the job in a shorter time.

1 Display the [Others] tab menu.

2 Click [Output Devices].
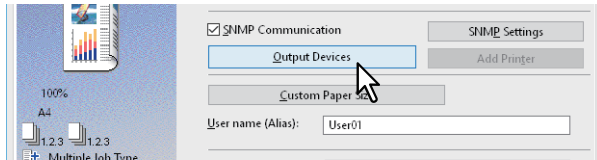
3 Select [Split Job across Selected Devices].
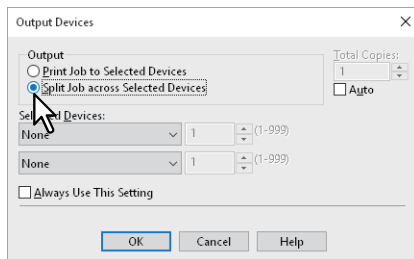
4 Select two items of equipment in [Selected Devices], and then specify the number of copies for each one.
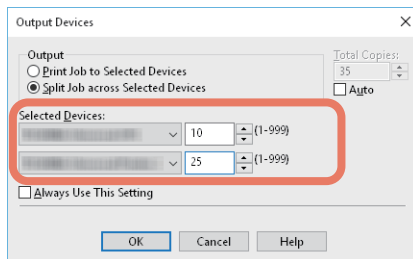
> **Note**
>
> If you select [Auto], the number of copies in [Total Copies] is automatically allocated to the two items of equipment.

5 Click [OK] to close the [Output Devices] dialog box.

6 Set other printing functions as needed, and then click [OK].

7 Click [Print] or [OK] to send the job.

Saving Print Settings

■ Changing the print options default values

Set the default values for print options by displaying the printer properties from the Printers folder in the Windows Start menu. For example, settings you will not want to change every time you print, such as the paper size setting you most commonly use, optional device settings, user information settings, etc.

1 Click [Start] and select [Settings] > [Devices] > [Devices and printers].
The Printers folder appears.

> Tip
>
> For Windows 8.1/Windows Server 2012, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].

2 Right-click the printer driver of this equipment and select [Printer properties] from the displayed menu.
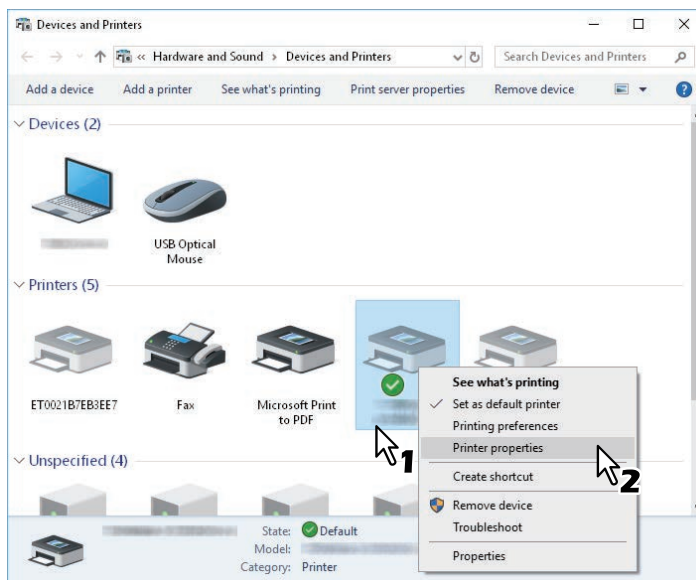
• If the [File] menu is not displayed, press [Alt].

• To change a network-installed printer driver, administrator privilege is necessary. Ask your system administrator for details.

3 The paper size setting you most commonly use, optional device settings, user information settings, etc. are displayed.

> Tip
>
> Set the default tab displayed when you open the printer driver from [Default Menu Setting] on the [Others] tab. Set frequently used functions as the default settings.
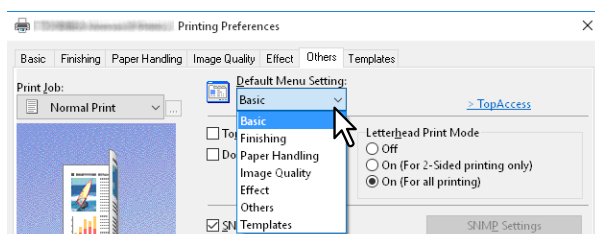
■ Saving frequently used settings (Profile)

This allows you to save the print settings or apply the saved settings to a print job.

To print using profiles, you must first create the saved profile.
📖 P.74 "Saving a profile"
After saving a profile, you can apply its settings to a print job.
📖 P.75 "Loading a profile"
You can also delete unnecessary profiles.
📖 P.75 "Deleting a profile"

Tip

There are 5 default profiles.

- BW, Duplex, Staple & 2in1
- Color Booklet
- Duplex & Staple
- Duplex, Staple & 2in1
- Duplex, Staple & Punch

❑ Saving a profile

You can register up to 20 profiles (including 5 default profiles) for each printer driver.

Tip

You can delete the default profile or overwrite it by changing its contents and saving it under the same name.

1 Configure the print options on each tab.

2 Click [Save Profile] to save the profile.
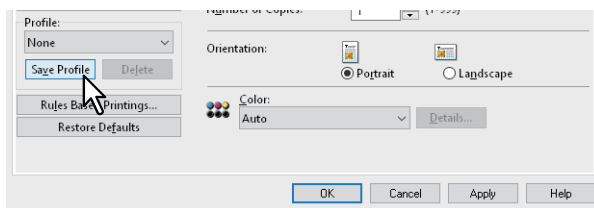
3 Enter a profile name, and then click [OK].
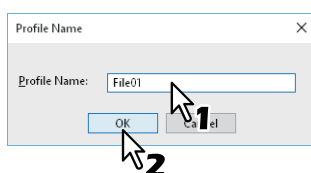
Enter up to 63 characters for the file name.

Tip

- If you enter an existing profile name, you are prompted to confirm if you want to overwrite it. Click [OK] to overwrite.
- You cannot save more than 20 profiles. If you try to save a 21st profile, it is saved as a temporary profile. To register this temporary profile, delete unnecessary profiles first, select [Temporary Profile], and then click [Save Profile].
- You cannot specify [None] for the profile name.

4 The profile is saved.

❏ **Loading a profile**

1 **Select a profile from [Profile].**
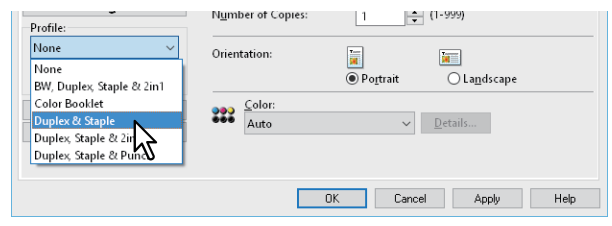
The setting options in the profile are applied.

Note

Selecting [None] in [Profile] does not restore them. To restore the default settings after selecting a profile, click [Restore Defaults] on each tab. To restore the default settings on any tab other than the [Device Settings] tabs, click [Restore All Defaults] on the [Others] tab.

❏ **Deleting a profile**

1 **Select the profile that you want to delete from [Profile], and then click [Delete].**
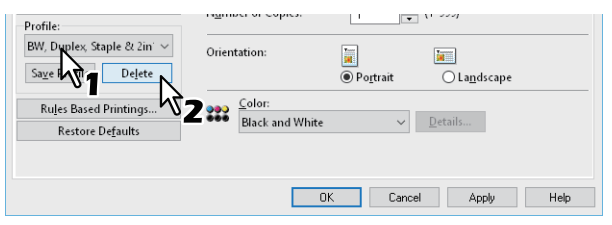
2 **Click [Yes].**
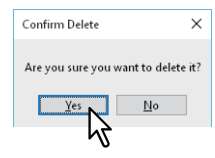
■ Saving a profile as a template

After saving a profile to a Template Button, the [Templates] dialog box is automatically displayed when you print. You can apply the saved profile to a print job simply by selecting this Template Button.

Tip

- There are 5 default profiles registered to the Template Button.
  - BW, Duplex, Staple & 2in1
  - Color Booklet
  - Duplex & Staple
  - Duplex, Staple & 2in1
  - Duplex, Staple & Punch
- You can delete any of the default Template Buttons.

To use a Template Button, you must first save a profile to this button. You also need to make settings so that a dialog box for selecting Template Buttons is displayed when you print.
 P.76 "Saving a Template Button"
You can apply the saved profile to a print job by selecting the Template Button.
 P.77 "Making settings from a Template Button and printing"
You can delete a Template Button.
 P.78 "Deleting a profile saved to a Template Button"

❑ Saving a Template Button

You can create up to 6 Template Buttons, including 5 default buttons.

1 Save the print options as a profile.
 P.74 "Saving a profile"

2 Display the [Templates] tab menu.

3 Select [Templates Dialog Box], and then click [Edit].
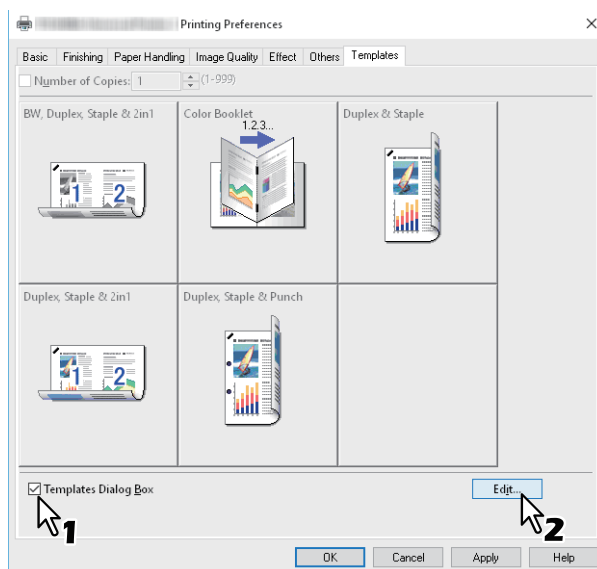
The [Templates] dialog box is displayed when printing.

4 Select the profile to be saved in [Profile].
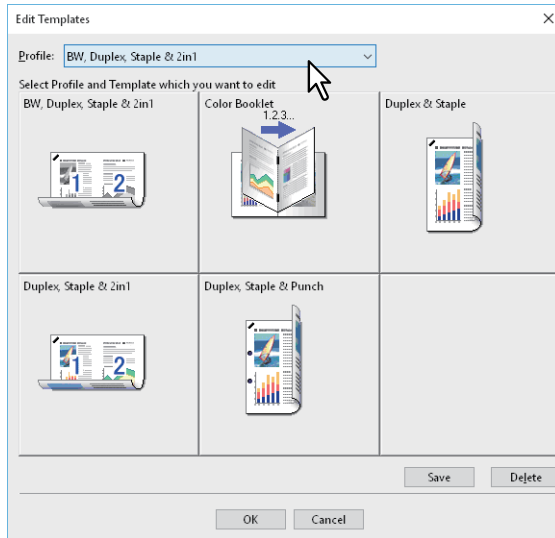
5 Select the Template Button to which you want to save the profile.

> Tip

If you select a Template Button that is already registered, it is overwritten with the new one.

6 Click [Save], and then click [OK].
The selected profile is saved to the Template Button.

7 Click [OK] on the [Templates] tab.
The saved profile is registered.

❏ **Making settings from a Template Button and printing**

1 The [Templates] dialog box is automatically displayed when printing starts.
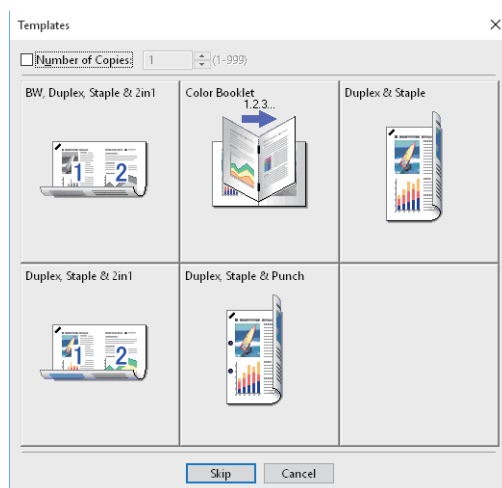
2 Select the Template Button you want to use.
Printing is performed using the selected profile.

> Tip

• To set the number of copies, select [Number of Copies].
• To print without applying profiles, click [Skip].

❑ Deleting a profile saved to a Template Button

1 Display the [Templates] tab menu.

2 Click [Edit].
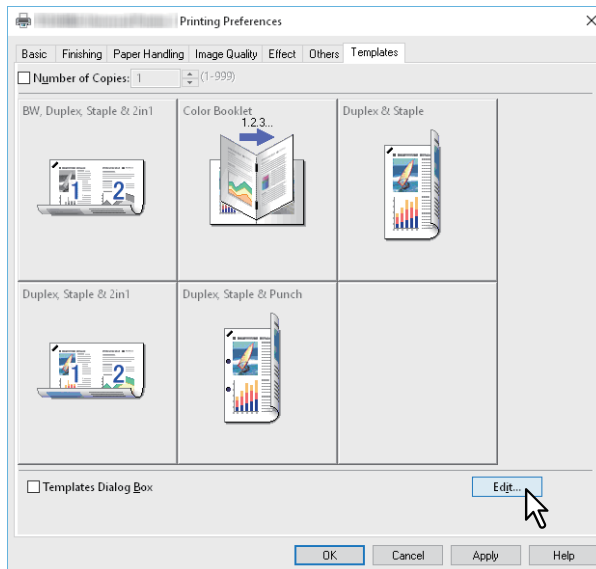
3 Select the Template Button you want to delete.
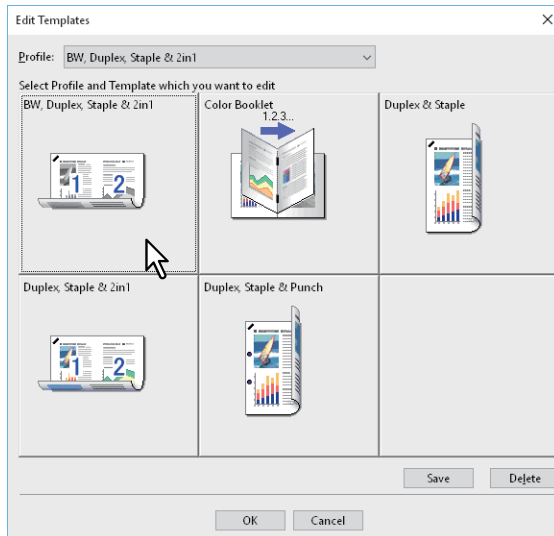
4 **Click [Delete], then click [Yes], and then click [OK].**

The profile in the selected Template Button is deleted, and the Template Button is left blank.
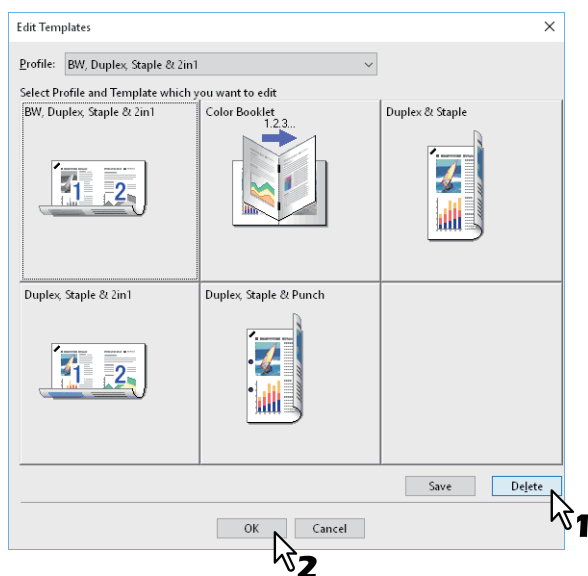
■ Assigning a profile to applications

You can assign the profile to each application.

Tip

- The following 5 applications have been registered as a default setting.
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Outlook
  - Adobe Reader
- The following 5 profiles have been registered in Print Profile To Apply as a default setting.
  - BW, Duplex, Staple & 2in1
  - Color Booklet
  - Duplex & Staple
  - Duplex, Staple & 2in1
  - Duplex, Staple & Punch

For details about storing and deleting of a profile, see the following section.
📖 P.74 "Saving frequently used settings (Profile)"

1 **Click [Rules Based Printings...].**
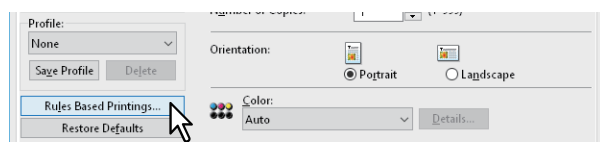
2 **Fill the Application Name and Executable fields and select the profile to be applied from the pull-down menu of Print Profile to Apply.**
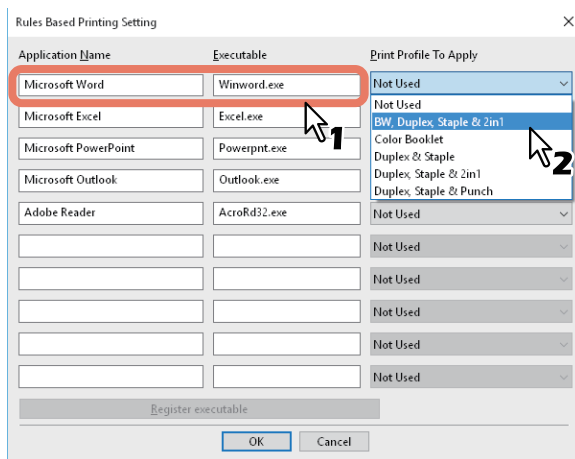
> **Tip**
>
> By clicking [Register executable], a dialog box appears and the correction of the combination of Application Name and Executable is judged. When you click [OK], the item in the Executable field is replaced with one which has been searched by a printer driver.

3 **Click [OK].**

Setting Optional Devices and User Authentication

■ Setting optional devices for the printer

Configuration data for optional devices is automatically obtained when the printer driver is installed. If SNMP communication between this equipment and your computer is not available, you need to manually configure the optional device in the printer driver.
    P.81 "Updating optional devices automatically"
    P.81 "Setting optional devices manually"

Tip

To open the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder.

❏ Updating optional devices automatically

When SNMP communication between this equipment and your computer is enabled, you can retrieve configuration information by clicking [Update Now] on the [Device Settings] tab. Select [Update Automatically] to update the configuration information automatically when you open the [Device Settings] tab.
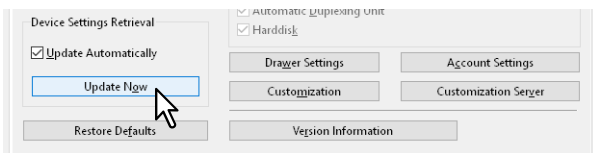
❏ Setting optional devices manually

If SNMP communication between this equipment and your computer is not available:

Note

You need to log in to Windows as an Administrator.

1 **Click [Start] and select [Settings] > [Devices] > [Devices and printers].**
The Printers folder appears.

Tip

For Windows 8.1/Windows Server 2012, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].

2 **Right-click the printer driver of this equipment and select [Printer properties] from the displayed menu.**
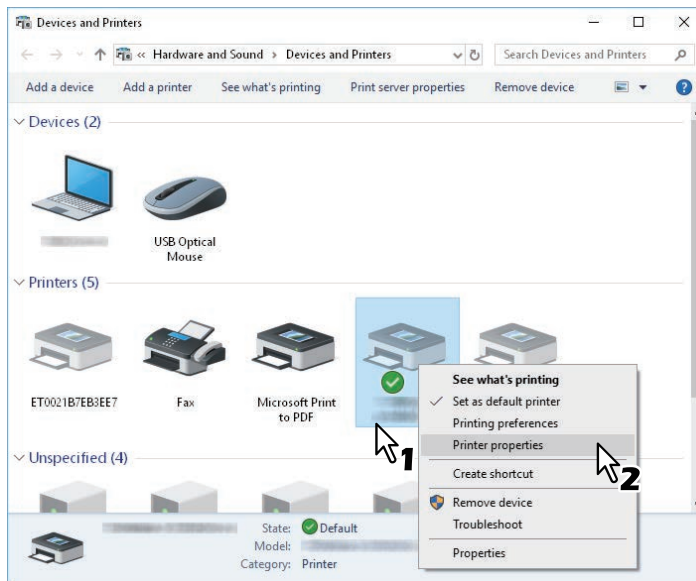
* If the [File] menu is not displayed, press [Alt].

* To change a network-installed printer driver, administrator privilege is necessary. Ask your system administrator for details.

3 **Display the [Device Settings] tab menu, and set the following options.**
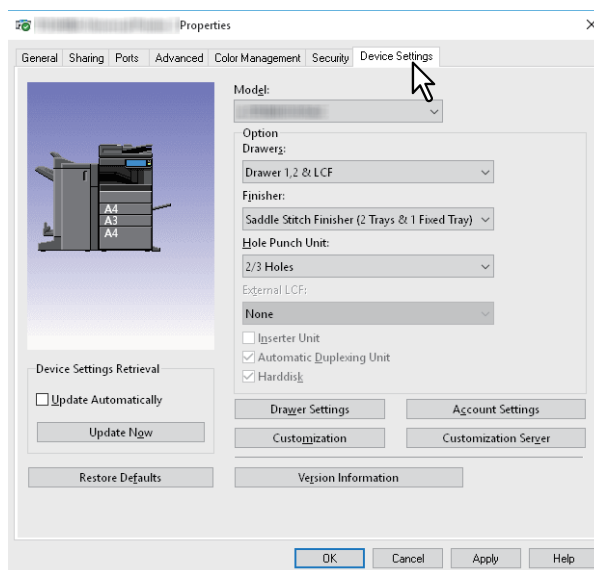
Model: Sets the model type. The setup items change according to the model selected.

Note

* Selecting [Universal] restricts the printer driver functions to those common to all printers on the network. This is convenient for using other printers with your printer driver.
* The Universal Printer 2 printer driver has restrictions for usage as a Generic Model.

Option: Sets whether the following optional devices are installed.

- **Drawers**: Sets whether or not the Paper Feed Unit (2nd drawer), Paper Feed Pedestal (3rd drawer), Drawer Module (4th drawer), or Large Capacity Feeder is installed.

- **Finisher**: Sets whether or not the Finisher, Saddle Stitch Finisher, Inner Finisher, or Job Separator is installed.

- **Hole Punch Unit**: Sets whether or not the Hole Punch Unit is installed.

- **External LCF**: Sets whether or not the External Large Capacity Feeder is installed.

- **Inserter Unit**: Sets whether or not the Inserter Unit is installed.

- **Automatic Duplexing Unit**: Sets whether or not the Automatic Duplexing Unit is installed.

- **Hard disk**: Sets whether or not the internal storage device is installed.

> Tip
>
> - Available items differ depending on the model and the option configuration.
> - If you set any options on the [Device Settings] tab without SNMP communication between this equipment and your computer, 2-sided printing is automatically enabled.

4 **Click [Drawer Settings].**

5 **Set the following options, and then click [OK].**

Drawer 1: Select the size and type of paper that is loaded in the 1st Drawer.
Drawer 2: Select the size and type of paper that is loaded in the 2nd Drawer.
Drawer 3: Select the size and type of paper that is loaded in the 3rd Drawer.
Drawer 4: Select the size and type of paper that is loaded in the 4th Drawer.
LCF: Select the size and type of paper that is loaded in the Large Capacity Feeder when it is installed.
External LCF: Select the size and type of paper that is loaded in the External Large Capacity Feeder when it is installed.
Bypass Tray: Select the type of paper that is loaded in the Bypass Tray.
Override Application Paper Source Settings: Select this to use the paper source setting in the printer driver rather than the application setting.

> Tip
>
> Available items differ depending on the model and the option configuration.

6 **Click [Apply] or [OK] to save.**

■ Using the Department Management Function

When using the department management function, the administrator can check the number of copies made by each department. You can check who submitted the print jobs on the equipment's control panel or from the monitoring tools.

When this equipment is managed by department codes, you have to enter a department code when printing.

Tip

- Department codes must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet uppercase and lowercase, a hyphen (-), an underscore (_), and a period (.). Enter 1 to 63 characters.
- How the equipment handles print jobs with invalid department codes varies depending on the [Invalid Department Code Print Job] that can be set in the TopAccess Administrator mode.
  - When SNMP communication is enabled and Invalid Department Code Print Job is set to [Force use of department code], an error message is displayed when an invalid department code is entered.
  - When SNMP communication is disabled and Invalid Department Code Print Job is set to [Force use of department code], the invalid department code print job is stored in the invalid department code print job list without printing.
  - When Invalid Department Code Print Job is set to [Print], the invalid department code print job is printed.
  - When Invalid Department Code Print Job is set to [Delete], the invalid department code print job is deleted.

■ Using the User Authentication

  📖 P.85 "Entering the user name and password for each print job"
  📖 P.86 "Setting an LDAP authentication server"

❏ Entering the user name and password for each print job

Configure the function to require user name and password entries for each print job when printing from shared PCs.

1 **Display the [Device Settings] tab menu.**

The [Device Settings] tab can be displayed only from the Printers folder. It cannot be opened when displaying the properties from the application's print dialog box.

2 **Click [Account Settings].**
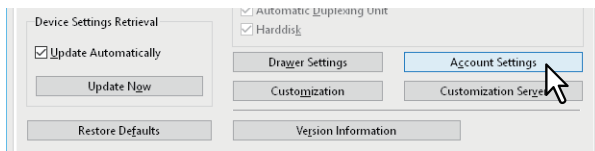
3 **Select [Enter the user credentials manually], and then click [OK].**
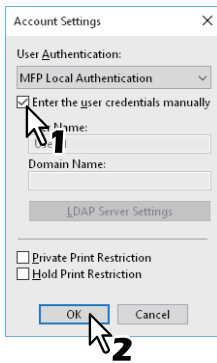
❑ Setting an LDAP authentication server

Configure an LDAP authentication server.

1 Display the [Device Settings] tab menu.

Note

The [Device Settings] tab can be displayed only from the Printers folder.

2 Click [Account Settings].
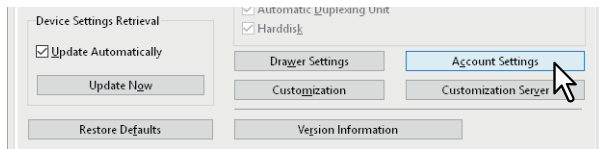
3 Select [LDAP Authentication] from [User Authentication], and the click [LDAP Server Settings].
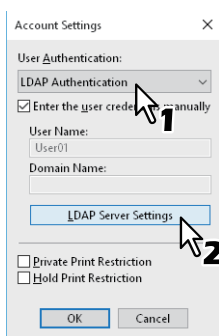
4 Enter a value in the [Server Name] field, then click [Add], and then click [OK].
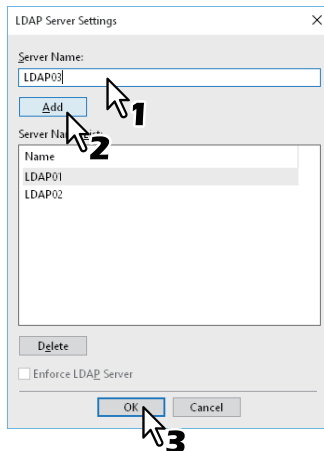
Tip

[Enforce LDAP Server] can be used when the registered LDAP server is only one unit. Once this setting is enabled, an authentication server can be set automatically. Moreover, the [Specify LDAP Server] dialog box at printing will not be displayed.

■ Important Notes

- When User Management is enabled, it is used to manage print jobs instead of the Department Code Management setting. In this case, that user name that was entered to log in to your computer is used to authenticate the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid job according to the User Authentication Enforcement setting. Also, print jobs sent in RAW format are processed according to the RAW Print Job setting.
  When Windows Domain Authentication is used for the User Management Setting, your computer must log in to the domain.
- If the No Limit Black function is enabled, you can only perform department management for Color. When [Auto], [Color], or [Twin Color] are selected from [Color] on the [Basic] tab, you need to enter your department code. When [Black and White] is selected, you do not have to specify the department code.
- You can set some print options, such as collation, from the application and the printer driver. If collation is set from the application, documents may not be printed correctly. If that happens, use the printer driver to set the collation mode. Depending on the application, some print options, such as the orientation, need to be set from the application. For print options that can be set from both the application and the driver, see the manual supplied with the application.

Notes when using the Universal PS3 printer driver

- When printing from Adobe Acrobat, the print function for selecting the paper source matching the PDF page size is disabled even if it has been selected. If you want to use PostScript with this function, use the Universal Printer 2 printer driver, click [Customization] on the [Device Settings] tab, and then select [PostScript] in [Output PDL] on the [PDL Settings] tab.
- When any of the following functions is set in the printer driver, the print function works correctly even if print data is generated from the application since the functions ignore pass-through printing from the application.
  - Print to Overlay File
  - Print Overlay Image
  - Number of pages per Sheet
  - Booklet
  - Interleave (Duplicate)
  - Templates
  - Print Paper Size
  - Image Scale
  - Poster Print
  - Tandem Print

Printer Driver Functions

This section describes print options in the printer driver.

Note

The [Paper Handling] tab, [Image Quality] tab, [Effect] tab, and [Templates] tab are only displayed when each setting is enabled with the Plug-in feature. See the printer driver help for details.
  P.141 "Printer Driver Help"

Tip

- See the printer driver help for details on the settings for each tab.
    P.141 "Printer Driver Help"
- The settings for the following tabs depend on the operating system being used. For information on making settings and more details, see the manual or the Help of the OS being used.
  - [General] tab
  - [Sharing] tab
  - [Ports] tab
  - [Advanced] tab
  - [Color Management] tab
  - [Security] tab

■ Printer driver settings

There are several ways to set print options. How the settings affect printing varies depending on the options. The tabs displayed also vary depending on how you display the printer properties.

- When setting initial values for print options
  Set the default values for print options by displaying the printer properties from the Printers folder in the Windows Start menu. For example, settings you will not want to change every time you print, such as the paper size setting you most commonly use, optional device settings, user information settings, etc.
    P.73 "Changing the print options default values"
- When setting print options for each print job
  The print options set in the properties dialog box, which can be accessed from the application's [Print] dialog box, are only applied to the current print job. When you close the application, the options are cleared.
    P.15 "Printing"

■ [Basic] tab

Contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.
📖 P.92 "Primary Tab Dialog"
📖 P.93 "Multiple Job Type"

Note

Available items differ depending on which MFP is used, color or black and white.

	Item Name	Description
1	Original Paper Size	This selects the size of a document to be printed. Available original sizes vary depending on the model.
	Tip You can select from custom paper sizes in addition to standard paper sizes. You can set custom paper sizes in the [Others] tab. 📖 P.122 "[Others] tab"	
2	Print Paper Size	Select the paper size you want to print. When you select [Letter Tab] or [A4 Tab], the [Primary Tab Dialog] dialog box appears. 📖 P.92 "Primary Tab Dialog"
	Tip • Tab printing is not available to some models. • You can select from custom paper sizes in addition to standard paper sizes. You can set custom paper sizes in the [Others] tab. 📖 P.122 "[Others] tab" • When you use a custom paper size, you need to select the custom size of the paper loaded in the drawer.	
3	Image Scale	Select this check box and specify the image scale.
4	Paper Source	This selects a paper source to print a job in the most suitable paper size. The figure on the right indicates the paper size set for each paper source. When you select a paper source, the chosen one is indicated with a green square in the figure.
	Tip • You can select a paper source by directly clicking on the figure on the right. • When [Bypass Tray] is selected and print a job, [JOB STATUS] on the touch panel will blink. Press [JOB STATUS] and check the paper size of the job. Then set the paper and press the [START] button to print a job. **Note** • When you select the bypass tray as a paper source but the orientations of the original and the paper on the bypass tray differ, the data in the original are rotated for 90 degrees and printed in the same orientation as that of the original, as long as their paper sizes are the same (this is available only for A4, B5, LT and 16K). For example, when an original is A4 in a portrait direction but the paper on the bypass tray is A4, the data of the original are printed in A4 in a portrait direction. • The selectable values vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab. • When a paper type such as special or tab paper that needs to be fed from the bypass tray is set, [Bypass Tray] may be automatically selected in the [Paper Source] box, and then a confirmation dialog box may appear. • When the paper size settings on the [Device Settings] tab differ from those in the equipment, the paper source setting is ignored and the equipment may prompt to set the paper in the bypass tray. • The Large Capacity Feeder is not available for some countries or regions.	

	Item Name	Description
5	Paper Type	This sets the media type of the paper.
	`Note`	
	• For paper available for [Special 1], [Special 2], [Special 3], [Special 4], [Special 5] and [Special 6], contact your service technician. • When [A4 Tab] or [Letter Tab] is selected at the [Print Paper Size] box, [Tab] will be displayed and you cannot change the paper type. • When [Envelope] is selected at the [Print Paper Size] box, only [Envelope], [Envelope] and [Envelope (Back)], or [Envelope 1], [Envelope 2], [Envelope 3] and [Envelope 4] will be displayed and you cannot select other paper types. • Do not use [USER TYPE 1] to [USER TYPE 10].	
6	Destination	This selects the tray to which the print job is made to exit. The figure on the right indicates the destination currently set with an arrow.
	`Note`	
	The destination is limited to [Saddle Tray] when you perform folding print or saddle stitch print with the Saddle Stitch Finisher installed.	
	`Tip`	
	• You can select a paper source by directly clicking on the figure on the right. • When installing the finisher, if you want to suppress the initial operation, please set it to [Tray 1].	
7	Number of Copies	This sets the number of printed copies.
8	Orientation	This sets the paper printing direction.
9	Color	This sets whether a print job is printed in the color or black mode.
	`Tip`	
	When [Twin Color] is selected, click [Details] to specify the color that the non-black part of document will be printed in. You can select either [Red], [Green], [Blue], [Cyan], [Magenta], [Yellow], or [White].	

❑ Primary Tab Dialog

> **Note**
>
> Tab printing is not available to some models.

	Item Name	Description
1	Tab Manufacturer	Select the product name of the tab paper that you use. This equipment supports following tab paper. For Letter Tab: • Blanks USA copy Tabs (5 Banks) LT + 1/2" Tab • Blanks USA copy Tabs (8 Banks) LT + 1/2" Tab For A4 Tab: • KOKUYO A4-S (5 Banks) • King JIM A4-S (5 Banks)
	Note If you use tab papers other than those above, select [Custom]. When you select [Custom], you must specify the tab extension manually.	
2	Tab Extension	Enter the width of the tab extension. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.
3	Image Shift Width	Enter the width to shift the printed image. For example, if you want to print text on the tab extension of Letter Tab paper, create a Letter sized document and input the text on the right side. Specify the distance the printed image is shifted in printing on tab paper.
4	Units	Select the unit for the Tab Extension and Image Shift option.

> **Note**
>
> • When creating a document for tab printing, you must place the text at the exact height to fit the tab extension.
> • The selectable range of the edge margin differs depending on the model.
> • Tab paper must be fed from the bypass tray. Make sure to place it with its tab outside.
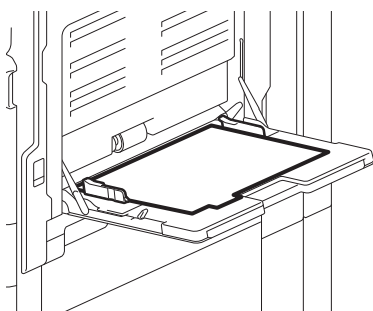
• If the document for tab printing is not created properly or the [Image Shift Width] is not set properly, the image will not be printed in the correct position within the tab extension. Please make sure to create the document and set the [Image Shift Width] correctly.

❏ Multiple Job Type

The Multiple Job Type feature allows you to combine any of Scheduled Print, Private Print, Hold Print, Proof Print, Proof Private Print and Proof Hold Print, with Store to e-Filing.
For example, you can store a job in the specified e-Filing of this equipment and print it at the specified time by combining Scheduled Print and Store to e-Filing.
To use the Multiple Job Type feature, click [...] on the right of the [Print Job] box and select the job types to be combined.

Note

• Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.
• When you print multiple copies, each of which is to be sent as an individual print job by your application, all of the copies are printed even if you set Proof Print. In this a case, perform Proof Print of only one copy first, and then change the number of copies on the touch panel to print the rest.
• Documents stored in e-Filing are retained with the optimal image quality for printing. If you want to download them into your computer with a higher image quality, scan the original documents and store them in e-Filing.
• When you store a document in e-Filing using the printer driver, it is stored as an image. This is not stored in e-Filing in the same way as the original document is stored in your computer.

	Item Name	Description
1	Print Job	Select a job type. The setup screen is switched according to the selected job type. • If you select [Scheduled Print], the job is printed at the specified date and time. • If you select [Private Print] or [Proof Private Print], the job is stored in this equipment as a Private Print job. Print this job on the touch panel. • If you select [Hold Print] or [Proof Hold Print], the job is stored in this equipment as a Hold Print job. Print this job on the touch panel. • If you select [Proof Print], [Proof Private Print] or [Proof Hold Print], one sample copy is printed and the rest is stored in this equipment as a Proof Print job. Print this job on the touch panel. • If you select the [Store to e-Filing] check box, the print job is stored in the specified e-Filing.
2	Date/Time	Set [Date] and [Time] if you select [Scheduled Print].

	Item Name	Description
3	Password	Enter a password if you select [Private Print] or [Proof Private Print].

> **Note**
>
> • Enter a password using the alphanumeric characters and symbol characters (ASCII code characters between 0x21 to 0x7E) in the [Password] box. The password must be between 1 and 63 characters.
> • When you enter this password on the touch panel display, confidential documents will be printed. If you forget it, you will not be able to print them.

	Item Name	Description
4	Store to e-Filing	If you want to store a print job in this equipment, select the [Store to e-Filing] check box.
5	Store to	Select where the print job is stored at the [Store to] box. If you store the print job in a user box, enter a password if required.
6	Box Folder	When you specify a folder in which the print job is to be stored in the selected e-Filing, enter its folder name in the [Box Folder] box.

> **Note**
>
> • If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
> • Enter a folder name within 64 characters.
> • If the number of folders has reached 100, you cannot create any more.

■ [Finishing] tab

Allows you to enable sort printing, 2-sided printing, number of pages per sheet, poster printing, stapling, and punching.
📖 P.96 "Copy Handling"
📖 P.97 "2-Sided Printing"
📖 P.98 "Number of Pages Per Sheet"
📖 P.98 "Staple"
📖 P.100 "Hole Punch"
📖 P.100 "Folding"
📖 P.101 "Use Margins"
📖 P.101 "Poster Print"
📖 P.101 "Booklet Details"

> **Note**

Available items differ depending on the model and the option configuration.

	Item Name	Description
1	Copy Handling	This sets how to sort the printed sheets when numerous copies are made for printing. For details, refer to the following. 📖 P.96 "Copy Handling"
2	2-Sided Printing*	This sets printing on both sides of paper. Select the position of the margin for 2-sided printing. For details, refer to the following. 📖 P.97 "2-Sided Printing" When the [Booklet] icon is selected and the [Details] is clicked, the [Booklet Details] dialog box appears. 📖 P.101 "Booklet Details"
3	Number of pages per Sheet	This sets the printing of multiple pages on one sheet. For details, refer to the following. 📖 P.98 "Number of Pages Per Sheet"
4	Staple	This sets whether a print job is printed with staples. Select the staple position. For details, refer to the following. 📖 P.98 "Staple"
5	Hole Punch	This sets whether a print job is printed with hole punches. Select the hole punch position. For details, refer to the following. 📖 P.100 "Hole Punch"
6	Folding	Select this option if you want to have the printed paper folded when it exits. For details, refer to the following. 📖 P.100 "Folding"
7	Margins	Select the check box to specify the margin and click [Details] to set the left and right margins. 📖 P.101 "Use Margins"
8	Poster Print	You can divide a print job onto more than one sheet of paper, so you can create one large image, such as a poster, by connecting the divided images. If this option is enabled, click [Details] and set the Output number of Sheets. 📖 P.101 "Poster Print"

*   The 2-sided printing function is set to be used as default in the equipment for North America and Europe.

❑ Copy Handling

This sets how to sort the printed sheets when numerous copies are made for printing.

- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).
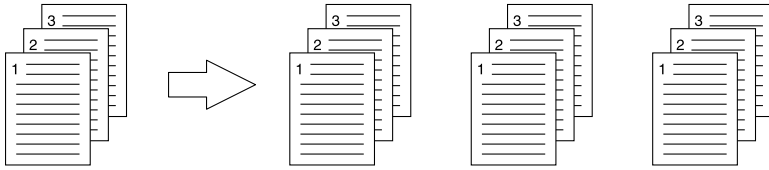
- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).
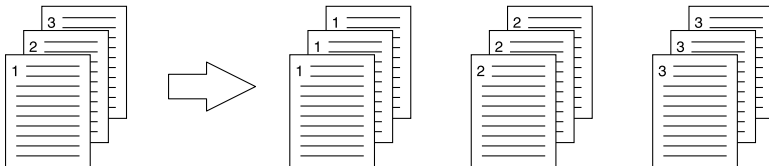
- **Rotated Sort Copies** — Select this for rotate sort-printing.
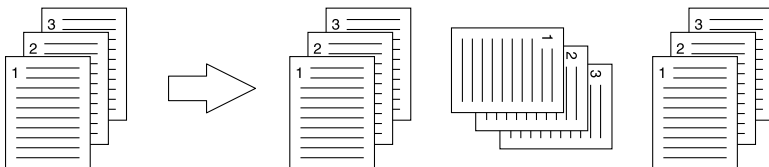
Note

- [Rotated Sort Copies] cannot be selected on some models.
- [Group Copies] and [Rotated Sort Copies] can be selected only when more than 1 copy is entered at the Number of Copies option.
- [Rotated Sort Copies] can be selected only when [Letter], [A4], [B5], or [16K] is selected at the Print Paper Size option. Select one paper size from [Letter], [A4], [B5] and [16K], and then place the selected paper in two drawers, the Large Capacity Feeder trays or the External Large Capacity Feeder tray in different directions (e.g. A4 and A4-R) in advance.

❑ 2-Sided Printing

This sets printing on both sides of paper. Select the position of the margin for 2-sided printing.

• **Off** — Select this to print on one side of the paper.
• **Long Edge** — Select this to print on both sides of the paper with a margin on the long edge.

• **Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.
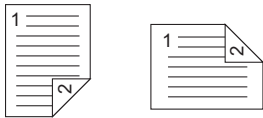
• **Booklet** — Select this to print a properly paginated booklet or magazine-style publication. When this is selected, click [Details] to specify the details of the Booklet printing.
  📖 P.101 "Booklet Details"
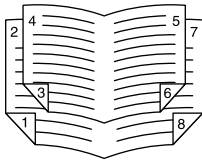
Note

• This function is available only when an Automatic Duplexing Unit is installed in the equipment.
• Available paper sizes differ depending on the models.
• The 2-sided printing function is set to be used as default in the equipment for North America.
• 2-Sided printing cannot be set when the following paper size is selected at the [Print Paper Size] box in the [Basic] tab.

  - A6
  - J Post Card
  - J Double Post Card
  - IndexCard 3x5"
  - Envelope Com9
  - Envelope Com10
  - Envelope Monarch
  - Envelope DL
  - Envelope Cho-3
  - Envelope Cho-4
  - Envelope You-4
  - Envelope C5
  - Envelope Kaku-2
  - A4 Tab
  - Letter Tab
  - 13 x 19"

• 2-Sided printing cannot be set when the following paper type in selected at the [Paper Type] box in the [Basic] tab. However, this may differ depending on your model or whether the Finisher is installed.

  - Transparency
  - Thick4
  - Thick4 (Back)
  - Thick5
  - Special 1 - 6
  - Envelope 1 - 4

❑ Number of Pages Per Sheet

This sets the printing of multiple pages on one sheet.

- Direction of Print
  This sets how the pages are arranged on one sheet.
- Draw Borders Around Pages
  Select the check box to print borders around each page.
- Page Rotation
  Select how to perform printing when an attempt is made to print an original whose orientations are mixed; printing is performed in the same orientation as that for the original while its size is reduced or is performed by rotating the printing direction by 90 degrees from the original orientation without reducing the size.

> **Note**
>
> An original whose orientations are mixed cannot be printed in some models.

> **Tip**
>
> When you select [Booklet] in the [2-Sided Printing] box, only [2 pages] can be selected.

❑ Staple

This sets whether a print job is printed with staples. Select the staple position.

> **Note**
>
> This function is not available to some models.

- **Off** — Select this not to staple the printed document.
- **Upper Left** — Select this to staple the printed document in the upper left.
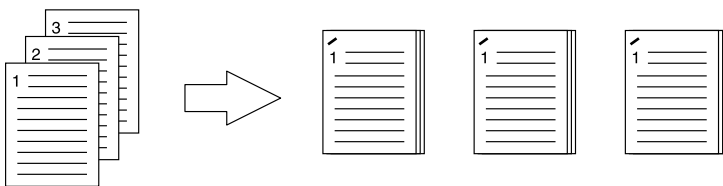
- **Upper Right** — Select this to staple the printed document in the upper right.
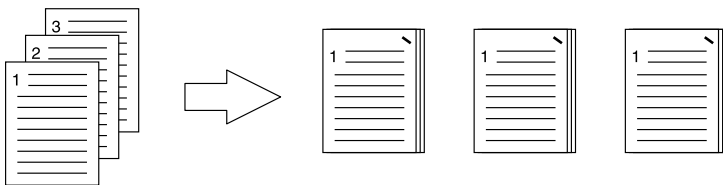
- **Center Top** — Select this to double staple the printed document along the top edge.
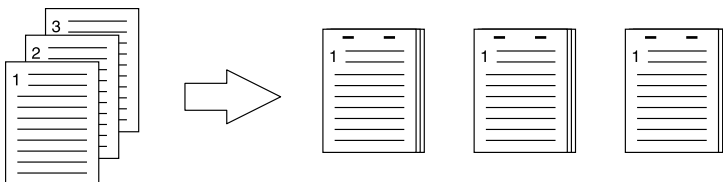
- **Middle Left** — Select this to double staple the printed document along the left side.
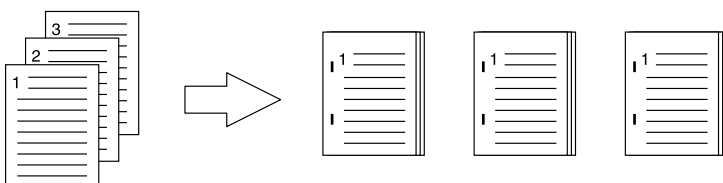
- **Center Double** — Select this to fold and double-staple the printed document in the center. When you select this, the pages will be printed on the sheets according to the print option settings, and then simply fold and double-staple in the center of the sheets.
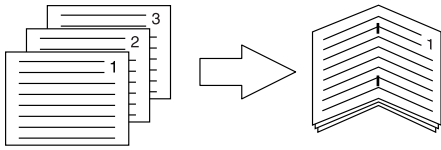
Tip

[Center Double] can be used to create a saddle-stitching for a document that has already been made as a paginated booklet. To create a paginated booklet from a normal document, perform the booklet printing in the 2-Sided Printing option. When [Center Double] is used, select the [Staple Down the Center] check box in the [Booklet Details] dialog box.

Note

- The "Staple" option is available only when the Finisher is installed.
- [Center Double] can be selected only when the Saddle Stitch Finisher is installed.
- The "Staple" option is not available when the Group Copies / Booklet function is selected.
- Stapling cannot be set when the following paper sizes are selected in the [Print Paper Size] box in the [Basic] tab.
    - A5
    - A6
    - J Post Card
    - J Double Post Card
    - IndexCard 3x5"
    - 305 x 457 mm
    - Statement
    - 12 x 18"
    - A4 Tab
    - Letter Tab
    - 320 x 450 mm
    - 320 x 460 mm
    - 13 x 19"
    - Envelope Com9
    - Envelope Com10
    - Envelope Monarch
    - Envelope DL
    - Envelope Cho-3
    - Envelope Cho-4
    - Envelope You-4
    - Envelope C5
    - Envelope Kaku-2
    - Custom Paper Size
- Stapling cannot be set when the following paper types are selected at the [Paper Type] box in the [Basic] tab. However, this may differ depending on your model or whether the Finisher is installed.
    - Thick 4
    - Thick 5
    - Special 1 - 6
    - Transparency
    - Envelope 1 - 4
    - Thick 4 (Back)
    - Special 1 (Back)
    - Special 2 (Back)
    - Special 3 (Back)

❑ Hole Punch

This sets whether a print job is printed with hole punches. Select the hole punch position.

> **Note**
>
> - Hole punching can be selected only when a Hole Punch Unit is installed.
> - This function is not available to some models.
> - The "Hole Punch" option is not available when the Booklet function is selected.
> - The selectable options vary depending on the paper size.

- **Off** — Select this not to punch holes.
- **Center Top** — Select this to create holes along the top edge and print.
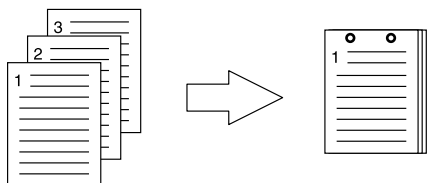
- **Middle Left** — Select this to create holes along the left side and print.
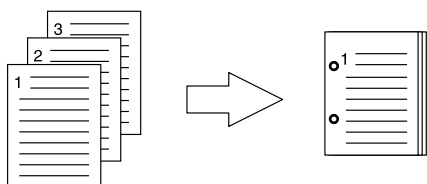
❑ Folding

Select this option if you want to have the printed paper folded when it exits.

> **Note**
>
> - This function is available only when the Saddle Stitch Finisher is installed in the equipment.
> - This function is not available to some models.

- **Off** — Select this not to fold the printed paper.
- **Folding** — Select this to fold the printed paper at the center.
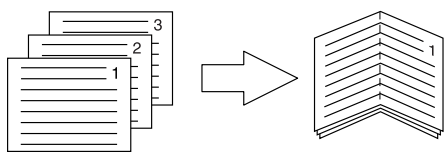
> **Tip**
>
> The Folding option is used when the Booklet option is selected in advance. If you apply the Booklet option, select [Booklet] in the [2-Sided Printing] box.
> If you apply the Folding option, set [Booklet] in the [2-Sided Printing] box, click [Details], open the [Booklet Details] dialog box and then select the [Folding] check box.
> 📖 P.101 "Booklet Details"

❏ Use Margins

Select the check box to specify the User Margins and click [Details] to set the left, right, top and bottom margins.

* If [Booklet] is selected on [2-Sided Printing], this option will be disabled.
* Enable this function to add the margins if the application does not support the margin function. When the application has a margin function, use the application's function rather than this option.
* This cannot specify the binding margin for Booklet printing.

❏ Poster Print

You can divide a print job onto more than one sheet of paper, so you can create one large image, such as a poster, by connecting the divided images. If this option is enabled, click [Details] and set the Output number of Sheets.

1x2   2x2   3x3   4x4
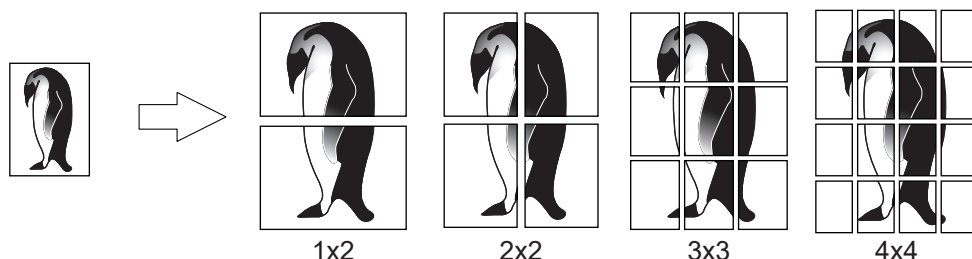
* The Poster Print option is not available when any of the Custom Paper Size, Number of pages per sheet, 2-Sided Printing, Watermark, Overlay Image and Sheet Insertion options is set.
* The Poster Print option is available only when any of the sizes below is selected for [Print Paper Size] box on the [Basic] tab. The selectable paper sizes differ depending on the models.
A4, A3, B4, B5, LT, LD
* [1x2] is selectable only when A4, A3, B4, or B5 is chosen for [Print Paper Size].

❏ Booklet Details

	Item Name	Description
1	Output Document Layout	Select the booklet size to be made.
2	Page Order	Select this to print the pages from left to right or right to left.
3	Margin - Center	This sets the gutter in the center of a two-sided page. The printed images will be reduced according to the margin setting.
4	Margin - Outer	This sets the gutter on the right side and left side on the paper. The printed images will be reduced according to the margin setting.
5	Margin - Units	Select the unit for the Margin option.
6	Booklet without Center Margin	This sets the center margin to 0 inch (mm). In this case the value set for [Margin - Center] becomes invalid.
7	Folding	This folds the paper in the middle. Note • This function is not available to some models. • The "Folding" option is available only when any of the finishing sizes below is selected. [A5 on A4], [A4 on A3], [B5 on B4], [Letter - Half on Letter], [LT on LD], [1/2 LG on LG], [16K on 8K]
8	Staple Down the Center	This fastens the paper in the middle with two staples. Note • This function is not available to some models. • [Staple Down the Center] is available only when [A5 on A4], [A4 on A3], [B5 on B4], [Letter - Half on Letter], [LT on LD], [1/2 LG on LG], or [16K on 8K] is selected at the [Output Document Layout] box and the Saddle Stitch Finisher is installed.
9	[Restore Defaults]	Click this to restore the settings displayed in the [Booklet Details] dialog box to the default settings.

■ [Paper Handling] tab

Allows you to perform Front Cover printing, Back Cover printing, Inserting Pages, and Interleaving Pages.
📖 P.105 "Insert Pages"

Note

- [Use Front Cover], [Use Back Cover], [Insert Pages], and [Interleave Pages] are not available when the Tab printing function is set.
- When the size of covers or sheets to be inserted is the same as the copy paper, change the media type or specify [Paper Source] on the [Basic] tab menu; otherwise all data will be printed from the insertion drawer.
- If you select [Store to e-Filing] in [Print Job], [Use Front Cover], [Use Back Cover], [Insert Pages], and [Interleave Pages] are unavailable.

	Item Name	Description
1	Use Front Cover	Select this to set the front cover. You can feed paper from a different paper source or print the first page on paper from a different paper source. • **Source** Select the location from where a front cover sheet is to be fed. • **Print Style** This selects how you want to print a front cover. - **Do not print on page** — Select this to insert a blank cover. - **Print one side of the page** — Select this to print an image of the first page of a document on the front side of a cover. - **Print both sides of page** — Select this to print images of the first two pages of a document on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.
	Note If [Print one side of the page] is selected while 2-Sided Printing is performed, the first page is printed on the front side of the cover sheet and the back side of the cover will be blank.	

	Item Name	Description
2	Use Back Cover	Select this to set the back cover. You can feed paper from a different paper source or print the last page on paper from a different paper source. • **Source** Select the location from where a back cover sheet is to be fed. • **Print Style** This selects how you want to print a back cover. - **Do not print on page** — Select this to insert a blank cover. - **Print one side of the page** — Select this to print an image of the last page of a document on the front side of a cover. - **Print both sides of page** — Select this to print images of the last two pages of a document on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.
	Note	
	• If [Print one side of the page] is selected while 2-Sided Printing is performed, the last page is printed on the front side of the cover sheet and back side of the cover will be blank. • If [Print both sides of page] is selected but there is only one page printed on the back cover, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.	
3	Insert Pages	Select this to insert paper from a different paper source between the specified pages or print the specified page on paper from a different paper source. This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on the different paper. Click [Edit] to set how the pages are inserted. 📖 P.105 "Insert Pages"
	Note	
	• This option cannot be set when the [Interleave Pages] option is enabled. • You can insert up to 50 pages.	
4	Interleave Pages	Select this to insert paper from a different paper source between pages in a print job. You can use this option to insert blank, colored sheets between transparencies. • **Source** Select the location from where the interleaving sheet is to be fed. • **Duplicate** Select this to print the same image as that for the previous page on all inserted sheets. This function is useful when printing on the paper between transparencies.
	Note	
	• When this option is enabled as well as the [Use Front Cover] and [Use Back Cover] options enabled, no page is inserted after the front cover and back cover. • This option cannot be set when [Insert Pages] option is enabled.	

❏ Insert Pages

Allows you to insert the paper fed from another drawer between the specified pages or to print the specified pages on the paper fed from another drawer. This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on different paper. Click [Edit] to specify the insertion method.

Note

• This option cannot be set while [Interleave Pages] is specified.
• You can insert up to 50 pages.

	Item Name	Description
1	Page	Enter the page number where the sheet is to be inserted. When [Blank] is selected from the [Print Style] box, the blank sheet is inserted before the entered pages. When [1 Side] is selected from the [Print Style] box, the specified page will be printed on the inserted sheet. When [2 Side] is selected from the [Print Style] box, the specified and the following pages will be printed on both sides of the inserted sheet.
2	Print Style	This selects how you want to print on insertion sheets. • **Blank** — Select this to insert blank sheets. • **1 Side** — Select this to print the specified page on the front side of the insertion sheets. • **2 Sides** — Select this to print the selected page and the following page on both sides of another sheet. This function is available when 2-Sided Printing is enabled on the [Finishing] tab.
3	Paper Source	Select the location from where the insertion sheets are to be fed.
4	Paper Type	Select the paper type to be inserted.
5	Use Tab Paper	Select this to insert tab paper between the specified pages or print the specified page on the tab paper. Note Tab printing is not available to some models.
6	Tab Manufacturer	Select the product name of the tab paper that you use. This equipment supports the following tab paper. For Letter Tab: • Blanks USA copy Tabs (5 Banks) LT + 1/2" Tab • Blanks USA copy Tabs (8 Banks) LT + 1/2" Tab For A4 Tab: • KOKUYO A4-S (5 Banks) • King JIM A4-S (5 Banks) Note Select [Custom] and set the number of tabs and the width of the tab manually when using tab paper other than the above.
7	Number of tabs per Bank	Enter the number of tabs for each tab set. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.
8	Tab Extension	Enter the width of the tab extension. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.
9	Image Shift Width	Enter the width to shift the printed image. For example, if you want to print text on the tab extension of Letter Tab paper, create a Letter sized document and input the text on the right side. Specify the distance the printed image is shifted in printing on tab paper.
10	Units	Select the unit for the Tab Extension and Image Shift option. The default unit varies depending on the regional setting of the client computer.

Note

• When creating a document for tab printing, you must place the text at the exact height to fit the tab extension.
• The selectable range of the edge margin differs depending on the model.

- Tab paper must be fed from the bypass tray. Make sure to place it with its tab outside.
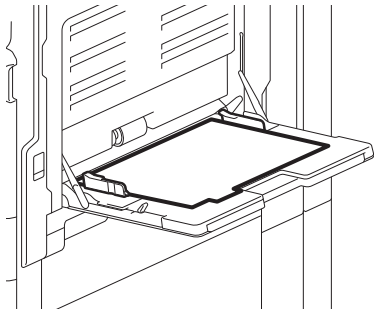
- If the document for tab printing is not created properly or the [Image Shift Width] is not set properly, the image will not be printed in the correct position within the tab extension. Please make sure to create the document and set the [Image Shift Width] correctly.
- If [Blank] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The desired blank sheet is inserted next and the 2-sided printing continues from the next page.
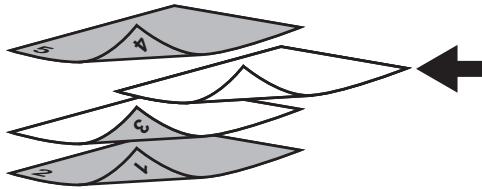
- If [1 Side] is selected while 2-sided printing is performed, the specified page (Page 3 in the following example figure) is printed on the front side of the sheet and back side of the sheet will be blank.
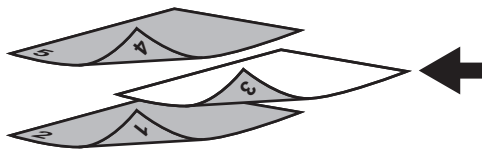
- If [1 Side] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The page is printed on the front side of the inserted sheet and the 2-sided printing continues from the next page.
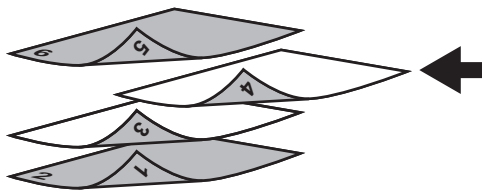
- If [2 Sides] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The specified page and the next page are printed on the inserted sheet and the 2-sided printing continues from the next page.
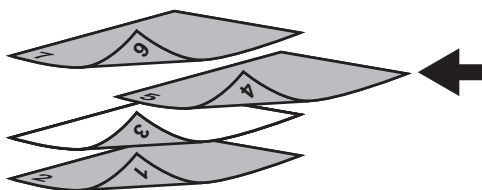
■ [Image Quality] tab

Allows you to select how page images are printed. You can select the appropriate image quality depending on the type of document.

   📖 P.110 "Setting: [Basic] tab"
   📖 P.113 "Setting: [Color Balance] tab"
   📖 P.114 "Setting: [Image Attribute] tab"
   📖 P.115 "Setting: [Advanced] tab"

Note

Available items differ depending on which MFP is used, color or black and white.

For multifunctional digital color system (Color MFP)
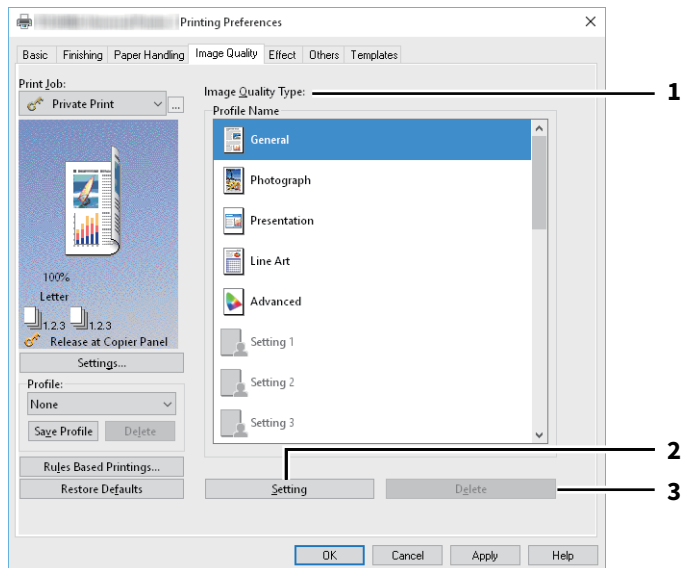
For multifunctional digital system (Black and White MFP)

	Item Name	Description
1	Image Quality Type	The printer driver automatically applies the proper image quality for the selected original type. You can select a pre-defined image quality type, or you can select a custom image quality type that you created. The custom image quality type can be created or modified by clicking [Setting]. • **General** — Select this to apply the proper image quality for printing a general color document. • **Photograph** — Select this to apply the proper image quality for printing photos. • **Presentation** — Select this to apply the proper image quality for printing a vivid document. • **Line Art** — Select this to apply the proper image quality for printing a document contain a lot of characters or line art. • **Advanced** — Select this to apply a profile which can adjust color space. The [Advanced] option is available only for the printer drivers below. - Universal Printer 2 (PostScript) - Universal PS3 - Universal XPS
	Note	
	The Image Quality type option is not available when [Black and White] or [Twin Color] is selected at the [Color] box on the [Basic] tab.	
2	[Setting]	Click this to customize an image quality setting. When this is clicked, the [Setting] dialog box appears. You can set up to 20 custom image quality settings. ☐ P.110 "Setting: [Basic] tab" ☐ P.113 "Setting: [Color Balance] tab" ☐ P.114 "Setting: [Image Attribute] tab" ☐ P.115 "Setting: [Advanced] tab"
	Note	
	In order to create a new custom image quality setting, you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.	
3	[Delete]	Click this to delete the custom image quality setting.
4	Halftone	This sets how halftones are printed.
5	Smoothing	This prints text and graphic images smoothly.
6	Distinguish Thin Lines	This prints thin lines clearly.
7	Using Black for All Text	This prints text in black apart from white letters.
8	Resolution	This sets the resolution for printing. • [1200dpi] is selectable only when the Universal Printer 2 (PostScript) / Universal PS3 printer driver is used. • You can reduce jagged edges of small letters, figures, and fine lines and print them more smoothly. • 600 dpi is recommended for better tonality when printing photo images. • 1200 dpi takes longer time to print than 600 dpi because it handles larger amount of data.
	Note	
	Available resolution levels differ depending on the models.	

❑ Setting: [Basic] tab

In the [Basic] tab, you can specify the following functions.

	Item Name	Description
1	Save Current Settings as	This saves the settings as the customer document type. The selected custom document type is restored to the undefined status if you clear the check box. Up to 20 custom image quality types can be created.
	Note	
	This check box is available only when you display printer driver properties from the [Devices and Printers] folder.	
	Name Enter the Image Quality type name to be created.	
	Tip	
	The standard document types are not overwritten even if you enter the same name such as [General], [Photograph], [Presentation], [Line Art] or [Advanced]. The settings are saved as a new custom document type with the specified name.	
	Original Image Quality Type Select the image quality type to be applied as the based image quality.	
2	Halftone	This sets how halftones are printed.

	Item Name	Description
3	Resolution	This sets the resolution for printing.
	Note	
	• Available resolution levels differ depending on the model and the option configuration. • When [Photograph] or [Presentation] is selected in [Image Quality Type] of the [Image Quality] tab, [1200dpi] and [600 x 1200dpi] cannot be displayed. • When [600 x 1200dpi] is selected, the functions below are not available. - Rotate sort - Automatic change of paper source - Auto Trapping • When [600 x 1200dpi] is selected on the A3-size paper model, after print data are set according to the drawer and paper direction, they cannot be rotated automatically even though the direction of the paper placed in the drawer is changed. In hold printing with A4-R paper placed in the first drawer, for example, after the job is stored in the Hold Print queue, if you rotate the paper by 90 degrees and perform printing, the print data are not changed resulting in printing with A4-R.	
	Tip [1200dpi] and [600 x 1200dpi] • You can reduce jagged edges of small letters, figures, and fine lines and print them more smoothly. • 600 dpi is recommended for better tonality when printing photo images. • 1200 dpi takes longer time to print than 600 dpi because it handles larger amount of data.	
4	Use Black for All Text	This prints text in black apart from white letters.
	Note This function is available only for the printer drivers below. • Universal Printer 2 • Universal XPS	
5	Distinguish Thin Lines	This prints thin lines clearly.
6	Pure Black	This uses the black toner for black areas.
7	Pure Gray	This uses the black toner for grayscale areas.
	Note The Pure Gray option is not available when [Pure Black] is not enabled.	
8	Apply to	Select how the Pure Black and Pure Gray functions apply.
9	Black Overprint	This prints black text or line drawing on top of the color background. You can prevent gaps between text and background image and off-registration of colors.
	Note This function is available only for the printer drivers below. • Universal Printer 2 (PostScript) • Universal PS3	

	Item Name	Description
10	Apply to	Select how the Black Overprint functions apply. • **Text** — Select this to print all the full-color background and then print black text on the color background. • **Text & Graphic** — Select this to print all the full-color background and then print black text and graphics on the color background.
	Note This function is available only for the printer drivers below. • Universal Printer 2 (PostScript) • Universal PS3	
11	PostScript Overprint	Select this to enable overprint an object that has been set so on an application.
	Note This function is available only for the Universal PS3 printer driver.	
12	Auto Trapping	Select this to enable the Auto Trapping option. This prevents the background of the paper from being seen due to misregistration. Two colors next to each other are printed while only their contact areas are overlapping slightly so that misregistration will become inconspicuous.
	Note This function is available when you print a document with [Auto], [Color], or [Twin Color] selected for the [Color] option in the [Basic] tab of printer driver.	
13	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Basic] tab menu to the default settings.

❏ Setting: [Color Balance] tab

In the [Color Balance] tab, you can specify the following functions. Adjust the density level by moving the scroll bar, or pressing buttons on the right and left of the scroll bar.

	Item Name	Description
1	All Colors	Adjust the density of all the colors.
2	Each Color	Adjusts the density of each color for printing.
3	Detail	Adjust the density of each color separately in details. Click [Edit] to display the [Color Balance Detail] dialog box and specify the density of each color.
4	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Color Balance] tab menu to the default settings.

❑ Setting: [Image Attribute] tab

In the [Image Attribute] tab, you can specify the following functions. Adjust the density level by moving the scroll bar, or pressing buttons on the right and left of the scroll bar.

	Item Name	Description
1	Contrast	Adjust the contrast for printing.
2	Brightness	Adjust the brightness for printing.
3	Background Adjustment	Adjust the background adjustment for printing.
4	Saturation	Adjust the saturation for printing.
5	Use Sharpness Filter	Select this to use the sharpness filter.
6	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Image Attribute] tab menu to the default settings.

❏ **Setting: [Advanced] tab**

In the [Advanced] tab, you can set the functions below.
The color profile data of this equipment may be updated. If the SNMP communication between this equipment and your computer is available, open the [Advanced] tab menu and then click [Update Now] to obtain the updated color profile data.

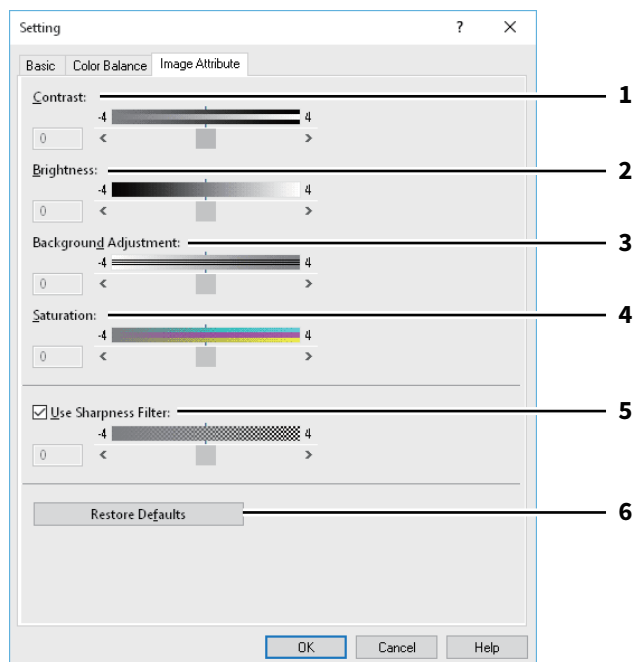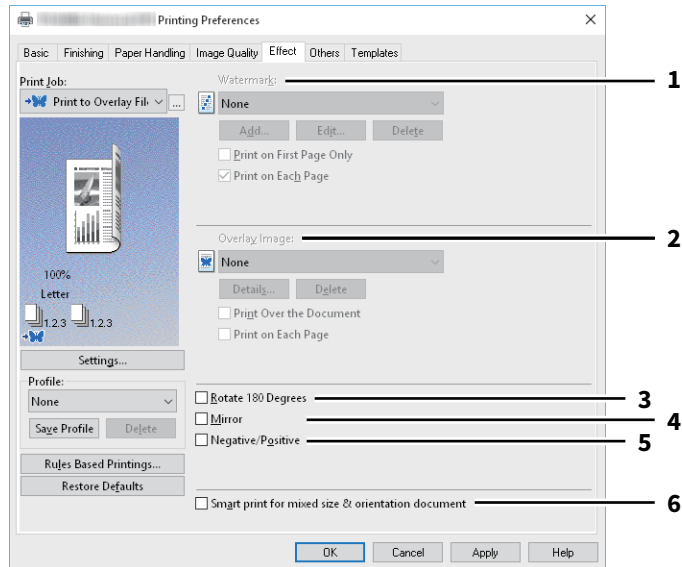|	Item Name	Description
1	Source/Printer Profiles	Select this to use the Source Profiles and Printer Profile.
2	RGB Source Profile	This selects the RGB source profile.
3	CMYK Source Profile	This selects the CMYK source profile.
4	Apply to Device Color Only	This gives priority to the color profile embedded in the image.
5	Destination Profile	This selects the destination profile.
6	Rendering Intent	This selects the color space conversion for printing. • **Printer's Default** — Color space conversion is performed according to the default profile. • **Perceptual** — This is recommended for photo images. • **Relative Colorimetric** — More original colors can be retained than those when you select [Perceptual]. • **Saturation** — This is recommended when the vividness of colors is more important than their correct reproduction. It is useful for graphic charts. • **Absolute Colorimetric** — Original colors can be retained even on colored paper.
7	Customized RGB Profile	Select this to use a Customized RGB Profile.
8	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Advanced] tab menu to the default settings.
9	[Update Now]	Click this to obtain the latest color profile data set for this equipment and update the existing color profile data. This is enabled only when SNMP communication with this equipment is enabled.

Note

[Printer's Default] is a default setting for RGB Source Profile, CMYK Source Profile, Destination Profile and Rendering Intent. When you select [Printer's Default], color space conversion is performed according to the default profile (that set as a default profile in the [ICC Profile] submenu of the [Setup] menu in the TopAccess administrator mode).

■ [Effect] tab

Contains print options that add effects to your print jobs such as Watermarks, Overlay Image printing, Rotate printing, Mirror printing, and Negative/Positive printing.
📖 P.120 "Add/Edit Watermark"
📖 P.121 "Multiple Overlays"

	Item Name	Description
1	Watermark	This selects the watermark to be used or edited. The following values except [None] are the default watermarks that have been registered in the printer driver. Up to 15 new watermarks can be added in this box.

- **[Add]**

  Click this to create a new watermark. When you click [Add], the [Watermark] dialog box appears.
  📖 P.120 "Add/Edit Watermark"

- **[Edit]**

  Select a watermark from the [Watermark] box and click it to edit the watermark. When you click [Edit], the [Watermark] dialog box appears.
  📖 P.120 "Add/Edit Watermark"

- **[Delete]**

  Select a watermark from the [Watermark] box and click it to delete a watermark.

  Note

  The default watermarks can be deleted but, once deleted, they cannot be restored.

  Print on First Page Only
  This prints the selected watermark only on the first page of the document.
  Print on Each Page
  This prints the watermark on each page. The watermarks are printed on reduced each pages depending on the [Number of pages per Sheet] setting. When it is turned off, a watermark is printed on each sheet that contains multiple pages reduced by the [Number of pages per Sheet] setting.

	Item Name	Description
2	Overlay Image	This selects an overlay image to be used. This feature allows you to print an image on the background of a print job, although the watermark allows only text.

> **Note**
>
> • When [Overlay Image] is selected together with the N-up printing, 1 overlay image will be printed on the entire page, regardless of the number of images set in 1 page.
> • Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, color mode and orientation.

> **Tip**
>
> If you want to use an overlay image in your job, you must first create an overlay file. To do this, create an overlay image with most applications and print it as an overlay file. You can enable creating an overlay file on the [Print Job] box.

• **[Details]**

  Click this to set which overlay image is applied to which page, such as changing the type of overlay image for odd pages and that for even pages or applying an overlay image only to the specified pages. If you click this when [Multiple Overlays] is selected in the [Overlay Image] box, the [Multiple Overlays] dialog box appears. 📖 P.121 "Multiple Overlays"
• **[Delete]**

  Click this to delete the overlay image that you select in the box.

> **Note**
>
> [None] and [Multiple Overlays] cannot be deleted.

• **Print Over the Document**

  This prints the overlay file on top of the printed document.
• **Print on Each Page**

  This prints the overlay file on each page when printing multiple pages on one sheet set in the [Number of pages per Sheet] or [Booklet] printing.

	Item Name	Description
3	Rotate 180 Degrees	Select this check box to perform rotation printing of an image.
4	Mirror	Select this check box to perform mirror printing of an image.

> **Note**
>
> This function is available only for the printer drivers below.
>
> • Universal Printer 2 (PostScript)
> • Universal XPS

5	Negative/Positive	Select this check box to perform negative printing of an image.

> **Note**
>
> • The Negative/Positive option is available only when [Black and White] is selected at the [Color] box on the [Basic] tab.
> • This function is available only for the printer drivers below.
>
>   - Universal Printer 2 (PostScript)
>   - Universal PS3
>   - Universal XPS

	Item Name	Description
6	Smart print for mixed size & orientation document	This aligns the orientation of printed documents when printing a document with different paper sizes and orientations.

Select this check box if the originals are one of the following combinations:

- A4 size/portrait and A3 size/landscape
- A4 size/landscape and A3 size/portrait
- Letter size/portrait and Ledger size/landscape
- Letter size/landscape and Ledger size/portrait
- B5 size/portrait and B4 size/landscape
- B5 size/landscape and B4 size/portrait
- 16K size/portrait and 8K size/landscape
- 16K size/landscape and 8K size/portrait

Note

- This function is not available to some models.
- This function is available only for the printer drivers below.

    - Universal Printer 2 (PCL6)
    - Universal Printer 2 (PostScript)
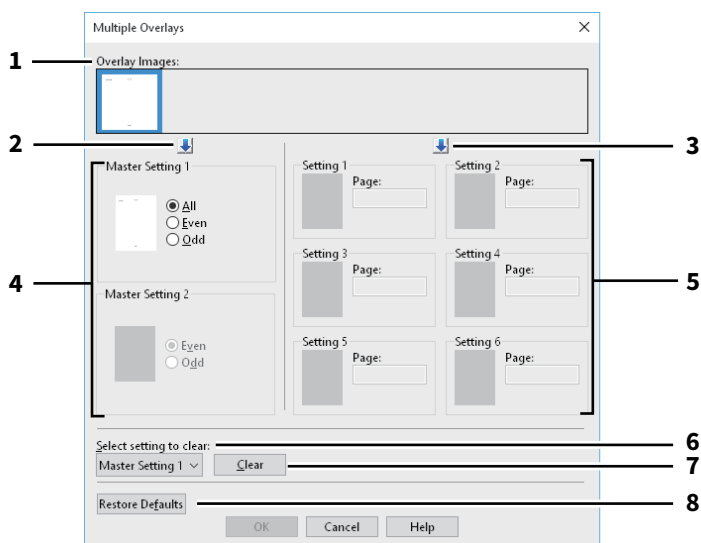   - Universal PS3

❑ Add/Edit Watermark

When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks.
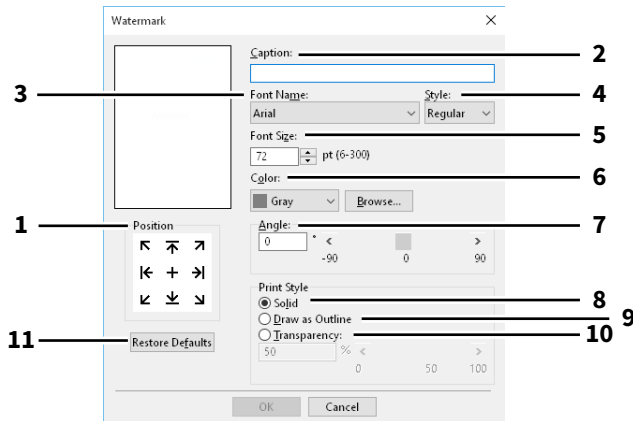
	Item Name	Description
1	Position	Select this to adjust the position of the watermark.
2	Caption	Enter the text of a watermark.
3	Font Name	Select the font to be used for the watermark text.
4	Style	Select the font style for the watermark text.
5	Font Size	Enter the font size for the watermark text.
6	Color	Select the color of the watermark text. If the color that you require is not listed in the box, click [Browse] to add new color.
	Note	
	• This option is available only when your equipment is a multifunctional digital color system (color MFP). • When [Black and White] is selected at the [Color] box on the [Basic] tab, this option will be disabled.	
7	Angle	Enter the degree of angle for rotating the watermark text.
8	Solid	Select this to print a solid type of watermark.
9	Draw as Outline	Select this to print a outline type of watermark.
10	Transparency	Select this to print a transparent watermark.
11	Restore Defaults	Click this to restore the settings displayed in the [Watermark] dialog box to the default settings.

❏ Multiple Overlays

Set which overlay image is applied to which page.

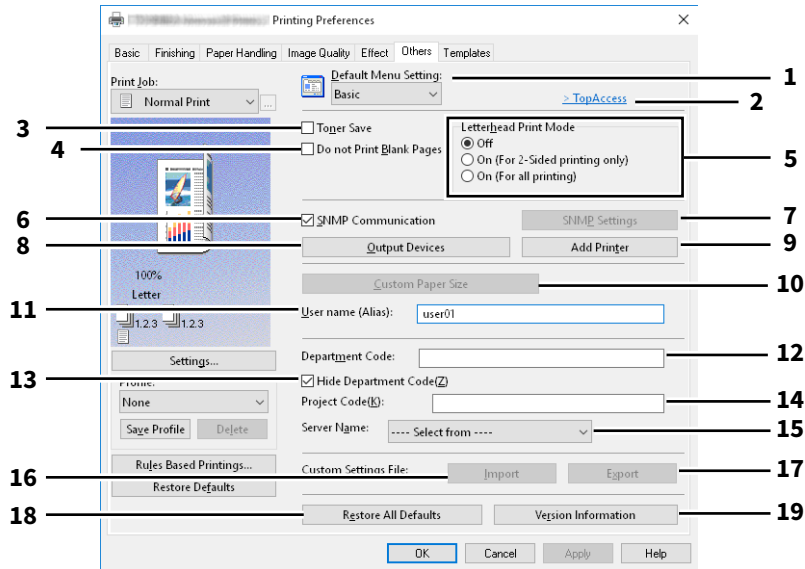|	Item Name	Description
1	Overlay Images	The registered overlay images are displayed in a thumbnail. Select the desired overlay image.
	Tip	
	You can drag and drop an overlay image in the thumbnail to the desired overlay group (Master Setting 1/2 or Setting 1/2/3/4/5/6) to set directly. If another overlay image is already set in the selected group, the overlay image is overwritten.	
2	[↓] (Master Setting)	This sets the selected overlay file to the [Master Setting] field. Selection is switched in the order of [Master Setting 1] to [Master Setting 2] every time you click this.
3	[↓] (Setting)	This sets the selected overlay file to the [Setting] field. Selection is switched in the order of [Setting 1], [Setting 2], [Setting 3], [Setting 4], [Setting 5] and [Setting 6] every time you click this.
4	Master Setting 1/2	This sets if the selected overlay image is applied to all, even or odd pages.
	Note	
	• If the specified pages are overlapped among multiple master settings, the setting of [Even] or [Odd] has priority over that of [All]. • If the specified pages are overlapped in both settings of [Master Setting] and [Setting], the setting of [Setting] has priority over that of [Master Setting].	
5	Setting 1/2/3/4/5/6	This sets pages to which the selected overlay image is applied by page number. To specify more than one page, delimit with commas such as "1, 3, 5". To specify pages in a range, use a hyphen between the first and the last pages, such as "6-10".
	Note	
	If the specified pages are overlapped among multiple settings, the newer setting has priority.	
6	Select setting to clear	This selects the overlay image setting to be cleared.
7	[Clear]	This clears the overlay image setting selected in the [Select setting to clear].
8	[Restore Defaults]	Click this to restore the settings displayed in the [Multiple Overlays] dialog box to the default settings.

■ [Others] tab

Contains print options such as toner saving, custom paper size and so on.
☐ P.125 "SNMP Settings"
☐ P.126 "Add Printer"
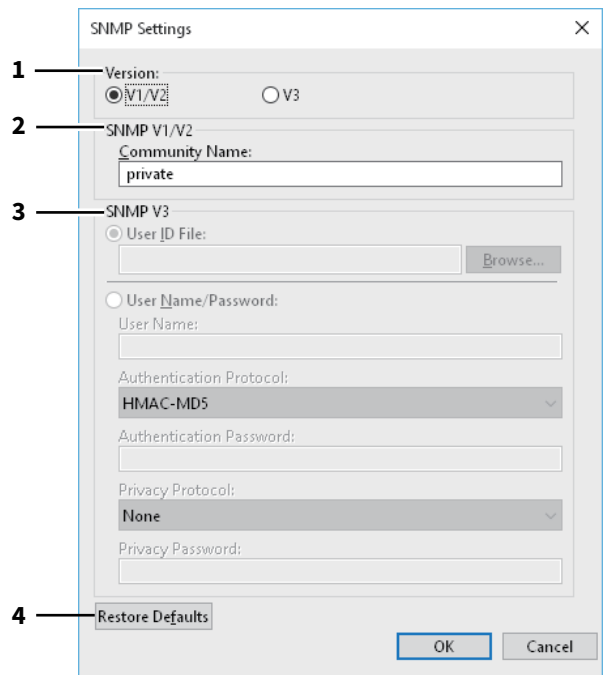☐ P.127 "Custom Paper Size"
☐ P.129 "Output Devices (Tandem Printing)"

	Item Name	Description
1	Default Menu Setting	Select the default tab that is displayed when you open the printing preferences of the printer driver.
	Note	
	If you made settings on the [Others] tab menu from the print setting page of the application, they are restored to the defaults when you close the printer driver. If you want to resume the settings, set the printer driver from the [Devices and Printers] folder.	
2	TopAccess (Link)	Click this to start a web browser and display the TopAccess menu.
3	Toner Save	Select this check box to print in the toner save mode.
	Note	
	When the toner save mode is enabled, printing may become lighter.	
4	Do not Print Blank Pages	Select this check box to ignore blank pages for printing. If the Watermark feature is enabled, all pages will be printed even when the content is blank. The pages having a header or footer will be printed even if the content is blank.
5	Letterhead Print Mode	This prints the specified contents on the front and reverse of paper that has illustration printed on one side. • **Off**: Disables the Letterhead Print Mode. • **On (For 2-Sided printing only)**: Prints a job in the Letterhead Print Mode only for 2-sided printing. • **On (For all printing)**: Prints a job in the Letterhead Print Mode for both 1-sided and 2-sided printing.
	Note	
	Printing speed may be reduced if you select [On (For all printing)].	

	Item Name	Description
6	SNMP Communication	This enables SNMP communication between this equipment and your computer to retrieve the option configuration information.
7	[SNMP Settings]	This changes or checks SNMP settings. ☐ P.125 "SNMP Settings"
	Note In order to set [SNMP Settings], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.	
8	[Output Devices]	This switches the equipment to be used for printing or splits one print job between two pieces of equipment (Tandem Printing). ☐ P.129 "Output Devices (Tandem Printing)"
9	[Add Printer]	This discovers the e-STUDIO Series equipment over a network and adds it on [Printer Folder]. ☐ P.126 "Add Printer"
10	[Custom Paper Size]	Click this to specify the custom paper size. ☐ P.127 "Custom Paper Size"
	Note • In order to set [Custom Paper Size], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application. • The [Custom Paper Size] can be set only by an operation with the administrator privilege.	
11	User name (Alias)	Enter a nickname as required, which is displayed on the Private Print job list and Hold Print job list.
	Tip • The default setting of [User name (Alias)] is the name of the user who is logged in to the computer. If the user name is not changed, the log-in user name is displayed on the Private Print job list and Hold Print job list. • The nickname entered for the [User name (Alias)] box is applied only to the Private Print job list and Hold Print job list. On other job list screens (Scheduled Print jobs / Invalid jobs) and the Print Log screen, the log-in user name is always displayed.	
12	Department Code	Enter the user's department code if the system is managed with department codes. Ask your administrator for your department code.
13	Hide Department Code	This displays the department code with mask characters.
14	Project Code	Enter the project code. Ask your administrator for the project code.
15	Server Name	Select the desired LDAP server as necessary. To register the LDAP servers, open the [Account Settings] - [LDAP Server Settings] dialog box from the [Device Settings] tab. ☐ P.130 "[Device Settings] tab"
16	[Import]	Click this to import custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) to the printer driver. How to import custom settings • Click [Import]. • A dialog box to select a file appears. Select a file (*cfu for Universal Printer 2, *cfp for Universal PS3, *cfv for Universal XPS) to be imported. • Click [Open]. A dialog box to confirm if you overwrite the file appears. Then click [OK].
	Note In order to set and perform [Import], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.	

	Item Name	Description
17	[Export]	Click this to export custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) from the printer driver. How to export custom settings • Click [Export]. • The [Save as] dialog box appears. Specify a file name and a directory. Then click [Save].
	Note In order to set and perform [Export], you must access the printer driver properties from the [Devices and Printers] folder, but not from the [Print] dialog box in the application.	
18	[Restore All Defaults]	Returns settings on all tabs, other than the [Device Settings] tab, to their defaults.
	Note If you want to change the settings in the [Font] and [Device Settings] tab menus, you need to access with the administrator privilege from the Printers folder. For the details, see the following page: 📖 P.130 "[Device Settings] tab"	
19	[Version Information]	Click this to display the [Version Information] dialog box.

❑ **SNMP Settings**

	Item Name	Description
1	Version	Be sure to have the correct SNMP version set for your equipment and select from the following options: • **V1/V2** — Select this option to enable SNMP V1 and V2. • **V3** — Select this option to enable SNMP V3. • **V1/V2/V3 (for [Discovery Settings] dialog box only) —** Select this option to enable SNMP V1, V2, and V3.
2	SNMP V1/V2	**Community Name**—If a community name other than "private" (default setting) is set for the SNMP community name for your equipment, enter its community name.

> Note
> • To find the used equipment under the SNMP V1/V2 environment, the community names set for the target equipment must be specified correctly. For help, contact your administrator.
> • To change the community name, the administrator privilege is necessary. You must log in with the "Administrator" privilege and open the printer driver properties.

	Item Name	Description
3	SNMP V3	If SNMP V3 is enabled, select one of the following items to set how users are authenticated. **User ID File —** Select this option when you want to use a user ID file. Click [Browse] and specify the user ID file. **User Name/Password —** Select this option when you want to use the user name and password. When this option is selected, use the keyboard to select the following items: • **User Name** • **Authentication Protocol** • **Authentication Password** • **Privacy Protocol** • **Privacy Password**
	Note	
	If you select to enable SNMP V3, consult your network administrator for preliminary advice on how to authenticate users.	
4	[Restore Defaults]	Click this button when you want to reset all the settings back to the default settings.

❑ **Add Printer**
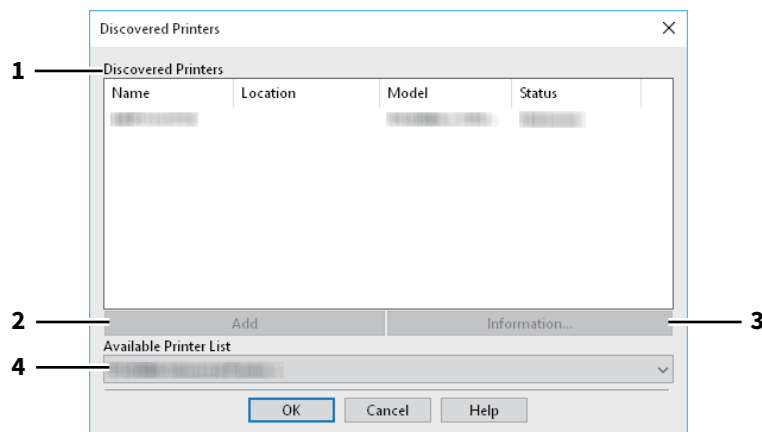
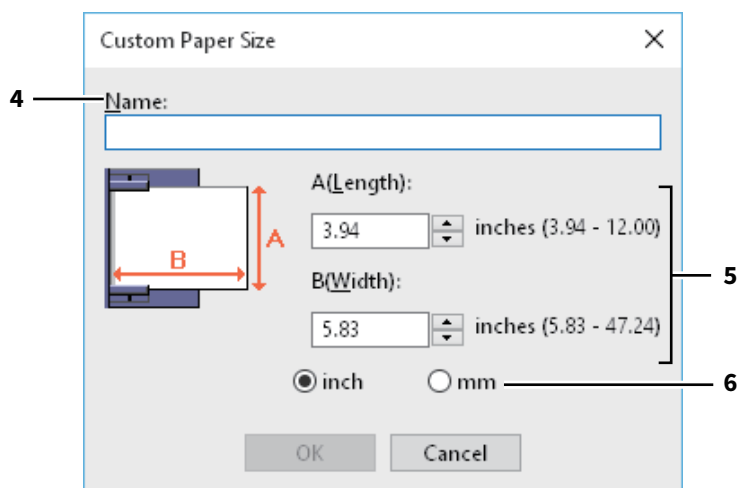|	Item Name	Description
1	Discovered Printers	This displays the e-STUDIO Series discovered over a network. You can check its name, installation site, model name and status.
2	[Add]	This adds the printers selected in the [Discovered Printers] box to [Printer Folder].
3	[Information]	This indicates the basic information of the printer selected in the [Discovered Printers] box. You can check the availability of color printing, 2-sided printing or stapling, its copying speed, resolution and the type of paper placed.
4	Available Printer List	This indicates the e-STUDIO Series printers registered in [Printer Folder].

❑ **Custom Paper Size**

This allows you to set customer paper size. The custom page size that you specify can be selected in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

Tip

The defined custom paper size setting can be used in common for the Universal Printer 2 / Universal PS3 / Universal XPS printer drivers.
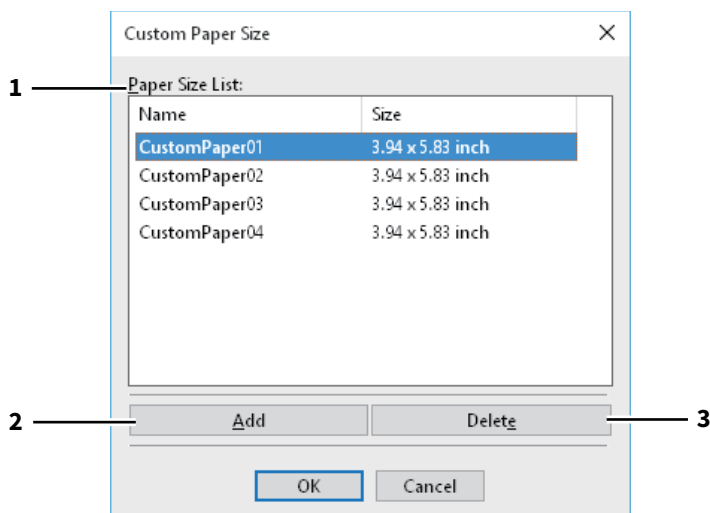
[Custom Paper Size] Dialog box

	Item Name	Description
1	Paper Size List	Select the custom paper size that you want to modify.
2	[Add]	Click this to display the [Custom Paper Size] dialog box.
3	[Delete]	Click this to clear and restore the default settings of the selected custom paper size that you selected in the [Paper Size List].
4	Name	Enter the custom paper size name. This name will be displayed in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.
5	Paper Size	Enter A (Length) and B (Width) to specify the paper size.
6	Units	Select the unit for the paper size. The default unit varies depending on the regional setting in the Windows.

Note

- To register a custom paper size, either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created custom paper size is considered as the standard paper size.
- You cannot create a custom paper size with A (Length) longer than B (Width). If you want to print such a document, do so by selecting [landscape] for the [Orientation].

❑ Output Devices (Tandem Printing)

This feature splits one print job across two pieces of equipment to print it by means of copies.
If you have to print documents with a large number of pages in a large number of copies, for example, you can have two pieces of e-STUDIO Series equipment on a network share this job to print by copies simultaneously, so that it can be done in a shorter time.

	Item Name	Description
1	Output	Specify [Print Job to Selected Devices] or [Split Job across Selected Devices].
2	Selected Devices	Select two pieces of equipment and then specify the number of copies for each one.
	Note	
	• When you select the equipment in the [Selected Devices] boxes, make sure to select that which supports features enabling all the print options of the job. - Select equipment which enables stapling if the job needs that. - Select equipment which enables hole punching if the job needs hole. - Select equipment with the External Large Capacity Feeder installed if the job needs it. - Select color equipment if the job needs full- or twin-color printing. • Equipment selected in the [Selected Devices] boxes must be registered in [Printer Folder]. If you want to use equipment not registered in [Printer Folder], add it in [Add Printer] on the [Others] tab of printer driver. P.126 "Add Printer"	
3	Auto	If you select this check box, the number of copies set in the [Total Copies] box is automatically and equally allocated to two pieces of equipment.
4	Always Use This Setting	If you select this check box, you can omit the setting of the [Output Devices] dialog box from the next time.

Note

• If the selected equipment does not support features enabling the print options of the job, printing may not be performed properly.
• Department code confirmation for the selected equipment is not performed when the job is printed from the selected one. If a department code specified in the [Department Code] box on the [Others] tab is not recognized on it, Department Management for this print job is not performed.

■ [Device Settings] tab

The [Device Settings] tab allows you to configure options. To use the installed options, you need to set the option configurations on this tab.
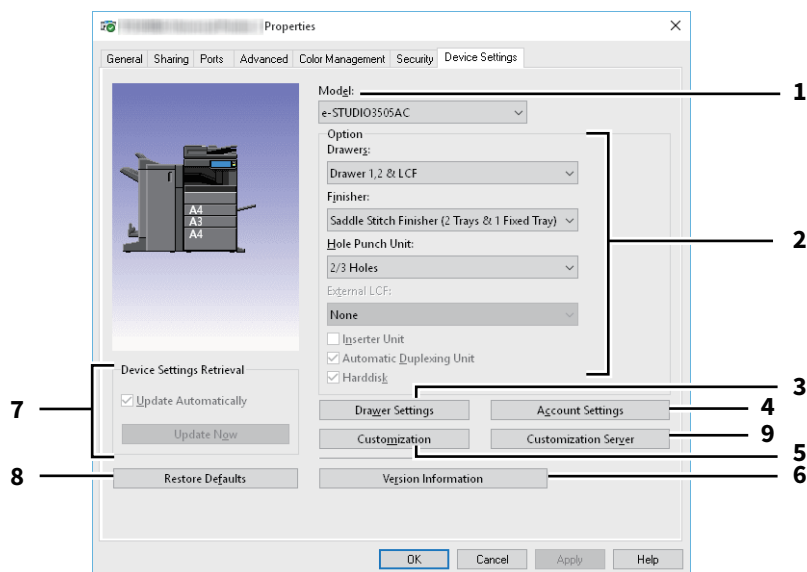
📖 P.132 "Drawer Settings"
📖 P.133 "Account Settings"
📖 P.134 "Setting up LDAP servers"
📖 P.135 "Customization: [Plug-in] tab"
📖 P.136 "Customization: [Language] tab"

Note

In order to set the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder.

	Item Name	Description
1	Model	This sets the model type.
	Note	
	Selecting [Universal] restricts the printer driver functions to those common to all printers on the network, which is convenient for using other printers with your printer driver.	
2	Option	Click this to select the installed optional components.
3	[Drawer Settings]	Click this to set the paper size and paper type of each drawer. 📖 P.132 "Drawer Settings"
4	[Account Settings]	Click this to enable or disable user authentication and to set the Private Print Restriction and Hold Print Restriction functions. 📖 P.133 "Account Settings"
5	[Customization]	This sets options specific to PCL6 or PostScript, or changes the Plug-in settings or the printer driver language. 📖 P.135 "Customization: [Plug-in] tab" 📖 P.136 "Customization: [Language] tab" 📖 P.137 "Customization: [PDL Settings] tab" 📖 P.138 "Customization: [ECO setting] tab"
	Note	
	The Printer Language setting is available only for the printer drivers below. • Universal Printer 2 • Universal PS3	

	Item Name	Description
6	[Version Information]	Display the [Version Information] dialog box.
7	Device Settings Retrieval	This enables SNMP communication between this equipment and your computer to retrieve the option configuration information. **Update Automatically** Select this check box to update the option configuration information automatically every time you open the [Device Settings] tab. **[Update Now]** Obtain the configuration information from this equipment immediately.
	Tip	
	• If the connection to the equipment has not been configured correctly, the message "The address of your printer could not be located. Would you like to find it?" will be displayed when you click [Update Now]. If it is displayed, click [Yes] and search for the equipment using the [Local Discovery] dialog box. After searching for the equipment, SNMP communication will be enabled. • If you set any options on the [Device Settings] tab without SNMP communication between this equipment and your computer, 2-sided printing is automatically enabled.	
8	[Restore Defaults]	Click this to restore the configuration of this equipment displayed in the [Device Settings] tab menu to the default settings.
9	[Customization Server]	Downloads and applies the customized printing function settings from the Customization server.
	Tip	
	• It is necessary to create a customized package and store it in a Customization server in advance. • For details about the setting of the Customization server, contact your service technician.	

❑ **Drawer Settings**
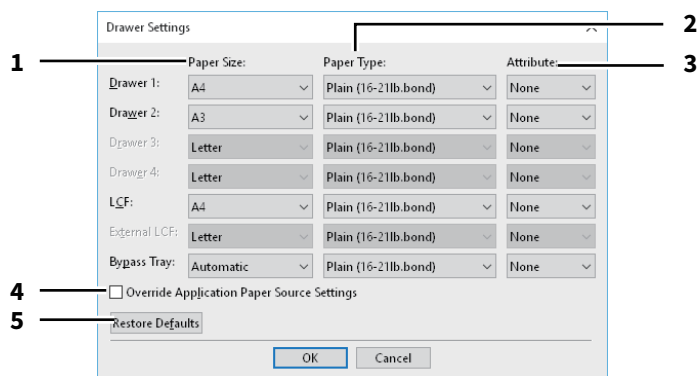
	Item Name	Description
1	Paper Size	Select the paper size set in each drawer.
2	Paper Type	Select the paper type set in each drawer.
3	Attribute	Select the attribute of the paper. When you set the attribute, the drawer will be selected preferentially according to the print settings.
4	Override Application Paper Source Settings	Select this to use the paper source setting of the printer driver instead of the paper source setting of the application.
5	[Restore Defaults]	Click this to restore the settings displayed in the [Drawer Settings] dialog box to the default settings.

❑ Account Settings

Tip

When SNMP communication is enabled, the following account information is automatically obtained from the equipment.
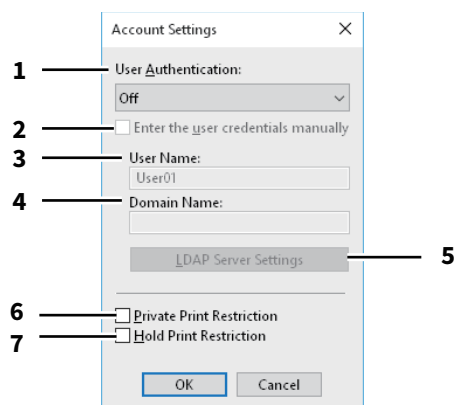
	Item Name	Description
1	User Authentication	Selects the authentication method which is to be used. Set it to correspond to that of your equipment.
2	Enter the user credentials manually	This prompts the user to enter the user name and password to print. This option is available when you have selected one of the user authentication functions in the [User Authentication] box.
	Tip This option can be used together with any of the user authentication functions (MFP Local Authentication, Windows Domain Authentication, LDAP Authentication).	
3	User Name	The user name that is entered to log in to your computer is displayed.
4	Domain Name	The domain name on which the equipment belongs is displayed.
5	LDAP Server Settings	When you click this button, the [LDAP Server Settings] dialog box will appear. This option can be selected only when [LDAP Authentication] is selected in the [User Authentication] box. 📖 P.134 "Setting up LDAP servers"
6	Private Print Restriction	This enables the Private Print Restriction function.
7	Hold Print Restriction	This enables the Hole Print Restriction function.

Tip

After you adjust settings in the [Account Settings] dialog box, make sure to confirm that the settings have been changed as specified in the printing preferences dialog box, accessing from the [File] menu > [Printing Preferences]. You can also confirm that the settings have been changed as specified on the properties page of the printer driver when you print documents from applications.

❏ Setting up LDAP servers
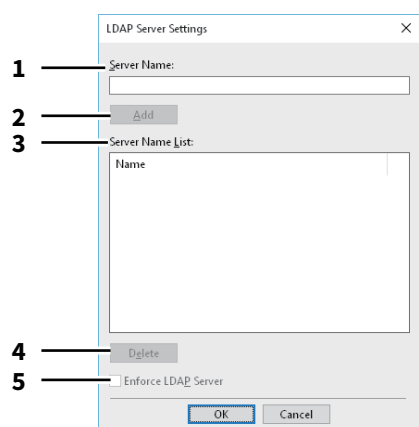
	Item Name	Description
1	Server Name	Enter the desired LDAP server in this box if needed.
2	[Add]	Click this button to register the LDAP server in the [Server Name List], which has been entered in the [Server Name] box.
3	Server Name List	The registered LDAP servers are displayed in this list.
4	[Delete]	Click this button to delete an LDAP server in [Server Name List]. Select the LDAP server that you want to delete in the list, and click this button.
5	Enforce LDAP Server	[Enforce LDAP Server] can be used when the registered LDAP server is only one unit. Once this setting is enabled, an authentication server can be set automatically. Moreover, the [Specify LDAP Server] dialog box at printing will not be displayed.

❏ Customization: [Plug-in] tab

You can enable or disable the Plug-in setting.
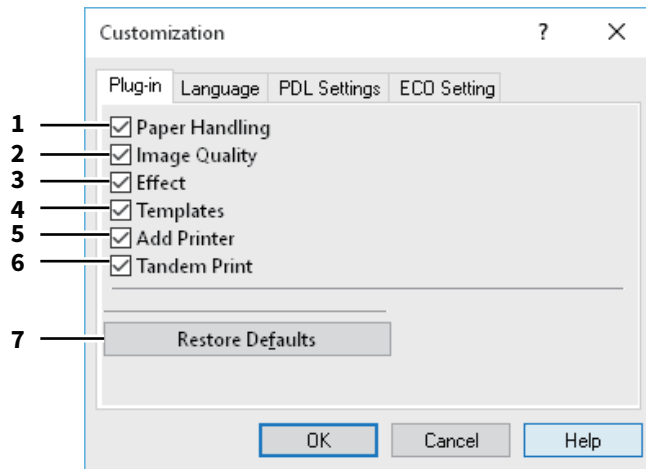
	Item Name	Description
1	Paper Handling	This enables the [Paper Handling] tab. 📖 P.103 "[Paper Handling] tab"
2	Image Quality	This enables the [Image Quality] tab. 📖 P.108 "[Image Quality] tab"
3	Effect	This enables the [Effect] tab. 📖 P.117 "[Effect] tab"
4	Templates	This enables the [Templates] tab. 📖 P.139 "[Templates] tab"
5	Add Printer	This enables the [Add Printer] setting in the [Others] tab. 📖 P.122 "[Others] tab" 📖 P.126 "Add Printer"
6	Tandem Print	This enables the [Output Devices] setting on the [Others] tab. 📖 P.122 "[Others] tab"
7	[Restore Defaults]	Click this to restore the default settings on the [Plug-in] tab.

❑ Customization: [Language] tab

You can switch printer driver language.
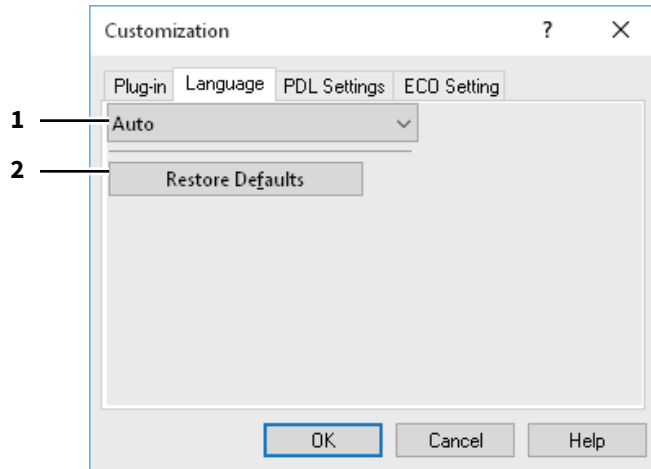
	Item Name	Description
1	Language	This selects the language to be used.
	Tip [Auto] is selected by default. When [Auto] is selected, the most appropriate printer driver language is automatically set according to the regional and language settings in Windows OS.	
2	[Restore Defaults]	Click this to restore the default settings on the [Language] tab.

❑ Customization: [PDL Settings] tab

Note

The Printer Language setting is available only for the printer drivers below.

- Universal Printer 2
- Universal PS3

	Item Name	Description
1	Output PDL	This selects the printer driver language (PDL) to be printed. The setting can be changed only when the Universal Printer 2 printer driver is used. The setting is fixed to [PostScript] when the Universal PS3 printer driver is used.
	Note If [PostScript] is selected in the Universal Printer 2 printer driver, printing from an application by PostScript pass through output cannot be performed. Since PostScript is generated via GDI, it is limited to the RGB color space. To perform pass-through printing from applications which can directly generate PostScript such as Adobe Illustrator, use the Universal PS3 printer driver.	
2	Output Format	This selects an output format for PostScript printing. This setting can be changed only when [PostScript] is selected in the [Output PDL] box.
	Note EPS format is usually used for creating images to be imported into a document. Only the first page of a document can be printed when [Encapsulated PostScript (EPS)] is selected.	
3	Print Error Information	This prints PostScript errors which occurred during printing. This setting can be changed only when [PostScript] is selected in the [Output PDL] box.
4	Compress Bitmap	This sends the compressed bitmaps to this equipment. You can change the setting only if you use the Universal Printer 2 printer driver and select [PostScript] for [Output PDL].
5	JPEG Compression	This sends compressed JPEG data to this equipment. You can change the setting only if you use the Universal Printer 2 printer driver and select [PCL6] for [Output PDL].
6	Bold level	This adjusts the boldness level of characters. The default setting is "0.017".
	Note This option may have no effect on some fonts.	
7	[Restore Defaults]	Click this to restore the default settings on the [PDL Settings] tab.

❑ Customization: [ECO setting] tab

You can switch the output device to save paper.
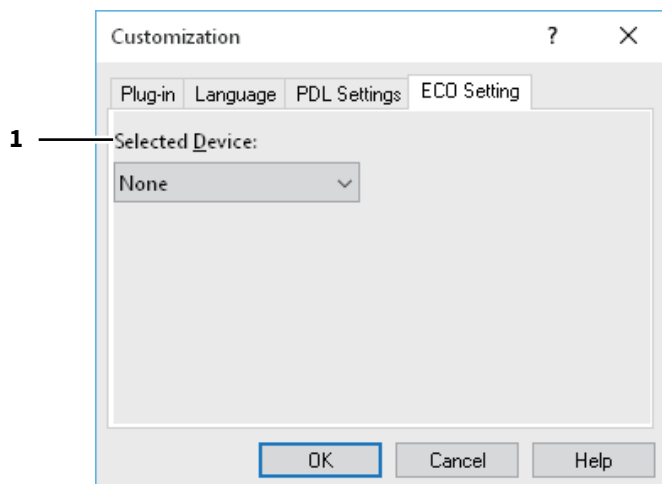
	Item Name	Description
1	Selected Device	Select the output device used for printing to save paper.

Note

• To select the device, you need to add the device to the print server or client computer beforehand.
• When you add Selected Device to the print server, you need to share it. Or, select the [Security] tab on the Properties screen of the added device, and select the [Allow] check box for [Manage printers].
• The switching screen does not appear at printing if a device is selected as Selected Devices on the [Output Devices] screen.
• If the selected device does not support features enabling the print options of the job, printing may not be performed properly.
• Department code confirmation for the selected device is not performed when the job is printed from the selected one. If a department code specified in the [Department Code] box on the [Others] tab is not recognized on it, Department Management for this print job is not performed.

Tip

This function switches the output device. The print settings and PDL settings of printer driver which is used for sending jobs are used at printing.

■ [Templates] tab

Allows you to register print options that you frequently use as a profile. You can save this profile to a Template Button. You can also display a dialog box for selecting Template Buttons automatically when printing.
📖 P.140 "Edit Templates"

Tip

To use a Template Button, you must first save a profile to this button. For more details, see the following page:
📖 P.74 "Saving a profile"
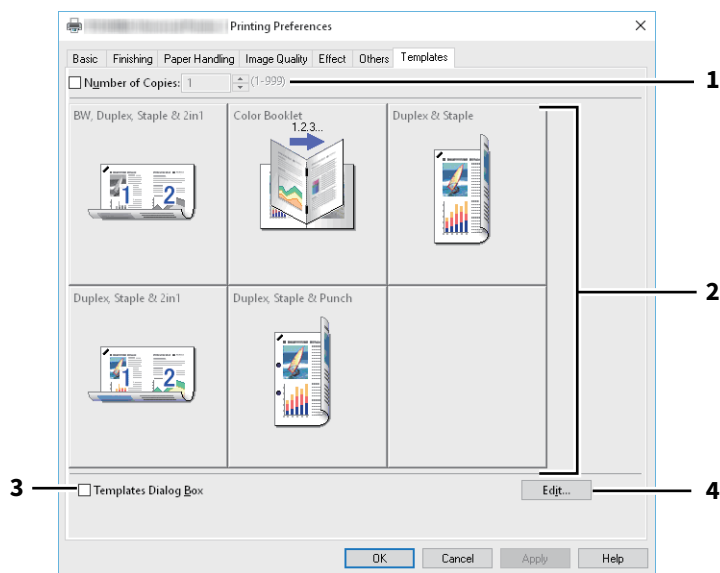
	Item Name	Description
1	Number of Copies	This sets the number of copies.
2	Template Button	Click this to apply the profile saved in a Template Button to each setting of the printer driver.
3	Templates Dialog Box	This automatically displays the [Templates] dialog box when printing.
4	[Edit]	This edits the Template Buttons. 📖 P.140 "Edit Templates"

❑ Edit Templates

You can edit the settings of the Template Buttons.
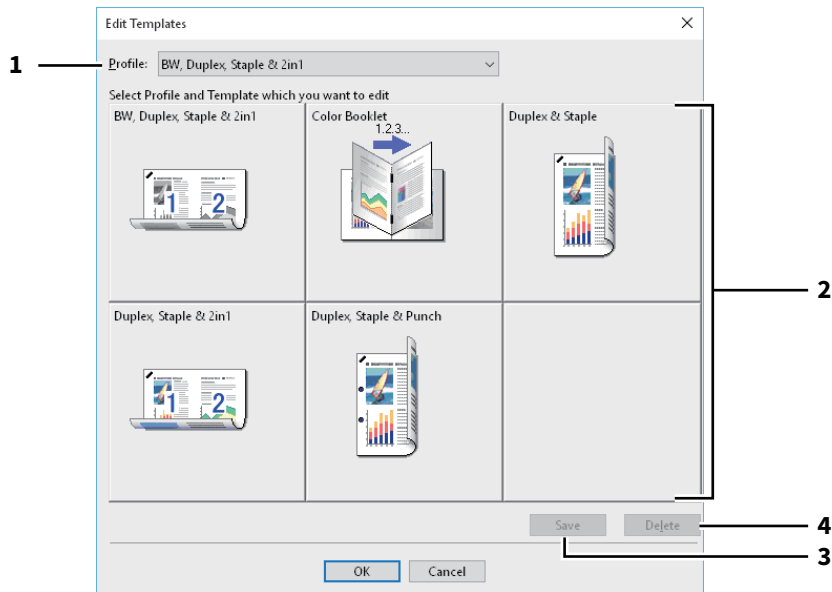
	Item Name	Description
1	Profile	This selects the profile to be saved in a Template Button.
2	Template Button	This selects the Template Button to be edited.
3	[Save]	This saves the chosen profile in the selected Template Button.
4	[Delete]	This deletes the settings of the selected Template Button.
	Note The print options registered in each profile are not deleted even if you click [Delete].	

■ Printer Driver Help

Click the [Help] button on the printer driver screen to display the Help.

INDEX

MULTIFUNCTIONAL DIGITAL SYSTEMS / PRINTER

Printing Guide

Toshiba Tec Corporation

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

QUALITY SERVICE