Panasonic®

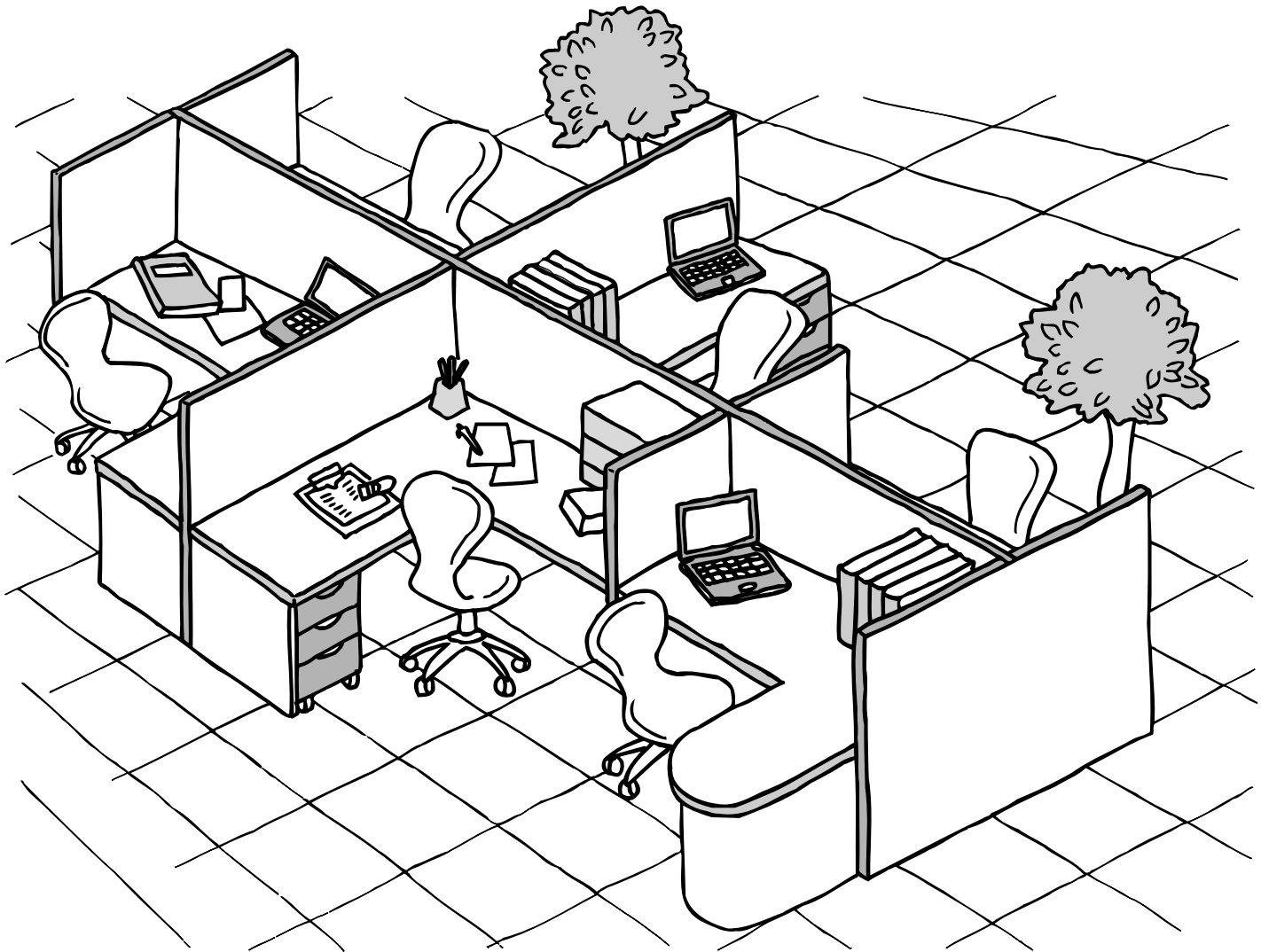## Software
Operating Instructions
(For Panasonic Printing System Ver. 6)

Model No. DP-3510/4510/6010

Before operating this software, please read these instructions completely and keep these operating instructions for future reference.

English

The following trademarks and registered trademarks are used throughout this manual:

The contents of these Operating Instructions are subject to change without notice.

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Before Use

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Troubleshooting

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Precautions

For Users in the USA

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operating Guide, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

Warning: To assure continued compliance, use only a shielded interface cable when connecting the machine's parallel interface port to the host computer. Also, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

• You need to read the software license agreement before setting up the Printer Driver.

• You need to read the following precautions which are described in the machine's Operating Instructions.

  1. Installation
  2. Ventilation
  3. Handling
  4. Toner and Paper
  5. For your safety

Installing the Printer Driver

Windows 98/Me/NT/2000/XP (See Note 1)

1

Insert the Panasonic Printing System CD-ROM.

2

Click on the desired language.

3
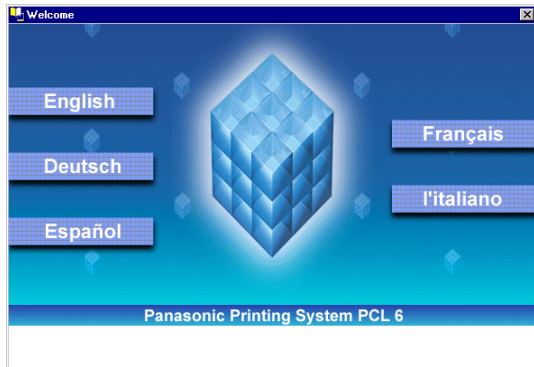
Click the [Next] button.

Note for Windows 98/Me users:
If your computer does not have the LPR Port Monitor installed, please proceed to "Installing the LPR Monitor" on page 8 before continuing this installation.

4

Click **Install Printer Driver**.

5
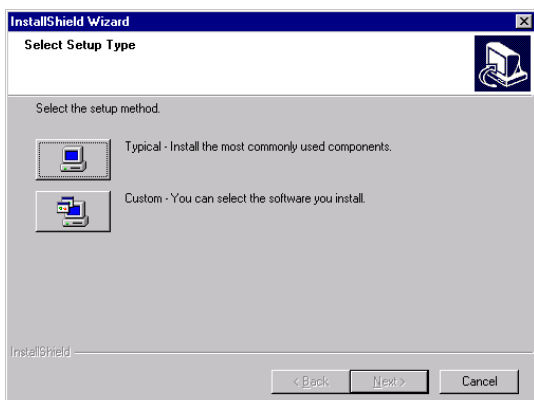
Click the **Typical** or **Custom** button.
(See Note 2)

Continued on the next page...

5

Installing the Printer Driver

Windows 98/Me/NT/2000/XP

6
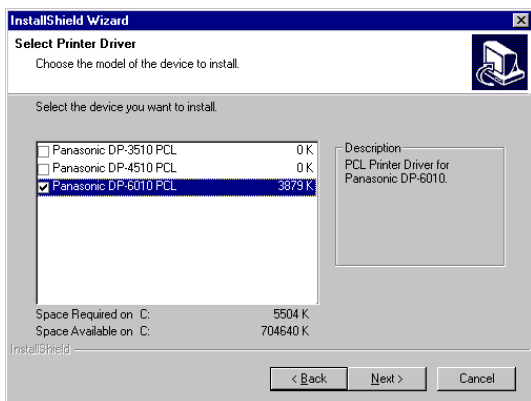
Select your machine's model(s) check box and click the [Next] button.

7
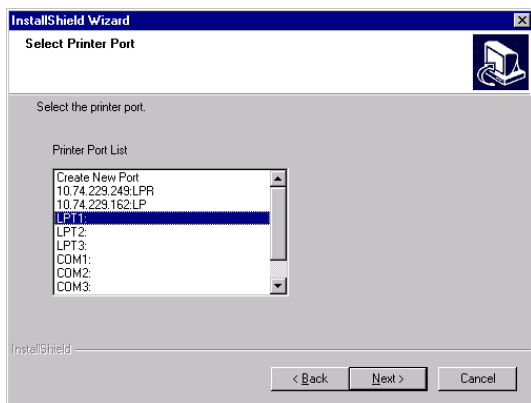
Check **LPT1:** and click the [Next] button. (See Note 3)

8

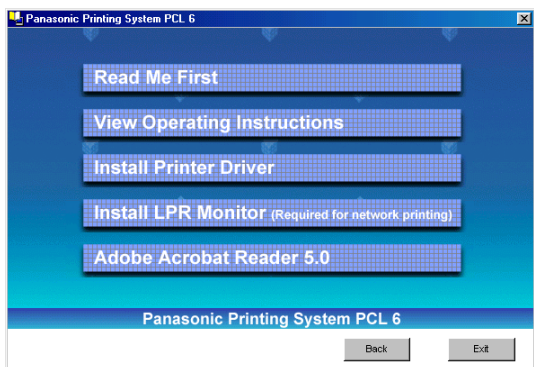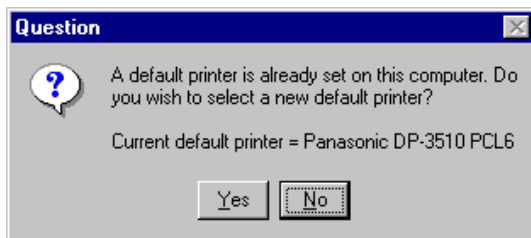Click the [Yes] button if you would like to change your current default printer to the one that you are installing.

Note: *This dialog box only appears if another printer is already installed.*

9
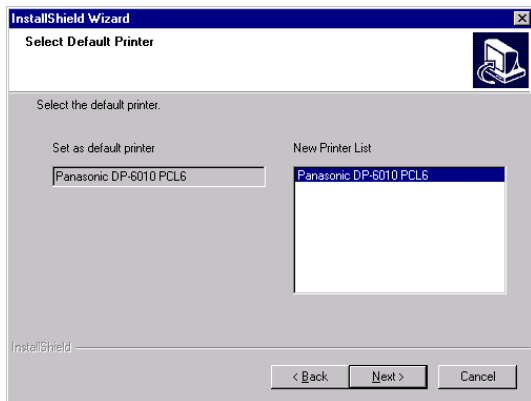
Select your new default printer from the New Printer List and click the [Next] button.

Windows 98/Me/NT/2000/XP

10
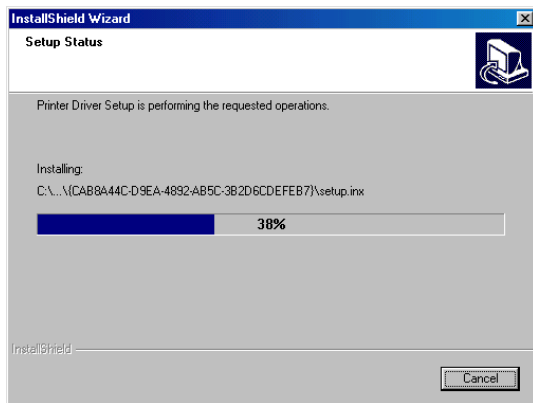
The required files are copied.

11
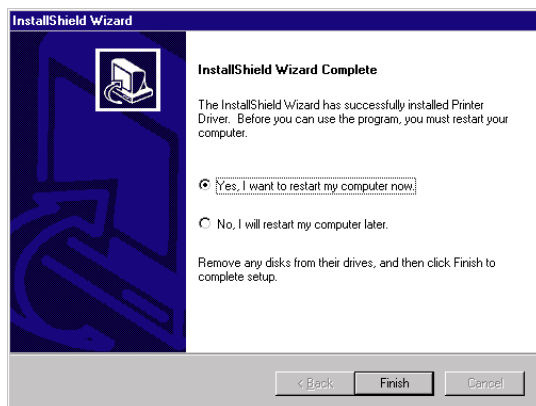
When the setup process is completed, a message is displayed prompting you to restart your computer.

Click the | Finish | button to restart your computer.

The Panasonic/Panafax Printer Driver is installed, and the Panasonic/Panafax Printer icon(s) are added to the Printer folder.

If you are installing the Printer Driver for network printing, please contact your network administrator for the IP Address of the machine and proceed to the next section to install the LPR Monitor service for the version of Windows you are installing after your computer has rebooted.

NOTE

1. *When installing on Windows NT 4.0 and Windows 2000/XP, logon to the computer/network using an account with administrator rights.*
2. *Click the* **Custom** *button in step 5 to select the print margin either* **default** *or* **0 (no print margin)** *(default: 0.1 inches/2.5 mm).*
3. *If the LPR Monitor is already installed on your PC, select* **Create New Port** *in step 7. Then, select* **Search the network printer** *to search the machine(s) connected on your network.*

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me

1

Insert the Panasonic Printing System CD-ROM.

2

Click on the desired language.

3
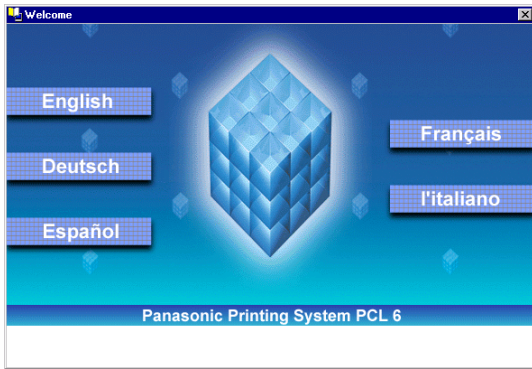
Click the [Next] button.

4
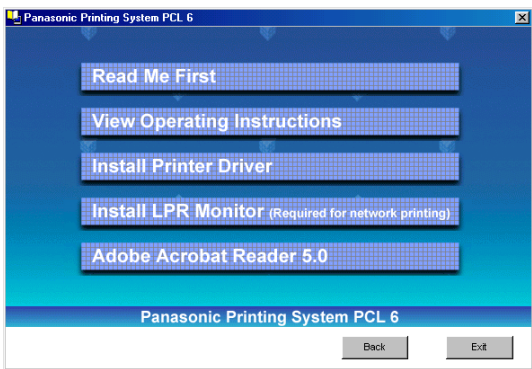
Click **Install LPR Monitor**.

5
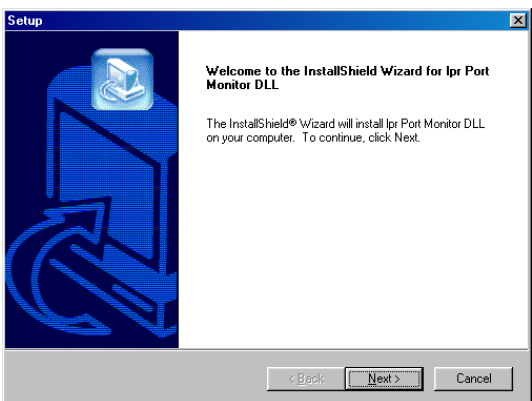
The **Setup** dialog box appears.

Click the [Next] button.

8

Windows 98/Me

6
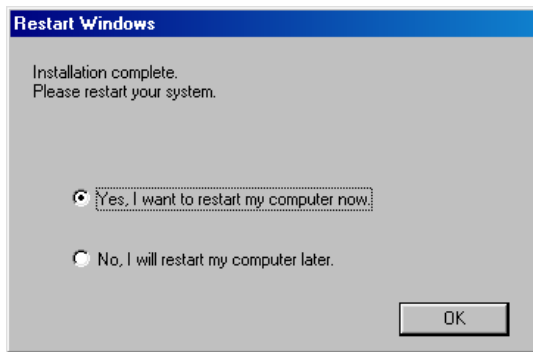
The setup program copies the necessary files onto your hard disk.

When the setup process is completed, a message is displayed prompting you to restart your computer.

It is recommended that you restart your computer now so that the LPR Monitor can be started.

Click the [OK] button.

If you have not installed the printer driver yet, please proceed to "Installing the Printer Driver" on page 5.

7
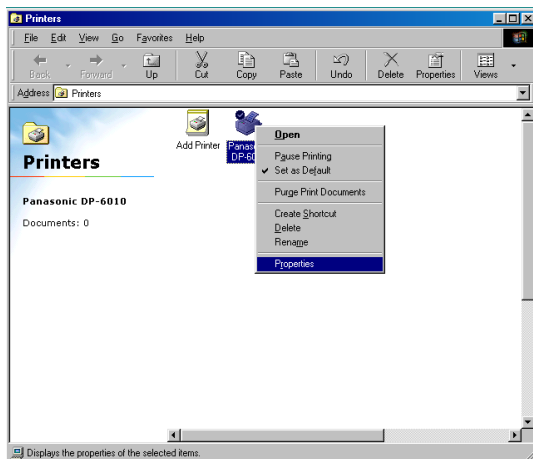
After your computer has rebooted, click the **Start** button, select **Settings**, and then click **Printers**.

The **Printers** folder appears.

Right-click on the desired printer icon and select **Properties** from the pop-up menu.

8
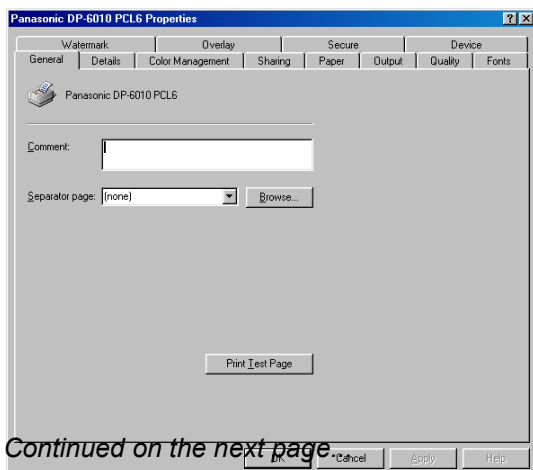
The printer properties dialog box appears.

The following step is to register the LPR Port for network printing.

Before proceeding, ensure that the printer is installed, connected to the network, turned ON and is operating properly.

Continued on the next page...

Printer Section

9

Installing the LPR (Line Printer Remote) Monitor

Windows 98/Me
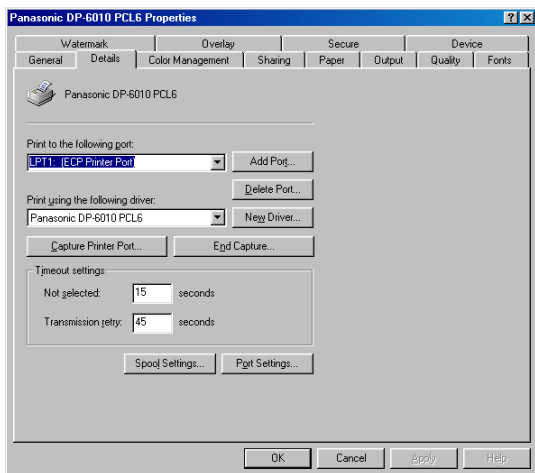
9 Select the **Details** tab and click the [Add Port...] button.
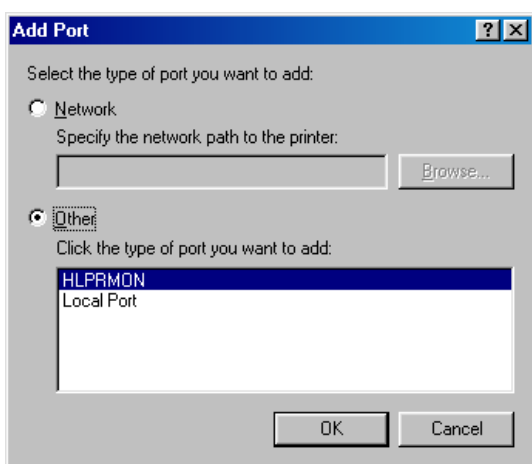
10 The **Add Port** dialog box appears. Click the **Other** radio button, and select **HLPRMON** from the list, and click the [OK] button.
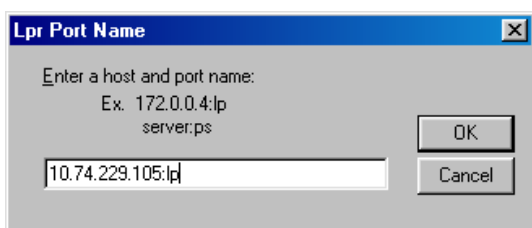
11 The **LPR Port Name** dialog box appears.

Type the IP Address of the machine and "lp" as the queue name separated by a ":"(colon).

Ex: 10.74.229.105:lp

Click the [OK] button. If an error occurs because the queue name had already been used for the same IP Address, select a different unique name such as "lpr".

10

Windows 98/Me

12
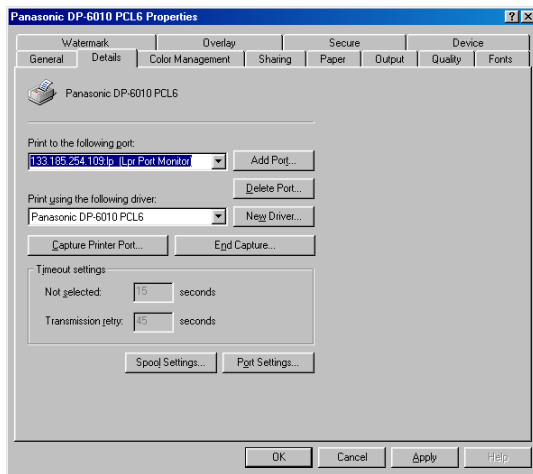
The screen reverts to the Printer Properties.

Check that the "Print to the following port:" has been changed as entered in step 11, and click the **Apply** button, and then the [OK] button.

The printer properties dialog box closes and you have now configured the printer as a network printer.

NOTE   *1 To print data via LAN, the LPR Monitor must be installed on your PC.*

11

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

Logon using an account with administrator rights.

1
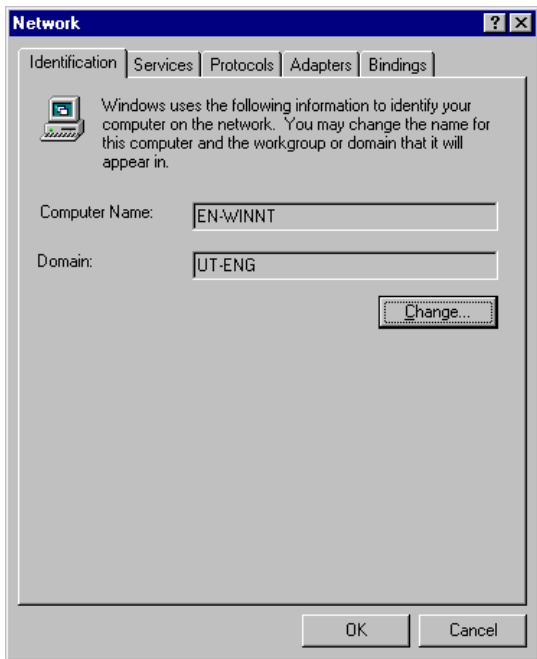
Click the **Start** button, select **Settings**, and click **Control Panel**.

The **Control Panel** window appears.

Double-click on the **Network** icon.

The **Network** dialog box appears.

2
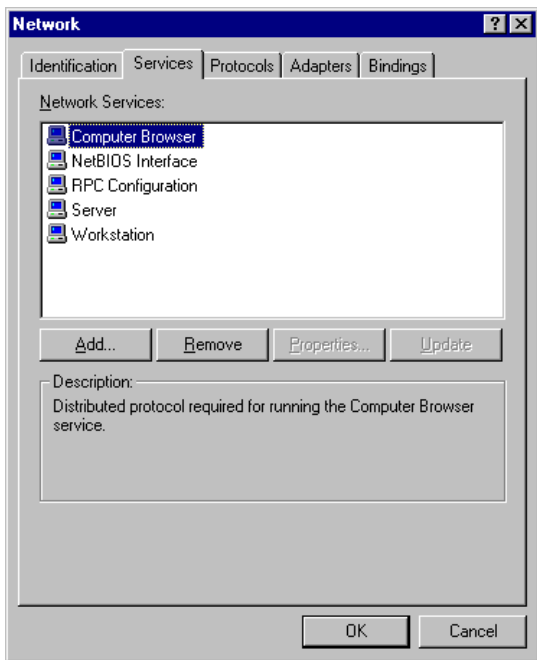
Click the **Services** tab.

Verify whether the LPR Service is already installed. (Indicated by Microsoft TCP/IP Printing shown in the Network Services list.)

If it is already installed, skip to Step 7. Otherwise continue installing the LPR Service.

Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

3
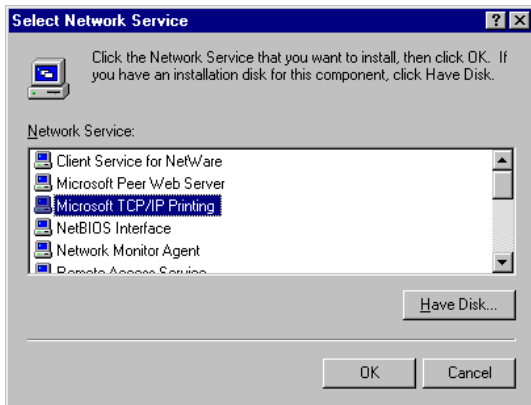
Click the [Add...] button to display the **Select Network Service** dialog box, and select **Microsoft TCP/IP Printing**.

Click the [OK] button.

4
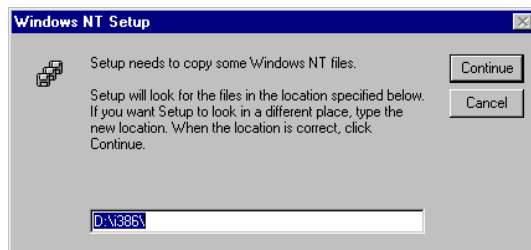
The **Windows NT Setup** dialog box appears.

Insert the Windows NT 4.0 CD-ROM, and type **D:\i386** (where "D:" is your CD-ROM drive).

Click the [Continue] button.

5
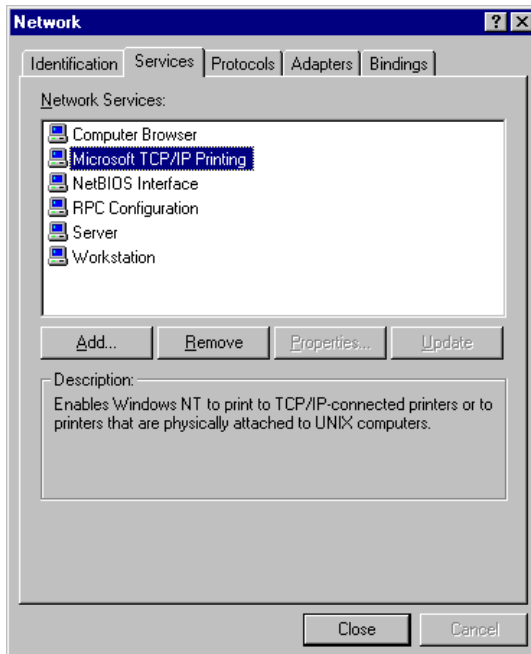
After the files have been copied into the hard drive of your PC, the display returns to the Network dialog box. Confirm that the Microsoft TCP/IP Printing service has been added to Network Services list.

Click the [Close] button.

Note: *If the OK button does not change into a Close button, remove and reinstall the Microsoft TCP/IP Printing service.*

6
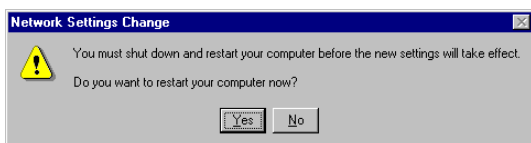
When the **Network Settings Change** dialog box is displayed, click on the [Yes] button to restart your computer now.

You have now completed the LPR Service installation.

Printer Section

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Installing the LPR (Line Printer Remote) Monitor

Windows NT 4.0

7
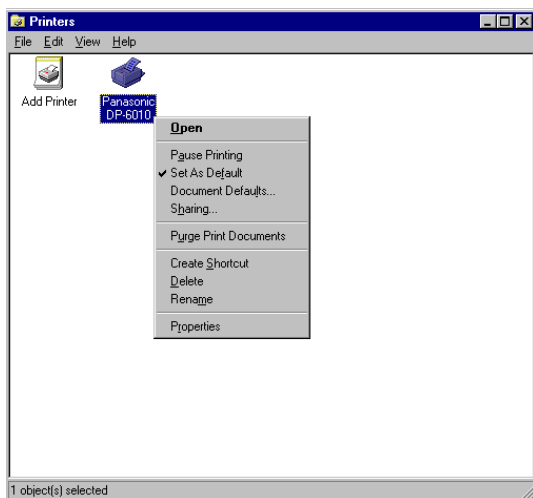
After your computer has rebooted, click the **Start** button, select **Settings**, and then **Printers**.

The **Printers** folder appears.

Right-click on the desired printer icon and select **Properties** from the pop-up menu.

8
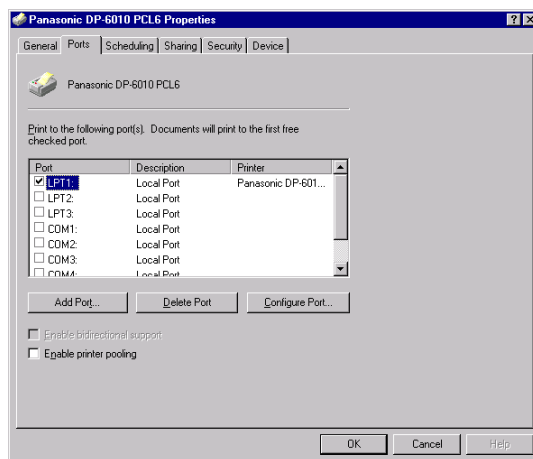
The following step is to register the LPR Port for network printing.

Before proceeding, ensure that the printer is installed, connected to the network, turned ON and is operating properly.

Select the **Ports** Tab and click the Add Port... button.

9
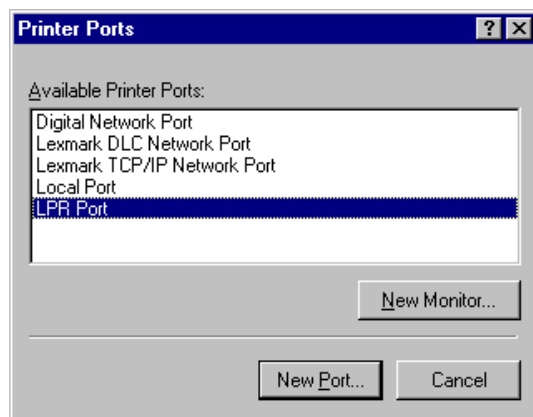
The **Printer Ports** dialog box appears.

Select **LPR Port** and click the New Port button.

Windows NT 4.0

10
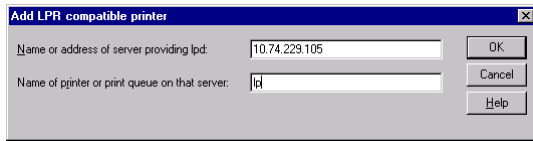
The **Add LPR compatible printer** dialog box appears.

Enter the IP Address of the printer in the upper field, and "lp" for the print queue name in the lower field.

Click the [OK] button.

(Please wait while the wizard verifies the IP Address and connectivity to the network).

11

The **Printer Ports** dialog box appears.
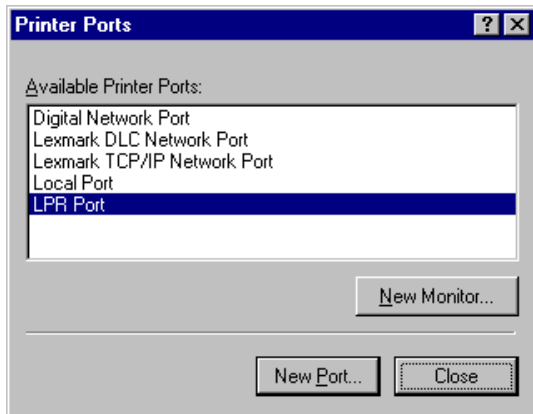
Click the [Close] button.

12
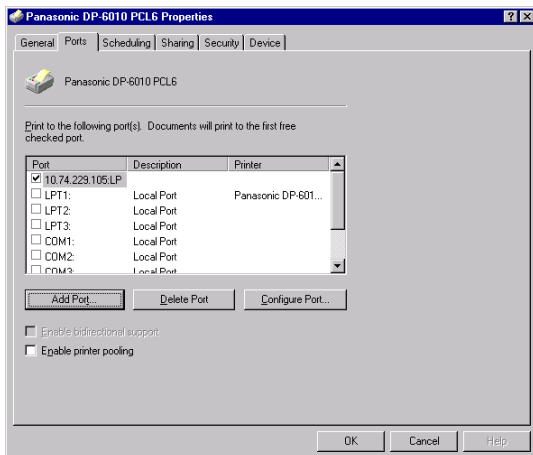
Select the printer port and click the [OK] button.

The printer properties dialog box closes and you have now configured the printer as a network printer.

Installing the LPR (Line Printer Remote) Monitor

Windows 2000/XP

Logon using an account with administrator rights.

1
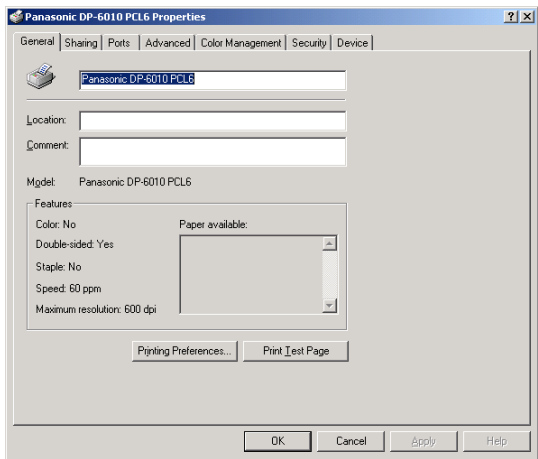
Open the **Printers** folder.

Right-click on the desired printer icon and select **Properties** from the pop-up menu.

The printer properties dialog box appears.

2
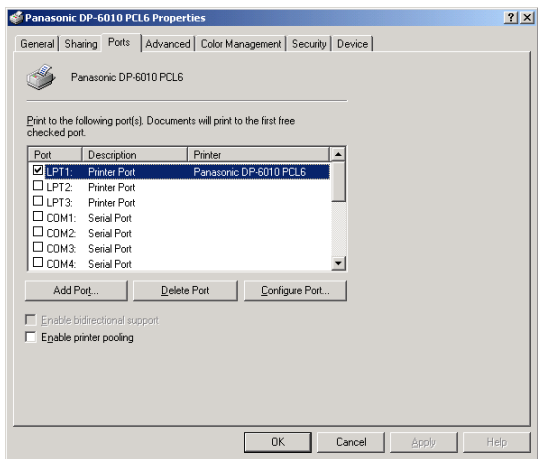
Select the **Ports** Tab and click the

Add Port... button.

3
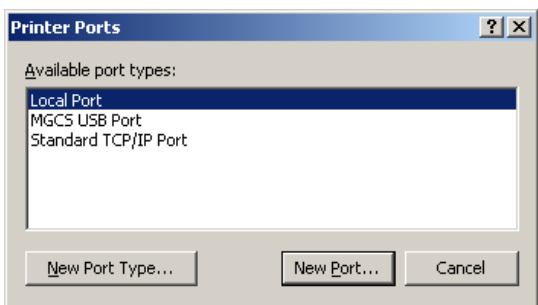
Select **Standard TCP/IP Port** and click the

New Port ... button.

Windows 2000/XP

4
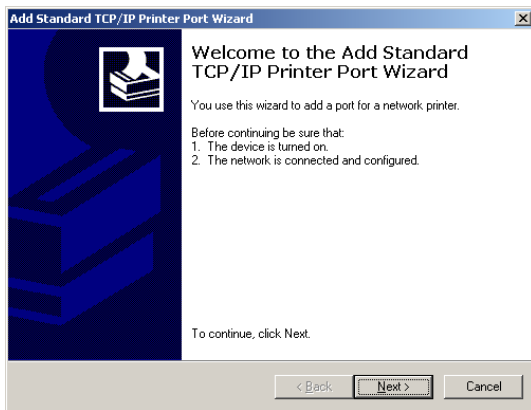
Click the [Next] button.

5
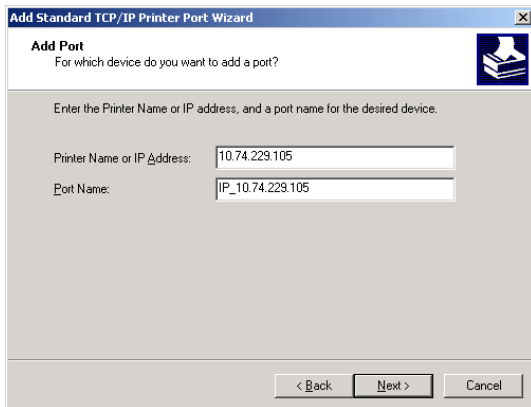
Enter the IP Address and the Port Name and click the [Next] button.

Note: *The Port Name is automatically entered by Windows 2000/XP. You may need to change it as required.*

6
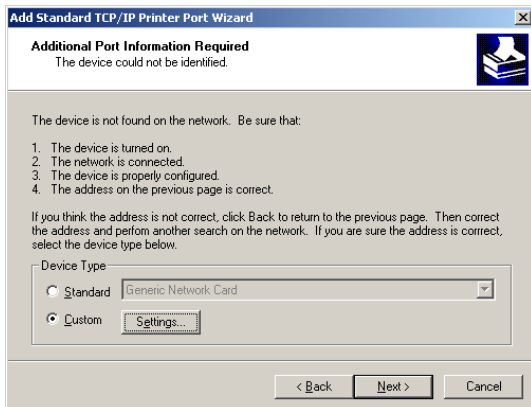
Select **Custom** and click the [Settings...] button.

Continued on the next page...

Windows 2000/XP

7

1. In the Protocol section, select **LPR**.
2. In the LPR Settings section, enter the **Queue Name** (e.g. LPR1) and select **LPR Byte Counting Enabled**.
3. Click the [OK] button.

8
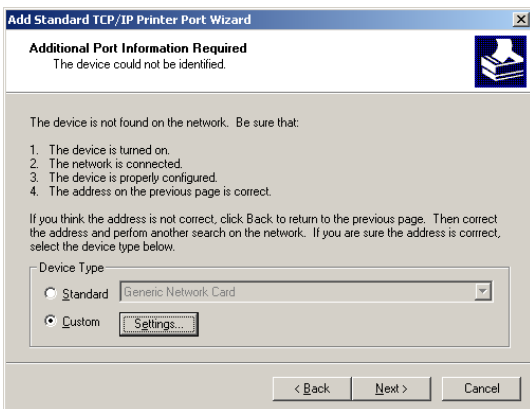
Click the [Next] button.

9

Click the [Finish] button.

Windows 2000/XP

10

Click the [Close] button.

11
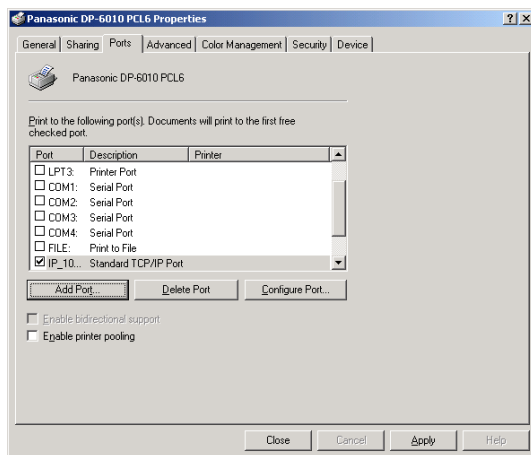
Click the [Apply] button.

Click the [OK] button.

The printer properties dialog box closes and you have now configured the printer as a network printer.

Printer Section

Configuring the Printer Driver Settings

Windows 98/Me

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

1   Click the **Start** button, select **Settings**, and then click **Printers**.

2   Right-click on the desired printer icon in the **Printers** folder, and select **Properties** in the pop-up menu.
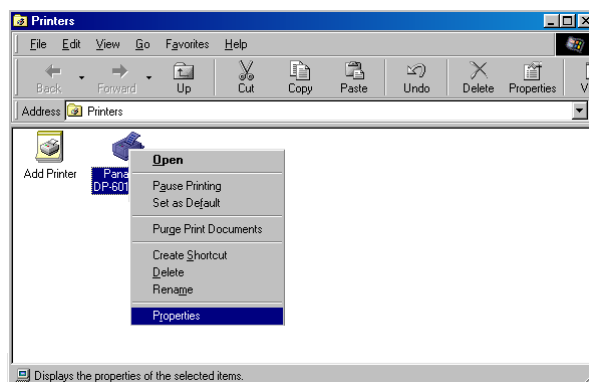
The following printer properties dialog box appears.

Windows 98/Me

General Tab
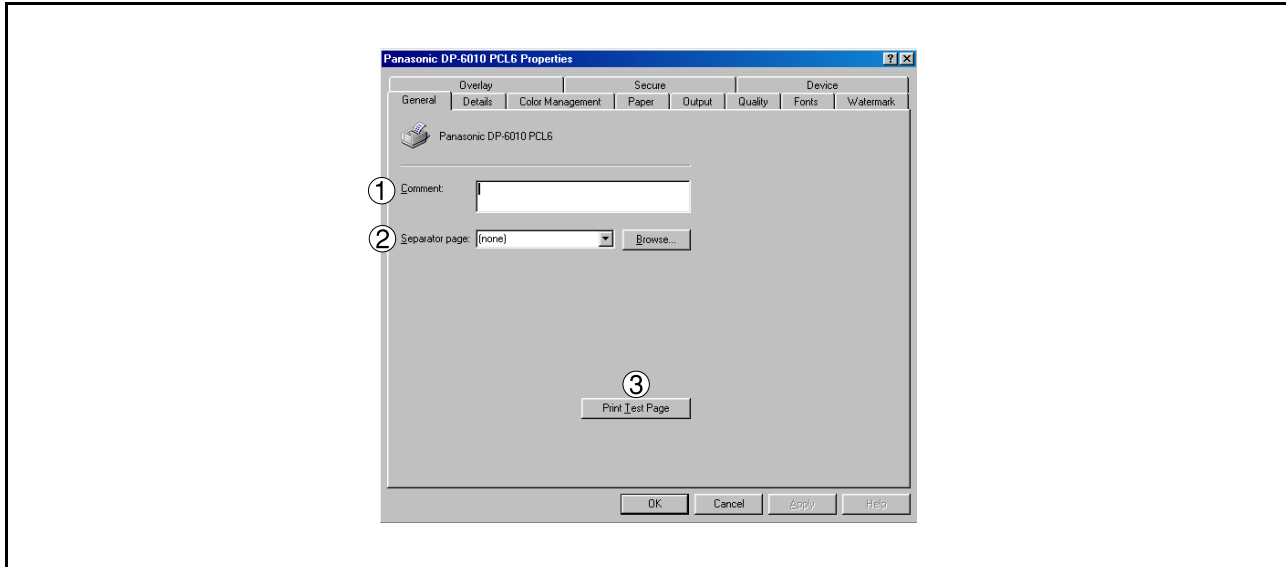
1. **Comment**
   Enter comments to the properties, if any.

   If another user sets up this printer on his or her computer when sharing the printer, the comment specified here will also appear on that computer. However, the comment displayed for an existing user will remain unchanged even if the comment is modified later.

2. **Separator page**
   This feature is not available on your machine.

3. Print Test Page **button**
   Prints a test page. This allows the user to verify if the printer is installed properly.

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Configuring the Printer Driver Settings

Windows 98/Me

Details Tab
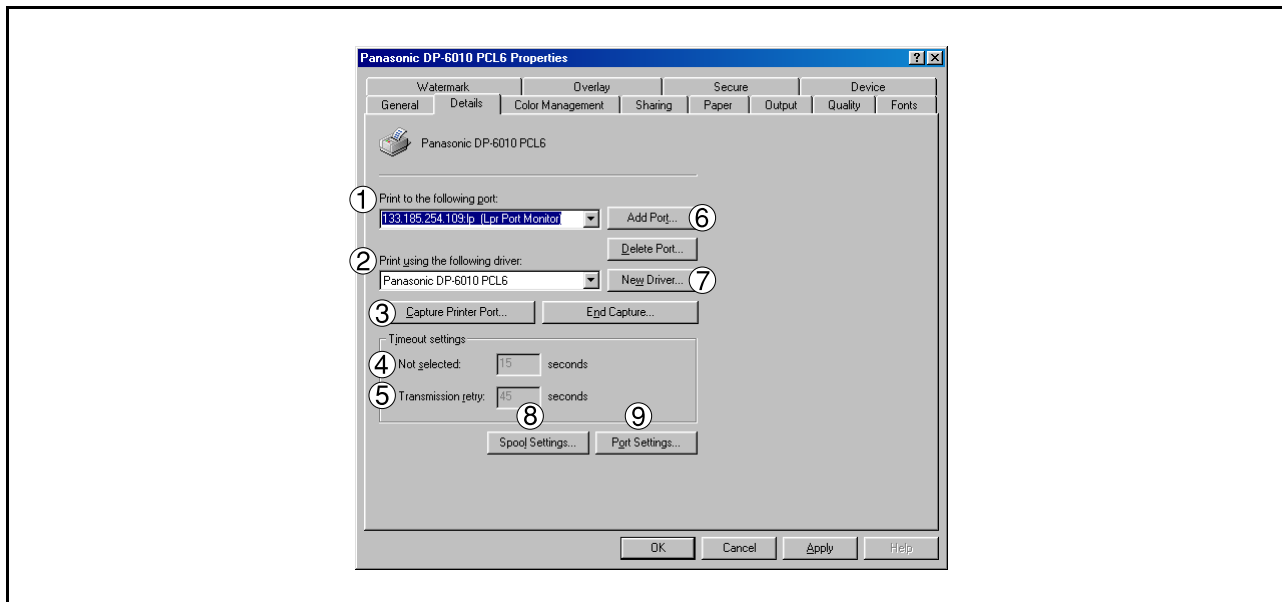
1. **Print to the following port**
   Displays either the port where the printer is connected or the path to the network printer.

   To change the printing destination, either select the printing destination port from the list or enter the network path here.

2. **Print using the following driver**
   Displays the type of the printer driver. Specify the printer being used or a printer model which can be emulated with the printer being used.

3. Capture Printer Port... / End Capture... **button**
   Assigns a local port to the network connected printer or cancels a local port assigned to the network printer.

4. **Timeout settings - Not selected**
   Specify the amount of time (in seconds) allowed to elapse before the printer comes online. If the printer is not online within this duration, an error message will be displayed.

5. **Timeout settings - Transmission retry**
   Specify the amount of time (in seconds) allowed to elapse before the printer is ready for printing. If the printer is not ready for printing within this duration, an error message will be displayed.

   Increase this value if a timeout error occurs when printing a large document.

6. Add Port... / Delete Port... **button**
   Adds/deletes a new port or a new network path.

7. New Driver... **button**
   Updates or modifies the printer driver.

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Windows 98/Me

8. Spool Settings... **button**

   Specify the method of sending (spooling) documents from the program to the printer.

   • **Spool Data Format**

   Select spool data type (EMF format or RAW format). Specifying RAW format results in a longer time elapsing before an application becomes operational after printing from it.

   Note: Spooling by EMF format (enhanced metafile compression) may cause the following problems on some application software.

   1) Printing result is different from the screen display.
   2) Printing requires excessive time.

   • **Enable bidirectional support**

   Be sure to check the check box for "Enable bidirectional support" when installing the status monitor. Otherwise, status information reception may not function properly.

9. Port Settings... **button**

   Modifies printer port settings.

Printer Section

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Configuring the Printer Driver Settings

Windows 98/Me

Sharing Tab (See Note 1)
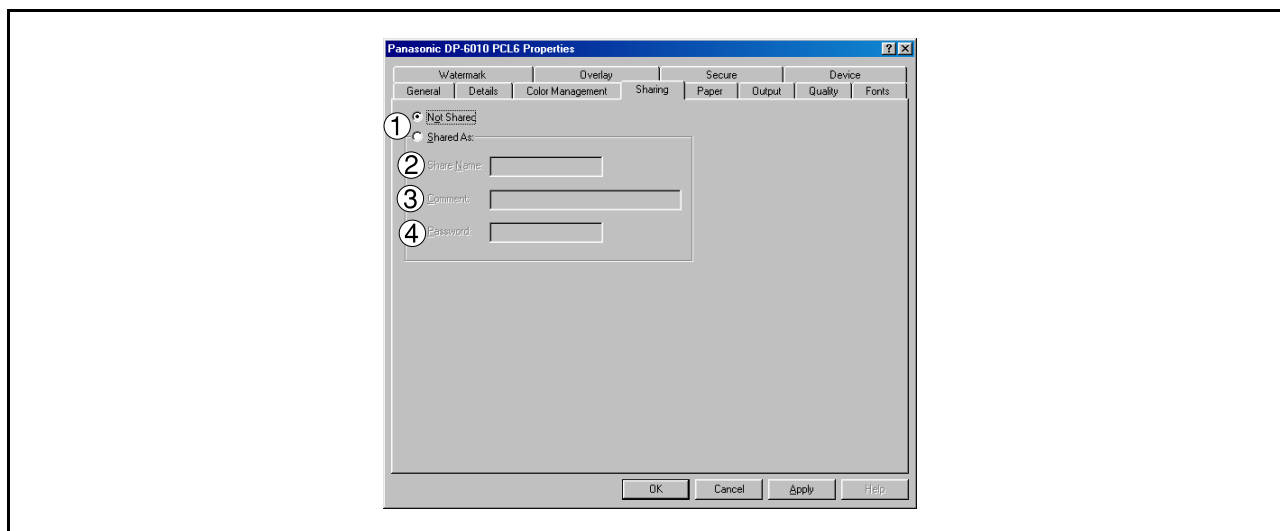
1. **Not Shared/Shared As**
   Select whether to display or share this printer with other computers.

2. **Share Name**
   Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified here will be displayed when other users view information about the printer on the network.

3. **Comment**
   You can enter comments regarding a shared printer (such as the type of printer and the location where it is installed). When other users view information about the printer on the network, the comment specified here will be displayed.

4. **Password**
   Specify the password required when other users will connect to this printer.
   Leave the box blank in order not to use any password.

NOTE

*1. **Sharing** Tab in property dialog box is not displayed unless printer sharing has been specified.*

Windows 98/Me

Device Tab (See Note 1)
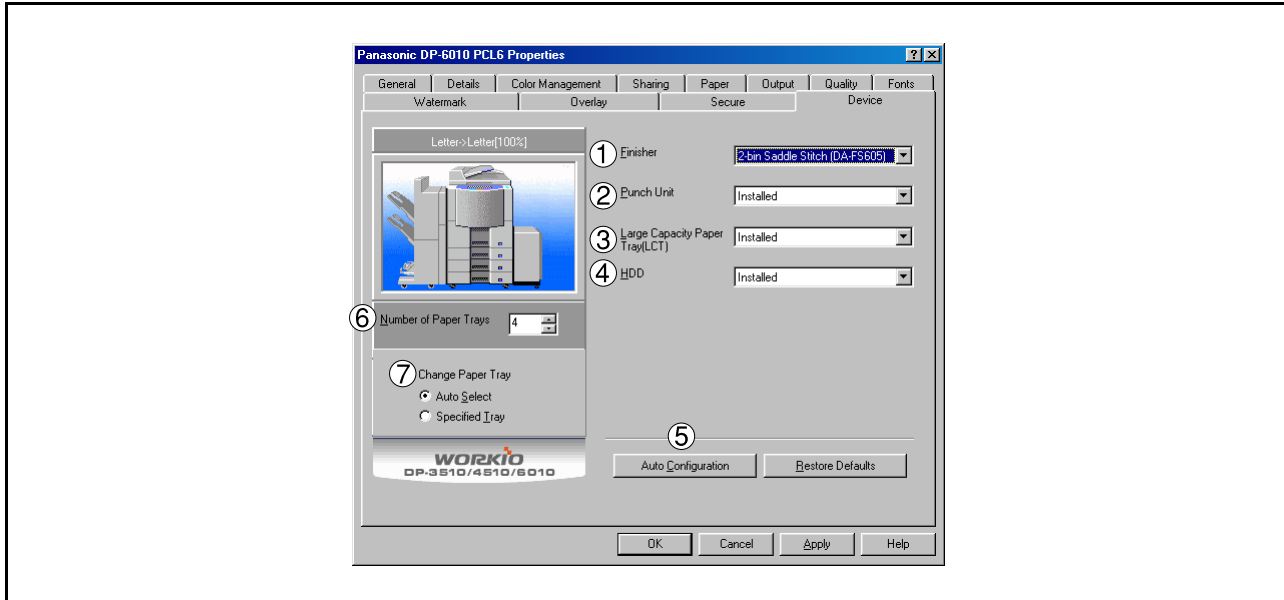
1. **Finisher**
   Select the type of finisher if a finisher.

2. **Punch Unit**
   Select **Installed** if a punch unit is installed.

3. **Large Capacity Paper Tray (LCT)**
   Select **Installed** if a Large Capacity Paper Tray is installed.

4. **HDD**
   Select **Installed** if the HDD Unit is installed.

5. Auto Configuration **button**
   When your machine is connected on the network (TCP/IP), click this button to set the Options Configuration automatically.

6. **Number of Paper Trays**
   Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

7. **Change Paper Tray**
   Auto Select, if selected, will allow the paper to be fed continuously if the same size of paper is loaded in another paper tray (Auto Tray Switching). If Specified Tray is selected, the machine will stop if paper runs out in the chosen paper tray.

NOTE

*1. **Device** Tab specifies device-specific settings and settings of optional devices.*

Configuring the Printer Driver Settings

Paper/Output/Quality/Fonts/Watermark/Overlay/Secure Tab

Refer to All Windows Common Settings (See page 44 - 55).

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Windows NT 4.0 (Administrator)

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

1 Logon to the computer/network using an account with administrator rights. (See Note 1)

2 Click the **Start** button, select **Settings**, and then **Printers**.

3 Right-click on the desired printer icon in the **Printers** folder, and select **Properties** in the pop-up menu.

The printer properties dialog box appears.

```
Printers                                           _ □ ×
File  Edit  View  Help
                    Open
 Add Printer  Par   Pause Printing
              DP-6   Set As Default
                     Document Defaults...
                     Sharing...

                     Purge Print Documents

                     Create Shortcut
                     Delete
                     Rename

                     Properties
Displays the properties of the selected items.
```
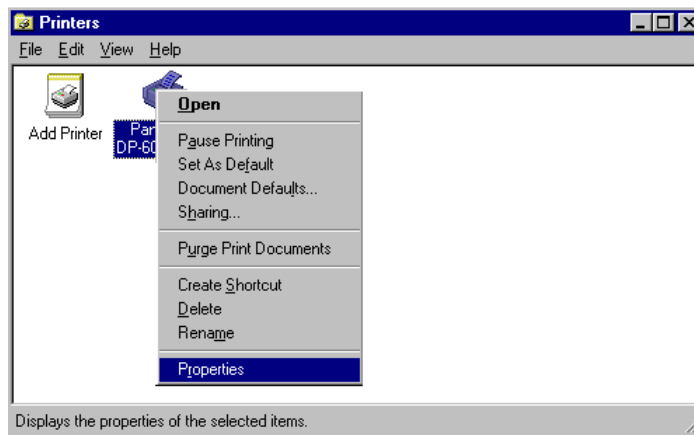
Printer Section

NOTE

1. *In Windows NT 4.0, setting the properties depends on the logon account. This section describes properties to be specified by the administrator (system manager).*
   See "Configuring the Printer Driver Settings (User)" for details on user properties. (See page 34)

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

General Tab
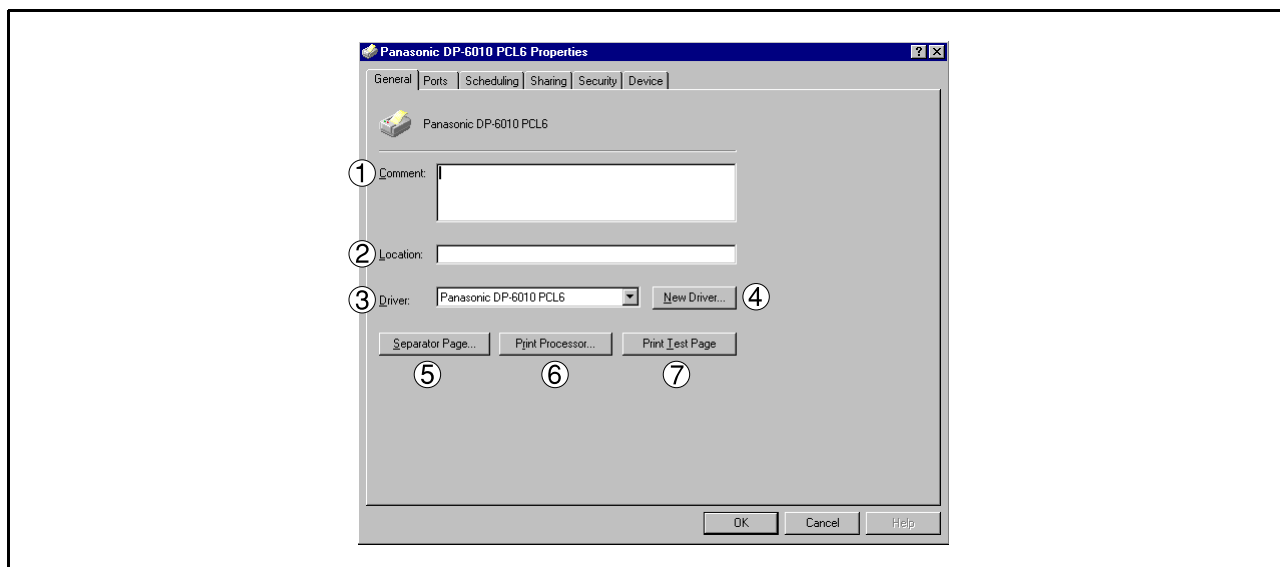
1. **Comment**
   Enter comments to the properties, if any.

   If another user sets up this printer on his or her computer when sharing the printer, the comment specified here will also appear on that computer. However, the comment displayed for an existing user will remain unchanged even if the comment is modified later.

2. **Location**
   Specifies the printer location.

3. **Driver**
   Displays the printer driver type. Specify the printer being used or a printer model that can be emulated with the printer being used.

4. [New Driver...] **button**
   Updates or modifies the printer driver.

5. [Separator Page...] **button**
   This feature is not available on your machine.

6. [Print Processor...] **button**
   Specify the processor to be used for printing (Print Processor) and the data type (Default Data type).

   The processor and data type affect the manner in which the printer functions in Windows NT. Normally they do not need to be modified. However, modification might be necessary when the printer is used with a special application.

7. [Print Test Page] **button**
   Prints a test page. This allows the user to verify if the printer is installed properly.

Windows NT 4.0 (Administrator)

Ports Tab
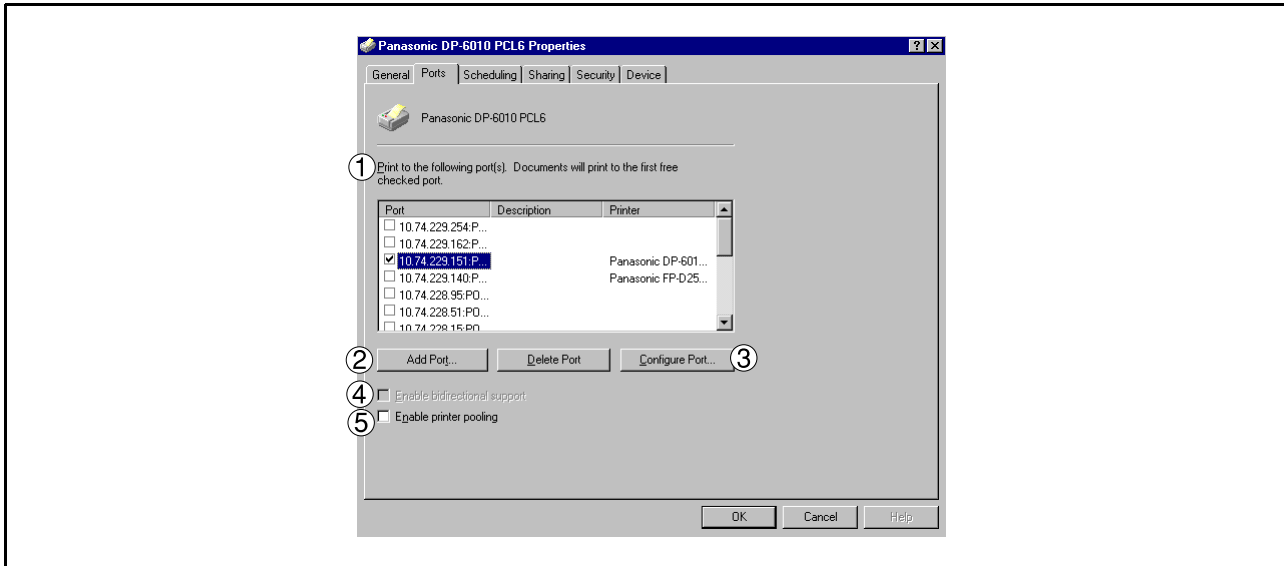
1. **Print to the following port(s)**
   Displays a list of available ports for printing (Port), their status (Description) and printers that are connected to these ports (Printer).

2. | Add Port... | / | Delete Port | **button**
   Adds/deletes a new port or a new network path.

3. | Configure Port... | **button**
   Configures the selected port. In case of a parallel port, Transmission Retry should be specified. (See Note 1, 2)

4. **Enable bidirectional support**
   This setting enables reception of configuration data and status data from the printer.

5. **Enable printer pooling**
   Printer pooling allows data sent to one logical printer to be received and printed by two or more printers. With printer pooling enabled, a transmitted printing job is output to the first printer that is ready for printing.

NOTE

1. Specify time (seconds) waiting for the printer to be ready for printing. If a printer is not ready for printing after the specified time has elapsed, an error message is displayed.
2. If a timeout error occurs frequently upon printing a large size document, specify a larger value here.

Printer Section

Configuring the Printer Driver Settings

Windows NT 4.0 (Administrator)

Scheduling Tab
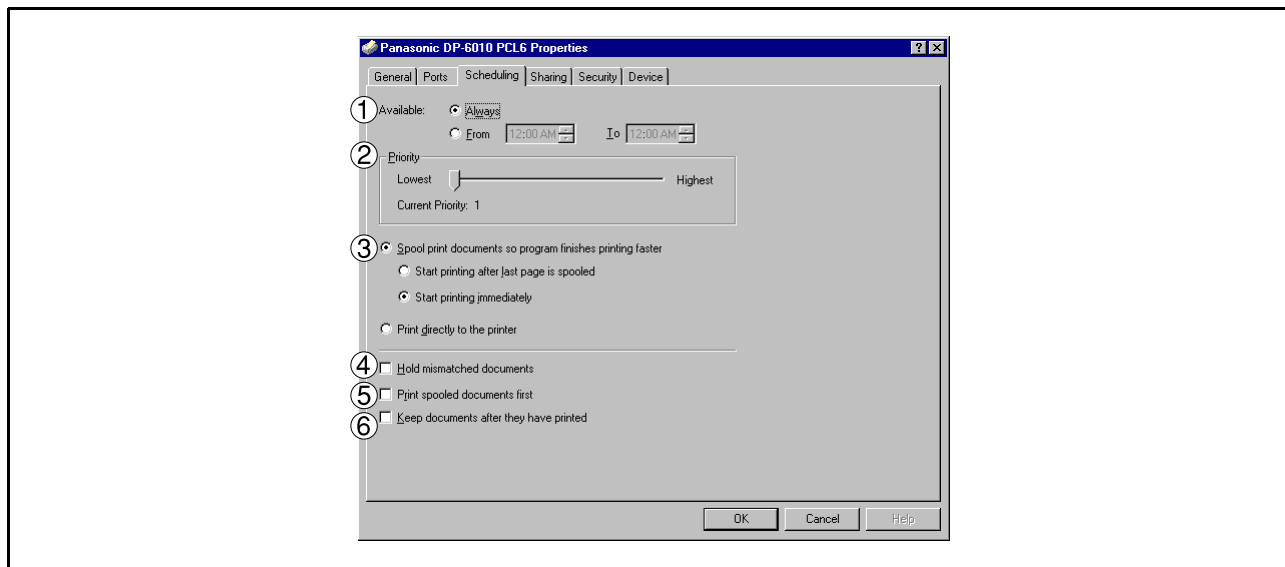
1. **Available**
   Schedules when the printer is available for operation. Specify operating hours when **From-To** is selected.

2. **Priority**
   Sets printing priority. The slider allows the priority to be adjusted from 1 through 99.

3. **Spool print documents... / Print directly to the printer**
   Specify how documents should be sent from an application to the printer.

4. **Hold mismatched documents**
   The spooler compares document settings against printer settings and holds printing of a document if its settings (paper size, orientation, etc.) do not match the printer settings.

5. **Print spooled documents first**
   Always prints spooled documents first regardless of printing priority.

6. **Keep documents after they have printed**
   Holds documents in the print queue even after they have been printed. These documents can be printed again directly from the queue regardless of the state the application is in.

Windows NT 4.0 (Administrator)

Sharing Tab
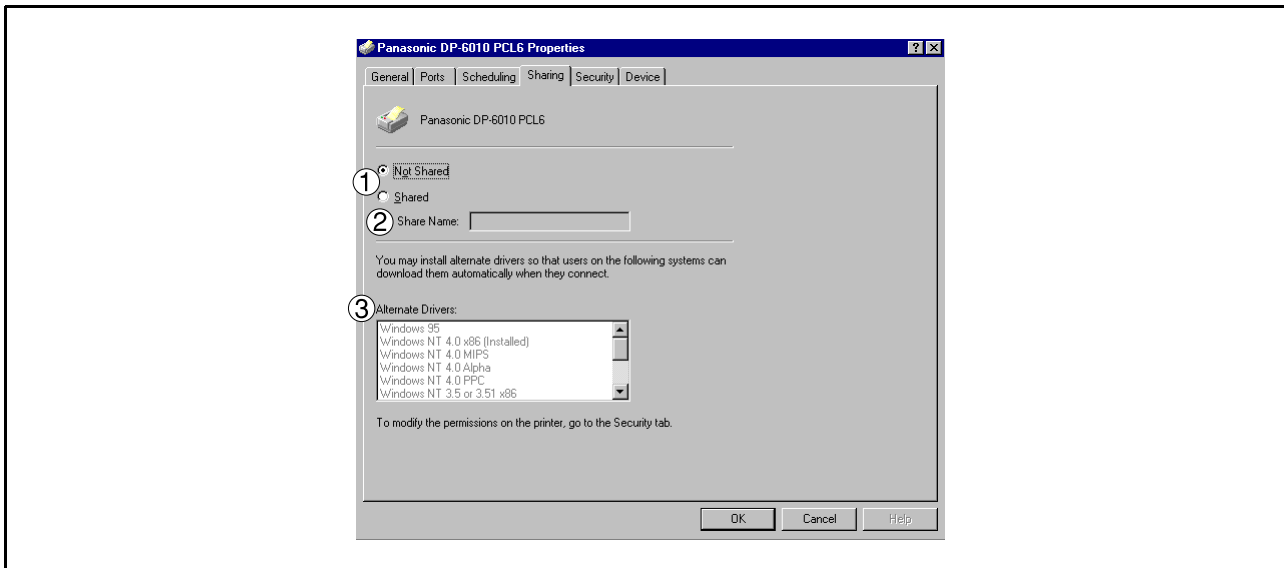
1. **Not Shared/Shared**
   Select whether to display or share this printer with other computers.

2. **Share Name**
   Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified here will be displayed when other users view information about the printer on the network.

3. **Alternate Drivers** (See Note 1)
   Allows other operating systems' printer drivers to be loaded. When users of these operating systems connect to the printer, the printer driver is automatically loaded.

NOTE

1 *When sharing a printer on the network, the print driver needs to be installed on the print server only, other computers will automatically copy and use that driver.*
   For this reason, the print server must be ready with printer drivers for all the operating systems of all the computers that will be sharing the printer.

Printer Section

Windows NT 4.0 (Administrator)

Security Tab (See Note 1)
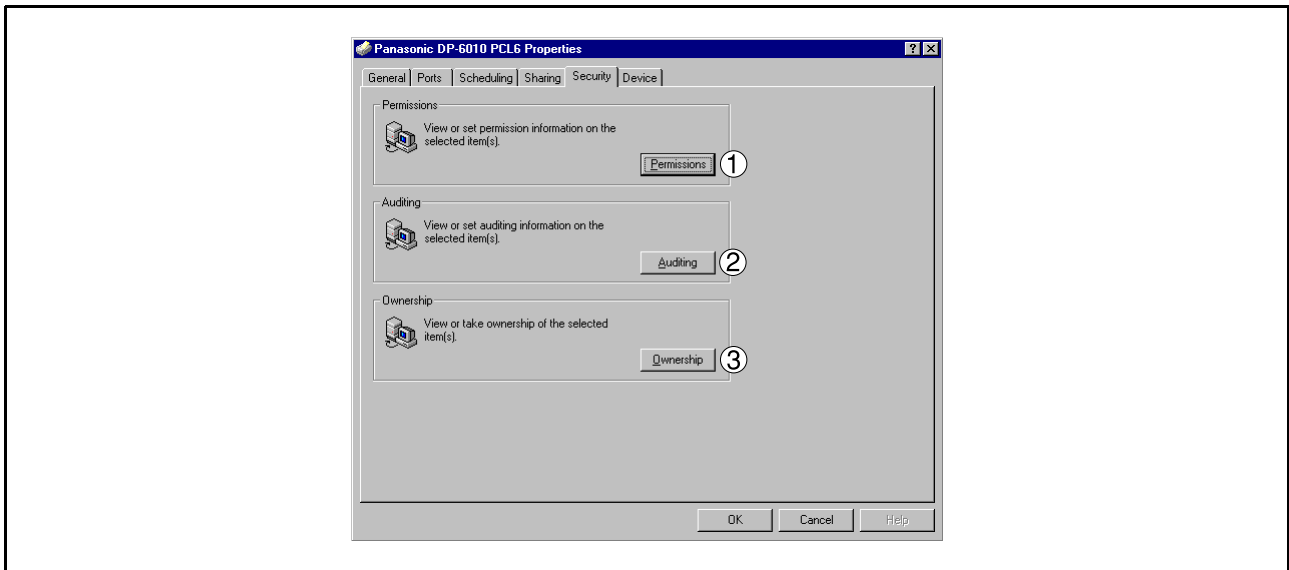
1. | Permissions | **button**

   Set printer access privileges.

2. | Auditing | **button**

   Displays the users who have used this printer and how they used it.

3. | Ownership | **button**

   Set the ownership of the printer.

Windows NT 4.0 (Administrator)

Device Tab (See Note 1)

1. **Finisher**
   Select the type of finisher if a finisher is installed.

2. **Punch Unit**
   Select **Installed** if a punch unit is installed.

3. **Large Capacity Paper Tray (LCT)**
   Select **Installed** if a Large Capacity Paper Tray is installed.

4. **HDD**
   Select **Installed** if the HDD Unit is installed.

5. Auto Configuration **button**
   When your machine is connected on the network (TCP/IP), click this button to set the Options Configuration automatically.

6. **Number of Paper Trays**
   Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

7. **Change Paper Tray**
   Auto Select, when chosen, allows the paper to be fed continuously if the same size of paper is loaded in another paper tray (Auto Tray Switching). If Specified Tray is selected, the machine will stop if paper runs out in the chosen paper tray.

NOTE   *1. **Device** Tab specifies device-specific settings and settings of optional devices.*

Configuring the Printer Driver Settings

Windows NT 4.0 (User)

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

1   Select **Print** in the **File** menu of the application.

2   Select the printer model in the name list box.

3   Click the [Properties...] button in the **Print** dialog box.

4   The printer properties dialog box appears. Click the desired tabs of the dialog box and specify the properties.(See Note 1)
(See page 44-55)

NOTE

1. *In Windows NT 4.0, setting properties depends on the logon account. This section describes properties to be specified by a user, upon executing a print operation in an application. See "Configuring the Printer Driver Settings (Administrator)" for details on administrator properties. (See page 27)*

Windows 2000/XP (Administrator)

To change the printer settings, open the dialog box for the printer properties by performing the following steps.

1 Logon to the computer/network using an account with administrator rights.

2 Click the **Start** button, select **Settings**, and then click **Printers**.

3 Right-click on the desired printer icon in the **Printers** folder, and select **Properties** in the pop-up menu.

The following printer properties dialog box appears.
(See Note 1)
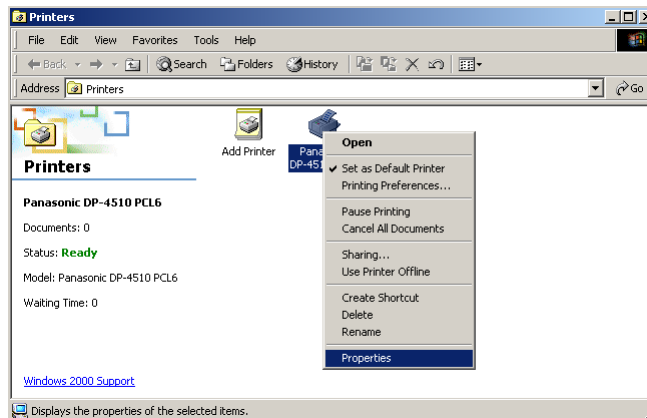
Printer Section

NOTE

1. *In Windows 2000/XP, setting the properties depends on the logon account. This section describes properties to be specified by the administrator (system manager). See "Configuring the Printer Driver Settings" for details on user properties. (See page 43)*

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

General Tab
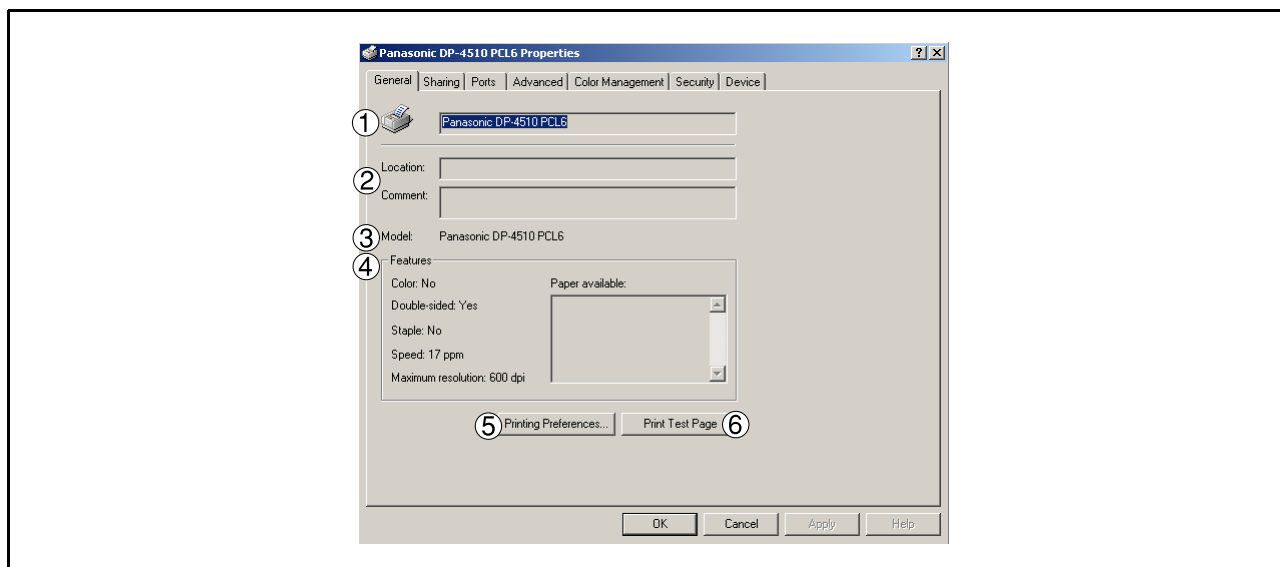
1. **Printer Name**
   Name of the printer specified upon installation is displayed.

2. **Location and Comment**
   Enter a comment about the location of the printer installation and information about the printer.

   If a printer is shared, the location and comments specified in this field appear when another user sets up this printer on his/her computer. After completion of setup, however, changing this comment does not update the location and comment appearing on users PCs.

3. **Model**
   Model name of the printer is displayed.

4. **Features**
   Functions and settings of the printer are displayed.

5. **Printing Preferences...** **button**
   Changes properties (print settings) specifiable for each user.
   Refer to "Configuring the Printer Driver Settings (User)" for details on settings (See page 43).

6. **Print Test Page** **button**
   Prints a test page. This allows the user to verify if the printer is installed properly.

Windows 2000/XP (Administrator)

Sharing Tab
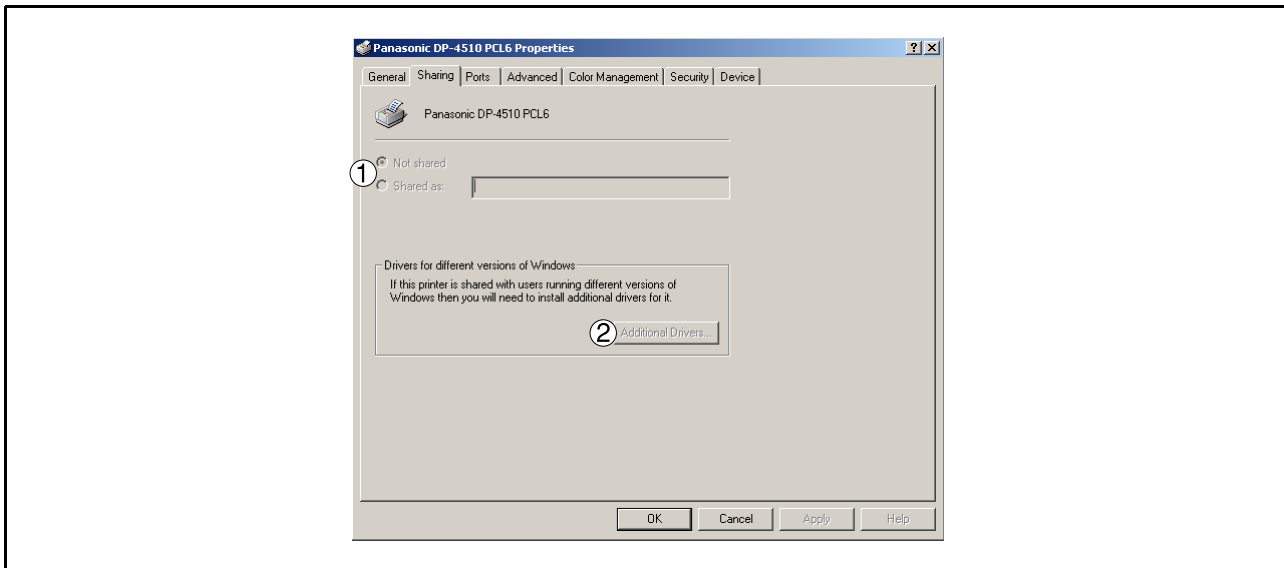
1. **Not Shared/Shared As**
   Specify if this printer is displayed or shared with other computers.

   For sharing a printer, specify the share name of a printer to be shared. A name specified here appears when other users view the printer information on a network.

2. **Additional Drivers...** **button**
   Install additional printer drivers on the system. (See Note 1)

   When users running different versions of Windows share a printer, installing additional drivers avoids the need for installing new drivers on their systems.

NOTE

1. *When sharing a printer on the network, the print Driver needs to be installed on the print server only, other computers will automatically copy and use that driver.*
   For this reason, the print server must be ready with printer drivers for all the operating systems of all the computers that will be sharing the printer.

Printer Section

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Ports Tab
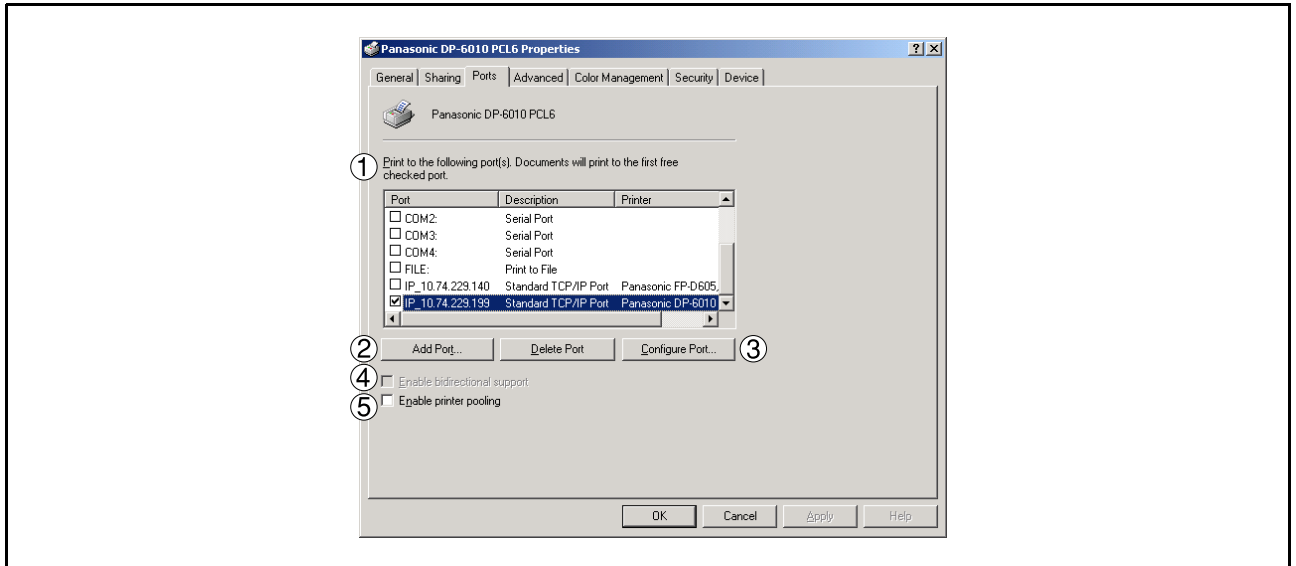
1. **Print to the following port(s)**
   Displays a list of ports that allow printing, their status (description), and printers connected to the ports.

2. [Add Port...] / [Delete Port] **button**
   Adds/deletes a new port or a new network path.

3. [Configure Port...] **button**
   Configure the port that is selected. On a parallel port, wait time (in seconds) for retransmission is specified.(See Note 1)

4. **Enable bidirectional support**
   This setting enables reception of configuration data and status data from the printer. Be sure to check this checkbox when installing status monitor. Status information reception may be disabled if the checkbox is left unchecked.

5. **Enable printer pooling**
   Printer pooling allows data sent to one logical printer to be received and printed by two or more printers. With printer pooling enabled, a transmitted printing job is output to the first printer that is ready for printing.

NOTE

1. *Specify the time (seconds) waiting for the printer to be ready for printing. If the printer is not ready for printing after the specified time has elapsed, an error message is displayed.*
   If a timeout error occurs frequently upon printing a large size document, specify a larger value here.

Windows 2000/XP (Administrator)

Advanced Tab
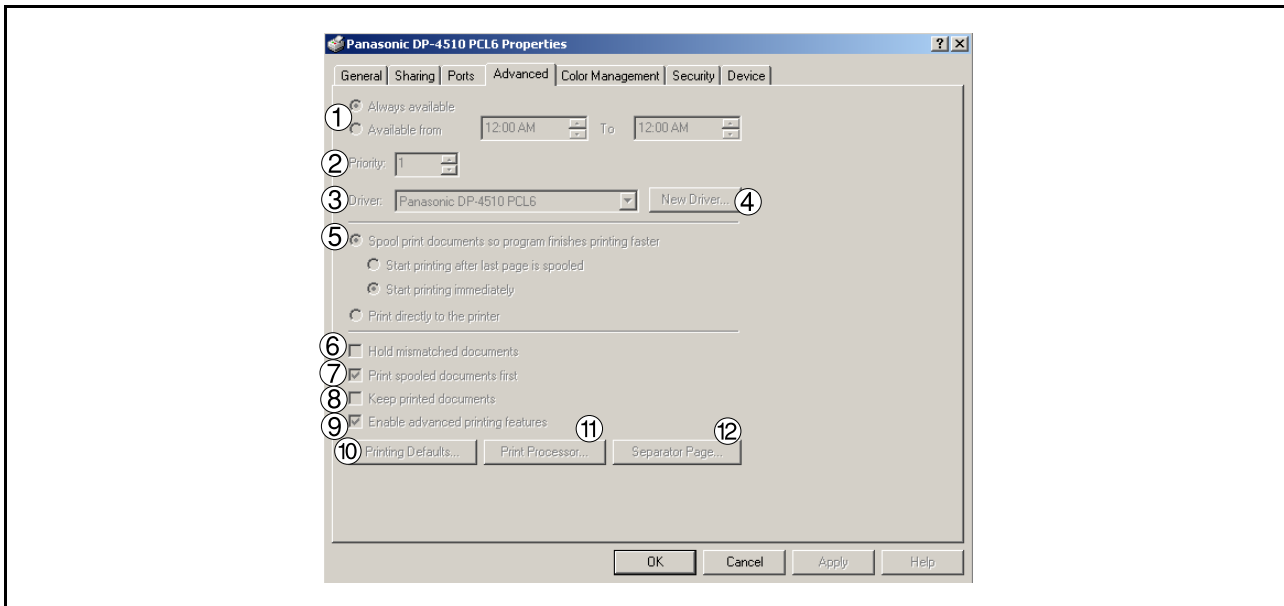
1. **Always available/Available from**
   Specify the operating schedule for a printer. Selecting **Available from** allows specifying an available operation time.

2. **Priority**
   Specify the priority in printing. Priority is adjustable from 1 to 99. Documents of higher priority are printed before those of lower priority.

3. **Driver**
   Displays the printer driver type. Specify the printer being used or a printer model that can be emulated with the printer being used.

4. New Driver... **button**
   Updates or modifies the printer driver.

5. **Spool print documents so program finishes printing faster**
   Specify the method of sending a document from the program to the printer.

6. **Hold mismatched documents**
   The spooler compares document settings against printer settings and holds printing of a document if its settings (paper size, orientation, etc.) do not match the printer settings.

7. **Print spooled documents first**
   Always prints spooled documents first regardless of printing priority.

8. **Keep printed documents**
   After printing, documents are kept in the queue. The documents are allowed to be reprinted directly from the queue regardless of the status of an application.

Printer Section

Configuring the Printer Driver Settings

9. **Enable advanced printing features**
   Enables advanced printing features. Optional features of the printer (page ordering, booklet printing, numbering on sheets) are enabled. These features can be disabled if a problem occurs due to incompatibility. Disabling the features may also disable the printing options.

10. | Printing Defaults... | **button**
    Specifies standard (default) values for the properties (print settings) specifiable for each user. If a local printer is shared, the settings here are used as printing defaults for other users.

    Refer to "Configuring the Printer Driver Settings (User)" for detailed settings. (See page 43)

11. | Print Processor... | **button**
    Specify a print processor and data type to be used for printing.

    The processor and data type define operations of printers under Windows 2000/XP.

    Usually no change is required in the settings. Use of a printer from some applications, however, may require changes in the settings.

12. | Separator Page... | **button**
    This feature is not available on your machine.

Windows 2000/XP (Administrator)

Security Tab (See Note 3)
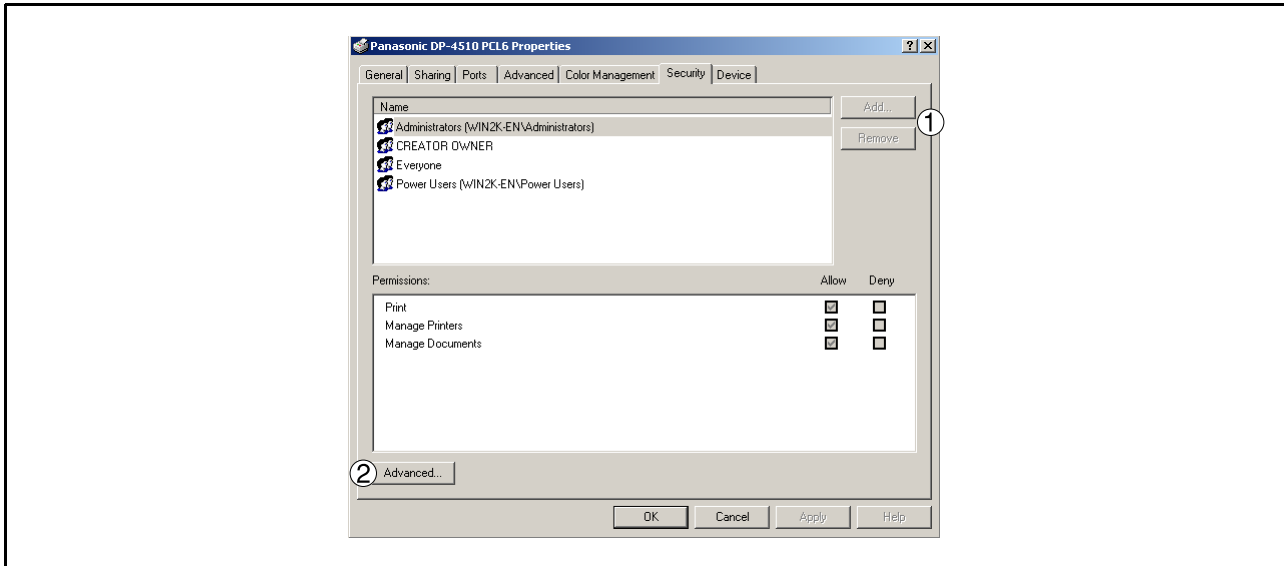
Displays a list of users and groups to whom printer access is assigned to. A list of standard permissions for each group or user is displayed. Check or uncheck the checkboxes for permitting or prohibiting access. Gray checkbox indicates the permission inheritance.

1. Add... / Remove **button**

    Add or delete a user or group from the list.

2. Advanced... **button**

    Specify access to a printer, audit, and owner. (See Note 1, 2)
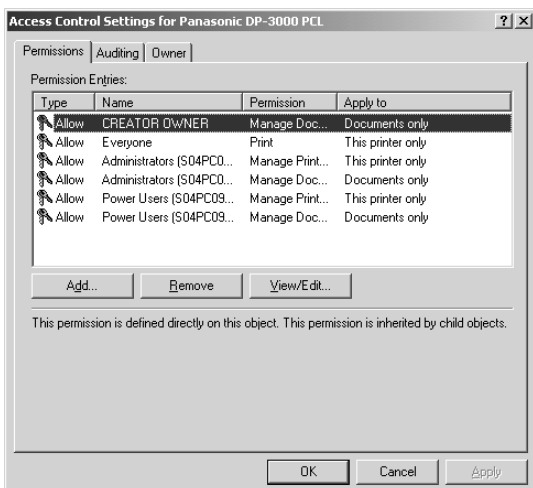
NOTE

1. *Windows 2000 provides the capability of managing access to various objects (e.g. printers) by users.*
2. *Refer to the Windows 2000 documentation for details on access permission, audit, and owner.*
3. *The Security Tab is not shown in Windows XP.*

Configuring the Printer Driver Settings

Windows 2000/XP (Administrator)

Device Tab (See Note 1)

1. **Finisher**
   Select the type of finisher if a finisher is installed.

2. **Punch Unit**
   Select **Installed** if a punch unit is installed.

3. **Large Capacity Paper Tray (LCT)**
   Select **Installed** if a Large Capacity Paper Tray is installed.

4. **HDD**
   Select **Installed** if the HDD Unit is installed.

5. Auto Configuration **button**
   When your machine is connected on the network (TCP/IP), click this button to set the Options Configuration automatically.

6. **Number of Paper Trays**
   Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

7. **Change Paper Tray**
   Auto Select, when chosen, allows the paper to be fed continuously if the same size of paper is loaded in another paper tray (Auto Tray Switching). If Specified Tray is selected, the machine will stop if paper runs out in the chosen paper tray.

NOTE

*1. **Device** Tab specifies device-specific settings and settings of optional devices.*

Windows 2000/XP (User)

Changes the printer settings. Display the printer settings dialog box by performing the steps below:

1   Select **Print** in the **File** menu of the application.

2   Select the printer model in the name list box.

3   Click the ⬚ Properties... ⬚ button in the **Print** dialog box.

4   The printer properties dialog box appears. Click the desired tabs of the dialog box and specify the properties.
(See Note 1)
(See page 44-55)

NOTE

1. *In Windows 2000/XP, setting the properties depends on the logon accounts. This section describes properties to be specified by a user, upon executing a print operation in an application. See "Configuring the Printer Driver Settings (Administrator)" for details on administrator (system manager) properties. (See page 35)*

Configuring the Printer Driver Settings

All Windows Common Settings

Paper Tab
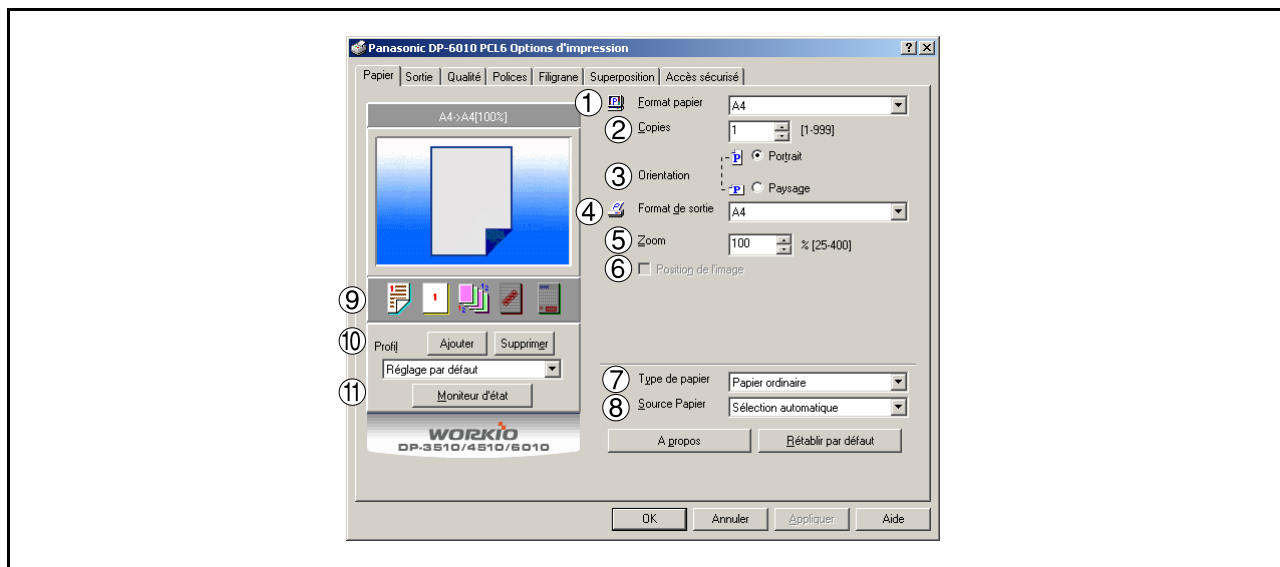
1. **Paper Size**
   Select a document size.

2. **Copies(1-999)**
   Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

3. **Orientation**
   Select the print orientation (Portrait/Landscape).

4. **Output Size**
   Select an output paper size.

5. **Zoom (25-400%)**
   Specify an enlargement or reduction percentage when printing documents. If enlargement/reduction can be set within the application, indicate 100% here and specify the enlargement/reduction percentage in the Print dialog box of the application.
   Note:
   If the **Resolution** on the Quality Tab is set to **600 dpi** or **1200 dpi**, the zoom ratio is changed depending on the paper size.
   Ledger :   25 - 320%
   Legal   :   25 - 390%
   A3   :   25 - 330%
   B4   :   25 - 380%
   Others :   25 - 400%

6. **Image Position**
   Specify the image position when setting the zoom ratio.

7. **Paper Type**
   Paper Type Setting.

All Windows Common Settings

8. **Paper Source**
   Specify where the paper you want to use is located in the device. If you choose **Auto Tray Selection**, the printer driver will automatically select an appropriate tray according to the Paper Size selected.

9. **Print Properties Status Icons**
   Show the current selections for the following properties.
   • Paper Style (Output Tab)
   • N in 1 (Output Tab)
   • Sort (Output Tab)
   • Watermark
   • Overlay

10. **Profile**
    • [Add...] **button**
    Stores the current print properties setting.

    • [Delete...] **button**
    Deletes the print properties setting.

11. [Status Monitor] **button**
    Recalls the Network Status Monitor.

Printer Section

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Configuring the Printer Driver Settings

All Windows Common Settings

Output Tab
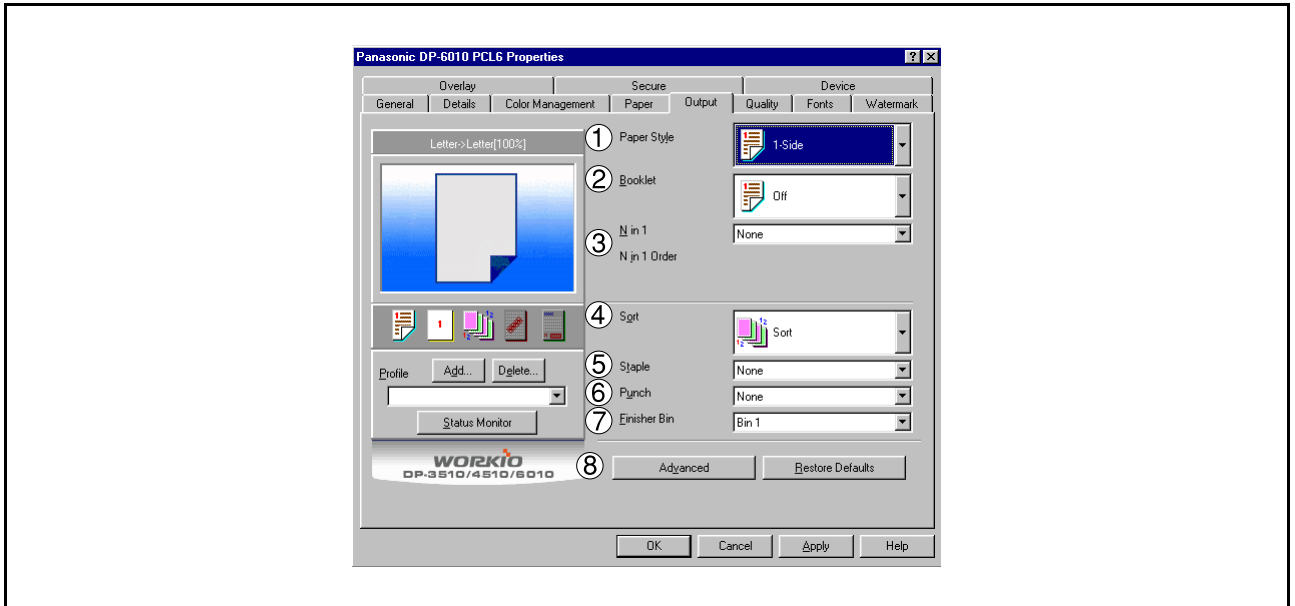
1. **Paper Style**
   Select duplex printing for printing on both sides of the paper.
   You can select the printing style among 1-Side/2-Sided (Long Edge) /2-Sided (Long Edge Margin) /2-Sided (Short Edge) /2-Sided (Short Edge Margin).

   • **Binding Direction**
     Select the binding side (Long Edge/Short Edge) for duplex printing.

   • **Binding Margin**
     Select the binding margin upon duplex printing. The width of the binding margin is specified on the device.

2. **Booklet**
   Formats output in order so document can be folded and/or saddle stitched like a book.

3. **N in 1**
   Specify the layout pattern for printing multiple documents on a single sheet of paper.
   If you select an item other than "None," N in 1 order is displayed, allowing you to select the following patterns.
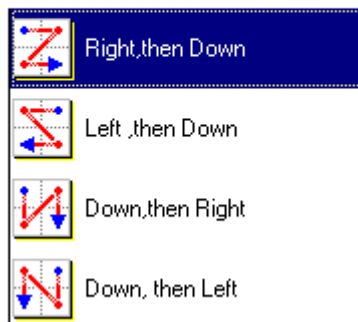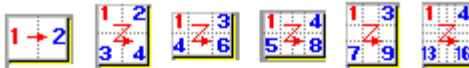
All Windows Common Settings

4. **Sort**

   Select whether to Stack or Sort when printing multiple copies.
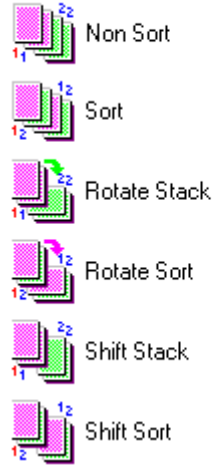
5. **Staple**

   Select the staple position. Available if the optional Finisher (DA-FS600, FS605, FS330 or FS355) is installed.
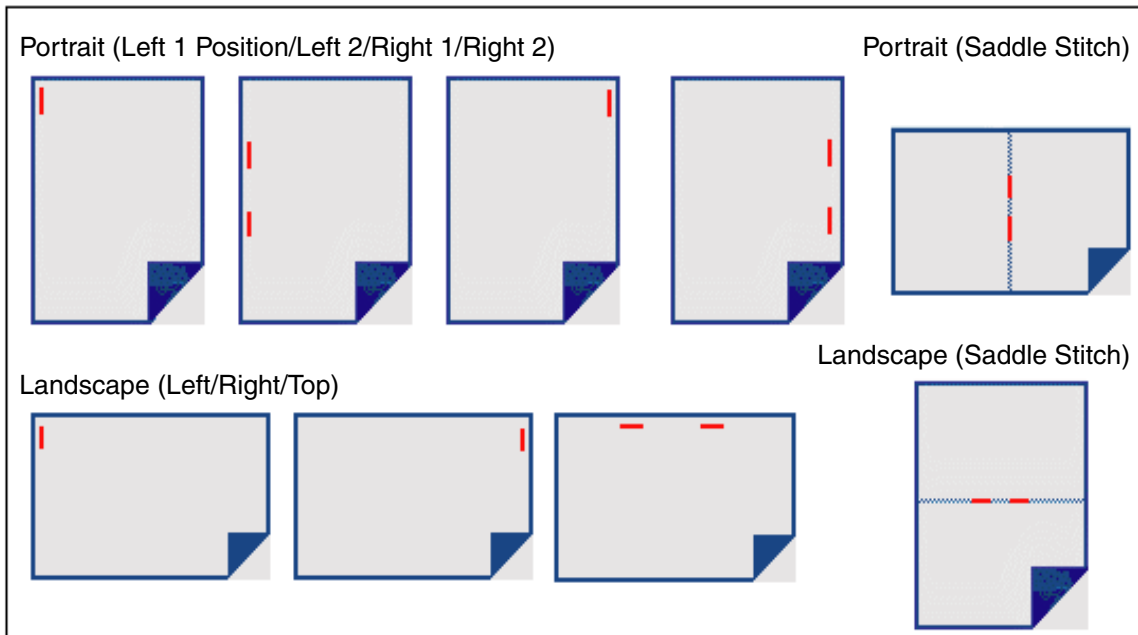
Printer Section

6. **Punch**
   Select the punch position. Available if the optional Punch Unit is installed.
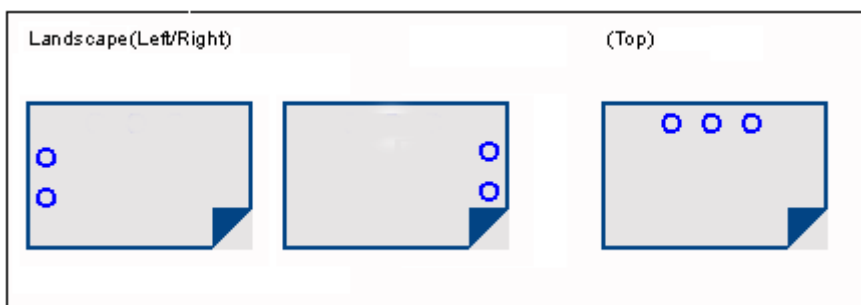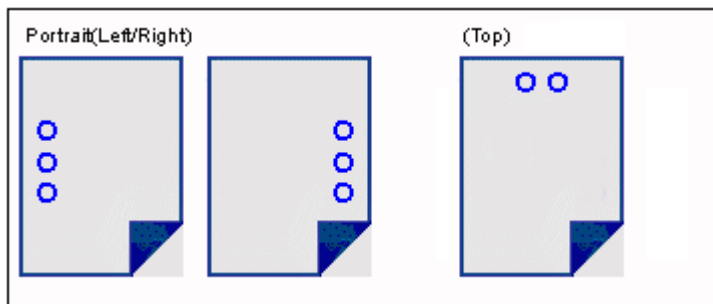
Punch is not available when the Rotate Stack or Rotate Sort mode is selected.

7. **Finisher Bin**
   Select the output bin for the Fisher.

8. [Advanced] **Button**
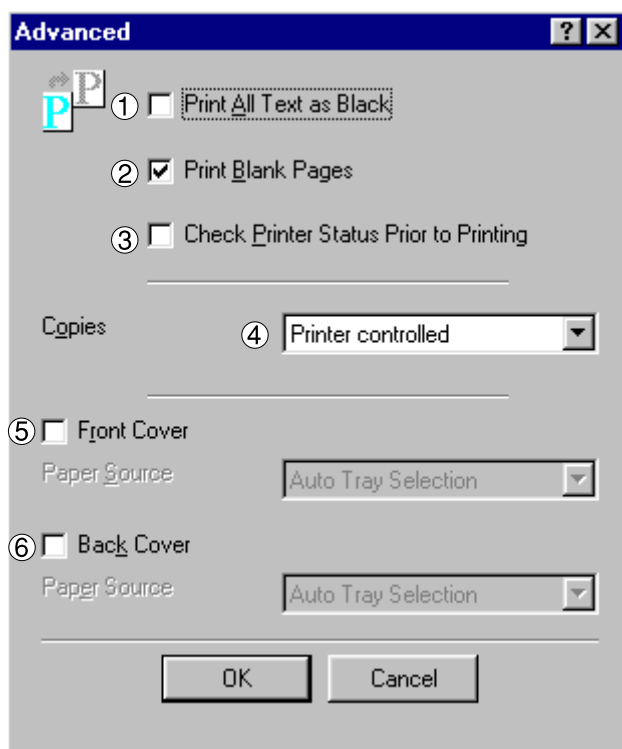
All Windows Common Settings

1) **Print All Text as Black**
   All colored text is printed as solid black

2) **Print Blank Pages**
   Select whether the blank pages are printed or not.

3) **Check Printer Status Prior to Printing**
   Check the printer status before printing the data.

4) **Copies (Printer controlled / Printer Driver controlled)**
   When printing a large amount of data with sort mode, the machine might not be able to print due to lack of memory capacity.

   In this case, select **Print Driver controlled**, as sorting is processed inside of the printer driver. However, this mode may take more time to print.

5) **Front Cover**
   Set to insert a blank page as the Front Cover. Specify where the paper you want to use is located in the device. If you choose Auto Tray Selection, the printer driver will automatically select an appropriate tray according to the Paper Size selected.

6) **Back Cover**
   Set to insert a blank page as the Back Cover. Specify where the paper you want to use is located in the device. If you choose Auto Tray Selection, the printer driver will automatically select an appropriate tray according to the Paper Size selected.

Printer Section

Configuring the Printer Driver Settings

All Windows Common Settings

Quality Tab
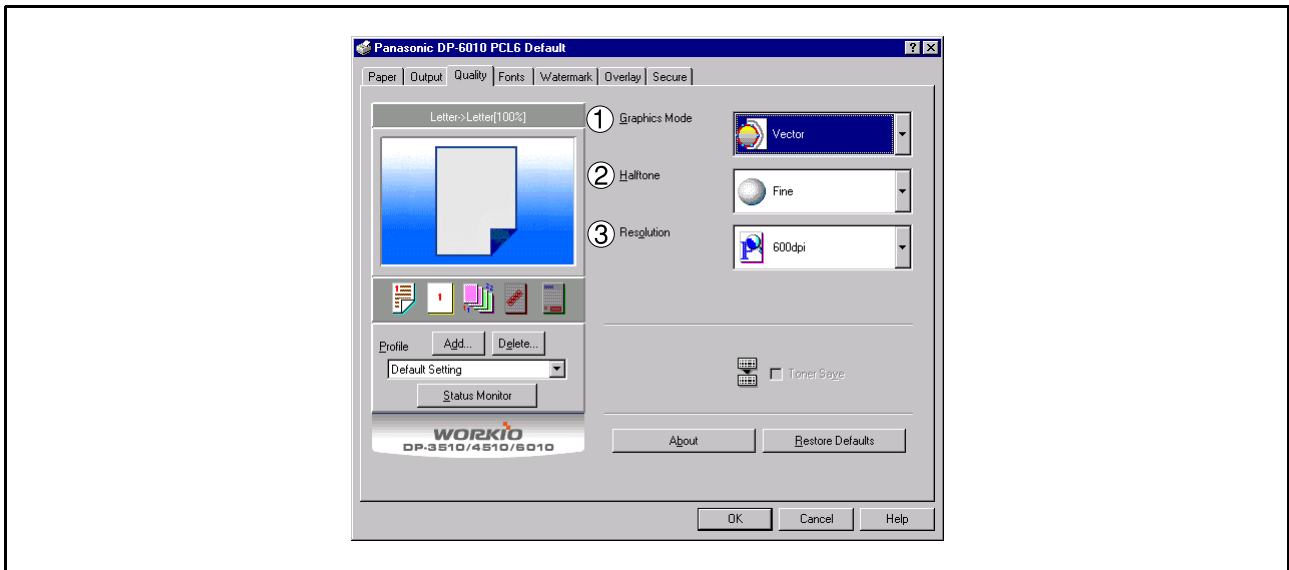
1. **Graphics Mode**
   Vector
   Treat line information as graphic data.

   Raster
   Treat all information as Bitmap data.

2. **Halftone**
   Select Normal/Fine/Coarse.

3. **Resolution**
   Select the print resolution (300 dpi / 600 dpi / 1200dpi Enhanced).(See Note 1)

NOTE   *1. dpi (dots per inch) represents the number of dots contained in one inch. The larger the value, the higher the resolution would be.*

All Windows Common Settings

Fonts Tab
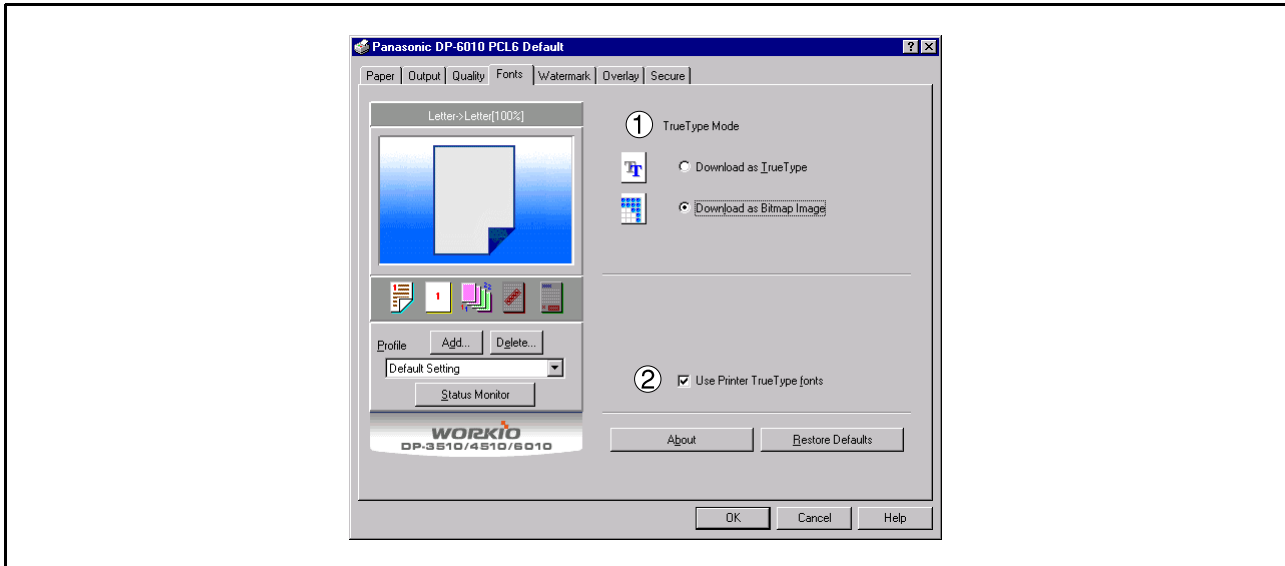
1. **TrueType Mode**
   Download PC fonts (TrueType) as bitmap Image or as TrueType font.

2. **Use Printer TrueType fonts**
   Select whether the printer TrueType fonts are used or not.

Printer Section

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Configuring the Printer Driver Settings

All Windows Common Settings

Watermark Tab
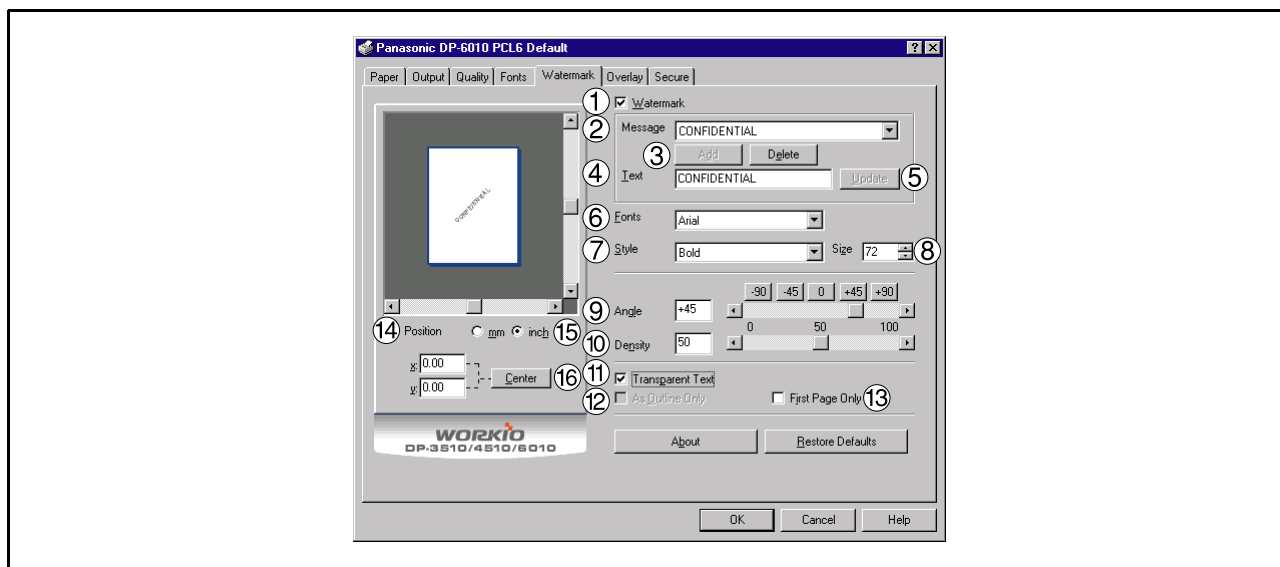
1. **Watermark**
   To enable the watermark feature, check Watermark.

2. **Message**
   Displays the selected text. (CONFIDENTIAL, COPY, etc.)

3. Add | Delete **button**
   Add or delete watermark messages.

4. **Text**
   Input text that you want to add or update as the watermark.

5. Update **button**
   Update the text of the existing message name.

6. **Fonts**
   Select the text font.

7. **Style**
   Select the font style.

8. **Size**
   8 - 400 point.

9. **Angle**
   Select the text angle.

10. **Density**
    Varies from light to dark.

11. **Transparent Text**
    Use watermark print as transparent text.

All Windows Common Settings

12. **As Outline Only**
    Print the watermark character as an outlined image.

13. **First Page Only**
    Use watermark only for the first page.

14. **Position**
    Specify inch or metric units for adjustment.

15. **Unit**
    Inch or metric units.

16. [Center] **button**
    Position the watermark relative to center of the document.

Configuring the Printer Driver Settings

All Windows Common Settings

Overlay Tab
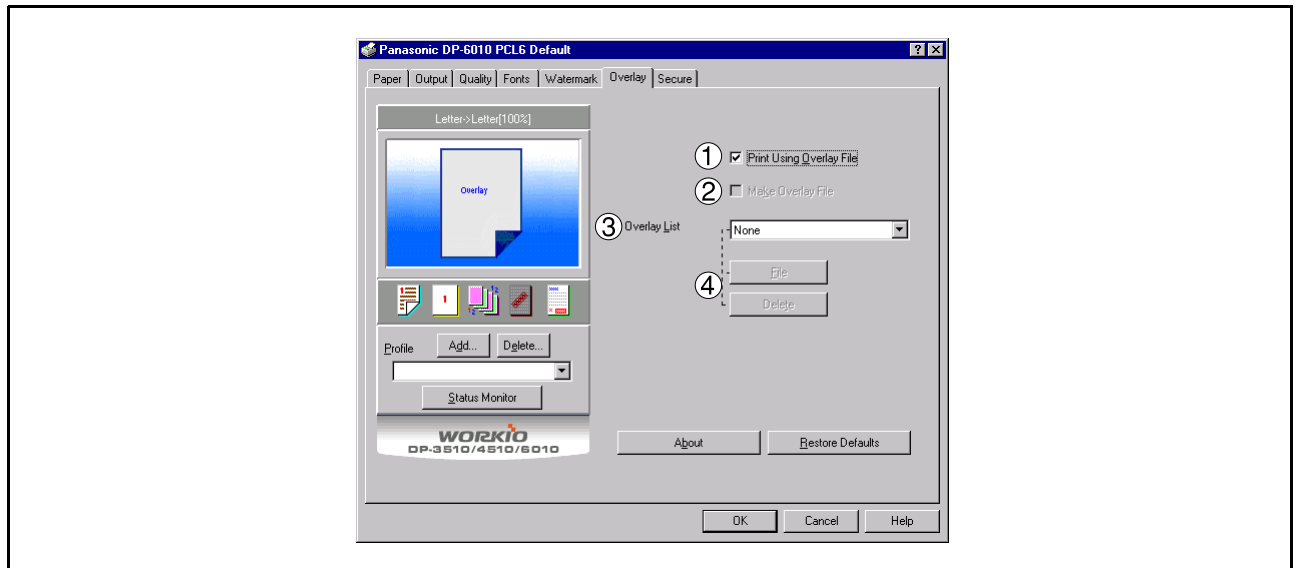
1. **Print Using Overlay File**
   Set overlay function.

2. **Make Overlay File**
   When making an overlay file, check this box, then type a filename in the Overlay List box.

3. **Overlay List**
   Select the file to be used for the overlay.

4. | File | | Delete | **button**

   Click the | File | button to set the directory to save the overlay file.

   Click the | Delete | button to delete the overlay file.

All Windows Common Settings

Secure Tab
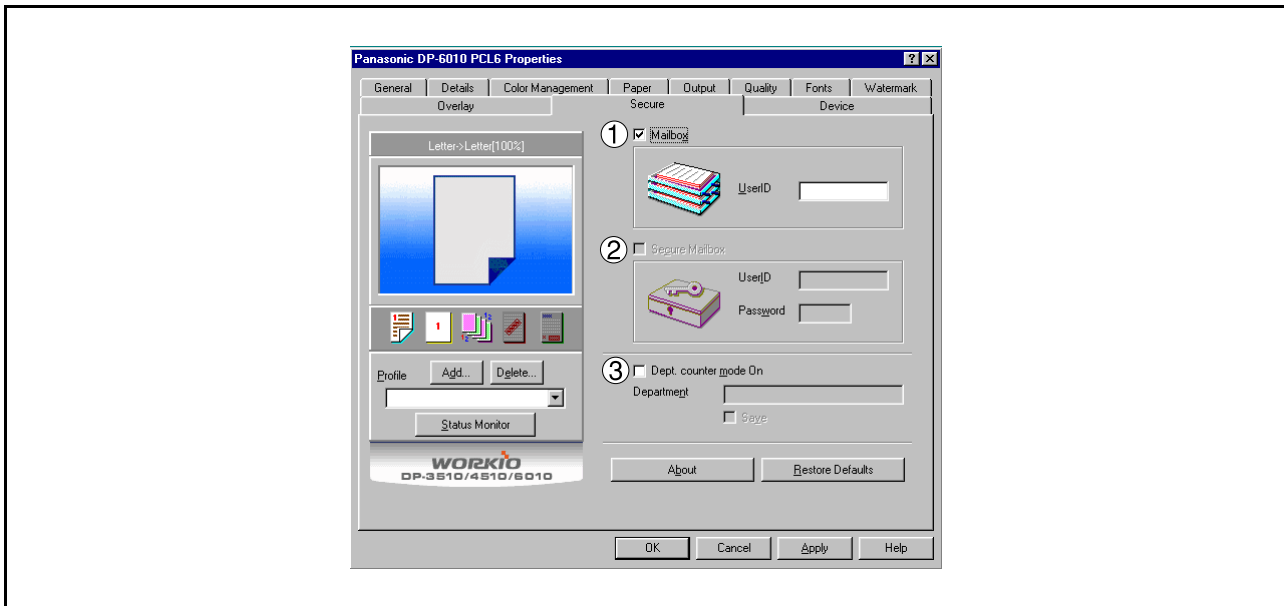
1. **Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD60) is installed.)**
   Check this box and enter the User ID (up to 8 digits) if storing the print data into the mailbox of the machine.

2. **Secure Mailbox (Available if the optional Hard Disk Drive Unit (DA-HD60) is installed.)**
   Check this box, enter the User ID (up to 8 digits) and the password (up to 4 digits) if storing the print data into the secure mailbox of the machine.

3. **Dept counter mode On**
   Check this box and enter the department code if your administrator requires departmental codes in order to print.

Printer Section

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Print Operation

Printing from Windows Applications

If the printer driver is installed properly and a printer is selected as the default printer (See Note 1) in the printer setup, printing can be accomplished from any Windows application with simple operations.

To print from most Windows applications, use the **Print...** command in the **File** menu. Selecting the **Print...** command typically displays the following Print dialog box:
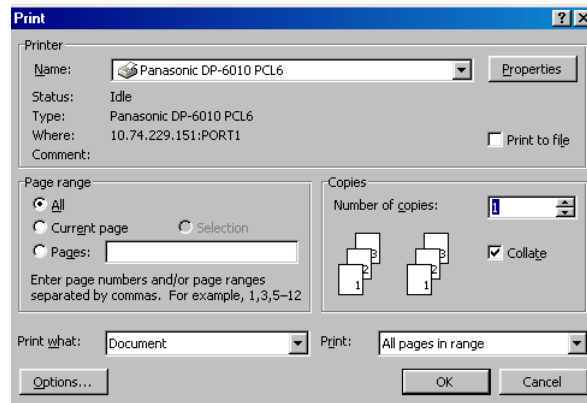

After selecting the page range to be printed and the number of copies, click on [OK] to start printing.

While documents are being printed, a printer icon appears in the System Tray near the clock on the bottom right hand corner of the screen. The icon disappears when printing is completed.

You may double-click on the printer indicator in the system tray to open and verify the details of the print queue in the spooler.

NOTE

1. *Follow the steps below to set a default printer:*
   1) *Click the **Start** button and select **Printers** in the **Settings** menu.*
   2) *Select the printer icon in the window and select **[Set As Default]** in popup menu by right-clicking it. Then the check mark is displayed.*

Printing on Network

When sharing a printer by connecting two computers via a crossover cable or using a hub, a connection among computers must be established.(See Note 1, 2)

Establishing a connection among computers can be verified by displaying the connected computers in Network Neighborhood on the desktop.

The settings for printer sharing are specified by performing the following steps:

Printer server (PC connected to a printer)

1 Install the printer driver on the computer to be connected to the machine.

2 Click the **Start** button, select **Settings**, and then click **Printers**.

3 Right-click on the desired printer icon and select **[Sharing...]** in the popup menu.

4 Select **Shared As** in the properties dialog box.

5 Click the [OK] button.

Upon completing this setting, the shape of the icon changes indicating that the printer is shared.

NOTE

1. *Refer to the manual for the network card and Windows users' guide for connections among computers.*
2. *On Windows 98/Me, a computer connected to a printer must be set up to allow printer sharing by performing the following operations:*
   1) *Double-click on **Network** in control panel, and then click [File and Print Sharing...] button in the **Network Configuration** tab.*
   2) *Check **[I want to be able to allow others to print to my printer(s).]** in the File and Print Sharing dialog box.*

Printing on Network

Remote (PC that uses another computer's printer)

1 Click the **Start** button, select **Settings**, and then **Printers**.

2 Double-click **Add Printer** in the printers folder.
The Add Printer Wizard appears.

Click the [Next] button.

3 Select **Network Printer**.
Click the [Next] button.

4 Specify the other computer's printer by entering the network path.

Then, complete the installation following the instructions of the Add Printer Wizard.

The operations above enables output from the remote computer to a printer connected to the printer server.

Troubleshooting

Printing Operation Fails

If the printing operation fails, check the following items first:

• The connection cable (Parallel Printer cable or Ethernet LAN cable) is properly connected.
• Power of the device is turned ON.
• Paper is loaded properly in the device.
• An error message is not displayed on the device.

The above points can be verified by printing a test page. Refer to the following for procedures on test page printing:

Troubleshooting

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Troubleshooting

Document is Not Printed Correctly

Problem	Possible Solution(s)
Characters are not printed in the correct positions or the characters near the edges of the page are missing.	• Check and specify the paper size and orientation settings in the printer driver to coincide with the application. • The characters are outside the printing area of the machine.
The font type is wrong.	• Check if the selected font is installed on the PC. • Select "**Use Printer TrueType fonts**" on the **Font** tab of the Printer Driver Properties dialog box.
Printing stops in the middle of the run.	• Check if there is any problem on the network.
Although print data is transferred to the digital copier, it does not print.	• Make sure the printer is on line.

Appendix

Printing Area

Top

0.1/2.5

0.1/2.5

0.1/2.5

0.1/2.5

Bottom

(Unit: inches/mm)

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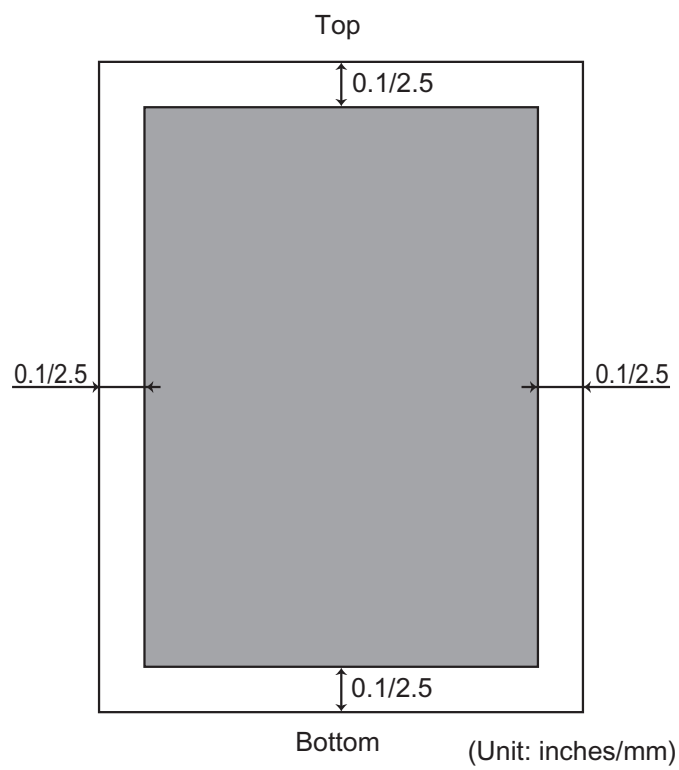
Appendix

Symbol Table

No.	Symbol Set
0	Legal (HP Legal)
1	ISO 4 (United Kingdom)
2	ISO 6 (ANSI, ASCII)
3	ISO 11 (Swedish/French)
4	ISO 15 (Italian)
5	ISO 17 (Spanish)
6	ISO 21 (German)
7	ISO 60 (Norwegian, v.1)
8	ISO 69 (French)
9	ISO 8859/2 Latin 2
10	ISO 8859/2 Latin 5
11	PC-8 (IBM-8, Code Page 437)
12	PC-8 DN (Denmark/Norway)
13	PC-850 (IBM-850)
14	PC-8 TK (Code Page 437T)
15	PC-852 Latin 2
16	Roman 8
17	Desk Top
18	ECMA 94 (Latin 1)
19	Macintosh
20	Math 8 (HP Math 8)
21	Microsoft Publishing
22	Pi Font (HP Pi Font)
23	PS Math
24	PS Text
25	Ventura International
26	Ventura Math
27	Ventura US
28	Windows
29	Windows 3.1
30	Windows 3.1 Latin 2
31	Windows 3.1 Latin 5
32	Symbol, Windows 3.1
33	Wingdings, Windows 3.1
34	Baltic (PC-1004)
35	Baltic (PC-775 Baltic)

memo

Appendix

U.S.A. Only

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