



KONICA MINOLTA

# **bizhub 306/266** **USER'S GUIDE**

 Print







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# Introduction





# 1 Introduction

## 1.1 Welcome

Thank you for purchasing this machine.

This User's Guide describes the functions, operating instructions, precautions for correct operation, and simple troubleshooting guidelines of this machine. In order to obtain maximum performance from this product and use it effectively, please read this User's Guide as necessary.

### 1.1.1 User's guides

User's guide CD/DVD manuals	Overview
[Quick Guide]	This manual describes operating procedures and the most frequently used functions in order to enable you to begin using this machine immediately.
[User's Guide Copy]	This manual describes details on copy mode operations and the settings of this machine. <ul style="list-style-type: none"> <li>• Specifications of originals and copy paper</li> <li>• Copy function</li> <li>• Maintaining this machine</li> <li>• Troubleshooting</li> </ul>
[User's Guide Fax]	This manual describes details on fax mode operations and settings. <ul style="list-style-type: none"> <li>• G3 fax function</li> <li>• Internet Fax</li> <li>• PC-FAX</li> </ul>
[User's Guide Print]	This manual describes details on printer functions. <ul style="list-style-type: none"> <li>• Printer function</li> <li>• Setting the printer driver</li> <li>• USB Direct Print</li> <li>• Mobile Print</li> </ul>
[User's Guide Scan]	This manual describes details on scan functions. <ul style="list-style-type: none"> <li>• Scan Function</li> <li>• Setting the TWAIN/WIA scan driver</li> <li>• Network scan (E-mail TX, FTP TX, SMB TX, and mobile TX)</li> <li>• Scan to USB</li> </ul>
[User's Guide Network Administrator]	This manual describes details on setting methods for each function using the network connection. <ul style="list-style-type: none"> <li>• Network settings</li> <li>• Settings using <b>Web Connection</b></li> </ul>
[Trademarks/Copyrights]	This manual describes details on trademarks and copyrights. <ul style="list-style-type: none"> <li>• Trademarks and copyrights</li> </ul>

### 1.1.2 User's Guide

This User's Guide is intended for users ranging from those using this machine for the first time to administrators.

It describes basic operations, functions that enable more convenient operations, maintenance procedures, simple troubleshooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the product is required to enable users to perform maintenance work or troubleshooting operations. Limit your maintenance and troubleshooting operations to the areas explained in this manual.

Should you experience any problems, please contact your service representative.

## 1.2 Conventions used in this manual

### 1.2.1 Notations and symbols used in this manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

#### Symbols used in this manual

---

##### **WARNING**

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.
- 

##### **CAUTION**

- This symbol indicates that a failure to heed the instructions may lead to mishandling that may cause injury or property damage.
- 

##### **NOTICE**

*This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.*

##### **Tips**

This symbol indicates supplemental information of a topic as well as options required to use a function.

##### **Note**

This symbol indicates supplemental information of a topic.

##### **Reference**

*This symbol indicates reference functions related to a topic.*

##### **Related setting**

This shows the settings related to a particular topic for any user.

##### **Related setting (for the administrator)**

This shows the settings related to a topic only for administrators.

#### Procedural instruction

- ✓ This check mark indicates an option that is required in order to use conditions or functions that are prerequisite for a procedure.

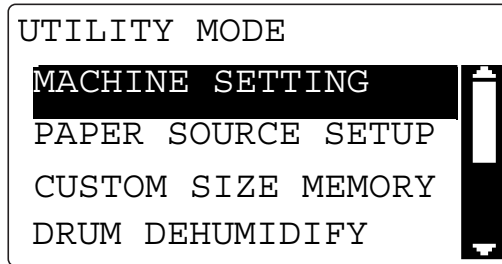
**1** This format number "1" represents the first step.

**2** This format number represents the order of serial steps.

- This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using illustrations.

→ This symbol indicates transition of the **Display** to access a desired menu item.



This symbol indicates a desired page.



### Reference

*This symbol indicates a reference.*

*View the reference as required.*

## Product and key names

Notations used in this manual	Description
[ ]	An item enclosed in brackets [ ] indicates a key name on the <b>Display</b> or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the <b>Control Panel</b> .

## Notations of application names

This manual describes application names as shown below.

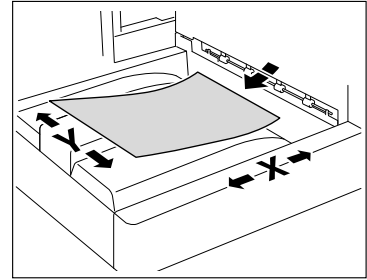
Application name	Notations used in this manual
PageScope Web Connection	<b>Web Connection</b>
PageScope Mobile (for iPhone/iPad/Android)	<b>Mobile (for iPhone/iPad/Android)</b>

## 1.2.2 Original and paper indications

### Original and paper sizes

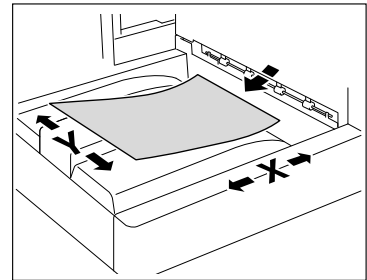
The following explains the indication for originals and paper described in this manual.

When indicating the original or paper size, the Y side represents the width and the X side the length.

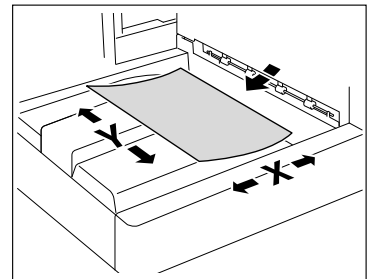


### Original and paper indications

☐ indicates the paper size with the length (X) being longer than the width (Y).



☐ indicates the paper size where the length (X) is shorter than the width (Y).



---



# 2

## Overview



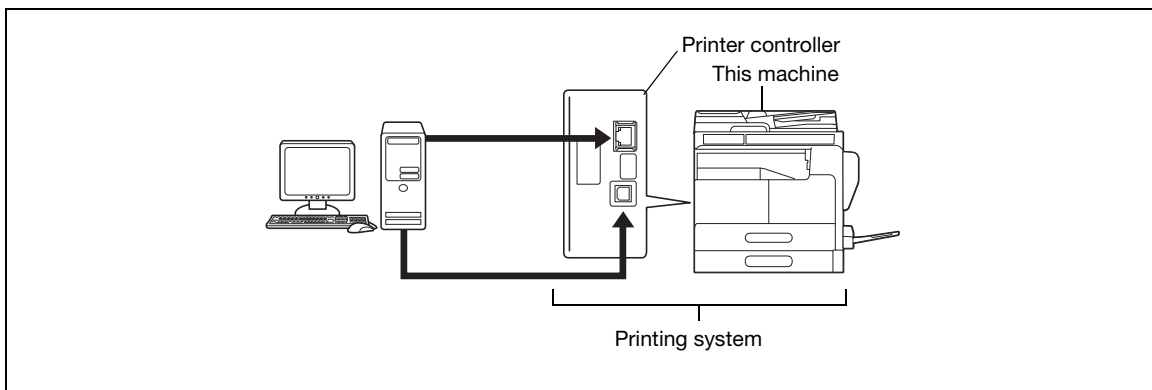
## 2 Overview

### 2.1 Printer Controller

The printer controller is a device that enables the printing function on this machine.

#### 2.1.1 Roles of the printer controller

Incorporating the printer controller enables this machine to function as a printing system, which enables printing through the use of applications loaded on the computer connected to this machine. When using this machine as a network printer, you can print using applications loaded on the computer.



The printer controller provides the following functions:

- Printing data sent from a printer driver on a computer
- Printing via the network using Web service (Windows Vista/7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2), LPR or IPP printing
- Configuring settings for this machine and the printer controller from a client computer via the network (using a Web browser)
- Controlling the number of pages to be printed (Account Track functions)
- Fax transmission direct from a computer (PC-FAX transmission)



#### Reference

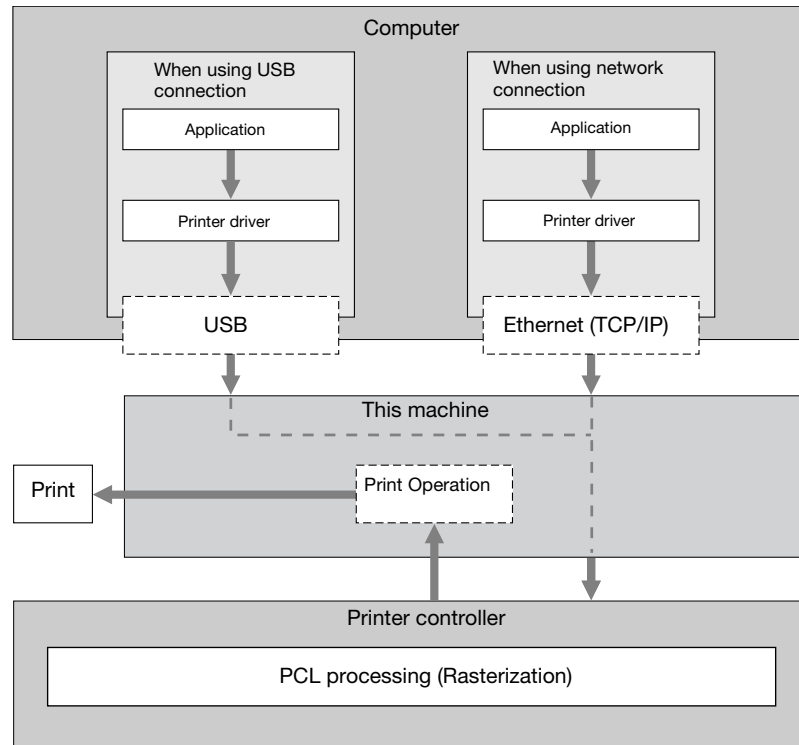
The PC-FAX transmission requires optional **Fax Kit FK-510** and **Extended Operation Panel MK-750**. For details on the PC-FAX transmission, refer to the [User's Guide Fax].

### 2.1.2 Flow of printing

The following outlines the flow of operations for using this printing system as a printer.

Print data sent from an application is received by the printer driver.

The data is sent to this machine via the USB interface for USB connection or Ethernet (TCP/IP) for network connection. Then the data is passed from this machine to the printer controller. The printer controller rasterizes images (expands output target characters and images to bitmap data). This data is printed from this machine.



When a print job is received during copying, the data is stored in the memory of this machine. When the copying is completed, the print job is automatically printed.



## 2.2 Operating environment

This section describes the system requirements for using the printing system including the printer controller, and the interfaces used for connection.

### 2.2.1 Connectable computers and operating systems

Ensure that the computer to be connected meets the following conditions.

#### For Windows

##### Connectable computers and operating systems

Operating system	Windows Vista (x86/x64, SP2 or later) Windows Server 2008 (x86/x64) Windows Server 2008 R2 (x64) Windows 7 (x86/x64, SP1 or later) Windows 8.1 (x86/x64) Windows 10 (x86/x64) Windows Server 2012 Windows Server 2012 R2
CPU	Any processor of the same or higher specifications as recommended for your operating system.
Memory	Memory capacity as recommended for your operating system. Sufficient memory resource is required for your operating system and the applications to be used.
Drive	CD/DVD-ROM drive

## 2.2.2 Interface used for connection

To connect this printing system to the computer, the following interfaces can be used.

### USB interface

Use this interface to use this printing system via a USB connection. The USB interface can be connected to a computer running Windows. A USB cable is required for connection. Use a type A (4 pin, male) or type B (4 pin, male) USB cable.

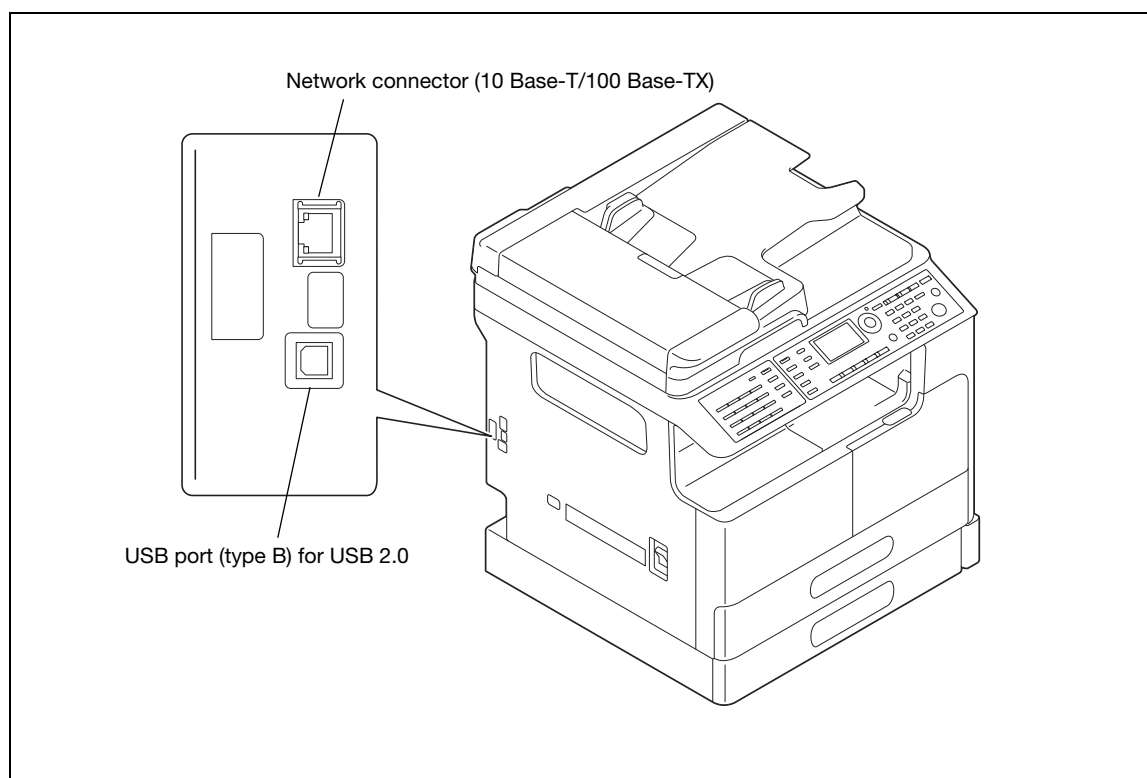
### Ethernet

Use this interface to use this printing system via a network connection. It supports 100Base-TX and 10Base-T standards. In addition, TCP/IP (LPD/LPR, IPP) and Web service protocols are supported.

### Connection diagram

The printer cables are connected to each port on this machine.

Left side of the machine



## 2.3 Setup procedure

To use this printing system, you must complete the setup in advance.

The setup refers to a series of procedures for connecting the machine to the computer and installing the printer driver to the computer.

Perform the setup using the following procedures.

### 2.3.1 For local connection (USB port)

- 1 Connect this machine to the computer.
- 2 Install the printer driver.
  - When you install the printer driver, WIA and TWAIN scan drivers are installed at the same time.

### 2.3.2 For network connection

- 1 Connect this machine to the computer.
- 2 Check that the computer to be used is connected to the network.
- 3 Specify the IP address of this machine, and then connect it to the network.
- 4 Change the network settings for this machine according to the connection method or protocol.
  - LPR: From [TCP/IP Configuration]-[LPD Setting], enable LPD printing.
  - Port 9100: In [IPv4 Configuration], enable the RAW port number (initial setting: [9100]).
  - IPP: In [IPP Configuration], enable IPP printing.
  - Web Service Print: In [WSD Configuration], enable [Use WSD Browsing].
  - When you install the printer driver, WIA and TWAIN scan drivers are installed at the same time.
- 5 Install the printer driver.
  - Specify the network port for the printer driver according to the connection method or protocol.

#### Tips

After installing the printer driver, perform test print to make sure that the connections are made properly.

#### Reference

For details on the network settings, refer to the [User's Guide Network Administrator].

The procedure for installing the printer driver varies depending on the connection method, operating system of the computer, and printer driver. For details, refer to page 3-3.

To update an existing printer driver, uninstall it first. For details, refer to page 3-7.



---



## **Installing the Printer Driver (for Windows)**



## 3 Installing the Printer Driver (for Windows)

### 3.1 Printer drivers compatible with respective operating systems

Before using this printing system, you must install the printer driver.

The following lists the printer drivers included on the CD/DVD and the supported operating systems. Select the required printer driver.

Printer driver	Page description language	Supported Operating Systems
PCL driver	PCL	Windows Vista (x86/x64, SP2 or later) Windows Server 2008 (x86/x64) Windows Server 2008 R2 (x64) Windows 7 (x86/x64, SP1 or later) Windows 8.1 (x86/x64) Windows 10 (x86/x64) Windows Server 2012 Windows Server 2012 R2
XPS driver	XPS	Windows Vista (x86/x64, SP2 or later) Windows Server 2008 (x86/x64) Windows Server 2008 R2 (x64) Windows 7 (x86/x64, SP1 or later) Windows 8.1 (x86/x64) Windows 10 (x86/x64) Windows Server 2012 Windows Server 2012 R2

#### Tips

- Select the page description language according to the application used for printing.
- Either of the installer or Add Printer Wizard can be used to install the printer driver.
- The XPS driver does not support account track functions. If you are using account track functions on this machine, use another driver.

## 3.2 Installation using installer

The installer automatically detects the printer on the same TCP/IP network as your computer or the machine connected via USB to your computer, and allows you to install the required printer driver. You can also install the printer driver by manually specifying the connection destination.

The printer drivers that can be installed using the installer are PCL driver or XPS driver.

### 3.2.1 Operating environment of the installer

Operating environment	
Operating system	Windows Vista (x86/x64, SP2 or later) Windows Server 2008 (x86/x64) Windows Server 2008 R2 (x64) Windows 7 (x86/x64, SP1 or later) Windows 8.1 (x86/x64) Windows 10 (x86/x64) Windows Server 2012 Windows Server 2012 R2
CPU	Any processor of the same or higher specifications as recommended for your operating system
Memory	Memory capacity as recommended for your operating system Sufficient memory resource is required for your operating system and the applications to be used.

#### Tips

- Administrator authority is required for installation.
- If a wizard window for adding new hardware opens when using USB connection, click [Cancel].
- When you install the printer driver, WIA and TWAIN scan drivers are installed at the same time.
- The installer does not support installation in IPv6 environments.

### 3.2.2 For USB connection

#### Changing the installation settings (Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2)

If you are using Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2, change the computer settings before installing the printer driver.

- 1 Open the [Control Panel] window.
  - In Windows 8.1/10/Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] when a menu is displayed.
  - In Windows 7/Server 2008 R2, open the Start menu, then click [Control Panel].
- 2 Click [System and Security] - [System].
- 3 Click [Advanced system settings] on the menu in the left-hand pane.  
The [System Properties] window appears.
- 4 In the [Hardware] tab, click [Device Installation Settings].
- 5 Select [No, let me choose what to do], select [Never install driver software from Windows Update.], then click [Save Changes].
  - After you have installed the printer driver, change the setting back to [Yes, do this automatically (recommended)].
- 6 Click [OK] to close the [System Properties] window.



## Install Procedure

The USB cable must be connected during the last installation step. Do not connect the USB cable to this machine until a message appears on the screen instructing you to connect the cable.

- 1** Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
  - The required CD/DVD-ROM varies depending on the printer driver. Select the CD/DVD-ROM corresponding to the printer driver used.
- 2** Open the printer driver folder on the CD/DVD-ROM, and double-click [Setup.exe].
  - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.The installer starts.
- 3** Select a language, then click [OK].
- 4** Click [Next].
- 5** After checking all terms in the license agreement, select [I accept the terms of the License Agreement], then click [Next].
  - If you disagree, you will not be able to install the driver.
- 6** Select this machine in [Select Model].
  - To install the XPS driver, Select [KONICA MINOLTA XXX PCL XPS].
- 7** Select port [USB] to connect, then click [Next].

The installation starts.
- 8** When a message appears instructing you to connect the USB cable, connect the USB cable between the computer and this machine.
  - If the window instructing you to connect the USB cable does not appear, operate according to the instructions on the currently displayed window.
- 9** Click [Finish].

### 3.2.3 For network connection

To use this machine as part of a network, connect the computer with this machine via the network and check the IP address and RAW port number (initial setting: [9100]) before installing the printer driver.



#### Reference

The IP address and RAW port number can be checked in [IPv4 Configuration]. For details on the network settings, refer to "Network settings" of [User's Guide Network Administrator], and **Web Connection** - [Network] - [TCP/IP Configuration] and [Network]-[IPv4 Configuration].

- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
  - The required CD/DVD-ROM varies depending on the printer driver. Select the CD/DVD-ROM corresponding to the printer driver used.
- 2 Open the printer driver folder on the CD/DVD-ROM, and double-click [Setup.exe].
  - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.The installer starts.
- 3 Select a language, then click [OK].
- 4 Click [Next].
- 5 After checking all terms in the license agreement, select [I accept the terms of the License Agreement], then click [Next].
  - If you disagree, you will not be able to install the driver.
- 6 Select this machine in [Select Model].
  - To install the XPS driver, Select [KONICA MINOLTA XXX PCL XPS].
- 7 Select port [Network] to connect, and click [Search].

The connected machine is automatically detected.
- 8 Select the IP address of the machine, then click [OK].
- 9 Click [Next].
  - If the machine is not detected by [Search], you can enter the IP address directly.The installation starts.
- 10 Click [Finish].

## 3.3 Manually uninstalling the printer driver

If the printer driver was installed without using the installer, manually uninstall the printer driver.

- 1** Display the printer window.
  - In Windows 8.1/10, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware and Sound] - [View devices and printers] when a menu is displayed.
  - In Windows Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware] - [View devices and printers] when a menu is displayed.
  - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].
  - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
- 2** Click the icon of the printer driver to be uninstalled.
- 3** Uninstall the printer driver.
  - In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2, click [Remove device] on the toolbar.
  - In Windows Vista/Server 2008, press the [Delete] key on the computer keyboard.
- 4** From then on, follow the on-screen instructions to carry out operations.

When the printer driver has been uninstalled, the icon disappears from the window.
- 5** Open [Server Properties].
  - In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2, select a different printer, and click [Print server properties] on the toolbar.
  - In Windows Vista/Server 2008, right-click on the area that has nothing displayed in the [Printers] window, click [Run as administrator] - [Server Properties].
  - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
- 6** Click [Drivers] tab.
- 7** From the [Installed printer drivers:] list, select the printer driver to be uninstalled, then click [Remove].
- 8** Select [Remove driver and driver package.] in the dialog box for confirming to remove the target, then click [OK].
- 9** In the dialog box for confirming if you are sure to remove the printer, click [Yes].
- 10** Click [Delete].
- 11** Click [OK].
- 12** Close the open windows, and then restart the computer.
  - Be sure to restart the computer.Uninstallation of the printer driver is then completed.



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# 4

## Setting the PCL Printer Driver



## 4 Setting the PCL Printer Driver

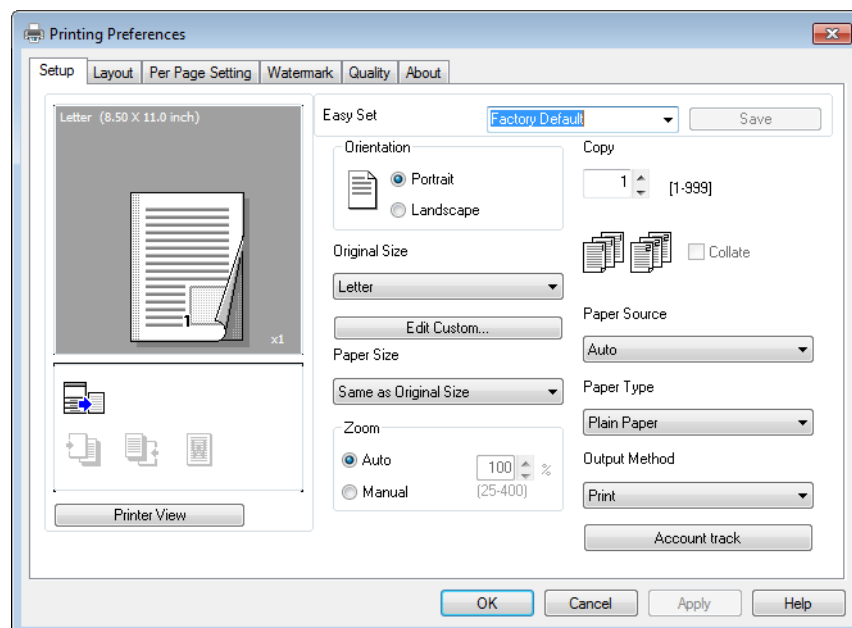
This chapter describes the functions that can be configured with the printer driver when data is printed from the computer.

### 4.1 Printer driver setting window

#### 4.1.1 Displaying the setting window

From the Windows [Printers], [Devices and Printers], or [Printers and Faxes] window, select the printer to display a dialog box for setting the printer driver. The settings configured in this dialog box will apply to all application software programs.

- 1 Open the [Printers], [Devices and Printers], or [Printers and Faxes] window.
  - In Windows 8.1/10, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware and Sound] - [View devices and printers] when a menu is displayed.
  - In Windows Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware] - [View devices and printers] when a menu is displayed.
  - In Windows 7/Server 2008 R2, click [Start], then [Devices and Printers]. In Windows 7/Server 2008 R2, if [Devices and Printers] is not displayed in the Start menu, open [Control Panel] from the Start menu, and select [Hardware and Sound] - [View devices and printers].
  - In Windows Vista, click [Start] to open [Control Panel], and select [Hardware and Sound] - [Printers].
- 2 Right-click the icon of the installed printer, then click [Printing Preferences].  
The screen for setting up the printer driver appears.



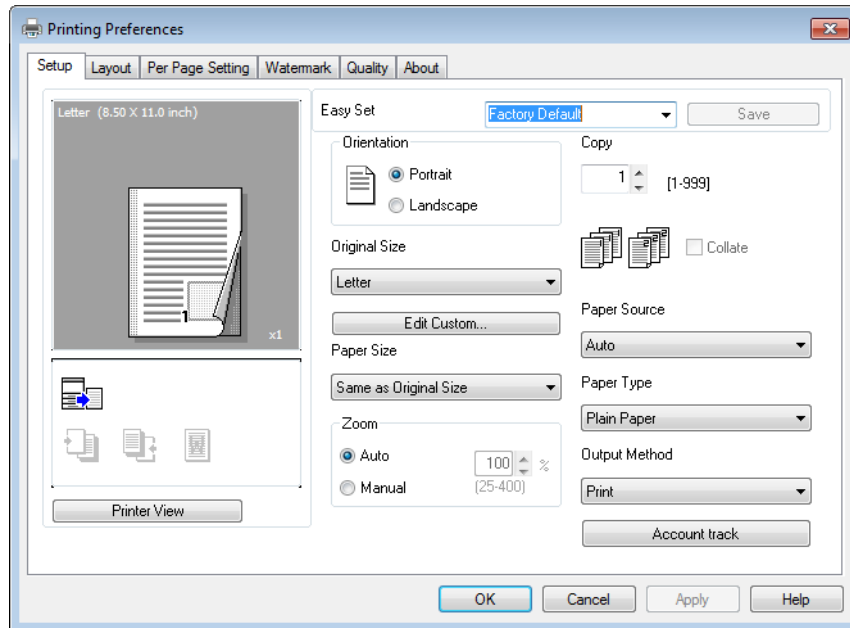
#### Tips

- To change settings for each print job, click [Properties] (or [Preferences]) in the [Print] window displayed when a function such as [Print] is specified by an application software program. The settings configured by properties in the [Print] window are temporal and, when the application software exits, it will return to the settings configured in the printer driver setting dialog box.
- The [Easy Set] function is available that can register the changed driver settings and invoke them if necessary. For details, refer to page 4-8.

- To display the [Device Options] tab, right-click the icon of the printer installed in the [Printers], [Devices and Printers], or [Printers and Faxes] window, and select [Properties] or [Printer properties].

### 4.1.2 Print settings window

A print function can be specified using the printer driver.



#### Tips

To display the print settings window, right-click the icon of the printer installed in the [Printers], [Devices and Printers], or [Printers and Faxes] window, and select [Printer Preferences].

Tab Name	Functions
[Setup]	Specify the orientation, the number of copies, and other basic print functions.
[Layout]	Specify combination, 2-sided print, booklet print, and other functions.
[Per Page Setting]	Specify the front cover or back cover.
[Watermark]	Specify the watermark (character stamp).
[Quality]	Specify the print quality.
[About]	Displays the printer driver version information.

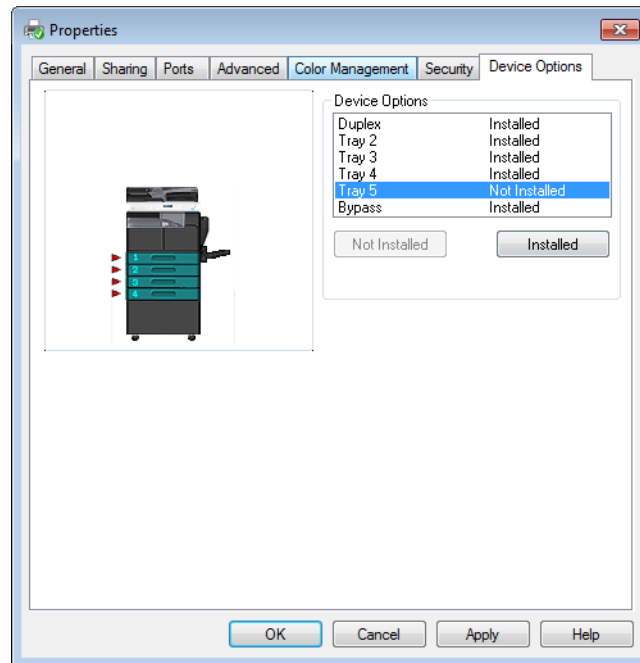


### 4.1.3 Properties window

The printer driver properties dialog box can be used to specify the installation status of device options.

#### Tips

Any options that are installed on the machine but not configured on the [Device Options] tab cannot be used by the printer driver. Be sure to configure the settings for the installed options.



#### Tips

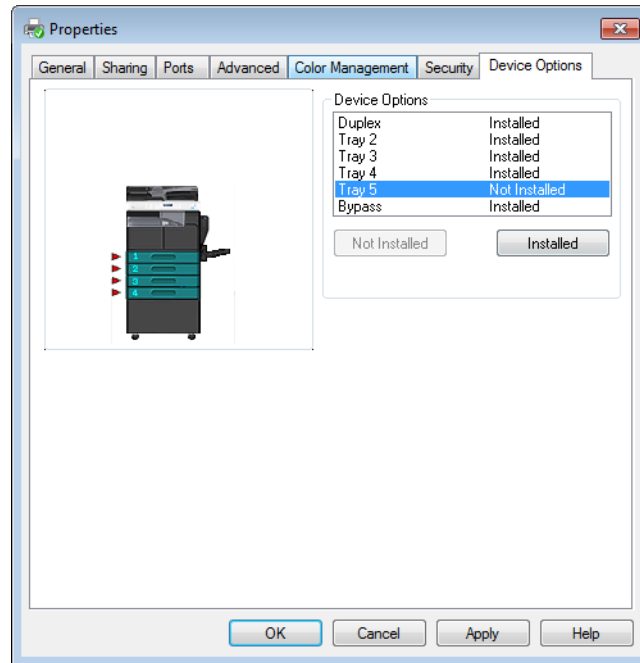
To display the [Device Options] tab, right-click the icon of the printer installed in the [Printers], [Devices and Printers], or [Printers and Faxes] window, and select [Properties] or [Printer properties].

## 4.2 [Device Options] tab

Configure the option installation status to make the functions of the machine available from the printer driver.

### Tips

Any options that are installed on the machine but not configured on the [Device Options] tab cannot be used by the printer driver. Be sure to configure the settings for the installed options.



### 4.2.1 [Device Options]

Specify the installed options.

In the [Device Options] list, select an installed option and click [Installed] to install the option. Select an installed option and click [Not Installed] to restore the [Not Installed] status.

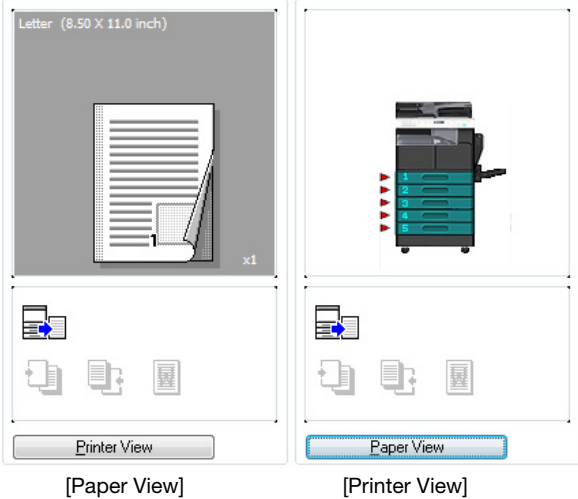
### Tips

If [Tray 3] to [Tray 5] are set to [Installed], [Tray 2] to the specified tray can be collectively set to [Installed].

## 4.3 Common operations

This section describes the buttons common to dialog boxes and the settings common to tabs. Buttons actually displayed may vary depending on the operating system.

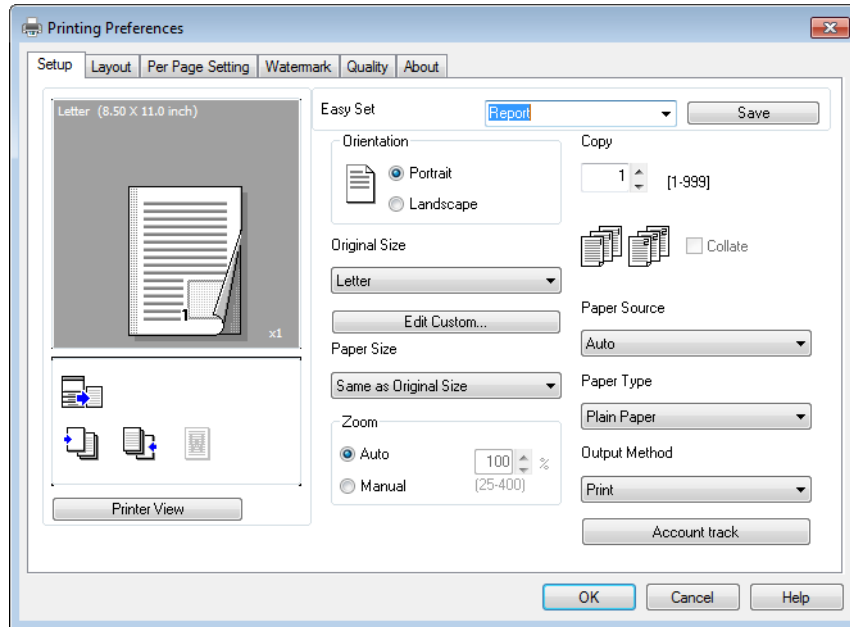
### 4.3.1 Common settings

Button Name	Functions
[OK]	Click this button to enable changed settings and close the properties window.
[Cancel]	Click this button to disable (cancel) changed settings and close the properties window.
[Apply]	Click this button to enable the changed settings without closing the setting window. This button does not appear in the setting window invoked by [Properties] (or [Preferences]) from the [Print] window of the application software.
[Help]	Click this button to display Help of the items in the displayed window.
[Paper View]/[Printer View]	<p>Displays paper setup or the machine status.</p> <p>The button at the lower left of the view can toggle between [Paper View] and [Printer View] for selection.</p> <p>Selecting [Paper View] displays the sample page layout based on current settings for checking the output result image.</p> <p>Selecting [Printer View] displays a printer figure showing the options installed on the machine such as paper trays, and displays the paper trays selected in [Paper Source] on the [Setup] tab in light blue.</p> 
[Easy Set]	Click this button to save current settings so that they can be recalled later.

### 4.3.2 Saving the settings ([Easy Set])

The current settings can be saved and invoked later when you want to use them again.

- 1 Change the driver settings in the [Setup], [Layout], or other tab.
- 2 Enter the registration name in the [Easy Set] field.



- 3 Click [Save].  
The settings are saved.

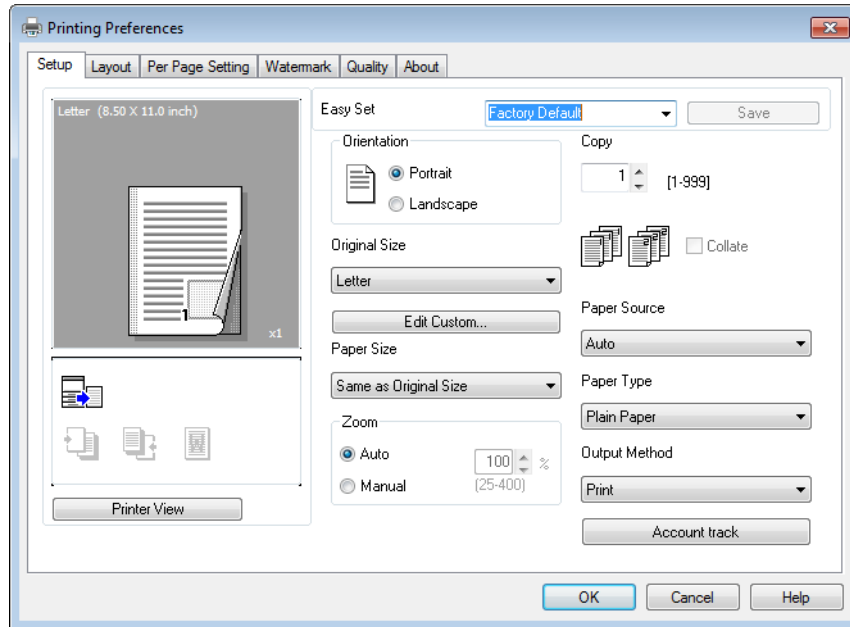
#### Tips

- To invoke the saved settings, select the name of the settings from the list.
- To rename the saved settings, select the settings from the list and enter a new name. The button name turns to [Rename]. Click [Rename] to rename the settings.
- To delete the saved settings, select the settings from the list. The button name turns to [Delete]. Click [Delete] to delete the settings.
- Selecting [Factory Default] from the list returns all settings to default.
- You can enter the registration name using up to 20 characters.
- Up to 31 [Easy Set] registrations can be saved.

## 4.4 [Setup] tab

The [Setup] tab configures the settings relevant to original and the paper used for printing. The number of copies and the orientation of print image can also be specified on this tab.

### 4.4.1 Function list



Item Name	Functions
[Orientation]	Specify the orientation for the original.
[Original Size]	Select the paper size of the original.
[Edit Custom]	Specify the size of user-defined paper.
[Paper Size]	Specify the output paper size. If the paper size is different from the original size, the output image will be automatically enlarged or reduced.
[Zoom]	Select an enlarge or reduce ratio.
[Copy]	Specify the number of copies to be printed.
[Collate]	Select this check box to collate each copy or print pages sequentially when printing multiple sets of copies.
[Paper Source]	Select a paper tray to be used.
[Paper Type]	Select a paper type to be used.
[Output Method]	Select an output method. Select either usual [Print] or highly-confidential [Secure Print] that uses passwords.
[Account track]	Specify the account name if you are using the account track function on the machine.

#### Tips

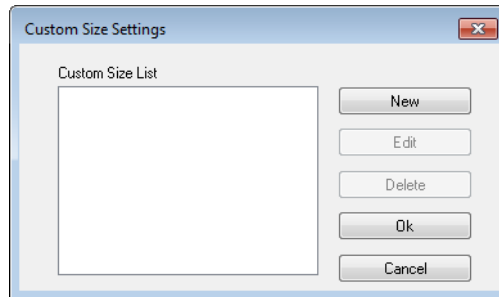
- Envelope or custom paper size can be selected when [Paper Source] is set to [Auto], [Tray1], or [By-pass].
- When [Paper Type] is set to [Transparency], only [Letter] or [A4] paper size can be selected.
- The paper able to be selected in [Paper Type] varies depending on the [Paper Source] setting.
- To output a job set to [Secure Print], a password must be entered on the **Control Panel**. For details, refer to page 4-11.

- When you are using account track functions on this machine and if you send a print job without setting [Account track], the print job is discarded and will not be printed.

### 4.4.2 Setting Custom Size

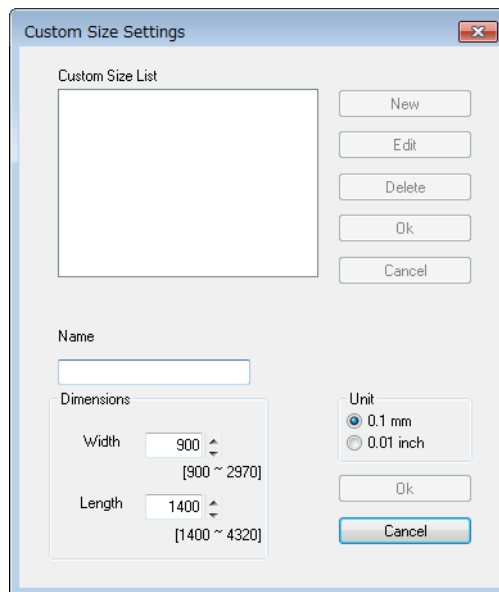
Any size that is not listed in the paper size list must be registered as a custom size.

- 1 On the [Setup] tab, click [Edit Custom].  
The paper registration dialog box appears.
- 2 Click [New].



The dialog box expands and the paper setting items are displayed.

- 3 Enter the paper name in [Name].



- 4 Specify the width and length of the paper in [Dimensions].  
→ The unit system can be changed in [Unit].
- 5 Click [Ok] at the lower right of the dialog box.  
The paper setting items in the dialog box collapse.
- 6 Click [Ok].  
This saves the custom size, which can be selected from the paper size list.

#### Tips

- To change the width and length of the registered custom size, select the target paper, then click [Edit]. You cannot change the name.

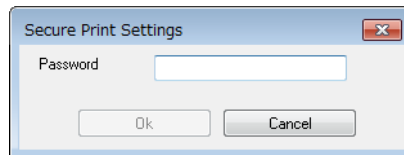
- To delete the registered custom size, select the target paper then click [Delete].
- You can enter the registration name using up to 20 characters.
- Up to 32 custom sizes can be registered.

### 4.4.3 Using Secure Print

A password can be specified for a document. The document printed from the computer is temporarily saved to the memory of this machine, and can be output by entering the password on the **Control Panel**. Select this option when printing highly confidential documents.

#### Specifying from the printer driver

- 1 Click the [Setup] tab.
- 2 From the [Output Method] drop-down list, select [Secure Print].  
A password input window pops up.
- 3 Enter the password, and then click [Ok].  
→ The password must be entered using four digits in the range [0000 to 9999].

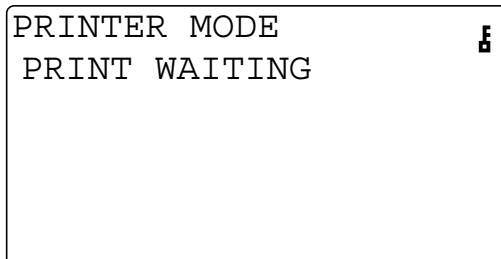


- 4 Send the print job.  
→ Perform the usual printing operation from an application software program.

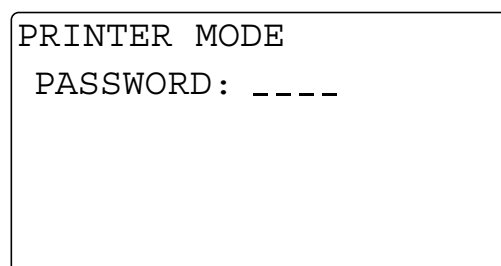
## Outputting in this machine

To output the document for which a password was specified in [Secure Print Settings] of the printer driver, you must enter the password on the **Control Panel** of this machine.

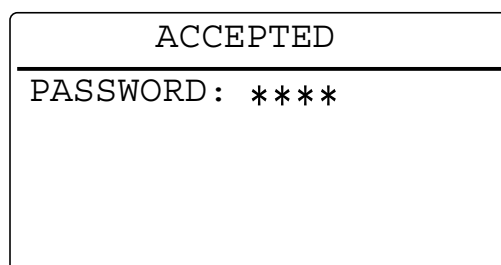
- 1 After confirming that the **Printer Indicator** flashes or lights up, press the **Printer** key.  
The screen changes to the print mode screen.
- 2 Confirm that a key mark appears at the upper right of the **Display**.  
→ A key mark appears if a secure print job is provided.



- 3 Press the **Access** key.
- 4 Enter the password.  
→ Enter the password, that is the same number as that specified in the printer driver.



- 5 Confirm that the document is printed.  
→ If the password is correct, the accepted screen appears and the print job will be output.



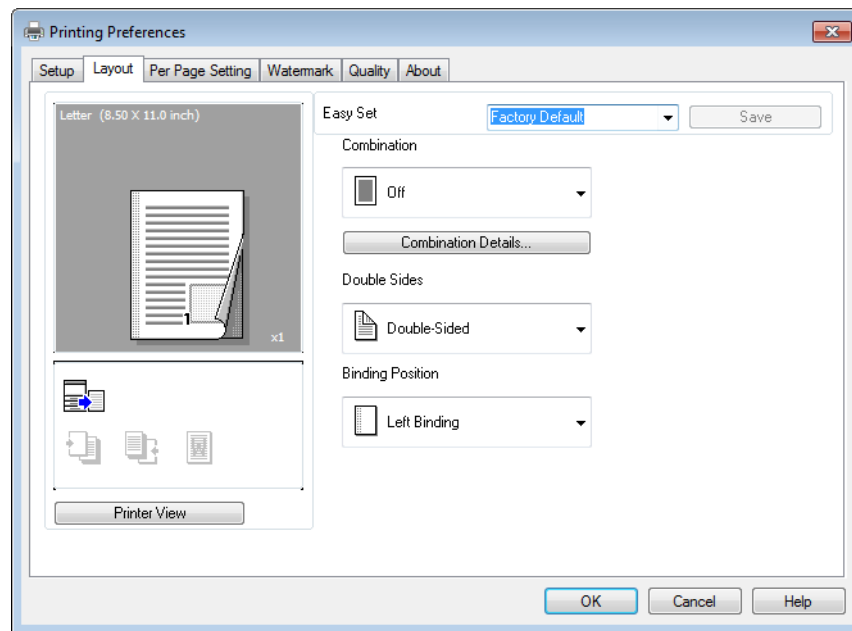
### Tips

If there are multiple secure print jobs that have the same password, all of the secure print jobs will be output.



## 4.5 [Layout] tab

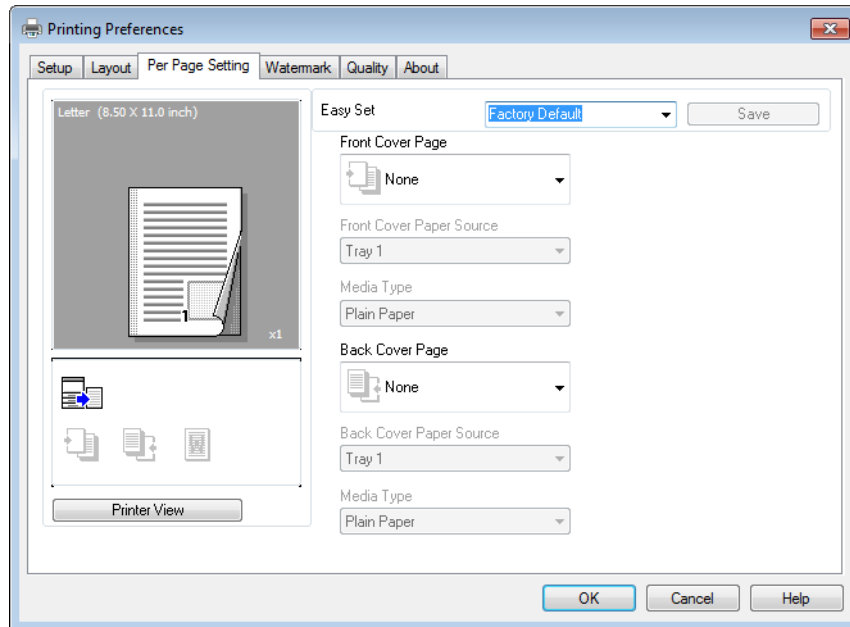
The [Layout] tab configures pages to be printed on one sheet of paper.



Item Name	Functions
[Combination]	Multiple pages can be combined on a single page for printing.
[Combination Details]	As details of combination, specify the layout order or printing of page frame.
[Double Sides]	Specify 1-sided print, 2-sided print, booklet print.
[Binding Position]	Specify the binding position. This can be specified when [Double Sides] is set to [Double-Sided].

## 4.6 [Per Page Setting] tab

The [Per Page Setting] tab is used to specify whether to attach cover pages.

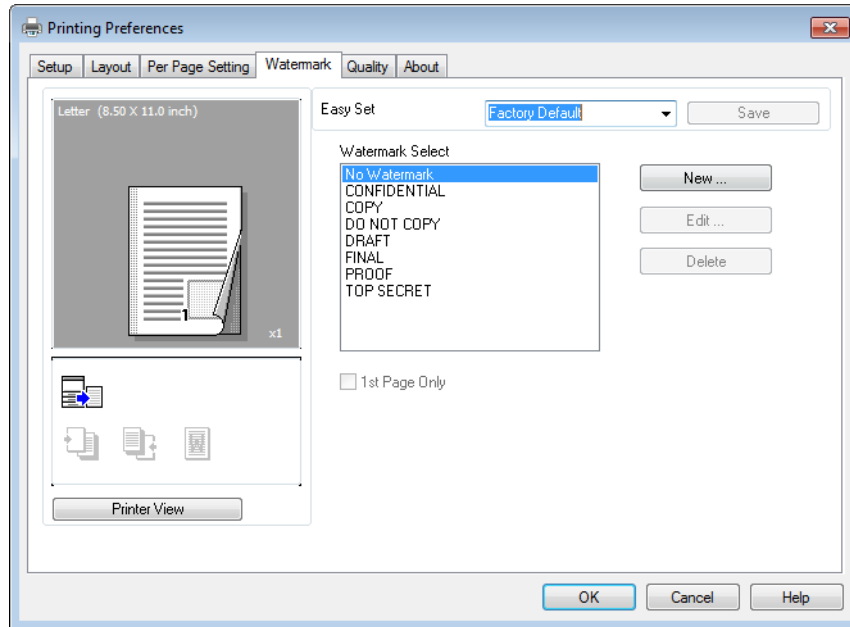


Item Name	Functions
[Front Cover Page]	Select this option to attach a front cover page.
[Front Cover Paper Source]	Select the paper tray for the front cover page.
[Media Type]	Select a paper type for the front cover page.
[Back Cover Page]	Select this option to attach a back cover page.
[Back Cover Paper Source]	Select the paper tray for the back cover page.
[Media Type]	Select a paper type for the back cover page.

## 4.7 [Watermark] tab

The [Watermark] tab configures a watermark consisting of specified characters to be printed on the back-ground of document.

### 4.7.1 Function list

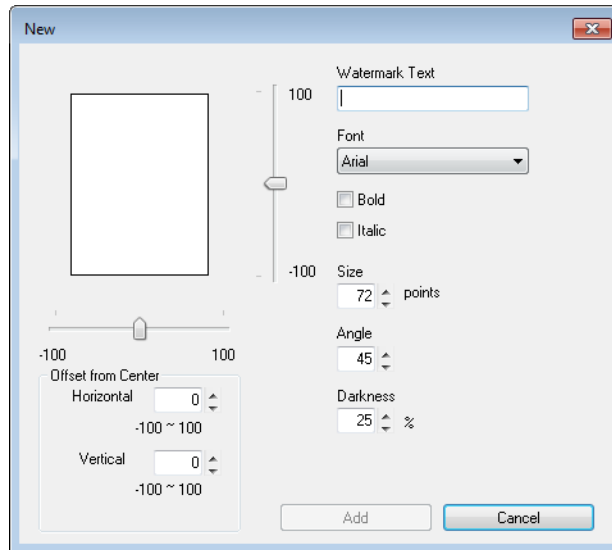


Item Name	Functions
[Watermark Select]	Select this option to print the document with a watermark (character stamp) overlapped.
[1st Page Only]	Select this check box to print the watermark only on the first page.
[New]	Click this button to create a watermark.
[Edit]	Click this button to change the watermark.
[Delete]	Click this button to delete the watermark.

### 4.7.2 Creating a new watermark

You can register new watermarks.

- 1 Click the [Watermark] tab.
- 2 Click [New].  
The screen for registering a watermark appears.
- 3 Enter the desired watermark characters in the [Watermark Text] box.



- You can enter up to 20 characters.
- Total up to 32 watermarks (including [No Watermark]) can be registered.

#### 4 Configure the following items.

- [Font]: Select a font type for the watermark. A font type can be selected from those installed on your computer.
- [Bold]: Select this check box to set the characters to bold.
- [Italic]: Select this check box to set the characters to italic.
- [Size]: Specify the font size in the range from 7 points to 300 points.
- [Angle]: Specify the angle of characters on the page. The allowable range is from 0 deg to 359 deg.
- [Darkness]: Specify the density of the text. The allowable range is from 10% to 100%.
- [Offset from Center]: Specify a position where to print the text. Specify the position by entering values for horizontal and vertical positions. The allowable range is from -100 to 100.
- The [Offset from Center] values can also be changed using sliders displayed at the right and bottom of the preview window.

#### 5 Click [Add].

The watermark is added to the [Watermark Select] list.

### 4.7.3 Editing a watermark

You can edit the registered watermark to change its characters, size, or position.

- 1 Click the [Watermark] tab.
- 2 From the list, select the watermark you want to change.
- 3 Click [Edit].  
The window for editing a watermark appears.
- 4 Configure the following items.
  - [Watermark Text]: Enter watermark characters.
  - [Font]: Select a font type for the watermark. A font type can be selected from those installed on your computer.
  - [Bold]: Select this check box to set the characters to bold.
  - [Italic]: Select this check box to set the characters to italic.
  - [Size]: Specify the font size in the range from 7 points to 300 points.
  - [Angle]: Specify the angle of characters on the page. The allowable range is from 0 deg to 359 deg.
  - [Darkness]: Specify the density of the text. The allowable range is from 10% to 100%.
  - [Offset from Center]: Specify a position where to print the text. Specify the position by entering values for horizontal and vertical positions. The allowable range is from -100 to 100.
  - You can enter up to 20 characters.
  - The [Offset from Center] values can also be changed using sliders displayed at the right and bottom of the preview window.
- 5 Click [Ok].  
The watermark is changed.

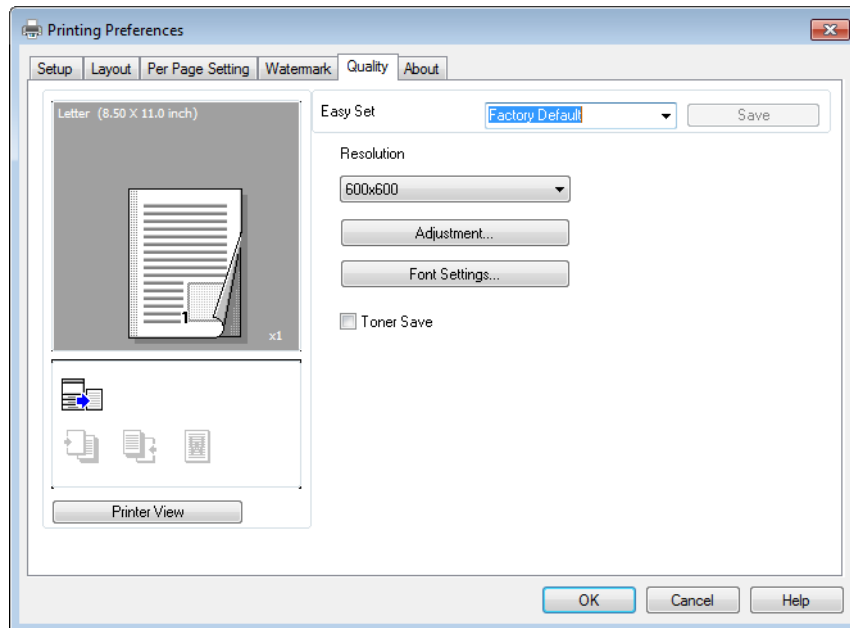
#### Tips

To delete the registered watermark, select the watermark from the list and click [Delete].

## 4.8 [Quality] tab

The [Quality] tab configures print quality.

### 4.8.1 Function list

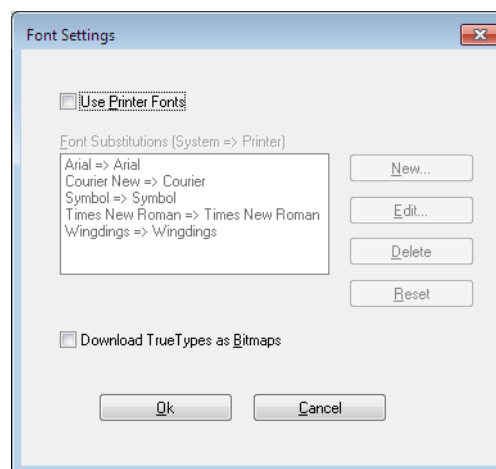


Item Name	Functions
[Resolution]	Specify the print resolution.
[Adjustment]	Specify brightness and contrast.
[Font Settings]	Select whether to use TrueType fonts or printer fonts for printing.
[Toner Save]	Select this check box to reduce toner consumption for printing.

## 4.8.2 Setting the font

The TrueType fonts used in Windows can be substituted with printer fonts installed on the machine.

- 1 Click the [Quality] tab.
- 2 Click [Font Settings]
- 3 Configure the following items.
  - [User Printer Fonts]:  
Select this check box to substitute TrueType fonts with printer fonts according to the substitution table.  
[New]: Click this button to create the new substitution table.  
[Edit]: Click this button to change the substitution table.  
[Delete]: Click this button to delete the substitution table.  
[Reset]: Click this button to reset the substitution table.
  - [Download TrueTypes as Bitmaps]:  
Select this check box to download TrueType fonts to print.



### Tips

Using printer fonts can reduce time for printing but may create differences between characters displayed and those printed.





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## Setting the XPS Printer Driver



## 5 Setting the XPS Printer Driver

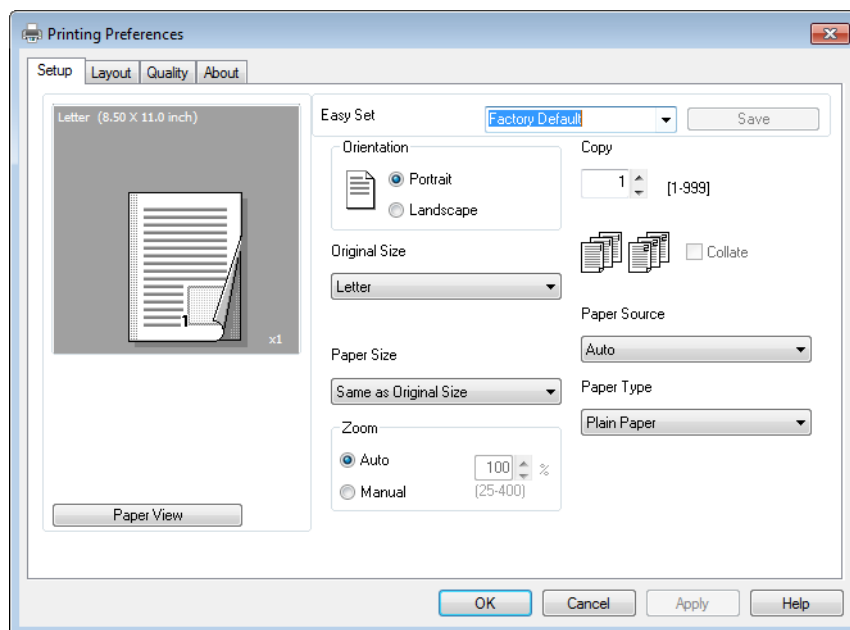
This chapter describes the functions that can be configured with the printer driver when data is printed from the computer.

### 5.1 Printer driver setting window

#### 5.1.1 Displaying the setting window

From the Windows [Printers], [Devices and Printers], or [Printers and Faxes] window, select the printer to display a dialog box for setting the printer driver. The settings configured in this dialog box will apply to all application software programs.

- 1 Open the [Printers], [Devices and Printers], or [Printers and Faxes] window.
  - In Windows 8.1/10, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware and Sound] - [View devices and printers] when a menu is displayed.
  - In Windows Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware] - [View devices and printers] when a menu is displayed.
  - In Windows 7/Server 2008 R2, click [Start], then [Devices and Printers]. In Windows 7/Server 2008 R2, if [Devices and Printers] is not displayed in the Start menu, open [Control Panel] from the Start menu, and select [Hardware and Sound] - [View devices and printers].
  - In Windows Vista, click [Start] to open [Control Panel], and select [Hardware and Sound] - [Printers].
- 2 Right-click the icon of the installed printer, then click [Printing Preferences].  
The screen for setting up the printer driver appears.



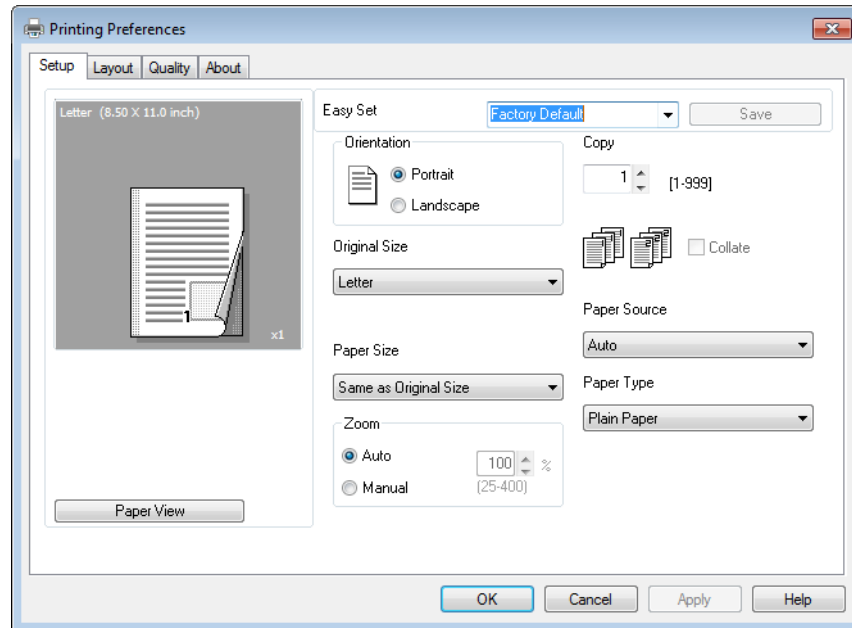
#### Tips

- To change settings for each print job, click [Properties] (or [Preferences]) in the [Print] window displayed when a function such as [Print] is specified by an application software program. The settings configured by properties in the [Print] window are temporal and, when the application software exits, it will return to the settings configured in the printer driver setting dialog box.
- The [Easy Set] function is available that can register the changed driver settings and invoke them if necessary. For details, refer to page 5-8.

- To display the [Device Options] tab, right-click the icon of the printer installed in the [Printers], [Devices and Printers], or [Printers and Faxes] window, and select [Properties] or [Printer properties].

## 5.1.2 Print settings window

A print function can be specified using the printer driver.



### Tips

To display the print settings window, right-click the icon of the printer installed in the [Printers], [Devices and Printers], or [Printers and Faxes] window, and select [Printer Preferences].

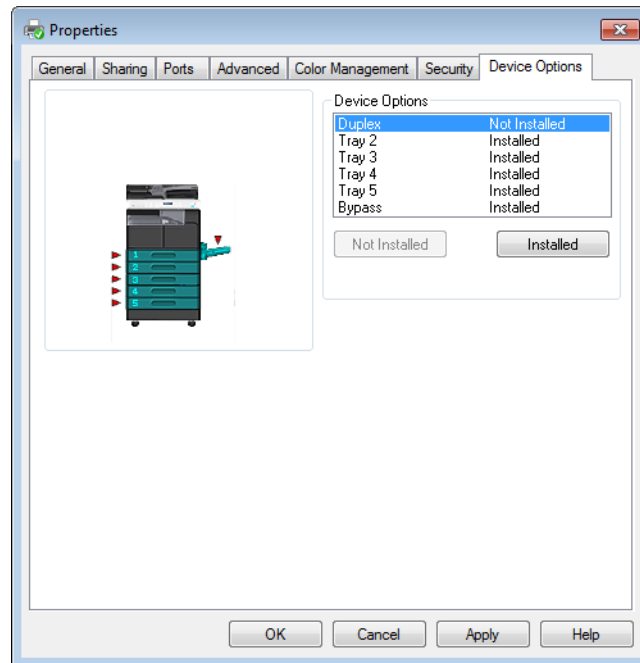
Tab Name	Functions
[Setup]	Specify the orientation, the number of copies, and other basic print functions.
[Layout]	Specify combination, 2-sided print, booklet print, and other functions.
[Quality]	Specify the print quality.
[About]	Displays the printer driver version information.

### 5.1.3 Properties window

The printer driver properties dialog box can be used to specify the installation status of device options.

#### Tips

Any options that are installed on the machine but not configured on the [Device Options] tab cannot be used by the printer driver. Be sure to configure the settings for the installed options.



#### Tips

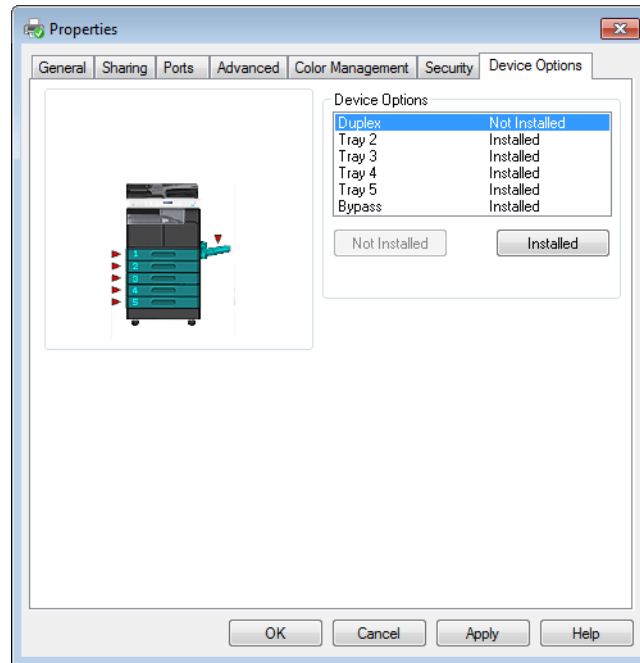
To display the [Device Options] tab, right-click the icon of the printer installed in the [Printers], [Devices and Printers], or [Printers and Faxes] window, and select [Properties] or [Printer properties].

## 5.2 [Device Options] tab

Configure the option installation status to make the functions of the machine available from the printer driver.

### Tips

Any options that are installed on the machine but not configured on the [Device Options] tab cannot be used by the printer driver. Be sure to configure the settings for the installed options.



### 5.2.1 [Device Options]

Specify the installed options.

In the [Device Options] list, select an installed option and click [Installed] to install the option. Select an installed option and click [Not Installed] to restore the [Not Installed] status.

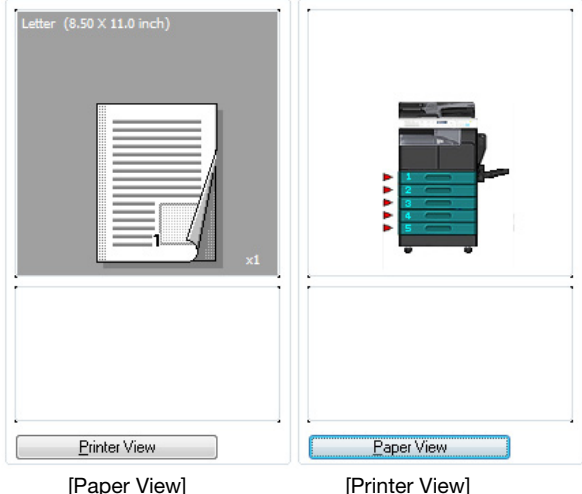
### Tips

If [Tray 3] to [Tray 5] are set to [Installed], [Tray 2] to the specified tray can be collectively set to [Installed].

## 5.3 Common operations

This section describes the buttons common to dialog boxes and the settings common to tabs. Buttons actually displayed may vary depending on the operating system.

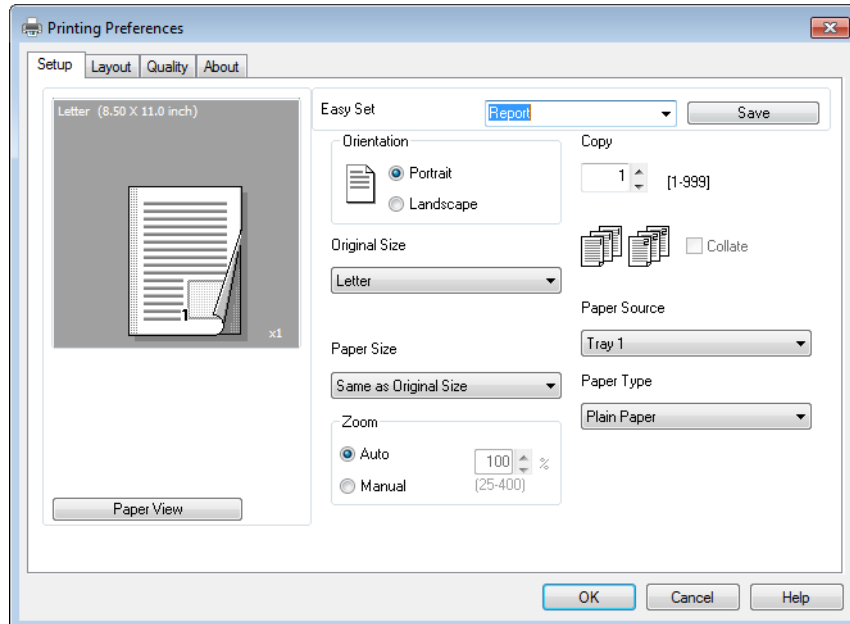
### 5.3.1 Common settings

Button Name	Functions
[OK]	Click this button to enable changed settings and close the properties window.
[Cancel]	Click this button to disable (cancel) changed settings and close the properties window.
[Apply]	Click this button to enable the changed settings without closing the setting window. This button does not appear in the setting window invoked by [Properties] (or [Preferences]) from the [Print] window of the application software.
[Help]	Click this button to display Help of the items in the displayed window.
[Paper View]/[Printer View]	<p>Displays paper setup or the machine status.</p> <p>The button at the lower left of the view can toggle between [Paper View] and [Printer View] for selection.</p> <p>Selecting [Paper View] displays the sample page layout based on current settings to check the output result image.</p> <p>Selecting [Printer View] displays a printer figure showing the options installed on the machine such as the paper tray, and displays the paper tray selected in [Paper Source] on the [Setup] tab in light blue.</p>  <p style="text-align: center;">[Paper View]                      [Printer View]</p>
[Easy Set]	Click this button to save current settings so that they can be recalled later.

### 5.3.2 Saving the settings ([Easy Set])

The current settings can be saved and invoked later when you want to use them again.

- 1 Change the driver settings in the [Setup], [Layout], or other tab.
- 2 Enter the registration name in the [Easy Set] field.



- 3 Click [Save].  
The settings are saved.

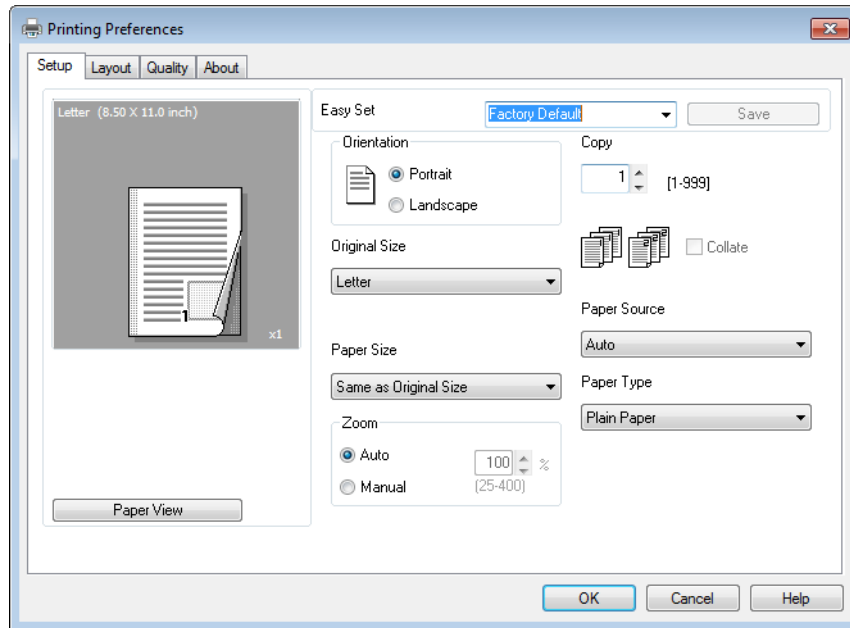
#### Tips

- To invoke the saved settings, select the name of the settings from the list.
- To rename the saved settings, select the settings from the list and enter a new name. The button name turns to [Rename] then. Click [Rename] to rename the settings.
- To delete the saved settings, select the settings from the list. The button name turns to [Delete]. Click [Delete] to delete the settings.
- Selecting [Factory Default] from the list returns all settings to default.
- You can enter the registration name using up to 20 characters.
- Up to 31 [Easy Set] registrations can be saved.



## 5.4 [Setup] tab

The [Setup] tab configures the settings relevant to original and the paper used for printing. The number of copies and the orientation of print image can also be specified on this tab.



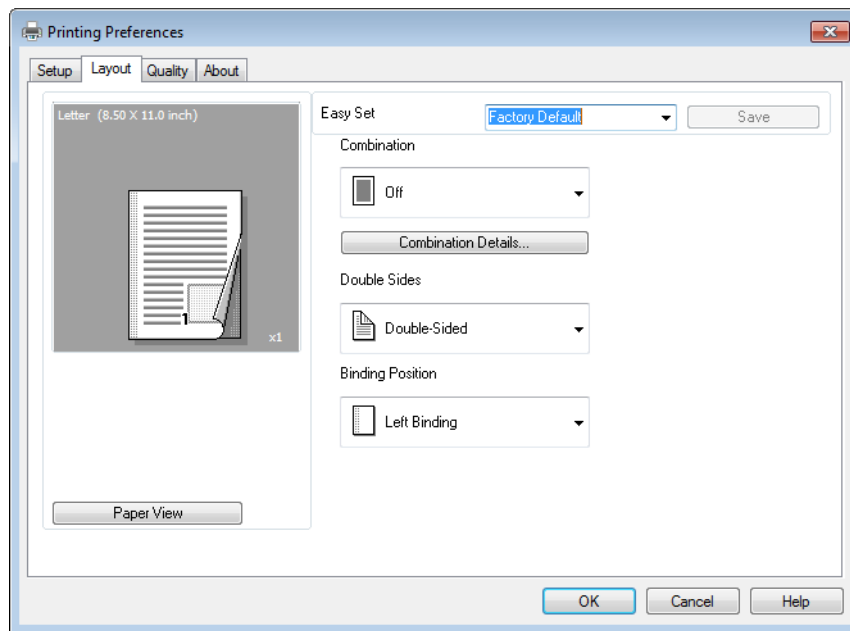
Item Name	Functions
[Orientation]	Specify the orientation for the original.
[Original Size]	Select the paper size of the original.
[Paper Size]	Specify the output paper size. If the paper size is different from the original size, the output image will be automatically enlarged or reduced.
[Zoom]	Select an enlarge or reduce ratio.
[Copy]	Specify the number of copies to be printed.
[Collate]	Select this check box to collate each copy or print pages sequentially when printing multiple sets of copies.
[Paper Source]	Select a paper tray to be used.
[Paper Type]	Select a paper type to be used.

### Tips

- Paper size such as envelope can be selected when [Paper Source] is set to [Auto], [Tray1], or [Bypass].
- When [Paper Type] is set to [Transparency], only [Letter] or [A4] paper size can be selected.
- The paper able to be selected in [Paper Type] varies depending on the [Paper Source] setting.

## 5.5 [Layout] tab

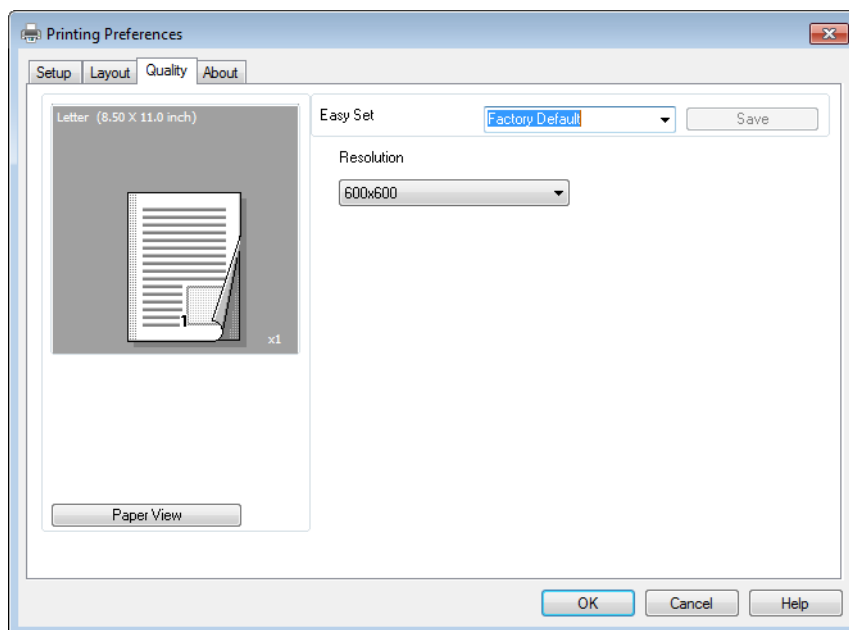
The [Layout] tab configures pages to be printed on one sheet of paper.



Item Name	Functions
[Combination]	Multiple pages can be combined on a single page for printing.
[Combination Details]	As details of combination, specify the layout order or printing of page frame.
[Double Sides]	Specify 1-sided print, 2-sided print, booklet print.
[Binding Position]	Specify the binding position. This can be specified when [Double Sides] is set to [Double-Sided].

## 5.6 [Quality] tab

The [Quality] tab configures print quality.



Item Name	Functions
[Resolution]	Specify the print resolution.



---



## How to Use USB Direct Print



## 6 How to Use USB Direct Print

This chapter describes how to print file stored in the USB memory.

### Tips

To run USB Direct Print, [ENABLE] has to be selected in [USB DIRECT PRINT].

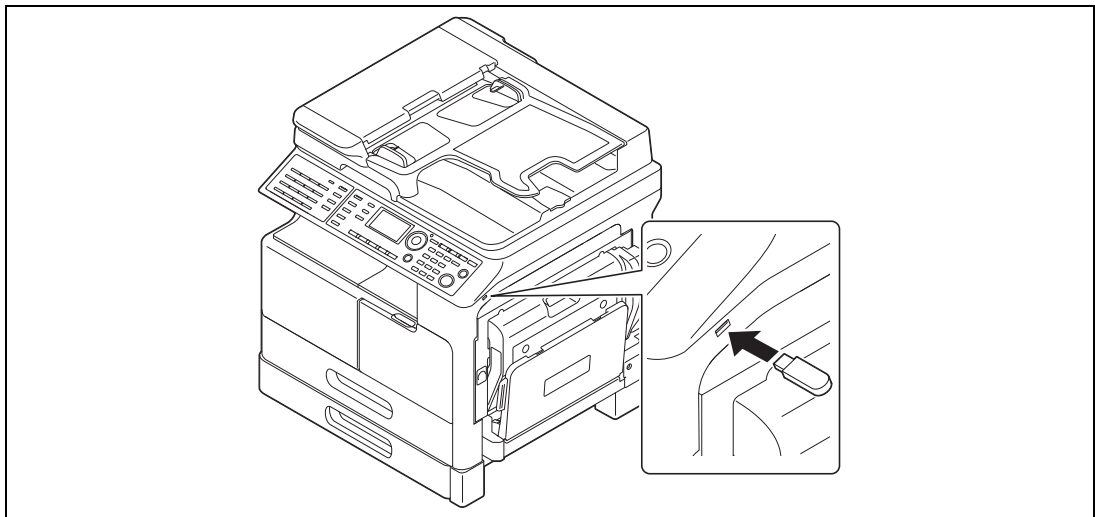
### Reference

For details on setting USB Direct Print, refer to page 6-7.

### 6.1 Printing procedure

Any of JPEG and TIFF format files can be printed out.

- 1 Connect a USB memory to this machine.  
The [DEVICE IS CONNECTED] screen appears.



- 2 Use the ▲/▼ key to select [USB DIRECT PRINT], then press the **OK** key.
- 3 Use the ▲/▼ key to select [LIST OF FILES] or [TYPE OF FILES], then press the **OK** key.
  - If [LIST OF FILES] is selected, go to Step 5.
  - If [TYPE OF FILES] is selected, go to Step 4.
- 4 Use the ▲/▼ key to select [All], [TIFF] or [JPEG], then press the **OK** key.
- 5 Select a file to print, then press the **OK** key.
  - Up to 20 files can be selected.
  - If the folder is changed, files that have been selected will be cancelled.
  - Pressing the ► key enables the paper size, simplex/duplex, and number of copies to be changed. For details, refer to page 6-4.
- 6 Press the **Start** key.

### Tips

To stop printing, press the **Clear/Stop** key.

## 6.2 Changing print setting

The paper size, simplex/duplex, and number of copies can be changed.

### 6.2.1 Setting paper size

- 1 Connect a USB memory to this machine.  
The [DEVICE IS CONNECTED] screen appears.
- 2 Use the ▲/▼ key to select [USB DIRECT PRINT], then press the **OK** key.
- 3 Use the ▲/▼ key to select [LIST OF FILES] or [TYPE OF FILES], then press the **OK** key.
  - If [LIST OF FILES] is selected, go to Step 5.
  - If [TYPE OF FILES] is selected, go to Step 4.
- 4 Use the ▲/▼ key to select [All], [TIFF] or [JPEG], then press the **OK** key.
- 5 Press the ► key.  
The screen returns to the print setting screen.
- 6 Use the ▲/▼ key to select [AUTO], then press the **OK** key.  
The [PAPER SIZE] screen appears.
- 7 Use the ▲/▼ key to select the paper size, then press the **OK** key.  
The screen returns to the print setting screen.

### 6.2.2 Setting simplex/duplex

- 1 Connect a USB memory to this machine.  
The [DEVICE IS CONNECTED] screen appears.
- 2 Use the ▲/▼ key to select [USB DIRECT PRINT], then press the **OK** key.
- 3 Use the ▲/▼ key to select [LIST OF FILES] or [TYPE OF FILES], then press the **OK** key.
  - If [LIST OF FILES] is selected, go to Step 5.
  - If [TYPE OF FILES] is selected, go to Step 4.
- 4 Use the ▲/▼ key to select [All], [TIFF] or [JPEG], then press the **OK** key.
- 5 Press the ► key.  
The screen returns to the print setting screen.
- 6 Use the ▲/▼ key to select [1-SIDE → 1-SIDE], then press the **OK** key.  
The [SIMPLEX/DUPLEX] screen appears.
- 7 Use the ▲/▼ key to select [1-SIDE → 1-SIDE] or [1-SIDE → 2-SIDE], then press the **OK** key.  
The screen returns to the print setting screen.
  - When you select [1-SIDE → 2-SIDE] and press the ► key, you can specify the binding direction of the original. Select [LEFT], [RIGHT] or [TOP], then press the **OK** key.



### 6.2.3 Setting the number of copies

- 1 Connect a USB memory to this machine.  
The [DEVICE IS CONNECTED] screen appears.
- 2 Use the ▲/▼ key to select [USB DIRECT PRINT], then press the **OK** key.
- 3 Use the ▲/▼ key to select [LIST OF FILES] or [TYPE OF FILES], then press the **OK** key.
  - If [LIST OF FILES] is selected, go to Step 5.
  - If [TYPE OF FILES] is selected, go to Step 4.
- 4 Use the ▲/▼ key to select [All], [TIFF] or [JPEG], then press the **OK** key.
- 5 Press the ► key.  
The screen returns to the print setting screen.
- 6 Use the ▲/▼ key to select [COPY:1], then press the **OK** key.  
The [NUMBER OF COPIES] screen appears.
- 7 Set the number of copies on the **Keypad**.
- 8 Press the **OK** key.  
The screen returns to the print setting screen.

### 6.2.4 Checking file name

- 1 Connect a USB memory to this machine.  
The [DEVICE IS CONNECTED] screen appears.
- 2 Use the ▲/▼ key to select [USB DIRECT PRINT], then press the **OK** key.
- 3 Use the ▲/▼ key to select [LIST OF FILES] or [TYPE OF FILES], then press the **OK** key.
  - If [LIST OF FILES] is selected, go to Step 5.
  - If [TYPE OF FILES] is selected, go to Step 4.
- 4 Use the ▲/▼ key to select [All], [TIFF] or [JPEG], then press the **OK** key.
- 5 Press the ► key.  
The screen returns to the print setting screen.
- 6 Use the ▲/▼ key to select [FILE NAME], then press the **OK** key.  
The [FILE NAME] screen appears.
- 7 Check the file name.
- 8 Press the **OK** key.  
The screen returns to the print setting screen.

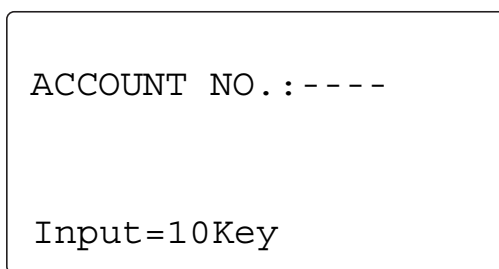
## 6.3 Performing USB direct printing by entering the ID (Account) number

If you register the ID (Account) number, you can configure settings so that only specific users can use this machine or you can manage the number of prints by account.

This section describes procedure for entering the ID (Account) number and how to print.

- ✓ If you have registered the ID (Account) number, you cannot use this machine unless you enter it before using this machine.
- ✓ To use this function, select [ADMIN. MANAGEMENT] and [ACCOUNT TRACK] in the Utility menu, and configure setting. For details, refer to [User's Guide Copy].

- 1 Connect a USB memory to this machine.
- 2 Use the ▲/▼ key to select [USB DIRECT PRINT], then press the **OK** key.  
The account number input screen appears.
- 3 Enter the 3-digit ID (Account) number using the **Keypad**.



→ To correct the ID (Account) number, press the **Clear/Stop** key.

- 4 Press the **Access** key.  
The screen switches from the screen for inputting the ID to the basic screen, and you can print.
- 5 Use the ▲/▼ key to select [LIST OF FILES] or [TYPE OF FILES], then press the **OK** key.
  - If [LIST OF FILES] is selected, go to Step 7.
  - If [TYPE OF FILES] is selected, go to Step 6.
- 6 Use the ▲/▼ key to select [All], [TIFF] or [JPEG], then press the **OK** key.
- 7 Select a file to print, then press the **OK** key.
- 8 Press the **Start** key.
- 9 When the print operation completes, press the **Access** key again.  
The screen for entering the ID (Account) appears.

### Tips

If the auto panel reset time has elapsed, the screen for entering the ID (Account) appears.

## 6.4 Changing USB memory setting

- 1 Press the **Utility** key.
- 2 Use the ▲/▼ key to select [ADMIN. MANAGEMENT], then press the **OK** key.
- 3 Enter the administrator number using the **Keypad**, then press the **OK** key.  
→ The factory default of the administrator number is [000000].
- 4 Use the ▲/▼ key to select [USB MEMORY SETTING], then press the **OK** key.
- 5 Use the ▲/▼ key to select [USB DIRECT PRINT], then press the **OK** key.
- 6 Use the ▲/▼ key to select [DISABLE] or [ENABLE], then press the **OK** key.  
The screen returns to the USB memory setting screen.



---



## **Operating the Panel for Printer Functions**



## 7 Operating the Panel for Printer Functions

This chapter describes the printer operations that are available on the **Control Panel** of this machine.

### 7.1 Printer operation

This machine is set to copy mode as a default. Usually when a print operation is performed by the connected computer, data is sent to this machine and printing starts.

For details, refer to page 7-3.

#### 7.1.1 Printer Indicator

The **Printer Indicator** indicates the status of print data sent from the computer.

Printer Indicator	Print Status
Flash	<ul style="list-style-type: none"><li>The machine is receiving print data. The lamp also flashes in other modes.</li><li>An error occurs on this machine.</li></ul>
Lit	<ul style="list-style-type: none"><li>The machine is printing print data. When receiving data while printing, the lamp remains lit and does not flash.</li></ul>
Unlit	<ul style="list-style-type: none"><li>No print data in the memory of the machine.</li></ul>

#### 7.1.2 Starting Printing

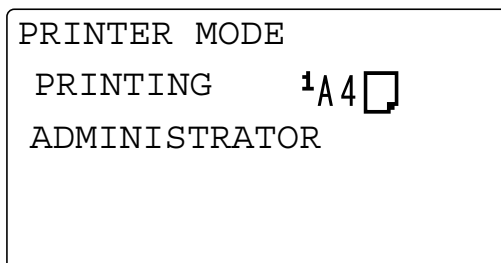
Usually when a print operation is performed by the connected computer, printing starts.

- If this machine is in the copy process when a print operation is performed by the connected computer, printing starts automatically when a copy operation has not been performed for 30 seconds.
- If the machine receives print data while receiving a fax, it prioritizes printing of the print data. The machine first completes the receipt of job in fax mode, and prints the print data, and then prints the fax job.

### 7.1.3 Canceling a print job

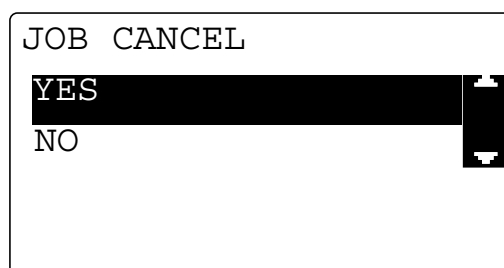
Printing of a print job can be stopped by using the **Control Panel** of this machine. However, the print job can only be canceled in the print mode screen.

- 1 After confirming that the **Printer Indicator** flashes or lights up, press the **Printer** key.
- 2 Confirm that [PRINTER MODE PRINTING] appears in the **Display** of this machine.

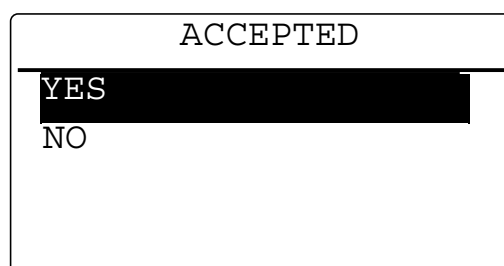


→ The shown message varies depending on the status of the machine.

- 3 Press the **Clear/Stop** key.  
Confirmation message [JOB CANCEL] appears.



- 4 Use the **▲/▼** key to select [YES] , then press the **OK** key.  
→ Select [NO] to continue printing.  
→ If no key is pressed within five seconds, the machine continues printing.  
[ACCEPTED] appears on the **Display**, and the print job is canceled.



#### Tips

When the **Display** shows one of the following messages, the print job can be canceled by repeating the above Steps 2 and 3.

[PAPER EMPTY]  
[PAPER JAM]  
[PAPER SIZE ERROR]  
[NO SUITABLE PAPER]  
[INCORRECT PAPER SIZE]  
[PAPER TYPE ERROR]  
[\*RECEIVING\*]  
[FRONT COVER OPEN]



[1st SIDE COVER OPEN]  
[DUPLEX COVER OPEN]  
[TONER EMPTY]

#### 7.1.4 Power Save mode

If the machine receives print data while in the Power Save mode, the Power Save mode is released.  
When the machine receives print data, it warms up then prints the data.

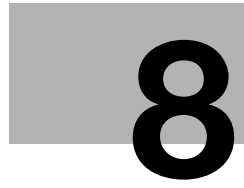
#### 7.1.5 Changing mobile setting

- 1 Press the **Utility** key.
- 2 Use the **▲/▼** key to select [ADMIN. MANAGEMENT], and press the **OK** key.
- 3 Enter the administrator number using the **Keypad**, and press the **OK** key.  
→ The factory default of the administrator number is [000000].
- 4 Use the **▲/▼** key to select [MOBILE SETTING], and press the **OK** key.
- 5 Use the **▲/▼** key to select [MOBILE PRINT], and press the **OK** key.
- 6 Use the **▲/▼** key to select [DISABLE] or [ENABLE], and press the **OK** key.  
The screen returns to the mobile setting screen.

##### Tips

- For details on how to prints, refer to the help of **Mobile (for iPhone/iPad/Android)**.
- To perform secure printing, enter the password using four digits in the range between 0000 to 9999. If a password using characters other than four-digit numeric, the print job is discarded and will not be printed.





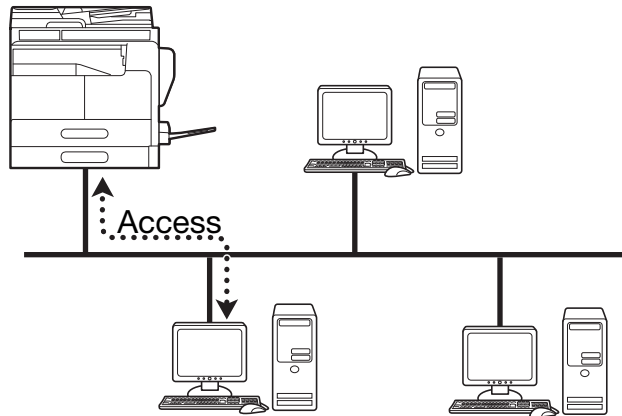
## Web Connection



## 8 Web Connection

### 8.1 Overview

**Web Connection** is a device control utility that is built into the printer controller of this machine. This utility can be used as an interface to control the machine remotely via the Web browser.



You can use **Web Connection** to perform the following tasks:

#### Tasks

Changing the settings	<ul style="list-style-type: none"> <li>• Registering the destination telephone numbers</li> <li>• Changing the printer settings</li> <li>• Changing the network settings</li> </ul>
Controlling the status remotely	<ul style="list-style-type: none"> <li>• Checking the tray, consumables, and total counter information</li> <li>• Checking print jobs (that can be deleted in administrator mode)</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>• Initializing the <b>Network Card</b> and <b>Image Controller</b> to the factory default</li> </ul>

#### 8.1.1 Operating environments

Network	Ethernet (TCP/IP)
Operating systems	Windows Vista/7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2
Compatible Web browsers	Microsoft Internet Explorer 7 or later Microsoft Edge 25 Mozilla Firefox 3.5/3.6 or later

## 8.2 How to use Web Connection

### 8.2.1 How to access

**Web Connection** can be accessed directly from the Web browser.

- 1 Start the Web browser.
- 2 Enter the IP address of this machine in the URL field as shown below, then press the Enter key.
  - http://<IP address for the machine>/
  - Example: When the IP address for the machine is 192.168.1.20  
http://192.168.1.20/



#### Tips

To access **Web Connection**, an IP address must be assigned to the machine.

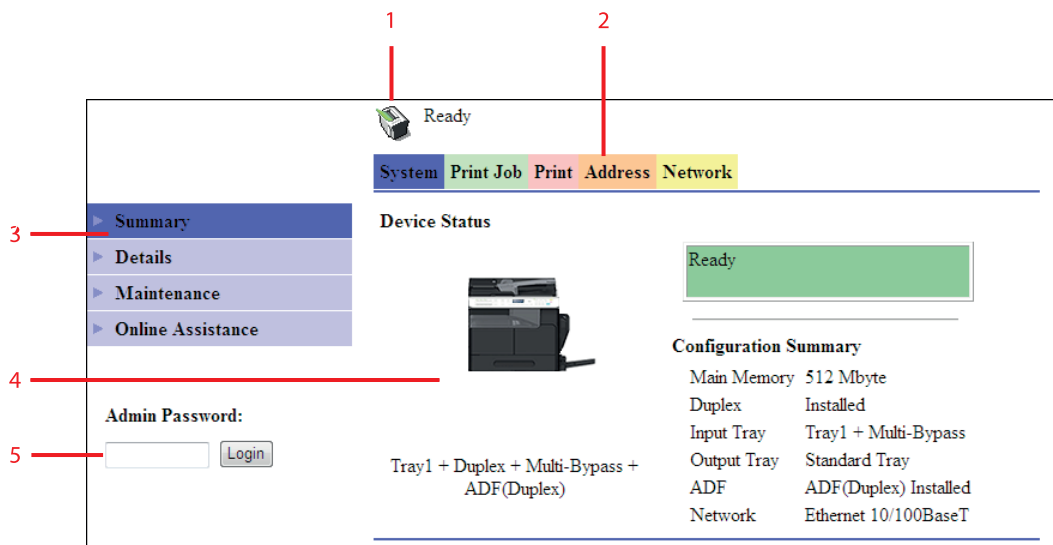
### 8.2.2 How to view the screen

When you access **Web Connection**, the following screen appears.



#### Tips

Screen images included in this document may differ from actual view. Note that the product specification is subject to change without notice.



Number	Item	Description
1	Status display	The status of the machine is indicated by an icon and a message.
2	Tabs	Select the category of the item to be displayed. The following tabs are displayed in user mode. <ul style="list-style-type: none"> <li>• System</li> <li>• Print Job</li> <li>• Print</li> <li>• Address</li> <li>• Network</li> </ul>
3	Menu	Displays information and settings for the selected tab. The menu that appears in this area varies depending on which tab was selected.
4	Information and settings	Displays the details of the item selected in the menu.
5	Administrator Password	Enter the password to log into administrator mode.

 **Tips**

The contents of the **Web Connection** pages vary depending on the options installed on this machine or the settings of this machine.

### 8.2.3 User mode and administrator mode

**Web Connection** provides the user mode and administrator mode.

User mode

- This mode is available for all users. Only items that can be checked or operated on the user level are displayed in this mode.

Administrator mode

- This mode is only available for administrators. Almost all items that can be configured or checked in **Web Connection** are displayed in this mode. Settings of each item can also be changed.

The screen first appears when you access **Web Connection** is for user mode.

To change the mode into administrator mode, enter the administrator password in the [Admin Password], then click [Login].

 **Reference**

For details on administrator mode, refer to the *[User's Guide Network Administrator]*.

### 8.2.4 How to operate

To operate **Web Connection**, click a tab to select a category of the desired function, then click the menu item to display the settings.

If the selected item is for view only, check the content in the area displaying the information and settings.

If the selected item is available for editing, edit the settings in the information and setting view.

To change the settings, click each tab and configure the necessary settings, then click [Apply]. The method to change settings may differ depending on the selected item. For details, refer to the page explaining the item.

**Web Connection** can be operated just like Internet Web pages. You can click a link in an Web page to jump to the destination, or click [Back] or [Forward] in the Web browser to view the previous or next page.

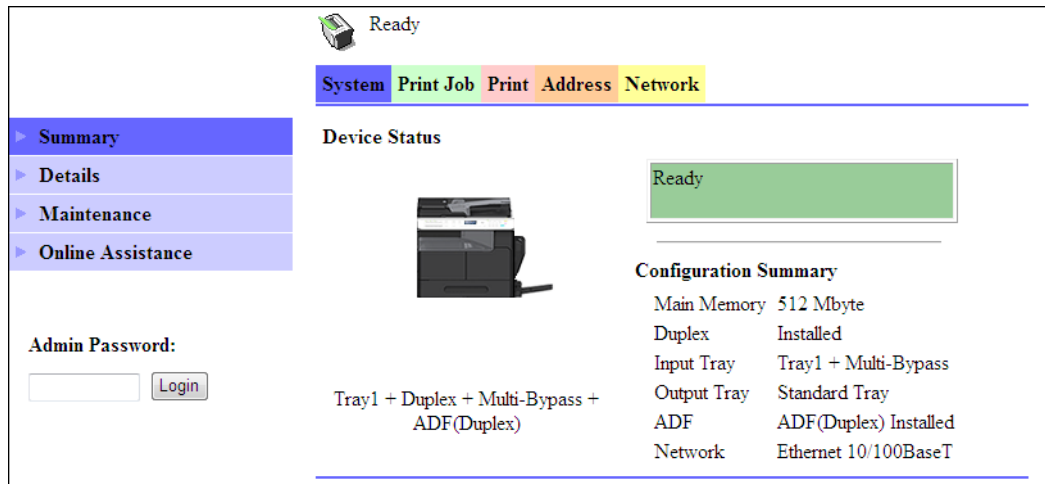
## 8.3 User mode

This section describes the usage for each menu item that is displayed at the left-hand side when you click a tab in user mode.

For details on administrator mode, refer to the [User's Guide Network Administrator].

### 8.3.1 [System] - [Summary]

This item displays the system configuration and status of the machine. This view first appears when you access **Web Connection** from the Web browser.



Ready

System Print Job Print Address Network

Summary  
Details  
Maintenance  
Online Assistance

Admin Password:  
 Login

Device Status

Ready

Tray1 + Duplex + Multi-Bypass + ADF(Duplex)


Configuration Summary

Main Memory	512 Mbyte
Duplex	Installed
Input Tray	Tray1 + Multi-Bypass
Output Tray	Standard Tray
ADF	ADF(Duplex) Installed
Network	Ethernet 10/100BaseT



### 8.3.2 [System] - [Details]

You can check paper tray, output tray, ROM version, and interface information, as well as the status of consumables.

 Ready

System
Print Job
Print
Address
Network

---

- ▶ Summary
- ▼ Details
- ▶ Input Tray
- ▶ Output Tray
- ▶ ROM Version
- ▶ Interface Information
- ▶ Consumable
- ▶ Maintenance
- ▶ Online Assistance

**Input Tray**

Tray	Paper Size	Media Type	Orientation	Capacity	Status
Tray1	A4	Plain	Shortedge	250	Ready
Multi-Bypass	A4	Plain	Longedge	100	Empty

**Admin Password:**

Item	Description
[Input Tray]	Displays the installed tray names, paper size, paper type, orientation, the maximum capacity and status of each tray.
[Output Tray]	Displays the installed output tray names, the maximum capacity and status of each tray.
[ROM Version]	Displays the installed controller and its ROM version.
[Interface Information]	Displays the installed interfaces and its information.
[Consumable]	Displays information about consumables relevant to the machine.

#### Tips

The items displayed may vary depending on options installed or settings.

### 8.3.3 [System] - [Maintenance] - [Counter]

Enables you to check the count information that is managed on this machine.

### 8.3.4 [System] - [Maintenance] - [Power Save Setting]

Configure the settings related to transition to the Power Save mode.

Configure the settings and click [Apply] to apply the change.

Item	Description
[Sleep Time]	Enter a time interval before the machine transitions to the Power Save mode after the last operation.
[Enter Power Save Mode]	Specify how the machine should enter the Power Save mode after printing out a received document. Setting this item to [Immediately] returns the machine to the Power Save mode immediately after receiving and outputting a print job while it is not being used (in the night for example), and thereby saves the electric power more efficiently. If [Normal] is selected, the machine returns to the Power Save mode according to the [Sleep Time] setting.

### 8.3.5 [System] - [Online Assistance]

This item displays the online assistance about this product.

Ready

System Print Job Print Address Network

Summary  
Details  
Maintenance  
Online Assistance

Contact  
Contact Tel Number  
Product Help URL  
Corporate URL  
Tel Number for Supplies / Accessories

Admin Password:  
 Login

### 8.3.6 [Print Job] - [Print Job Management]

This item enables you to check details on print jobs.

Ready

System Print Job Print Address Network

Print Job Management  
File Download

Print Job Status

No.	Name	Owner	Total Pages	# of Copies	Status
1	Document01	User01	1	1	Printing

Admin Password:  
 Login

#### Tips

- Up to 20 print jobs can be displayed. Completed print jobs are deleted automatically.
- Jobs specified as secure print are not displayed.
- The job number displayed here was assigned when the job was registered with the machine.
- To delete a print job, you must log into administrator mode.

### 8.3.7 [Print Job] - [File Download]

A PRN file created with the printer driver of this machine can be downloaded on to the machine and printed.

The screenshot shows the printer's control panel interface. At the top, there is a 'Ready' status indicator with a printer icon. Below it, a navigation bar contains five tabs: 'System' (blue), 'Print Job' (green), 'Print' (pink), 'Address' (orange), and 'Network' (yellow). The 'Print Job' tab is selected. On the left, a sidebar menu has two items: 'Print Job Management' and 'File Download', with 'File Download' highlighted in green. The main area displays the text 'This will send a File to the Printer to print.' Below this, there is a 'File Name' label followed by a text input field and a 'Browse...' button. Underneath, there is a 'Send File to Printer' label followed by a 'Send' button. At the bottom left, there is an 'Admin Password:' label, a text input field, and a 'Login' button.

1 Click [Browse] and select a file.

2 Click [Send].

The file is downloaded on to the machine and printed.

#### Tips

- The following formats can be downloaded and printed: PCL and XPS PRN files, and ASCII text files.
- If a file other than the above is downloaded, the characters will become garbled and will not print correctly.

### 8.3.8 [Print] - [Settings] - [Paper Handling]

This item enables you to check the settings relevant to the printer output.

If a print job is received with no settings configured, the job is printed in this setting.

The screenshot shows the printer's control panel interface. At the top, there is a 'Ready' status indicator with a printer icon. Below it, a navigation bar contains five tabs: 'System' (blue), 'Print Job' (green), 'Print' (pink), 'Address' (orange), and 'Network' (yellow). The 'Print' tab is selected. On the left, a sidebar menu has five items: 'Settings' (red), 'Paper Handling' (red), 'Page Layout' (red), 'Printer Setting' (red), 'Test Print' (red), and 'Font Information' (red). The 'Settings' item is expanded, and 'Paper Handling' is selected. The main area displays the 'Paper Handling' section with three settings: 'Copies' (input field with '1' and '(1-999)' range), 'Paper Source' (dropdown menu with 'Auto' selected), and 'Media Path' (dropdown menu with 'simplex' selected). At the bottom left, there is an 'Admin Password:' label, a text input field, and a 'Login' button.

Item	Description
[Copies]	Displays the specified number of copies.
[Paper Source]	Displays the selected paper tray.
[Media Path]	Displays the selected printing method.

### 8.3.9 [Print] - [Settings] - [Paper Layout]

This item enables you to check the paper size specified for the output paper size of the printer.

If a print job is received with no settings configured, the job is printed in this setting.

Ready

System Print Job Print Address Network

Settings

- Paper Handling
- Page Layout
- Printer Setting
- Test Print
- Font Information

Page Layout

Paper Size

Admin Password:

### 8.3.10 [Print] - [Settings] - [Printer Setting]

This item enables you to check the settings relevant to the PCL function of the printer.

If a print job is received with no settings configured, the job is printed in this setting.

Ready

System Print Job Print Address Network

Settings

- Paper Handling
- Page Layout
- Printer Setting
- Test Print
- Font Information

PCL Settings

Orientation  Portrait  Landscape

Size  (4.00-999.75)

Pitch  (0.44-99.99)

Font No.  (1-53)

Symbol Set

Form Length  (5-128)

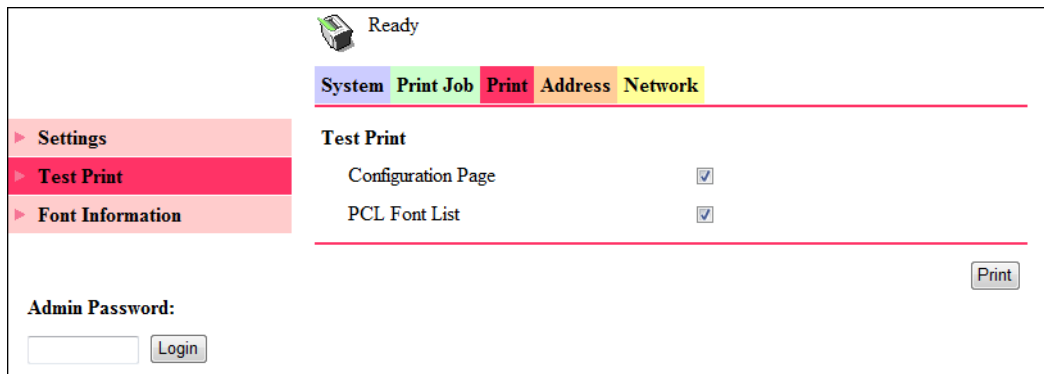
Admin Password:

Item	Description
[Orientation]	Select the paper orientation.
[Size]	Displays the specified font size.
[Pitch]	Displays the specified font pitch.
[Font No.]	Displays the specified font number.
[Symbol Set]	Displays the selected symbol set.
[Form Length]	Displays the specified page length.

### 8.3.11 [Print] - [Test Print]

This item enables you to print the following test pages.

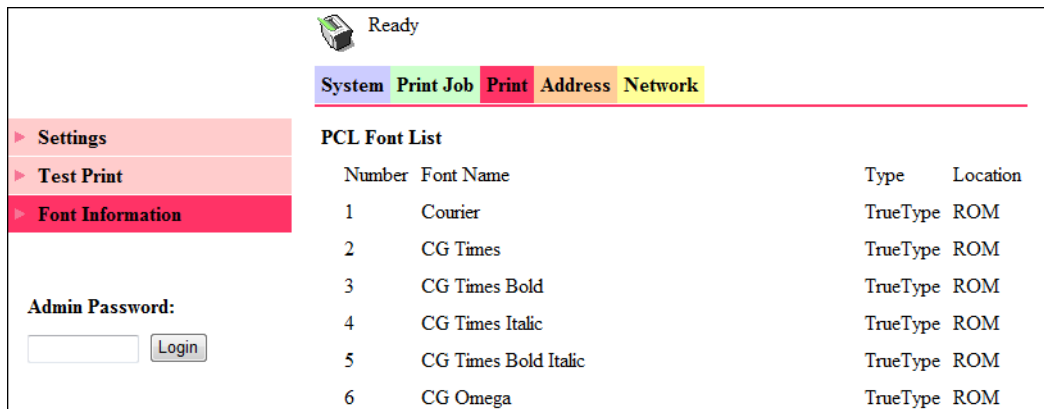
- Configuration Page
- PCL Font List



- 1 On the [Print] tab, click [Test Print].
- 2 Select the test page you want to print.
- 3 Click [Print].  
The selected test page is printed out.


### 8.3.12 [Print] - [Font Information]

This item enables you to check the PCL font list.



### 8.3.13 [Address] - [One-Touch Dial Setting]

This item enables you to check the registered one-touch dial settings.

 Ready

System
Print Job
Print
Address
Network

- ▶ One-Touch Dial Setting
- ▶ Speed Dial Setting
- ▶ Group Dial Setting


**Admin Password:**

**One-Touch Dial List**

No.	Name	Address	Batch
01	Sales A	0123456789	-
02	Sales B	sales_b@abc.com	-
03	ALL Sales	(Group Dial)	-
04	-	-	-
05	-	-	-
06	-	-	-

### 8.3.14 [Address] - [Speed Dial Setting]

This item enables you to check the registered speed dial settings.

 Ready

System
Print Job
Print
Address
Network

- ▶ One-Touch Dial Setting
- ▶ Speed Dial Setting
- ▶ Group Dial Setting

**Admin Password:**

**Speed Dial Index**

001-020	021-040	041-060	061-080	081-100
101-120	121-140	141-160	161-180	181-200
201-220	221-240	241-250		

**Speed Dial Index (Scan to Server)**

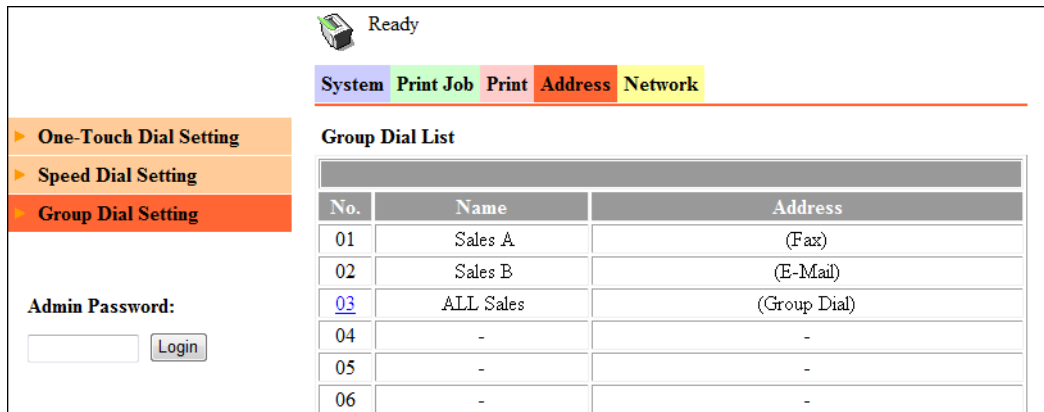
251-270	271-290	291-300
---------	---------	---------

**Speed 001-020** Top

No.	Name	Address
001	Email 192.168.0.20	user01@test.local
002	Sales B	1234567890
003	-	-
004	-	-
005	-	-
006	-	-

### 8.3.15 [Address] - [Group Dial Setting]

This item enables you to check the registered group dial settings.



Ready

System Print Job Print Address Network

▶ One-Touch Dial Setting  
 ▶ Speed Dial Setting  
 ▶ **Group Dial Setting**

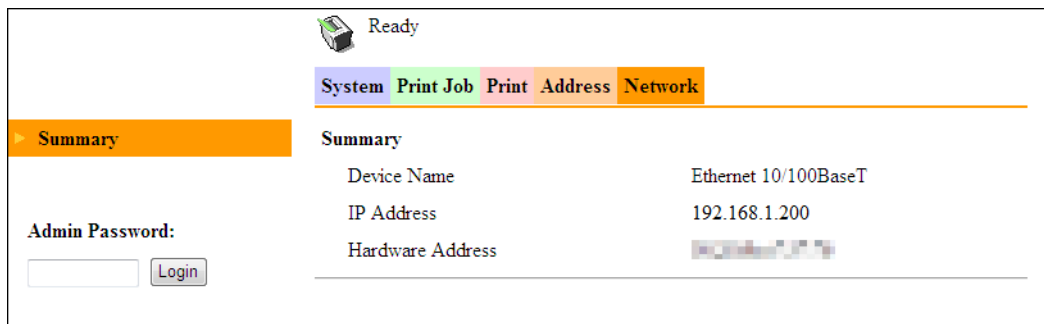
Admin Password:

**Group Dial List**

No.	Name	Address
01	Sales A	(Fax)
02	Sales B	(E-Mail)
<u>03</u>	ALL Sales	(Group Dial)
04	-	-
05	-	-
06	-	-

### 8.3.16 [Network] - [Summary]

This item enables you to check the basic network settings.




Ready

System Print Job Print Address Network

▶ **Summary**

Admin Password:

**Summary**

Device Name	Ethernet 10/100BaseT
IP Address	192.168.1.200
Hardware Address	



---



# 9

## Troubleshooting



## 9 Troubleshooting

This chapter describes how to take corrective actions when an error message appears or a problem occurs.

### 9.1 Main messages and troubleshooting

When a print error occurs, the **Error Indicator** lights up and [Check Printer Mode] appears on the **Display** of this machine. In that case, press the **Printer** key to display the print mode screen.

The following table describes main error messages displayed in the print mode screen.

Error Message	Cause	Correction action
[PAPER SIZE ERROR]	The paper size specified by the printer driver differs from that of the paper in the paper tray.	Load paper of the correct size onto the paper tray where a size error occurred. If you entered a custom size, check the size of the paper and re-enter the size in the utility mode.
[NO SUITABLE PAPER]	[Auto] is selected in the paper tray setting of the printer driver, but paper of the specified size is not loaded into any paper tray.	Load paper of the specified size into the paper tray.
[INCORRECT PAPER SIZE]	Paper of the size specified by the printer driver is not loaded into the specified paper tray.	Change the paper size in utility mode, and load the appropriate paper in the paper tray. When using the multi manual paper feed unit for printing, loading of the appropriate paper starts the printing process.
[PAPER EMPTY]	Paper is not loaded into the specified paper tray, or the specified paper tray is not installed on the machine.	Load paper of the specified size into the paper tray.
[PAPER TYPE ERROR]	Paper of the type specified by the printer driver is not loaded into the specified paper tray.	Load the appropriate paper in the paper tray and change the paper type in utility mode. When using the multi manual paper feed unit for printing, loading of the appropriate paper starts the printing process.
[MEMORY FULL]	Image data received from the computer or USB memory has caused a memory overflow.	Press any key to cancel the print job that has caused [Memory Full]. Print the data page by page, or simplify the print settings to re-print it.
[NOT ACCEPTED] [PASSWORD]	The secure print password is not correct, and printing cannot be started.	Enter the correct password.
[CAN NOT PRINT]	The files below cannot be printed when using USB direct print. <ul style="list-style-type: none"> <li>• JPEG files in the progressive mode</li> <li>• Image files with sizes more than the maximum file size</li> </ul>	Press any key and change file formats.

## 9.2 Handling print data when an error occurs

When an error occurs, the procedure to handle print data vary depending on the type of error.

### 9.2.1 [MACHINE TROUBLE] error

This error indicates that a serious operating problem has occurred. When this error message appears on the **Display**, the machine cannot receive any print data at all. Contact your service representative.

### 9.2.2 Temporary error

The following errors are easily recoverable. Even when any of them occurs, the memory retains print data currently in the memory. As soon as the problem causing the error is solved, printing restarts automatically.

- [PAPER JAM]
- [INCORRECT PAPER SIZE]
- [PAPER SIZE ERROR]
- [FRONT COVER OPEN]
- [1st SIDE COVER OPEN]
- [DUPLEX COVER OPEN]
- [NO SUITABLE PAPER]
- [PAPER EMPTY]
- [PAPER TYPE ERROR]

 **Tips**

When any of those errors occurs, you can cancel print jobs in the memory. For details, refer to page 7-4.

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


# 10

## Appendix



## 10 Appendix

### 10.1 Print specifications

Specifications	
Print speed <sup>*1</sup>	bizhub 266: 26 sheets/min. (8-1/2 × 11 inches  , A4  , 600×600 dpi) bizhub 306: 30 sheets/min. (8-1/2 × 11 inches  , A4  , 600×600 dpi)
Interface	USB Revision 2.0 compatible Ethernet 10/100Base-T /TX (RJ-45)
TCP/IP service (Optional)	ARP, BootP, DHCP, IPP, LPR/LPD, Raw Socket, HTTPd 1.1, SLP, AutoIP <sup>*2</sup>
Printer language	XPS PCL6 emulation
Font	PCL resident font: 53 European fonts
Supported operating systems of the driver	Windows Vista (x86/x64, SP2 or later) Windows Server 2008 (x86/x64) Windows Server 2008 R2 (x64) Windows 7 (x86/x64, SP1 or later) Windows 8.1 (x86/x64) Windows 10 (x86/x64) Windows Server 2012 Windows Server 2012 R2

<sup>\*1</sup>: The print speed is as follows:  
 Paper feed from Tray 1

<sup>\*2</sup>: The AutoIP function (APIPA: Automatic Private IP Addressing) automatically assigns an IP address that starts from 169.254 and the 255.255.0.0 subnet mask. If network devices on the same network have an IP address and the subnet mask assigned by the AutoIP function, they can communicate with each other.

## 10.2 USB Direct Print specifications

### Specifications

File system	FAT16 / FAT32
Maximum capacity of USB memory	4 GB
Data format	TIFF and JPEG



## 10.3 Manually Installing the Printer Driver (for Windows)

### 10.3.1 Checking the connection method

The installation method for the printer driver differs depending on the method used to connect this machine to the computer. This machine can be connected via a network or a USB interface. When this machine is connected to the network, there are several printing protocols. The installation method for the printer driver also differs depending on the protocol.

Connection method in which setup is possible using Add Printer Wizard

Connection method	Description
LPR	A network connection using the LPR (Line Printer Remote) print service. It uses a TCP/IP protocol and the LPR printing port. <ul style="list-style-type: none"> <li>For the installation procedure, refer to page 10-5.</li> </ul>
Port 9100	A network connection using the PORT9100 print service. It uses a TCP/IP protocol and the RAW printing port. <ul style="list-style-type: none"> <li>For the installation procedure, refer to page 10-5.</li> </ul>
IPP	A network connection using the IPP (Internet Printing Protocol) print service. Printing can be carried out via the Internet using the HTTP (HyperText Transfer Protocol) of the TCP/IP protocol. <ul style="list-style-type: none"> <li>For the installation procedure, refer to page 10-10.</li> </ul>
Web service print	It is a connection corresponding to Web service function and capable of automatically detecting the printer on the network. <ul style="list-style-type: none"> <li>For the installation procedure, refer to page 10-8.</li> </ul>
USB	A connection using a USB port.

Connection method in which plug and play-based setup is possible

Connection method	Description
USB	A connection using a USB port. <ul style="list-style-type: none"> <li>For the installation procedure, refer to page 10-13.</li> </ul>

### 10.3.2 Using LPR/Port9100 connection for installation

#### Operations required to use this function (for administrators)

To use Port 9100 or LPR printing, you must configure the network settings for the machine in advance.

Items to be configured	Description
IP address	In [NETWORK SETTING] on the Control Panel of this machine, specify the IP address.
RAW port number	To use Port 9100 printing: In [IPv4 Configuration] for the machine, enable the RAW port number (initial setting: [9100]).
LPD Setting	To use LPR printing: From [TCP/IP Configuration] - [LPD Setting] for the machine, enable LPD printing.

#### Reference

For details on the network settings of this machine, refer to "Network settings" and **Web Connection** - [Network] - [TCP/IP Configuration] and [Network]-[IPv4 Configuration] of [User's Guide Network Administrator].

## Installing the printer driver by automatically detecting the printer

In Windows 8.1/10/Server 2012/Server 2012 R2

You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
- 2 Display the printer window.
  - In Windows 8.1/10, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware and Sound] - [View devices and printers] when a menu is displayed.
  - In Windows Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware] - [View devices and printers] when a menu is displayed.
- 3 Select [Add a printer].

The [Add Printer] wizard appears.
- 4 Select this machine from the list, then click [Next].
  - If no printers are detected, restart this machine.
  - Use the IP address to confirm the printer that you want to connect to.
  - It may take some time to finish searching the entire list of printers.
- 5 Click [Have Disk].
- 6 Click [Browse].
- 7 Select the folder on the CD/DVD-ROM containing the desired printer driver, then click [Open].
  - Select the folder according to the printer driver, operating system, and language to be used.
  - The driver information file is "DBWTP.inf" for the PCL driver and "DBX.inf" for the XPS driver.
- 8 Click [OK].

The [Printers] list appears.
- 9 Select this machine from the list, then click [Next].
- 10 Follow the on-screen instructions to carry out operations.
  - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
- 11 Click [Finish].
- 12 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
- 13 Remove the CD/DVD-ROM from the CD/DVD-ROM drive.

Installation of the printer driver is then completed.

In Windows Vista/7/Server 2008/Server 2008 R2

You can install the printer driver by automatically detecting the printer on the network or by creating a new port.

The procedure for installing the printer driver by automatically detecting the printer on the network is as follows:

- ✓ Administrator privileges are required to perform this task.
- ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.

- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
- 2 Display the printer window.
  - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].
  - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
- 3 Select [Add a printer].

The [Add Printer] wizard appears.
- 4 Click [Add a network, wireless or Bluetooth printer].

Connected printers are detected.
- 5 Select your machine from the list, then click [Next].
  - If no printers are detected, restart this machine.
  - Use the IP address to confirm the printer that you want to connect to.
  - It may take some time to finish searching the entire list of printers.
- 6 Click [Have Disk].
- 7 Click [Browse].
- 8 Select the folder on the CD/DVD-ROM containing the desired printer driver, then click [Open].
  - Select the folder according to the printer driver, operating system, and language to be used.
  - The driver information file is "DBWTP.inf" for the PCL driver and "DBX.inf" for the XPS driver.
- 9 Click [OK].

The [Printers] list appears.
- 10 Select this machine from the list, then click [Next].
- 11 Follow the on-screen instructions to carry out operations.
  - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
- 12 Click [Finish].
- 13 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.
- 14 Remove the CD/DVD-ROM from the CD/DVD-ROM drive.

Installation of the printer driver is then completed.

## Installing the printer driver by creating a new port

In Windows 8.1/10/Server 2012/Server 2012 R2

The procedure for installing the printer driver by creating a new port is as follows:

- ✓ Administrator privileges are required to perform this task.
  - ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.
- 1** Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
  - 2** Display the printer window.
    - In Windows 8.1/10, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware and Sound] - [View devices and printers] when a menu is displayed.
    - In Windows Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware] - [View devices and printers] when a menu is displayed.
  - 3** Select [Add a printer].
  - 4** In the window showing the detected printer, click [The printer that I want isn't listed].
  - 5** Click [Add a local printer or network printer with manual settings].
  - 6** Click [Next].
  - 7** Click [Create a new port:], then select [Standard TCP/IP Port].
  - 8** Click [Next].
  - 9** Select [TCP/IP Device], then enter the IP address.
  - 10** Click [Next].
  - 11** Click [Have Disk].
  - 12** Click [Browse].
  - 13** Select the folder on the CD/DVD-ROM containing the desired printer driver, then click [Open].
    - Select the folder according to the printer driver, operating system, and language to be used.
    - The driver information file is "DBWTP.inf" for the PCL driver and "DBX.inf" for the XPS driver.
  - 14** Click [OK].

The [Printers] list appears.
  - 15** Select this machine from the list, then click [Next].
  - 16** Follow the on-screen instructions to carry out operations.
    - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
  - 17** Click [Finish].
  - 18** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
  - 19** Remove the CD/DVD-ROM from the CD/DVD-ROM drive.

Installation of the printer driver is then completed.

In Windows Vista/7/Server 2008/Server 2008 R2

The procedure for installing the printer driver by creating a new port is as follows:

- ✓ Administrator privileges are required to perform this task.
  - ✓ Since the printer is searched for during the installation, be sure to connect this machine to the network before turning it on.
- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
  - 2 Display the printer window.
    - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].
    - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
  - 3 Select [Add a printer].

The [Add Printer] wizard appears.
  - 4 Click [Add a local printer].

The [Choose a printer port] dialog box appears.
  - 5 Click [Create a new port:], then select [Standard TCP/IP Port].
  - 6 Click [Next].
  - 7 Select [TCP/IP Device], then enter the IP address.
  - 8 Click [Next].
    - If the [Additional port information required] dialog box appears, go to Step 9.
    - If the [Install the printer driver] dialog box appears, go to Step 12.
  - 9 Select [Custom], and then click [Settings].
  - 10 Change the settings according to the port, and then click [OK].
    - For an LPR connection, select the [LPR] check box, then enter "Print" in [Queue Name:]. You must discriminate between upper and lower case letters when entering it.
    - For the Port 9100 connection, select the [Raw] check box, then enter a RAW port number ([9100] by default) in [Port Number:].
    - If both LPR and Port9100 are enabled on this machine, the printer driver is connected to this machine using LPR.
  - 11 Click [Next].

The [Install the printer driver] dialog box appears.
  - 12 Click [Have Disk].
  - 13 Click [Browse].
  - 14 Select the folder on the CD/DVD-ROM containing the desired printer driver, then click [Open].
    - Select the folder according to the printer driver, operating system, and language to be used.
    - The driver information file is "DBWTP.inf" for the PCL driver and "DBX.inf" for the XPS driver.
  - 15 Click [OK].

The [Printers] list appears.
  - 16 Select this machine from the list, then click [Next].

- 17 Follow the on-screen instructions to carry out operations.
  - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
- 18 Click [Finish].
- 19 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.
- 20 Remove the CD/DVD-ROM from the CD/DVD-ROM drive.
 

Installation of the printer driver is then completed.

### 10.3.3 Using IPP connection for installation

#### Operations required to use this function (for administrators)

To use IPP printing, you must configure the network settings for the machine in advance.

Items to be configured	Description
IP address	In [NETWORK SETTING] on the Control Panel of this machine, specify the IP address.
IPP Settings	In [IPP Configuration] for the machine, enable IPP printing.



#### Reference

For details on the network settings of this machine, refer to "Network settings" and **Web Connection** - [Network] - [IPP Configuration] of [User's Guide Network Administrator].

In Windows 8.1/10/Server 2012/Server 2012 R2

- ✓ Administrator privileges are required to perform this task.
- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
  - 2 Display the printer window.
    - In Windows 8.1/10, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware and Sound] - [View devices and printers] when a menu is displayed.
    - In Windows Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware] - [View devices and printers] when a menu is displayed.
  - 3 Select [Add a printer].
 

The [Add Printer] wizard appears.
  - 4 In the window showing the detected printer, click [The printer that I want isn't listed].
  - 5 In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].
    - `http://<IP address of this machine>/ipp`  
Example: `http://192.168.1.20/ipp`
  - 6 Click [Have Disk].
  - 7 Click [Browse].
  - 8 Select the folder on the CD/DVD-ROM containing the desired printer driver, then click [Open].
    - Select the folder according to the printer driver, operating system, and language to be used.
    - The driver information file is "DBWTP.inf" for the PCL driver and "DBX.inf" for the XPS driver.
  - 9 Click [OK].
 

The [Printers] list appears.

- 10 Select this machine from the list, then click [Next].
  - 11 Follow the on-screen instructions to carry out operations.
    - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
  - 12 Click [Finish].
  - 13 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
  - 14 Remove the CD/DVD-ROM from the CD/DVD-ROM drive.  
Installation of the printer driver is then completed.
- In Windows Vista/7/Server 2008/Server 2008 R2
- ✓ Administrator privileges are required to perform this task.
- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
  - 2 Display the printer window.
    - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers]. When [Control Panel] is displayed in an icon view, double-click [Devices and Printers].
    - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers]. When [Control Panel] is displayed in Classic View, double-click [Printers].
  - 3 Select [Add a printer].  
The [Add Printer] wizard appears.
  - 4 Click [Add a network, wireless or Bluetooth printer].  
Connected printers are detected.
  - 5 In the window showing the detected printer, click [The printer that I want isn't listed].
  - 6 In [Select a shared printer by name], enter the URL for the machine in the following format, then click [Next].
    - `http://<IP address of this machine>/ipp`  
Example: `http://192.168.1.20/ipp`
  - 7 Click [Have Disk].
  - 8 Click [Browse].
  - 9 Select the folder on the CD/DVD-ROM containing the desired printer driver, then click [Open].
    - Select the folder according to the printer driver, operating system, and language to be used.
    - The driver information file is "DBWTP.inf" for the PCL driver and "DBX.inf" for the XPS driver.
  - 10 Click [OK].  
The [Printers] list appears.
  - 11 Select this machine from the list, then click [OK].
  - 12 Follow the on-screen instructions to carry out operations.
    - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the details, and continue.
  - 13 Click [Finish].
  - 14 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

- 15** Remove the CD/DVD-ROM from the CD/DVD-ROM drive.

Installation of the printer driver is then completed. Once the settings for the printer have been configured, you can use the printer in the same way as a general local printer.

### 10.3.4 Using the Web service connection for installation

#### Web service

The Web service function automatically detects devices on the network and installs the necessary printer drivers.

#### Operations required to use this function (for administrators)

To use the Web service print, you must configure the network settings for the machine in advance.

Items to be configured	Description
IP address	In [NETWORK SETTING] on the Control Panel of this machine, specify the IP address.
Web Service Settings	In [WSD Configuration], enable [Use WSD Browsing].



#### Reference

For details on the network settings of this machine, refer to "Network settings" and **Web Connection** - [Network] - [WSD Configuration] of [User's Guide Network Administrator].

#### Installation methods

- ✓ Administrator privileges are required to perform this task.
  - ✓ To install a different printer driver on the computer where one has already been installed, you must uninstall the whole package of the currently installed printer driver. For details, refer to page 3-7.
- 1** Install the printer driver for this machine.
    - Install the printer driver using the installer or Add Printer Wizard. The printer driver can be installed in any port. For details, refer to page 3-4 or page 10-5.
  - 2** Turn on the power of the machine while it is connected to the network.
  - 3** In [Network and Sharing Center] on the computer, check that [Network discovery] is enabled.
  - 4** Open the [Network] window.
    - In Windows 8.1/10/Server 2012/Server 2012 R2, open [Control Panel], select the [Network and Internet] category, then click [View network computers and devices].
    - In Windows 7/Server 2008 R2, open [Computer] and click [Network]. If [Network] is not displayed, click the [Network and Internet] category on [Control Panel], then click [View network computers and devices].
    - In Windows Vista/Server 2008, open the Start menu, and click [Network]. Connected computers and devices are detected.
  - 5** Select the device name of the machine, then click [Install] on the toolbar.
    - In Windows 8.1/10/Server 2012/Server 2012 R2, click [Network] - [Add devices and printers] on the toolbar. In the displayed window, select the device name of this machine, then click [Next]. The printer driver for this machine is detected and the machine is ready to print.
  - 6** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.



 **Tips**

- If you are using Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2, install the printer driver first, and then associate it with this machine through plug and play.
- In Windows Vista/Server 2008, you can install the printer driver by creating a new port, even if the printer driver is not installed in advance.

 **Reference**

*If the printer driver is not correctly installed, the driver must be updated using [Update Driver]. For details, refer to page 10-14.*

### 10.3.5 Using USB connection for installation

To connect this machine using the USB port, first install the printer driver and then associate it with this machine through plug and play.

- ✓ In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2, the installation disk cannot be specified after the connection has been established. Install the printer driver in advance.
- ✓ In Windows Vista/Server 2008, you can continue the task and specify the printer driver installation disk to install the printer driver if it is not installed in advance.
- ✓ Administrator privileges are required to perform this task.

**1** Install the printer driver for this machine.

- Install the printer driver using the installer or Add Printer Wizard.  
The printer driver can be installed in any port.  
For details, refer to page 3-4 or page 10-5.

**2** Connect this machine to the computer using a USB cable.

**3** Turn on the power of this machine.

- The printer driver for this machine is detected and the machine is ready to print.
- If the printer driver is not detected, restart this machine.

**4** After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] or [Devices and Printers] window.

 **Reference**

*If the printer driver is not correctly installed, the driver must be updated using [Update Driver]. For details, refer to page 10-14.*

## Updating the printer driver

In Windows 7/8.1/10/Server 2008 R2/Server 2012/Server 2012 R2, if this machine is connected without the printer driver having first been installed, the printer driver will not be correctly identified. If the printer driver is not correctly identified, the driver must be updated using [Update Driver].

- 1 Display the printer window.
  - In Windows 8.1/10, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware and Sound] - [View devices and printers] when a menu is displayed.
  - In Windows Server 2012/Server 2012 R2, press the [X] key while pressing the [Windows] key, and click [Control Panel] - [Hardware] - [View devices and printers] when a menu is displayed.
  - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers]. If [Devices and Printers] is not displayed, select [Control Panel] - [Hardware and Sound], and click [View devices and printers].
- 2 Right-click the device name of the machine that is under [Unspecified] and then click [Properties].
  - If [Unknown Device] appears instead of the device name of the machine, right-click to remove the device, and install the printer driver.
- 3 In the [Hardware] tab, click [Properties].
- 4 In the [General] tab, click [Change settings].
- 5 In the [Driver] tab, click [Update Driver].
- 6 In the page in which to select how to search the driver software, click [Browse my computer for driver software].
- 7 Click [Browse].
- 8 Select the folder on the CD/DVD-ROM containing the desired printer driver, then click [OK].
  - Select the folder according to the printer driver, operating system, and language to be used.
  - The driver information file is "DBWTP.inf" for the PCL driver and "DBX.inf" for the XPS driver.
- 9 Click [Next].
- 10 Follow the on-screen instructions to carry out operations.
- 11 Click [Close].
- 12 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Devices and Printers] window.
- 13 Remove the CD/DVD-ROM from the CD/DVD-ROM drive.  
This completes the update of the printer driver.

### Tips

In Windows Vista/Server 2008, [Update Driver] is also available. In Windows Vista/Server 2008, use [Device Manager] to open [Properties] of this machine that is displayed in [Other devices]; you can specify [Update Driver software].

To use [Device Manager], right-click [Computer], click [Properties], and select [Device Manager] on the [Tasks].

---

**11** **Index**



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