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Printer Driver

v
Enabling client profile
1 Introduction

This guide helps you navigate through the Product Library, printer Properties, and Printing Preferences. In the process, it describes the features and settings available for your printer. It also provides instructions on how to install, use, and upgrade the printer driver.

Some features and options may not be applicable to your printer.

This guide is intended for both the system administrators and end users, and contains the following chapters:

Chapter 2 - Installation
Provides instructions on how to install and upgrade the printer driver and utilities.
Guides you through options to run utility programs and access documents and the printer Operation Guide.

Chapter 3 - Driver overview
Defines the buttons or settings that appear in the lower panel of the Printing Preferences dialog box.
This also provides instructions on how to access and open the Help topics in HTML format.

Chapter 4 - Device Settings
Explains how you can select installed device options so the associated features can be used in the printer driver.
Provides instructions on how to specify Administrator, User, PDL, and Compatibility settings.

Chapter 5 - Quick Print
Explains how you can apply basic print settings to print jobs.

Chapter 6 - Basic
Provides instructions on how to specify the most commonly used printer driver settings.

Chapter 7 - Layout
Explains how you can arrange document data on printed pages without affecting the original document.

Chapter 8 - Finishing
Provides instructions on how to specify document finishing features such as separating sets of printed jobs, creating bi-fold or tri-fold documents, aligning
matching sides of two different page sizes in a document, creating a gutter,
stapling and punching holes.

Chapter 9 - Imaging
Provides instructions on how to manage print quality and color or grayscale
settings.

Chapter 10 - Publishing
Provides instructions on how to create covers and inserts for a print job, insert
tab divider sheets, and set the first page of every chapter to print on the front
side of the paper.

Chapter 11 - Job
Explains how you can store print jobs in the memory installed in your printer.

Chapter 12 - Advanced
Introduces special features that extend the capabilities of your printer.

Conventions

The following conventions may be used in this guide:

- Menu items and buttons appear in **bold text**.
- Screen, text box, and drop-down menu titles are spelled and punctuated exactly as
  they appear on the screen.
- Document titles appear in *italics*.
- Icons are used to draw your attention to certain pieces of information. Examples:

  This is a **NOTE** icon. This indicates information that is useful to know.

  This is a **CAUTION** icon. This indicates important information that you
  need to know, including such things as data loss if the procedure is not
done properly.

  This is a **TIP** icon. It indicates a small but useful piece of practical,
  non-essential information.

Supported operating systems

- Windows 10
- Windows 8.1
- Windows 7
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012 R2
- Windows Server 2012
- Windows Server 2008 R2
- Windows Server 2008
2 Installation

A printer driver is an application that manages communication between the printer and computer.

Some features and options may not be applicable to your printer.

In the Product Library window, there are two methods of installation. Express Install is a quick way to install a driver and certain features in package form. With Custom Install, you select from individual drivers and utilities. Once installed, make sure to configure the printer driver settings in printer Properties and Printing Preferences.

With Upgrade, you can update the driver and utilities to a newer version. This feature is available only if there is a product that needs to be upgraded. In a client/server environment, you can only upgrade older drivers from the server but not from a client computer. For more information, contact your printer dealer.

With Maintenance, you can run certain utilities. You can also access the printer operation guide, and other materials by selecting Documents. With Uninstall, you can remove drivers and utilities.

In Windows operating systems, you must have administrator rights to install the printer driver.

The driver

For Windows 7 or later, and Windows Server 2008 or later, you can install a driver from the Microsoft Windows Update site if a certified driver is available and the system is connected to the web.

We recommend that you continue to install the driver from the Product Library disk for an expanded feature set. For Windows, if the Found New Hardware Wizard dialog box appears, click Cancel. If the Hardware Installation warning dialog box appears, click Continue Anyway.

Preparing to install the driver

1. Turn on the computer and the printer.
2. Insert the Product Library disk into the disk drive.
3. Run the installer. You may need to allow the installer to make changes to your computer.

If the installer fails to start, then navigate to the disk drive in File Explorer and run Setup.exe.
4 Read and accept the license agreement.

5 Depending on your system configuration, you may select from a list of available languages.

**Saving energy and resources**

Printing on both sides of a sheet of paper (duplex mode) reduces paper consumption and helps conserve environmental resources. If your printer supports this feature, we recommend that you set duplex printing as a default setting.

After clicking **Accept** in the license dialog box, depending on your region, a message about resource and energy conservation may appear. Read the message and click **OK**.

**SNMP settings**

Simple Network Management Protocol (SNMP) is an application layer protocol that governs the management of device agents and network management systems. Managed devices, such as printers, collect and store management information for the network management systems.

With the SNMP Settings icon, you can specify an SNMP v1/v2 Read community name that is used during printer discovery. This name serves as a password for SNMP communication. The default name is public.

You can also specify support for SNMPv3 encryption and authentication by selecting from the options provided.

If a discovery is in process, or at least one discovered printer has been added to the Devices list, the SNMP Settings icon is unavailable.

---

SNMP settings selected during installation do not affect selecting SNMP settings in **Printer properties > Device Settings > Administrator > General**.

---

**Selecting SNMP settings**

1 In the Product Library, select **Express Install** or **Custom Install**.

2 Under the printer list, select **SNMP Settings**, and then select from the following options:

   **Use SNMP v1/v2**
   
   Specify a Read community name.

   **Use SNMP v3**
   
   Specify a user name and password, and if necessary, an option for authentication and privacy. To restore the default setting, select **Reset to default**.
3 Select OK.

If you specify a different Read community name, then the printer list is cleared. Select Refresh to rediscover printers.

Data Collection

With this feature, you can help improve the printer driver software. When enabled, driver data is collected anonymously. You can make this selection during driver installation or at any time by clicking the logo or About button in Device Settings or Printing Preferences.

Express Install

Express Install lets you quickly install the printer, drivers, and utilities through a USB or network connection. You can install one or more features simultaneously.

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

Installing with Express Install

Make sure that your printer and computer are turned on and connected by USB, network, or parallel cable. Parallel connection is available only in some printers.

1 In the Product Library, select Express Install.

2 Select your printer from the list.

   If the printer does not appear, then do any of the following:

   • Remove and reinsert both ends of the USB, network, or parallel cable. Select Refresh to rediscover printers.
   • In the search box, specify the printer model, IP address, host name, or USB port. If the search finds your printer, then select it.

3 To use a host name for the standard TCP/IP port, select Use host name as port name. This option is not available with a USB connection.

4 Review or modify the list of features.

5 Review your selections, and then select Install.

6 A Data Collection dialog box appears. Select a participation option, and then select OK.

7 When the installation completes, select from the following options:

   Print a test page

   Test the connection and operation of the printer by printing the Windows Printer Test Page.
Show Quick Print tab
With Quick Print, you can define basic print options into group profiles that can be accessed easily. The Show Quick Print tab option also appears in Printer properties > Device Settings > Administrator > General.

Expand this option to select from the following:

• Set Quick Print tab as default
• Set Basic tab as default
• Hide other tabs

8 Select Finish.
If the installation fails, then resolve any issues before repeating the process. If necessary, contact your system administrator.

Custom Install
Custom Install refers to detailed printer, driver, and utility installation for a USB, network connection, or parallel connection (available only in some printers). The installer can discover printers that are turned on, and connected by USB or network cable, or you can manually select your printer and port name.

You can add one or more printers from the Devices list to the Products to Install list. You can also install utilities without printers or drivers by selecting Utilities.

If you have many computers to update, then you can create a package file (.exe) of all driver and utility components in the Products to Install list by selecting the arrow next to the Install button. Users can run the package on their computers to automatically install the components.

If the installer cannot find your printer, then contact your system administrator.

Installing with Custom Install

Make sure that your printer and computer are turned on and connected by USB, network, or parallel cable. Parallel connection is available only in some printers.

1 In the Product Library, select Custom Install.

2 In Devices, select your printer, and then add it to the Products to Install list.
If the printer does not appear, then do any of the following:

• Remove and reinsert both ends of the USB, network, or parallel cable. Select Refresh to rediscover printers.
• In the search box, specify the printer model, IP address, host name, or USB port. If the search finds your printer, then select it.
• Select Add custom device, and then do the following:
  a) Select your printer model.
b) Select a port name or select Add Port to manually configure a port connected to your system.

c) Select OK.

3 In Drivers, select one or more drivers, and then add it to the Products to Install list.

4 In Utilities, select one or more utilities, and then add it to the Products to Install list.

5 Review your selections in Products to Install.
   • To use a host name for the standard TCP/IP port, select Use host name as port name.
     This option is not available with a USB connection or for printers configured using Add custom device.
   • Select Edit beside an item to modify the available installation options.
   • Select Delete beside an item to remove it.
   • Select Remove all to delete all items.

6 Select Install.

7 A Data Collection dialog box appears. Select a participation option and click OK to continue the installation.

8 When the installation completes, select from the following options:

   **Print a test page**
   Test the connection and operation of the printer by printing the Windows Printer Test Page.

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

   Expand this option to select from the following:
   • Set Quick Print tab as default
   • Set Basic tab as default
   • Hide other tabs

9 Select Finish.

If the installation fails, then resolve any issues before repeating the process. If necessary, contact your system administrator.

**Creating an installation package for distribution**

Make sure that your printer and computer are turned on and connected by USB, network, or parallel cable. Parallel connection is available only in some printers.
1 In the Product Library, select **Custom Install**.

2 In Devices, select your printer, and then add it to the Products to Install list.

3 Select a driver, and then add it to the Products to Install list.

4 In Utilities, select a utility, and then add it to the Products to Install list.

5 Select the arrow beside the Install button, and then select **Package**.

6 Select **Browse** to specify the destination folder for the package, and then enter a package name.

7 Select from the following options:

   **Silent installation**
   Create a package that performs installation in the background with no user interface.

   **Show a notification when errors occur**
   Enable notification of any errors that may occur during a silent installation. This option is available only if Silent installation is selected.

8 Select **OK > Finish**.

You can distribute the installation package and notify your users of the package name and location.

**Installing utilities only**

1 In the Product Library, select **Custom Install**.

2 In Utilities, select a utility and add it to the Products to Install list.

   A message appears next to a utility if a prerequisite is missing.

3 Review your selections in Products to Install.
   - Select **Delete** beside an item to remove it.
   - Select **Remove all** to delete all items.

4 Select **Install > Finish**.
   If the installation fails, then resolve any issues before repeating the process. If necessary, contact your system administrator.

**Editing driver properties**

1 In the Product Library, select **Custom Install**.
2 In Devices, select your printer, and then add it to the Products to Install list.

3 In Drivers, select a driver and then add it to the Products to Install list.

4 In Products to Install, select Edit beside your printer, and then review or modify the following options:

   - Printer name
   - Share the printer

   If more than one drivers are selected, then select each tab to view the options.

   - Set as default printer

5 Select OK.

Upgrade

The installer can detect outdated driver or utility components on your computer. You can select components and upgrade them to the most recent version. If there are upgrades available, a list appears when you select Upgrade.

This feature is not available if the printer has active connections or is shared in Printer properties. In a client/server environment, you can only upgrade older components from the server but not from a client computer. For more information, contact your printer dealer.

Upgrading drivers and utilities

1 In the Product Library, select Upgrade.

2 Select the drivers and utilities to be upgraded on your computer.

3 Select Upgrade > Finish.

Maintenance

Access any of the following options:

Some options may not be applicable to your printer.

Optional Printer Components

Expand functionality with Help modules in other languages, common printer profiles, and plug-in modules.
Optional printer components

Expand the functionality of your printer driver by installing optional components.

Installing optional printer components

1. In the Product Library, go to Maintenance > Optional Printer Components > Run.
2. Select one or more printers, and then select Next.
3. In Common components, select Help modules in additional languages.
4. For each printer, select from the available options:
   - **Common Profiles**
     Select pre-defined Printing Preferences settings for common use.
   - **Plug-in Modules**
     Select additional components to enhance driver functionality.
5. Review your selections, and then select Install > Finish.

Documents

Access guides about the driver, utilities, and printer operation. Acrobat Reader 8.0 or later is required to view PDF files.

Uninstall

The uninstaller can find the printer driver components on your computer. It creates a list of those components in the Uninstall window. If you uninstall a driver, then printers using that driver will also be removed from your computer.

Uninstalling driver components

1. In the Product Library, select Uninstall.
2. Select the components to be uninstalled.
3. Select Uninstall > Finish. If prompted, restart your computer.

Printer driver settings access

The printer driver software can be accessed from the Print dialog box of an application, or from Start > Control Panel. If accessed from an application, then
changes made to driver settings remain in effect until the application is closed. If accessed from Control Panel, changes are maintained as the default printer settings.

**Changing the default driver settings**

1. In Control Panel, select **Devices and Printers**.
2. Right-click your printer, and then select **Printing preferences**.
3. Review and modify the settings, and then select **OK**.
3 Driver overview

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

If the vertical screen resolution of your computer is 864 pixels or less, the lower panel of the Printing Preferences dialog box does not appear.

• The printer image displays most attached devices. Source and Destination selections are highlighted in green. The storage device icon appears when a job storage option is selected in the Job tab.
• The page image is updated based on page selections made in the Quick Print tab, Basic tab, and Layout tab.
• The color image illustrates color settings. With Black selected, the image illustrates grayscale settings selected in the Imaging tab.

The current page description language (PDL) is displayed in all of the images. When printing from an application, you can change the PDL temporarily to enable driver features. Changes to the PDL in Device Settings are maintained as the default driver settings.

Some features and options may not be applicable to your printer.

Online Help

The printer driver software provides settings to customize output from your printer. The printer driver offers user assistance with online Help. When selecting printer driver options, refer to the online Help topics for answers to questions and assistance with problem solving.

To open online Help within the Printing Preferences tabs, Device Settings, and all other dialog boxes, press F1 on your keyboard, or click the question mark icon in the upper right corner and click again in the dialog box.

Selecting a PDL in Printing Preferences

1 In the overview image area, click the current page description language (PDL).
2 Select from the following PDL options:
   • If you select PCL XL, you can select Skip blank pages and Smart duplex printing.
   • If you select PCL 5c, then Skip blank pages, Smart duplex printing, and Data passthrough are unavailable.
• If you select KPDL, you can select Skip blank pages, Data passthrough, and Smart duplex printing. If you select Data passthrough, EMF spooling is unavailable in the Advanced tab. When accessing the printer driver from the application's Print dialog box, Data passthrough is unavailable.

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

3 To improve the output quality of graphics created by your application, select GDI compatible mode.

When Skip blank pages is set to On or Use layout settings, GDI compatible mode is unavailable.

4 Click OK in all dialog boxes.

Settings list

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

Print preview

The Print preview check box appears in the lower pane of each tab. After selecting driver settings, you can use Print preview to check the print job. Text and images are displayed in the preview, along with any optional Watermark or Security Watermark.

Previewing a print job

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

2 In any tab, select Print preview.

3 Click OK in all dialog boxes.

4 When the Print preview dialog box appears:
   • Click the arrow buttons to view document pages.
   • Click the magnifying glass icons to zoom in or out.

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

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

The About dialog

A logo or About button appears in the Device Settings and Printing preferences dialog boxes. Click to open the About dialog box that displays buttons for driver version, driver plug-in information, and Data Collection options for improving the software.
Displaying version information

1 In Device Settings or the Printing Preferences dialog box, click the logo or About button, then **Version** to view the following driver information:
   - File Name
   - Version
   - Description
   - Date
   - Manufacturer
   - Comments

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

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

Displaying plug-in information

1 In Device Settings or the Printing Preferences dialog box, click the logo or About button, then **Plug-in** to view the following plug-in information:
   - Module
   - Description
   - Version

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

Improving the software

1 In Device Settings or the Printing Preferences dialog box, click the logo or About button, then **Data Collection**.

2 Read the privacy policy and select a participation option.

3 Click **OK** in all dialog boxes.
4 Device Settings

In Device Settings, you can select installed printer options so the associated features can be used with the printer driver. You can match the memory setting in the driver with the memory installed in your printer, which lets the driver manage font downloads more efficiently. You can also specify Administrator, User, PDL, and Compatibility settings.

Some features and options may not be applicable to your printer.

Accessing Device Settings

1. In Control Panel, select Devices and Printers.
2. Right-click your printer, and then select Printer properties > Device Settings.

Device options

With this feature, you can extend the capabilities of your printer for source, finishing, and job storage.

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

Setting Device options

1. In Device Settings > Device options, select the check boxes for all installed printer options.
2. Select OK.

Setting up custom boxes

Custom boxes must be set up in the Hard Disk or SSD Settings dialog box in Device Settings, in order to use this feature in the Job tab. You can create up to 1000 custom boxes for storing print jobs. Custom boxes can be assigned to users who can print the jobs later from the printer operation panel.

1. In Device Settings > Device options, double-click a storage device.
2. Select Add, and then modify the following settings:
   - Box number
   - Box name
Device Settings

- User name
- Shared box

  - When selected, all network users can save jobs in the box.
  - When not selected, only the box owner and network administrator can save jobs in the box.

- Require password

  This option is available only when Shared box is selected.

To add another custom box, repeat this step.

- To edit, select the item in Defined custom boxes, and then modify the settings.
- To import a custom box list, select Import, and then browse for a valid .csv or .kxu file.
- To export the current custom box list, select Export, complete the details, and then select Save. The .csv or .kxu file can be imported into another printer driver.

3 Select OK in all dialog boxes.

Auto Configure

With this feature, you can detect the devices installed on a printer that is connected to a network. Auto Configure can detect input devices, output devices, storage devices, and memory. When your computer is connected to the printer through a TCP/IP or WSD port, the Auto Configure button appears in Device Settings. Auto Configure updates the Device options list, Memory, and overview images to keep the driver consistent with the printer configuration.

This feature is not available when your computer is connected to the printer through a USB cable.

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

Silent auto configuration

Silent auto configuration checks the printer every 10 minutes for changes in optional devices or memory. When a change is detected, the driver is automatically updated with the new settings.

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

Enabling auto configuration

1 Verify that all optional devices are attached to the printer, and that it is turned on and ready to print.
In Device Settings, select **Auto Configure**, and then select from the following options:

**Auto Configure Now**
Retrieve the current settings from the printer.

**Silent auto configuration**
Allow the driver to periodically check the printer for any changes in optional devices or memory.

Select **OK** in all dialog boxes.

**Memory**

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

**Setting the memory**

1. Install optional memory in your printer.

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

   If your printer includes the Auto Configure feature, then you can use it to obtain information about the memory size.

**Administrator Settings**

With this feature, an administrator can set options that include controlling accessibility, displaying features in the interface and setting a password to control access to the Administrator Settings options.

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

**General**

In the General tab, an administrator can control the display of the Quick Print tab. Some SNMP settings, a job email notification, and other miscellaneous settings can also be selected.
Show Quick Print tab

With this feature, an administrator can control the display of the Quick Print tab in Printing Preferences. You can define basic print options into group profiles for improved accessibility.

To enable this feature, select **Show Quick Print tab** in **Device Settings > Administrator > General**. When enabled, you can access the following options:

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

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

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

Send Count information

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

When PDF is selected as the PDL, only color page count information is embedded in the print job.

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

Send Application name

With this feature, an administrator can send the application name with a print job, so that a different printing process is used for each application.

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

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

Associate Profile with application

With this feature, an administrator can associate a profile with an application so that all printing from the application uses the same profile settings. Before using this feature:

- A profile must be created in the Profiles dialog box, accessed from any Printing Preferences tab.
- An association must be created between a profile and an application in the Application Based Printing dialog box, accessed from the Profiles dialog box.
Device Settings

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

**Password protect administrator settings**

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

**Setting the administrator password**

1. In **Device Settings > Administrator > General**, select **Password protect administrator settings**.
2. Specify and confirm the password, and then select **OK**.

**Clearing the administrator password**

1. In **Device Settings**, click **Administrator**.
2. In the Enter Password dialog box, type the password and click **OK**.
3. In the Administrator Settings dialog box, clear the **Password protect administrator settings** check box, and click **OK**.

**Hide Factory Default profile**

With this feature, an administrator can hide or show the Factory Default profile in the Quick Print tab and the Profiles dialog box.

- With the check box selected, the Factory Default profile does not appear in the lists.
- With the check box cleared, the Factory Default profile appears in the lists.

**Hide lower pane**

With this feature, an administrator can reduce the size of the Printing Preferences dialog box by hiding the lower pane. The overview images and settings list are removed from view. PDL selection, Profiles buttons, and the Print preview check box are still available.

For some screen display and screen resolution settings, the Hide lower pane check box is selected automatically.

**SNMP Settings**

Simple Network Management Protocol (SNMP) is an application layer protocol that governs the management of device agents, and network management systems.
Managed devices, such as printers, collect and store management information for the
network management systems. SNMP security levels are specified by settings in the
SNMP settings dialog box. With SNMPv3, encryption and authentication support are
provided. SNMP settings must be made in the printer driver and in the printer home
page.

The following SNMP options are available:

**SNMPv1/v2c**
It communicates with the managed device using Read community name and
Write community name.

**SNMPv3**
 Security enhancements for authentication and encryption require a user name
and password. Authentication and privacy options are available by clicking
Settings.

**Apply to other models**
This option displays a list of installed printers to apply the selected SNMP
settings.

**SNMPv3 options**

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

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

**MD5**
This option provides a cryptographic hash function with a 128-bit hash value.

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

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

**DES**
This option uses the Data Encryption Standard (DES) for encryption. DES
turns cleartext into ciphertext via an encryption algorithm. It encrypts and
decrypts data using 8-byte blocks and a 56-bit key.
AES
This option uses the Advanced Encryption Standard (AES) for encryption. AES
is a symmetric block cipher that can process data blocks of 128 bits, using
cipher keys with lengths of 128, 192, and 256 bits. It is more secure than DES.

Selecting SNMP Settings
1. In Device Settings > Administrator > General, select SNMP Settings.
2. Select SNMPv1/v2c or SNMPv3.
   • For SNMPv1/v2c, specify the Read community name and Write community name.
   • For SNMPv3, specify the login information.
3. To set authentication and privacy options for SNMPv3, click Settings.
4. In SNMPv3 Settings, select from the available options, and click OK.
5. In Apply to other models, select from the available printers. The SNMP settings
   are applied to all selected printers.
6. Select OK.

Job e-mail notification
When a job is completed, the printer sends an email notification to the specified email
address. This is useful when there are multiple jobs in queue and a user must wait for
a job to finish.

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

Selecting email notification options
1. In Device Settings > Administrator > General, select Notify when printing is completed.
2. Choose an email address option:
   • Select Use specific e-mail address, and type a valid email address. In a
     client/server environment, a client user can change this address.
   • Select Prompt for e-mail address, and click OK. When you click OK in the
     Print dialog box, type a valid email address in the Print Options or Identity
     Settings dialog box, and click OK.
3. For some printers, select Notify when printing is interrupted if you want to be
   alerted to a printing problem.
4. Click OK in all dialog boxes.
Lock Settings

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

Locking a setting will also lock the feature where it appears in other tabs. For example, selecting Duplex will also select and lock that feature in the Quick Print and Basic tabs.

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

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

Lock Settings options

The Lock Settings tab displays driver settings that an administrator can lock. Once locked, user changes are restricted and the settings are applied to all print jobs. Once the settings are made, the Password settings option can be accessed. This lets an administrator control usage of paper and ink amounts.

Black & White mode
This option disables all color settings and prints all jobs with black ink only. It is locked in the Quick Print, Basic, and Imaging tabs.

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

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

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

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

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

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

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

**Locking driver settings**

1. In **Device Settings > Administrator**, click **Lock Settings**.
2. Select the check box for each driver feature to be locked.
3. Select the **Password settings** check box if you wish to set a password to temporarily unlock settings.
   - In the Password Settings dialog box, type a password from 4 to 16 characters. Confirm the password, and click **OK**.
   - To remove the password, clear the **Password settings** check box. In the Unlock Password dialog box, type the password, and click **OK**.
4. To save your Lock Settings selections, click **OK**.

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

**User Login**

Available in some printers, this feature lets an administrator provide job restriction by user. This is in contrast to the Job accounting feature, which assigns privileges by division or department.

You can create and store up to 100 login user names and passwords in the driver. For some printers, the maximum is 1000.

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

Users added in the printer driver must also be manually registered at the printer operation panel.

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

For a restricted user in a client/server environment, the Administrator button in Device Settings becomes the Identity button. A user can enter user login data in the Identity Settings dialog box.
User Login options

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

Use specific name
This option can be used to specify a name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.
A client computer in a client/server environment can accept the default name and password set by the administrator or type another name and password. To restore the default values, click Reset.

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

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

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

Validate user name (computer) or prompt for login user name
This option searches for the Windows User name in the driver’s Login user name list. Validation is done every time the user prints a job. If the Windows User name exists in the Login user name list, the associated driver Login user name and password from the list are used for the print job. If the Login user name is not associated with the Windows User name, a message appears to prompt you to enter the Login user name and password you want to be associated with your name.
If a match is not found, the driver checks for administrator or user permissions. With user permissions, the print job is canceled, and the user is prompted to contact an administrator to establish printing permissions. With administrator permissions, the driver prompts for the Login user name and password. Along with the Windows User name, these are then added to the list so succeeding print jobs do not require the user to enter a Login user name and password again.
Printing with User Login

In the printer, after login user names are assigned and user login mode is set to On, you can choose User login to print in user login mode.

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

1. From Device Settings, navigate to:
   Administrator Settings > User Login > User Login

2. Select a user login option:
   • Use specific name
   • Prompt for name
   • Prompt for name and validate
   • Validate user name (computer) or prompt for login user name

   You can only select the last two options if you add or select a user name from the login user name list. Click the buttons to view and manage the list.

3. Click OK in all dialog boxes.

4. Print the document from the application.

5. If prompted, type or select a name and password, and click OK.

Job Accounting

Available in some models, this feature lets an administrator control the printer. With Job accounting, account IDs (identification numbers) can be assigned to users or departments. A specific account ID can be assigned, and then required before printing. You can view and limit the number of copies associated with a specific ID after account IDs are created in the printer operational panel. Account IDs can be a maximum of 8 digits.

You must enable Job accounting on the printer. You can assign up to 100 account IDs on the printer and store in the driver. For some printers, the maximum is 1000.

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

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

Job Accounting options

Job accounting supports the following options:
Use specific account ID
Select this option to track the print jobs of a user or group with an account ID. It sends the account ID with each print job.
When printing, the user can type a different account ID in the Job tab. This does not change the default account ID that was set in Administrator > Job Accounting.
A client computer in a client/server environment can accept the default account ID set by an administrator or type another account ID. To restore the default values, click Reset.

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

Account IDs
Add, edit, or delete account IDs from the list. You can store up to 100 account IDs in the driver. For some printers, the maximum is 1000. When connected through a TCP/IP port or WSD port, you can retrieve an account ID list stored on a printer. After an account ID list is created, the list can be exported as a group by saving it as a text file (.csv, .kxc, .txt). To import an account ID list, browse for an existing list and open it.

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

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

Validate user name (computer) or prompt for account ID
This option searches for the Windows User name in the driver’s Account IDs list. Validation is done every time the user prints a job. If the Windows User name exists in the Account IDs list, the associated driver account ID from the list is used for the print job. If the Account ID is not associated with the Windows User name, a message appears to prompt you to enter the Account ID you want associated with your user name.
If a match is not found, the driver checks for administrator or user permissions. With user permissions, the print job is canceled, and the user is prompted to contact an administrator to establish printing permissions. With administrator permissions, the driver prompts for the account ID. Along with the Windows User name, this is then added to the list so succeeding print jobs do not require the user to enter an account ID again.
Retrieving an account ID list

1. In Device Settings > Administrator > Job Accounting, select Job Accounting, and click Retrieve.

2. In the Retrieve Job Accounting List dialog box, enter a user name and password, and then select the authentication type.

3. Click OK.

The retrieved account ID list replaces the existing list.

Adding or editing an account ID

1. In Device Settings > Administrator > Job Accounting, select Job accounting.
   • To create an account ID, click Add.
   • To edit an existing account ID, select it from the list and click Edit.

2. Under Account ID, enter a number to a maximum of 8 digits.

3. Under Description, enter a description of the account ID, such as a user or group.

4. Under User name, enter a Windows user name, to a maximum of 20 characters. The user name is not case-sensitive.

5. Click Add to add the name to the user names (computer) list.

6. To remove an account ID from the list, select it and click Delete.

7. Click OK.

Printing with Job Accounting

1. From Device Settings, navigate to:
   Administrator > Job Accounting > Job accounting

2. Select one of the following options:
   • Use specific account ID
   • Prompt for account ID
   • Prompt for account ID and validate
   • Display account ID list
   • Validate user name (computer) or prompt for account ID

   You can only select the last three options if you add or select an account ID from the account ID list. Click the buttons to view and manage the list.
3 Click **OK** in all dialog boxes.

4 Print the document from the application.

5 If prompted, type or select an account ID, and click **OK**.

### User Settings

With this feature, you can specify user and department names, select the default unit of measure, and change the driver display language.

In a client/server environment, Department and Units are unavailable to a client logged in as a restricted user. User name and Language preference can be changed.

#### Identification

With this feature, you can identify your print job with a User name and Department name, to a maximum of 31 characters. Double-byte characters are supported. The User name can be used to identify a print job stored on the storage device.

In a client/server environment, a client user can change the User name. This does not change the default user name selection on the server.

#### Setting user identification

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

2 Type your department or group name in the Department text box.
   
   You can type a maximum of 31 characters in the User name and Department text boxes.

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

#### Units

With this feature, you can set **Inches** or **Millimeters** as the unit of measurement. This is used for the following settings:

- Page Sizes settings in the Basic tab
- Spacing setting in the Add Watermark and Edit Watermark dialog boxes in the Advanced tab
- Poster settings in the Layout tab
- Gutter settings in the Layout or Finishing tab

#### Selecting a unit of measurement

1 In **Device Settings > User**, select **Inches** or **Millimeters**.
2 Click OK in all dialog boxes.

**Language preference**

With this feature, you can specify the user interface language of Device Settings in printer Properties and all tabs of Printing Preferences.

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

**Setting Language preference**

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

2 Click OK in all dialog boxes.

**Page Description Languages (PDL)**

With this feature, you can specify the contents and layout of a printed page. In Device Settings, you can set the PDL to any of the following:

- PCL XL
- PCL 5c
- KPDL
- PDF

PDF appears only if Output to PDF plug-in is installed. The printer default is PCL XL, which is suitable for most printing purposes.

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

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

In a client/server environment, a restricted user cannot access this feature.

**PDL options**

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

**PCL XL**

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

- Reduced file size
- Better print speed
• Faster return to application
• Supports Security watermark
• Supports Line thinning

PCL 5c
• Fully compatible with earlier PCL versions
• Bidirectional communication support
• Wide selection of fonts for use with Microsoft Windows applications
• Complex graphics might not print as well
• Start of the page/End of the page available in Prologue/Epilogue

KPDL
KPDL is used when printing from applications that support PostScript 2 or 3.
• An emulation of PostScript printing
• Strong graphics reproduction
• Print speeds may be slower than PCL 5c
• Requires more printer memory than PCL 5c
• Enables native TrueType font downloading
• Supports most Graphics settings options
• EMF Spooling unavailable when Data passthrough is selected

PDF
Output to PDF is a plug-in that lets you print or save documents from multiple sources to Adobe Portable Document Format (PDF). The PDF format is independent of the operating system and application software used to create documents.
• An alternative to existing commercial applications for creating PDF documents
• Retains original document appearance
• Can be viewed and printed on operating systems that display PDF content
• Some driver features unavailable

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

PCL XL settings
Skip blank pages
This option prevents the printer from outputting any page that contains no data, or that has, at most, one space character. Selecting this option can save paper, and result in comparatively faster printing times.
• Select Off to print all pages, including blank pages.
• Select On to skip all blank pages.
• Select **Use layout settings** to print all pages when Booklet, Duplex, or Multiple pages per sheet feature is used. Otherwise, blank pages are skipped.

**Smart duplex printing**

This option automatically keeps a sheet of paper from being sent through the duplex unit if the sheet is only printed on one side. The duplex unit is bypassed for the following types of print jobs: a one-page document, one page from a multi-page document, or a multi-page document that prints onto a single sheet. Selecting this option can reduce wear on the mechanical duplex unit, and result in comparatively faster printing times.

**KPDL settings**

**Skip blank pages**

This option prevents the printer from outputting any page that contains no data, or that has, at most, one space character. Selecting this option can save paper, and result in comparatively faster printing times.

• Select **Off** to print all pages, including blank pages.
• Select **On** to skip all blank pages.
• Select **Use layout settings** to print all pages when Booklet, Duplex, or Multiple pages per sheet feature is used. Otherwise, blank pages are skipped.

**Smart duplex printing**

This option automatically keeps a sheet of paper from being sent through the duplex unit if the sheet is only printed on one side. The duplex unit is bypassed for the following types of print jobs: a one-page document, one page from a multi-page document, or a multi-page document that prints onto a single sheet. Selecting this option can reduce wear on the mechanical duplex unit, and result in comparatively faster printing times.

**Data passthrough**

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

**PDF settings**

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

**Selecting a PDL in Device Settings**

1. In **Device Settings > PDL**, select the preferred page description language from the Available languages list.
   - If you select **PCL XL**, you can select **Skip blank pages** and **Smart duplex printing**.
   - If you select **PCL 5c**, then **Skip blank pages**, **Smart duplex printing**, and **Data passthrough** are unavailable.
Device Settings

- If you select KPDL, you can select Skip blank pages, Data passthrough, and Smart duplex printing. If you select Data passthrough, EMF spooling is unavailable in the Advanced tab. When accessing the printer driver from the application's Print dialog box, Data passthrough is unavailable.
- If you select PDF, you can click PDF Settings to open the PDF Settings dialog box.

2 To improve the output quality of graphics created by your application, select GDI compatible mode.

When Skip blank pages is set to On or Use layout settings, GDI compatible mode is unavailable.

3 Click OK in all dialog boxes.

PDF

With this plug-in feature, you can print and save documents from multiple sources to Adobe PDF format. This feature can be used as an alternative to existing commercial applications for creating PDF documents. Documents saved as PDF retain their original appearance, and can be viewed and printed on operating systems that display PDF content.

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

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

PDF options

You can select PDF options if you have installed the Output to PDF plug-in. The following options are available in the PDF Settings dialog box:

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

Compress data
This option enables flat compression for the generated PDF document. This option significantly reduces the file size.

Print and save options
From the list, select whether to print (Print only), save a PDF file (Save to file), or both (Print and save). If a save option is selected, additional options are available in the PDF Settings dialog box.
Save as color
This option saves the PDF as a color document. This option does not appear when Print only is selected.

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

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

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

Arc4 40
This encryption option provides low-level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 6.0 or earlier.

Arc4 128
This encryption option provides low-level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 6.0 and later.

AES 128
This encryption option provides high-level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 7.0 and later.

AES 256
This encryption option provides high-level security for a PDF document. This option supports Adobe Acrobat and Adobe Reader 9.0 and later.

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

Change security settings
Select the check box and type an owner password. Within Adobe Acrobat, this password is required to change the document restrictions set in the security section of the PDF. When a document with this password is opened in Adobe Reader, it cannot be printed or edited, and document data cannot be copied.
Open document
Select the check box and type a user password. The user password must be entered at the time the PDF document is opened. This password must be different from the owner password.

Printing and saving to PDF
1. In Device Settings > PDL, in the Available languages list, select PDF.
2. Click PDF Settings.
3. In the PDF Settings dialog box, under Print and save options, select whether to print, save, or both.
   If a save option is selected, select additional folder, encryption, and password options.
4. Click OK in all dialog boxes.
5. Open and print the document.
6. Name and save the PDF file.

Compatibility Settings
With this feature, you can specify media source values, override the application's Collate setting, and combine the Source and Media type lists in the Basic tab.
For some printers, you can also align mixed paper sizes and disable reverse order printing for face-up output.
In a client/server environment, this feature is unavailable to a client logged in as a restricted user.
To restore all the options in the Compatibility Settings dialog box to default, click Reset.

Media source enumeration
Media source enumeration supports compatibility for media source values unique to the printer driver, such as those for cassettes or feeders. Your newly installed printer driver maintains identical media source support with the driver it replaces, whether for this driver or one from another manufacturer. If media source macros exist for the older driver, then the alignment of media source values maintains support without the need to change the macros.
If the values for a given media source differ between printer drivers, you can reassign an enumerated value to create a match between the drivers.
**Setting media sources**

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

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

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

**Disable Face-Up Reverse Page Order**

When this feature is selected, the face-up output produces the last page on top of the paper stack and the first page at the bottom.

- The default face-up output produces the first page on top of the paper stack and the last page at the bottom.

**Disabling Face-Up Reverse Page Order**

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

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

**Ignore application collation**

With this feature, you can bypass the Collate setting in software applications, and gives priority to the printer driver setting.

- With the check box selected, the printer driver Collate setting is used.
- With the check box cleared, the application Collate setting is used.

**Selecting printer driver collation**

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

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

**Combine source and media type lists**

With this feature, you can change the driver's Basic tab so that Media type and Source are combined into one list, labeled Source. In the combined list, Media types are listed first, followed by cassettes and multipurpose tray.
Creating a combined source list

1 In Device Settings > Compatibility, select Combine source and media type lists.
2 Click OK in all dialog boxes.

Rotate mixed paper sizes

With this feature, you can ensure that the two page sizes are aligned correctly when using the Binding edge feature in the Finishing tab. For some page size combinations, document data on the different page sizes might be printed in opposite directions. This can happen if the larger paper size has Landscape orientation. Selecting this feature rotates data on the larger pages so that the print direction is the same for both page sizes.

Aligning mixed paper sizes

1 In Device Settings > Compatibility, select Rotate mixed paper sizes.
2 Click OK in all dialog boxes.

Removing a plug-in

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

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

1 In Device Settings, click the logo or About button, then Plug-in.
2 Select a plug-in module from the list, and click Delete, then Yes.
3 Click OK in all dialog boxes.
5 Quick Print

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

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

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

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

Some features and options may not be applicable to your printer.

Quick Print options

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

With this feature, you can specify the paper orientation of the print job. Click the Orientation icon repeatedly to change between Portrait, Landscape, Rotated portrait, and Rotated landscape printing formats. The rotated options rotate the job orientation 180 degrees.

Orientation also appears in the Basic tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Color

With this feature, you can choose whether to print the document in full color, auto color, or black and grayscale. Click the Color icon repeatedly to change between available color printing options.

When Auto color is selected, only black ink is used to print black and grayscale.

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

An administrator can ensure that all jobs are printed with black ink only by selecting Black & White mode in Device Settings > Administrator > Lock Settings.

Collate

With this feature, you can specify the order in which the pages of a multiple copy job are printed.

Click the Collate icon to change between On, Off, On (reverse order), and Off (reverse order). Reverse order options are available only in some printers.

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

With On selected, the driver prints the complete job set by set (123, 123). With Off selected, it prints each page by set (111, 222). For example, with On selected, three copies of a five-page document outputs as pages one through five in succession, three times.

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

For some printers, if On (reverse order) or Off (reverse order) is selected, the printed pages appear in reverse order. These options are available when Printer default is not selected under Destination in the Basic tab. For some printers with a face-up destination, Off (reverse order) can be disabled in Device Settings > Compatibility.

Collate also appears in the Basic tab. Changes in the Quick Print or Basic tab are reflected in the other tab.
**Duplex**

With this feature, you can print on both sides of each page. A duplex unit can turn the paper over to allow printing on the reverse side. Click the **Duplex** icon to change between the following options:

**Off**

Disable duplex printing.

**Flip on long edge**

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

**Flip on short edge**

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

When the document contains blank pages and you do not want to include them in the print job, under **Page Description Languages (PDL) > Skip blank pages**, select **On**. To include the blank pages in the print job, select **Off** or **Use layout settings**.

Duplex should be turned on before using Lock Settings. When Duplex is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed on both sides by selecting **Duplex in Device Settings > Administrator > Lock Settings**.

Duplex also appears in the Basic tab. Changes in Quick Print or Basic tab are reflected in the other tab.

**Pages per sheet**

With this feature, you can print several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper. The size and readability of the multiple pages decrease as the number of pages per sheet is increased. Click the **Pages per sheet** icon repeatedly to change between 2 pages per sheet, 4 pages per sheet, and Off.

This feature also appears as Multiple pages per sheet in the Layout tab. You can select additional pages per sheet, set the arrangement of the pages, and print borders around each of the pages.

When Pages per sheet is selected, Scaling, Print on larger paper, and Poster are unavailable in the Layout tab.

When the document contains blank pages and you do not want to include them in the print job, under **Page Description Languages (PDL) > Skip blank pages**, select **On**. To include the blank pages in the print job, select **Off** or **Use layout settings**.

Pages per sheet should be turned on before using Lock Settings. When Pages per sheet is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed with multiple pages on a sheet by selecting **Multiple pages per sheet in Device Settings > Administrator > Lock Settings**.
EcoPrint

With this feature, you can change the text and graphics to appear lighter in the print job. EcoPrint does not increase print speed. Click the EcoPrint icon to change between On and Off.

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

EcoPrint should be turned on before using Lock Settings. When EcoPrint is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed in EcoPrint mode by selecting EcoPrint in Device Settings > Administrator > Lock Settings.

Staple

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

Punch

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

Edit Quick Print Options

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

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

Selecting Quick Print options

1. In Control Panel, select Devices and Printers.
2. Right-click your printer, and then click Printing preferences.
3. Select the Quick Print tab and click Edit.
4. In the Edit Quick Print Options dialog box, add or remove a feature to the Quick Print tab:
Quick Print

• To add, select the feature under Available, and click the arrow to move the feature to Selected. A maximum of 5 features appear under Selected.
• To remove, select the feature under Selected, and click the arrow to move the feature to Available. To use only the Printer profiles in the Quick Print tab, move all features to Available.
• To change the position of the features under Selected, click the up or down arrow. The feature at the top appears first in the Quick Print tab.
• To restore the list to factory default options, click Reset.

5 Click OK.

Profiles

With this feature, you can save printer driver settings as a profile. You can select multiple options in the Quick Print and other Printing Preferences tabs, save them to a profile, and use all of them at once when you apply the profile. You can then use that profile to print the same type of print job again without having to reselect all the settings. In Printing Preferences, the Save As and Profiles buttons appear at the bottom of all tabs.

In Device Settings > Administrator, you can choose to display or hide the Factory Default profile. Settings made in Device Settings cannot be saved to a profile. To reset the printer driver to the default settings, select the Factory Default profile, and then click Apply.

You can edit only the Factory Default profile. Other profiles cannot be edited, but can be deleted, imported, or exported.

In a client/server environment, a client can choose between client profiles or server profiles. The client is automatically set to the default profile made in the server. In the Advanced tab, select or clear the Enable client profile check box.

Selecting a profile

1 Do either of the following:
   • From the Quick Print tab, select a profile.
   • From any Printing Preferences tab, click Profiles, and then select a profile.

   The settings list shows a summary of settings for that profile.

2 Click Apply, then OK.

Saving a profile

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

2 In any tab, do either of the following:
   • Click Save As.
• Click **Profiles**, then **Save**.

3 Type the name of the profile, select an icon, and then type a description.

4 Click **OK**.

The newly added profile appears in the Profiles dialog box and Quick Print tab.

**Editing the Factory Default profile**

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

2 In the Select profile section, select the Factory Default profile, and click **Edit**.

3 You can edit any of the three options: **Name**, **Icon**, and **Description**.

4 Click **OK** to save the edited changes.

The newly edited profile appears in the Profiles dialog box and the Quick Print tab.

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

**Deleting a profile**

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

2 In the Select profile section, select the profile to be deleted, and click **Delete**.

3 In the delete confirmation box, click **Yes** to accept.

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

**Importing a profile**

1 In any tab, click **Profiles**, then **Import**.

2 Browse for an existing profile (.kxp), select it, and click **Open**.

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

If you selected Yes, the newly imported profile appears in the Profiles dialog box.

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

The newly added profile appears in the Quick Print tab.
Exporting a profile

1. In any tab, click Profiles.
2. In the Select profile section, select the profile to be exported, and click Export.
3. In the Export Profile dialog box, name and save the profile.
4. Click OK to close the Profiles dialog box.

Application Based Printing

With this feature, an administrator can associate a profile with an application so that all printing from the application uses the same profile settings. This makes profiles easier to use and ensures consistent printing from an application. For example, a duplex printing profile can be applied to all spreadsheet printing to save paper, or reports in Microsoft Word can be set to print with consistent stapling and print quality.

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

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

An administrator can ensure that all jobs from an application are printed with an associated profile by selecting Profile with application in Device Settings > Administrator > Lock Settings.

Adding an association

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

Deleting an association

1 In any tab, click Profiles.
2 In the Profiles dialog box, click Application.
3 In the Application Based Printing dialog box, select the association to be deleted, and click Delete.
4 In the confirmation box, click OK to accept.
5 Click OK in all dialog boxes.

Editing an association

1 In any tab, click Profiles.
2 In the Profiles dialog box, click Application.
3 In the Application Based Printing dialog box, select the association to be edited and click Edit.
4 In the Edit Association dialog box, you can change the settings under Association name, Select application, or Select profile.
5 Click OK in all dialog boxes.
6 Basic

In the Basic tab, you can specify the most commonly used printer driver settings. To return to the original settings, click Reset. The Reset button is available when accessing the printer driver from the application’s Print dialog box.

Some features and options may not be applicable to your printer.

Print size

With this feature, you can select the output size of the document. To use this setting, ensure that the Page Sizes setting matches the page size setting in your application. If the print size is different from the page size in your application, then each page is enlarged or reduced to match the print size.

The percentage value shown in brackets indicates the size of the print size setting relative to the page size setting.

When any envelope size is selected, a message appears, and Envelope is automatically selected as the media type.
Page Sizes

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

For some printers, when a large page size (A0, A1, A2, B1, B2, B3) is selected, the scaling percentage may be less than 20%. A message appears stating that the print result is not guaranteed. The Poster feature in the Layout tab is unavailable for large page sizes.

You can create a page size with your chosen dimensions for printing on non-standard size paper. You can then save the custom setting to the Page Sizes and Print size lists for later selection.

In a client/server environment, a client can select between client custom page sizes and server custom page sizes. In the Advanced tab, select or clear the Enable client custom paper size check box.

The Page Sizes dialog box displays the unit of measurement in inches or millimeters. You can change the unit setting in the User Settings dialog box by accessing Device Settings > User. In a client/server environment, the unit setting is unavailable to the client computer.

Creating a custom page size

1. In the Basic tab, click Page Sizes.
2. In the Page Sizes dialog box, click New.
3. A default custom name appears in the Name box. Type a name for your custom page size.
4. Type or select values for the short edge and long edge. If a typed value exceeds the allowable limit, it automatically adjusts to the limit.
5. When finished, click Save.
6. Click OK to close the Page Sizes dialog box.

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

Deleting a custom page size

1. In the Basic tab, click Page Sizes.
2. In the Page Sizes dialog box, select the custom size to delete.
3. Click Delete.
4 Click OK to close the Page Sizes dialog box.

**Printing with custom size pages**

1 Load custom-sized paper into the multipurpose tray.

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

3 Click OK in all dialog boxes.

**Source**

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

When an optional multipurpose feeder is installed, the optional multipurpose tray replaces the standard multipurpose tray. Some media types, such as labels and envelopes must be supplied from the multipurpose tray. Ensure that the paper is properly loaded by following the instructions outlined in the printer *Operation Guide*.

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

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**Media type**

With this feature, you can select a type of media. If the selected media is found, it is used for the print job. The choices shown may change depending on the selection in Source. The default is Unspecified and if selected, the driver does not switch to another source tray if the selected tray is empty. If you select Auto media selection, the printer searches for another tray or cassette using the same paper size and media type.

When any envelope size is selected as the print size, a message appears, and Envelope is automatically selected as the media type.

You can display the custom media type names from the printer. If any names have been changed at the printer, the new names appear in place of default names. To display the printer names, use the Auto Configure feature in Device Settings.

Some media types, such as labels and envelopes must be supplied from the multipurpose tray. Ensure that the paper is properly loaded by following the instructions outlined in the printer *Operation Guide*.

With this feature, you can print on envelopes by selecting Envelope from the Media type list. For some printers, when the job is sent to the printer, a message appears.
Follow the printer-specific instructions in the printer Operation Guide for printing envelopes. After your job is finished, return the switches to their original position.

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

Media Weight

Media weight instructs the printer to search for the weight that is requested by the application or the printer driver. Each selection represents a range of paper weight in grams per square meter (gsm). The choices shown may vary depending on the selection in Print size or Media type.

Media weight is unavailable if Unspecified or Auto media selection is selected as the Media type.

Destination

With this feature, you can specify which output tray is used for the print job output.

Copies

With this feature, you can specify the number of copies to print. You can print up to 9999 copies.

Carbon copies

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

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

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

Printing carbon copies

1. In the Basic tab, select a source and number of copies for the original copy.
2. For each carbon copy, load the preferred media types or colored paper into additional paper sources.
3. Select the Carbon copies check box.
4. Click Settings.
5 In the Carbon Copy Settings dialog box, select the number of copies for each source. The total number of copies for all sources is displayed under Total.

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

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

### Batch copies

With this feature, you can separate the copies of a print job into batches. You can select the number of copies in each batch. You can name each batch printing job and save the settings for later use. This is useful for exporting and importing batch settings.

A cover page can be added to each batch, printed with an optional job name and title. The cover page can be a different size, media type, and orientation from the main document. Size, media type, and source options can be different from those in the Basic tab. When User login or Job accounting is selected in **Device Settings > Administrator**, a cover page cannot be added.

This feature turns on the Collate feature in the Quick Print and Basic tabs. When used with Quick copy, only one batch is saved in the storage device, and batch cover pages are not saved or printed.

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To use this feature, a storage device must be installed, and PCL XL or PCL 5c must be selected as the PDL.

When using this feature, Copies and Carbon copies are unavailable.

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### Printing batch copies

1 In the Basic tab, select **Batch copies**.

2 Click **Settings**.

3 In the Batch Copy Settings dialog box, click **New** to add batches to the list.

4 Under Copies, enter the number of copies for the selected batch.

5 To add a cover page to all batches, select **Print batch cover page**, and then select cover page options:

   - Enter a **Batch job name** if you want a job name printed on the cover page of all batches.
   - For each batch, enter a **Batch cover page title** if you want a title printed on the cover page.
   - Select options for Print size, Source, Media type, and Orientation. Note that a change in one setting may adjust other selections to make them compatible.
6 Click **OK** in all dialog boxes.

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

You can import a batch list (.bci) by clicking **Import** and browsing for a valid batch file from your computer or network.

You can save the current batch list (.bci) to your computer or network by clicking **Export**. A saved list can be imported into another printer driver.

### Collate

With this feature, you can specify the order in which the pages of a multiple copy job are printed.

Click the **Collate** icons to change between On, Off, On (reverse order), and Off (reverse order). Reverse order options are available only in some printers.

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

With On selected, the driver prints the complete job set by set (123, 123). With Off selected, it prints each page by set (111, 222). For example, with On selected, three copies of a five-page document outputs as pages one through five in succession, three times.

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

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

Collate also appears in the Quick Print tab. Changes in Quick Print or Basic tab are reflected in the other tab.

### Printing collated documents

1. In the Basic tab, set **Collate** to On.
2. Type or select the number of complete sets of the print job in the **Copies** box.
3. Click **OK**.
Orientation

With this feature, you can specify the paper orientation of the print job. Click the Portrait, Landscape, Rotated portrait, or Rotated landscape icon. If a rotated option is selected, the print job orientation is rotated 180 degrees.

Orientation also appears in the Quick Print tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Duplex

With this feature, you can print on both sides of each page. A duplex unit can turn the paper over to allow printing on the reverse side. To enable duplex printing, select either of the following options:

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

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

When the document contains blank pages and you do not want to include them in the print job, under Page Description Languages (PDL) > Skip blank pages, select On. To include the blank pages in the print job, select Off or Use layout settings.
Duplex also appears in the Quick Print tab. Changes in Quick Print or Basic tab are reflected in the other tab.

Duplex should be turned on before using Lock Settings. When Duplex is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed on both sides by selecting Duplex in Device Settings > Administrator > Lock Settings.

**Printing in duplex mode**

1. In the Basic tab, click the Flip on long edge or Flip on short edge icon.
2. Click OK in all dialog boxes.

**Color**

With this feature, the following options are available:

- **Full color**
  This mode prints full four-color text and graphics.

- **Auto color**
  This mode uses only black ink to print black and grayscale.

- **Black**
  This mode prints with black ink only, suppressing all color settings.

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

An administrator can ensure that all jobs are printed with black ink only by selecting Black & White mode in Device Settings > Administrator > Lock Settings.

**EcoPrint**

With this feature, you can make images, text, and graphics appear lighter in the print job. EcoPrint does not increase print speed.

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

EcoPrint should be turned on before using Lock Settings. When EcoPrint is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed in EcoPrint mode by selecting EcoPrint in Device Settings > Administrator > Lock Settings.

**Selecting EcoPrint**

1. In the Basic tab, select the EcoPrint check box.
2 Click **OK**.
In the Layout tab, you can arrange document data on printed pages without affecting the original document.

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

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**Multiple pages per sheet**

With this feature, you can print several pages on a single sheet of paper for the purpose of reviewing the document and conserving paper. The size and readability of the multiple pages decrease as the number of pages per sheet is increased. You can set the arrangement of the pages as well as print borders around each of the pages in the Layout tab.

This feature also appears as Pages per sheet in the Quick Print tab, where you can select 2 pages per sheet, 4 pages per sheet, and Off.

If Multiple pages per sheet is selected, Scaling, Print on larger paper, and Poster are unavailable.

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*Some features and options may not be applicable to your printer.*
When the document contains blank pages and you do not want to include them in the print job, under Page Description Languages (PDL) > Skip blank pages, select On. To include the blank pages in the print job, select Off or Use layout settings.

Multiple pages per sheet should be turned on before using Lock Settings. When Multiple pages per sheet is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed with multiple pages on a sheet by selecting Multiple pages per sheet in Device Settings > Administrator > Lock Settings.

### Printing multiple pages per sheet

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

### Scaling

With this feature, you can increase or decrease text and graphics on a page.

You can also select a gutter setting that enlarges the margins to accommodate manual stapling or manual hole punch.

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

### Setting scaling on the page

1. In the Layout tab, type or select a scaling percentage from 20 to 500.
2. Click OK in all dialog boxes.

### Gutter

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

Gutter width displays the unit of measurement in inches or millimeters. You can change the unit setting in the User Settings dialog box by accessing Device.
Settings > User. In a client/server environment, the unit setting is unavailable to the client computer.

Gutter is available in Layout tab when PDL is set to PDF.

Creating a gutter

1. In the Layout tab, click Gutter.
2. Under Gutter width, type or select a value between 0.20 to 1.00 inch (5.0 to 25.4 mm).
   - **Short edge (top)**
     This selection modifies the outside margin on the top edge of the page.
   - **Long edge (left)**
     This selection modifies the outside margin on the left side of the page.

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

3. If the content extends too close to the edge of the page, select **Reduce image to fit**. The content appears slightly reduced and away from the edge of the page.
   - If the content does not extend beyond the page when the gutter increases, clear **Reduce image to fit**.
4. Click **OK** in all dialog boxes.

Print on larger paper

With this feature, you can produce full-page printing without any margins by printing to a larger sized-paper than the original, and then letting you trim the edges. Trimming the document after printing ensures that the ink has completely covered the document to its edge. This feature helps you create a more professional look by allowing you to crop and zoom, improving the focus of the document.

You can use crop marks to trim the edges of your document. The crop marks help guide you to accurately and evenly cut around your document.

When Print on larger paper is enabled:

- The other features on the Layout tab and all the features on Finishing (except Separation) and Publishing tabs are unavailable.
- Scaling is fixed at 100% regardless of the print size and page size combination.

In the Basic tab, make sure that Print size is larger than Page Sizes. For example, if you set Print size to Letter and Page Sizes to Envelope #10, then the document is printed with white spaces for you to trim.
Printing on larger paper

1 In the Layout tab, set Print on larger paper to:

None
No crop marks are printed.

Corners
Crop marks are printed in each corner of the page to let you match the lines from side to side and cut the page precisely.

Border
A border is printed around the entire page. You can follow this border to trim off any excess paper from your document.

2 Click OK.

Poster

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

If Poster is selected, other Layout tab options are unavailable.

Pages per poster

You can select the poster size in relation to the original document size. Each option shows the number of sheets to be printed and the maximum poster size.

Pages per poster displays the unit of measurement in inches or millimeters. You can change the unit setting in the User Settings dialog box by accessing Device Settings > User. In a client/server environment, the unit setting is unavailable to the client computer.

Print format

You can print a proof sheet, along with the poster, to guide you in assembling the printed poster sheets.

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

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

Poster pages and proof sheet
This selection prints all poster sheets and a one-page proof sheet.
**Poster settings**

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

**Overlap edges**

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

**Print crop marks**

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

**Print assembly marks**

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

*Print assembly marks is not available when GDI compatible mode is selected in the Page Description Languages (PDL) dialog box.*

**Printing a poster**

1. In the Layout tab, click the **Poster** icon.
2. In **Pages per poster**, select the poster size. Each option describes the number of sheets it takes to represent one finished poster page.
3. In **Print format**, select one of the options for a finished print format.
4. Click **Poster Settings** to select options in any combination. These options ensure a precise assembly of the pages to create the poster.
5. Click **OK** in all dialog boxes.

**Booklet**

With this feature, you can print a two-page layout on both sides of each sheet of paper. For some printers, you can fold and bind the booklet in the center. Folded booklets are half the size of the selected paper.

Additional booklet options are available in the Booklet Settings dialog box.

**Layout**

You can select from the following booklet layout settings:
Create from driver settings
Uses the driver settings for page sequence and pages per sheet. Select this option when the booklet layout is not created in the application.

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

Staple and fold settings
For some printers, when a folding unit is installed, you can select from the following settings. Otherwise, None is automatically selected.

None
Prints the booklet without stapling and folding.

Staple and fold
Prints, staples, and folds the booklet.

Fold only
Prints and folds the booklet without stapling.

When selecting the stapling or folding option, make sure to select the number of sheets in the booklet.

Auto
Divides document sheets equally into one or more booklets depending on the Staple and fold settings selections. For printers that do not support a folding unit, you can print all document pages into a single booklet.

Number selected
Prints document pages into separate booklets, up to the selected number of sheets for each booklet. The final booklet may contain fewer sheets.

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

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

When the document contains blank pages and you do not want to include them in the print job, under Page Description Languages (PDL) > Skip blank pages, select On or Use layout settings.

Printing a booklet

1 In the Layout tab, click the icon for one of the two binding options:

   Left edge binding
   This selection prints text that reads from left to right.

   Right edge binding
   This selection prints text that reads from right to left.
2 To select additional booklet options, click **Booklet Settings**.

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

In the Finishing tab, you can specify document finishing features such as separating sets of printed jobs, creating bi-fold or tri-fold documents, aligning matching sides of two different page sizes in a document, creating a gutter, stapling and punching holes.

To return to the original settings, click Reset. This also restores the Destination selection in the Basic tab. The Reset button is available when accessing the printer driver from the application's Print dialog box.

Some features and options may not be applicable to your printer.

Separation

With this feature, you can stack print jobs so that one print job can be distinguished from another.

Separation features cannot be used with Binding edge or with Staple.
Offset jobs

With this feature, you can physically shift each print job in the output tray. To ensure consistent offset stacking, all users printing to the same printer should select Offset jobs as the default setting.

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

offsetting jobs

1. In Finishing > Separation, click the Offset jobs icon.
2. Click OK.

Rotate copies

Rotate copies stacks each copy of a print job at a right angle in the output tray. If Collating by job is set to On at the printer, the Rotate copies setting in the driver is ignored.

This feature requires the following:
- Paper size selections are limited to Letter, A4, 16K, or B5 (JIS).
- The selected paper size must be loaded into two paper sources, one horizontally and one vertically.
- The print job must contain multiple pages and be specified to print multiple copies.

Rotating copies

1. In Basic > Destination, select Printer default.
2. Select a number of copies greater than 2.
3. In Finishing > Separation, click the Rotate copies icon.
4. Click OK.

Tri-Fold

This is available only when a folding unit is installed.

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

1. In the Basic tab, set Destination to Printer default or Folding tray.
2. In the Finishing tab, click the Tri-Fold icon.
3. Select which side of the folded document to print on:
   - Inside
     This selection prints on the inside of the folded document.
   - Outside
     This selection prints on the outside of the folded document.
4. Set the direction of the fold to either of the following:
   - **Left to right/Top to bottom**
     For Portrait, the printer first folds the top third and then the bottom third of the page. For Landscape, the printer first folds the left third and then the right third of the page.
   - **Right to left/Bottom to top**
     For Portrait, the printer first folds the bottom third and then the top third of the page. For Landscape, the printer first folds the right third and then the left third of the page.
5. Select the number of sheets to fold into thirds, up to a maximum of 5.
6. Click OK.

Bi-Fold

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

This feature is available when a folding unit is installed.

Printing with Bi-Fold

1. In the Basic tab, under Destination, select Printer default or Folding tray.
2. In the Finishing tab, click the Bi-Fold icon.
3. Select the number of sheets that will be folded in half, up to a maximum of 5.
4 Click OK.

**Binding edge**

With this feature, you can align the matching sides of two different page sizes in a document. For example, the long edge of an A4 page is aligned with the short edge of an A3 page; or the short edge of a letter-size page is aligned with the short edge of a legal-size page. Binding edge can be used with or without the staple or punch features.

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

Binding edge is enabled automatically when Staple is selected. Initial binding edge settings depend on the page size and the staple setting. Binding edge settings can be changed as preferred.

Enabling Binding edge makes some other features unavailable, such as the rotated portrait and landscape orientations in the Basic tab.

Binding edge cannot be used with the Booklet or Poster feature enabled.

If the content on the different page sizes is misaligned, select *Rotate mixed paper sizes* in Device Settings > Compatibility.

**Binding edge options**

**Page size combinations**

Depending on your printer, Binding edge may be used with the following page size combinations:

- A4 and A3 (210 x 297 mm and 297 x 420 mm)
- B5 (JIS) and B4 (182 x 257 mm and 257 x 364 mm)
- Letter and Legal (8.5 x 11 in. and 8.5 x 14 in.)
- Letter and Ledger (8.5 x 11 in. and 11 x 17 in.)
- 16K and 8K (197 x 273 mm and 273 x 394 mm)

**Position options**

The options under Position specify the page edges to be aligned and finished. Additional position settings are available in the Custom Settings dialog box. Available options depend on Print size, Orientation, Booklet, and Multiple pages per sheet selections. When the Index tab dividers feature is used, only long edge positions are available.

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

In the Position list, you can select Custom to open the Custom Settings dialog box. The illustrations in the Custom Settings dialog box help you visualize the page alignments. Select the one setting that best illustrates the edge of the mixed pages you want to align.

- The top two settings (A4/Letter) are for the smaller size paper in the mixed page document.
- The next two settings (A3/Legal/Ledger) are for the larger size paper in the mixed page document.

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

Setting the Binding edge

1 In the Basic tab, do the following:
   • Specify the print and page sizes.
   • Set the paper source to Auto source selection.

2 In the Finishing tab, click the Binding edge icon.

3 In the Position list, do either of the following:
   • Specify a position.
   • Select Custom, and then choose an option in the Custom Settings dialog box.

4 Click OK to return to the Print dialog box.

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

6 Click OK to start printing.

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

Gutter

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

Gutter width displays the unit of measurement in inches or millimeters. You can change the unit setting in the User Settings dialog box by accessing Device...
Settings > User. In a client/server environment, the unit setting is unavailable to the client computer.

When PDF is selected as the PDL, Gutter is available in the Layout tab.

Creating a gutter

1. In the Finishing tab, click Gutter.
2. Under Gutter width, type or select a value between 0.20 to 1.00 inch (5.0 to 25.4 mm).
   - **Short edge (top)**
     - This selection modifies the outside margin on the top edge of the page.
   - **Long edge (left)**
     - This selection modifies the outside margin on the left side of the page.

   Availability of Gutter settings varies depending on Binding edge settings, and Orientation and Duplex settings in the Basic tab.

3. If the content extends too close to the edge of the page, select Reduce image to fit. The content appears slightly reduced and away from the edge of the page.
   - If the content does not extend beyond the page when the gutter increases, clear Reduce image to fit.
4. Click OK in all dialog boxes.

Staple

With this feature, you can create stapled document sets. Make sure that the correct finisher is selected in Printer properties > Device Settings > Device options. With Gutter, you can increase the top and left margins to accommodate the location of the staples.

Staple and Separation features cannot be used together.

If the Destination setting in the Basic tab is set to Printer default, then the destination that is compatible with the finishing option is automatically selected.

When Staple is selected, Binding edge is selected automatically. Initial Binding edge settings depend on the page size and the Staple setting. Binding edge settings can be changed as preferred.

Staple can be set to On or Off in the Quick Print tab.
If you are printing with different page sizes, the staple location may not match. To accommodate these differences, select the binding edge positions for each paper size in **Binding edge > Custom Settings**.

### Stapling a print job

1. In the Finishing tab, click the **Staple** icon.
2. Select the position from available options. The position options vary based on settings in **Binding edge**, which provides custom staple locations in the document.
   
   If a folding unit is installed and Booklet is selected in the Layout tab, Booklet (fold) is automatically selected. The job is printed in booklet format and folded, with two staples placed in the binding.
3. Under **Sheets per group**, select the number of sheets for each stapled set or select **All** to staple all sheets.
4. Click **OK**.

### Punch

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

Punch is available when an optional finishing device supporting the punch feature is selected under Device options in Device Settings. To access the punch settings, make sure that the correct finisher is selected in **Printer properties > Device Settings > Device options**. If the device listing is already selected, double-click the option to open the punch settings.

Binding edge should be selected before any other features in the Finishing tab. If set last, Binding edge may change any punch settings that you previously made.

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

If you are printing with different page sizes, the punch hole location may not match. To accommodate these differences, select the binding edge positions for each paper size in **Binding edge > Custom Settings**.

### Creating punch holes for a print job

1. In the Finishing tab, set the punch setting to 2-hole, 3-hole, or 4-hole.
   
   The punch positions vary based on settings in **Binding edge**.
2. Click **OK**.
9 Imaging

In the Imaging tab, you can manage print quality and color or grayscale settings. To return to the original settings, click Reset. The Reset button is available when accessing the printer driver from the application's Print dialog box.

Some features and options may not be applicable to your printer.

Print quality and Custom quality

With these features, you can set the resolution for the print job. Resolution is a measurement, in dots per linear inch (dpi), that describes the sharpness and clarity of printed text and images. Custom Quality Settings lets you set a more refined resolution for the print job.

Print quality selection

In the Imaging tab, select a Print quality setting from the list.

High quality and Standard

Select one of these settings to print from a high or low print resolution. Standard is unavailable when PCL 5c is selected in the Page Description Languages (PDL) dialog box.
Custom

Click Custom to open a Custom Quality Settings dialog box. Depending on your printer, resolution can be set to 1200 dpi or 600 dpi. Kyocera Image Refinement refines the edges of text and vector graphics, and can be set to On or Off.

For all of these selections, you can also select EcoPrint. With EcoPrint on, some models let you select the amount of ink to save.

Trapping

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

Setting Trapping values

1 In Imaging > Trapping, select a value for the print overlap pixel width:
   - Light, 0.5-pixel trapping
   - Medium, 1.0-pixel trapping
   - Heavy, 1.5-pixel trapping
   - Very heavy, 2.0-pixel trapping

2 Click OK.

Font Settings

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

Outline fonts

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

Bitmap fonts

These fonts define each character as a pattern of pixels (the smallest resolvable rectangular areas of an image). Such fonts are not easily scalable and distort when reduced or enlarged.
Native fonts
These are the basic or original fonts installed with the computer operating system. TrueType fonts are the native fonts used by Microsoft Windows.

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

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

Device fonts
These fonts are stored either permanently or temporarily in the printer memory.

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

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

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

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

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

GDI compatible mode does not support this method.
Disable device fonts

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

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

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

Selecting Font Settings

1. In Imaging > Fonts, select one of the methods for sending TrueType fonts.
2. Click OK in all dialog boxes.

Setting Font Substitution

To set font substitution, you must open Printing Preferences outside of a printing application by the following procedure.

1. In Control Panel, select Devices and Printers.
2. Right-click your printer, and then select Printing preferences.
3. In the Imaging tab, navigate to:
   Fonts > Substitute with device fonts > Fonts
   In the Fonts Substitution dialog box, the System fonts list shows the fonts installed on your computer. The Available device fonts list shows the printer fonts.
4. Select the system font, and then the available device font to be substituted.
5. To restore the default values, click Reset.
6. Click OK.
   If the device font does not have similar font characteristics to the system font, character spacing in the document may appear incorrect.

Disabling device fonts

1. In Imaging > Fonts, select the Disable device fonts check box.
2 Click OK to save your settings.

Graphics Settings

Graphics are pictorial representations of information. Graphics can be functional (charts, diagrams) or artistic (drawings, photographs). With Graphics Settings, you can control the visual results of your printed graphics with options that can be set by the selected Page Description Language (PDL).

Pattern scaling

With this feature, you can help improve visual compatibility between screen and print output. Graphics objects, such as a shape or a path, often include patterns and fills that are composed of collections of printed dots.

• A pattern is a planned or random repetition of colors, shapes, lines, values, and textures to create a visual arrangement.
• A fill is the application of a color or grayscale to a graphics object.

If printed patterns and fills do not match the appearance of that on the screen, use Pattern scaling to select a different density of printed dots. In Imaging > Graphics, select a Pattern scaling setting:

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

Coarse
This setting prints patterns and fills with the fewest number of lines, patterns, or dots. Coarse is the same as Auto when PCL XL or PCL 5c is selected as the PDL.

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

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

Line thinning

With this feature, you can reduce the pen width of lines used for barcodes and line drawings. Drawing values controlled by an application are not changed.

Line thinning is available only when PCL XL is selected as the PDL. When GDI compatible mode is selected in the page description languages (PDL) dialog box, Line thinning is not available.
In **Imaging > Graphics**, select a Line thinning setting:

**Off**
Line thinning is not applied.

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

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

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

For some printers, you can select **Correct fine line by device** to improve the quality of barcode printing. This feature enables correction of pen width by the printer rather than by the driver.

**Halftone screen**

With this feature, you can improve the appearance of the output of a printer. After you specify the Halftone screen setting in the driver and send the print job, the printer optimizes the output based on the driver setting.

Halftone screen is unavailable if PDL is set to PDF.

In **Imaging > Graphics**, select a **Halftone screen** setting:

**Normal**
This is the setting for printing typical office documents.

**Gradation priority**
This setting refines the appearance of gradations.

**Inversion options**

| **Important** | This is available only when PDL is set to KPDL. |

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

In **Imaging > Graphics**, select an inversion option:

**Reverse image**
This setting prints images like a photo negative, reversing black and white areas of the image.
Mirror print
This setting prints the page content reversed, as it would appear in a mirror image.

Optimization

- **This is available only when PDL is set to KPDL.**

Optimization is a process or methodology of improving a printer function or effectiveness.

In Imaging > Graphics, select an optimization option.

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

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

CIE option

- **This is available only when PDL is set to KPDL.**

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

In Imaging > Graphics, select the CIE optimization check box.

Image compression mode

- **This is available only when PDL is set to PCL XL or KPDL.**

With this feature, you can select a method for compressing images depending on the preferred quality in printed images.

In Imaging > Graphics, select a compression option.
Imaging

Smaller file size
Uses JPEG compression, this method produces a lower quality image.

High quality
Uses delta row compression, this method produces a higher quality image but creates a larger file size.

EcoPrint
With this feature, you can change ink saturation in the print job, making the entire print image, including text and graphics, appear lighter. EcoPrint does not increase print speed. The amount of ink varies based on your printer and the type of data printed (text, graphics, or both).

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

EcoPrint should be turned on before using Lock Settings. When EcoPrint is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that all jobs are printed in EcoPrint mode by selecting EcoPrint in Device Settings > Administrator > Lock Settings.

Selecting EcoPrint
1. In the Imaging tab, set EcoPrint to On or Off.
   With EcoPrint enabled, some printers let you select the amount of ink to save.
2. Click OK.

Color
With this feature, the following options are available:

Full color
This mode prints full four-color text and graphics.

Auto color
This mode uses only black ink to print black and grayscale.

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

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

An administrator can ensure that all jobs are printed with black ink only by selecting Black & White mode in Device Settings > Administrator > Lock Settings.
**Color reproduction**

With this feature, you can optimize the color rendering of photos and graphics.

1. In the Imaging tab, set **Color** to Full color or Auto color.
2. Select one of the following color reproduction options:

   **General**
   This option is for printing documents that contain text and graphics.

   **Graphic**
   This option is for printing documents with many graphic images.

   **China red**
   This option appears if you selected the China Red plug-in as an optional component following installation of the printer driver. This plug-in appears automatically if the region is set to a Chinese locale.

   **Custom 1, Custom 2**
   These options are for printing with color tables in the firmware. Selecting either of these options makes Print grays with black ink unavailable.

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

**China red**

With this plug-in feature, you can select the preferred red hue for an accurate display in a print job.

In the China Red dialog box, you can use an eyedropper tool or enter specific RGB values to select the color. A printed sheet lets you select the preferred color variation for the print job.

*When China red is selected, Color Optimizer is unavailable in the Advanced tab.*

When installed, the China red option appears in **Imaging > Color reproduction**. This option is unavailable when:

- PDL is set to PDF.
- Black & White mode is selected in **Device Settings > Administrator > Lock Settings**.
- Color is set to Black in the Quick Print, Basic, or Imaging tab.
If Data passthrough is selected in the Page Description Languages (PDL) dialog box, China red can be selected, but China Red Settings is unavailable.

Printed with China red

1. Open the document containing the preferred color.
2. From the application's File menu, click Print > Preferences or Properties.
3. In Imaging > Color reproduction, select China red.
4. Click Settings.
5. Select a color using one of the following methods:
   - Drag the eyedropper tool anywhere on the screen to select the preferred color.
   - If you know the RGB values of the color, type or select the values.
   The color appears in the color preview box.
6. Click the printer icon to print a table displaying variations of the selected color. From the printed sheet, select the preferred variation.
7. In the China Red dialog box, type or select the number or letter combination of the preferred variation next to the color preview.
8. Click OK.

Color Correction

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

The following options are available in the Color Correction dialog box:

Some features and options may not be applicable to your printer.

None (application corrected)

With this option, color data processes without applying the adjustments contained in the printer internal color lookup tables. This is useful if the application provides its own color correction.

ICM (system corrected)

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

1 In Imaging > Color reproduction, select Advanced. In the Color Correction dialog box:
   • If you select None (application corrected), proceed to step 3.
   • If you select ICM (system corrected), proceed to step 2.

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

   **Optimize for exact color (colorimetric)**
   This option is for matching colors precisely in all print jobs, such as colors in a corporate logo.

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

   **Optimize for color saturation (best for graphs)**
   This option optimizes for color saturation by adjusting hue to preserve the vividness of pure colors. Select for graphs or charts containing solid colors.

3 Click OK.

Selecting a default color profile

1 In Control Panel, select Devices and Printers.

2 Right-click your printer, and then click Printer properties.

3 Select the Color Management tab and click Color Management.

4 In the Devices tab, go to the device list, and then select the preferred color printer.

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

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

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

8 Select your preferred color profile and click Set as Default Profile.

9 Click Close.
Color adjustment

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

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

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

Selecting custom color adjustment

If a custom color setting has already been defined, you can select and apply it to a print job.

1. In Imaging > Color, click the Full color or Auto color icon.
2. Set the Adjustment setting to Custom 1, Custom 2, or Custom 3.
3. Click OK.

Adjusting hue, saturation, and lightness

1. In Imaging > Color, click the Full color or Auto color icon.
2. In the Adjustment list, select Edit.
3. In Adjustment Settings > Custom color adjustment, select Custom 1, Custom 2, or Custom 3.
4. Select HSL (hue, saturation, and lightness).
5. Under Select preview image, click the icon to select one of three different images. Different colors are emphasized in each of the photographs to aid in the color adjustment process.
6. Adjust the distribution and balance of hues.
   • For coordinated hue adjustment, from the Modify list, select Master. Type or select the Hue value between -180 and +180.
   • For specific hue adjustment, from the Modify list, select a color. Type or select the Hue value between -10 and +10.
7. Type or select the Saturation, Lightness, and Contrast values between -10 and +10.
8. To restore the default values, click Reset.
Click OK to save the new HSL settings.

**Adjusting Color balance**

1. In Imaging > Color, click the Full color or Auto color icon.
2. In the Adjustment list, select Edit.
3. In Adjustment Settings > Custom color adjustment, select Custom 1, Custom 2, or Custom 3.
4. Select Color balance.
5. Under Select preview image, click the icon to select one of three different images. Different colors are emphasized in each of the photographs to aid in the color adjustment process.
6. Select the relative values of each color between –10 and +10.
7. To restore the default values, click Reset.
8. Click OK to save the new Color balance settings.

**Black and white adjustment**

With this feature, you can change the brightness and contrast of graphics. These settings are useful if graphic images are printing too light, too gray, or too dark. Text remains unaffected.

**Adjusting black and white settings**

1. In Imaging > Color, select the Black icon.
2. In the Adjustment list, select Custom.
   A preview image in the Adjustment Settings dialog box illustrates any brightness and contrast changes.
3. Type or select the Brightness value to lighten or darken the graphic images of the print job.
   The brightest setting is +100; the darkest is -100. Zero is the default mid-level setting. Adjusting brightness allows for the customization of graphic images if images are printing too light or too dark.
4. Type or select the Contrast value to increase or decrease the proportion of light to dark in the graphic images of the print job.
   A high contrast setting decreases the grayscale spectrum, making light grays lighter and dark grays darker. A low contrast setting increases the grayscale spectrum, making light grays darker and dark grays lighter.
The highest contrast setting is +100; the lowest is -100. Zero is the default mid-level setting. Adjusting contrast is useful if graphic images are printing too gray, or too black and white. Text remains unaffected.

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

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

### Color conversion

With this feature, you can choose how to apply color processing to your print job depending on how color data is received from the application.

*This feature is available only if PDL is set to KPDL.*

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

**Printer settings**
- Select this option to use the settings currently on the device.

**Speed priority**
- Select this option if the driver receives RGB data from the application.

**Quality priority**
- Select this option if the driver receives full color data from the application.

### Text and graphics effects

Special settings are available for color or black and white printing, depending on your printer.

**Print text as black**
- This option prints all color text as black. It produces faster printing of color print jobs by reducing the amount of data sent to the printer. In black and white printing, it increases the detail for light-colored text printed. White text and image colors are unaffected. When Auto Color is selected, this feature is turned off automatically.

**Print grays with black ink**
- This option prints grayscale with black only. When Color is set to Full color, this feature is turned off. This feature is selected automatically when Auto color is selected in the Quick Print, Basic, or Imaging tab.

**Print graphics as black**
- This option prints all color graphics with black, rather than grayscale. This feature is intended for CAD applications. Black must be selected as the Color.
Composite overprint
This is applicable only in some printers. This option blends overlapping images into a composite image. Make sure that KPDL and Data passthrough are selected in the Page Description Languages (PDL) dialog box. Color must be set to Full color.
10 Publishing

In the Publishing tab, you can create covers and inserts for a print job, insert tab divider sheets, and set the first page of every chapter to print on the front side of the paper. The features on this tab are unavailable when PDF is selected as the PDL.

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

Some features and options may not be applicable to your printer.

Cover mode

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

For some printers, duplex printing must be selected in the Basic or Quick Print tab in order to print using the Front / Inside and Back / Outside options.
## Cover mode options

<table>
<thead>
<tr>
<th>Check Box Selection</th>
<th>Cover Insertion Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>Inserts a blank front cover.</td>
</tr>
<tr>
<td>Front Outside</td>
<td>Prints on the outside surface of the front cover.</td>
</tr>
<tr>
<td>Front Inside</td>
<td>Prints on the inside surface of the front cover.</td>
</tr>
<tr>
<td>Front Outside</td>
<td>Prints on the outside and inside surfaces of the front cover.</td>
</tr>
<tr>
<td>Check Box Selection</td>
<td>Cover Insertion Type</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Front and back</td>
<td>Inserts blank front and back covers.</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Diagram" /></td>
</tr>
<tr>
<td>Front and back</td>
<td>Prints on the outside surface of the front cover and inserts a blank back cover.</td>
</tr>
<tr>
<td>Front Outside</td>
<td><img src="image2" alt="Diagram" /></td>
</tr>
<tr>
<td>Front and back</td>
<td>Prints on the inside surface of the front cover and inserts a blank back cover.</td>
</tr>
<tr>
<td>Front Inside</td>
<td><img src="image3" alt="Diagram" /></td>
</tr>
<tr>
<td>Front and back</td>
<td>Prints on both sides of the front cover and inserts a blank back cover.</td>
</tr>
<tr>
<td>Front Outside</td>
<td><img src="image4" alt="Diagram" /></td>
</tr>
<tr>
<td>Front Inside</td>
<td><img src="image5" alt="Diagram" /></td>
</tr>
<tr>
<td>Check Box Selection</td>
<td>Cover Insertion Type</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Front and back</td>
<td>Prints on the inside surface of the back cover and inserts a blank front cover.</td>
</tr>
<tr>
<td>Back Inside</td>
<td></td>
</tr>
<tr>
<td>Back Inside</td>
<td></td>
</tr>
<tr>
<td>Back Outside</td>
<td></td>
</tr>
<tr>
<td>Back Outside</td>
<td></td>
</tr>
</tbody>
</table>

- Front and back Back Inside
  - Prints on the inside surface of the back cover and inserts a blank front cover.

- Front and back Back Outside
  - Prints on the outside surface of the back cover and inserts a blank front cover.

- Front and back Back Inside Back Outside
  - Prints on both sides of the back cover and inserts a blank front cover.
<table>
<thead>
<tr>
<th>Check Box Selection</th>
<th>Cover Insertion Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front and back</td>
<td>Prints on both sides of the front and back covers.</td>
</tr>
<tr>
<td>Front Outside</td>
<td></td>
</tr>
<tr>
<td>Front Inside</td>
<td></td>
</tr>
<tr>
<td>Back Inside</td>
<td></td>
</tr>
<tr>
<td>Back Outside</td>
<td></td>
</tr>
</tbody>
</table>

**Printing covers**

1. In the Publishing tab, click the **Cover mode** icon.
2. Select **Front** or **Front and back** to specify the type of covers.
3. Select from Print onto options if you want to print on the covers.
4. In the Media for cover list, select the media type or source cassette for the front and back covers. When you choose the media type, a source cassette matching that media type is automatically selected.
5. Click **OK** in all dialog boxes.

**Page insert**

With this feature, you can insert a preprinted page or a page of a different paper type at specific points in a print job. The inserted page can also be printed on during the print job. Both sides of the page insert can be printed on by using the duplex unit.

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

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

<table>
<thead>
<tr>
<th>Check Box Selection</th>
<th>Page Insertion Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page insert</td>
<td>Inserts a blank page.</td>
</tr>
<tr>
<td>Page insert</td>
<td>Prints on the front side of the inserted page.</td>
</tr>
<tr>
<td>Page insert</td>
<td>Prints on the back side of the inserted page.</td>
</tr>
<tr>
<td>Page insert</td>
<td>Prints on both sides of the inserted page.</td>
</tr>
</tbody>
</table>
Printing page inserts

1. In the Publishing tab, click the Page insert icon.
2. Select from available Print onto options:
   - **Front**: Prints on the front of the insert.
   - **Back**: Prints on the back of the insert.
3. In Insert before pages, type the page number to insert. A page is inserted between the page number you typed and the page before it.
4. From the Media for page list, select the media type or source cassette. When you choose the media type, a source cassette matching that media type is automatically selected.
5. Click OK in all dialog boxes.

Index Tab Dividers

With this feature, you can insert tab divider sheets at specified points in a print job to divide sections of a printed document. You can also print on the tabs. You can use standard tab divider sheets for A4 and Letter paper, or you can create custom tabs for those sizes. Tab divider sheets must be supplied from the multipurpose tray so that the tabs are on the edge opposite the feeding direction, and the printing surface is down. The first tab is on the left side relative to the feed direction.

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

Ensure that the paper is properly loaded by following the instructions outlined in the printer Operation Guide.

Some options selected for Index tab dividers are automatically selected for Publishing > Page insert. Similarly, Page insert selections appear in the Tab Settings dialog box.

Tab text can be printed on only one side of the tabs, even if the document pages are printed on both sides.

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

The Custom Media, Tab Settings, and Custom Tab dialog boxes display the unit of measurement in inches or millimeters. You can change the unit setting by accessing Device Settings > User > Units. In a client/server environment, the Units setting is unavailable to the client computer.

Index Tab Divider cannot be used together with Carbon Copies, Print on larger paper, Booklet, Tri-fold, Bi-fold, Binding edge, Staple, Punch, and Mirror print.
Index tab dividers options

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

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

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

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

**Print size**
Select A4 or Letter.

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

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

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

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

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

**Tab Settings**
Once the media is selected, you must select tab settings for the current print job. Selections apply to all tab divider sheets in the print job.

Tab patterns are repeated when the last tab position has been used. For example, with 20 tabs selected for 5-tab media, 5 tabs are inserted 4 times in a repeated pattern.
If Use index tab dividers is selected, you cannot select the same Print onto setting in Page insert. If Use index tab dividers is not selected, because the Print onto setting is the same as that in Page insert, a different setting from Page insert cannot be selected.

Current tab settings
Displays the tab settings for the current print job.

New
Click the button to add new tab to the current tab settings list. Then select settings for the new tab.

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

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

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

In the color list, select from default or custom colors. When Color is set to Black in the Quick Print, Basic, or Imaging tab, select Black or any shade of gray.

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

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

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

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

Vertical
Viewing the sheets with tabs on the right side, text is vertical.
Tab alignment options are similar to Microsoft Word vertical alignment:

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

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

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

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

**Insert before page**
Type the page number to insert. A tab divider sheet is inserted between the page number you typed and the page before it. If 1 is selected, the tab divider sheet is inserted before page 1. If Use index tab dividers is not selected, the Page insert feature is selected automatically with this page number in Insert before pages. If the same number is entered twice, an error occurs (red text box).

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

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

**Shift image**
With Use index tab dividers selected, select **Shift image** for applications and templates that include tabs in the document. Page content and tab text are moved so that the tab text is printed on the tabs.

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

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

**Tab text**
Type a maximum of three lines of text (one line, 260 characters) for each tab.

**Inserting index tab dividers**

1. Load tab divider sheets into the multipurpose tray with the long edge facing the direction of the paper feed. The tabs will then be facing outward. Place the sheets with the printing surface down. The first tab is on the left side relative to the feed direction.

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

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

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

5. Click Settings.

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

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

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

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

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

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

11. Click OK in all dialog boxes.

**Chapter page insert**

With this feature, you can force the initial page of each chapter in a document to print on the front side of the paper. You identify the first page of each chapter, up to 100 chapters. This feature is applicable for duplex printing and for printing multiple pages on a sheet.

Collate is enabled automatically in the Quick Print and Basic tabs.
Chapter page insert cannot be used with Poster and Booklet in the Layout tab. This feature is unavailable when PCL 5c or PDF is selected as the PDL.

**Printing with Chapter page insert**

1. In the Quick Print or Basic tab, select **Duplex**.
2. In the Publishing tab, click the **Chapter page insert** icon.
3. In Beginning pages for chapters, enter page numbers from 2 to 999, where each number is the first page of a chapter. You can type individual page numbers separated by commas.
   - If Outside and Inside are selected in Cover Mode > Print onto > Front, then enter page numbers from 3 to 999.
4. Click **OK** in all dialog boxes.
11 Job

In the Job tab, you can store print jobs in the memory installed in the printer. You can also select a job name to use with Job storage features. You can use this tab to set or change the default settings that apply when you print a document from an application.

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

An administrator can ensure that all jobs are stored or printed with the selected Job tab settings by navigating to Device Settings > Administrator > Lock Settings > Job tab.

Some features and options may not be applicable to your printer.

Job storage (e-MPS)

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

This feature is a multi-tier solution that provides advanced print management, directly from the desktop. By storing a job in the printer, you can print it from the operation panel without sending it again from the computer.

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

**Job storage (e-MPS) options**

Some options may not be applicable to your printer.

<table>
<thead>
<tr>
<th>Option</th>
<th>Access code or password required</th>
<th>When job is printed</th>
<th>When job is deleted from memory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom box</td>
<td>Optional</td>
<td>When printed from operation panel</td>
<td>When manually deleted or up to 31 days</td>
</tr>
<tr>
<td>Quick copy</td>
<td>No</td>
<td>When sent from the computer</td>
<td>When printer is turned off, or storage device is full, or job retention date has passed</td>
</tr>
<tr>
<td>Proof and hold</td>
<td>No</td>
<td>One print when job is sent; remaining prints later</td>
<td>When printer is turned off, or job retention date has passed</td>
</tr>
<tr>
<td>Private print</td>
<td>Yes</td>
<td>When access code or password is entered at operation panel</td>
<td>When printer is turned off, or after printing, or job retention date has passed</td>
</tr>
<tr>
<td>Job storage</td>
<td>Optional</td>
<td>When printed from operation panel</td>
<td>When manually deleted</td>
</tr>
</tbody>
</table>

**Custom box**

With this feature, you can store print jobs until they are printed from the printer operation panel. You can print one or more jobs from the storage device.

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

Custom boxes must be set up for each user at the printer home page and in the Hard Disk or SSD Settings dialog box, accessed from Device Settings. The maximum number of custom boxes is 1000.
Storing a job in a Custom box

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

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

3. Click **Settings**.

4. Select a Custom Box Settings option:
   - **Use specific box number**
     Type the box number and password.
   - **Prompt for box number**
     When starting to print, the Custom Box dialog box appears. Type a box number from the Defined custom boxes list. If a password was set, type the password.
   - **Display box number list**
     When starting to print, the Custom Box dialog box appears. Select a box number from the list. If a password was set, type the password.
   - **Verify box number for each login user**
     When starting to print, the Custom Box dialog box appears. Type a box number. To include a password, select Require password and type the password.

   You can only select **Display box number list** and **Verify box number for each login user** if you select **Shared box** in the Hard Disk or SSD Settings dialog box.

5. Click **OK** in all dialog boxes, and then send the print job.

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

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

Quick copy

Quick copy is a Job storage (e-MPS) option that prints all copies of a print job and stores the job temporarily on the storage device for reprinting later. This feature is available when a storage device is installed and selected in Device Settings.
Quick copy is useful for printing the job again later in the day when you need additional copies at short notice. You can set the number of additional copies and print the job from the printer operation panel without sending the job again from the computer.

The number of Quick copy jobs that can be stored is set at the printer operation panel. When the designated number of jobs is reached, older jobs are replaced by new jobs. All Quick copy jobs are stored on the storage device after printing. Jobs are deleted when the printer is turned off or the job retention date has passed. You can manually delete a job at the operation panel.

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

### Printing a Quick copy job

1. In the Job tab, click the **Job storage (e-MPS)** icon.
2. In the Type list, select **Quick copy**.
3. Click OK, and then send the print job.

### Proof and hold

Proof and hold is a Job storage (e-MPS) option that prints one copy of a print job so that you can proof it before printing the remaining copies. This feature is available when a storage device is installed in the printer and selected in Device Settings.

After the proof copy is printed and checked, remaining copies can be printed from the printer operation panel without sending the job again from the computer. If preferred, you can change the number of copies printed.

The number of Proof and hold jobs that can be stored is set at the printer operation panel. When the designated number of jobs is reached, older jobs are replaced by new jobs. All Proof and hold jobs are stored on the storage device after printing. Jobs are deleted when the printer is turned off or the job retention date has passed. You can manually delete a job at the operation panel.

A print job can replace a job on the storage device having the same user name and job name. To prevent this, select **Use job name + date and time** under Overwrite job name.

### Printing a Proof and hold job

1. In the Basic tab, select the number of copies to be printed.
2. In the Job tab, click the **Job storage (e-MPS)** icon.
3. In the Type list, select **Proof and hold**.

4. Click **OK**, and then send the print job.

### Private print

Private print is a Job storage (e-MPS) option that saves jobs on the storage device for printing until an access code or password is entered. When the storage device reaches maximum capacity and a new job is sent to be stored, the oldest stored job is replaced by the new job. Private print jobs are deleted when the printer is reset or turned off, or when the job retention date has passed. If you do not want the job deleted, select the Job storage feature.

When sending a sensitive document to the printer, a user can type an access code or password, which is attached to the print job along with the Job name and User name. You can also select a prompt option for typing the access code or password. The job is not printed until a user enters the access code or password at the printer operation panel. After the job is printed, it is removed from printer memory.

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

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**A print job can replace a job on the storage device having the same user name and job name. To prevent this, select Use job name + date and time under Overwrite job name.**

### Storing a Private print job

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

2. In the Type list, select **Private print**.

3. Select a method for choosing an access code or password:
   - Clear **Prompt for access code** or **Prompt for password**, and then specify the common access code or password for all print jobs.
   - Select **Prompt for access code** or **Prompt for password** to use different access codes or passwords for each print job. After sending the print job, enter the access code or password in the prompt that appears.

   **If no access code or password is specified, then access to the print job is not restricted.**

4. Click **OK**, and then send the print job.

### Job storage

Job storage is a Job storage (e-MPS) option that stores a print job permanently on the storage device for printing later. You also have the option of protecting the print
job from unauthorized printing by using an access code or password. This feature is available when a storage device is installed and selected in Device Settings.

Job storage is useful for jobs that need to be available for printing at any time, even if the printer has been turned off and turned on again. Job storage jobs can only be removed manually from printer memory.

You can also attach an access code or password to a Job storage job, so that you can print a job without anyone else seeing it, or restrict printing to approved users. When the access code or password is used, the job is not printed until a user prints it at the printer operation panel. After the job is printed, it remains in printer memory.

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

A print job can replace a job on the storage device having the same user name and job name. To prevent this, select Use job name + date and time under Overwrite job name.

Storing a Job storage job

1. In the Job tab, select the Job storage (e-MPS) icon.
2. In the Type list, select Job storage.
3. Select a method for choosing an access code or password:
   - Clear Prompt for access code or Prompt for password, and then specify the common access code or password for all print jobs.
   - Select Prompt for access code or Prompt for password to use different access codes or passwords for each print job.

   After sending the print job, enter the access code or password in the prompt that appears.
4. Click OK, and then send the print job.

User Login

User Login provides job restriction by user, in contrast to the Job accounting feature, which assigns privileges by division or department. This feature appears in the Job tab when Use specific name is selected in Device Settings > Administrator > User Login.

In the Job tab, you can change the name and password temporarily for your print job. This does not change the default name and password that were set in Device Settings.

Printing with User Login

1. In the Job tab, under User Login, click Settings.
2 In the Identity Settings dialog box, type a name and password.

3 To restore the default values, click Reset.

4 Click OK in all dialog boxes.

Job Accounting

With Job accounting, account IDs (identification numbers) can be assigned to users or departments. This feature appears in the Job tab when Use specific account ID is selected in Device Settings > Administrator > Job Accounting.

In the Job tab, you can change the account ID temporarily for your print job. This does not change the default account ID that was set in Device Settings.

Printing with Job Accounting

1 In the Job tab, under Job accounting, click Settings.

2 In the Identity Settings dialog box, type an account ID.

3 To restore the default value, click Reset.

4 Click OK in all dialog boxes.

Job name

A Job name is a unique identifier for each print job. It helps you find and print your job from the printer operation panel. When you send a print job using one of the Job storage (e-MPS) options, you can assign a custom name to the job or use the name of the application file.

You can choose to include or omit the application name from the application defined Job name. You can also ensure that jobs in printer memory are not replaced by new jobs having the same Job name.

Don’t use application name

With this feature, you can remove the application name from the job name in job storage features. By selecting Don’t use application name, the file name you choose appears clearly in the job list.

Overwrite job name

With this feature, you can ensure that a saved print job is not replaced in printer memory by a new job having the same Job name. If a user sends two print jobs with the same User name and Job name, the second job replaces the first job without any prompt. To prevent this, Overwrite job name can automatically change the Job name...
by adding the date and time the job is sent. This feature also helps you to track when
print jobs were sent from the computer.

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

Replace existing file
This option lets the current print job replace an existing job in printer memory, if
a job with the same User name and Job name exists.

Use job name + date and time
This option adds the current date and time to the end of the Job name. The
previous print job with the same job name remains in the printer memory.

Selecting a job name

You can select a Job name to use with Job storage (e-MPS) features, so that you can
find your job in the job list displayed on the printer operation panel. The selected Job
name is saved with the print job when the job is sent to printer memory.

1 In Job > Job name, select a name:

  Application defined
  This option uses the name of the application document as the Job
  name. Selecting Don't use application name removes the name of the
  application so that only the document name appears as the Job name.

  Custom
  This option uses a unique name for each job. Type a name in the box, to
  a maximum of 79 characters.

2 Select an Overwrite job name option in case a job already exists in printer
memory with the same job name:

  Replace existing file
  If a job with the same user and job name exists, the current print job
  replaces an existing job in printer memory.

  Use job name + date and time
  Adds the current date and time to the end of the job name.
12 Advanced

In the Advanced tab, you can choose special features that extend the capabilities of the printer.

Clicking Reset sets the EMF spooling check box back to the last setting you made in the printer driver’s Printing Preferences. The Reset button is available when accessing the printer driver from the application’s Print dialog box.

Some features and options may not be applicable to your printer.

Prologue/Epilogue

With this feature, you can insert a command file at the beginning of a print job or at the end. The command file uses programming commands from the printer-resident PRESCRIBE language.

A command file is a set of instructions the printer interprets to produce a given output. For example, a Prologue/Epilogue command file may contain a macro that places a graphic object such as a logo at the top of a letterhead document. Or a heading can be added to carbon copies when using the Carbon copies feature in the Basic tab.

A Prologue/Epilogue file must be available on your computer before it can be added to a print job. To create this file, use a text editor like Windows Notepad. You can
edit a Prologue/Epilogue file on your computer by clicking Edit. Editing and saving a command file replaces the contents of the existing local or network file.

You can remove a Prologue/Epilogue file from the list by selecting the file and clicking Delete. Only the file name is removed from the command file list. The file itself is not deleted, but remains on the network or local computer.

Insertion point options

The insertion point is the location in the print job where the selected Prologue/Epilogue command file is processed by the printer. Each file in the list can be assigned only one insertion point.

The Start of the page and End of the page insertion points are available only when PDL is set to PCL 5c.

Unassigned
The selected command file is not inserted into the print job. This selection can be used when you are working with multiple command files and want to use some but not others. Select Unassigned for the command files you do not want to use in the print job.

Beginning of the print job
The command file is inserted as the first page of the print job. The document starts printing on the second page.

End of the print job
The command file is inserted as the last page of the print job, which prints after the last page of the document.

Start of the page
The command file is inserted at the top of each page of the print job.

End of the page
The command file is inserted at the bottom of each page of the print job.

Only on odd pages
If Start of the page or End of the page is selected, this option can be selected to insert the command file into all odd-numbered pages.

Only on even pages
If Start of the page or End of the page is selected, this option can be selected to insert the command file into all even-numbered pages.

Pages
If Start of the page or End of the page is selected, this option can be selected to insert the command file into specified pages. In the text box, type individual page numbers separated by commas, or a page range separated by a hyphen.
Selecting and assigning a Prologue/Epilogue file

1. In Advanced > Prologue/Epilogue, click Browse to find a Prologue/Epilogue file (.txt, .log) and add it to the Select Prologue/Epilogue file to insert list.
2. Select a file from the list.
3. Under Insertion point, select a place to insert the Prologue/Epilogue file, or select Unassigned.
4. Repeat steps 1-3 to include additional files.
5. Click OK.

Editing a Prologue/Epilogue file

You can edit a Prologue/Epilogue file on your computer.

1. In Advanced > Prologue/Epilogue, select a Prologue/Epilogue file name from the list, and click Edit.
2. After your text editor opens, make your changes to the file.
3. Save the file and exit.

**Important:** Editing and saving a command file replaces the contents of the existing local or network file.

Deleting a Prologue/Epilogue file

1. In Advanced > Prologue/Epilogue, select a Prologue/Epilogue file name from the list, and click Delete.
2. In the delete confirmation box, click Yes to accept.

**Note:** Only the file name is removed from the command file list. The file itself is not deleted but remains on the network or local computer.

Watermark

A watermark is a recognizable image or pattern that can be placed on a page or throughout a document. You can choose one of the default watermarks, create your own text, or use an image. The preview area of the dialog box shows how the watermark appears on a page. This is useful for adjusting the appearance and location of the watermark.

Any watermark can be edited, though a limited number of options can be changed for default watermarks.
If you want to use an image for the watermark, an image file must be available on your computer before it can be added to a print job.

Watermark Spacing displays the unit of measurement in inches or millimeters. You can change the unit setting in the User Settings dialog box by accessing Device Settings > User. In a client/server environment, the unit setting is unavailable to the client computer.

Watermark should be turned on before using Lock Settings. When Watermark is turned off, using Lock Settings makes it unavailable to all users.

An administrator can ensure that a watermark is printed on all jobs by selecting Watermark in Device Settings > Administrator > Lock Settings.

Adding or editing watermark text

1. In Advanced > Watermark, click New to create a custom watermark text.

   ![Note] You cannot edit default watermark text options. To edit a custom watermark text, select it from the list.

2. Enter your preferred watermark name and text.

3. Select your preferred font, size, style, and color.

   ![Note] You can set Color to Custom or to a predefined option.

4. In Count, specify the number of times that the watermark text appears on a page. In Spacing, set the distance between the watermark texts.

5. Set the angle, and horizontal or vertical position of the watermark.

   The Rotate around center option sets the center of the watermark as its axis of rotation.

6. Under Print onto, select the pages where you want to print the watermark:

   - **All pages**
     - Prints the watermark on each page of the document.

   - **First page only**
     - Prints the watermark on the first page.

   - **All pages except first page**
     - Prints the watermark on all pages excluding the first page.

   - **Only on specified pages**
     - Prints the watermark on specific pages.

   - **Outside of front cover**
     - Prints the watermark on the front cover. This option is available when Cover mode is selected in the Publishing tab. If Cover mode is set to...
Front / Outside or Front and back / Outside, Outside of front cover is automatically selected.

7 Click Save, and then click OK in all dialog boxes.

Adding or editing a watermark image

1 In Advanced > Watermark, click New to create a custom watermark image.

To edit a custom watermark image, select it from the list.

2 Enter a watermark name, and then set a watermark image.

3 Specify the scaling and opacity values.
   The Auto option fits the image in the center of the page.

4 Select whether to print the watermark image in black or color.

5 Set the angle, and horizontal or vertical position of the watermark.
   The Rotate around center option sets the center of the watermark as its axis of rotation.

6 Under Print onto, select the pages where you want to print the watermark:
   All pages
      Prints the watermark on each page of the document.
   First page only
      Prints the watermark on the first page.
   All pages except first page
      Prints the watermark on all pages excluding the first page.
   Only on specified pages
      Prints the watermark on specific pages.
   Outside of front cover
      Prints the watermark on the front cover. This option is available when Cover mode is selected in the Publishing tab. If Cover mode is set to Front / Outside or Front and back / Outside, Outside of front cover is automatically selected.

7 Click Save, and then click OK in all dialog boxes.

Security Watermark

With this plug-in feature, you can print a nearly invisible image or text against a background pattern. The security watermark appears only when the printed page is photocopied. This helps to identify printed pages that should not be photocopied, or to
distinguish between original prints and photocopies. Six standard security watermarks are available as text or image, and you can create custom security watermark text.

The Optional Components Wizard offers the opportunity to install the Security Watermark plug-in following installation of the printer driver.

Security Watermark is available in the Advanced tab when PCL XL is selected as the PDL.

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

A notable security watermark feature is the Document guard pattern, which prevents the document from being photocopied, scanned, faxed, or printed from memory. If a scan, fax, or print from memory is attempted, the process is stopped and a message appears on the printer operation panel.

For a security watermark to be effective, it must be nearly invisible in a printed page and clearly visible in a photocopied page. Because printer and driver settings can vary, you must adjust the density and contrast before printing a security watermark. This adjustment is also recommended when changing the background pattern, replacing the ink or printer, and after heavy printing activity.

Selecting Security Watermark sets these driver features to the following values:

- Watermark in the Advanced tab is set to None.
- Resolution in Imaging > Print Quality > Custom > Custom Quality Settings is set to 600 dpi.
- Kyocera Image Refinement in Imaging > Print Quality > Custom > Custom Quality Settings is set to Off.
- Color reproduction in the Imaging tab is set to Graphic.
- EcoPrint in Quick Print, Basic, or Imaging tab is set to Off.
- Adjustment setting in the Imaging tab is set to None.
- Color Optimizer in the Advanced tab is set to None.

Adding or editing a security watermark

1. In Advanced > Security Watermark, click New to create a custom security watermark.

   ![Note] You cannot edit default security watermark options. To edit a custom security watermark, select it from the list.

2. Enter a security watermark name.

3. Set up to 3 lines of text.
None
This option leaves the line blank.

User-defined
This option inserts your specified text.

Other predefined options include information from the computer or printer driver, such as Computer name, User name, and Job ID.

4 Select your preferred font, size, style, and angle of the text.

5 Select a design for the security watermark background:

Document guard
The document guard design appears as the security watermark background.

Patterns
Select a predefined pattern for the security watermark background.

6 Set the color of the watermark background to Black, Cyan, or Magenta.

7 Select the best density and contrast settings:

Density
Select the shading density of the background pattern.

Contrast
Select the contrast level of the watermark text against the background.

To print a page displaying all contrast options against the selected density, click Print Sample. Repeat this for all density options. Select the sample with a nearly invisible security watermark, and then change the settings to match the chosen sample.

8 Under Print onto, select the pages where you want to print the security watermark:

All pages
Prints the security watermark on each page of the document.

First page only
Prints the security watermark on the first page.

All pages except first page
Prints the security watermark on all pages excluding the first page.

Only on specified pages
Prints the security watermark on specific pages.
Outside of front cover

Prints the security watermark on the front cover. This option is available when Cover mode is selected in the Publishing tab. If Cover mode is set to Front / Outside or Front and back / Outside, Outside of front cover is automatically selected.

9 To print the first available line of watermark text at the bottom of the page, select Print as footer, and then select an alignment option. This is useful because the security watermark itself is not normally visible on the printed page.

10 For Security Watermark, Overprint is set by default. The security watermark is printed over the document data so that it can appear clearly in a photocopy.

11 Click Save, and then OK in all dialog boxes.

Color Optimizer

With this plug-in feature, you can match a single color accurately in a print job. The colors should be solid and consistent, with no shading. Multiple colors can be adjusted separately. Color Optimizer does not work in a document with photographs.

In the Color Optimizer dialog box, you can use an eyedropper tool or enter specific RGB values to select the color. A printed sheet lets you select the preferred color variation for the print job. Hue, Lightness, and Saturation settings are adjusted in the driver according to the preferred variation.

You can create up to three custom settings for selections made in Color Optimizer > Color adjustment. You can also select a Color reproduction option.

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

When installed, the Color Optimizer button appears in the Advanced tab. The Color Optimizer button is unavailable for any of the following settings:

• PDF selected as the PDL
• Black & White mode selected in Administrator > Lock Settings
• Black selected in the Imaging, Basic, or Quick Print tab
• China red selected in Color reproduction in the Imaging tab

Optimizing RGB color for printing

1 Open the document containing the preferred colors.

2 From the application's File menu, click Print > Preferences or Properties.

3 In Advanced > Color Optimizer > Color adjustment, select Custom 1, Custom 2, or Custom 3.
4 Under Color reproduction, select from the available options.

5 Select a color using one of the following methods:
   • Drag the eyedropper tool anywhere on the screen to select the preferred color.
   • If you know the RGB values of the color, type or select the values.
   The color appears in the color preview box.

6 Select any two of the following options:
   • Hue
   • Lightness
   • Saturation

7 Click the printer icon to print a table displaying variations of the selected color. From the printed sheet, select the preferred variation.

8 In the Color Optimizer dialog box, type or select the number or letter combination of the preferred variation next to the color preview.

9 Click Add. A maximum of ten colors can be added. To remove a color, select it from the list, and then click Delete.

10 If preferred, type a description for the custom setting.

11 Click OK or Apply.

EMF spooling

EMF (Enhanced MetaFile) is a spool file format used in printing by the Microsoft Windows operating system. When a print job is sent from an application, it is transferred to the spool file. The application writes to and the printer driver reads from the spool file simultaneously. For multiple or large documents, this quickly returns application control to the user while the printer is still printing the document.

When Data passthrough is selected in the Page Description Languages (PDL) dialog box, EMF spooling is unavailable.

Selecting EMF spooling

1 In the Advanced tab, select EMF Spooling.

2 Click OK.

Enabling client custom paper size

Client custom paper size refers to page size settings saved on a client computer. You have the choice to use your local custom sizes or the server custom sizes. This feature is intended for the client computer in a client/server environment.
From the Advanced tab, do either of the following:

• Select **Enable client custom paper size** to use custom page sizes locally in the driver.
• Clear **Enable client custom paper size** to select custom sizes from the server to apply to print jobs created by the driver. Server profiles are read-only.

2 Click **OK**.

**Enabling client profile**

Client profile refers to profile settings saved on a client computer. This feature is available in both client computer and the server in a client/server environment.

In a server, an administrator can set the default value of the client computer to use either server or client profiles.

In a client computer, you can use your local profiles or the server profiles. If you are logged in using a privileged account, such as a local administrative account or a domain administrative account, then the server settings are applied to the client computer.

1 From the Advanced tab, do either of the following:

• Select **Enable client profile** to use custom profiles locally in the driver to apply to print jobs.
• Clear **Enable client profile** to use profiles from the server to apply to print jobs. Server profiles are read-only.

2 Click **OK**.