chapter 3

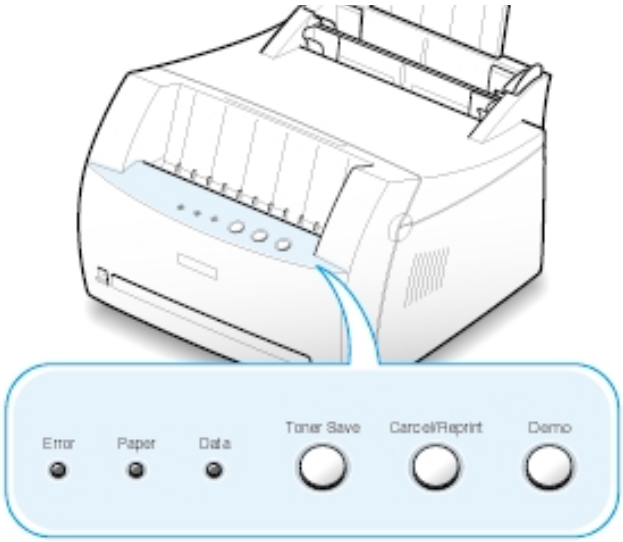
Using Control Panel

This chapter describes how to use the printer's control panel. It provides information on the following topics:

- Control Panel Buttons
- Control Panel Lights

Control Panel Buttons

The printer has three buttons: **Toner Save**, **Cancel/Reprint** and **Demo**.



Demo

Print demo page

Press and hold **Demo** for about 2 seconds until the control panel lights blink slowly to print a demo page. The printer must be in the Ready mode.

Start manual feeding

When you select **Manual** for **Paper Source** from your software application, you should press **Demo** each time you load a sheet of paper manually. For further information, see "Using the Manual Input tray" on page 4.5.

Clean the inside of the printer

Press and hold **Demo** for about 10 seconds until the control panel lights remain lit. After cleaning the printer, one cleaning sheet prints. For further information, see page 6.5.

Cancel/Reprint

Cancel job

Press **Cancel/Reprint** and hold until the control panel lights blink to cancel a job the printer is currently printing. The **Error** light will blink while the print job is cleared from both the printer and the computer, and then return to the Ready mode. This may take some time, depending on the size of the print job.

Note: If the **Cancel/Reprint** button is accidentally pushed, the job must be reprinted. There is no undo function.

Reprint last page of the job

If you press **Cancel/Reprint** in the Ready mode, the printer prints the last page of the last print job. See page 5.20.

Toner Save

(on)

Toner Save

(off)

Turn the Toner Save Mode on/off

Press **Toner Save** to turn the Toner save mode on or off. The printer must be in the Ready mode.

- If the button backlight is on, toner save mode activates and the printer uses less toner to print a document.
- If the button backlight is off, toner save mode is disabled and you will print in normal quality.

To enable or disable the Toner Save mode using this button, the **Toner Save Mode** option in the printer driver must be set to **Printer Setting**.

For further information on the Toner Save mode, see page 5.6.

Control Panel Lights

The control panel lights indicate the status of your printer. If the **Error** light is on, the printer is experiencing an error. See "Troubleshooting Error Messages" on page 7.17.

Control Panel Light Message

Error Paper Data

Ready mode

The **Data** light is on and the printer is ready to print.

No action is needed. If you press and hold the **Demo** button for about 2 seconds, a demo page will print.

Error Paper Data

Processing

The printer is receiving or processing data. Wait for the job to print.

Pressing the **Cancel/Reprint** button cancels the current job. One or two pages may print as the printer clears the print job. The printer will return to the Ready mode after the job has been canceled.

Error Paper Data

Paper out

The printer is out of paper.

Load paper into the printer. For the automatic tray, there is no need to press any button to reset. For the manual tray, press the **Demo** button after loading.

Error Paper Data

Waiting the Demo button to be pressed

In the Manual Feed mode, the printer is waiting the **Demo** button to be pressed.

Press the **Demo** button to start printing. You must press the button to print each page after loading paper into the manual input tray.

chapter 4

Print Media

This chapter will help you understand what kind of paper you can use with the Samsung ML-1200 Series printer and how to properly load paper in the different paper input trays for the best print quality.

Topics included in this chapter are:

- Choosing Paper and Other Media
- Selecting the Output Location
- Loading Paper
- Printing on Envelopes
- Printing on Heavy Paper
- Printing on Labels
- Printing on Transparencies
- Printing on Preprinted Paper
- Printing on Card Stocks

Choosing Paper and Other Media

You can print on a variety of print media, such as plain paper, envelopes, labels, transparencies, card stocks, and so on. See "Paper Specification" on page A.2. To get the best possible print quality, use only high-quality copier-grade paper.

When you choose print media, consider the followings:

- **Desired outcome**: The paper you choose should be appropriate for the project.
- **Size**: You can use any size paper that fits easily within the paper adjusters of the paper tray.
- **Weight** : Your printer supports paper weight as follows:
  - 16~24 lbs bond for the automatic input tray
  - 16~43 lbs bond for the manual input tray
- **Brightness**: Some papers are whiter than others and produce sharper, more vibrant images.
- **Surface smoothness**: The smoothness of the paper affects how crisp the printing looks on the paper.

Always test a sample of paper before purchasing large quantities.

CAUTION**:** Using media that does not confirm to the specification listed in the paper specification can cause problems that may require service. This service is not covered by the warranty or service agreements.

Media Sizes and Capacities

Media Size	Input Source/Capacity*	
	Automatic Input Tray	Manual Input Tray
Plain Paper		
Letter (8.5 x 11 in.)	150	1
Legal (8.5 x 14 in.)	150	1
Executive (7.25 x 10.5 in.)	150	1
A4 (210 x 297 mm)	150	1
A5 (148 x 210 mm)	150	1
A6 (105 x 148 mm)	50	1
Folio (8.5 x 13 in.)	150	1
B5 (182 x 257 mm)	–	1
Envelopes		
No. 10 (4.12 x 9.5 in.)	5	1
DL (110 x 220 mm)	5	1
C5 (162 x 229 mm)	5	1
C6 (114 x 162 mm)	5	1
B5 (176 x 250 mm)	5	1
Monarch (3.87 x 7.5 in.)	5	1
Labels		
Letter (8.5 x 11 in.)	5	1
A4 (210 x 297 mm)	5	1
Transparency films		
Letter (8.5 x 11 in.)	5	1
A4 (210 x 297 mm)	5	1
Card stocks	5	1
Bond	5	1

* Depending on paper thickness, maximum capacity may be reduced.

Paper Guidelines

When selecting or loading paper, envelopes, or other special media, keep these guidelines in your mind:

- Attempting to print on damp, curled, wrinkled, or torn paper can **cause paper jams** and poor print quality.
- **Use** cut-sheet paper **only**. You cannot use multi-part paper.
- **Use only** high-quality, copier grade paper.
- **Do not** use paper that has been already printed on or that has been fed through a photocopier.
- **Do not** use paper with irregularities, such as tabs or staples.
- **Do not** attempt to load any tray during printing and never overfill the tray. This could cause a paper jam.
- **Avoid** paper with embossed lettering, perforations, or texture that is too smooth or too rough.
- Colored paper should be of the same high quality as white photocopy paper. The pigments must withstand the printer's fusing temperature of 400°F (205°C) for 0.1 second without deterioration. **Do not** use paper with a colored coating that was added after the paper was produced.
- Preprinted forms must be printed with nonflammable, heat-resistant inks that do not melt, vaporize, or release hazardous emissions when subject to the printer's approximately 400°F (205°C) fusing temperature for 0.1 second.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor.
- **Do not** place heavy objects on top of the paper, whether it is packaged or unpackaged.
- **Keep** paper away from moisture, direct sunlight or other conditions that can cause it to wrinkle or curl.

Selecting the Output Location

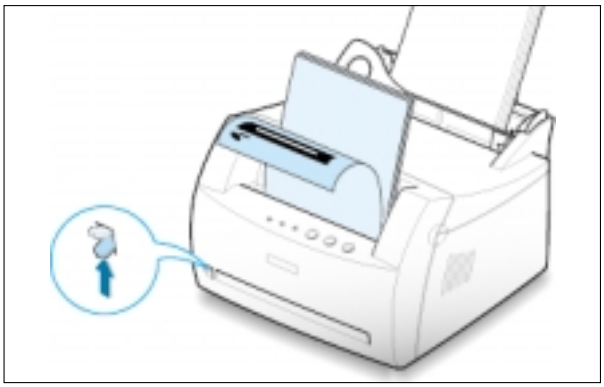
The printer has two output locations: the **face-up output slot** and the **face-down output tray**. You can select the output location by changing the position of the output lever on the front of the printer. To use the face-down output tray, be sure the output lever is in upper (normal) position. To use the face-up output slot, push it down to open the slot.

- If paper coming out of the face-down output tray has problems, such as excessive curl, **try printing to the face-up output slot**.
- To avoid paper jams, **do not change the position of the output lever** while the printer is printing.

Printing to the Face-Down Output Tray

The face-down output tray collects paper **face-down**, **in correct order**. Make sure that the output lever is in the upper position. (If not, push it up)

The face-down output tray should be used for most print jobs and is recommended for printing over 100 sheets of paper, continuously.

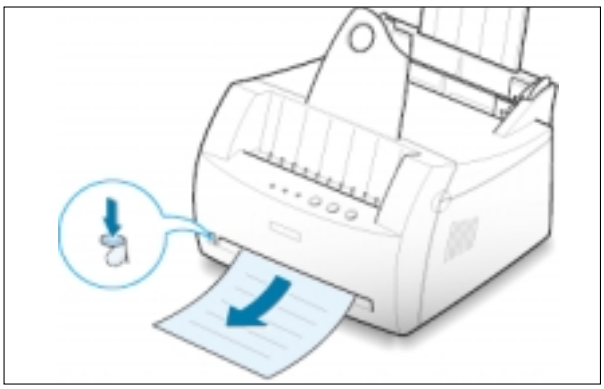


Printing to the Face-Up Output Slot

The printer prints to the face-up output slot if it is open. Push the output lever down to open the slot. Paper comes out of the printer **face-up**.

Using the face-up output slot might improve output quality with the following:

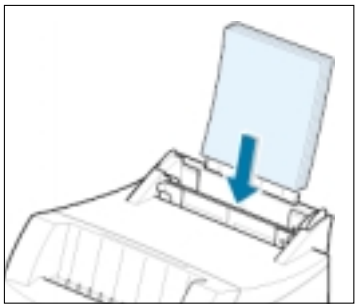
- envelopes
- labels
- paper heavier than 24 lb (90 g/m^2)



Loading Paper

Proper paper loading helps prevent paper jams and ensure trouble-free printing. **Do not** remove paper from the tray(s) while a job is printing. Doing so may cause a paper jam.

Using the Automatic Input Tray



The automatic input tray holds 150 sheets of plain paper and 5 sheets of special media. See "Media Sizes and Capacities" on page 4.2 for acceptable paper size and capacities for each input trays.

Load a stack of paper into the automatic input tray and print. For details on loading paper in the automatic input tray, see "Load Paper" on page 2.4.

Note: Before using the automatic input tray, you must remove paper from the manual input tray.

Using the Manual Input Tray

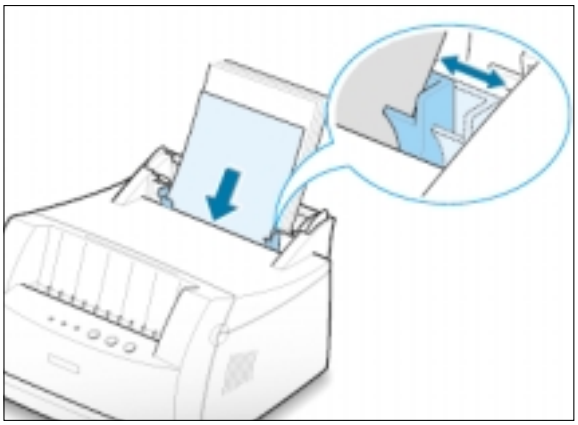
When you change the print settings, if you select **Manual** in the **Paper Source** option, you can manually load paper in the manual input tray. Manually loading paper can be helpful when you want to check the print quality after each page is printed.

If you experience a paper jam from the automatic input tray, load a sheet of paper at a time into the manual input tray.

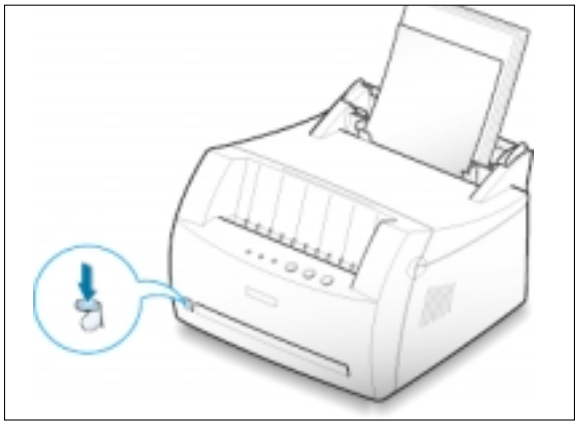
Note: To avoid a paper jam, use the manual tray with the automatic input tray loaded with paper.

1 Load the print media in the manual input tray **with the print side up**.

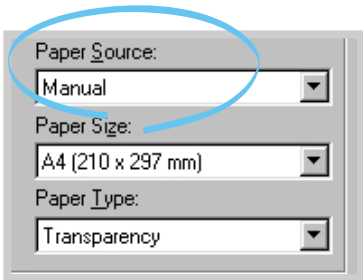
Adjust the paper guide against the stack of print media without bending.



2 Push the output lever down to open the face-up output slot.

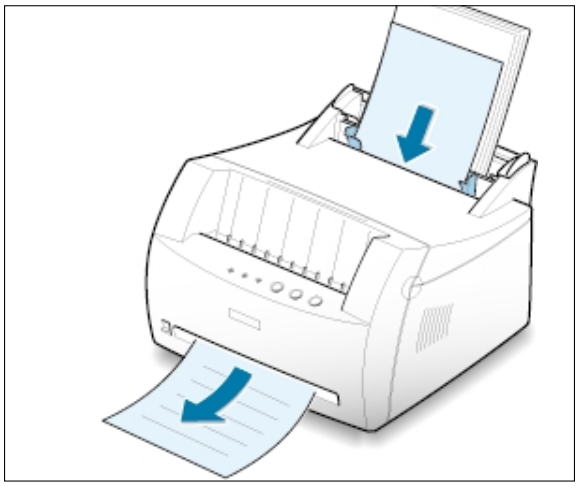


3 When you print a document, you must select **Manual** for **Paper Source** from the software application, and then select the correct paper size and type. For details, see page 5.3.



4 Print the document.

5 If you are printing multiple pages, load next sheet after the first page prints out.



6 Press **Demo** to start feeding.

Notes:

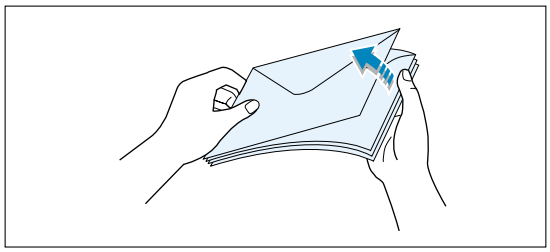
- The face-up output slot may not hold the printed pages properly.
- The printed pages will not stack in the face-down output tray unless you change output lever position. After you finish using the face-up output slot, you must change the position of the output lever to the normal position. Push it up.

Printing on Envelopes

Guidelines

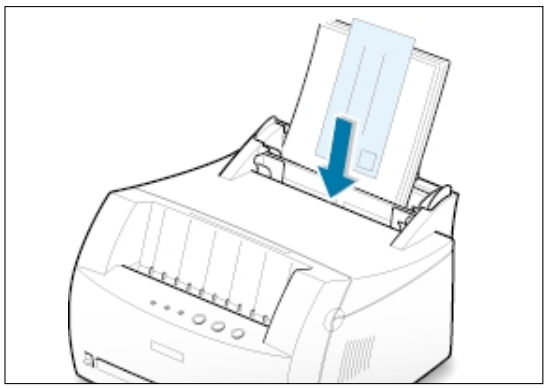
- Only use envelopes recommended for laser printers. Before you load envelopes in the input tray, make sure that they are undamaged and are not stuck together.
- Do not feed stamped envelopes.
- Never use envelopes with clasps, snaps, windows, coated lining, or self-stick adhesives. These envelopes may severely damage the printer.

1 Flex or fan the envelopes to supply air through them for loading.

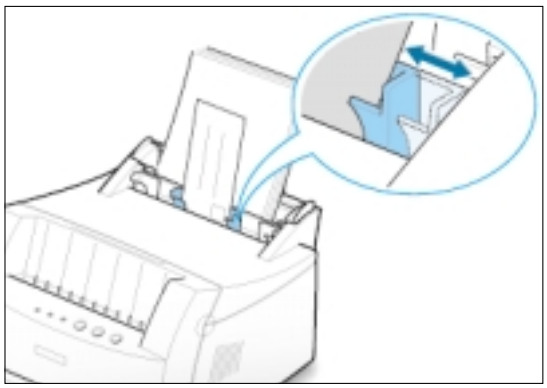


2 Load the envelopes into the input tray you want to use **with the flap side down**.

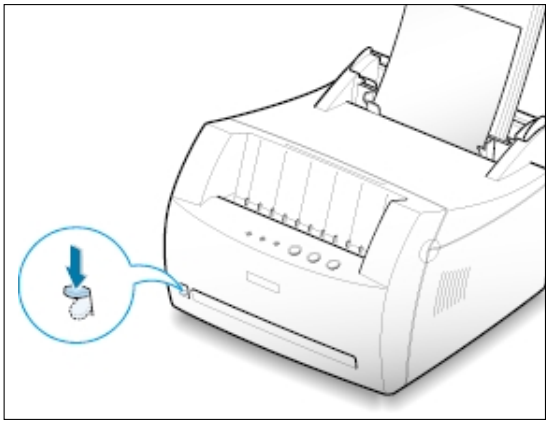
The stamp area is **on the right side** and the end of the envelope **with the stamp area enters the tray first**.



3 Adjust the guide to the edge of the envelope stack.



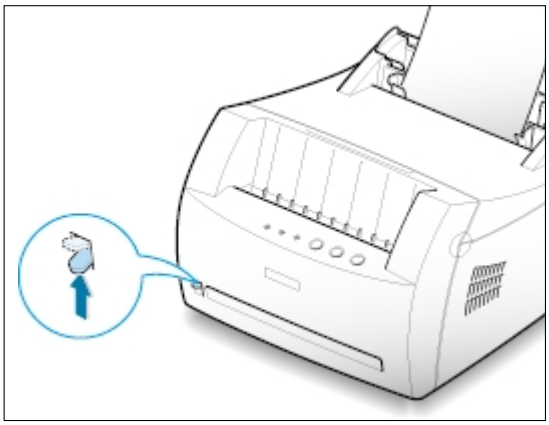
4 Push the output lever down.



5 When you print on envelopes, configure the paper source, type and size properly in the software application. For details, see page 5.3.

6 Print the document.

7 After printing, push the output lever up.



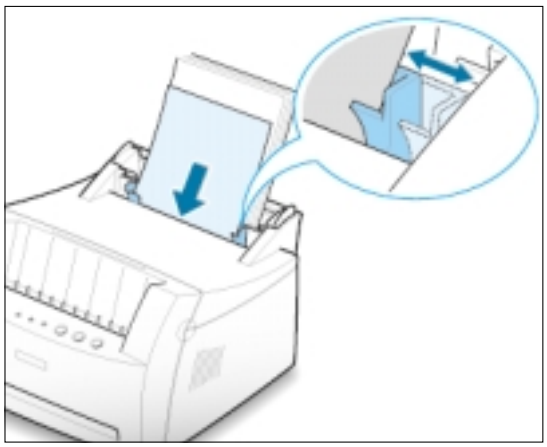
Printing on Heavy Paper

Guidelines

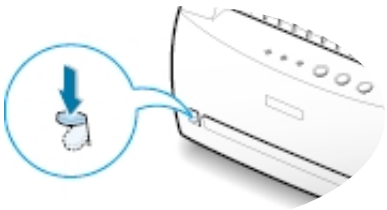
- Heavy paper is any paper heavier than 24 lb (90 g/m^2). For cotton papers, you can use 24 lb paper. The maximum paper weight available for your printer is 43 lb (163g/m^2).
- Do not use extremely heavy paper stock (greater than 43 lb, or 163 g/m^2 bond). Misfeeds, mis-stacking, media jams, poor toner fusing, poor print quality, and excessive mechanical wear can result.

1 Load paper in the input tray you want to use **with print side up**.

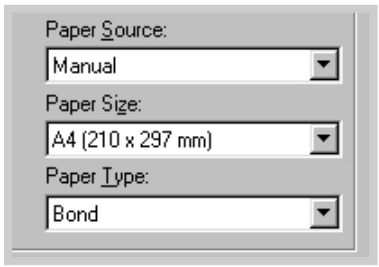
Adjust the guide to fit the width of the labels.



2 Push the output lever down.



3 When you print on heavy paper, select **Bond** in the Paper Type section, and then configure the paper source, and size in the software application. For details, see page 5.3.



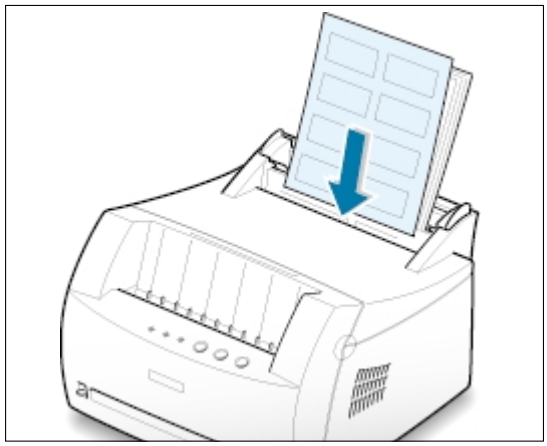
Printing on Labels

Guidelines

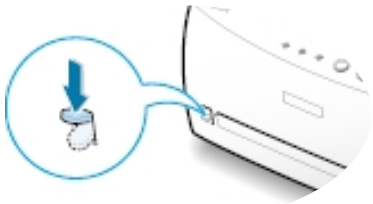
- Only use labels recommended for laser printers.
- Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.
- Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass through the printer.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

1 Load labels in the input tray you want to use **with print side up**.

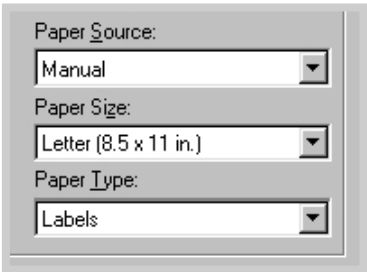
Adjust the guide to fit the width of the labels.



2 Push the output lever down.



3 When you print on labels, configure the paper source, type and size in the software application. For details, see page 5.3.



Note: To prevent them from sticking together, do not let the printed label sheets stack up as they are printed out.

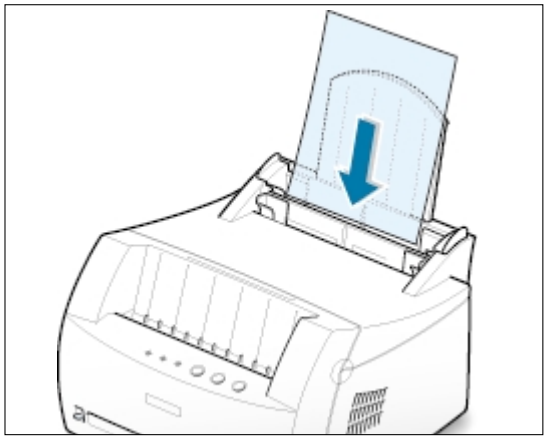
Printing on Transparencies

Guidelines

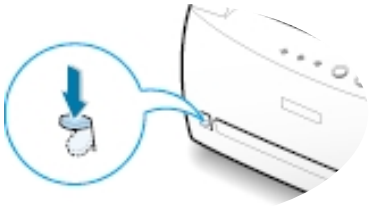
- Only use transparencies recommended for use in laser printers.
- Make sure that the transparencies are not wrinkled or curled, and that they do not have any torn edge.
- Hold the transparencies by the edges and avoid touching the print side. Oils from your fingers that are deposited on the transparency can cause print quality problems.
- Be careful not to scratch or leave fingerprints on the print side.

1 Load transparencies in the input tray you want to use **with print side up**, and **the top with the adhesive strip going first**.

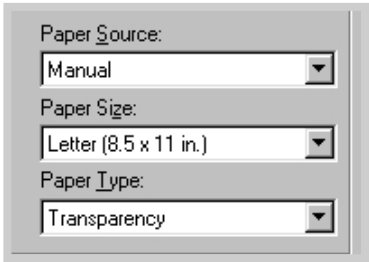
Adjust the guide to fit the width of the transparencies.



2 Push the output lever down.



3 When you print on transparencies, configure the paper source, type and size in the software application. For details, see page 5.3.



Notes:

- To prevent transparencies from sticking together, do not let the printed sheets stack up as they are printed out.
- Place transparencies on a flat surface after removing them from the printer.

Printing on Preprinted Paper

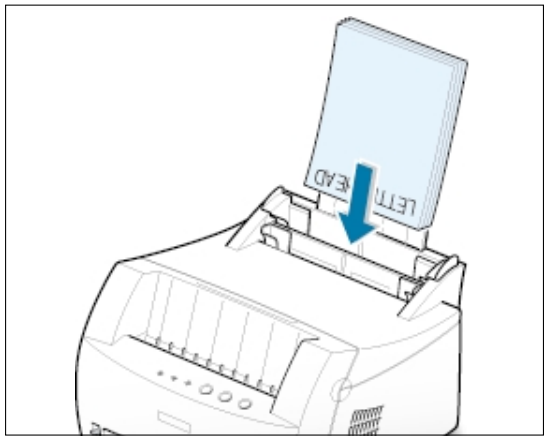
Preprinted paper is a form with some type of printing on them before they are sent through the printer, such as a letterhead having preprinted logo or text located at the top of the page.

Guidelines

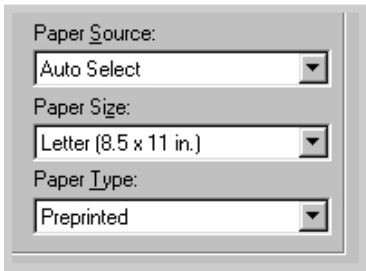
- Letterheads must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of 400°F (205°C) for 0.1 second.
- Ink on letterhead must be non-flammable and should not adversely affect any printer rollers.
- Forms and letterheads should be sealed in a moisture-proof wrapping to prevent changes during storage.
- Before you load preprinted paper as forms and letterheads, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper.

1 Load letter-heads into the input tray you want to use **with the design face up, bottom edge toward the printer**.

Adjust the guide to fit the width of the paper stack.



2 When you print on the preprinted paper, configure the paper source, type and size in the software application. For details, see page 5.3.



Printing on Card Stocks

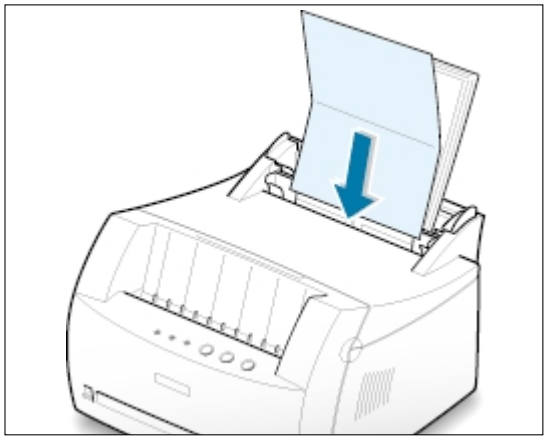
Postcards, 3 by 5 in.(index) cards can be printed with the Samsung ML-1200 Series printer.

Guidelines

- Always insert the short-edge first into the input tray. If you want to print in landscape mode, make this selection through your software. Inserting paper long-edge first may cause a paper jam.
- Do not print on the card stocks that is too small or too large. The minimum size is 76 by 127 mm (3 by 5 in.) for the manual input tray and 95 by 127 mm (3.8 by 5 in.) for the automatic input tray, and the maximum size is 216 by 356 mm (8.5 by 14 in.).
- Set margins at least 6.4 mm (0.25 in.) away from the edges of the media in the software application.

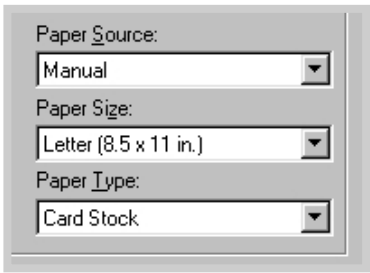
1 Load print media in the input tray you want to use **with print side up**, **short edge first** .

Adjust the guide to fit the width of the media.



2 Push the output lever down.

3 Configure the paper source, type in the printer driver's properties (see page 5.3) and print.



chapter 5

Printing Tasks

This chapter explains your printing options and gives common printing tasks.

Topics included in this chapter are:

- Printing a Document
- Using Toner Save Mode
- Printing Multiple Pages on One Sheet of Paper (N-Up Printing)
- Fitting Your Document to a Selected Paper Size
- Printing Posters
- Setting Graphic Properties
- Printing Watermarks
- Using Page Overlay
- Reprinting the Last Page
- Printing on a Network Environment

Printing a Document

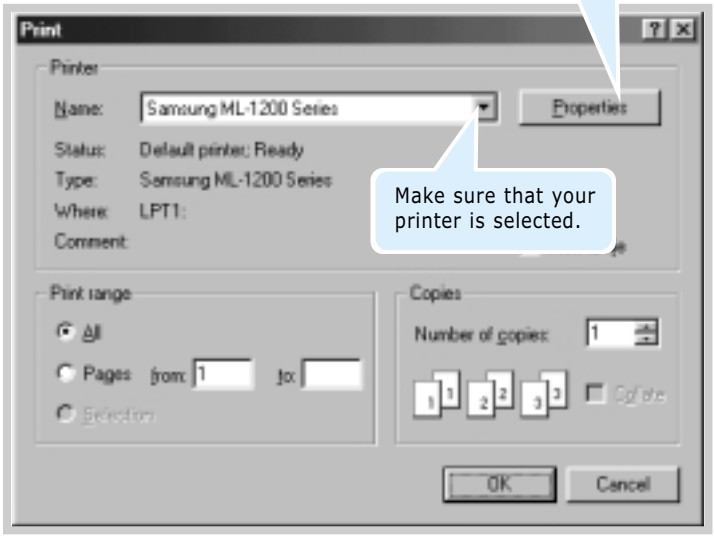
The following procedure describes the steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program. Refer to your software application's documentation for the exact printing procedure.

1 Open the document you want to print.

2 Select **Print** from the **File** menu. The Print dialog box for your application will be displayed (the Print dialog box for your application may look slightly different).

The basic print settings you require are usually selected within this Print dialog box. These settings include the number of copies, paper size, and page orientation.

If you see a **Properties** button, click it. If you see **Setup**, **Printer**, or **Options**, click that button instead; then click **Properties** in the next screen.



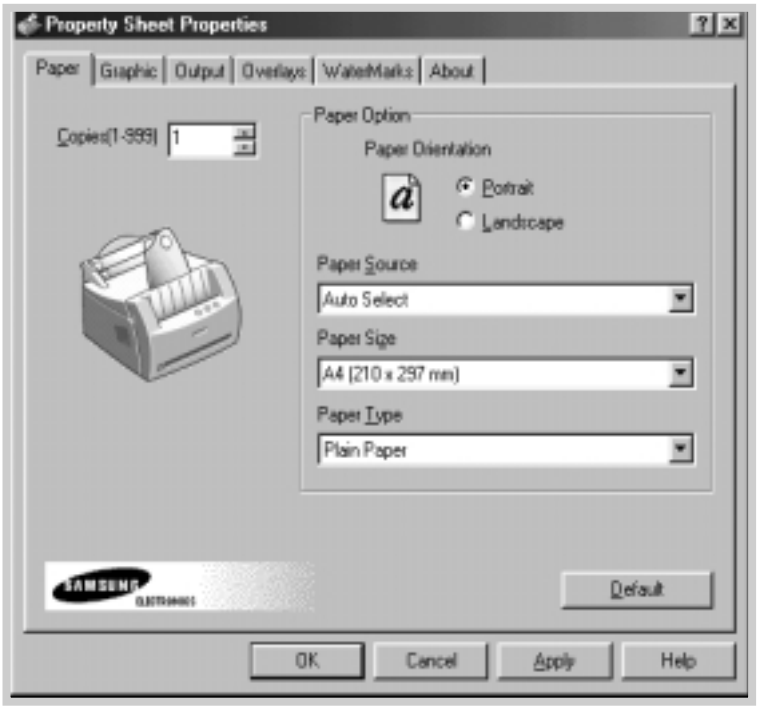
5

3 To take advantage of the printer features provided by your ML-1200 Series printer, click **Properties** in the application's Print dialog box and go to step 4.

If you see **Setup**, **Printer**, or **Options**, click that button instead. Then click **Properties** in the next screen.

4 The Samsung ML-1200 Series Properties dialog box allows you to access and change printer settings.

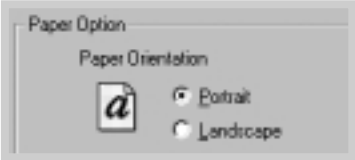
If necessary, click the **Paper** tab to display the settings shown below. The **Paper** tab allows you to access and change the settings for basic paper handling.



Select **Auto Select** from the **Paper Source** options box unless you are printing with special media. To print with special media, select **Manual** and feed one sheet at a time into the printer. See page 4.5.

Select **Plain Paper** from the **Paper Type** options box unless you want to use a different kind of print media. To use a different kind of media, select the corresponding print media name in the **Paper Type** options box. For more information, please refer to Chapter 4 'Print Media'.

Select the paper size you have loaded in your printer.



The **Paper Orientation** option allows you to select the direction in which information is printed on a page. **Portrait** prints across the width of the page, letter style. **Landscape** prints across the length of the page, spreadsheet style.

Landscape

Portrait

You can also see the printable area.

5 Click the other tabs on the top of the Properties dialog box to access other features, if needed.

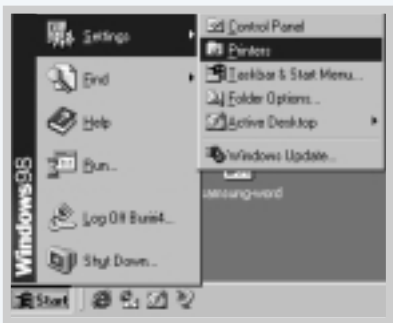
6 When you complete the print settings, click **OK** until the Print dialog box is displayed.

7 Click **OK** to start printing.

Notes:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and then any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder as follows:

1. Click the Windows **Start** button.
2. Select **Settings**, and then **Printers** to open the Printers window.



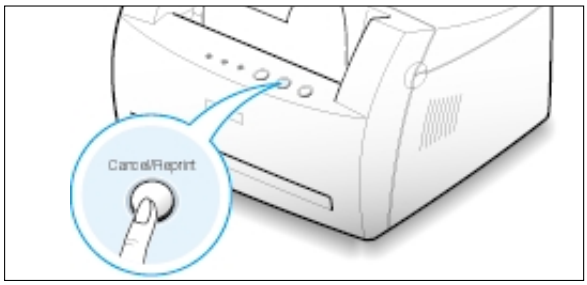
3. Select the **Samsung ML-1200 Series** printer icon.
4. Click the right mouse button and select **Properties** to open the properties window.

Canceling a Print Job

There are two ways to cancel a print job.

To stop a print job from your printer

Press the **Cancel/Reprint** and hold until the control panel light blink to cancel job the printer is currently printing.



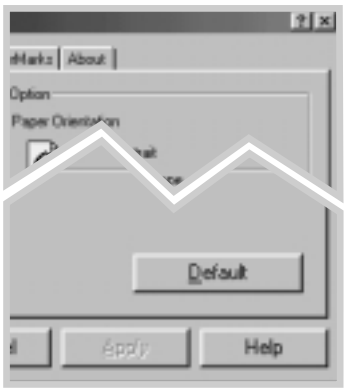
The printer will finish printing the page that is moving through the printer and delete the rest of the print job while the **Error** light is blinking. Pressing **Cancel/Reprint** cancels only the current job in the printer. If more than one print job is in printer memory, **Cancel/Reprint** must be pressed once for each job.

To stop a print job from the Printers folder

1. From the **Start** menu, select **Settings**.
2. Select **Printers** to open the Printers window, then double-click the **Samsung ML-1200 Series** icon.
3. From the **Document** menu, select **Cancel Printing** (Windows 9x/Me) or **Cancel** (Windows NT 4.0/2000).

5

Using Help



The Samsung ML-1200 Series printer has a help screen that can be activated by the **Help** button in the printer's properties dialog box. You can also click ? from the upper right hand corner, and then click on any setting.

These help screens give detailed information about the printer features provided by the Samsung ML-1200 Series printer driver.

To restore the default printer properties setting when you change the print settings, click **Defaults** in the Samsung ML-1200 Series Properties dialog box.

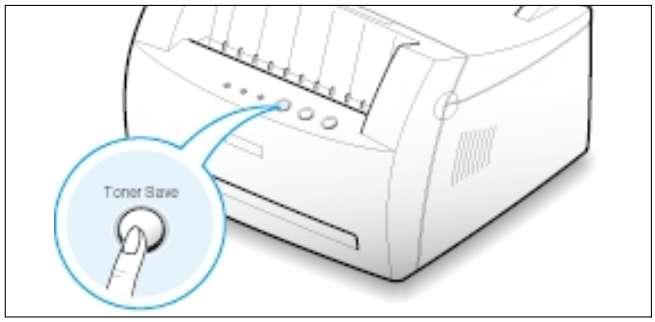
Using Toner Save Mode

Toner Save mode allows the printer to use less toner on each page. Selecting this option will extend the life of your toner cartridge and reduce your cost per page, but will reduce print quality.

There are two ways to enable the Toner Save mode.

To enable this feature from your printer

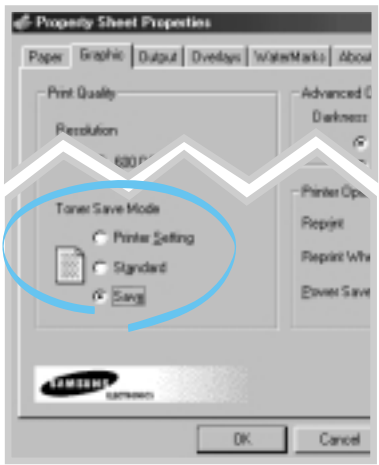
Press the **Toner Save** button on the control panel. The printer must be in Ready mode (**Data** light is on).



- If the button backlight is on, toner save mode activates and the printer uses less toner to print a page.
- If the button backlight is off, toner save mode is disabled and the printer prints in a normal mode.

Note: To enable or disable the Toner Save mode from the control panel, the **Toner Save Mode** option in the printer driver must be set to **Printer Setting**. See below.

To enable this feature from the software application



1. When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.
2. Click the **Graphic** tab, and then select the **Toner Save Mode** option. You can select from:
   - **Printer Setting**: If you select this option, this feature is determined by the setting you've made on the control panel of the printer.
   - **Standard**: If you don't need to save toner to print a document, select this option.
   - **Save**: Select this option to allow the printer to use less toner on each page.
3. Click **OK**.

Printing Multiple Pages on One Sheet of Paper (N-Up Printing)

▲ 4 pages per sheet

▲ 9 pages per sheet

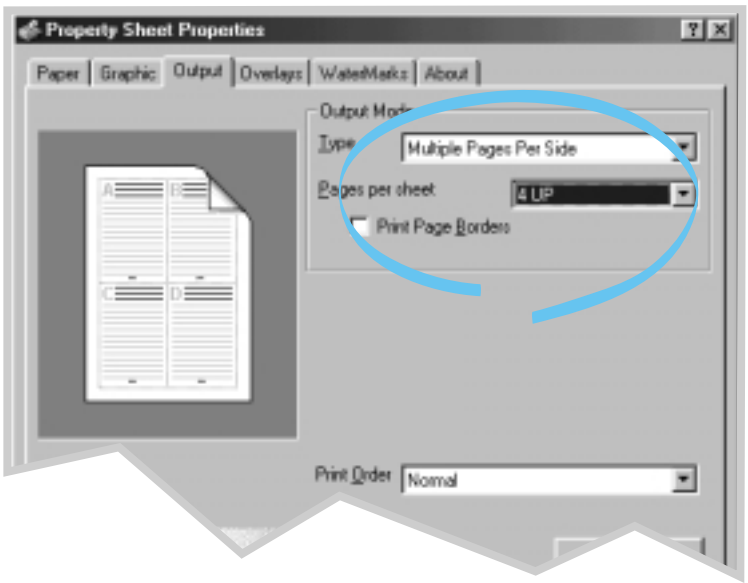
You can select the number of pages you want to print on a single sheet of paper. If you choose to print more than one page per sheet, the pages will appear decreased in size and arranged on the sheet. You can specify up to 16 pages.

1 When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.

From the **Paper** tab, select the paper orientation, source, size and type.

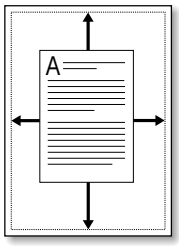
2 Click the **Output** tab, and choose **Multiple Pages per Side** in the **Type** drop-down list. Then select the number of pages you want to print per sheet (1, 2, 4, 9 or 16) in the **Pages per Sheet** drop-down list.

3 Click **Print Page Borders** if you want to print a border around each page on the sheet. **Print Page Borders** is enabled only if **Pages per Sheet** is 2, 4, 9, or 16.



4 Click **OK**, then start printing.

Fitting Your Document To a Selected Paper Size

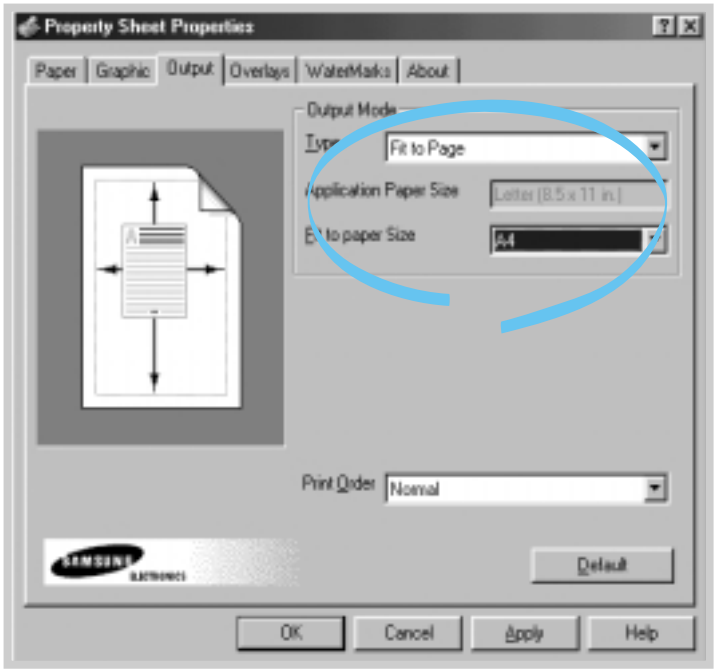


This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

1 When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.

2 Click the **Output** tab, and select **Fit to Page** in the **Type** drop-down list.

3 You'll see the **Application page size** and be prompted to select the **Fit to Paper Size**. Select the correct size from the drop-down list.



4 Click **OK**, then start printing.

Printing Posters

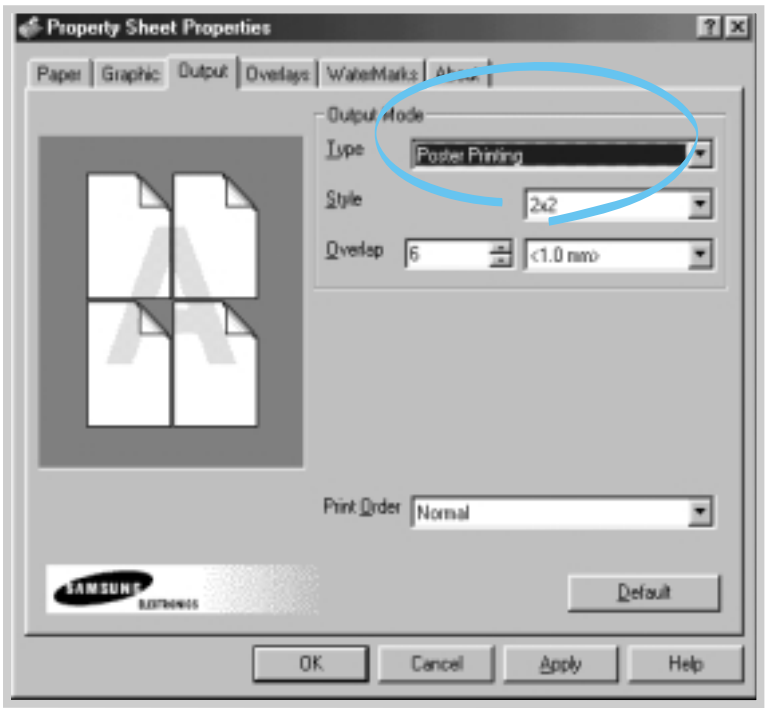
Poster printing
with 2x2 style

This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper, which can be pasted together to form one poster-size document.

1 When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.

From the **Paper** tab, select the paper orientation, source, size and type.

2 Click the **Output** tab, and select **Poster** in the **Type** drop-down list.

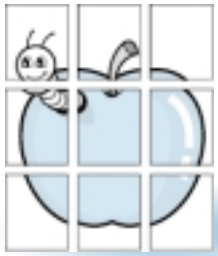


5

3 To determine the scaling factor, select the **Style**; **2x2**, **3x3**, **4x4**, **5x5** or **6x6**.

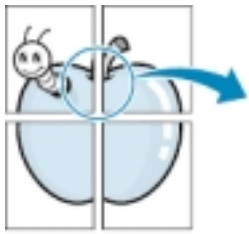
For example, if you select **2x2**, the output will be automatically stretched to cover 4 physical pages.

2 x 2

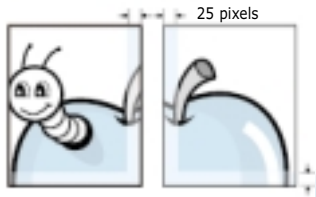


3 x 3

4 You may specify an overlap in pixel to make it easier to reconstruct the resulting poster.



Overlap=0



Overlap=25

5 Click **OK**, then start printing.

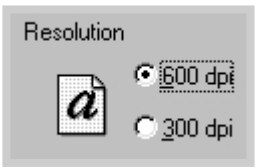
Setting Graphic Properties

Use the following options to adjust the print quality for your specific printing needs when you access the printer properties. See page 5.1 for more information on accessing printer properties.

If necessary, click the **Graphic** tab to display the settings shown below.

Click here to save the changes when setting is done.

Resolution



You can select the printing resolution by choosing either **300 dpi** or **600 dpi**. The higher the setting, the sharper the clarity of printed characters and graphics. Higher settings may increase the time it takes to print a document.

Darkness

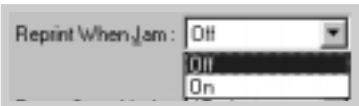
Use this option to lighten or darken the image appearance in your print jobs.

- **Normal** – This setting is for normal documents.
- **Light** – This setting is for bolder line widths or darker gray-scale images.
- **Dark** – This setting is for finer line width, higher definition in graphics, and lighter gray-scale images.

Reprint

You can set the printer not to print the last page of the last job when the **Cancel/Reprint** button is pressed. For details, see 'Reprinting the Last Page' on page 5.20.

Reprint When Jam



With this option **On**, the printer keeps the image for a printed page until the printer signals that the page has successfully exited the printer. If a paper jam occurs, the printer will automatically reprint all jammed pages after the jam is cleared.

Power Save Mode

To conserve power when a printer is idle, you can set the printer to enter a reduced power state after completing a print job, according to a time specified by you in the Power save Mode box.

Select the desired length of time from the drop-down list.

If your printer is constantly used, select **OFF** to keep the printer ready to print with the minimum warm-up time. This uses more energy to keep the printer warm and ready to print.

Printing Watermarks

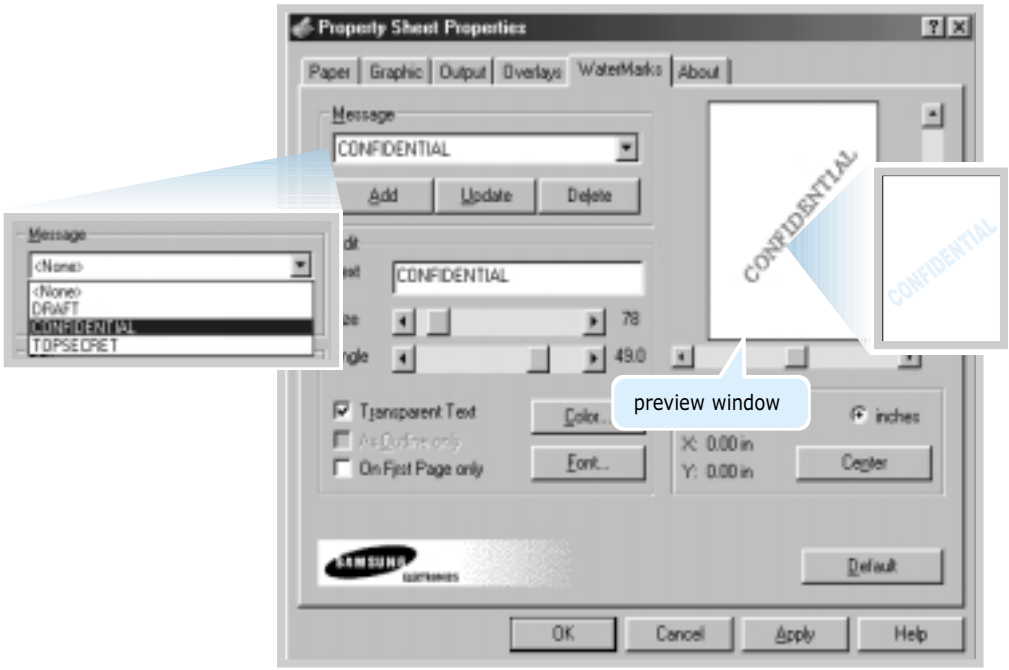
The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "Draft" or "Confidential" printed diagonally across the first page or all pages of a document.

There are several predefined watermarks that come with the ML-1200 Series printer, and they can be modified or you can add new ones to the list.

To use an existing watermark

1 When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.

2 Click the **Watermark** tab, and select the desired watermark in the **Message** drop-down list. You will see the selected watermark in the preview window.



3 Click **OK**, then start printing.

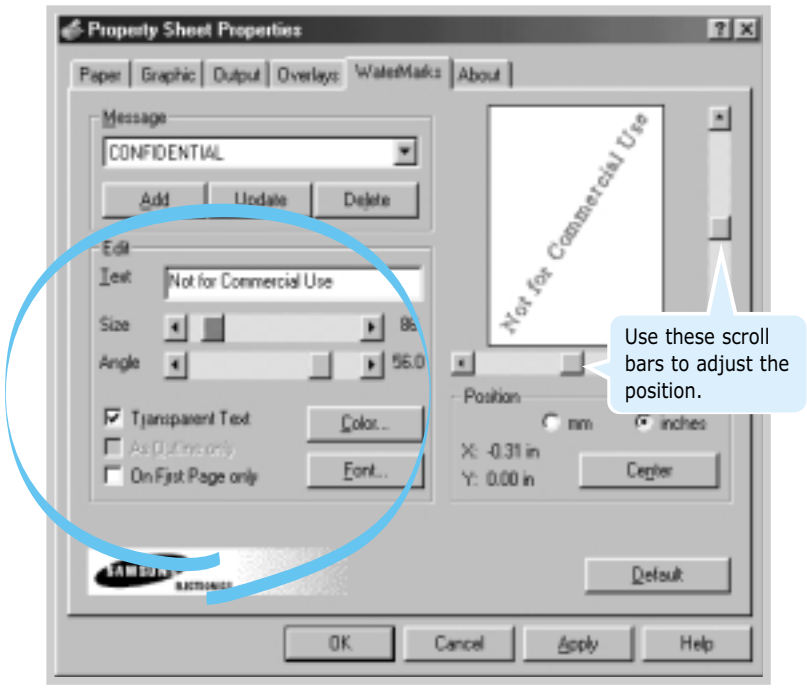
To create or edit a watermark

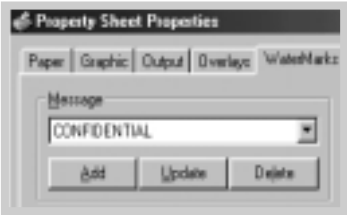
1 When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.

2 Click the **Watermark** tab, and enter the desired text message in the **Text** field. This will be displayed in the preview window. The preview window is provided so that you can see how the watermark will appear on the printed page.

3 Select the desired watermark options. You can select the font type and size, color and angle. There are three checkboxes at the bottom of the dialog box:

- **Transparent Text** – Allows the document to show through the watermark.
- **As Outline Only** – Prints the text outline of the watermark. This setting globally effects all watermarks in the list.
- **On First Page Only** – Prints the watermark only on the first page.





4 If you have created a new or edited an existing watermark, the **Add** and **Update** button is enabled.

To add a new watermark to the list, click **Add**.

5 If you want to edit, select the desired watermark from the list, edit, and then click **Update**.

6 When you complete the edit, click **OK**, and then start printing.

To stop printing the watermark, select **None** in the Message drop-down list.

To delete a watermark

1 When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.

2 From the **Watermark** tab, select the watermark you want to delete in the **Messages** drop-down list.

3 Click **Delete**.

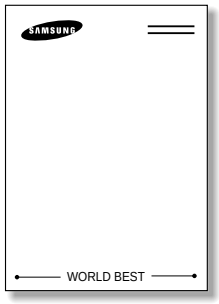
4 Click **OK**.

Using Page Overlay

What is an Overlay?

An overlay is text and/or images stored in the computer HDD as a special file format that can be printed on any document you choose. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, for example, you can create an overlay containing the exact same information that is currently on your letterhead. Then when you want to print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay

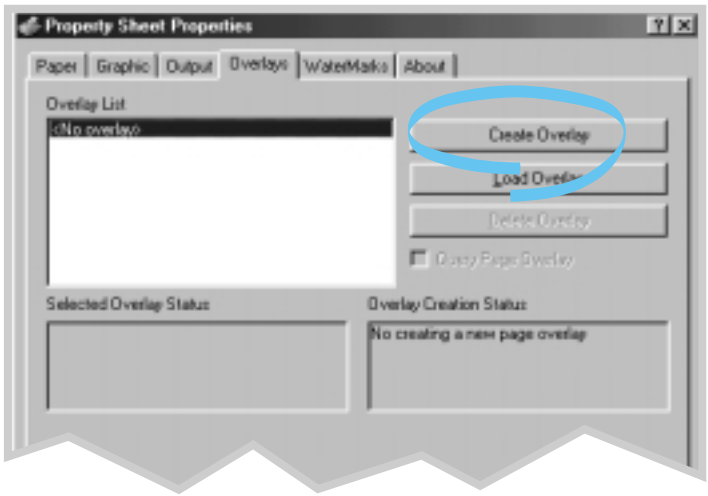


To use a page overlay, you must create a new page overlay containing your logo or image.

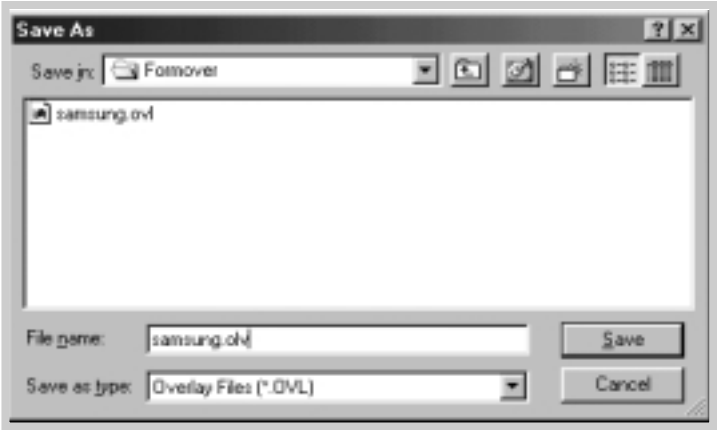
1 Create or open a document containing a text or image you want to use for page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.

2 Select **Print** from the **File** menu. Then click **Properties** in the application's Print dialog box to access the printer properties. For details, see page 5.1.

3 Click the **Overlays** tab, and click **Create Overlay**.



4 In the Create Overlay dialog box, type a name of up to eight characters in the **File name** box. Select the destination path if necessary. (The default is C:\FORMOVER).



5 Click **OK**. You will see the name in the **Overlay List** box.

6 Click **OK** or **Yes** until you complete the creation.

The file is not printed out. Instead it will be stored on your computer HDD disk.

Note: The overlay document size must be the same as documents you will print with the overlay.

Using Page Overlay

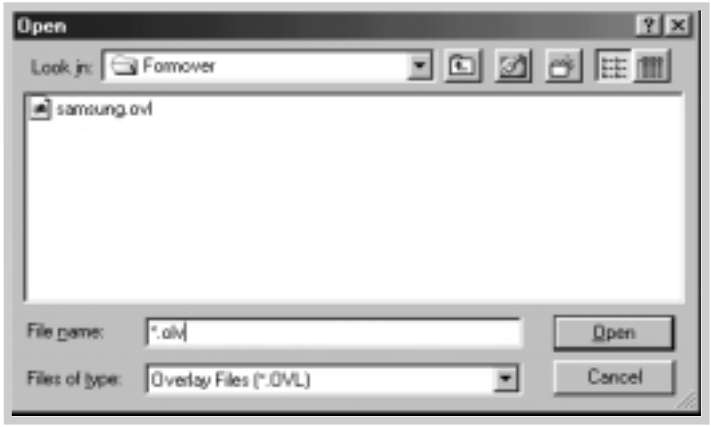
After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

1 Create or open the document you want to print.

2 When you change the print settings from your software application, access the printer properties. See page 5.1 to access the printer properties.

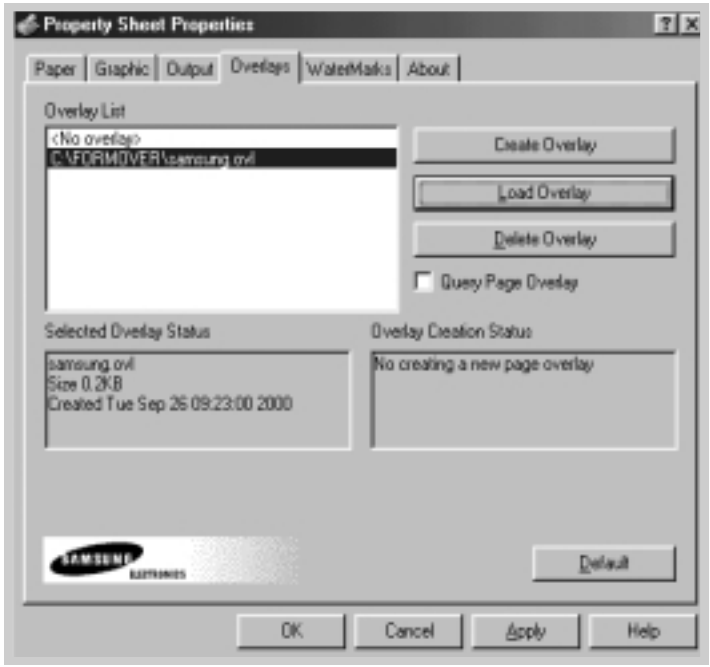
3 Click the **Overlays** tab, and select the desired overlay from the **Overlay List** box.

4 If the desired overlay file does not appear in the **Overlay List** box, click **Load Overlay**, and select the overlay file.



If you have stored the overlay file you want to use into an external source, you can also load the file when you access this Load Overlay window.

After you select the file, click **OK**. The file is now shown in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.



5 If necessary, click **Query Page Overlay**. If this box is checked, a message box will appear each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

Answering **Yes** to the message box means that the selected overlay will be printed with your document.
Answering **No** to the message box cancels overlay printing.

If this box is empty, and an overlay has been selected, the overlay will be automatically printed with your document.

6 Click **OK** or **Yes** until the printing starts.

The selected overlay will be downloaded with your print job and printed on your document.

Deleting a Page Overlay

You can delete page overlays that are no longer used.

1 In the printer properties dialog box, click the **Overlays** tab.

2 Select the overlay you want to delete from the **Overlay List** box.

3 Click **Delete Overlay**.

4 Click **OK** until you exit the Print dialog box.