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MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

Printing Guide

e‑STUDIO2000AC/2500AC
e‑STUDIO2505AC/3005AC/3505AC/4505AC/5005AC
e‑STUDIO2008A/2508A/3008A/3508A/4508A/5008A
e‑STUDIO5506AC/6506AC/7506AC
e‑STUDIO5508A/6508A/7508A/8508A
e‑STUDIO3508LP/4508LP/5008LP

Preface

Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems.
This manual describes instructions on how to set up the printer drivers required for this equipment, and how to print with them.
Read this manual before using the functions.

> When printing is performed by using the erasable blue toner of the e-STUDIO5008LP Series, only the standard-size plain paper and the recycled paper (64 - 80g/m^2, 17 - 20 lb. Bond) can be used in order to reuse paper efficiently. In addition, the finishing functions such as stapling, punching or center folding cannot be accomplished.

■ How to read this manual

❑ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.
📖	Pages describing items related to what you are currently doing. See these pages as required.

❑ Target audience for this manual

This is a manual that is aimed at general users and administrators.

❑ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

Model name	Series name in this manual
e-STUDIO2000AC/2500AC	e-STUDIO5005AC Series
e-STUDIO2505AC/3005AC/3505AC/4505AC/5005AC	
e-STUDIO2008A/2508A/3008A/3508A/4508A/5008A	e-STUDIO5008A Series
e-STUDIO5506AC/6506AC/7506AC	e-STUDIO7506AC Series
e-STUDIO5508A/6508A/7508A/8508A	e-STUDIO8508A Series
e-STUDIO3508LP/4508LP/5008LP	e-STUDIO5008LP Series

❑ Options

For the available options, refer to the option information in the ***Quick Start Guide*** for your equipment.

❑ Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 10. Screenshots and explanations for Mac OS are based on Mac OS X 10.10.x.
  The details on the screens may differ depending on your model and how the equipment is used, such as the status of the installed options, the OS version and the applications.
- In this manual, the initial values of the setting items are underlined.

❑ Abbreviations in this manual

In this manual, "Dual Scan Document Feeder" (DSDF) and "Reversing Automatic Document Feeder" (RADF) are collectively referred to as "Automatic Document Feeder" (ADF).

❑ Install Disc co-packed with the equipment

In this manual, the discs for installing the software are generically described in "Install Disc".

❑ Trademarks

See the *Safety Information* for notes on trademarks.

CONTENTS

Chapter 3   PRINTING FROM MAC OS APPLICATIONS

Chapter 4   OTHER PRINTING METHODS

1

OVERVIEW

Features and Functions

Extensive Client Platform Support

This equipment supports printing from IBM-compatible PC, Mac computer, and UNIX/Linux workstations. Not all features are supported on all platforms, however.

Various Port Options

You can map this equipment to print to an SMB, IPP, Raw TCP, WSD, or LPR port.

Multiple Job Types

Job Types refer to the way this equipment handles a print job.

- The Normal mode requires no special handling and is the most frequently used printing mode.
- Scheduled Print lets you specify the time and date at which to print a job.
- The Private Print mode allows you to hold a job in the print queue until you enter a password at the copier touch panel to print the job.
- The Hold Print mode allows you to hold a job in the hold queue until you continue the job from the touch panel.
- The Proof Print mode prints the first copy of a multi-copy job and then awaits your approval before printing the remaining copies.
- The Multi Station Print mode allows you to print jobs that were sent to this equipment from another MFP.

> Note
>
> This function requires e-BRIDGE Multi Station enabler.

- Overlay File prints a document element, such as text or graphics, to a file for superimposing on the background of other documents.
- The Store to e-Filing mode allows you to store the printed document in e-Filing.
- The Multiple Job Type feature allows you to print jobs of more than one type together. For example, you can store a job in the specified e-Filing and print it at the specified time by combining Scheduled Print and Store to e-Filing.

Professional Finishing Options

Depending on the type of finishing units you have installed, you can choose to sort, group, fold and staple your documents (including saddle-stitching) and punch binding holes. Available functions differ from model to model.

Sophisticated Document Layout and Assembly Options

You can choose whether to print your document as you have set it up in the application, or to impose printer-driven document layout options such as printing in Book Format or printing Multiple Pages per Sheet.
Additionally, the printer drivers provide the ability to print selected pages on different media. This includes printing front and back covers, inserting sheets at predefined positions within the document, or interleaving pages so that every other page is inserted blank or printed on a different type of media.

Various Sizes of Printing Paper Available

You can define custom paper sizes other than the standard ones to print data created with your application.

Watermark and Image Overlay Support

Watermarks are a great way to subtly convey useful information about your printed documents. Common watermarks are "Confidential," "Draft," and "Original." Several watermarks have been pre-defined for use with your documents, or you can create and save your own custom watermarks.
Watermarks consist of text. Image Overlays can be any combination of text, graphics or other document elements. Printing watermarks consumes fewer resources than using Image Overlays, so you should use watermarks wherever possible, particularly when printing speed is an issue.

About Printer Drivers

Printer drivers required for each OS are included in the Install Disc. For instructions on how to install them, refer to the *Software Installation Guide*.

■ For Mac OS

Printer drivers required for Mac OSs are included in the following folders of the Install Disc:

Mac OS PPD files

- [Install Disc]: MacPPD
  This includes the PPD files to enable printing from the Mac OS X 10.6 or later, and the plug-in files used for printing from Mac computer.

■ For UNIX/Linux

Printer drivers required for UNIX/Linux are included in the following folders of the Install Disc:

Solaris filter
The tar file for Solaris v11.2 is included in the following folder:
Choose the appropriate file depending on the model to be used.

- Color MFP
  [Install Disc]/Admin/Color_Unix_Linux/SolarisFilter/Usa/
- Black and White MFP
  [Install Disc]/Admin/BW_Unix_Linux/SolarisFilter/Usa/

HP-UX filter
The tar file for HP-UX 11iv3 is included in the following folder:
Choose the appropriate file depending on the model to be used.

- Color MFP
  [Install Disc]/Admin/Color_Unix_Linux/HP-UXFilter/Usa/
- Black and White MFP
  [Install Disc]/Admin/BW_Unix_Linux/HP-UXFilter/Usa/

AIX filter
The tar file for AIX 7.x is included in the following folder:
Choose the appropriate file depending on the model to be used.

- Color MFP
  [Install Disc]/Admin/Color_Unix_Linux/AIXFilter/Usa/
- Black and White MFP
  [Install Disc]/Admin/BW_Unix_Linux/AIXFilter/Usa/

Linux filter
The tar file for the following operating system is included.
Fedora 21/22
Red Hat Enterprise Linux 5.x/6.x/7.x
SUSE Linux Enterprise Server 11/12
openSUSE 13.2/13.3
Turbolinux Client 12.5
Ubuntu 14.04LTS/15.04
Choose the appropriate file depending on the model to be used.

- Color MFP
  [Install Disc]/Admin/Color_Unix_Linux/LinuxFilter/Usa/
- Black and White MFP
  [Install Disc]/Admin/BW_Unix_Linux/LinuxFilter/Usa/

CUPS PPD file
The PPD file to enable printing from CUPS is included in the following folder:
Choose the appropriate file depending on the model to be used.

- Color MFP

  - [Install Disc]/Admin/Color_Unix_Linux/CUPS/Usa/2-sided_default/
    This PPD file enables to set 2-sided printing by default.
  - [Install Disc]/Admin/Color_Unix_Linux/CUPS/Usa/normal/
    This PPD file enables to set 1-sided printing by default.

- Black and White MFP
  - [Install Disc]/Admin/BW_Unix_Linux/CUPS/Usa/2-sided_default/
    This PPD file enables to set 2-sided printing by default.
  - [Install Disc]/Admin/BW_Unix_Linux/CUPS/Usa/normal/
    This PPD file enables to set 1-sided printing by default.

2

PRINTING FROM WINDOWS APPLICATIONS

Basic Printing

This section describes how to print documents.
📖 P.15 "Printing"
📖 P.17 "When you need to enter a department code or user name"

■ Printing

Once you have installed and configured the printer driver, you can print directly from most Windows applications by selecting [Print]. You can print using a variety of functions in the printer driver.

> Tip

The procedure to display the properties dialog for the printer driver may differ depending on the application you are using. See your application's manual for information on displaying the properties dialog box.

The following is an example of printing from Notepad in Windows.

1 Open a file, select [File], and then select [Print].

2 Select the printer driver for the equipment you want to use, and then click [Preferences].
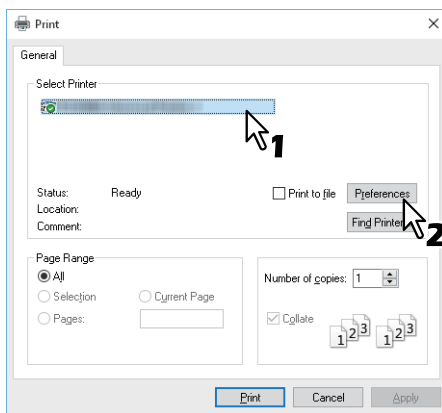
3 Set the print options you want on each tab.
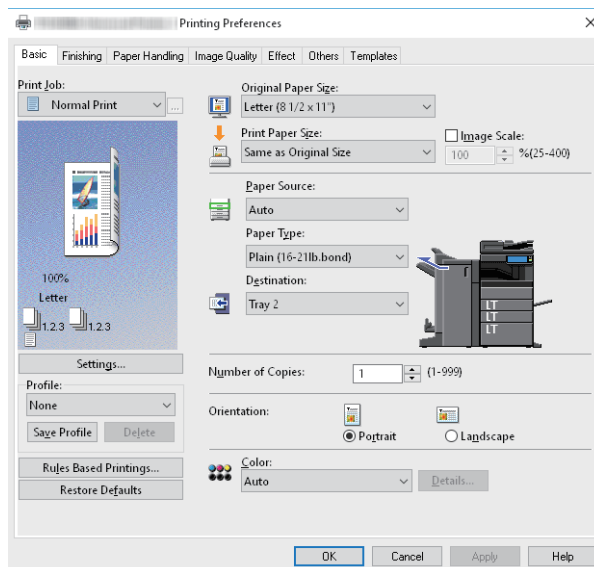
You can also set the print options using setting profiles.
📖 P.74 "Saving a profile"

4 Click [OK] to save.

5 Click [Print] or [OK] to print.
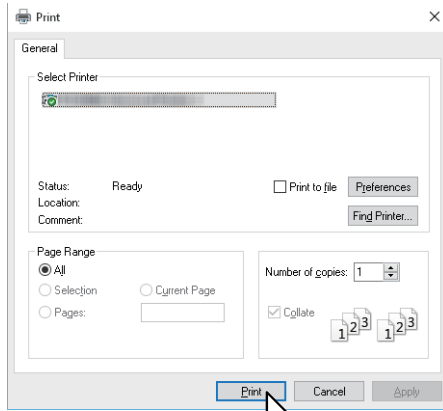
■ When you need to enter a department code or user name

 🕮 P.17 "Entering a Department Code"
 🕮 P.18 "Entering a Project Code"
 🕮 P.19 "Entering a User Name and Password"
 🕮 P.19 "Setting the LDAP Server Name"

❑ Entering a Department Code

When managing this equipment using counter information in department codes, you have to enter your code to print. Contact your administrator for more information.
Follow the steps below to enter the department code in advance to print without entering the code every time.

	Tip

- Your administrator makes settings to manage counter information in department codes.
  🕮 P.84 "Using the Department Management Function"
- You can enter your department code whenever you print. If you have to use a different department code for each print job, enter it when you begin printing.

1 **Right-click [Start], then click [Control Panel] > [View devices and printers].**
The Printers folder appears.

	Tip

- For Windows 8.1/Windows Server 2012, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].
- For Windows 7, click [Start] > [Devices and Printers].
- For Windows Vista/Windows Server 2008, click [Start] > [Control Panel] > [Hardware and Sound] > [Printers].

2 **Right-click the printer driver of this equipment and select [Printing Preferences] from the displayed menu.**
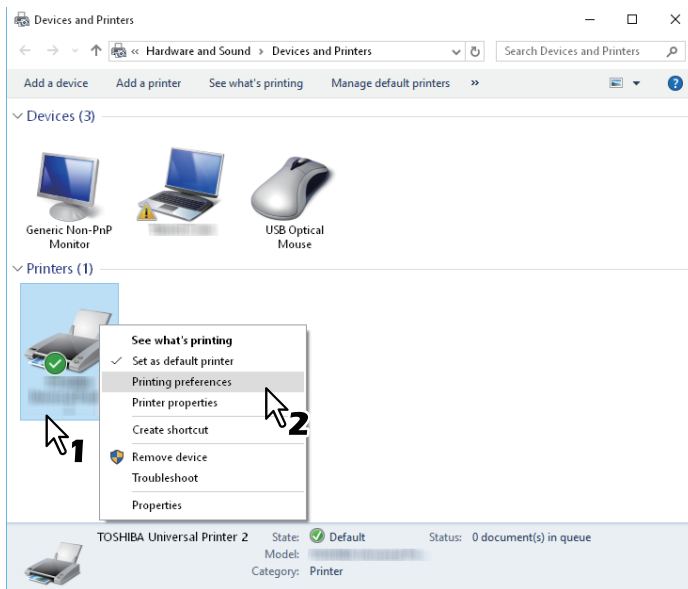
	Tip

- For Windows Vista / Windows Server 2008, select the printer driver for this equipment, and then click [Printing Preferences] in the [File] menu.
- If the [File] menu is not displayed, press [Alt].

3 **Display the [Others] tab menu and enter your department code in [Department Code].**
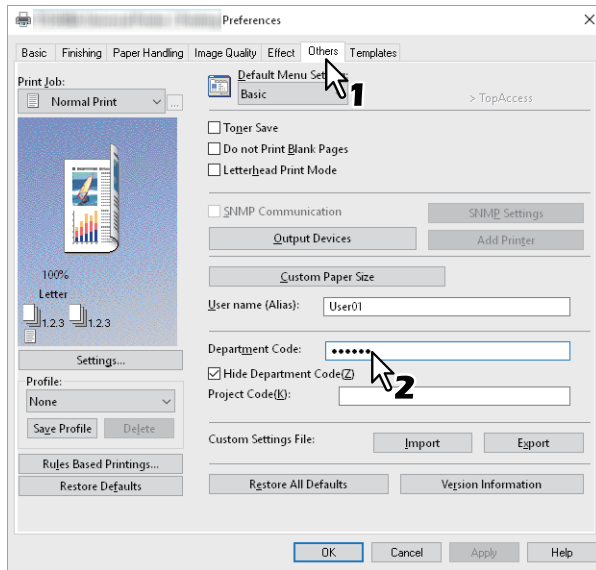
You can enter up to 63 characters.

4 **Click [Apply] or [OK] to save.**

❑ Entering a Project Code

You can enter a project code in advance.

1 **Display the [Others] tab menu and enter your project code in [Project Code].**
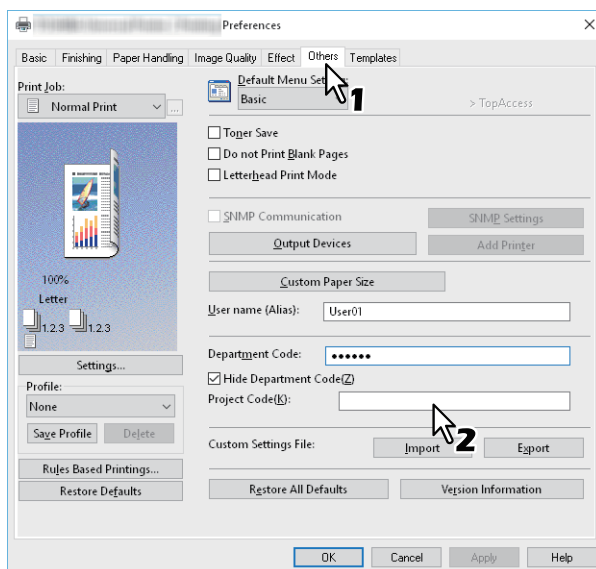
You can enter up to 63 characters. Ask your administrator for the project code.

2 **Click [Apply] or [OK] to save.**

❑ Entering a User Name and Password

When the User Name and Password option is enabled, you are prompted to enter your user name and password before printing a document.
Enter your user name and password, and then click [OK].
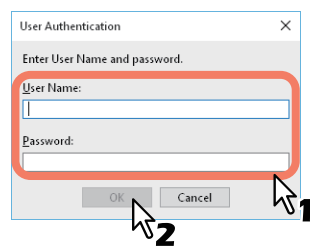
Tip

- Enter up to 128 characters in [User Name], and up to 64 characters in [Password].
- The values entered in the above boxes are not stored. You must enter them every time you print.
- You can make settings on the [Device Settings] tab.
 P.85 "Entering the user name and password for each print job"

❑ Setting the LDAP Server Name

When LDAP authentication is enabled on this equipment, you must specify an LDAP server in [Server Name] on the [Others] tab.
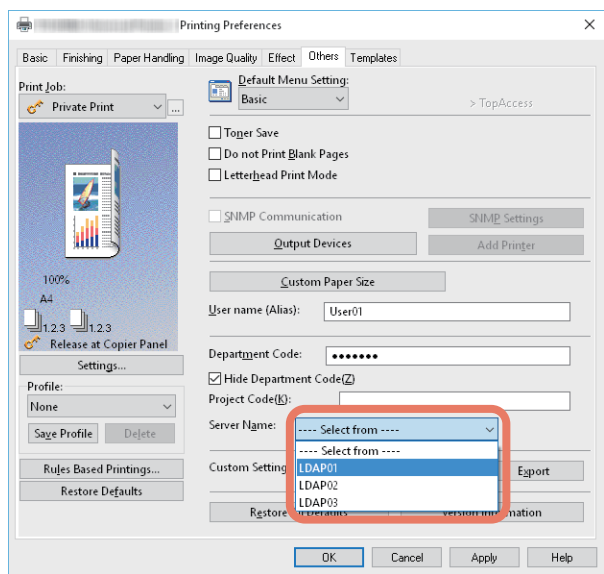
If you send a print job without specifying an LDAP server, the [Specify LDAP Server] dialog box is displayed.

Specify the LDAP server you want to use in [Server Name], and then click [OK].
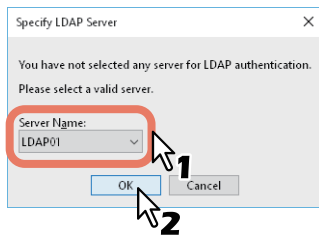
Tip

You can make settings for LDAP authentication on the [Device Settings] tab.
  📖 P.86 "Setting an LDAP authentication server"

Setting the Paper and Reproduction Ratio

■ Selecting a Fixed Paper Type

You can use the printer driver to set various paper types. This section explains the functions on the [Basic] tab menu.

❑ Setting the Paper Size

Select the size of the document to be printed.

1 Display the [Basic] tab menu.

2 Select the document size in [Original Paper Size].

3 Select the paper size in [Print Paper Size].
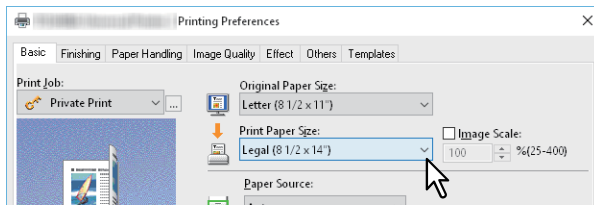
If you do not want to enable enlarged or reduced printing, select [Same as Original Size].

4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

❑ Setting the Paper Source

1 Display the [Basic] tab menu.

2 Select the paper source in [Paper Source].
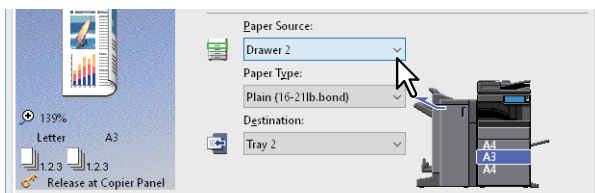
The color of the selected paper source changes in the preview area on the [Basic] tab.

3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

❑ Setting the Paper Type

1 **Display the [Basic] tab menu.**

2 **Select the paper type in [Paper Type].**
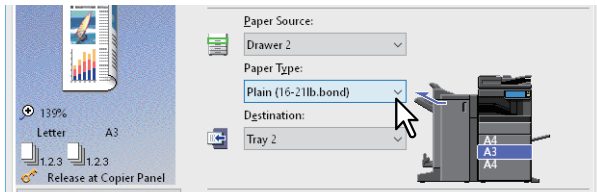
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

■ Using various types of paper

The procedure below is for print jobs that require precautions before you load the paper.

 P.23 "Printing on tab paper"

 P.25 "Registering a Custom Paper Size and Printing"

❑ Printing on tab paper

You can print on the tab extension of tab paper.

Note

- You can only print on Letter-sized or A4-sized paper.
- If a misprint occurs while printing multiple tab pages, dirt may adhere to the back of the paper. To avoid this, print tab paper as a separate job for each page so that this equipment performs cleaning before printing the next sheet.
- Note that tab paper may be caught in the exit tray because there is no roller to eject the tab extension. Remove the tab paper before printing the next job.

1 Create a Letter sized or A4 sized document and place the text or object on the tab extension on the right of the document as described below.

Place the text at a height that fits exactly into the tab extension.

The margin between the shifted text and the right edge of the tab extension must have a space of at least 0.17 inches (4.2 mm). Enter the same value in [Tab Extension] and [Image Shift Width].
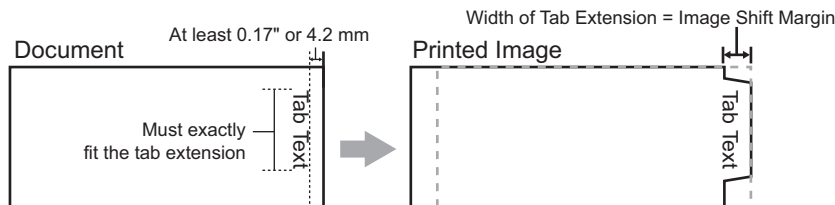
2 Display the [Basic] tab menu from printer driver properties, select the document size in [Original Paper Size] and either [Letter Tab] or [A4 Tab] (according to the document size) in [Print Paper Size].
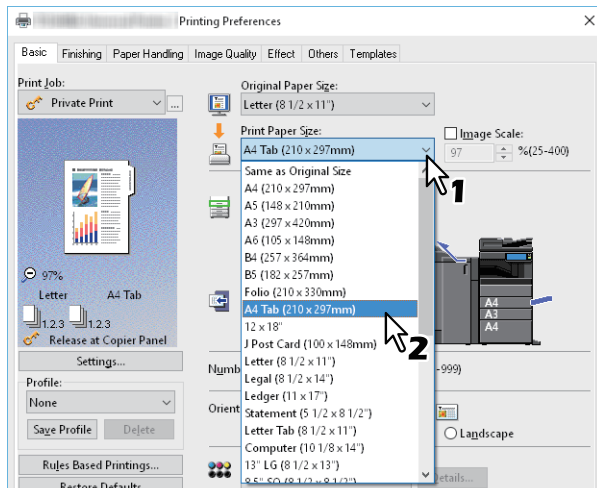
3 **In [Tab Manufacturer], select the product name of the tab paper, or select [Custom] if you are using a product not displayed.**
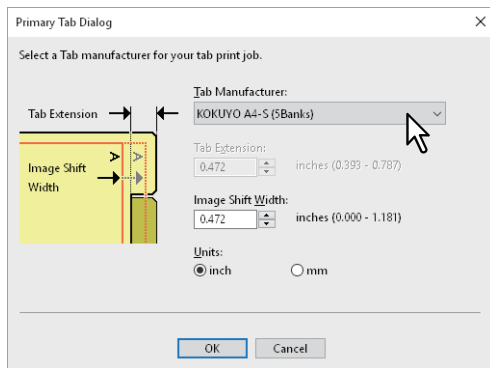
4 **When you select [Custom], enter the width of the tab extension in [Tab Extension].**

5 **Enter the width to shift the printed image in [Image Shift Width].**
If you created a document in Step 1, enter the width of the tab extension here.

> Note
>
> The margin between the shifted text and the right edge of the tab extension must have a space of at least 0.17 inches (4.2 mm). Enter the same value in [Tab Extension] and [Image Shift Width].

6 **Click [OK].**

7 **Set other printing functions as needed, and then click [OK].**

8 **Click [Print] or [OK] to send the job.**

9 **Place the tab paper with the tab outside.**
When loading tab paper in the bypass tray, make sure the tab is on the outside.
See the *Paper Preparation Guide* for details.

10 **Press [Job Status] on the touch panel.**

11 **Press the [START] button on the control panel.**

❏ Registering a Custom Paper Size and Printing

Follow the steps below to register a custom paper size. Define custom paper sizes on the [Others] tab and then you can use registered custom paper sizes.

Registering a custom paper size

You can register up to 40 custom paper sizes in [Custom Paper Size]. You can select the size that you specify in [Original Paper Size] and [Print Paper Size] on the [Basic] tab.

> **Note**
>
> - The paper sizes that can be registered vary depending on the models. Refer to non-standard size in the *Specifications Guide* for details on the custom paper sizes that you can register.
> - To set a [Custom Paper Size], access the Printing Preferences dialog from the [Devices and Printers] folder (Windows Vista/Windows Server 2008: [Printers] folder). You cannot make settings if you display the printer driver properties from the application's [Print] dialog box.
> - You can only set the [Custom Paper Size] with administrator privilege.

> **Tip**
>
> You can use the custom paper size for the Universal Printer 2 (PCL6) / Universal PS3 / Universal XPS printer drivers.

1 **Display the [Others] tab menu.**

2 **Click [Custom Paper Size].**

3 **Click [Add].**
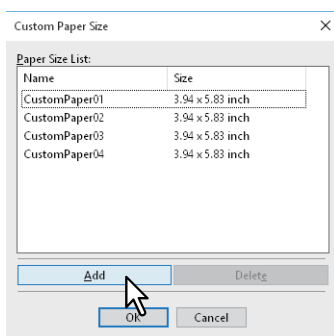
4 **Set the details in the [Custom Paper Size - Name] dialog box.**
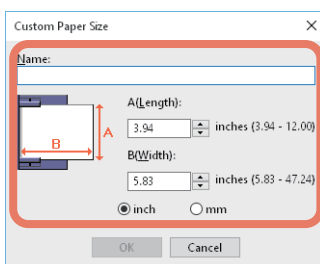
Name: Enter the custom paper size name. You can enter up to 31 characters. This name is displayed in [Original Paper Size] and [Print Paper Size] on the [Basic] tab.
Paper Size: Enter A (Length) and B (Width).
Units: Select the units.

> **Note**
>
> - The available range of A (length) and B (width) differs depending on the model. Select values within the range shown on the right of each.
> - Either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created paper size is considered a standard paper size.
> - You cannot create a paper size with A (Length) longer than B (Width). To print documents like this, select [Landscape] as the [Orientation].

5 Click [OK].

6 Check that the custom paper name is displayed in the paper size list, and then click [OK].

Printing on Custom Size Paper

1 Display the printer driver properties, and then select the custom paper size in [Print Paper Size] from the [Basic] tab menu.
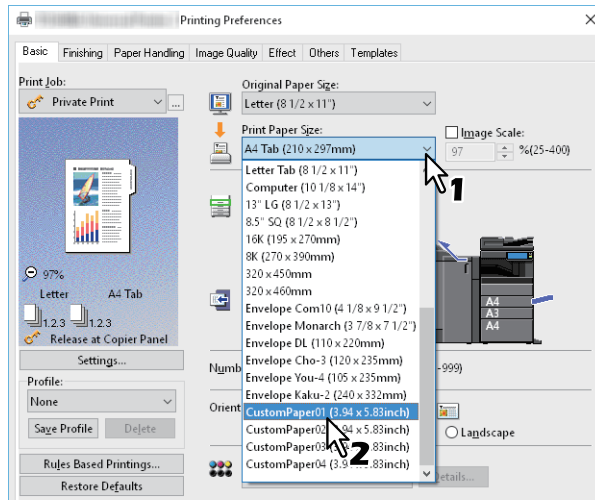
2 Set other printing functions as needed, and then click [OK].

3 Click [Print] or [OK] to send the job.

4 Load the custom size paper in the bypass tray or the drawer.

Note

When using custom size paper that is longer than the standard paper size, see the following when loading and ejecting paper. See the *Paper Preparation Guide* for details.

5 Press [Job Status] on the touch panel.

6 Select the paper type that matches the loaded paper.

7 Press the [START] button on the control panel.

Tip

If there is no paper in the bypass tray or the drawer, a message is displayed on the touch panel. The paper size displayed on the touch panel may differ slightly from the paper size that you registered.

■ Enlarging and Reducing

You can automatically enlarge or reduce an image to fit a specified paper size. You can also set the scale manually.
📖 P.27 "Scale to fit paper size"
📖 P.27 "Specifying a scale"

❑ Scale to fit paper size

You can automatically enlarge or reduce an image to fit a specified paper size.

1 Display the [Basic] tab menu.

**2** Select the document size in [Original Paper Size]. Select the paper size in [Print Paper Size].
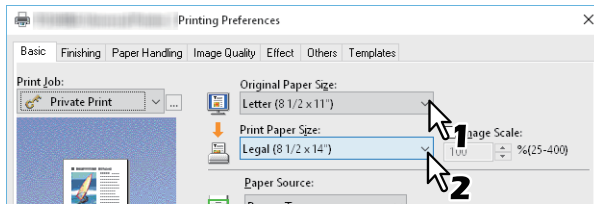
The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

❑ Specifying a scale

Manually set the scale to enlarge or reduce the image.

1 Display the [Basic] tab menu.

2 Select [Image Scale], and then enter the scale.
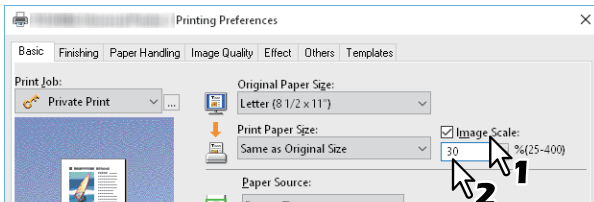
You can set from 25% to 400% in units of 1%.

3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

■ Changing the Print Direction

Reverses the direction of ejected paper, and performs mirror printing.

1 **Display the [Effect] tab menu.**

2 **Select the print direction check box.**
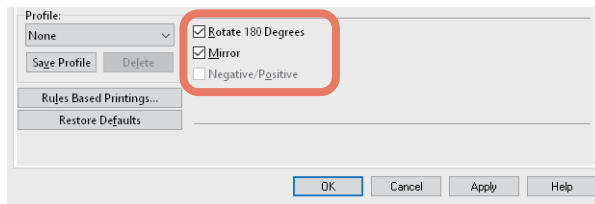
Rotate 180 Degrees: Rotates an image.
Mirror: Select to perform mirror printing.

> **Note**

This function is only available for the following printer drivers.
- Universal Printer 2 (PostScript)
- Universal XPS

Smart print for mixed size & orientation document: When the sizes and orientations (portrait and landscape) of originals are mixed, this matches the orientations of the printouts.
Select this if the originals are any of the following combinations:
- A4 size portrait and A3 size landscape
- A4 size landscape and A3 size portrait
- LT size portrait and LD size landscape
- LT size landscape and LD size portrait
- B5 size portrait and B4 size landscape
- B5 size landscape and B4 size portrait
- 16K size portrait and 8K size landscape
- 16K size landscape and 8K size portrait

> **Note**

This function is only available for the following printer drivers.
- Universal Printer 2 (PCL6)
- Universal Printer 2 (PostScript)
- Universal PS3

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

■ Selecting the destination tray

Selects the tray to which the print job is ejected. The current destination is indicated by an arrow in the preview area on the [Basic] tab.

1 **Display the [Basic] tab menu.**

2 **Select the destination tray in [Destination].**
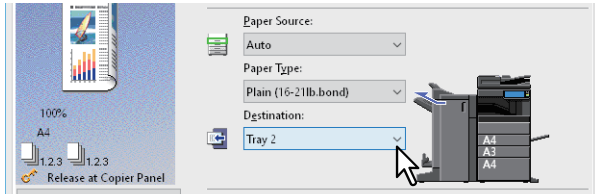
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

Note

- Available items differ depending on the model, the paper size, and the option configuration.
- Only [Saddle Tray] is available for folded print or saddle stitch print with the Saddle Stitch Finisher installed.

Setting the Layout and Finishing Options

■ Sort printing

You can select how multiple copies of a document are output, such as separately for each copy, grouping each page, and alternating the paper direction for each copy.

❑ Sorting printouts by copies

Select this for sort-printing (1, 2, 3...).

1 Display the [Basic] tab menu.

2 Enter the number of copies in [Number of Copies].
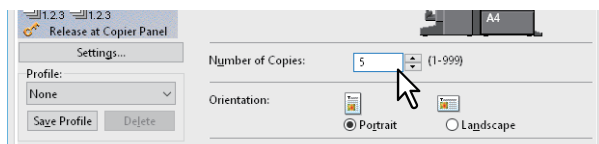
3 Display the [Finishing] tab menu.

4 Select the [Sort Copies] icon from [Copy Handling].
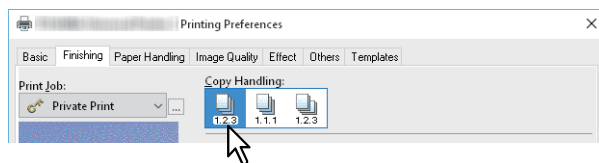
5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.
The printouts are sorted.

❏ Sorting printouts by pages

Select this for group-printing (1, 1, 1...).

1 **Display the [Basic] tab menu.**

2 **Enter the number of copies in [Number of Copies].**
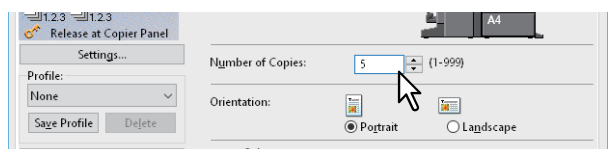
3 **Display the [Finishing] tab menu.**

4 **Select the [Group Copies] icon from [Copy Handling].**
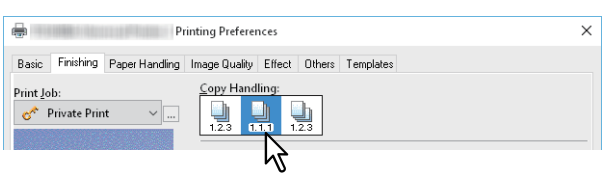
5 **Set other printing functions as needed, and then click [OK].**

6 **Click [Print] or [OK] to send the job.**
The printouts are sorted.

❏ Sorting printouts horizontally and vertically

Select this for rotate sort-printing.

Note

• Rotated Sort Copies is not available for some models.
• Rotated Sort Copies is only available when printing on Letter, A4, B5, or 16K.
• You have to load the paper horizontally and vertically (example: A4 and A4-R).

1 **Display the [Basic] tab menu.**

2 **Enter the number of copies in [Number of Copies].**
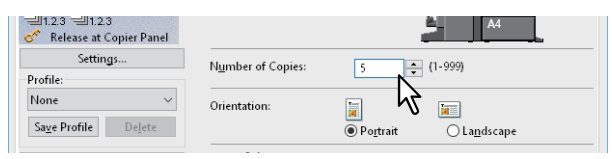
3 **Display the [Finishing] tab menu.**

4 **Select the [Rotated Sort Copies] icon from [Copy Handling].**
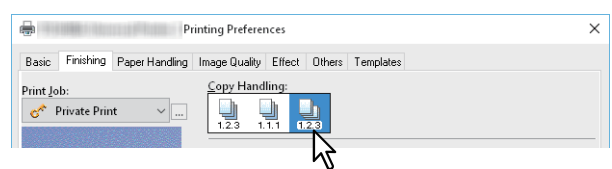
5 **Set other printing functions as needed, and then click [OK].**

6 **Click [Print] or [OK] to send the job.**
The printouts are sorted.

■ Printing on both sides of a sheet

You can print on both sides of the paper.

1 **Display the [Finishing] tab menu.**

2 **Select the [2-Sided Printing] direction.**
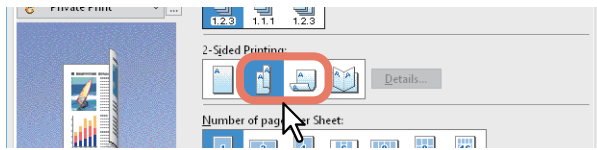
Long Edge: Select this to print on both sides of the paper with a margin on the long edge.
Short Edge: Select this to print on both sides of the paper with a margin on the short edge.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

Tip

* You can also set booklet printing from the [2-Sided Printing] option by selecting the [Booklet] icon. For details on booklet printing, see the following section.
 P.32 "Making a Booklet"
* To staple or punch holes on 2-sided printouts, set each option separately.
 P.36 "Stapling"
 P.36 "Punching"

■ Making a Booklet

You can create a document in book-or magazine-style by selecting the Booklet option. You can also create a folded booklet by automatically stapling (saddle-stitching) and folding the center of a printed document. For example, if you print a document created on Letter-size paper (8½ x 11 inches), the yield is a 5½-x-8½- inch booklet. Each page is scaled to fit on half a sheet and reordered so that the booklet is correctly paginated when folded.
To retain your original document size when printing booklets, select the booklet size to be double the size of your original. Then your 8½-inch document is printed on Ledger size paper (11 x 17 inches) and reordered so that, when folded, the yield is an 8½-x-11-inch booklet. You can select from the following page-sizes.

* A4 Booklet on A3
* A5 Booklet on A4
* B5 Booklet on B4
* Letter Booklet on Ledger

Note

The available paper sizes vary depending on the models.

1 **Display the [Finishing] tab menu.**

2 **Select the [Booklet] icon from [2-Sided Printing].**
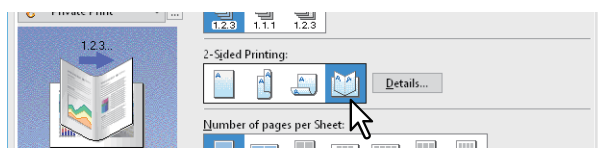
3 **Click [Details].**

4 Select the booklet size in [Output Document Layout].
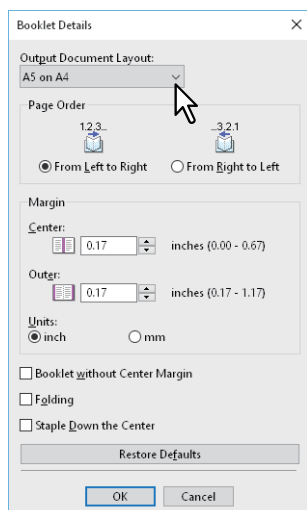
A5 on A4: Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).
A4 on A3: Select this to print an A4 size booklet. Every 2 pages are printed on A3 paper to fit on half a sheet (A4).
B5 on B4: Select this to print a B5 size booklet. Every 2 pages are printed on B4 paper to fit on half a sheet (B5).
B6 on B5: Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).
1/2 Folio on Folio: Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.
A6 on A5: Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).
Letter-Half on Letter: Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.
LT on LD: Select this to print a Letter size booklet. Every 2 pages are printed on Ledger paper to fit on half a sheet (Letter).
1/2 LG on LG: Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.
1/2 Statement on Statement: Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.
1/2 Comp on Comp: Select this to print a 1/2 Computer size booklet. Every 2 pages are printed on Computer paper to fit on half a sheet.
1/2 13LG on 13LG: Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.
1/2 8.5SQ on 8.5SQ: Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.
32K on 16K: Select this to print an 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet (32K).
16K on 8K: Select this to print an 16K size booklet. Every 2 pages are printed on 8K paper to fit on half a sheet (16K).

5 Select the page order for booklet from the [Page Order] option.

6 Set the margins in [Margin].
[Center]: This sets the gutter in the center of a two-sided page. You can enter up to 16.90 mm (0.67 inches). Printed images are reduced according to the margin setting.
[Outer]: This sets the gutter on the right and left of the paper. You can enter up to 29.60 mm (1.17 inches). Printed images are reduced according to the margin setting.
[Units]: This sets the unit of measurement used for the margins.

Tip

If you select [Booklet without Center Margin], the value in [Center] becomes invalid and the center margin becomes 0 mm (inches).

7 Select [Folding] to fold the document at its center.

Note

[Folding] is only available when the Saddle Stitch Finisher is installed.

8 **Select [Staple Down the Center], to double-staple the center.**

Note

[Staple Down the Center] is available only when the Saddle Stitch Finisher is installed and configured on the [Device Settings] tab.

9 **Click [OK].**

10 **Set other printing functions as needed, and then click [OK].**

11 **Click [Print] or [OK] to send the job.**

Note

If the Saddle Stitch Finisher is installed, the printed document is folded when [Folding] is selected. If this is not installed, fold the printed document manually.

■ Printing multiple pages per sheet

The N-up feature allows you to print several pages of a document on one sheet of paper. This feature is useful for browsing a large number of pages for appearance or page order. For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is convenient and conserves paper.

Tip

When [Overlay Image] is selected with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print on each page, select [Print on Each Page] in [Overlay Image] on the [Effect] tab.

1 Display the [Finishing] tab menu.

2 Select how many pages you want to print on a single sheet from [Number of pages per Sheet].
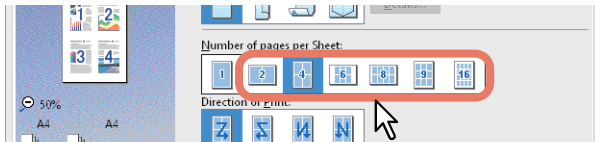
2 pages: Select this to print images from 2 pages on one sheet.
4 pages: Select this to print images from 4 pages on one sheet.
6 pages: Select this to print images from 6 pages on one sheet.
8 pages: Select this to print images from 8 pages on one sheet.
9 pages: Select this to print images from 9 pages on one sheet.
16 pages: Select this to print images from 16 pages on one sheet.

3 Select how the pages are arranged on one sheet in [Direction of Print].
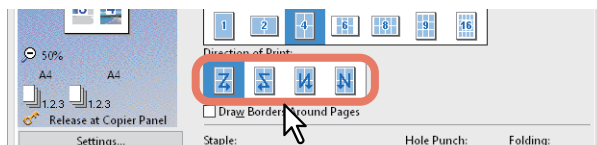
Left to Right: Arranges pages horizontally from the left and printed top to bottom on one sheet.
Right to Left: Arranges pages horizontally from the right and printed top to bottom on one sheet.
Left to Right by column: Arranges pages vertically from the top and printed left to right on one sheet.
Right to Left by column: Arranges pages vertically from the top and printed right to left on one sheet.

Tip

Items available in [Direction of Print] may vary depending on the number of pages selected in [Number of pages per Sheet].

4 If you want to draw a line around each page, select [Draw Borders Around Pages].

5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.

■ Stapling

You can staple sets of paper as they are ejected from the equipment.

Note

Staple printing is only available when the Finisher is installed.

1 **Display the [Finishing] tab menu.**

2 **Select the [Staple] position.**
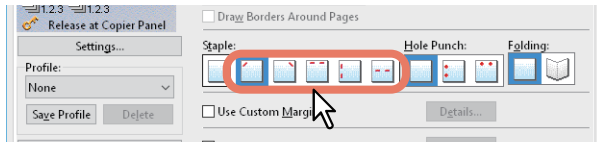
Upper Left: Staples the document at the upper left.
Upper Right: Staples the document at the upper right.
Center Top: Double-staples the document along the top edge.
Middle Left: Double-staples the document along the left side.
Center Double: Folds and double-staples the document in the center.

Note

- Options vary depending on the model, paper size, and orientation.
- [Center Double] is only available when the Saddle Stitch Finisher is installed and configured on the [Device Settings] tab.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
Printouts are stapled.

■ Punching

Select this to punch holes on printouts as they are ejected from the equipment.

Note

Hole punch printing is only available when the Hole Punch Unit is installed.

1 **Display the [Finishing] tab menu.**

2 **Select the [Hole Punch] position.**
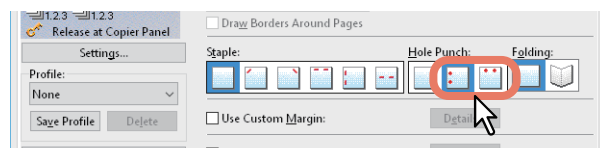
Middle Left: Punches holes along the left.
Center Top: Punches holes along the top.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
Holes are punched.

■ Changing Margins

Sets the margins for pages. You can usually set margins in the application you are using. Use this option if you cannot make settings from the application.

Note

- When [Booklet] is selected from [2-Sided Printing], this option is unavailable.
- This cannot be used to specify the binding margin for Booklet printing.

1 Display the [Finishing] tab menu.

2 Select [Use Custom Margin], and then click [Details].
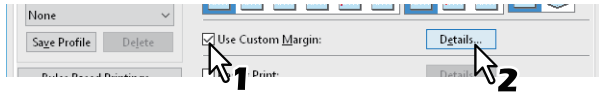
3 Set the margins as needed, and then click [OK].
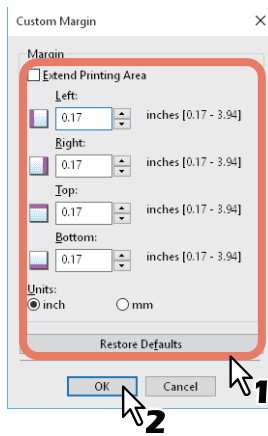
Extend Printing Area: Select to extend the printing area.

Note

This equipment does not support borderless printing. Some parts are not printed to the edges even if you specify margins to 0 mm due to the restrictions on this equipment.

Margin: Enter a value between 4.2 to 100 mm.
Units: Select the unit of measurement from [mm] or [inch].
Restore Defaults: Restores the [Custom Margin] settings to their defaults.

4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

Tip

The following printing areas are applied if you specify margins to 0 mm.*

- e-STUDIO5005AC Series/e-STUDIO7506AC Series/e-STUDIO 8508A Series/e-STUDIO5008LP Series: 4.2 mm from the top, 3.5 mm from the bottom, and 2.0 mm from left and right edges.
- e-STUDIO5008A Series: 4.0 mm from the top, 2.5 mm from the bottom, and 2.0 mm from left and right edges.

* Excluding paper sizes [305 x 457 mm], [320 x 450 mm], [320 x 460 mm], and [13 x 19"].

■ Dividing one image into multiple sheets (Poster Print)

You can print one large image across multiple sheets of paper by dividing the image. You can then reconnect the divided image to create a large publication such as a poster.

Note

- Poster Print is not available when Custom Paper Size, Number of pages per sheet, 2-Sided Printing, Watermark, Overlay Image, or Sheet Insertion is set.
- Poster Print is available only when the following sizes are selected from [Print Paper Size] on the [Basic] tab. Available paper sizes differ depending on the models.
  A4, A3, B4, B5, LT, LD

1 Display the [Finishing] tab menu.

2 Select [Poster Print], and then click [Details].

3 Select the number of sheets on which the image is printed from [Output Number of Sheets], and then click [OK].
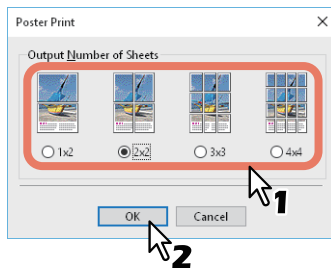
1x2: Divides the image into 2 sheets.
2x2: Divides the image into 4 sheets.
3x3: Divides the image into 9 sheets.
4x4: Divides the image into 16 sheets.

Note

- [1x2] is only available when A4, A3, B4, or B5 is selected as the [Print Paper Size].
- When using Poster Print, disable the [Do not Print Blank Pages] option from the [Others] tab. If you use Poster Print while [Do not Print Blank Pages] is selected, blank pages in the divided image are not printed.

4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

Economizing Features

This section explains features that allow you to save paper and toner.
📕 P.39 "Printing on both sides of a sheet"
📕 P.39 "Printing multiple pages per sheet"
📕 P.39 "Skipping blank pages during printing"
📕 P.39 "Saving Toner"

■ Printing on both sides of a sheet

Prints on both sides of the paper, therefore saving paper.
📕 P.32 "Printing on both sides of a sheet"

■ Printing multiple pages per sheet

Lays out multiple pages on one sheet. This reduces the amount of paper used.
📕 P.35 "Printing multiple pages per sheet"

■ Skipping blank pages during printing

Ignores blank pages when printing.

Note

- If the Watermark feature is enabled, all pages are printed even if there is no content on the page.
- Pages with a header or footer are printed even if there is no content on the page.

1 Display the [Others] tab menu.

2 Select [Do not Print Blank Pages].
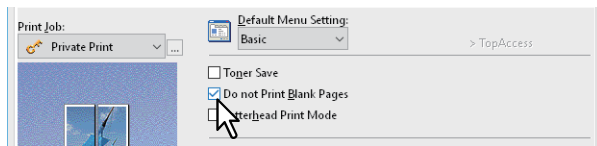
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

■ Saving Toner

Prints in toner save mode.

Note

When toner save mode is enabled, printing may be lighter.

1 Display the [Others] tab menu.

2 Select [Toner Save].
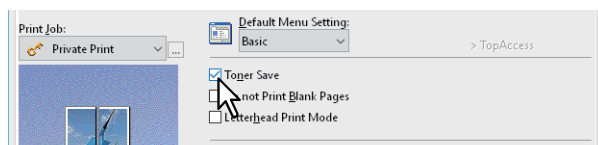
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

Inserting Different Paper Between the Front Cover and the Pages

You can insert a different type of paper at a specified location in the printouts. This is useful when you want to add front and back covers, or sheets between chapters. You can insert printed and blank sheets.

📖 P.40 "Inserting a front cover and back cover"
📖 P.41 "Insert paper at a specified page"
📖 P.42 "Interleaving pages"

■ Inserting a front cover and back cover

Enable this feature to insert paper for the cover (back cover) from a different cassette or from the bypass tray. You can also print on different paper at the start and end of the document by feeding paper from a different cassette or from the bypass tray.

1 Display the [Paper Handling] tab menu.

2 To insert a front cover, select [Use Front Cover], and then select the drawer where the cover paper is loaded from [Source]. Select whether you are inserting a blank cover or a printed cover from [Print Style].
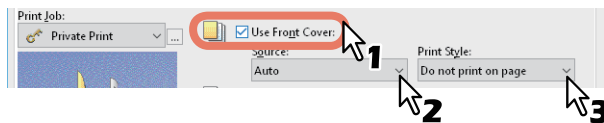
Print Style
Do not print on page: Inserts a blank front cover.
Print one side of the page: Prints the first page of the document on the front of the cover.
Print both sides of page: Prints the first two pages of the document on both sides of the cover.

Note

- When [Auto] is selected from [Source], paper is automatically selected according to the printed document size.
- To insert thick paper, select [Bypass Tray], and then set [Thick] as the [Paper Type] from [Bypass Tray] in the [Drawer Settings] dialog box of the [Device Settings] tab in the printer driver.
- [Print both sides of page] is available only when 2-Sided printing is selected on the [Finishing] tab.

3 To insert a back cover, select [Use Back Cover] and set the [Source] and [Print Style] options in the same way as for [Use Front Cover].
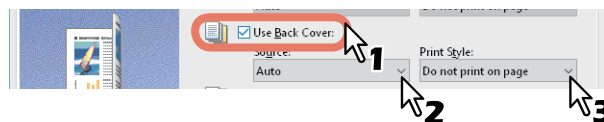
4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

◼ Insert paper at a specified page

This sets sheet insertion printing. Inserts a sheet between pages, or prints a specific page on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab. This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on different paper.

Note

You can insert up to 50 pages.

1 **Display the [Paper Handling] tab menu.**

2 **Select [Insert Pages], and then click [Edit].**
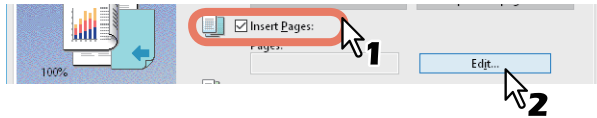
3 **Enter the page number at which you want to insert the sheet in each [Page] box, select the [Print Style], [Paper Source], and [Paper Type] options, and then click [OK].**
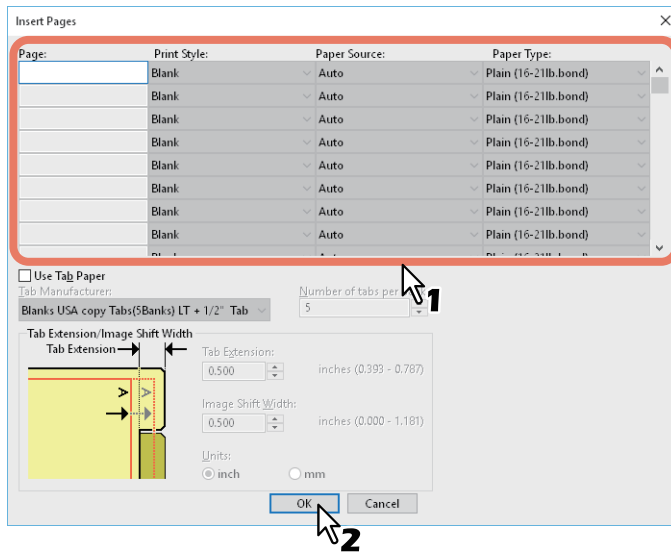
4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

■ Interleaving pages

This is useful when you want to insert a different type of paper, or from another source, between every page of your print job. For example, you could use this option to insert blank or color sheets between overhead transparencies.

1 **Display the [Paper Handling] tab menu.**

2 **To insert sheets between every page, select [Interleave Pages], and then select the drawer containing the paper you want to use from [Source].**
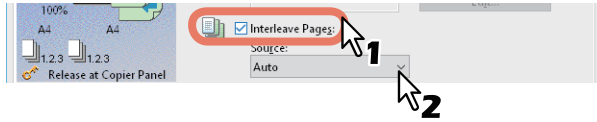
> **Note**
>
> - When [Auto] is selected from [Source], paper is automatically selected according to the printed document size.
> - To insert thick paper, select [Bypass Tray], and then set [Thick] as the [Paper Type] from [Bypass Tray] in the [Drawer Settings] dialog box of the [Device Settings] tab in the printer driver.

3 **To print the previous page on interleaved sheets, select [Duplicate].**
This equipment prints every previous page on interleaved sheets which are inserted after the page so that you can duplicate a document.

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

Setting the Color and Image Quality

■ Specifying a print color

❑ Printing a color document in gray scale

This equipment can print in color as well as black and white.
The printer driver automatically detects whether the document uses only color or only black and white. You can also select black and white mode manually to print a color document in gray scale to reduce the print cost and consumption of color toners.

1 Display the [Basic] tab menu.

2 Select [Black and White] from [Color].
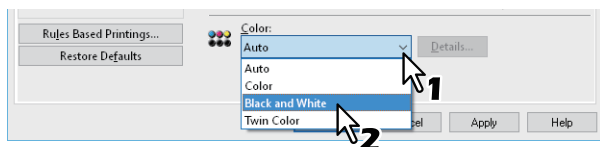
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

❑ Printing a color document in twin color

This equipment can print in the twin color mode.
When documents are printed in twin color mode, the black parts of the document are printed in black and the colored parts of the document are printed in a specified color.

1 Display the [Basic] tab menu.

2 Select [Twin Color] from [Color].
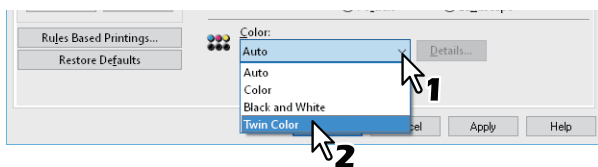
3 Click [Details].

4 Select the color you want to use to print the color parts of the document from [Color], and then click [OK].
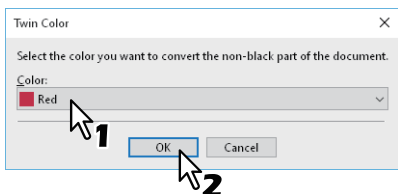
5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.

❑ **Printing a document by the erasable blue toner or in black and white**

The e-STUDIO5008LP Series can switch the two types of the toner, Erasable blue or Black.

1 Display the [Basic] tab menu.

2 Select [Erasable Blue] or [Black] from [Toner Mode].
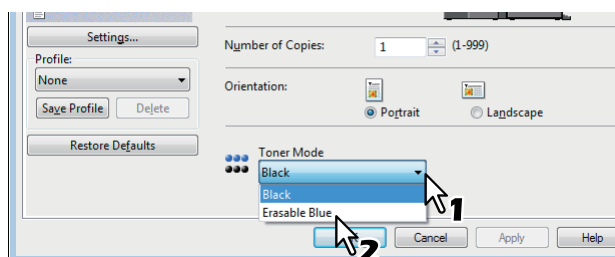
Toner Mode
- **Erasable Blue**: Printing by the erasable blue toner.
- **Black**: Printing by the normal black toner.

3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

❑ **Using Black for All Text**

Prints all text in black except for white text.

<div style="background:black;color:white;display:inline-block;padding:2px 8px;">Note</div>

This function is only available for the following printer driver.
- Universal Printer 2
- Universal XPS

1 Display the [Image Quality] tab menu.

2 For color MFP, click [Setting], and then select the [Basic] tab.

3 Select [Use Black for All Text].
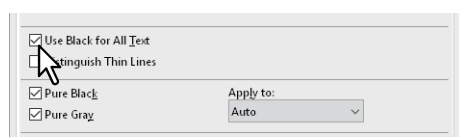
4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

❑ Performing Negative Printing

Performs negative printing of an image.

Note

- This function is only available for the following printer driver.
  - Universal Printer 2 (PostScript)
  - Universal XPS
  - Universal PS3
- Only available when [Black and White] is selected from [Color] on the [Basic] tab.

1 Display the [Effect] tab menu.

2 Select [Negative/Positive].
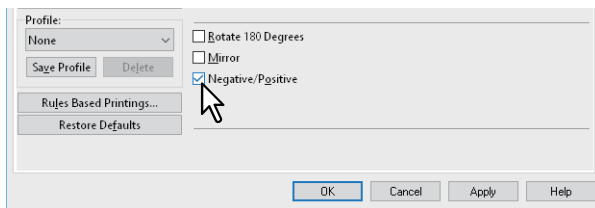
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.

■ Selecting the image quality according to the document

 P.46 "Setting the Document Type"
 P.47 "Creating a Document Type"

❑ Setting the Document Type

This setting applies the appropriate image quality according to the document type. You can select a pre-defined or custom image quality type. You can create or modify the custom image quality type by clicking [Setting].
 P.47 "Creating a Document Type"

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

1 **Display the [Image Quality] tab menu.**

2 **Select a pre-defined or custom image quality type from [Image Quality Type], and then click [OK].**
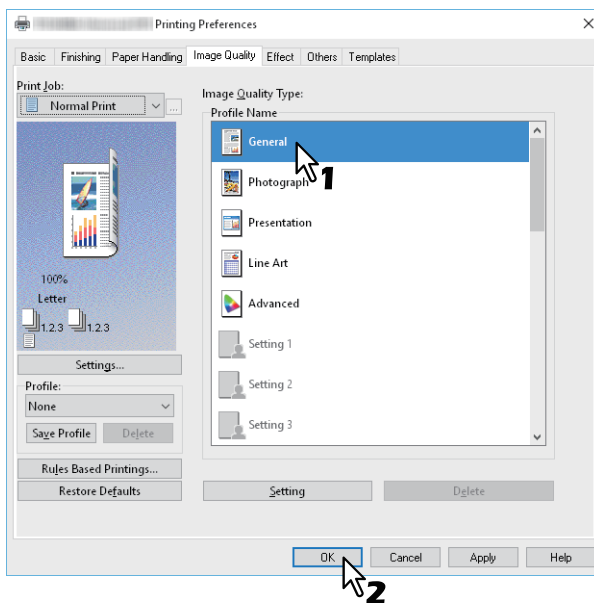
General: For general color documents.
Photograph: For photos.
Presentation: For printing vivid documents.
Line Art: For printing a document that contains a lot of characters or line art.
Advanced: For applying a profile that can adjust the color space.

Note

The Image Quality type option is not available when [Black and White] or [Twin Color] is selected from [Color] on the [Basic] tab.

3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

❑ Creating a Document Type

This allows you to create your own document type.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

1 Display the [Image Quality] tab menu.

2 Click [Setting].
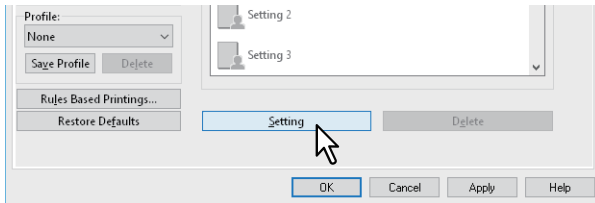
3 Select [Save Current Settings as] on the [Basic] tab.
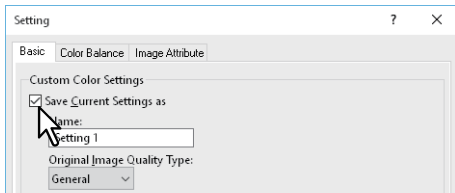
Note

This is only available when you access the printer driver properties from the [Devices and Printers] folder (Windows Vista/Windows Server 2008: [Printers] folder).

4 Enter the name of the custom document type in [Name].

Tip

Default Image Quality Type names ([General], [Photograph], [Presentation], [Line Art] or [Advanced]) cannot be overwritten. The new custom document type is saved with the specified name.

5 The image quality function is set.
See the printer driver help for details on each setting item.
 P.142 "Printer Driver Help"

6 Click [OK] to save.

■ Adjusting the image quality

📖 P.48 "Considering designs for light sections (Halftone)"
📖 P.48 "Smoothing out text and graphics (Smoothing)"
📖 P.49 "Distinguishing thin lines"
📖 P.49 "Adjusting the density and color balance"
📖 P.51 "Enhancing images (Resolution)"

❑ Considering designs for light sections (Halftone)

Sets how to print halftones.

1 **Display the [Image Quality] tab menu.**

2 **For color MFP, click [Setting], and then select the [Basic] tab.**

3 **Set how to print halftones in [Halftone].**
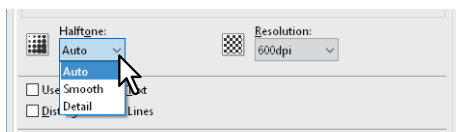
Auto: Prints using the correct halftone depending on the contents in the document.
Detail: Prints halftone in detail.
Smooth: Prints halftone smoothly.

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❑ Smoothing out text and graphics (Smoothing)

This prints text and graphics smoothly.

> Note

This option is available only when your equipment is a multifunctional digital system (Black and White MFP).

1 **Display the [Image Quality] tab menu.**

2 **Select [Smoothing].**
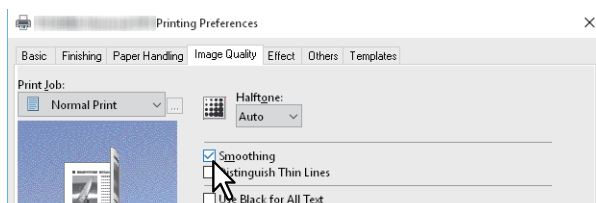
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**

❑ **Distinguishing thin lines**

This distinguishes thin lines.

1 **Display the [Image Quality] tab menu.**

2 **For color MFP, click [Setting], and then select the [Basic] tab.**

3 **Select [Distinguish Thin Lines].**
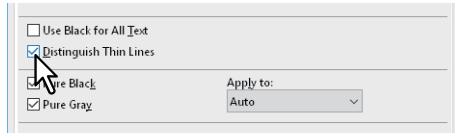
4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❑ **Adjusting the density and color balance**

For multifunctional digital color system (Color MFP)

1 **Display the [Image Quality] tab menu.**

2 **Click [Setting].**

3 **Set the image quality details on the [Color Balance] and the [Image Attribute] tab.**
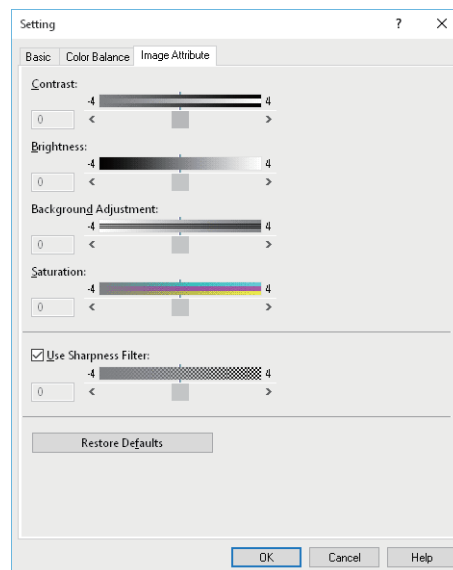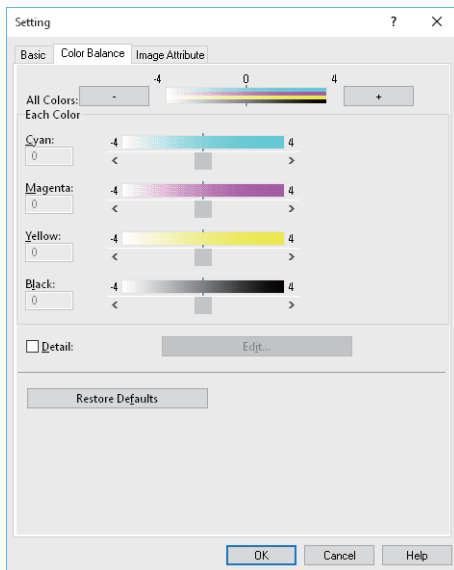
For details, See the following.
📖 P.107 "[Image Quality] tab"

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

For the e-STUDIO5008LP Series

1 **Display the [Image Quality] tab menu.**
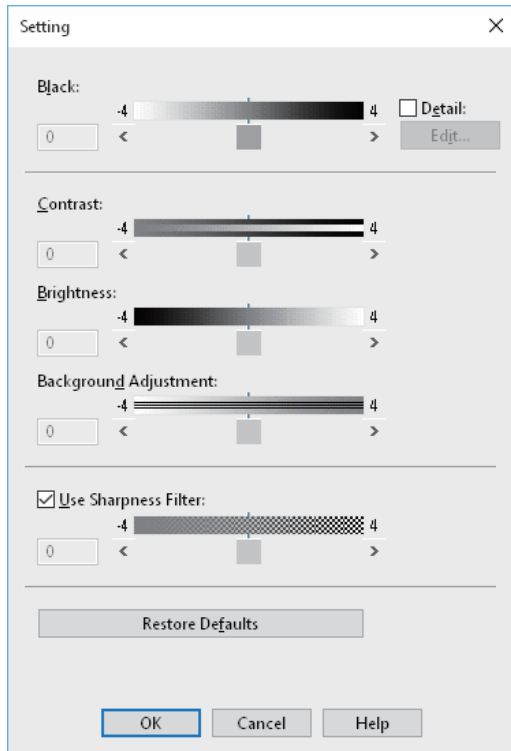
2 **Click [Setting].**

3 **Set the image quality details.**

For details, See the following.

 P.107 "[Image Quality] tab"

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❏ Enhancing images (Resolution)

Sets the resolution for printing.

1 **Display the [Image Quality] tab menu.**

2 **For color MFP, click [Setting], and then select the [Basic] tab.**

3 **Specify a value in [Resolution].**
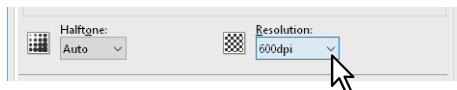
600dpi: Prints in 600 x 600 dpi.
1200dpi: Prints in 1200 x 1200 dpi.
600 x 1200dpi: Prints in 600 x 1200 dpi.

Note

- [1200dpi] is only available when printing on the following models using the Universal Printer 2 (PostScript) / Universal PS3 printer driver.
  - e-STUDIO5005AC Series
  - e-STUDIO5008A Series
  - e-STUDIO7506AC Series
  - e-STUDIO8508A Series
  - e-STUDIO5008LP Series
- [600 x 1200dpi] is only available when printing on the following models using the Universal Printer 2 (PostScript) / Universal PS3 printer driver.
  - e-STUDIO2000AC/2500AC
- When [Photograph] or [Presentation] is selected from [Image Quality Type] on the [Image Quality] tab, [1200dpi] and [600 x 1200dpi] are not available.
- The following function is not available when printing at [1200dpi].
  - Auto Trapping
- When [600 x 1200dpi] is selected, the following functions are not available.
  - Rotate sort
  - Auto Trapping
- Printing speed may be reduced if you select [1200dpi] or [600 x 1200dpi].
- When [600 x 1200 dpi] is selected, the paper of different direction function for the automatic change of paper source is not available.
- If the envelope or non-standard size paper is used, the automatic change of paper source is available only when the paper is set with its long-edge at the front in the drawer unless [600 dpi] is selected.
- When the envelope or non-standard size paper is used, the paper of different direction function for the automatic change of paper source is not available.

4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

Adding Print Content

You can set various layout options to suit your preferences. This section explains printing functions on the [Effect] tab menu.
📕 P.52 "Printing light text across a document (Watermark)"
📕 P.55 "Printing with an overlay file"

◼ Printing light text across a document (Watermark)

Watermarks overprint your document with useful information, such as [TOP SECRET], [CONFIDENTIAL], [DRAFT], [ORIGINAL], or [COPY]. This allows you to classify documents so that you can understand their type and usage. You can choose from several predefined watermarks or you can create your own watermarks.

> **Tip**
>
> Watermarks are text only. To add graphics or other document elements, use image overlays.

📕 P.52 "Printing a watermark"
📕 P.53 "Creating or editing a watermark"
📕 P.54 "Deleting a watermark"

❑ Printing a watermark

1 **Display the [Effect] tab menu.**

2 **Select the watermark from [Watermark].**
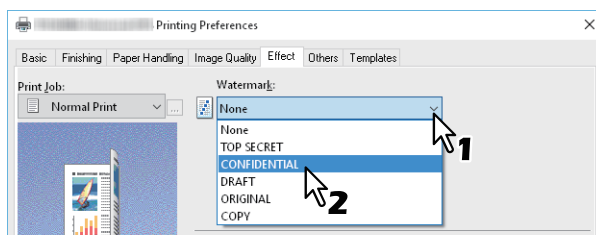
> **Note**
>
> You can also create a new watermark.
> 📕 P.53 "Creating or editing a watermark"

3 **If you only want to print on the first page, select [Print on First Page Only]. If you want to print on every page, select [Print on Each Page].**
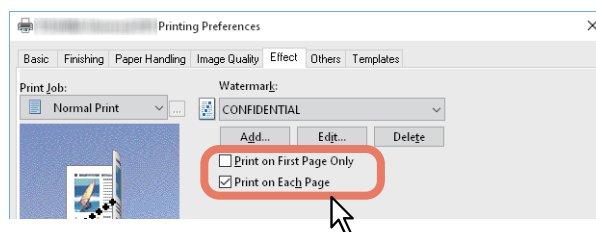
4 **Set other printing functions as needed, and then click [OK].**

5 **Click [Print] or [OK] to send the job.**

❑ **Creating or editing a watermark**

1 **Click [Add] on the [Effect] tab. You can also select a watermark to edit, and then click [Edit].**
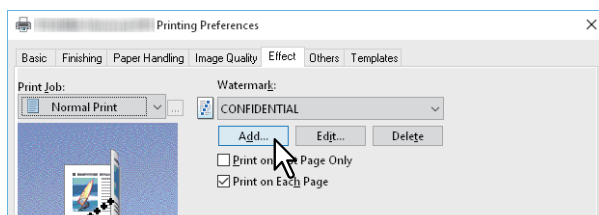
2 **Set the details in the [Watermark] dialog box.**
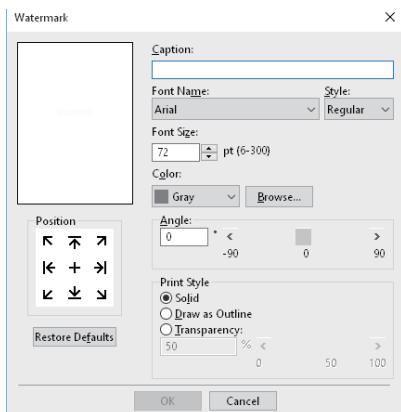
Caption: Enter the text. You can enter up to 63 alphanumeric characters.

Note

If too many characters are entered, the watermark may not be printed correctly.

Position: Select the icon and set the position.
Font Name: Select the font.
Style: Select the font style.
Font Size: Enter the font size. You can enter any integer between 6 and 300 pt in units of 1 pt.
Color: Select the color. If the color you want is not listed, click [Browse] to display the color palette and add your color.

Note

• Only available when your equipment is a multifunctional digital color system (color MFP).
• When [Black and White] is selected from [Color] on the [Basic] tab, [Color] is not available.

Angle: Enter the rotation degree of the angle. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set this by moving the scroll bar.
Print Style: Select the print style.

• **Solid**: Prints a solid watermark.

• **Draw as Outline**: Prints an outline watermark.

• **Transparency**: For transparent watermarks. Set the transparent ratio from 0 to 100% in units of 1%. You can also set this by moving the scroll bar.

3 **Click [OK] to save.**

❑ Deleting a watermark

You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

1 Select the watermark that you want to delete, and then click [Delete].
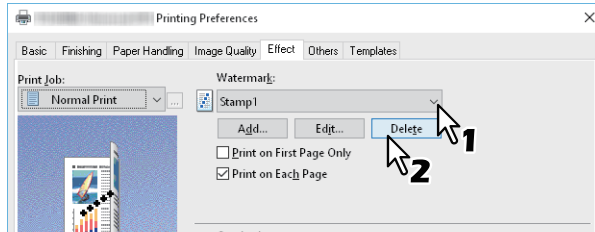
2 Click [Yes].
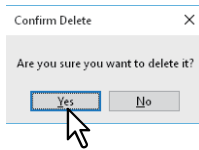
The watermark is deleted.

■ Printing with an overlay file

This function merges independent documents such as graphics into the document being printed.
📖 P.55 "Saving an overlay file"
📖 P.56 "Using an overlay image"
📖 P.58 "Deleting an overlay image"

❑ Saving an overlay file

You can save up to 20 documents as overlay files. You can print an overlay on the foreground or background of a document.

Note

• If you save a multi-page document as an overlay file, only the first page of the document is saved.
• Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, orientation, color mode, and resolution.

1 Display the [Basic] tab menu.

2 Select [Print to Overlay File] from [Print Job].
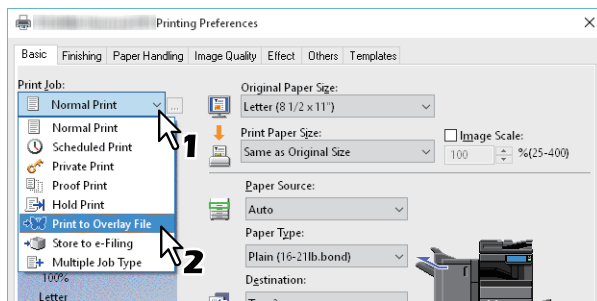
3 Click [...] on the right of [Print Job].

4 Enter an overlay image name, and then click [OK].
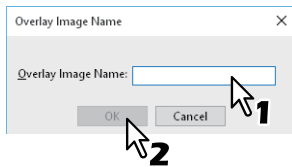
You can enter up to 63 characters.

5 Set other printing functions as needed, and then click [OK].

6 Click [Print] or [OK] to send the job.
The document is saved as an overlay file.

❑ Using an overlay image

This function specifies a single page document (or image) consisting of text, graphics, charts, tables, etc. and prints on the background. Although printing takes longer than for watermark printing, graphics can be expressed in finer detail. To print with an overlay file, you must first create an overlay file.
📖 P.55 "Saving an overlay file"

> Note
>
> • When [Overlay Image] is selected with the N-up feature, the overlay images are printed per sheet, not per page. If you want to print on each page, select [Print on Each Page] in [Overlay Image] on the [Effect] tab.
> • Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, orientation, color mode, and resolution.

1 Display the [Effect] tab menu.

2 Select the overlay file from [Overlay Image].
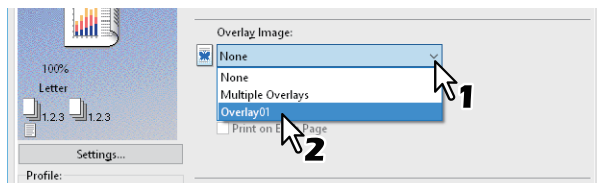
> Note
>
> If you use different overlay images for odd/even pages or only for specified pages, select [Multiple Overlays] and make the settings.
> 📖 P.57 "Multiple Overlays"

3 If you want to print over the document, select [Print Over the Document]. If you want to print on every page, select [Print on Each Page].
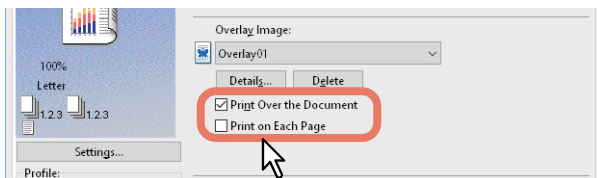
4 Set other printing functions as needed, and then click [OK].

5 Click [Print] or [OK] to send the job.

Multiple Overlays

The [Multiple Overlays] dialog box is displayed when you select [Multiple Overlays] or you click [Details] after selecting an overlay in [Overlay Image]. Set which overlay image is applied to which page.
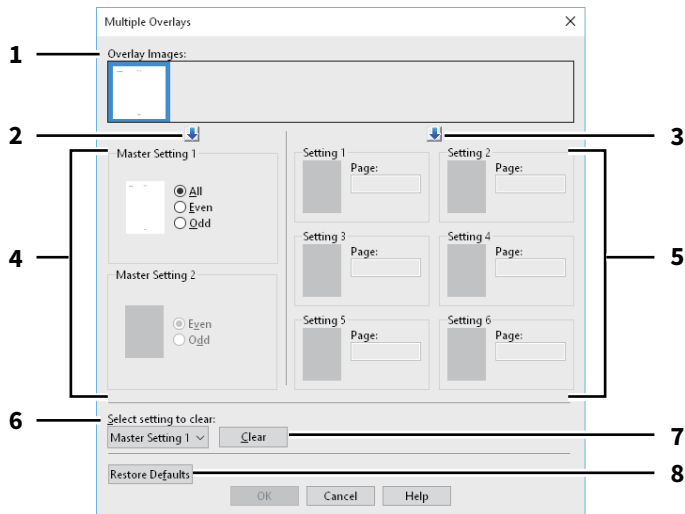
1. **Overlay Images**
   The registered overlay images are displayed as thumbnails. Select the overlay image you want to use.

   Tip

   You can drag and drop an overlay image from the thumbnails to an overlay group (Master Setting 1/2 or Setting 1 to 6). If another overlay image is already set in the selected group, the overlay image is overwritten.

2. **[↓] (Master Setting)**
   Sets the overlay image selected in [Overlay Images] in the [Master Setting] field. Every time you click this button, the selection switches in the order [Master Setting 1] to [Master Setting 2].

3. **[↓] (Setting)**
   Sets the overlay image selected in [Overlay Images] in the [Setting] field. Every time you click this button, the selection switches in the order [Setting 1], [Setting 2], [Setting 3], [Setting 4], [Setting 5], and [Setting 6].

4. **Master Setting 1/2**
   Sets if the selected overlay image is applied to all, even, or odd pages.
   - **All**: Applies the overlay image to all pages.
   - **Even**: Applies the overlay image to even pages.
   - **Odd**: Applies the overlay image to odd pages.

   Note

   • If the pages specified by master settings overlap, [Even] or [Odd] takes priority over [All].
   • If the pages specified in [Master Setting] and [Setting] overlap, [Setting] takes priority over [Master Setting].

5. **Setting 1/2/3/4/5/6**
   Applies the overlay image to pages by page number. To specify more than one page, delimit with commas (,) such as "1, 3, 5". To specify pages in a range, use a hyphen (-) between the first and the last pages, such as "6-10".
   - **Page**: Applies the overlay image to the specified pages.

   Note

   If the specified pages overlap among multiple settings, the newer setting takes priority.

6. **Select setting to clear**
   Selects the overlay image setting to be cleared.

7. **[Clear]**
   Clears the overlay image setting selected in [Select setting to clear].

8. **[Restore Defaults]**
   Restores the settings in the [Multiple Overlays] dialog box to their defaults.

❑ Deleting an overlay image

1 **Select the overlay image that you want to delete, and then click [Delete].**
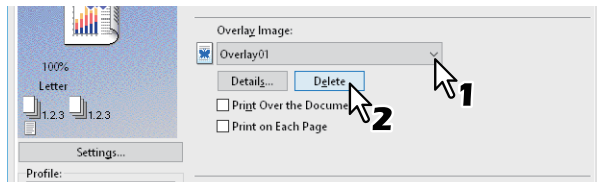
2 **Click [Yes].**
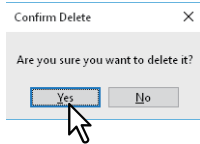
The overlay image is deleted.

Outputting a Job Saved to the Equipment

The printer drivers provide various ways to handle jobs such as Scheduled Print, Private Print, Proof Print, Hold Print, Multi Station Print, Store to e-Filing, and Multiple Job Type.

- P.59 "Printing on a specified date and time (Scheduled Print)"
- P.60 "Printing confidential documents (Private Print)"
- P.61 "Checking one copy before printing other copies (Proof Print)"
- P.62 "Sending held print jobs (Hold Print)"
- P.63 "Printing from Another MFP (Multi Station Print)"
- P.64 "Storing jobs in the equipment's box (Store to e-Filing)"
- P.67 "Printing Multiple Job Combinations"

■ Printing on a specified date and time (Scheduled Print)

This allows you to specify the date and time to print your job. This is useful for delaying your print job until off-peak hours.

Note

Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.

1 **Display the [Basic] tab menu.**

2 **Select [Scheduled Print] from [Print Job].**
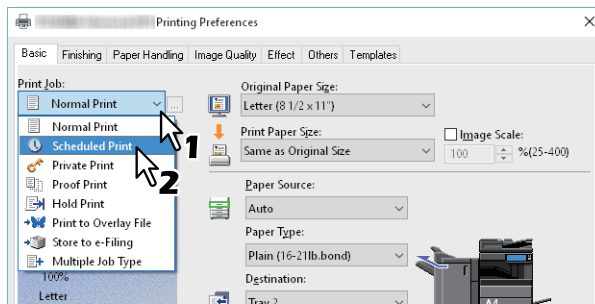
3 **Click [...] on the right of [Print Job].**

4 **Click [Date] to display the Calendar screen. Select the date for the print job from the calendar.**
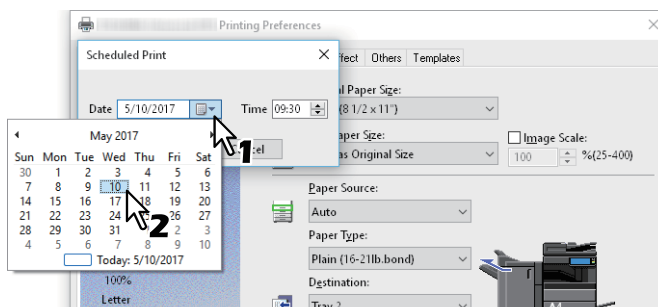
5 **Select [Time], and then click the spin button to change the time.**
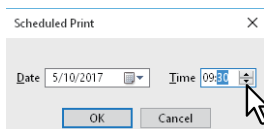
To change the hour, select the hour number, and then click the spin button. To change the time, select the time number, and then click the spin button.

6 **Click [OK].**

7 **Set other printing functions as needed, and then click [OK].**

8 **Click [Print] or [OK] to send the job.**
The document is queued and printed at the specified time and date.

■ Printing confidential documents (Private Print)

Sets a password for the print job, and holds the job until you print from the touch panel.
Use this when printing confidential documents that you do not want to be viewed by a third party.

1   Display the [Basic] tab menu.

2   Select [Private Print] from [Print Job].
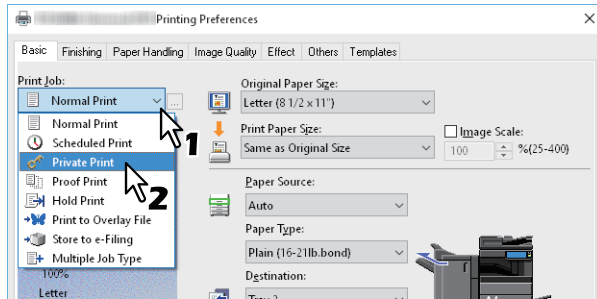
3   Click [...] on the right of [Print Job].

4   Enter a password, and then click [OK].
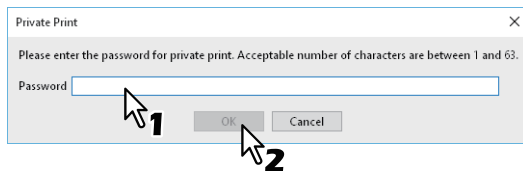
The job is stored in this equipment as a Private Print job.

> Note

- The password must be between 1 and 63 characters. Enter a password using alphanumeric characters and symbols (ASCII characters between 0x21 to 0x7E) in [Password].
- When you enter this password on the touch panel display, confidential documents are printed. If you forget the password, you will not be able to print.

5   Set other printing functions as needed, and then click [OK].

6   Click [Print] or [OK] to send the job.
The print job is stored in the Private Print job list in the touch panel display.

7   Press [Print] on the Home screen on the touch panel.

8   Select [Private] from [Job Type].

> Tip

If the private print job list is not displayed, select [Private] from the job types.

9   Select the user name, and then press [OK].

> Tip

When you enter a nickname in [User name (Alias)] on the [Others] tab, and send the job to the equipment, the nickname is displayed in the Private Print job list. If not, the user name used to log in to your computer is displayed in the Private Print job list.

10 Enter the password for the Private Print job, and then press [OK].

- When your computer's login user name is used for [User name (Alias)]:
  The list contains the Private Print jobs for the same password.

- When a nickname is used for [User name (Alias)]:
  The list contains the Private Print jobs for the same user name and password.

11 Select the document name from the private print job list, and then press [Print].

■ Checking one copy before printing other copies (Proof Print)

You can print out one proof copy as a trial. This helps to prevent wasting paper. You are then prompted to specify whether you want to continue or delete the print job.

Note

When printing multiple copies that are sent as individual jobs by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In this a case, perform Proof Print for one copy first, and then change the number of copies on the touch panel.

1 Display the [Basic] tab menu.

2 Select [Proof Print] from [Print Job].
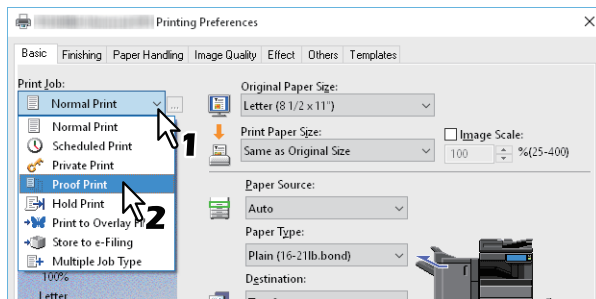
3 Set other printing functions as needed, and then click [OK].

4 Click [Print] or [OK] to send the job.
One copy is printed and the remaining sets are stored in the Proof Job list on the touch panel display.

5 Press [Print] on the Home screen on the touch panel.

6 Select [Proof] from [Job Type].

7 Select the job from the list, and then press [Print].

■ Sending held print jobs (Hold Print)

Use this to print Hold Print documents. This is useful to prevent you from forgetting to remove printed sheets.

1 **Display the [Basic] tab menu.**

2 **Select [Hold Print] from [Print Job].**
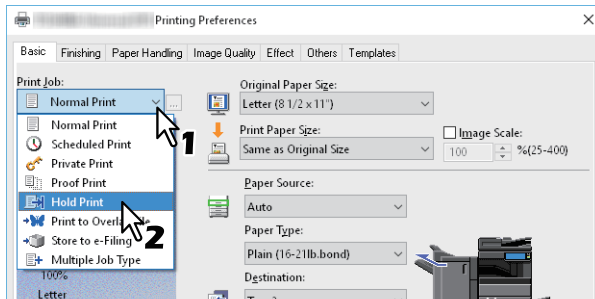
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
The job is stored as a Hold Print job.

5 **Press [Print] on the Home screen on the touch panel.**

6 **Select [Hold] from [Job Type].**

7 **Select the user name and then press [OK].**

Tip

When you enter a nickname in [User name (Alias)] on the [Others] tab, and send the job to the equipment, the nickname is displayed in the Hold Print job list. If not, the user name used to log in to your computer is displayed in the Hold Print job list.

8 **Select the job from the list, and then press [Print].**

Tip

- When your computer's login user name is used for [User name (Alias)]:
  The list contains the Hold Print jobs registered by the selected user.
- When a nickname is used for [User name (Alias)]:
  The list contains all the Hold Print jobs registered by users with the same nickname.

■ Printing from Another MFP (Multi Station Print)

You can print jobs that were sent to this equipment from another MFP.

1 **Display the [Basic] tab menu.**

2 **Select [Multi Station Print] from [Print Job].**
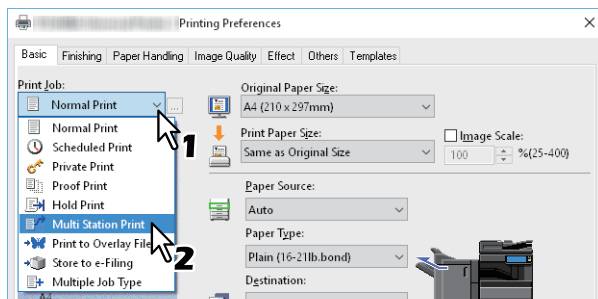
3 **Set other printing functions as needed, and then click [OK].**

4 **Click [Print] or [OK] to send the job.**
The job is saved as a Multi Station Print job.

5 **Press [Print] on the Home screen on the touch panel.**

6 **Select [Multi Station] from [Job Type].**

7 **Select the job from the list, and then press [Print].**
The print setting can be changed by pressing [Settings].
Reprintable jobs are displayed by pressing [Printed Jobs].

■ Storing jobs in the equipment's box (Store to e-Filing)

This feature allows you to send print jobs to e-Filing on this equipment. Jobs stored in e-Filing can then be printed from the touch panel display. You can select either a public or user box to store print jobs. You can also specify a folder in these boxes to store print jobs. The public box is shared by all users who can view the jobs stored in this box. You can create user boxes to suit your needs. You can also restrict access to user boxes with a password.

📖 P.65 "Saving to the Shared Box"
📖 P.66 "Saving to a user box"

Note

- When the following paper sizes are selected for the originals or the print paper, [Store to e-Filing] is not available. When paper of these sizes is included in a document, the print job cannot be stored in e-Filing.
  - Custom paper
  - Non-standard size paper (bypass tray)
  - Tab Manufacturer
  - IndexCard (3x5")
  - Envelope Com10 (4 1/8 x 9 1/2")
  - Envelope Com9 (3 7/8 x 8 7/8")
  - Envelope Monarch (3 7/8 x 7 1/2")
  - Envelope DL (110 x 220 mm)
  - Envelope Cho-3 (120 x 235 mm)
  - Envelope Cho-4 (90 x 205 mm)
  - Envelope You-4 (105 x 235 mm)
  - Envelope Kaku-2 (240 x 332 mm)
- Documents stored in e-Filing are saved at the best image quality for printing. If you want to download them to your computer at a higher image quality, scan the original documents and store them in e-Filing.
- When you store a document in e-Filing, it is stored as an image. It is not stored in e-Filing in the same way as the original is stored on your computer.

Tip

- You can manage files in e-Filing on the touch panel. For more details, see the ***e-Filing Guide***.
- You can also manage files using the e-Filing web utility. For more details, see the ***e-Filing Guide***.

❑ **Saving to the Shared Box**

1 Display the [Basic] tab menu.

2 Select [Store to e-Filing] from [Print Job].
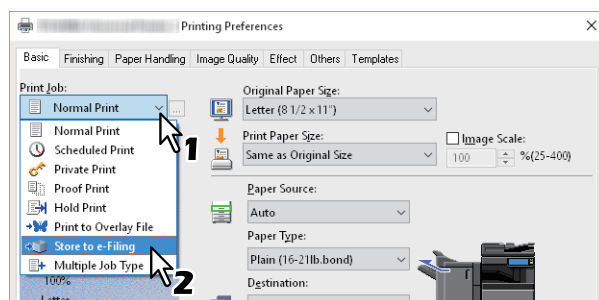
3 Click [...] on the right of [Print Job].

4 Select [Public Box] from [Store to].
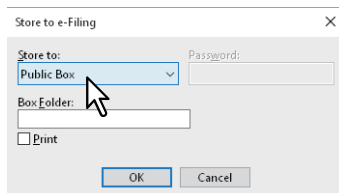
5 To specify a folder to store the print job, enter the folder name in [Box Folder], and then click [OK].
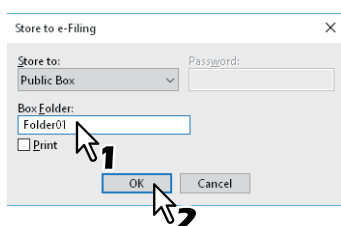
Note

• If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
• Enter the folder name within 64 characters.
• You can only create up to 100 folders.

6 Set other printing functions as needed, and then click [OK].

7 If you want to print as well as save to a box, select [Print].

8 Click [OK].

9 Click [Print] or [OK] to send the job.
The print job is saved.

❑ **Saving to a user box**

1 Display the [Basic] tab menu.

2 Select [Store to e-Filing] from [Print Job].
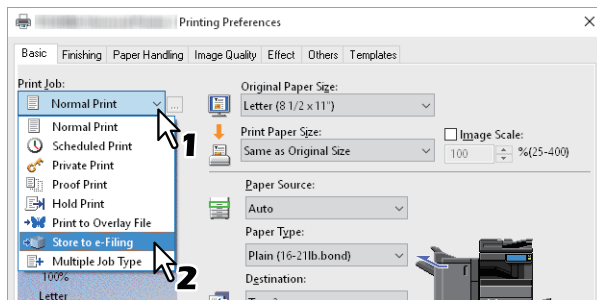
3 Click [...] on the right of [Print Job].

4 Select a user box to store the print job, and enter the password (maximum 20-digits) in [Password] if required.
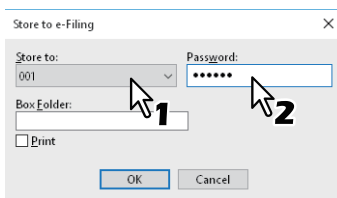
5 To specify a folder to store the print job in a user box, enter the folder name in [Box Folder], and then click [OK].
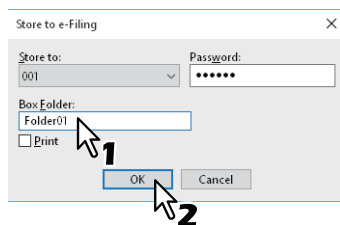
Note

• If the entered folder name is not found, a new folder is created in this box.
• Enter the folder name within 64 characters.
• You can only create up to 100 folders.

6 Set other printing functions as needed, and then click [OK].

7 If you want to print as well as save to a box, select [Print].

8 Click [OK].

9 Click [Print] or [OK] to send the job.
The print job is saved.

■ Printing Multiple Job Combinations

❏ Multiple Job Type

This feature allows you to combine Scheduled Print, Private Print, Hold Print, Proof Print, Proof + Private Print, or Proof + Hold Print, with Store to e-Filing. For example, you can store a job in e-Filing and print it at a specified time by combining Scheduled Print and Store to e-Filing. To use this feature, click [...] on the right of [Print Job], and then select a combination.

Note

* Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.
* When printing multiple copies that are sent as individual jobs by your application, all the copies, not just one copy, will be printed even if you set Proof Print. In this a case, perform Proof Print for one copy first, and then change the number of copies on the touch panel.
* Documents stored in e-Filing are saved at the best image quality for printing. If you want to download them to your computer at a higher image quality, scan the original documents and store them in e-Filing.
* When storing a document in e-Filing, the printing image (not the original document in your computer) is stored in e-Filing. It is not stored in e-Filing in the same way as the original is stored on your computer.

Tip

* You can manage files in e-Filing on the touch panel. For more details, see the *e-Filing Guide*.
* You can also manage files using the e-Filing web utility. For more details, see the *e-Filing Guide*.

Printing with the Multiple Job Type feature

1 Display the [Basic] tab menu.

2 Select [Multiple Job Type] from [Print Job].
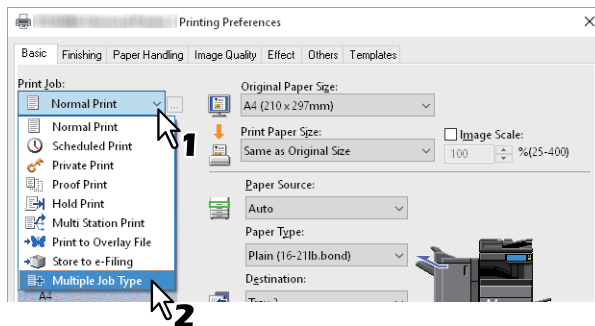
3 Click [...] on the right of [Print Job].

4 **Select a job type from [Print Job].**
The setup screen changes according to the selected job type.

- Set the [Date] and [Time] if you select [Scheduled Print].
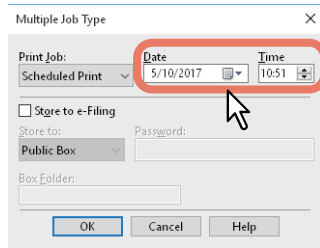
- Enter a password if you select [Private Print] or [Proof Private Print].
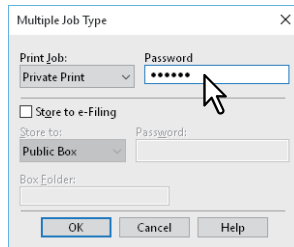
Note

- The password must be between 1 and 63 characters. Enter a password using alphanumeric characters and symbols (ASCII characters between 0x21 to 0x7E) in [Password].
- When you enter this password on the touch panel display, confidential documents are printed. If you forget the password, you will not be able to print.

5 **To store a print job in this equipment, select [Store to e-Filing].**
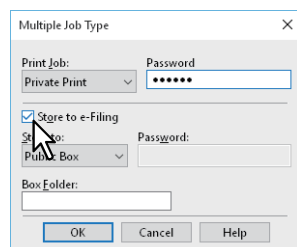
6 **Select where to store the print job from [Store to].**
If you store the print job in a user box, enter a password if required.
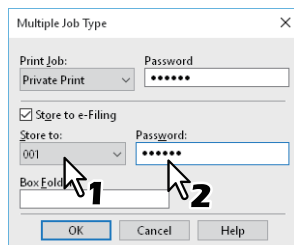
7 **To specify a folder to store the print job in the selected e-Filing, enter the folder name in [Box Folder].**
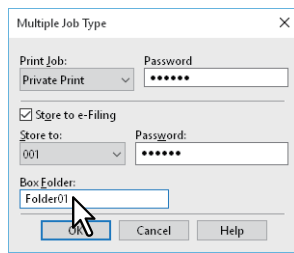
Multiple Job Type
Print Job: Password
Private Print   ••••••
☑ Store to e-Filing
Store to: Password:
001   ••••••
Box Folder:
Folder01
OK   Cancel   Help

Note

- If the entered folder name is not found, a new folder is created in the selected e-Filing under this name.
- Enter the folder name within 64 characters.
- You can create up to 100 folders.

8 **Click [OK].**

9 **Click [Print] or [OK] to send the job.**

- If you select [Scheduled Print], the job is printed at the specified date and time.

- If you select [Private Print] or [Proof Private Print], the job is stored in this equipment as a Private Print job. Print this job on the touch panel.
  📖 P.60 "Printing confidential documents (Private Print)"

- If you select [Hold Print] or [Proof Hold Print], the job is stored in this equipment as a Hold Print job. Print this job on the touch panel.
  📖 P.62 "Sending held print jobs (Hold Print)"

- If you select [Proof Print], [Proof Private Print], or [Proof Hold Print], one sample copy is printed and the rest is stored in this equipment as a Proof Print job. Print this job on the touch panel.
  📖 P.61 "Checking one copy before printing other copies (Proof Print)"

- If you select [Store to e-Filing], the print job is stored in the specified e-Filing.

Available Functions when Using Multiple MFPs

When multiple items of e-STUDIO Series equipment exists on a network, you can specify the output and number of copies from the [Output Devices] dialog box.
 P.70 "Switching equipment to print jobs"
 P.72 "Splitting a print job across two items of equipment (Tandem Printing)"

Note

- When you select the equipment from [Selected Devices], make sure you select a printer with features that support the selected print job options.
  - If the job requires stapling, make sure you select equipment that supports stapling.
  - If the job requires hole punching, make sure you select equipment that supports hole punching.
  - If the job requires an external large capacity feeder, make sure you select equipment with the External Large Capacity Feeder installed.
  - If the job requires full- or twin-color printing, make sure you select color equipment.
- If the selected equipment does not support the print options of the job, printing may not be performed correctly.
- Department code confirmation for the selected equipment is not performed when the job is printed from the selected equipment. If a department code specified in [Department Code] on the [Others] tab is not recognized, Department Management for this print job is not performed.

Tip

- If you select [Always Use This Setting], you can skip the [Output Devices] setting from the next time.
- Equipment selected in [Selected Devices] must be registered in [Printer Folder]. If you want to use equipment not registered in [Printer Folder], add it in [Add Printer] on the [Others] tab.

■ Switching equipment to print jobs

When multiple items of e-STUDIO Series equipment exists on a network, you can switch between them.
If the equipment you want to use is busy, you can send your job to another e-STUDIO Series equipment that is not currently holding any print jobs.

1 Display the [Others] tab menu.

2 Click [Output Devices].
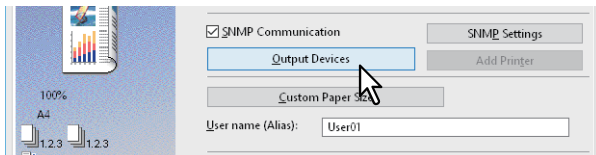
3 Select [Print Job to Selected Devices].
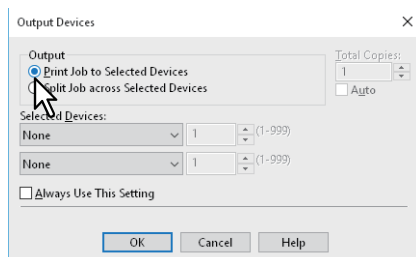
4   **Select the equipment you want to use from [Selected Devices].**
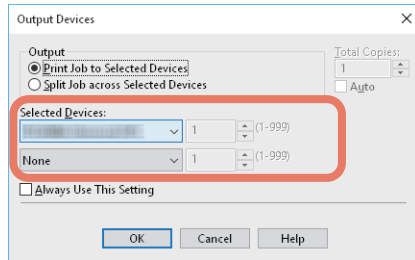
You can select multiple items of equipment in [Selected Devices]. In this case, the same number of copies is printed from all selected equipment.

5   **Click [OK] to close the [Output Devices] dialog box.**

6   **Set other printing functions as needed, and then click [OK].**

7   **Click [Print] or [OK] to send the job.**

■ Splitting a print job across two items of equipment (Tandem Printing)

This feature prints by splitting one print job across two items of equipment.
If you have to print a lot of copies for large documents, you can share the job across two items of e-STUDIO Series equipment on a network simultaneously, to finish the job in a shorter time.

1   Display the [Others] tab menu.

2   Click [Output Devices].
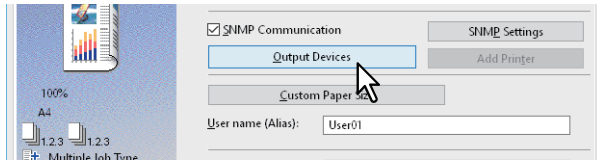
3   Select [Split Job across Selected Devices].
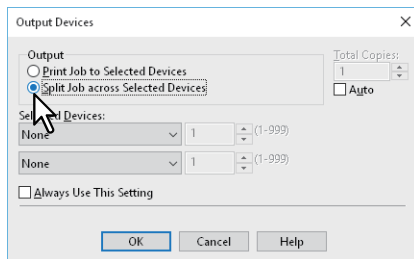
4   Select two items of equipment in [Selected Devices], and then specify the number of copies for each one.
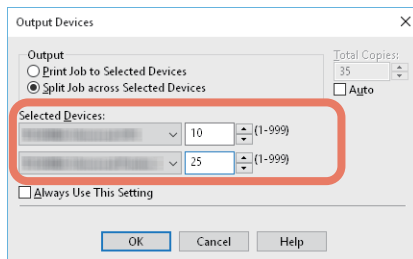
Note

If you select [Auto], the number of copies in [Total Copies] is automatically allocated to the two items of equipment.

5   Click [OK] to close the [Output Devices] dialog box.

6   Set other printing functions as needed, and then click [OK].

7   Click [Print] or [OK] to send the job.

Saving Print Settings

◼ Changing the print options default values

Set the default values for print options by displaying the printer properties from the Printers folder in the Windows Start menu. For example, settings you will not want to change every time you print, such as the paper size setting you most commonly use, optional device settings, user information settings, etc.

1 Right-click [Start], then click [Control Panel] > [View devices and printers].
The Printers folder appears.

Tip

- For Windows 8.1/Windows Server 2012, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].
- For Windows 7, click [Start] > [Devices and Printers].
- For Windows Vista/Windows Server 2008, click [Start] > [Control Panel] > [Hardware and Sound] > [Printers].

2 Right-click the printer driver of this equipment and select [Printer properties] from the displayed menu.

- For Windows Vista / Windows Server 2008, select the printer driver for this equipment, and then click [Properties] in the [File] menu.
- If the [File] menu is not displayed, press [Alt].
- If you cannot change the printer driver properties from the dialog box displayed, follow the steps below.
  - For Windows Vista, click [Run as administrator] - [Properties] from the [File] menu.
    If the password entry screen is displayed, enter the administrator password.
    Click [Continue].
  - For Windows 7, some tab menus have a 🛡 button in the printer driver properties.
    To change the properties, click 🛡. If the properties cannot be changed, ask your system administrator.
- To change a network-installed printer driver, administrator privilege is necessary. Ask your system administrator for details.

3 The paper size setting you most commonly use, optional device settings, user information settings, etc. are displayed.

Set the default tab displayed when you open the printer driver from [Default Menu Setting] on the [Others] tab. Set frequently used functions as the default settings.
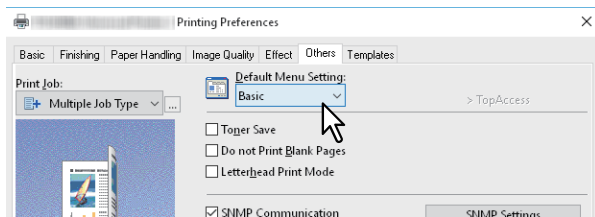
■ Saving frequently used settings (Profile)

This allows you to save the print settings or apply the saved settings to a print job.

To print using profiles, you must first create the saved profile.
□ P.74 "Saving a profile"
After saving a profile, you can apply its settings to a print job.
□ P.75 "Loading a profile"
You can also delete unnecessary profiles.
□ P.75 "Deleting a profile"

There are 5 default profiles.

• BW, Duplex, Staple & 2in1
• Color Booklet
• Duplex & Staple
• Duplex, Staple & 2in1
• Duplex, Staple & Punch

❑ Saving a profile

You can register up to 20 profiles (including 5 default profiles) for each printer driver.

You can delete the default profile or overwrite it by changing its contents and saving it under the same name.

1 Configure the print options on each tab.

2 Click [Save Profile] to save the profile.
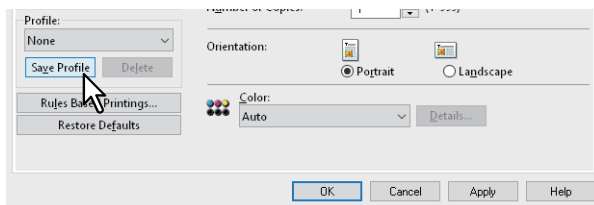
3 Enter a profile name, and then click [OK].
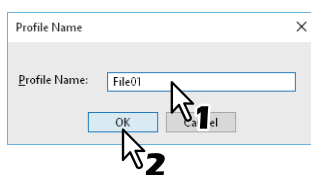
Enter up to 63 characters for the file name.

> Tip

* If you enter an existing profile name, you are prompted to confirm if you want to overwrite it. Click [OK] to overwrite.
* You cannot save more than 20 profiles. If you try to save a 21st profile, it is saved as a temporary profile. To register this temporary profile, delete unnecessary profiles first, select [Temporary Profile], and then click [Save Profile].
* You cannot specify [None] for the profile name.

4 **The profile is saved.**

❑ Loading a profile

1 **Select a profile from [Profile].**
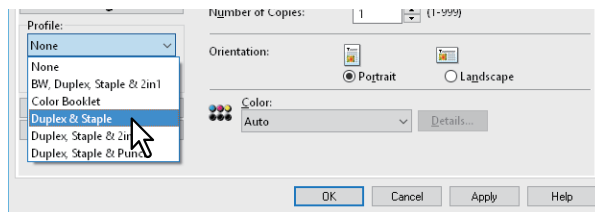
The setting options in the profile are applied.

> Note

Selecting [None] in [Profile] does not restore them. To restore the default settings after selecting a profile, click [Restore Defaults] on each tab. To restore the default settings on any tab other than the [Device Settings] tabs, click [Restore All Defaults] on the [Others] tab.

❑ Deleting a profile

1 **Select the profile that you want to delete from [Profile], and then click [Delete].**
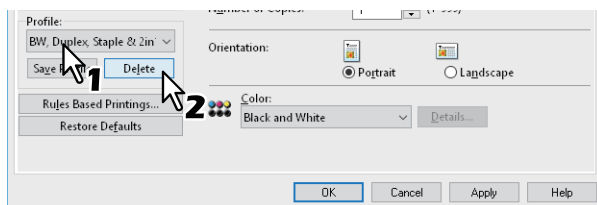
2 **Click [Yes].**
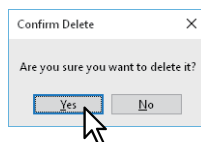
■ Saving a profile as a template

After saving a profile to a Template Button, the [Templates] dialog box is automatically displayed when you print. You can apply the saved profile to a print job simply by selecting this Template Button.

> Tip

- There are 5 default profiles registered to the Template Button.
  - BW, Duplex, Staple & 2in1
  - Color Booklet
  - Duplex & Staple
  - Duplex, Staple & 2in1
  - Duplex, Staple & Punch
- You can delete any of the default Template Buttons.

To use a Template Button, you must first save a profile to this button. You also need to make settings so that a dialog box for selecting Template Buttons is displayed when you print.
 P.76 "Saving a Template Button"
You can apply the saved profile to a print job by selecting the Template Button.
 P.77 "Making settings from a Template Button and printing"
You can delete a Template Button.
 P.78 "Deleting a profile saved to a Template Button"

❑ Saving a Template Button

You can create up to 6 Template Buttons, including 5 default buttons.

1 Save the print options as a profile.
 P.74 "Saving a profile"

2 Display the [Templates] tab menu.

3 Select [Templates Dialog Box], and then click [Edit].
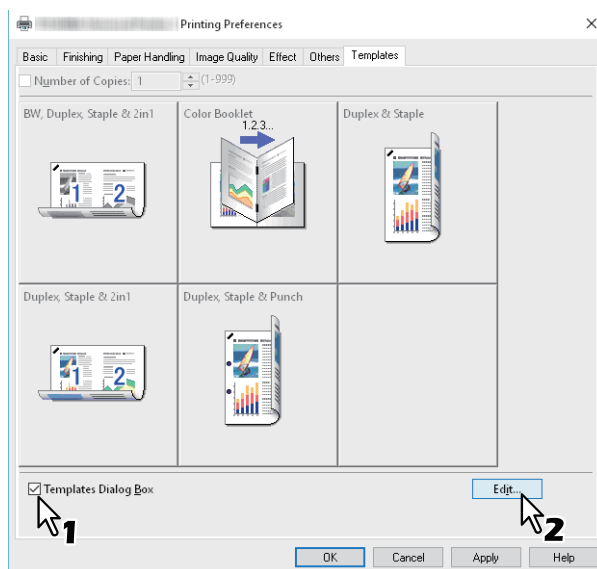
The [Templates] dialog box is displayed when printing.

4 **Select the profile to be saved in [Profile].**
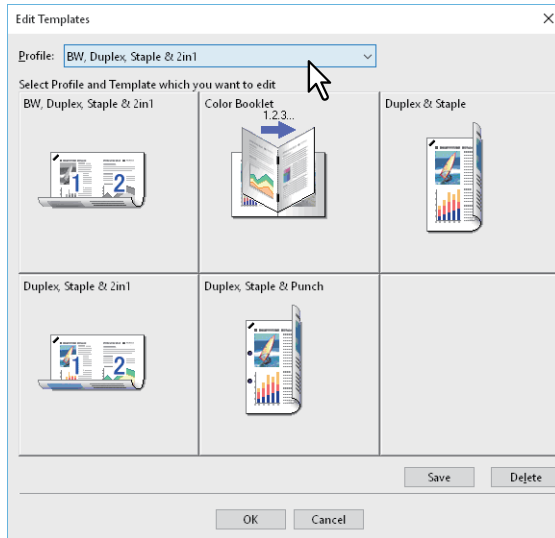
5 **Select the Template Button to which you want to save the profile.**

> Tip

If you select a Template Button that is already registered, it is overwritten with the new one.

6 **Click [Save], and then click [OK].**
The selected profile is saved to the Template Button.

7 **Click [OK] on the [Templates] tab.**
The saved profile is registered.

❑ **Making settings from a Template Button and printing**

1 **The [Templates] dialog box is automatically displayed when printing starts.**
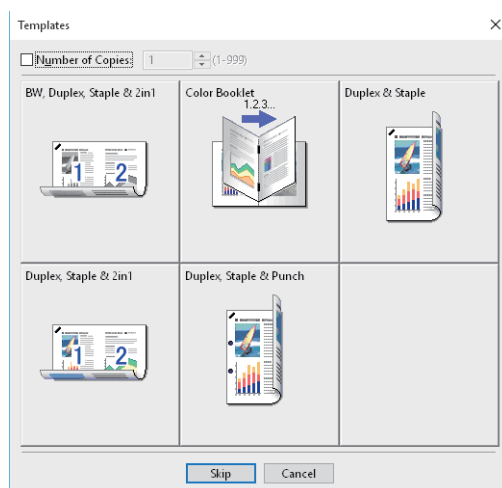
2 **Select the Template Button you want to use.**
Printing is performed using the selected profile.

> Tip

- To set the number of copies, select [Number of Copies].
- To print without applying profiles, click [Skip].

❑ Deleting a profile saved to a Template Button

1 Display the [Templates] tab menu.

2 Click [Edit].
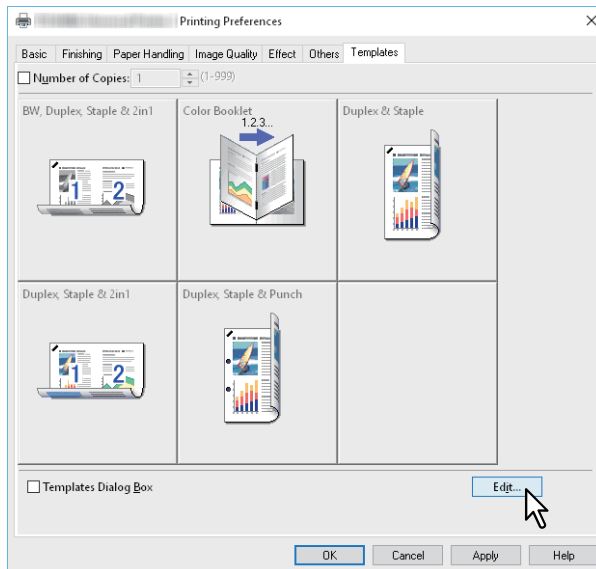
3 Select the Template Button you want to delete.
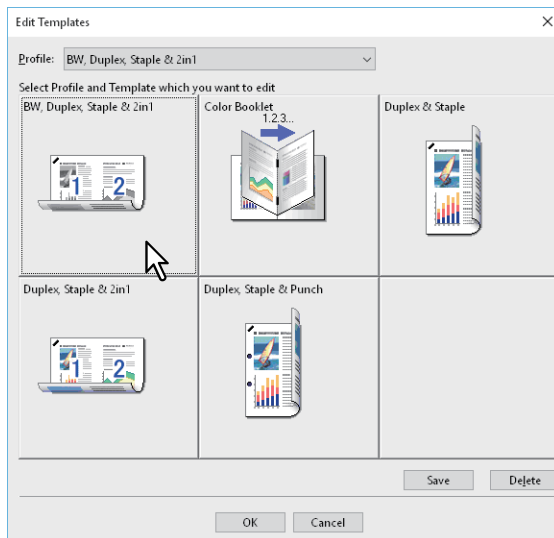
4 **Click [Delete], then click [Yes], and then click [OK].**
The profile in the selected Template Button is deleted, and the Template Button is left blank.
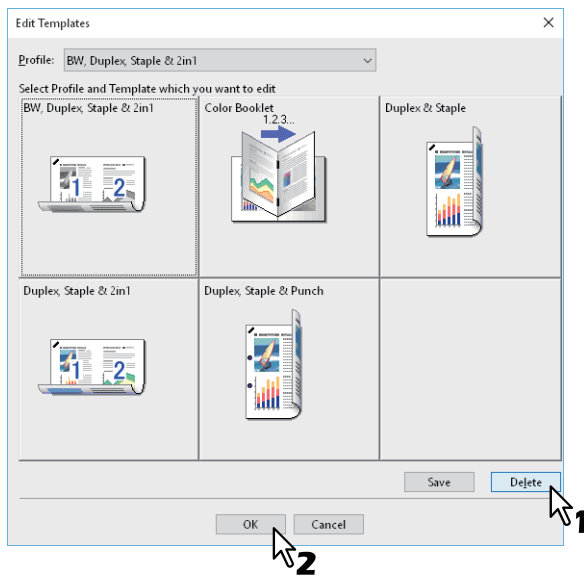
■ Assigning a profile to applications

You can assign the profile to each application.

> Tip

- The following 5 applications have been registered as a default setting.
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Outlook
  - Adobe Reader
- The following 5 profiles have been registered in Print Profile To Apply as a default setting.
  - BW, Duplex, Staple & 2in1
  - Color Booklet
  - Duplex & Staple
  - Duplex, Staple & 2in1
  - Duplex, Staple & Punch

For details about storing and deleting of a profile, see the following section.
📖 P.74 "Saving frequently used settings (Profile)"

1 **Click [Rules Based Printings...].**
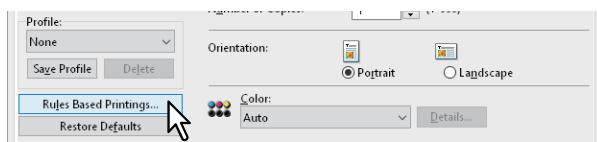
2 **Fill the Application Name and Executable fields and select the profile to be applied from the pull-down menu of Print Profile to Apply.**
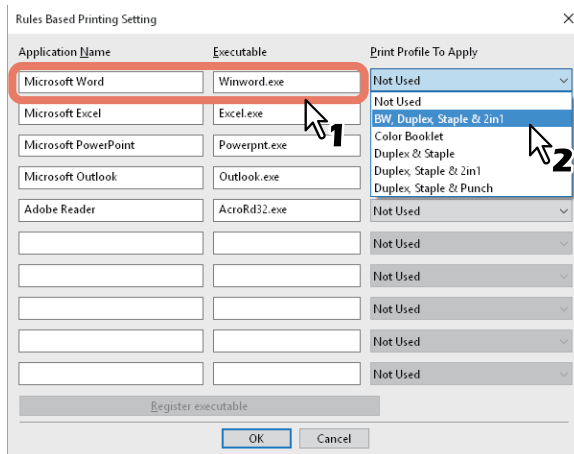
> **Tip**
>
> By clicking [Register executable], a dialog box appears and the correction of the combination of Application Name and Executable is judged. When you click [OK], the item in the Executable field is replaced with one which has been searched by a printer driver.

3 **Click [OK].**

Setting Optional Devices and User Authentication

■ Setting optional devices for the printer

Configuration data for optional devices is automatically obtained when the printer driver is installed. If two-way communication between this equipment and your computer is not available, you need to manually configure the optional device in the printer driver.
📖 P.81 "Updating optional devices automatically"
📖 P.81 "Setting optional devices manually"

> Tip

To open the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista/Windows Server 2008: [Printers] folder).

❑ Updating optional devices automatically

When SNMP communication between this equipment and your computer is enabled, you can retrieve configuration information by clicking [Update Now] on the [Device Settings] tab. Select [Update Automatically] to update the configuration information automatically when you open the [Device Settings] tab.
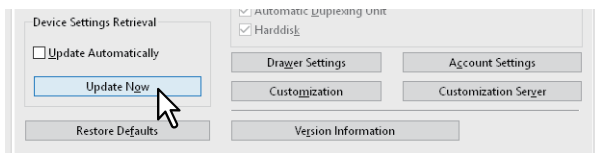
❑ Setting optional devices manually

If SNMP communication between this equipment and your computer is not available:

> Note

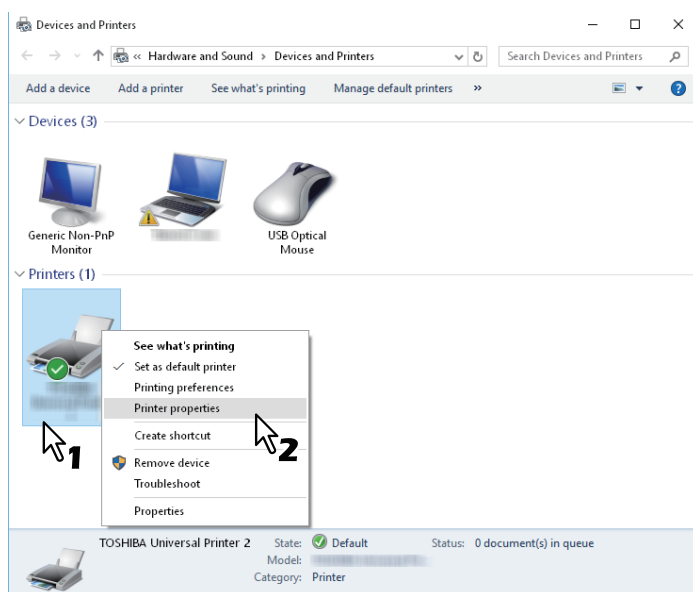You need to log in to Windows as an Administrator.

1 **Right-click [Start], then click [Control Panel] > [View devices and printers].**
The Printers folder appears.

> Tip

- For Windows 8.1/Windows Server 2012, right-click in the lower left of the screen, then click [Control Panel] > [View devices and printers].
- For Windows 7, click [Start] > [Devices and Printers].
- For Windows Vista/Windows Server 2008, click [Start] > [Control Panel] > [Hardware and Sound] > [Printers].

2 **Right-click the printer driver of this equipment and select [Printer properties] from the displayed menu.**


- For Windows Vista / Windows Server 2008, select the printer driver for this equipment, and then click [Properties] in the [File] menu.

- If the [File] menu is not displayed, press [Alt].

- If you cannot change the printer driver properties from the dialog box displayed, follow the steps below.
  - For Windows Vista, click [Run as administrator] - [Properties] from the [File] menu.
    If the password entry screen is displayed, enter the administrator password.
    Click [Continue].

  - For Windows 7, some tab menus have a 🛡 button in the printer driver properties.
    To change the properties, click 🛡. If the properties cannot be changed, ask your system administrator.

- To change a network-installed printer driver, administrator privilege is necessary. Ask your system administrator for details.

3 **Display the [Device Settings] tab menu, and set the following options.**
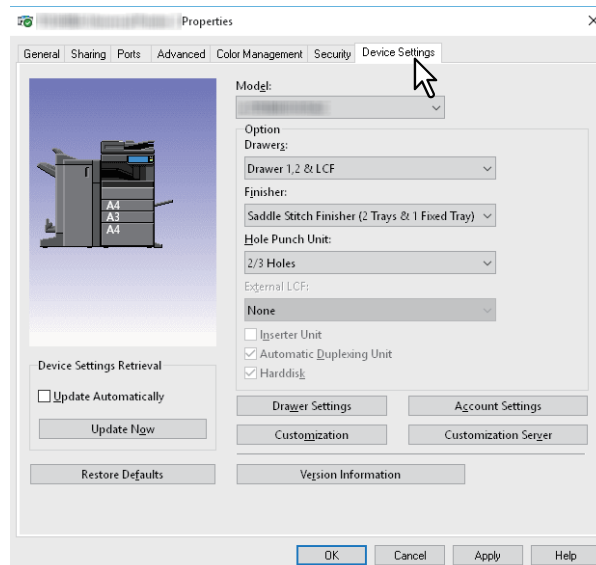
Model: Sets the model type. The setup items change according to the model selected.

Note

- Selecting [Universal] restricts the printer driver functions to those common to all printers on the network. This is convenient for using other printers with your printer driver.
- The TOSHIBA Universal Printer 2 printer driver has restrictions for usage as a Generic Model.

Option: Sets whether the following optional devices are installed.

- **Drawers**: Sets whether or not the Paper Feed Unit (2nd drawer), Paper Feed Pedestal (3rd drawer), Drawer Module (4th drawer), or Large Capacity Feeder is installed.

- **Finisher**: Sets whether or not the Finisher, Saddle Stitch Finisher, Inner Finisher, or Job Separator is installed.

- **Hole Punch Unit**: Sets whether or not the Hole Punch Unit is installed.

- **External LCF**: Sets whether or not the External Large Capacity Feeder is installed.

- **Inserter Unit**: Sets whether or not the Inserter Unit is installed.

- **Automatic Duplexing Unit**: Sets whether or not the Automatic Duplexing Unit is installed.

- **Hard disk**: Sets whether or not the Hard disk is installed.

Tip

- Available items differ depending on the model and the option configuration.
- If you set any options on the [Device Settings] tab without two-way communication between this equipment and your computer, 2-sided printing is automatically enabled.

4 Click [Drawer Settings].

5 Set the following options, and then click [OK].
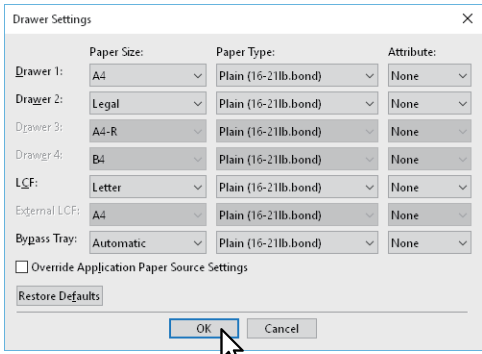
Drawer 1: Select the size and type of paper that is loaded in the 1st Drawer.
Drawer 2: Select the size and type of paper that is loaded in the 2nd Drawer.
Drawer 3: Select the size and type of paper that is loaded in the 3rd Drawer.
Drawer 4: Select the size and type of paper that is loaded in the 4th Drawer.
LCF: Select the size and type of paper that is loaded in the Large Capacity Feeder when it is installed.
External LCF: Select the size and type of paper that is loaded in the External Large Capacity Feeder when it is installed.
Bypass Tray: Select the type of paper that is loaded in the Bypass Tray.
Override Application Paper Source Settings: Select this to use the paper source setting in the printer driver rather than the application setting.

6 Click [Apply] or [OK] to save.

■ Using the Department Management Function

When using the department management function, the administrator can check the number of copies made by each department. You can check who submitted the print jobs on the equipment's control panel or from the monitoring tools.

When this equipment is managed by department codes, you have to enter a department code when printing.

Set department management in TopAccess Administrator mode. See the **TopAccess Guide** for details.

Tip

- Department codes must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet uppercase and lowercase, a hyphen (-), an underscore (_), and a period (.). Enter 1 to 63 characters.
- How the equipment handles print jobs with invalid department codes varies depending on the [Invalid Department Code Print Job] that can be set in the TopAccess Administrator mode.
    - When SNMP communication is enabled and Invalid Department Code Print Job is set to [Store to invalid job list], an error message is displayed when an invalid department code is entered.
    - When SNMP communication is disabled and Invalid Department Code Print Job is set to [Store to invalid job list], the invalid department code print job is stored in the invalid department code print job list without printing.
    - When Invalid Department Code Print Job is set to [Print], the invalid department code print job is printed.
    - When Invalid Department Code Print Job is set to [Delete], the invalid department code print job is deleted.

■ Using the User Authentication

☐ P.85 "Entering the user name and password for each print job"
☐ P.86 "Setting an LDAP authentication server"

❏ Entering the user name and password for each print job

Configure the function to require user name and password entries for each print job when printing from shared PCs.
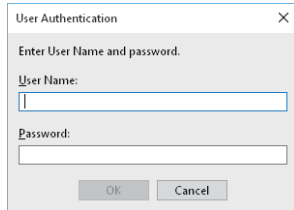
1 **Display the [Device Settings] tab menu.**

Note

The [Device Settings] tab can be displayed only from the Printers folder. It cannot be opened when displaying the properties from the application's print dialog box.

2 **Click [Account Settings].**
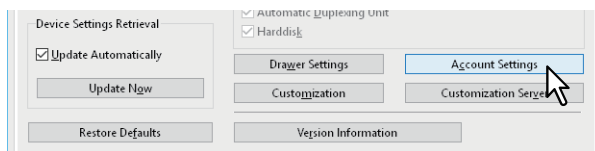
3 **Select [Enter the user credentials manually], and then click [OK].**
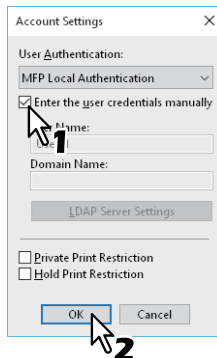
❏ Setting an LDAP authentication server

Configure an LDAP authentication server.

1 **Display the [Device Settings] tab menu.**

Note

The [Device Settings] tab can be displayed only from the Printers folder.

2 **Click [Account Settings].**
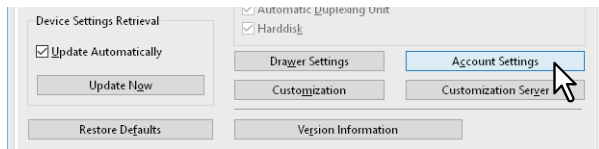
3 **Select [LDAP Authentication] from [User Authentication], and the click [LDAP Server Settings].**
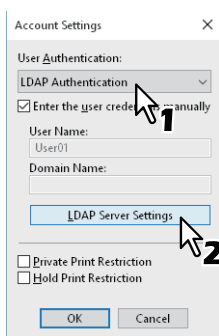
4 **Enter a [Server Name], then click [Add], and then click [OK].**
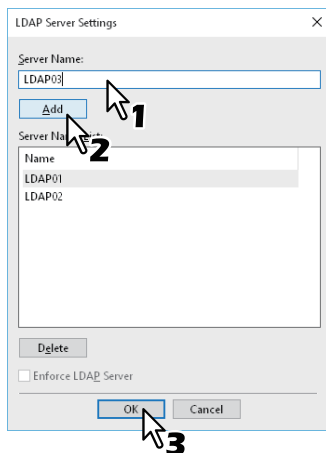
Tip

[Enforce LDAP Server] can be used when the registered LDAP server is only one unit. Once this setting is enabled, an authentication server can be set automatically. Moreover, the [Specify LDAP Server] dialog box at printing will not be displayed.

■ Important Notes

- When User Management is enabled, it is used to manage print jobs instead of the Department Code Management setting. In this case, that user name that was entered to log in to your computer is used to authenticate the print job. Therefore, you do not need to set your department code to the printer driver but you must register your user name in advance. If your user name is not registered, the print job is processed as an invalid job according to the User Authentication Enforcement setting. Also, print jobs sent in RAW format are processed according to the RAW Print Job setting. For more information about the User Authentication Enforcement setting or the RAW Print Job setting, see the **TopAccess Guide**.
  When Windows Domain Authentication is used for the User Management Setting, your computer must log in to the domain.
- If the No Limit Black function is enabled, you can only perform department management for Color. When [Auto], [Color], or [Twin Color] are selected from [Color] on the [Basic] tab, you need to enter your department code. When [Black and White] is selected, you do not have to specify the department code.
- You can set some print options, such as collation, from the application and the printer driver. If collation is set from the application, documents may not be printed correctly. If that happens, use the printer driver to set the collation mode. Depending on the application, some print options, such as the orientation, need to be set from the application. For print options that can be set from both the application and the driver, see the manual supplied with the application.

Notes when using the Universal PS3 printer driver

- When printing from Adobe Acrobat, the print function for selecting the paper source matching the PDF page size is disabled even if it has been selected. If you want to use PostScript with this function, use the Universal Printer 2 printer driver, click [Customization] on the [Device Settings] tab, and then select [PostScript] in [Output PDL] on the [PDL Settings] tab.
- When any of the following functions is set in the printer driver, the print function works correctly even if print data is generated from the application since the functions ignore pass-through printing from the application.

  - Print to Overlay File
  - Print Overlay Image
  - Number of pages per Sheet
  - Booklet
  - Interleave (Duplicate)
  - Templates
  - Print Paper Size
  - Image Scale
  - Poster Print
  - Tandem Print

❏ When a PPD file for Windows is necessary

A PPD file for Windows applications is provided on the installation disc. For applications that do not allow the automatic installation of PPD files, copy the PPD file to the correct directory to enable printer-specific settings in the [Print] dialog box or the [Page Setup] dialog box.
For more information about copying PPD files, see the **Software Installation Guide**.

Printer Driver Functions

This section describes print options in the printer driver.

Note

The [Paper Handling] tab, [Image Quality] tab, [Effect] tab, and [Templates] tab are only displayed when each setting is enabled with the Plug-in feature. See the printer driver help for details.
📖 P.142 "Printer Driver Help"

Tip

- See the printer driver help for details on the settings for each tab.
  📖 P.142 "Printer Driver Help"
- The settings for the following tabs depend on the operating system being used. For information on making settings and more details, see the manual or the Help of the OS being used.
  - [General] tab
  - [Sharing] tab
  - [Ports] tab
  - [Advanced] tab
  - [Color Management] tab
  - [Security] tab

■ Printer driver settings

There are several ways to set print options. How the settings affect printing varies depending on the options. The tabs displayed also vary depending on how you display the printer properties.

- When setting initial values for print options
  Set the default values for print options by displaying the printer properties from the Printers folder in the Windows Start menu. For example, settings you will not want to change every time you print, such as the paper size setting you most commonly use, optional device settings, user information settings, etc.
  📖 P.73 "Changing the print options default values"
- When setting print options for each print job
  The print options set in the properties dialog box, which can be accessed from the application's [Print] dialog box, are only applied to the current print job. When you close the application, the options are cleared.
  📖 P.15 "Printing"

■ [Basic] tab

Contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, destination, number of copies, orientation, and so on.
📖 P.91 "Primary Tab Dialog"
📖 P.92 "Multiple Job Type"

For e-STUDIO5008LP Series
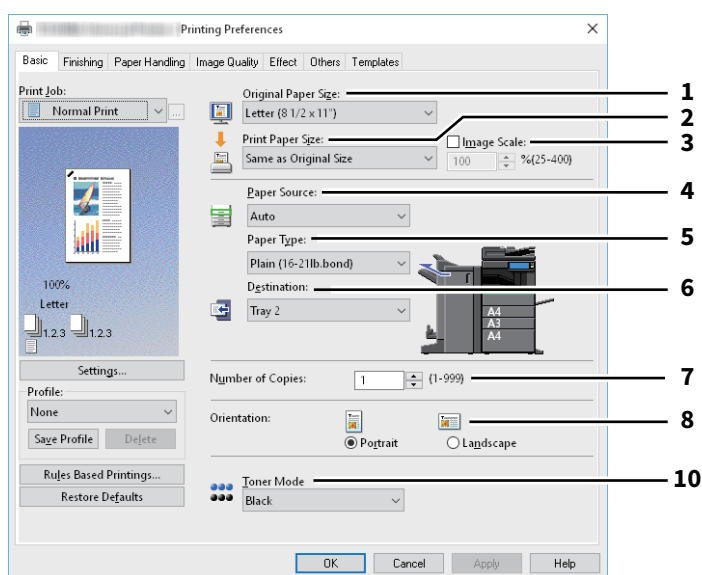
	Item Name	Description
1	Original Paper Size	This selects the size of a document to be printed. Available original sizes vary depending on the model.
	Tip You can select from custom paper sizes in addition to standard paper sizes. You can set custom paper sizes in the [Others] tab. 📖 P.123 "[Others] tab"	

	Item Name	Description
2	Print Paper Size	Select the paper size you want to print. When you select [Letter Tab] or [A4 Tab], the [Primary Tab Dialog] dialog box appears. 📖 P.91 "Primary Tab Dialog"
	Tip	
		• Tab printing is not available to some models. • You can select from custom paper sizes in addition to standard paper sizes. You can set custom paper sizes in the [Others] tab. 📖 P.123 "[Others] tab" • When you use a custom paper size, you need to select the custom size of the paper loaded in the drawer.
3	Image Scale	Select this check box and specify the image scale.
4	Paper Source	This selects a paper source to print a job in the most suitable paper size. The figure on the right indicates the paper size set for each paper source. When you select a paper source, the chosen one is indicated with a green square in the figure.
	Tip	
		• You can select a paper source by directly clicking on the figure on the right. • When [Bypass Tray] is selected and print a job, [JOB STATUS] on the touch panel will blink. Press [JOB STATUS] and check the paper size of the job. Then set the paper and press the [START] button to print a job.
	Note	
		• When you select the bypass tray as a paper source but the orientations of the original and the paper on the bypass tray differ, the data in the original are rotated for 90 degrees and printed in the same orientation as that of the original, as long as their paper sizes are the same (this is available only for A4, B5, LT and 16K). For example, when an original is A4 in a portrait direction but the paper on the bypass tray is A4-R, the data of the original are printed in A4 in a portrait direction. • The selectable values vary depending on the optional devices installed in this equipment and their configuration on the [Device Settings] tab. • When a paper type such as special or tab paper that needs to be fed from the bypass tray is set, [Bypass Tray] may be automatically selected in the [Paper Source] box, and then a confirmation dialog box may appear. • When the paper size settings on the [Device Settings] tab differ from those in the equipment, the paper source setting is ignored and the equipment may prompt to set the paper in the bypass tray. • The Large Capacity Feeder is not available for some countries or regions.

	Item Name	Description
5	Paper Type	This sets the media type of the paper.
	Note	
	• The applicable paper weight for each paper type differs depending on the model. For details of the paper weight, refer to the corresponding **Quick Start Guide**. • For paper available for [Special 1], [Special 2], [Special 3], [Special 4], [Special 5] and [Special 6], contact your service technician. • When [A4 Tab] or [Letter Tab] is selected at the [Print Paper Size] box, [Tab] will be displayed and you cannot change the paper type. • When [Envelope] is selected at the [Print Paper Size] box, only [Envelope], [Envelope] and [Envelope (Back)], or [Envelope 1], [Envelope 2], [Envelope 3] and [Envelope 4] will be displayed and you cannot select other paper types. • When an attempt at printing with the erasable blue toner is made after a large number of envelopes have been printed with the black toner in the e-STUDIO5008LP Series, the print density of the 1st page may become lighter. In such a case, perform printing with the erasable blue toner after a little while. Tip For more information about the paper types that are available for this equipment, refer to the **Quick Start Guide**.	
6	Destination	This selects the tray to which the print job is made to exit. The figure on the right indicates the destination currently set with an arrow.
	Note	
	The destination is limited to [Saddle Tray] when you perform folding print or saddle stitch print with the Saddle Stitch Finisher installed.	
7	Number of Copies	This sets the number of printed copies.
8	Orientation	This sets the paper printing direction.
9	Color	This sets whether a print job is printed in the color or black mode.
	Tip	
	When [Twin Color] is selected, click [Details] to specify the color that the non-black part of document will be printed in. You can select either [Red], [Green], [Blue], [Cyan], [Magenta], [Yellow], or [White].	
10	Toner Mode	This sets whether a print job is printed with the black toner or erasable blue toner.

❑ **Primary Tab Dialog**

Note

Tab printing is not available to some models.

	Item Name	Description
1	Tab Manufacturer	Select the product name of the tab paper that you use. This equipment supports following tab paper. For Letter Tab: • Blanks USA copy Tabs (5 Banks) LT + 1/2" Tab • Blanks USA copy Tabs (8 Banks) LT + 1/2" Tab For A4 Tab: • KOKUYO A4-S (5 Banks) • King JIM A4-S (5 Banks)
	Note If you use tab papers other than those above, select [Custom]. When you select [Custom], you must specify the tab extension manually.	
2	Tab Extension	Enter the width of the tab extension. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.
3	Image Shift Width	Enter the width to shift the printed image. For example, if you want to print text on the tab extension of Letter Tab paper, create a Letter sized document and input the text on the right side. Specify the distance the printed image is shifted in printing on tab paper.
4	Units	Select the unit for the Tab Extension and Image Shift option.

Note

- When creating a document for tab printing, you must place the text at the exact height to fit the tab extension.
- The selectable range of the edge margin differs depending on the model.
- Tab paper must be fed from the bypass tray. Make sure to place it with its tab outside.
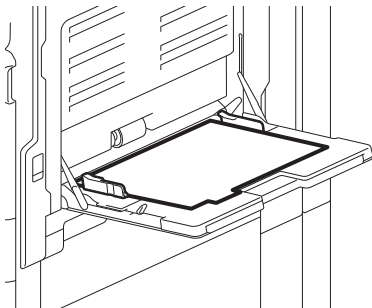
- If the document for tab printing is not created properly or the [Image Shift Width] is not set properly, the image will not be printed in the correct position within the tab extension. Please make sure to create the document and set the [Image Shift Width] correctly.

❑ Multiple Job Type

The Multiple Job Type feature allows you to combine any of Scheduled Print, Private Print, Hold Print, Proof Print, Proof Private Print and Proof Hold Print, with Store to e-Filing.
For example, you can store a job in the specified e-Filing of this equipment and print it at the specified time by combining Scheduled Print and Store to e-Filing.
To use the Multiple Job Type feature, click [...] on the right of the [Print Job] box and select the job types to be combined.

Note

- Before performing Scheduled Print, make sure the date and time of this equipment and your computer are the same.
- When you print multiple copies, each of which is to be sent as an individual print job by your application, all of the copies are printed even if you set Proof Print. In this a case, perform Proof Print of only one copy first, and then change the number of copies on the touch panel to print the rest.

• Documents stored in e-Filing are retained with the optimal image quality for printing. If you want to download them into your computer with a higher image quality, scan the original documents and store them in e-Filing.
• When you store a document in e-Filing using the printer driver, it is stored as an image. This is not stored in e-Filing in the same way as the original document is stored in your computer.

Tip

• You can manage files in e-Filing on the touch panel. For instructions on how to manage them, refer to the **e-Filing Guide**.
• You can manage files in e-Filing using the e-Filing web utility. For instructions on how to manage them with the e-Filing web utility, refer to the **e-Filing Guide**.

	Item Name	Description
1	Print Job	Select a job type. The setup screen is switched according to the selected job type. • If you select [Scheduled Print], the job is printed at the specified date and time. • If you select [Private Print] or [Proof Private Print], the job is stored in this equipment as a Private Print job. Print this job on the touch panel. • If you select [Hold Print] or [Proof Hold Print], the job is stored in this equipment as a Hold Print job. Print this job on the touch panel. • If you select [Proof Print], [Proof Private Print] or [Proof Hold Print], one sample copy is printed and the rest is stored in this equipment as a Proof Print job. Print this job on the touch panel. • If you select the [Store to e-Filing] check box, the print job is stored in the specified e-Filing.
2	Date/Time	Set [Date] and [Time] if you select [Scheduled Print].
3	Password	Enter a password if you select [Private Print] or [Proof Private Print]. Note • Enter a password using the alphanumeric characters and symbol characters (ASCII code characters between 0x21 to 0x7E) in the [Password] box. The password must be between 1 and 63 characters. • When you enter this password on the touch panel display, confidential documents will be printed. If you forget it, you will not be able to print them.
4	Store to e-Filing	If you want to store a print job in this equipment, select the [Store to e-Filing] check box.
5	Store to	Select where the print job is stored at the [Store to] box. If you store the print job in a user box, enter a password if required.

	Item Name	Description
6	Box Folder	When you specify a folder in which the print job is to be stored in the selected e-Filing, enter its folder name in the [Box Folder] box.
	Note	
	• If the entered folder name is not found, a new folder is created in the selected e-Filing under this name. • Enter a folder name within 64 characters. • If the number of folders has reached 100, you cannot create any more.	

■ [Finishing] tab

Allows you to enable sort printing, 2-sided printing, number of pages per sheet, poster printing, stapling, and punching.

 P.95 "Copy Handling"
 P.96 "2-Sided Printing"
 P.97 "Number of Pages Per Sheet"
 P.97 "Staple"
 P.98 "Hole Punch"
 P.99 "Folding"
 P.99 "Use Custom Margin"
 P.100 "Poster Print"
 P.100 "Booklet Details"
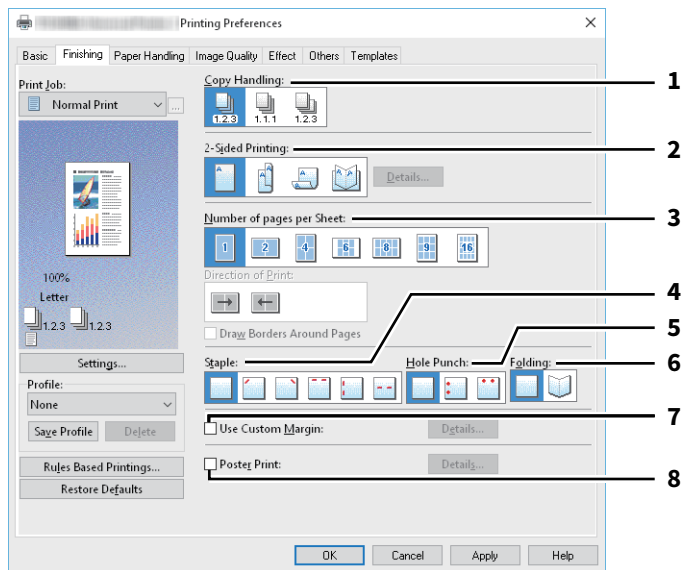
	Item Name	Description
1	Copy Handling	This sets how to sort the printed sheets when numerous copies are made for printing. For details, refer to the following. P.95 "Copy Handling"
2	2-Sided Printing*	This sets printing on both sides of paper. Select the position of the margin for 2-sided printing. For details, refer to the following. P.96 "2-Sided Printing" When the [Booklet] icon is selected and the [Details] is clicked, the [Booklet Details] dialog box appears. P.100 "Booklet Details"
3	Number of pages per Sheet	This sets the printing of multiple pages on one sheet. For details, refer to the following. P.97 "Number of Pages Per Sheet"

	Item Name	Description
4	Staple	This sets whether a print job is printed with staples. Select the staple position. For details, refer to the following. 📖 P.97 "Staple"
5	Hole Punch	This sets whether a print job is printed with hole punches. Select the hole punch position. For details, refer to the following. 📖 P.98 "Hole Punch"
6	Folding	Select this option if you want to have the printed paper folded when it exits. For details, refer to the following. 📖 P.99 "Folding"
7	Use Custom Margin	Select the check box to specify the margin and click [Details] to set the left and right margins. 📖 P.99 "Use Custom Margin"
8	Poster Print	You can divide a print job onto more than one sheet of paper, so you can create one large image, such as a poster, by connecting the divided images. If this option is enabled, click [Details] and set the Output number of Sheets. 📖 P.100 "Poster Print"

*   The 2-sided printing function is set to be used as default in the equipment for North America and Europe.

❑ Copy Handling

This sets how to sort the printed sheets when numerous copies are made for printing.

- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).
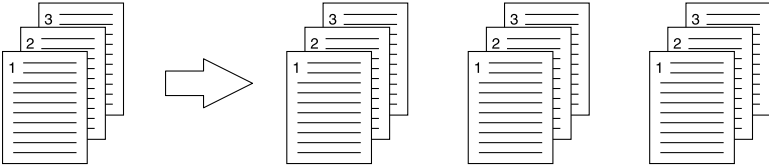
- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).
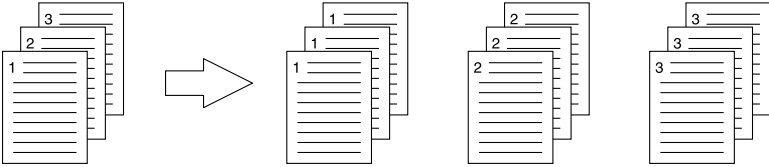
- **Rotated Sort Copies** — Select this for rotate sort-printing.
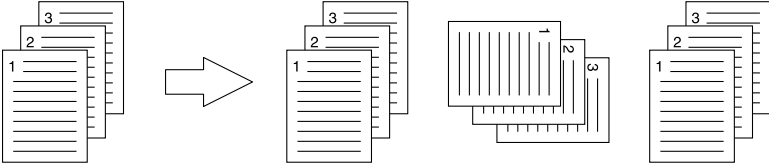
Note

- [Rotated Sort Copies] cannot be selected on some models.
- [Group Copies] and [Rotated Sort Copies] can be selected only when more than 1 copy is entered at the Number of Copies option.
- [Rotated Sort Copies] can be selected only when [Letter], [A4], [B5], or [16K] is selected at the Print Paper Size option. When you use the "Rotated Sort Copies" option, place copy paper of a desired size in two drawers (portrait and landscape directions) before you start printing. Select one paper size from [Letter], [A4], [B5] and [16K], and then place the selected paper in two drawers, the Large Capacity Feeder trays or the External Large Capacity Feeder tray in different directions (e.g. A4 and A4-R) in advance.

❏ 2-Sided Printing

This sets printing on both sides of paper. Select the position of the margin for 2-sided printing.

- **Off** — Select this to print on one side of the paper.
- **Long Edge** — Select this to print on both sides of the paper with a margin on the long edge.

- **Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.
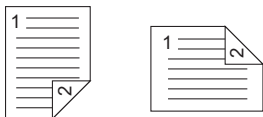
- **Booklet** — Select this to print a properly paginated booklet or magazine-style publication. When this is selected, click [Details] to specify the details of the Booklet printing.
  📖 P.100 "Booklet Details"
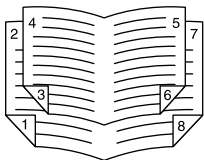
Note

- This function is available only when an Automatic Duplexing Unit is installed in the equipment.
- The 2-sided printing function is set to be used as default in the equipment for North America.
- 2-Sided printing cannot be set when the following paper size is selected at the [Print Paper Size] box in the [Basic] tab.
  - A6
  - J Post Card
  - J Double Post Card
  - IndexCard 3x5"
  - Envelope Com9
  - Envelope Com10
  - Envelope Monarch
  - Envelope DL
  - Envelope Cho-3
  - Envelope Cho-4
  - Envelope You-4
  - Envelope C5
  - Envelope Kaku-2
  - A4 Tab
  - Letter Tab
  - 13 x 19"
  - Custom Paper Size (2-sided printing allowed depending on the models and custom paper sizes.)
- 2-Sided printing cannot be set when the following paper type in selected at the [Paper Type] box in the [Basic] tab. However, this may differ depending on your model or whether the Finisher is installed.
  - Transparency
  - Thick4
  - Thick4 (Back)
  - Thick5
  - Special 1 - 6
  - Envelope 1 - 4

❑ Number of Pages Per Sheet

This sets the printing of multiple pages on one sheet.
Direction of Print
This sets how the pages are arranged on one sheet.
Draw Borders Around Pages
Select the check box to print borders around each page.

Tip

When you select [Booklet] in the [2-Sided Printing] box, only [2 pages] can be selected.

❑ Staple

This sets whether a print job is printed with staples. Select the staple position.

- **Off** — Select this not to staple the printed document.
- **Upper Left** — Select this to staple the printed document in the upper left.
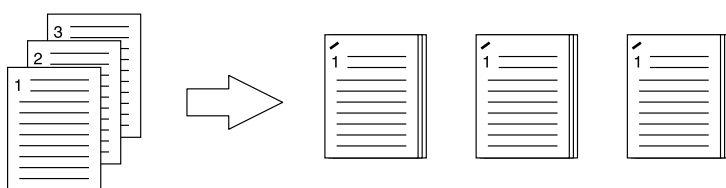
- **Upper Right** — Select this to staple the printed document in the upper right.
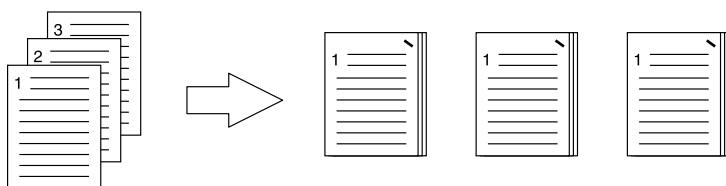
- **Center Top** — Select this to double staple the printed document along the top edge.
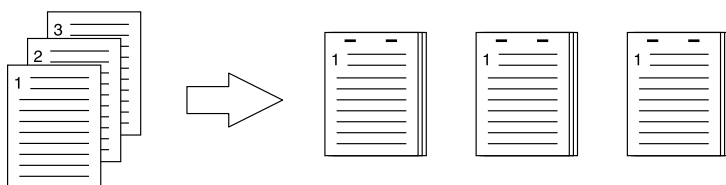
- **Middle Left** — Select this to double staple the printed document along the left side.
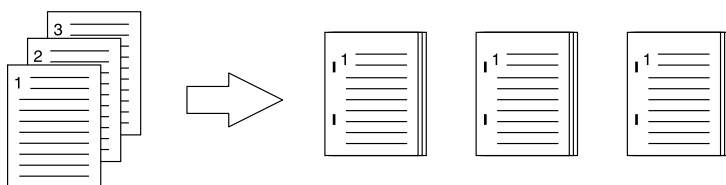
- **Center Double** — Select this to fold and double-staple the printed document in the center. When you select this, the pages will be printed on the sheets according to the print option settings, and then simply fold and double-staple in the center of the sheets.
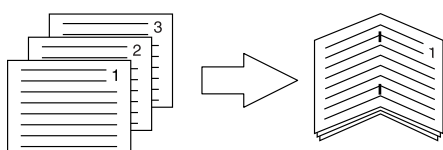
[Center Double] can be used to create a saddle-stitching for a document that has already been made as a paginated booklet. To create a paginated booklet from a normal document, perform the booklet printing in the 2-Sided Printing option. When [Center Double] is used, select the [Staple Down the Center] check box in the [Booklet Details] dialog box.

- The "Staple" option is available only when the Finisher is installed.
- [Center Double] can be selected only when the Saddle Stitch Finisher is installed.
- The "Staple" option is not available when the Group Copies / Magazine sort function is selected.
- Stapling cannot be set when the following paper sizes are selected in the [Print Paper Size] box in the [Basic] tab.
  - A5
  - A6
  - J Post Card
  - J Double Post Card
  - IndexCard 3x5"
  - 305 x 457 mm
  - Statement
  - 12 x 18"
  - A4 Tab
  - Letter Tab
  - 320 x 450 mm
  - 320 x 460 mm
  - 13 x 19"
  - Envelope Com9
  - Envelope Com10
  - Envelope Monarch
  - Envelope DL
  - Envelope Cho-3
  - Envelope Cho-4
  - Envelope You-4
  - Envelope C5
  - Envelope Kaku-2
  - Custom Paper Size
- Stapling cannot be set when the following paper types are selected at the [Paper Type] box in the [Basic] tab. However, this may differ depending on your model or whether the Finisher is installed.
  - Thick 4
  - Thick 5
  - Special 1 - 6
  - Transparency
  - Envelope 1 - 4
  - Thick 4 (Back)
  - Special 1 (Back)
  - Special 2 (Back)
  - Special 3 (Back)

❑ **Hole Punch**

This sets whether a print job is printed with hole punches. Select the hole punch position.

- **Off** — Select this not to punch holes.
- **Center Top** — Select this to create holes along the top edge and print.
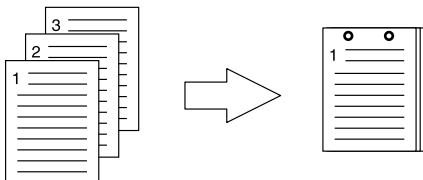
- **Middle Left** — Select this to create holes along the left side and print.
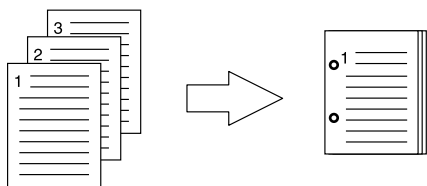
- Hole punching can be selected only when a Hole Punch Unit is installed.
- The "Hole Punch" option is not available when the Magazine sort function is selected.
- The selectable options vary depending on the paper size.

❑ Folding

- Folding
  Select this option if you want to have the printed paper folded when it exits.

  - **Off** — Select this not to fold the printed paper.
  - **Folding** — Select this to fold the printed paper at the center.
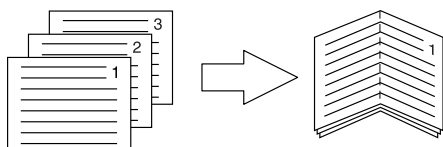
Tip

The Folding option is used when the Booklet option is selected in advance. If you apply the Booklet option, select [Booklet] in the [2-Sided Printing] box.
If you apply the Folding option, set [Booklet] in the [2-Sided Printing] box, click [Details], open the [Booklet Details] dialog box and then select the [Folding] check box.
📖 P.100 "Booklet Details"

- Use Custom Margin
  Select the check box to specify the margin and click [Details] to set the left and right margins.

Note

- If [Booklet] is selected on [2-Sided Printing], this option will be disabled.
- Enable this function to add the margins if the application does not support the margin function. When the application has a margin function, use the application's function rather than this option.
- This cannot specify the binding margin for Booklet printing.

❑ Use Custom Margin

Select the check box to specify the margin and click [Details] to set the left and right margins.

Note

- If [Booklet] is selected on [2-Sided Printing], this option will be disabled.
- Enable this function to add the margins if the application does not support the margin function. When the application has a margin function, use the application's function rather than this option.
- This cannot specify the binding margin for Booklet printing.

❏ Poster Print

You can divide a print job onto more than one sheet of paper, so you can create one large image, such as a poster, by connecting the divided images. If this option is enabled, click [Details] and set the Output number of Sheets.

1x2   2x2   3x3   4x4
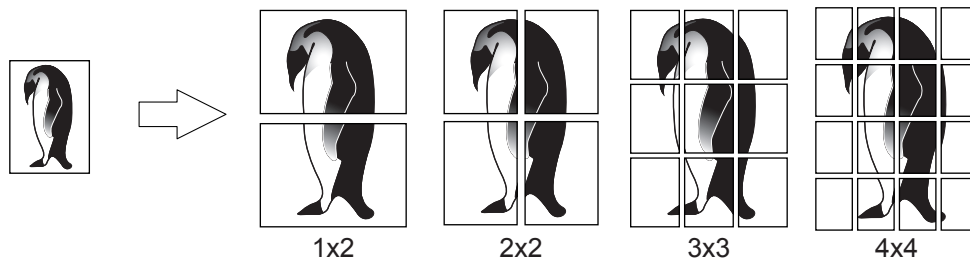
Note

- The Poster Print option is not available when any of the Custom Paper Size, Number of pages per sheet, 2-Sided Printing, Watermark, Overlay Image and Sheet Insertion options is set.
- The Poster Print option is available only when any of the sizes below is selected for [Print Paper Size] box on the [Basic] tab. The selectable paper sizes differ depending on the models.
A4, A3, B4, B5, LT, LD
- [1x2] is selectable only when A4, A3, B4, or B5 is chosen for [Print Paper Size].

❏ Booklet Details
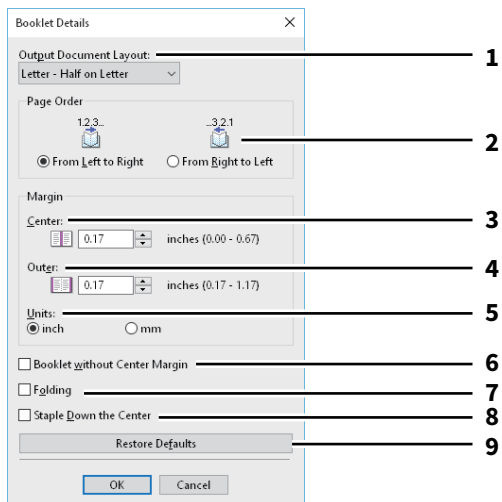
	Item Name	Description
1	Output Document Layout	Select the booklet size to be made.
2	Page Order	Select this to print the pages from left to right or right to left.
3	Margin - Center	This sets the gutter in the center of a two-sided page. The printed images will be reduced according to the margin setting.
4	Margin - Outer	This sets the gutter on the right side and left side on the paper. The printed images will be reduced according to the margin setting.
5	Margin - Units	Select the unit for the Margin option.
6	Booklet without Center Margin	This sets the center margin to 0 inch (mm). In this case the value set for [Margin - Center] becomes invalid.

	Item Name	Description
7	Folding	This folds the paper in the middle.
	Note	
	The "Folding" option is available only when any of the finishing sizes below is selected. [A5 on A4], [A4 on A3], [B5 on B4], [Letter - Half on Letter], [LT on LD], [1/2 LG on LG], [16K on 8K]	
8	Staple Down the Center	This fastens the paper in the middle with two staples.
	Note	
	[Staple Down the Center] is available only when [A5 on A4], [A4 on A3], [B5 on B4], [Letter - Half on Letter], [LT on LD], [1/2 LG on LG], or [16K on 8K] is selected at the [Output Document Layout] box and the Saddle Stitch Finisher is installed.	
9	[Restore Defaults]	Click this to restore the settings displayed in the [Booklet Details] dialog box to the default settings.

■ [Paper Handling] tab

Allows you to perform Front Cover printing, Back Cover printing, Inserting Pages, and Interleaving Pages.
📖 P.104 "Insert Pages"

Note

- [Use Front Cover], [Use Back Cover], [Insert Pages], and [Interleave Pages] are not available when the Tab printing function is set.
- When the size of covers or sheets to be inserted is the same as the copy paper, change the media type or specify [Paper Source] on the [Basic] tab menu; otherwise all data will be printed from the insertion drawer.
- If you select [Store to e-Filing] in [Print Job], [Use Front Cover], [Use Back Cover], [Insert Pages], and [Interleave Pages] are unavailable.

	Item Name	Description

1	Use Front Cover	Select this to set the front cover. You can feed paper from a different paper source or print the first page on paper from a different paper source.
		• **Source**
		  Select the location from where a front cover sheet is to be fed.
		• **Print Style**
		  This selects how you want to print a front cover.
		  - **Do not print on page** — Select this to insert a blank cover.
		  - **Print one side of the page** — Select this to print the first page image on the front side of a cover.
		  - **Print both sides of page** — Select this to print the first two page images on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.

	Note	
	If [Print one side of the page] is selected while 2-Sided Printing is performed, the first page is printed on the front side of the cover sheet and the back side of the cover will be blank.	

	Item Name	Description
2	Use Back Cover	Select this to set the back cover. You can feed paper from a different paper source or print the last page on paper from a different paper source. • **Source** Select the location from where a back cover sheet is to be fed. • **Print Style** This selects how you want to print a back cover. - **Do not print on page** — Select this to insert a blank cover. - **Print one side of the page** — Select this to print the last page image on the front side of a cover. - **Print both sides of page** — Select this to print the last two page images on both sides of a cover. This is available only when the 2-Sided Printing option is enabled on the [Finishing] tab.
	Note • If [Print one side of the page] is selected while 2-Sided Printing is performed, the last page is printed on the front side of the cover sheet and back side of the cover will be blank. • If [Print both sides of page] is selected but there is only one page printed on the back cover, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.	
3	Insert Pages	Select this to insert paper from a different paper source between the specified pages or print the specified page on paper from a different paper source. This option is useful when you want to insert a blank sheet between chapters, or when you want to print chapter cover pages on the different paper. Click [Edit] to set how the pages are inserted. 📖 P.104 "Insert Pages"
	Note • This option cannot be set when the [Interleave Pages] option is enabled. • Up to 50 pages can be inserted.	
4	Interleave Pages	Select this to insert paper from a different paper source between pages in a print job. You can use this option to insert blank, colored sheets between transparencies. • **Source** Select the location from where the interleaving sheet is to be fed. • **Duplicate** Select this to print the same page image as the previous page on all inserted sheets. This function is useful when printing in between transparencies.
	Note • When this option is enabled as well as the [Use Front Cover] and [Use Back Cover] options enabled, no page is inserted after the front cover and back cover. • This option cannot be set when [Insert Pages] option is enabled.	

❑ Insert Pages

	Item Name	Description
1	Page	Enter the page number where the sheet is to be inserted. When [Blank] is selected from the [Print Style] box, the blank sheet is inserted before the entered pages. When [1 Side] is selected from the [Print Style] box, the entered page will be printed on the inserted sheet.
2	Print Style	This selects how you want to print on insertion sheets. • **Blank** — Select this to insert blank sheets. • **1 Side** — Select this to print the specified page on the front side of the insertion sheets. • **2 Sides** — Select this to print the selected page and the following page on both sides of another sheet. This function is available when 2-Sided Printing is enabled on the [Finishing] tab.
3	Paper Source	Select the location from where the insertion sheets are to be fed.
4	Paper Type	Select the paper type to be inserted.
5	Use Tab Paper	Select this to insert tab paper between the specified pages or print the specified page on the tab paper. Note Tab printing is not available to some models.
6	Tab Manufacturer	Select the product name of the tab paper that you use. This equipment supports the following tab paper. For Letter Tab: • Blanks USA copy Tabs (5 Banks) LT + 1/2" Tab • Blanks USA copy Tabs (8 Banks) LT + 1/2" Tab For A4 Tab: • KOKUYO A4-S (5 Banks) • King JIM A4-S (5 Banks) Note Select [Custom] and set the number of tabs and the width of the tab manually when using tab paper other than the above.
7	Number of tabs per Bank	Enter the number of tabs for each tab set. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.
8	Tab Extension	Enter the width of the tab extension. This must be set only when [Custom] is selected in the [Tab Manufacturer] option.
9	Image Shift Width	Enter the width to shift the printed image. For example, if you want to print text on the tab extension of Letter Tab paper, create a Letter sized document and input the text on the right side. Specify the distance the printed image is shifted in printing on tab paper.
10	Units	Select the unit for the Tab Extension and Image Shift option. The default unit varies depending on the regional setting of the client computer.

Note

• When creating a document for tab printing, you must place the text at the exact height to fit the tab extension.
• The selectable range of the edge margin differs depending on the model.

- Tab paper must be fed from the bypass tray. Make sure to place it with its tab outside.
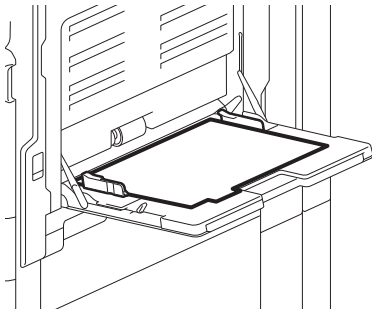
- If the document for tab printing is not created properly or the [Image Shift Width] is not set properly, the image will not be printed in the correct position within the tab extension. Please make sure to create the document and set the [Image Shift Width] correctly.
- If [Blank] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The desired blank sheet is inserted next and the 2-sided printing continues from the next page.
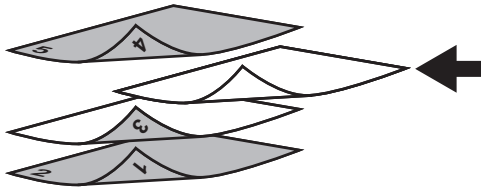
- If [1 Side] is selected while 2-sided printing is performed, the specified page (Page 3 in the following example figure) is printed on the front side of the sheet and back side of the sheet will be blank.
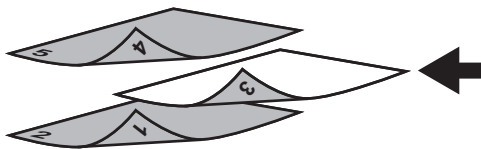
- If [1 Side] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The page is printed on the front side of the inserted sheet and the 2-sided printing continues from the next page.
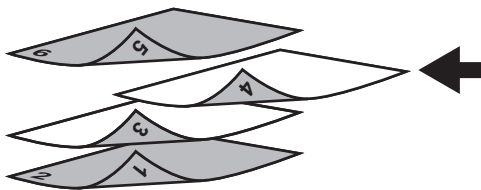
- If [2 Sides] is selected while 2-sided printing is performed, and you enter an even numbered page (printed on the back side of the paper: Page 4 in the following example figure) for the [Page] box, the specified page will be blank. The specified page and the next page are printed on the inserted sheet and the 2-sided printing continues from the next page.
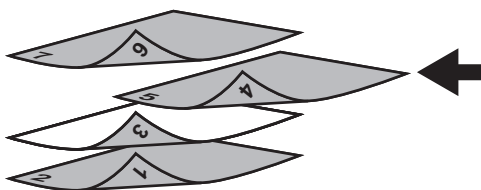
■ [Image Quality] tab

Allows you to select how images are printed. You can select the appropriate image quality depending on the type of document.

 P.110 "Setting: [Basic] tab"
 P.113 "Setting: [Color Balance] tab"
 P.114 "Setting: [Image Attribute] tab"
 P.115 "Setting: [Advanced] tab"
 P.117 "Setting"

Note

Available items differ depending on which MFP is used, color or black and white.

For multifunctional digital color system (Color MFP)
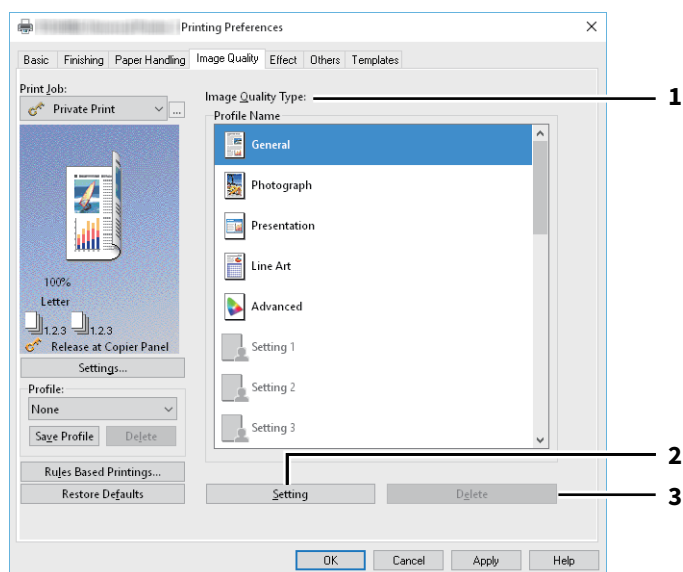
For multifunctional digital system (Black and White MFP)

For e-STUDIO5008LP Series

	Item Name	Description
1	Image Quality Type	The printer driver automatically applies the proper image quality for the selected original type. You can select a pre-defined image quality type, or you can select a custom image quality type that you created. The custom image quality type can be created or modified by clicking [Setting]. • **General** — Select this to apply the proper image quality for printing a general color document. • **Photograph** — Select this to apply the proper image quality for printing photos. • **Presentation** — Select this to apply the proper image quality for printing a vivid document. • **Line Art** — Select this to apply the proper image quality for printing a document contain a lot of characters or line art. • **Advanced** — Select this to apply a profile which can adjust color space. The [Advanced] option is available only for the printer drivers below. - Universal Printer 2 (PostScript) - Universal PS3 - Universal XPS
	Note	
	The Image Quality type option is not available when [Black and White] or [Twin Color] is selected at the [Color] box on the [Basic] tab.	
2	[Setting]	Click this to customize an image quality setting. When this is clicked, the [Setting] dialog box appears. You can set up to 20 custom image quality settings. 📖 P.110 "Setting: [Basic] tab" 📖 P.113 "Setting: [Color Balance] tab" 📖 P.114 "Setting: [Image Attribute] tab" 📖 P.115 "Setting: [Advanced] tab"
	Note	
	In order to create a new custom image quality setting, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.	

	Item Name	Description
3	[Delete]	Click this to delete the custom image quality setting.
4	Halftone	This sets how halftones are printed.
5	Smoothing	This prints text and graphic images smoothly.
6	Distinguish Thin Lines	This prints thin lines clearly.
7	Using Black for All Text	This prints text in black apart from white letters.
8	Resolution	This sets the resolution for printing. • [1200 dpi] is selectable only when the Universal Printer 2 (PostScript) / Universal PS3 printer driver is used. • You can reduce jagged edges of small letters, figures, and fine lines and print them more smoothly. • 600 dpi is recommended for better tonality when printing photo images. • 1200 dpi takes longer time to print than 600 dpi because it handles larger amount of data.
9	[Setting]	Click this to customize an image quality setting. When this is clicked, the [Setting] dialog box appears. You can set up to 20 custom image quality settings. 📖 P.117 "Setting"

❏ Setting: [Basic] tab

In the [Basic] tab, you can specify the following functions.

	Item Name	Description
1	Save Current Settings as	This saves the settings as the customer document type. The selected custom document type is restored to the undefined status if you clear the check box. Up to 20 custom image quality types can be created.
	Note This check box is available only when you display printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]). **Name** Enter the Image Quality type name to be created. Tip The standard document types are not overwritten even if you enter the same name such as [General], [Photograph], [Presentation], [Line Art] or [Advanced]. The settings are saved as a new custom document type with the specified name. **Original Image Quality Type** Select the image quality type to be applied as the based image quality.	
2	Halftone	This sets how halftones are printed.

	Item Name	Description
3	Resolution	This sets the resolution for printing.

> **Note**
>
> • When [Photograph] or [Presentation] is selected in [Image Quality Type] of the [Image Quality] tab, [1200 dpi] and [600 x 1200 dpi] cannot be displayed.
> • When [600 x 1200 dpi] is selected, the functions below are not available.
>
> - Rotate sort
> - Booklet printing
> - Automatic change of paper source
> - Auto Trapping
>
> • When [600 x 1200 dpi] is selected on the A3-size paper model, after print data are set according to the drawer and paper direction, they cannot be rotated automatically even though the direction of the paper placed in the drawer is changed. In hold printing with A4-R paper placed in the first drawer, for example, after the job is stored in the Hold Print queue, if you rotate the paper by 90 degrees and perform printing, the print data are not changed resulting in printing with A4-R.

> **Tip**
>
> [1200 dpi] and [600 x 1200 dpi]
>
> • You can reduce jagged edges of small letters, figures, and fine lines and print them more smoothly.
> • 600 dpi is recommended for better tonality when printing photo images.
> • 1200 dpi takes longer time to print than 600 dpi because it handles larger amount of data.

	Item Name	Description
4	Use Black for All Text	This prints text in black apart from white letters.

> **Note**
>
> This function is available only for the printer drivers below.
>
> • Universal Printer 2
> • Universal XPS

	Item Name	Description
5	Distinguish Thin Lines	This prints thin lines clearly.
6	Pure Black	This uses the black toner for black areas.
7	Pure Gray	This uses the black toner for grayscale areas.

> **Note**
>
> The Pure Gray option is not available when [Pure Black] is not enabled.

	Item Name	Description
8	Apply to	Select how the Pure Black and Pure Gray functions apply.
9	Black Overprint	This prints black text or line drawing on top of the color background. You can prevent gaps between text and background image and off-registration of colors.

> **Note**
>
> This function is available only for the printer drivers below.
>
> • Universal Printer 2 (PostScript)
> • Universal PS3

	Item Name	Description
10	Apply to	Select how the Black Overprint functions apply. • **Text** — Select this to print all the full-color background and then print black text on the color background. • **Text & Graphic** — Select this to print all the full-color background and then print black text and graphics on the color background.
	Note This function is available only for the printer drivers below. • Universal Printer 2 (PostScript) • Universal PS3	
11	PostScript Overprint	Select this to enable overprint an object that has been set so on an application.
	Note This function is available only for the Universal PS3 printer driver.	
12	Auto Trapping	Select this to enable the Auto Trapping option. This is a technique where the size of objects is modified so that two colors printed next to each other overlap slightly to avoid white spaces between them. These white spaces can be caused by factors such as misregistration.
	Note This function is available when you print a document with [Auto], [Color], or [Twin Color] selected for the [Color] option in the [Basic] tab of printer driver.	
13	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Basic] tab menu to the default settings.

❑ Setting: [Color Balance] tab

In the [Color Balance] tab, you can specify the following functions. Adjust the density level by moving the scroll bar, or pressing buttons on the right and left of the scroll bar.

	Item Name	Description
1	All Colors	Adjust the density of all the colors.
2	Each Color	Adjusts the density of each color for printing.
3	Detail	Adjust the density of each color separately in details. Click [Edit] to display the [Color Balance Detail] dialog box and specify the density of each color.
4	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Color Balance] tab menu to the default settings.

❑ Setting: [Image Attribute] tab

In the [Image Attribute] tab, you can specify the following functions. Adjust the density level by moving the scroll bar, or pressing buttons on the right and left of the scroll bar.
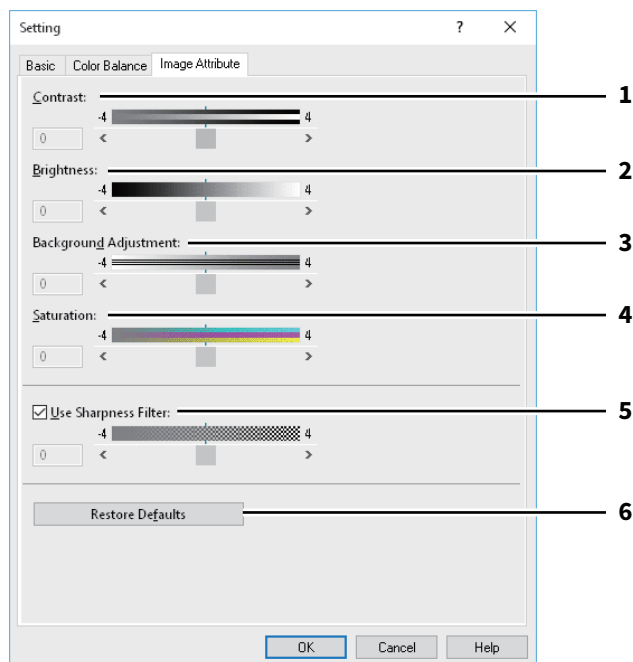
	Item Name	Description
1	Contrast	Adjust the contrast for printing.
2	Brightness	Adjust the brightness for printing.
3	Background Adjustment	Adjust the background adjustment for printing.
4	Saturation	Adjust the saturation for printing.
5	Use Sharpness Filter	Select this to use the sharpness filter.
6	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Image Attribute] tab menu to the default settings.

❏ Setting: [Advanced] tab

In the [Advanced] tab, you can set the functions below.
The color profile data of this equipment may be updated. If the SNMP communication between this equipment and your computer is available, open the [Advanced] tab menu and then click [Update Now] to obtain the updated color profile data.

	Item Name	Description
1	Source/Printer Profiles	Select this to use the Source Profiles and Printer Profile.
2	RGB Source Profile	This selects the RGB source profile.
3	CMYK Source Profile	This selects the CMYK source profile.
4	Apply to Device Color Only	This gives priority to the color profile embedded in the image.
5	Destination Profile	This selects the destination profile.
6	Rendering Intent	This selects the color space conversion for printing. • **Printer's Default** — Color space conversion is performed according to the default profile. • **Perceptual** — This is recommended for photo images. • **Relative Colorimetric** — More original colors can be retained than those when you select [Perceptual]. • **Saturation** — This is recommended when the vividness of colors is more important than their correct reproduction. It is useful for graphic charts. • **Absolute Colorimetric** — Original colors can be retained even on colored paper.
7	Customized RGB Profile	Select this to use a Customized RGB Profile.
8	[Restore Defaults]	Click this to restore all the image quality setting details displayed in the [Advanced] tab menu to the default settings.
9	[Update Now]	Click this to obtain the latest color profile data set for this equipment and update the existing color profile data. This is enabled only when SNMP communication with this equipment is enabled.

Note

[Printer's Default] is a default setting for RGB Source Profile, CMYK Source Profile, Destination Profile and Rendering Intent. When you select [Printer's Default], color space conversion is performed according to the default profile (that set as a default profile in the [ICC Profile] submenu of the [Setup] menu in the TopAccess administrator mode).

❑ Setting

In the [Image Attribute] tab, you can specify the following functions. Adjust the density level by moving the scroll bar, or pressing buttons on the right and left of the scroll bar.
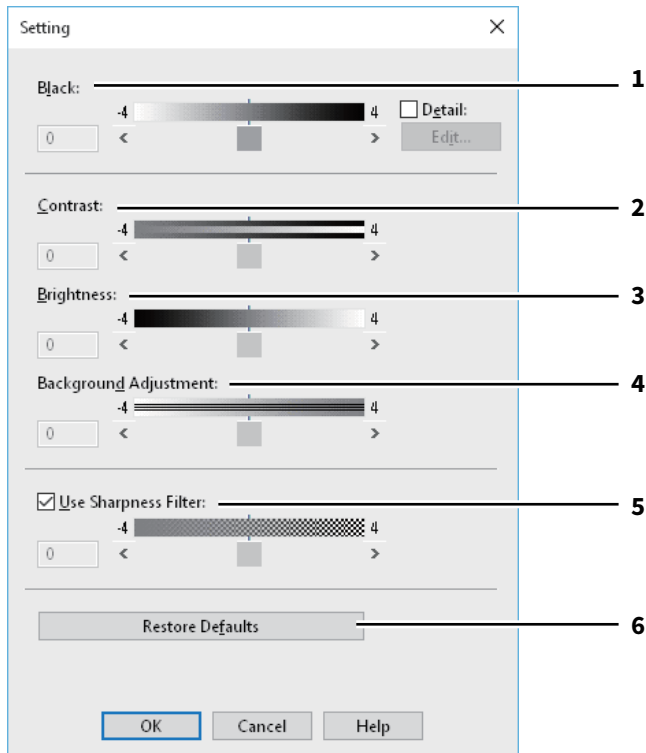
	Item Name	Description
1	Black	Adjust the darkness for printing.
2	Contrast	Adjust the contrast for printing.
3	Brightness	Adjust the brightness for printing.
4	Background Adjustment	Adjust the background adjustment for printing.
5	Use Sharpness Filter	Select this to use the sharpness filter.
6	[Restore Defaults]	Click this to restore all the image quality setting details to the default settings.

■ [Effect] tab

Contains print options that add effects to your print jobs such as Watermarks, Overlay Image printing, Rotate printing, Mirror printing, and Negative/Positive printing.
📖 P.121 "Add/Edit Watermark"
📖 P.122 "Multiple Overlays"

	Item Name	Description
1	Watermark	This selects the watermark to be used or edited. The following values except [None] are the default watermarks that have been registered in the printer driver. Up to 15 new watermarks can be added in this box.
	• **[Add]** Click this to create a new watermark. 📖 P.121 "Add/Edit Watermark" • **[Edit]** Select a watermark from the [Watermark] box and click it to edit the watermark. 📖 P.121 "Add/Edit Watermark" • **[Delete]** Select a watermark from the [Watermark] box and click it to delete a watermark. > **Note** The default watermarks can be deleted but, once deleted, they cannot be restored. **Print on First Page Only** This prints the selected watermark only on the first page of the document. **Print on Each Page** This prints the watermark on each page. The watermarks are printed on reduced each pages depending on the [Number of pages per Sheet] setting. When it is turned off, a watermark is printed on each sheet that contains multiple pages reduced by the [Number of pages per Sheet] setting.	

	Item Name	Description
2	Overlay Image	This selects an overlay image to be used. This feature allows you to print an image on the background of a print job, although the watermark allows only text.

> **Note**
>
> • When [Overlay Image] is selected together with the N-up printing, 1 overlay image will be printed on the entire page, regardless of the number of images set in 1 page.
> • Both the overlay file and the documents on which you superimpose the overlay image must be created in the same size, color mode and orientation.

> **Tip**
>
> If you want to use an overlay image in your job, you must first create an overlay file. To do this, create an overlay image with most applications and print it as an overlay file. You can enable creating an overlay file on the [Print Job] box.

• **[Details]**

  Click this to set which overlay image is applied to which page, such as changing the type of overlay image for odd pages and that for even pages or applying an overlay image only to the specified pages. If you click this when [Multiple Overlays] is selected in the [Overlay Image] box, the [Multiple Overlays] dialog box appears.
  📖 P.122 "Multiple Overlays"
• **[Delete]**

  Click this to delete the overlay image that you select in the box.

> **Note**
>
> [None] and [Multiple Overlays] cannot be deleted.

• **Print Over the Document**

  This prints the overlay file on top of the printed document.
• **Print on Each Page**

  This prints the overlay file on each page when printing multiple pages on one sheet set in the [Number of pages per Sheet] or [Booklet] printing.

	Item Name	Description
3	Rotate 180 Degrees	Select this check box to perform rotation printing of an image.
4	Mirror	Select this check box to perform mirror printing of an image.

> **Note**
>
> This function is available only for the printer drivers below.
>
> • Universal Printer 2 (PostScript)
> • Universal XPS

	Item Name	Description
5	Negative/Positive	Select this check box to perform negative printing of an image.

> **Note**
>
> • The Negative/Positive option is available only when [Black and White] is selected at the [Color] box on the [Basic] tab.
> • This function is available only for the printer drivers below.
>
>   - Universal Printer 2 (PostScript)
>   - Universal PS3
>   - Universal XPS

	Item Name	Description
6	Smart print for mixed size & orientation document	This aligns the orientation of printed documents when printing a document with different paper sizes and orientations.
	Select this check box if the originals are one of the following combinations: • A4 size/portrait and A3 size/landscape • A4 size/landscape and A3 size/portrait • Letter size/portrait and Ledger size/landscape • Letter size/landscape and Ledger size/portrait • B5 size/portrait and B4 size/landscape • B5 size/landscape and B4 size/portrait • 16K size/portrait and 8K size/landscape • 16K size/landscape and 8K size/portrait Note This function is available only for the printer drivers below. • Universal Printer 2 (PCL6) • Universal Printer 2 (PostScript) • Universal PS3	

❏ Add/Edit Watermark

When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks.
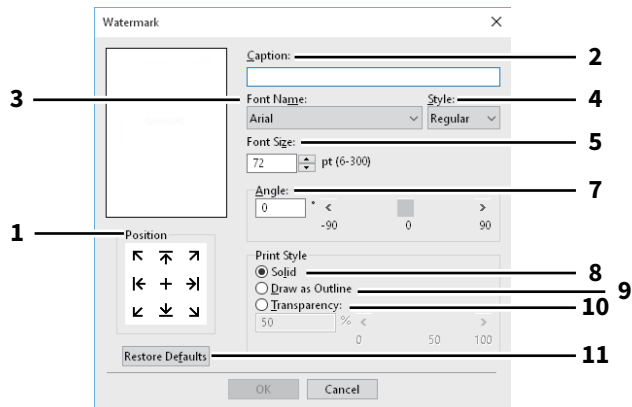
	Item Name	Description
1	Position	Select this to adjust the position of the watermark.
2	Caption	Enter the text of a watermark.
3	Font Name	Select the font to be used for the watermark text.
4	Style	Select the font style for the watermark text.
5	Font Size	Enter the font size for the watermark text.
6	Color	Select the color of the watermark text. If the color that you require is not listed in the box, click [Browse] to add new color. **Note** • This option is available only when your equipment is a multifunctional digital color system (color MFP). • When [Black and White] is selected at the [Color] box on the [Basic] tab, this option will be disabled.
7	Angle	Enter the degree of angle for rotating the watermark text.
8	Solid	Select this to print a solid type of watermark.
9	Draw as Outline	Select this to print a outline type of watermark.
10	Transparency	Select this to print a transparent watermark.
11	Draw as Outline	Click this to restore the settings displayed in the [Watermark] dialog box to the default settings.

❑ Multiple Overlays

Set which overlay image is applied to which page.

	Item Name	Description
1	Overlay Images	The registered overlay images are displayed in a thumbnail. Select the desired overlay image.
	Tip	
	You can drag and drop an overlay image in the thumbnail to the desired overlay group (Master Setting 1/2 or Setting 1/2/3/4/5/6) to set directly. If another overlay image is already set in the selected group, the overlay image is overwritten.	
2	[↓] (Master Setting)	This sets the selected overlay file to the [Master Setting] field. Selection is switched in the order of [Master Setting 1] to [Master Setting 2] every time you click this.
3	[↓] (Setting)	This sets the selected overlay file to the [Setting] field. Selection is switched in the order of [Setting 1], [Setting 2], [Setting 3], [Setting 4], [Setting 5] and [Setting 6] every time you click this.
4	Master Setting 1/2	This sets if the selected overlay image is applied to all, even or odd pages.
	Note	
	• If the specified pages are overlapped among multiple master settings, the setting of [Even] or [Odd] has priority over that of [All]. • If the specified pages are overlapped in both settings of [Master Setting] and [Setting], the setting of [Setting] has priority over that of [Master Setting].	
5	Setting 1/2/3/4/5/6	This sets pages to which the selected overlay image is applied by page number. To specify more than one page, delimit with commas such as "1, 3, 5". To specify pages in a range, use a hyphen between the first and the last pages, such as "6-10".
	Note	
	If the specified pages are overlapped among multiple settings, the newer setting has priority.	
6	Select setting to clear	This selects the overlay image setting to be cleared.
7	[Clear]	This clears the overlay image setting selected in the [Select setting to clear].
8	[Restore Defaults]	Click this to restore the settings displayed in the [Multiple Overlays] dialog box to the default settings.

◼ [Others] tab

Contains print options such as toner saving, custom paper size and so on.
 P.126 "SNMP Settings"
 P.127 "Add Printer"
 P.128 "Custom Paper Size"
 P.130 "Output Devices (Tandem Printing)"
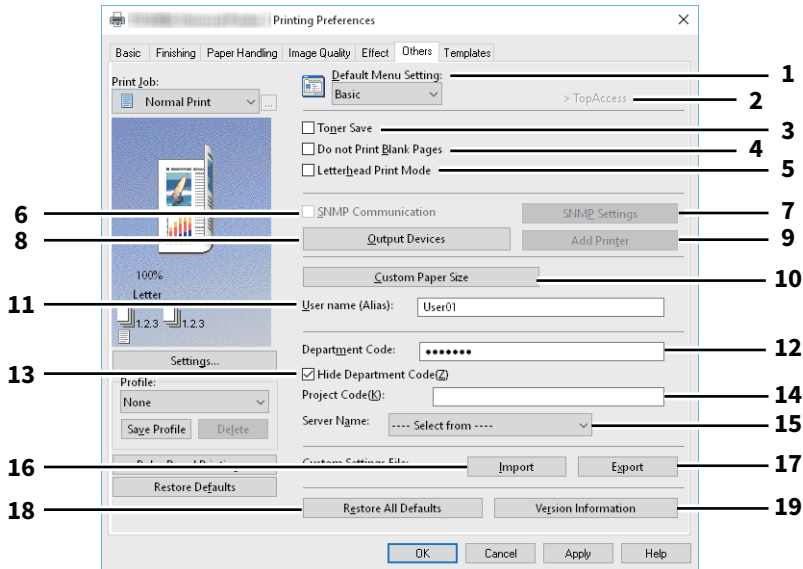
	Item Name	Description
1	Default Menu Setting	Select the default tab that is displayed when you open the printing preferences of the printer driver.
	Note	
	If you made settings on the [Others] tab menu from the print setting page of the application, they are restored to the defaults when you close the printer driver. If you want to resume the settings, set the printer driver from the [Devices and Printers] folder.	
2	TopAccess (Link)	Click this to start a web browser and display the TopAccess menu.
3	Toner Save	Select this check box to print in the toner save mode.
	Note	
	When the toner save mode is enabled, printing may become lighter.	
4	Do not Print Blank Pages	Select this check box to ignore blank pages for printing. If the Watermark feature is enabled, all pages will be printed even when the content is blank. The pages having a header or footer will be printed even if the content is blank.
5	Letterhead Print Mode	This prints the specified contents on the front and reverse of paper that has illustration printed on one side.
6	SNMP Communication	This enables SNMP communication between this equipment and your computer to retrieve the option configuration information.
7	[SNMP Settings]	This changes or checks SNMP settings. P.126 "SNMP Settings"
	Note	
	In order to set [SNMP Settings], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.	

	Item Name	Description
8	[Output Devices]	This switches the equipment to be used for printing or splits one print job between two pieces of equipment (Tandem Printing). 📖 P.130 "Output Devices (Tandem Printing)"
9	[Add Printer]	This discovers the e-STUDIO Series equipment over a network and adds it on [Printer Folder]. 📖 P.127 "Add Printer"
10	[Custom Paper Size]	Click this to specify the custom paper size. 📖 P.128 "Custom Paper Size"

Note

- In order to set [Custom Paper Size], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.
- The [Custom Paper Size] can be set only by an operation with the administrator privilege.

	Item Name	Description
11	User name (Alias)	Enter a nickname as required, which is displayed on the Private Print job list and Hold Print job list.

Tip

- The default setting of [User name (Alias)] is the name of the user who is logged in to the computer. If the user name is not changed, the log-in user name is displayed on the Private Print job list and Hold Print job list.
- The nickname entered for the [User name (Alias)] box is applied only to the Private Print job list and Hold Print job list. On other job list screens (Scheduled Print jobs / Invalid jobs) and the Print Log screen, the log-in user name is always displayed.

	Item Name	Description
12	Department Code	Enter the user's department code if the system is managed with department codes. Please ask your administrator for your department code.
13	Hide Department Code	This displays the department code with mask characters.
14	Project Code	Enter the project code. Ask your administrator for the project code.
15	Server Name	Select the desired LDAP server as necessary. To register the LDAP servers, open the [Account Settings] - [LDAP Server Settings] dialog box from the [Device Settings] tab. 📖 P.131 "[Device Settings] tab"
16	[Import]	Click this to import custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) to the printer driver. How to import custom settings • Click [Import]. • A dialog box to select a file appears. Select a file (*cfu for Universal Printer 2, *cfp for Universal PS3, *cfv for Universal XPS) to be imported. • Click [Open]. A dialog box to confirm if you overwrite the file appears. Then click [OK].

Note

In order to set and perform [Import], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.

	Item Name	Description
17	[Export]	Click this to export custom settings (e.g. template, watermark, overlay, image quality type, custom paper size, profiles) from the printer driver. How to export custom settings • Click [Export]. • The [Save as] dialog box appears. Specify a file name and a directory. Then click [Save].
	Note In order to set and perform [Export], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.	
18	[Restore All Defaults]	Returns settings on all tabs, other than the [Device Settings] tab, to their defaults.
	Note If you want to change the settings in the [Font] and [Device Settings] tab menus, you need to access with the administrator privilege from the Printers folder. For the details, see the following page: 📖 P.131 "[Device Settings] tab"	
19	[Version Information]	Click this to display the [Version Information] dialog box.

❑ SNMP Settings

	Item Name	Description
1	Version	Be sure to have the correct SNMP version set for your TOSHIBA MFP and select from the following options: • **V1/V2** — Select this option to enable SNMP V1 and V2. • **V3** — Select this option to enable SNMP V3. • **V1/V2/V3 (for [Discovery Settings] dialog box only) —** Select this option to enable SNMP V1, V2, and V3.
2	SNMP V1/V2	**Community Name**—If a community name other than "private" (default setting) is set for the SNMP community name for your TOSHIBA MFP, enter its community name.
	Note	
	• To find your TOSHIBA MFP under the SNMP V1/V2 environment, the community names set for the target TOSHIBA MFP must be specified correctly. For help, consult your administrator. • To change the community name, the administrator privilege is necessary. You must log in with the "Administrator" privilege and open the printer driver properties.	

	Item Name	Description
3	SNMP V3	If SNMP V3 is enabled, select one of the following items to set how users are authenticated. **User ID File —** Select this option when you want to use a user ID file. Click [Browse] and specify the user ID file. **User Name/Password —** Select this option when you want to use the user name and password. When this option is selected, use the keyboard to select the following items: • **User Name** • **Authentication Protocol** • **Authentication Password** • **Privacy Protocol** • **Privacy Password**
	Note If you select to enable SNMP V3, consult your network administrator for preliminary advice on how to authenticate users.	
4	[Restore Defaults]	Click this button when you want to reset all the settings back to the default settings.

❑ Add Printer
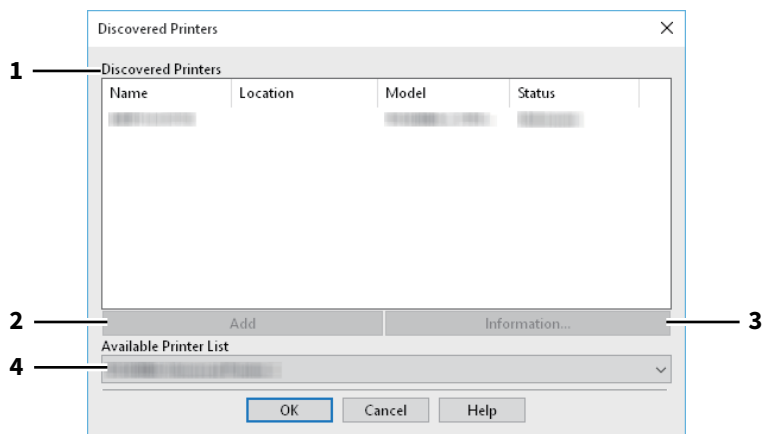
	Item Name	Description
1	Discovered Printers	This displays the e-STUDIO Series discovered over a network. You can check its name, installation site, model name and status.
2	[Add]	This adds the printers selected in the [Discovered Printers] box to [Printer Folder].
3	[Information]	This indicates the basic information of the printer selected in the [Discovered Printers] box. You can check the availability of color printing, 2-sided printing or stapling, its copying speed, resolution and the type of paper placed.
4	Available Printer List	This indicates the e-STUDIO Series printers registered in [Printer Folder].

❑ Custom Paper Size

This allows you to set customer paper size. The custom page size that you specify can be selected in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

> Tip

The defined custom paper size setting can be used in common for the Universal Printer 2 / Universal PS3 / Universal XPS printer drivers.
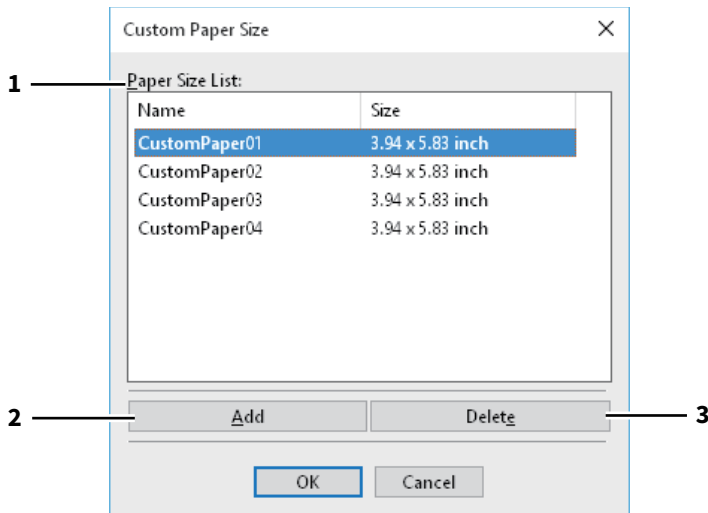
[Custom Paper Size] Dialog box
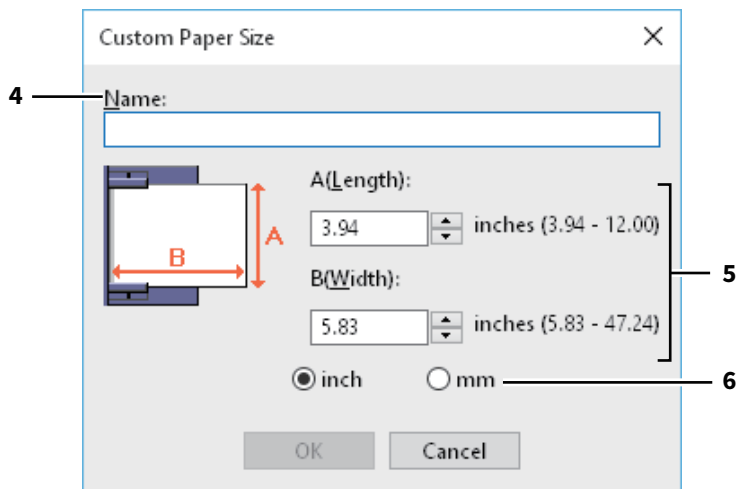
	Item Name	Description
1	Paper Size List	Select the custom paper size that you want to modify.
2	[Add]	Click this to display the [Custom Paper Size] dialog box.
3	[Delete]	Click this to clear and restore the default settings of the selected custom paper size that you selected in the [Paper Size List].
4	Name	Enter the custom paper size name. This name will be displayed in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.
5	Paper Size	Enter A (Length) and B (Width) to specify the paper size.
6	Units	Select the unit for the paper size. The default unit varies depending on the regional setting in the Windows.

Note

- To register a custom paper size, either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created custom paper size is considered as the standard paper size.
- You cannot create a custom paper size with A (Length) longer than B (Width). If you want to print such a document, do so by selecting [landscape] for the [Orientation].
- There are some precautions when you use custom size paper longer than the maximum standard size paper. For details, refer to the **Printing Guide**.

❑ Output Devices (Tandem Printing)

This feature splits one print job across two pieces of equipment to print it by means of copies.
If you have to print documents with a large number of pages in a large number of copies, for example, you can have two pieces of e-STUDIO Series equipment on a network share this job to print by copies simultaneously, so that it can be done in a shorter time.

	Item Name	Description
1	Output	Specify [Print Job to Selected Devices] or [Split Job across Selected Devices].
2	Selected Devices	Select two pieces of equipment and then specify the number of copies for each one.
	Note	
	• When you select the equipment in the [Selected Devices] boxes, make sure to select that which supports features enabling all the print options of the job. - Select equipment which enables stapling if the job needs that. - Select equipment which enables hole punching if the job needs hole. - Select equipment with the External Large Capacity Feeder installed if the job needs it. - Select color equipment if the job needs full- or twin-color printing. • Equipment selected in the [Selected Devices] boxes must be registered in [Printer Folder]. If you want to use equipment not registered in [Printer Folder], add it in [Add Printer] on the [Others] tab of printer driver. 📖 P.127 "Add Printer"	
3	Auto	If you select this check box, the number of copies set in the [Total Copies] box is automatically and equally allocated to two pieces of equipment.
4	Always Use This Setting	If you select this check box, you can omit the setting of the [Output Devices] dialog box from the next time.

Note

• If the selected equipment does not support features enabling the print options of the job, printing may not be performed properly.
• Department code confirmation for the selected equipment is not performed when the job is printed from the selected one. If a department code specified in the [Department Code] box on the [Others] tab is not recognized on it, Department Management for this print job is not performed.

■ [Device Settings] tab

The [Device Settings] tab allows you to configure options. To use the installed options, you need to set the option configurations on this tab.

 P.133 "Drawer Settings"
 P.134 "Account Settings"
 P.135 "Setting up LDAP servers"
 P.136 "Customization: [Plug-in] tab"
 P.137 "Customization: [Language] tab"

Note

In order to set the [Device Settings] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]).
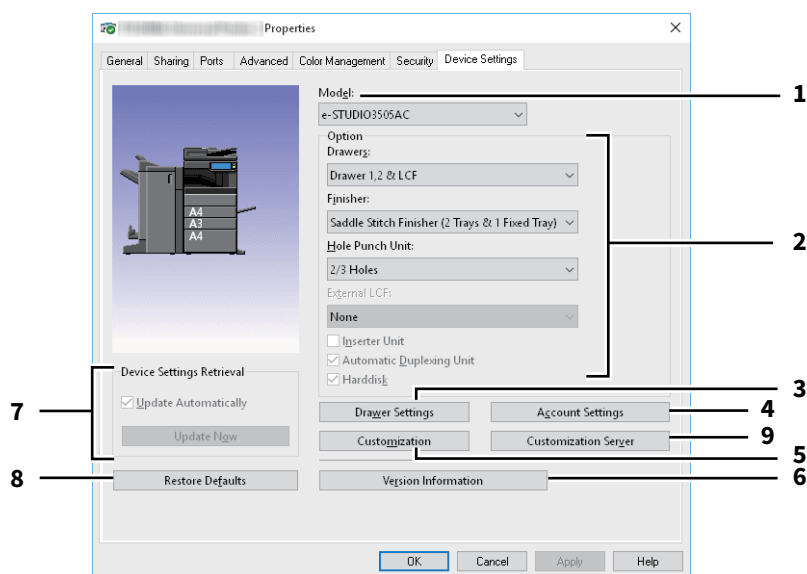
	Item Name	Description
1	Model	This sets the model type.
		Note
		Selecting [Universal] restricts the printer driver functions to those common to all printers on the network, which is convenient for using other printers with your printer driver.
2	Option	Click this to select the installed optional components.
3	[Drawer Settings]	Click this to set the paper size and paper type of each drawer. P.133 "Drawer Settings"
4	[Account Settings]	Click this button to set whether the user management setting is enabled or not. You can also set whether the Private Print Restriction function and Hold Print Restriction function are enabled or not. P.134 "Account Settings"

	Item Name	Description
5	[Customization]	This sets options specific to PCL6 or PostScript, or changes the Plug-in settings or the printer driver language. 📖 P.136 "Customization: [Plug-in] tab" 📖 P.137 "Customization: [Language] tab" 📖 P.138 "Customization: [PDL Settings] tab" 📖 P.139 "Customization: [ECO setting] tab"
	Note The Printer Language setting is available only for the printer drivers below. • Universal Printer 2 • Universal PS3	
6	[Version Information]	Display the [Version Information] dialog box.
7	Device Settings Retrieval	This enables SNMP communication between this equipment and your computer to retrieve the option configuration information. **Update Automatically** Select this check box to update the option configuration information automatically every time you open the [Device Settings] tab. **[Update Now]** Obtain the configuration information from this equipment immediately.
	Tip • If the connection to the equipment has not been configured correctly, the message "The address of your printer could not be located. Would you like to find it?" will be displayed when you click [Update Now]. If it is displayed, click [Yes] and search for the equipment using the [Local Discovery] dialog box. After searching for the equipment, SNMP communication will be enabled. For the instructions on how to search for the equipment, refer to the instructions of **TopAccessDocMon**. • If you set any options on the [Device Settings] tab without two-way communications between this equipment and your computer, 2-sided printing is automatically enabled.	
8	[Restore Defaults]	Click this to restore the configuration of this equipment displayed in the [Device Settings] tab menu to the default settings.
9	[Customization Server]	Downloads and applies the customized printing function settings from the Customization server.
	Tip • It is necessary to create a customized package and store it in a Customization server in advance. • For details about the setting of the Customization server, contact your service technician.	

❏ Drawer Settings

	Item Name	Description
1	Paper Size	Select the paper size set in each drawer.
2	Paper Type	Select the paper type set in each drawer.
3	Attribute	Select the attribute of the paper. When you set the attribute, the drawer will be selected preferentially according to the print settings.
4	Override Application Paper Source Settings	Select this to use the paper source setting of the printer driver instead of the paper source setting of the application.
5	[Restore Defaults]	Click this to restore the settings displayed in the [Drawer Settings] dialog box to the default settings.

Note

[Reuse] can be set in [Attribute] in the e-STUDIO5008LP Series. The settings of the drawer in which [Reuse] is specified are set with the assumption that the paper on which the erasable blue toner has been used is reused. Therefore, the following functions cannot be used.

• Use of the black toner
• Use of the staple, hole punch and folding functions in the [Finishing] tab menu

❏ Account Settings

Tip

When SNMP communication is enabled, the following account information is automatically obtained from the equipment.
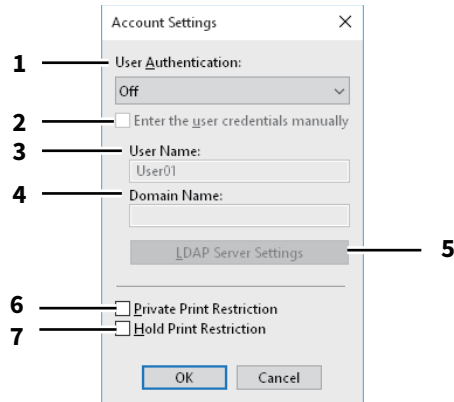
	Item Name	Description
1	User Authentication	Select the authentication method which is to be used. Set it to correspond to that of your TOSHIBA MFP.
2	Enter the user credentials manually	This prompts the user to enter the user name and password to print. This option is available when you have selected one of the user authentication functions in the [User Authentication] box.
	Tip This option can be used together with any of the user authentication functions (MFP Local Authentication, Windows Domain Authentication, LDAP Authentication).	
3	User Name	The user name that is entered to log in to your computer is displayed.
4	Domain Name	The domain name on which the equipment belongs is displayed.
5	LDAP Server Settings	When you click this button, the [LDAP Server Settings] dialog box will appear. This option can be selected only when [LDAP Authentication] is selected in the [User Authentication] box. 📖 P.135 "Setting up LDAP servers"
6	Private Print Restriction	This enables the Private Print Restriction function.
7	Hold Print Restriction	This enables the Hole Print Restriction function.

Tip

• For details and setting of the Private Print Restriction function and Hold Print Restriction function, refer to the **TopAccess Guide**.
• After you adjust settings in the [Account Settings] dialog box, make sure to confirm that the settings have been changed as specified in the printing preferences dialog box, accessing from the [File] menu > [Printing Preferences]. You can also confirm that the settings have been changed as specified on the properties page of the printer driver when you print documents from applications.

❑ Setting up LDAP servers
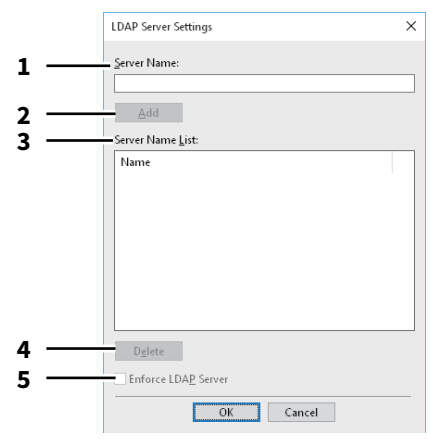
	Item Name	Description
1	Server Name	Enter the desired LDAP server in this box if needed.
2	[Add]	Click this button to register the LDAP server in the [Server Name List], which has been entered in the [Server Name] box.
3	Server Name List	The registered LDAP servers are displayed in this list.
4	[Delete]	Click this button to delete an LDAP server in [Server Name List]. Select the LDAP server that you want to delete in the list, and click this button.
5	Enforce LDAP Server	[Enforce LDAP Server] can be used when the registered LDAP server is only one unit. Once this setting is enabled, an authentication server can be set automatically. Moreover, the [Specify LDAP Server] dialog box at printing will not be displayed.

❏ Customization: [Plug-in] tab

You can enable or disable the Plug-in setting.
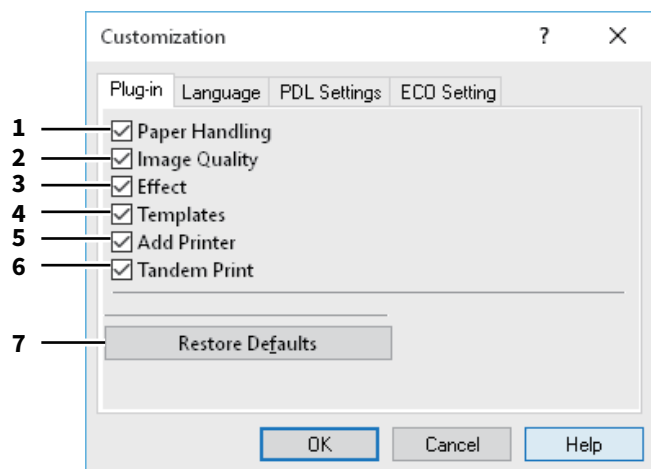
	Item Name	Description
1	Paper Handling	This enables the [Paper Handling] tab. 📖 P.102 "[Paper Handling] tab"
2	Image Quality	This enables the [Image Quality] tab. 📖 P.107 "[Image Quality] tab"
3	Effect	This enables the [Effect] tab. 📖 P.118 "[Effect] tab"
4	Templates	This enables the [Templates] tab. 📖 P.140 "[Templates] tab"
5	Add Printer	This enables the [Add Printer] setting in the [Others] tab. 📖 P.123 "[Others] tab" 📖 P.127 "Add Printer"
6	Tandem Print	This enables the [Output Devices] setting on the [Others] tab. 📖 P.123 "[Others] tab"
7	[Restore Defaults]	Click this to restore the default settings on the [Plug-in] tab.

❏ Customization: [Language] tab

You can switch printer driver language.
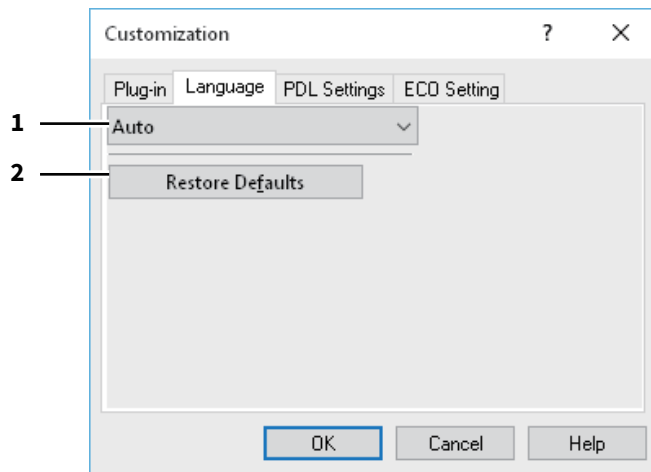
	Item Name	Description
1	Language	This selects the language to be used.
	Tip [Auto] is selected by default. When [Auto] is selected, the most appropriate printer driver language is automatically set according to the regional and language settings in Windows OS.	
2	[Restore Defaults]	Click this to restore the default settings on the [Language] tab.

❑ Customization: [PDL Settings] tab

Note

The Printer Language setting is available only for the printer drivers below.

- Universal Printer 2
- Universal PS3

	Item Name	Description
1	Output PDL	This selects the printer driver language (PDL) to be printed. The setting can be changed only when the Universal Printer 2 printer driver is used. The setting is fixed to [PostScript] when the Universal PS3 printer driver is used.
	Note If [PostScript] is selected in the Universal Printer 2 printer driver, printing from an application by PostScript pass through output cannot be performed. Since PostScript is generated via GDI, it is limited to the RGB color space. To perform pass-through printing from applications which can directly generate PostScript such as Adobe Illustrator, use the Universal PS3 printer driver.	
2	Output Format	This selects an output format for PostScript printing. This setting can be changed only when [PostScript] is selected in the [Output PDL] box.
	Note EPS format is usually used for creating images to be imported into a document. Only the first page of a document can be printed when [Encapsulated PostScript (EPS)] is selected.	
3	Print Error Information	This prints PostScript errors which occurred during printing. This setting can be changed only when [PostScript] is selected in the [Output PDL] box.
4	Compress Bitmap	This sends the compressed bitmaps to this equipment. You can change the setting only if you use the Universal Printer 2 printer driver and select [PostScript] for [Output PDL].
5	JPEG Compression	This sends compressed JPEG data to this equipment. You can change the setting only if you use the Universal Printer 2 printer driver and select [PCL6] for [Output PDL].
6	Bold level	This adjusts the boldness level of characters. The default setting is "0.017".
	Note This option may have no effect on some fonts.	
7	[Restore Defaults]	Click this to restore the default settings on the [PDL Settings] tab.

❏ Customization: [ECO setting] tab

You can switch the output device to save paper.
For example, if the e-STUDIO5008LP Series exists on a network, the switching screen appears at printing and you can select whether the e-STUDIO5008LP Series is used for printing or not.
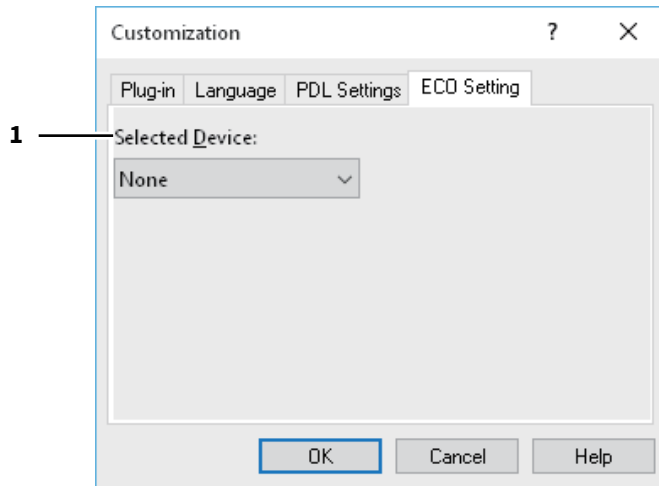
	Item Name	Description
1	Selected Device	Select the output device used for printing to save paper.

Note

• To select the device, you need to add the device to the print server or client computer beforehand.
• When you add Selected Device to the print server, you need to share it. Or, select the [Security] tab on the Properties screen of the added device, and select the [Allow] check box for [Manage printers].
• The switching screen does not appear at printing if a device is selected as Selected Devices on the [Output Devices] screen.
• If the selected device does not support features enabling the print options of the job, printing may not be performed properly.
• Department code confirmation for the selected device is not performed when the job is printed from the selected one. If a department code specified in the [Department Code] box on the [Others] tab is not recognized on it, Department Management for this print job is not performed.

Tip

This function switches the output device. The print settings and PDL settings of printer driver which is used for sending jobs are used at printing.

■ [Templates] tab

Allows you to register print options that you frequently use as a profile. You can save this profile to a Template Button. You can also display a dialog box for selecting Template Buttons automatically when printing.
🕮 P.141 "Edit Templates"

Tip

To use a Template Button, you must first save a profile to this button. For more details, see the following page:
🕮 P.74 "Saving a profile"
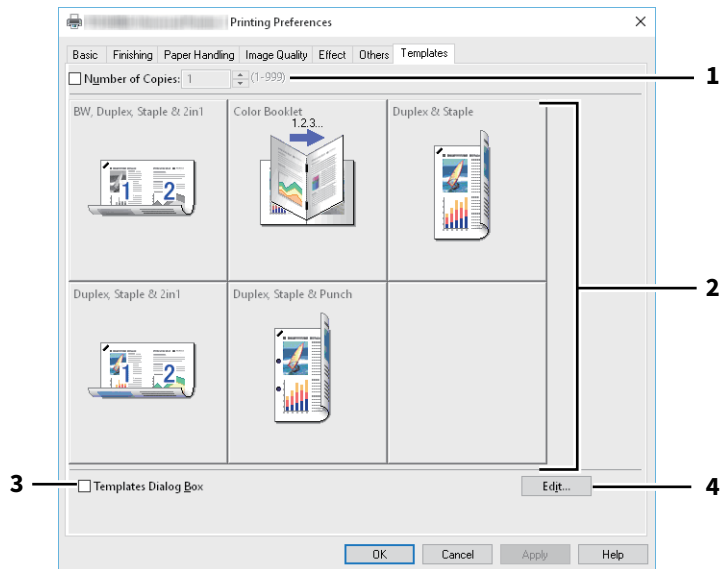
	Item Name	Description
1	Number of Copies	This sets the number of copies.
2	Template Button	Click this to apply the profile saved in a Template Button to each setting of the printer driver.
3	Templates Dialog Box	This automatically displays the [Templates] dialog box when printing.
4	[Edit]	This edits the Template Buttons. 🕮 P.141 "Edit Templates"

❑ Edit Templates

You can edit the settings of the Template Buttons.
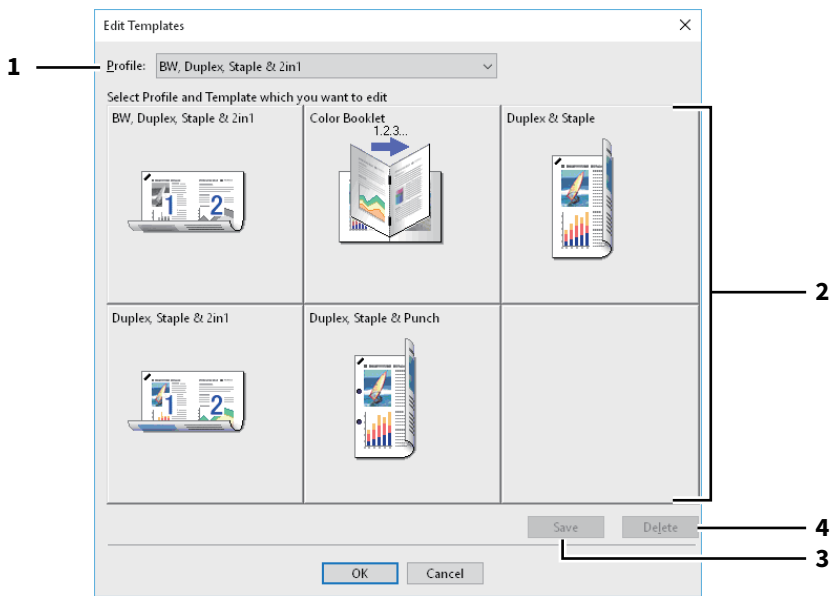
	Item Name	Description
1	Profile	This selects the profile to be saved in a Template Button.
2	Template Button	This selects the Template Button to be edited.
3	[Save]	This saves the chosen profile in the selected Template Button.
4	[Delete]	This deletes the settings of the selected Template Button.
	Note The print options registered in each profile are not deleted even if you click [Delete].	

■ Printer Driver Help

Click the [Help] button on the printer driver screen to display the Help.

3
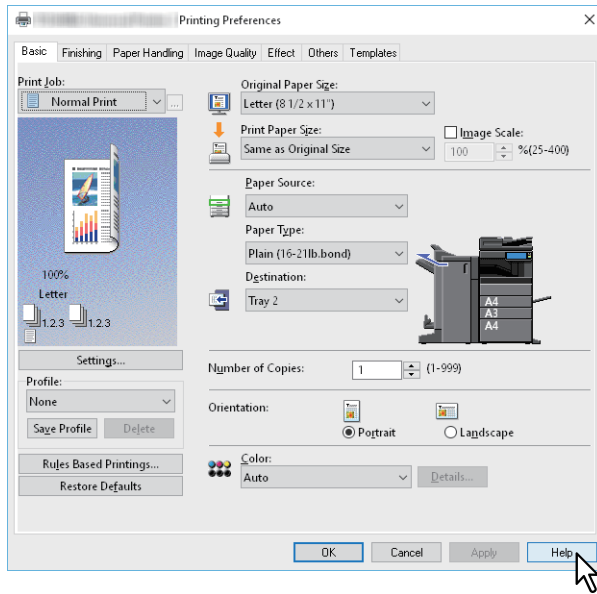
PRINTING FROM MAC OS APPLICATIONS

Basic Printing (Mac OS X 10.6.8 or later)

After installing the PPD file as described in "Installing the Printer on Mac OS X 10.6.8 or later" from the **Software Installation Guide**, you can print directly from most Mac OS X applications.
  📖 P.145 "Printing"
  📖 P.146 "When you need to enter a department code or user name"

■ Printing

You do not need to switch printers before printing because they are all managed under the [Print & Fax] settings from [System Preferences].
After adding a printer to the Printer List, you can select it directly from the [Page Setup] dialog box or the [Print] dialog box.

In Mac OS X applications, print options are set from the [Page Setup] dialog box and the [Print] dialog box.

> **Note**
>
> The [Page Setup] dialog boxes vary depending on the application. In some applications, it is in the [Print] dialog box instead of the [File] menu.

1 **Open a file, select [File], and then select [Page Setup].**

2 **Select the equipment in [Format For], and then specify the Page Setup settings.**
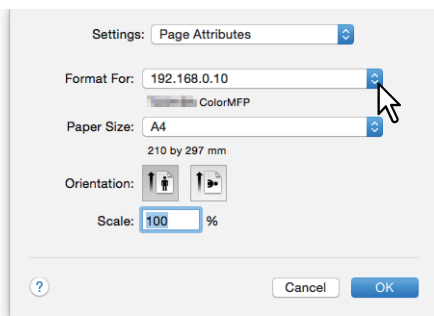
3 **Click [OK] to save.**

4 **Select [Print] from the [File] menu of the application.**

5 **Select the equipment in [Printer], and then specify the print settings.**
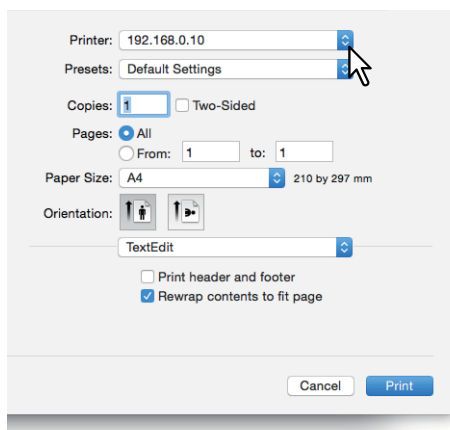
> **Tip**
>
> • The [Print] dialog boxes vary depending on the application.
> • The layout of the setting items may vary depending on the Mac OS.

6 **Click [Print].**

> **Tip**
>
> Select [Save Current Settings as Preset] in [Presets], and then enter a name. You can use this as the default settings and select it from [Presets].

■ When you need to enter a department code or user name

When this equipment is managed by department codes, you have to enter a department code when printing.
When using the department management function, the administrator can check the number of copies made by each department. You can check who submitted the print jobs on the equipment's control panel or from the monitoring tools.

> **Tip**
>
> - Enter the department code and project code using up to 63 characters. For information on Project Code, contact your administrator.
> - Department codes must consist of one-byte characters such as numbers from 0 to 9, letters of the alphabet uppercase and lowercase, a hyphen (-), an underscore (_), and a period (.).

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

2 Select [Department Code] from the [Print Mode] menu, and then enter a department code in the box on the right.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

Setting the Paper and Reproduction Ratio

■ Selecting a Fixed Paper Type

You can use the printer driver to set various paper types.

Note

The [Page Setup] dialog boxes vary depending on the application. In some applications, it is in the [Print] dialog box instead of the [File] menu.

❑ Setting the Paper Size

Select the size of the document to be printed.

1 Select [Page Setup] from the [File] menu of the application.

2 Select the paper size in [Paper Size] from the [Page Attributes] menu.
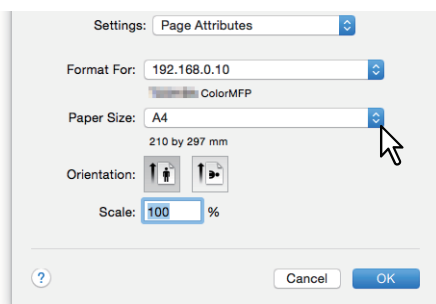
- A3 (297 x 420 mm)
- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- B4 (257 x 364 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- 305 x 457 mm
- 12 x 18"
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Ledger (11 x 17")
- Statement (5 1/2 x 8 1/2")
- Computer (10 1/8 x 14")
- 13" LG (8 1/2 x 13")

- 8.5" SQ (8 1/2 x 8 1/2")
- A3 (13 x 19")
- 16K (195 x 270 mm)
- 8K (270 x 390 mm)
- 320 x 450 mm
- 320 x 460 mm
- Envelope Com10 (4 1/8 x 9 1/2")
- Envelope Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope You-4 (105 x 235 mm)
- Envelope Kaku-2 (240 x 332 mm)

Note

- [13 x 19"] is only available for the following models.
  - e-STUDIO7506AC Series
  - e-STUDIO8508A Series
- [305 x 457 mm], [12 x 18"], [320 x 450 mm], and [320 x 460 mm] are only available for the following models.
  - e-STUDIO5005AC Series
  - e-STUDIO7506AC Series
  - e-STUDIO8508A Series
- Duplex printing with [320 x 450 mm] or [320 x 460 mm] is not available with the following models.
  - e-STUDIO5005AC Series
  - e-STUDIO5008LP Series
- When an attempt at printing with the erasable blue toner is made after a large number of envelopes have been printed with the black toner in the e-STUDIO5008LP Series, the print density of the 1st page may become lighter. In such a case, perform printing with the erasable blue toner after a little while.
- Setting items differ depending on the model.

3 Set other printing functions as needed, and then click [OK].

4 Select [Print] from the [File] menu of the application.

5 Select the equipment in [Printer], and then specify the print settings.

6 Click [Print] to send the job.

❑ **Setting the Paper Source**

Sets the paper source. You can set a different source for the first and remaining pages.

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

2 Set the paper source from the [Paper Feed] menu.
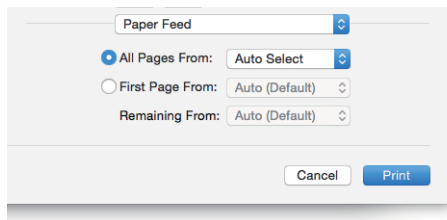
All: Uses the same paper source for all pages. When [Auto] is selected, paper is fed from a drawer containing the same paper size as the document. When [Bypass Tray] is selected, load paper in the bypass tray.

Tip

For the Mac OS X 10.6.x to 10.8.x, [All] is displayed as [All Pages From].

First Page From/Remaining From: Specify different paper sources for the first page and remaining pages. Select the sources in [First Page From] and [Remaining From]. When [Auto] is selected, paper is fed from a drawer containing the same paper size as the document. When [Bypass Tray] is selected, load paper in the bypass tray.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

❑ Setting the Paper Type

Sets the media type.

1 **Select [Print] from the [File] menu of the application.**

2 **Set the paper type in [Media Type] from the [Finishing] menu. You can set a different paper type for the first and remaining pages.**
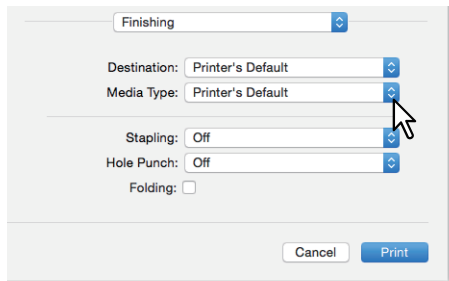
3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Using various types of paper

The procedure below is for print jobs that require precautions before you load the paper.

📖 P.150 "Registering a Custom Paper Size and Printing"

❑ Registering a Custom Paper Size and Printing

This section explains how to register a custom paper size.

Note

- When using custom size paper that is longer than the standard paper size, refer to the **Paper Preparation Guide** for details on loading and ejecting paper.
- See non-standard size in the **Specifications Guide** for details on the custom paper sizes that you can define.

Creating a custom paper size

1 **Select [Page Setup] from the [File] menu of the application.**

2 **Select [Manage Custom Sizes] in [Paper Size].**
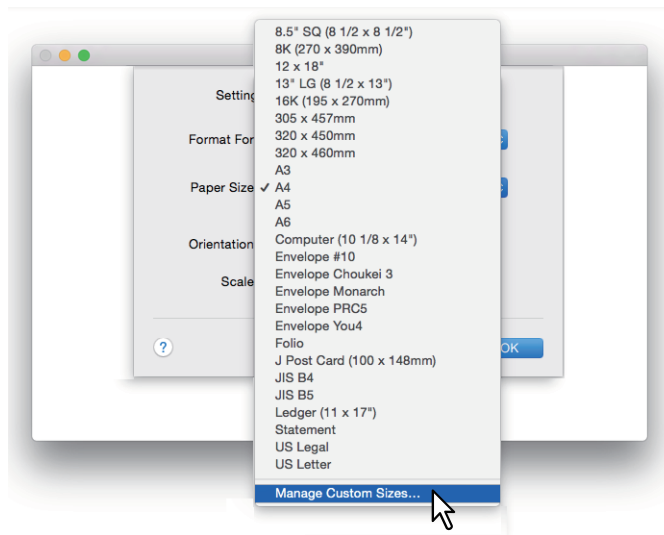
3 **Click [+].**
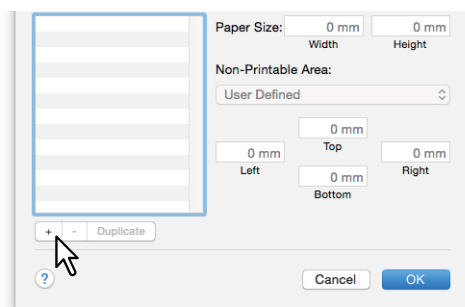
A new custom paper size name is added to the list.

Tip

If you want to create a new custom paper size by duplicating an old one, select the custom paper size name from the list, and then click [Duplicate].

4 **Double-click the added custom paper size name in the list and rename it.**
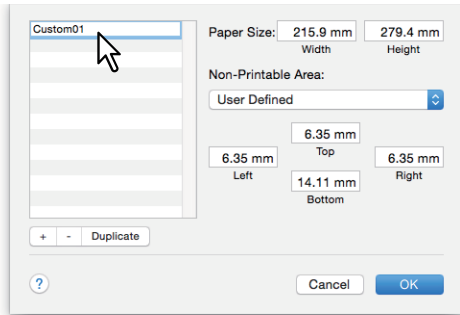
5 **Enter the width and height in [Paper Size], and then select your printer name in [Printer Margins].**
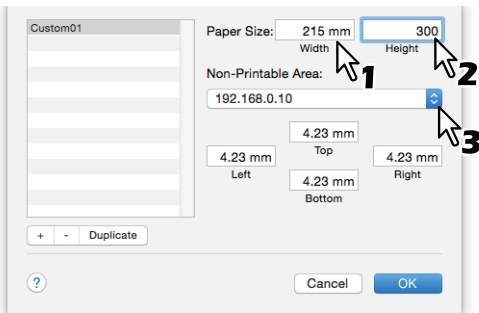
> Tip

- For Mac OS X 10.6.x to 10.7.x, enter the width and height in [Paper Size], and then select your printer name in [Non-Printable Area].
- Select the printer name in [Printer Margins] to use the automatically entered margin settings.
- Click [-] to delete a custom paper size.

6 **Click [OK].**

The Custom Paper Size is saved and you can select it in [Paper Size] from the [Page Attributes] menu.
🕮 P.147 "Setting the Paper Size"

■ Enlarging and Reducing

You can automatically enlarge or reduce an image to fit a specified paper size. You can also set the scale manually.
📖 P.152 "Scale to fit paper size"
📖 P.152 "Specifying a scale"

❑ Scale to fit paper size

You can automatically enlarge or reduce an image to fit a specified paper size.

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

2 Select [Scale to fit paper size] from the [Paper Handling] menu, and then select a paper size.

> Tip
>
> If you do not want to enlarge images when a larger paper size is selected, select [Scale down only].
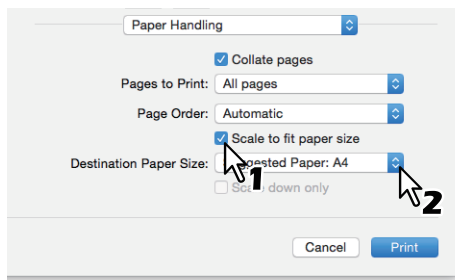
3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

❑ Specifying a scale

Manually set the scale to enlarge or reduce the image.

1 Select [Page Setup] from the [File] menu of the application.

2 Enter the value in [Scale] from the [Page Attributes] menu.
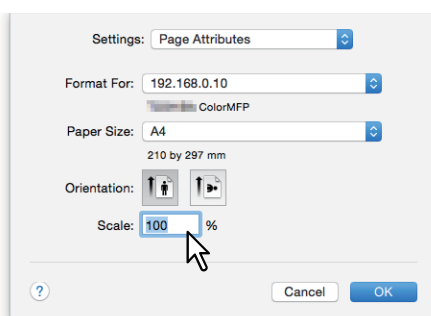
3 Set other printing functions as needed, and then click [OK].

4 Select [Print] from the [File] menu of the application.

5 Select the equipment in [Printer], and then specify the print settings.

6 Click [Print] to send the job.

■ Changing the print direction

Reverses the direction of ejected paper, and performs mirror printing.

1 **Select [Print] from the [File] menu of the application.**

2 **Select [Reverse page orientation] or [Flip horizontally] from the [Layout] menu.**
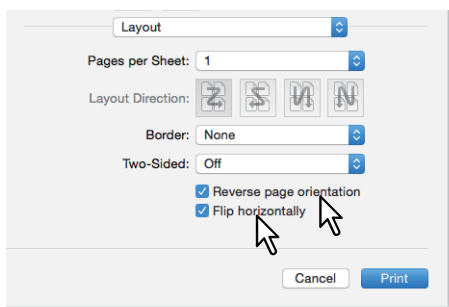
When [Reverse Page] is selected, the top of the paper is ejected from the control panel side.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Selecting the destination tray

Selects the tray to which the print job is ejected.

1 **Select [Print] from the [File] menu of the application.**

2 **Select the destination from [Destination] from the [Finishing] menu.**
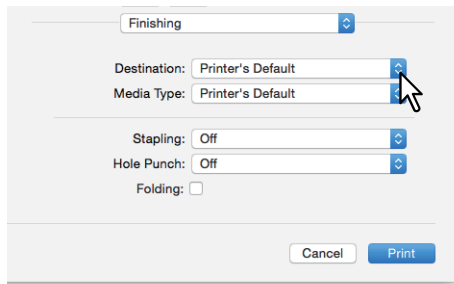
Destination

- **Printer's Default**: Ejects paper to the default tray (this is set for Raw jobs in the Printer setting page on the TopAccess Administrator's page).

- **Exit Tray**: Ejects paper to the exit tray.

- **Upper Exit Tray**: Ejects paper to the upper exit tray.

- **Side Exit Tray**: Ejects paper to the side exit tray.

- **Job Separator Upper**: Routes the upper exit tray of the Job Separator.

- **Job Separator Lower**: Routes the lower exit tray of the Job Separator.

- **Tray 1**: Ejects paper to the upper tray of the Finisher.

- **Tray 2**: Ejects paper to the lower tray of the Finisher.

Note

- Available destinations differ depending on the model and the option configuration.
- Depending on the type of Finisher installed and the destination settings, stapling and hole punching may not be performed.
- When [Printer's Default] is selected as the [Destination] option, paper may be ejected to a tray that cannot perform stapling or hole punching depending on the equipment settings.
- [Tray 1] and [Tray 2] are available when the Finisher or Saddle Stitch Finisher are installed.
- [Side Exit Tray] is only available when the Finisher and the Saddle Stitch Finisher are uninstalled.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

Setting the Layout and Finishing Options

■ Sorting printouts by copies (Collate pages)

Select this for sort-printing (1, 2, 3...).

Note

- The [Print] dialog boxes vary depending on the application.
- The layout of the setting items may vary depending on the Mac OS.

❑ Set the collate pages setting from the [Paper Handling] menu

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

2 Select [Collate pages] from the [Paper Handling] menu.
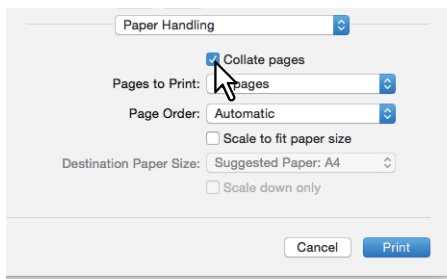
3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

❑ Set the collate pages setting in the [Print] dialog box

Note

This function is displayed on Mac OS X 10.6.x only.

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

2 Select [Collated].
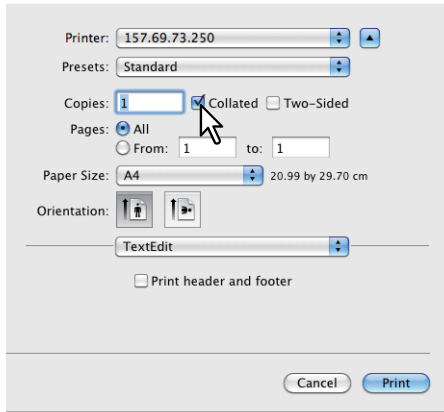
3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

■ Printing on both sides of a sheet

1 **Select [Print] from the [File] menu of the application.**

2 **On the [Layout] menu, select [Long-Edge binding] or [Short-Edge binding] from [Two-Sided].**
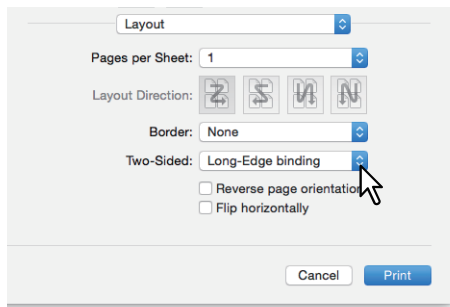
Two-Sided

- **Long-Edge binding**: Select this to bind along the long edge of the paper. The printing direction on the back of the paper differs depending on the orientation.

Portrait   Landscape
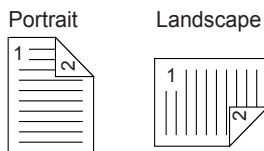
- **Short-Edge binding**: Select this to bind along the short edge of the paper. The printing direction on the back of the paper differs depending on the orientation.

Portrait   Landscape
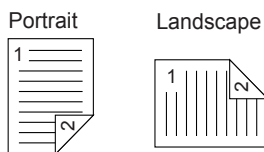
3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Making a booklet (Booklet)

You can create a document in book-or magazine-style by selecting the Booklet option.

1 **Select [Print] from the [File] menu of the application.**

2 **Select [Enable booklet mode] from the [Booklet] menu.**

3 **Set the booklet details.**
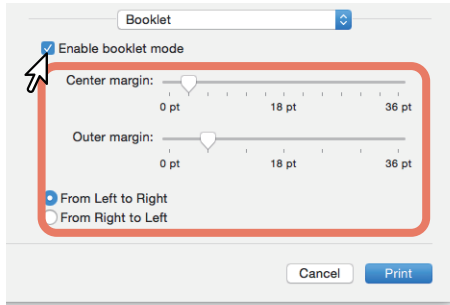
Center Margin (0 to 36 points): Select the width of the margin added to the center. Use the scrollbar to specify in 3pt steps. (1 point = 0.353 mm)
Outer Margin (0 to 36 points): Select the width of the margin added to the short edge of a sheet. Use the scrollbar to specify in 6pt steps. (1 point = 0.353 mm)
From Left to Right/From Right to Left: Select the booklet orientation.

4 **Set other print functions, and then select this equipment from [Printer].**

5 **Click [Print] to send the job.**

■ Printing multiple pages per sheet

Lays out multiple pages on one sheet (N-up printing). This feature is useful for browsing a large number of pages for appearance or page order. For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up printing is convenient and conserves paper.

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

2 Set the [Layout] menu.
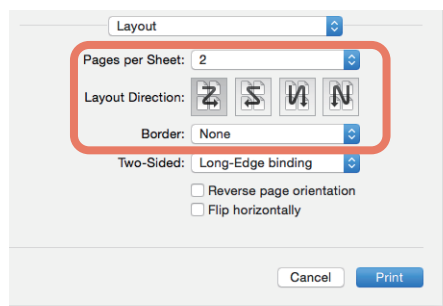
Pages per Sheet: Sets printing for multiple pages on one sheet The pages are reduced to fit the selected paper size automatically.

- **1**: Select this to disable N-up printing.

- **2**: Select this to print images from 2 pages on one sheet.

- **4**: Select this to print images from 4 pages on one sheet.

- **6**: Select this to print images from 6 pages on one sheet.

- **9**: Select this to print images from 9 pages on one sheet.

- **16**: Select this to print images from 16 pages on one sheet.

Layout Direction: Sets how pages are arranged on one sheet. Only available when N-up printing is set.

- **Across Left to Right Before Down**: Arranges pages horizontally from left to right and then top to bottom on one sheet.

- **Across Right to Left Before Down**: Arranges pages horizontally from right to left and then top to bottom on one sheet.

- **Down Before Across Left to Right**: Arranges pages vertically from top to down and then left to right on one sheet.

- **Down Before Across Right to Left**: Arranges pages vertically from top to down and then right to left on one sheet.

Border: Select whether or not to draw a border on each page.

- **None**: Select this if you do not want to draw a border.

- **Single Hairline**: Select this to draw a single hairline for the border.

- **Single Thin Line**: Select this to draw a single thin line for the border.

- **Double Hairline**: Select this to draw a double hairline for the border.

- **Double Thin Line**: Select this to draw a double thin line for the border.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

■ Printing in reverse page order

Sets whether or not you want to print in reverse order.

Tip

The settings displayed in the [Paper Handling] menu vary depending on the type of Mac OS.

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

2 Select [Reverse] in [Page Order] from the [Paper Handling] menu.
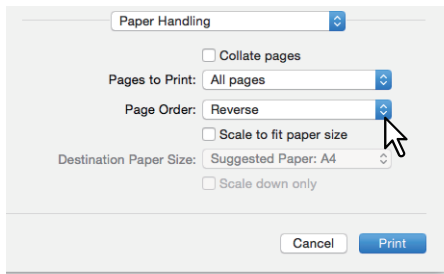
3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

■ Printing only odd or even pages

Select whether to print all pages or only odd or even pages.

Tip

The settings displayed in the [Paper Handling] menu vary depending on the type of Mac OS.

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

2 From the [Paper Handling] menu, select [Odd Only] or [Even Only] in [Pages to Print] (or [Print]).

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

■ Stapling

You can staple sets of paper as they are ejected from the equipment.

Note

Staple printing is only available when the Finisher is installed.

1 **Select [Print] from the [File] menu of the application.**

2 **Set the position of the staples in [Stapling] from the [Finishing] menu.**
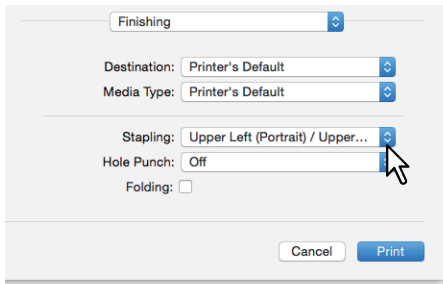
Staple

- **Off**: Prints without stapling.

- **Upper Left (Portrait) / Upper Right (Landscape)**: Staples on the upper left for a portrait document, or on the upper right for a landscape document.
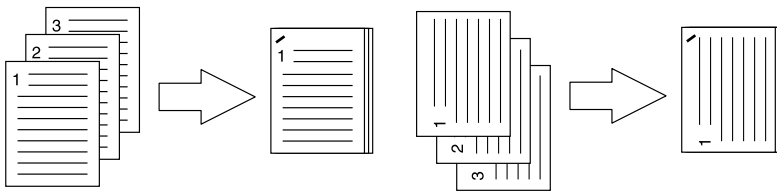
- **Middle Left (Portrait) / Middle Top (Landscape)**: Double-staples on the left for a portrait document, or on the top for a landscape document.
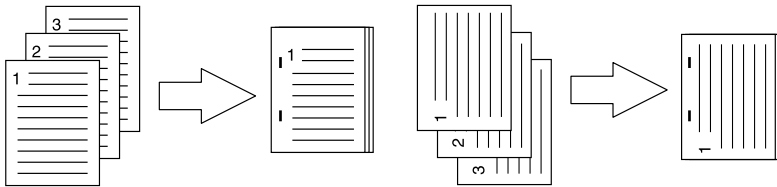
- **Lower Left (Portrait) / Upper Left (Landscape)**: Staples on the lower left for a portrait document, or on the upper left for a landscape document.
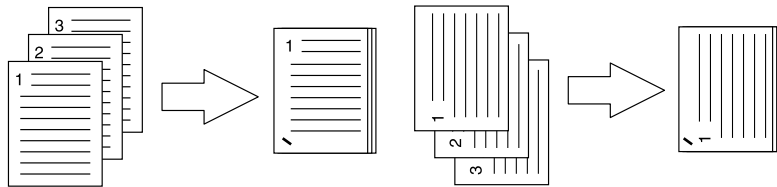
- **Upper Right (Portrait) / Lower Right (Landscape)**: Staples on the upper right for a portrait document, or on the lower right for a landscape document.
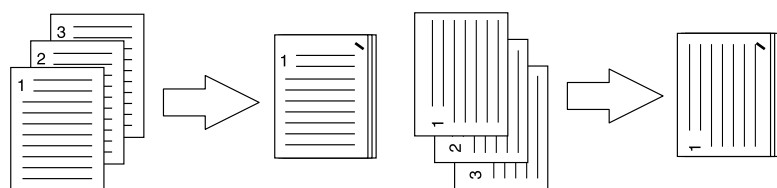
- **Middle Right (Portrait) / Middle Bottom (Landscape)**: Double-staples on the right for a portrait document, or on the bottom for a landscape document.
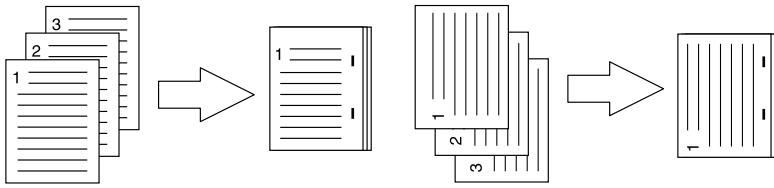
- **Lower Right (Portrait) / Lower Left (Landscape)**: Staples on the lower right for a portrait document, or on the lower left for a landscape document.
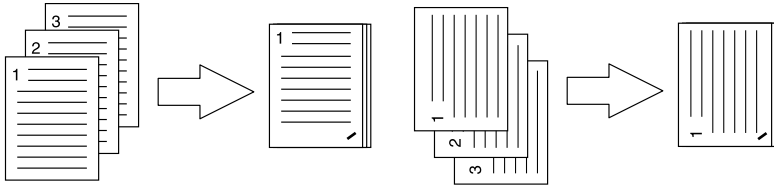
- **Middle Top (Portrait) / Middle Right (Landscape)**: Double-staples on the top for a portrait document, or on the right for a landscape document.
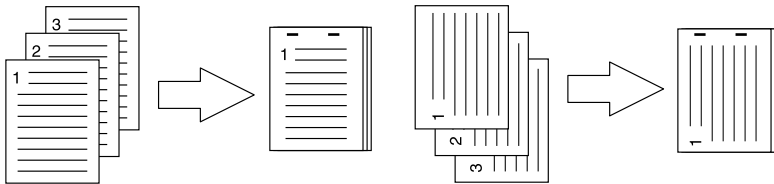
- **Middle Bottom (Portrait) / Middle Left (Landscape)**: Double-staples on the bottom for a portrait document, or on the left for a landscape document.
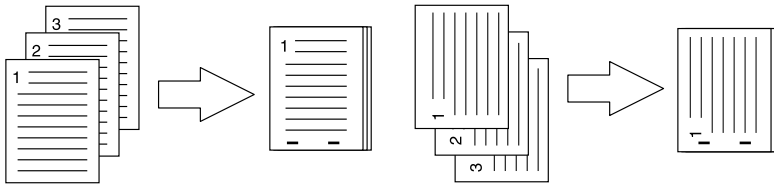
- **Saddle Stitch (Portrait) / Saddle Stitch (Landscape)**: Double-staples in the center to print a booklet. Only select this for booklet printing.
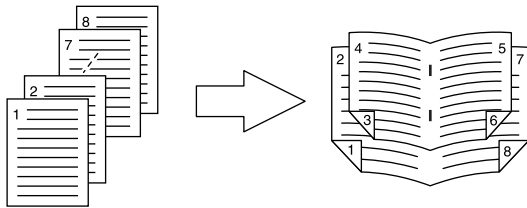
Note

[Saddle Stitch (Portrait) / Saddle Stitch (Landscape)] is only available when the Saddle Stitch Finisher is installed.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Hole Punch

Select this to punch holes on printouts as they are ejected from the equipment.

> **Note**
>
> Hole punch printing is only available when the Hole Punch Unit is installed.

1 **Select [Print] from the [File] menu of the application.**

2 **Set the position of the holes in [Hole Punch] from the [Finishing] menu.**
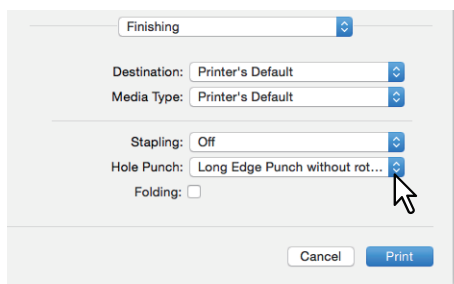
Hole Punch

* **Off**: Prints without hole punches.

* **Long Edge Punch without rotation**: Punches holes on the left side for a portrait document, or on the top for a landscape document.
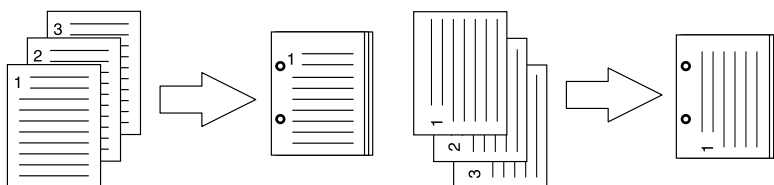
* **Short Edge Punch without rotation**: Punches holes on the top for a portrait document, or on the right for a landscape document.
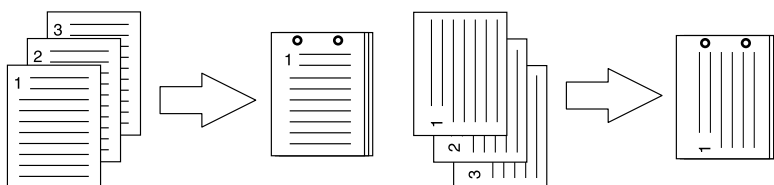
* **Long Edge Punch with 180 degree rotation**: Punches holes on the right side for a portrait document, or on the bottom for a landscape document.
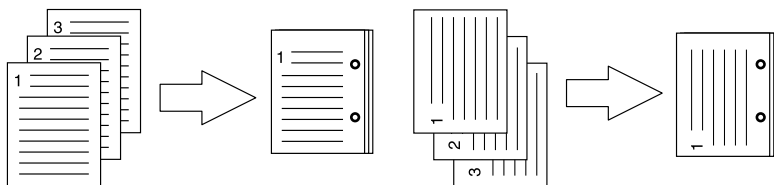
* **Short Edge Punch with 180 degree rotation**: Punches holes on the bottom for a portrait document, or on the left for a landscape document.
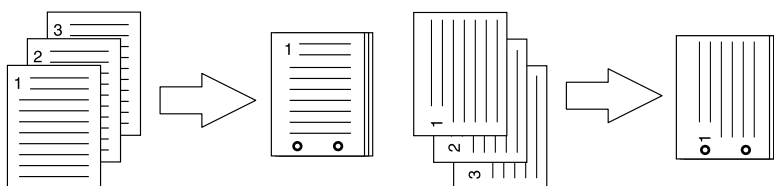
3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Folding paper at the center and printing

Prints the job using the print settings, and ejects with a center fold. Use this for booklet printing etc.

Note

[Folding] is only available when the Saddle Stitch Finisher is installed.

1 **Select [Print] from the [File] menu of the application.**

2 **Select [Folding] from the [Finishing] menu.**

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

Economizing Features

This section explains features that allow you to save paper and toner.

■ Printing on both sides of a sheet

Prints on both sides of the paper, therefore saving paper.

■ Printing multiple pages per sheet

Lays out multiple pages on one sheet. This reduces the amount of paper used.

■ Skipping blank pages during printing

Ignores blank pages for printing.

> **Note**

- When more than 2 is selected in the [Pages per Sheet] option from the Layout menu, blank pages are printed.
- Pages with a header or footer are printed even if there is no content on the page.

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

2 Select [Do not print blank pages] from the [Print Mode] menu.
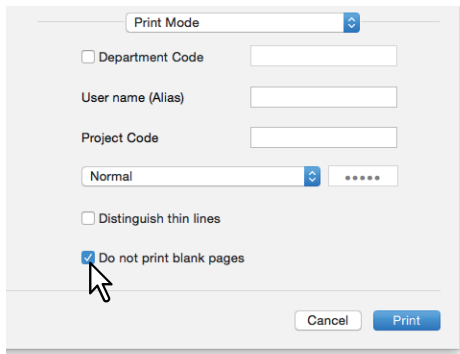
3 Set other print functions, and then select this equipment from [Printer].
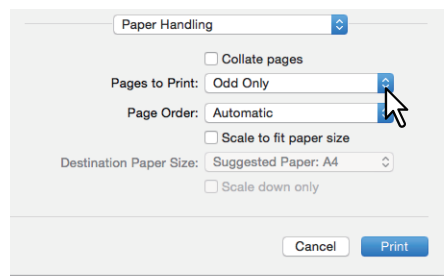
4 Click [Print] to send the job.

■ Saving Toner

Prints in the toner save mode.

Note

When toner save mode is enabled, printing may be lighter.

For multifunctional digital color system (Color MFP)

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

2 Select [Toner Save] from the [Color Settings 1] menu.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

**For multifunctional digital system (Black and White MFP)**

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

2 Select [Toner save] from the [Quality] menu.
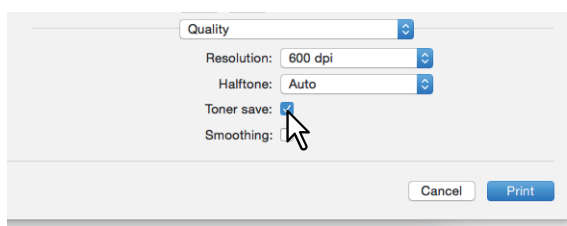
3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

Inserting Different Paper Between the Front Cover and the Pages

This allows you to insert a front cover at the start, a back cover at the end, a banner page, and so on.

📖 P.167 "Inserting a front cover and back cover"

📖 P.168 "Inserting a banner page"

■ Inserting a front cover and back cover

1 **Select [Print] from the [File] menu of the application.**

2 **Select [Cover Pages] to specify the settings for front and back pages.**
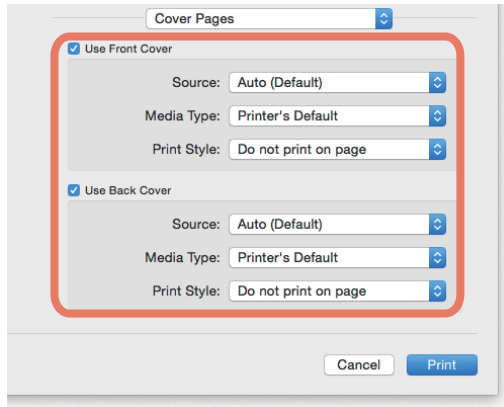
Note

The available values in [Source] vary depending on the optional devices installed in this equipment and their configuration on the Paper Feed menu.

Use Front Cover: Sets front cover printing. Inserts or prints a front cover on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab.
Select to enable cover printing and select the tray from which to feed a cover sheet and the print style.

- **Source**
  Select the tray from which to feed a cover sheet. When [Auto (Default)] is selected, the paper is automatically selected according to the printed document size.

- **Media Type**
  Set the paper type.

- **Print Style**
  Select how to print the cover.

  - **Do not print on page**: Inserts a blank front cover.

  - **Print on page**: Prints the first page image on the front side of a cover. When the Two-Sided Printing option is enabled in the Layout menu, the first two pages images are printed on both sides of a cover.

  - **Print on 1 side of page**: Prints the first page image on the front side of a cover. The back of the cover will be blank.

Use Back Cover: Sets back cover printing. Inserts or prints a back cover on a sheet fed from a tray other than the Paper Source option selected on the [Basic] tab. Select to enable back cover printing and select the tray from which to feed a cover sheet and the print style.

- **Source**
  Select the tray from which to feed a cover sheet. When [Auto (Default)] is selected, the paper is automatically selected according to the printed document size.

- **Media Type**
  Set the paper type.

- **Print Style**
  Select how to print a back cover.

  - **Do not print on page**: Inserts a blank front cover.

  - **Print on page**: Prints the last page image on the front side of a cover. When the Two-Sided Printing option is enabled in the Layout menu, the first two page images are printed on both sides of a back cover.

- **Print on 1 side of page**: Prints the last page image on the front side of a cover. The back of the cover will be blank.

> Tip
>
> If Two-Sided is selected and there is only one page printed on the back cover, the last page is printed on the front side of the cover sheet and back side of the cover will be blank.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

■ Inserting a banner page

Sets whether or not to send a print job with a banner page. Information such as the jobID, Title, Requesting User, Billing Info, etc. is printed on the banner page.

> Tip
>
> We recommend using alphanumeric characters for the job name as the text may be corrupted when using hiragana, katakana, and kanji.

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

2 Set the banner page details on the [Cover Page] menu.
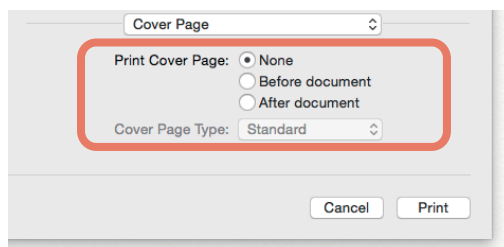
Print Cover Page: Sets whether or not to print a banner page.

- **None**: Prints without a banner page.

- **Before document**: Prints a banner page before the document.

- **After document**: Prints a banner page after the document.

Cover Page Type: When [Before document] or [After document] is selected in [Print Cover Page], select the type of cover you want to insert.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

Setting the Color and Image Quality

■ Specifying a print color

❑ Printing a color document in gray scale

The printer driver automatically detects whether the document uses only color or only black and white. You can also select black and white mode manually to print a color document in gray scale to reduce the print cost and consumption of color toners.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

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

2 Select [Mono] in [Color Type] from the [Color Settings 1] menu.
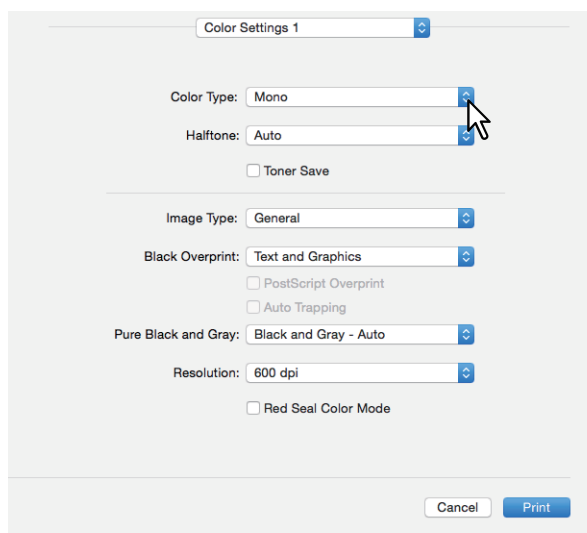
3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

❑ **Printing a color document in twin color**

When documents are printed in twin color mode, the black parts of the document are printed in black and the colored parts of the document are printed in a specified color.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

1 **Select [Print] from the [File] menu of the application.**

2 **Select the print color in [Color Type] from the [Color Settings 1] menu.**
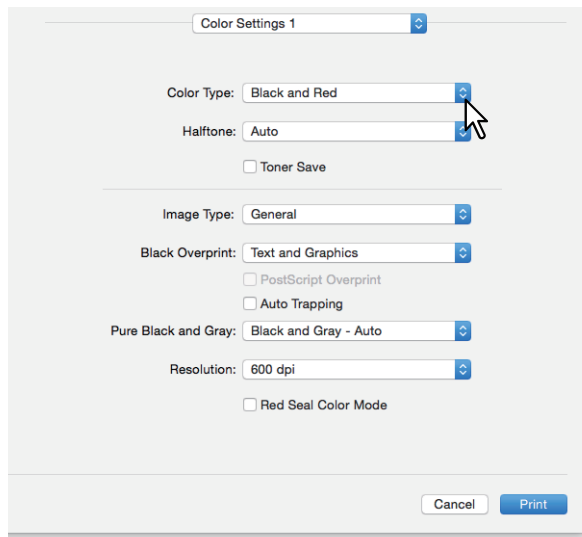
Color Type
- **Black and Red**: Prints a document in twin color mode with red. Prints the black parts of the document in black and the color parts in red.

- **Black and Green**: Prints a document in twin color mode with green. Prints the black parts of the document in black and the color parts in green.

- **Black and Blue**: Prints a document in twin color mode with blue. Prints the black parts of the document in black and the color parts in blue.

- **Black and Cyan**: Prints a document in twin color mode with cyan. Prints the black parts of the document in black and the color parts in cyan.

- **Black and Magenta**: Prints a document in twin color mode with magenta. Prints the black parts of the document in black and the color parts in magenta.

- **Black and Yellow**: Prints a document in twin color mode with yellow. Prints the black parts of the document in black and the color parts in yellow.

- **Black and White**: Prints a document in twin color mode with white. Prints the black parts of the document in black and the color parts are not printed.

3 **Set other print functions, and then select this equipment from [Printer].**
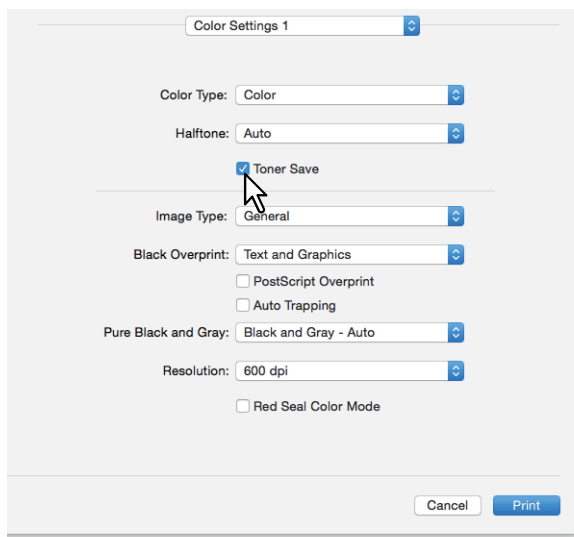
4 **Click [Print] to send the job.**

❏ Selecting the black toner application area

Select whether or not to print the black and gray scale contents in a document using black toner.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

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

2 Set the black toner application area in [Pure Black and Gray] from the [Color Settings 1] menu.
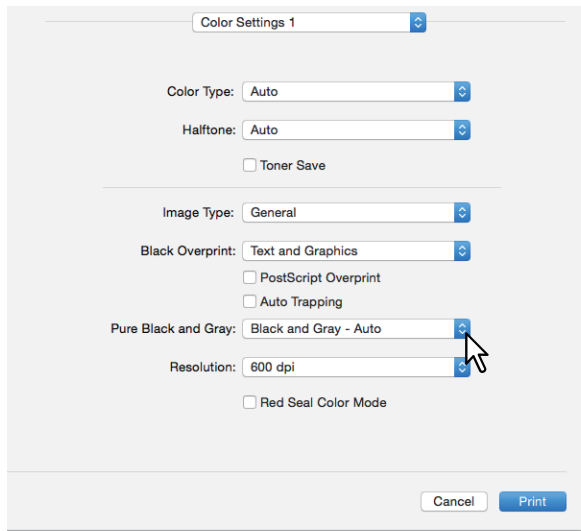
Black and Gray Printing

- **Off**: Prints the document in color mode.

- **Black - Auto**: Automatically selects appropriate black areas to be printed using black toner according to the Image Type option.

- **Black - Text**: Prints black text using black toner.

- **Black - Text and Graphic**: Prints black text and graphics using black toner.

- **Black - Text, Graphic and Image**: Prints black text, graphics, and images using black toner.

- <u>**Black and Gray - Auto**</u>: Automatically selects appropriate black and gray scale areas to be printed using black toner according to the Image Type option.

- **Black and Gray -Text**: Prints black and gray scale text using black toner.

- **Black and Gray -Text and Graphic**: Prints black and gray scale text and graphics using black toner.

- **Black and Gray - Text, Graphic and Image**: Prints black and gray scale text, graphics, and images using black toner.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

❑ Printing a document by the erasable blue toner or in black and white

The e-STUDIO5008LP Series can switch the two types of the toner, Erasable blue or Black.

1 **Select [Print] from the [File] menu of the application.**

2 **Select the toner to be used in [Toner Mode] from the [Finishing] menu.**
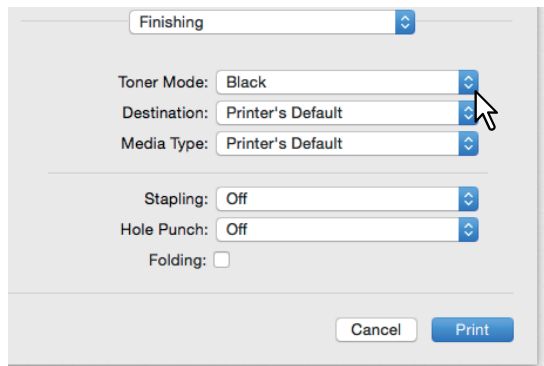
Toner Mode

- **Erasable Blue**: Printing by the erasable blue toner.

- **Black**: Printing by the normal black toner.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Preventing gaps from appearing during printing

Set overprint and auto trapping to prevent gaps from appearing during printing.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

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

2 Set the following items from the [Color Settings 1] menu.
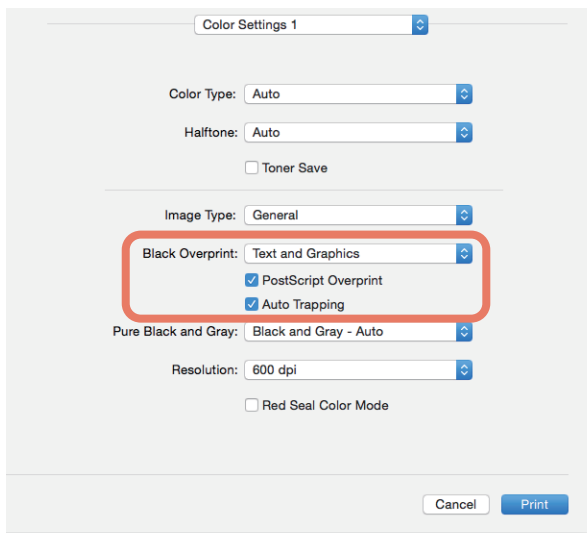
Black Overprint: Select when printing background content that has black text overlaid on it. This minimizes the gap between the text and the background which prevents color deviation.

• **Off**: Prints without overprinting.

• **Text**: Prints the full-color background and then the black text on a color background.

• **Text and Graphics**: Prints the full-color background and then the black text and graphics on a color background.

PostScript Overprint: Select to overprint an object that has been set in an application.

Note

This option is only available when [Auto] or [Color] is selected in [Color Type] from the [Color Settings 1] menu.

Auto Trapping: Enables Auto Trapping. This modifies the size of objects so that two colors printed next to each other overlap slightly to avoid white spaces.

Note

This function is available only for e-STUDIO5005AC Series/e-STUDIO7506AC Series.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

## ■ Selecting the image quality according to the document

Sets how colors are printed by selecting the job type. The printer driver automatically applies the correct image quality to the selected job type.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

1 **Select [Print] from the [File] menu of the application.**

2 **Set the document type in [Image Type] from the [Color Settings 1] menu.**
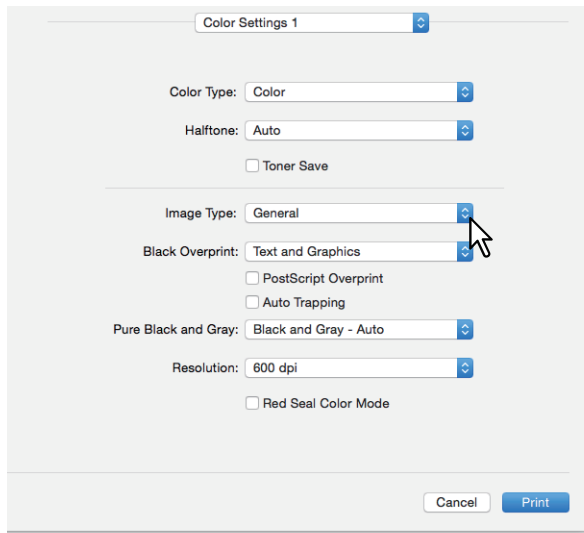
Image Type

- **General**: For general color documents.

- **Photo**: For photos.

- **Presentation**: For printing vivid documents.

- **Line Art**: For printing a document that contains a lot of characters or line art.

- **Advanced Color Settings**: For applying a profile that can adjust the color space. For details, see the following page:
  📖 P.175 "Advanced Color Settings"

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

❏ Advanced Color Settings

Select [Advanced Color Settings] as the [Image Type] option from the [Color Settings 1] menu to display the Advanced Color Settings menu.

Note

Only available when your equipment is a multifunctional digital color system (color MFP).

Tip

Make settings from the TopAccess menu. For details, see the **TopAccess Guide**.
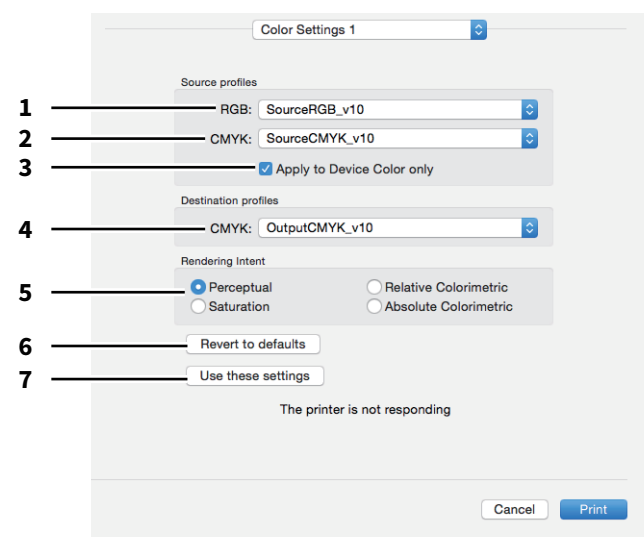
1. **RGB**
    Select the RGB source profile. When you obtain color profile data from this equipment, the RGB source profile data is displayed.

2. **CMYK**
    Select the CMYK source profile. When you obtain color profile data from this equipment, the CMYK source profile data is displayed.

3. **Apply to Device Color only**
    Select this to prioritize color profiles embedded in the image.

4. **Destination profiles**
    Select the destination profile. When you obtain color profile data from this equipment, the destination profile data is displayed.

5. **Rendering Intent**
    Select an image processing method for color space conversion.
    -   **Perceptual**: For photo images.
    -   **Relative Colorimetric**: To retain more original colors than when using [Perceptual].
    -   **Saturation**: For when color vividness is more important than their correct reproduction. It is useful for graphic charts.
    -   **Absolute Colorimetric**: For when you want to retain original colors even on colored paper.

6. **Revert to defaults**
    Returns Advanced Color Settings to their defaults.

7. **Use these settings**
    Saves the Advanced Color Settings and returns you to the [Color Settings 1] menu.

■ Adjusting the image quality

❑ Considering designs for light sections (Halftone)

Sets how to print halftones.

For multifunctional digital color system (Color MFP)

1 **Select [Print] from the [File] menu of the application.**

2 **Set the [Halftone] setting from the [Color Settings 1] menu.**
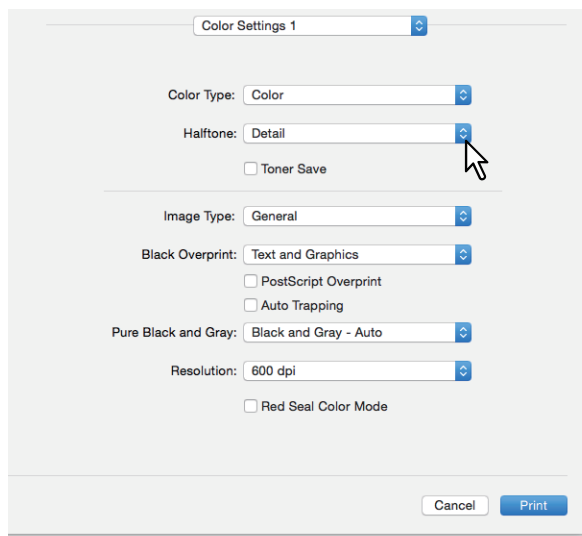
Halftone

- **Auto**: Prints using the correct halftone depending on the document.

- **Detail**: Prints halftone in detail.

- **Smooth**: Prints halftone smoothly.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

For multifunctional digital system (Black and White MFP)

1 **Select [Print] from the [File] menu of the application.**

2 **Set the [Halftone] setting from the [Quality] menu.**
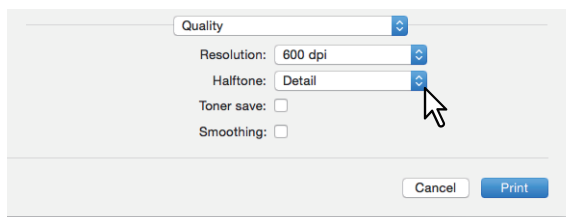
Halftone
- **Auto**: Prints using the correct halftone depending on the document.
- **Detail**: Prints halftone in detail.
- **Smooth**: Prints halftone smoothly.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

❑ Smoothing out text and graphics (Smoothing)

This prints the edge of text and graphics smoothly.

Note

Only available when your equipment is a multifunctional digital system (Black and White MFP).

1 **Select [Print] from the [File] menu of the application.**

2 **Select [Smoothing] from the [Quality] menu.**
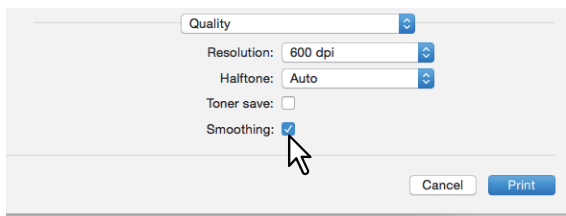
3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

❑ Distinguishing thin lines

This distinguishes thin lines.

1 **Select [Print] from the [File] menu of the application.**

2 **Select [Distinguish thin lines] from the [Print Mode] menu.**
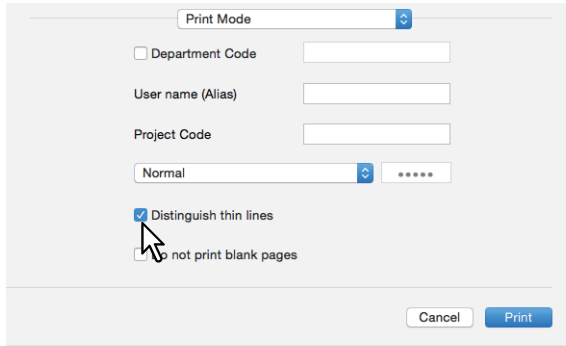
3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

❑ Adjusting colors for printing

1 **Select [Print] from the [File] menu of the application.**

2 **Adjust colors from the [Color Matching] menu.**
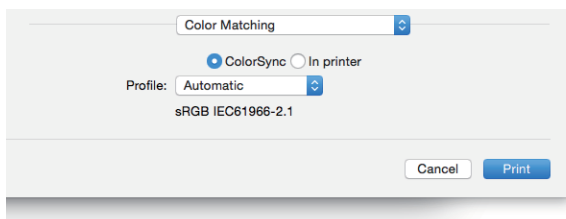
ColorSync: Select this to allow the application you are using to control color management.
In printer: Select this to allow the printer you are using to control color management.
Profile: Select a color profile to be applied when you select [ColorSync].

> Tip

"sRGB IEC 61966-2.1" is selected as default.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

❑ Adjusting the color balance and image quality

For multifunctional digital color system (Color MFP)

1 **Select [Print] from the [File] menu of the application.**

2 **Set the [Color Balance] and [Image Attribute] from the [Color Settings 2] menu.**
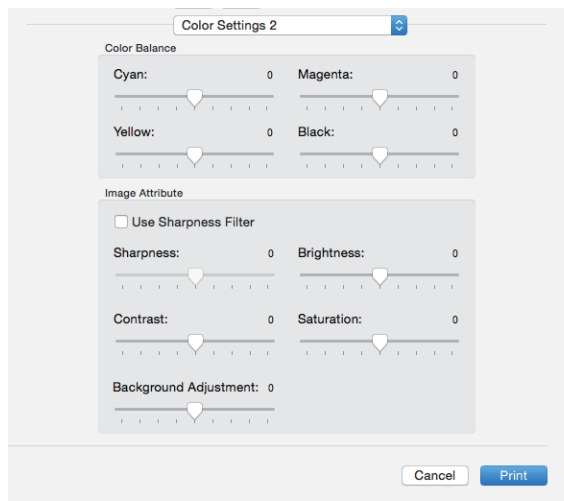
Color Balance: Adjusts the density of each color for printing. You can set from -4 to 4.

Note

This option is only available when [Auto], [Color], or [Twin Color] is selected in [Color Type] from the [Color Settings 1] menu.

Image Attribute: Sets the sharpness, brightness, contrast, saturation, and background adjustment.

- **Sharpness**
  Adjusts the sharpness. Use the scroll bar to set from -4 (softest) to 4 (sharpest) when [Use Sharpness Filter] is selected.

- **Brightness**
  Adjusts the brightness. Move the scroll bar to set from -4 (darkest) to 4 (lightest).

- **Contrast**
  Adjusts the contrast. Move the scroll bar to set from -4 (lowest) to 4 (highest).

- **Saturation**
  Adjusts the saturation. Move the scroll bar to set from -4 (low clear) to 4 (high clear).

- **Background Adjustment**
  Adjusts the background density level. Move the scroll bar to set from -4 (lightest) to 4 (darkest).

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

For the e-STUDIO5008LP Series

1 **Select [Print] from the [File] menu of the application.**

2 **Set the [Color Balance] and [Image Attribute] from the [Image Quality] menu.**
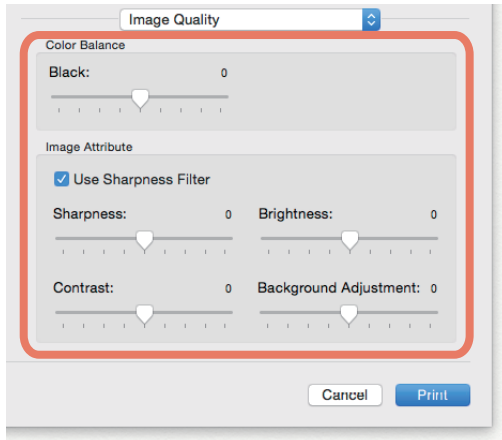
Color Balance: Adjusts the density for printing. You can set from -4 to 4.
Image Attribute: Sets the sharpness, brightness, contrast, saturation, and background adjustment.

- **Sharpness**
  Adjusts the sharpness. Use the scroll bar to set from -4 (softest) to 4 (sharpest) when [Use Sharpness Filter] is selected.

- **Brightness**
  Adjusts the brightness. Move the scroll bar to set from -4 (darkest) to 4 (lightest).

- **Contrast**
  Adjusts the contrast. Move the scroll bar to set from -4 (lowest) to 4 (highest).

- **Background Adjustment**
  Adjusts the background density level. Move the scroll bar to set from -4 (lightest) to 4 (darkest).

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

❑ Enhancing images (Resolution)

Sets the resolution.

For multifunctional digital color system (Color MFP)

1 **Select [Print] from the [File] menu of the application.**

2 **Set a value in [Resolution] from the [Color Settings 1] menu.**
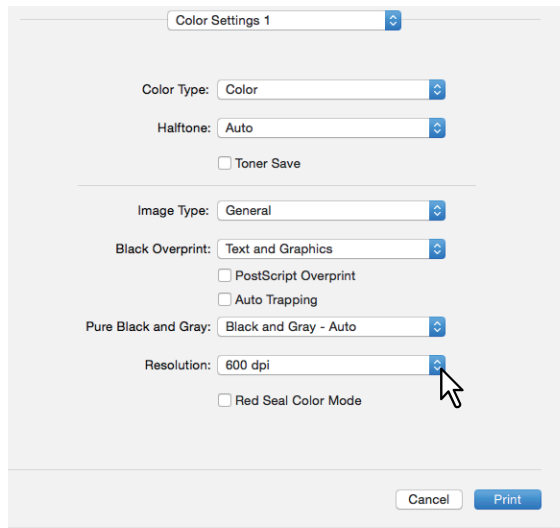
Resolution
- **600 dpi**: Prints in 600 x 600 dpi.
- **1200 dpi**: Prints in 1200 x 1200 dpi.
- **600 x 1200 dpi**: Prints in 600 x 1200 dpi.

Note

- [1200 dpi] is only available when printing is performed on the following models.
  When [1200 dpi] is selected, printing is performed in 3600 dpi (Equivalence) x 1200 dpi at both the color mode and the black and white mode.
  - e-STUDIO5005AC Series
  - e-STUDIO5008A Series
  - e-STUDIO7506AC Series
  - e-STUDIO8508A Series
  - e-STUDIO5008LP Series
- When [1200 dpi] or [600 x 1200 dpi] is selected, the following function is not available.
  - Auto Trapping
- [600 x 1200 dpi] is only available with e-STUDIO2000AC/2500AC.
- If you select the following resolutions to print booklets, the output contents are converted to 600 dpi.
  - Selecting [1200 dpi] to print from e-STUDIO5005AC Series
  - Selecting [600 x 1200 dpi] to print from e-STUDIO2000AC/2500AC
  - Selecting [1200 dpi] to print from e-STUDIO5008LP Series
- When [600 x 1200 dpi] is selected, after setting the drawer and paper direction, images cannot be rotated automatically even if you change the direction of the paper loaded in the drawer. For example, in hold printing with A4-R paper loaded in the first drawer, if you rotate the paper by 90 degrees after storing the job in the Hold Print queue, print data is not changed resulting in A4-R printouts.
- When [600 x 1200 dpi] is selected, the paper of different direction function for the automatic change of paper source is not available.
- If the envelope or non-standard size paper is used, the automatic change of paper source is available only when the paper is set with its long-edge at the front in the drawer unless [600 dpi] is selected.

- When the envelope or non-standard size paper is used, the paper of different direction function for the automatic change of paper source is not available.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

For multifunctional digital system (Black and White MFP)

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

2 Set a value in [Resolution] from the [Quality] menu.
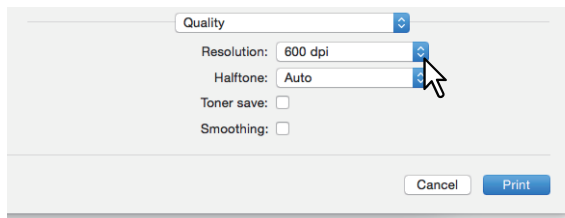
Resolution

- **600 dpi**: Prints in 600 x 600 dpi.

- **1200 dpi**: Prints in 1200 x 1200 dpi.

Note

[Resolution] and its options may not be available depending on the model.

3 Set other print functions, and then select this equipment from [Printer].

4 Click [Print] to send the job.

Adding Print Content

■ Printing light text across a document (Watermark)

You can overprint documents with useful information, such as [Confidential], [Draft], [Proof], and [Top Secret]. This allows you to classify documents so that you can understand their type and usage. You can choose from several predefined watermarks or you can create your own watermarks. Watermarks are text only.

Note

The watermark menu is displayed when the Plug-in file is installed on your Mac. For instructions on installing the Plug-in file, see the *Software Installation Guide*.

1 **Select [Print] from the [File] menu of the application.**

2 **Set the details in the [Watermark] menu.**
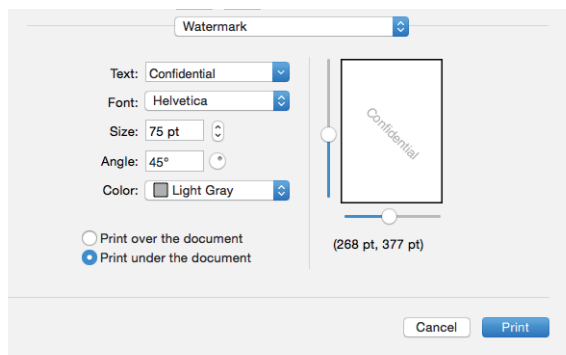
Text: Select the watermark. You can also create a new watermark.

Note

You can enter up to 63 alphanumeric characters. If too many characters are entered, the watermark may not be printed correctly.

Font: Select the font.
Size: Enter the font size.
You can enter a number between 6 and 300 pt in units of 1 pt. You can also use the scroll bar.
Angle: Enter the rotation degree of the angle.
The angle can be set from 0 to 360 degrees in units of 1 degree. You can also set this by moving the scroll bar.
Color: Select the color.

Note

When [Mono] is selected in [Color Type] from the [Color Settings 1] menu, documents are printed with a shade of gray instead of the selected color.

Print over the document: Prints the watermark above everything.
Print under the document: Prints the watermark under everything.
Position: Adjust the position by moving the scroll bars.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

Outputting a job saved to the equipment

The printer drivers provide various ways to handle jobs such as [Scheduled Print], [Private Print], [Hold Print], [Proof Print], [Multi Station Print], and [Store to e-Filing].
📖 P.184 "Printing on a specified date and time (Scheduled Print)"
📖 P.185 "Setting confidential documents and sample prints"
📖 P.186 "Storing jobs in the equipment's box (Store to e-Filing)"

■ Printing on a specified date and time (Scheduled Print)

> **Note**
>
> This function is displayed on Mac OS X 10.6.x only.

Set when a print job will be sent to the equipment.

1 **Select [Print] from the [File] menu of the application.**

2 **Set the details in the [Scheduler] menu.**
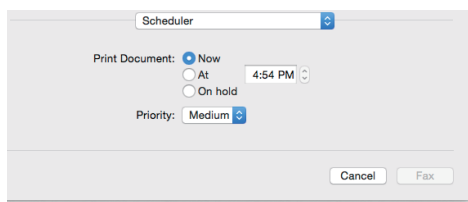
Print Document

- **Now**: Sends a print job now.

- **At**: Set the time to send a print job. The print job is held in the queue on Mac OS X until the specified time or until you resume the print job.

- **On hold**: Holds a print job in the queue on Mac OS X.

Priority: Select the priority of a print job. If there are many print jobs, printing is performed from the job with the highest priority. Four levels are available: [Urgent], [High], [Medium], and [Low].

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Setting confidential documents and sample prints

You can set how this equipment handles print jobs. This allows you to enable various job types such as Private Print, Proof Print, Multi Station Print, and Hold Print.

1 **Select [Print] from the [File] menu of the application.**

2 **Set the user name alias and the print mode from the [Print Mode] menu.**
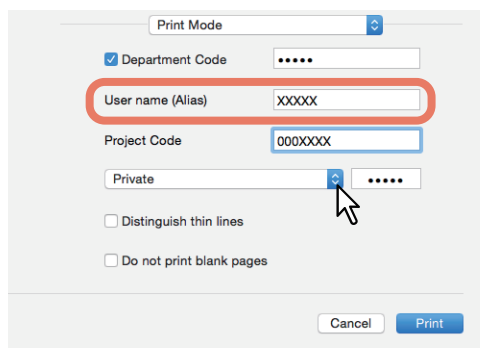
User name (Alias): Enter a nickname that is displayed on the Private Print job list, and Hold Print job list. Specify a name so that you can easily find the job from the job list when releasing it from the equipment's touch panel.

> **Tip**

- You can enter up to 31 characters.
- If you do not change the user name, the login user name is displayed on the Private Print job list, and Hold Print job list.
- The nickname entered in [User name (Alias)] is applied only to the Private Print job list, and Hold Print job list. The login user name is displayed on other job list screens and the Print Log screen.

Print Mode: Sets the print job type.

- **Normal**: Prints a job normally.

- **Multi Station Print**: You can print jobs that were sent to this equipment from another MFP. Print jobs are saved in the Multi Station Print job queue. To print, select the job on the touch panel display, and then press [Print].

- **Hold**: Prints a hold job. Print jobs that are sent as hold jobs are saved in the hold job queue. To print, select the job on the touch panel display, and then press [Print]. This is useful to prevent you from forgetting to remove printed sheets.

- **Proof**: Prints the first copy of a multicopy job and then waits for approval before printing the remaining copies. Remaining copies are printed when you activate printing from the touch panel display. This allows you to check the output before printing the remaining copies, thereby reduce paper waste.

- **Private**: Prints a private job. Specify the 5-digit password in the field next to the box. The print job is saved in the private job queue and not printed until you activate printing from the touch panel display. This is useful when you want to print a confidential document secured with a password.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

■ Storing jobs in the equipment's box (Store to e-Filing)

You can send and store print jobs from your application to e-Filing (hard disk). Print jobs stored to e-Filing using the touch panel. You can select either a public or user box to store print jobs. You can also specify a folder in these boxes to store print jobs. The public box is shared by all users who can view the jobs stored in this box. You can create user boxes to suit your needs. You can also restrict access to user boxes with a password.

Note

For instructions on installing the Plug-in file, see the **Software Installation Guide**.

1 **Select [Print] from the [File] menu of the application.**

2 **Set the destination and the password from the [Store to e-Filing] menu.**
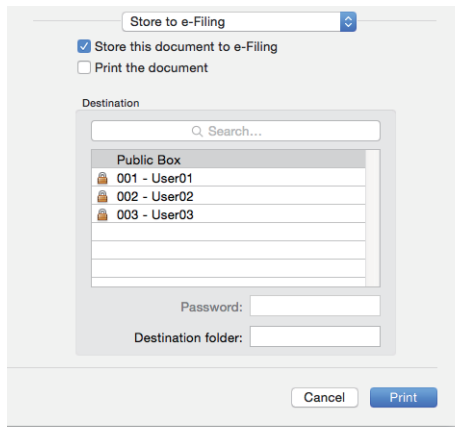
Store this document to e-Filing: Stores a print job in e-Filing.
Print the document: Prints the job as well as saving it to a box.
Destination: Select where to store the print job. Select either the public box or a user box.

- Password
  If a password is set for the user box, enter the 5-digit password.

- Destination folder
  Enter the folder name to specify where the print job is to be stored in a public or user box.

Note

- Enter the folder name within 64 characters.
- You can only create up to 100 folders.

3 **Set other print functions, and then select this equipment from [Printer].**

4 **Click [Print] to send the job.**

Saving Print Settings

You can name the settings made in the [Print] dialog box, and then save them as a preset. You can use this as the default settings and select it from [Presets].

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

2 Select the equipment in [Printer], and then specify the print settings.
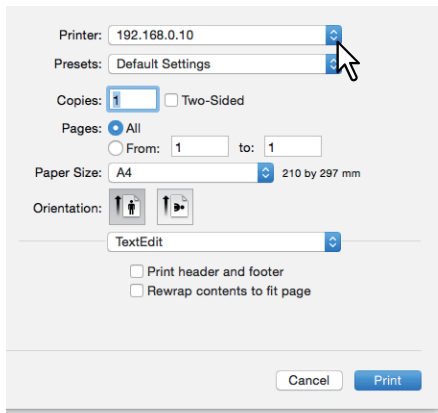
Tip

- The [Print] dialog boxes vary depending on the application.
- The layout of the setting items may vary depending on the Mac OS.

3 Select [Save Current Settings as Preset] in [Presets], enter a name, and then click [OK].
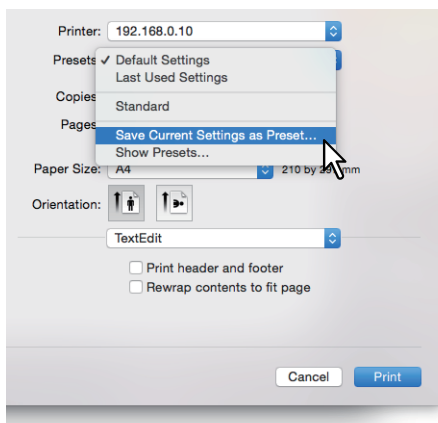
Checking set content/Important notes

 P.188 "Checking the content of print settings and consumables"
 P.188 "Important Notes"

■ Checking the content of print settings and consumables

1 **Select [Print] from the [File] menu of the application.**

2 **In the [Supply Levels] menu, you can check the remaining toner and paper.**
[Supply Levels] menu
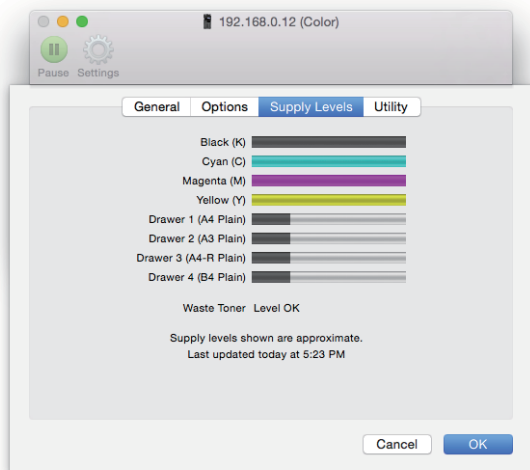
3 **Click [Cancel] to close.**

■ Important Notes

- If there are any double-byte characters in the user name or document name when printing, the job is displayed with [OSX User] or [OSX Document] on the touch panel display. The user name and document name are only displayed in one-byte characters.
- You cannot use the Cover Pages option from the Printer Features menu and the Cover Page option for sending a print job with a banner page at the same time.
- The e-Filing function cannot be used with Custom Paper Size, Magazine Sort, Twin Color, Printing in 1200 dpi, 600 x 1200 dpi, Hold Print, Proof Print, Multi Station Print, or Private Print.
- You cannot use the following settings when using a model that allows stapling or hole punching in the e-Filing function. If these options are selected they will not be applied.
    - Stapling:
    [Middle Right (Portrait) / Middle Bottom (Landscape)], [Lower Right (Portrait) / Lower Left (Landscape)], [Middle Bottom (Portrait) / Middle Left (Landscape)]
    - Hole Punch:
    [Long Edge Punch with 180 degree rotation], [Short Edge Punch with 180 degree rotation]
- To perform proof printing, private printing, hold printing, Multi Station printing, or e-Filing, use LPR or Bonjour.
- To use the user authentication function, set the domain from [Accounts] > [Login Option] > [Network Account Server] > [Open the Directory Utility] > [Services] > [BSD Flat and NIS].

Printer Driver Functions

■ Displaying the printer driver

In Mac OS X applications, print options are set from the [Page Setup] dialog box and the [Print] dialog box.

❑ [Page Setup] dialog boxes

> **Tip**
>
> The [Page Setup] dialog boxes vary depending on the application. In some applications, it is in the [Print] dialog box instead of the [File] menu.

1 **Open a file, select [File], and then select [Page Setup].**

2 **Select the equipment in [Format For], and then specify the Page Setup settings.**
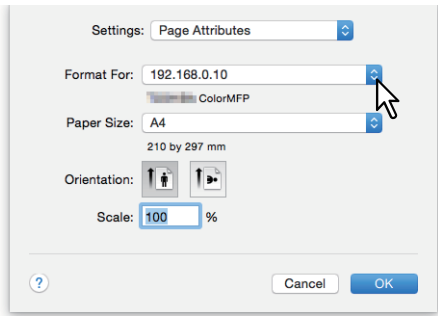
❑ [Print] dialog boxes

> **Tip**
>
> • The [Print] dialog boxes vary depending on the application.
> • The layout of the setting items may vary depending on the Mac OS.

1 **Open a file, select [File], and then select [Print].**

2 **Select the equipment in [Printer], and then specify the print settings.**
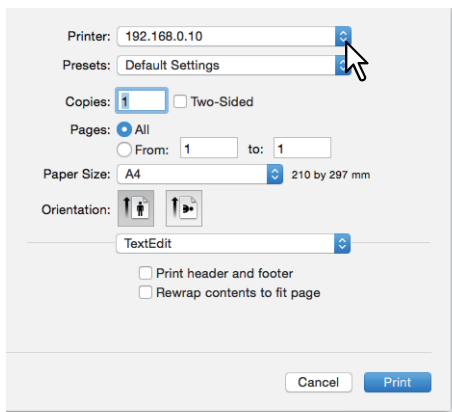
■ [Page Setup] dialog boxes

Menu Name	Setting Item	Description
Page Setup	Format For	Select the printer.
	Paper Size	Select the size of the document to be printed.
	Orientation	Sets the paper printing direction.
	Scale	Changes the size of the printed image. Enter the zoom ratio to enlarge or reduce an image.

■ [Print] dialog boxes

Menu Name	Setting Item	Description
Copies & Pages	Copies	Sets the number of copies.
	Collate pages [*1]	Select this for sort-printing (1, 2, 3...).
	Pages	Sets the range of pages.
	Two-Sided	Sets whether or not you want to print on both sides of the paper.
Layout	Pages per Sheet	Sets the number of pages printed on one sheet.
	Layout Direction	Sets how pages are arranged on one sheet.
	Border	Select to draw a border on each page.
	Two-Sided	Sets whether or not you want to print on both sides of the paper.
	Reverse page orientation	Reverses the paper ejection orientation
	Flip horizontally	Select to perform mirror printing.
Color Matching	ColorSync	Select this to allow the application you are using to control color management.
	In Printer	Select this to allow the printer you are using to control color management.
	Profile	Select a color profile to be applied when you select [ColorSync].
Paper Handling	Collate pages	Select this for sort-printing (1, 2, 3...).
	Pages to Print	Select whether to print all pages or only odd or even pages.
	Page Order	Select the page order.
	Scale to fit paper size	Select this to automatically enlarge or reduce an image to fit a specified paper size.
	Destination Paper Size	Select the output paper size.
	Scale down only	Select this to print without enlargement when printing on paper that is larger than the document size.
Paper Feed	All pages from	Uses the same paper source for all pages.
	First Page From/ Remaining From	Specify different paper sources for the first page and remaining pages. Specify the paper source to be used for the first page. Specify the paper source to be used for the remaining pages.
Cover Page	Print Cover Page	Set how to insert a banner page.
	Cover Page Type	When [Before document] or [After document] is selected in [Print Cover Page], select the type of cover you want to insert.
	Billing Info [*2]	Enter billing information to display it on the banner page.

Menu Name	Setting Item	Description
Print Mode	Department Code	Select whether or not the user needs to enter a department code.
	User name (Alias)	Enter a nickname that is displayed on the Private Print job list, and Hold Print job list.
	Project Code	Enter the project code.
	Print Mode	Sets the print job type.
	Distinguish thin lines	Select to print thin lines clearly.
	Do not print blank pages	Select whether or not to print blank pages.
Finishing	Toner Mode *3	Select the toner to be used
	Destination	Select the destination tray.
	Media Type	Set the media type.
	Stapling	Sets whether or not a print job is stapled.
	Hole Punch	Sets whether or not a print job is hole punched.
	Folding	Select to fold paper when it is ejected after data is printed according to the set print options.
Color Settings	Color Type	Sets whether a print job is printed in color or black mode.
	Halftone	Sets how to print halftones.
	Toner Save	Prints in the toner save mode.
	Image Type	Sets how colors are printed by selecting the job type.
	Black Overprint	Select when printing background content that has black text overlaid on it.
	PostScript Overprint	Select to overprint an object that has been set in an application.
	Auto Trapping	Enables Auto Trapping. This modifies the size of objects so that two colors printed next to each other overlap slightly to avoid white spaces.
	Pure Black and Gray	Select whether or not to print the black and gray scale contents in a document using black toner.
	Resolution	Sets the resolution.
	Red Seal Color Mode	Select to enhance color reproducibility for red seals (orient signature).
	Color Balance	Adjusts the density of each color for printing. You can set from -4 to 4.
	Image Attribute	Sets the sharpness, brightness, contrast, saturation, and background adjustment.
Color Settings (Advanced Color Settings)	RGB	Select the RGB source profile.
	CMYK	Select the CMYK source profile.
	Apply to Device Color only	Select this to prioritize color profiles embedded in the image.
	Destination Profile	Select the destination profile.
	Rendering Intent	Select an image processing method for color space conversion.
	Revert to defaults	Returns Advanced Color Settings to their defaults.
	Use these settings	Saves the Advanced Color Settings and returns you to the Color Settings 1 menu.

Menu Name	Setting Item	Description
Quality	Resolution	Sets the resolution.
	Halftone	Sets how to print halftones.
	Toner Save	Prints in the toner save mode.
	Smoothing	Select to print texts and graphics smoothly.
Cover Pages	Use Front Cover	Sets front cover printing.
	Use Back Cover	Sets back cover printing.
Booklet	Enable booklet mode	Select this to create booklets such as books or magazines.
	Center margin (0 to 36 points)	Select the width of the margin added to the center. (1 point = 0.353 mm)
	Outer margin (0 to 36 points)	Select the width of the margin added to the short edge of a sheet. (1 point = 0.353 mm)
	From Left to Right	Select this to create a booklet that can be read from left to right.
	From Right to Left	Select this to create a booklet that can be read from right to left.
Store to e-Filing	Store this document to e-Filing	Stores a print job in e-Filing.
	Print the document	Prints the job as well as saving it to a box.
	Destination	Select where to store the print job. Select either the public box or a user box.
Watermark	Text	Select the watermark.
	Font	Select the font.
	Size	Enter the font size.
	Angle	Enter the rotation degree of the angle.
	Color	Select the color.
	Print over the document	Prints the watermark above everything.
	Print under the document	Prints the watermark under everything.
	Position	Adjust the position by moving the scroll bars.
Scheduler [*1]	Print Document	Sets when a print job will be sent to the equipment.
	Priority	Select the priority of a print job.

*1   This item is displayed on Mac OS X 10.6 only.
*2   This item is displayed on Mac OS X 10.6.x to 10.9.x only.
*3   This item is displayed when the e-STUDIO5008LP Series is used.

4

OTHER PRINTING METHODS

Printing From UNIX/Linux

This section describes how to print from a UNIX/Linux workstation.

Note

- When the User Management setting is enabled, a print job sent from UNIX/Linux workstations is processed as an invalid job according to the User Authentication Enforcement setting. For more information about the User Authentication Enforcement setting, refer to the **TopAccess Guide**.
- Before attempting to print from a UNIX/Linux workstation, make sure all the UNIX/Linux Filters are installed in your workstation. See "Chapter 5: INSTALLING PRINTER DRIVERS FOR UNIX/Linux" in the **Software Installation Guide** for details on setting up a UNIX/Linux filter.

Tip

For instructions on how to install or set CUPS, refer to the **Software Installation Guide**.

■ Considerations and limitations

- This equipment acts only as a filter and not as a complete driver. The size and order of the printed pages cannot be modified.
- The UNIX/Linux filters do not support the following engine-supplied features:
  - Enlarge/Reduce printing
  - Rotate Sort
  - N-up printing
  - Watermarks
  - Cover Sheets
  - Sheet Insertion
  - Scheduled Print
  - Print to Overlay File
  - Store to e-Filing
  - Use Overlay Image
- Linux uses the lptap command to send a file to this equipment.
  Since lp is not supported in all versions of Linux, the lptap command should be used instead.
- AIX supports printing using the qdaemon. This can be invoked by the user with the commands lp, lpr or qprt. In order to use the filter, either lp or qprt should be used.

■ Printing using lp command

Use the lp command (lptap in Linux) to send a file to this equipment for printing. This command specifies various printer-specific options using the -o option parameter on the command line. The lp command also sets other print options using various other parameters. Use the "man net_estcolor" command to display the online document that describes the various options and parameters that can be set to configure printed output.
All the options are sent to this equipment at the start of a print job so, if the print file contains its own commands, they may override the lp options.

■ Generic "lp" and "lptap" options

❑ How to print files

Enter the following "lp" command to print files with the specified printer:
lp -d <queuename> <filename>

❑ Copies

The number of copies of a print job is specified using the "-n <value>" parameter with the "lp" command. The default value is determined by the "lp" command and it is always 1. The copies are always collated.

❑ Title

The title that is printed on the banner page can be specified using the "-t <title>" parameter with the "lp" command. The default value is determined by the "lp" command and it is often the name of the print file. If multiple files are printed using the same "lp" command the default title is set to the name of the first file by the "lp" command.

■ General options

The options below are applied to all print jobs that this equipment handles.

Note

- Option commands differ from model to model depending on the options and paper sizes available.
- Option commands are case sensitive and must be entered exactly as shown.
- Some printing functions may be disabled depending on the combinations of option commands because priority is given to the specifications of this equipment over option commands.

❑ Print Language

The "net_estcolor" program needs to know what printer language is used in each of the files that it is printing so that it can issue the correct commands to select various options. The following options are valid for the print languages.

Option Value	Alternate Value	Description
auto		Each file to be printed is examined to see if it starts with the "%!" sequence. If it does, then it is assumed that it is a PostScript file, otherwise it assumes that it is a plain text or a PCL6 file.
pcl		The print file is always treated as a plain text or a PCL6 file.
postscript	ps	The file is always treated as a PostScript file.
raw		The file is treated as a fully formatted file that already contains all the necessary commands. The file is sent to the printer without any modifications. In this mode no other options are valid and a banner page is not printed.

All PCL5e jobs automatically send the "<esc>&k2G" command to convert the line-feed character into a carriage-return - line-feed sequence. If the PCL5e job contains some of its own escape sequences it may override this setting.
The default print language is "auto".
Example: The command to specify that a file is PostScript is "lp -o ps *<filename>*".

❑ Stapling

This sets whether a print job is printed with staples. When the optional Finisher is installed it can be activated using the following option.

Option Value	Alternate Value	Description
staple=0		Stapling is turned off.
staple=1		Staple in the top left corner of a portrait page and the upper right corner of a landscape page.
staple=2		Put two staples on the left side of a portrait page or the top side of a landscape page printed on long-edge-feed paper. This command has no effect when the paper is fed from the short-edge side.
staple=3		Staple in the bottom left corner of a portrait page and the upper left corner of a landscape page.
staple=4		Staple in the top right corner of a portrait page and the bottom right corner of a landscape page.
staple=5		Put 2 staples on the right side of a portrait page or the bottom side of a landscape page printed on long-edge-feed paper. This command has no effect when the paper is fed from the short-edge side.
staple=6		Staple in the bottom right corner of a portrait page and the lower left corner of a landscape page.
staple=7		Put 2 staples on the top side of a portrait page or the right side of a landscape page printed on short-edge-feed large format (A3/Ledger) paper. This command has no effect when the paper is fed from the long-edge side or small paper size.
staple=8		Put 2 staples on the bottom side of a portrait page or the left side of a landscape page printed on short-edge-feed large format (A3/Ledger) paper. This command has no effect when the paper is fed from the long-edge side or small paper size.
staple=9		Put 2 staples in the middle of a landscape page and fold the paper in half vertically along the staple line (saddle stitching). This command works in conjunction with booklet printing. This command has no effect when the paper is fed from the long-edge side.

If this option is not specified, the printer's default value will be used.
Example: The command to staple in the upper left corner of a long edge feed portrait page is "lp -o staple=1 *<filename>*".
The value for the stapling position depends on the paper size, the paper feed direction, and the print direction. This function is not available for all paper sizes and the users should refer to the **Paper Preparation Guide** for a list of compatible paper sizes. In particular, A5, A6 and statement paper sizes will not work with this function.

Note

Select [Tray 2] for stapling with the Finisher or the Saddle Stitch Finisher.

❑ Folding

This sets whether the Folding feature is enabled or not using the following options:

Option Value	Alternate Value	Description
folding=off	OFF	Folding is disabled.
folding=on	ON	Folding is enabled.

If the Saddle Stitch Finisher is not installed or it is not specified, the default value of "folding=off" is used.
Example: The command to enable the Folding feature is "lp -o folding=on *<filename>*".

Note

The "Folding" option is available only when the Saddle Stitch Finisher is installed.

❑ Output Bin

The output bin can be specified using the following options.

Option Value	Alternate Value	Description
inner		Select the exit tray.
bin1		Select the upper output tray of the Finisher.
bin2		Select the lower output tray of the Finisher.

If the Finisher is not installed in the equipment, the default output tray will be used (inner). If the Finisher is installed in the equipment, the default output tray will be used (bin2).
Example: The command to specify output bin 1 is "lp -o bin1 *<filename>*".

❑ Hole Punching

This sets whether a print job is printed with hole punches. When the hole punch option is installed it can be activated using the following option.

Option Value	Alternate Value	Description
punch=0	nopunch	Hole punching is turned off.
punch=1		Hole punch on long edge without rotation.
punch=2		Hole punch on short edge without rotation.
punch=3		Hole punch on long edge with 180 degree rotation.
punch=4		Hole punch on short edge with 180 degree rotation.

If this option is not specified, the default value of "nopunch" will be used.
This function is not available for all paper sizes and the users should refer to the *Copying* for a list of compatible paper sizes. In particular, A5, A6 and statement paper sizes will not work with this function.
Example: The command to hole punch the long edge feed portrait page is "lp -o punch=1 *<filename>*".

❑ Media Type

The paper source can also be selected using the media type using the following option.

Option Value	Alternate Value	Description
mtype=Plain		A paper source that contains Plain paper is requested.
mtype= Transparency		A paper source that contains transparency slides is requested.
mtype=Thick1		A paper source that contains Thick1 paper is requested.
mtype=Thick2		A paper source that contains Thick2 paper is requested.
mtype=Thick3		A paper source that contains Thick3 paper is requested.

In PostScript Deferred Media Selection is always turned on so the paper size has priority over the media type and the paper source.
In PCL5e the paper size always has priority over the media type and the paper source.
If this option is not specified, the default value will be used.
Example: The command to specify Thick1 media type is "lp -o mtype=Thick1 *<filename>*".

❑ Paper Source

The paper source can be selected using the following options.

Option Value	Alternate Value	Description
auto-source		Select auto paper tray selection.
manual		Select Bypass Tray.
drawer1	upper cas1	Select the 1st drawer.
drawer2	lower cas2	Select the 2nd drawer.
drawer3	pedupper cas3	Select the 3rd drawer.
drawer4	pedlower cas4	Select the 4th drawer.
LCF	lcf	Select the Large Capacity Feeder. The Large Capacity Feeder is not available for some countries or regions.
external		Select the External Large Capacity Feeder.

In PostScript Deferred Media Selection is always turned on so the paper size has priority over the paper source. In PCL5e the paper size always has priority over the paper source.
If this option is not specified the command will not be sent so the printer's default value will be used.
Example: The command to specify the Large Capacity Feeder paper source is "lp - o lcf *<filename>*".

Note

This function is available only when the paper source selectable in this equipment is specified.

❑ Duplexing

The current duplex mode can be specified using the following options.

Option Value	Alternate Value	Description
simplex		Turn duplexing off.
duplex	lduplex duplex_long duplex=long hduplex	Turn duplexing on with long edge binding.
sduplex	duplex_short duplex=short vduplex	Turn duplexing on with short edge binding.

If this option is not specified, the default value "simplex" will be used.
It is not necessary to specify duplexing for Booklet Mode (sduplex). Setting duplexing separately can override the booklet mode setting for duplexing.
Example: The command to specify long edge duplexing is "lp -o duplex *<filename>*".

❑ Paper Size

The current paper size can be specified using the following options.

Option Value	Alternate Value	Description
letter	lt LT	Select Letter size paper.
A4	a4	Select A4 size paper.
legal	lg LG	Select Legal size paper.
statement	st ST	Select Statement size paper.
ledger	ld LD	Select Ledger size paper.
ledgerwide	ldwide LDWIDE	Select Ledger wide size paper.
folio	folio-japan	Select Folio size paper.
A3	a3	Select A3 size paper.
A3WIDE	a3wide	Select A3-Wide size paper.
A5	a5	Select A5 size paper.
A6	a6	Select A6 size paper.
B4	b4 b4-jis B4-JIS	Select JIS B4 size paper.
B5	b5 b5-jis B5-JIS	Select JIS B5 size paper.
computer	co CO	Select Computer size paper.
legal13	lg13 LG13	Select LG13inch size paper.
sq85	letter-square	Select SQ8.5inch size paper.
8K	8k	Select 8K size paper.
16K	16k	Select 16K size paper.
13.5" Legal	lg13.5 lg135 LG135	Select LG13.5inch size paper.
Executive	exec EXEC executive EXECUTIVE	Select Executive size paper.
IndexCard		Select IndexCard size paper.

If this option is not specified, the printer's default value will be used.
Example: The command to specify the A4 paper size is "lp -o a4 <filename>".

❏ Printing Modes

The printing mode can be selected using the following options.

Option Value	Alternate Value	Description
normal		Process as a normal print job.
hold		Process as a hold print job.
proof		Process as a proof print job.
private=din		Process as a private print job. The din is up to a 63-digit (between 1 to 63) password.

If this option is not specified, the printer's default value will be used.
A private printing job requires the user to enter a maximum number of 63 character long string.
Character lengths longer than 63 will be clipped to 63.
The following characters are invalid, but no type checking is carried out.
" & ' ( ) ; < > ^ ` | ~ @ # % * !

❏ Department Code

The department code can be set using the following option.

Option Value	Alternate Value	Description
dept=code		Set the department code. A department code within 63 characters comes in [code].

A department code is specified within 63 characters. If the entered department code is longer than 63 characters, it is clipped to 63 characters when a job is sent. The following characters are invalid for department codes: " & ' ( ) ; < > ^ ` | ~ @ # % * !

> Tip

- How the equipment performs printing for an invalid department code print job, for which an invalid department code is specified, varies depending on the Invalid Department Code Print Job setting that can be set in the TopAccess Administrator mode and whether SNMP communication is enabled or not.
  - When SNMP communication is enabled and Invalid Department Code Print Job is set to [Store to invalid job list], an error message will be displayed when an invalid department code is entered.
  - When SNMP communication is disabled and Invalid Department Code Print Job is set to [Store to invalid job list], the invalid department code print job will be stored in the invalid department code print job list without printing.
  - When the Invalid Department Code Print Job is set to [Print], the invalid department code print job will be printed.
  - When the Invalid Department Code Print Job is set to [Delete], the invalid department code print job will be deleted.
- For the appropriate department code, ask your system administrator.

❏ Smoothing

This sets whether to print text and graphics smoothly. This mode can be set using the following option.

Option Value	Alternate Value	Description
smoothing=on	ON	Set the smoothing mode.
smoothing=off	OFF	Cancel the smoothing mode.

Example: The command to set the smoothing mode is "lp -o smoothing=on *<filename>*".

> **Note**

- This option is available only when your equipment is a multifunctional digital system (Black and White MFP).
- When [Resolution] is set to [1200 dpi] on some models, [Smoothing] cannot be set.

❏ Distinguish Thin Lines

This sets whether to distinguish thin lines or not. This mode can be set using the following option.

Option Value	Alternate Value	Description
thinlinelimit=on	ON	Set the thin line limit mode.
thinlinelimit=off	OFF	Cancel the thin line limit mode.

Example: The command to set the thin line limit mode is "lp -o thinlinelimit=on *<filename>*".

❏ Do Not Print Blank Pages

This sets whether or not a blank page is printed. This mode can be selected using the following option.

Option Value	Alternate Value	Description
blankpage=0		Set the blank page mode (disable Do not Print Blank Pages).
blankpage=1		Cancel the blank page mode (enable Do not Print Blank Pages).

Example: The command to set the blank page mode is "lp -o blankpage=0 *<filename>*".

❏ Toner Save

The toner save mode can be set using the following option.

Option Value	Alternate Value	Description
tonersave=on	ON	Set the toner save mode.
tonersave=off	OFF	Cancel the toner save mode.

Example: The command to set the toner save mode is "lp -o tonersave=on *<filename>*".

❑ Booklet Modes

The booklet mode can be selected using the following options.

> **Note**
>
> The booklet mode applies only for the PostScript data. Performing the booklet printing using the PCL data is invalid.

Option Value	Alternate Value	Description
booklet=letter	lt LT	Select Letter size paper for the booklet printing mode.
booklet=A4	a4	Select A4 size paper for the booklet printing mode.
booklet=legal	lg LG	Select Legal size paper for the booklet printing mode.
booklet=statement	st ST	Select Statement size paper for the booklet printing mode.
booklet=ledger	ld LD	Select Ledger size paper for the booklet printing mode.
booklet=folio	folio-japan	Select Folio size paper for the booklet printing mode.
booklet=A3	a3	Select A3 size paper for the booklet printing mode.
booklet=A5	a5	Select A5 size paper for the booklet printing mode.
booklet=B4	b4 B4-JIS b4-jis	Select JIS B4 size paper for the booklet printing mode.
booklet=B5	b5 B5-JIS b5-jis	Select JIS B5 size paper for the booklet printing mode.
booklet=computer	co CO	Select Computer size paper for the booklet printing mode.
booklet=legal13	lg13 LG13	Select Legal-13 size paper for the booklet printing mode.
booklet=SQ85	sq85 letter-square	Select 8.5 inch square size paper for the booklet printing mode.
booklet=8K	8k	Select 8K size paper for the booklet printing mode.
booklet=16K	16k	Select 16K size paper for the booklet printing mode.

In a job, if this value is LT, and in PDL too the data are for LT paper size, this will result in a scaled booklet on Letter paper. In a job, if this value is A4, and in PDL the data are for A5 paper size, this will result in a tiled booklet on A4 paper.
When the Booklet Mode options is selected, the paper size is automatically set to the same size as for Booklet Mode. This function is only available for A4 and Letter paper sizes.
If the booklet mode is selected, then duplexing is also selected automatically (sduplex). Setting duplexing separately can override the booklet mode setting for duplexing.
Example: The command to select Letter size paper for the booklet printing mode is "lp –o booklet=letter *<filename>*".
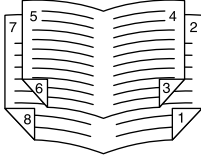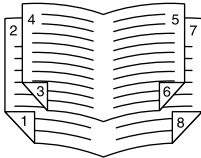
❑ Page Layout

The booklet mode page layout can be selected using the following options.

Option Value	Alternate Value	Description
left2right=off	OFF	Select right to left page layout for the booklet printing mode. This value decides the layout of the pages in the booklet. If this value is OFF then the layout of pages is Right to Left as shown in the figure below.
left2right=on	ON	Select left to right page layout for the booklet printing mode. This is the default setting. If the value is ON then the layout of the pages is from Left to Right as shown in the figure below.

If left2right=off then long edge binding is selected, otherwise if left2right=on then short edge binding is used.
Example: The command to select left to right page layout for the booklet printing mode is "lp -o left2right=on *<filename>*".

❑ Center Margin

The booklet mode center margin can be selected using the following options.

Option Value	Alternate Value	Description
centermargin =value		Select the center margin value for the booklet printing mode. This value specifies in pixels the Center Margin or the "Gutter". This is in addition to the center margin already specified by the application. The valid range for value is 0 - 300. Default is 0.

Example: The command to select the center margin value for the booklet printing mode is "lp -o centermargin=value *<filename>*".

❑ Outer Margin

The booklet mode outer margin can be selected using the following options.

Option Value	Alternate Value	Description
outermargin =value		Select the outer margin value for the booklet printing mode. This value specifies in pixels the Outer Margin or the "Creep" per page, which should take place while printing a booklet. The valid range for value is 0 - 600. Default is 0.

Example: The command to select the outer margin value for the booklet printing mode is "lp -o outermargin=value *<filename>*".

❑ Collate

The collate option can be selected using the following options.

Option Value	Alternate Value	Description
collate=off	OFF	Cancel the collate printing mode.
collate=on	ON	Set the collate printing mode.

f this option is not specified, the default value of "collate=on" will be used.
Example: The command to select collate off is "lp -o collate=off *<filename>*".

❑ Orientation

The following orientation options are available.

Option Value	Alternate Value	Description
portrait		Print the document in portrait orientation.
landscape		Print the document in landscape orientation.

If this option is not specified the command will not be sent so the printer's default value will be used.
Example: The command to specify landscape orientation is "lp -o landscape *<filename>*".

❑ Font Pitch

If the pitch is specified the net_estcolor program will always select the Courier font; otherwise the default font is used. The following options are used to select the font pitch.

Option Value	Alternate Value	Description
c	pitch=16.67	Set the character pitch to 16.67 characters per inch.
10	pitch=10	Set the character pitch to 10 characters per inch.
12	pitch=12	Set the character pitch to 12 characters per inch.
pitch=value		Set the character pitch to value characters per inch.

In all the cases shown above the Courier font will also be selected. When the pitch is changed, the font size will automatically be scaled to the appropriate size.
If this option is not specified, the default pitch and font will be used.
Example: The command to specify 8 characters per inch is "lp -o pitch=8 *<filename>*".

❑ Page Length

The number of lines to print on a page can be specified with the following option.

Option Value	Alternate Value	Description
pl=value		Set the lines per page to value.

As this equipment is a page printer we cannot change the physical length of a piece of paper so the actual effect of this command is to after the value for lines per inch so that the requested number of lines is printed on the page. The actual page length may differ from this value if the top margin or the text length option is used.
If this option is not specified the PJL command will not be sent so the printer's default value will be used. The minimum page length allowable is 5. If value is less than 5, the page length is set to 5.
The command to specify 66 lines per page is "lp -o pl=66 *<filename>*".

❑ Color Mode

This sets whether a print job is printed in color, mono, or twin color. The color mode for printing mode can be selected using the following options.

Option Value	Alternate Value	Description
colormode= COLOR	color	Set color mode printing for the print mode.
colormode= GRAYSCALE	grayscale	Set grayscale mode printing for the print mode.
colormode= AUTO	auto	Set auto color mode printing for the print mode.
colormode= 2KR	2kr	Set twin color mode (Black and Red) printing for the print mode.
colormode= 2KG	2kg	Set twin color mode (Black and Green) printing for the print mode.
colormode= 2KB	2kb	Set twin color mode (Black and Blue) printing for the print mode.
colormode= 2KC	2kc	Set twin color mode (Black and Cyan) printing for the print mode.
colormode= 2KM	2km	Set twin color mode (Black and Magenta) printing for the print mode.
colormode= 2KY	2ky	Set twin color mode (Black and Yellow) printing for the print mode.
colormode= 2KW	2kw	Set twin color mode (Black and White) printing for the print mode.
colormode= EB	eb	Set erasable blue toner mode* printing for the print mode when the e-STUDIO5008LP Series is used.

Example: The command to set the color mode for the print job is "lp -o colormode=COLOR *<filename>*"

*   This item is available when the e-STUDIO5008LP Series is used.

Note

This function is enabled only when your equipment is a multifunctional digital color system (color MFP).

❑ Pure Black and Pure Gray

This sets whether printing the black and gray scale contents in a document using the black toner. This mode can be selected using the following options.

Option Value	Alternate Value	Description
pureblackgray=0		Disable the black toner printing of the black and gray scale contents.
pureblackgray=1		Enable the black toner printing of the black contents.
pureblackgray=2		Enable the black toner printing of the black and gray scale contents.

Example: The command to set the pure black and pure gray mode for the print job is "lp -o pureblackgray=1 *<filename>*"

Note

This function is enabled only when your equipment is a multifunctional digital color system (color MFP).

❑ Image Quality Type

The Image Quality Type can be selected using the following options.

Option Value	Alternate Value	Description
iqnormal		Set the proper image quality for printing a general color document.
iqphoto		Set the proper image quality for printing photos.
iqpresen		Set the proper image quality for printing a vivid document.
iqlineart		Set the proper image quality for printing a document containing a lot of characters or line art.

Example: The command to set the normal quality type for the print job is "lp -o iqnormal *<filename>*"

> Note

This function is enabled only when your equipment is a multifunctional digital color system (color MFP).

❑ Halftone

This sets the appropriate processing on halftone images. The halftone can be selected using the following options.

Option Value	Alternate Value	Description
halftone=AUTO		Set the proper halftone depending on the contents in the document automatically.
halftone=DETAIL		Set the halftone in detail.
halftone= SMOOTH		Set the halftone smoothly.

Example: The command to set the auto halftone for the print job is "lp -o halftone=AUTO *<filename>*"

❑ Black Overprint

This sets whether to print background content that has black text overlaid on it. If this is enabled, the gap between the text and the background is minimized and color deviation is prevented. This mode can be selected using the following options.

Option Value	Alternate Value	Description
blackoverprint=0		Disable the black over print mode.
blackoverprint=1		Enable the black over print mode.

Example: The command to set the black overprint mode for the print job is "lp -o blackoverprint=1 *<filename>*"

> Note

This function is enabled only when your equipment is a multifunctional digital color system (color MFP).

❑ Color Balance

The Color Balance can be selected using the following options.

Option Value	Alternate Value	Description
CBC=value		Specify the color density of cyan toner. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4
CBM=value		Specify the color density of magenta toner. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4
CBY=value		Specify the color density of yellow toner. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4
CBK=value		Specify the color density of black toner. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4

Example: The command to set "1" to the color balance for black toner for the print job is "lp -o CBK=1 *<filename>*"

Note

This function is enabled only when your equipment is a multifunctional digital color system (color MFP).

❑ Image Attributes

The Image Attributes can be selected using the following options.

Option Value	Alternate Value	Description
brightness=value		Specify the brightness. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4
contrast=value		Specify the contrast. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4
saturation=value		Specify the saturation. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4
sharpness=value		Specify the sharpness. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4
backgroundadjustment=value		Specify the background adjustment. You can specify the following values: -4, -3, -2, -1, 0, 1, 2, 3, 4

Example: The command to set "1" to the brightness for the print job is "lp -o brightness=1 *<filename>*"

Note

This function is enabled only when your equipment is a multifunctional digital color system (color MFP).

■ PCL5e specific options

Some of the options only apply to plain text or PCL5e files.

❑ Text Wrapping

The following options control text wrapping when it reaches the right margin.

Option Value	Alternate Value	Description
wrap		Enable automatic text wrapping.
nowrap		Disable automatic text wrapping.

If this option is not specified, the command will not be sent so the printer's default value will be used.
Example: The command to specify wrapping is "lp -o wrap <*filename*>".

❑ Left Margin

The left margin position can be specified with the following option.

Option Value	Alternate Value	Description
lm=value		Set the left margin to value columns.

If the left margin is set to the right of the right margin it will be ignored.
If this option is not specified, the command will not be sent so the printer's default value will be used.
Example: The command to set the left margin to five columns is "lp -o lm=5 <*filename*>".

❑ Right Margin

The right margin position can be specified with the following option.

Option Value	Alternate Value	Description
rm=value		Set the right margin to value columns.

If the right margin is set to the left of the left margin, or if it is set to a position wider than the logical page, it will be ignored. The right margin is specified in columns from the left margin. A negative value will be ignored.
If this option is not specified, the command will not be sent so the printer's default value will be used.
Example: The command to set the right margin to fifty columns is "lp -o rm=50 <*filename*>".

❑ Top Margin

The top margin position can be specified with the following option.

Option Value	Alternate Value	Description
tm=value		Set the top margin to value lines.

If the top margin is set too high or too low, part of the text may not appear due to the printer's unprintable region. The top margin will be ignored if it is set to a value greater than the printer's logical page length. Setting this value may affect the number of lines specified using the page length option.
If this option is not specified, the command will not be sent so the printer's default value will be used.
Example: The command to set the top margin to ten lines is "lp -o tm=10 <*filename*>".

❑ Text Length

The text length can be specified using the following options.

Option Value	Alternate Value	Description
tl=value		Set the length to value lines.

If the text length is set too high, part of the text may not appear due to the printer's unprintable area. The text length will be ignored if it is set to a value greater than the printer's logical page length minus the top margin. The text length is specified in rows from the top margin. Setting this value may affect the number of lines specified using the page length option.
If this option is not specified, the command will not be sent so the printer's default value will be used.
Example: The command to set the text length to 40 lines is "lp -o tl=40 *<filename>*".

❑ Banner Page

A banner page is automatically generated for each file in each job. The banner page is always sent as a PCL5e job, including the following items.

- Name of the user who performed printing
- Job ID number and workstation name from which the job was sent
- Job title (This can be specified using the "-t" option. The same title controlled by the "lp" command is normally applied to each job.)
- Option specified when printing was performed
- Number of printed sheets
- Name of the printer and its IP address
- Date and time

Only one copy of the banner page is printed for each file, even if a number of copies of the job are requested. The banner page is sent to the equipment as a separate sub-job so that it is never stapled to the document.
The banner page is printed with the following settings.

- Copies = 1.
- Stapling off.
- Hole punching off.
- Orientation = portrait.
- Duplex off.
- Paper size as requested by the "-o" parameter or the printer's default value.
- The paper source and the media type for the banner page can be set to different values than the job's paper source and media type.
- Auto paper source selection or the requested banner page source or media type.
- Output bin as requested by the "-o" parameter or the printer default value.
- 6 lines per inch
- Auto-wrap on.
- Automatic carriage-return when a line-feed is sent.

Note

- The banner page is designed to fit the paper bigger than Statement / A5.
  The banner page uses the default paper size if paper is set to:
  - Statement
  - A5
  - A6
  - B5
  - J Post Card
  - J Double Post Card
- The default is that the banner page is printed before the job so that it is in the correct stacking order.
- When the language is set to "raw" the banner is always disabled.
- The paper source and the media type for the banner page can be set to values different than the job's paper source and media type. If a banner paper source is not specified then the auto source command is sent. If a banner media type is not specified, then no banner media type command is sent, so the printer's default value will be used.
- If the file being printed specifies the paper destination or the paper size internally, the banner page may printed to the wrong output or on an incorrect paper size.
- Hole punching cannot be applied to banner pages.

Banner Options

The banner page can be printed using the following options.

Option Value	Alternate Value	Description
banner=last		Print the banner page after the job so that it will be physically on top of the job in the output tray.
banner=first	banner	Print the banner page before the job so that it will be physically under the job in the output tray.
nobanner	nb	Do not print a banner. The ability to specify the "nobanner" option can be disabled by the system administrator to force all jobs to print with a banner.

The default value for this option is that the banner page is printed first.
Example: The command to printing the banner page after the job is "lp -o banner=last *<filename>*".

Banner Paper Source

The banner paper source can be specified using the following option.

Option Value	Alternate Value	Description
bauto-source		Select the auto paper tray selection.
bdrawer1	bupper bcas1	Select the 1st drawer.
bdrawer2	blower bcas2	Select the 2nd drawer.
bdrawer3	bpedupper bcas3	Select the 3rd drawer.
bdrawer4	bpedlower bcas4	Select the 4th drawer.
blcf	BLCF	Select the Large Capacity Feeder. The Large Capacity Feeder is not available for some countries or regions.

If the banner paper source is not specified the PCL5e auto paper source command "<esc>&l7H" will be sent. The banner page source cannot be set to manual feed. The paper size always has priority over the paper source.
Example: The command to specify that the banner page paper source is the Large Capacity Feeder is "lp -o blcf *<filename>*".

Banner Media Type

The banner page paper source can also be selected using the media type using the following option.

Option Value	Alternate Value	Description
bmtype=Plain		A paper source that contains Plain paper is requested.
bmtype=Transparency		A paper source that contains transparency slides is requested.
bmtype=Thick1		A paper source that contains Thick1 paper is requested.
bmtype=Thick2		A paper source that contains Thick2 paper is requested.
bmtype=Thick3		A paper source that contains Thick3 paper is requested.

The paper size always has priority over the media type and the paper source.

If this option is not specified, the command will not be sent so the printer's default value will be used to print the banner page.

The command to specify that the banner page should be printed on a media type is "lp -o bmtype=Plain1 *<filename>*".

USB Direct Printing

■ Printing Files from USB Media

USB Direct Printing refers to the printing of files saved in a USB storage device that is connected to the USB port on the equipment. With this feature, you can print PDF, encrypted PDF (file extension: ".pdf"), XPS (file extension: ".xps"), JPEG (file extension: ".jpg" or ".jpeg"), PRN (file extension: ".prn"), and PS (file extension: ".ps") files.

Note

Do not disconnect the USB storage device when "USB DEVICE in use Do not remove USB DEVICE" is displayed on the screen. Removing the device while the message is displayed could destroy the data in the device or cause a malfunction of the equipment.

1   Press [Print] on the Home screen on the touch panel.

2   Connect your USB storage device to the USB port on the equipment.
In a few seconds, "Found USB Device" appears at the lower left of the screen.

Tip

Refer to the *Quick Start Guide* for the position of the USB port.

3   Select [USB].
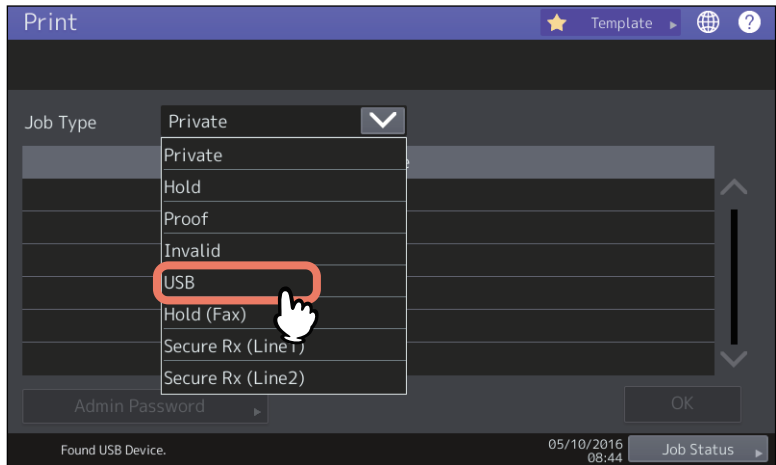
4   In the list of files, select the file that you want to print. Select the files you want to print from the list.
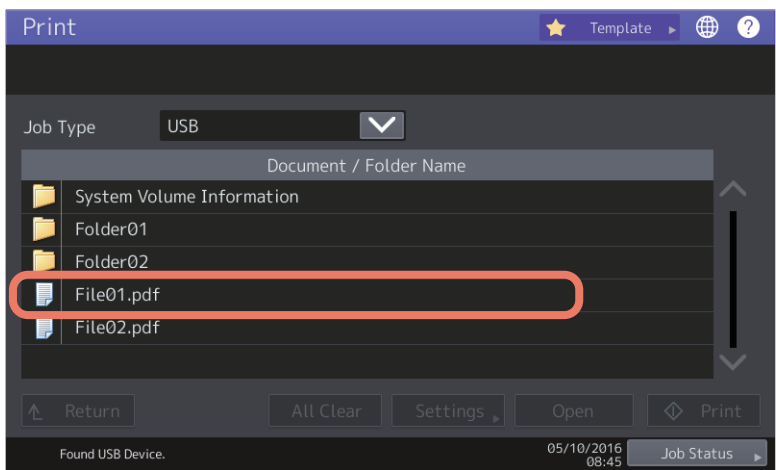
- Select the folder and press [Open] to select a file in a folder.

- Enter the password and press [OK] if a password is set on the selected file.

- If the selected encrypted PDF file was created on Adobe Acrobat 6.0 or later, enter the document open password or permissions password.
- To print an encrypted PDF file for which "Low Resolution (150 dpi)" is set on Adobe Acrobat, you must enter the permissions password that was set for the file when it was created.

Proceed to Step 6 if you want to change print settings. Press [Print] to print without changing the settings.

5 **Press [Settings] and then select the setting items as required.**

For multifunction digital color system (Color MFP)
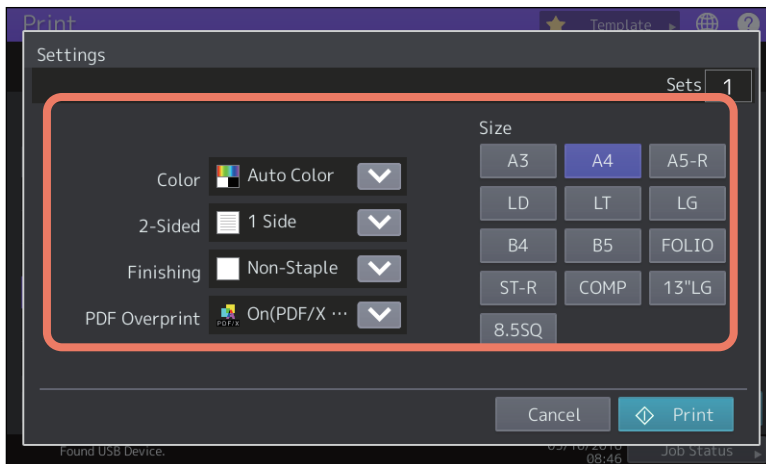
For the e-STUDIO5008LP Series
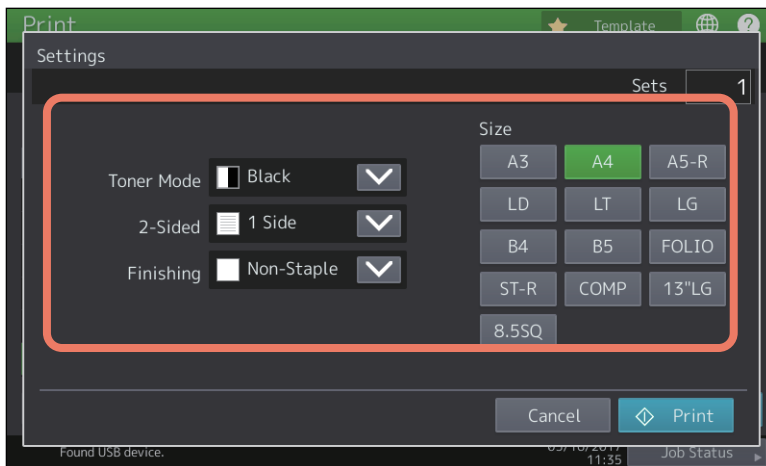
- **Color**
  Set the color mode.

- **Toner Mode**
  Set whether a print job is printed with the black toner or erasable blue toner.

- **2-Sided**
  Set 2-Sided Printing.
  1 Side — Select this to print only one side.
  Book — Select this to print on both sides by setting a vertical binding margin. Pages are turned over from right to left.
  Tablet — Select this to print on both sides by setting a horizontal binding margin. Pages are turned over from bottom to top.

- **Finishing**
  Set the position of stapling.
  Non-Staple — Select this not to staple.
  Upper Left — Select this to staple at the upper left corner.
  Upper Right — Select this to staple at the upper right corner.

- **PDF Overprint**
  If a PDF file contains an overprint, this is also overprinted on a print job when this option is enabled.
  Off — Select this not to overprint the job.
  On — Select this to enable overprint the job.
  On (PDF/X Only) — Select this to enable overprint the job only when the original PDF file is complied with PDF/X specifications.

- **Size**
  Set the paper size.

  Note

  - The paper size can be set only when you print a JPEG file. (If you print more than one JPEG file continuously, the paper size you set for the first file in this step is applied to the second and the following.)
  - The PDF Overprint setting is applied only to objects overprinted in the original PDF file. If you want to preview the effect of overprint in the PDF file, you can do it with the Overprint Preview mode of Adobe Reader by switching the preview screen.

  Tip

  - To print a PDF file, you can set [Finishing], [2-Sided] and [PDF Overprint].
  - [Color] and [PDF Overprint] are displayed only in color models.

6 **Press [Print].**
The printouts are directed to the receiving tray.

■ Notes on printing

- USB Direct Printing requires the USB Direct Print setting to be enabled on TopAccess. For details, refer to the *TopAccess Guide*.
- You cannot specify which page(s) of the selected file to print. All pages are to be printed.
- USB Direct Printing supports the printing of PDF files whose versions are from 1.3 to 1.7.
- With this feature, the equipment can print encrypted PDF files whose encryption level is either "40-bit RC4" or "128-bit RC4."
- The feature does not support encrypted PDF files whose encryption level is [128bit AES], and some files of other encryption levels may not be printable as well. In these cases, print these files from a client computer.
- PDF files are printed with the sizes defined in the Page Size in each one. If the size defined in the PDF file is not supported in the equipment, it is printed as a custom paper size. (If the defined size is outside the supported range, the width and the height are automatically converted into one within the range.) When you want to print PDF files with paper placed in a drawer, select it on the touch panel. If the paper size placed in the drawer is smaller than the one defined in the PDF file, a part of images may not be printed.
- For printing the PRN files, the page description languages supported by USB Direct Printing are PostScript 3, PCL5e, PCL5c, PCL6 and XPS. In the case of a PRN file, the setting of this equipment may take a priority. Check the setting condition in the printing setting screen before carrying out printing.
- Do not turn on the equipment when a USB storage device is connected to the port.
- The USB storage device should meet the following requirements:
  - FAT16 and FAT32 formats
  - Single-partition (USB media with multiple partitions are not supported.)
  However, some of the devices may not be used in this equipment, even though these requirements have been met.

FTP Printing

FTP printing is available when the FTP print service is enabled in this equipment.
You can print a document by sending the print file to this equipment using the FTP. This equipment can accept the following files for printing:

- PCL file
- PS (PostScript) file
- Text file

Note

When the User Management setting is enabled, a print job sent in FTP printing is processed as an invalid job according to the User Authentication Enforcement setting. For more information about the User Authentication Enforcement setting, refer to the **TopAccess Guide**.

Tip

- In Windows, you can create the PCL file and PS file using the printer driver. To create the PCL file or PS file, change the printer port of the printer driver to "FILE:" port and print a document using the printer driver. For more information about printing to a file, refer to your OS's manual.
- In Mac OS, you can create the PS file using the printer driver. To create the PS file, select "File" at the [Destination] box in the Print dialog box to print. For more information about printing to a file, refer to your OS's manual.

Printing a file using the FTP command
The procedure below describes the example of printing using the FTP command with the Command Prompt.

1 Launch the Command Prompt.

2 Change the current directory to that in which the print file is located.

3 Type following command and press the [Enter] key:
ftp <IP Address>
In the <IP Address> section, enter the IP address of this equipment.

4 If it prompts you to enter the user name, enter the FTP Print User Name and press the [Enter] key.

Note

It prompts you to enter the user name if the FTP Print User Name is assigned by an administrator. Ask your administrator for the FTP Print User Name.

5 If it prompts you to enter the password, enter the FTP Print Password and press the [Enter] key.

Note

- It prompts you to enter the password if the FTP Print User Name is assigned by an administrator. Ask your administrator for the FTP Print Password.
- If the FTP Print User Name has been assigned but the FTP Print Password is blank, do not enter when it prompts you to enter the password and press the [Enter] key.

6 Type the following command and press the [Enter] key:
put <file name>
For example, if the print file name is "sample.ps":
put sample.ps

7 The file is sent to this equipment and spooled in the queue.

Email Printing

Email printing is available only when the Email print service is enabled in this equipment.
You can print a document by sending the print file to this equipment as an email attachment using the mail client software. This equipment can accept the following for printing; TIFF-FX (Profile S), TIFF-FX (Profile F), TIFF-FX (Profile J), TIFF images scanned in black and white, and text data (email messages in the plain text format).

If any files failing to meet the above conditions are attached to a received e-mail, an e-mail printing error occurs and is recorded as an error code on the RECEIVE log. On TopAccess, the "Email Print" settings are available for the administrator so that error codes can be printed as a report. The administrator can also set the equipment to forward such e-mail to another e-mail address. For details, refer to the *TopAccess Guide*.

Note

- When the User Management setting is enabled, a print job sent by Email is processed as an invalid job according to the User Authentication Enforcement setting. For more information about the User Authentication Enforcement setting, refer to the *TopAccess Guide*.
- An Email print job has two printing types, Discard Printing and Rx Reduction Printing, that can be set by pressing the [Rx Print] button in [Fax] of the Admin menu on the touch panel.
  When Discard Printing is ON, the part of the print image that exceeds the paper printing area is discarded if the print image is up to 10 mm larger than the printing area. If the print image is 10 mm larger or more than the printing area, the print image is printed on the largest sheet of paper.
  When Discard Printing is OFF, the print image is printed on the largest sheet of paper if its length exceeds the paper printing area.
  When Rx Reduction Printing is ON, it will be vertically reduced to fit on the paper if the print image is longer than the paper. When the print image cannot fit in the paper even if the print image is reduced, the print image is printed on the largest sheet of paper.
  When Rx Reduction Printing is OFF, the print image is printed on the largest sheet of paper if its length exceeds the paper printing area.

Printing a file using the email client
The procedure below gives an example of printing using the standard email application installed in Windows 10.

Note

When you send an email message to this equipment to print a file, send it in plain text format. If you send an email message in HTML format, this equipment prints the HTML source code of the message.

1 Open the email application.

2 Select [New mail] from the menu.

3 Enter the email address of the equipment in the To: line.

4 Enter text in the Subject line or leave the Subject line blank.

5 Enter text in the body field.

6 Attach the file you want to print.

7 Send the email.

Note

The header and body of the email will be printed only when the "Print Header" and "Print Message Body" for the Email print service are enabled in this equipment.

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