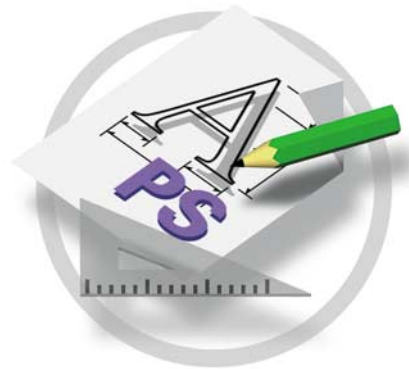


# PostScript 3

## 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 Printer 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. PostScript 3

## Installable Options

The following options are available.

❖ **Tray 3**

PS420 (2000-sheet paper feed unit)  
This consists of 1 tray.

❖ **Tray 3 and 4**

PS440 (1000-sheet paper feed unit)  
This consists of 2 trays.

❖ **Bypass Tray**

Bypass Tray Type 270

❖ **Duplex Unit**

AD380 (duplex unit)

❖ **Finisher**

SR510 (500-sheet finisher) or SR720 (1000-sheet finisher)  
The staple function is available with the finisher.

❖ **Mail Box**

CS370 (mailbox)

❖ **Total Printer Memory**

Memory Unit TypeB (32 MB/64 MB/128 MB)

Up to 128 megabytes of optional memory can be installed in this printer, giving a total maximum of 160 megabytes.

## Setting Up Options

To use the installed options, 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 Name
Windows 95/98/Me	[Device Options] tab
Windows 2000	[Device Settings] tab in the Printer Properties
Windows NT 4.0	[Device Settings] tab in the Printer Properties

### Note

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

### Limitation

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

### ❖ Macintosh

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

### Reference

For more information about setting up options, see the Setup Guide.

# 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 the tray containing paper to print on.

Windows 95/98/Me	<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 in the Document Defaults Properties
Macintosh	<b>[General]</b> in the print dialog box

## ❖ Destination Tray

The following table shows the tabs or menus where you can select where prints are delivered.

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

## ❖ Duplex Printing

Use this function to print on both sides of the paper.

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

Windows 95/98/Me	<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>[Print on Both Sides (Duplex Printing)]</b> on the <b>[Page Setup]</b> tab in the Document Defaults Properties
Macintosh	<b>[Print on Both Sides]</b> in <b>[Layout]</b> in the print dialog box

❖ **Resolution**

Use this function to set the resolution in dots per inch. The available options are 300 dpi and 600 dpi.

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

Windows 95/98/Me	[Graphics] tab
Windows 2000	[Print Quality] in [Graphic] in [Advanced Options] on the [Layout] or [Paper/Quality] tab in the Printing Preferences Properties
Windows NT 4.0	[Graphic] on the [Advanced] tab in the Document Defaults Properties
Macintosh	[Printer Specific Options] in the print dialog box

❖ **Collate**

With this function, 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/Me	[Printer features] on the [Device Options] tab
Windows 2000	[Printer Features] in [Advanced Options] on the [Layout] or [Paper/Quality] tab in the Printing Preferences Properties
Windows NT 4.0	[Printer Features] in [Document Options] on the [Advanced] tab in the Document Defaults Properties
Macintosh	[Printer Specific Options] 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 collation from the Print window of your application to prevent the entire job from being stapled together.

📌 **Limitation**

- To use this function, SR510 (500-sheet finisher) or SR720 (1000-sheet finisher) must be installed on the printer.



### ❖ SR510 (500-sheet finisher)

- Off  
Disables stapling.
- Top Left  
Staples prints on the top left side. The staple is placed parallel to the left side.
- Top Right  
Staples prints on the top right side. The staple is placed parallel to the right side.
- Bottom Left  
Staples prints on the bottom left side. The staple is placed parallel to the left side.
- Bottom Right  
Staples prints on the bottom right side. The staple is placed parallel to the right side.

### ❖ SR720 (1000-sheet finisher)

- Off  
Disables stapling.
- Top Left  
Staples prints on the top left side. The staple is placed at a 45 degree angle to the left side.
- Top Right  
Staples prints on the top right side. The staple is placed at a 45 degree angle to the left side.
- Bottom Left  
Staples prints on the bottom left side. The staple is placed at a 45 degree angle to the left side.
- Bottom Right  
Staples prints on the bottom right side. The staple is placed at a 45 degree angle to the left side.

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

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

❖ **Print Mode**

Use this function to improve the print quality of text and graphics, and to reduce the amount of toner used when printing.

The available options are as follows:

- **Through**  
Choose to disable “Edge Smoothing” and “Toner Saving”.
- **Edge Smoothing**  
Indentations in curved lines are automatically smoothed to produce a cleaner appearance.
- **Toner Saving**  
The amount of toner used in a print job will be reduced by about half. While this increases 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/Me	[Printer features] on the [Device Options] tab
Windows 2000	[Printer Features] in [Advanced Options] on the [Layout] or [Paper/Quality] tab in the Printing Preferences Properties
Windows NT 4.0	[Printer Features] in [Document Options] on the [Advanced] tab in the Document Defaults Properties
Macintosh	[Printer Specific Options] in the print dialog box

❖ **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. The saved job can be printed or canceled from the operation panel of the printer.

 **Important**

To use this function, Printer Hard Disk Type 185 is required.

 **Note**

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

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
Windows 2000	[Job Type] on the [Job/Log] tab in the Printing Preferences Properties
Windows NT 4.0	[Job Type] on the [Job/Log] tab in the Document Defaults Properties
Macintosh	[Job Log] in the print dialog box

## ❖ Locked Print

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

### Important

- To use this function, Printer Hard Disk Type 185 is required.

### Note

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

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

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
Windows 2000	[Job Type] on the [Job/Log] tab in the Printing Preferences Properties
Windows NT 4.0	[Job Type] on the [Job/Log] tab in the Document Defaults Properties
Macintosh	[Job Log] in the print dialog box

## ❖ User Code

Use this function to keep a record of the number of pages printed under each User Code set in each installed printer driver.

### Note

- The User Code can consist of up to eight digits (0-9).

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

Windows 95/98/Me	[Job Log and Count] on the [Job Log] tab
Windows 2000	[Job Log] on the [Job/Log] tab in the Printing Preferences Properties
Windows NT 4.0	[Job Log] on the [Job/Log] tab in the Document Defaults Properties
Macintosh	[Job Log and Count] in [Job Log] in the print dialog box

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## Collate, Staple, Print Mode

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Follow the steps below to print a document using “Collate”, “Staple” or “Print Mode”.

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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.

**3** Click 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].

**7** After making all of the settings you want, click [OK].

**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 the [Layout] or [Paper Quality] tab, and click the [Advanced] button.

**4** From [Printer Features] in [Document Options], select the function you want to use.

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

**6** Click [OK].

**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** Click the [Advanced] tab.

- 4** From [Printer Features] in [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.

- 5** Use the [Change settings] box to select the appropriate setting.

- 6** After making all of the settings you want, click [OK].

- 7** 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].

## Sample Print

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

### Limitation

- To use this function, Printer Hard Disk Type 185 is required.
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### Windows 95/98/Me, Windows 2000, 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 pages 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 the [Job Log] or [Job/Log] tab.

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

### **6** After making all of the settings you want, click [OK].

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

The sample print job is sent to the printer and the first set is printed.

### **8** Check the output to confirm whether the settings are acceptable.

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

If not, you can delete the saved job. ⇒ P.12 “Deleting a sample print file”

### **9** On the operation panel of the printer, press [Menu].

### **10** From “Main Menu”, select “Sample Print” and press [Enter #].

### **11** Select the file you want to print and press [Enter #].

#### Note

- You can identify the file you want to print by the User ID entered in step **4** and the time when the job was saved.

**12** From "Select Mode", select "Print File" and press **[Enter #]**.

**13** Press **[Enter #]**.

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## Macintosh

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### Note

- The plug-in module must be installed. For more information about installing the plug-in module, see the Setup Guide.

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

The print dialog box appears.

**2** From the list box, select **[Job Log]**.

**3** 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.

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

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

The sample print job is sent to the printer and the first set is printed.

**6** Check the output to confirm whether the settings are acceptable.

If the settings are OK, go to step **7** to print the rest of the print job.

If not, you can delete the saved job. ⇒ P.12 "Deleting a sample print file"

**7** On the operation panel of the printer, press **[Menu]**.

**8** From "Main Menu", select "Sample Print" and press **[Enter #]**.

**9** Select the file you want to print and press **[Enter #]**.

### Note

- You can identify the file you want to print by the User ID entered in step **3** and the time when the job was saved.

**10** From "Select Mode", select "Print File" and press **[Enter #]**.

**11** Press **[Enter #]**.

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## Deleting a sample print file

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

- 1** On the operation panel of the printer, press **[Menu]**.
- 2** From "Main Menu", select "Sample Print" and press **[Enter #]**.
- 3** Select the file you want to delete and press **[Enter #]**.

 **Note**

- You can identify the file you want to delete by the User ID and the time when the job was saved.

- 4** From "Select Mode", select "Delete File" and press **[Enter #]**.
- 5** Press **[Enter #]**.

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## Locked Print

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

 **Limitation**

- To use this function, Printer Hard Disk Type 185 is required.

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## Windows 95/98/Me, Windows 2000, 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, locked print jobs are automatically collated by the printer driver. If a collate option is selected from the application print dialog box, more pages 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 the **[Job Log]** or **[Job/Log]** tab.
- 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** From the [Job Type:] box, select [Locked Print].
- 6** In the [Password:] box, type a password of four digits.

 **Note**

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

- 7** After making all of the settings you want, click [OK].
- 8** Start printing from the application's print dialog box.  
The locked print job is sent to the printer.
- 9** On the operation panel of the printer, press [Menu].
- 10** From "Main Menu", select "Locked Print" and press [Enter #].
- 11** Select the file you want to print and press [Enter #].

 **Note**

- You can identify the file you want to print by the User ID entered in step **4** and the time when the job was saved.

- 12** From "Select Mode", select "Print File" and press [Enter #].
- 13** Enter the password you entered in step **6** and press [Enter #].

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## Macintosh

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 **Note**

- The plug-in module must be installed. For more information about installing the plug-in module, see the Setup Guide.

- 1** From an application, select the menu command to print.  
The print dialog box appears.
- 2** 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.

- 3** From the list box, select [Locked Print].
- 4** In the [Password:] box, type a password up to four digits.

 **Note**

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

**5** Click **[Print]**.

The locked print job is sent to the printer.

**6** On the operation panel of the printer, press **[Menu]**.**7** From "Main Menu", select "Locked Print" and press **[Enter #]**.**8** Select the file you want to print and press **[Enter #]**. **Note**

- You can identify the file you want to print by the User ID entered in step **2** and the time when the job was saved.

**9** From "Select Mode", select "Print File" and press **[Enter #]**.**10** Enter the password you entered in step **4** and press **[Enter #]**.

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**Deleting a locked print file**

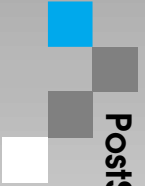
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**1** On the operation panel of the printer, press **[Menu]**.**2** From "Main Menu", select "Locked Print" and press **[Enter #]**.**3** Select the file you want to delete and press **[Enter #]**. **Note**

- You can identify the file you want to delete by the User ID and the time when the job was saved.

**4** From "Select Mode", select "Delete File" and press **[Enter #]**.**5** Enter the password and press **[Enter #]**.**6** Press **[Enter #]**.





**PostScript 3 Operating Instructions Supplement**

