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Making a Copy

1. Press Copy on the Control Panel to access the copier functions.

   ![Control Panel Image]

2. Place your original.

   ![Original Placement Image]

3. Enter the number of copies required.

   ![Copies Entry Image]
Making a Copy continued

4. You can manually select desired paper size.

5. Or select Auto. Press the Start key.

Notes

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Faxing

For Immediate Fax Transmission:

1. Check that the Immediate Transmission Indicator is lit. (If it is not lit, press the Transmission Mode key).

2. Set your original on the Document Feeder. Select the scan settings you require.

3. Dial. If you make a mistake, press the Clear/Stop key and enter the correct number again.

4. Press the Start key. The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.

5. After transmission, the machine will return to standby mode.

Duplexing

This function enables you to make two-sided copies from one- or two-sided originals or one-sided copies from two-sided originals.

◆ Making Two-sided Copies from One-sided Originals (1 - 2 sided)
This feature enables your to make two-sided copies from one-sided originals.

◆ Making Two-sided Copies from Two-sided Originals (2- 2 sided)
This mode makes two-sided copies from two-sided originals.
Making Two-sided Copies from One-sided Originals

This feature enables you to make two-sided copies from one-sided originals.

1. Press the 1 - 2 Sided Key.
2. Place the originals in the Feeder.
3. Press Start.

Printing on Envelopes

AT THE MFD:
When printing envelopes, the envelopes must be fed from the bypass tray (sometimes called the manual feed tray). To do this you must first set the envelope size at the MFD.

- Press the USER TOOLS/COUNTER button
- Press the SYSTEM SETTING option on the window
- Press the TRAY PAPER SETTINGS tab on the window
- Press the NEXT option
- Select Paper Type: Bypass tray option
- Select Thick Paper, OK
- Press the NEXT option
- Select Printer Bypass Paper Size
- Select Custom Size, Change
- Enter the Horizontal and Vertical size of the envelope using the number keys (the “.” key for the period). NOTE: for a number 10 envelope the vertical is 4.0 and the horizontal is 9.50)
- Press OK, then OK
- Press USER TOOLS/COUNTER again to exit.

ENVELOPE PLACEMENT:
- Feed envelope face down, short side first, top to the back of the MFD.

MICROSOFT WORD SETTINGS:
- In Word select Tools, Envelopes & Labels, selecting the Envelopes tab
- Select Options, Printing Options and use the selections on the following screen capture
- Click OK, make sure your address is complete
- Click Print.
Printing a Locked Print File

1. On the machine’s control panel, press the Printer key to display the Printer Screen.

![Printer Screen](image)

2. Press View Locked Print Jobs.

![Locked Print Jobs](image)

A list of the locked print files stored in the machine is displayed.

3. Select the file you want to print by pressing on it.

4. Enter the password; then press OK.

5. Press Yes.

Making Two-sided Copies from Two-sided Originals

This feature enables you to copy two-sided originals on the front and back sides of the paper.

1. Press the 2 - 2 key.

![2-2 Key](image)

2. Place the originals in the Feeder.

3. Press Start.
Finishing

Each copy set can be stapled together.

1. Select one of the Stapling positions.

2. Enter the number of copy sets with the number keys.

3. Place your originals, then press the start key.

Printing Job Type

Document Server

Select to send a file to the Document Server. The file will be stored in the Document Server for future editing or printing. To optionally enter a user ID, file name, password or user name for the file, click the [Details] button.

When printing the file stored in the Document Server, the following features settings need to be set on the printer’s operation panel. These features settings are not available on the printer driver when the [Document Server] is selected in the [Job Type] list box. Duplex, Collate, Copies, Staple, Paper Source (Paper Selection), Output Tray, Media Type
Printing Job Type

1. Display the Page Setup sheet.

Select the type of print job.

Normal

Select this for normal printing. The print job starts immediately after a print command is given. To optionally enter a user ID, click the [Details] button.

Locked (Confidential) Print

Select to send the print job to the printer and save it on the printer hard disk. The printer does not start printing the saved job until the user ID and password are entered from the printer’s operation panel. Enter the user ID and password in the [Locked Print Details] dialog box opened by clicking the [Details] button.

Note:
The printer can hold up to 30 jobs or 2,000 pages (Sample Print and Locked Print combined total).

PCL Print driver

To access the print driver:

1. In the application with the document open, select File/Print to print your document.

2. In the Print dialog box, select your printer name from the Name drop down box, and then click the Properties button. The Properties dialog box opens.

3. Specify the various print settings in the Properties dialog box. To switch between sheets, click the tabs for the Setup, Paper, Print Quality, Statistics and Watermarks.

4. After all the print settings are specified, click the OK button in the Properties dialog box.

5. Click the OK button in the Print dialog box. The document is printed under the settings you specified.
PCL Duplexing

1. In the application with the document open, select File/Print to print your document. Display the Setup sheet.

2. **Select a Duplex setting.**
   
   **Off**  
   Disables Duplex Printing
   
   **Open to Left**  
   Prints output so that you can open it to the left when bound along the left edge like a book.
   
   **Open to Top**  
   Prints output so that you can open it to the top when bound along the top like a calendar.
   
   **Booklet**  
   Prints output so that you can fold it into a booklet. Two document pages are reduced and printed side by side on each side of each sheet. For example, an 11 x 17 document will be printed as two 8 1/2 x 11 images on each side of the 11 x 17 sheet. A Letter size document will be printed as two 5 1/2” x 8 1/2” images on each side of Letter size sheets.

   *Note:* Booklet printing is not available when more than one page per sheet is selected in [Layout], or [Fit to Print Size] is selected on the [Paper] tab.

3. Click the OK button.

PCL Finishing/Stapling

1. Select File/Print and display the Setup sheet.

2. Select the stapling position. Stapling positions in the list box vary depending on the type of optional finisher installed.

   *Note:* When stapling multiple sets ensure that the collate box in the print dialog screen is not checked. Otherwise the entire print job may be stapled together.

   If the document being printed and stapled contains pages different in size or direction, those sheets printed will not get stapled in the job.