PostScript3 Unit Type 2238

Operating Instructions
Supplement

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

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Installable Options

The following options are available:

❖ Input Paper Device

- Tray 3
- Tray 3 and 4
- Tray 3 (LCT)

❖ Output Paper Device

- Left Tray 1 and 2
- 2 Tray Finisher
- Booklet Finisher

Setting Up Options

To use installed options correctly, first set up the printer driver. If the options are not recognized, you cannot use them, even though they are physically installed. The procedure to set up a printer driver varies depending on the operating system.

❖ Windows

You can set up any of the options using the following tabs:

Windows 95/98/Me	**[Accessories]** tab
Windows 2000/XP, Windows Server 2003, Windows NT 4.0	**[Device Settings]** tab

Note

❒ To set up options, access the printer driver from Windows. You cannot set up options if you access the printer driver from an application.

Limitation

❒ If your system is Windows 2000, Windows XP Professional, or Windows Server 2003, changing printer driver settings requires Manage Printers permission. Members of Administrators and Power Users groups have Manage Printers permission by default. When you change printer driver settings, log on with an account that has Manage Printers permission.

- ❒ If your system is Windows NT 4.0, changing printer driver settings requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you change printer driver settings, log on with an account that has Full Control permission.
- ❒ If you are using Adobe Page Maker 6.0, 6.5, or 7.0 with Windows 95/98/Me/2000/XP, WIndows Server 2003, or Windows NT 4.0, you have to set up options in the Adobe PageMaker's print dialog box.

❖ Mac OS

You can set up all options using the **[Chooser]** dialog box.

Limitation

- ❒ If you use Mac OS X, this functions cannot be used.

Printing a Document

This section describes how to print documents from an application.

Note

❒ "Mac OS X" in the tables below refers to Mac OS X 10.2.x or later versions. For Mac OS X 10.1.x, read "Set x as " Feature x".

❖ Paper Source

The following table shows where you can select this function.

Windows 95/98/Me	**[Input Tray:]** in the **[Paper]** tab
Windows 2000/XP, Windows Server 2003	**[Paper Source]** in the **[Paper/Quality]** tab
Windows NT 4.0	**[Paper Source]** in the **[Page Setup]** tab
Mac OS	**[Paper Source]** in **[General]** in the print dialog box
Mac OS X	**[Paper Feed]** in the print dialog box

❖ Destination Tray

The following table shows where you can select this function.

Windows 95/98/Me	**[Output Tray:]** in **[Destination]** on the **[Paper]** tab
Windows 2000/XP, Windows Server 2003	**[Destination]** in **[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Destination]** in **[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Destination]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Destination]**on the **[Set 3]** tab in **[Printer Features]** in the print dialog box

❖ Media Type

Use this to select the paper type.
The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	**[Type:]** in **[All Pages]** on the **[Paper]** tab
Windows 2000/XP, Windows Server 2003	**[Media]** on the **[Paper/Quality]** tab
Windows NT 4.0	**[Media]** in **[Paper/Output]** on the **[Advanced]** tab
Mac OS	**[Paper Type]** in **[Printer Specific Options]** in the print dialog box.
Mac OS X	**[Paper Type]** on the **[Set 4]** tab in **[Printer Features]** in the print dialog box.

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❖ Duplex Printing

Use this function to select duplex printing.

Limitation

❒ To use this function, the duplex unit must be installed on the printer.

The following table shows where you can select this function.

Windows 95/98/Me	**[Duplex]** on the **[Setup]** tab
Windows 2000/XP, Windows Server 2003	**[Print on Both Sides]** on the **[Layout]** tab
Windows NT 4.0	**[Print on Both Sides]** on the **[Page Setup]** tab
Mac OS	**[Print on Both Sides]** on **[Layout]** in the print dialog box
Mac OS X	**[Print on Both Sides]** on **[Duplex]** in the print dialog box

❖ Collate

Use this function to enable collation. With it, the printer can efficiently print collated sets of multiple-page documents.

Limitation

❒ If you are using Windows 2000/XP, Windows Server 2003, Mac OS, or Mac OS X, make sure the following check boxes have not been selected:

- Windows 2000/XP, Windows Server 2003
  The **[Collated]** check box on **[Paper/Output]** on **[Advanced...]** on the **[Paper/Quality]** tab
- Mac OS
  The **[Collate]** check box in the print dialog box
- Mac OS X
  The **[Collated]** check box on **[Copies & Pages]** in the print dialog box

The following table shows where you can select this function.

Windows 95/98/Me	**[Collate]** on the **[Setup]** tab
Windows 2000/XP, Windows Server 2003	**[Collate]** in **[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Collate]** in **[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Collate]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Collate]** on the **[Set 1]** tab in **[Printer Features]** in the print dialog box

❖ Toner Saving

Use this function to reduce the amount of toner used when printing.

Note

❒ This will increase the life of the toner, the output will appear slightly lighter.

The following table shows where you can select this function.

Windows 95/98/Me	**[Toner Saving]** on the **[Print Quality]** tab
Windows 2000/XP, Windows Server 2003	**[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Toner Saving]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Toner Saving]** on the **[Set 3]** tab in **[Printer Features]** in the print dialog box

❖ Staple

Use this function to staple sheets of printed paper together.

Limitation

❒ When stapling, use the finisher option. See *Copy Reference* or *Printer Reference 2*.

Note

❒ The stapling location might differ depending on the orientation of the paper set in the printer and the orientation of the data to be printed. For details, see "Staple and Punch", *Printer Reference 2*.

The following table shows where you can select this function.

Windows 95/98/Me	**[Staple]** on the **[Setup]** tab
Windows 2000/XP, Windows Server 2003	**[Staple]** in **[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Staple]** in **[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Staple]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Staple]** on the **[Set 3]** tab in **[Printer Features]** in the print dialog box

❖ Punch

Use this function to punch holes in the printed documents.

Limitation

❒ When punching holes, use the finisher option. See *Copy Reference* or *Printer Reference 2*.

Note

❒ Punch positions and the number of punch holes that are available will change depending on the type of finisher, the original's orientation, and the printing paper size and orientation. For details, see "Staple and Punch", *Printer Reference 2*.

The following table shows where you can select this function.

Windows 95/98/Me	**[Punch]** on the **[Setup]** tab
Windows 2000/XP, Windows Server 2003	**[Punch]** in **[Printer Features]** on **[Advanced...]** on the **[Paper/Quality]** or **[Layout]** tab
Windows NT 4.0	**[Punch]** in **[Printer Features]** on **[Document Options]** on the **[Advanced]** tab
Mac OS	**[Punch]** in **[Printer Specific Options]** in the print dialog box
Mac OS X	**[Punch]** on the **[Set 2]** tab in**[Printer Features]** in the print dialog box

❖ Sample Print

Use this function to make only one set of a multiple print job, then, if the result is satisfactory, the remaining sets can be printed out from the machine's control panel.

Limitation

❒ Applications, like PageMaker, which use original drivers do not work with this function.

Note

❒ The user ID can consist of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

❒ Entering the user ID helps you distinguish a print job from others.

The following table shows where you can select this function.

Windows 95/98/Me	**[Job Type:]** on the **[Setup]** tab
Windows 2000/XP, Windows Server 2003, Windows NT 4.0	**[Job Type:]** on the **[Job Log]** tab
Mac OS	**[Job Type:]** on the**[Job Log]** in the print dialog box
Mac OS X	This function is not available.

❖ Locked Print

Use this function to save documents in the machine's hard disk using a password, and then print them as required.

Limitation

❒ Applications, like PageMaker, which use original drivers do not work with this function.

Note

❒ The user ID can consist of up to eight alphanumeric (a-z, A-Z, 0-9) characters. The password must be four digits.

The following table shows where you can select this function.

Windows 95/98/Me	**[Job Type:]** on the **[Setup]** tab
Windows 2000/XP	**[Job Type:]** on the **[Job Log]** tab
Windows NT 4.0	**[Job Type:]** on the **[Job Log]** tab
Mac OS	**[Job Type:]** on the**[Job Log]** in the print dialog box
Mac OS X	This function is not available.

❖ Document Server

Use this function to store hard disk documents that you want to print as well as documents you might want to later combine or process for printing. For more information about the Document Server function, see "Accessing the Document Server", *Printer Reference 2*.

Limitation

❒ Applications, like PageMaker, which use original drivers do not work with this function.

Note

❒ An optional hard disk drive is required for the Document Server function.

The following table shows where you can select this function.

Windows 95/98/Me	**[Job Type:]** on the **[Setup]** tab
Windows 2000/XP, Winodws Server 2003, Windows NT 4.0	**[Job Type:]** on the **[Job Log]** tab
Mac OS	**[Job Type:]** on the **[Job Log]** in the print dialog box
Mac OS X	This function is not available.

Toner Saving

Follow the procedure below to print documents using Toner Saving.

Windows 95/98/Me

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Select the printer, and then click [Properties].**
3. **Click the [Print Quality] tab.**
4. **Click [On] for [Toner Saving].**
5. **Click [OK] to close the printer properties dialog box.**
6. **Start the printing from the application's [Print] dialog box.**

Windows 2000

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Click the [Paper/Quality] tab.**
3. **Click [Advanced...].**
   The **[Advanced Options]** dialog box appears.
4. **Click [On] for [Toner Saving] under [Printer Features].**
5. **Click [OK].**
6. **Start the printing from the application's [Print] dialog box.**

Windows XP, Windows Server 2003

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Select the printer, and then click [Preferences].**
3. **Click [Advanced...].**
   The **[Advanced Options]** dialog box appears.
4. **Click [On] for [Toner Saving] under [Printer Features].**

5 **Click [OK] to close the [Advanced Options] dialog box.**

6 **After making the necessary settings, click [OK] to close the [Printing Preferences] dialog box.**

7 **Start the printing from the application's [Print] dialog box.**

Windows NT 4.0

1 **From an application, click [Print] on the [File] menu.**
The **[Print]** dialog box appears.

2 **Select the printer, and then click [Properties].**

3 **Click the [Advanced] tab.**

4 **From [Document Options], click [On] for [Toner Saving] under [Printer Features].**

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

6 **Start the printing from the application's [Print] dialog box.**

Mac OS/Mac OS X

1 **From an application, click [Print] on the [File] menu.**
The **[Print]** dialog box appears.

2 **In the pop-up menu, click [Printer Specific Options].**

Note
❒ Under Mac OS X, click **[Printer Features]**.

3 **Click [On] for [Toner Saving].**

Note
❒ Under Mac OS X, select **[On]** for **[Toner Saving]** pop-up menu under **[Set 3]**.

4 **After making the necessary settings, click [Print].**

Staple

Follow the procedure below to print a document using the Staple functions.

Windows 95/ 98/ Me

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Select the printer, and then click [Properties].**
3. **Click the [Setup] tab.**
4. **Make the necessary settings in [Staple], and then click [OK] to close the printer properties dialog box.**
5. **Start the printing from the application's [Print] dialog box.**

Windows 2000

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Click the [Paper/Quality] tab.**
3. **Click [Advanced...].**
   The **[Advanced Options]** dialog box appears.
4. **Click [Staple] under [Printer Features].**
5. **After making the necessary settings, click [OK].**
6. **Start the printing from the application's [Print] dialog box.**

Windows XP, Windows Server 2003

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Select the printer, and then click [Preferences].**
3. **Click [Advanced...].**
   The **[Advanced Options]** dialog box appears.
4. **Click [Staple] under [Printer Features].**

5 **Click [OK] to close the [Advanced Options] dialog box.**

6 **After making the necessary settings, click [OK] to close the [Printing Preferences] dialog box.**

7 **Start the printing from the application's [Print] dialog box.**

Windows NT 4.0

1 **From an application, click [Print] on the [File] menu.**

The **[Print]** dialog box appears.

2 **Select the printer, and then click [Properties].**

3 **Click the [Advanced] tab.**

4 **From [Document Options], click [Staple] under [Printer Features].**

5 **After making the necessary settings, click [OK] to close the [Properties] dialog box.**

6 **Start the printing from the application's [Print] dialog box.**

Mac OS/Mac OS X

1 **From an application, click [Print] on the [File] menu.**

The **[Print]** dialog box appears.

2 **In the pop-up menu, click [Printer Specific Options].**

Note

❒ Under Mac OS X, click **[Printer Features]**.

3 **On the [Staple] pop-up menu, select the location for stapling.**

Note

❒ Under Mac OS X, on the **[Staple]** pop-up menu under **[Set 3]**, select the location for stapling.

4 **After making the necessary settings, click [Print].**

Punch

Follow the procedure below to print a document using the Punchfunction.

Windows 95/ 98/ Me

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Select the printer, and then click [Properties].**
3. **Click the [Setup] tab.**
4. **Make the necessary settings in [Punch], and then click [OK] to close the printer properties dialog box.**
5. **Start the printing from the application's [Print] dialog box.**

Windows 2000

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Click the [Paper/Quality] tab.**
3. **Click [Advanced...].**
   The **[Advanced Options]** dialog box appears.
4. **Click [Punch] under [Printer Features]**
5. **After making the necessary settings, click [OK].**
6. **Start the printing from the application's [Print] dialog box.**

Windows XP, Windows Server 2003

1. **From an application, click [Print] on the [File] menu.**
   The **[Print]** dialog box appears.
2. **Select the printer, and then click [Preferences].**
3. **Click [Advanced...].**
   The **[Advanced Options]** dialog box appears.
4. **Click [Punch] under [Printer Features].**

5 **Click [OK] to close the [Advanced Options] dialog box.**

6 **After making the necessary settings, click [OK] to close the [Printing Preferences] dialog box.**

7 **Start the printing from the application's [Print] dialog box.**

Windows NT 4.0

1 **From an application, click [Print] on the [File] menu.**

The **[Print]** dialog box appears.

2 **Select the printer, and then click [Properties].**

3 **Click the [Advanced] tab.**

4 **From [Document Options], click [Punch] under [Printer Features].**

5 **After making the necessary settings, click [OK] to close the [Properties] dialog box.**

6 **Start the printing from the application's [Print] dialog box.**

Mac OS/Mac OS X

1 **From an application, click [Print] on the [File] menu.**

The **[Print]** dialog box appears.

2 **In the pop-up menu, click [Printer Specific].**

Note

❒ Under Mac OS X, click **[Printer Features]**.

3 **On the [Punch] pop-up menu, select the location for punching.**

Note

❒ Under Mac OS X, on the **[Punch]** pop-up menu under **[Set 3]**, select the location for punching.

4 **After making the necessary settings, click [Print].**

Sample Print

Follow the procedure below to print a document using the Sample Print function.

Windows 95/98/Me

Note

❒ If the application has a collate option, make sure it is not selected before sending a print job. By default, sample print jobs are automatically collated by the printer driver. If the collate option is selected in the application's **[Print]** dialog box, more prints than intended may be printed.

1. **From an application, click [Print] on the [File] menu.**

   The **[Print]** dialog box appears.

2. **Select the printer, and then click [Properties].**

3. **Click the [Setup] tab.**

4. **In the [Job Type:] list, click [Sample Print].**

5. **Click [Details...].**

6. **In the [User ID] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.**

   Note

   ❒ This is used to identify the user associated with a job.

7. **Click [OK].**

8. **Click [OK] to close the printer properties dialog box.**

9. **Set the number of copies to two or more, and then start the printing from the application's [Print] dialog box.**

   The sample print job is sent to the machine and one set is printed.

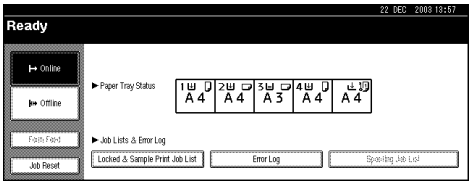
10. **Check the printed output to make sure the settings are correct.**

    If the settings are correct, proceed to step 11 to print the remaining sets.

    If you want to delete a saved job, see p.20 “Deleting a Sample Print File”.

11. **On the machine's control panel, press the 【Printer】 key to display the printer screen.**

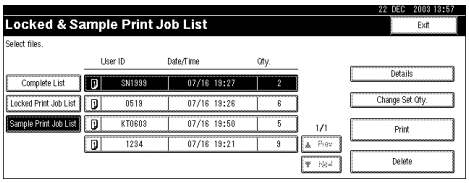
12 Press [Locked & Sample Print Job List].



A list of the print files stored appears.

13 Press [Sample Print Job List].

A list of the sample print files stored appears.



The following items will also appear:

- User ID : The user ID set by the printer driver
- Date/Time : The date and time the job was sent from the computer
- Qty. : The number of remaining sets

14 Press [▲Prev.] or [▼Next.] to scroll through the files to the one you want to print.

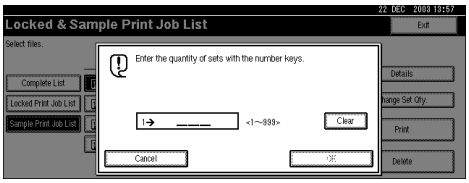
15 Select the file you want to print by pressing it.

- If you want to cancel a sample print file, press it again.
- You can select only one file at a time.

16 Press [Change Set Qty.] to change the number of sets to be printed.

If you do not want to change the set quantity, proceed to step 18.

17 Enter the new number of sets using the number keys, and then press [OK].



The file list screen reappears.

Note

❒ You can enter up to 999 sets.

❒ Press **[Clear]** to correct any entry mistakes.

❒ If you want to cancel **[Change Set Qty.]**, press **[Cancel]**.

18 Press [Print].

A print confirmation screen appears.

19 Press [Yes].

The remaining sets are printed.

Important

❒ When printing finishes, the stored file will be deleted.

Note

❒ Press **[No]** to cancel the printing.

Windows 2000/XP, Windows Server 2003, Windows NT 4.0

Note

❒ If the application has a collate option, make sure it is not selected before sending a print job. By default, sample print jobs are automatically collated by the printer driver. If the collate option is selected in the application's **[Print]** dialog box, more prints than intended may be printed.

1 From an application, click [Print] on the [File] menu.

The **[Print]** dialog box appears.

2 Select the printer, and then click [Properties].

Note

❒ Under Windows 2000, select the printer, and then proceed to step **3**.

❒ Under Windows XP and Windows Server 2003, select the printer, and then click **[Preferences]**.

3 Click the [Job Log] tab.

4 In the [Job Type:] list, click [Sample Print].

5 In the [User ID] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.

Note

❒ This is used to identify the user associated with a job.

6 Click [OK] to close the printer properties dialog box.

Note

❒ Under Windows 2000, proceed to step **7**.

7 Set the number of copies to two or more, and then start the printing from the application's [Print] dialog box.

The sample print job is sent to the machine, and one set is printed.

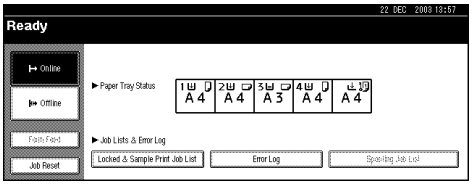
8 Check the printed output to make sure the settings are correct.

If the settings are correct, proceed to step 9 to print the remaining sets.

If you want to delete a saved job, see p.20 “Deleting a Sample Print File”.

9 On the machine's control panel, press the 【Printer】 key to display the printer screen.

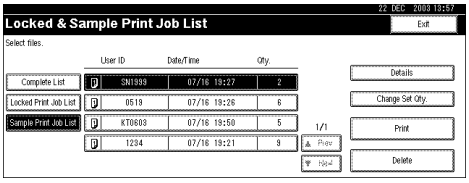
10 Press [Locked & Sample Print Job List].



A list of the print files stored appears.

11 Press [Sample Print Job List].

A list of the sample print files stored appears.



The following items will also appear:

- User ID : The user ID set by the printer driver
- Date/Time : The date and time the job was sent from the computer
- Qty. : The number of remaining sets

12 Press [▲Prev.] or [▼Next.] to scroll through the files to the one you want to print.

13 Select the file you want to print by pressing it.

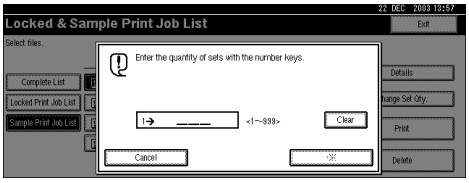
- If you want to cancel a sample print file, press it again.
- You can select only one file at a time.

14 Press [Change Set Qty.] to change the number of sets to be printed.

If you do not want to change the set quantity, proceed to step 16.

1

15 Enter the new number of sets using the number keys, and then press [OK].



The file list screen reappears.

Note

- ❒ You can enter up to 999 sets.
- ❒ Press **[Clear]** to correct any entry mistakes.
- ❒ If you want to cancel **[Change Set Qty.]**, press **[Cancel]**.

16 Press [Print].

A print confirmation screen appears.

17 Press [Yes].

The remaining sets are printed.

Important

- ❒ When printing finishes, the stored file will be deleted.

Note

- ❒ Press **[No]** to cancel the printing.

Mac OS/Mac OS X

Limitation

- ❒ If you use Mac OS X, this function cannot be used.

1 From an application, click [Print] on the [File] menu.

The **[Print]** dialog box appears.

2 In the pop-up menu, click [Job Log].

3 On the [Job Type:] pop-up menu, select the appropriate setting.

4 In the [User ID] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.

Note

- ❒ This is used to identify the user associated with a job.

5 Set the number of copies to two or more, and then click [Print].

The sample print job is sent to the machine, and one set is printed.

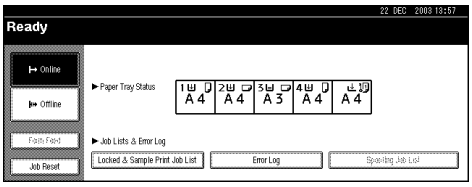
6 Check the printed output to make sure the settings are correct.

If the settings are correct, proceed to step 7 to print the remaining sets.

If you want to delete a saved job, see p.20 "Deleting a Sample Print File".

7 On the machine's control panel, press the [Printer] key to display the printer screen.

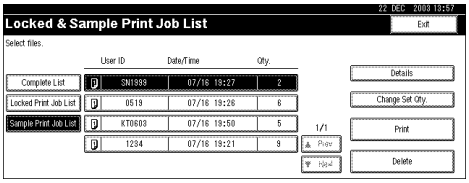
8 Press [Locked & Sample Print Job List].



A list of the print files stored appears.

9 Press [Sample Print Job List].

A list of the sample print files stored appears.



The following items will also appear:

- User ID : The user ID set by the printer driver
- Date/Time : The date and time the job was sent from the computer
- Qty. : The number of remaining sets

10 Press [▲Prev.] or [▼Next.] to scroll through the files to the one you want to print.

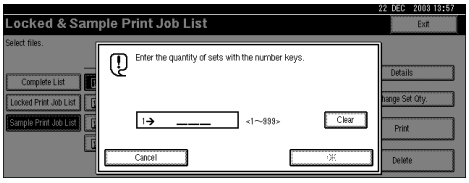
11 Select the file you want to print by pressing it.

- If you want to cancel a sample print file, press it again.
- You can select only one file at a time.

12 Press [Change Set Qty.] to change the number of sets to be printed.

If you do not want to change the set quantity, proceed to step 14.

13 Enter the new number of sets using the number keys, and then press [OK].



The file list screen reappears.

Note

- ❒ You can enter up to 999 sets.
- ❒ Press **[Clear]** to correct any entry mistakes.
- ❒ If you want to cancel **[Change Set Qty.]**, press **[Cancel]**.

14 Press [Print].

A print confirmation screen appears.

15 Press [Yes].

The remaining sets are printed.

Important

- ❒ When printing finishes, the stored file will be deleted.

Note

- ❒ Press **[No]** to cancel the printing.

Deleting a Sample Print File

If the printed document is not as you expected, you can delete the sample print file.

1 On the machine's control panel, press the 【Printer】 key to display the printer screen.

2 Press [Locked & Sample Print Job List].

A list of the print files stored appears.

3 Press [Sample Print Job List].

A list of sample print files stored appears.

4 Select the file you want to delete by pressing it.

Note

- ❒ Press **[▲Prev.]** or **[▼Next.]** to scroll through the list.
- ❒ To cancel a selection, press the highlighted file again.
- ❒ Only one file can be selected at a time.

5 Press [Delete].

A delete confirmation screen appears.

6 Press [Yes] to delete the file.

After the file has been deleted the printer screen reappears.

Note

- ❒ Press **[No]** to cancel the delete request.

Locked Print

Follow the procedure below to print a document using the Locked Print function.

Windows 95/98/Me

1 From an application, click [Print] on the [File] menu.

The **[Print]** dialog box appears.

2 Select the printer, and then click [Properties].

3 Click the [Setup] tab.

4 In the [Job Type:] list, click [Locked Print].

5 Click [Details...].

6 In the [User ID] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a four-digit password in the [Password:] box.

Note

❒ This is used to identify the user associated with a job.

7 Click [OK].

8 Click [OK] to close the printer properties dialog box.

9 After making the necessary settings, click [OK] to close the [Print] dialog box.

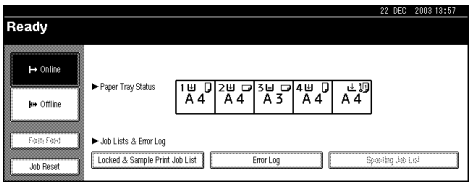
The document file is saved in the machine.

If you want to print the document, proceed to step 10.

If you want to delete the document, see p.26 "Deleting a Locked Print File".

10 On the machine's control panel, press the 【Printer】 key to display the printer screen.

11 Press [Locked & Sample Print Job List].

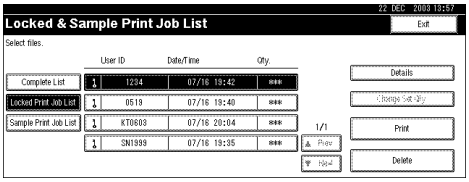


A list of the print files stored appears.

1

12 **Press [Locked Print Job List].**

A list of the locked print files stored appears.



The date and time the job was sent from the computer, as well as the user ID is displayed.

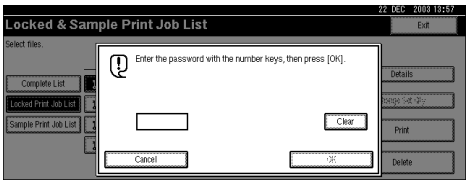
13 **Select the file you want to print by pressing it.**

Note

- ❒ Press **[▲Prev.]** or **[▼Next.]** to scroll through the list.
- ❒ To cancel a selection, press the highlighted file again.
- ❒ Only one file can be selected at a time.

14 **Press [Print].**

The password screen appears.



15 **Enter the password using the number keys, and then press [OK].**

A print confirmation screen appears.

Note

- ❒ The confirmation screen will reappear if the password was entered incorrectly. Press **[OK]** to enter the password again.

16 **Press [Yes].**

The locked print file is printed.

Important

- ❒ When printing finishes, the stored file will be deleted.

Note

- ❒ Press **[No]** to cancel the printing.
- ❒ If printing is stopped by pressing **[Job Reset]** after it has started, the file will be deleted.

Windows 2000/XP, Windows Server 2003, Windows NT 4.0

1 From an application, click [Print] on the [File] menu.

The **[Print]** dialog box appears.

2 Select the printer, and then click [Properties].

Note

- ❒ Under Windows 2000, select the printer, and then proceed to step **3**.
- ❒ Under Windows XP and Windows Server 2003, select the printer, and then click **[Preferences]**.

3 Click the [Job Log] tab.

4 In the [Job Type:] list, click [Locked Print].

5 In the [User ID] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a 4-digit password in the [Password:] box.

Note

- ❒ This is used to identify the user associated with a job.

6 Click [OK] to close the printer properties dialog box.

Note

- ❒ Under Windows 2000, proceed to step **7**.

7 Start the printing from the application's [Print] dialog box.

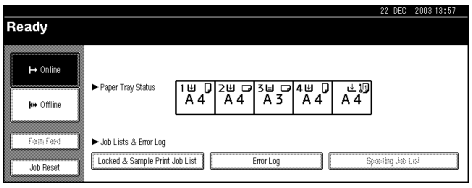
The document file is saved in the machine.

If you want to print the document, proceed to step **8**.

If you want to delete the document, see p.26 "Deleting a Locked Print File".

8 On the machine's control panel, press the 【Printer】 key to display the printer screen.

9 Press [Locked & Sample Print Job List].

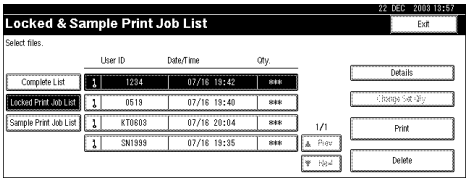


A list of the print files stored appears.

1

10 **Press [Locked Print Job List].**

A list of the locked print files stored appears.



The date and time the job was sent from the computer, as well as the user ID is displayed.

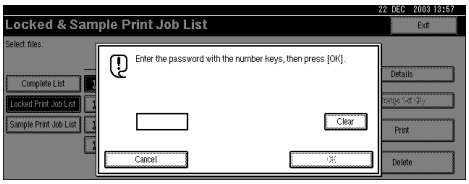
11 **Select the file you want to print by pressing it.**

Note

- ❒ Press **[▲Prev.]** or **[▼Next.]** to scroll through the list.
- ❒ To cancel a selection, press the highlighted file again.
- ❒ Only one file can be selected at a time.

12 **Press [Print].**

The password screen appears.



13 **Enter the password using the number keys, and then press [OK].**

A print confirmation screen appears.

Note

- ❒ The confirmation screen will reappear if the password was entered incorrectly. Press **[OK]** to enter the password again.

14 **Press [Yes].**

The locked print file is printed.

Important

- ❒ When printing finishes, the stored file will be deleted.

Note

- ❒ Press **[No]** to cancel the printing.
- ❒ If printing is stopped by pressing **[Job Reset]** after it has started, the file will be deleted.

Mac OS/Mac OS X

Limitation

❒ If you use Mac OS X, this function cannot be used.

1 From an application, click [Print] on the [File] menu.

The **[Print]** dialog box appears.

2 In the pop-up menu, click [Job Log].

3 On the [Job Type:] pop-up menu, click [Locked Print].

4 In the [User ID] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters, and then enter a 4-digit password in the [Password:] box.

Note

❒ This is used to identify the user associated with a job.

5 After making the necessary settings, click [Print].

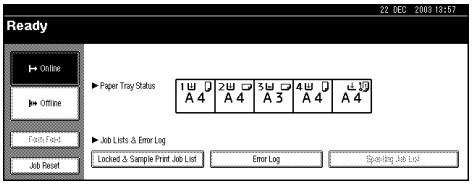
The document file is saved in the machine.

If you want to print the document, proceed to step 6.

If you want to delete the document, see p.26 "Deleting a Locked Print File".

6 On the machine's control panel, press the 【Printer】 key to display the printer screen.

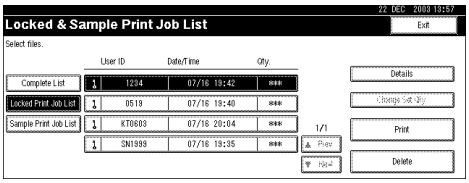
7 Press [Locked & Sample Print Job List].



A list of the print files stored appears.

8 Press [Locked Print Job List].

A list of the locked print files stored appears.



The date and time the job was sent from the computer, as well as the user ID is displayed.

1

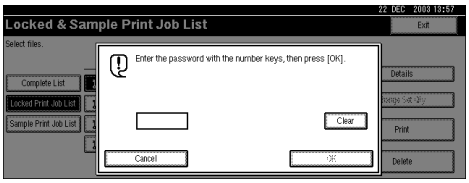
9 Select the file you want to print by pressing it.

Note

- ❒ Press **[▲Prev.]** or **[▼Next.]** to scroll through the list.
- ❒ To cancel a selection, press the highlighted file again.
- ❒ Only one file can be selected at a time.

10 Press [Print].

The password screen appears.



11 Enter the password using the number keys, and then press [OK].

A print confirmation screen appears.

Note

- ❒ The confirmation screen will reappear if the password was entered incorrectly. Press **[OK]** to enter the password again.

12 Press [Yes].

The locked print file is printed.

Important

- ❒ When printing finishes, the stored file will be deleted.

Note

- ❒ Press **[No]** to cancel the printing.
- ❒ If printing is stopped by pressing **[Job Reset]** after it has started, the file will be deleted.

Deleting a Locked Print File

If the printed document is not as you expected, you can delete the locked print file.

1 On the machine's control panel, press the 【Printer】 key to display the printer screen.

2 Press [Locked & Sample Print Job List].

A list of the print files stored appears.

3 Press [Locked Print Job List].

A list of locked print files stored appears.

4 Select the file you want to delete by pressing it.

Note

- ❒ Press **[▲Prev.]** or **[▼Next.]** to scroll through the list.
- ❒ To cancel a selection, press the highlighted file again.
- ❒ Only one file can be selected at a time.

5 Press [Delete].

The password screen is appears.

6 Enter the password using the number keys, and then press [OK].

A delete confirmation screen appears.

Note

- ❒ The confirmation screen will reappear if the password was entered incorrectly. Press **[OK]** to enter the password again.

7 Press [Yes].

After the file has been deleted, the printer screen reappears.

Note

- ❒ Press **[No]** to cancel the delete request.

Document Server

Follow the procedure below to print a document using the Document Server function.

Note

- ❒ An optional hard disk drive is required to use the Document Server function.

Windows 95/98/Me

1 From an application, click [Print] on the [File] menu.

The **[Print]** dialog box appears.

2 Select the printer, and then click [Properties].

3 Click the [Setup] tab.

4 In the [Job Type:] list, click [Document Server].

5 Click [Details...].

6 Enter a user ID, file name, and password in the dialog box that appears. The file name and password are optional.

7 **Click [OK].**

8 **Start the printing from the application's [Print] dialog box.**

1

Windows 2000/XP, Windows Server 2003, Windows NT 4.0

1 **From an application, click [Print] on the [File] menu.**

The **[Print]** dialog box appears.

2 **Select the printer, and then click [Properties].**

Note

❒ Under Windows 2000, select the printer, and then proceed to step 3.

❒ Under Windows XP and Windows Server 2003, select the printer, and then click **[Preferences]**.

3 **Click the [Job Log] tab.**

4 **In the [Job Type:] list, click [Document Server].**

5 **Enter a user ID, file name, and password in the dialog box that appears. The file name and password are optional.**

6 **Click [OK].**

Note

❒ Under Windows 2000, proceed to step 7.

7 **Start the printing from the application's [Print] dialog box.**

Mac OS/Mac OS X

Limitation

❒ If you use Mac OS X, this function cannot be used.

1 **From an application, click [Print] on the [File] menu.**

The **[Print]** dialog box appears.

2 **In the pop-up menu, click [Job Log].**

3 **On the [Job Type:] pop-up menu, click [Document Server].**

4 **Enter a user ID, file name, and password in the dialog box that appears. The file name and password are optional.**

5 **Start the printing from the application's [Print] dialog box.**

Printer Utility for Mac

By using Printer Utility for Mac, you can download fonts, change the printer name, and so on.

Limitation

- ❒ If the Mac OS and printer are connected by USB (optional), you cannot use Printer Utility for Mac.

Note

- ❒ Printer Utility for Mac is included on the CD-ROM labeled "Printer Drivers and Utilities".
- ❒ Printer Utility for Mac requires Mac OS 7.6.1 ~ 9.x, or Mac OS X 10.1.x or 10.2.1. Mac OS X 10.0.x and 10.2 are not supported.

Installing Printer Utility for Mac

Follow the procedure below to install Printer Utility for Mac on the machine.

1. **Start the Mac OS.**
2. **Insert the CD-ROM into the CD-ROM drive.**

   The CD-ROM icon appears.
3. **Double-click the hard disk icon to open it.**
4. **Double-click the CD-ROM icon.**

   The contents of the CD-ROM appear.
5. **Double-click the [Mac OS 8 and 9] folder.**

   Note

   - ❒ Under Mac OS X, double-click the **[Mac OS X]** folder.
6. **Double-click the [PS Utility] folder of the CD-ROM.**
7. **Double-click the folder of the language you use.**
8. **Drag the "Printer Utility for Mac" file, and then drop it into the Mac OS hard disk.**
9. **Drag the CD-ROM icon and drop it into [Trash] to eject the CD-ROM.**

   Printer Utility for Mac is installed.

Starting Printer Utility for Mac

This describes how to start Printer Utility for Mac.

Mac OS

Important

- ❒ Before starting Printer Utility for Mac, make sure the printer is selected in **[Chooser]** on the Apple menu.

1 Double-click the Printer Utility for Mac icon.

The **[Printer Utility for Mac]** dialog box appears.

2 Click [OK].

Printer Utility for Mac will take a few seconds to start.

Reference

For more information, see p.31 “Printer Utility for Mac Functions”.

Mac OS X

1 Double-click the Printer Utility for Mac icon.

The **[Printer Utility for Mac]** dialog box appears.

2 Click [OK].

3 In the [Available Printers:] box, select the printer you want to use.

Note

- ❒ If you change zones, select a name from **[Available Network Zones:]**.
- ❒ Click **[Choose Printer..]** on the Printer Utility for Mac menu if you want to change the printer.

4 Select the printer you want to use.

Printer Utility for Mac will take a few seconds to start.

Reference

For more information, see p.31 “Printer Utility for Mac Functions”.

Printer Utility for Mac Functions

Printer Utility for Mac functions are described below.

❖ Apple menu (Mac OS), Printer Utility for Mac menu (Mac OS X)

- **[About Printer Utility for Mac...]**
- **[Choose Printer...]**

Displays the **[Choose target printer]** dialog box.

❖ [File] menu

- **[Download PS Fonts]**
  Downloads fonts (PostScript Type 1) to the machine. See p.32 “Downloading PS Fonts”.
- **[Display Printer's Fonts]**
  Displays and deletes the fonts in machine memory and the hard disk. See p.33 “Displaying Fonts”.
- **[Initialize Printer's Disk]**
  Initializes the machine's hard disk. See p.34 “Initializing the Hard Disk”.
- **[Page Setup]**
  Sets up the paper size to print “Print Fonts Catalog” and “Print Fonts Sample”. See p.34 “Page Setup”.
- **[Print Fonts Catalog]**
  Prints the names of available fonts. See p.34 “Printing the Font Catalog”.
- **[Print Fonts Sample]**
  Prints a sample of fonts. See p.35 “Printing Font Samples”.
- **[Rename Printer]**
  Changes the machine name when viewed via Appletalk. See p.35 “Renaming the Machine”.
- **[Restart Printer]**
  Restarts the machine. See p.36 “Restarting the Machine”.

❖ [Utility] menu

- **[Download PostScript File]**
  Downloads a PostScript file. See p.36 “Downloading PostScript Files”.
- **[Select Zone]**
  Changes the zone the printer belongs to via Appletalk. See p.36 “Selecting the Zone”.
- **[Display Printer Status]**
  Displays the status of the printer. See p.37 “Displaying the Machine Status”.
- **[Launch Dialogue Console]**
  Creates and edits a PostScript file, and downloads it to the printer. See p.37 “Launching the Dialog Console”.

Downloading PS Fonts

You can download the PS fonts to the machine memory or hard disk.

1

Important

- ❒ The following download procedure assumes you are a system administrator. If you are not, consult your system administrator.
- ❒ Resetting the machine deletes the fonts.
- ❒ Make sure the machine and Mac OS are connected in the Appletalk environment.

Note

- ❒ Some fonts cannot be downloaded.
- ❒ Before downloading, read the documentation of the fonts you want to use.

1 **On the [File] menu, click [Download PS Fonts...].**

2 **Click [Add to list].**

The dialog box for selecting font files appears.

3 **Select the desired font files, and then click [Open].**

The list of selectable font names appears.

4 **After adding all the fonts you want to download, click [OK].**

The dialog box for selecting fonts to download appears.

Note

- ❒ You can select **[Printer's disk]**.

5 **Click [Download].**

The fonts are downloaded, and download status appears.

Important

- ❒ During download, do not turn off the main power switch, operate the panel, or open/close the cover.

6 **When the completion message appears, click [OK].**

7 **Click [Cancel].**

Displaying Fonts

You can view available fonts that have been downloaded. Fonts in machine memory and the hard disk can be displayed.

1 **On the [File] menu, click [Display Printer's Fonts...].**

The dialog box appears.

2 **Click [Printer's disk] or [Printer's memory].**

3 **Click [OK].**

Deleting Fonts

You can delete fonts from machine memory or the hard disk.

1 **On the [File] menu, click [Display Printer's Fonts...].**

The dialog box appears.

2 **Click [Printer's disk] or [Printer's memory].**

3 **Select the fonts you want to delete.**

Limitation

❒ You cannot delete fonts that appear in italics.

4 **Click [Delete].**

A confirmation message appears.

5 **Make sure the fonts you want to delete, and the name of the printer from which you want to delete the fonts, are correct.**

6 **Click [Continue], and then click [OK].**

7 **Click [OK].**

1

Initializing the Hard Disk

When initializing the machine's hard disk using Printer Utility for Mac, only fonts related to PostScript will be deleted. Before initializing, make sure you know the fonts already stored in the machine.

Important

- ❒ When initializing the machine's hard disk from the machine's control panel, all the data in the machine, such as the Document Server data, will be deleted. Before initializing, be sure to check the data on the hard disk.

1 On the [File] menu, click [Initialize Printer's Disk...].

A confirmation message appears.

Note

- ❒ To cancel initialization, click **[Cancel]**.

2 Click [Execute].

Initializing starts.

Important

- ❒ Do not turn off the main power switch until initialization finishes, otherwise it might damage the hard disk.

3 When the completion message appears, click [OK].

Page Setup

You can set the paper size in **[Print Fonts Catalogue]** and **[Print Fonts Sample]**.

1 On the [File] menu, click [Page Setup].

2 Select the paper size.

Printing the Font Catalog

You can print the names of fonts available on the machine.

Limitation

- ❒ If you use Mac OS X, this function is not possible.

Note

- ❒ The paper selected under **[Page Setup]** is used.

1 On the [File] menu, click [Print Fonts Catalogue].

2 Click [Print].

Printing Font Samples

You can print samples of fonts that have been downloaded into the hard disk and memory.

Limitation

❒ If you use Mac OS X, this function is not possible.

Note

❒ The paper selected under **[Page Setup]** is used.

1. **On the [File] menu, click [Print Fonts Sample...].**
2. **Click [Print].**

Renaming the Machine

You can change the machine name that appears under Appletalk. If you connect several printers on the network, assign different names to help identify them. If several printers have the same name, a digit appears next to the machine name in the **[Chooser]** dialog box.

1. **On the [File] menu, click [Rename Printer...].**
2. **In the [New Name:] box, enter a new name.**

   Limitation

   ❒ You can enter up to 31 alphanumerical characters.

   ❒ Do not use symbols, for example "*", ":", "=","@", "≈".

3. **Click [Rename].**

   The machine name is changed.

4. **Click [OK].**
5. **On the Apple menu, click [Chooser].**
6. **Click the [AdobePS] icon.**
7. **Select the machine name renamed in step 2, and then close the [Chooser] dialog box.**

   Note

   ❒ If there are several Appletalk zones, select the zone the machine belongs to.

Restarting the Machine

You can restart the machine from the **[File]** menu; however, the fonts in machine memory will be deleted.

1 On the [File] menu, click [Restart Printer].

2 Check the message that appears on the screen, and then click [Restart].

The machine restarts.

Note

❒ If the machine is restarted, all settings return to default. For setting functions, see *Printer Reference 2* provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer / Scanner".

Downloading PostScript Files

You can download PostScript files for printing.

1 On the [Utility] menu, click [Download PostScript File...].

2 Select the file name, and then click [Open].

3 Enter the log file name, and then click [Save].

The selected file is printed.

Note

❒ Errors are recorded in the log file.

Selecting the Zone

You can change the zone the machine belongs to under Appletalk.

Important

❒ Make sure the machine and Mac OS are connected in the Appletalk environment.

1 On the [Utility] menu, click [Select Zone...].

The zone the printer belongs to and the available zone list appear.

2 Select the zone you want to switch the printer to, and then click [Change].

A confirmation message appears.

3 Click [Continue].

A confirmation message appears.

4 **Click [OK].**

5 **On the Apple menu, click [Chooser].**

6 **Click the [AdobePS] icon.**

7 **In the [Appletalk zone:] list, select the zone changed in step 2 .**

8 **In the [Select a PostScript Printer:] list, select the machine you want to use.**

9 **Close the [Chooser] dialog box.**

Displaying the Machine Status

You can display current machine status.

1 **On the [Utility] menu, click [Display Printer Status...].**

The current machine status appears.

2 **Check the current machine status.**

You can check memory capacity, VM space, hard disk status, and available hard disk space. You can also see the zone the machine belongs to.

3 **Click [OK].**

Launching the Dialog Console

You can create and edit PostScript files for printing and downloading to the machine.

Important

- ❒ Because the "Launch Dialogue Console" is recommended for users who have a firm grasp of PostScript, you are advised to take extreme care when using it.
- ❒ Only download PostScript files to the machine.

1 **On the [Utility] menu, click [Launch Dialogue Console...].**

Open the editing screen. The Dialogue Console menu bar appears.

2 **In the editor screen, enter the PostScript command.**

Note

- ❒ To edit a PostScript file, click **[Open]** on the **[File]** menu to open it.
- ❒ You can search or replace a character string using the **[Search]** menu.

3 **After editing the PostScript file, click [Download Top Window] on the [Console] menu to start printing.**

The PostScript file is sent to the machine.

4 **Printing is executed according to the sent PostScript file.**

Note

❒ The **[Reply from Printer]** window may open, depending on the PostScript file sent.

5 **On the [Console] menu, click [Return To Main Menu] to close the PostScript file.**

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