

Loading Orientation-Fixed Paper or Two-Sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the paper is placed.

Settings using the control panel

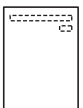
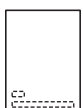
Set [Letterhead Setting] to [Auto Detect] or [On (Always)], and then place the paper as shown in the table below. For details about [Letterhead Setting], see:

- page 244 "Machine Modes (SP C340DN)" (for SP C340DN)
- page 314 "System" (for SP C342DN)

Paper orientation

The meanings of the icons are as follows:

Icon	Meaning
	Place or load paper printed side face up.
	Place or load paper printed side face down.

Print side	Trays 1–2	Bypass tray
One-sided		
Two-sided		

Note

- To print on letterhead paper when [Letterhead Setting] is set to [Auto Detect], you must specify [Letterhead] for the paper type in the printer driver's settings.
- If a print job is changed partway through printing from one-sided to two-sided printing, one-sided output after the first copy may be printed facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for one-sided and two-sided printing. Note also that two-sided printing must be disabled for the tray specified for one-sided printing.

- For details about how to make two-sided prints, see page 138 "Printing on Both Sides of a Page".

Loading Envelopes

This section explains various details about and recommendations concerning envelopes.

⚠ CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface." Otherwise, an injury might occur.
- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

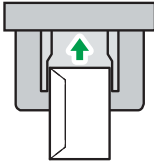
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★ Important

- Do not use window envelopes.
- Envelopes, especially those with glue on their flaps, may stick together. Fan the envelopes to separate them before loading. If the envelopes still stick together, load them one by one. For the envelope types that can be used with this printer, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".
- Misfeeds might occur depending on the length and shape of the flaps.
- Load envelopes with their flaps open. Load envelopes with their flaps closed only when the flaps are closed at the time of purchase.
- Before loading envelopes, press down on them to remove any air from inside, flattening out all four edges. If they are bent or curled, flattening their leading edges (the edge going into the printer) by running a pencil or ruler across them.

Loading orientation for envelopes

The method for loading envelopes varies depending on the orientation of the envelopes. Be sure to load envelopes with the correct orientation.

Orientation	Bypass tray
Envelopes  	 • Flaps: close • Bottom side of envelopes: toward the right of the printer • Side to be printed: face down

When loading envelopes, use both the control panel and the printer driver to select "Envelope" for the paper type and specify the thickness of the envelopes. For details, see page 166 "Printing on Envelopes".

Recommended envelopes

For details about recommended envelopes, contact your local dealer.

The size of envelopes that you can load depends on the tray in which you load them. For details, see page 106 "Paper Size Specifications".

Note

- Load only one size and type of envelope at a time.
- The duplex function cannot be used with envelopes.
- Straighten any curls within 5 mm (0.2 inch) upward and 0 mm (0 inches) downward on the tray before loading.
- To achieve better output quality, it is recommended that you set the right, left, top, and bottom print margin to at least 15 mm (0.6 inches) each.
- The output quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check the print quality.
- When printing onto envelopes, the print speed is slower than usual.
- Flatten out prints if they are creased or curled.
- Check that the envelopes are not damp.
- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.
- Depending on the environment, printing on envelopes may wrinkle them even if they are the recommended envelopes.
- Certain types of envelopes might be output creased, dirtied, or misprinted. If you are printing a solid color on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.

Paper Settings

This section explains how to specify paper size and type using the control panel.

Note

- When [Tray Setting Priority] is set to [Machine Setting(s)], the paper settings configured using the printer's control panel have priority over the settings specified in the printer driver or commands. For details, see:
 - page 244 "Machine Modes (SP C340DN)" (for SP C340DN)
 - page 314 "System" (for SP C342DN)

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Specifying a Paper Size

Important

- To use the paper size and feed direction other than those indicated on the paper size dial, set the dial to "✳", and set the paper size using the control panel.
- To use custom size paper, be sure to specify the paper size using the control panel and the printer driver.
- The printer cannot print on custom size paper if the application does not support custom size paper.

Specifying Standard Size Paper

SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Paper Input] ▶ Press [OK]
2. Select [Paper Size: (tray name)] ▶ Press [OK]
3. Select the size of the paper set in the specified tray ▶ Press [OK]

SP C342DN

1. Press the [User Tools] key, and then display the [Tray Paper Settings] screen.

[System Settings] ▶ [Tray Paper Settings]

2. Specify the paper size and feed direction.

[Tray Paper Size: (tray name)] ▶ Select the paper size and feed direction ▶ [OK]

↓ Note

- For details about the available paper size, see page 106 "Paper Size Specifications".

Specifying Custom Size Paper

SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Paper Input] ▶ Press [OK]
2. Select [Paper Size: (tray name)] ▶ Press [OK]
3. Select [Custom Size] ▶ Press [OK]
4. Enter the horizontal value ▶ Press [OK]
5. Enter the vertical value ▶ Press [OK]

SP C342DN

1. Press the [User Tools] key, and then display the [Tray Paper Settings] screen.

[System Settings] ▶ [Tray Paper Settings]

2. Specify the paper size and feed direction.

[Tray Paper Size: (tray name)] ▶ [Custom Size] ▶ [Vertical] ▶ Enter the vertical dimension of the paper ▶ [OK] ▶ [Horizontal] ▶ Enter the horizontal dimension of the paper ▶ [OK]

3. Press [OK] twice.

↓ Note

- For details about the available paper size, see page 106 "Paper Size Specifications".

Specifying a Paper Type

You can improve printer performance by selecting the optimum paper type for the tray.

SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Paper Input] ▶ Press [OK]
2. Select [Paper Type: (tray name)] ▶ Press [OK]
3. Select the type of the paper set in the specified tray ▶ Press [OK]

The setting is complete when specifying the following types of paper:

Thin Paper, Plain Paper, Middle Thick, Thick Paper 1, Thick Paper 2, Thick Paper 3, Special Paper 1, Special Paper 2, Special Paper 3, Glossy Paper

4. If you have selected [Recycled Paper], [Color Paper], [Letterhead], [Label Paper], [Envelope], [Preprinted Paper], [Bond Paper], [Cardstock], or [Coated Paper] for the paper type, press [Escape]
5. Select [Maintenance] ▶ Press [OK]
6. Select [General Settings] ▶ Press [OK]
7. Select the paper thickness setting for the specified paper type ▶ Press [OK]
8. Select the tray where the specified type of paper is loaded ▶ Press [OK]
9. Select the paper thickness ▶ Press [OK]

SP C342DN

1. Press the [User Tools] key, and then display the [Tray Paper Settings] screen.

[System Settings] ▶ [Tray Paper Settings]

2. Press [Paper Type: (tray name)], and then specify the paper type and thickness.

- [Paper Type]
Select the paper type ▶ [OK]
- [Paper Thickness]
Select the paper thickness ▶ [OK]

Note

- For details about the available paper type, see page 108 "Paper Type Specifications".

Registering Unique Names to Paper Types

You can register a unique name to a paper type using Web Image Monitor. Registering a name which represents paper type or usage allows you to easily specify the paper type appropriate for your purpose.

★ Important

- This function can be used when the printer is operating in a network and bidirectional communication is enabled.
- Paper types with unique names registered using this function can only be specified using the PCL 5e/5c/6 printer drivers.
- The printer logs do not record the names of user paper types.

Registering names to paper types

★ Important

- The printer driver might not display the paper type name correctly if it is registered using an unsupported language.
- The control panel might not display the paper type name correctly if it is registered using non-alphanumeric characters (i.e., characters that are not one of the following: a–z, A–Z, or 0–9).

1. Log in to Web Image Monitor in administrator mode.

For details, see page 333 "Displaying the top page".

2. Click [Configuration] on the [Device Management] menu.

3. Under "Device Settings", click [User Paper Type], and then change the settings as necessary.

4. Enter a descriptive name for easier recognition in "Paper Name".

5. Select a suitable paper type from the "Paper Type" list.

6. Click [OK].

7. Click [Logout].

8. Quit Web Image Monitor.

↓ Note

- You can register up to eight user paper types.

Setting user paper types to trays

Before printing, set the paper registered on the user paper type to the paper tray, and then set the paper type already registered. Paper types can be set either from Web Image Monitor or from the printer's control panel.

1. Log in to Web Image Monitor in administrator mode.

For details, see page 333 "Displaying the top page".

2. Click [Configuration] on the [Device Management] menu.

3. Under "Device Settings", click [Paper], and then change the settings as necessary.

4. Select [User Paper Type] for the paper tray you want to use, and then select the registered paper type.

5. Click [OK].

6. Click [Logout].

7. Quit Web Image Monitor.

Printing using registered paper types

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Select a registered paper type in the "Paper Type:" list.
3. Start printing from the application's [Print] dialog box.

Configuring Envelope Settings Using the Control Panel

When printing on envelopes, load envelopes in bypass tray or Tray 1, and then follow the procedure below to specify envelope type and thickness.

SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Paper Input] ▶ Press [OK]
2. Select [Paper Size: Bypass Tray] ▶ Press [OK]
3. Select the envelope type ▶ Press [OK]
4. Select [Paper Type: Bypass Tray] ▶ Press [OK]
5. Select [Envelope] ▶ Press [OK]
6. Press [Escape]
7. Select [Maintenance] ▶ Press [OK]
8. Select [General Settings] ▶ Press [OK]
9. Select [Envelope Setting] ▶ Press [OK]
10. Select the source tray for which you want to change the paper thickness ▶ Press [OK]
11. Select the paper thickness ▶ Press [OK]

SP C342DN

1. Press the [User Tools] key, and then display the [Tray Paper Settings] screen.

[System Settings] ▶ [Tray Paper Settings]

2. Press [Tray Paper Size: Bypass Tray], and then specify the paper size.

Select the envelope size ▶ [OK]

3. Press [Paper Type: Bypass Tray], and then specify the paper type and thickness.

• [Paper Type]

[Envelope] ▶ [OK]

- [Paper Thickness]

[Plain Paper 66-74g/m²] ▶ [OK]

Note

- For details about the envelope types that can be loaded in each tray, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".
- For details about how to load envelopes, see page 123 "Loading Envelopes".
- Configure the paper settings appropriately using both the printer driver and the control panel. For details about paper settings using the printer driver, see page 166 "Printing on Envelopes".

4. Printing

This chapter explains how to setup the printer before using it, and how to print documents using various useful functions. Printing procedures using the printer drivers on Windows 7 and Mac OS X 10.6 are shown as examples.

Displaying the Printer Driver Settings Screen

This section explains how to display the configuration screen of the printer.

Displaying the Printer Driver Properties with Windows

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This section explains how to open the printer driver properties from [Devices and Printers].

★ Important

- **Manage Printers permission is required to change the printer settings. Log in as an Administrators group member.**
 - **You cannot change the printer default settings for individual users. Settings made in the printer properties dialog box are applied to all users.**
1. On the [Start] menu, click [Devices and Printers].
 2. Right-click the icon of the printer you want to use.
 3. Click [Printer properties].

Displaying the Printing Preferences dialog box from the [Start] menu

This section explains how to open the [Printing Preferences] dialog box from [Devices and Printers].

★ Important

- **When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].**
 - **You cannot configure different print settings for each user. The settings configured in this dialog box are used as the default.**
1. On the [Start] menu, click [Devices and Printers].
 2. Right-click the icon of the printer you want to use.
 3. Click [Printing Preferences].

Displaying the Printing Preferences dialog box in an application

You can make printer settings for a specific application. To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application.

The settings displayed in the [Printing Preference] dialog box opened from the [Devices and Printers] window are applied as the default in the [Printing Preference] dialog box opened in an application. When printing from an application, modify the settings as required.

The screens displayed may differ depending on the application. The following procedure explains how to print documents from an application using WordPad in Windows 7 as an example.

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the [Select Printer] list, select the printer you want to use.
3. Click [Preferences].

Using One Click Presets

Some of the frequently used functions are registered under "One Click Preset List:" on the [One Click Presets] tab.

You can apply the relevant setting simply by clicking on the one-click preset name. This prevents incorrect settings and misprints.

One-click presets can be added, modified, and deleted as required. By using registered one-click presets, users without in-depth knowledge of the printer driver can utilize advanced printing functions easily.

Follow the procedure to register one-click presets.

1. Open the printing preferences dialog box.
2. Make the settings you require.
3. Click [Register Current Settings...].
4. Enter a name and comment that describe the setting, and then click [OK].

Note

- For details about modifying and deleting one-click presets, see the printer driver Help.

Displaying the Printer Driver Help

Displaying the printer driver Help

If you click [Help] in the setting dialog box for the printer driver, the Help contents corresponding to the displayed tab appear.

Displaying the descriptions of the items on the printer driver's settings dialog box

If you click the question mark button in the upper right corner of the setting dialog box for the printer driver, the mouse pointer changes to a question mark. Move this question mark over the item whose Help information you want to view, and then left-click to display the Help information.

Displaying the Printer Driver Properties in Mac OS X

This section explains how to display the printer driver settings screen in Mac OS X. Displayed screens may differ from those indicated in the following steps depending on the application. In the procedure below, Text Edit provided with Mac OS X 10.6 is used as an example.

1. **Start System Preferences.**
2. **Click [Print & Fax].**
3. **Click the icon of the printer you want to use.**

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Displaying the printing preferences screen from an application

You can make printer settings for a specific application. To make printer settings for a specific application, open the printing preferences screen from that application.

1. **Select [Print...] on the [File] menu.**
2. **Select the printer you are using in the [Printer:] pop-up menu.**

Standard Printing

Printing with Windows (PCL 6/PostScript 3)

★ Important

- Duplex printing is selected as the default setting.
 - If you send a print job via USB 2.0 while the printer is in Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.
1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.

For details, see page 132 "Displaying the Printing Preferences dialog box in an application".

2. Make sure the [One Click Presets] tab is selected.
3. Configure the following settings:

- Job Type:
Select [Normal Print].
- Document Size:
Select the size of the document.
- Orientation:
Select the orientation of the document.
- Input Tray:
Select the paper tray that contains the paper you want to use for printing.
If you select [Auto Tray Select], the paper tray is automatically selected according to the paper size and type specified.
- Paper Type:
Select the type of paper that is loaded in the paper tray.
- Color/ Black and White:
Select [Color] for color printing, and [Black and White] for black-and-white printing.
- Copies:
Specify the number of copies.

Change any other print settings as necessary. For details, see the printer driver Help.

You can set convenient print functions on the [Detailed Settings] tab. For details, see page 138 "Convenient Print Functions".

4. Click [OK].

5. Start printing from the application's [Print] dialog box.

Note

- If [Color] is selected in the "Color/ Black and White:" list, you can print using special color outputs suitable for color vision impaired users. To use this function, click the [Detailed Settings] tab. Click the [Print Quality] menu in the "Menu:" box, and then select [On] in the "Barrier-free Color Management:" list.

Black-and-white printing precautions

Some applications may recognize grayscale or a black-and-white area of a document as a color image. Because of this, it may be printed in four colors (CMYK) and counted on the billing counter as such. To ensure that documents are printed in black and white, select [User Setting] in the "Settings for Image:" list on the [Print Quality] menu, and then select [K (Black)] in the "Gray Reproduction:" list. For details, see the printer driver Help.

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Printing with Windows (PCL 5e/5c)

Important

- Duplex printing is selected as the default setting.
 - If you send a print job via USB 2.0 while the printer is in Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.
1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.

For details, see page 132 "Displaying the Printing Preferences dialog box in an application".

2. Make sure the [Setup] tab is selected.

3. Configure the following settings:

- Job Type:
Select [Normal Print].
- Copies:
Specify the number of copies.
- Orientation:
Select the orientation of the document.
- Color/ Black and White:
Select [Color] for color printing, or [Black and White] for black-and-white printing.

4. Click the [Paper] tab.**5. Configure the following settings:**

- Document Size:
Select the size of the document.
- Input Tray:
Select the paper tray that contains the paper you want to use for printing.
If you select [Auto Tray Select], the paper tray is automatically selected according to the paper size and type specified.
- Type:
Select the type of paper that is loaded in the paper tray.

Change any other print settings as necessary. For details, see the printer driver Help.

You can set convenient print functions on the tabs of the printer driver. For details, see page 138 "Convenient Print Functions".

6. Click [OK].**7. Start printing from the application's [Print] dialog box.**

Printing with Mac OS X

Follow the procedure below to print using the PostScript 3 printer driver for Mac OS X.

1. After creating a document, open the printing preferences screen in the document's native application.

For details, see page 133 "Displaying the Printer Driver Properties in Mac OS X".

2. Configure the following settings:

- Copies:
Specify the number of copies.
- Paper Size:
Select the size of the document.
- Orientation:
Select the orientation of the document.
- Collated (Collate pages):
Specify whether or not to collate output sheets.

For some versions of Mac OS X, select [Paper Handling] or [Copies & Pages] in the pop-up menu, and then select the [Collate:] check box.

For details about the collate function, see page 142 "Collate".

3. Select [Paper Feed] in the pop-up menu.

4. Select the paper tray that contains the paper you want to print onto.

If you select [Auto Select], the paper tray is automatically selected according to the paper size and type specified.

5. Select [Printer Features] in the pop-up menu.

6. Switch the "Feature Sets:" menu to configure the following settings:

- Paper Type:
Select the type of paper that is loaded in the paper tray.
- Color Mode:
Select [Color] for color printing, and [Black and White] for black-and-white printing.

7. Change any other print settings as necessary.

You can set convenient print functions in the pop-up menus of the printer driver. For details, see page 138 "Convenient Print Functions".

8. Start printing from the application's printing preferences screen.

Note

- Disable the application's collate function to use the printer's collate function.

Convenient Print Functions

This section describes convenient print functions such as printing on cover sheets, inserting a slip sheet, and collating the printed sheets.

Printing on Both Sides of a Page

Types of duplex printing

You can specify which way the bound pages open by specifying which edge to bind.

Orientation	Long Edge Bind(Open to Left/Top)	Short Edge Bind(Open to Top/Left)
Portrait		
Landscape		

Duplex printing precautions

- For details about the paper sizes and types available for duplex printing, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".
- If the document contains pages with different sizes, page breaks may occur.

Note

- For details about setting the duplex printing function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 153 "Edit".
- For details about setting the duplex printing function using the PCL 5e/5c printer driver, see page 156 "Setup".
- For details about setting the duplex printing function using the PostScript 3 printer driver for Mac OS X, see page 158 "Layout".

Combining Multiple Pages onto a Single Page

The combine printing function allows you to save paper by printing multiple sheets at reduced size onto a single sheet.

Types of combined printing

This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

The following illustrations show example page ordering patterns for 2- and 4-page combinations.

- 2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		
Landscape		

- 4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left

Combine printing precautions

- If the document contains pages with different original sizes, page breaks may occur.
- If the application you are using also has a combine function, disable it. If the application's combine function is also enabled when the driver's combine function is enabled, incorrect printing may occur.

Note

- When using the booklet printing function together with the combine printing function, see page 141 "Booklet Printing".
- For details about setting the combine printing function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 153 "Edit".
- For details about setting the combine printing function using the PCL 5e/5c printer driver, see page 156 "Setup".
- For details about setting the combine printing function using the PostScript 3 printer driver for Mac OS X, see page 158 "Layout".

Poster

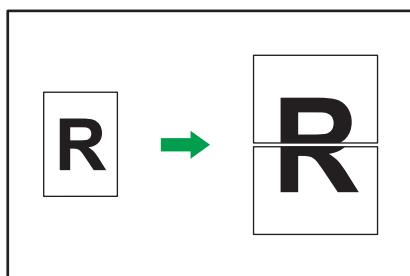
This function allows you to create a poster-size output by enlarging a single-page document to cover multiple sheets of paper. The divided images are printed with an overlap of 15 mm (0.59 inches) on the margin of each sheet, so you can paste them seamlessly. This function is available for the PCL 6 printer driver.

Types of posters

The following options are available when printing a portrait document:

- 1 Page into 2 Sheets

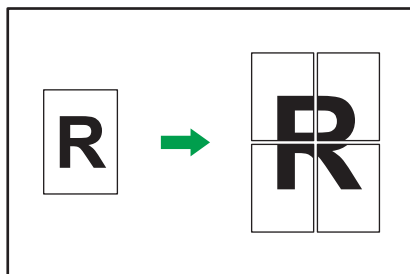
Divides a page to print in a layout of top and bottom sheets.



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- 1 Page into 4 Sheets

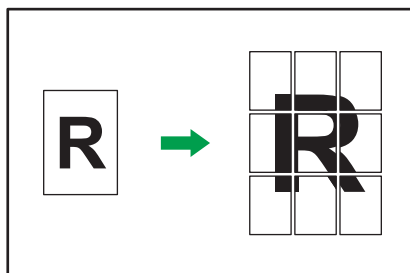
Divides a page to print in a layout of two sheets by two sheets.



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- 1 Page into 9 Sheets

Divides a page to print in a layout of three sheets by three sheets.



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Poster precautions

- The document is automatically enlarged according to the paper size and layout you specify.
- When printing using the poster function, some images may print with problems such as smudges on the back side of printed paper, etc.

↓ Note

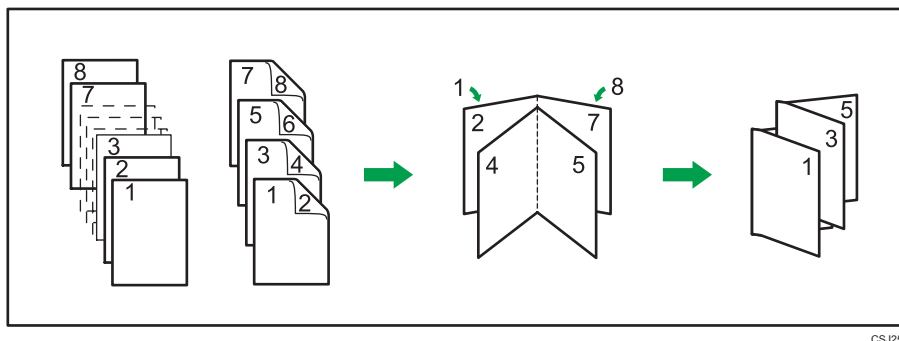
- For details about setting the poster function using the PCL 6 printer driver, see page 153 "Edit".

Booklet Printing

This section explains how to print documents and bind them in the center using the printer driver. This function is available for the PCL 5e/5c/6 printer drivers and PostScript 3 printer driver for Windows.

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Magazine



CSJ255

Booklet printing precautions

- For details about the paper sizes and types available for booklet printing, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".
- If the document contains pages with different original sizes, page breaks may occur.

↓ Note

- When using the booklet printing function together with the combine printing function, see page 138 "Combining Multiple Pages onto a Single Page".
- For details about setting the booklet printing function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 153 "Edit".
- For details about setting the booklet printing function using the PCL 5e/5c printer driver, see page 156 "Setup".

Collate

When printing multiple documents such as handouts for meetings, you can separate sets in sequential order. Collate stores data transmitted from a computer to the printer's memory or hard disk drive.

★ Important

- You can sort up to 1,000 pages and up to 999 copies when the optional hard disk is installed.
- Without the hard disk, you can sort up to 50 pages in color or 200 pages in black and white.
- If form feed is executed by [Auto Continue] for a print job whose processing is disrupted by errors, Collate will be canceled. For details about [Auto Continue], see page 172 "Executing form feed when an error occurs".

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Printed output is assembled as sets in sequential order.

Types of Collate

- Collate

Printed output is assembled as sets in sequential order.



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↓ Note

- When collate is specified in the printer driver, make sure [Printer Collate] is selected for the PCL 6 or PostScript 3 printer driver, or the [Ignore Application Collate] check box is selected for the PCL 5e/5c printer driver. Otherwise, the output may not come out as desired.
- For details about setting the collate function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 154 "Finishing".
- For details about setting the collate function using the PCL 5e/5c printer driver, see page 156 "Setup".
- For details about setting the collate function using the PostScript 3 printer driver for Mac OS X, see page 136 "Printing with Mac OS X".

Conserving Toner when Printing

Printing with specific colors

You can specify the colors to be used for color printing from Cyan, Magenta, Yellow, and Black. This function is available for the PostScript 3 printer driver.

Note

- For details about setting the specific color printing function using the PostScript 3 printer driver for Windows, see page 154 "Print Quality".
- For details about setting the specific color printing function using the PostScript 3 printer driver for Mac OS X, see page 162 "Printer Features".

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Enabling the economy color function

By enabling the economy color function, you can conserve toner. Print results will be lighter in density than normal. This function is available for the PCL 6 and PostScript 3 printer drivers.

Note

- For details about setting the economy color function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 154 "Print Quality".
- For details about setting the economy color function using the PostScript 3 printer driver for Mac OS X, see page 162 "Printer Features".

Watermarks

You can use this function to print documents with a text watermark. You can specify only one type of watermark at a time.

Types of Watermarks

The following are the pre-registered text watermarks that are available:

For Windows

CONFIDENTIAL	URGENT	DRAFT	ORIGINAL	COPY
				

For Mac OS X

CONFIDENTIAL	COPY	DRAFT	FINAL	FILE COPY	PROOF	TOP SECRET
						

You can create and apply a custom watermark. For details about creating a new watermark, see the printer driver's Help.

↓ **Note**

- For details about setting the watermark function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 155 "Effects".
- For details about setting the watermark function using the PCL 5e/5c printer driver, see page 157 "Watermarks".
- For details about setting the watermark function using the PostScript 3 printer driver for Mac OS X, see page 162 "Printer Features".

Printing Documents that Are Not Authorized for Duplication

You can embed text and patterns under printed text to prevent unauthorized copying of the document. Unauthorized Copy Prevention consists of two functions: Unauthorized Copy Prevention for Pattern and Data Security for Copying. This function is available for the PCL 6 printer driver and PostScript 3 printer driver.

Unauthorized Copy Prevention can be configured in the printer driver or Web Image Monitor.

★ **Important**

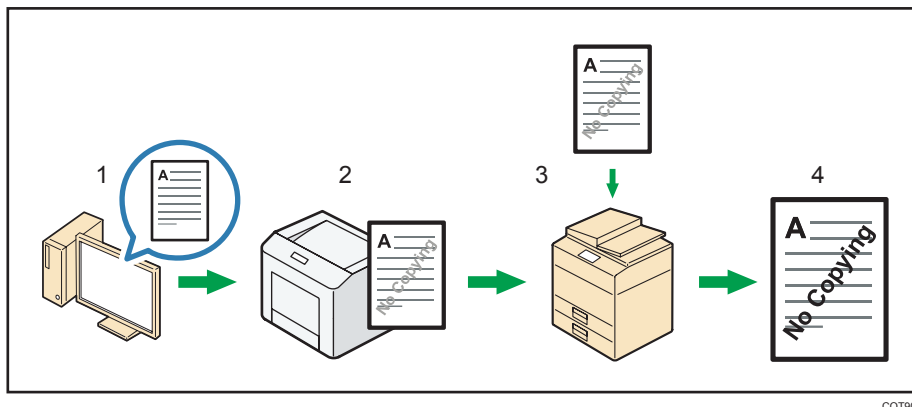
- **Unauthorized Copy Prevention may not prevent information leaks in all cases.**

↓ **Note**

- For details about how to specify Unauthorized Copy Prevention in Web Image Monitor, see Web Image Monitor Help.

Enabling unauthorized copy prevention for pattern

Printing a document using Unauthorized Copy Prevention for Pattern



4

1. Specify Unauthorized Copy Prevention for Pattern using the printer driver, and then print the document.
2. The specified text and patterns for unauthorized copy prevention are superimposed in the printed document.
3. Copy the printed document using a copier or MFP.
4. The copy prevention pattern appears on the copied document.

Unauthorized Copy Prevention for Pattern precautions

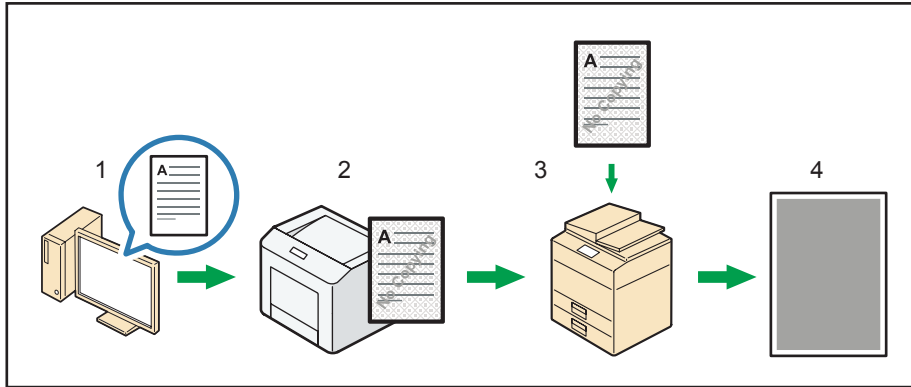
- You cannot partially embed text and patterns in a document.
- Due to the effects of the settings, the results of copying, scanning, and saving documents in the document server may vary depending on the printer model and setting conditions.
- When a printed document is copied using the Unauthorized Copy Prevention for Pattern, the copy may have partial shading.

↓ Note

- For details about setting Unauthorized Copy Prevention for Pattern function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 155 "Effects".
- For details about setting Unauthorized Copy Prevention for Pattern function using the PostScript 3 printer driver for Mac OS X, see page 159 "Unauthorized Copy Prevention".

Enabling data security for copying

Printing a document using Data Security for Copying



CQT002

1. Specify Data Security for Copying using the printer driver, and then print the document.
2. The background pattern and text for unauthorized copy prevention are superimposed in the printed document.
3. Copy the printed document using a copier or MFP that has the Copy Data Security unit installed.
4. The images and text in the copied document are converted into gray overprint.

Data Security for Copying precautions

- To print on gray background using Data Security for Copying, the printer must be configured accordingly. For details, see Security Guide.
- You cannot partially embed text and patterns in a document.
- Use plain paper or recycled paper that has whiteness of 70% or more. The paper size must be 182 × 257 mm (7¹/₄ " × 10¹/₂ ") or larger.
- Duplex printing may interfere with this function as a result of text and patterns being visible through the paper.

Note

- For details about setting Unauthorized Copy Prevention for Pattern function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 155 "Effects".
- For details about setting Unauthorized Copy Prevention for Pattern function using the PostScript 3 printer driver for Mac OS X, see page 159 "Unauthorized Copy Prevention".

Notes

- The manufacturer does not provide a warranty regarding the appearance of print patterns and other copy protection features. The appearance of the print patterns and the performance of

Unauthorized Copy Prevention may vary depending on the quality of paper used and the printer model and settings.

- The manufacturer takes no responsibility for any damages sustained in connection with use of or inability to make use of Unauthorized Copy Prevention print patterns.

Cover Sheet

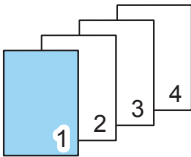
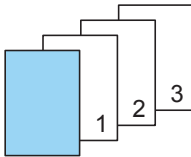
This function allows you to print the first page of a document on the paper specified for cover sheet printing, or just insert a front cover sheet from the specified trays. This function is available for the PCL 5e/5c/6 printer drivers.

★ Important

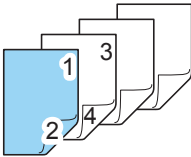
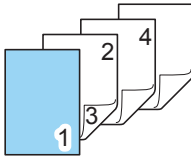
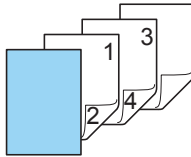
- To use this function, the collate function must be enabled.

You can print the first page of the document on the sheet for the cover page.

Print on one side

Prints on the cover sheet only	Leaves cover sheet blank
	

Print on both sides

Prints on both sides of cover sheet	Prints on only one side of cover sheet	Leaves cover sheet blank
		

↓ Note

- If the automatic tray selection function is enabled for the body paper feed tray, the body paper will be delivered from a tray that contains paper set in portrait orientation. Therefore, if the cover paper is set to landscape orientation, the orientation of the cover and body paper will be different.
- For printing methods, see the printer driver's Help.

Cover sheet precautions

- The front cover sheet should be the same size and orientation as the body paper.
- When loading the front cover sheet in the tray, set the relevant paper size.
- The front cover sheet cannot be used when a slip sheet is specified.
- To print on both sides of the cover sheet, select duplex printing in the printer driver. For details, see page 138 "Printing on Both Sides of a Page".

↓ Note

- For details about setting the front cover sheet function using the PCL 6 printer driver, see page 153 "Paper".
- For details about setting the front cover sheet function using the PCL 5e/5c printer driver, see page 157 "Paper".

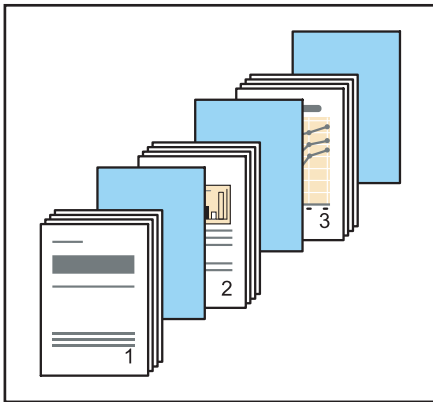
Slip Sheets

A slip sheet can be inserted between each page. This function is available for the PCL 5e/5c/6 printer drivers.

★ Important

- The same paper feed tray cannot be set for the body of the document and the slip sheets.
- The slip sheet should be the same size and orientation as the body paper.

Leaves slip sheets blank



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Slip sheets precautions

- When a cover sheet is specified, you cannot insert slip sheets.
- When Sample Print is specified with Slip Sheets, only the first copy will be printed. The setting to print the rest of the copies is not stored on the printer.

- The duplex printing, booklet printing, and collate functions will be canceled when slip sheets are used.

↓ Note

- For details about setting the slip sheet function using the PCL 6 printer driver, see page 153 "Paper".
- For details about setting the slip sheet function using the PCL 5e/5c printer driver, see page 157 "Paper".

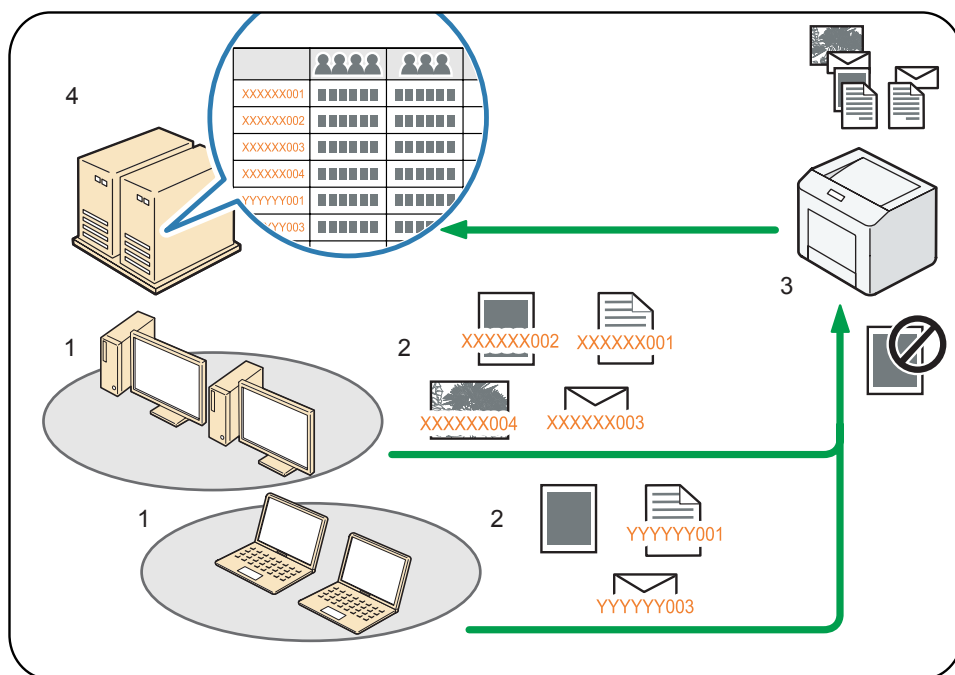
Registering Classification Codes

If you register classification codes, the printer logs the number of prints made under each code.

You can register classification codes to individual users and specified purposes, enabling you to monitor printer usage for each.

For example, you can manage accounts according to individual client computers or account titles.

Classification Code - Based Process (example)



CQT903

1. Divisions, sections, departments, project teams, users, etc., to be managed.
2. The appropriate classification code for the print job is entered.

For details, see page 150 "Specifying the classification code for a print job".

3. The job is printed.

Use Web Image Monitor to specify a classification required or optional.

For details, see page 150 "Configuring classification codes".

4. Classification codes are collected and managed by an external log management system.

Configuring classification codes

Use Web Image Monitor to specify whether or not to apply a classification code requirement to print jobs.

★ Important

- If [Required] is selected for the classification code requirement setting in Web Image Monitor, any print job without a classification code specified will not be printed.
- The configuration page can be printed at any time.
- The default setting for classification code requirement is [Optional].

1. Log in to Web Image Monitor in administrator mode.

For details, see page 333 "Displaying the top page".

2. Click [Configuration] on the [Device Management] menu.**3. Under "Device Settings", click [Logs].****4. Check that [Required] or [Optional] is selected for "Classification Code" in the "Common Settings for All Logs" column.****5. Click [OK].****6. Click [Logout].****7. Quit Web Image Monitor.**

Specifying the classification code for a print job

When printing in an environment where classification codes are required, a classification code must be specified for each print job. This function is available for the PCL 5e/5c/6 printer drivers.

Classification code precautions

- The specified classification code is stored in the printer driver.
- To switch between different classification codes, install the printer driver under different names, and specify a different classification code for each driver.

↓ Note

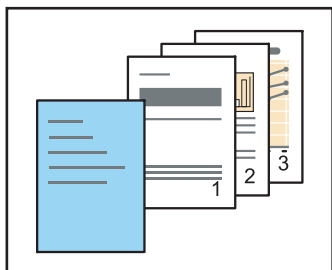
- For details about setting a classification code using the PCL 6 printer driver, see page 153 "Job Setup".

- For details about setting a classification code using the PCL 5e/5c printer driver, see page 157 "Valid Access".

Banner Page

You can print banner pages on paper fed from the paper tray specified using the printer driver. Banner pages are inserted before each print job to prevent other users from taking the document by mistake.

The user name, job name, host name, and print date and time will be printed on the banner page.



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Banner page precautions

- This function is available only if [Normal Print] is selected in the "Job Type:" list.
- The date and time of the job printed on the banner page may differ from the date and time recorded in the job log. The printed and actual print time may also differ if a print job was paused due to reasons such as an error and later resumed.
- Depending on the timing you cancel a print job, you may need to cancel printing of both the banner page and the job itself.
- When printing is complete, print logs are recorded separately for the banner page and the print job.
- Depending on the print settings, a banner page may be printed on paper whose size and type are different from that of the print job.
- If non-alphanumeric characters are used in the text string on the banner page, they may not be printed properly.
- Depending on the application being used, a banner page may be printed for each set of copies when multiple sets of copies are printed.
- Depending on the application being used, a banner page may be printed every time the paper size or orientation changes when the print job contains pages of different sizes or orientation.
- Depending on the application being used, a banner page may be printed before each job when the print job is composed of multiple jobs.

Note

- For details about setting the banner page function using the PCL 6 printer driver or PostScript 3 printer driver for Windows, see page 153 "Paper".
- For details about setting the banner page function using the PCL 5e/5c printer driver, see page 157 "Valid Access".
- For details about setting the banner page function using the PostScript 3 printer driver for Mac OS X, see page 162 "Printer Features".

Using Convenient Print Functions with Windows (PCL 6/PostScript 3)

4

The convenient print functions available on the [Detailed Settings] tab of the PCL 6 and PostScript 3 printer drivers are shown in the table below. Available functions vary depending on the printer driver. For details about other items that can be configured from each menu, see the printer driver Help.

[Detailed Settings] tab menu items	Convenient print functions	Printer driver type
Job Setup	Classification code	PCL 6
Paper	• Front cover sheet function^{*1} • Slip sheet function^{*1} • Banner page function	PCL 6, PostScript 3
Edit	• Combine printing function • Duplex printing function • Booklet printing function • Poster function^{*1}	PCL 6, PostScript 3
Finishing	Collate function	PCL 6, PostScript 3
Print Quality	• Economy color function • Specific color printing function^{*2}	PCL 6, PostScript 3
Effects	• Watermark function • Unauthorized Copy Prevention function	PCL 6, PostScript 3

^{*1} This function is available for the PCL 6 printer driver.

^{*2} This function is available for the PostScript 3 printer driver.

Job Setup

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Detailed Settings] tab.
3. In the "Menu:" box, click the [Job Setup] icon, and then configure the following settings:

- Classification Code

Enter the classification code. For details, see page 149 "Registering Classification Codes".

Change any other print settings as necessary. For details, see the printer driver's Help.

4. Click [OK].
5. Start printing from the application's [Print] dialog box.

4

Paper

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Detailed Settings] tab.
3. In the "Menu:" box, click the [Paper] icon, and then configure the following settings:

- Banner Page

Specify whether or not to print a banner page. For details, see page 151 "Banner Page".

- Front Cover

Specify whether or not to insert a front cover sheet. For details, see page 147 "Cover Sheet".

- Insert Slip Sheet After Every Page

Specify whether or not to insert a slip sheet. For details, see page 148 "Slip Sheets".

Change any other print settings as necessary. For details, see the printer driver's Help.

4. Click [OK].
5. Start printing from the application's [Print] dialog box.

Edit

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Detailed Settings] tab.

3. In the "Menu:" box, click the [Edit] icon, and then configure the following settings:

- **Layout:**
Select a combination pattern to set the combine printing function. Then, specify the method for combining pages in the "Page Order:" list. For details, see page 138 "Combining Multiple Pages onto a Single Page".
- **2 sided:**
Select a method for binding the output pages to set the duplex printing function. For details, see page 138 "Printing on Both Sides of a Page".
- **Booklet:**
To set the booklet printing function, select [Off] in the "2 sided:" list, and then select [Magazine] in the "Booklet:" list. For details, see page 141 "Booklet Printing".
- **Poster:**
Select a layout for poster printing. For details, see page 140 "Poster".

Change any other print settings as necessary. For details, see the printer driver's Help.

4. Click [OK].

5. Start printing from the application's [Print] dialog box.

Finishing

- 1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.**
- 2. Click the [Detailed Settings] tab.**
- 3. In the "Menu:" box, click the [Finishing] icon, and then configure the following settings:**

- **Collate:**
Select [Printer Collate] or [Application Collate]. For details, see page 142 "Collate".

Change any other print settings as necessary. For details, see the printer driver's Help.

4. Click [OK].

5. Start printing from the application's [Print] dialog box.

Print Quality

- 1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.**
- 2. Click the [Detailed Settings] tab.**

- 4
3. In the "Menu:" box, click the [Print Quality] icon, and then configure the following settings:

- Economy Color:
Specify whether or not to use the economy color function. For details, see page 143 "Conserving Toner when Printing".
 - Separate into CMYK, then Print in Designated Color Only
Specify the colors to be used for printing. For details, see page 143 "Printing with specific colors".

Change any other print settings as necessary. For details, see the printer driver's Help.
 4. Click [OK].
 5. Start printing from the application's [Print] dialog box.

Effects

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Detailed Settings] tab.
3. In the "Menu:" box, click the [Effects] icon, and then configure the following settings:

- Print Watermark
Specify whether or not to print a watermark. Then, select a watermark in the "Watermarks:" list. For details, see page 143 "Watermarks".
For details about editing watermarks, see the printer driver Help.
 - Unauthorized Copy Prevention
Specify whether or not to use the Unauthorized Copy Prevention function. For details, see page 144 "Printing Documents that Are Not Authorized for Duplication".

Change any other print settings as necessary. For details, see the printer driver's Help.
4. Click [OK].
5. Start printing from the application's [Print] dialog box.

Using Convenient Print Functions with Windows (PCL 5e/5c)

The convenient print functions available on the tabs of the PCL 5e/5c printer drivers are shown in the table below. For details about other items that can be configured from each menu, see the printer driver's Help.

Tab menu items	Convenient print functions
Setup	• Combine printing function • Duplex printing function • Booklet printing function • Collate function
Paper	• Front cover sheet function • Slip sheet function
Valid Access	• Classification code • Banner page function
Watermarks	Watermark function

Setup

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Setup] tab, and then configure the following settings:

- Layout:
Select a combination pattern to set the combine printing function. For details, see page 138 "Combining Multiple Pages onto a Single Page".
- Duplex:
To set the duplex printing function, select [Open to Left] or [Open to Top]. For details, see page 138 "Printing on Both Sides of a Page".
To set the booklet printing function, select [Booklet]. For details, see page 141 "Booklet Printing".
- Ignore Application Collate
Specify whether or not to use the collate function of the application. For details, see page 142 "Collate".

Change any other print settings as necessary. For details, see the printer driver's Help.

3. Click [OK].
4. Start printing from the application's [Print] dialog box.

Paper

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Paper] tab, and then configure the following settings in the "Paper Selection:" list:

- Front Cover
Sets the cover sheet function. For details, see page 147 "Cover Sheet".
- Insert Slip Sheet After Every Page
Sets the slip sheets function. For details, see page 148 "Slip Sheets".

Change any other print settings as necessary. For details, see the printer driver's Help.

3. Click [OK].
4. Start printing from the application's [Print] dialog box.

Valid Access

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Valid Access] tab, and then configure the following settings:

- Classification Code:
Enter a classification code. For details, see page 149 "Registering Classification Codes".
- Print Banner Page
Specify whether or not to print a banner page. For details, see page 151 "Banner Page".

Change any other print settings as necessary. For details, see the printer driver's Help.

3. Click [OK].
4. Start printing from the application's [Print] dialog box.

Watermarks

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Watermarks] tab, and then configure the following settings:

- Watermark

Select a watermark to set the watermark function. For details, see page 143 "Watermarks".

For details about editing watermarks, see the printer driver Help.

Change any other print settings as necessary. For details, see the printer driver's Help.

3. Click [OK].

4. Start printing from the application's [Print] dialog box.

Using Convenient Print Functions with Mac OS X

The convenient print functions available in the pop-up menu of the PostScript 3 printer driver for Mac OS X are shown in the table below.

Pop-up menu items	Convenient print functions
Layout	• Duplex printing function • Combine printing function
Unauthorized Copy Prevention	Unauthorized Copy Prevention function
Printer Features	• Economy color function • Specific color printing function • Watermark function • Banner page function

Layout

1. After creating a document, open the printing preferences screen in the document's native application.
2. Select [Layout] in the pop-up menu, and then configure the following settings:

- Two-Sided:

Select a method for binding the output pages to set the duplex printing function. For details, see page 138 "Printing on Both Sides of a Page".

- Pages Per Sheet:

Select a combination pattern to set the combine printing function. Then, specify the layout to place the pages in the [Layout Direction:] pop-up menu. You can also specify whether to draw a border line on individual pages by selecting [Border:]. For details, see page 138 "Combining Multiple Pages onto a Single Page".

Change any other print settings as necessary.

1. Start printing from the application's printing preferences screen.

Unauthorized Copy Prevention

1. After creating a document, open the printing preferences screen in the document's native application.
2. Select [Unauthorized Copy Prevention] in the pop-up menu, and then configure the following settings:

- Prevention Type:
Select [Unauthorized Copy Prevention for Pattern] or [Data Security for Copying].
- [Text], [Color/Density], and [Pattern]
Set the items in [Unauthorized Copy Prevention]. For setting items, see the following tables below.

For details about Unauthorized Copy Prevention function, see page 144 "Printing Documents that Are Not Authorized for Duplication".

Change any other print settings as necessary.

4

3. Start printing from the application's printing preferences screen.

Setting items available in [Unauthorized Copy Prevention]

- Text

Setting items	Description
Text Type:	Select the text type for the Prevention Text in the list.
Enter User Text:	If you select [User Text] in "Text Type:", enter a user text using up to 64 single-byte characters. If you select a Latin font for "Font:", enter single-byte alphanumeric characters.
Font:	Select a font style for the prevention text. Only TrueType fonts are available.
Size:	Specify a value to adjust the size of the prevention text. If you use a small font, it may not be effective for the prevention copy pattern. A font size of over 50 points is effective and 70 to 80 points is recommended.

Setting items	Description
Angle:	Specify a value in this spin box to rotate the prevention text about its central point. An angle of 30 to 40 degrees is effective for the prevention copy pattern and is recommended.
Text/Pattern Effects:	Select the type of effects applied to copies or prints.
Repeat:	Print the prevention text string repeatedly from the top left of the page. "Position:" is not available.
Line Space:	Specify the line spacing.
Position:	Select a position to enter the prevention text in the list.

- Color/Density

Setting items	Description
Color:	Select the color that the background text and pattern will print in.
Density:	Select the density of the prevention copy text/pattern.

- Pattern

Setting items	Description
Mask Type:	Select the mask type for the background pattern.

Effects of patterns set in [Text/Pattern Effects:]

- Unauthorized Copy Prevention for Pattern:

Setting items	Effects of Pattern: Print	Effects of Pattern: Copy
Text and Background		

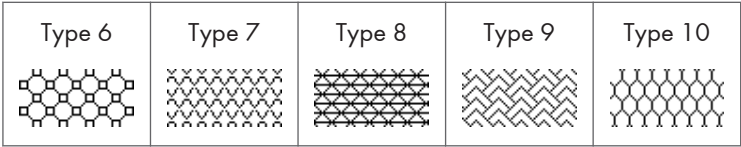
Setting items	Effects of Pattern: Print	Effects of Pattern: Copy
Reverse Patterns (Text/ Background)		
Background Only		
Text Only		

- Data Security for Copying:

Setting items	Effects of Pattern: Print	Effects of Pattern: Copy (without Copy Data Security Unit)	Effects of Pattern: Copy (with Copy Data Security Unit)
Text and Background			
Background Only			

Available mask types in [Mask Type:]

Type 1	Type 2	Type 3	Type 4	Type 5
				



Note

- The [Color/Density] and [Pattern] settings are not required to use Data Security for Copying.

Printer Features

4

1. After creating a document, open the printing preferences screen in the document's native application.
2. Select [Printer Features] in the pop-up menu.
3. In the "Feature Sets:" menu, select the appropriate set of features to display the items to be set, and then configure the following settings:

- Economy Color:
Specify whether or not to use the economy color function. For details, see page 143 "Conserving Toner when Printing".
- Separate into CMYK:
Select a combination of colors to separate the colors into CMYK and specify the colors to be used for printing. This setting is available when [Color] is selected in the "Color Mode"
- Watermark:
Select a watermark to set the watermark function. In the "Watermark Text", "Watermark Font", "Watermark Size", "Watermark Angle", and "Watermark Style" pop-up menus, select the text, font, size, angle, and style of the watermark as necessary. For details, see page 143 "Watermarks".
- Banner Page:
Specify whether or not to use the banner page function. In the "Banner Page Input Tray" and "Banner Page Paper Type" pop-up menus, select the paper tray and paper type to be used for printing banner pages as necessary. For details, see page 151 "Banner Page".

Change any other print settings as necessary.

4. Start printing from the application's printing preferences screen.

Other setting items in [Printer Features]

The following setting items are available in addition to the convenient print features:

Setting items	Description
Resolution:	Select the output resolution setting.
Image Smoothing:	Specify whether or not to perform image smoothing, or specify the threshold resolution to apply smoothing.
Color Mode:	Specify whether or not to print documents in color or black and white.
Gradation:	Specify the print image quality.
Color Setting:	Select the compensation method to be used when converting RGB data into CMYK. - Off Color settings are not modified. - Fine Select this setting to perform color matching and CMYK conversion based on the color profile pattern selected for "Color Profile:". Colors printed using this setting are equivalent to a monitor gamma setting of 1.8. - Super Fine Select this setting to perform color matching and CMYK conversion based on the color profile pattern selected for "Color Profile:". This setting is useful for emphasizing areas of light color. Colors printed using this setting are equivalent to a monitor gamma setting of 2.2.
Color Profile:	Select the color profile to be used when color matching RGB to CMYK. This function is available only if [Fine] or [Super Fine] is selected in the "Color Setting:" list. - Auto Automatically configures the best color profile pattern depending on the appearance of the document to print. - Photographic Enhances mid-tone colors similar to those seen in photographs. - Presentation

Setting items	Description
	Enhances basic colors used for text and graphics. This setting is best for printing tables, graphs, and presentation materials that contain color. • Solid Color Reproduces colorimetric images with accurate color. • POP Display Prints the color red more vividly. This is the optimal setting for point-of-purchase displays. • User Setting Select this when printing images with CRD (Color Rendering Dictionary) downloaded from an application. • Soft Prints colors more softly. • Sharp Prints colors more sharply. • Vivid Prints colors more brightly and vividly. • CLP Simulation Prints the color blue more brightly and vividly.
Dithering:	Select a dithering pattern suitable for the document image. • Auto Automatically configures the best dithering method depending on the appearance of the document to print. • Photographic Performs dithering using a pattern appropriate for photographs. • Text Performs dithering using a pattern appropriate for text. • User Setting Select this when printing images set in half tone in an application. • Reduce Missing Colors and Blurring

Setting items	Description
	Performs dithering using a pattern appropriate for thin lines and small fonts.
Gray Reproduction (Text/Line Art):	Select this setting when printing text and line art. • Black/Gray by K Prints black and gray text and graphics using black toner only. • Black by K Prints black text and graphics using black toner only. • CMY+K Prints black and gray text and graphics using all toner colors. • Black/Gray by K (Text only) Prints black and gray text using black toner only. • Black by K (Text only) Prints black text using black toner only.
Black Over Print:	Specify whether or not to print black color over other colors. When this setting is set to [Off], the areas where black and other colors overlap become blank for each color separation other than black.
CMYK Simulation Profile:	This function simulates an offset printing color process. Select the appropriate ink profile to print the output colors so that you can check the colors of the draft document before performing offset printing.
Paper Type:	Select the paper type to use.
Rotate by 180 degrees:	Specify whether or not to rotate the image by 180 degrees when printing.
Orientation Override:	Select this setting when paper orientation cannot be specified in some applications. If data is rotated in an unwanted direction on the output page, use this setting to specify the data orientation to be applied when printing.

Printing on Envelopes

Printing on Envelopes with Windows (PCL 6/PostScript 3)

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Detailed Settings] tab.
3. In the "Menu:" box, click the [Basic] icon, and then configure the following settings:

- Document Size:
Select the envelope size.

4. In the "Menu:" box, click the [Paper] icon, and then configure the following settings:

- Input Tray:
Select the bypass tray.
- Paper Type:
Select [Envelope].

Change any other print settings as necessary. For details, see the printer driver's Help.

5. Click [OK].
6. Start printing from the application's [Print] dialog box.

Note

- Configure the paper settings appropriately using both the printer driver and the control panel. For details about settings using the control panel, see page 129 "Configuring Envelope Settings Using the Control Panel".
- Envelopes must be loaded in a specific orientation. For details, see page 123 "Loading Envelopes".

Printing on Envelopes with Windows (PCL 5e/5c)

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Click the [Paper] tab, and then configure the following settings:

- Input Tray:
Select the bypass tray.

- Document Size:
Select the envelope size.
- Type:
Select [Envelope].

Change any other print settings as necessary. For details, see the printer driver's Help.

3. Click [OK].

4. Start printing from the application's [Print] dialog box.

Note

- Configure the paper settings appropriately using both the printer driver and the control panel. For details about settings using the control panel, see page 129 "Configuring Envelope Settings Using the Control Panel".
- Envelopes must be loaded in a specific orientation. For details, see page 123 "Loading Envelopes".

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Printing on Envelopes with Mac OS X

1. After creating a document, open the printing preferences screen in the document's native application.
2. Configure the following settings:

- Two-Sided:
Clear the check box.
- Paper Size:
Select the envelope size.
- Orientation:
Select the orientation of the envelope.

3. Select [Paper Feed] in the pop-up menu.
4. Select the paper tray where the envelopes are loaded.
5. Select [Printer Features] in the pop-up menu.
6. Switch the "Feature Sets:" menu to configure the following settings:

- Paper Type:
Select [Envelope].

7. Change any other print settings as necessary.

8. Start printing from the application's printing preferences screen.

↓ Note

- Configure the paper settings appropriately using both the printer driver and the control panel. For details about settings using the control panel, see page 129 "Configuring Envelope Settings Using the Control Panel".
- Envelopes must be loaded in a specific orientation. For details, see page 123 "Loading Envelopes".

Spool Printing

This function is applied to SP C342DN only.

Spool Printing allows print jobs be temporarily stored, and then prints them after they are transferred. This shortens printing time as it maximizes printer efficiency.

★ Important

- Spool Printing is available only when the optional hard disk is installed.
- During Spool Printing, the hard disk is accessed and the Data In indicator flashes. Turning off the computer or printer during Spool Printing can damage the hard disk. Also, if the computer or printer is turned off during Spool Printing, spooled jobs will be deleted. Therefore, do not turn off the power of the computer or printer during Spool Printing.
- If data is sent to the printer using other protocols besides "diprint", "lpr", "ipp", "ftp", "sftp", "smb", and "wsd (printer)", Spool Printing cannot be performed.

1. Press the [User Tools] key, and then display the [System] screen.

[Printer Features] ▶ [System]

2. Enable Spool Printing.

[Spool Printing] ▶ [On] ▶ [OK]

↓ Note

- Printing the first page with Spool Printing will be slow.
- The computer requires less print processing time when large amounts of data are spooled.
- Use Web Image Monitor to display and/or delete spooled print jobs stored in the printer. To delete a spooled print job, log in to Web Image Monitor in the administrator mode. For details, see Web Image Monitor Help.

Displaying the Spooled Job List

When Spool Printing is set, you can display on the control panel the spooled print jobs stored in the printer. Use the following procedure to display the spooled print jobs.

1. Press the [Printer] icon on the [Home] screen.
2. Display the spooled job list.

[Other Functns.] ▶ [Spooling Job List]

To delete a spooled print job stored in the printer, select the job you want to delete, and then press [Delete].

Specifying the Printer Behavior

This section explains procedures for preparing and configuring settings for useful printing functions.

Applying the Settings Specified in the Printer Driver or Commands when Printing

You can specify whether to give priority to the settings configured in the printer driver or commands or to the ones configured on the control panel for each tray when the printer receives print data.

Errors may occur if the paper settings specified using the printer driver or commands conflict with the settings specified using the control panel.

To apply the paper settings including the size, type, and orientation specified using the printer driver or commands regardless of the settings on the printer, set [Tray Setting Priority] to [Driver/Command].

SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Print Settings] ▶ Press [OK]
2. Select [Machine Modes] ▶ Press [OK]
3. Select [Tray Setting Priority] ▶ Press [OK]
4. Select the source tray for which you want to change the priority setting ▶ Press [OK]
5. Select [Driver/Command] ▶ Press [OK]

SP C342DN

1. Press the [User Tools] key, and then display the [System] screen.

[Printer Features] ▶ [System]

2. Change the priority setting.

[Tray Setting Priority] ▶ Select the source tray for which you want to change the priority setting ▶
[Driver/Command] ▶ [OK]

Note

- For details about the items that can be configured, see:
 - page 244 "Machine Modes (SP C340DN)" (for SP C340DN)
 - page 314 "System" (for SP C342DN)

Preventing Documents from Being Left Unattended or Taken By Mistake

This function is available for SP C342DN only.

When a print job is sent to the printer, you can specify whether to store the document in the printer without printing it or cancel the print job. To prevent documents being left on the tray unattended, the documents that have been stored automatically in the printer are not printed unless the control panel is used to print them.

If a document is a Normal Print, Sample Print, or Stored Print file, it can be printed physically. The job type can be specified in the "Job Type:" list of the printer driver. For details, see page 176 "Printing Stored Documents".

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1. Press the [User Tools] key, and then display the [System] screen.

[Printer Features] ▶ [System]

2. Specify how the printer handles direct print jobs.

[Restrict Direct Print Jobs] ▶ [Automatcly. Store Jobs] or [Cncl All Direct Prt Jobs] ▶ [OK]

Note

- For details about the items that can be configured, see page 314 "System".
- If [Automatcly. Store Jobs] is selected, the storage method differs depending on the type of the specified document.
 - If [Normal Print] is specified for a document using the printer driver, the document will be stored as a Hold Print file.
 - If [Sample Print] is specified for a document using the printer driver, the document itself and its first page that is printed for confirmation will be stored.
 - If [Store and Print] is specified for a document using the printer driver, the document will be stored as a Stored Print file.
- For details about printing documents automatically stored in the printer, see page 176 "Printing Stored Documents".

Specifying How to Process Jobs with Errors

Executing form feed when an error occurs

If the size or type of the paper loaded in the paper tray does not match the size or type of the paper tray that is specified using the printer driver, the printer automatically performs form feed so that configuration errors will be cleared. If a print job is processed using a function that does not allow form feed, printing will be canceled.

SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [System] ▶ Press [OK]
2. Select [Auto Continue] ▶ Press [OK]
3. Specify the time the printer waits before performing form feed or canceling printing ▶
Press [OK]

SP C342DN

1. Press the [User Tools] key, and then display the [System] screen.

[Printer Features] ▶ [System]

2. Enable [Auto Continue].

[Auto Continue] ▶ Specify the time the printer waits before performing form feed or canceling printing ▶ [OK]

Note

- For details about the items that can be configured, see:
 - page 234 "System (SP C340DN)" (for SP C340DN)
 - page 314 "System" (for SP C342DN)

Automatically canceling printing of jobs with errors

When an error occurs, the printer cancels the print job with the error and the jobs received before the error occurs.

Important

- This function is effective for print jobs using the following printer languages: PCL, PostScript 3, and PDF.
- This function is not effective when:
 - Printing using RHPP or RC Gate
 - Spool printing is enabled
 - Printing using a protocol that cannot detect the end of job, such as via USB connection
 - Errors may occur when a print job is performed from a memory storage device or using Extended Features or while a stored document or a list is printed

SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [System] ▶ Press [OK]
2. Select [AutoCncl for Prt Job onErr] ▶ Press [OK]
3. Select [On] ▶ Press [OK]

SP C342DN

1. Press the [User Tools] key, and then display the [System] screen.

[Printer Features] ▶ [System]

2. Set the printer to cancel a print job with an error and the jobs received before the error occurs.

[Auto Cancel for Print Job(s) on Err.] ▶ [On] ▶ [OK]

Note

- For details about the items that can be configured, see:
 - page 234 "System (SP C340DN)" (for SP C340DN)
 - page 314 "System" (for SP C342DN)

Storing jobs with errors automatically

This function is available for SP C342DN only.

A document is automatically stored in the printer if a print job is suspended due to an error. Despite this error, the next document can be printed. This function can be used for Normal Print, Sample Print, and Stored Print files. The job type can be specified in the "Job Type:" list of the printer driver. For details, see page 176 "Printing Stored Documents".

Printing of the document that is stored in the printer can be resumed by operating the control panel. For details, see page 183 "Printing of documents stored when print configuration errors occur".

Important

- A document is automatically stored when a print job is canceled because of errors related to print settings as follows:
 - The paper that matches the size and type specified when printing has run out.
 - The specified tray is not installed on the printer.
 - The paper size and type settings configured using the printer driver or commands do not match the settings of the printer's trays.
- Up to 200 documents that total 1,000 pages each can be stored automatically in the printer.

1. Press the [User Tools] key, and then display the [System] screen.

[Printer Features] ▶ [System]

2. Set the printer to store jobs with errors.

[Store and Skip Errored Job] ▶ [On] ▶ Specify the number of pages to be checked for errors ▶ [OK]

↓ Note

- For details about the items that can be configured, see page 314 "System".
- The storage method differs depending on the type of the specified document.
 - If [Normal Print] is specified for a document using the printer driver, the document will be stored as a Hold Print file.
 - If [Sample Print] is specified for a document using the printer driver, the document itself and its first page that is printed for confirmation will be stored.
 - If [Store and Print] is specified for a document using the printer driver, the document will be stored as a Stored Print file.
- For details about printing documents automatically stored in the printer, see page 176 "Printing Stored Documents".

Printing Stored Documents

This function is available for SP C342DN only.

This section explains how to manage and print documents stored in the printer.

You can store a document on the hard disk of the printer by printing the document using the printer driver. It can be printed or deleted from the control panel later.

★ Important

- This feature is available only when the optional hard disk is installed.
- Documents will not be stored in the following cases:
 - The number of print data stored in the printer has reached 950 (It may be fewer depending on the print data).
 - The number of pages in a document exceeds 1,000.
 - The total number of stored pages in the printer and the sent data has reached 9,000 (It may be fewer depending on the print data).
- You can check the documents that cannot be recorded in the error log. For details, see page 210 "Checking Error Logs".
- Applications with their own drivers, such as PageMaker, do not support this function.

The following print functions can be used with this function:

Sample Print

Use this function to print only the first set of a multiple-set print job. After you have checked the result, you can print or check the remaining sets using the control panel. This can reduce misprints due to mistakes in contents or settings.

Locked Print

Use this function to maintain privacy when printing confidential documents on the printer over a shared network. Usually, it is possible to print data using the control panel once it is stored in this printer. When using Locked Print, it is not possible to print unless a password is entered on the control panel. Your confidential documents will be safe from being viewed by other people.

Hold Print

Use this function to temporarily hold a file in the printer, and print it later. This is useful when combining and printing multiple documents. You can also specify the print time of a document. The document is automatically printed at the specified time.

Stored Print

Use this function to store a file in the printer, and then print it later when necessary. The documents will not be deleted even after printing has been completed. This is useful when printing the same document repeatedly.

Note

- The stored documents remain in the printer even after you turn off the printer. However, the [Auto Delete Temporary Jobs] or [Auto Delete Stored Jobs] settings are applied first. For details about the auto delete settings, see:
 - page 314 "Data Management"

Storing a Document

Sending a print file with Windows

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1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. Configure the following settings:

- Job Type:
Select a job type.
Select [Stored Print] to store the document in the printer and print it later using the control panel.
Select [Store and Print] to store and print the document at the same time.

3. Click [Details...], and then configure the following settings:

- User ID:
Enter a User ID.
- Password:
When storing a Locked Print file, enter a password.
When storing a Stored Print file, specify a password as necessary.
- File Name
When storing a Hold Print or Stored Print file, specify a file name as necessary.
- Set Print Time
When storing a Hold Print file, specify the time to start printing as necessary.

4. Click [OK].
5. Change any other print settings as necessary.
6. Click [OK].
7. Start printing from the application's [Print] dialog box.

Note

- If [Stored Print (Shared)] or [Store and Print (Shared)] is selected when a Stored Print file is stored, the user who created the document and all users who have print privileges can print the document using the control panel. This setting is available when User Authentication is enabled using the PCL 6 printer driver. For details, see Security Guide.
- Even if you specify the time to print a Hold Print file in [Set Print Time], the printer does not print the file at the specified time, but performs as follows:
 - When the specified print time is close to the time in the printer's built-in clock, printing may start immediately.
 - When the main power of the printer is turned off, printing will not start when the specified print time arrives. To print a document whose print time has been specified and the time has already passed, set [Jobs Not Printed As Machn. Was Off] to [On] in [System] under [Printer Features]. For details, see page 314 "System".
 - If an error message is displayed on the control panel, printing will not start even if the specified print time arrives.

Sending a print file with Mac OS X

1. After creating a document, open the printing preferences screen in the document's native application.
2. Select [Job Log] in the pop-up menu, and then configure the following setting:

- User ID:
Enter a user ID.
- Job Type:
Select a job type.
Select [Stored Print] to store the document in the printer and print it later using the control panel.
Select [Store and Print] to store and print the document at the same time.
- File Name:
When storing a Hold Print or Stored Print file, specify a file name as necessary.
- Password:
When storing a Locked Print file, enter a password.
When storing a Stored Print file, specify a password as necessary.
- Set Print Time
When storing a Hold Print file, specify the time to start printing as necessary.

3. Change any other print settings as necessary.

4. Start printing from the application's printing preferences screen.

↓ Note

- Even if you specify the time to print a Hold Print file in [Set Print Time], the printer does not print the file at the specified time, but performs as follows:
 - When the specified print time is close to the time in the printer's built-in clock, printing may start immediately.
 - When the main power of the printer is turned off, printing will not start even if it is the specified print time. To print a document whose specified time has already passed, set [Jobs Not Printed As Machn. Was Off] to [On] on [System] under [Printer Features]. For details, see page 314 "System".
 - If an error message is displayed on the control panel, printing will not start even if it is the specified print time.

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Printing Stored Documents

You can print stored documents by selecting a job from the list by job type or by User ID.

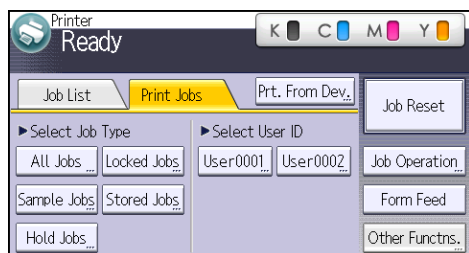
★ Important

- Sample Print files, Locked Print files, and Hold Print files will be deleted after printing finishes. Stored Print files will not be deleted unless you delete them. For the procedure to delete Stored Print files, see page 185 "Deleting Stored Documents".
- When [Auto Delete Stored Jobs] is enabled, Stored Print files are deleted automatically after they are printed. For details about the [Auto Delete Stored Jobs] setting, see:
 - page 314 "Data Management"

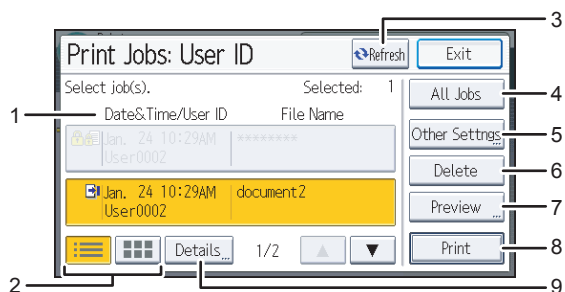
Print Job Screen

This section explains the functions of the print job screen.

Press the [Printer] icon on the [Home] screen, and then press the [Print Jobs] tab. The screen to select a type of print job and User ID appears.



Press a type of print job or User ID to display the list of print jobs.



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1. Date&Time, User ID, and File Name display

- Date and Time displays the time at which the print job was stored in the printer.
- User ID displays the user's ID set by the printer driver.
- File Name displays the name of the file. However, "*****" is shown instead of the file name for a Locked Print file.

2. List/Thumbnail

Switches between list view and thumbnail view.

3. [Refresh]

Updates the contents of the screen.

4. [All Jobs]

Selects all jobs of the same type.

5. [Other Settings]

Use this to change the preset print time for a Hold Print job or the password to a Locked/Stored Print job.

6. [Delete]

Deletes the selected job.

7. [Preview]

Previews the first page of the selected job.

8. [Print]

Prints the selected job.

9. [Details]

Displays the detailed information of the selected job.

↓ Note

- If a large number of print jobs are stored in the printer, processing may slow temporarily,
- depending on which functions are used.