

V4 Printer Driver Operation Manual

Ver.1.00

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Please note

- This manual explains how to install the V4 Printer Driver and configure the unique function of the V4 Printer Driver. Please confirm the operation guide of each printer series about the basic print function.
- The explanations in this manual assume that you have a working knowledge of your Windows computer.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are primarily for Windows® 10 in Windows environments. The screens may vary depending on the version of the operating system.

Warning

- All information in this manual is subject to change without notice.

V4 PRINTER DRIVER

V4 Printer Driver is new architecture form Windows 8.1/Windows Server 2012 R2.

SYSTEM ENVIRONMENT

V4 PRINTER DRIVER is intended to be used in either one of the following two system environments.

Server-Client Environment

The IT admin installs a printer driver to the server, and each client user (or IT admin) installs a printer driver to the client PC by Point & Print. At the time of printing, a print job is sent to a printer via the server.

Standalone Environment

Each user (or IT admin) installs a printer driver to the PC, and in this case, print job goes directly to printer.

OPERATIONAL ENVIRONMENT

OS compatible*	Windows 8.1, Windows 10, Windows Server2012 R2, Windows Server2016
Emulation	PCL6
Driver UI Language	English
Interface	10BASE-T, 100BASE-T, 1000BASE-T
Internet protocol	IPv4, IPv6
Display	1024 x 768 dots resolution and 16-bit color or higher is recommended.
Other hardware requirements	An environment that allows any of the above operating systems to fully operate

*1 Itanium is not supported.

INSTALLATION

STANDARD INSTALLATION

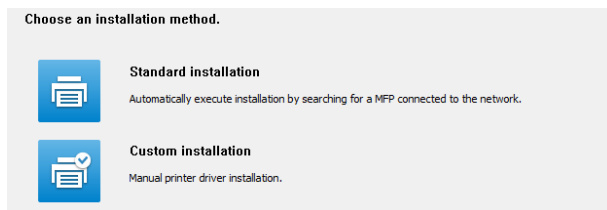
1 Extract the installer that you obtained, and double-click the [Setup] icon.

If you have already installed a similar type of driver, an install type selection screen will appear.

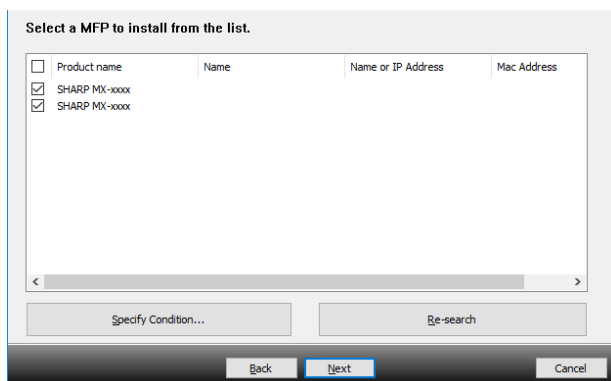
- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].

2 Click the [Standard installation] button.

You can also click the [Specify Condition] button and search for the machine by entering the machine's name (host name) or IP address, or selecting the search period.



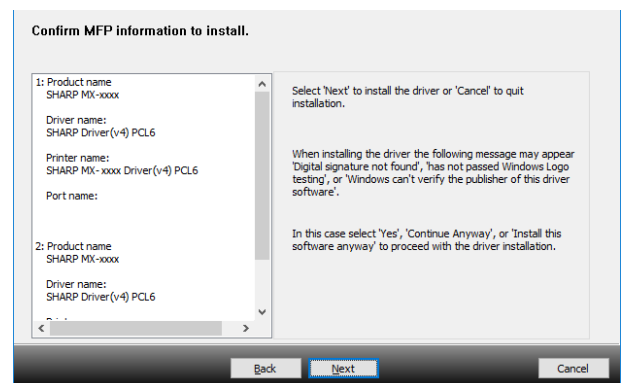
3 Check the contents and then click the [Next] button.



- This screen is not displayed when only 1 device is found in the search results.
- If the machine is not found, make sure that the machine is powered on and that the machine is connected to the network, and then click the [Re-search] button.

4 Follow the on-screen instructions.

Read the message in the window that appears and click the [Next] button. Installation begins.



- If a warning window regarding security is displayed, do not forget to click [Install].

5 When the installation completed screen appears, click the [Finish] button.

- To set the installed driver as the default printer, select the name of the machine from "Set as default printer". If you don't want to change the default printer, select [Don't change].
- To print a test page, click [Print test page].

This completes the installation.

After the installation, a message prompting you to restart your computer may appear. If this message appears, click the [Yes] button to restart your computer.

CUSTOM INSTALLATION

INSTALLATION BY SPECIFYING THE MACHINE ADDRESS

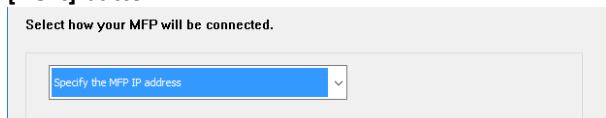
1 Extract the installer that you obtained, and double-click the [Setup] icon.

If you have already installed a similar type of driver, an install type selection screen will appear.

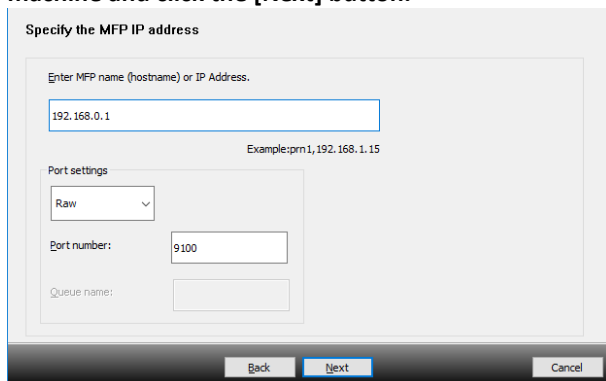
- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].

2 Click the [Custom installation] button.

3 When you are asked how the printer is connected, select [Specify the MFP IP address] and click the [Next] button.



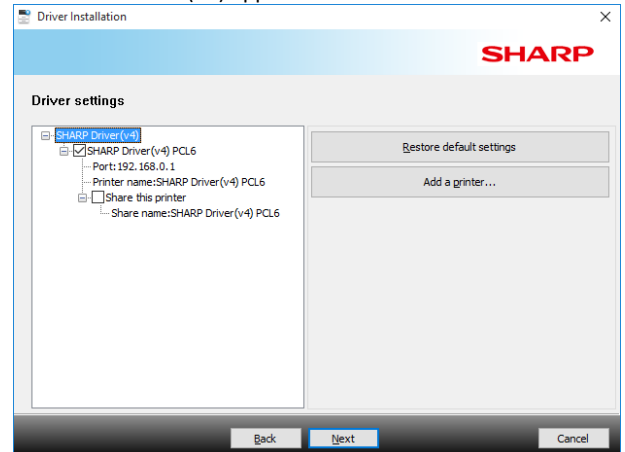
4 Enter the name (host name) or IP address of the machine and click the [Next] button.



- Configure port settings if needed. (Normally no changes are needed.)

5 When the printer driver selection window appears, select the printer driver to be installed and click the [Next] button.

Click the checkbox of the printer driver to be installed so that a checkmark (☒) appears.



- You can click [Printer name] to change the printer name.
- By selecting the model name from the list and clicking [Add a printer], you can copy the driver settings and install multiple drivers for the same model, each with a different name.
- To share the printer, select the [Share this printer] checkbox ☒.

6 Follow the instructions on the screen and proceed with installation.

- Check the content of the displayed screen. Click the [Next] button to proceed with installation.

If a warning window regarding security is displayed, do not forget to click [Install].

7 Click the [Finish] button.

- To set the installed driver as the default printer, select the name of the machine from "Set as default printer". If you don't want to change the default printer, select [Don't change].
- To print a test page, click [Print test page].

This completes the installation.

After the installation, a message prompting you to restart your computer may appear. If this message appears, click the [Yes] button to restart your computer.

INSTALLATION BY SEARCHING FOR THE MACHINE

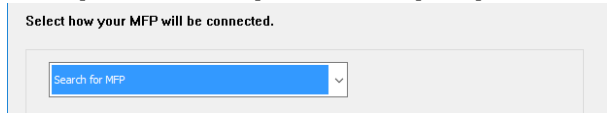
1 Extract the installer that you obtained, and double-click the [Setup] icon.

If you have already installed a similar type of driver, an install type selection screen will appear.

- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].

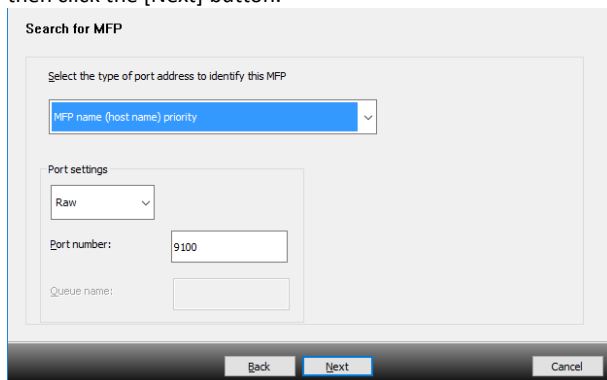
2 Click the [Custom installation] button.

3 When you are asked how the printer is connected, select [Search for MFP] and click the [Next] button.



4 Select the search method.

Select the name of this machine (host name) or IP address, then click the [Next] button.

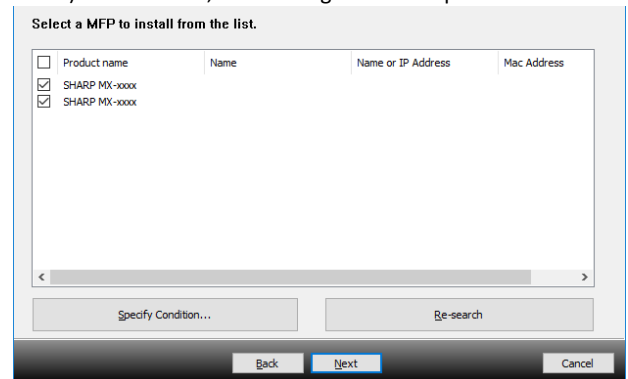


- Configure port settings if needed. (Normally no changes are needed.)

5

When the model selection window appears, select the model name of your machine and click the [Next] button.

You can also click the [Specify Condition] button and search for the machine by entering the machine's name (host name) or IP address, or selecting the search period.



6

Follow the instructions on the screen and proceed with installation.

For detailed procedures, refer to Step 4 onwards of "INSTALLATION BY SPECIFYING THE MACHINE ADDRESS (Page.4)".

This completes the installation.

INSTALL THE DRIVER USING AN EXISTING PORT

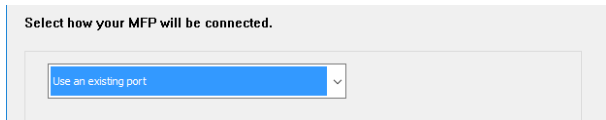
1 Extract the installer that you obtained, and double-click the [Setup] icon.

If you have already installed a similar type of driver, an install type selection screen will appear.

- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].

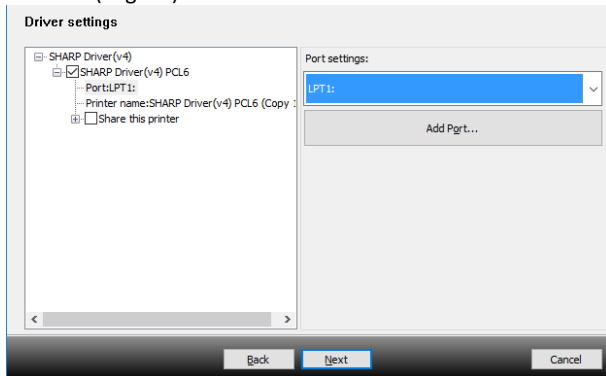
2 Click the [Custom installation] button.

3 Select [Use an existing port] and click the [Next] button.



4 Select the port.

- You can click a [Port] that you want to change in the list and select the desired port.
- To create a new port, click [Add Port]. For detailed procedures, refer to Step 4 onwards of "CHANGING THE PORT (Page. 9)".



5 Follow the instructions on the screen and proceed with installation.

For detailed procedures, refer to Step 5 onwards of "INSTALLATION BY SPECIFYING THE MACHINE ADDRESS (Page.4)".

This completes the installation.

INSTALLING THE DRIVER ONLY

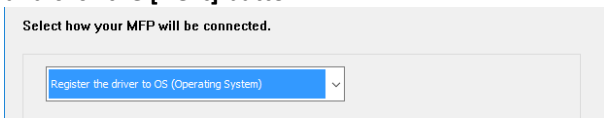
1 Extract the installer that you obtained, and double-click the [Setup] icon.

If you have already installed a similar type of driver, an install type selection screen will appear.

- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].

2 Click the [Custom installation] button.

3 Select [Register the driver to OS (Operating System)] and click the [Next] button.



4 Confirm the content of the screen, and click the [Next] button.

Installation begins. When the complete screen is displayed, click [Finish].

If a warning window regarding security is displayed, do not forget to click [Install].

ENABLE OPTIONS AND PERIPHERALS

- 1** Click the [Start] button, click [Control Panel], and then click [Devices and Printers] (or [View devices and printers]).
- 2** **Open the printer properties window.**
(1) Right-click the printer driver icon of the machine.
(2) Select [Printer properties].
- 3** Click the [Device Settings] tab.
- 4** Set [Install Options].
- 5** Click the [OK] button in the printer properties window.

CHANGING THE PORT

1 Click the [Start] button, click [Control Panel], and then click [Devices and Printers] (or [View devices and printers]).

2 **Open the printer properties window.**
(1) Right-click the printer driver icon of the machine.
(2) Select [Printer properties].

3 **Adding or changing a port.**
(1) Click the [Ports] tab.
(2) Click the [Add Port] button.

To change to an existing port, select the port from the list and click the [Apply] button.

4 **Select the port type and click the [New Port] button.**

- **Standard TCP/IP Port**
This is the standard printer port provided by the operating system.
(1) Click the [Next] button.
(2) Enter the machine's IP address in [Printer Name or IP Address] and click the [Next] button.
(3) Click the [Finish] button.

5 Click the [Close] button in the screen of step 4.

6 Click the [Apply] button in the screen of step 3.

When using a port created using "Standard TCP/IP Port", in the screen that appears after you click the [Configure Port] button in the screen of step 3, make sure the [SNMP Status Enabled] checkbox is not selected (☐). If the [SNMP Status Enabled] checkbox is selected (☒) , it may not be possible to print correctly.

REMOVING THE DRIVER

To remove the software installed using the installer, follow the steps below.

- 1** Click the [start] button and then click [Control Panel].
- 2** Click [Programs and Features] (or [Uninstall a program]).
- 3** Select [SHARP Driver Uninstall Tool] and click [Uninstall].
- 4** Select the printer driver that you want to delete from the list, and click the [Remove] button.
- 5** Click the [Close] button.
- 6** Select the other software that you want to delete from the list, and delete.
- 7** Restart your computer.

PRINTER FUNCTION

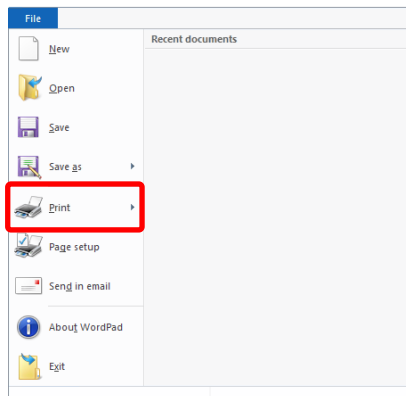
PRINTING IN A WINDOWS ENVIRONMENT

BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory application in Windows.

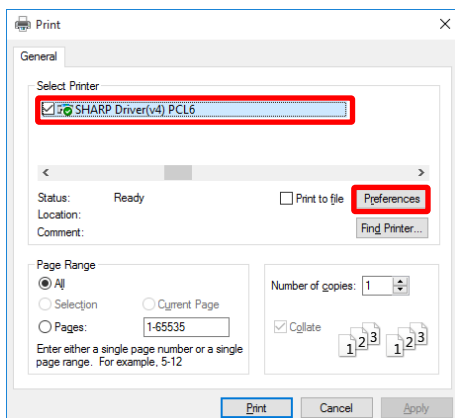
- The menu used to execute printing may vary depending on the application.
- The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

1 Select [Print] from the [File] menu of WordPad.



2 Select the printer driver for the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.



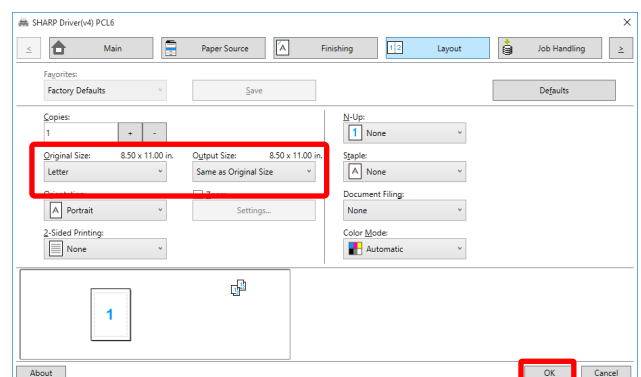
3 Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

- To select settings on other tabs, click the desired tab and then select the settings.
➔ PRINTER DRIVER SETTINGS SCREEN (page 12)
- If an original size larger than the largest paper size that the machine supports is set, select the paper size for printing in "Output Size".
- If an "Output Size" different from the "Original Size" is selected, the print image will be adjusted to match the selected paper size.

(3) Click the [OK] button.

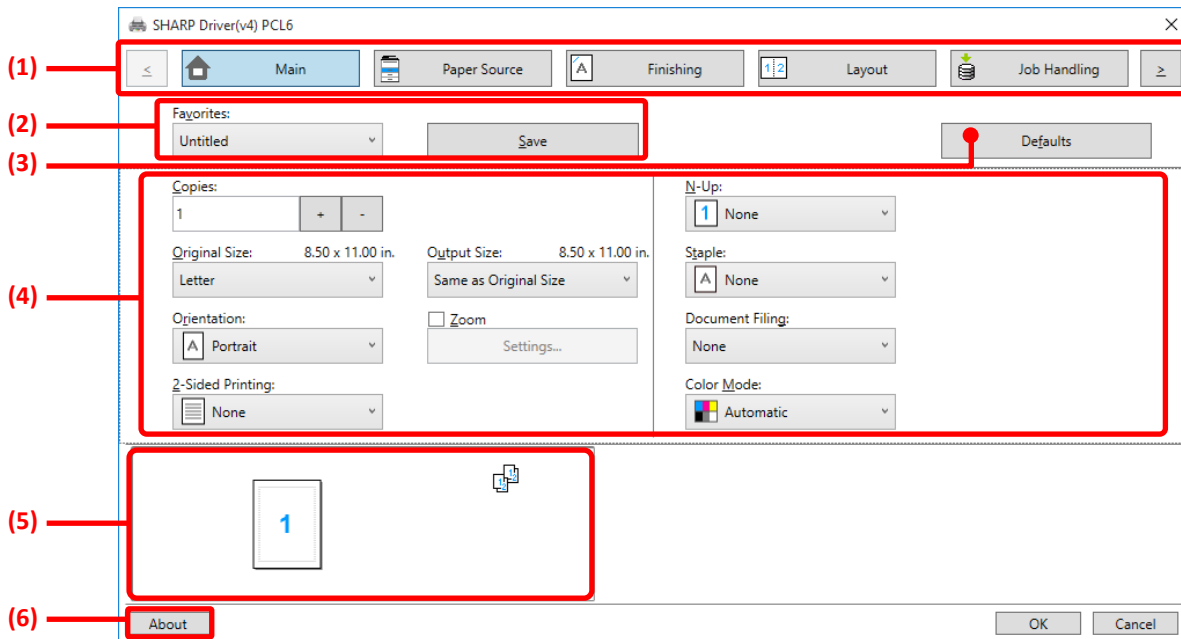


4 Click the [Print] button.

Printing begins.

PRINTER DRIVER SETTINGS SCREEN

The printer driver settings screen consists of 8 tabs. Click a tab to select the settings on that tab.



(1) Tabs: Click to change the tabs shown.

- [Main]: Frequently used functions are grouped on this tab. The settings are also on other tabs, and each setting on this tab is linked to the corresponding setting on the other tab.
- [Paper Source]: Set the size and type of paper used for printing, and the paper tray.
- [Finishing]: Select a finishing function such as stapling and punch.
- [Layout]: Select functions related to the layout such as two-sided printing and booklet.
- [Job Handling]: Set Document Filing and user authentication.
- [Stamp]: Set the watermark.
- [Image Quality]: Set color mode.
- [Detailed Settings]: Set other detailed print settings.

(2) Favorites

Settings configured on each tab at the time of printing can be saved as Favorite.
FREQUENTLY USED FUNCTIONS (page 15)

(3) [Defaults]

Return the settings on the currently selected tab to their default state.

(4) Setup Items

Displays the settings on each tab.

(5) Print image

This lets you visually check how the current settings affect the print image. Finishing settings are indicated by icons.

(6) [About] button

Displays the version of the printer driver.

SELECTING THE PAPER

Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays.

The "Output Size" setting and the "Paper Tray" setting are related as follows:

- **When "Paper Tray" is set to [Automatically Select]**
The tray that contains paper of the size set in "Form To Tray Assignment" of "Device Settings" tab is automatically selected.
- **When "Paper Tray" is set to [Printer Auto Select]**
The tray that contains paper of the size and type selected in "Output Size" and "Paper Type" is automatically selected by the printer.
- **When "Paper Tray" is set to any setting other than [Auto Select]**
The specified tray is used for printing regardless of the "Output Size" setting.
When you have set "Paper Type" to [Bypass Tray], be sure to select "Paper Type". Check the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate paper type.
- **When "Paper Type" is set to [Auto Select]**
A tray with plain paper or recycled paper of the size specified in "Output Size" is automatically selected. (The factory default setting is plain paper only.)
- **When "Paper Type" is set to anything other than [Auto Select]**
A tray with the specified type of paper and the size specified in "Output Size" is used for printing.

PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

To prohibit printing by users whose user information is not stored in the machine:

In "Settings (administrator)", select [User Control] > [Default Settings] > [Disable Printing by Invalid User].

1 In the printer driver properties window of the application, select the printer driver of the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2 Enter your user information.

(1) Click the [Job Handling] tab.

(2) Enter your user information.

- When authentication is performed by login name, select [Login Name] and enter your login name.
- When authentication is performed by login name/password, click [Login Name/Password] and enter your login name and password. Enter the password using 1 to 32 characters.
- When authentication is performed by user number, select [User Number] and enter your 5 to 8 digit user number.

(3) Enter the user name and job name as necessary.

- Click the [User Name] checkbox, and enter your user name using up to 32 characters. The entered user name will appear on the touch panel of the machine. If you do not enter a user name, your PC login name will appear.
- Click the [Job Name] checkbox, and enter a job name using up to 80 characters. The entered job name will appear as a file name on the touch panel of the machine. If you do not enter a job name, the file name set in the application will appear.

(4) Click the [OK] button to execute printing.

The screenshot shows the 'Job Handling' tab of a printer driver properties window. At the top, there are four tabs: 'Finishing', 'Layout', 'Job Handling' (which is selected and highlighted in blue), and a button with a greater-than-or-equal-to symbol. Below the tabs is a 'Defaults' button. The main area is divided into two sections. On the left, under the heading 'Authentication:', there is a dropdown menu currently set to 'Login Name/Password'. On the right, there are two text input fields. The first is labeled 'Login Name:' and contains the text 'sampleuser'. The second is labeled 'Password:' and contains eight dots, indicating a masked password.

FREQUENTLY USED FUNCTIONS

This section explains frequently used functions.
The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver properties window, see the BASIC PRINTING PROCEDURE section:

SAVING SETTINGS AT THE TIME OF PRINTING

Settings configured on each of the tabs at the time of printing can be saved as Favorite. Saving frequently used settings under an assigned name makes it easy to select those settings the next time you need to use them.
Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.

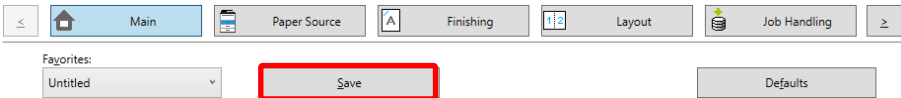
Operation

(1) Select the machine's printer driver from the print window of the application, and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

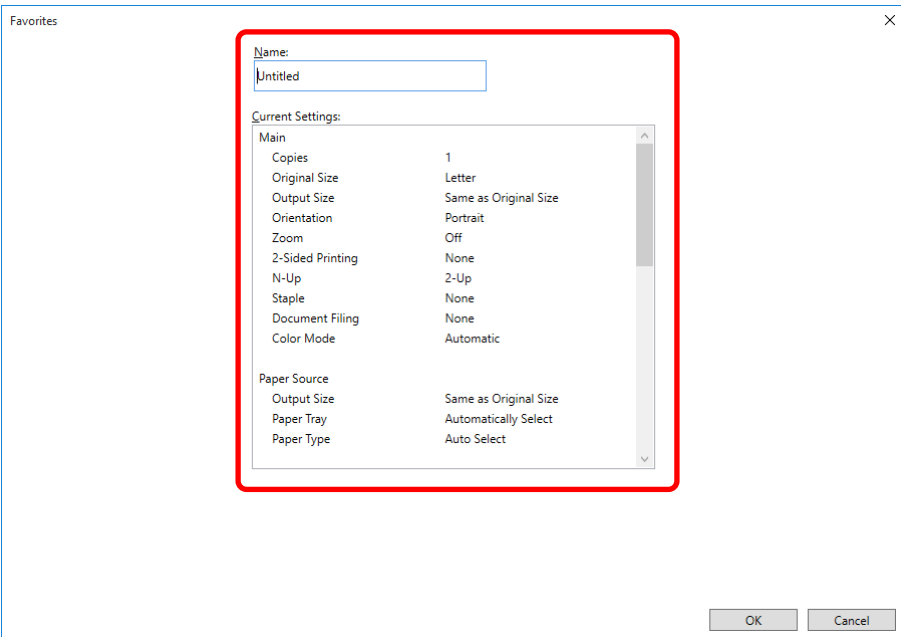
(2) Register Print Settings.

- (1) Configure the print settings on each tab.
- (2) Click the [Save] button.



(3) Check and save the settings.

- Check and save the settings.
- (1) Check the displayed settings.
- (2) Enter a name for the settings using up to 20 characters.
- (3) Click the [OK] button



USING SAVED SETTINGS

You can specify the saved favorites through just one click to apply frequently used settings to your printing.

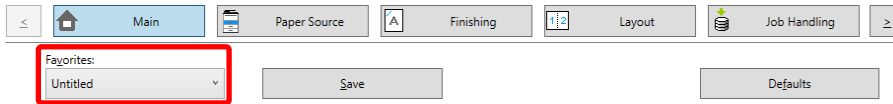
Operation

(1) Select the machine's printer driver from the print window of the application, and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

(2) Select favorite settings.

- (1) Select the favorite settings you want to use.
- (2) Click the [OK] button.



(3) Start printing.

CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

You can change the default settings of the printer driver.

Changes you have made in the printer driver properties window when you execute printing from the application are returned to the default settings specified here when you exit the application.

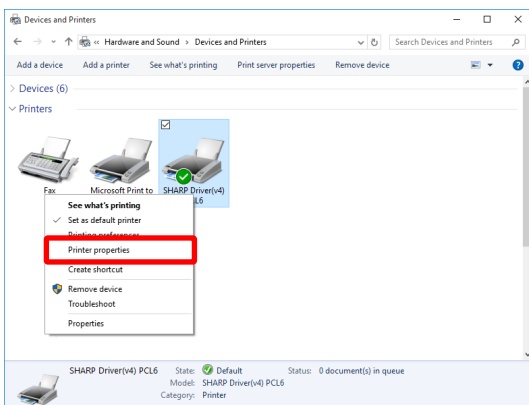
Operation

(1) Right-click the [Start] button and select [Control Panel].

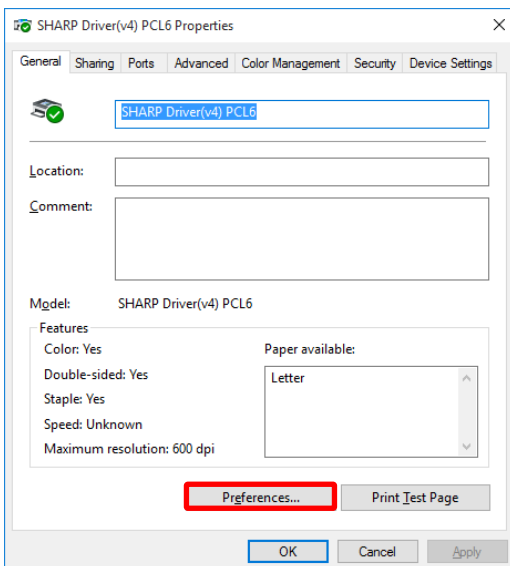
The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

(2) Click [View devices and printers] in [Hardware and Sound].

(3) Right-click the printer driver icon of the machine and select [Printer Properties].



(4) Click the [Preferences] button on the [General] tab.



(5) Configure the settings and click the [OK] button.

SELECTING THE COLOR MODE

This section explains how to select the color mode in the printer driver properties window. The following three selections are available for the color mode:

- Automatic:** The machine automatically determines whether each page is color or black and white and prints the page accordingly. Pages with colors other than black and white are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner. Pages that are only black and white are printed using Bk (Black) toner only. This is convenient when printing a document that has both color and black and white pages, however, the printing speed is slower.
- Color:** All pages are printed in color. Both color data and black and white data are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner.
- Black and White:** All pages are printed in black and white. Color data such as images or materials for a presentation are printed using black toner only. This mode helps conserve color toner when you do not need to print in color, such as when proofreading or checking the layout of a document.

When "Color Mode" is set to [Automatic]

Even if the print result is black and white, the following types of print jobs will be counted as 4-color (Y (Yellow), M (Magenta), C (Cyan), and Bk (Black)) print jobs. To be always counted as a black and white job, select [Black and White].

- When the data is created as color data.
- When the application treats the data as color data even though the data is black and white.
- When an image is hidden under a black and white image.

Operation

COLOR MODE SETTINGS

The screenshot shows the 'Main' tab of the printer driver properties window. At the top, there are four tabs: '<', 'Main' (selected), 'Paper Source', 'Finishing', and 'Layout'. Below the tabs, there is a 'Favorites' section with a dropdown menu set to 'Untitled' and a 'Save' button. The main area is divided into several sections: 'Copies' with a dropdown set to '1' and '+' '-' buttons; 'Original Size' set to '8.50 x 11.00 in.' and 'Letter'; 'Output Size' set to '8.50 x 11.00 in.' and 'Same as Original Size'; 'Orientation' set to 'Portrait'; '2-Sided Printing' set to 'None'; 'N-Up' set to 'None'; 'Staple' set to 'None'; 'Document Filing' set to 'None'; and 'Color Mode' set to 'Automatic'. The 'Color Mode' dropdown is highlighted with a red box.





(1)Click the [Main] tab.

(2)Select the "Color Mode" that you wish to use.

This setting also can be set on [Image Quality] tab.

TWO-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. 2-sided printing also helps conserve paper.

Paper orientation	Print results	
	Long Edge	Short Edge
Portrait		
Landscape	Short Edge	Long Edge
		
	The Pages are printed so that they can be bound at the left or right side.	The Pages are printed so that they can be bound at the top.

Operation

≤
Main
Paper Source
A
Fin

Favorites:

Untitled
 Save

Copies:

1
 +
-

Original Size: 8.50 x 11.00 in.

Letter
 ▼

Output Size: 8.50 x 11.00 in.

Same as Original Size
 ▼

Orientation:

A
 Portrait
 ▼

2-Sided Printing:

None
▼

☐ Zoom
 Settings...

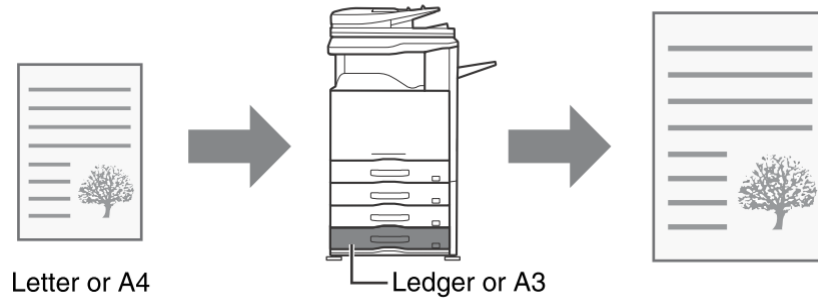
(1) Click the [Main] tab.

(2) Select the paper orientation.

(3) Select [Long Edge] or [Short Edge].

FITTING THE PRINT IMAGE TO THE PAPER

This function automatically enlarges or reduces the print image to match the size of the paper loaded in the machine. This function is convenient when enlarging a letter or A4 size document to ledger or A3 size to make it easier to view, or when printing a document on paper that is different in size from the original document.



The following example explains how to print a letter (or A4) size document on ledger (or A3) size paper.

Operation

< Main Paper Source A Fin

Favorites:
Untitled Save

Copies:
1 + -

Original Size: 8.50 x 11.00 in. Output Size: 11.00 x 17.00 in.
Letter Ledger

Orientation:
Portrait Zoom Settings...

2-Sided Printing:
None

- (1) Click the [Main] tab.
- (2) Select the original size from [Original Size] (for example: Letter).
- (3) Select the actual paper size to be used for printing from [Output Size] (for example: Ledger).



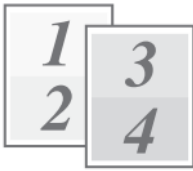
If the output size is larger than the original size, the printed image will be automatically enlarged.





PRINTING MULTIPLE PAGES ON ONE PAGE

This function reduces the print image and prints multiple pages on a single sheet of paper. You can print only the first page in the original size and print multiple reduced pages on the subsequent sheets.

For example, when [2-Up] (2 pages per sheet) or [4-Up] (4 pages per sheet) is selected, the following print results will be obtained, depending on the selected page order.

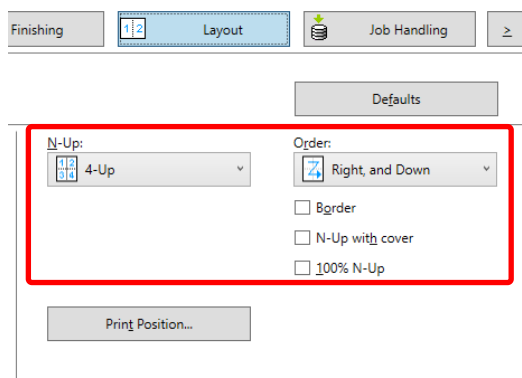
This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. When used in combination with 2-sided printing, this function saves more paper.

N-Up (Pages per sheet)	Print results		
	Left To Right	Right To Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)				

- [N-Up] that can be set on the [Layout] tab can also be set on the [Main] tab. ("Order" can only be set in the [Layout] tab.)
- Note the following when printing multiple pages on one sheet:
 - ☐ The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
 - ☐ In a Windows environment, the page order can be viewed in the print image in the printer driver properties window.

Operation



(1) Click the [Layout] tab.

(2) Select the number of pages per sheet.

(3) Select the order of the pages.

(4) If you wish to print borderlines, click the [Border] checkbox so that the checkmark ☒ appears.

- To print the first page normally (as a cover), select the [N-Up with cover] checkbox (☒.
- When [100% N-Up] is selected (☒) for jobs such as N-Up copying of two A4 size pages onto one A3 sheet, the pages will be printed at the full size of the original. If you select [Border] at this time, only the border will be printed.



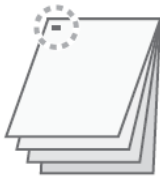


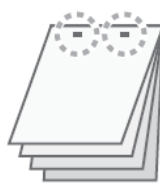
STAPLING OUTPUT / PUNCHING HOLES IN OUTPUT

Staple function

The staple function staples the output. To create materials with more sophisticated appearance, the staple function can be used in combination with 2-sided printing.

This function saves considerable time when preparing handouts for a meeting or other stapled materials.

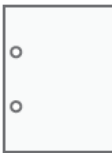


The stapling positions and the number of staples can be selected to obtain the following stapling results.

Staple	Left	Right	Top
1 Staple*			
2 Staple			

* The staple orientation varies depending on the size and orientation of the paper.

Punch function

The punch function punches holes in the output. The punch hole positions are set by selecting the binding edge.

Left	Right	Top
		

- A finisher or saddle stitch finisher is required to use the staple function.
- To use the punch function, installing a punch module in the finisher or saddle stitch finisher.
- For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Start Guide.
- For information on the saddle stitch function, see "CREATE A PAMPHLET (BOOKLET/ SADDLE STITCH) (page 24)".
- The staple and offset (shifting the position of the paper that is output for each job) functions cannot be used simultaneously.
- When the finisher is disabled in the machine's settings, the staple function and punch function cannot be used.
- When the staple function or the punch function is disabled in the machine's settings, stapling or punching is not possible.

Operation

The screenshot shows the 'Finishing' tab of a printer's control panel. At the top, there are tabs for 'Main', 'Paper Source', and 'Finishing'. Below the tabs, there is a 'Favorites' section with 'Untitled' and a 'Save' button. The main area contains settings for 'Staple' and 'Punch' functions. The 'Staple' section has a dropdown menu set to '1 Staple' and a 'Position' dropdown set to 'Left'. The 'Punch' section has a dropdown menu set to '4 Holes' and a 'Position' dropdown set to 'Left'. Below these, there is an 'Offset' section with a dropdown menu set to 'Offset each set'. A red rectangular box highlights the 'Staple' and 'Punch' sections.

(1) Click the [Finishing] tab.

(2) Select the staple function or the punch function.

- For the staple function, select the number of staples in the "Staple" menu and the staple position in the "Position" menu.
- For the punch function, select the type of punch in the "Punch" menu and the punch position in the "Position" menu.

In addition to the [Finishing] tab, [Staple] can also be set on the [Main] tab.

CONVENIENT PRINTING FUNCTIONS

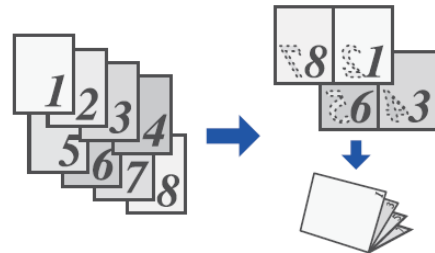
This section explains convenient functions for specific printing objectives.

The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver properties window, see Basic Printing Procedure section:

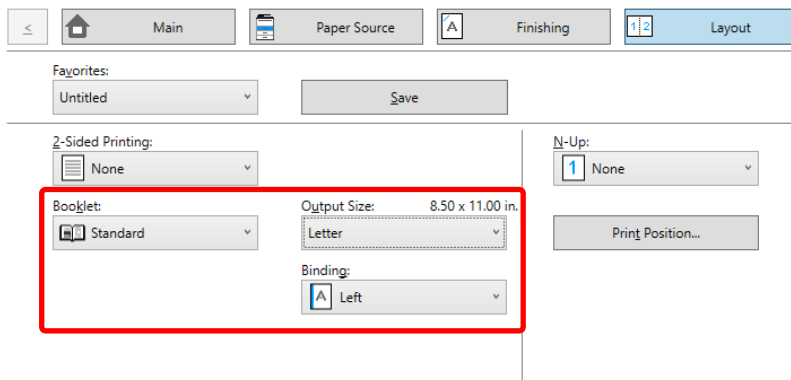
CREATE A PAMPHLET (BOOKLET/ SADDLE STITCH)

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet.

If a saddle stitch finisher is installed and if "Booklet" and "Staple" are selected, this function automatically folds and outputs the copies. This is convenient when you wish to compile printed output into a pamphlet.



Operation



(1) Click the [Layout] tab.

(2) Select [Standard] in "Booklet".

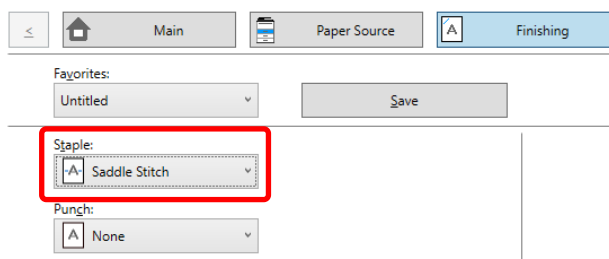
- The printed image will be enlarged or reduced to fit the paper selected in "Output Size".

(3) Select the specified output size and the binding edge.

- Select the output paper size.

In [Paper Tray] settings of [Paper Source] tab, select [Printer Auto Select] for correct printing.

If a saddle stitch finisher is installed



(4) Click the [Finishing] tab.

(5) Select [Saddle Stitch] from "Staple".

PRINTING WITH MARGIN SHIFT SETTING (MARGIN)

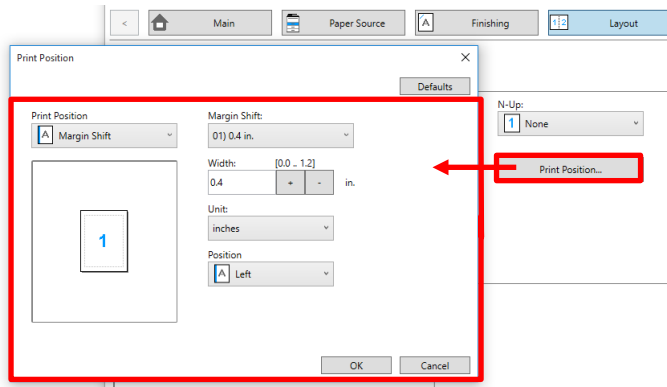
This function shifts the print image to increase the margin at the left, the right, or the top of the paper.

If a finisher or saddle stitch finisher is installed, the staple and punch functions of the machine can also be used together.

This is convenient when you wish to staple or punch the output but the binding area overlaps the text. By shifting the image, the part of the image that is outside the print area will not be printed.



Operation





(1) Click the [Layout] tab.

(2) Click the [Print Position] button.

(3) Select [Margin Shift].

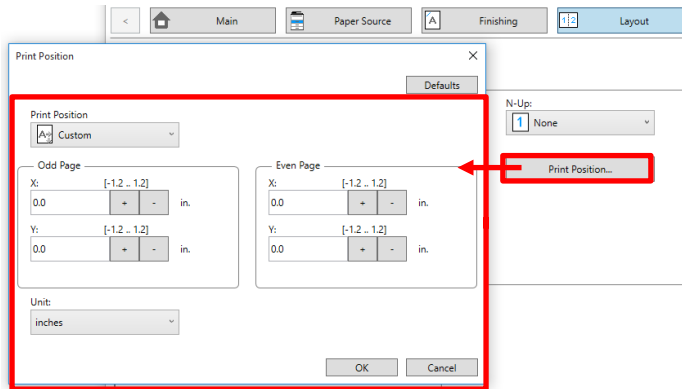
(4) Select the shift width.

Select from the "Margin Shift" menu. If you wish to configure another numeric setting, select the setting and click   buttons or directly enter the number.

ADJUST PRINT POSITION ON ODD AND EVEN PAGES SEPARATELY (PRINT POSITION)

This function sets different print positions (margins) separately for odd and even pages and prints the pages.

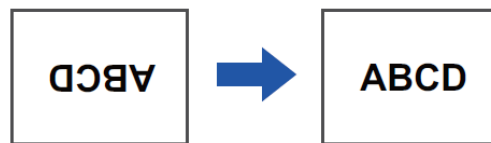
Operation



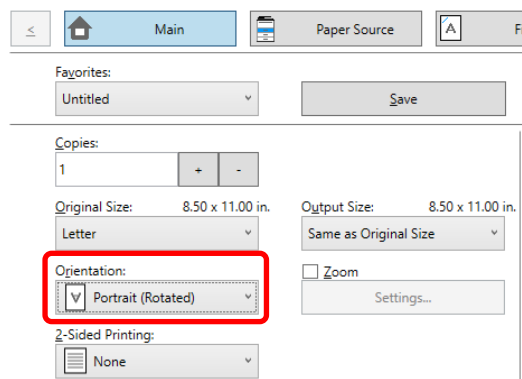
- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Custom].
- (4) Set the amount of shifting of the print position for odd-numbered pages and even-numbered pages.
- (5) Click the [OK] button.

ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can be loaded in only one orientation (such as paper with punch holes).



Operation

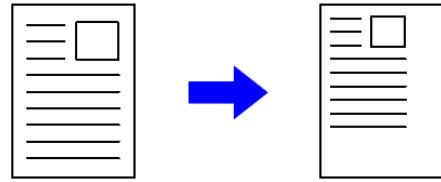


(1) Click the [Main] tab.

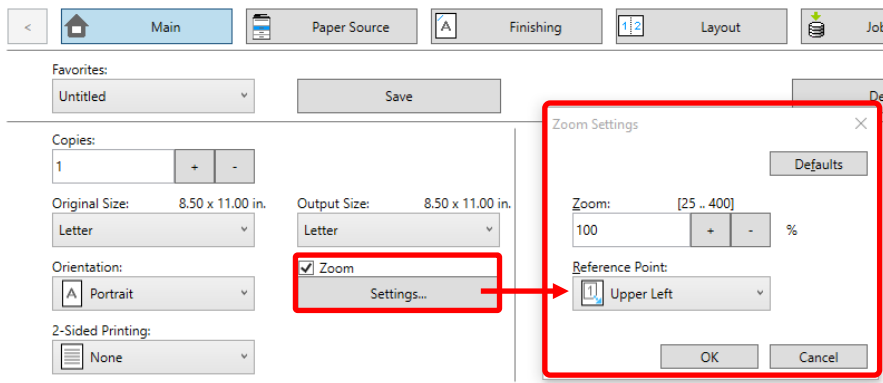
(2) Select [Portrait (Rotated)] or [Landscape (Rotated)] in "Orientation".

ENLARGING/REDUCING THE PRINT IMAGE (ZOOM SETTING/ENLARGE OR REDUCE)

This function enlarges or reduces the image to a selected percentage. This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.



Operation



(1) Click the [Main] tab.

(2) Click the [Zoom] checkbox so that ☒ appears, and click the [Settings] button.

(3) Enter the percentage.

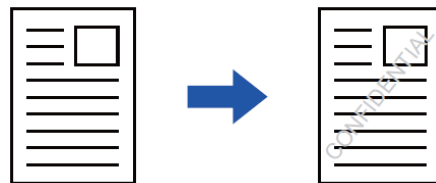
By clicking the button, you can specify the value in increments of 1%. In addition, select [Upper Left] or [Center] for the base point on the paper.

(4) Click the [OK] button.

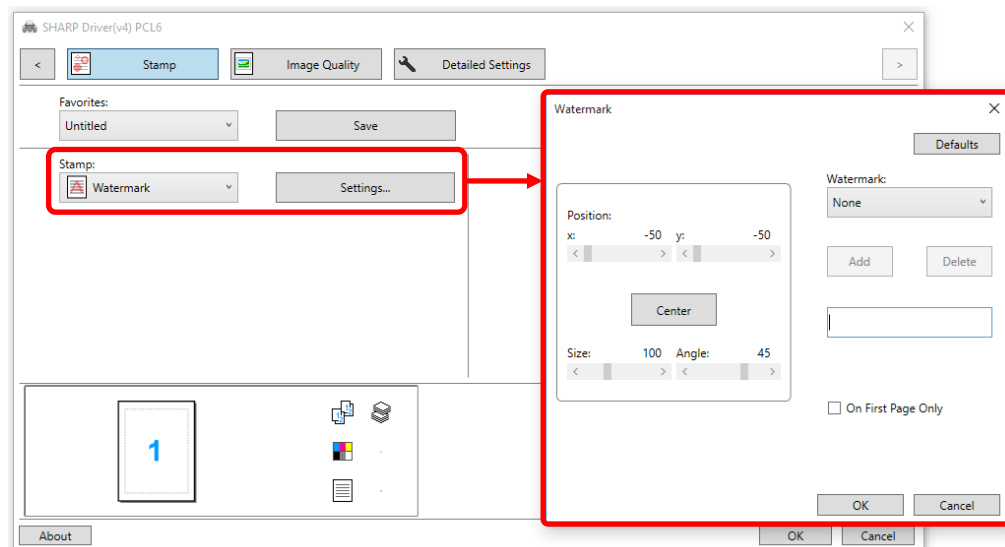
ADDING A WATERMARK TO PRINTED PAGES (WATERMARK)

This function adds faint shadow-like text as a watermark in the background of the printed image. The size and angle of the watermark text can be adjusted.

The watermark text can be selected from the previously registered text in the list. When necessary, you can enter text to create an original watermark.



Operation



- (1) Click the [Stamp] tab.
- (2) Select [Watermark] from "Stamp" and click the [Settings] button.
- (3) Select the watermark to be used and click the [OK] button.

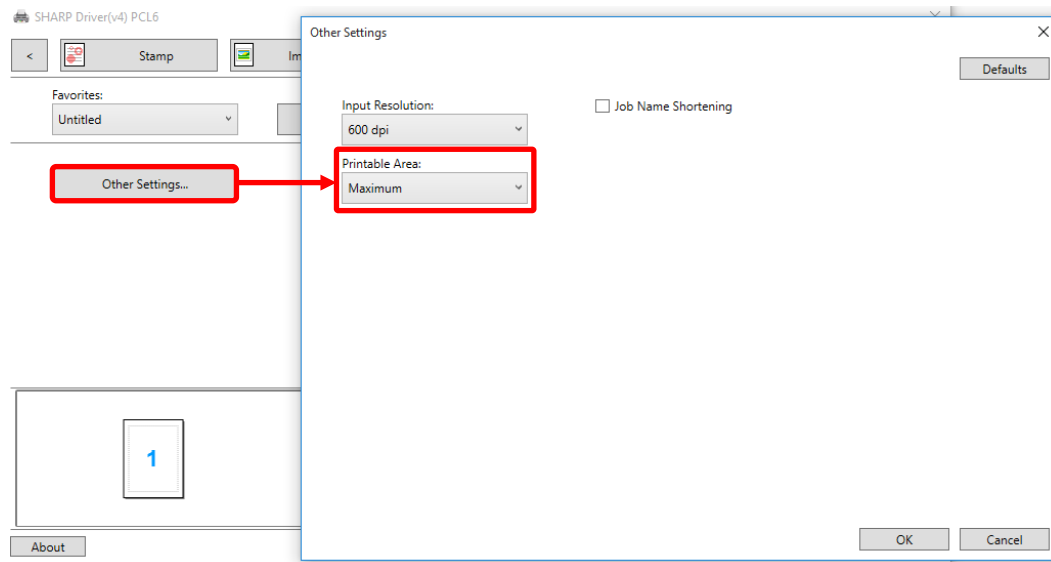
If you want to create a new watermark, enter the text of the watermark in the text box and click the [Add] button.

MAXIMIZING THE PRINT AREA ON THE PAPER (PRINT AREA)

By maximizing the print area, you can print on the full paper size.

Even when the print area is maximized, edges may be cut off.

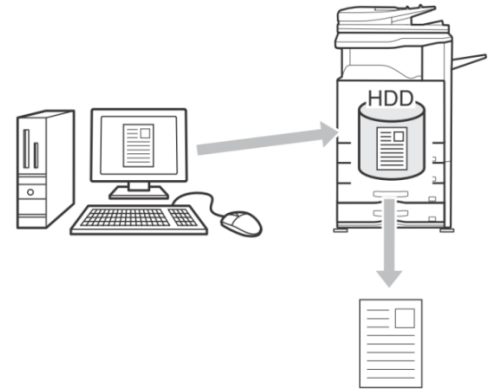
Operation



- (1) Click the [Detailed Settings] tab.
- (2) Click the [Other Settings] button.
- (3) Select [Maximum] from the "Printable Area".
- (4) Click the [OK] button.

SAVING AND USING PRINT FILES (Document Filing)

This function stores a print job as a file on the machine's hard drive, allowing the job to be printed from the touch panel when needed. The location for storing a file can be selected to prevent the file from being mixed together with files of other users.



Hold Only

This setting is used to hold a print job on the target printer's hard drive without printing it.

Hold After Print

This setting is used to hold a print job on the target printer's hard drive after it is printed.

Sample Print

When a print job is sent to the target printer, only the first set of copies is printed. After checking the contents of the first set of copies, you can print the remaining sets from the operation panel of the target machine. This prevents the occurrence of excessive misprints.

- When printing from a PC, you can set a password (5 to 8 digits) to maintain the confidentiality of information in a stored file. When a password is set, the password must be entered to print data.
- [Document Filing] that can be set on the [Job Handling] tab can also be set on the [Main] tab.

Operation

A screenshot of the printer's operation panel. At the top, there are several tabs: Main, Paper Source, Finishing, Layout, and Job Handling. The Job Handling tab is selected and highlighted in blue. Below the tabs, there are several settings. On the left, there is a 'Favorites' section with a dropdown menu set to 'Untitled' and a 'Save' button. Below this, there is a 'Print Release' checkbox. In the center, there is a 'Document Filing' section with a dropdown menu set to 'Hold Only' and a 'Stored to:' dropdown menu set to 'Main Folder'. This entire section is highlighted with a red rectangle. To the right of the 'Document Filing' section, there is an 'Authentication:' dropdown menu set to 'None'.

(1) Click the [Job Handling] tab.

(2) Select the function from the "Document Filing".

(3) Select the folder for storing the file in "Stored to".

To enter a password (5 to 8 digit number), click the [PIN Code] checkbox so that the checkmark ☒ appears.

- When [Quick File] is selected, "Document Filing" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Document Filing" is cleared.

If you have configured to always use the force document filing function in "Printing Policy" on the [Device Settings] tab, you cannot clear the [Document Filing] checkbox.

AUTOMATICALLY PRINT ALL STORED DATA

When user authentication is enabled on the machine, all document filing (stored) print jobs of the user who logs in are automatically printed. After all jobs are printed, the stored jobs are deleted.

To use the Print All function, the following steps are necessary:

- In "Settings (administrator)", select [User Control] > [Default Settings] and enable [Automatically print stored jobs after login].
- When executing document filing print, in addition to the user authentication information, enter the user name stored in the machine in "User Name" of "Default Job ID" in the printer driver.

Files with a password and files that are protected by the document filing function of the machine will not be printed. Files in a folder (excluding My Folder) that has a password will also not be printed.

(1) Select [Job Handling].

At the time of document filing print, in addition to the user authentication information, enter the user name stored in the machine in "User Name" in the printer driver.

(2) A confirmation prompt will appear. Tap the [OK] key.

The print files stored in the quick file folder, main folder, and custom folder will be printed automatically and then deleted.

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