

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /  
PRINTER

# Printing Guide

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## Preface




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Thank you for purchasing TOSHIBA Multifunctional Digital Systems. Also this guide describes instructions on how to set up the printer drivers required for this equipment, and how to print with them. Read this manual before using your Multifunctional Digital Systems. Keep this manual within easy reach, and use it to configure an environment that makes best use of the e-STUDIO's functions.

### ■ How to read this manual

#### □ Symbols in this manual

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

-  **WARNING** Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, serious damage, or fire in the equipment or surrounding assets.
-  **CAUTION** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data.
-  **Note** Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip

Describes handy information that is useful to know when operating the equipment.



Pages describing items related to what you are currently doing. See these pages as required.

#### □ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

Model name	Series name in this manual
e-STUDIO305CP/305CS	e-STUDIO305CS Series
e-STUDIO385P/385S	e-STUDIO385S Series
e-STUDIO525P	e-STUDIO525P
e-STUDIO306CS	e-STUDIO306CS
e-STUDIO425S	e-STUDIO425S

#### □ Options

For the available options, refer to the option information in the **User's Guide** for your equipment.

#### □ Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 7. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- If you use Windows Server 2008 R2, refer to the operation procedure for Windows 7, though the screens or the menu names, etc. may differ.
- In this manual, the initial values of the setting items are underlined.

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## ❑ Install Disc co-packed with the equipment

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

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- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows 8 is Microsoft Windows 8 Operating System.
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# OVERVIEW

This section provides an overview of the printing functions.

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## Features and Functions

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### **Extensive Client Platform Support**

This equipment supports printing from IBM-compatible PC.

### **Various Port Options**

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

### **Multiple Job Types**

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

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

### **Professional Finishing Options**

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

### **Sophisticated Document Layout and Assembly Options**

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

### **Various Sizes of Printing Paper Available**

You can define custom paper sizes other than the standard ones to print data created with your application.

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## Watermark and Image Overlay Support

Watermarks are a great way to subtly convey useful information about your printed documents. Common watermarks are “Confidential,” “Draft,” and “Original.” Several watermarks have been pre-defined for use with your documents, or you can create and save your own custom watermarks.

Watermarks consist of text. Image Overlays can be any combination of text, graphics or other document elements.

Printing watermarks consumes fewer resources than using Image Overlays, so you should use watermarks wherever possible, particularly when printing speed is an issue.

## About Printer Drivers

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Printer driver is included in the Install Disc. For instructions on how to install it, refer to the ***Software Installation Guide***.

# PRINTING FROM WINDOWS

This section provides instructions on how to print from a Windows computer.

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## Before Using the Printer Driver

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Before printing, you have to configure the following options:

- Configuration Settings  
To use optional devices such as optional drawers, the Finisher or Hole Punch Unit, you must first configure these devices. The features of these optional devices are not available unless you inform the system that the optional devices are installed.

Before printing, you can configure the following option if necessary:

- Department Code  
You can use department codes to manage each job. For example, a system administrator can check how many sheets of copies a certain department has made. When the Department code is enabled, you are prompted to enter a department code before printing. If you enter the department code in the corresponding field in advance, you can print without having to do this every time. Ask your administrator about the codes. When SNMP communication between the equipment and your computer is enabled, you are also prompted to enter the code before printing.

### ■ Notice for e-STUDIO305CS Series, e-STUDIO385S Series, e-STUDIO525P, e-STUDIO306CS, and e-STUDIO425S users

Only the Universal Printer 2 (PCL6) printer driver is supported. The Universal Printer 2 (PostScript), Universal PS3, and Universal XPS printer drivers are not supported. TopAccess is not available.

Select [Generic Model] on the [Device Settings] tab. When [Generic Model] is selected, the following functions of Universal Printer 2 (PCL6) are not available.

- [Image Quality] tab
  - Whole [Image Quality] tab
- [Device Settings] tab
  - Device Settings Retrieval function
  - Inserter Unit
  - Hard disk
  - Account Settings
- [Finishing] tab
  - Booklet in 2-sided printing
  - Poster Print
- [Effect] tab
  - Rotate 180 Degrees
  - Mirror
  - Negative/Positive
- [Others] tab
  - TopAccess (Link)
  - Toner Save
  - Do not Print Blank Pages
  - Letterhead Print Mode
  - SNMP Communication
  - SNMP Settings
  - Add Printer
  - User name (Alias)
  - Department Code

When [Generic Model] is selected, only the following items can be selected on the [Basic] tab.

- Original Paper Size
  - A3, A4, A5, A6, B4, B5, Ledger, Letter, Legal, Executive, and Custom Paper Size
- Paper Type
  - Plain, Recycled, Thick1, Thick2, Thick3, and Transparency
- Color
  - Auto, Color, and Black and White

When [Generic Model] is selected, only [Normal Print] and [Print to Overlay File] can be selected as print job.



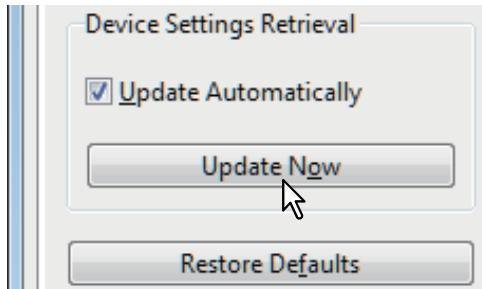
## ■ Configuring the options

To use this equipment properly, you need to save the configuration of the installed options into the printer drivers. In the default setting, you can obtain the configuration data of options automatically when the printer driver is installed. If SNMP communication between this equipment and your computer is not available, or you want to configure options manually, see the following page:

📖 P.16 “Configuring options manually”

### Note

When SNMP communication between this equipment and your computer is enabled, you can retrieve the option configuration information by clicking [Update Now].



## ❑ Configuring options manually

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

### Setting the [Device Settings] tab manually

#### Note

You need to log in to Windows with the “Administrator” privilege.

#### 1 Click [Start] menu and select [Devices and Printers].

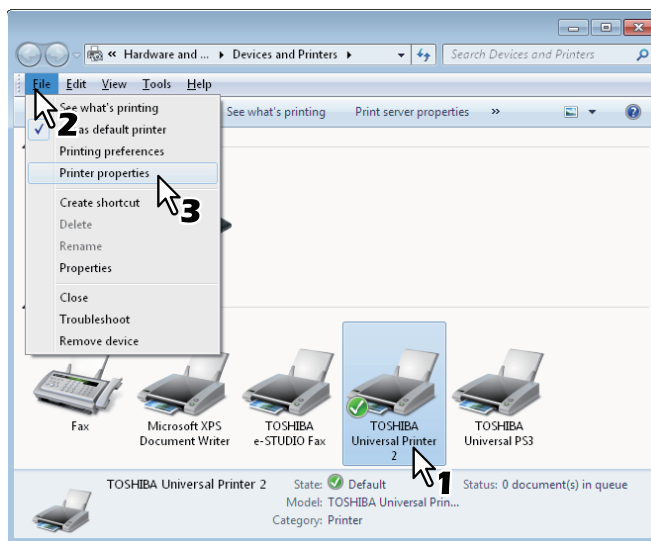
The Printers folder appears.


#### Tips

- For Windows Vista or Windows Server 2008  
Click [Start] menu, [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows 8.1 / Windows Server 2012  
Right-click in the lower left of the screen, then click [Control Panel] > [Devices and Printers].
- For Windows 10  
Right-click [Start], then click [Control Panel] > [View devices and printers].

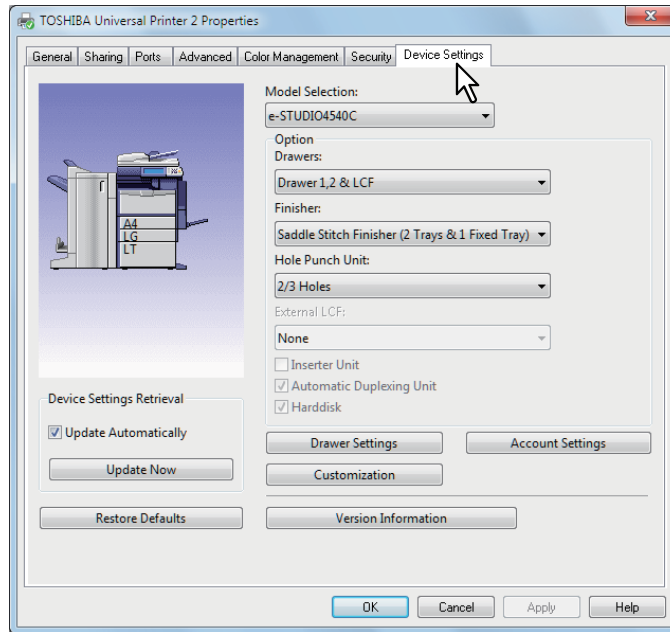
#### 2 Select the printer driver for this equipment, and then click [Printer properties] in the [File] menu.

The printer driver properties dialog box appears.



- For Windows Vista / Windows Server 2008, click [Properties] in the [File] menu and select the printer driver for this equipment.
- If the [File] menu is not displayed, press [Alt].
- If the dialog box displayed does not allow the printer driver properties to be changed, follow the procedure below.
  - For Windows Vista, click [Run as administrator] and [Properties] in the [File] menu. If the password entry screen appears, enter the administrator password. The [User Account Control] dialog box appears. Click [Continue].
  - For Windows 7, some tab menus have a  button in the printer driver properties. To change the properties, click on it. If the properties cannot be changed, ask your system administrator.
- To change a network-installed printer driver, the administrator privilege is necessary. Ask your system administrator for details.

### 3 Display the [Device Settings] tab menu, and set the following options.



**Model** — This sets the model type. The setup items of the printer driver are changed according to the model selected.

#### Note

Selecting [Universal] restricts the printer driver functions to those common to all printers on the network, which is convenient for using other printers with your printer driver.

**Option** — This option sets whether the following optional devices are installed.

- **Drawers** — This sets whether or not the Paper Feed Unit (2nd drawer), Paper Feed Pedestal (3rd drawer), Drawer Module (4th drawer) or Large Capacity Feeder is installed.
- **Finisher** — This sets whether or not the Finisher, Saddle Stitch Finisher, Hanging Finisher, Inner Finisher, Job Separator or Offset Tray is installed.
- **Hole Punch Unit** — This sets whether or not the Hole Punch Unit is installed.
- **External LCF** — This sets whether or not the External Large Capacity Feeder is installed.
- **Insertion Unit** — This sets whether or not the Insertion Unit is installed.
- **Automatic Duplexing Unit** — This sets whether or not the Automatic Duplexing Unit is installed.
- **Hard disk** — This sets whether or not the Hard disk is installed.

#### Note

The Large Capacity Feeder is not available for some countries or regions.

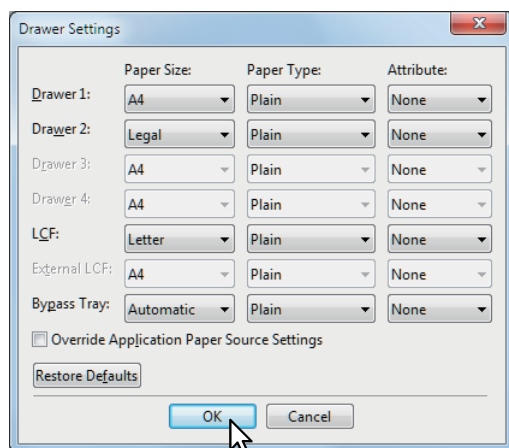
#### Tips

- Setup items differ depending on the model and the option configuration.
- For more information about each item, see the descriptions about the [Device Settings] tab.  
P.83 "[Device Settings] tab"
- If you set any options on the [Device Settings] tab without two-way communications between this equipment and your computer, 2-sided printing is automatically enabled.

### 4 Click [Drawer Settings].

The [Drawer Settings] dialog box appears.

## 5 Set the following options and click [OK].



**Drawer 1** — Select the size and type of paper that is loaded in the 1st Drawer.

**Drawer 2** — Select the size and type of paper that is loaded in the 2nd Drawer.

**Drawer 3** — Select the size and type of paper that is loaded in the 3rd Drawer.

**Drawer 4** — Select the size and type of paper that is loaded in the 4th Drawer.

**LCF** — Select the size and type of paper that is loaded in the Large Capacity Feeder when it is installed.

**External LCF** — Select the size and type of paper that is loaded in the External Large Capacity Feeder when it is installed.

**Bypass Tray** — Select the type of paper that is loaded in the Bypass Tray.

**Override Application Paper Source Settings** — Select this check box to use the paper source setting in the printer driver rather than the application setting.

### Tips

- Setup items differ depending on the model and the option configuration.
- For more information about each item, see the descriptions about the Drawer Settings.  
 P.86 "Drawer Settings"

## 6 Click [Apply] or [OK] to save settings.

## ■ Setting the department code

When this equipment is managed by department codes, you have to enter yours on the printer driver. This allows a network administrator to check the number of copies printed by specific department members. Also users can check who submitted the print jobs, by touch panel display and monitoring tools. Please ask your administrator whether you should enter the Department Code.

### Notes

- When the User Management setting is enabled, it is used to manage a print job instead of the Department Code Management setting. In this case, a user name that has been entered to log in to your computer is used for the authentication of the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid one according to the User Authentication Enforcement setting. Also if a print job is sent in RAW format, it is processed according to the RAW Print Job setting. For more information about the User Authentication Enforcement setting or the RAW Print Job setting, refer to the **TopAccess Guide**.
- If the No Limit Black function is enabled, you do not have to specify the department code when you print a document with [Black and White] selected for the [Color] option in the [Basic] tab of printer driver.

### Tips

- How the equipment performs printing for an invalid department code print job, for which an invalid department code is specified, varies depending on the Invalid Department Code Print Job setting that can be set in the TopAccess Administrator mode and whether SNMP communication is enabled or not.
  - When SNMP communication is enabled and Invalid Department Code Print Job is set to [Store to invalid job list], an error message will be displayed when an invalid department code is entered.
  - When SNMP communication is disabled and Invalid Department Code Print Job is set to [Store to invalid job list], the invalid department code print job will be stored in the invalid department code print job list without printing.
  - When the Invalid Department Code Print Job is set to [Print], the invalid department code print job will be printed.
  - When the Invalid Department Code Print Job is set to [Delete], the invalid department code print job will be deleted.
- A department code needs to be entered every time you begin printing. If you have to use a different department code for each print job, enter it when you begin printing.

## Entering department code

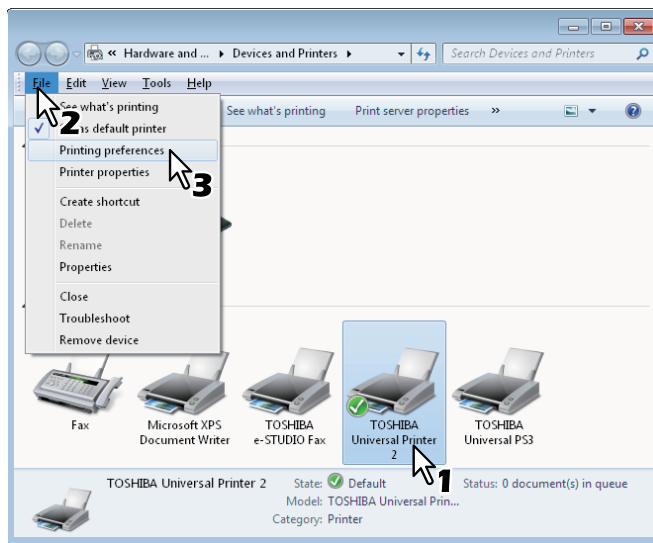
### 1 Click [Start] menu and select [Devices and Printers].

The Printers folder appears.

### Tips

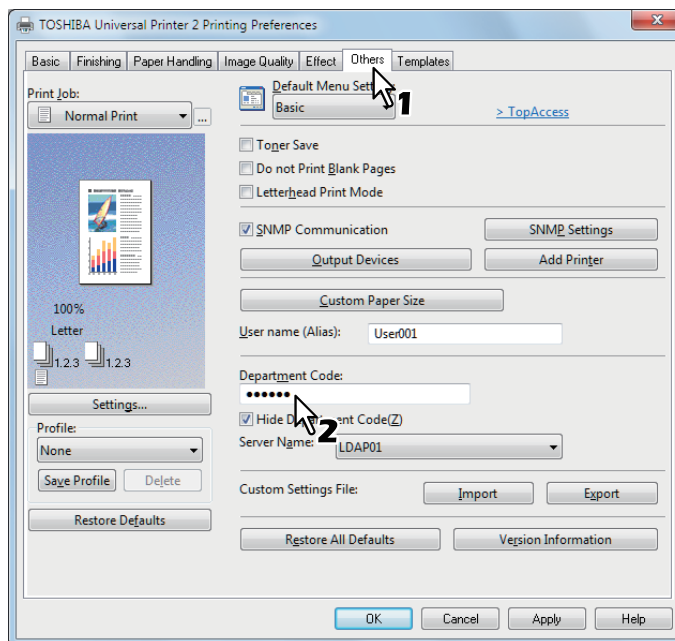
- For Windows Vista or Windows Server 2008  
Click [Start] menu, [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows 8.1 / Windows Server 2012  
Right-click in the lower left of the screen, then click [Control Panel] > [Devices and Printers].
- For Windows 10  
Right-click [Start], then click [Control Panel] > [View devices and printers].

## 2 Select the printer driver of this equipment, and then click [File] menu and select [Printing Preferences].



- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.

## 3 Display the [Others] tab menu and enter your department code in the [Department Code] box.



In the [Department Code] box, you can enter a department code within 63 characters.

### Tip

A department code must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet from A to Z (both capital and small ones), a hyphen (-), an underscore (\_), and a period (.).

## 4 Click [Apply] or [OK] to save the settings.

### ■ Copying the PPD file for Windows

The Install Disc contains a printer description file for popular Windows applications. For applications not allowing the automatic installation of PPD files, copy the PPD file to a proper directory in order to enable printer-specific settings in the [Print] dialog box or the [Page] Setup dialog box.

For more information about copying PPD files, refer to the **Software Installation Guide**.

## Printing From Application

This section describes how to print a document from application.

📖 P.21 “Considerations and limitations”

📖 P.21 “How to print”

### ■ Considerations and limitations

- When the User Management setting is enabled, it is used to manage a print job instead of the Department Code Management setting. In this case, a user name that has been entered to log in to your computer is used for the authentication of the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid one according to the User Authentication Enforcement setting. Also if a print job is sent in RAW format, it is processed according to the RAW Print Job setting. For more information about the User Authentication Enforcement setting or the RAW Print Job setting, refer to the **TopAccess Guide**.

When the Windows Domain Authentication is used for the User Management Setting, your computer must log in the domain.

- If the No Limit Black function is enabled, you do not have to specify the department code when you print a document selecting [Black and White] in the [Color] option in the [Basic] tab of printer driver.
- Some print options can be set from both the application and the printer driver, such as collation. If the collation is set from the application, documents may not be properly printed. If that happens, use the printer driver to set the collation. Depending on the application, some print options such as the orientation need to be set from the application. For print options that can be set from both the application and the driver, refer to the manual of the application.
- The model below does not support printing from Universal PS3 and Universal XPS printer drivers, but only from a Universal Printer 2 (PCL6) printer driver.
  - e-STUDIO2551C Series

#### Cautionary points when using the Universal PS3 printer driver

- In printing with the Universal PS3 printer driver from Adobe Acrobat, the print function for choosing the paper source corresponding to the PDF page size will be disabled even though it has been selected. If you want to print with PostScript utilizing this function, use the Universal Printer 2 printer driver, click [Customization] on the [Device Settings] tab, and select [PostScript] in the [Output PDL] box of the [PDL Settings] tab.
- When any of the following functions is set in the Universal PS3 printer driver, the print function will work appropriately even if print data are generated in the application side since this happens in the printer driver side by ignoring the pass-through printing of the application.
  - Print to Overlay file
  - Print Overlay Image
  - Nin1
  - Booklet
  - Interleave (Duplicate)
  - Templates printing
  - Print Paper Size
  - Image Scale
  - Poster Print
  - Tandem Print

### ■ How to print

Once you have installed the printer driver and configured it properly, you can print directly from most Windows applications. Simply choose the Print command from your application.

You can print using the various functions by setting print options on the printer driver.

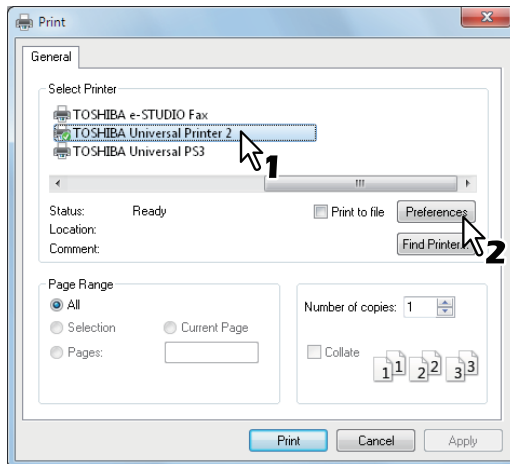
#### Printing from Windows applications

The following describes an example for printing from Notepad on Windows 7.

##### 1 Open a file and select [Print] from the [File] menu of the applications.

The [Print] dialog box appears.

## 2 Select the printer driver of the equipment to be used and click [Preferences].

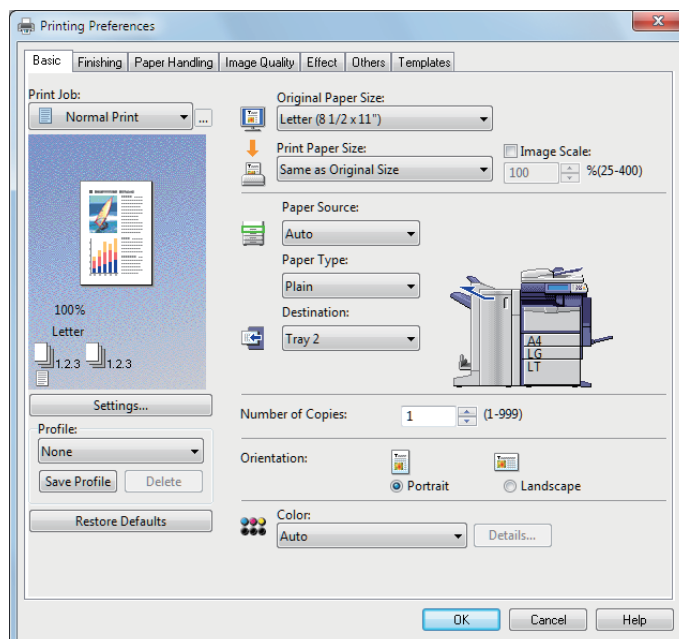


The printing preferences dialog box appears.

### Tip

The procedures for displaying the properties dialog for the printer driver may be different depending on the application that you are using. See your application's manual about displaying the printer properties dialog box.

## 3 Setting the print options on each tab according to how you want to print.

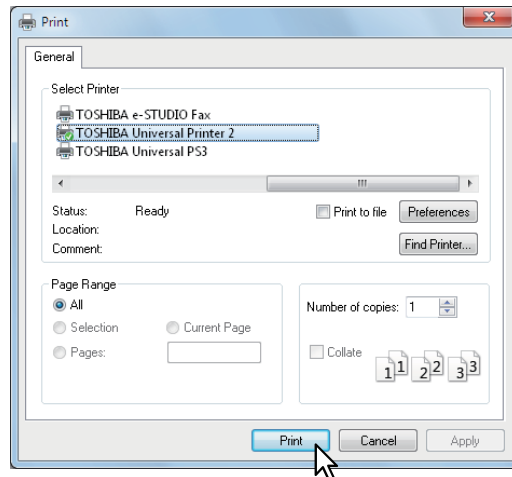


- Setting the print options varies depending on how you want to print a document.  
 P.32 "Print options"
- You can also set the print options using setting profiles.  
 P.26 "Setting print options using profiles"

## 4 Click [OK] to save the settings.



## 5 Click [Print] to print a document.

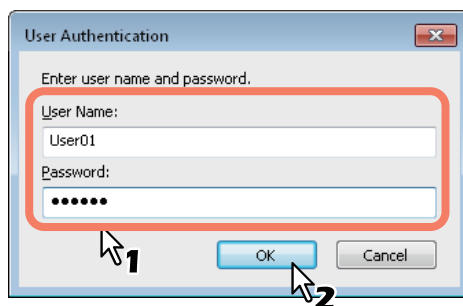


2

### Cautionary points when the [Enter the user credentials manually] option is used

When this option is enabled on this equipment, you are prompted to enter your user name and password before printing a document.

When the dialog box below appears, enter your user name and password, and then click [OK].

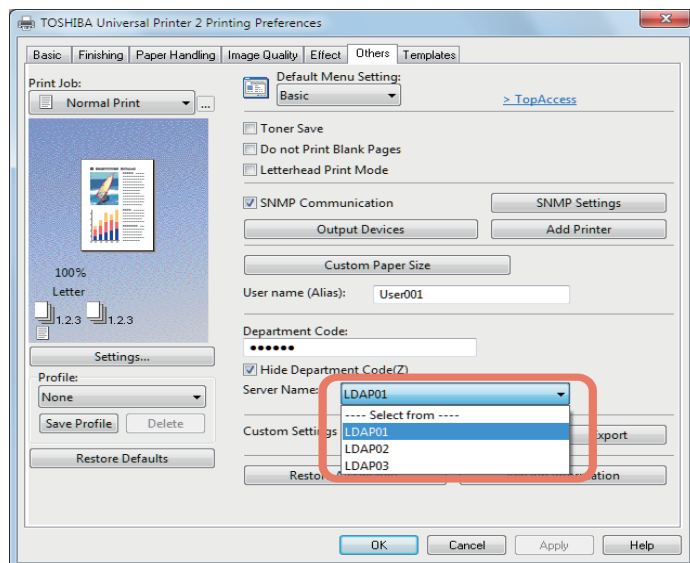


#### Notes

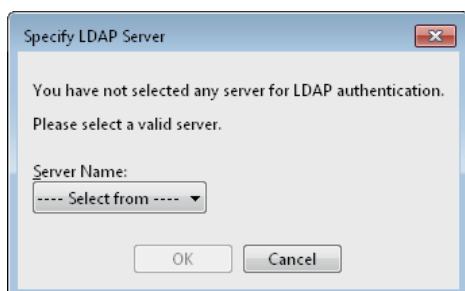
- Up to 128 characters can be entered in the [User Name] box, and up to 64 characters in the [Password] box.
- The values entered in the above boxes are not stored. Therefore, you must enter your user name and password every time you print a document.
- You can make settings for this option on the [Device Settings] tab.  
 P.87 "Account Settings"

### Cautionary points when LDAP authentication is used

When LDAP authentication is enabled on this equipment, you must specify an LDAP server in the [Server Name] box on the [Others] tab before printing a document.



If you attempt to send a print job without specifying an LDAP server, the [Specify LDAP Server] dialog box will appear to ask you to do so.



In this case, specify the desired LDAP server in the [Server Name] box and click [OK] to send the job.




You can make settings for LDAP authentication on the [Device Settings] tab.

📖 P.88 "Setting up LDAP servers"

## Setting Up Print Options

Print Options are the attributes you set to define the way a print job is processed. For example, the private print and proof print options determine how the copier manages your print job.

### Tip

To find the printing instructions for your specific needs, see the procedures in the following section.  
 P.95 “Printing With Best Functions for Your Needs”

2

## ■ How to set up

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

### □ Setting initial values of print options

Setting the print options by displaying the printer properties from the Printers folder within the Windows Start menu will establish the initial values of the options. For example, the paper size setting you most commonly use, optional device settings, user information settings, etc., are settings you will not want to change every time you print. It is convenient to set these options as initial values.

#### 1 Click the [Start] menu and select [Devices and Printers].

### Tips

- When you are using Windows 8.1 / Windows Server 2012, right-click in the lower left of the screen, then click [Control Panel] > [Devices and Printers].
- When you are using Windows 10, right-click [Start], then click [Control Panel] > [View devices and printers].
- When you are using Windows Vista / Windows Server 2008, click [Start], [Control Panel], [Hardware and Sound] and select [Printers].

#### 2 Select the printer driver of your equipment, click the [File] menu and select [Printing Preferences].

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

### □ Setting print options for each print job

The print options that are set in properties dialog box, which can be accessed from the [Print] dialog box of the application, are only applied to the current print job, so once you close the application, the options will be invalid.

#### How to display:

#### 1 Click the [File] menu and select [Print] on application.

#### 2 Select the printer driver of the equipment to be used and click [Preferences].

## □ Setting print options using profiles

Using profiles, you can save the print settings or apply the saved settings to a print job.

### Tip

There are 5 factory default profiles.

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

In order to print a document using profiles, you must first create the saved profile.

📖 P.26 “Saving profile”

Once you save a profile, you can apply its settings to a print job.

📖 P.27 “Loading profile”

You can also delete unnecessary profiles.

📖 P.28 “Deleting profile”

## Saving profile

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

### Tip

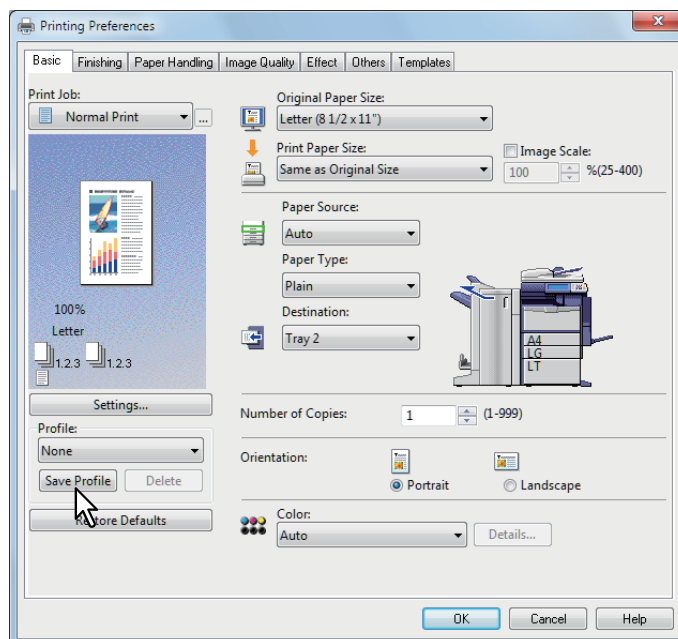
You can delete the default profile or overwrite it by changing its contents and saving it under the same name.

### 1 Configure the print options on each tab.

Setting the print options varies depending on how you want to print a document.

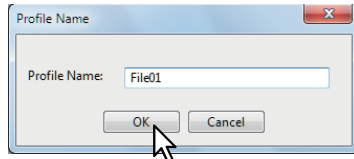
📖 P.32 “Print options”

### 2 Click [Save Profile] in the Profile group.



The [Profile Name] dialog box appears.

### 3 Enter the profile name and click [OK].



The file name must be up to 63 characters long.

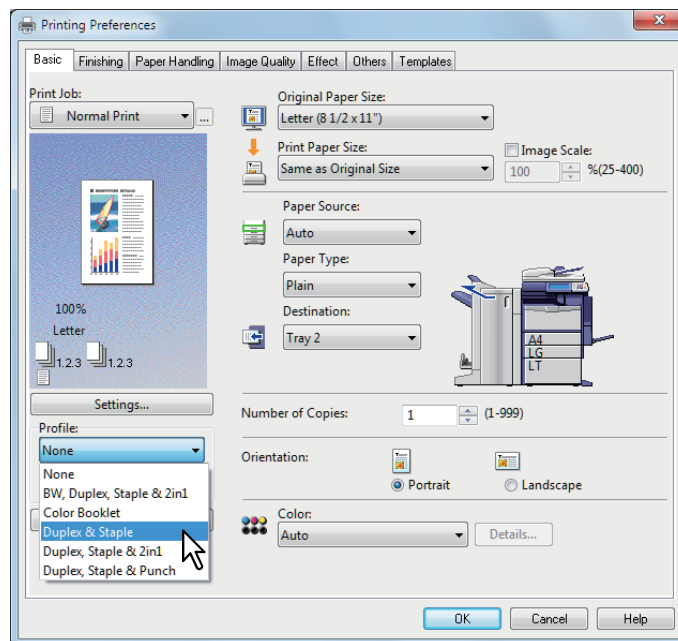
#### Tips

- If you enter an existing profile name, you are prompted to confirm whether you want to overwrite it. If you want, click [OK].
- If you try to save more than 20 profiles, a dialog box notifying you that no more can be saved appears, then the 21st profile is saved as a temporary profile. If you want to register this temporary profile, delete unnecessary profiles first, and then select [Temporary Profile] to recall this profile and click [Save Profile] to save it.
- You cannot specify [None] for the profile name.

### 4 The profile is saved.

#### Loading profile

### 1 Select a profile in the [Profile] box.



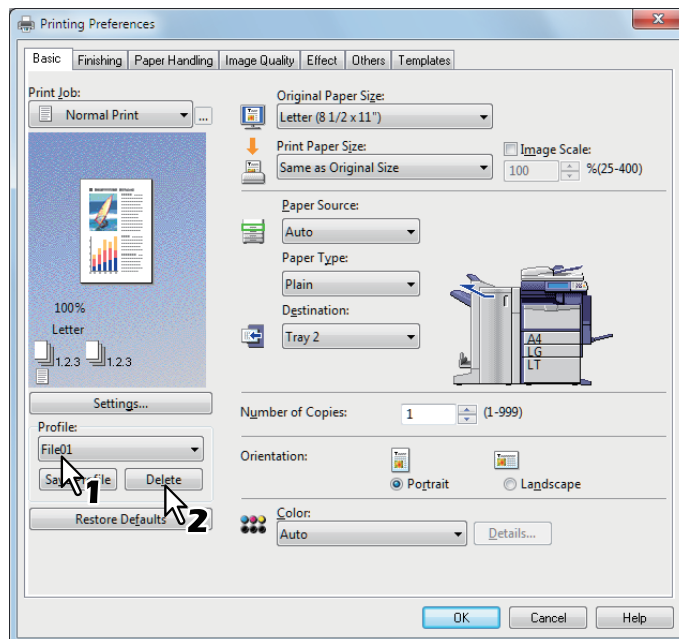
The setting options in the profile are reflected on each tab.

#### Note

To restore the default settings after you select the profile, click [Restore Defaults] on each tab. Selecting [None] on the [Profile] box will not restore them. To restore the default settings on any tab other than the [Device Settings] tabs, click [Restore All Defaults] on the [Others] tab.

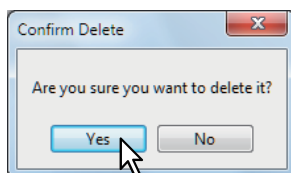
## Deleting profile

- 1 Select the profile that you want to delete in the [Profile] box, and click [Delete].



The [Confirm Delete] dialog box appears.

- 2 Click [Yes] to delete the selected profile.



## ❑ Setting up print options with Template Buttons

Once you save a profile to a Template Button, the [Templates] dialog box automatically appears upon printing, and you can immediately apply the saved profile to a print job only by selecting this Template Button.

### Tip

5 factory default profiles are registered in a Template Button.

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

To use a Template Button, you must first save a profile to this button. Also you must set a dialog box for selecting Template Buttons to appear automatically upon printing.

📖 P.29 “Saving a profile to the Template Button”

You can apply the saved profile to a print job by selecting the Template Button upon printing.

📖 P.30 “Printing with profiles in a Template Button”

You can delete a Template Button if it is no longer required.

📖 P.31 “Deleting a profile saved in a Template Button”

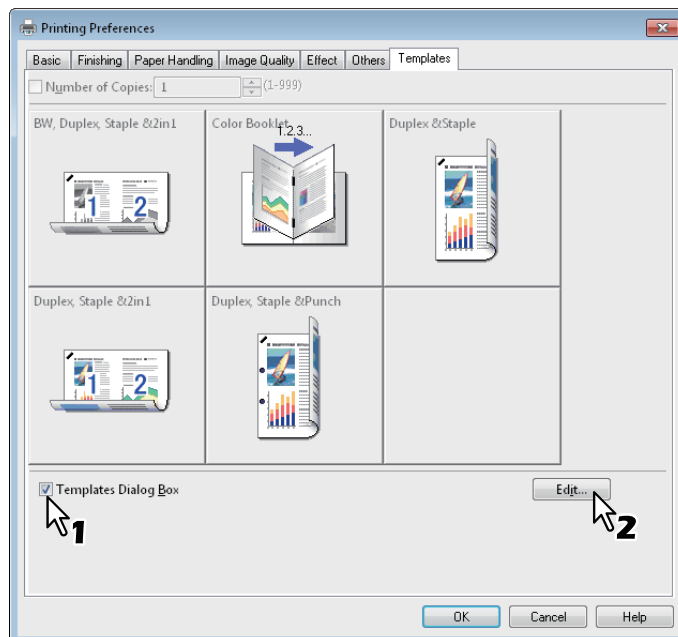
## Saving a profile to the Template Button

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

### Note

You can delete any of the default Template Buttons.

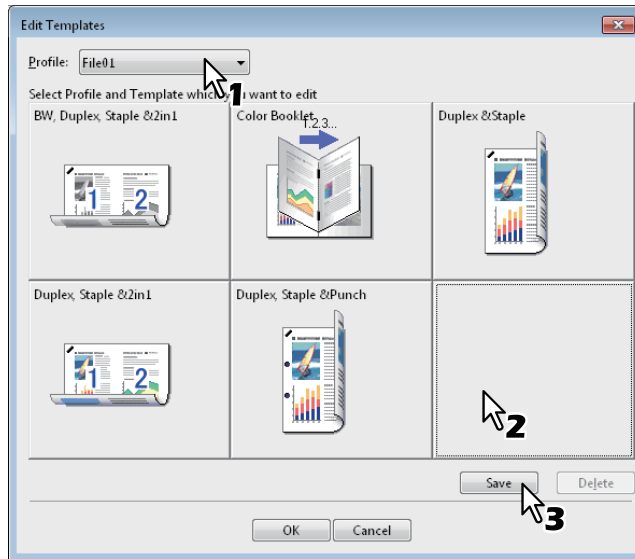
- 1 Save the desired print options as a profile.**  
📖 P.26 “Saving profile”
- 2 Select the [Templates] tab.**
- 3 Select the [Templates Dialog Box] check box.**



The [Templates] dialog box appears automatically in printing.

- 4 Click [Edit].**  
The [Edit Templates] dialog box appears.

## 5 Select a profile to be saved in the [Profile] box.



## 6 Select a Template Button to which the chosen profile is saved.

### Tip

If you select a Template Button that is already registered, the profile saved in this button is replaced with a new one.

## 7 Click [Save] and then [OK].

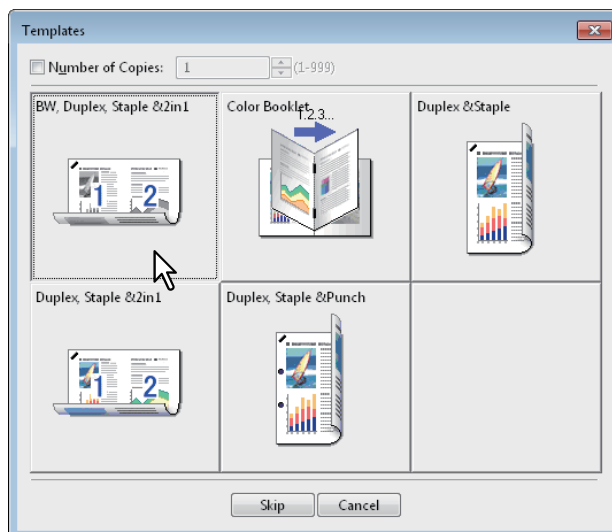
The chosen profile is saved in the selected Template Button.

## 8 Click [OK] on the [Template] tab.

The saved profile is registered.

### Printing with profiles in a Template Button

## 1 The [Templates] dialog box appears automatically when printing is started.





## 2 Select a Template Button to be applied.

Printing is performed with the profile saved in the selected Template Button.

### Tips

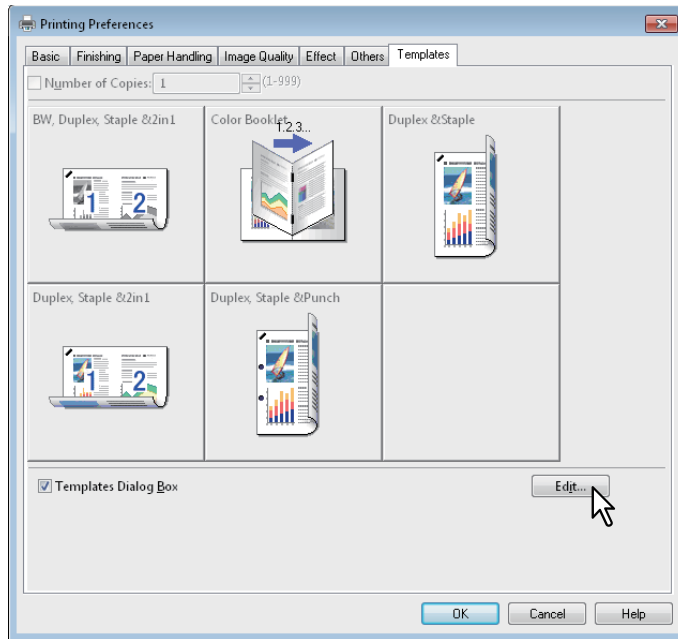
- To set the number of copies, select the [Number of Copies] check box.
- To print without applying profiles, click [Skip].

2

## Deleting a profile saved in a Template Button

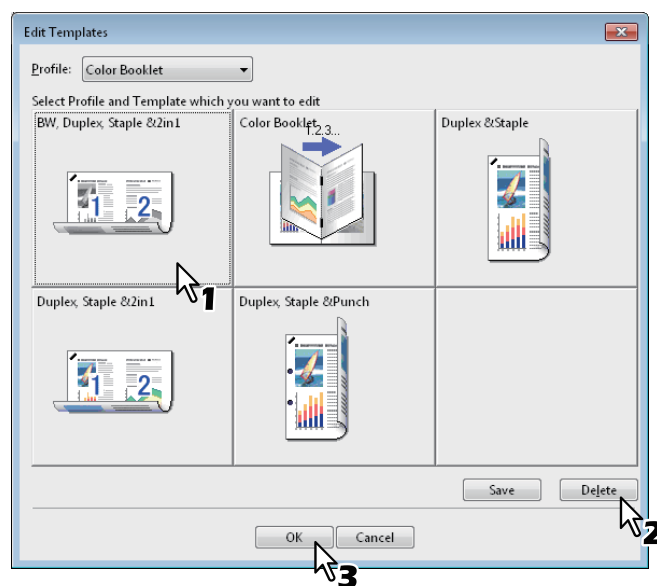
### 1 Select the [Templates] tab.

### 2 Click [Edit].



The [Edit Templates] dialog box appears.

### 3 Select a Template Button whose profile needs to be deleted.



### 4 Click [Delete] and then [OK].

The profile in the selected Template Button is deleted. The Template Button is left blank.

## ■ Print options

This section describes print options in each tab of the printer driver. This section will help you to find the description of specific print options, or understand their individual functions.

### Tip

The following tabs are the setting items which depend on the OS. For their setting procedures and details, refer to the Operator's Manual or the Help of the OS to be used.

- [General] tab
- [Sharing] tab
- [Ports] tab
- [Advanced] tab
- [Color Management] tab
- [Security] tab

## How to display:

### 1 Click [Start] menu and select [Devices and Printers].

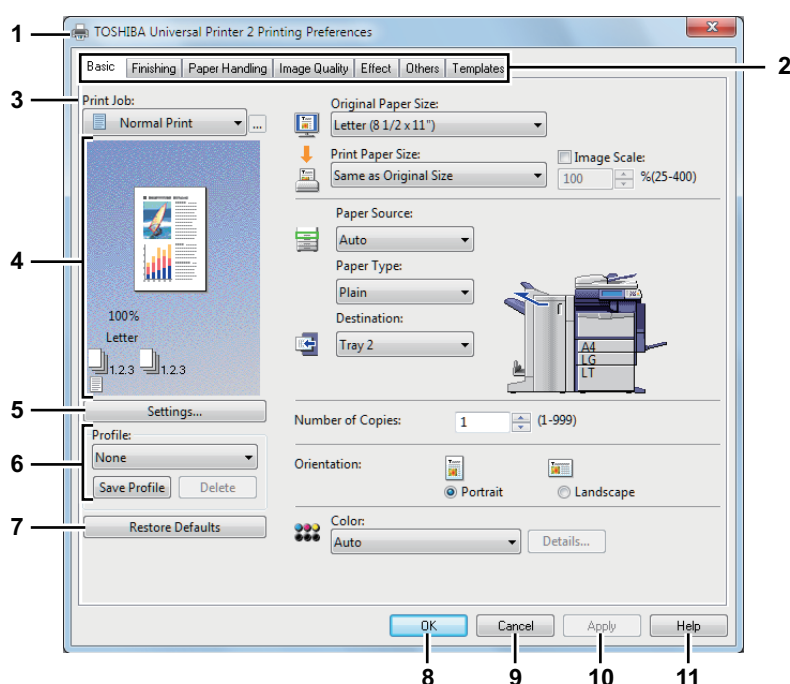
The Printers folder appears.

### Tips

- For Windows Vista or Windows Server 2008  
Click [Start] menu, [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows 8.1 / Windows Server 2012  
Right-click in the lower left of the screen, then click [Control Panel] > [Devices and Printers].
- For Windows 10  
Right-click [Start], then click [Control Panel] > [View devices and printers].

### 2 Select the printer driver of this equipment, and then click [File] menu and select [Printing Preferences].

- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.











#### 1) Printer Name

Displays the name given to the printer driver when it was installed, or the name it displays on the icon in the Printer folder.


## 2) Menu Tabs

The menu items of the printer driver are displayed as tabs. Clicking on a tab will display the contents of the selected tab. The tabs displayed vary depending on the way the print properties are displayed.

- **[Basic] tab**  
The [Basic] tab contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.  
 P.36 "[Basic] tab"
- **[Finishing] tab**  
The [Finishing] tab allows you to enable sort printing, 2-sided printing, N-up printing, stapling and punching.  
 P.43 "[Finishing] tab"
- **[Paper Handling] tab**  
The [Paper Handling] tab contains Cover page printing.  
 P.52 "[Paper Handling] tab"
- **[Image Quality] tab**  
The [Image Quality] tab allows you to select how images are printed. You can easily select appropriate image quality depending on the type of job being printed.  
 P.58 "[Image Quality] tab"
- **[Effect] tab**  
The [Effect] tab contains print options that add the effects to your print jobs such as Watermarks, Overlay Image printing and so on.  
 P.69 "[Effect] tab"
- **[Others] tab**  
The [Others] tab contains special features such as toner save, custom pager size, and so on.  
 P.75 "[Others] tab"
- **[Templates] tab**  
The [Templates] tab allows you to register print options frequently used as a template, or recall the registered print options.  
 P.93 "[Templates] tab"
- **[Device Settings] tab**  
The [Device Settings] tab allows you to configure the options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. This tab is only displayed when the printer properties are accessed from the Printers folder.  
 P.83 "[Device Settings] tab"

### Note

The [Paper Handling] tab, [Image Quality] tab, [Effect] tab and [Templates] tab appear only when each setting is enabled with the Plug-in feature.

 P.89 "Customization: [Plug-in] tab"

## 3) Print Job

This sets the type of print job.

### Note

These functions below are available only when the hard disk is installed in the equipment.

- Scheduled Print
- Private Print
- Hold Print
- Proof Print
- Store to e-Filing
- Multiple Job Type
- **Normal Print**  
Select this to print a job normally.
- **Scheduled Print**  
Select this to print a job on a specified date and time.  
When this is selected, click the [...] on the right of the [Print Job] box to set the date and time to print a job.

### - **Private Print**

Select this option to print a private job. When you select this option, enter a password using the alphanumeric characters and symbol characters (ASCII code characters between 0x21 to 0x7E) in the [Password] box that is displayed after the print settings have been made and the print job is sent. The password must be between 1 and 63 characters.

The print job, sent as a private job, is saved in the private job queue on this equipment, and is not printed until you activate printing from the touch panel display. This option is useful when you want to print a confidential document that is secured by a password. The user has to enter the password to print the private job when activating printing from the touch panel display.

### - **Hold Print**

The print job, sent as a hold job, is saved in the hold job queue on this equipment. To perform printing, select the desired job on the touch panel display and press [PRINT]. This option is useful to prevent you from forgetting to remove printed sheets.

### - **Proof Print**

Select this to print the first copy of a multicopy job and then wait for approval before printing the remaining copies. If a print job is sent as a proof job, one copy of the job is printed and the remaining copies are saved in the proof job queue on this equipment, which are not printed until you activate printing from the touch panel display. This option allows you to check a job's output before printing the remaining copies and thereby reduce paper waste.

#### Note

When you want to print multiple copies, each of which is to be sent as an individual print job by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In such a case, print just one trial copy first, and then specify the required number of copies on the touch panel display.

### - **Print to Overlay File**

Select this to save the print job as an overlay file that is imposed on other documents. When you select this, click the button on the right and enter the file name.

For example, if you want to print a master page image on the background of a document, you can create an overlay file of the master merge image using this option. Then you can print a document using this overlay by specifying this file as an overlay image in the [Overlay Image] option of the [Effect] tab.

#### Notes

- If the print job has several pages in the document, only its first page will be saved as an overlay file.
- Both the overlay file and the documents on which you superimpose the overlay image must be created with the same size and color mode.

### - **Store to e-Filing**

Select this to save a job to e-Filing. When this is selected, select the box from the box after the print setting has been finished. When the SNMP communication is enabled, it detects the available box numbers and Box name in the box. If not, all box numbers are listed in the box.

If you select a user box, you may be required to enter the appropriate password for the selected box. The job saved to a box can be printed from the touch panel display at a later time. It can also be composed with other documents using the e-Filing web utility.

You can also print a job and save it to a box by checking on the [Print] option.

#### Notes

- Documents stored in e-Filing are retained with the best image quality for printing. If you want to download them into your computer with a higher image quality, scan the original documents and store them in e-Filing.
- When you store a document in e-Filing using the printer driver, the printing image (not the original document in your computer) will be stored in e-Filing.


### - Multiple Job Type

The Multiple Job Type feature allows you to combine any of Scheduled Print, Private Print, Hold Print, Proof Print, Proof Private Print and Proof Hold Print, with Store to e-Filing.

For example, you can store a job in the specified e-Filing of this equipment and print it at the specified time by combining Scheduled Print with Store to e-Filing.

To use this feature, click [...] on the right of the [Print Job] box and select the job types to be combined.

#### Tips

- For more information about e-Filing operations, refer to the **e-Filing Guide**.
- For the detailed instructions on how to print with the [Print job] setting, see the following page:  
 P.95 "Printing various print job types"

### 4) Preview window


In the Preview window, you can preview how a document will be printed under the current settings of the printer driver. The image of a page to which the set print options are applied is displayed.

### 5) [Settings]

The set print options and their details are displayed in a list.

### 6) Profile

Print option settings can be saved on your hard disk. You can save print option settings by clicking [Save Profile] and easily load a setting file by selecting a profile name in the box.

 P.26 "Setting print options using profiles"

#### Tip

There are 5 factory default profiles.

### 7) [Restore Defaults]

Click this to restore the settings to the original factory defaults.

### 8) [OK]

Click this to enter the input settings and complete the print option settings.

### 9) [Cancel]

Click this to cancel the input settings and exit the print option settings.

### 10)[Apply]

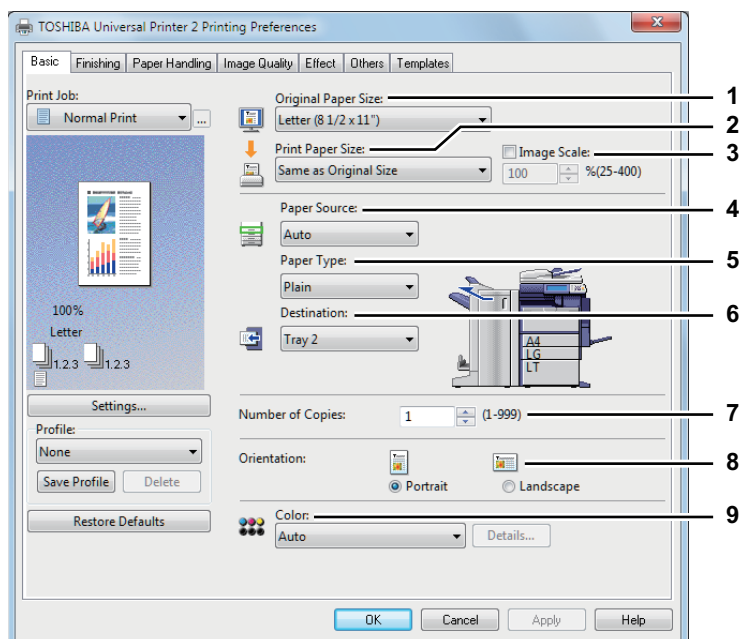
Click this to enter the input settings without closing the print option settings. This button is only displayed when the printer properties are accessed from the Printers folder. This button remains grayed out until a setting is changed.

### 11)[Help]

Click this to browse Help for the printer driver.

## □ [Basic] tab

The [Basic] tab contains basic print operation settings, such as the original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.



### 1) Original Paper Size

This selects the size of a document to be printed. Available original paper sizes are listed below:


#### A3-size Paper Model

- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A3 (297 x 420 mm)
- B4 (257 x 364 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- 305 x 457 mm
- 12 x 18"
- A6 (105 x 148mm)
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Ledger (11 x 17")
- Statement (5 1/2 x 8 1/2")
- Computer (10 1/8 x 14")
- 13"LG (8 1/2 x 13")
- 8.5"SQ (8 1/2 x 8 1/2")
- 13 x 19"
- 16K (195 x 270 mm)
- 8K (270 x 390 mm)
- 320 x 450 mm
- 320 x 460 mm
- Envelope Com10 (4 1/8 x 9 1/2")
- Envelope Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope You-4 (105 x 235 mm)

#### A4-size Paper Model

- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- A6 (105 x 148mm)
- J Post Card (100 x 148mm)
- J Double Post Card (148 x 200mm)
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Statement (5 1/2 x 8 1/2")
- 13"LG (8 1/2 x 13")
- 8.5"SQ (8 1/2 x 8 1/2")
- 16K (195 x 270 mm)
- 13.5" LG (8 1/2 x 13.5")
- IndexCard (3 x 5")
- Executive (7 1/4 x 10 1/2")
- Envelope Com9 (3 7/8 x 8 7/8")
- Envelope Com10 (4 1/8 x 9 1/2")
- Envelope Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope Cho-4 (90 x 205 mm)
- Envelope You-4 (105 x 235 mm)
- Envelope C5 (162 x 229mm)


## Notes

- There are also 40 custom paper sizes in the [Original Paper Size] box. You can set the custom paper sizes in the [Others] tab.  
 P.75 “[Others] tab”
- The default paper size will be [Letter] or [A4] according to the regional setting in the Windows.
- [305 x 457 mm] is displayed only for the European version, and [12 x 18"] is displayed only for the US version.
- [13 x 19"] is enabled only when the model below is used.
  - e-STUDIO6570C Series
  - e-STUDIO6550C Series
- [305 x 457mm], [12 x 18"], [320 x 450 mm] and [320 x 460 mm] are enabled only when the models below are used.
  - e-STUDIO6570C Series
  - e-STUDIO6550C Series
  - e-STUDIO4540C Series
  - e-STUDIO5055C Series
- [Envelope Com10 (4 1/8 x 9 1/2")], [Envelope Monarch (3 7/8 x 7 1/2")], [Envelope DL (110 x 220 mm)], [Envelope Cho-3 (120 x 235 mm)] and [Envelope You-4 (105 x 235 mm)] are enabled only when the models below are used.
  - e-STUDIO507 Series
  - e-STUDIO456 Series
  - e-STUDIO2550C Series
  - e-STUDIO2551C Series
  - e-STUDIO5055C Series
  - e-STUDIO407CS Series
  - e-STUDIO527S Series
- [J Double Post Card (148 x 200mm)], [Envelope Com9 (3 7/8 x 8 7/8")], [Envelope Cho-4 (90 x 205 mm)] and [Envelope C5 (162 x 229mm)] are enabled only when the models below are used.
  - e-STUDIO407CS Series
  - e-STUDIO527S Series
- Setup items differ depending on the model.

**2) Print Paper Size**

Select this to enlarge or reduce a page image to fit exactly in the selected paper size. If you do not wish to enable enlarge or reduce printing, select [Same as Original Size].


Also when you want to enable Tab printing, select [Letter Tab] or [A4 Tab] here. When you select [Letter Tab] or [A4 Tab], the [Primary Tab Dialog] dialog box appears.

 P.40 “Primary Tab Dialog”

## Notes

- Tab printing is not available to some models.
- When you use a custom paper size, you need to select the custom size of the paper loaded in the drawer.

## Tips


- There are also the maximum of 40 custom paper sizes in the [Print Paper Size] box. The number of custom paper sizes that you can define varies depending on the models. You can set the custom paper sizes in the [Others] tab.  
 P.75 “[Others] tab”
- Tab paper cannot be used in e-STUDIO306LP.

**3) Image Scale**

Select this check box to enter the scale manually to enlarge or reduce an image. The ratio can be set at between 25 and 400%.

## Tip

For detailed instructions on how to print with the [Image Scale] setting, see the following page:

 P.107 “Fitting images within paper size”

#### 4) Paper Source

This selects a paper source to print a job in the most suitable paper size. The figure on the right indicates the paper size set for each paper source. When you select a paper source, the chosen one is indicated with a green square in the figure.

##### Tip

You can select a paper source by directly clicking on the figure on the right.

- **Auto** — Automatically selects the paper set in this equipment according to the printed document size.
- **Drawer 1** — Paper is fed from the 1st Drawer.
- **Drawer 2** — Paper is fed from the 2nd Drawer.
- **Drawer 3** — Paper is fed from the 3rd Drawer.
- **Drawer 4** — Paper is fed from the 4th Drawer.
- **LCF** — Paper is fed from the Large Capacity Feeder. This cannot be selected if the Large Capacity Feeder is not installed.
- **Bypass Tray** — Paper is fed from the Bypass Tray. When this is selected and print a job, [JOB STATUS] on the touch panel will blink. Press [JOB STATUS] and check the paper size of the job. Then set the paper and press the [START] button to print a job.
- **External LCF** — Paper is fed from the External Large Capacity Feeder. This cannot be selected if the External Large Capacity Feeder is not installed.

##### Notes

- When you select the bypass tray as a paper source but the orientations of the original and the paper on the bypass tray differ, the data in the original are rotated for 90 degrees and printed in the same orientation as that of the original, as long as their paper sizes are the same (this is available only for A4, B5, LT and 16K). For example, when an original is A4 in a portrait direction but the paper on the bypass tray is A4-R, the data of the original are printed in A4 in a portrait direction.
- The selectable values vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.
- When a paper type such as special or tab paper that needs to be fed from the bypass tray is set, [Bypass Tray] may be automatically selected in the [Paper Source] box, and then a confirmation dialog box may appear.
- When the paper size settings on the [Device Settings] tab differ from those in the equipment, the paper source setting is ignored and the equipment may prompt to set the paper in the bypass tray.
- The Large Capacity Feeder is not available for some countries or regions.

#### 5) Paper Type

This sets the media type of the paper.

- **Plain (Auto)** — Select this when printing on plain paper.
- **Plain (Thin)** — Select this when printing on plain thin paper.
- **Plain** — Select this when printing on plain paper.
- **Recycled** — Select this when printing on recycled paper.
- **Thick1** — Select this when printing on thick 1 paper.
- **Thick2** — Select this when printing on thick 2 paper.
- **Thick3** — Select this when printing on thick 3 paper.
- **Thick4** — Select this when printing on thick 4 paper.
- **Thick5** — Select this when printing on thick 5 paper.
- **Special 1** — Select this when printing on special 1 paper.
- **Special 2** — Select this when printing on special 2 paper.
- **Special 3** — Select this when printing on special 3 paper.
- **Special 4** — Select this when printing on special 4 paper.
- **Special 5** — Select this when printing on special 5 paper.
- **Special 6** — Select this when printing on special 6 paper.
- **Transparency** — Select this when printing on transparent sheets.
- **Plain1** — Select this when printing on plain 1 paper.
- **Plain2** — Select this when printing on plain 2 paper.
- **Thin** — Select this when printing on thin paper.
- **Envelope** — Select this when printing on envelope.
- **Envelope 1** — Select this when printing on envelope 1.



- **Envelope 2** — Select this when printing on envelope 2.
- **Envelope 3** — Select this when printing on envelope 3.
- **Envelope 4** — Select this when printing on envelope 4.
- **Plain (Back)** — Select this when printing on the back side of plain paper.
- **Recycled (Back)** — Select this when printing on the back side of recycled paper.
- **Thick1 (Back)** — Select this when printing on the back side of thick 1 paper.
- **Thick2 (Back)** — Select this when printing on the back side of thick 2 paper.
- **Thick3 (Back)** — Select this when printing on the back side of thick 3 paper.
- **Thick4 (Back)** — Select this when printing on the back side of thick 4 paper.
- **Special 1 (Back)** — Select this when printing on the back side of special 1 paper.
- **Special 2 (Back)** — Select this when printing on the back side of special 2 paper.
- **Special 3 (Back)** — Select this when printing on the back side of special 3 paper.
- **Thin (Back)** — Select this when printing on the back side of thin paper.
- **Envelope (Back)** — Select this when printing on the back side of an envelope.

#### Notes

- The applicable paper weight for each paper type differs depending on the model.
- [Special 3], [Special 3 (Back)], and [Thin (Back)] are enabled only when the model below is used.
  - e-STUDIO5055C Series
- For paper available for [Special 1], [Special 2], [Special 3], [Special 4], [Special 5] and [Special 6], contact your service technician.
- When [A4 Tab] or [Letter Tab] is selected at the [Print Paper Size] box, [Tab] will be displayed and you cannot change the paper type.
- When [Envelope] is selected at the [Print Paper Size] box, only [Envelope], [Envelope] and [Envelope (Back)], or [Envelope 1], [Envelope 2], [Envelope 3] and [Envelope 4] will be displayed and you cannot select other paper types.
- Setup items differ depending on the model.

## 6) Destination

This selects the tray to which the print job is made to exit. The figure on the right indicates the destination currently set with an arrow.

- **Exit Tray** — Select this to have paper exit to the exit tray.
- **Upper Exit Tray** — Select this to have paper exit to the upper exit tray.
- **Job Separator Upper** — Select this to route the upper exit tray of the Job Separator.
- **Job Separator Lower** — Select this to route the lower exit tray of the Job Separator.
- **Side Exit Tray** — Select this to route the output to the side exit tray of this equipment.
- **Tray 1** — Select this to route the output to the upper tray of the Finisher.
- **Tray 2** — Select this to route the output to the lower tray of the Finisher.
- **Saddle Tray** — Select this to route the output to the saddle tray of the Saddle Stitch Finisher.

#### Notes

- The selectable items differ depending on the model, the paper size, and the option configuration.
- The destination is limited to [Saddle Tray] when you perform folding print or saddle stitch print with the Saddle Stitch Finisher installed.

#### Tips

- You can select the tray by directly clicking on the figure on the right.
- Select [Tray 1] if you want to reduce the initialization period if the Finisher is installed.

## 7) Number of Copies

This sets the number of printed copies.

### Note

The selectable range of the number of copies differs depending on the model.

- For the e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO857 Series and e-STUDIO856 Series Series  
1 copy to 9,999 copies
- Other models  
1 copy to 999 copies

## 8) Orientation

This sets the paper printing direction.

- **Portrait** — The document is printed in the portrait direction.
- **Landscape** — The document is printed in the landscape direction.

## 9) Color

This sets whether a print job is printed in the color or black mode.

- **Auto** — Select this to determine the color mode automatically. When a print job is a black and white document, the system automatically prints the document in the black mode. When a print job is a color document, it prints the document in the color mode.
- **Color** — Select this to print a document in the color mode.
- **Black and White** — Select this to print a document in the black mode.
- **Twin Color** — Select this to print a document in the twin color mode. When this is selected, click [Details] to specify the color that the non-black part of document will be printed in. You can select either [Red], [Green], [Blue], [Cyan], [Magenta], [Yellow], or [White].

### Tip

For instructions on how to print color images with the [Black and White] or [Twin Color] setting, see the following page:

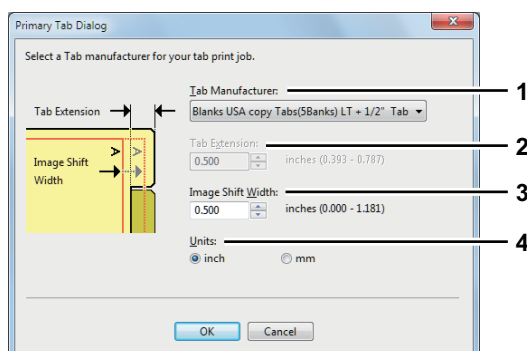
📖 P.108 “Printing color documents in gray scale”

📖 P.109 “Printing color documents in twin colors”

### Note

The setting contents in [Color] are enabled only when your equipment is a multifunctional digital color system (color MFP).

## Primary Tab Dialog



### Note

Tab printing is not available to some models.

**1) Tab Manufacturer**

Select the product name of the tab paper that you use. This equipment supports following tab paper.

- For Letter Tab:   Blanks USA copy Tabs (5 Banks) LT + 1/2" Tab  
                           Blanks USA copy Tabs (8 Banks) LT + 1/2" Tab
- For A4 Tab:       KOKUYO A4-S (5 Banks)  
                           King JIM A4-S (5 Banks)

If you use tab papers other than those above, select [Custom]. When you select [Custom], you must specify the tab extension manually.

**2) Tab Extension**

Enter the width of the tab extension. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.

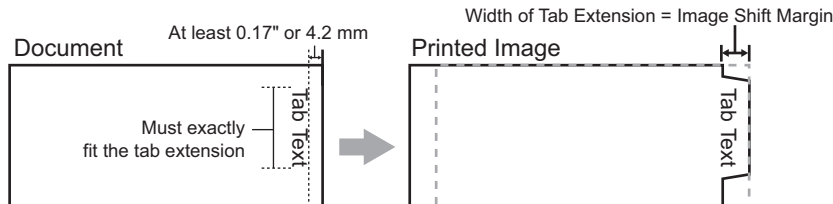
**3) Image Shift Width**

Enter the width to shift the printed image.

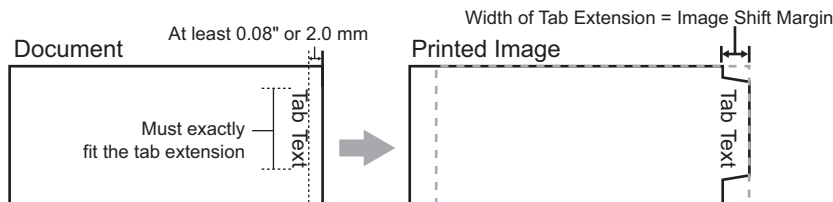
For example, if you want to print text on the tab extension of Letter Tab paper, create a Letter sized document and input the text on the right side. Specify the distance the printed image is shifted in printing on tab paper.

**Notes**

- When creating a document for tab printing, you must place the text at the exact height to fit the tab extension.
- The selectable range of the edge margin differs depending on the model. See the following for setting this option:
  - For the e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO4540C Series, e-STUDIO2550C Series, e-STUDIO2551C Series, and e-STUDIO5055C Series  
 The margin between the shifted text and right edge of the tab extension must have at least 0.17 inches (4.2 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.



- For the e-STUDIO507 Series, e-STUDIO456 Series, e-STUDIO857 Series and e-STUDIO856 Series  
 The margin between the shifted text and right edge of the tab extension must have at least 0.08 inches (2.0 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.



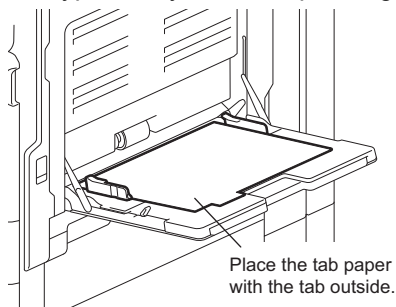
For models other than the above, refer to the corresponding **Printing Guide**.

**4) Units**

Select the unit for the Tab Extension and Image Shift option. The default unit varies depending on the regional setting of the client computer.

**Notes**


- Tab paper must be fed from the bypass tray. Make sure to place it with its tab outside. The shape of the bypass tray differs depending on the model.



- The tab paper cannot be fed from the Large Capacity Feeder and drawers.
- If the document for tab printing is not created properly or the [Image Shift Width] is not set properly, the image will not be printed in the correct position within the tab extension. Please make sure to create the document and set the [Image Shift Width] correctly.
- If misprinting occurs while multiple tab pages are printed continuously, dirt may adhere to the reverse side of paper. To avoid this, it is recommended to print tab paper as a separate job for each page so that this equipment performs cleaning before printing the next tab paper.
- When printing tab paper, the tab paper may be caught in the exit in the inner tray because the roller to deliver the tab extension does not exit. In that case, remove the tab paper before printing a next job.

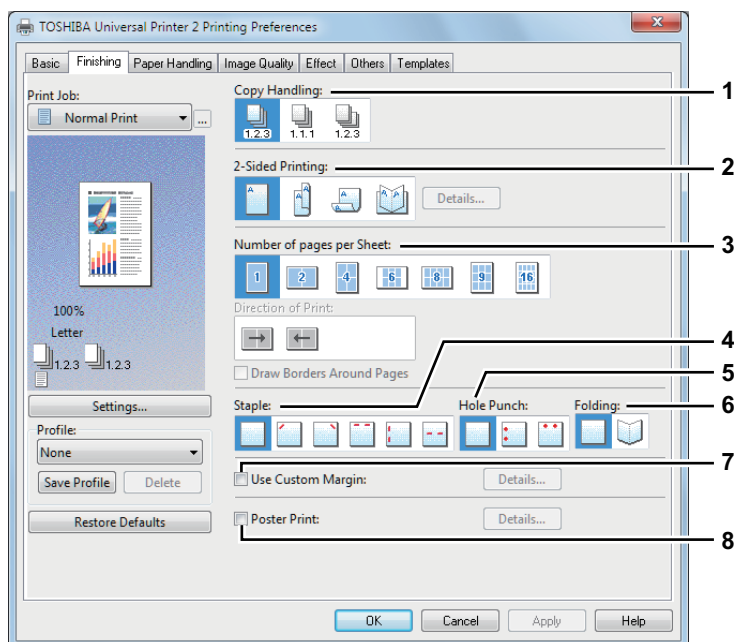
**Tip**

For the detailed instructions on how to print on tab paper, see the following page:

 P.126 "Printing on tab paper"

## □ [Finishing] tab

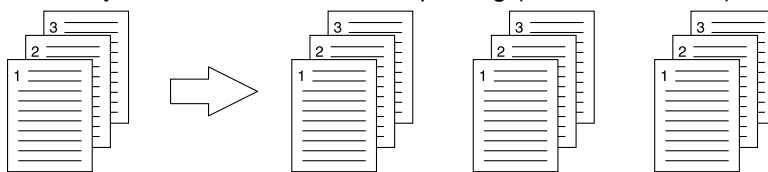
The [Finishing] tab allows you to enable sort printing, 2-sided printing, N-up printing, poster printing, stapling and punching.



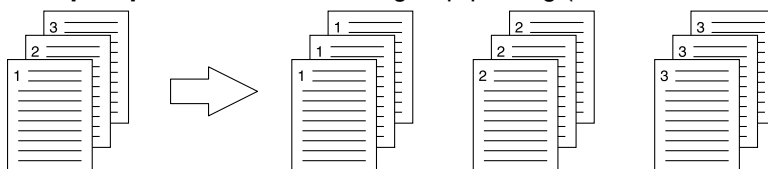
### 1) Copy Handling

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

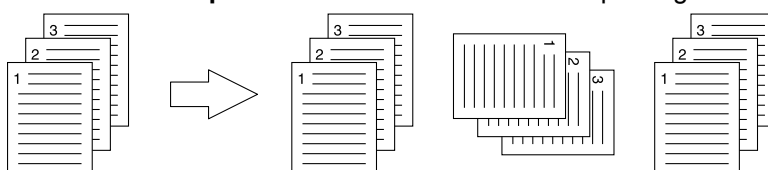
- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).



- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).




- **Rotated Sort Copies** — Select this for rotate sort-printing.



#### Notes

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

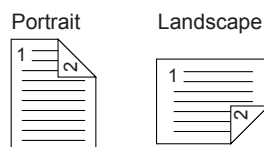
## Tip

For the detailed instructions on how to print with the [Copy Handling] setting, see the following page:  
 P.109 "Sort printing"

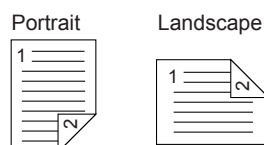
## 2) 2-Sided Printing

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


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

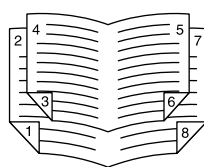


- **Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.



- **Booklet** — Select this to print a properly paginated booklet or magazine-style publication. When this is selected, click [Details] to specify the details of the Booklet printing.




 P.50 "Booklet Details"



## Notes

- This function is available only when an Automatic Duplexing Unit is installed in the equipment.
- The 2-sided printing function is set to be used as default in the equipment for North America.
- 2-Sided printing cannot be set when the following paper size is selected at the [Print Paper Size] box in the [Basic] tab.
  - A6
  - J Post Card
  - J Double Post Card
  - IndexCard 3x5"
  - Envelope Com9
  - Envelope Com10
  - Envelope Monarch
  - Envelope DL
  - Envelope Cho-3
  - Envelope Cho-4
  - Envelope You-4
  - Envelope C5
  - A4 Tab
  - Letter Tab
  - 13 x 19"
  - Custom Paper Size (2-sided printing allowed depending on the models and custom paper sizes.)
- 2-Sided printing cannot be set when the following paper type is selected at the [Paper Type] box in the [Basic] tab. However, this may differ depending on your model or whether the Finisher is installed.
  - Transparency
  - Thick4
  - Thick4 (Back)
  - Thick5
  - Special 1 - 6
  - Envelope 1 - 4

## Tips

- To staple or punch holes on the 2-sided printed sheets, set each option separately.  
 P.116 "Stapling"  
 P.116 "Hole punching"
- For detailed instructions on how to print with the [2-Sided Printing] setting, see the following page:  
 P.111 "Printing on both sides of a sheet"

### 3) Number of pages per Sheet

This sets the printing of multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.

- **Off** — Select this to print images from 1 page arranged on one sheet.
- **2 pages** — Select this to print images from 2 pages arranged on one sheet.
- **4 pages** — Select this to print images from 4 pages arranged on one sheet.
- **6 pages** — Select this to print images from 6 pages arranged on one sheet.
- **8 pages** — Select this to print images from 8 pages arranged on one sheet.
- **9 pages** — Select this to print images from 9 pages arranged on one sheet.
- **16 pages** — Select this to print images from 16 pages arranged on one sheet.

#### Direction of Print


This sets how the pages are arranged on one sheet.

- **Left to Right** — Select this to arrange pages horizontally from the left and printed top to bottom on one sheet.
- **Right to Left** — Select this to arrange pages horizontally from the right and printed top to bottom on one sheet.
- **Left to Right by column** — Select this to arrange pages vertically from the top and printed left to right on one sheet.
- **Right to Left by column** — Select this to arrange pages vertically from the top and printed right to left on one sheet.

#### Draw Borders Around Pages

Select this check box to print borders around each page.

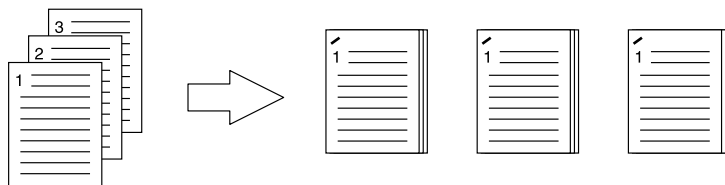
## Tips

- When you select [Booklet] in the [2-Sided Printing] box, only [2 pages] can be selected.
- For the detailed instructions on how to print with the [Number of pages per Sheet] setting, see the following page:  
 P.115 "Printing several pages on one sheet"

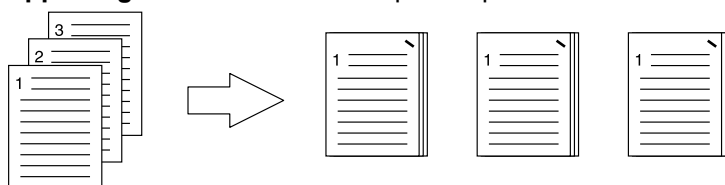
### 4) Staple

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

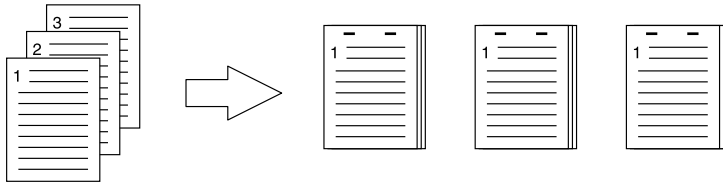
- **Off** — Select this not to staple the printed document.
- **Upper Left** — Select this to staple the printed document in the upper left.



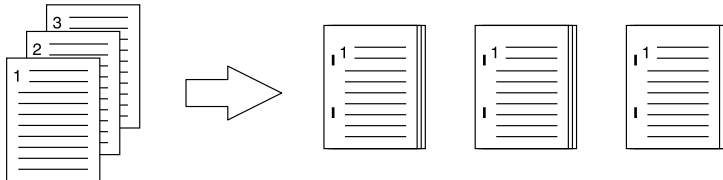
- **Upper Right** — Select this to staple the printed document in the upper right.



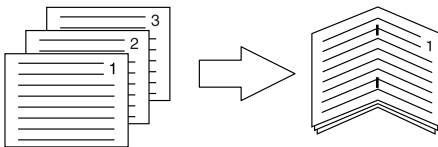
- **Center Top** — Select this to double staple the printed document along the top edge.



- **Middle Left** — Select this to double staple the printed document along the left side.



- **Center Double** — Select this to fold and double-staple the printed document in the center. When you select this, the pages will be printed on the sheets according to the print option settings, and then simply fold and double-staple in the center of the sheets.



**Tip**

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




## Notes

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

## Tip

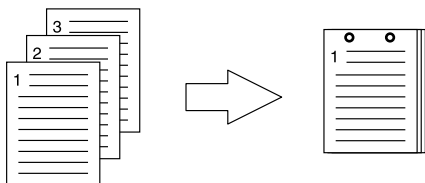
For detailed instructions on how to print with the [Staple] setting, see the following page:

 P.116 “Stapling”

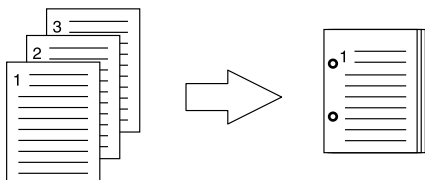
## 5) Hole Punch

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

- **Off** — Select this not to punch holes.
- **Center Top** — Select this to create holes along the top edge and print.



- **Middle Left** — Select this to create holes along the left side and print.



### Notes

- Hole punching can be selected only when a Hole Punch Unit is installed.
- The “Hole Punch” option is not available when the Magazine sort function is selected.
- The selectable options vary depending on the paper size.

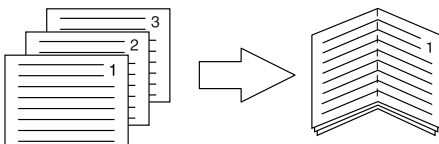
### Tip

For the detailed instructions on how to print with the [Hole Punch] setting, see the following page:  
 P.116 “Hole punching”

## 6) Folding

Select this option if you want to have the printed paper folded when it exits. The job is printed according to the other print options set, and then exits with its center folded.

- **Off** — Select this not to fold the printed paper.
- **Folding** — Select this to fold the printed paper at the center.



### Tip

The Folding option is used when the Booklet option is selected in advance. If you apply the Booklet option in a normal page order, select [Booklet] in the [2-Sided Printing] box.  
 If you apply the Folding option, set [Booklet] in the [2-Sided Printing] box, click [Details], open the [Booklet Details] dialog box and then select the [Folding] check box.

### Note

The “Folding” option is available only when the Saddle Stitch Finisher is installed in any of the following:

- e-STUDIO6570C Series
- e-STUDIO6550C Series
- e-STUDIO4540C Series
- e-STUDIO507 Series (only when the MJ-1108 is installed)
- e-STUDIO456 Series (only when the MJ-1106 is installed)
- e-STUDIO5055C Series

### Tip

For detailed instructions on how to print with the Folding option, see the following page:  
 P.111 “Making a booklet”

## 7) Use Custom Margin

Select this check box to set the margin on the printed pages. When this box is selected, click [Details] to set the margins in the [Custom Margin] dialog box.

The selectable range of the margin width differs depending on the model.

- For the e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO4540C Series, e-STUDIO507 Series, e-STUDIO456 Series, e-STUDIO857 Series, e-STUDIO856 Series, e-STUDIO2550C Series, e-STUDIO2551C Series, e-STUDIO5055C Series, e-STUDIO407CS Series, e-STUDIO527S Series, and e-STUDIO306LP  
0.17 inch to 3.94 inches / 4.2 mm to 100 mm (The margin width cannot be smaller than 0.17 inches / 4.2 mm.)

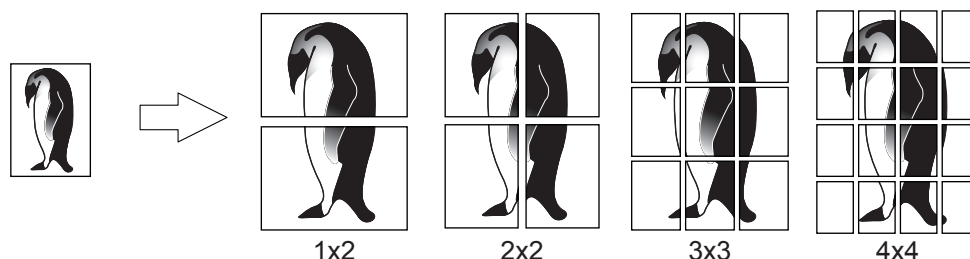
For models other than the above, refer to the corresponding **Printing Guide**.

### Notes

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

## 8) Poster Print

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



### Notes

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

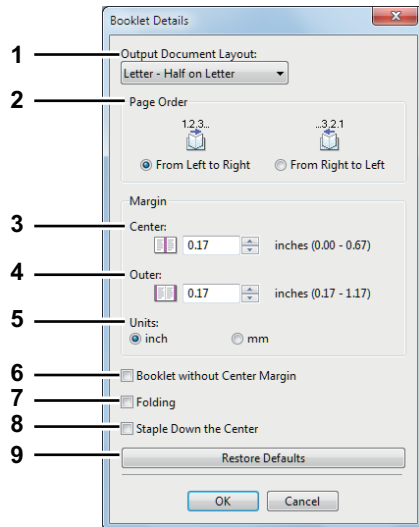
### Tip

For detailed instructions on how to print with the Poster Print option, see the following page:

📖 P.117 "Dividing one image into multiple sheets (Poster Print)"

## Booklet Details

In the [Booklet Details] dialog box, you can specify how Booklet printing is performed.



### 1) Output Document Layout

Select the booklet size to be made.

- **A5 on A4** — Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).
- **A4 on A3** — Select this to print an A4 size booklet. Every 2 pages are printed on A3 paper to fit on half a sheet (A4).
- **B5 on B4** — Select this to print a B5 size booklet. Every 2 pages are printed on B4 paper to fit on half a sheet (B5).
- **B6 on B5** — Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).
- **1/2 Folio on Folio** — Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.
- **A6 on A5** — Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).
- **Letter-Half on Letter** — Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.
- **LT on LD** — Select this to print a Letter size booklet. Every 2 pages are printed on Ledger paper to fit on half a sheet (Letter).
- **1/2 LG on LG** — Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.
- **1/2 Statement on Statement** — Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.
- **1/2 Comp on Comp** — Select this to print a 1/2 Computer size booklet. Every 2 pages are printed on Computer paper to fit on half a sheet.
- **1/2 13LG on 13LG** — Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.
- **1/2 8.5SQ on 8.5SQ** — Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.
- **32K on 16K** — Select this to print a 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet.
- **16K on 8K** — Select this to print a 16K size booklet. Every 2 pages are printed on 8K paper to fit on half a sheet.
- **1/2 13.5LG on 13.5LG** — Select this to print a 1/2 13.5 inch LG size booklet. Every 2 pages are printed on 13.5 inch LG paper to fit on half a sheet.
- **1/2 Executive on Executive** — Select this to print a 1/2 Executive size booklet. Every 2 pages are printed on Executive paper to fit on half a sheet.
- **1/2 (Custom) on (Custom)** — Select this to print a custom paper size booklet. Every 2 pages are printed on custom paper size paper to fit on half a sheet.

**Note**

The selectable paper sizes differ depending on the models.

**2) Page Order**

Select this to print the pages from left to right or right to left.

**3) Margin - Center**

This sets the gutter in the center of a two-sided page. You can enter the value between 0 and 0.67 inches (0 and 16.90 mm). The printed images will be reduced according to the margin setting.

**4) Margin - Outer**

This sets the gutter on the right side and left side on the paper. You can enter the value between 0.17 and 1.17 inches (4.20 and 29.60 mm). The printed images will be reduced according to the margin setting.

**5) Margin - Units**

Select the unit for the Center Margin and Outer Margin option. The default unit varies depending on the regional setting in the Windows.

**6) Booklet without Center Margin**

Select this to set the center margin of the paper to 0 inch (mm).  
In this case the value set for [Margin - Center] becomes invalid.

**7) Folding**

Select this to have the paper folded at its center when it exits.

**Notes**

- The “Folding” option is available only when any of the finishing sizes below is selected.  
[A5 on A4], [A4 on A3], [B5 on B4], [Letter - Half on Letter], [LT on LD], [1/2 LG on LG], [16K on 8K]
- The “Folding” option is available only when the Saddle Stitch Finisher is installed in any of the following:
  - e-STUDIO6570C Series
  - e-STUDIO6550C Series
  - e-STUDIO4540C Series
  - e-STUDIO507 Series (only when the MJ-1108 is installed)
  - e-STUDIO456 Series (only when the MJ-1106 is installed)
  - e-STUDIO5055C Series

**8) Staple Down the Center**

Select this check box to double-staple in the center.

**Note**


[Staple Down the Center] is available only when [A5 on A4], [A4 on A3], [B5 on B4], [Letter - Half on Letter], [LT on LD], [1/2 LG on LG], or [16K on 8K] is selected at the [Output Document Layout] box and the Saddle Stitch Finisher is installed.

**9) [Restore Defaults]**

Click this to restore the settings displayed in the [Booklet Details] dialog box to the original factory defaults.

**Tip**

For detailed instructions on how to print with the [Booklet] setting, see the following page:

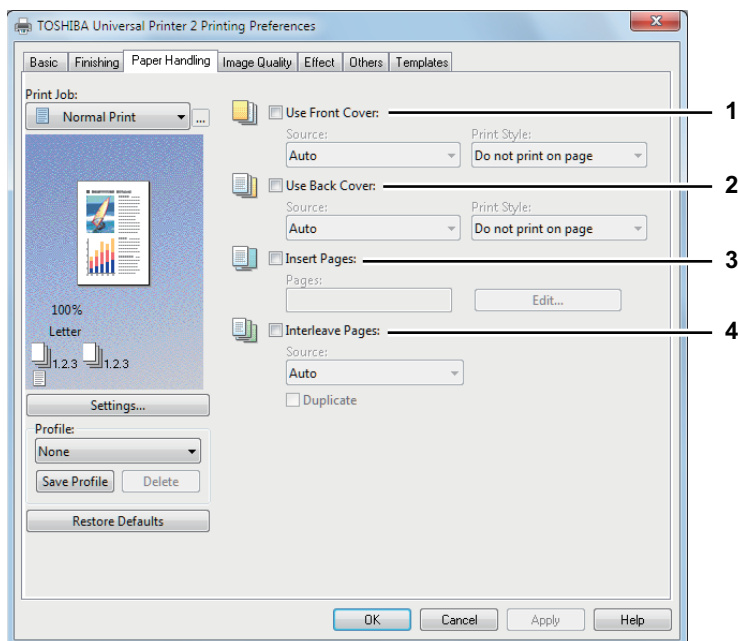
 P.111 “Making a booklet”

## □ [Paper Handling] tab

The [Paper Handling] tab allows you to enable Front Cover printing, Back Cover printing, Inserting Pages, and Interleaving Pages.

### Notes

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



### 1) Use Front Cover

This sets front cover printing which allows you to insert or print a cover on a sheet fed from a different Drawer or Bypass tray other than the Paper Source option selected on the [Basic] tab.

To enable cover printing, select the check box and select the location from where a cover sheet is to be fed and the print style to be used.

#### Tip

For detailed instructions on how to print with the [Use Front Cover] setting, see the following page:  
 📖 P.118 “Inserting different types of paper”

#### Source

Select the location from where a front cover sheet is to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

#### Note

The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

### Print Style

This selects how you want to print a front cover.

- **Do not print on page** — Select this to insert a blank cover.
- **Print one side of the page** — Select this to print the first page image on the front side of a cover.
- **Print both sides of page** — Select this to print the first two page images on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.

#### Note


If [Print one side of the page] is selected while 2-Sided Printing is performed, the first page is printed on the front side of the cover sheet and the back side of the cover will be blank.

## 2) Use Back Cover

This sets back cover printing which allows you to insert or print a back cover on a sheet fed from a different Drawer or Bypass tray other than the Paper Source option selected on the [Basic] tab.

To enable back cover printing, select the check box and select the location from where a back cover sheet is to be fed and the print style to be used.

#### Tip

For detailed instructions on how to print with the [Use Back Cover] setting, see the following page:  
 P.118 “Inserting different types of paper”

### Source

Select the location from where a back cover sheet is to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

#### Note

The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

### Print Style

This selects how you want to print a back cover.

- **Do not print on page** — Select this to insert a blank cover.
- **Print one side of the page** — Select this to print the last page image on the front side of a cover.
- **Print both sides of page** — Select this to print the last two page images on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.

#### Notes


- If [Print one side of the page] is selected while 2-Sided Printing is performed, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.
- If [Print both sides of page] is selected but there is only one page printed on the back cover, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.

## 3) Insert Pages

This sets sheet insertion printing which allows you to insert a sheet between pages, or print a specific page on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab.

This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on the different paper.

To enable sheet insertion printing, select the check box and click [Edit] to set how the pages are inserted in the [Insert Pages] dialog box.


 P.55 “Insert Pages”

#### Notes

- This option cannot be set when the [Interleave Pages] option is enabled.
- Up to 50 pages can be inserted.

**Tip**

For detailed instructions on how to print with the [Insert Pages] setting, see the following page:

 P.118 “Inserting different types of paper”

**4) Interleave Pages**

This sets the interleaving page feature that is useful when you want to insert paper of a different type (or from another source) between every page of your print job. For example, you can use this option to insert blank, colored sheets between overhead transparencies.


To enable interleaving pages, select the check box and select the location from where sheets are to be fed.

**Notes**

- When this option is enabled as well as the [Use Front Cover] and [Use Back Cover] options enabled, no page is inserted after the front cover and back cover.
- This option cannot be set when [Insert Pages] option is enabled.

**Tip**

For detailed instructions on how to print with the [Interleave Pages] setting, see the following page:

 P.120 “Interleaving pages”

**Source**

Select the location from where the interleaving sheet is to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

**Note**

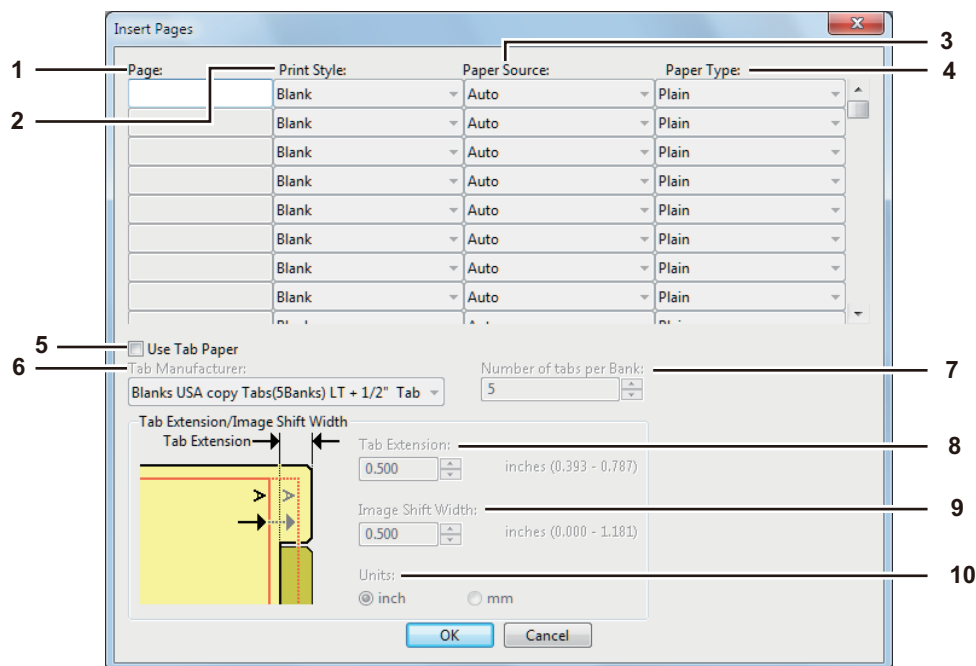
The selectable values in the [Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

**Duplicate**

When you select this check box, you can print previous page images on the inserted sheet.



## Insert Pages



### Note

Tab printing is not available to some models.

#### 1) Page

Enter the page number where the sheet is to be inserted.

When [Blank] is selected from the [Print Style] box, the blank sheet is inserted before the entered pages.

When [1 Side] is selected from the [Print Style] box, the entered page will be printed on the inserted sheet.

#### 2) Print Style

This selects how you want to print on insertion sheets.

- **Blank** — Select this to insert blank sheets.
- **1 Side** — Select this to print the specified page on the front side of the insertion sheets.
- **2 Sides** — Select this to print the specified page and the next page on both sides of the insertion sheets.

#### 3) Paper Source

Select the location from where the insertion sheets are to be fed. When [Auto] is selected, the paper is automatically selected according to the printed document size.

### Note

The selectable values in the [Paper Source] box vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab.

#### 4) Paper Type

Select the paper type to be inserted.

#### 5) Use Tab Paper

- Select this check box when you insert a sheet of tab paper between two specified pages or print the data of the specified page in the originals on the inserted tab paper.
- Tab paper cannot be used in e-STUDIO306LP.

**6) Tab Manufacturer**

Select the product name of the tab paper that you use. This equipment supports the following tab paper.

For Letter Tab:   Blanks USA copy Tabs (5 Banks) LT + 1/2" Tab  
                           Blanks USA copy Tabs (8 Banks) LT + 1/2" Tab

For A4 Tab:        KOKUYO A4-S (5 Banks)  
                           King JIM A4-S (5 Banks)

If you use tab paper other than those above, select [Custom]. When you select [Custom], you must specify the tab extension manually.

**7) Number of tabs per Bank**

Enter the number of tabs for each tab set. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.

**8) Tab Extension**

Enter the width of the tab extension. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.

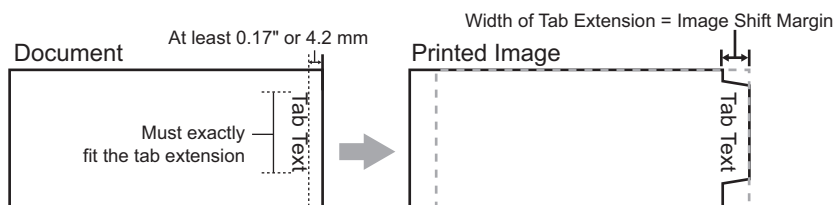
**9) Image Shift Width**

Enter the width to shift the printed image.

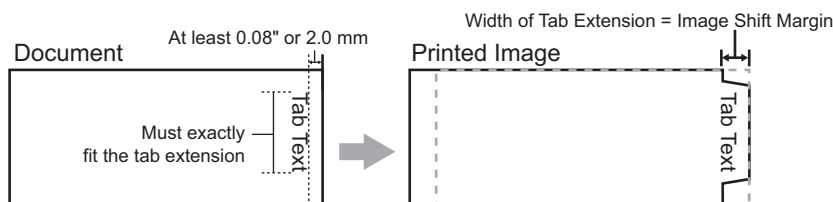
For example, if you want to print text on the tab extension of Letter Tab paper, create a Letter sized document and input the text on the right side. Specify the distance the printed image is shifted in printing on tab paper.

**Notes**

- When creating a document for tab printing, you must place the text at the exact height to fit the tab extension.
- The selectable range of the edge margin differs depending on the model. See the following for setting this option:
  - For the e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO4540C Series, e-STUDIO2550C Series, e-STUDIO2551C Series, and e-STUDIO5055C Series  
 The margin between the shifted text and right edge of the tab extension must have at least 0.17 inches (4.2 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.



- For the e-STUDIO507 Series, e-STUDIO456 Series, e-STUDIO857 Series and e-STUDIO856 Series  
 The margin between the shifted text and right edge of the tab extension must have at least 0.08 inches (2.0 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.



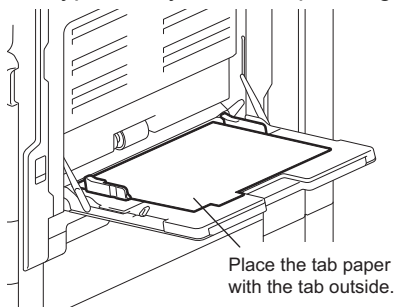
For models other than the above, refer to the corresponding **Printing Guide**.

**10)Units**

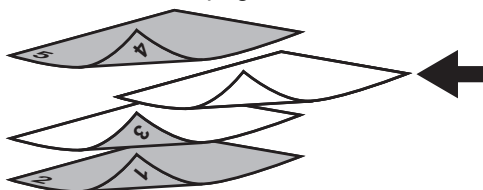
Select the unit for the Tab Extension and Image Shift option. The default unit varies depending on the regional setting of the client computer.

## Notes

- Tab paper must be fed from the bypass tray. Make sure to place it with its tab outside. The shape of the bypass tray differs depending on the model.



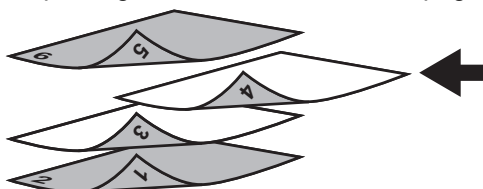
- The tab paper cannot be fed from the Large Capacity Feeder and drawers.
- If the document for tab printing is not created properly or the [Image Shift Width] is not set properly, the image will not be printed in the correct position within the tab extension. Please make sure to create the document and set the [Image Shift Width] correctly.
- If misprinting occurs while multiple tab pages are printed continuously, dirt may adhere to the reverse side of paper. To avoid this, it is recommended to print tab paper as a separated job for each page so that this equipment performs cleaning before printing the next tab paper.
- When printing tab paper, the tab paper may be caught in the exit in the inner tray because the roller to deliver the tab extension does not exit. In that case, remove the tab paper before printing the next job.
- If [Blank] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The desired blank sheet is inserted next and the 2-sided printing continues from the next page.



- If [1 Side] is selected while 2-sided printing is performed, the specified page (Page 3 in the following example figure) is printed on the front side of the sheet and back side of the sheet will be blank.



- If [1 Side] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The page is printed on the front side of the inserted sheet and the 2-sided printing continues from the next page.



- If [2 Sides] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page and the next page are printed on the inserted sheet and the 2-sided printing continues from the next page.



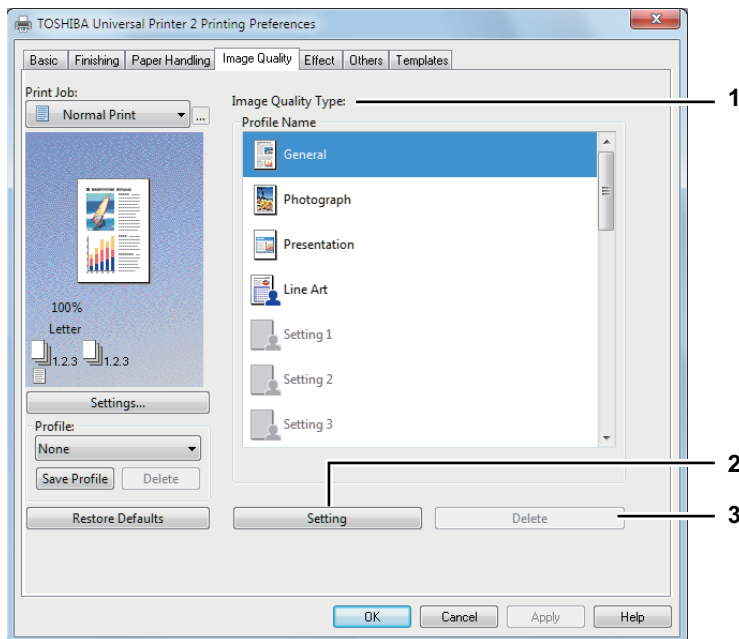
## ❏ [Image Quality] tab

The [Image Quality] tab allows you to select how images are printed. You can easily select the appropriate image quality depending on the type of document.

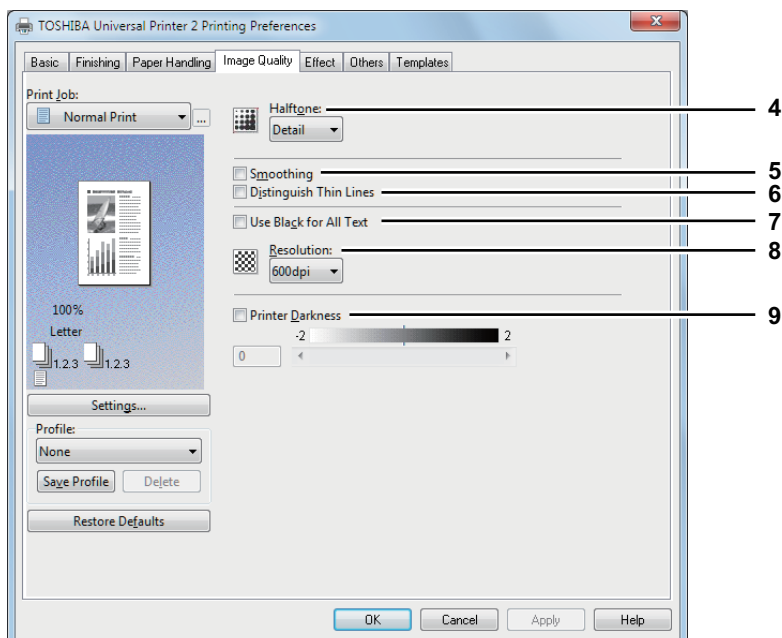
### Note

The available setup items for this option differ depending on which MFP is used, color or black and white.

#### For multifunctional digital color system (Color MFP)



#### For multifunctional digital system (Black and White MFP)



### 1) Image Quality Type

This sets how colors are printed by selecting the job type. The printer driver automatically applies the proper image quality for the selected job type. You can select a pre-defined image quality type, or you can select a custom image quality type that you created. The custom image quality type can be created or modified by clicking [Setting].

- **General** — Select this to apply the proper image quality for printing a general color document.





- **Photograph** — Select this to apply the proper image quality for printing photos.
- **Presentation** — Select this to apply the proper image quality for printing a vivid document.
- **Line Art** — Select this to apply the proper image quality for printing a document contain a lot of characters or line art.
- **Advanced** — Select this to apply a profile which can adjust color space. The [Advanced] option is available only for the printer drivers below.
  - Universal Printer 2 (PostScript)
  - Universal PS3
  - Universal XPS

#### Notes

- This option is available only when your equipment is a multifunctional digital color system (color MFP).
- [General], [Photograph], [Presentation], [Line Art] and the custom image quality type are selectable in the model below.
  - e-STUDIO2551C Series
- The Image Quality type option is not available when [Black and White] or [Twin Color] is selected at the [Color] box on the [Basic] tab.

### 2) [Setting]

Click this to customize an image quality setting. When this is clicked, the [Setting] dialog box appears. You can set up to 20 custom image quality settings.

-  P.61 "Setting: [Basic] tab"
-  P.65 "Setting: [Color Balance] tab"
-  P.66 "Setting: [Image Attribute] tab"
-  P.67 "Setting: [Advanced] tab"

#### Notes

- This option is available only when your equipment is a multifunctional digital color system (color MFP).
- In order to create a new custom image quality setting, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.

### 3) [Delete]

Click this to delete the custom image quality setting. When you click this, the confirmation dialog box appears. Click [Yes] to delete the setting.

#### Note

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

### 4) Halftone

This sets how halftones are printed.

- **Auto** — Select this to print using proper halftone depending on the contents in the document automatically.
- **Detail** — Select this to print halftone in detail.
- **Smooth** — Select this to print halftone smoothly.

#### Notes

- This option is available only when your equipment is a multifunctional digital system (Black and White MFP).
- When the Universal Printer 2 (PCL6) printer driver is used in the models below, [Auto] cannot be selected. The default is [Detail].
  - e-STUDIO857 Series
  - e-STUDIO856 Series
  - e-STUDIO507 Series
  - e-STUDIO456 Series
  - e-STUDIO306LP

**5) Smoothing**

Select this check box to print texts and graphics smoothly.


**Notes**

- This option is available only when your equipment is a multifunctional digital system (Black and White MFP).
- When [Resolution] is set to [1200 dpi] on some models, [Smoothing] cannot be set.

**6) Distinguish Thin Lines**

Select this check box to print thin lines clearly.


**Notes**

- When your equipment is a multifunctional digital color system (color MFP), see the following page to enable this option.  
 P.61 "Setting: [Basic] tab"
- This function is not available to some models.

**7) Use Black for All Text**

Select this check box to print all text in 100% black except white texts.

**Notes**

- When your equipment is a multifunctional digital color system (color MFP), see the following page to enable this option.  
 P.61 "Setting: [Basic] tab"
- This function is not available to some models.

**8) Resolution**

This sets the resolution for printing.


- **600 dpi** — Select this to print in 600 x 600 dpi.
- **1200 dpi**<sup>\*1</sup> — Select this to print in 1200 x 1200 dpi.

<sup>\*1</sup> Images are reproduced more smoothly because jaggies on the outlines of small text or fine lines such as graphics are suppressed.

However, 600 dpi is recommended for photos because the tone reproduction level of the image is higher.

Note that if the resolution is 1200 dpi, it takes longer than 600 dpi to print out because the capacity of the data being handled is larger.

**Notes**

- When your equipment is a multifunctional digital color system (color MFP), see the following page to enable this option.  
 P.61 "Setting: [Basic] tab"
- [Resolution] is available only when printing is performed in the model below.
  - e-STUDIO527S Series
- [1200 dpi] is selectable only when the Universal Printer 2 (PostScript) / Universal PS3 printer driver is used.

**9) Printer Darkness**

Select this check box and move the slider to the left to print lighter or to the right to print darker. The darkness can be adjusted to five levels from -2 to 2.

**Notes**

- This option is available only when your equipment is a multifunctional digital system (Black and White MFP).
- This function is not available to some models.

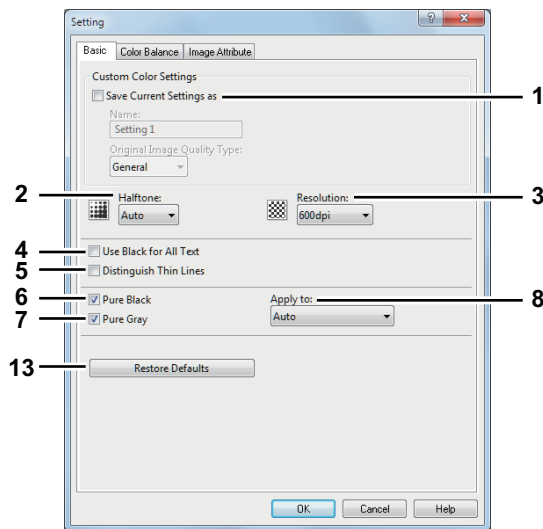
## Setting: [Basic] tab

In the [Basic] tab of the [Setting] dialog box, you can specify the following functions.

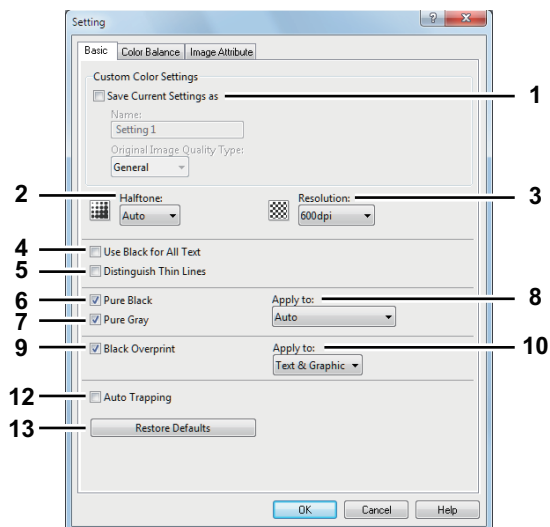
### Note

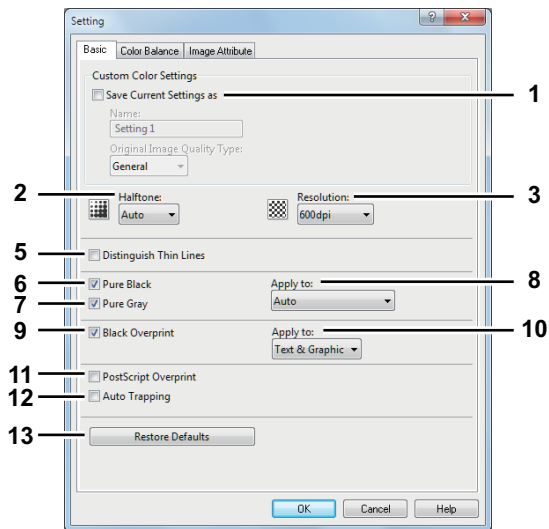
The print options in the [Basic] tab are available only when your equipment is a multifunctional digital color system (color MFP). The setup items differ depending on the model. For setup items other than below, refer to the corresponding **Printing Guide**.

### [Basic] tab for Universal Printer 2 (PCL6) / Universal XPS



### [Basic] tab for Universal Printer 2 (PostScript)



**[Basic] tab for Universal PS3****1) Save Current Settings as**

Select this check box to save the settings as the different setting. When this box is cleared, the Image Quality Type that you selected will be undefined. Up to 20 custom image quality types can be created.

**Note**

This check box is available only when you display printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]).

**Name**

Enter the Image Quality type name to be created. This must be entered when [Save Current Settings as] is selected.

**Tips**

- When you edit an existing custom Image Quality Type, the settings of this Image Quality Type will be overwritten regardless of whether or not this Image Quality Type is renamed.
- Even if you enter any of the default Image Quality Type names ([General], [Photograph], [Presentation], [Line Art] or [Advanced]) registered as default settings, these default Image Quality types will not be overwritten. The Image Quality Type is saved as a new custom Image Quality Type under the name you have specified.

**Original Image Quality Type**

Select the image quality type to be applied as the based image quality.

**2) Halftone**

This sets how halftones are printed.

- **Auto** — Select this to print using proper halftone depending on the contents in the document automatically.
- **Smooth** — Select this to print halftone smoothly.
- **Detail** — Select this to print halftone in detail.

**3) Resolution**

This sets the resolution for printing.

- **600 dpi** — Select this to print in 600 x 600 dpi.
- **1200 dpi**<sup>\*1</sup> — Select this to print in 1200 x 1200 dpi.
- **600 x 1200 dpi**<sup>\*1</sup> — Select this to print in 600 x 1200 dpi.

<sup>\*1</sup> Images are reproduced more smoothly because jaggies on the outlines of small text or fine lines such as graphics are suppressed.

However, 600 dpi is recommended for photos because the tone reproduction level of the image is higher.

Note that if the resolution is 1200 dpi, it takes longer than 600 dpi to print out because the capacity of the data being handled is larger.



**Notes**

- [1200 dpi] is selectable only when printing is performed in the model below using the Universal Printer 2 (PostScript) / Universal PS3 printer driver.
  - e-STUDIO6570C Series
  - e-STUDIO6550C Series
- [600 x 1200 dpi] is selectable only when printing is performed in the model below using the Universal Printer 2 (PostScript) / Universal PS3 printer driver.
  - e-STUDIO2550C Series, e-STUDIO5055C Series, e-STUDIO407CS Series
- When [Photograph] or [Presentation] is selected in [Image Quality Type] of the [Image Quality] tab, [1200 dpi] and [600 x 1200 dpi] cannot be displayed.
- When [600 x 1200 dpi] is selected, the functions below are not available.
  - Rotate sort
  - Booklet printing
  - Automatic change of paper source
  - Auto Trapping
- When [600 x 1200 dpi] is selected on the A3-size paper model, after print data are set according to the drawer and paper direction, they cannot be rotated automatically even though the direction of the paper placed in the drawer is changed. In hold printing with A4-R paper placed in the first drawer, for example, after the job is stored in the Hold Print queue, if you rotate the paper by 90 degrees and perform printing, the print data are not changed resulting in printing with A4-R.

**4) Use Black for All Text**

Select this check box to print all text in 100% black except white texts.

**Note**

This function is available only for the printer drivers below.

- Universal Printer 2
- Universal XPS

**5) Distinguish Thin Lines**

Select this check box to print thin lines clearly.

**6) Pure Black**

Select this check box to print the black contents using black toner. When this box is selected, please select how this function applies in the [Apply to] box.

**7) Pure Gray**

Select this check box to print the gray scale contents using black toner. When this box is selected, please select how this function applies in the [Apply to] box.

**Note**

The Pure Gray option is not available when [Pure Black] is not enabled.

**8) Apply to**

Select how the Pure Black and Pure Gray functions apply.

- **Auto** — Select this to automatically select areas to be printed using black toner when you want to print the black (or black and gray scale) contents using its toner. When this option is selected, appropriate areas are printed using black toner according to the Image Quality Type option.
- **Text** — Select this to print only black text or black-and-gray text using black toner.
- **Text & Graphic** — Select this to print only black text and graphics, or black-and-gray text and graphics using black toner.
- **Text, Graphic & Image** — Select this to print all black areas or all black-and-gray areas using black toner.

**9) Black Overprint**

Select this check box when printing background content that has black text overlaid on it. If this is enabled, the gap between the text and the background is minimized and color deviation is prevented. If this is not enabled, the background of the black content will not be printed.

**Note**

This function is available only for the printer drivers below.

- Universal Printer 2 (PostScript)
- Universal PS3

**10)Apply to**

Select how the Black Overprint functions apply.

- **Text** — Select this to print all the full-color background and then print black text on the color background.
- **Text & Graphic** — Select this to print all the full-color background and then print black text and graphics on the color background.

**Note**

This function is available only for the printer drivers below.

- Universal Printer 2 (PostScript)
- Universal PS3

**11)PostScript Overprint**

Select this to enable overprint an object that has been set so on an application.

**Note**

This function is available only for the Universal PS3 printer driver.

**12)Auto Trapping**

Select this to enable the Auto Trapping option. This is a technique where the size of objects is modified so that two colors printed next to each other overlap slightly to avoid white spaces between them. These white spaces can be caused by factors such as misregistration.

**Notes**

- This function is available only for the printer drivers below when you are using the e-STUDIO2550C Series, e-STUDIO5055C Series, or e-STUDIO407CS Series.
  - Universal Printer 2 (PostScript)
  - Universal PS3
- This function is available when you print a document with [Auto] or [Color] selected for the [Color] option in the [Basic] tab of printer driver.
- When this function is enabled, the printing speed may be slow.

**13)[Restore Defaults]**

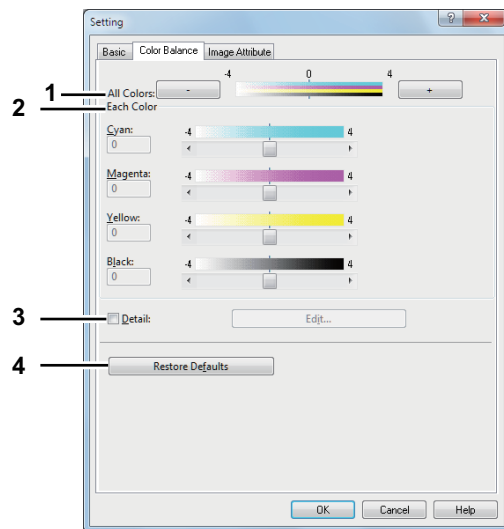
Click this to restore all the image quality setting details displayed in the [Basic] tab menu to the original factory defaults.

## Setting: [Color Balance] tab

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

### Note

This option is available only when you have a multifunctional digital color system (color MFP). The setup items differ depending on the model. For setup items other than those below, refer to the corresponding **Printing Guide**.



### 1) All Colors

Adjust the density of all the colors.

### 2) Each Color

Adjusts the density of each color for printing. You can set from -4 to 4.

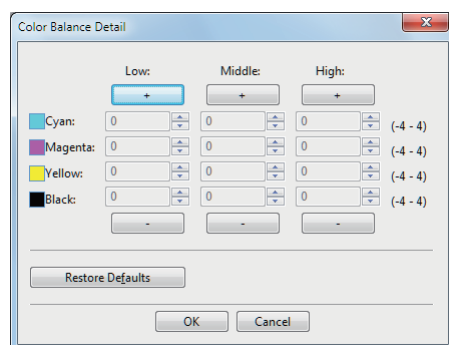
### 3) Detail

Select this check box to adjust the density of each color separately in details. When this box is selected, click [Edit] to display the [Color Balance Detail] dialog box and specify the density of each color.

#### — Color Balance Detail

In the [Color Balance Detail] dialog box, you can specify the density of low, middle, and high colors for each color.

- Low — Change this density to adjust the density of light color.
- Middle — Change this density to adjust the density of half color.
- High — Change this density to adjust the density of deep color.
- Restore Defaults — Click this to restore all the image quality setting details displayed in the [Color Balance Detail] dialog box to the original factory defaults.



### 4) [Restore Defaults]

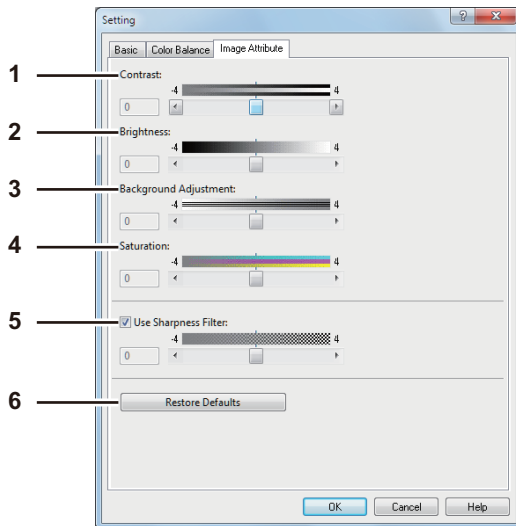
Click this to restore all the image quality setting details displayed in the [Color Balance] tab menu to the original factory defaults.

## Setting: [Image Attribute] tab

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

### Note

This option is available only when you have a multifunctional digital color system (color MFP). The setup items differ depending on the model. For setup items other than those below, refer to the corresponding **Printing Guide**.



### 1) Contrast

Adjust the contrast for printing. You can set from -4 (lowest) to 4 (highest).

### 2) Brightness

Adjust the brightness for printing. You can set from -4 (darkest) to 4 (lightest).

### 3) Background Adjustment

Adjust the background adjustment for printing. You can set from -4 (lightest) to 4 (darkest).

### 4) Saturation

Adjust the saturation for printing. You can set from -4 (low clear) to 4 (high clear).

### 5) Use Sharpness Filter

Select this check box when you use a sharpness filter. You can set from -4 (softest) to 4 (sharpest).

### 6) [Restore Defaults]

Click this to restore all the image quality setting details displayed in the [Image Attribute] tab menu to the original factory defaults.

## Setting: [Advanced] tab

In the [Advanced] tab of the [Setting] dialog box, you can set the functions below.

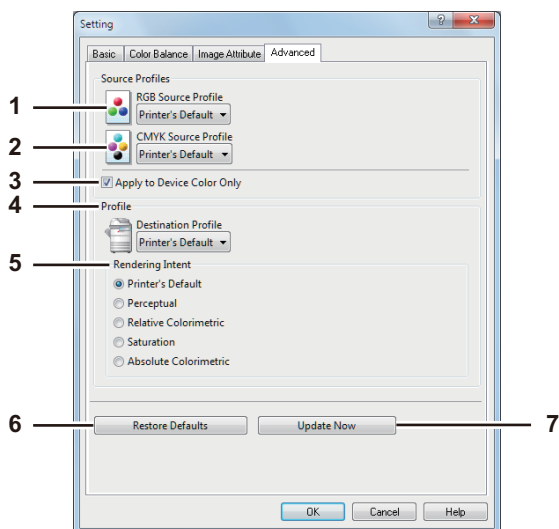
The color profile data of this equipment may be updated. If the SNMP communication between this equipment and your computer is available, open the [Advanced] tab menu and then click [Update Now] to obtain the updated color profile data.

### Notes

- This option is available only when you have a multifunctional digital color system (color MFP). The setup items differ depending on the model. For setup items other than below, refer to the corresponding **Printing Guide**.
- The [Advanced] tab menu is displayed when [Advanced] is selected in [Image Quality]. The [Advanced] option is available only for the printer drivers below.
  - Universal Printer 2 (PostScript)
  - Universal PS3
  - Universal XPS

### Tip

Color profiles can also be set from the TopAccess menu. For the detailed instructions on how to set color profiles from the TopAccess menu, refer to the **TopAccess Guide**.



### 1) RGB Source Profile

This selects the RGB source profile. When you obtained color profile data from this equipment, the RGB source profile data of this equipment appear.

### 2) CMYK Source Profile

This selects the CMYK source profile. When you obtained color profile data from this equipment, the CMYK source profile data of this equipment appear.

### 3) Apply to Device Color Only

Select this check box when you give priority to color profiles embedded in the image.

### 4) Destination Profile

This selects the destination profile. When you obtained color profile data from this equipment, the destination profile data of this equipment appear.

### 5) Rendering Intent

This selects the method for color space conversion when you print images.

- **Printer's Default** — Color space conversion is performed according to the default profile.
- **Perceptual** — This is recommended for photo images.
- **Relative Colorimetric** — More original colors can be retained than those when you select [Perceptual].
- **Saturation** — This is recommended when the vividness of colors is more important than their correct reproduction. It is useful for graphic charts.
- **Absolute Colorimetric** — Original colors can be retained even on colored paper.

---

**6) [Restore Defaults]**

Click this to restore all the image quality setting details displayed in the [Advanced] tab menu to the original factory defaults.

**7) [Update Now]**

Click this to obtain the latest color profile data set for this equipment and update the existing color profile data. This is enabled only when SNMP communication with this equipment is enabled.

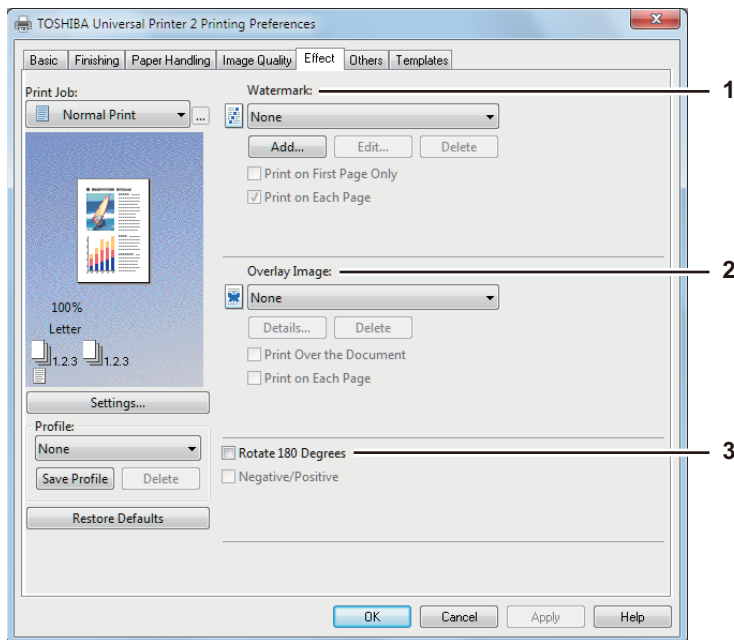
**Note**

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

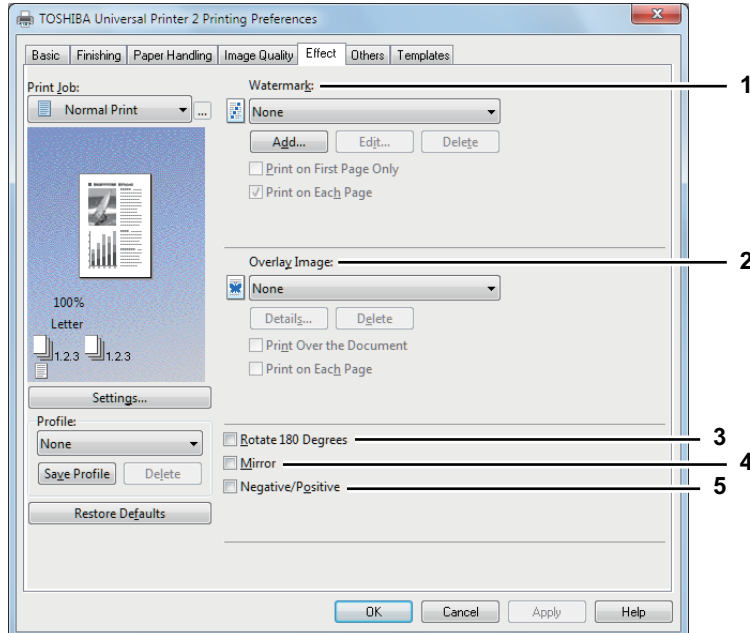
## □ [Effect] tab

The [Effect] tab contains print options that add effects to your print jobs such as Watermarks, Overlay Image printing, Rotate printing, Mirror printing, and Negative/Positive printing.

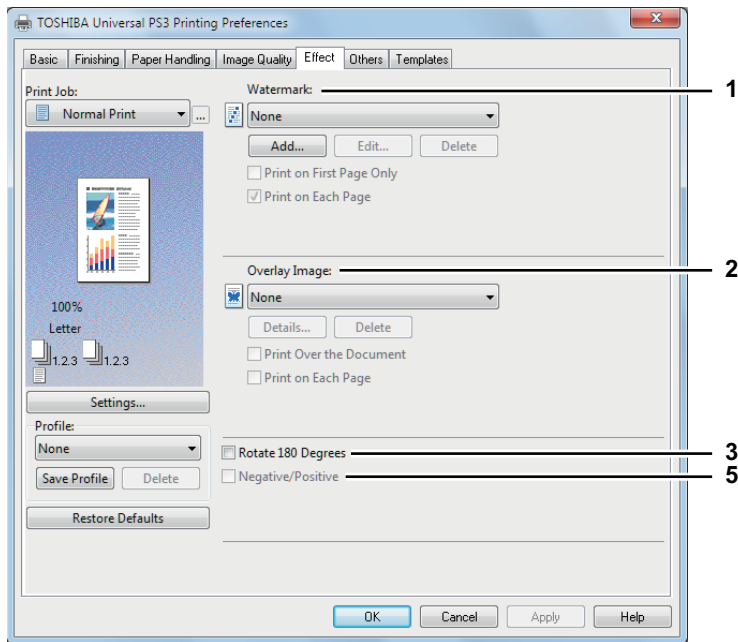
### [Effect] tab for Universal Printer 2 (PCL6)



### [Effect] tab for Universal Printer 2 (PostScript) / Universal XPS



## [Effect] tab for Universal PS3



### 1) Watermark

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

- **None** — Select this if no watermark is desired.

The following default watermarks are also displayed in the box:

- TOP SECRET
- CONFIDENTIAL
- DRAFT
- ORIGINAL
- COPY

#### Tip

For the detailed instructions on how to print with the [Watermark] setting, see the following page:

P.121 “Printing with watermarks”

#### [Add]

Click this to create a new watermark. The [Watermark] dialog box appears when you click on this.

P.72 “Add/Edit Watermark”

#### [Edit]

Select a watermark from the [Watermark] box and click it to edit the watermark. The [Watermark] dialog box appears when you click on this.

P.72 “Add/Edit Watermark”

#### [Delete]

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

P.123 “Deleting a watermark”

#### Notes

- The default watermarks can be deleted but, once deleted, they cannot be restored.
- [None] cannot be deleted.

#### Print on First Page Only

Select this check box to print a watermark on the first page only. This setting will become available when any watermark is selected from the [Watermark] box.



**Print on Each Page**

Select this check box to print a watermark on each page. When this function is turned on, a watermark is printed on each page reduced by the [Number of pages per Sheet] setting. When it is turned off, a watermark is printed on each sheet that contains multiple pages reduced by the [Number of pages per Sheet] setting.



**2) Overlay Image**

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

**Notes**

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


**Tips**

- If you want to use an overlay image in your job, you must first create an overlay file. To do this, create an overlay image with most applications and print it as an overlay file. You can enable creating an overlay file on the [Print Job] box.  
 P.100 "Printing a document as an overlay file"
- For the detailed instructions on how to print with the [Overlay Image] setting, see the following page:  
 P.124 "Printing with an overlay file"

**[Details]**


Click this to set which overlay image is applied to which page, such as changing the type of overlay image for odd pages and that for even pages or applying an overlay image only to the specified pages.

If you click this when [Multiple Overlays] is selected in the [Overlay Image] box, the [Multiple Overlays] dialog box appears.

 P.73 "Multiple Overlays"

**[Delete]**

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

 P.125 "Deleting an overlay image"

**Note**

[None] and [Multiple Overlays] cannot be deleted.

**Print Over the Document**

Select this check box to print an overlay image over the document.

**Print on Each Page**

This selects whether overlay images are printed for each page or paper when multiple pages are printed on one sheet with options such as Number of pages per sheet or Booklet. Select this check box when overlay images are printed for each page.

**3) Rotate 180 Degrees**

Select this check box to perform rotation printing of an image.

**4) Mirror**

Select this check box to perform mirror printing of an image.

**Note**

This function is available only for the printer drivers below.

- Universal Printer 2 (PostScript)
- Universal XPS

**5) Negative/Positive**

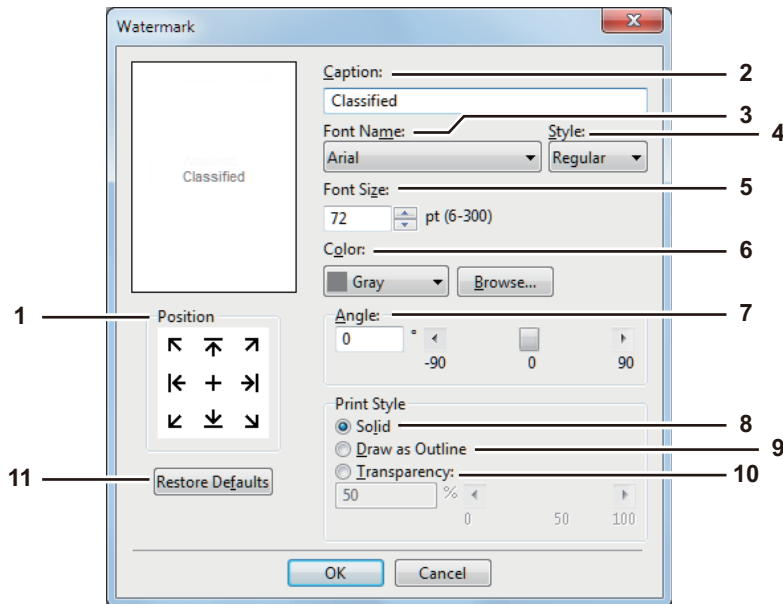
Select this check box to perform negative printing of an image.

## Notes

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

## Add/Edit Watermark

When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks.



### 1) Position

Select this to adjust the position of the watermark. Click the arrow button or [+] located at the center to adjust it.

### 2) Caption

Enter the text of a watermark. You can enter up to 63 alphanumeric characters.

When you are editing a watermark, the selected watermark text is displayed in the box.

The entered text is displayed as the sample image on the left.

### 3) Font Name

Select the font to be used for the watermark text.

### 4) Style

Select the font style for the watermark text.

- **Regular** — Select this to set the regular style to the text.
- **Bold** — Select this to set the bold style to the text.
- **Italic** — Select this to set the italic style to the text.
- **Bold Italic** — Select this to set the bold and italic style to the text.

### 5) Font Size

Enter the font size for the watermark text. The font size can be set from 6 to 300 pt in units of 1 pt.

### 6) Color

Select the color of the watermark text. If the color that you require is not listed in the box, click [Browse] to add new color.

## Notes

- This option is available only when your equipment is a multifunctional digital color system (color MFP).
- When [Black and White] is selected at the [Color] box on the [Basic] tab, this option will be disabled.

**7) Angle**

Enter the degree of angle for rotating the watermark text. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set the degree of the angle by moving the scroll bar.

**8) Solid**

Select this to print a solid type of watermark.

**9) Draw as Outline**

Select this to print a outline type of watermark.

**10) Transparency**

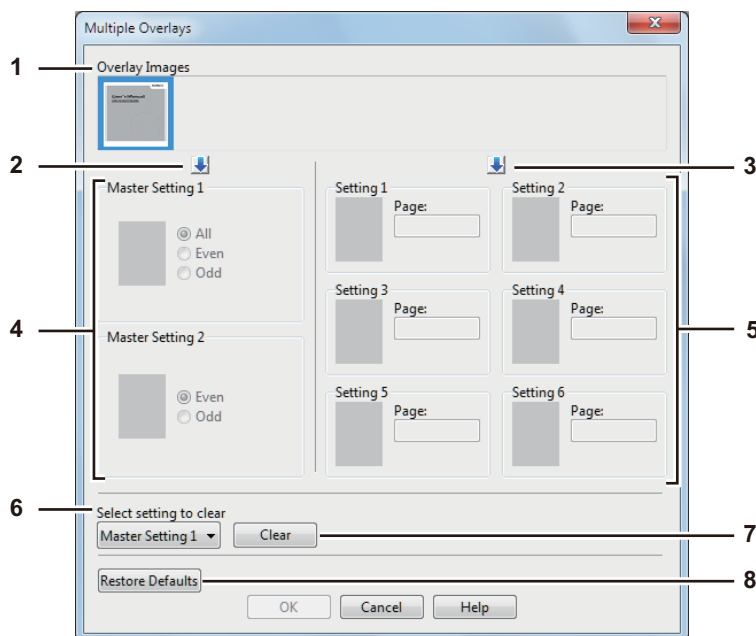
Select this to print a transparent watermark. When you select this, set the brightness from 0 (darker) to 100% (lighter) in units of 1%. You can also set the brightness using the scroll bar.

**11) [Restore Defaults]**

Click this to restore the settings displayed in the [Watermark] dialog box to the original factory defaults.

**Multiple Overlays**

If you click [Details] when [Multiple Overlays] or the desired overlay is selected in the [Overlay Image] box, the [Multiple Overlays] dialog box appears. Set which overlay image is applied to which page in this dialog box.

**1) Overlay Images**

The registered overlay images are displayed in a thumbnail. Select the desired overlay image.

**Tip**

You can drag and drop an overlay image in the thumbnail to the desired overlay group (Master Setting 1/2 or Setting 1/2/3/4/5/6) to set directly. If another overlay image is already set in the selected group, the overlay image is overwritten.

**2) [↓] (Master Setting)**

This sets the overlay image selected in the [Overlay Images] box in the [Master Setting] field. Selection is switched in the order of [Master Setting 1] to [Master Setting 2] every time you click this.

**3) [↓] (Setting)**

This sets the overlay image selected in the [Overlay Images] box in the [Setting] field. Selection is switched in the order of [Setting 1], [Setting 2], [Setting 3], [Setting 4], [Setting 5] and [Setting 6] every time you click this.

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#### 4) Master Setting 1/2

This sets if the selected overlay image is applied to all, even or odd pages.

- **All** — Select this to apply the chosen overlay image to all pages.
- **Even** — Select this to apply the chosen overlay image only to even pages.
- **Odd** — Select this to apply the chosen overlay image only to odd pages.

##### Notes

- If the specified pages are overlapped among multiple master settings, the setting of [Even] or [Odd] has priority over that of [All].
- If the specified pages are overlapped in both settings of [Master Setting] and [Setting], the setting of [Setting] has priority over that of [Master Setting].

#### 5) Setting 1/2/3/4/5/6

This sets pages to which the selected overlay image is applied by page number. To specify more than one page, delimit with commas such as "1, 3, 5". To specify pages in a range, use a hyphen between the first and the last pages, such as "6-10".

- **Page** — Select this to apply the selected overlay image only to the specified pages.

##### Note

If the specified pages are overlapped among multiple settings, the newer setting has priority.

#### 6) Select setting to clear

This selects the overlay image setting to be cleared.

#### 7) [Clear]

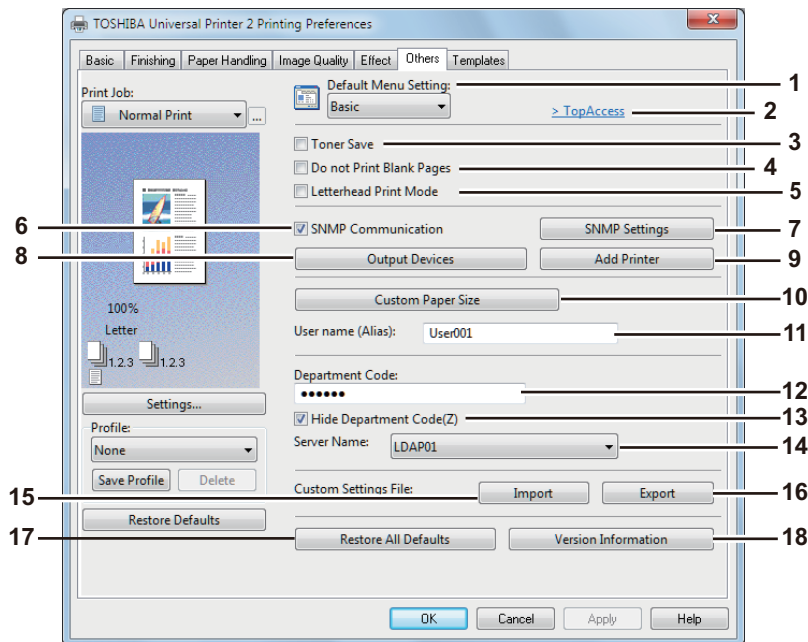
This clears the overlay image setting selected in the [Select setting to clear].

#### 8) [Restore Defaults]

Click this to restore the settings displayed in the [Multiple Overlays] dialog box to the original factory defaults.

## ❑ [Others] tab

The [Others] tab contains print options such as toner saving, custom paper size and so on.



### 1) Default Menu Setting

Select the default tab that is displayed when you open the printing preferences of the printer driver. Set frequently used functions as a default menu setting for your convenience.

#### Note

If you made settings on the [Others] tab menu from the print setting page of the application, they are restored to the defaults when you close the printer driver.

If you want to resume the settings, set the printer driver from the [Devices and Printers] folder.

📖 P.25 “Setting initial values of print options”

### 2) TopAccess (Link)

Click this to start a web browser and display the TopAccess menu.

### 3) Toner Save

Select this check box to print in the toner save mode.

#### Note

When the toner save mode is enabled, printing may become lighter.

### 4) Do not Print Blank Pages

Select this check box to ignore blank pages for printing.

If the Watermark feature is enabled, all pages will be printed even when the content is blank.

#### Note

The pages having a header or footer will be printed even if the content is blank.

### 5) Letterhead Print Mode

Select this check box to perform duplex printing on paper whose sides need to be distinguished, such as paper with illustrations on one side.

**Note**

This function is available only for the models below.

- e-STUDIO6570C Series
- e-STUDIO6550C Series
- e-STUDIO4540C Series
- e-STUDIO507 Series
- e-STUDIO456 Series
- e-STUDIO2550C Series
- e-STUDIO5055C Series
- e-STUDIO407CS Series
- e-STUDIO527S Series
- e-STUDIO306LP

**6) SNMP Communication**


This enables SNMP communication between this equipment and your computer to retrieve the option configuration information.

**Note**

If you disable SNMP Communication, TopAccessDocMon notification also will be disabled.

**7) [SNMP Settings]**

Click this button when you need to verify or change the SNMP settings.

 P.79 "SNMP Settings"


**Note**

In order to set [SNMP Settings], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.

**8) [Output Devices]**

This switches the equipment to be used for printing or splits one print job between two pieces of equipment (Tandem Printing).

 P.131 "Switching equipment to print jobs"

 P.132 "Splitting a print job across two pieces of equipment (Tandem Printing)"

**9) [Add Printer]**

This discovers the e-STUDIO Series equipment over a network and adds it on [Printer Folder].

 P.80 "Add Printer"

**10)[Custom Paper Size]**

Click this to specify the custom paper size. The [Custom Paper Size] dialog box appears when you click this.

 P.81 "Custom Paper Size"

**Notes**

- In order to set [Custom Paper Size], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.
- The [Custom Paper Size] can be set only by an operation with the administrator privilege.

**11)User name (Alias)**

Enter a nickname as required, which is displayed on the Private Print job list and Hold Print job list. You can specify the desired name so that you can easily find the target job from the job list when releasing it from the equipment's touch panel.

## Tips

- Up to 31 characters can be entered for the [User name (Alias)] box.
- The user name that is entered to log in to your computer is initially used for [User name (Alias)]. If the user name is not changed, the log-in user name is displayed on the Private Print job list and Hold Print job list.
- The nickname entered for the [User name (Alias)] box is applied only to the Private Print job list and Hold Print job list. On other job list screens (Scheduled Print jobs / Invalid jobs) and the Print Log screen, the log-in user name is always displayed.

**12)Department Code**

Enter the user's department code if the system is managed with department codes. Please ask your administrator for your department code.

## Notes

- When the User Management setting is enabled, it is used to manage a print job instead of the Department Code Management setting. In this case, a user name that has been entered to log in to your computer is used for the authentication of the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid one according to the User Authentication Enforcement setting. Also if a print job is sent in RAW format, it is processed according to the RAW Print Job setting. For more information about the User Authentication Enforcement setting or the RAW Print Job setting, refer to the **TopAccess Guide**.
- If the No Limit Black function is enabled, you do not have to specify the department code when you print a document with selecting [Black and White] in the [Color] option in the [Basic] tab of the printer driver.
- If the number of the printed sheets for a print job exceeds the output limitation for the entered department code, the print job is stored in the invalid department code print job list without printing. When you want to print the print job, perform printing from [JOB STATUS] on the touch panel by entering another department code for which the output limitation is more than the number of printed sheets.
- In the [Department Code] box, you can enter a department code within 63 characters.

## Tip

How the equipment performs printing for an invalid department code print job, for which an invalid department code is specified, varies depending on the Invalid Department Code Print Job setting that can be set in the TopAccess Administrator mode and whether SNMP communication is enabled or not.


- When SNMP communication is enabled and Invalid Department Code Print Job is set to [Store to invalid job list], an error message will be displayed when an invalid department code is entered.
- When SNMP communication is disabled and Invalid Department Code Print Job is set to [Store to invalid job list], the invalid department code print job will be stored in the invalid department code print job list without printing.
- When the Invalid Department Code Print Job is set to [Print], the invalid department code print job will be printed.
- When the Invalid Department Code Print Job is set to [Delete], the invalid department code print job will be deleted.

**13)Hide Department Code**

Select this check box to display a department code in the blank symbols.

**14)Server Name**

Select the desired LDAP server as necessary. To register the LDAP servers, open the [Account Settings] - [LDAP Server Settings] dialog box from the [Device Settings] tab.

 P.83 "[Device Settings] tab"

**15)[Import]**

Click this to import custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) to the printer driver.

**How to import custom settings**

- Click [Import]. A dialog box to select a file appears. Select a file (\*cfu for Universal Printer 2, \*cfp for Universal PS3, \*cfv for Universal XPS) to be imported.
- Click [Open]. A dialog box to confirm if you overwrite the file appears. Then click [OK].

**Note**

In order to set and perform [Import], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.

**16)[Export]**

Click this to export custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) from the printer driver.

**How to export custom settings**

- Click [Export].
- The [Save as] dialog box appears. Specify a file name and a directory. Then click [Save].

**Note**


In order to set and perform [Export], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.

**17)[Restore All Defaults]**

Click this to return settings in all the tab menus other than the [Device Settings] tab menus to the default ones. A confirmation dialog box appears as you click this, and if you click [OK], print settings in all the tab menus will return to the default ones.

**Note**

If you want to change the settings in the [Font] and [Device Settings] tab menus, you need to access with the administrator privilege from the Printers folder. For the details, see the following page:

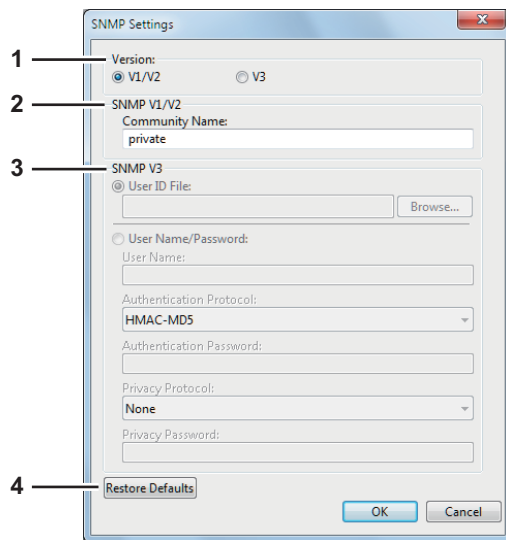
 P.83 "[Device Settings] tab"

**18)[Version Information]**

Click this to display the [Version Information] dialog box.



## SNMP Settings



### 1) Version

Be sure to have the correct SNMP version set for your TOSHIBA MFP and select from the following options:

- **V1/V2** — Select this option to enable SNMP V1 and V2.
- **V3** — Select this option to enable SNMP V3.
- **V1/V2/V3 (for [Discovery Settings] dialog box only)** — Select this option to enable SNMP V1, V2, and V3.

### 2) SNMP V1/V2

**Community Name**—If a community name other than “private” (default) is set for the SNMP community name for your TOSHIBA MFP, enter its community name.

#### Notes

- To find your TOSHIBA MFP under the SNMP V1/V2 environment, the community names set for the target TOSHIBA MFP must be specified correctly. For help, consult your administrator.
- To change the community name, the administrator privilege is necessary. You must log in with the “Administrator” privilege and open the printer driver properties.
- Up to 31 characters including the following symbols can be entered for the Community Name.  
! " # \$ % & ' ( ) \* + , - / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~

### 3) SNMP V3

If SNMP V3 is enabled, select one of the following items to set how users are authenticated.

**User ID File** — Select this option when you want to use a user ID file. Click [Browse] and specify the user ID file.

**User Name/Password** — Select this option when you want to use the user name and password. When this option is selected, use the keyboard to select the following items:

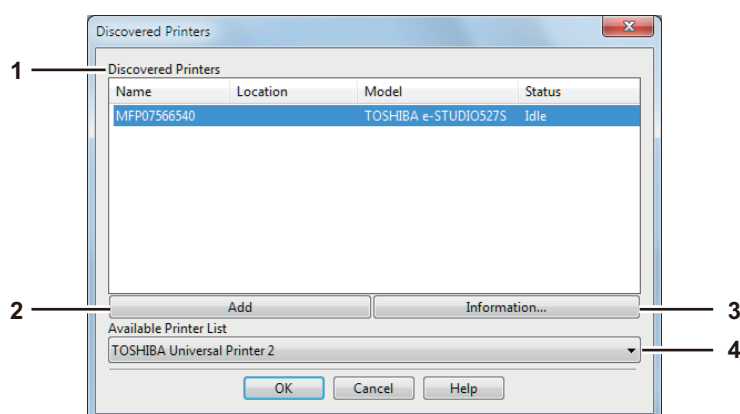
- **User Name**
- **Authentication Protocol**
- **Authentication Password**
- **Privacy Protocol**
- **Privacy Password**

#### Notes

- If you select to enable SNMP V3, consult your network administrator for preliminary advice on how to authenticate users.
- Up to 31 characters including the following symbols can be entered for each of the User Name, Authentication Password and Privacy Password.  
! \$ % & ' ( ) - , < > @ [ ] ^ \_ ` { } ~

**4) [Restore Defaults]**

Click this button when you want to reset all the settings back to the defaults.

**Add Printer****1) Discovered Printers**

This displays the e-STUDIO Series discovered over a network. You can check its name, installation site, model name and status.

**2) [Add]**

This adds the printers selected in the [Discovered Printers] box to [Printer Folder].

**3) [Information]**

This indicates the basic information of the printer selected in the [Discovered Printers] box. You can check the availability of color printing, 2-sided printing or stapling, its copying speed, resolution and the type of paper placed.

**4) Available Printer List**

This indicates the e-STUDIO Series printers registered in [Printer Folder].

## Custom Paper Size

In the [Custom Paper Size] dialog box, up to 40 custom paper sizes can be defined. The custom page size that you specify can be selected in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

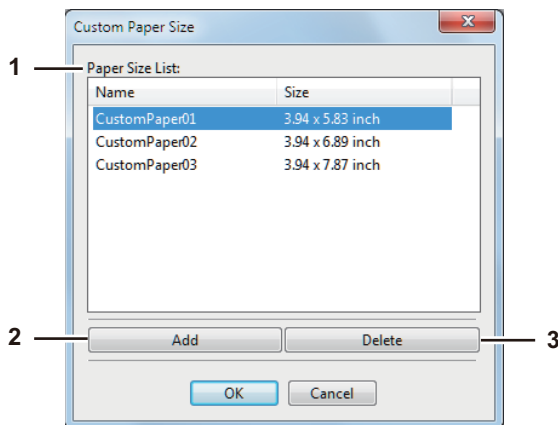
### Note

The custom paper sizes that can be defined and the number of definitions vary depending on the models.

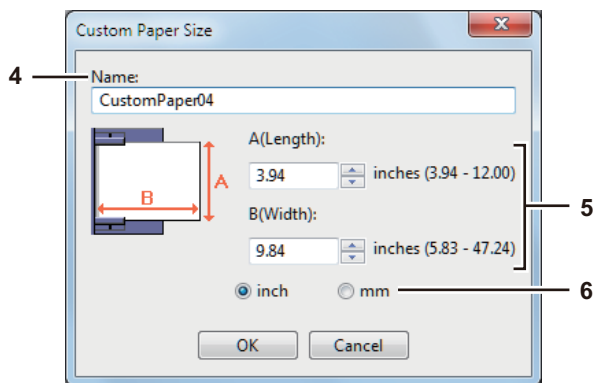
### Tip

The defined custom paper size setting can be used in common for the Universal Printer 2 / Universal PS3 / Universal XPS printer drivers.

### The [Custom Paper Size - Paper Size List] dialog box



### The [Custom Paper Size - Name] dialog box



#### 1) Paper Size List

Select the custom paper size that you want to modify.

#### 2) [Add]

Click this to display the [Custom Paper Size - Name] dialog box.

#### 3) [Delete]

Click this to clear and restore the default settings of the selected custom paper size that you selected in the [Paper Size List]. When you click this, the confirmation dialog box appears. Click [Yes] to delete the setting.

#### 4) Name

Enter the custom paper size name. You can enter up to 63 characters. This name will be displayed in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

---

### 5) Paper Size

Enter A (Length) and B (Width) to specify the paper size.


#### Note

The selectable range of A (length) and B (width) differs depending on the model. Select values within the range shown on the right of each.

### 6) Units

Select the unit for the paper size. The default unit varies depending on the regional setting in the Windows.

#### Notes

- To register a custom paper size, either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created custom paper size is considered as the standard paper size.
- You cannot create a custom paper size with A (Length) longer than B (Width). If you want to print such a document, do so by selecting [landscape] for the [Orientation].
- There are some precautions when you use custom size paper longer than the maximum standard size paper. For details, see the following page:  
 P.129 "Printing on custom size paper longer than the standard size paper"

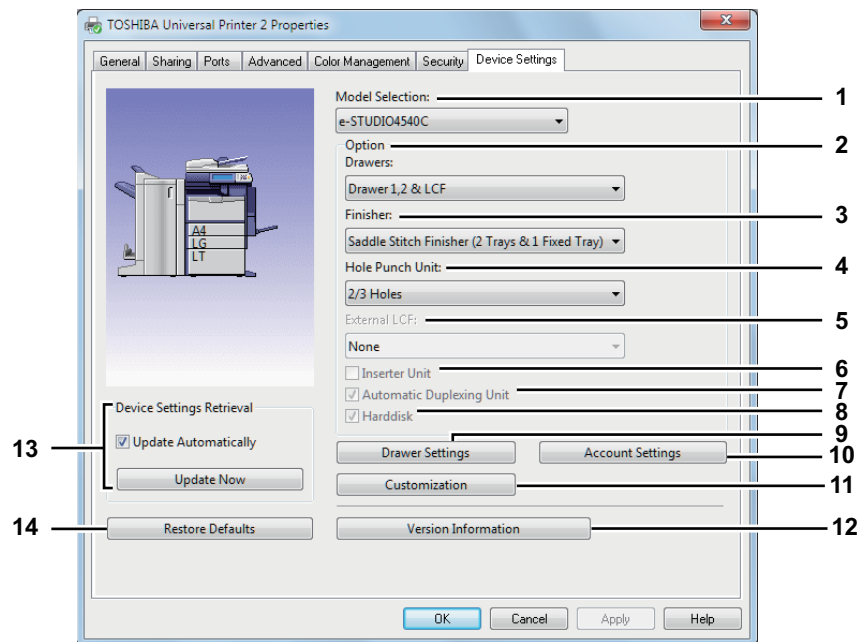
## □ [Device Settings] tab

The [Device Settings] tab allows you to configure options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. The [Device Settings] tab can be displayed only from the Printers folder (and not when displaying the properties from the application's print dialog box).

### Note

In order to set the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]). For detailed instructions on how to set the [Device Settings] tab, see the following page:

📖 P.16 “Configuring options manually”



### 1) Model

This sets the model type.

### Note

Selecting [Universal] restricts the printer driver functions to those common to all printers on the network, which is convenient for using other printers with your printer driver.

**2) Option**

This option sets whether the following optional devices are installed.

**Note**

The options that you can set vary depending on the models.

**Drawers**

This sets the installation of drawers according to the configuration.

- **Drawer1** — Select this when only Drawer 1 is installed.
- **Drawer 1 & LCF** — Select this when Drawer 1 and the Large Capacity Feeder are installed.
- **Drawer 1 & Drawer 3** — Select this when Drawers 1 and 3 are installed.
- **Drawer 1 & Drawer 3, 4** — Select this when Drawers 1, 3 and 4 are installed.
- **Drawer 1 & Drawer 2** — Select this when Drawers 1 and 2 are installed.
- **Drawer 1, 2 & Drawer 3** — Select this when Drawers 1, 2 and 3 are installed.
- **Drawer 1, 2 & Drawer 3, 4** — Select this when Drawers 1, 2, 3 and 4 are installed.
- **Drawer 1, 2 & LCF** — Select this when Drawers 1, 2 and the Large Capacity Feeder are installed.

**Note**

The Large Capacity Feeder is not available for some countries or regions.

**3) Finisher**

This sets whether or not the Finisher is installed.

- **None** — Select this when a Finisher is not installed.
- **Hanging Finisher** — Select this when a Hanging Finisher is installed.
- **Finisher** — Select this when a Finisher is installed.
- **Inner Finisher** — Select this when an Inner Finisher is installed.
- **Saddle Stitch Finisher** — Select this when a Saddle Stitch Finisher is installed.
- **Job Separator** — Select this when a Job Separator is installed.
- **Offset Tray** — Select this when a Offset Tray is installed.

**4) Hole Punch Unit**

This sets whether or not the Hole Punch Unit is installed.

- **None** — Select this when a Hole Punch Unit is not installed.
- **2 Holes** — Select this when a 2 Hole Punch Unit is installed.
- **2/3 Holes** — Select this when a 2/3 Hole Punch Unit is installed.
- **4 Holes (F)** — Select this when a 4 hole (F) punch unit is installed.
- **4 Holes (S)** — Select this when a 4 hole (S) punch unit is installed.

**5) External LCF**

This sets whether or not the External Large Capacity Feeder is installed.

- **None** — Select this when an External Large Capacity Feeder is not installed.
- **External LCF** — Select this when an External Large Capacity Feeder is installed.

**6) Inserter Unit**

Select this check box when the Inserter Unit is installed.

**Note**

This setting is selectable only when [Universal] is selected in the [Model] box.

**7) Automatic Duplexing Unit**

Select this check box when the Automatic Duplexing Unit is installed.

**Note**

This setting is selectable only when the model below is specified in the [Model] box.

- e-STUDIO2551C Series

**8) Hard disk**

Select this check box when the Hard disk Unit is installed.

**Note**

This setting is selectable only when the model below is specified in the [Model] box.  
 - e-STUDIO2550C Series


**9) [Drawer Settings]**

Click this to set the paper size and paper type of each drawer. The [Drawer Settings] dialog box appears by clicking this.

 P.86 "Drawer Settings"


**10)[Account Settings]**


Click this button to set whether the user management setting is enabled or not. You can also set whether the Private Print Restriction function and Hold Print Restriction function are enabled or not. The [Account Settings] dialog box appears upon clicking this button.

 P.87 "Account Settings"

**11)[Customization]**

This sets options specific to PCL6 or PostScript, or changes the Plug-in settings or the printer driver language. When you click this, the [Customization] dialog box appears.

 P.89 "Customization: [Plug-in] tab"

 P.90 "Customization: [Language] tab"

 P.91 "Customization: [PDL Settings] tab"

 P.92 "Customization: [ECO setting] tab"

**Note**

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

- Universal Printer 2
- Universal PS3

**12)[Version Information]**

Click this to display the [Version Information] dialog box.

**13)Device Settings Retrieval**

This enables SNMP communication between this equipment and your computer to retrieve the option configuration information.

**Update Automatically**

Select this check box to update the option configuration information automatically every time you open the [Device Settings] tab.

**[Update Now]**

Click this to obtain the configuration information from this equipment immediately.

**Tips**

- If the connection to the equipment has not been configured correctly, the message "The address of your printer could not be located. Would you like to find it?" will be displayed when you click [Update Now]. If it is displayed, click [Yes] and search for the equipment using the [Local Discovery] dialog box. After searching for the equipment, SNMP communication will be enabled. For the instructions on how to search for the equipment, refer to the instructions of TopAccessDocMon.
- If you set any options on the [Device Settings] tab without two-way communications between this equipment and your computer, 2-sided printing is automatically enabled.

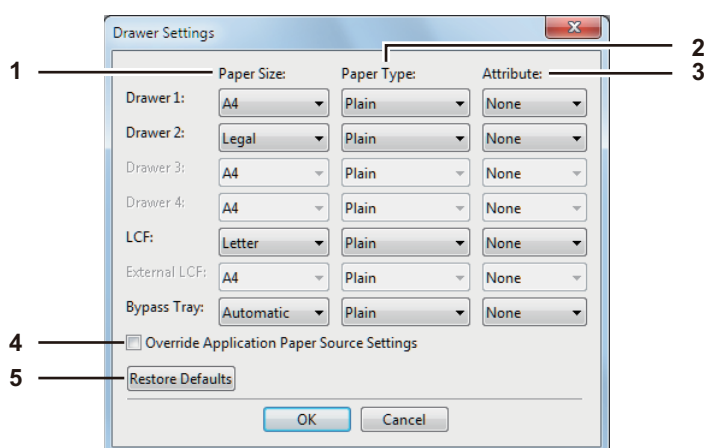
**Note**

If you disable SNMP Communication, TopAccessDocMon notification also will be disabled.

**14)[Restore Defaults]**

Click this to restore the configuration of this equipment displayed in the [Device Settings] tab menu to the original factory defaults.

## Drawer Settings



### 1) Paper Size

Select the paper size set in each drawer.

### 2) Paper Type

Select the paper type set in each drawer.

### 3) Attribute

Select the attribute of the paper. When you set the attribute, the drawer will be selected preferentially according to the print settings.

### 4) Override Application Paper Source Settings

Select this check box to use the paper source setting in the printer driver rather than the application setting.

### 5) [Restore Defaults]

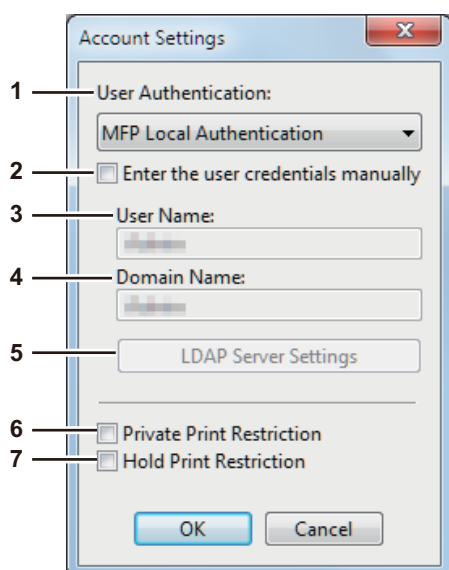
Click this to restore the settings displayed in the [Drawer Settings] dialog box to the original factory defaults.

#### Tip

Drawers selectable differ depending on the model and the option configuration.



## Account Settings



### Tip

When SNMP communication is enabled, the following account information is automatically obtained from the equipment.

### 1) User Authentication

Select the authentication method which is to be used. Set it to correspond to that of your TOSHIBA MFP.

- **Off** — Select this not to perform user authentication.
- **MFP Local Authentication** — Select this to perform MFP Local Authentication.
- **Windows Domain Authentication** — Select this to perform Windows Domain Authentication.
- **LDAP Authentication** — Select this to perform LDAP Authentication.

### 2) Enter the user credentials manually

When this check box is selected, you are prompted to enter your user name and password every time you print a document. This option is available when any of MFP Local Authentication, Windows Domain Authentication, or LDAP Authentication is selected in the [User Authentication] box.

### Tip

This option can be used together with any of the user authentication functions (MFP Local Authentication, Windows Domain Authentication, LDAP Authentication).

### 3) User Name

The user name that is entered to log in to your computer is displayed.

### 4) Domain Name

The domain name on which the equipment belongs is displayed.

### 5) LDAP Server Settings

When you click this button, the [LDAP Server Settings] dialog box will appear. This option can be selected only when [LDAP Authentication] is selected in the [User Authentication] box.

📖 P.88 "Setting up LDAP servers"

### 6) Private Print Restriction

Select this check box to enable the Private Print Restriction function.

## 7) Hold Print Restriction

Select this check box to enable the Hold Print Restriction function.

### Tips

- For details and setting of the Private Print Restriction function and Hold Print Restriction function, refer to the **TopAccess Guide**.
- After you adjust settings in the [Account Settings] dialog box, make sure to confirm that the settings have been changed as specified in the printing preferences dialog box, accessing from the [File] menu > [Printing Preferences]. You can also confirm that the settings have been changed as specified on the properties page of the printer driver when you print documents from applications.

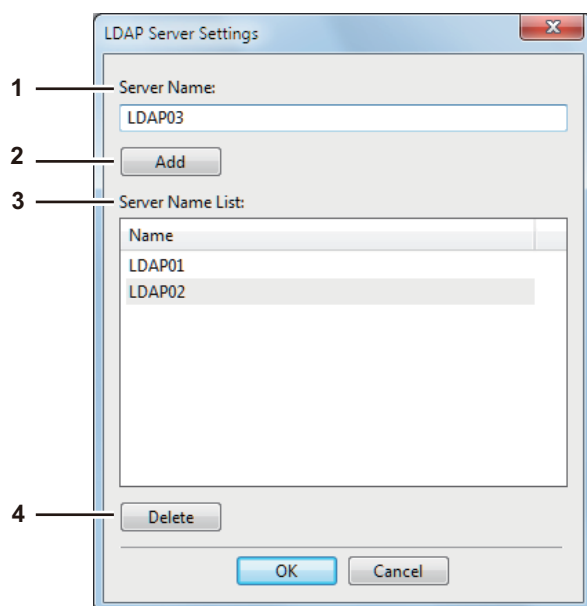
### Note

These functions below are available only when the hard disk is installed in the equipment.

- Private Print Restriction
- Hold Print Restriction

## Setting up LDAP servers

The [LDAP Server Settings] dialog box allows you to register LDAP servers.



### 1) Server Name

Enter the desired LDAP server in this box if needed.

#### Tip

Up to 64 characters (excluding # ; \ =) can be entered for the [Server Name] box.

### 2) [Add]

Click this button to register the LDAP server in the [Server Name List], which has been entered in the [Server Name] box.

### 3) Server Name List

The registered LDAP servers are displayed in this list. Up to 16 LDAP servers can be registered.

### 4) [Delete]

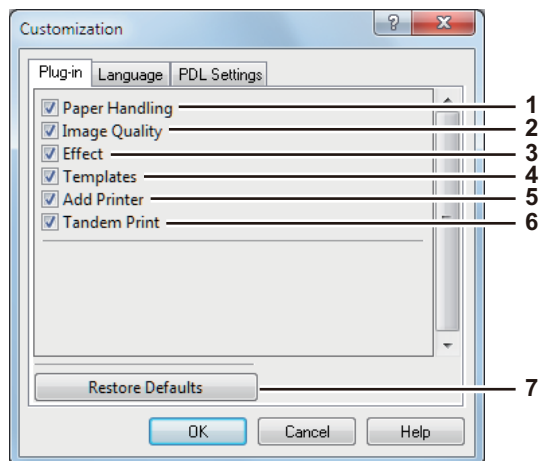
Click this button to delete an LDAP server in [Server Name List]. Select the LDAP server that you want to delete in the list, and click this button.

## Customization: [Plug-in] tab

You can enable or disable the Plug-in setting.

### Note

The appearance order of these settings vary depending on the models.



### 1) Paper Handling

Select this check box to enable the [Paper Handling] tab.

📖 P.52 “[Paper Handling] tab”

### 2) Image Quality

Select this check box to enable the [Image Quality] tab.

📖 P.58 “[Image Quality] tab”

### 3) Effect

Select this check box to enable the [Effect] tab.

📖 P.69 “[Effect] tab”

### 4) Templates

Select this check box to enable the [Templates] tab.

📖 P.93 “[Templates] tab”

### 5) Add Printer

Select this check box to enable [Add Printer] on the [Others] tab.

📖 P.75 “[Others] tab”

📖 P.80 “Add Printer”

### 6) Tandem Print

Select this check box to enable [Output Devices] on the [Others] tab.

📖 P.75 “[Others] tab”

📖 P.131 “Switching equipment to print jobs”

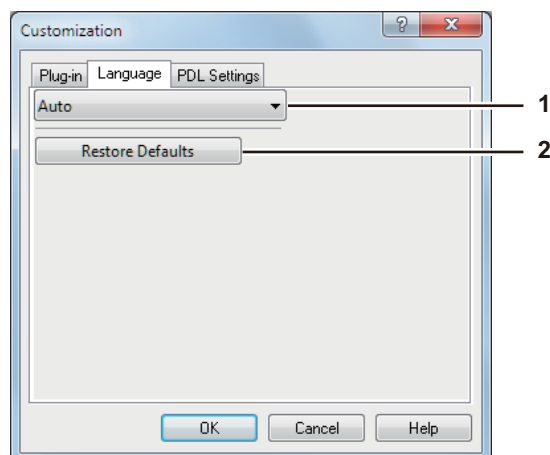
📖 P.132 “Splitting a print job across two pieces of equipment (Tandem Printing)”

### 7) [Restore Defaults]

Click this to restore the factory defaults on the [Plug-in] tab.

## Customization: [Language] tab

You can switch printer driver language.



### 1) Language

This selects the language to be used.

- **Auto** / Chinese (Simplified) / Chinese (Traditional) / Danish / Dutch / English (UK) / English (US) / Finnish / French / German / Italian / Japanese / Norwegian, Nynorsk / Polish / Russian / Spanish / Swedish / Hungarian / Portuguese / Czech

#### Tip

[Auto] is selected by default. When [Auto] is selected, the most appropriate printer driver language is automatically set according to the regional and language settings in Windows OS.

### 2) [Restore Defaults]

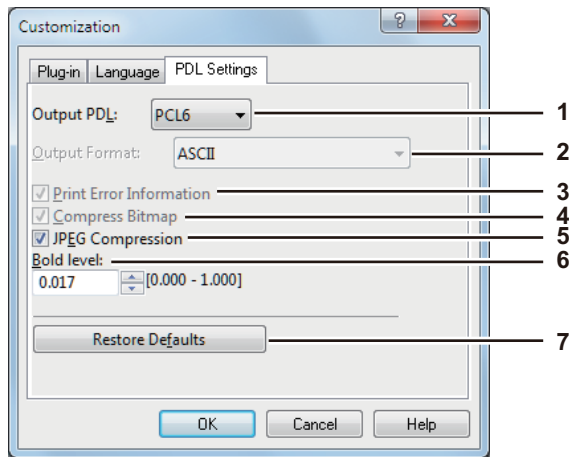
Click this to restore the factory defaults on the [Language] tab.

## Customization: [PDL Settings] tab

### Note

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

- Universal Printer 2
- Universal PS3



### 1) Output PDL

This selects the printer driver language (PDL) to be printed. The setting can be changed only when the Universal Printer 2 printer driver is used. The setting is fixed to [PostScript] when the Universal PS3 printer driver is used.

- **PCL6** — Select this to print in PCL6.
- **PostScript** — Select this to print in PostScript.

### Notes

- If [PostScript] is selected in the Universal Printer 2 printer driver, printing from an application by PostScript pass through output cannot be performed. Since PostScript is generated via GDI, it is limited to the RGB color space. To perform pass-through printing from applications which can directly generate PostScript such as Adobe Illustrator, use the Universal PS3 printer driver.
- The model below only supports [PCL6]. Printing is not available when [PostScript] is selected.
  - e-STUDIO2551C Series

### 2) Output Format

This selects an output format for PostScript printing. This setting can be changed only when [PostScript] is selected in the [Output PDL] box.

- **ASCII** — A job is sent in ASCII format (enabling PostScript code editing with a text editor or a word processor).
- **Encapsulated PostScript (EPS)** — A job is printed as an image file in EPS format (for PostScript-compatible printers).
- **Using Adobe DSC** — A job is sent in PostScript format that is optimized to reduce printing errors.

### Note

EPS format is usually used for creating images to be imported into a document. Therefore, only the first page of a document can be printed when [Encapsulated PostScript (EPS)] is selected. Also the destination where the paper should exit can be set only by the administrator. For the details, ask your administrator.

### 3) Print Error Information

This prints PostScript errors which occurred during printing. This setting can be changed only when [PostScript] is selected in the [Output PDL] box.

**4) Compress Bitmap**

This sends the compressed bitmaps to this equipment. This setting is displayed only when the Universal Printer 2 printer driver is used. Also this setting can be changed only when [PostScript] is selected in the [Output PDL] box.

**5) JPEG Compression**

This sends compressed JPEG data to this equipment. This setting is displayed only when the Universal Printer 2 printer driver is used. Also this setting can be changed only when [PCL6] is selected in the [Output PDL] box.

**6) Bold level**

This adjusts the boldness level of characters. You can adjust the preferred level between 0.000 and 1.000. The default value is "0.017".

**Note**

This option may have no effect on some fonts.

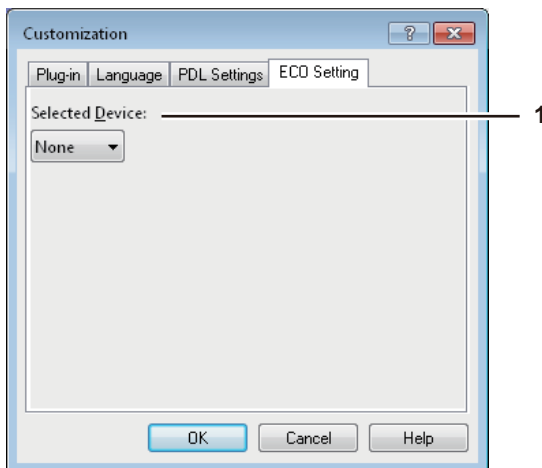
**7) [Restore Defaults]**

Click this to restore the factory defaults on the [PDL Settings] tab.

**Customization: [ECO setting] tab**

You can switch the output device to save paper.

For example, if e-STUDIO306LP exists on a network, the switching screen appears at printing and you can select whether e-STUDIO306LP is used for printing or not.

**1) Selected Device**

Select the output device used for printing to save paper.

**Notes**

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

**Tip**

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

## □ [Templates] tab

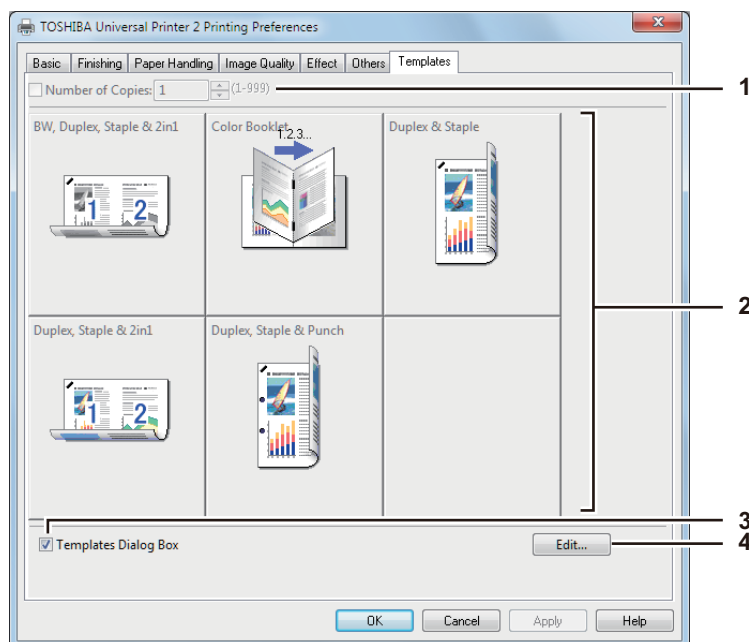
You can register print options that you frequently use as a profile. On the [Templates] tab you can save this profile in a Template Button. Also you can display a dialog box for selecting Template Buttons automatically upon printing, enabling easy printing with profiles.

📖 P.29 “Setting up print options with Template Buttons”

### Tip

To use a Template Button, you must first save a profile in this button. For instructions on how to save profiles, see the following page:

📖 P.26 “Setting print options using profiles”



### 1) Number of Copies

This sets the number of copies.

#### Note

The selectable range of the number of copies differs depending on the model.

- For the e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO857 Series and e-STUDIO856 Series  
1 copy to 9,999 copies
- Other models  
1 copy to 999 copies

### 2) Template Button

Click this to apply the profile saved in a Template Button to each setting of the printer driver.

On the Template Button, the name of the profile saved and the print image of the job appear. 5 factory default profiles below are saved in a Template Button. You can save up to 6 profiles, including 5 default ones.


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

### 3) Templates Dialog Box

Select this check box to display the [Templates] dialog box automatically upon printing. You can select any of the Template Buttons displayed on the [Templates] dialog box. This saves you the effort of opening the printer driver menu and setting up profiles each time you print, in such cases as when you use profiles frequently.

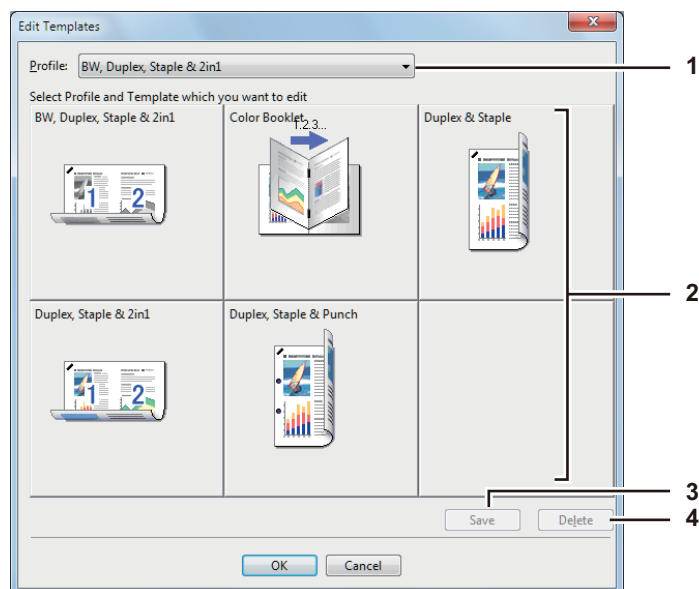
**4) [Edit]**

This edits the Template Buttons. Click this to display the [Edit Templates] dialog box.

 P.94 “Edit Templates”

**Edit Templates**

You can edit the settings of the Template Buttons.

**1) Profile**

This selects the profile to be saved in a Template Button.

**2) Template Button**

This selects the Template Button to be edited.

**3) [Save]**

This saves the chosen profile in the selected Template Button.

**4) [Delete]**

This deletes the settings of the selected Template Button.

**Note**

The print options registered in each profile are not deleted even if you click [Delete].



## Printing With Best Functions for Your Needs

In this section, procedures are given to print various types of print jobs, using the layout and finishing options. Read this section before starting printing and select the procedure best suited for your needs.

- 📖 P.95 "Printing various print job types"
- 📖 P.107 "Layout and finishing options in [Basic] tab menu"
- 📖 P.109 "Layout and finishing options in [Finishing] tab menu"
- 📖 P.118 "Finishing options in [Paper Handling] tab menu"
- 📖 P.121 "Finishing options in [Effect] tab menu"
- 📖 P.126 "Using various types of paper"
- 📖 P.131 "Switching equipment to print jobs"
- 📖 P.132 "Splitting a print job across two pieces of equipment (Tandem Printing)"

### ■ Printing various print job types

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

- 📖 P.96 "Printing scheduled print jobs"
- 📖 P.97 "Printing private print jobs"
- 📖 P.98 "Printing hold print jobs"
- 📖 P.99 "Printing proof print jobs"
- 📖 P.100 "Creating an overlay file"
- 📖 P.101 "Storing to e-Filing"
- 📖 P.104 "Multiple Job Type"

#### Note

These functions below are available only when the hard disk is installed in the equipment.

- Scheduled Print
- Private Print
- Hold Print
- Proof Print
- Store to e-Filing
- Multiple Job Type

## ❑ Printing scheduled print jobs

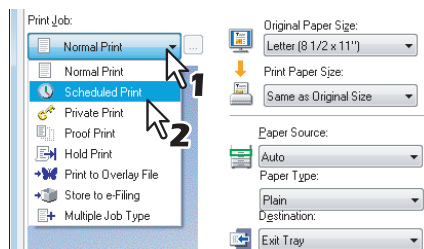
The Print Scheduling feature allows you to specify the date and time to print your job. This is especially useful for delaying your print job until the off-peak hours.

### Notes

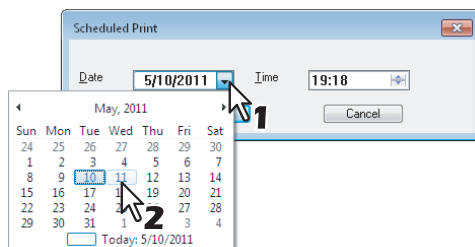
- This function is available only when the hard disk is installed in the equipment.
- Time of the System and MFP should be the same.

## Printing on a specified date and time

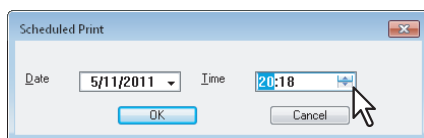
- 1 Display the [Basic] tab menu.
- 2 Select [Scheduled Print] in the [Print Job] box.



- 3 Click [...] on the right of the [Print Job] box.  
The [Scheduled Print] dialog box appears.
- 4 Click the arrow button at the [Date] box to display the Calendar window, and select the desired date for your print job.



- 5 Select the [Time] box and click the spin button to change the time.



- To change the hour, select the hour number and click the spin button.
- To change the time, select the time number and click the spin button.

- 6 Click [OK].
- 7 Set any other print options you require and click [OK].
- 8 Click [OK] or [Print] to send the print job.  
The document will be queued to be printed at the specified time and date.

## □ Printing private print jobs

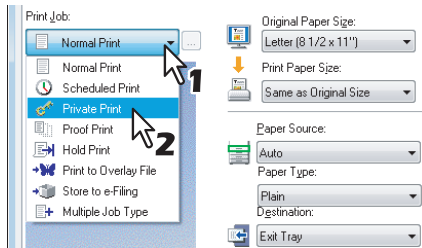
When you want to print private documents, use this feature.

### Note

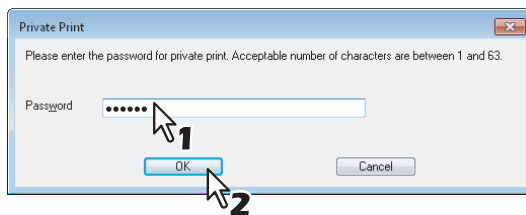
This function is available only when the hard disk is installed in the equipment.

## Printing confidential documents

- 1** Display the [Basic] tab menu.
- 2** Select [Private Print] in the [Print Job] box.



- 3** Set any other print options you require and click [OK].
- 4** Click [OK] or [Print] to send the print job.  
The print job is stored in the Private Print job list in the touch panel display.
- 5** Enter a password in the [Password] box and click [OK].



The print job is stored in the Private Print job list in the touch panel display.

### Notes

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

- 6** Press the [PRINT] button on the control panel.  
The print job list is displayed.
- 7** Select [PRIVATE] on the touch panel.

### Tip

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

- 8** Select the desired user name and press [OK].

### Tip

When you enter the nickname for the [User name (Alias)] box on the [Others] tab, and send the job to the equipment, its nickname will be displayed on the Private Print job list. If not, the user name that is entered to log in to your computer will be displayed on the Private Print job list.

## 9 Enter the password for the Private Print job, which has previously been set via the computer, and then press [OK].

- When the user name that is entered to log in to your computer is used for [User name (Alias)]:  
The displayed list contains the Private Print jobs for which the same password has been set.
- When the nickname is entered for [User name (Alias)]:  
The displayed list contains the Private Print jobs for which the same nickname and the same password have been set.

## 10 Select the desired job (desired document name) on the private print job list and press [PRINT].

### □ Printing hold print jobs

When you want to print Hold Print documents, use this feature.

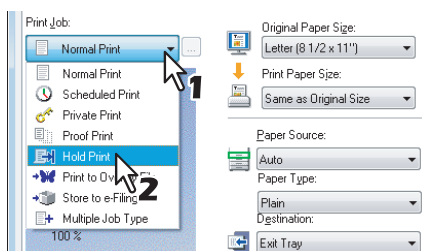
#### Note

This function is available only when the hard disk is installed in the equipment.

### Printing hold print documents

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

#### 2 Select [Hold Print] in the [Print Job] box.



#### 3 Set any other print options as required and click [OK].

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

The print job is stored in the Hold Print job list in the touch panel display.

#### 5 Press the [PRINT] button on the control panel.

#### 6 Select [HOLD] on the touch panel.

#### 7 Select the desired user name.

#### Tip

When you enter the nickname for the [User name (Alias)] box on the [Others] tab, and send the job to the equipment, its nickname will be displayed on the Hold Print job list. If not, the user name that is entered to log in to your computer will be displayed on the Hold Print job list.

#### 8 Select the desired job on the Hold Print job list and press [PRINT].

#### Tips

- When the user name that is entered to log in to your computer is used for [User name (Alias)]:  
The displayed list contains the Hold Print jobs which have been registered by the selected user.
- When the nickname is entered for [User name (Alias)]:  
The displayed list contains all the Hold Print jobs which have been registered by users having the same nickname.

## □ Printing proof print jobs

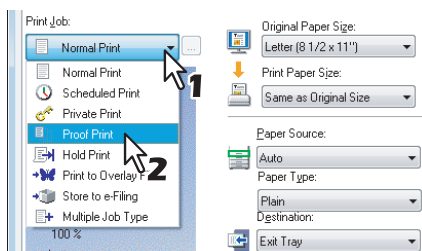
You can print out one proof copy as a trial first. This helps to prevent wasting paper. After you proof it, you are prompted to specify whether you want to continue the print job or delete it.

### Notes

- This function is available only when the hard disk is installed in the equipment.
- When you want to print multiple copies, each of which is to be sent as an individual print job by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In such a case, print just one trial copy first, and then specify the required number of copies on the touch panel display.

## Printing a proof copy

- 1 Display the [Basic] tab menu.
- 2 Select [Proof Print] in the [Print Job] box.



- 3 Set any other print options you require and click [OK].
- 4 Click [OK] or [Print] to send the print job.  
One copy of the document is printed and remaining sets of job is stored in the Proof Job list in the touch panel display.
- 5 Press the [PRINT] button on the control panel.
- 6 Select [PROOF] on the touch panel.
- 7 Select the desired job on the proof print job list and press [PRINT].

## ❑ Creating an overlay file

You can save up to 20 documents as overlay files using printer driver. You can print an overlay on the foreground or background of a document. To do that, you must first create an overlay file.

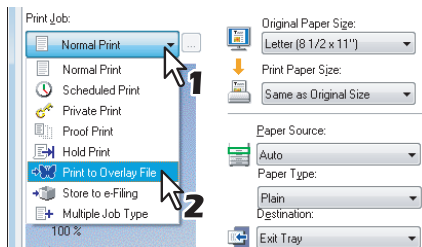
📖 P.124 “Printing with an overlay file”

### Notes

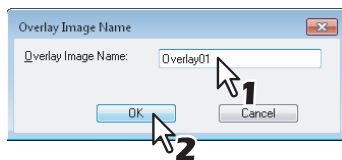
- If you save a multi-page document as an overlay file, only the first page of the document will be saved as an overlay file.
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, color mode, and orientation.

## Printing a document as an overlay file

- 1 Display the [Basic] tab menu.
- 2 Select [Print to Overlay File] in the [Print Job] box.



- 3 Click [...] on the right of the [Print Job] box.  
The [Overlay Image Name] dialog box appears.
- 4 Enter an overlay image name and then click [OK].



You can enter up to 63 characters.

- 5 Set any other print options you require and click [OK].
- 6 Click [OK] or [Print] to send the print job.  
The document is saved as an overlay file.

### Tip

You can use a created overlay file when you want to print a document.

📖 P.124 “Printing with an overlay file”

## □ Storing to e-Filing

The Store to e-Filing feature allows you to send print jobs to e-Filing on this equipment. The job stored to e-Filing can then be printed from the touch panel display at a later time. It can be also composed with other documents using the e-Filing web utility.

You can select either a [public] or [user] box to store print jobs. You can also specify a folder in which the print job is to be stored in these boxes. The public box is shared by all users who can see the jobs stored in this box. User boxes are boxes that users can create as desired. Access to user boxes can be restricted with a password.

### Notes

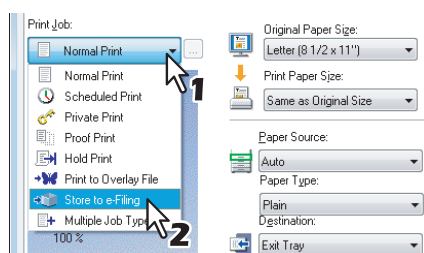
- This function is available only when the hard disk is installed in the equipment.
- When the following paper sizes are selected for the originals or the print paper, [Store to e-Filing] is not available.  
Additionally, when paper of those sizes is also included in a part of the documents, the printing job cannot be stored in e-Filing either.
  - Custom paper
  - Non-standard size paper (bypass tray)
  - TAB paper
  - IndexCard (3x5")
  - Executive (7 1/4 x 10 1/2")
  - Envelope Com9 (3 7/8 x 8 7/8")
  - Envelope Com10 (4 1/8 x 9 1/2")
  - Envelope Monarch (3 7/8 x 7 1/2")
  - Envelope DL (110 x 220 mm)
  - Envelope Cho-3 (120 x 235 mm)
  - Envelope Cho-4 (90 x 205 mm)
  - Envelope You-4 (105 x 235 mm)
  - Envelope C5 (162 x 229 mm)
- When you store a document in e-Filing using the printer driver, the printing image (not the original document in your computer) will be stored in e-Filing.
- Documents stored in e-Filing are retained in the best image quality for printing. If you want to download them into your computer in a higher image quality, scan the original documents and store them in e-Filing.

### Tips

- You can manage the files within a box from the touch panel display. Refer to the **e-Filing Guide** to manage files in a box.
- You can also manage the files within a box using the e-Filing web utility. Refer to the **e-Filing Guide**.

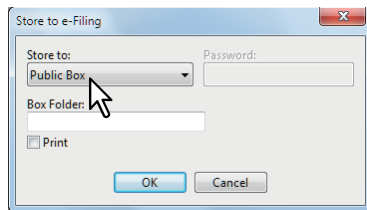
## Saving a print job to a public box

- 1 Display the [Basic] tab menu.
- 2 Select [Store to e-Filing] in the [Print Job] box.

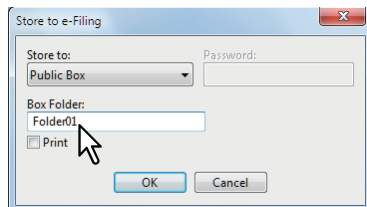


- 3 Set any other print options you require and click [OK].

#### 4 Select [Public Box].



#### 5 When you specify a folder in which the print job is to be stored in a Public Box, enter the folder name in the [Box Folder] box.



#### Notes

- If the entered folder name is not found, a new folder is created under this box.
- Enter the folder name within 64 characters.
- If the number of folders has reached 100, you cannot create any more.

#### 6 If you print the job as well as save it to the Public Box, select the [Print] check box.

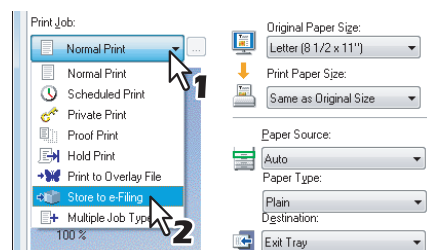
#### 7 Click [OK].

#### 8 Click [OK] or [Print] to send the print job. The print job is saved to the public box.

### Saving a print job to a user box

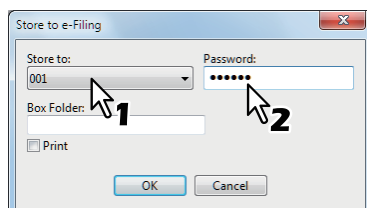
#### 1 Display the [Basic] tab menu.

#### 2 Select [Store to e-Filing] in the [Print Job] box.



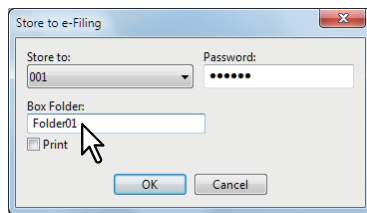
#### 3 Set any other print options you require and click [OK].

#### 4 Select a user box to save a print job and enter the password (maximum 20-digit) for the user box in the [Password] box if required.





- 5** When you specify a folder in which the print job is to be stored in a user box, enter the folder name in the [Box Folder] box.



2

#### Notes

- If the entered folder name is not found, a new folder is created under this box.
- Enter the folder name within 64 characters.
- If the number of folders has reached 100, you cannot create any more.

- 6** If you print the job as well as saving to a box, select the [Print] check box.

- 7** Click [OK].

- 8** Click [OK] or [Print] to send the print job.  
The print job is saved to the specified user box.

## ❑ Multiple Job Type

The Multiple Job Type feature allows you to combine any of Scheduled Print, Private Print, Hold Print, Proof Print, Proof Private Print and Proof Hold Print, with Store to e-Filing.

For example, you can store a job in the specified e-Filing of this equipment and print it at the specified time by combining Scheduled Print and Store to e-Filing.

To use the Multiple Job Type feature, click [...] on the right of the [Print Job] box and select the job types to be combined.

### Notes

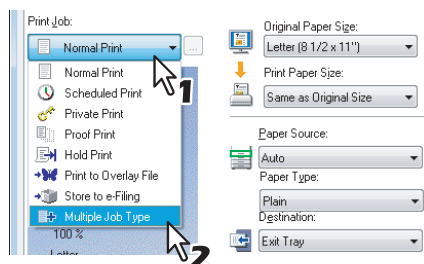
- This function is available only when the hard disk is installed in the equipment.
- Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.
- When you print multiple copies, each of which is to be sent as an individual print job by your application,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

### Tips

- You can manage files in e-Filing on the touch panel. For instructions on how to manage them, refer to the **e-Filing Guide**.
- You can also manage files in e-Filing using the e-Filing web utility. For instructions on how to manage them with the e-Filing web utility, refer to the **e-Filing Guide**.

## Printing with the Multiple Job Type feature

- 1 Display the [Basic] tab menu.
- 2 Select [Multiple Job Type] in the [Print Job] box.

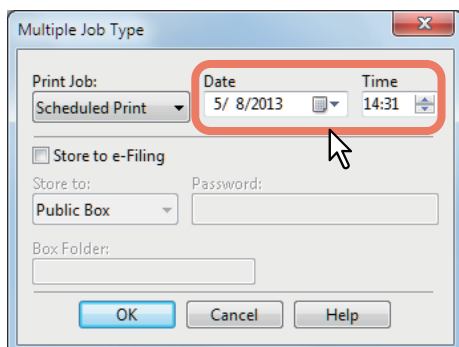


- 3 Click [...] on the right of the [Print Job] box.  
The [Multiple Job Type] dialog box appears.

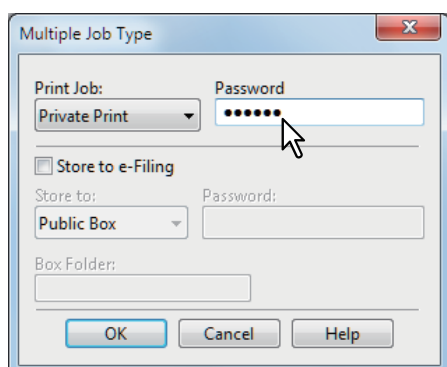
#### 4 Select a job type in the [Print Job] box.

The setup screen is switched according to the selected job type.

- Set [Date] and [Time] if you select [Scheduled Print].



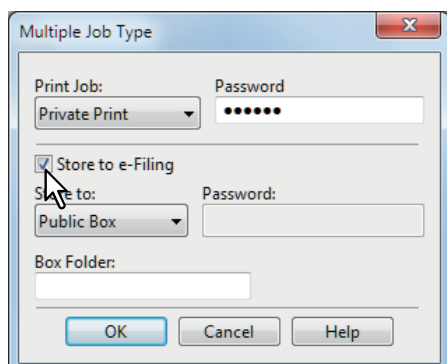
- Enter a password if you select [Private Print] or [Proof Private Print].



#### Notes

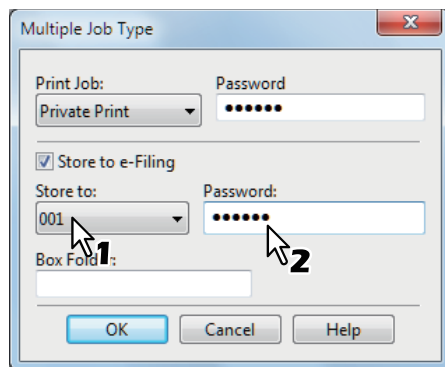
- Enter a password using the alphanumeric characters and symbol characters (ASCII code characters between 0x21 to 0x7E) in the [Password] box. The password must be between 1 and 63 characters.
- When you enter this password on the touch panel display, confidential documents will be printed. If you forget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

#### 5 If you want to store a print job in this equipment, select the [Store to e-Filing] check box.

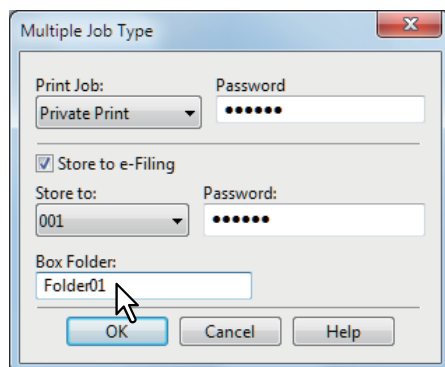


## 6 Select where the print job is stored at the [Store to] box.

- If you store the print job in a user box, enter a password if required.



## 7 When you specify a folder in which the print job is to be stored in the selected e-Filing, enter its folder name in the [Box Folder] box.



### Notes

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

## 8 Click [OK].

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

- If you select [Scheduled Print], the job is printed at the specified date and time.
- If you select [Private Print] or [Proof Private Print], the job is stored in this equipment as a Private Print job. Print this job on the touch panel.  
 P.97 "Printing private print jobs"
- If you select [Hold Print] or [Proof Hold Print], the job is stored in this equipment as a Hold Print job. Print this job on the touch panel.  
 P.98 "Printing hold print jobs"
- If you select [Proof Print], [Proof Private Print] or [Proof Hold Print], one sample copy is printed and the rest is stored in this equipment as a Proof Print job. Print this job on the touch panel.  
 P.99 "Printing proof print jobs"
- If you select the [Store to e-Filing] check box, the print job is stored in the specified e-Filing.

## ■ Layout and finishing options in [Basic] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Basic] tab menu are explained.

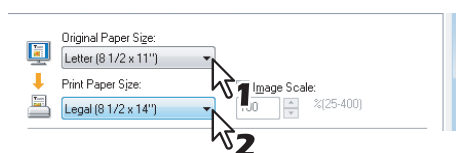
- 📖 P.107 “Fitting images within paper size”
- 📖 P.108 “Printing color documents in gray scale”
- 📖 P.109 “Printing color documents in twin colors”

### □ Fitting images within paper size

You can automatically enlarge or reduce an image to fit into a specified paper size, or manually set the scale to enlarge or reduce it. Also you can combine the desired paper size and reproduction ratio.

#### Printing enlarged or reduced image to fit the specified paper size

- 1** Display the [Basic] tab menu.
- 2** Select the document size on the [Original Paper Size] box. Then select the paper size that you want to print at the [Print Paper Size] box.

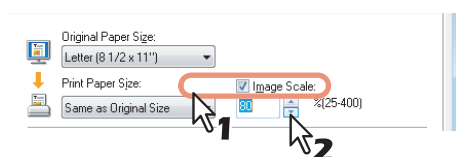


The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

- 3** Set any other print options you require and click [OK].
- 4** Click [OK] or [Print] to send the print job.  
The enlarged or reduced image is printed to fit the specified paper size.

#### Printing an enlarged or reduced image by specifying the scale manually

- 1** Display the [Basic] tab menu.
- 2** Check the [Image Scale] box. Then enter the scale.



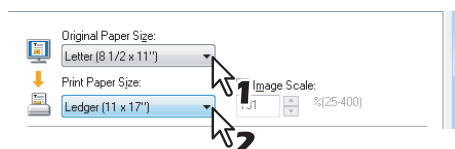
The scale can be set from 25% to 400% in units of 1%.

- 3** Set any other print options you require and click [OK].
- 4** Click [OK] or [Print] to send the print job.  
An enlarged or reduced image is printed in the specified scale.

## Combining a paper size and a reproduction ratio

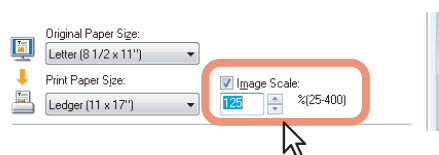
You can combine the desired paper size and reproduction ratio, for example, printing an A4 original to A3 copy paper at a reproduction ratio of 100%.

- 1** Display the [Basic] tab menu.
- 2** Select the document size on the [Original Paper Size] box. Then select the paper size that you want to print at the [Print Paper Size] box.



The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

- 3** Check the [Image Scale] box. Then enter the scale.



The scale can be set from 25% to 400% in units of 1%.

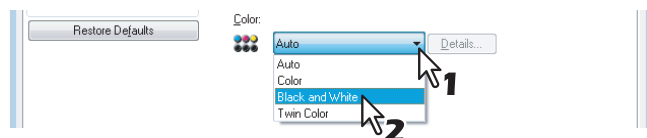
- 4** Set any other print options you require and click [OK].
- 5** Click [OK] or [Print] to send the print job.  
The image is printed on paper of the specified size at the specified reproduction ratio.

## □ Printing color documents in gray scale

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

### Printing a color document in gray scale

- 1** Display the [Basic] tab menu.
- 2** Select [Black and White] at the [Color] box.



- 3** Set any other print options you require and click [OK].
- 4** Click [OK] or [Print] to send the print job.  
The print job is printed in the gray scale.

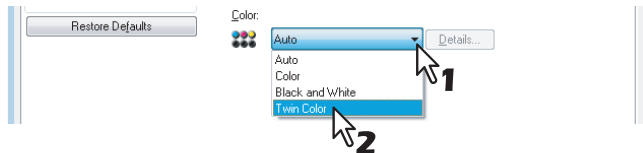
## □ Printing color documents in twin colors

This equipment can print in the twin color mode.

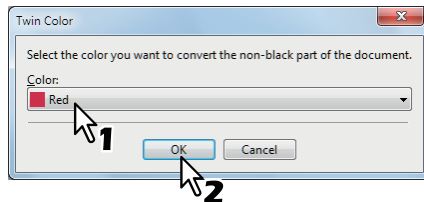
When the document is printed in the twin color mode, the black parts of the document are printed in black and the colored parts of the document are printed in a specified color.

### Printing a color document in twin color mode

- 1 Display the [Basic] tab menu.
- 2 Select [Twin Color] at the [Color] box.



- 3 Click [Details].  
The [Twin Color] dialog box appears.
- 4 Select a color in which the color parts of the document are to be printed at the [Color] box and click [OK].



- 5 Set any other print options you require and click [OK].
- 6 Click [OK] or [Print] to send the print job.  
The print job is printed in the twin color mode.

## ■ Layout and finishing options in [Finishing] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Finishing] tab menu are explained.

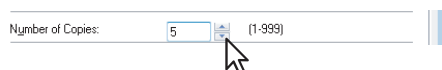
- 📖 P.109 "Sort printing"
- 📖 P.111 "Printing on both sides of a sheet"
- 📖 P.111 "Making a booklet"
- 📖 P.115 "Printing several pages on one sheet"
- 📖 P.116 "Stapling"
- 📖 P.116 "Hole punching"
- 📖 P.117 "Dividing one image into multiple sheets (Poster Print)"

## □ Sort printing

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

### Sorting printed documents according to the copies

- 1 Display the [Basic] tab menu.
- 2 Enter the number of copies to be printed at the [Number of Copies] box.



- 3** Display the [Finishing] tab menu.
- 4** Select [Sort Copies] icon at [Copy Handling].

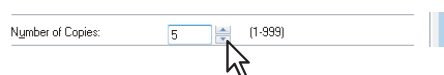


- 5** Set any other print options you require and click [OK].
- 6** Click [OK] or [Print] to send the print job.  
The printed documents are sorted according to the copies.

### Sorting printed documents according to the pages

For example, assume that you have a three-page job (A, B, C) and you want three copies of each page in this order (AAA, BBB, CCC).

- 1** Display the [Basic] tab menu.
- 2** Enter the number of copies to be printed at the [Number of Copies] box.



- 3** Display the [Finishing] tab menu.
- 4** Select [Group Copies] icon at [Copy Handling].



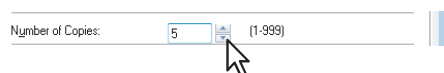
- 5** Set any other print options you require and click [OK].
- 6** Click [OK] or [Print] to send the print job.  
The printed documents are sorted according to the pages.

### Sorting printed documents horizontally and vertically for each copy

#### Notes

- Rotated Sort Copies cannot be enabled on some models.
- Rotated Sort Copies can be enabled only when printing on Letter, A4, B5, or 16K.
- To make Rotated Sort Copies, sheets to be used must be placed both horizontally and vertically (example: A4 and A4-R).

- 1** Display the [Basic] tab menu.
- 2** Enter the number of copies to be printed at the [Number of Copies] box.



- 3** Display the [Finishing] tab menu.
- 4** Select the [Rotated Sort] icon at [Copy Handling].



- 5** Set any other print options you require and click [OK].



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

The printed documents are alternately sorted horizontally and vertically for each copy.

## □ Printing on both sides of a sheet

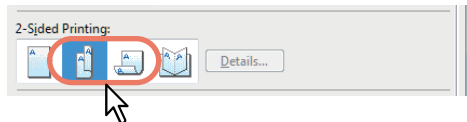
You can print on both sides of the paper.

2

### Printing on both sides of paper

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

#### 2 Select the [2-Sided Printing] direction to be printed.



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

**Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.

#### Tip

You can also set booklet printing at the [2-Sided Printing] option by selecting the [Booklet] icon. For instructions on how to perform booklet printing, see the following section.

📖 P.111 “Making a booklet”

#### 3 Set any other print options you require and click [OK].

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

The print job is printed on both sides of paper in the specified direction.

## □ Making a booklet

You can create a document in a book- or magazine-style publication by selecting the Booklet option. Also you can create a folded booklet by automatically stapling (saddle-stitching) and folding the center of a printed document.

For example, if you create a document on Letter-size paper (8½ x 11 inches) and then print in booklet mode, the yield is a 5½-x-8½- inch booklet. Each page has been scaled to fit on half a sheet and reordered so that the booklet is properly paginated when folded.

To retain your original document size when printing booklets, select the booklet size to be the same as your original document size. Then your 8½-inch document is printed on Ledger size paper (11 x 17 inches) and reordered so that, when folded, the yield is an 8½-x-11-inch booklet. You can select from the following page-size options when printing a booklet:

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

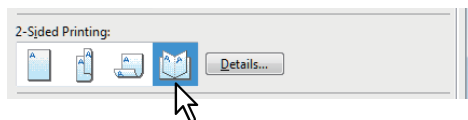
#### Note

The available paper sizes vary depending on the models.

### Creating a booklet

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

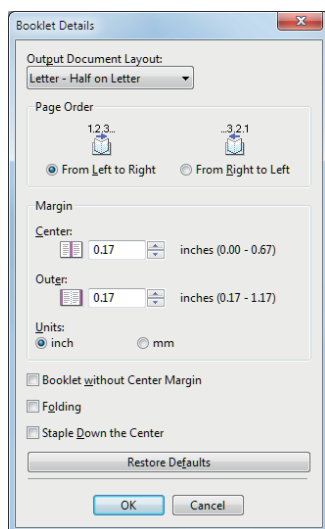
## 2 Select the [Booklet] icon under [2-Sided Printing].



## 3 Click [Details].

The [Booklet Details] dialog box appears.

## 4 Select the booklet size at the [Output Document Layout] box.



**A5 on A4** — Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).

**A4 on A3** — Select this to print an A4 size booklet. Every 2 pages are printed on A3 paper to fit on half a sheet (A4).

**B5 on B4** — Select this to print a B5 size booklet. Every 2 pages are printed on B4 paper to fit on half a sheet (B5).

**B6 on B5** — Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).

**1/2 Folio on Folio** — Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.

**A6 on A5** — Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).

**Letter-Half on Letter** — Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.

**LT on LD** — Select this to print a Letter size booklet. Every 2 pages are printed on Ledger paper to fit on half a sheet (Letter).

**1/2 LG on LG** — Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.

**1/2 Statement on Statement** — Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.

**1/2 Comp on Comp** — Select this to print a 1/2 Computer size booklet. Every 2 pages are printed on Computer paper to fit on half a sheet.

**1/2 13LG on 13LG** — Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.

**1/2 8.5SQ on 8.5SQ** — Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.

**32K on 16K** — Select this to print a 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet.

**16K on 8K** — Select this to print a 16K size booklet. Every 2 pages are printed on 8K paper to fit on half a sheet.

**1/2 13.5LG on 13.5LG** — Select this to print a 1/2 13.5 inch LG size booklet. Every 2 pages are printed on 13.5 inch LG paper to fit on half a sheet.

**1/2 Executive on Executive** — Select this to print a 1/2 Executive size booklet. Every 2 pages are printed on Executive paper to fit on half a sheet.

**1/2 (Custom) on (Custom)** — Select this to print a custom paper size booklet. Every 2 pages are printed on custom paper size paper to fit on half a sheet.

#### Note

The selectable paper sizes differ depending on the models.

## 5 Select the page order for booklet in the [Page Order] option.

**From Left to Right** — Select this to print the pages from left to right.

**From Right to Left** — Select this to print the pages from right to left.

## 6 If you want to add a margin space between facing pages, enter a width in the [Center] box, and if you want to add a margin on the outside edge, enter a width in the [Outer] box.

- You can change the unit of the margin at the [Units].
- The center margin can be set from 0.00 inch to 0.67 inches in units of 0.01 inch when the unit is inches, and from 0.00 mm to 16.90 mm in units of 0.10 mm when the unit is mm.  
The printed images will be reduced according to the margin setting.
- The outer margin can be set from 0.17 inch to 1.17 inches in units of 0.01 inch when the unit is inches, and from 4.20 mm to 29.60 mm in units of 0.10 mm when the unit is mm.  
The printed images will be reduced according to the margin setting.

#### Tip

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

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**7 Select the [Folding] check box if you want to fold the document at its center.****Note**

The “Folding” option is available only when the Saddle Stitch Finisher is installed in any of the following:

- e-STUDIO6570C Series
- e-STUDIO6550C Series
- e-STUDIO4540C Series
- e-STUDIO507 Series (only when the MJ-1108 is installed)
- e-STUDIO456 Series (only when the MJ-1106 is installed)

**8 If you want to double-staple the center, select the [Staple Down the Center] check box.****Note**

[Staple Down the Center] is available only when the Saddle Stitch Finisher is installed and configured on the [Device Settings] tab.

**9 Click [OK] to close the [Booklet Details] dialog box.****10 Set any other print options you require and click [OK].****11 Click [OK] or [Print] to send the print job.**

The print job is printed as a booklet.

**Note**

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

## □ Printing several pages on one sheet

The N-up feature allows you to print several pages of a document on one sheet of paper. This feature is very useful for browsing a large number of pages for appearance or page order.

For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is not only convenient but conserves paper as well.

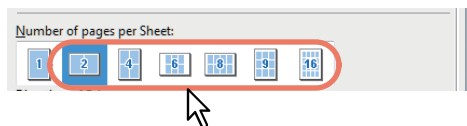
### Tip

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

📖 P.69 "[Effect] tab"

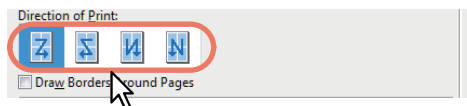
## Printing multiple pages per sheet

- 1 Display the [Finishing] tab menu.
- 2 Select how many pages you want to print on a single sheet under [Number of pages per Sheet].



- 2 pages** — Select this to print images from 2 pages arranged on one sheet.
- 4 pages** — Select this to print images from 4 pages arranged on one sheet.
- 6 pages** — Select this to print images from 6 pages arranged on one sheet.
- 8 pages** — Select this to print images from 8 pages arranged on one sheet.
- 9 pages** — Select this to print images from 9 pages arranged on one sheet.
- 16 pages** — Select this to print images from 16 pages arranged on one sheet.

- 3 Select how the pages are arranged on one sheet in the [Direction of print] option.



- Left to Right** — Select this to arrange pages horizontally from the left and printed top to bottom on one sheet.
- Right to Left** — Select this to arranged pages horizontally from the right and printed top to bottom on one sheet.
- Left to Right by column** — Select this to arrange pages vertically from the top and printed left to right on one sheet.
- Right to Left by column** — Select this to arrange pages vertically from the top and printed right to left on one sheet.

### Tip

Items that can be selected in [Direction of print] may vary depending on the number of pages selected at the [Number of pages per Sheet] box.

- 4 If you want to draw a line around each page, select the [Draw Borders Around Pages] check box.
- 5 Set any other print options you require and click [OK].
- 6 Click [OK] or [Print] to send the print job.  
Multiple pages are printed per sheet.

## □ Stapling

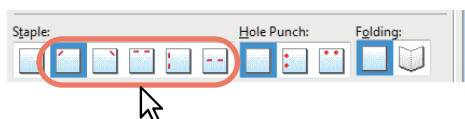
You can staple sets of paper to exit from the equipment.

### Note

Stapling is not available if a Finisher is not installed.

## Stapling the paper

- 1 Display the [Finishing] tab menu.
- 2 Select the [Staple] position.



**Upper Left** — Select this to staple the printed document at the upper left.

**Upper Right** — Select this to staple the printed document at the upper right.

**Center Top** — Select this to double-staple the printed document along the top edge.

**Middle Left** — Select this to double-staple the printed document along the left side.

**Center Double** — Select this to fold and double-staple the printed document in the center.

### Notes

- The selectable options vary depending on the model, paper size, and orientation.
- [Center Double] can be selected only when the Saddle Stitch Finisher is installed and configured on the [Device Settings] tab.

- 3 Set any other print options you require and click [OK].
- 4 Click [OK] or [Print] to send the print job.  
The output is stapled for each copy.

## □ Hole punching

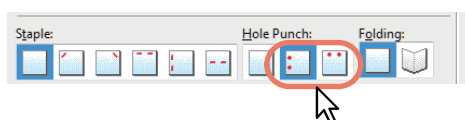
Select this to punch holes on printed sheets of paper to exit from the equipment.

### Note

Hole punching is not available if a Hole Punch Unit is not installed.

## Punching holes

- 1 Display the [Finishing] tab menu.
- 2 Select the [Hole Punch] position.



**Middle Left** — Select this to punch holes along the left side.

**Center Top** — Select this to punch holes along the top edge.

- 3 Set any other print options you require and click [OK].
- 4 Click [OK] or [Print] to send the print job.  
Holes are punched.

## □ Dividing one image into multiple sheets (Poster Print)

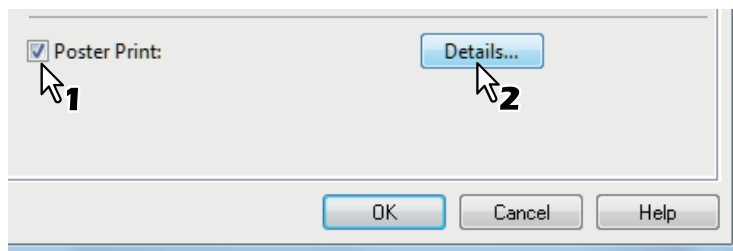
You can print one large image into more than one sheet of paper by dividing it. The divided images on the multiple sheets of paper are then reconnected, so that you can create a large publication such as a poster.

### Notes

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

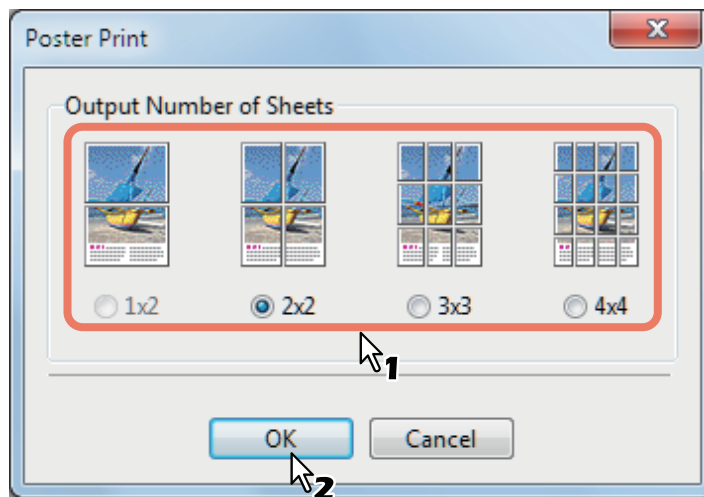
### Performing Poster Print

- 1 Display the [Finishing] tab menu.
- 2 Select the [Poster Print] check box and then click [Details].



The [Poster Print] dialog box appears.

- 3 Select the number of sheets on which the image is printed, and then click [OK].



- 1x2** — Select this to divide the image into 2 sheets.  
**2x2** — Select this to divide the image into 4 sheets.  
**3x3** — Select this to divide the image into 9 sheets.  
**4x4** — Select this to divide the image into 16 sheets.

### Notes

- [1x2] is selectable only when A4/A3 is selected for [Print Paper Size].
- When you use the Poster Print option, disable the [Do not Print Blank Pages] option on the [Others] tab. If you use the Poster Print option while [Do not Print Blank Pages] is left ON, blank pages in the divided image are not printed.

- 4 Set any other print options you require and click [OK].

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

The image is divided and printed into the specified number of sheets of paper.

## ■ Finishing options in [Paper Handling] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Paper Handling] tab menu are explained.

📖 P.118 “Inserting different types of paper”

📖 P.120 “Interleaving pages”

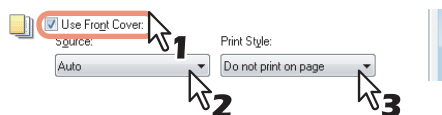
### □ Inserting different types of paper

You can insert a different type of sheet into a specified location in the printed documents. This is useful when you want to add front and back covers, or sheets between chapters. Both printed and blank sheets can be inserted.

#### Printing or inserting a front cover and back cover

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

### 2 To print or insert a front cover, select the [Use Front Cover] check box and select the drawer where the cover paper is loaded at the [Source] box. Then select whether you are inserting a blank cover or printed front cover at the [Print Style] box.



**Do not print on page** — Select this to insert a blank front cover.

**Print one side of the page** — Select this to print the first page of the document on a front side of a cover.

**Print both sides of page** — Select this to print the first two pages of the document on both sides of a cover.

#### Notes

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

### 3 To print or insert a back cover, select the [Use Back Cover] check box and set the [Source] and [Print Style] options that you require.



How to set the Source and Print Style options is the same as for the [Use Front Cover] option.



- 4 To print or insert sheets between the pages, select the [Insert Pages] check box and click [Edit].**

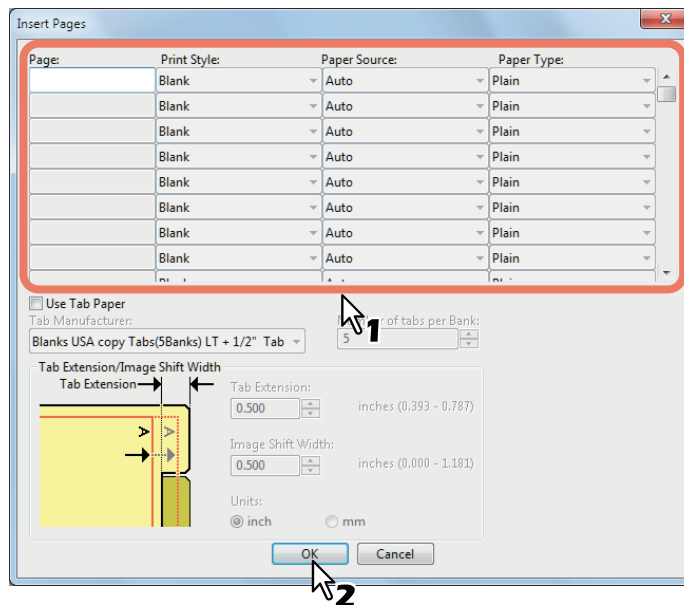


The [Insert Pages] dialog box appears.

**Note**

Up to 50 pages can be inserted.

- 5 Enter the page numbers to which you want to insert the sheet in each [Page] box and select the [Print Style], [Paper Source], and [Paper Type] options as you require.**



- 6 Set any other print options you require and click [OK].**

**Note**

The available print options vary depending on the models.

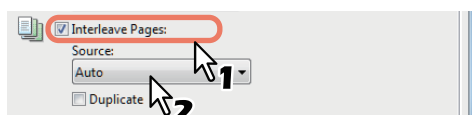
- 7 Click [OK] or [Print] to send the print job.**  
A front cover and back cover are inserted into the printed document.

## □ Interleaving pages

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

### Inserting sheets between every page of a print job

- 1** Display the [Paper Handling] tab menu.
- 2** To insert sheets between every page, select the [Interleave Pages] check box and select the drawer where the desired paper is loaded at the [Source] box.



#### Notes

- When [Auto] is selected in the [Source] box, the paper is automatically selected according to the printed document size.
  - To insert thick paper, select Bypass Tray and set Thick for [Paper Type] for [Bypass Tray] in the [Drawer Settings] dialog box of the [Device Settings] tab in the printer driver.
- 3** To print the previous page on interleaved sheets, select the [Duplicate] check box.  
This equipment prints every previous page on interleaved sheets which are inserted after the page so that you can duplicate a document.
  - 4** Set any other print options you require and click [OK].
  - 5** Click [OK] or [Print] to send the print job.  
The sheets are interleaved between every page.

## ■ Finishing options in [Effect] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Effect] tab menu are explained.

📖 P.121 “Printing with watermarks”

📖 P.124 “Printing with an overlay file”

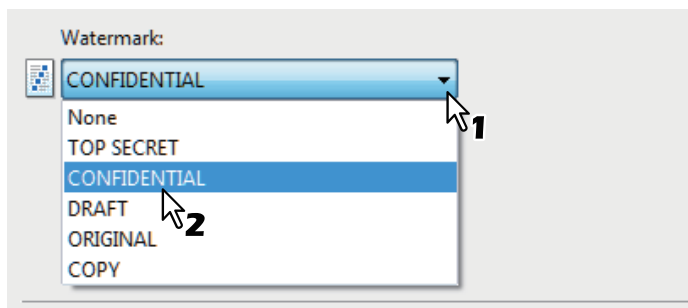
### □ Printing with watermarks

Watermarks overprint your document with useful information, such as [TOP SECRET,] [CONFIDENTIAL,] [DRAFT,] [ORIGINAL,] or [COPY.]. You can choose from several predefined watermarks or you can create and save your own custom watermarks.

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

#### Printing a watermark

- 1** Display the [Effect] tab menu.
- 2** Select the watermark to be printed at the [Watermark] box.

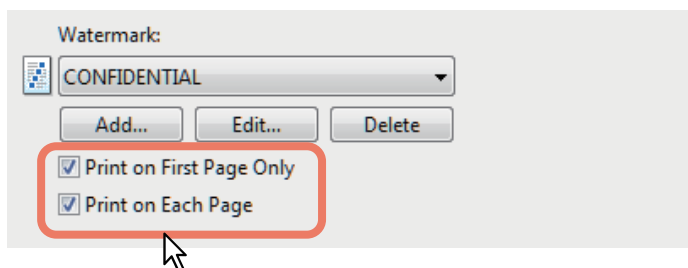


#### Note

You can create a new watermark if there is none you want to apply on the box.

📖 P.122 “Creating or editing a watermark”

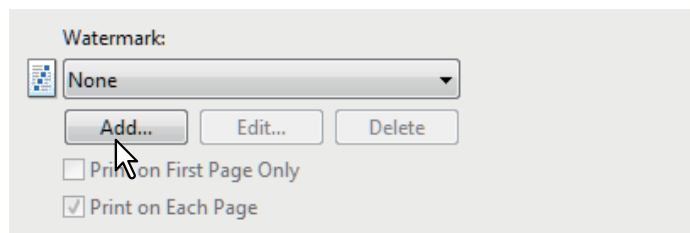
- 3** If you want to print the watermark on only the first page, select the [Print on First Page Only] check box. If you want to print the watermark on each page, select the [Print on Each Page] check box.



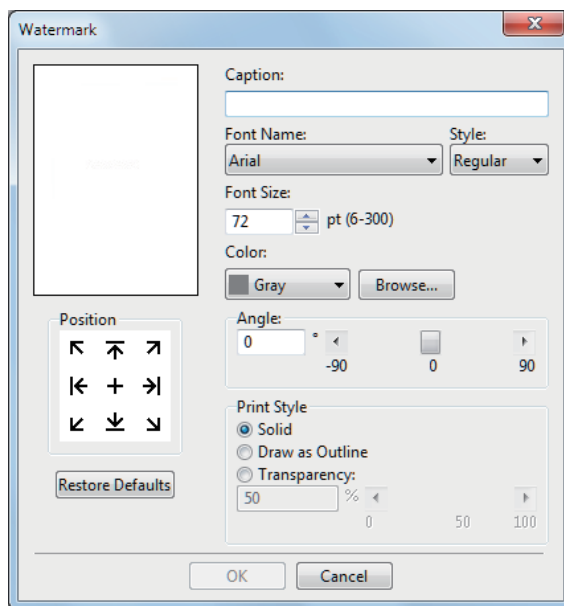
- 4** Set any other print options you require and click [OK].
- 5** Click [OK] or [Print] to send the print job.  
The print job is printed with the watermark.

## Creating or editing a watermark

- 1 Click [Add] to create a new watermark, or select one that you want to edit and click [Edit] to edit a watermark.



The [Watermark] dialog box appears.



- 2 Enter the watermark text in the [Caption] box.  
You can enter up to 63 characters for the [Caption] box. However, if too many characters are entered, the watermark may not be printed correctly.
- 3 Select the position of the watermark in [Position].  
Select the desired icon for the position.
- 4 Select a font for the watermark at the [Font Name] box.
- 5 Select a font style for the watermark at the [Style] box.
- 6 Enter the font size in the [Font Size] box.  
You can enter any integer between 6 and 300pt in units of 1pt.
- 7 Select a color for the watermark at the [Color] box.  
If your preferred color is not listed in the box, click [Browse] to display the color palette and add your color.

### Notes

- This option is available only when your equipment is a multifunctional digital color system (color MFP).
- When [Black and White] is selected at the [Color] box on the [Basic] tab, the [Color] box is not available.

- 8 To rotate the watermark, enter the number of degrees in the [Angle] box.**
  - You can enter from -90 degrees to 90 degrees in units of 1 degree in the [Angle] box.
  - You can also set the angle using the scroll bar.
- 9 Select how the watermark text is printed from [Solid], [Draw as Outline], and [Transparency].**

**Solid** — Select this to print a solid type of watermark.

**Draw as Outline** — Select this to print an outline type of watermark.

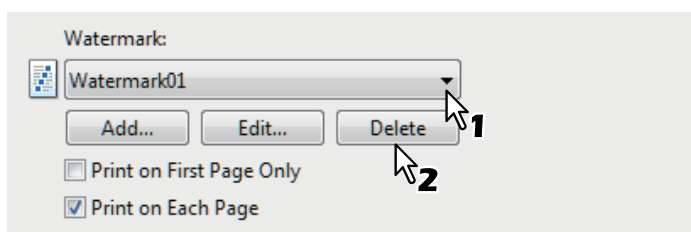
**Transparency** — Select this for a transparent watermark. Set the transparent ratio from 0 to 100% in units of 1%. You can also set the transparent ratio using the scroll bar.
- 10 Click [OK] to save the watermark settings.**  
The watermark is added or edited.

### Deleting a watermark

#### Note

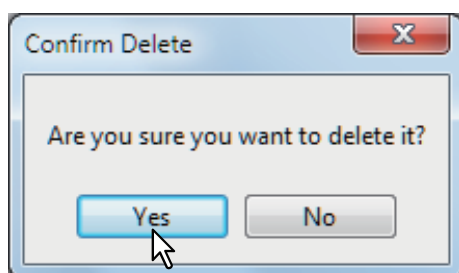
You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

- 1 Select the watermark that you want to delete at the [Watermark] box.**



- 2 Click [Delete].**  
The [Confirm Delete] dialog box appears.

- 3 Click [Yes].**



The watermark is deleted.

## □ Printing with an overlay file

Using image overlays ensures that widely-used images are readily available and consistently reproduced. Image overlays are independent documents that are merged into other documents during printing and thereby increase the time required to print a job. To superimpose text on your document, it may be faster to use watermarks.

To print with an overlay file, you must first create an overlay file.

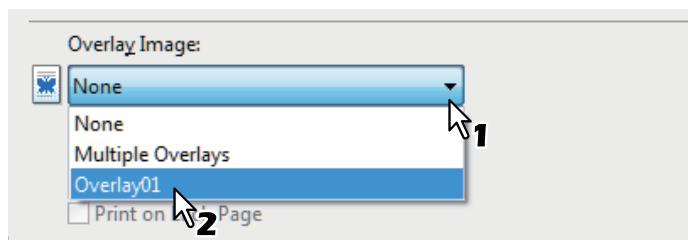
📖 P.100 “Creating an overlay file”

### Notes

- When [Overlay Image] is selected together with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print them on each page, select the [Print on Each Page] check box in [Overlay Image] on the [Effect] tab.  
📖 P.69 “[Effect] tab”
- Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, color mode, and orientation.

## Printing an overlay image as a print job

- 1 Display the [Effect] tab menu.
- 2 Select the overlay image name to be used in the [Overlay Image] box.

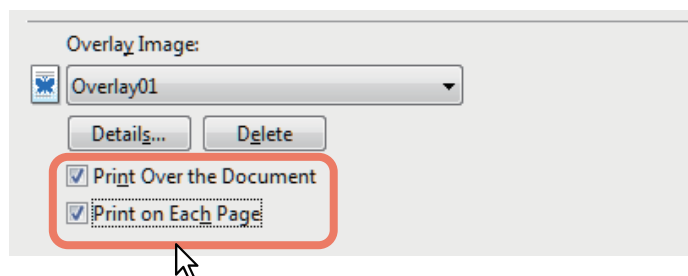


### Note

If you use different overlay images for odd/even pages or use overlay images only for the specified pages, select [Multiple Overlays] and set them in its dialog box.

📖 P.73 “Multiple Overlays”

- 3 If you want to print the overlay image over the document, select the [Print Over the Document] check box. If you want to print the overlay image on each page, select the [Print on Each Page] check box.



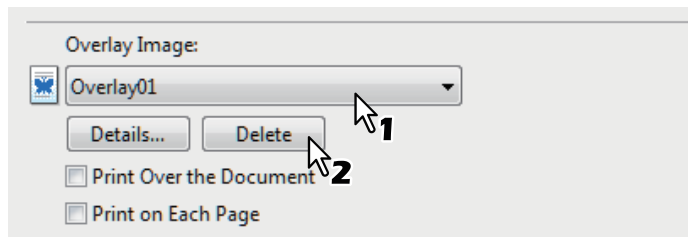
- 4 Set any other print options you require and click [OK].
- 5 Click [OK] or [Print] to send the print job.
  - The print job is printed with the overlay image.

---

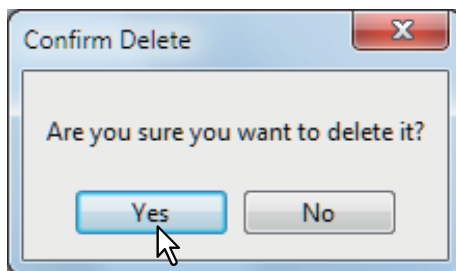
## Deleting an overlay image

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- 1 Select an overlay image that you want to delete at the [Overlay Image] box.



- 2 Click [Delete].  
The [Confirm Delete] dialog box appears.
- 3 Click [Yes].



The overlay image is deleted.

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## ■ Using various types of paper

This equipment allows you to print on various types of paper. The procedure below is for print jobs which require precautions before you place the paper.

📖 P.126 “Printing on tab paper”

📖 P.129 “Printing on custom size paper longer than the standard size paper”

### □ Printing on tab paper

Tab printing can be done in the tab extension of the tab paper. The job will be output in the inner tray.

#### Notes

- Tab printing is not available to some models.
- Only Letter-sized or A4-sized paper can be used for tab printing.
- If misprinting occurs while multiple tab pages are being printed continuously, toner may adhere to the reverse side of the second and subsequent sheet of paper. To avoid this, it is recommended to print tab paper as a separate job for each page so that this equipment performs cleaning before printing the next sheet.
- When printing tab paper, it may be caught in the exit of the inner tray because the roller failed to deliver the tab extension to the exit. In that case, remove the tab paper before printing the next job.
- Tab paper cannot be used in e-STUDIO306LP.



## Printing a document on tab paper

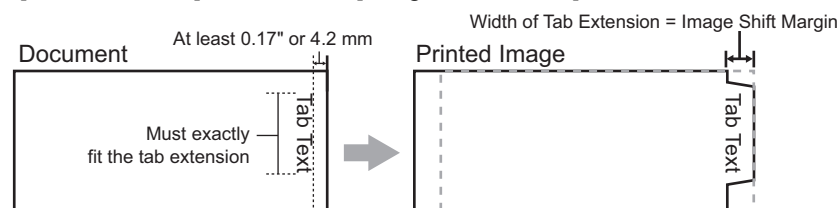
### 1 Create a Letter sized or A4 sized document and place the text or object that should appear on the tab extension as described below.

When you create a document for tab printing, place the text or object that should appear on the tab extension on the right side of the document. You must place the text in the height that exactly fits the tab extension.

#### Note

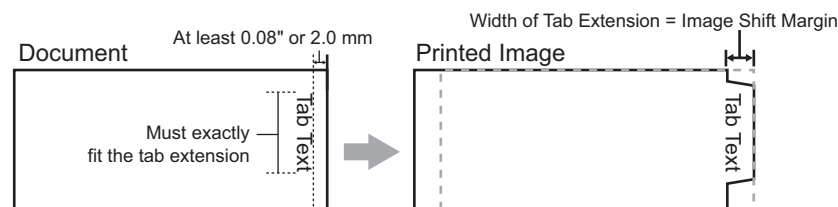
The selectable range of the edge margin differs depending on the model. See the following for setting this option:

- For the e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO4540C Series, e-STUDIO2550C Series and the e-STUDIO2551C Series  
The margin between the shifted text and right edge of the tab extension must have at least 0.17 inches (4.2 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.



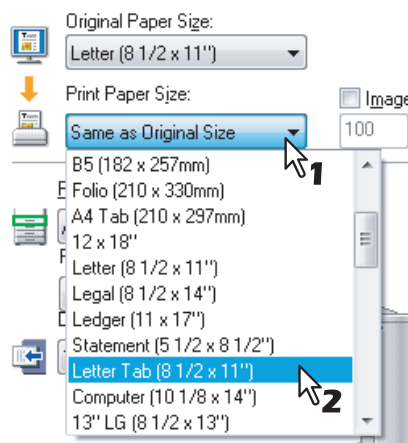
- For the e-STUDIO507 Series, e-STUDIO456 Series, e-STUDIO857 Series and e-STUDIO856 Series

The margin between the shifted text and right edge of the tab extension must have at least 0.08 inches (2.0 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.



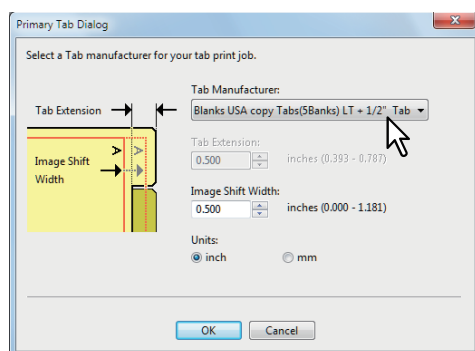
For models other than the above, refer to the corresponding **Printing Guide**.

### 2 When printing a document, display the [Basic] tab menu of the printer driver properties, select the document size in the [Original Paper Size] box and either [Letter Tab] or [A4 Tab] (according to the document size) in the [Print Paper Size] box.



The [Primary Tab Dialog] dialog box appears.

- 3 In the [Tab Manufacturer] box, select the product name of the tab paper that you use, or select [Custom] when you use other manufactured tab paper.



- 4 When you select [Custom] in the [Tab Manufacturer] option, enter the width of the tab extension in the [Tab Extension] box.
- 5 Enter the width to shift the printed image in the [Image Shift Width] box.  
If you created a document as described in Step 1, enter the width of the tab extension here.

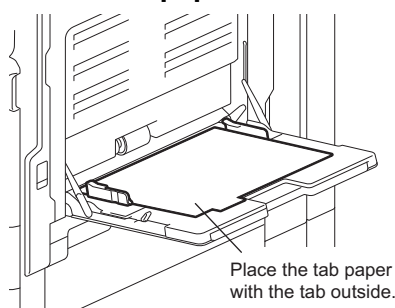
#### Note

The selectable range of the edge margin differs depending on the model. See the following for setting this option:

- For the e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO4540C Series, e-STUDIO2550C Series and the e-STUDIO2551C Series  
The margin between the shifted text and right edge of the tab extension must have at least 0.17 inches (4.2 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.
- For the e-STUDIO456 Series and the e-STUDIO856 Series  
The margin between the shifted text and right edge of the tab extension must have at least 0.08 inches (2.0 mm) of space because any data in this space are not printed. Enter the same value in the [Tab Extension] box and the [Image Shift Width] box.

For models other than the above, refer to the corresponding **Printing Guide**.

- 6 Click [OK].
- 7 Set any other print options you require and click [OK].
- 8 Click [OK] or [Print] to send the print job.
- 9 Place the tab paper with the tab outside.



- 10 Press [JOB STATUS] on the touch panel.  
The printing status screen on the [SUPPLY] tab appears.
- 11 Press the [START] button on the control panel.
  - The print job is printed on the tab paper.

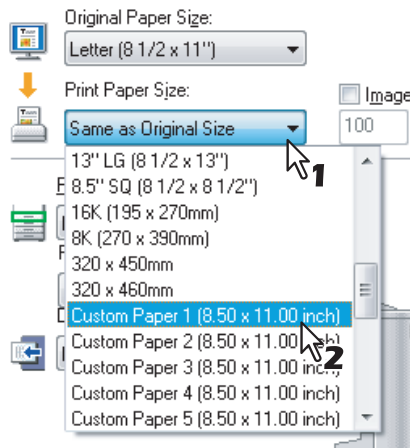
## ❑ Printing on custom size paper longer than the standard size paper

The procedure below is for printing on the custom size paper defined longer than the maximum standard size paper. Custom paper sizes can be defined on the [Other] tab. The maximum custom paper size varies from model to model: for example, 12.34 x 47.24 inches (313.4 x 1200 mm) or 8.50 x 52.00 inches (215.9 x 1320.8 mm).

📖 P.81 “Custom Paper Size”

### Printing on long custom size paper

- 1 Display the properties of the printer driver and select the custom paper size in [Print Paper Size] of the [Basic] tab menu before starting printing.



- 2 Set any other print options you require and click [OK].
- 3 Click [OK] or [Print] to send the print job.
- 4 Place paper longer than the standard sizes on the bypass tray.

#### Note

Refer to the following notes when you use long custom size paper.

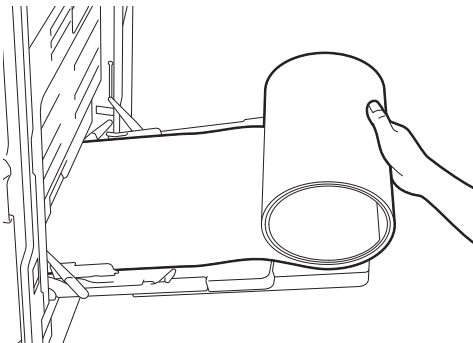
- 📖 P.130 “When the paper is being fed into the equipment from the bypass tray”
- 📖 P.130 “When the paper is coming out of the equipment”

- 5 Press [JOB STATUS] on the touch panel.  
The paper type selection screen on the [SUPPLY] tab appears.
- 6 Select the paper type corresponding to that of the placed paper.
- 7 Press the [START] button on the control panel.
  - The print job is printed on paper longer than the standard sizes.

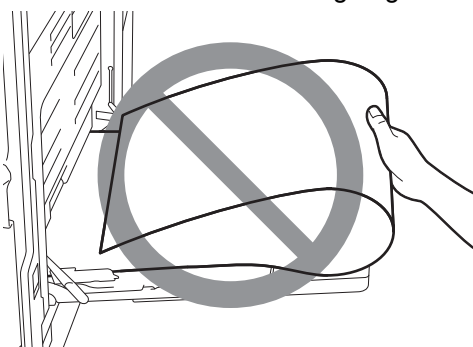
## When the paper is being fed into the equipment from the bypass tray

### Notes

- Do not mix different sizes of paper.
- Feed paper sheet by sheet from the bypass tray if you have set more than one copy at [Number of Copies].
- Slightly curl the paper. Hold it gently as it is being fed into the equipment.



- Be careful not to cut your fingers on the edge of paper when you hold it.
- Make sure that the trailing edge of the paper will not be fed into the equipment while you are holding it.

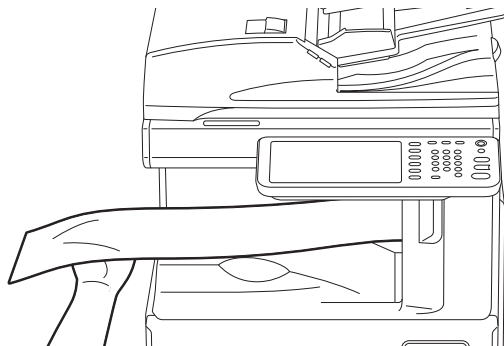


- Printing is done at 300 dpi if the custom paper size is longer than the maximum standard paper size: for example, the maximum custom size is 12.34 x 47.24 inches (313.4 x 1200 mm).
- e-STUDIO527S Series: Printing is done at 600 dpi if the custom paper size is longer than the maximum standard paper size: the maximum custom size is 8.50 x 52.00 inches (215.9 x 1320.8 mm). Even if 1200 dpi is selected, it is changed to 600 dpi.

## When the paper is coming out of the equipment

### Notes

- Support the paper gently as it is coming out of the equipment.



- Be careful not to cut your fingers on the edge of paper when you support it.
- Do not pull out the paper forcibly as it is exiting from the equipment.

## ■ Switching equipment to print jobs

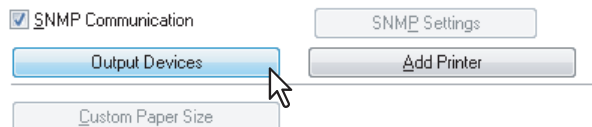
When more than one piece of e-STUDIO Series equipment exists over a network, you can switch it to another one on the printer driver menu.

If the equipment that you intended to use is busy with a large number of print jobs, for example, you can send your job to another piece of e-STUDIO Series equipment that is currently holding no print jobs and have it printed.

### Switching equipment to print jobs

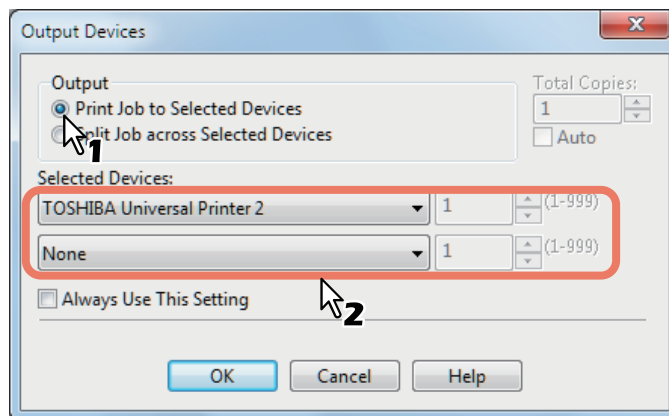
#### 1 Display the [Others] tab menu.

#### 2 Click [Output Devices].



The [Output Devices] dialog box appears.

#### 3 Select [Print Job to Selected Devices].



#### 4 Select the desired equipment in the [Selected Devices] boxes.

##### Notes

- You can select more than one piece of equipment in the [Selected Devices] boxes. In this case, the same number of copies is printed from all of the pieces of equipment you selected.
- When you select the equipment in the [Selected Devices] boxes, make sure to select that which supports features enabling all the print options of the job.
  - Select equipment which enables stapling if the job needs that.
  - Select equipment which enables hole punching if the job needs hole.
  - Select equipment with the External Large Capacity Feeder installed if the job needs it.
  - Select color equipment if the job needs full- or twin-color printing.

##### Tips

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

📖 P.80 "Add Printer"

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

#### 6 Set any other print options you require and click [OK].

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

A job is printed on the selected equipment.

### Notes

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

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

This feature splits one print job across two pieces of equipment to print it by means of copies.

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

### Splitting a print job across two pieces of equipment (Tandem Printing)

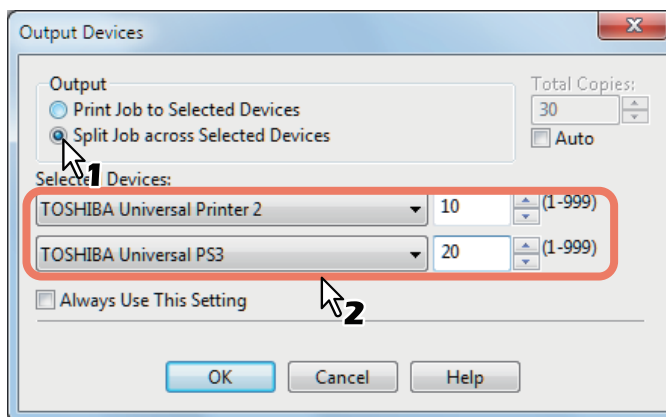
#### 1 Display the [Others] tab menu.

#### 2 Click [Output Devices].



The [Output Devices] dialog box appears.

#### 3 Select [Split Job across Selected Devices].




## 4 Select two pieces of equipment in the [Selected Devices] boxes and then specify the number of copies for each one.

### Notes

- If you select the [Auto] check box, the number of copies set in the [Total Copies] box is automatically and equally allocated to two pieces of equipment.
- When you select the equipment in the [Selected Devices] boxes, make sure to select that which supports features enabling all the print options of the job.
  - Select equipment which enables stapling if the job needs that.
  - Select equipment which enables hole punching if the job needs hole.
  - Select equipment with the External Large Capacity Feeder installed if the job needs it.
  - Select color equipment if the job needs full- or twin-color printing.

### Tips

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

 P.80 "Add Printer"

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

## 6 Set any other print options you require and click [OK].

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

A job is printed on the selected equipment.

### Notes

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





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FC-3050CS/3050CP  
DP-3850S/3850P/5250P  
FC-3060CS  
DP-4250S  
OME140069A0

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS / PRINTER**  
**Printing Guide**

**TOSHIBA TEC CORPORATION**

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

