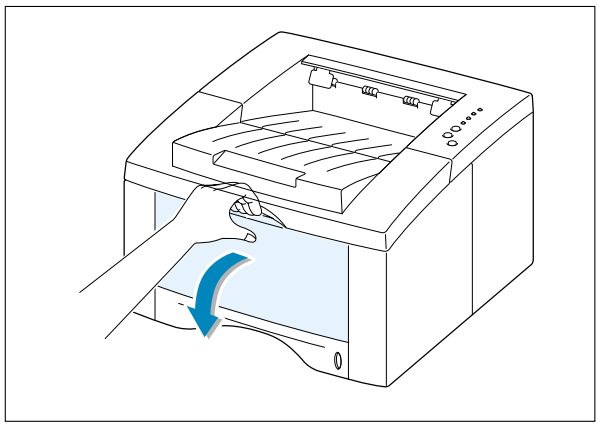
Printing on Envelopes

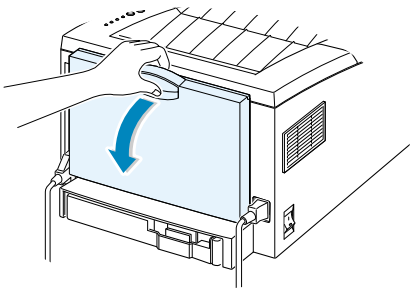
Guidelines

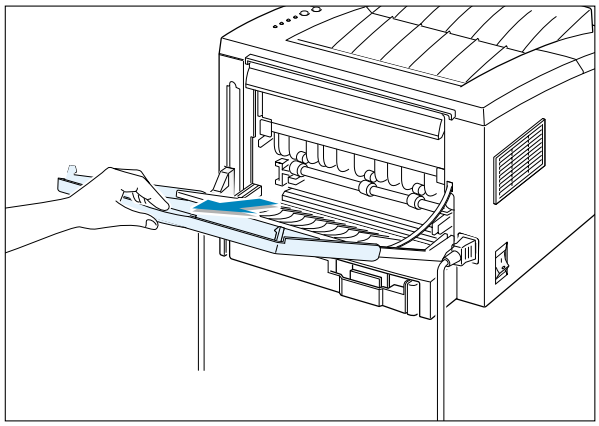
- Only use envelopes recommended for laser printers. Before you load envelopes in the Manual Tray, make sure that they are undamaged.
- Do not feed stamped envelopes.
- Never use envelopes with clasps, snaps, windows, coated lining, or self-stick adhesives. These envelopes may severely damage the printer.

1 Open the Manual Tray by pulling it down toward you.



2 Open the rear output tray and pull the extender.

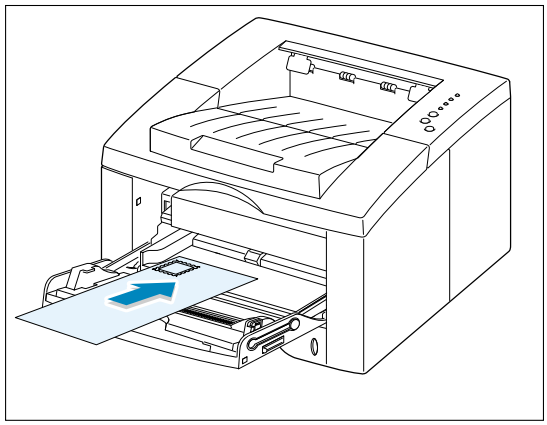




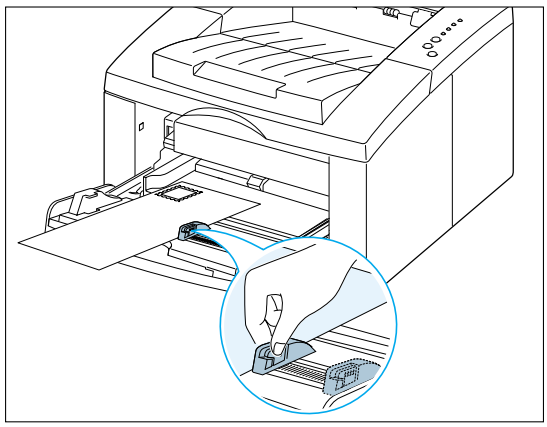
4

3 Load the envelope **with the flap side down**.

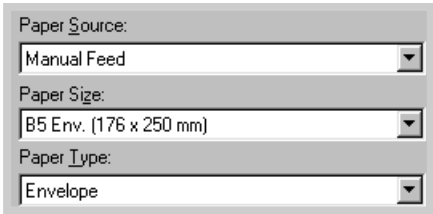
The stamp area is **on the left side** and the end of the envelope **with the stamp area enters the Manual Tray first**.



4 Adjust the guide to the width of envelope.



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



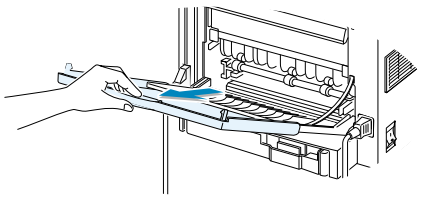
6 After printing, close the Manual Tray and the rear output tray.

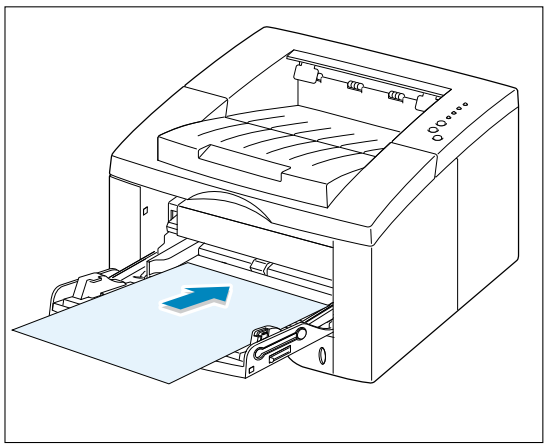
Printing on Heavy Paper

Guidelines

- Heavy paper is any paper heavier than 24 lb (90 g/m^2). 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 Open the Manual Tray and the rear output tray.

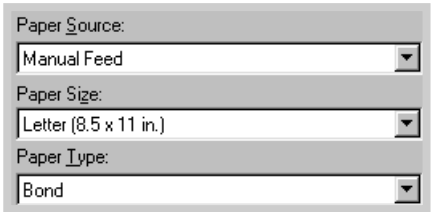




2 Load paper **with print side up**, and against the left edge of the tray.

Adjust the guide to the width of paper.

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

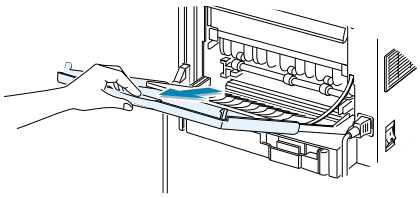


Printing on Labels

Guidelines

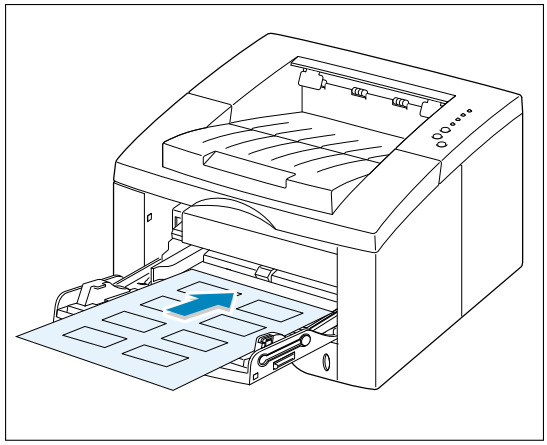
- Only use labels recommended for laser printers.
- Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can 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 wrinkled, bubbled, separated from the backing sheet, or damaged in any way.

1 Open the Manual Tray and the rear output tray.

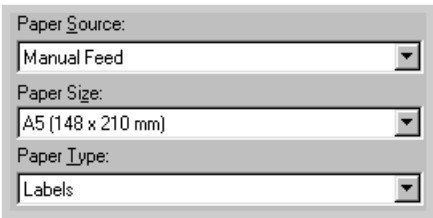


2 Load labels **with print side up**, and against the left edge of the tray.

Adjust the guide to the width of paper.



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



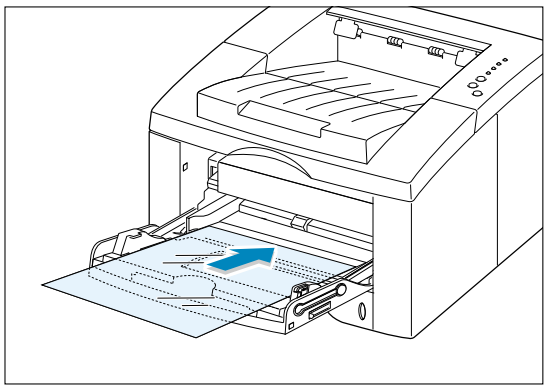
Note: To prevent them from sticking together, remove label sheet from the output tray as they are printed out.

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.
- To prevent transparencies from curling, use the standard output tray. (This is for transparencies only; for other media, use the rear output tray to reduce curling.)

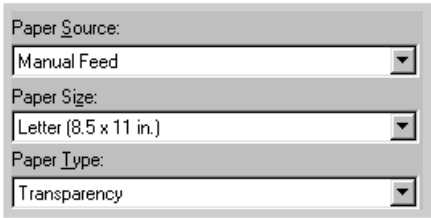
1 Open the Manual Tray by pulling it down toward you.



2 Load transparencies **with print side up**, and **the top with the adhesive strip entering the printer first**.

Adjust the guide to the width of paper.

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, remove them from the output tray as they are printed.
- Place transparencies on a flat surface after removing them from the printer.

Printing on Preprinted Paper

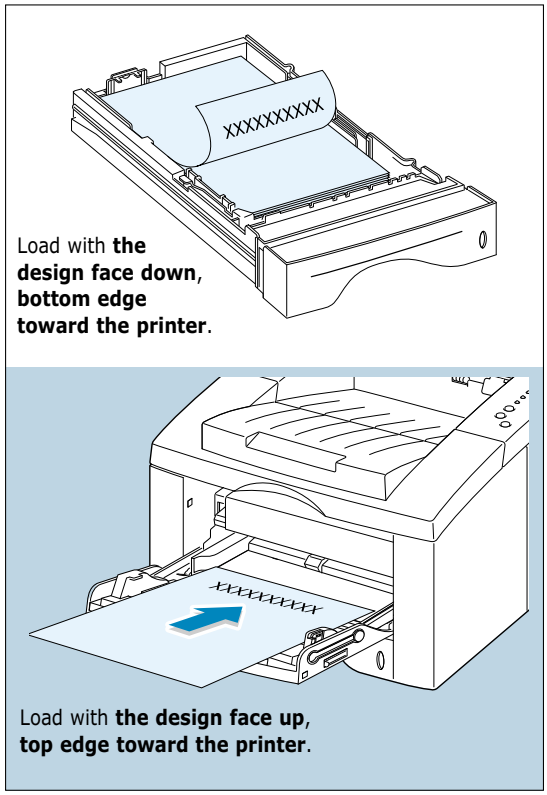
Preprinted paper is paper that has some type of printing placed on it before it is sent through the printer. (paper that has a preprinted logo at the top of the page, for example)

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 letterheads 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 letterheads into the tray you want to use as shown in the figures.

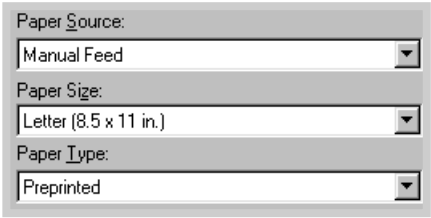
Adjust the guide to the width of paper.



Load with **the design face down, bottom edge toward the printer**.

Load with **the design face up, top edge toward the printer**.

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



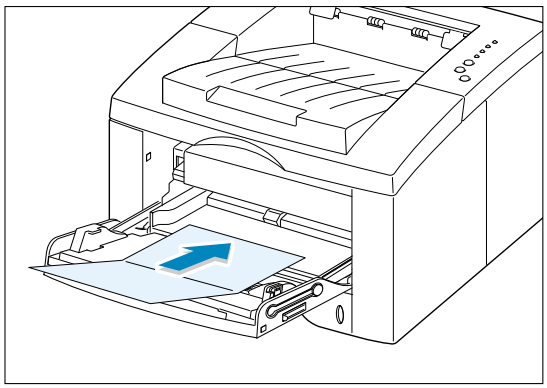
Printing on Card Stock or Custom-sized Media

Postcards, 3.9 by 5.83 in.(index) cards and other custom-sized media can be printed with the ML-1440 printer. The minimum size is 98 by 148 mm (3.9 by 5.83 in.) and the maximum size is 216 by 356 mm (8.5 by 14 in.).

Guidelines

- Always insert the short-edge into the Manual tray first. 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 media smaller than 98 mm (3.9 in.) wide or 148 mm(5.83 in.) long.
- Set margins at least 6.4 mm (0.25 in.) away from the edges of the media in the software application.

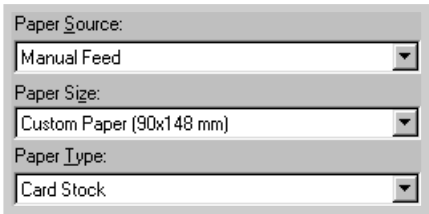
1 Open the Manual Tray. Open the rear output tray and pull the extender out to its full-length position.



2 Load print media **with print side up**, **short edge first** and against the left edge of the tray.

Adjust the guide to the width of paper.

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



Note: If you are using A6-sized paper or the size of your print media is not listed in the **Paper Size** box in the **Paper** tab of the printer driver properties, select **Custom Paper** and set the paper size manually.

CHAPTER 5

Printing Tasks

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

Topics included in this chapter are:

- Printing a Document
- Using Toner Save Mode
- Printing on Both Sides of the Paper (Manual Duplexing)
- Printing Multiple Pages on One Sheet of Paper (N-Up Printing)
- Scaling Your Document
- Fitting Your Document To a Selected Paper Size
- Printing Booklets
- Printing Posters
- Setting Graphic Properties
- Printing Watermarks
- Using Page Overlay
- Printing on Different Paper for the First Page
- Reprinting the Last Page
- Printing on a Network Environment

Printing a Document

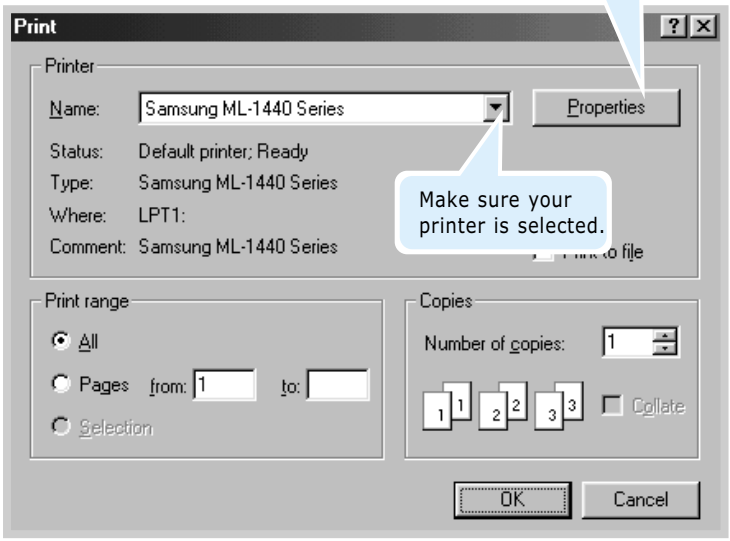
The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's documentation for the exact printing procedure.

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 will need 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.



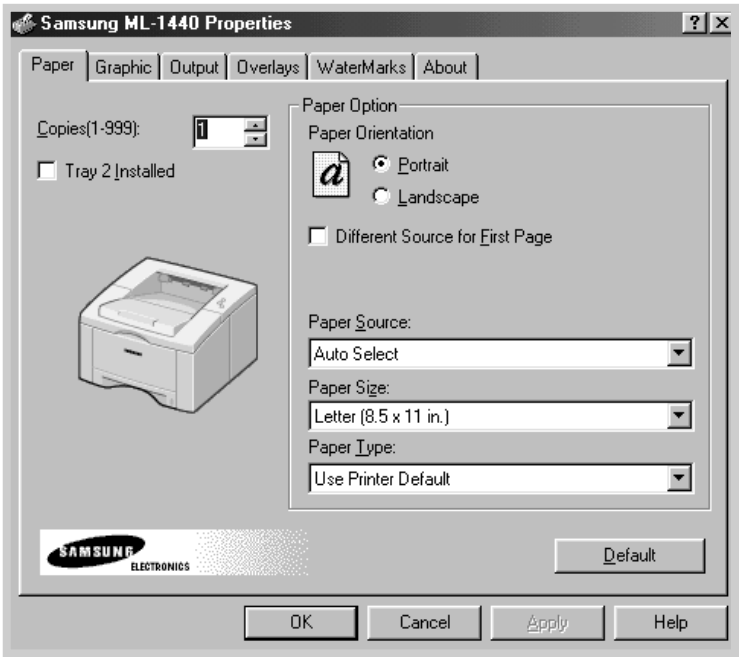
5

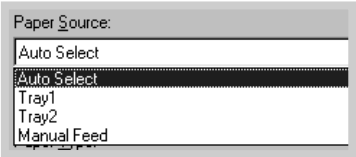
3 To take full advantage of the printer features provided by your ML-1440 printer, click **Properties** in the application's Print dialog box and go to step 4.

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

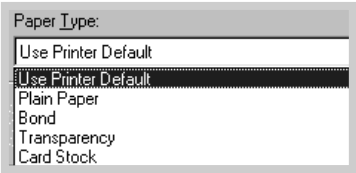
4 Now you see the Samsung ML-1440 Series printer's Properties dialog box. The Properties dialog box allows you to access all the information you will need when using your printer.

If necessary, click the **Paper** tab to display the settings shown below. The **Paper** tab contains the options for setting the basic paper handling.



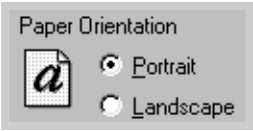


The default paper source is **Auto Select**. If you use paper in the Manual Tray or optional Tray2, select the corresponding paper source.
Manual Feed source is used when printing to special media. You have to feed one sheet at a time into the printer. See page 4.7.
If the paper source is set to **Auto Select**, the printer automatically selects the print media according to the following order: Manual Feed, Tray1, Tray2 (option).

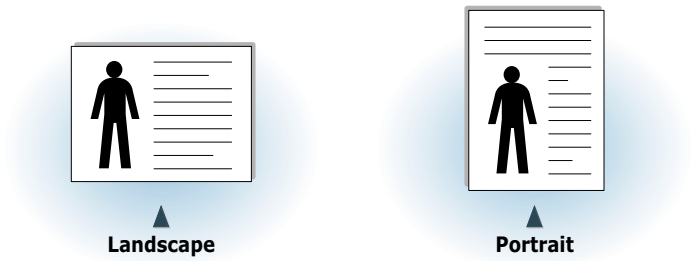


The default **Paper Type** is **Use Printer Default**. If you load a different type of print media, select the corresponding paper type. For further information on print media, refer to chapter 4 'Print Media'.

Also, 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.



5 Click 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 change 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. Follow this procedure:

  1. Click the Windows **Start** button.

  2. Select **Settings**, then **Printers** to open the Printers window. (Windows 9x/Me/2000)
     Select **Printers and Faxes**. (Windows XP)

  3. Select the **Samsung ML-1440 Series** printer icon.

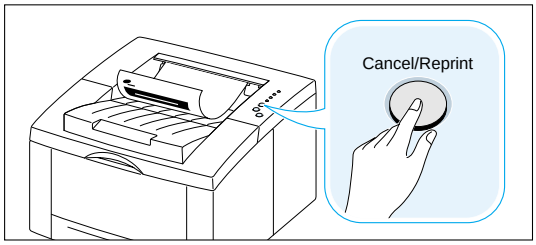
  4. Click the right mouse button and select **Properties** to open the properties window. (Windows 9x/Me)
     Click the right mouse button and select **Document Defaults** to open the document defaults window. (Windows NT)
     Click the right mouse button and select **Printing Preferences** to open the printing preferences window. (Windows 2000/XP)

Canceling a Print Job

There are two ways to stop a print job.

To stop a print job from the ML-1440 printer

Press the **Cancel/Reprint** button on the control panel.

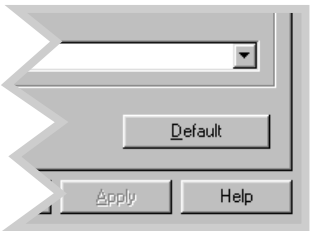


The printer will finish printing the page that is moving through the printer and delete the rest of the print job. Pressing **Cancel/Reprint** cancels only the current job in the printer. If more than one print job is in printer memory, **Cancel/Reprint** must be pressed once for each job.

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-1440 Series**.
3. From the **Document** menu, select **Cancel Printing** (Windows 9x/Me) or **Cancel** (Windows NT 4.0/2000/XP).

Printing Help



The Samsung ML-1440 printer has a help screen that can be activated by the **Help** button in the printer Properties dialog box. These help screens give detailed information about the printer features provided by the ML-1440 printer driver.

If you want to restore the default printer properties settings when you change the print settings, click **Default** in the Samsung ML-1440 Series Properties dialog box.

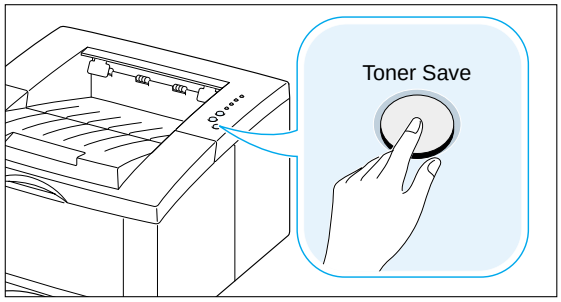
Using Toner Save Mode

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 the ML-1440 series printer

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

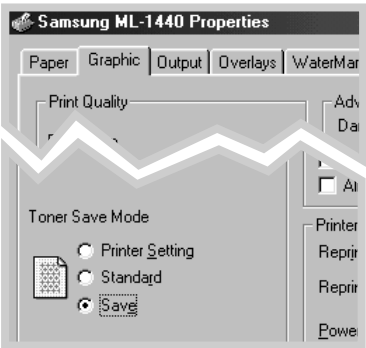


- If the button backlight is on, toner save mode activates and the printer uses less toner to print a page.
- If the button backlight is off, toner save mode is disabled and the printer prints in the normal mode.

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.

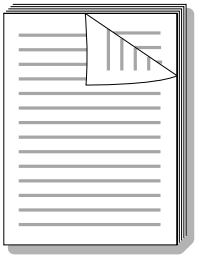
To enable this feature from the software application

1. When you change the print settings from your software application, access the printer properties. See page 5.2 to access the printer properties.



2. Click the **Graphic** tab, and 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 on Both Sides of the Paper (Manual Duplexing)

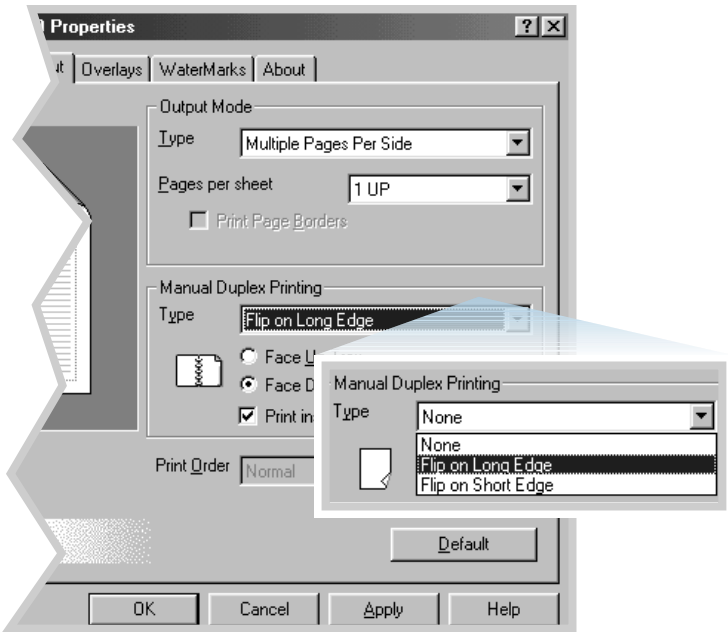


To print on both sides of the paper (manual duplexing), you must run the paper through the printer twice. You can print using the top output tray (face down tray) or the rear output tray (face up tray). Samsung recommends using the top output tray for light-weight paper. Use the rear output tray for any heavy media or media that tends to curl when printed, such as envelopes and card stock.

1 When you change the print settings from your software application, access the printer properties. See page 5.2 to access the printer properties.

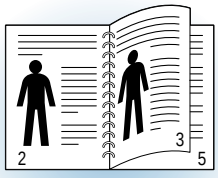
From the **Paper** tab, select the paper orientation, source, size and type.

2 Click the **Output** tab, then choose **Flip on Long Edge** or **Flip on Short Edge** from the **Type** drop-down list in the **Manual Duplex Printing** section.

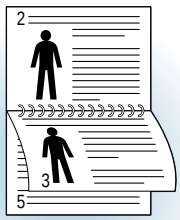


Choosing **Flip on Long Edge** lets you place the binding orientation along the long edge of the paper, as in a magazine.

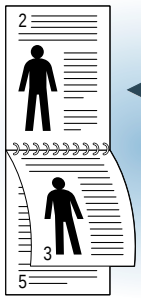
Choosing **Flip on Short Edge** lets you place the binding orientation along the short edge of the paper, as in a calendar.



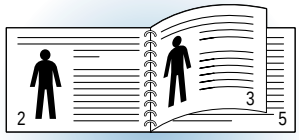
Flip on Long Edge in the **Portrait** orientation



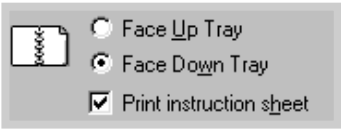
Flip on Long Edge in the **Landscape** orientation



Flip on Short Edge in the **Portrait** orientation



Flip on Short Edge in the **Landscape** orientation



3 Select **Face Down Tray** (top output tray) or **Face Up Tray** (rear output tray) in which the printed media is to be stacked. According to this option, the printer will determine the print page order when the second sides are printed.

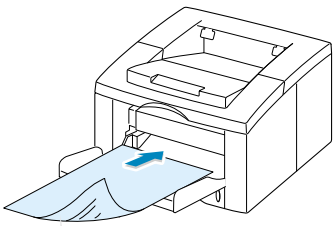
If you select **Face Up Tray**, open the face up tray.

4 If you want to print the instruction page which tells you how to load the paper, click **Print instruction sheet**. If the box is checked, the printer prints the instruction sheet before the duplexing job is printed. If the box is empty, this feature is disabled.

5 Start printing. The printer automatically prints only the odd-numbered pages.

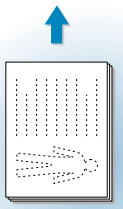
6 Gather up the printed pages, and reload them into the Manual Tray one sheet at a time in the order that they are printed.

Note: If you have selected the **Face Up Tray** option in Step 3, the last page is placed on the top of the stack. **Do not** rearrange the pages before reloading them to print the second side.



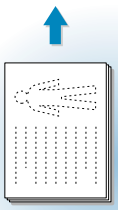
Remove the printed pages, and reload them into the Manual Tray one sheet at a time with **the printed side face down**.

The following illustrations show you how to put the printed pages back into the printer.



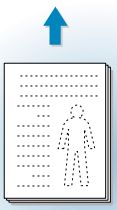
(left edge toward the printer)

Flip on Long Edge in the **Landscape** orientation



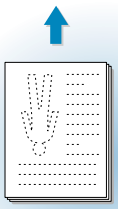
(right edge toward the printer)

Flip on Short Edge in the **Landscape** orientation



(top edge toward the printer)

Flip on Long Edge in the **Portrait** orientation



(bottom edge toward the printer)

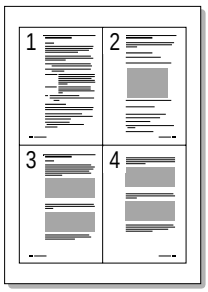
Flip on Short Edge in the **Portrait** orientation

Note: Duplexing can cause the printer to become dirty more quickly and can therefore reduce print quality. See “Cleaning the Printer” on page 6.4 if the printer becomes dirty.

7 You are prompted to reinsert the paper into the Manual Tray. Click **OK** on the screen to start printing the second side. The printer automatically prints only the even-numbered pages.

Note: You must press the **Demo** button to start printing each time you load the printed page into the Manual Tray.

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



▲ 4 pages per sheet

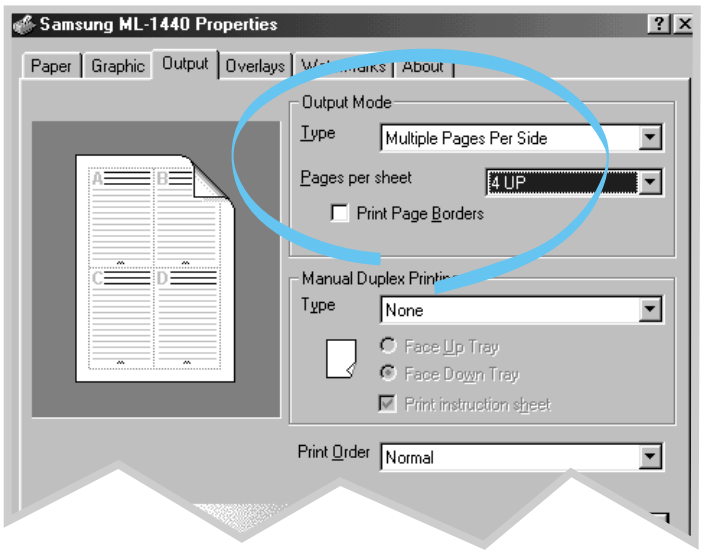
You can select the number of pages that you want to print on a single sheet of paper. If you choose to print more than one page per sheet, the pages will appear decreased in size and arranged on the sheet. You can specify up to 16 pages.

1 When you change the print settings from your software application, access the printer properties. See page 5.2 to access the printer properties.

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

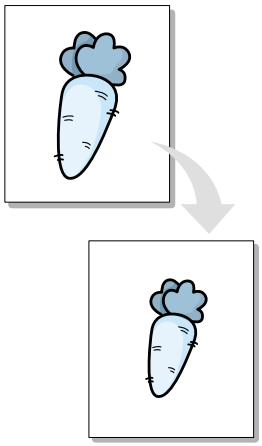
2 Click the **Output** tab, and choose **Multiple Pages Per Side** in the **Type** drop-down list. Then select the number of pages you want to print per sheet (1, 2, 4, 9 or 16) in the **Pages per sheet** drop-down list.

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.

Scaling Your Document



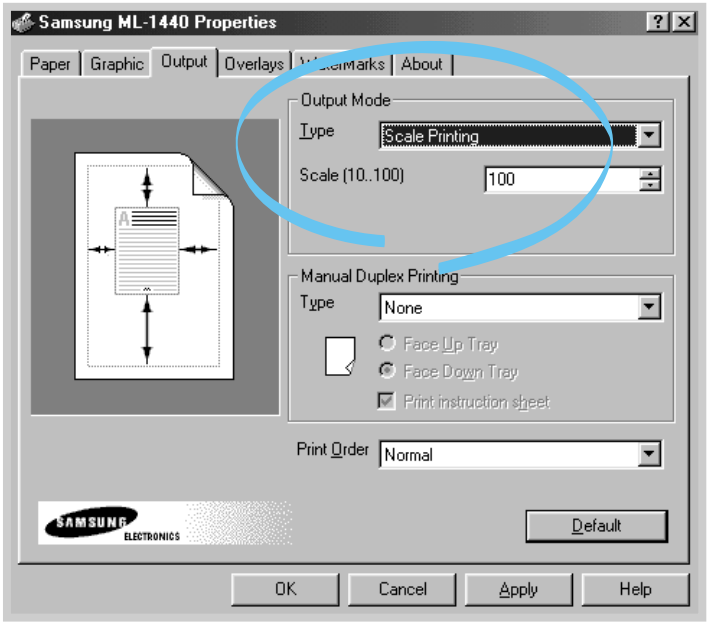
This printer feature allows you to scale your print job on a page.

1 When you change the print settings from your software application, access the printer properties. See page 5.2 to access the printer properties.

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

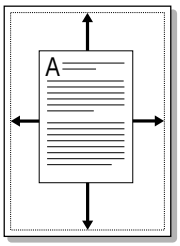
3 Enter the desired scaling rate in the **Scale** input field.

You can also click the ▲ or ▼ buttons.



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

Fitting Your Document To a Selected Paper Size

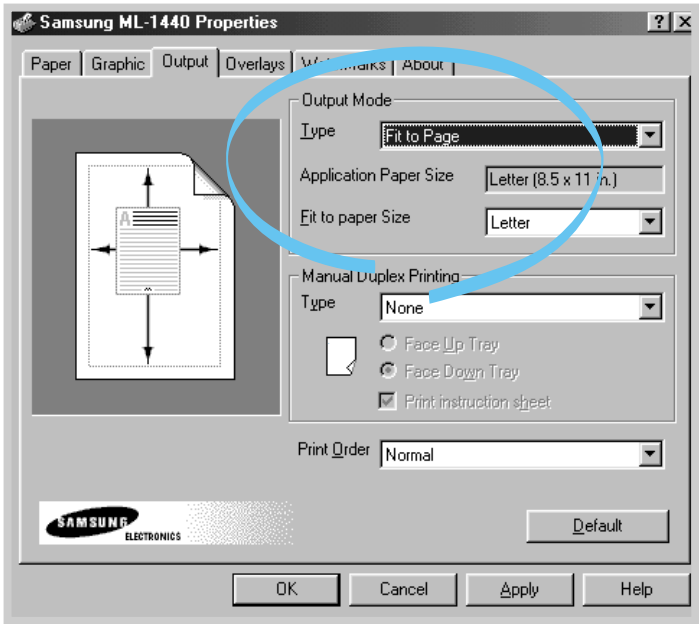


This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

1 When you change the print settings from your software application, access the printer properties. See page 5.2 to access the printer properties.

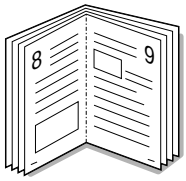
2 Click the **Output** tab, and select **Fit to Page** in the **Type** drop-down list.

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

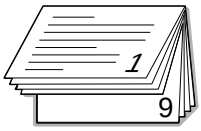


4 Click **OK**, then start printing.

Printing Booklets



Portrait orientation



Landscape orientation

The Booklet printing feature allows you to print your document as a 2-sided (duplex) job and to arrange the pages so that the paper can be folded in half after printing to produce a booklet.

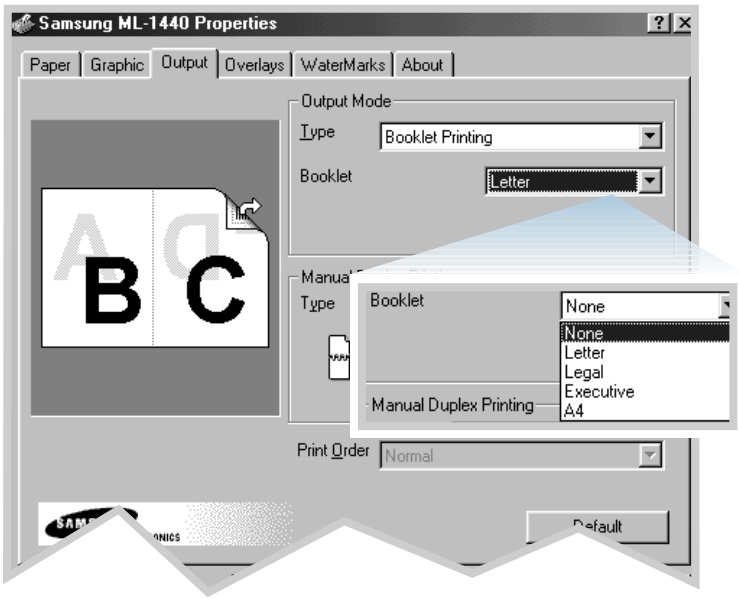
1 When you change the print settings from your software application, access the printer properties. See page 5.2 to access the printer properties.

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

Note: For booklet printing, only four paper sizes are supported: Letter, A4, Legal, and Executive.

2 Click the **Output** tab, then choose **Booklet Printing** from the **Type** drop-down list.

Then select the paper size you are using from the **Booklet** drop-down list.



5

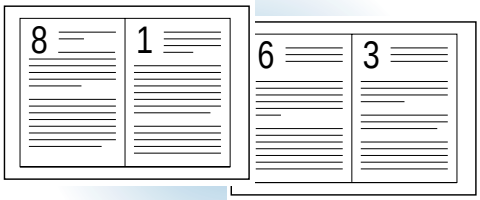
3 Select **Face Down Tray** (top output tray) or **Face Up Tray** (rear output tray) in which the printed media is stacked. According to this option, the printer will determine the print page order when the second sides are printed.

If you select **Face Up Tray**, open the face up tray.

4 If you want the instruction page which tells you how to load the paper, click **Print instruction sheet**. If the box is checked, the printer prints the instruction page before the duplexing job is printed. If the box is empty, this feature is disabled.

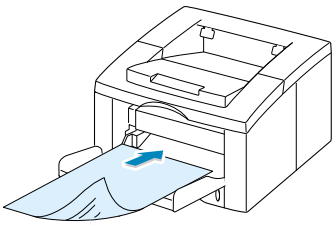
5 Print the document.

6 The printer prints side one as shown below for an 8-page document.



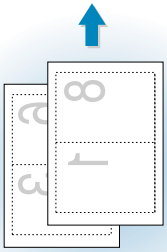
▲ 8 page document

7 Gather up the printed pages, and reload them into the Manual Tray one sheet at a time. Go to the next page for details on reloading the printed pages.



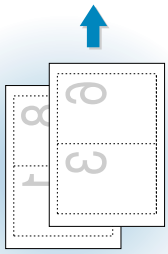
Remove the printed pages, and reload them into the Manual Tray one sheet at a time with **printed side face down**.

The following illustrations show how to put the paper back into the printer.



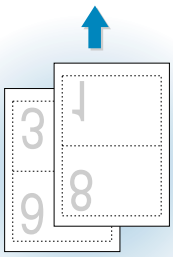
▲ **Face Up Tray** output

In **Portrait** orientation, insert the pages with **left edge** toward the printer.



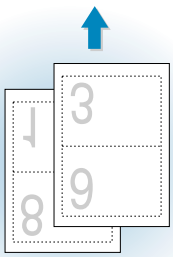
▲ **Face Down Tray** output

Note: If you have selected the **Face Up Tray** option at Step 3, the last page is placed on the top of the stack. **Do not** rearrange the pages before reloading the pages.



▲ **Face Up Tray** output

In **Landscape** orientation, insert the pages with **bottom edge** toward the printer.



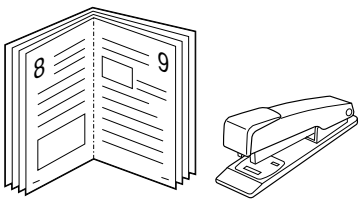
▲ **Face Down Tray** output

5

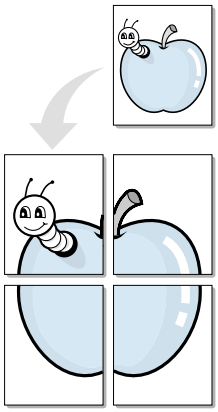
8 You are prompted to reinsert the paper into the Manual Tray. Click **OK** on the screen. The printer will finish printing.

Note: You must press the **Demo** button to start printing each time you load the printed page into the Manual Tray.

9 Fold and staple the pages.



Printing Posters



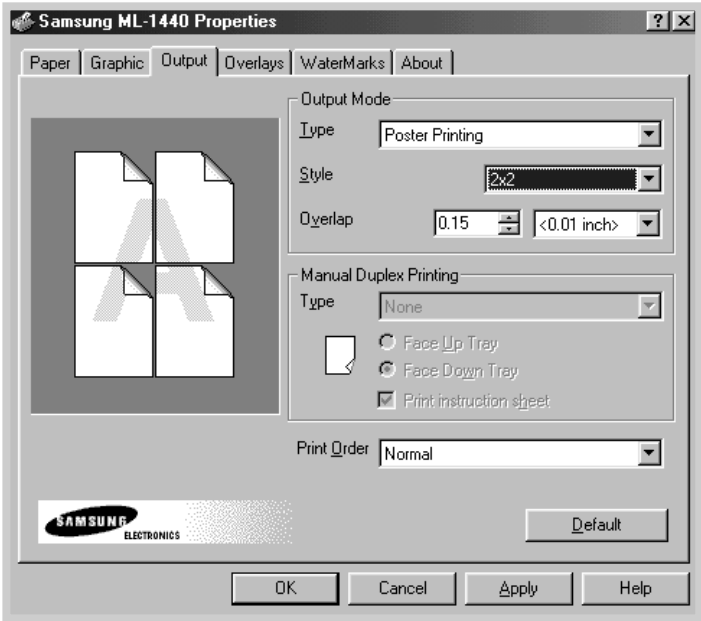
Poster printing
with 2x2 style

This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

1 When you change the print settings from your software application, access the printer properties. See page 5.2 for more information on accessing printer properties.

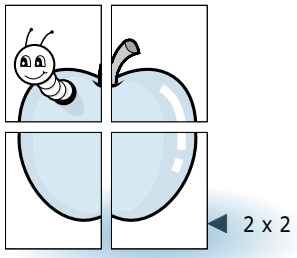
From the **Paper** tab, select the paper orientation, source, size and type.

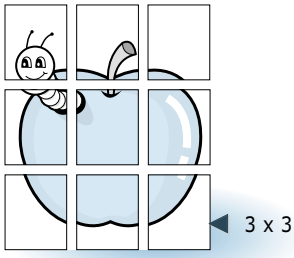
2 Click the **Output** tab, and select **Poster Printing** in the **Type** drop-down list.



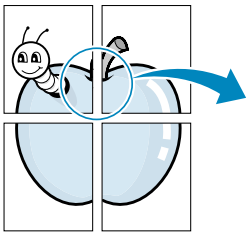
3 To determine the scaling factor, select the **Style**; **2x2**, **3x3** or **4x4**.

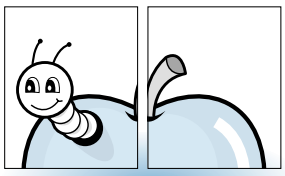
For example, if you select **2x2**, the output will be automatically stretched to cover 4 physical pages.

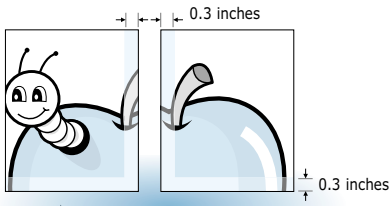




4 You may specify an overlap in millimeter or inch to make it easier to reconstruct the resulting poster.





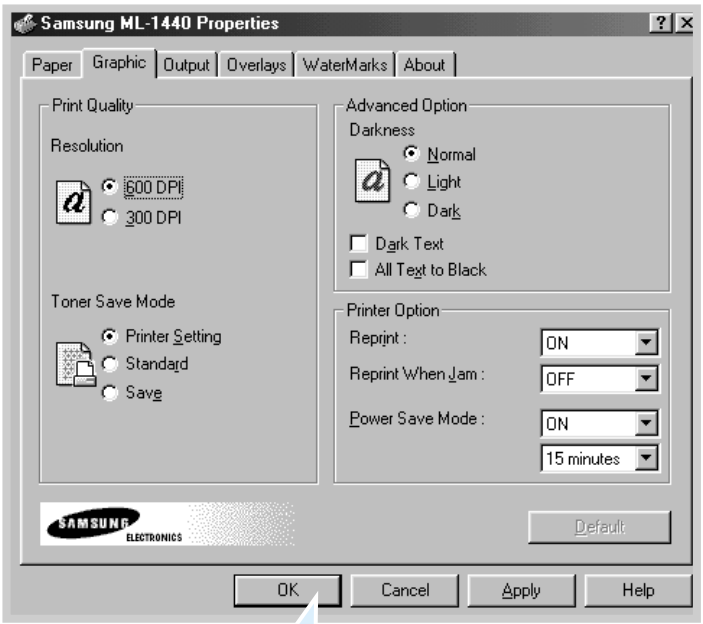


5 Click **OK**, then start printing.

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 5.2 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

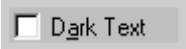
You can select the printing resolution by choosing either **300 DPI** or **600 DPI**. The higher the setting, the sharper the clarity of printed characters and graphics. Higher settings may increase the time it takes to print a document.

Darkness

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

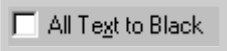
- **Normal** – This setting is for normal documents.
- **Light** – This setting is for bolder line widths or darker gray-scale images.
- **Dark** – This setting is for finer line width, higher definition in graphics, and lighter gray-scale images.

Dark Text



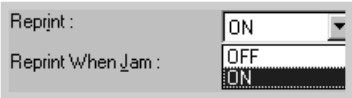
When the **Dark Text** is checked, all text in your document is allowed to print darker than normal document.

All Text to Black



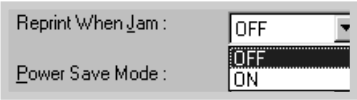
When the **All Text to Black** is checked, all text in your document is allowed to print solid black, regardless of the color it appears on the screen.
When it is not checked, colored text is allowed to print in shades of gray.

Reprint



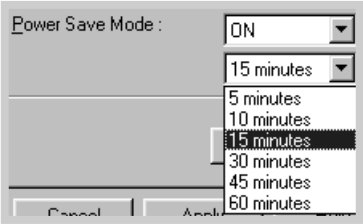
You can set the printer not to print the last page of the last job when the **Cancel/Reprint** button is pressed. For details, see 'Reprinting the Last Page' on page 5.29.

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

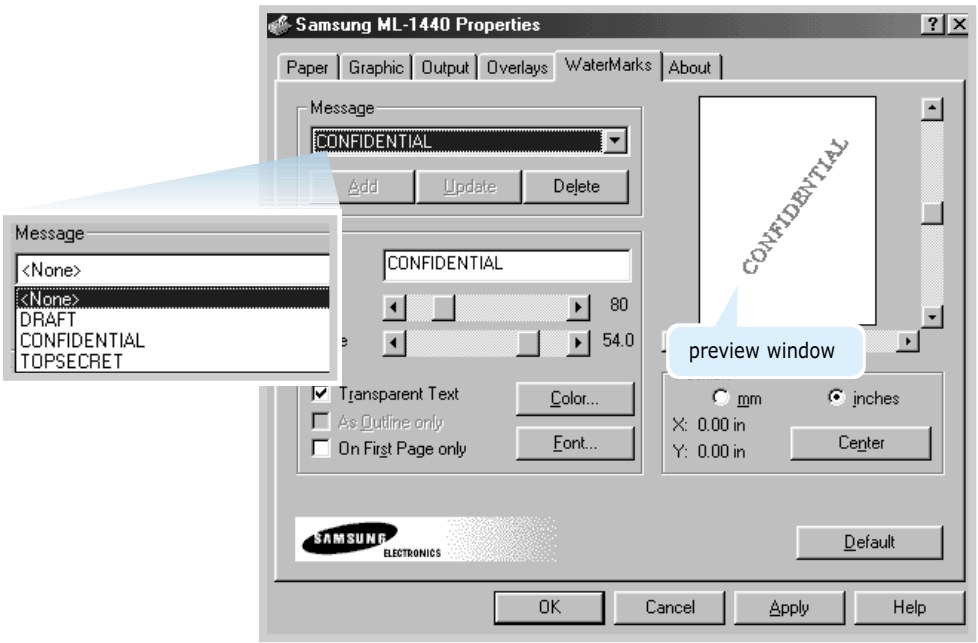
The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

There are several predefined watermarks that come with the ML-1440 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 5.2 for more information on accessing 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.

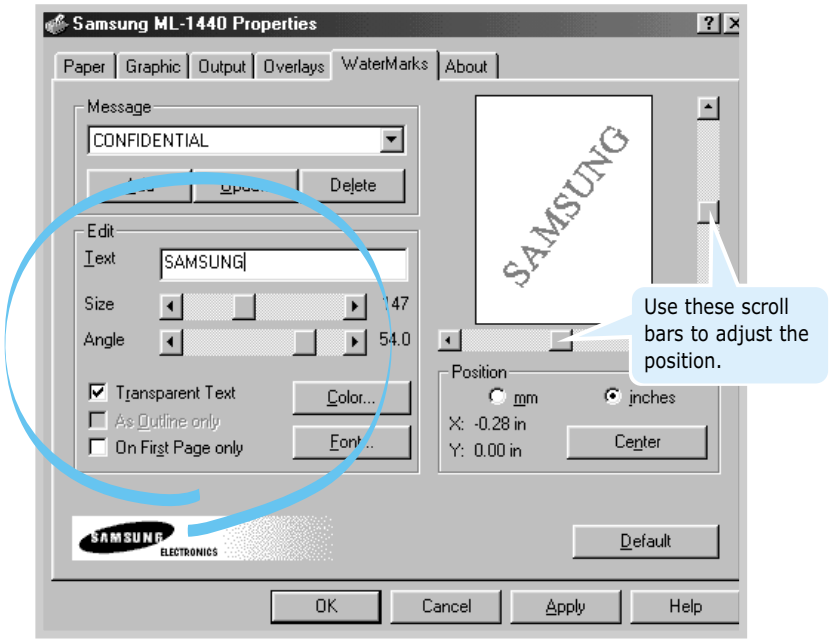
To create or edit a watermark

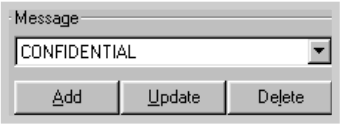
1 When you change the print settings from your software application, access the printer properties. See page 5.2 for more information on accessing the printer properties.

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, then click **Update**.

6 When you complete the edit, click **OK**, 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 5.2 for more information on accessing the printer properties.

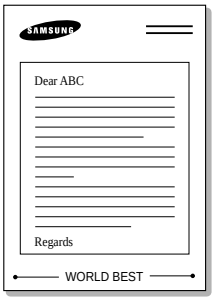
2 From the **WaterMark** tab, select the watermark you want to delete in the **Message** drop-down list.

3 Click **Delete**.

4 Click **OK**.

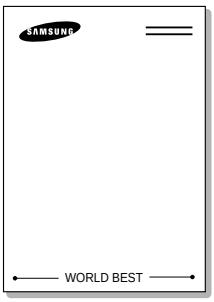
Using Page Overlay

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 to tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay

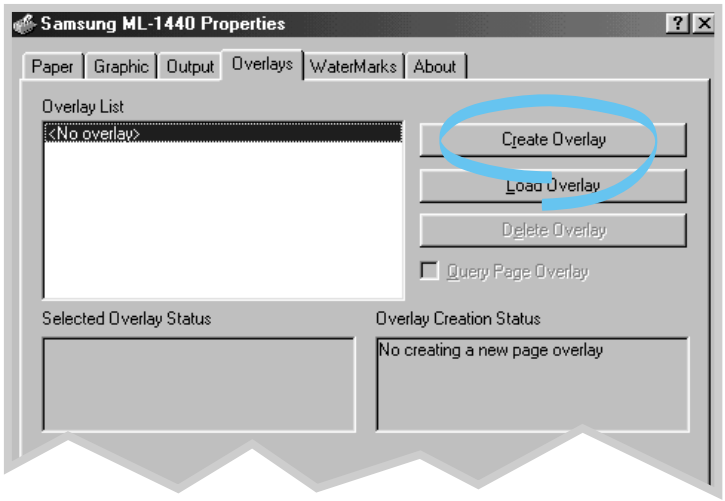


To use a page overlay, you must create a new page overlay containing your logo or image.

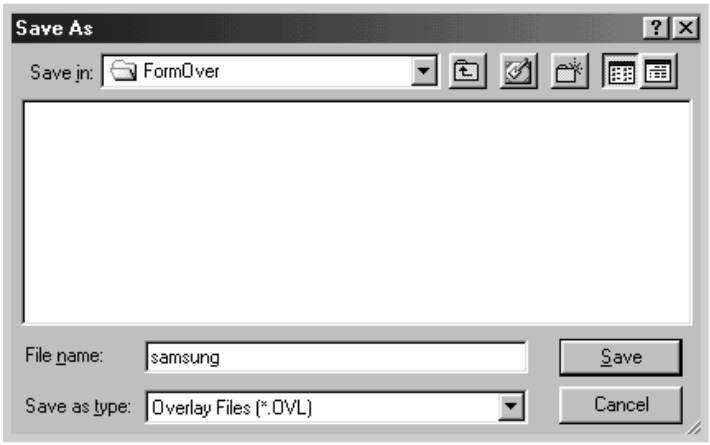
1. Create or open a document containing a text or image you want to use for page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.

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 5.2.

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 **Save**. 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. Do not create overlay with the watermark.

Using Page Overlay

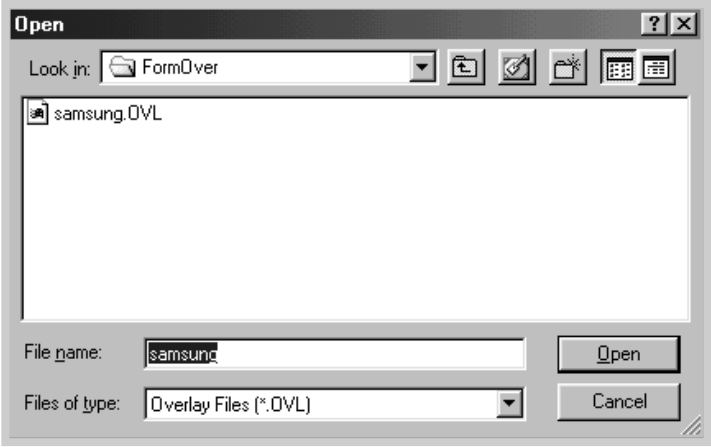
After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

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 5.2 to access the printer properties.

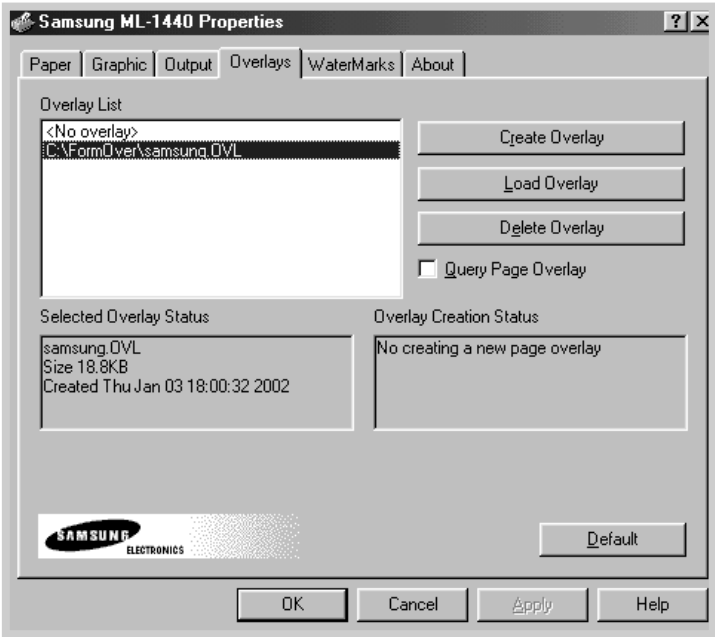
3 Click the **Overlays** tab, and select the desired overlay from the **Overlay List** box.

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 **Open**. 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.

Note: The overlay document resolution must be save as document you will print with the overlay.

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.