



# PostScript3 Kit Type 700

## Operating Instructions **SUPPLEMENT**



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

## **Introduction**

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Copy Reference" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

## **Important**

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

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## **Notes:**

Some illustrations might be slightly different from your machine.

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

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# 1. PostScript3 Kit Type 700

## Installable Options

The following items are installable options.

### ❖ Large Capacity Tray

3500 sheets

### ❖ Output Paper Device

- External Tray
- Finisher
- Finisher with Punch
- Mailbox
- Booklet Finisher

### ❖ Total Printer Memory

32MB/64MB/96MB/128MB/160MB RAM or more

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## Setting Up Options

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To use the installed options correctly, you have to set up the printer driver. If the options are not recognized, you cannot use them even though they are physically installed on the printer. The method of setting up the printer driver may differ depending on the operating system.

### ❖ Windows

You can set up any of the options with the following tabs.

Operating System	Tab's name
Windows 95/98	<b>[Device Options]</b> tab
Windows 2000	<b>[Device Settings]</b> tab in the Printer Properties.
Windows NT 4.0	<b>[Device Settings]</b> tab

### Note

- You should access the printer driver from Windows to set up options. You cannot set up options when accessing the printer driver from an application.

! **Limitation**

- ❑ If your system is Windows 2000, changing the settings of the printer driver requires Manage Printers permission. Members of the Administrators, and Power Users groups have Manage Printers permission by default. When you change the settings of the printer driver, log on under Manage Printers permission.
- ❑ If your system is Windows NT 4.0, changing the settings of the printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you change the settings of the printer driver, log on under Full Control permission.
- ❑ If you use Adobe Page Maker 6.0 or 6.5 with Windows 95/98, Windows 2000 or Windows NT 4.0, you have to set up options in Adobe PageMaker's print dialog box.

❖ **Macintosh**

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

# Printing a Document

This section describes how to print a document using printer specific functions.

## ❖ Paper Source

The following table shows the tabs or menus where you can select this function.

Windows 95/98	<b>[Paper]</b> tab
Windows 2000	<b>[Paper/Quality]</b> tab in the Printing Preferences Properties
Windows NT 4.0	<b>[Page Setup]</b> tab
Macintosh	<b>[General]</b> in the print dialog box

## ❖ Destination Tray

The following table shows the tabs or menus where you can select this function.

Windows 95/98	<b>[Output bin]</b> on the <b>[Paper]</b> tab
Windows 2000	<b>[Printer Features]</b> on <b>[Advanced Options]</b> on the <b>[Paper/Quality]</b> tab in the Printing Preferences Properties
Windows NT 4.0	<b>[Printer features]</b> on <b>[Document Options]</b> on the <b>[Advanced]</b> tab
Macintosh	<b>[Printer Specific Options]</b> in the print dialog box

## ❖ Duplex Printing

Use this function to select duplex printing.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	<b>[Paper control]</b> on the <b>[Paper]</b> tab
Windows 2000	<b>[Print on Both Sides (Duplex)]</b> on the <b>[Layout]</b> tab in the Printing Preferences Properties
Windows NT 4.0	<b>[Page Setup]</b> tab
Macintosh	<b>[General]</b> in the print dialog box

❖ **Collate**

Use this function to enable collation. With this feature, the printer can efficiently print collated sets of a multiple-page document. The following table shows the tabs or menus where you can select this function.

Windows 95/98	<b>[Printer features]</b> on the <b>[Device Options]</b> tab
Windows 2000	<b>[Paper/Output]</b> on <b>[Advanced Options]</b> on the <b>[Paper/Quality]</b> tab in the Printing Preferences Properties
Windows NT 4.0	<b>[Collate Copies]</b> on the <b>[Page Setup]</b> tab
Macintosh	<b>[Printer Specific Options]</b> in the print dialog box

❖ **Staple**

Use this function to have the output stapled. When you turn Staple on, the printed document is collated automatically. You should switch off Collate from the Print window of your application to prevent the entire job from being stapled together.

📍 **Limitation**

To use this function, the finisher must be installed on the printer.

- Off: Disables stapling.
- Top Left Slant Portrait
- Top Left Slant Landscape
- Top Left Horizontal Portrait
- Top Left Horizontal Landscape
- Top Left Vertical Portrait
- Top Left Vertical Landscape
- Top 2 Portrait
- Top 2 Landscape
- Left 2 Portrait
- Left 2 Landscape
- Booklet

The following table shows the tabs or menus where you can select this function.

Windows 95/98	<b>[Printer features]</b> on the <b>[Device Options]</b> tab
Windows 2000	<b>[Printer Features]</b> on <b>[Advanced Options]</b> on the <b>[Paper/Quality]</b> tab in the Printing Preferences Properties
Windows NT 4.0	<b>[Printer features]</b> on <b>[Document Options]</b> on the <b>[Advanced]</b> tab
Macintosh	<b>[Printer Specific Options]</b> in the print dialog box



## ❖ Punch

Use this function to have the output punched.

### 🗨 Limitation

To use this function, the finisher with punch must be installed on the printer.

- Off: Disables punching.
- Left Portrait
- Left Landscape
- Top Portrait
- Top Landscape

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Printer features] on the [Device Options] tab
Windows 2000	[Printer Features] on [Advanced Options] on the [Paper/Quality] tab in the Printing Preferences Properties
Windows NT 4.0	[Printer features] on [Document Options] on the [Advanced] tab
Macintosh	[Printer Specific Options] in the print dialog box

## ❖ Edge Smoothing

Use this function to improve the print quality of text and graphics when printing. Indentations in curved lines are automatically smoothed to produce a cleaner appearance.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Printer features] on the [Device Options] tab
Windows 2000	[Printer Features] on [Advanced Options] on the [Paper/Quality] tab in the Printing Preferences Properties
Windows NT 4.0	[Printer features] on [Document Options] on the [Advanced] tab
Macintosh	[Printer Specific Options] in the print dialog box

❖ **Toner Saver**

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

 **Note**

- While this will increase the life of the toner, the output will appear slightly lighter.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Printer features] on the [Device Options] tab
Windows 2000	[Printer Features] on [Advanced Options] on the [Paper/Quality] tab in the Printing Preferences Properties
Windows NT 4.0	[Printer features] on [Document Options] on the [Advanced] tab
Macintosh	[Printer Specific Options] in the print dialog box

❖ **Sample Print**

Use this function to print only one printing of a multiple print job. The other printings are saved in the machine. The saved job can be printed from the machine's operation panel. You can Also delete the saved job, change the quantity of sets and move to the "Document Server" function.

 **Note**

- "User ID" consists of up to eight alphanumeric (a-z, A-Z, 0-9) characters is required.
- Entering "File Name" and "Password" helps you to distinguish the print job from others.
- "Sample Print" is not supported on Windows 2000.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Job Type] on the [Job Log] tab
Windows NT 4.0	[Job Type] on the [Job Log] tab
Macintosh	[Printer Specific Options] in the print dialog box

## ❖ Document Server

Use this function to save document data in the machine memory and then edit and print them as you want.

### Note

- "User ID" consists of up to eight alphanumeric (a-z, A-Z, 0-9) characters is required.
- Entering "File Name" and "Password" helps you to distinguish the print job from others.
- "Document Server" is not supported on Windows 2000.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Job Type] on the [Job Log] tab
Windows NT 4.0	[Job Type] on the [Job Log] tab
Macintosh	[Printer Specific Options] in the print dialog box

## ❖ Secure Print

Use this function to save document data in the machine memory with the password and then edit and print them as you want.

### Note

- "User ID" consists of up to eight alphanumeric (a-z, A-Z, 0-9) characters and "Password" of four digits are required.
- "Secure Print" is not supported on Windows 2000.

The following table shows the tabs or menus where you can select this function.

Windows 95/98	[Job Type] on the [Job Log] tab
Windows NT 4.0	[Job Type] on the [Job Log] tab
Macintosh	[Printer Specific Options] in the print dialog box

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## Staple, Punch, Toner Saver, Edge Smoothing

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Follow the steps below to print a document using "Staple", "Punch", "Toner Saver" or "Edge Smoothing".

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### Windows 95/98

---

- 1** From an application, select the menu command to print.

The print dialog box appears.

- 2** Open the Printer Properties.
- 3** Click to select the [Device Options] tab.

- 4** In the **[Printer features]** box, select the function you want to use.  
The current setting is displayed in the **[Change setting for:]** list.
- 5** Use the **[Change setting for:]** list to select the appropriate setting.
- 6** Click **[Apply]** to apply the settings you made.
- 7** After making all of the settings you want, click **[OK]** to close the **Printer Properties**.
- 8** Start printing from the application's print dialog box.

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## Windows 2000

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- 1** From an application, select the menu command to print.  
The print dialog box appears.
- 2** Open the **Printer Properties**.
- 3** Click to select the **[Layout]** tab.
- 4** Click **[Advanced Options]**.  
The **[Advanced Options]** tab appears.
- 5** Click to select the function you want to use and select the appropriate setting.
- 6** After making all of the settings you want, click **[OK]** to close the **Printer Properties**.
- 7** Start printing from the application's print dialog box.

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## Windows NT 4.0

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- 1** From an application, select the menu command to print.  
The print dialog box appears.
- 2** Open the **Printer Properties**.
- 3** If you want to collate, select **[Collate]** from the **[Page Setup]** tab.
- 4** Click the **[Advanced]** tab.
- 5** From **[Document Options]**, select the function you want to use.  
The current setting is displayed in the **[Change settings]** box in the lower part of the tab.
- 6** Use the **[Change settings]** box to select the appropriate setting.

- 7** Click [OK] to apply the settings you made.
- 8** After making all of the settings you want, click [OK] to close the Printer Properties.
- 9** Start printing from the application's print dialog box.

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## Macintosh

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- 1** From an application, select the menu command to print.  
The print dialog box appears.
- 2** Use the list box to select [Printer Specific Options].
- 3** Use the list box to select the appropriate setting.
- 4** After making all of the settings you want, click [OK].

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## Sample Print

---

Follow the steps below to print a document using "Sample Print".

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### Windows 95/98, Windows NT 4.0

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 **Note**

- If the application has a collate option, confirm that it is not selected before sending a print job. By default, sample print jobs are automatically collated by the printer driver. If a collate option is selected from the application print dialog box, more printings than intended may be printed.

- 1** From an application, select the menu command to print.  
The print dialog box appears.
- 2** Open the Printer Properties.
- 3** Click to select the [Job Log] tab.
- 4** Select [Sample Print] in the [Job Type].
- 5** Type User ID in [User ID] up to eight alphanumeric characters.

 **Note**

- This is used to identify the user associated with a job.
- "User ID" consists of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

- 6** Click [OK] to close the Printer Properties.

**7 Start printing from the application's print dialog box.**

The Sample Print job is sent to the machine and one printing set is printed.

**8 Check the output to confirm whether the settings are OK or not.**

If the settings are OK, go to step **9** to print the remaining print job.

If not, you can delete the saved job. ⇒ P.11 *“Deleting a Sample Print file”*

You can also change the quantity of sets or move the saved job to “Document Server” function.

**9 On the machine's operation panel, press [Printer].****10 Confirm that printer is online, and press [View Sample Print Jobs].****11 Select a file you want to print, and then press [Print].**


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**Macintosh**


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**1 From an application, select the menu command to print.**

The print dialog box appears.

**2 Select [Sample Print] and select the appropriate setting.****3 Type User ID in [User ID] up to eight alphanumeric characters.****Note**

- This is used to identify the user associated with a job.
- "User ID" consists of up to eight alphanumeric (a-z, A-Z, 0-9) characters.

**4 After making all of the settings you want, click [Print].**

The Sample Print job is sent to the machine and one printing set is printed.

**5 Check the output to confirm whether the settings are OK or not.**

If the settings are OK, go to step **6** to print the remaining print job.

If not, you can delete the saved job. ⇒ P.11 *“Deleting a Sample Print file”*

You can also change the quantity of sets or move the saved job to the “Document Server” function.

**6 On the machine's operation panel, press [Printer].****7 Confirm that the printer is online, press [View Sample Print Jobs].****8 Select a file you want to print, and then press [Print].**

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## Deleting a Sample Print file

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If the printed document is not what you expected, you can delete the Sample Print file.

- 1** On the operation panel of the machine, press **[Printer]**.
- 2** After confirming that the printer is online status, press **[View Sample Print Jobs]**.
- 3** Confirmation message appears on the panel display, and then press **[Yes]** to delete the file.

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## Document Server/Secure Print

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Follow the steps below to print a document using “Document Server” and “Secure Print” function.



### Reference

For information about “Document Server” function, see the “Copy Reference”.

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## Windows 95/98, Windows NT 4.0

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- 1** From an application, select the menu command to print.  
The print dialog box appears.
- 2** Open the Printer Properties.
- 3** Click to select the **[Job Log]** tab.
- 4** Select **[Document Server]** or **[Secure Print]** in **[Job Type]**.
- 5** Type User ID in **[User ID]** up to eight alphanumeric characters.  
 **Note**
  - This is used to identify the user associated with a job.
  - "User ID" consists of up to eight alphanumeric (a-z, A-Z, 0-9) characters.
- 6** If you select “Secure Print”, type Password in **[Password]** up to four digits.  
 **Note**
  - "Password" consists of up to four digits (0-9).
- 7** Click **[OK]** to apply the settings you made.
- 8** After making all of the settings you want, click **[OK]** to close the Printer Properties.  
The document file is saved in the Document Server.

**9** Edit and print the saved file with operation panel using the “Document Server” function.

If you select “Secure Print”, Password which you set in the “Job Log” tab is required.

1

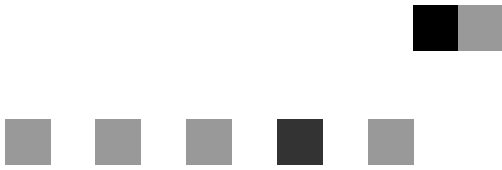






**PostScript3 Kit Type 700 Operating Instructions**





# PostScript 3 Kit Type 700

Operating Instructions  
**SUPPLEMENT**



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

## **Introduction**

To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

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# 1. Using PostScript 3

## Setting up Options

This documentation describes the specific printer functions and menus that are added by installing the PPD file. For more information about the functions and menus of the Windows 95/98/Me PostScript 3 printer driver, see the printer driver's Help.

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### Job Type

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Use this function to select the type of print job.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	[Job Type] on the [Job Log] tab in the [Printer Properties] dialog box.
Mac OS	[Job Type] on [Job Log] in the [Print] dialog box.

You can select the following functions.

#### **Limitation**

- If you use Windows 2000/XP, Windows NT 4.0, Mac OS X 10.1 or later (native environment), the following functions cannot be used:
  - Sample Print
  - Locked Print
  - Document Server

#### **Normal**

Select this function for normal printing. The print job starts immediately after the print command is given.

#### **Sample Print**

Use this function to print only one set of a multiple print jobs.

The other sets are saved in the machine. The saved job can be printed from the machine's control panel. You can also delete the saved job.

#### **Note**

- You can enter a "User ID" of up to eight alphanumeric (a- z, A- Z, 0- 9) characters.
- Entering the "User ID" helps you to distinguish the print job from others.
- You can enter a "File name" of up to sixteen characters.

#### **Reference**

For more information about how to use Sample Print, see p.2 "How to Use Sample Print".

### ❖ **Locked Print**

Use this function to store in the machine's hard disk with a password, and then edit and print them as you want.

#### **Note**

- You can enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters.
- The "Password" must be four digits.
- You can enter a "File name" of up to sixteen characters.

#### **Reference**

For more information about how to use Locked Print, see p.4 "How to Use Locked Print".

### ❖ **Document Server**

Use this function to store in the machine's hard disk documents that you want to print and as well as documents you might want to later combine or process for printing.

#### **Note**

- You can enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters.
- The "Password" must be four digits.
- You can enter a "File name" of up to sixteen characters.

#### **Reference**

For more information about how to use Document Server, see p.6 "How to Use Document Server" .

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## **How to Use Sample Print**

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Follow the procedures to print a document using the "Sample Print" function.

#### **Note**

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



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## Windows 95/98/Me

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- 1** From an application, select the menu command to print.

The [Print] dialog box appears.

- 2** Open the [Printer Properties] dialog box to set the Sample Print.

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

- 4** Select [Sample Print] in [Job Type].

- 5** Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID].

 **Note**

- Select this to identify the user associated with the job.
- If necessary, enter the "Document file's name" in [File name]. You can enter a [File name] of up to sixteen characters.

- 6** After making all of the settings you want, click [OK] to close the [Printer Properties] dialog box.

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

The Sample Print job is sent to the machine and one set is printed.

- 8** Check the sample print to confirm that the settings are correct.

If the settings are correct, remaining sets can be printed using the control panel. See "Printing a Sample Print file" in the "Printer Reference 2" manual.

If the settings are incorrect, the saved job can be deleted using the control panel. See "Deleting a Sample Print file" in the "Printer Reference 2" manual.

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## Mac OS

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- 1** From an application, select the menu command to print.

The [Print] dialog box appears.

- 2** Click [Job Log] from the pop up menu.

- 3** Select [Sample Print] in [Job Type], and then make the appropriate setting.

- 4** Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID].

 **Note**

- Select this to identify the user associated with the job.
- If necessary, enter the "Document file's name" in [File name]. You can enter a [File name] of up to sixteen characters.

**5** After making all of the settings you want, click **[Print]**.

The Sample Print job is sent to the machine and one set is printed.

**6** Check the sample print to confirm that the settings are correct.

If the settings are correct, remaining sets can be printed using the control panel. See "Printing a Sample Print file" in the "Printer Reference 2" manual.

If the settings are incorrect, the saved job can be deleted using the control panel. See "Deleting a Sample Print file" in the "Printer Reference 2" manual.

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**How to Use Locked Print**

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Follow the procedures to print a document using the "Locked Print" function.

 **Note**

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

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**Windows 95/98/Me**

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**1** From an application, select the menu command to print.

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

**2** Open the **[Printer Properties]** dialog box to set the Locked Print.**3** Click the **[Job Log]** tab.**4** Select **[Locked Print]** in **[Job Type]**.**5** Enter a password in **[Password]** and click **[OK]**. The "Password" must be four digits.**6** Enter a "User ID" of up to eight alphanumeric (a-z, A-Z, 0-9) characters in **[User ID]**. **Note**

- Select this to identify the user associated with the job.
  - If necessary, enter the "Document file's name" in **[File name]**. You can enter a **[File name]** of up to sixteen characters.
- 7**
- After making all of the settings you want, click
- [OK]**
- to close the
- [Printer Properties]**
- dialog box.

---

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

The document file is saved in the machine.

It is possible to print the saved job using the control panel. See “Printing a Locked Print file” in the “Printer Reference 2” manual.

It is possible to delete the saved job using the control panel. See “Printing a Locked Print file” in the “Printer Reference 2” manual.

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**Mac OS**

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**1 From an application, select the menu command to print.**

The [Print] dialog box appears.

**2 Click to select [Job Log] from the pop up menu.****3 Select [Locked Print] in [Job Type], and then make the appropriate setting.****4 Enter a “User ID” of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a password in [Password]. The “Password” must be four digits.** **Note**

Select this to identify the user associated with the job.

If necessary, enter the “Document file's name” in [File name]. You can enter a [File name] of up to sixteen characters.

**5 After making all of the settings you want, click [Print].**

The document file is saved in the machine.

It is possible to print the saved job using the control panel. See “Printing a Locked Print file” in the “Printer Reference 2” manual.

It is possible to delete the saved job using the control panel. See “Printing a Locked Print file” in the “Printer Reference 2” manual.

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## How to Use Document Server


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Follow the procedures to print a document using the “Document Server” function.

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### Windows 95/98/Me

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- 1** From an application, select the menu command to print.  
The [Print] dialog box appears.
  - 2** Open the [Printer Properties] dialog box to set the Document Server.
  - 3** Click the [Job Log] tab.
  - 4** Select [Document Server] in [Job Type].
  - 5** Enter a “User ID” of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a “Password” in [Password]. The “Password” must be four digits.
-  **Note**
- Select this to identify the user associated with the job.
  - If necessary, enter the “Document file's name” in [File name]. You can enter a [File name] of up to sixteen characters.
- 6** After making all of the settings you want, click [OK] to close the [Printer Properties] dialog box.
  - 7** Start printing from the application's [Print] dialog box.

 **Reference**

For more information about the Document Server function, see “Accessing the Document Server” in the “Printer Reference 2” or the “System Settings” manual.

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### Mac OS

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- 1** From an application, select [Print] from the file menu.  
The [Print] dialog box appears.
- 2** From the pop-up menu, select [Job Log].
- 3** From the [Print Job] pop-up menu, select [Document Server].
- 4** Enter a “User ID” of up to eight alphanumeric (a-z, A-Z, 0-9) characters in [User ID]. Then enter a “password” in [Password]. The “Password” must be four digits.

 **Note**

- Select this to identify the user associated with the job.
- If necessary, enter the “Document file's name” in **[File name]**. You can enter a **[File name]** of up to sixteen characters.

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

For more information about the Document Server function, see “Accessing the Document Server” in the “Printer Reference 2” or the “System Settings” manual.

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## Collate

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

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[Collate]</b> on <b>[Printer Features]</b> on the <b>[Device Options]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Collate]</b> on <b>[Printer Features]</b> on <b>[Advanced Options]</b> on the <b>[Paper/Quality]</b> or <b>[Layout]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Collate]</b> on <b>[Printer Features]</b> on <b>[Document Options]</b> on the <b>[Advanced]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Collate]</b> on <b>[General]</b> in the <b>[Print]</b> dialog box.
Mac OS X	<b>[Collate]</b> on <b>[Features 2]</b> on <b>[Printer Features]</b> in the <b>[Print]</b> dialog box.

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## Duplex Printing

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Use this function to select duplex printing.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[Duplex]</b> on <b>[Printer Features]</b> on the <b>[Device Options]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Duplex]</b> on <b>[Printer Features]</b> on <b>[Advanced Options]</b> on the <b>[Layout]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Duplex]</b> on <b>[Printer Features]</b> on <b>[Document Options]</b> on the <b>[Advanced]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Duplex]</b> on <b>[Printer Specific Options]</b> in the <b>[Print]</b> dialog box.
Mac OS X	<b>[Duplex]</b> on <b>[Features 1]</b> on <b>[Printer Features]</b> in the <b>[Print]</b> dialog box.

You can select the following functions.

❖ **Off**

Disables Duplex Printing.

❖ **Long Edge**

Prints output so that you can open it to the long edge when bound along the long edge.

❖ **Short Edge**

Prints output so that you can open it to the short edge when bound along the short edge.

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## Paper Size

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Use this function to select the paper size.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	[Paper Size] on the [Paper] tab in the [Printer Properties] dialog box.
Windows 2000/XP	[Paper size] on [Paper/Output] on [Advanced Options] on the [Paper/Quality] or [Layout] tab in the [Printing Preferences] dialog box.
Windows NT 4.0	[Paper Size] on the [Page Setup] tab in the [Document Properties] dialog box.
Mac OS	[Paper] on [Page Attributes] in the [Page Setup] dialog box.
Mac OS X	[Paper Size] on [Page Attributes] in the [Print] dialog box.

! **Limitation**

- If you use Mac OS X 10.1 or later (native environment), Custom Paper Size cannot be used.

🔍 **Reference**

For more information about the paper sizes supported by this machine, see the “System Settings” manual.

## Paper Type

Use this function to select the paper type.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[Paper Type]</b> on the <b>[Paper]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Media]</b> on the <b>[Paper/Quality]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Media]</b> on <b>[Paper/Output]</b> on the <b>[Advanced]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Paper Type]</b> on <b>[Printer Specific Options]</b> in the <b>[Print]</b> dialog box.
Mac OS X	<b>[Paper Type]</b> on <b>[Features 3]</b> on <b>[Printer Features]</b> in the <b>[Print]</b> dialog box.

### Reference

For more information about the paper type supported by this machine, see the “System Settings” manual.

## Paper Source

Use this function to select the paper sources.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[Paper Source]</b> on the <b>[Paper]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Paper Source]</b> on the <b>[Paper/Quality]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Paper Source]</b> on the <b>[Page Setup]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Paper Source]</b> on <b>[General]</b> in the <b>[Print]</b> dialog box.
Mac OS X	<b>[Paper feed]</b> in the <b>[Print]</b> dialog box.

## Orientation

Use this function to select the feed direction of the paper.

The following table shows the tab or menus where you can select this function.

Windows 95/98/Me	<b>[Orientation]</b> on the <b>[Paper]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Orientation]</b> on the <b>[Layout]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Orientation]</b> on the <b>[Page Setup]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Orientation]</b> on <b>[Page Attributes]</b> in the <b>[Page Setup]</b> dialog box.
Mac OS X	<b>[Orientation]</b> in the <b>[Page Setup]</b> dialog box.

## Destination Tray

Use this function to select the output tray.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[Output bin]</b> on the <b>[Paper]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Destination]</b> on <b>[Printer Features]</b> on <b>[Advanced Options]</b> on the <b>[Paper/Quality]</b> or <b>[Layout]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Destination]</b> on <b>[Printer Features]</b> on <b>[Document Options]</b> on the <b>[Advanced]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Destination]</b> on <b>[Printer Specific Options]</b> in the <b>[Print]</b> dialog box.
Mac OS X	<b>[Destination]</b> on <b>[Features 1]</b> on <b>[Printer Features]</b> in the <b>[Print]</b> dialog box.



## Edge Smoothing

Use this function to improve the print quality of text and graphics. Indentations in curved lines are automatically smoothed to produce a cleaner appearance.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[Edge Smoothing]</b> on the <b>[Device Options]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Edge Smoothing]</b> on <b>[Printer Features]</b> on <b>[Advanced Options]</b> on the <b>[Paper/Quality]</b> or <b>[Layout]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Edge Smoothing]</b> on <b>[Printer Features]</b> on <b>[Document Options]</b> on the <b>[Advanced]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Edge Smoothing]</b> on <b>[Printer Specific Options]</b> in the <b>[Print]</b> dialog box.
Mac OS X	<b>[Edge Smoothing]</b> on <b>[Features 2]</b> on <b>[Printer Features]</b> in the <b>[Print]</b> dialog box.

## Toner Saving

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

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[Toner Saver]</b> on the <b>[Device Options]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Toner Saver]</b> on <b>[Printer Features]</b> on <b>[Advanced Options]</b> on the <b>[Paper/Quality]</b> or <b>[Layout]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	<b>[Toner Saver]</b> on <b>[Printer Features]</b> on <b>[Document Options]</b> on the <b>[Advanced]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Toner Saver]</b> on <b>[Printer Specific Options]</b> in the <b>[Print]</b> dialog box.
Mac OS X	<b>[Toner Saver]</b> on <b>[Features 2]</b> on <b>[Printer Features]</b> in the <b>[Print]</b> dialog box.

## Staple

Use this function to staple sheets of printed paper together.

### ! Limitation

- When stapling, use the finisher option.

### 🔍 Reference

For more information about the stapling location, see “Staple and Punch Position” in the “Printer Reference 2” or the “Copy Reference” manual.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	[Staple] on the [Device Options] tab in the [Printer Properties] dialog box.
Windows 2000/XP	[Staple] on [Printer Features] on [Advanced Options] on the [Paper/Quality] or [Layout] tab in the [Printing Preferences] dialog box.
Windows NT 4.0	[Staple] on [Printer Features] on [Document Options] on the [Advanced] tab in the [Document Properties] dialog box.
Mac OS	[Staple] on [Printer Specific Options] in the [Print] dialog box.
Mac OS X	[Staple] on [Features 2] on [Printer Features] in the [Print] dialog box.

## Punch

Use this function to punch holes in separately printed sheets.

### ! Limitation

- When punching holes, use the finisher option.

### 🔍 Reference

For more information about punching holes, see “Staple and Punce Position” in the “Printer Reference 2” or the “Copy Reference” manual.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	[Punch] on the [Device Options] tab in the [Printer Properties] dialog box.
Windows 2000/XP	[Punch] on [Printer Features] on [Advanced Options] on the [Paper/Quality] or [Layout] tab in the [Printing Preferences] dialog box.
Windows NT 4.0	[Punch] on [Printer Features] on [Document Options] on the [Advanced] tab in the [Document Properties] dialog box.
Mac OS	[Punch] on [Printer Specific Options] in the [Print] dialog box.
Mac OS X	[Punch] on [Features 2] on [Printer Features] in the [Print] dialog box.

## User Code

Use this function to set a user code for print logging.

Enter a user code using up to eight digits. A user code identifies a group of users and allows you to check the number of sheets printed under each code with SmartNetMonitor for Admin.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	<b>[User Code]</b> on the <b>[Job Log]</b> tab in the <b>[Printer Properties]</b> dialog box.
Mac OS	<b>[User Code]</b> on <b>[Job Log]</b> in the <b>[Print]</b> dialog box.

### Note

- You can enter a “User Code” of up to eight digits.

### Limitation

- If you use Windows 2000/XP, Windows NT 4.0, Mac OS X 10.1 or later (native environment), this function cannot be used.

### Reference

For more information about using SmartNetMonitor for Admin, see the Help file.

## Options

Use this function to set the options mentioned below.

The following table shows the tabs or menus where you can select this function.

Windows 95/98/Me	The <b>[Device Options]</b> tab in the <b>[Printer Properties]</b> dialog box.
Windows 2000/XP	<b>[Advanced Options]</b> on the <b>[Pager/Quality]</b> or <b>[Layout]</b> tab in the <b>[Printing Preferences]</b> dialog box.
Windows NT 4.0	The <b>[Advanced]</b> tab in the <b>[Document Properties]</b> dialog box.
Mac OS	<b>[Printer Features]</b> in the <b>[Print]</b> dialog box.

### ❖ Large Capacity Tray

- Select the tray with the following menu:  
Paper Source, see p.9 “Paper Source”

### ❖ Copy Tray, Finisher 3000M (50-Sheet Staples)

- Select the tray with the following menu:  
Destination, see p.10 “Destination Tray”

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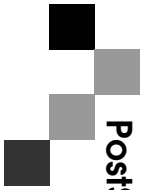
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**PostScript 3 Kit Type 700 Operating Instructions SUPPLEMENT**