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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 before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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Note

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product name of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product name of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Keys on the computer's keyboard.

Sample Print

Use this function to print only the first set of a multiple-set print job. The remaining sets are saved on the optional Hard Disk Drive in the printer. The saved job can be printed or canceled from the printer's control panel.

Important

- If you turn off the power switch, the job that was saved on the Hard Disk Drive will be deleted.

Limitation

- To use this function, the optional Hard Disk Drive must be installed on the printer.

Reference

For more information about settings for a printer driver, see the printer driver's Help file.

Note

- You can identify the file you want to print by the User ID and the time when the job was stored.
- The actual number of pages the printer can save depends on the contents of the print images. The printer can save up to 30 jobs or 2,000 pages for Sample Print and Locked Print. It depends on the data volume.
- If the first set of the sample print file is not as you expected and you do not want to print the remaining sets, delete the sample print file using the control panel.
- If you print the remaining sets of the sample print file, the job in the printer is deleted automatically.

1 From an application, select the menu command to print

The print dialog box appears.

2 Open the Printer Properties.

3. **From the [Job Type:] box, select [Sample Print].**

4. **In the [User ID:] box, type a User ID of up to eight alphanumeric characters.**

Note

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

5. **Click [OK].**

6. **After making all desired settings, click [OK].**

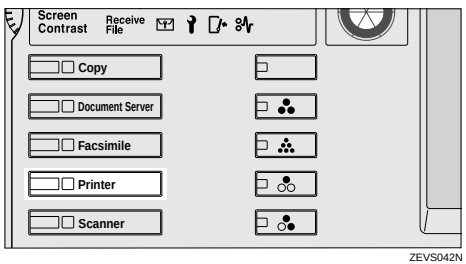
7. **Check the print job, and then select from the control panel whether to print the remaining sets or delete them.**

Reference

⇒ p.7 “Printing the Remaining Sets”
⇒ p.10 “Deleting a Sample Print File”

Printing the Remaining Sets

1 Press the【Printer】key.



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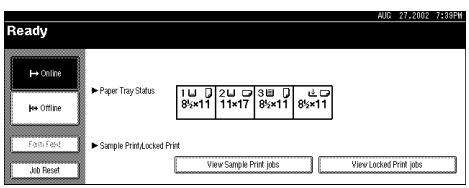
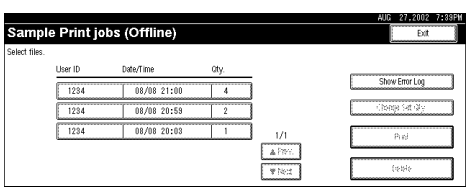
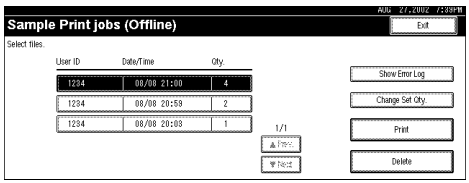
2 Press [View Sample Print Jobs].



The User ID and the time when the job was stored are displayed.



3 **Select the file you want to print.**

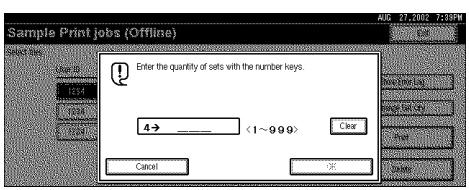


Note

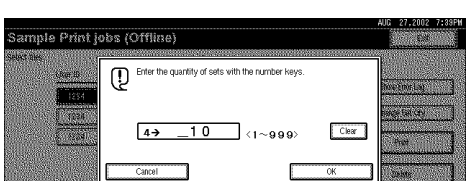
❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **To change the print quantity, follow the procedure below.**

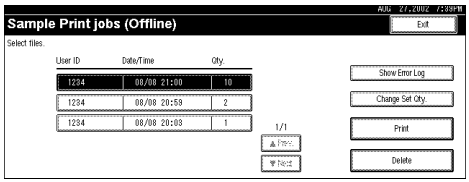
❶ **Press [Change Set Qty].**



❷ **Enter the quantity with the number keys, and then press [OK].**



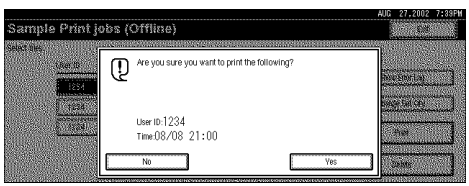
The print quantity is changed and the file list display returns.



5 **Press [Print].**

The display for checking the setting appears.

6 **Press [Yes].**



The document is printed and then deleted from the optional Hard Disk Drive.

Note

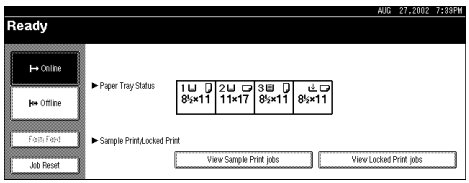
❒ To cancel the print job, press **[No]**.

7 **Press [Exit].**

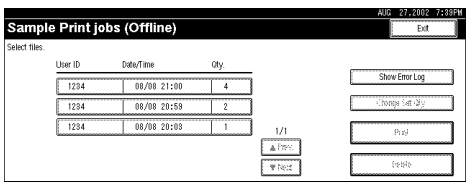
Deleting a Sample Print File

1. **Press the【Printer】key.**

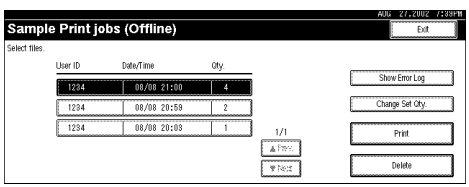
2. **Press [View Sample Print Jobs].**



The User IDs and print request times of the stored documents appear on the display panel.



3. **Select the document to delete.**

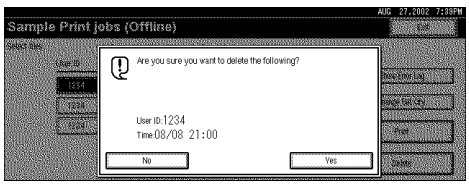


Note

❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Press [Delete].**

A confirmation message appears.



5 **Press [Yes].**

The document is deleted from the optional Hard Disk Drive.

Note

❒ To cancel deletion, press **[No]**.

6 **Press [Exit].**

Checking the Error Log

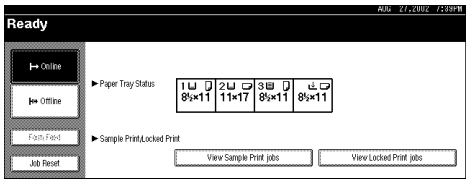
When a print job is not saved on the Hard Disk Drive, it remains in the error log and can be checked using the control panel.

Limitation

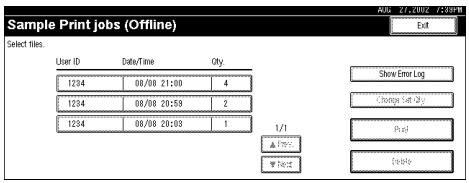
❒ The error log displays up to 20 of the newest jobs. If you turn off the power switch, the log up to then is deleted.

1 **Press the 【Printer】 key.**

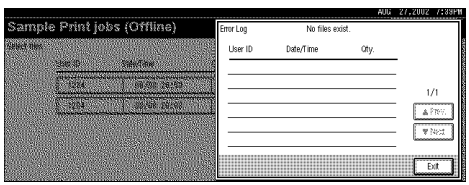
2 **Press [View Sample Print Jobs].**



The User IDs and print request times of the stored documents appear on the display panel.



3 **Press [Show Error Log] to check the error log.**



Note

❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Check the error log, and then press [Exit].**

The display returns to "View Sample Print Jobs".

5 **Press [Exit].**

Locked Print

Use this function to maintain privacy when printing confidential documents. Documents will not be printed out automatically unless a password is entered using the control panel after sending the print job.

Important

❒ If you turn off the power switch, the job that was saved on the Hard Disk Drive will be deleted.

Limitation

❒ To use this function, the optional Hard Disk Drive must be installed on the printer.

Reference

For more information about settings for a printer driver, see the printer driver's Help file.

Note

❒ You can identify the file you want to print by the User ID and the time when the job was stored.

❒ The actual number of pages the printer can save depends on the contents of the print images. The printer can save up to 30 jobs or 2,000 pages for Sample Print and Locked Print. It depends on the data volume.

After the locked print file is printed, the job in the printer is deleted automatically.

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

   The print dialog box appears.

2. **Open the Printer Properties.**

3. **From the [Job Type:] box, select [Locked Print].**

4 **In the [User ID:] box, type a User ID of up to eight alphanumeric characters.**

Note

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

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

5 **In the [Password:] box, type a password of four digits.**

Note

❒ The password must be four digits (0-9).

6 **Command to print.**

The job is saved on the Hard Disk Drive.

7 **Enter the password using the control panel, and then specify whether to print or delete.**

Reference

⇒ p.15 “Printing with Using the Control Panel”

⇒ p.18 “Deleting a Locked Print File”

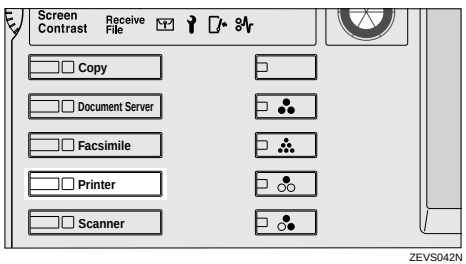
Limitation

❒ Print jobs are not saved on the Hard Disk Drive in the following cases. You can check the Error Log for jobs that were not saved.

- When there are 30 Sample Print and Locked Print jobs saved on the Hard Disk Drive and a 31st job is transmitted.
- The total number of pages saved on the Hard Disk Drive exceeds 2,000 pages.

Printing with Using the Control Panel

1 Press the【Printer】key.



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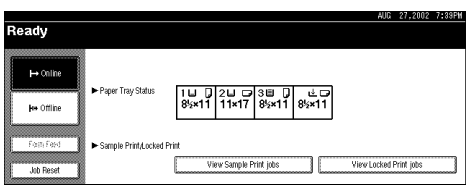
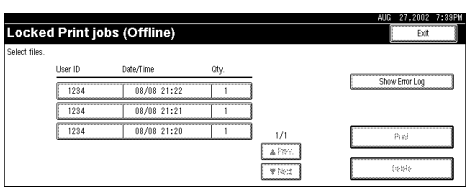
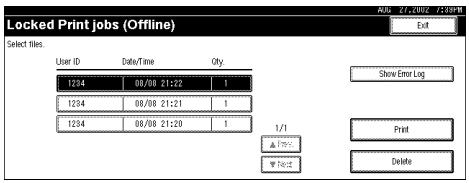
2 Press [View Locked Print Jobs].



The User ID and the time when the job was stored are displayed.



3 **Select the file you want to print.**

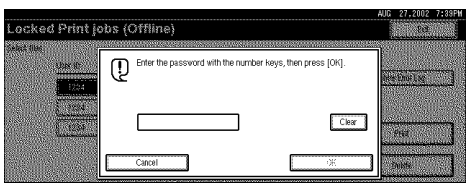


Note

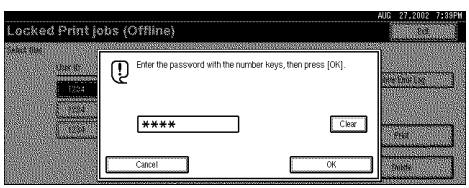
❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Press [Print].**

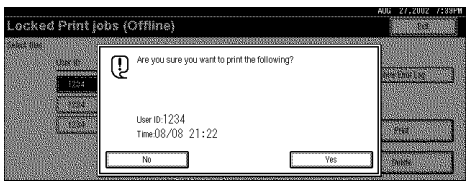
The display for entering a password appears.



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



6 **Press [Yes].**



The document is printed and then deleted from the optional Hard Disk Drive.

Note

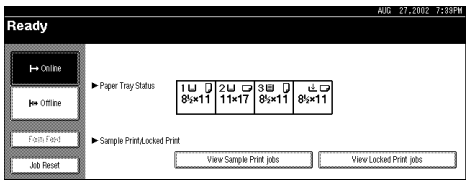
❒ To cancel the print job, press **[No]**.

7 **Press [Exit].**

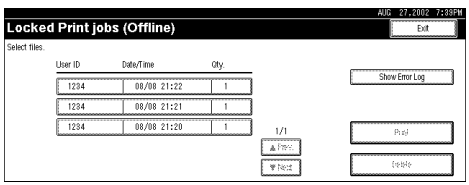
Deleting a Locked Print File

1 **Press the [Printer] key.**

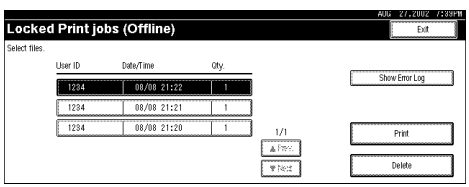
2 **Press [View Locked Print Jobs].**



The User ID and the time when the job was stored are displayed.



3 **Select the document to delete.**

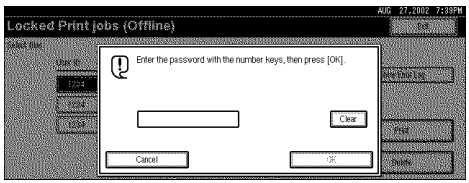


Note

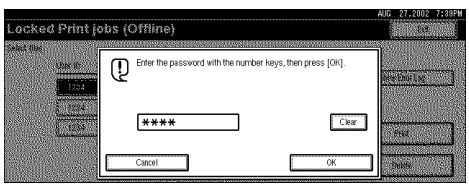
❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Press [Delete].**

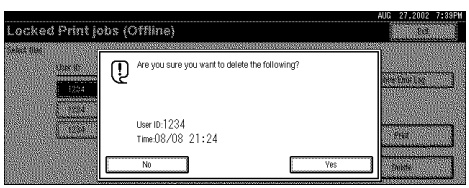
The display for entering a password appears.



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



6 **Press [Yes].**



The document is deleted from the optional Hard Disk Drive.

Note

❒ To cancel deletion, press **[No]**.

7 **Press [Exit].**

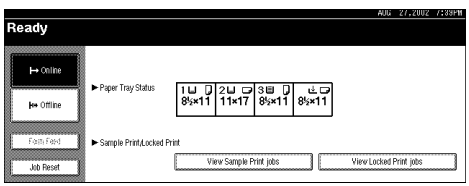
Checking the Error Log

When a print job is not saved on the Hard Disk Drive, it remains in the error log and can be checked using the control panel.

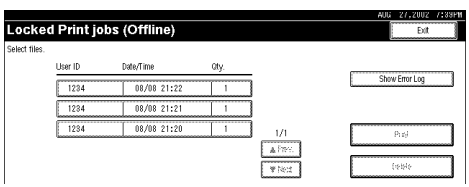
Limitation

❒ The error log displays up to 20 of the newest jobs. If you turn off the printer power, the log up to then is deleted.

1 **Press the【Printer】key.**

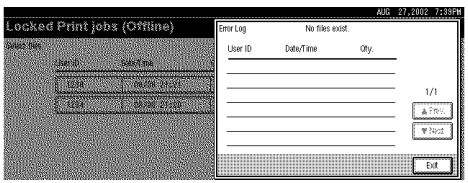


2 **Press [View Locked Print Jobs].**



The User ID and the time when the job was stored are displayed.

3 **Press [Show Error Log] to check the error log.**



Note

❒ Press **[▲Prev.]** or **[▼Next]** to display any documents not appearing on the display panel.

4 **Check the error log, and then press [Exit].**

The display returns to "View Locked Print Jobs".

5 **Press [Exit].**

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