



**Windows**  
**PCL6 V4 Printer Driver**

**User's Guide**

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# Introduction

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# Introduction

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- ▶ **How to Use the Manual(P. 3)**
- ▶ **Disclaimers(P. 5)**
- ▶ **Copyright(P. 6)**
- ▶ **Trademarks(P. 7)**

## How to Use the Manual

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This explains things that you need to know in order to use this manual.

▶ **Notations Used in the Manual(P. 4)**

# Notations Used in the Manual

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This explains symbols and settings used in this manual.

## Symbols Used in This Manual

In this manual, explanations of items and operations that must be followed while using the driver are set forth the symbols that indicate the following.



### IMPORTANT

- Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the product correctly, and avoid damage to the product.



### NOTE

- Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

## About Settings

In this manual, setting names displayed on the computer screen are represented as shown in the following examples.

Example:

[Print]

[OK]

## Disclaimers

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# About This Driver

**About This Driver** ..... 9

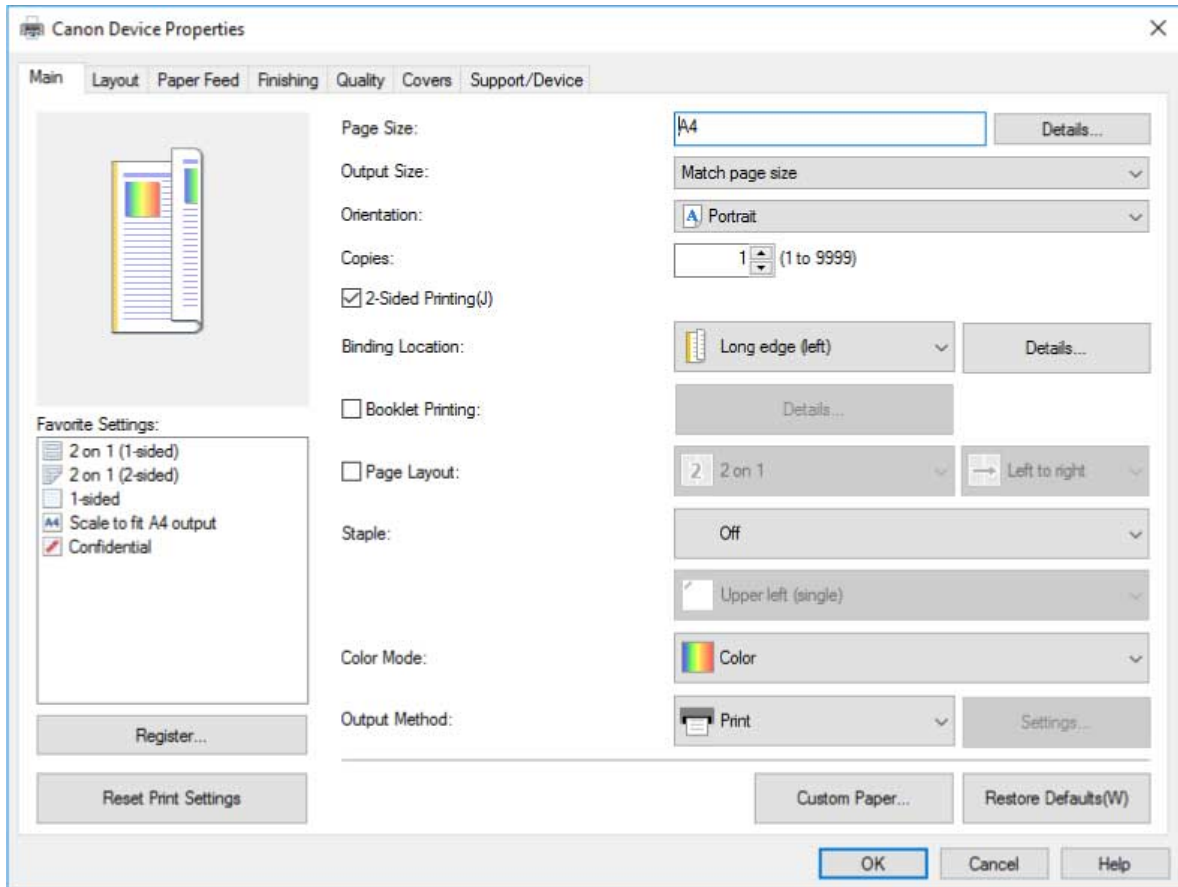
## About This Driver

This driver enables you to display the print settings screen of drivers that support Windows Store apps and desktop apps, and use the print functions of Canon devices.

In this manual, Windows Store apps and Windows apps are referred to as store apps.

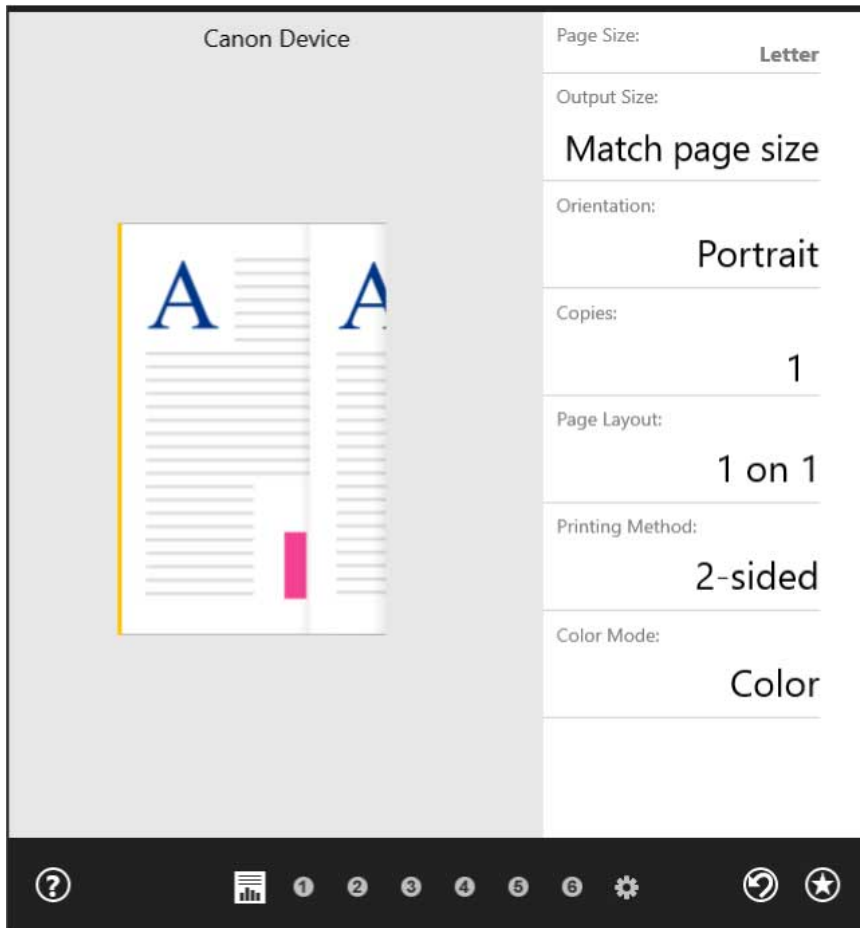
### Printing from a Desktop App

The following print settings screen is displayed when you print from desktop apps.



### Printing from a Store App

The following print settings screen is displayed when you print from store apps.



**NOTE**

- The functions required to print from store apps are automatically installed from the Windows Store after the driver is installed. The print settings screen can be displayed by clicking [More settings] from the print screen of a store app.
- For details about the print settings from store apps, refer to "Canon Office Printer Utility Help."

## Related Topics

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- [Printing from a Desktop App\(P. 15\)](#)

# Before Use

**Before Use** ..... 12

## Before Use

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- The newest driver software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software as required.  
Canon Global Site: <http://www.canon.com/>
- The functions that you can use may vary according to the following conditions.
  - The device you are using and its settings
  - The firmware version of the device
  - The option structure
  - The driver version
  - The computer environment you are using
- The screen content, procedures, etc. displayed and described in the manual may differ from those actually displayed.
- In this manual, examples using Windows 10 (64-bit version) are explained.

# Printing

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# Printing

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- ▶ **Printing from a Desktop App(P. 15)**
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## Printing from a Desktop App

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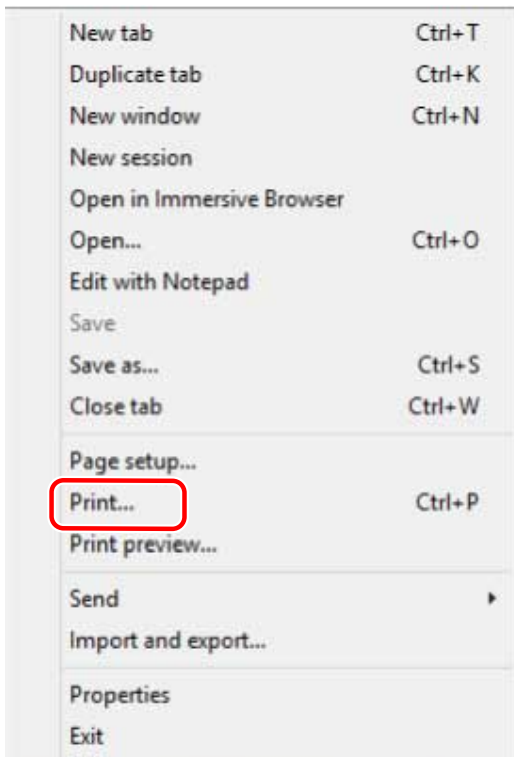
This explains the basic procedure for displaying the print settings screen of the driver and printing from a desktop app.



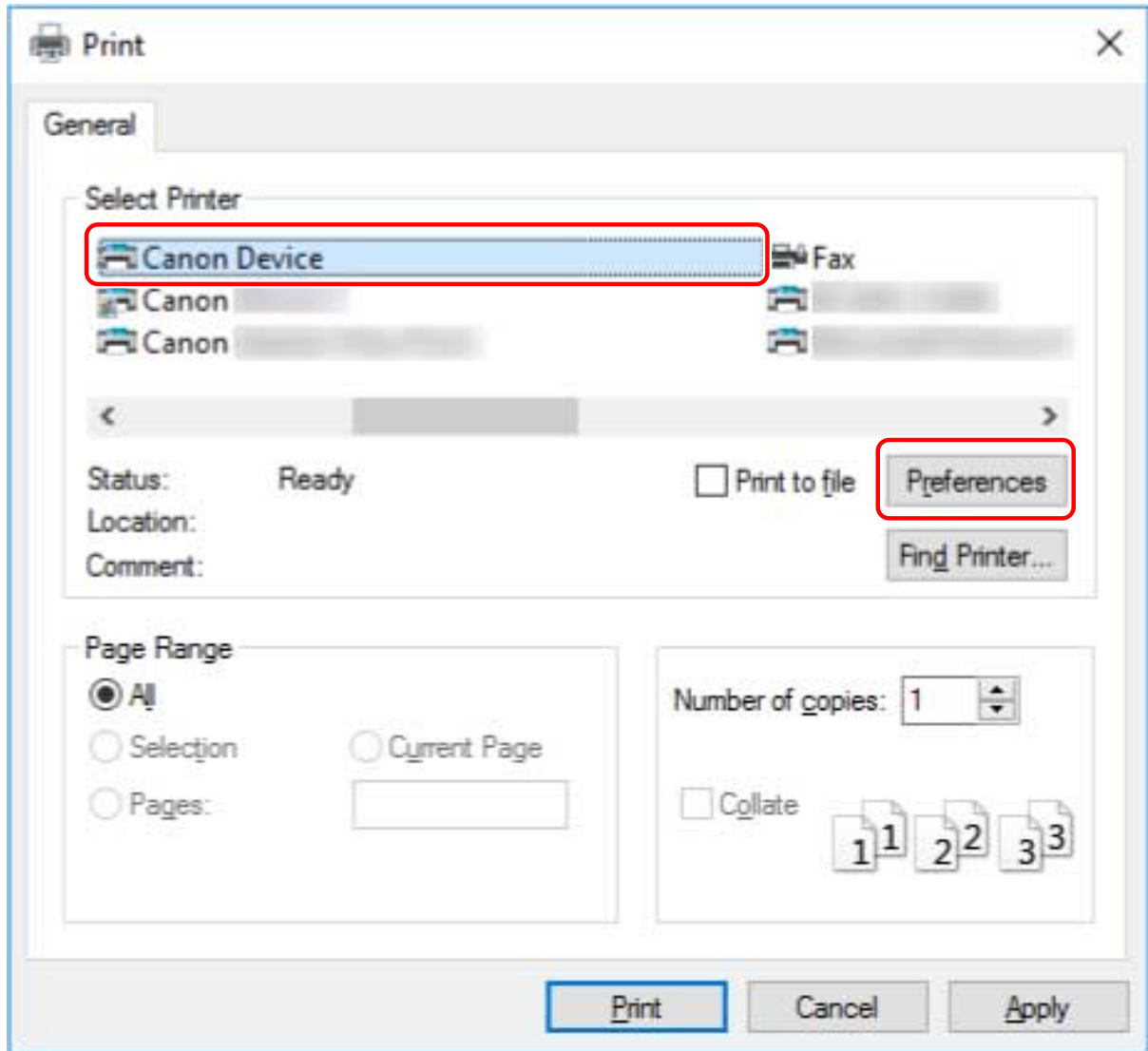
### NOTE

- When using a device connected via a WSD port, enable [Use WSD] at the device.

### 1 Select [Print] from the menu of the app.

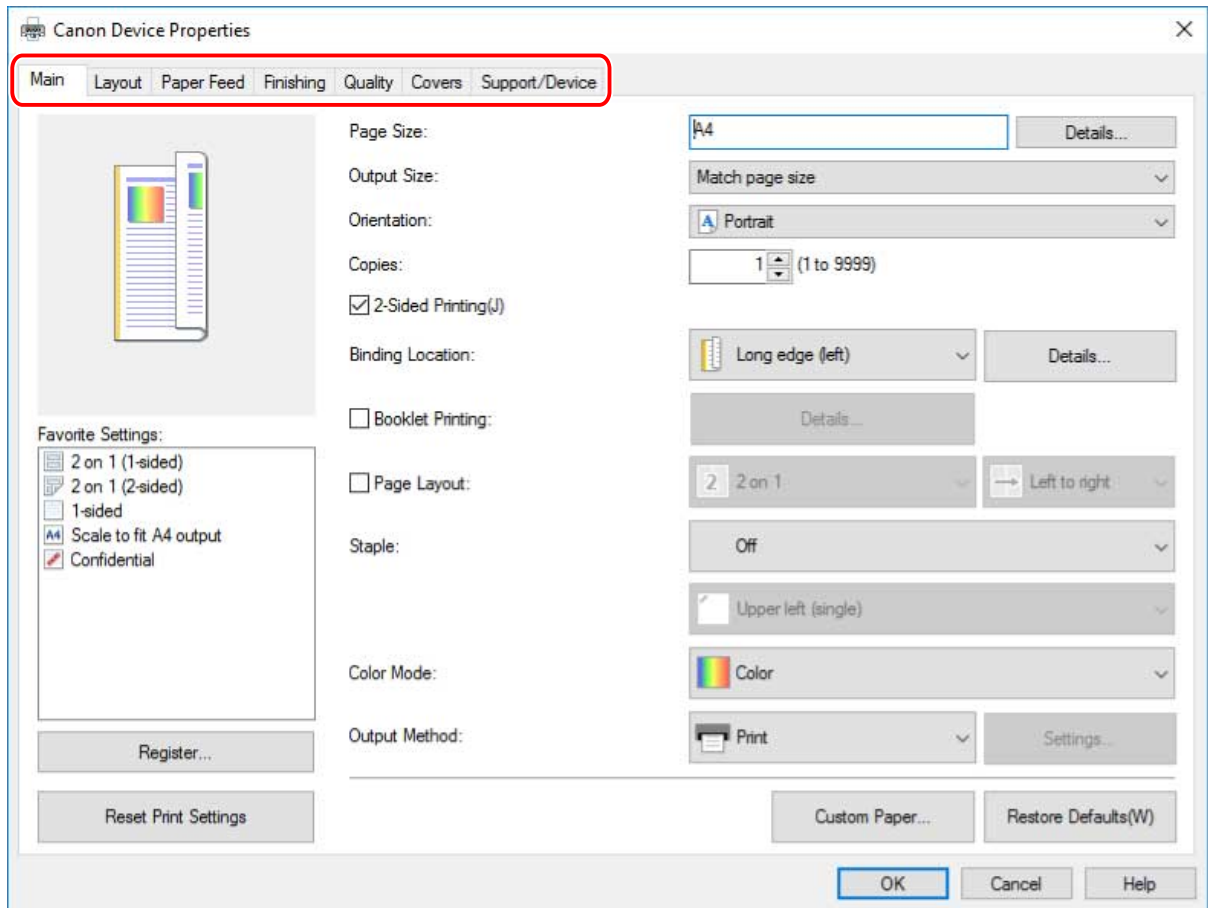


### 2 In the print screen, select the device you are using → click [Preferences], [Printer properties], or [Properties].



### 3 In the print settings screen of the driver, set the required items.

You can switch sheets if necessary.

**NOTE**

- If the function you want to use is not displayed in the print settings screen, configure the print settings after enabling the functions of the device by retrieving the device information etc.

**4** Click [OK].

**5** In the print screen, click [Print] or [OK].

## Related Topics

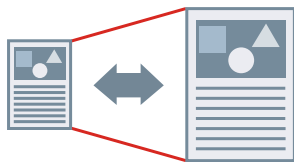
---

- ▶ [About This Driver\(P. 9\)](#)
- ▶ [Retrieving the Device Information\(P. 58\)](#)

## Scaling

---

You can enlarge or reduce the print data when printing.



### To scale to the output page size

- 1** Display the [Main] sheet.
- 2** Check that the paper size set in the app is displayed in [Page Size].  
To change the page size, click [Details] → select the paper size from [Page Size] → click [OK].
- 3** Select the paper size you want to print on from [Output Size].

### To specify a desired scale

- 1** Display the [Main] sheet.
- 2** Click [Page Size] > [Details].
- 3** In the [Detailed Settings] dialog box, check that the paper size set in the app is displayed in [Page Size].  
To change the page size, select the paper size from [Page Size].
- 4** Select [Specify print ratio].  
If necessary, set a ratio and select [Origin Point for Specified Ratio].
- 5** Click [OK].

### Related Topics

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- ▶ [Main] Sheet(P. 68)
- ▶ Registering Custom Paper Sizes(P. 46)

## Watermark Printing

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You can superimpose and print semi-transparent characters such as [TOP SECRET] or [DRAFT] over print data.

You can also create new watermarks.



### To Attach and Print a Watermark

- 1** Display the [Layout] sheet.
- 2** Select [Insert Watermark] → select a watermark name.

### To Create New Watermarks

- 1** Display the [Layout] sheet.
- 2** Click [Insert Watermark] > [Details].
- 3** In the [Edit Watermark] dialog box, click [Add].
- 4** Enter a name in [Name].

If necessary, enter the characters and set the attributes, positioning, border, and superimposition of the watermark.

- 5** Click [OK].
- 6** Click [Close].

The created watermark is added to the [Insert Watermark] list.

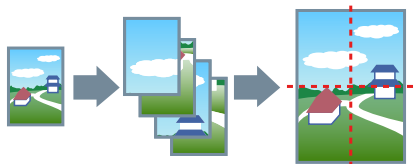
### Related Topics

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- 🔗 [Layout] Sheet(P. 71)

## Poster Printing

You can enlarge the print data of one page and print it over multiple sheets of paper. When the output sheets are joined together, they form a large print like a poster.



This topic also introduces poster printing setting and output examples.

▶ **Poster Printing Setting and Output Examples(P. 20)**

### To Perform Poster Printing

**1 Display the [Layout] sheet.**

**2 Select [Poster] → specify the number of parts.**

If you want to set details such as the range of pages to be printed, printing with border lines, etc., perform the following procedure.

**3 Click [Details].**

**4 In the [Poster Settings] dialog box, set any necessary items.**

**5 Click [OK].**

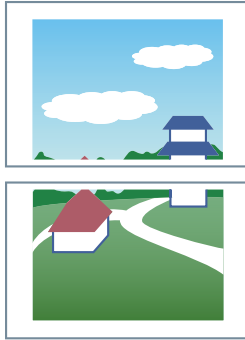
### Poster Printing Setting and Output Examples

This shows combinations of setting examples and output results relating to poster printing. The setting examples are shown in combination with the setting state in the [Poster Settings] dialog box whenever required.

#### Setting Example 1.

- [Main] sheet > [Orientation]: [Portrait]
- [Layout] sheet > [Poster]: [1 x 2]

### Output Result

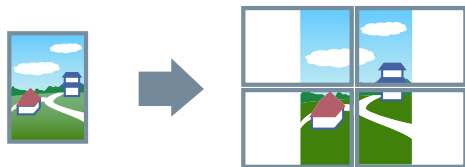


### Setting Example 2.

- [Main] sheet > [Orientation]: [Portrait]
- [Layout] sheet > [Poster]: [2 x 2]

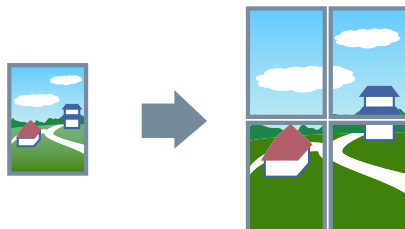
### Output Result

When [Poster Settings] dialog box > [Rotate sheets 90 degrees] > [On] is selected



When [Poster Settings] dialog box > [Rotate sheets 90 degrees] > [Off] or [Auto] is selected

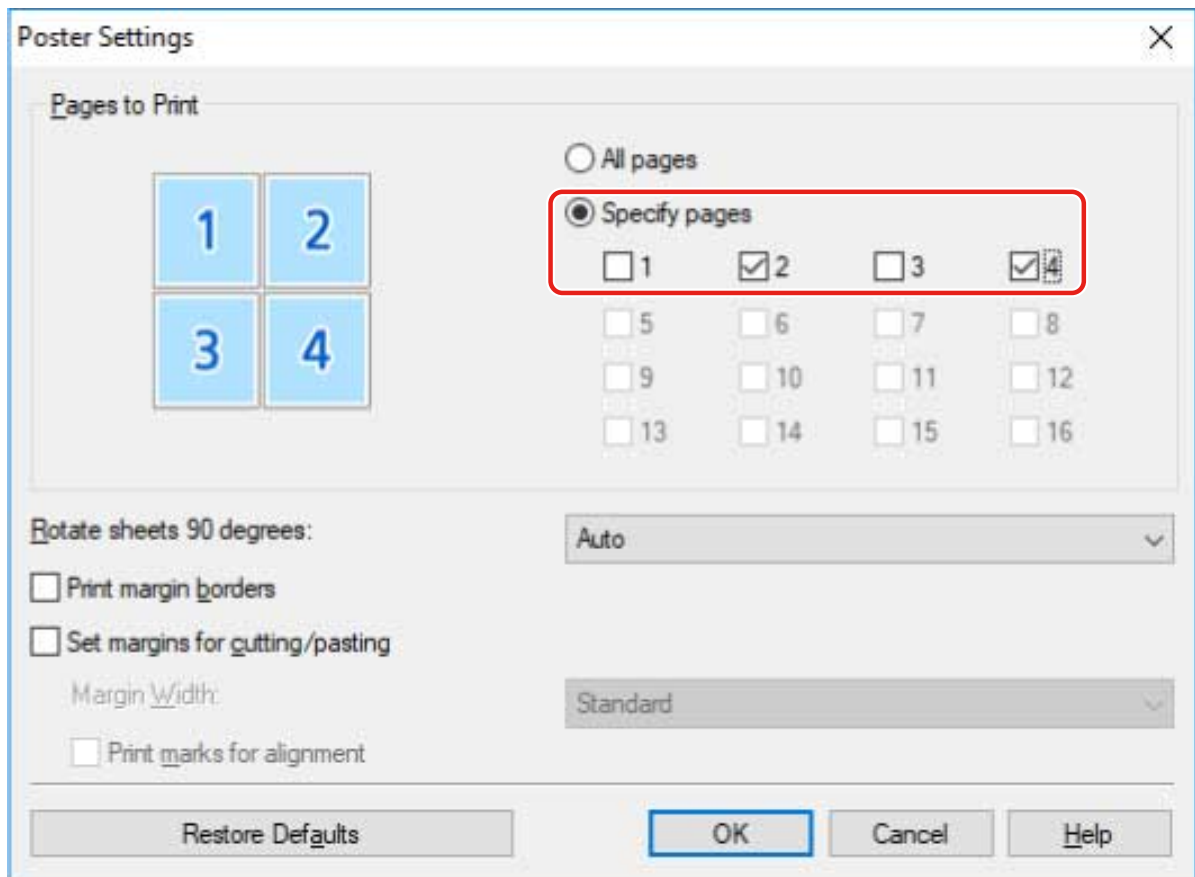
If you select [Auto], the pages are oriented in the direction in which the print data is printed larger. In this example, the orientation is the same as when [Off] is selected.



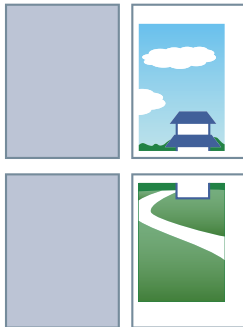
### Setting Example 3.

- [Layout] sheet > [Poster]: [2 x 2]
- Detailed settings in the [Poster Settings] dialog box



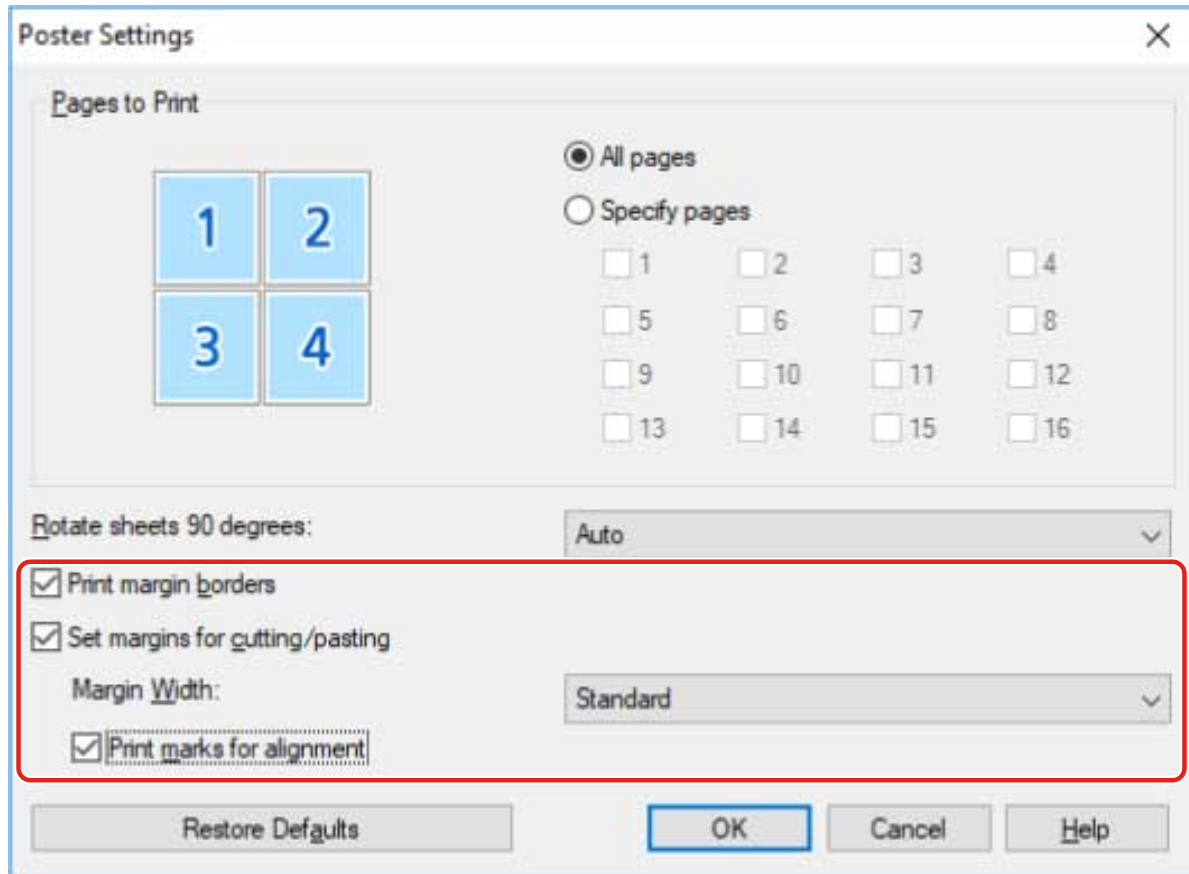


### Output Result

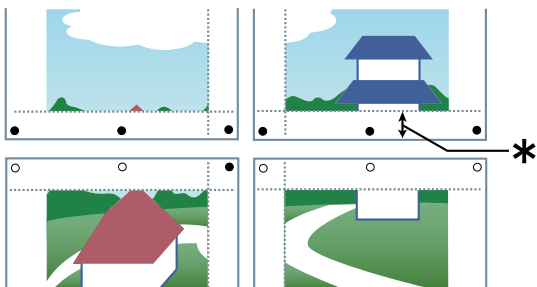


### Setting Example 4.

- [Layout] sheet > [Poster]: [2 x 2]
- Detailed settings in the [Poster Settings] dialog box



### Output Result



#### Legend

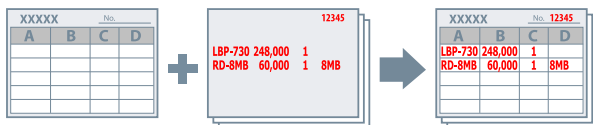
- Broken line: border
- : paste mark
- : cut mark
- \* : Margin Width

### Related Topics

- 🔍 [Layout] Sheet(P. 71)

## Printing Over a Fixed Form

You can print data overlapping a fixed form stored in the device. This function is known as overlay printing.



### To Save a Fixed Form in the Device

- 1 Select [Print] from the menu of the app → display the print settings screen of the driver.
- 2 Display the [Layout] sheet.
- 3 Click [Overlay].
- 4 In the [Overlay Settings] dialog box, select [Processing Method] > [Create a form file] → specify a file name in [File Name] → click [OK].
- 5 In the print settings screen, click [OK].
- 6 In the print screen, click [Print] or [OK].

### To Perform Overlay Printing

- 1 Display the [Layout] sheet.
- 2 Click [Overlay].
- 3 In the [Overlay Settings] dialog box, select [Processing Method] > [Use Overlay Print].
- 4 Click [Retrieve Form File Information] → select the form file to use from [File List].  
If you cannot acquire information from the device, enter the form file name in [File Name].

- 5** When performing two-sided printing, select which side to apply overlay printing to in [Apply To].
- 6** Click [OK].

## Related Topics

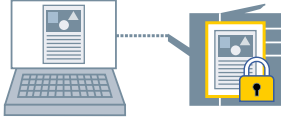
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- ▶ [\[Layout\] Sheet\(P. 71\)](#)
- ▶ [Printing from a Desktop App\(P. 15\)](#)

## Attaching Encryption When Printing

---

You can attach a PIN to print data and save it in the device. This function is useful when printing confidential documents etc.



### NOTE

- If you register the PIN used in secured printing as a default setting, you can reduce the effort required to configure settings when printing.

- 1** Display the [Main] sheet.
- 2** Select [Secure Print] from [Output Method].
- 3** In the [Secure Print Settings] dialog box, enter [PIN] → click [OK].

If necessary, enter [PIN] after selecting [Use a PIN].

### Related Topics

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- ▶ [Main] Sheet(P. 68)
- ▶ Encrypting and Printing Data(P. 27)
- ▶ Changing the Default Settings(P. 32)

## Encrypting and Printing Data

You can send print data to the device in an encrypted state. This alleviates the risk of data manipulation and information leakage occurring in the communication path through which the print data is being sent. This function is called Encrypted Secure Print.

The saved data can be printed by entering the password in the control panel of the device.

To use the Encrypted Secure Print function, you need to enable the function in the device settings.



### To Enable the Encrypted Secure Print Function

**1** Display the [Support/Device] sheet.

**2** Click [Device Settings].

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

**3** Display the [Device Settings] sheet.

**4** Enable [Encrypted Secure Print] in [Option List].

If necessary set the encryption level.

**5** Click [OK].



#### NOTE

- In a shared printer environment, it is necessary to enable the CSR (Client Side Rendering) function of Windows on the server side. You can enable the CSR function by the following method.
  - Right-click the icon of the printer you are using → click [Printer properties].
  - Display the [Sharing] sheet → check that [Share this printer] is selected → select [Render print jobs on client computers].

### To Print with Encryption

**1** Display the [Main] sheet.

**2** Select **[Secure Print]** from **[Output Method]**.

**3** In the **[Secure Print Settings]** dialog box, select **[Use a password for Encrypted Secure Print]** → enter **[Password]** → click **[OK]**.

You may need to enter a PIN instead of a password.



#### NOTE

- If you register the password used in Encrypted Secure Print as a default setting, you can reduce the effort required to configure settings when printing.
- If you printed without setting a password, the print job is cancelled.

When registering Encrypted Secure Print settings as a favorite, check that **[Preferences] > [Store authentication information in favorite settings]** in the **[Support/Device]** sheet is enabled. If **[Store authentication information in favorite settings]** is disabled, the password is not stored in favorites.

## Related Topics

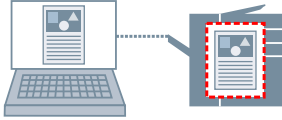
---

- ▶ **[Main] Sheet(P. 68)**
- ▶ **[Support/Device] Sheet(P. 82)**
- ▶ **[Device Settings]/[Administrator Settings] Sheet(P. 84)**
- ▶ **Attaching Encryption When Printing(P. 26)**
- ▶ **Changing the Default Settings(P. 32)**

## Putting Print Jobs on Hold

---

You can send print data to a hold queue (temporary storage area) in the device. You can also change the print order or settings of the stored data from the control panel of the device or the Remote UI.



- 1 Display the [Main] sheet.**
- 2 Select [Hold] from [Output Method].**
- 3 In the [Settings for Document to Hold] dialog box, set [Document Name].**  
If you want to specify a desired name, select [Enter name] → enter the name.
- 4 Click [OK].**

When performing hold printing, you can confirm or set the name of data in the displayed screen.

### Related Topics

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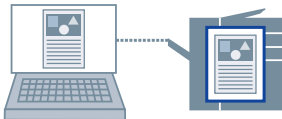
- [\[Main\] Sheet\(P. 68\)](#)



## Storing Print Data

---

You can store the print data in a box in the device. You can also change the settings of or combine the stored data with other stored data from the control panel of the device or the Remote UI.



### NOTE

- If you register the box number used in stored printing as a default setting, you can reduce the effort required to configure settings when printing.

**1** Display the [Main] sheet.

**2** Select [Store in Mail Box/Store in Box] from [Output Method].

**3** In the [Storage Settings] dialog box, set [Document Name].

If you want to specify a desired name, select [Enter name] → enter the name.

**4** Click [Retrieve Mail Box Information/Retrieve Box Information] → select a storage destination from [Mail Box/Box].

You may be able to simultaneously select multiple boxes by pressing the [Ctrl] or [Shift] key.

**5** Click [OK].

## Related Topics

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- ▶ [Main] Sheet(P. 68)
- ▶ Changing the Default Settings(P. 32)

## Priority Printing

---

You can print a document with higher priority than other print jobs that are in a standby state in the device.

When executing priority printing, if there is a print job being processed at the device, priority printing is started as soon as that job is finished.

- 1 Display the [Main] sheet.**
- 2 Select [Priority Print] from [Output Method].**

### Related Topics

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- [▶ \[Main\] Sheet\(P. 68\)](#)

## Changing the Default Settings

---

You can change the default settings to the desired print settings. If you change them to settings that you use frequently, you can reduce the effort required to configure settings when printing.

- 1 Display [Devices and Printers] from the [Control Panel] of Windows.**
- 2 Right-click the icon of the device you are going to set → select [Printing preferences].**
- 3 In the print settings screen of the driver, set the required items.**  
If necessary, switch sheets and configure relevant settings.
- 4 Click [OK].**

### Related Topics

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- ▶ [Printing from a Desktop App\(P. 15\)](#)

# Creating a Booklet When Printing

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## Creating a Booklet When Printing

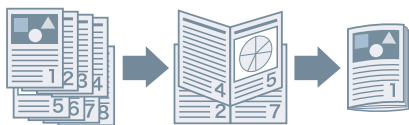
---

- ▶ **Booklet Printing(P. 35)**
- ▶ **Creating a Booklet in Sets(P. 36)**
- ▶ **Correcting Displacement During Booklet Printing(P. 37)**
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- ▶ **Trimming Pages When Creating Saddle Stitched Booklets(P. 40)**
- ▶ **Perfect Binding(P. 41)**
- ▶ **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 42)**

## Booklet Printing

---

You can print with the pages automatically arranged so they create a booklet when folded in half.



**1** Display the [Main] or [Layout] sheet.

**2** Select [Booklet Printing].

To set the binding position and gutter, follow the procedures below.

**3** Click [Details].

**4** In the [Booklet Settings] dialog box, select the binding direction when performing booklet printing from [Binding].

**5** Specify the width in [Gutter Width].

**6** Click [OK].

### Related Topics

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- ▶ [Main] Sheet(P. 68)
- ▶ [Layout] Sheet(P. 71)
- ▶ Creating a Booklet in Sets(P. 36)
- ▶ Correcting Displacement During Booklet Printing(P. 37)
- ▶ Saddle Stitched Booklet Printing(P. 38)

## Creating a Booklet in Sets

---

When creating a booklet from a document with a large number of pages, you can divide the pages into multiple sets and print them.



- 1** Display the [Main] or [Layout] sheet.
- 2** Select [Booklet Printing] → click [Details].
- 3** In the [Booklet Settings] dialog box, select [Divide into sets for booklet layout].
- 4** Select the dividing method from [Divide into Sets].  
If dividing manually, specify how many pages are in each set.  
When dividing manually and performing booklet printing with saddle stitching, specify a value equal to or lower than the maximum number of pages the device can saddle stitch. For the maximum number of pages that can be saddle stitched, refer to the manual of the device.
- 5** Click [OK].

### Related Topics

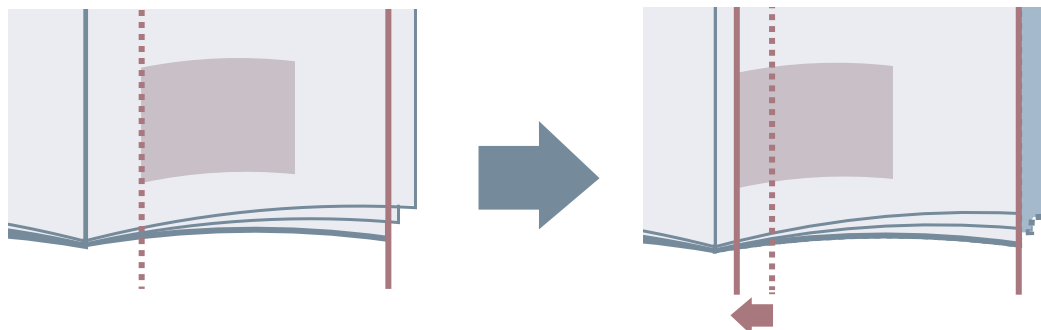
---

- ▶ [Main] Sheet(P. 68)
- ▶ [Layout] Sheet(P. 71)
- ▶ Booklet Printing(P. 35)

## Correcting Displacement During Booklet Printing

---

You can create and print booklets while correcting displacement between outer and inner pages that occurs during booklet printing. If you trim the edges of the pages using a trimmer, you can adjust the amount of margin so that the position of the print data on the page does not deviate between pages.



- 1** Display the [Main] or [Layout] sheet.
- 2** Select [Booklet Printing] → click [Details].
- 3** In the [Booklet Settings] dialog box, select [Use creep (displacement) correction].
- 4** Select a correction method in [Correction Method].  
If correcting manually, specify a correction amount in [Correction Amount].
- 5** Click [OK].

### Related Topics

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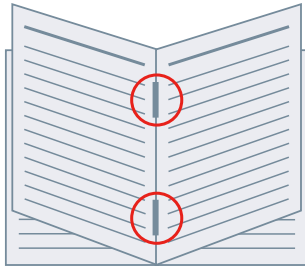
- ▶ [Main] Sheet(P. 68)
- ▶ [Layout] Sheet(P. 71)
- ▶ Booklet Printing(P. 35)



## Saddle Stitched Booklet Printing

---

When performing booklet printing, you can specify stapling in the center of the output pages. The pages are divided into sets and folded in half, and each set is saddle stitched in the center.



**1** Display the [Main] sheet.

**2** Select [Booklet Printing].

You can also set [Booklet Printing] in the [Layout] sheet.

**3** Select [On] from [Staple] → select [Saddle stitch] as the stapling position.

You can also set [Staple] in the [Finishing] sheet.

### Related Topics

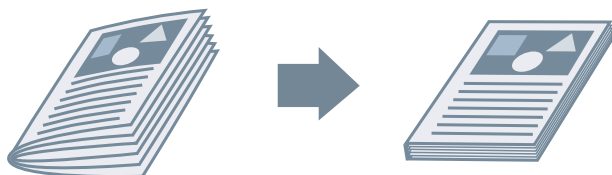
---

- ▶ [Main] Sheet(P. 68)
- ▶ [Layout] Sheet(P. 71)
- ▶ [Finishing] Sheet(P. 77)
- ▶ Booklet Printing(P. 35)
- ▶ Saddle Press Processing When Creating Saddle Stitched Booklets(P. 39)
- ▶ Trimming Pages When Creating Saddle Stitched Booklets(P. 40)

## Saddle Press Processing When Creating Saddle Stitched Booklets

---

When performing saddle stitched booklet printing, you can press the bound portion so that it is flattened.



- 1** Display the [Main] sheet.
- 2** Select [Booklet Printing].  
You can also set [Booklet Printing] in the [Layout] sheet.
- 3** Select [On] from [Staple] → select [Saddle stitch] as the stapling position.  
You can also set [Staple] in the [Finishing] sheet.
- 4** Click [Booklet Printing] > [Details].
- 5** In the [Booklet Settings] dialog box, select [Saddle Press] → specify the force of saddle press processing in [Saddle Press Adjustment].
- 6** Click [OK].

### Related Topics

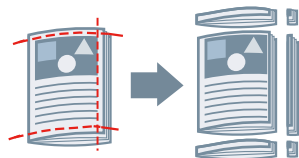
---

- ▶ [Main] Sheet(P. 68)
- ▶ [Layout] Sheet(P. 71)
- ▶ [Finishing] Sheet(P. 77)
- ▶ Saddle Stitched Booklet Printing(P. 38)

## Trimming Pages When Creating Saddle Stitched Booklets

---

When stapling in the middle to form a booklet, you can trim and align the edges of the pages.



**1** Display the [Main] sheet.

**2** Select [Booklet Printing].

You can also set [Booklet Printing] in the [Layout] sheet.

**3** Select [On] from [Staple] → select [Saddle stitch] as the stapling position.

You can also set [Staple] in the [Finishing] sheet.

**4** Display the [Finishing] sheet.

**5** Select [Trim].

To set a trim width adjustment method, follow the procedure below.

**6** Click [Details].

**7** In the [Adjust Trim Width] dialog box, set a trim width adjustment method.

If [Adjust By] is displayed, selecting [Finishing width] trims the pages to the specified height and width after finishing.

**8** Click [OK].

### Related Topics

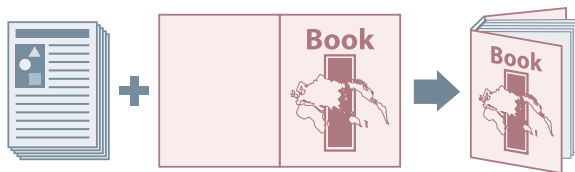
---

- ▶ [Main] Sheet(P. 68)
- ▶ [Layout] Sheet(P. 71)
- ▶ [Finishing] Sheet(P. 77)
- ▶ Saddle Stitched Booklet Printing(P. 38)

## Perfect Binding

---

You can apply glue to the gutter side of the contents and encloses them in a cover to create a booklet.



- 1** Display the [Layout] sheet.
- 2** Select [Perfect Binding] → click [Details].
- 3** In the [Perfect Binding Settings] dialog box, set the required items.

#### When printing on the cover

Set [Perfect Binding Cover Settings] > [Cover Printing].

#### When adjusting the finishing size

Select [Finishing Settings] > [Specify By].

If you select [Finishing size], select a finished page size from [Finishing Size]. The cover and content pages are trimmed to match the finished size.

If you select [Trim width], specify the trim widths in [Trim Width (Fore)] and [Trim Width (Top/Bottom)].

- 4** Click [OK].

## Related Topics

---

- 🔍 [Layout] Sheet(P. 71)

## Printing Page Numbers in the Same Position on the Front and Back of Each Page

When performing booklet printing and two-sided printing, you can print page numbers so that they are in the same position on both the front and back of each page. For example, if you specify the side opposite the gutter, the page number is attached as in a paperback book.

If you specify the print position of the page number as lower right, the printed result if you enable this function will be as follows.



With booklet printing



With two-sided printing

Here, the procedure where this function is used with booklet printing is explained.

### 1 Display the [Layout] sheet.

### 2 Select [Booklet Printing].

You can also set [Booklet Printing] in the [Main] sheet.



- Where this function is used with two-sided printing, set [2-Sided Printing] in the [Main] sheet.

### 3 Click [Header/Footer].

### 4 In the [Header/Footer Settings] dialog box, display [Print Information] sheet.

### 5 Select the print position for page numbers in [Output Sheets] > [Page Number].

### 6 Select [Output Sheets] > [Print so that the position overlaps on the front and back sides of the paper].

### 7 Click [OK].

## Related Topics

---

- ▶ [\[Main\] Sheet\(P. 68\)](#)
- ▶ [\[Layout\] Sheet\(P. 71\)](#)
- ▶ [Booklet Printing\(P. 35\)](#)

# Using Various Types of Paper

<b>Using Various Types of Paper</b> .....	45
<b>Registering Custom Paper Sizes</b> .....	46
<b>Inserting Sheets Between Transparencies</b> .....	47
<b>Inserting Sheets</b> .....	48
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## Using Various Types of Paper

---

- ▶ **Registering Custom Paper Sizes(P. 46)**
- ▶ **Inserting Sheets Between Transparencies(P. 47)**
- ▶ **Inserting Sheets(P. 48)**
- ▶ **Inserting Tab Paper(P. 49)**
- ▶ **Printing on Tab Paper(P. 50)**



## Registering Custom Paper Sizes

---

You can register a desired paper size and use it for printing. You can also use registered custom paper sizes to print with other devices from the computer you are using.

- 1** Display the [Main] sheet.
- 2** Click [Custom Paper].
- 3** In the [Custom Paper Settings] dialog box, click [Add].
- 4** In the [Edit Custom Paper] dialog box, configure detailed settings such as the name, dimensions, etc. of the custom paper size → click [OK].
- 5** Click [OK].

### Related Topics

---

- [\[Main\] Sheet\(P. 68\)](#)

## Inserting Sheets Between Transparencies

---

You can print with sheets of paper inserted between transparencies. You can also print on the inserted sheets.

### 1 Display the [Paper Feed] sheet.

### 2 Select transparency from [Paper Type].

You can select transparency from among the following.

- The [Paper Type] drop-down list.
- [Paper Type] in the [Paper Type Settings] dialog box.

You can display the [Paper Type Settings] dialog box by selecting [Select Paper By] > [Paper Type] then clicking [Settings], or clicking [Paper Type] > [Settings].

### 3 Select the paper source for transparencies from [Paper Source for Transparencies] or [Paper Source].

### 4 Select [On] or [Print on cover sheets] from [Cover Sheets].

### 5 Select the paper source that the sheets for insertion are set in from [Specify Cover Sheets By] > [Paper Source] or [Paper Source for Cover Sheets].

### 6 To change the paper type of the sheets to be inserted, click [Specify Cover Sheets By] > [Paper Type] or [Settings] from [Paper Type for Cover Sheets] → select the paper type → click [OK].

## Related Topics

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- ◉ [Paper Feed] Sheet(P. 75)

## Inserting Sheets

---

You can insert sheets of paper between specified pages.



- 1** Display the [Paper Feed] sheet.
- 2** Select [Insert Sheets] → click [Settings].
- 3** In the [Sheet Insertion Settings] dialog box, select [Inserted sheets] from [Sheets to Insert].
- 4** Set [Paper Source], [Inserted Sheets/Tab Paper] and [Insertion Position].
- 5** Click [OK].

### Related Topics

---

- ▶ [Paper Feed] Sheet(P. 75)

## Inserting Tab Paper

---

You can insert tab paper between specified pages. You can also print on the tab part.



- 1** Display the [Paper Feed] sheet.
- 2** Select [Insert Sheets] → click [Settings].
- 3** In the [Sheet Insertion Settings] dialog box, select tab paper from [Sheets to Insert].
- 4** Set [Paper Source], [Inserted Sheets/Tab Paper] and [Insertion Position].
- 5** To change the paper type, click [Paper Type for Tab Paper] > [Settings] → select the paper type to be used from [Paper Type].  
To set the tab paper size and print position on the tab part, follow the procedure below.  
If setting is unnecessary, click [OK] to close the [Paper Type Settings] dialog box.
- 6** Click [Tab Details].
- 7** In the [Tab Settings] dialog box, select the paper size from [Tab Paper Size].
- 8** Select [Offset printing position] → specify [Offset Width] → click [OK].  
If you have created print data with one of the following paper sizes, do not select [Offset printing position].  
The tab part is included in the width.
  - A4 tab paper: 223 x 297 mm (8.77 x 11.69 inches)
  - Letter tab paper: 228.6 x 279.4 mm (9.00 x 11.00 inches)
- 9** Click [OK].

### Related Topics

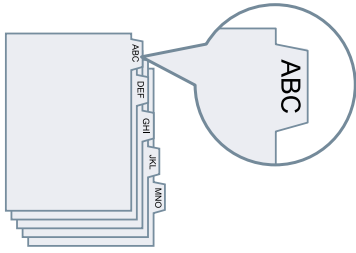
---

- 🔍 [Paper Feed] Sheet(P. 75)

## Printing on Tab Paper

---

You can print on the tab part of tab paper.



- 1** Display the [Paper Feed] sheet.
- 2** Select [Select Paper By] > [Paper Type] → click [Settings].
- 3** In the [Paper Type Settings] dialog box, select tab paper from [Paper Type].  
 To set the tab paper size and print position on the tab part, follow the procedure below.  
 If setting is unnecessary, click [OK] to close the [Paper Type Settings] dialog box.
- 4** Click [Tab Details].
- 5** In the [Tab Settings] dialog box, select the paper size from [Tab Paper Size].
- 6** Select [Offset printing position] → specify [Offset Width] → click [OK].  
 If you have created print data with one of the following paper sizes, do not select [Offset printing position].  
 The tab part is included in the width.
  - A4 tab paper: 223 x 297 mm (8.77 x 11.69 inches)
  - Letter tab paper: 228.6 x 279.4 mm (9.00 x 11.00 inches)
- 7** Click [OK].

### Related Topics

---

- ▶ [Paper Feed] Sheet(P. 75)

# Editing Favorite Settings

<b>Editing Favorite Settings</b> .....	52
<b>Registering Favorite Settings</b> .....	53
<b>Editing the Favorite Settings List</b> .....	54

## Editing Favorite Settings

---

- ▶ **Registering Favorite Settings(P. 53)**
- ▶ **Editing the Favorite Settings List(P. 54)**

## Registering Favorite Settings

---

You can recall frequently used print settings when printing by registering those settings in [Favorite Settings].

**1 In the print settings screen of the driver, configure the settings you want to register.**

If necessary, switch sheets and configure relevant settings.

**2 Click [Register] at the bottom of the [Favorite Settings] list.**

**3 In the [Register Favorite Settings] dialog box, select [Name] and [Icon].**

Enter text if required in [Comment].

**4 Click [OK].**

### Related Topics

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- ▶ [Common Settings for All Sheets\(P. 67\)](#)



## Editing the Favorite Settings List

You can edit the [Favorite Settings] list, and import or export it to be used on other computers.




### NOTE

- You cannot edit print settings registered in favorite settings. If you want to use different print settings as favorite settings, register them as new favorite settings.

### To Edit the Favorite Settings List

- 1 Display the [Support/Device] sheet.
- 2 Click [Edit Favorite Settings].
- 3 Select the favorite settings you want to edit from the [Favorite Settings] list → click [Edit].

If you want to delete favorite settings, select the favorite settings → click [  ] (Delete) → click [Yes] in the displayed verification screen.

- 4 In the [Edit Favorite Settings] dialog box, select [Name] and [Icon] → click [OK].  
Enter text if required in [Comment].

- 5 Click [Close].

### To Export Favorite Settings

- 1 Display the [Support/Device] sheet.
- 2 Click [Edit Favorite Settings].
- 3 Select the favorite settings to be exported from [Favorite Settings].
- 4 Click [Export] → specify the storage location and file name → click [Save] or [OK].

The selected favorite settings are saved in a file with the extension ".profile".

## To Import Favorite Settings

- 1** Display the [Support/Device] sheet.
- 2** Click [Edit Favorite Settings].
- 3** Select [Import] → select the file (with the extension ".profile") to be imported → click [Open].

The imported favorite settings are displayed in the [Favorite Settings] list.

### Related Topics

---

- ▶ [Support/Device] Sheet(P. 82)
- ▶ Registering Favorite Settings(P. 53)

# Coordinating with the Device Functions

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## Coordinating with the Device Functions

---

- ▶ **Retrieving the Device Information(P. 58)**
- ▶ **Setting the Authentication Function(P. 61)**
- ▶ **Setting the User Name(P. 63)**

## Retrieving the Device Information

When installing a driver with a network connection, normally, information about options installed in the device is retrieved and functions associated with the driver are set so that they can be used. When the functions of the device cannot be used, or when an option is added, the device information must be reacquired and the option structure manually set.

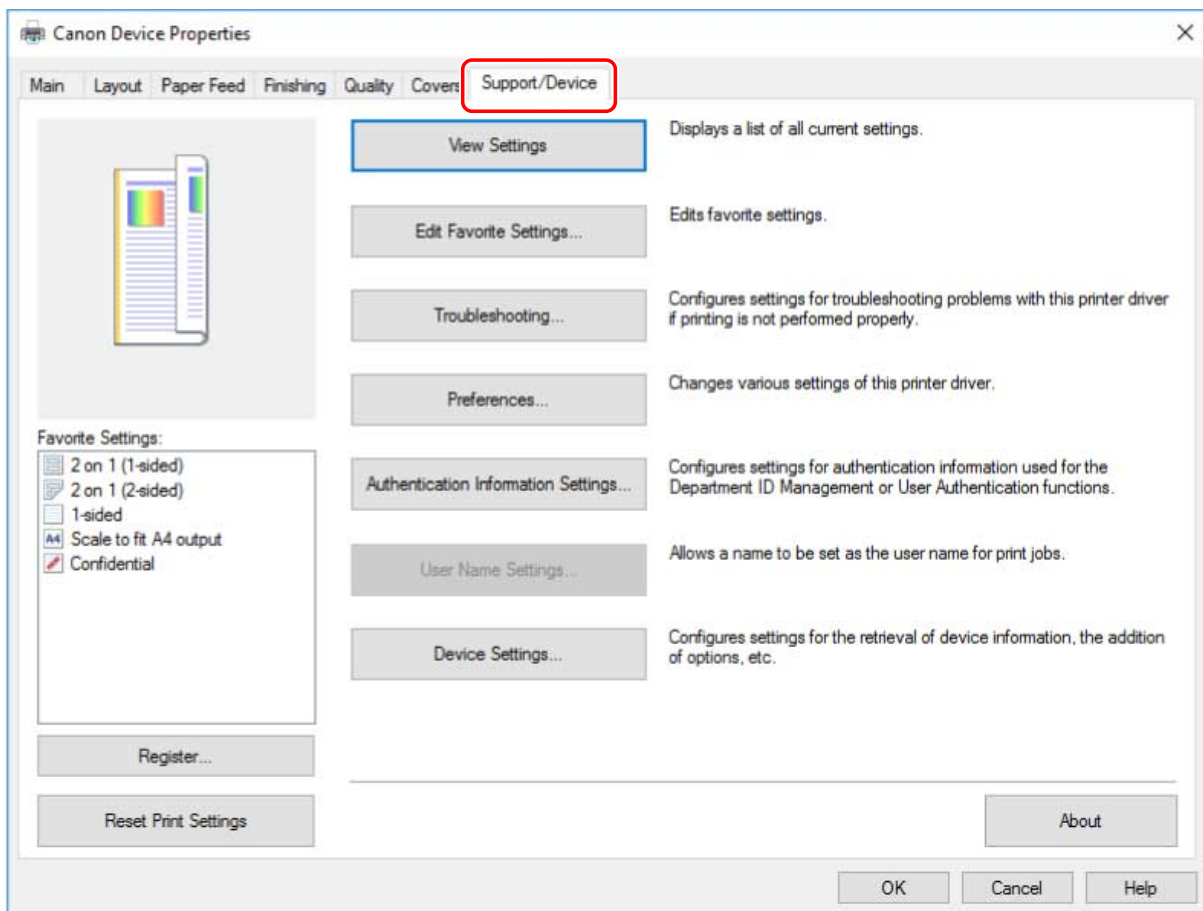
### Prerequisites

Confirm that the following conditions are satisfied. Complete the preparation operations.

- Settings at the device  
Enable [Use WSD Browsing] at the device. If you are using a device that does not support this function, enable [Retrieve Printer Mngt. Information from Host].  
For details, refer to the manual of the device.
- When starting the computer, log on as a member of Administrators.

### Procedures

#### 1 Display the [Support/Device] sheet.



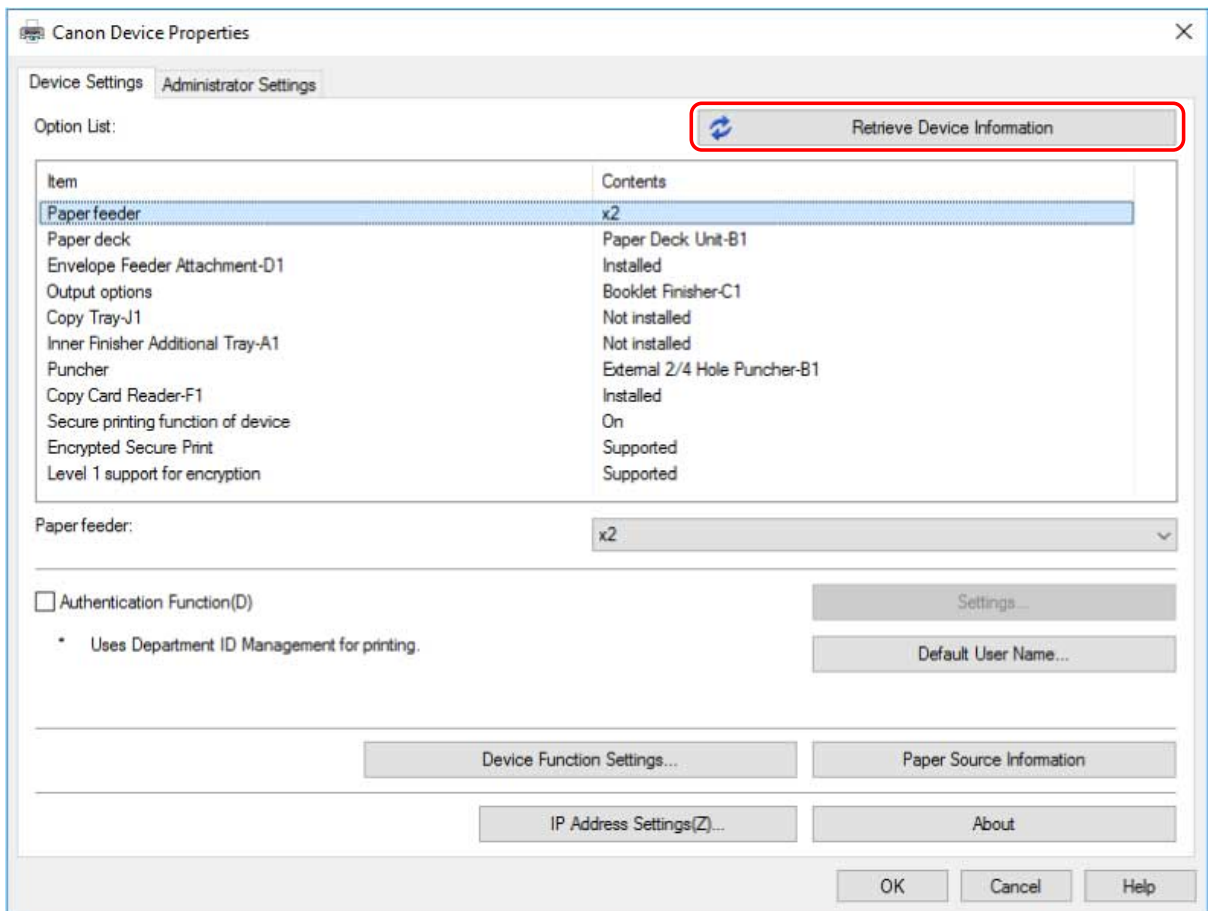
**2 Click [Device Settings].**

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

**3 Display the [Device Settings] sheet.**

**4 If necessary, set whether the IP address of the device is to be automatically detected or manually specified in [IP Address Settings] at the bottom of the screen.**

**5 Click [Retrieve Device Information].**



**6 When the message "Do you want to retrieve the device information?" is displayed, click [Yes].**

If the information is retrieved, the option structure is set automatically. Check the settings.

If the information is not retrieved, set the options manually. Select the options attached to the device.

**7 Click [OK].**



- In any of the following cases, some of the device information may not be obtainable. If this is the case, set the options manually.

- When the device is connected by USB
- When installing the driver by specifying a standard TCP/IP port
- When using a device or port that cannot acquire device information

## Related Topics

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- ▶ [\[Support/Device\] Sheet\(P. 82\)](#)
- ▶ [\[Device Settings\]/\[Administrator Settings\] Sheet\(P. 84\)](#)

## Setting the Authentication Function

You can manage printing by means of the department ID management function or the user authentication function.

To set the authentication function, you need to enable the function in the device settings.



### To Enable the Authentication Function

- 1** Display the [Support/Device] sheet.
- 2** Click [Device Settings].  
When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.
- 3** Display the [Device Settings] sheet.
- 4** Select [Authentication Function] → click [Settings].
- 5** In the [Authentication Function Settings] dialog box, select the function → click [OK].
- 6** Click [OK].

### To Set the Authentication Information



#### NOTE

- If you register the authentication information as a default setting, you can reduce the effort required to configure settings when printing.

- 1** Display the [Support/Device] sheet.
- 2** Click [Authentication Information Settings].



**3** In the displayed screen, enter the authentication information set in the device.

**4** Click [OK].

## Related Topics

---

- ▶ [\[Support/Device\] Sheet\(P. 82\)](#)
- ▶ [\[Device Settings\]/\[Administrator Settings\] Sheet\(P. 84\)](#)
- ▶ [Changing the Default Settings\(P. 32\)](#)

## Setting the User Name

---

You can set a user name to be used for print jobs. The set user name is displayed on the control panel of the device, and is printed as the user name for headers or footers.

To change the user name, you need to allow changes in the device settings.



### To Allow User Name Changes

**1** Display the [Support/Device] sheet.

**2** Click [Device Settings].

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

**3** Display the [Administrator Settings] sheet.

**4** Click [Change Administrator Settings].

If a screen asking you to confirm whether you want to allow changes is displayed, click [Yes] → display the [Administrator Settings] sheet.

**5** Enable [List of Settings] > [Allow changes to user name] → click [OK].

### To Set the User Name

**1** Display the [Support/Device] sheet.

**2** Click [User Name Settings].

**3** In the [User Name Settings] dialog box, select [Name to Use] → click [OK].

### Related Topics

▶ [Support/Device] Sheet(P. 82)

▶ **[Device Settings]/[Administrator Settings] Sheet(P. 84)**

# Settings List

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## Settings List

---

- ▶ **Common Settings for All Sheets(P. 67)**
- ▶ **[Main] Sheet(P. 68)**
- ▶ **[Layout] Sheet(P. 71)**
- ▶ **[Paper Feed] Sheet(P. 75)**
- ▶ **[Finishing] Sheet(P. 77)**
- ▶ **[Quality] Sheet(P. 79)**
- ▶ **[Covers] Sheet(P. 81)**
- ▶ **[Support/Device] Sheet(P. 82)**
- ▶ **[Device Settings]/[Administrator Settings] Sheet(P. 84)**

## Common Settings for All Sheets

---

You can refer to favorite settings, return the print settings to their standard configurations, etc. in each of the sheets.

### [Favorite Settings]

Displays a list of registered favorite settings.

### [Register]

Enables you to register the current print settings as favorite settings.

 [Register Favorite Settings] Dialog Box

### [Name]

Specifies a name to attach to the favorite settings.

### [Icon]

Specifies an icon to attach to the favorite settings.

### [Comment]

Specifies a comment about the favorite settings. Enter if required.

### [View Settings]

Displays the content of the favorite settings.

### [Reset Print Settings]

Returns the print settings of all sheets to their standard configurations.

### [Restore Defaults]

Returns the print settings of the open sheet to their standard configurations.

## Related Topics

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- ▶ [Registering Favorite Settings\(P. 53\)](#)
- ▶ [Editing the Favorite Settings List\(P. 54\)](#)

## [Main] Sheet

---

You can set basic print functions.

### [Page Size]

Displays the page size set in the app or the page size set by clicking [Details].

### [Details]

Enables you to set the document size and enlargement or reduction.

### [Output Size]

Specifies the actual page size you want to print on. If you select a size that differs from [Page Size], the print data is enlarged or reduced to fit the set page size when printing.

### [Orientation]

Specifies the orientation of print data.

### [Copies]

Specifies the number of copies to be printed.

### [Paper Type]

Specifies the paper to print on by paper type.

### [2-Sided Printing]

Prints on both sides of the paper. The default setting for printers that support 2-sided printing is [2-Sided Printing].

### [Binding Location]

Specifies the binding location.

### [Details]

Enables you to set the width of the gutter. When a gutter is set, the print area narrows only by the amount of the gutter width. If you select [Image Adjustment to Fit Gutter] > [Reduce image], the print data is reduced so as to fit into the print area. If you select [Shift image], the print data is shifted and arranged as is. In this case, some of the data that is not within the print area may not be printed.

### [Booklet Printing]

Prints with the pages of a document arranged so that it can be folded in half to create a booklet.

### [Details]

Enables you to configure detailed settings when performing booklet printing such as the opening direction and gutter width.

 [Booklet Settings] Dialog Box

### [Binding]

Specifies whether a document opens to the right or left when creating a booklet.

### [Gutter Width]

Specifies the gutter width.

**[Divide into sets for booklet layout]**

Creates a booklet in multiple sets. Select whether to automatically or manually divide into sets in [Divide into Sets]. If dividing manually, specify how many pages are in each set in [Sheets per Set].

**[Use creep (displacement) correction]**

Corrects displacement between outer and inner pages that occurs during booklet printing. Select a correction method from [Correction Method]. If correctly manually, specify a correction amount in [Correction Amount].

**[Saddle Press]**

Performs saddle press processing when creating a saddle stitched booklet. You can specify the force of saddle pressing in [Saddle Press Adjustment].

**NOTE**

- [Main] or [Layout] sheet > [Booklet Printing] cannot be set at the same time as the following settings.
  - Settings other than [Covers] sheet > [Configure front cover settings] > [Front Cover] > [Leave blank]
  - [Covers] sheet > [Configure back cover settings]

**[Page Layout]**

Prints with multiple pages arranged on one sheet.

**[Staple]**

Staples the pages when outputting print data. Select staple position(s).

[On (Eco (Staple-Free))] crimps the paper without using staples.

The available staple positions vary depending on the output paper size, paper feed direction, and paper source method.

**[Color Mode]**

Switches between printing in color or in black-and-white.

**NOTE**

- If you select [Color Mode] > [Color], by default, whether each page is color or grayscale will be determined and the color mode switched accordingly.
- To print all pages in color, disable [Troubleshooting] > [Auto (color/B&W)] in the [Support/Device] sheet.

**[Output Method]**

Sets the method for outputting print data. You can save the data to the device, move a print job in the print queue ahead of other jobs and print it, etc.

**[Print]**

Performs normal printing.

**[Hold]**

Saves print data in a hold queue (temporary storage area) in the device. You can change the print order or settings of the stored data from the control panel of the device or the Remote UI.

The file name is displayed in the device. If you select [Document Name] > [Enter name] in the [Settings for Document to Hold] dialog box displayed by clicking [Settings], you can specify a desired name.

**[Secure Print]**

Attaches a PIN to print data and save it in the device. This function is useful when printing confidential documents etc. If you enable the Encrypted Secure Print function, you can encrypt and print data and attain a stronger effect from the aspect of security.

The saved data can be printed by entering the PIN in the control panel of the device.



**NOTE**

- If you have enabled [PIN-protected printing] in the Windows print options and print using the driver, the print job will normally be output as a secure print.

**[Store in Mail Box/Store in Box]**

Saves the print data to a box in the device. You can change the settings of or combine the stored data from the control panel of the device or the Remote UI.

**[Priority Print]**

Prints with priority over other print data that is waiting to be printed by the device.

**[Custom Paper]**

Enables you to register a desired paper size that you can use for printing.

Items with (■) attached are standard paper sizes and cannot be edited or deleted.

**NOTE**

- If you register and use a wide paper size, you may not be able to print it as per the settings.

## Related Topics

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- ▶ **Common Settings for All Sheets(P. 67)**
- ▶ **Scaling(P. 18)**
- ▶ **Attaching Encryption When Printing(P. 26)**
- ▶ **Encrypting and Printing Data(P. 27)**
- ▶ **Putting Print Jobs on Hold(P. 29)**
- ▶ **Storing Print Data(P. 30)**
- ▶ **Priority Printing(P. 31)**
- ▶ **Booklet Printing(P. 35)**
- ▶ **Saddle Stitched Booklet Printing(P. 38)**
- ▶ **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 42)**
- ▶ **Registering Custom Paper Sizes(P. 46)**

## [Layout] Sheet

---

You can select a layout or set page modifications when printing.

### [Booklet Printing]

Prints with the pages of a document arranged so that it can be folded in half to create a booklet.

#### [Details]

Enables you to configure detailed settings when performing booklet printing such as the opening direction and gutter width.

 [Booklet Settings] Dialog Box

#### [Binding]

Specifies whether a document opens to the right or left when creating a booklet.

#### [Gutter Width]

Specifies the gutter width.

#### [Divide into sets for booklet layout]

Creates a booklet in multiple sets. Select whether to automatically or manually divide into sets in [Divide into Sets]. If dividing manually, specify how many pages are in each set in [Sheets per Set].

#### [Use creep (displacement) correction]

Corrects displacement between outer and inner pages that occurs during booklet printing. Select a correction method from [Correction Method]. If correcting manually, specify a correction amount in [Correction Amount].

#### [Saddle Press]

Performs saddle press processing when creating a saddle stitched booklet. You can specify the force of saddle pressing in [Saddle Press Adjustment].



- [Main] or [Layout] sheet > [Booklet Printing] cannot be set at the same time as the following settings.
  - Settings other than [Covers] sheet > [Configure front cover settings] > [Front Cover] > [Leave blank]
  - [Covers] sheet > [Configure back cover settings]

### [Perfect Binding]

Applies glue to the gutter side of the contents and encloses them in a cover to create a booklet.

#### [Details]

Enables you to configure detailed settings when performing booklet printing such as the opening direction and paper size.

 [Perfect Binding Settings] Dialog Box

#### [Binding]

Sets whether a document opens to the right or left when creating a booklet.

#### [Perfect Binding Cover Settings]

Sets a paper size and paper source for the cover. If you are printing on the cover, set [Cover Printing].

#### [Content Page Settings]

Sets a paper size for the content pages.

#### [Finishing Settings]

Specifies a finished size and adjustment method from [Specify By].

 **NOTE**

- If required, set the print position, trimming angle, and adjustment width of the trim position for the content pages and cover.

**[Insert Watermark]**

Superimposes and prints semi-transparent characters such as [TOP SECRET] or [DRAFT] over print data.



**[Details]**

Enables you to create new watermarks and edit existing watermarks.

 [Edit Watermark] Dialog Box

**[Watermark List]**

Displays a list of registered watermarks. When you select a watermark, the detailed settings of the watermark are displayed in the preview and [Contents].

When you select a watermark and click [  ] (Move selected watermark up one) or [  ] (Move selected watermark down one), you can change its place in the order of watermarks.

**[Add]**

Enables you to add a new watermark to [Watermark List].

**[Edit]**

Enables you to edit the selected watermark.

[  ] (Delete)

Deletes the selected watermark.

 **NOTE**

- You can specify the watermark text by clicking [Add] or [Edit] → specifying the text in [Attributes] > [Text]. You can specify the following content by combining "\" with specific characters.

\d: Date

\t: Time

\u: User name

\s: Computer name

\j: Job name

If you want to specify the character "\", enter "\\" in [Text].

**[Add Frame]**

Prints a border around the periphery of the page.

**[Poster]**

Enlarges the print data of one page and print it over multiple sheets of paper. When the output sheets are joined together, they form a large print like a poster.

**[Details]**

Enables you to set details such as the range of pages to print, printing with border lines, etc.

 [Poster Settings] Dialog Box

**[Pages to Print]**

Specifies the range of pages to be printed. You can also specify only some pages.

**[Rotate sheets 90 degrees]**

Rotates the page(s) specified in [Main] sheet > [Orientation] 90 degrees.

If you have selected [Auto], the pages will be oriented in the direction in which the print data is printed larger.

**[Print margin borders]**

Prints borders with other sheets as a guide to paste sheets together.

**[Set margins for cutting/pasting]**

Sets cutting/pasting width and margins when printing.

The widths of margins are 20 mm (0.79 inches) for [Standard]. [Thin] and [Thick] reduce and increase the widths by 10 mm (0.39 inches) respectively, based on the value of [Standard].

Selecting [Print marks for alignment] prints symbols that distinguish cutting and pasting.

**[Mixed Sizes/Orientations]**

Prints data in which the size and orientation differ from page to page.

**[Details]**

Enables you to set the combination of sizes and alignment method of pages.

**[Header/Footer]**

Enables you to attach a header or footer to the print data. You can set the position and format of the header or footer.

If you are performing booklet printing or two-sided printing, you can also set the page number so that it is printed in the same position on the front and back of the page.

**[Overlay]**

Performs overlay printing. You can also set creation of a form file to be used in overlay printing.

 [Overlay Settings] Dialog Box

**[Processing Method]**

Sets whether to perform overlay printing or create of a form file to be used in overlay printing. If you select [Use Overlay Print], a form file stored in the device is used.

**[Retrieve Form File Information]**

Acquires the newest form file information.

**[File List]**

Displays a list of form files stored in the device. When performing overlay printing, select a form file to be used from the list.

If you cannot acquire information from the device, the list is not displayed.

[Color] is applied when you click [Retrieve Form File Information].

**[File Name]**

Specifies a name for the newly created form file.

If you cannot select a form file from [File List], enter the name of the form file to be used here.

**[Apply To]**

Specifies which side to apply overlay printing to when performing two-sided printing.

**[Copy Set Numbering]**

Prints serial numbers on multiple copies of a document. For example, serial numbers are printed so that a "1" is printed on the first copy of the document, "2" on the second, "3" on the third, etc.

**[Details]**

Sets the print start number.

**[Use secure printing function of device]**

Uses the secure printing function of the device.

The functions to be used must be activated on the device side.

**Related Topics**

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- ▶ **Common Settings for All Sheets(P. 67)**
- ▶ **Watermark Printing(P. 19)**
- ▶ **Poster Printing(P. 20)**
- ▶ **Printing Over a Fixed Form(P. 24)**
- ▶ **Booklet Printing(P. 35)**
- ▶ **Saddle Stitched Booklet Printing(P. 38)**
- ▶ **Perfect Binding(P. 41)**
- ▶ **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 42)**

## [Paper Feed] Sheet

---

You can set the paper type and paper source.

### [Select Paper By]

Sets whether to specify the paper to print on by paper source or by paper type.

### [Paper Source]

Specifies the paper to print on by paper source. If you select [Auto], a paper source corresponding to the output paper size is automatically selected.

### [Paper Source Information]

Displays information about the paper set in the paper sources. You can also set a desired comment for each paper source.

### [Paper Type]

Specifies the paper to print on by paper type.

### [Settings]

Enables you to specify the paper type.

If you select [Auto], the document is printed on the paper type set in the device.

#### [Retrieve Paper Information]

Acquires information about paper set in the device and displays it in [Paper Type].

#### [Tab Details]

Enables you to set details for printing on the tab part when tab paper is specified.

### [Paper Source for Transparencies]

Specifies the paper source for transparencies.

### [Cover Sheets]

Sets whether to insert paper sheets between the transparencies. To print on the inserted sheets, select [Print on cover sheets]. The same content that is printed on the transparencies will be printed on the inserted sheets.

### [Paper Source for Cover Sheets]/[Paper Type for Cover Sheets]/[Specify Cover Sheets By]

Sets the paper source and paper type for the sheets to be inserted when inserting sheets between transparencies. When you can specify either the paper source or paper type, select [Specify Cover Sheets By].

### [Insert Sheets]

Inserts sheets between specified pages.

### [Settings]

Enables you to set details about the sheets to be inserted and their positions.

 [Sheet Insertion Settings] Dialog Box

#### [Sheets to Insert]

Specifies the paper type of the sheets to be inserted.

#### [Paper Source]

Specifies the paper source of the sheets to be inserted.

**[Inserted Sheets/Tab Paper]**

Sets whether to print on the sheets to be inserted. If printing on the sheets, select which side to print on.

**[Insertion Position]**

Specifies the pages which inserts the sheets before.

**[Paper Type for Tab Paper]**

Enables you to specify the paper type of the tab paper to be inserted. You can also configure print settings for the tab part.

## Related Topics

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- ▶ **Common Settings for All Sheets(P. 67)**
- ▶ **Inserting Sheets Between Transparencies(P. 47)**
- ▶ **Inserting Sheets(P. 48)**
- ▶ **Inserting Tab Paper(P. 49)**
- ▶ **Printing on Tab Paper(P. 50)**

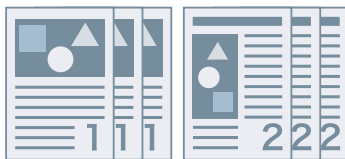
## [Finishing] Sheet

---

You can configure settings relating to finishing such as collating, stapling, etc.



Collate



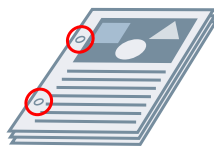
Group



Offset



Rotate



Hole Punch



Staple

### [Output Method]

Specifies a separating method when printing multiple copies.

#### [Collate]

Outputs the specified number of copies in page order.

#### [Group]

Outputs the specified number of copies with all pages having the same page number grouped together.

#### [Staple]

Staples the pages when outputting print data. Select staple position(s).

[On (Eco (Staple-Free))] crimps the paper without using staples.

The available staple positions vary depending on the output paper size, paper feed direction, and paper source method.

#### [Hole Punch]

Outputs printed pages with holes for binding. This function can only be used when enabled at the device. The type of punch holes you can select depends on the optional unit attached to the device.

#### [Offset]

Offsets each set of pages output.

#### [Specify Offset Interval: Every]

Outputs pages so that each specified number of pages is offset.

#### [Rotate]

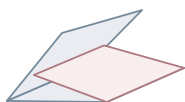
Outputs each print job at a 90 degree angle relative to the one before and after it.

#### [Fold]

Specifies the type of fold when outputting pages folded into one of a variety of patterns.



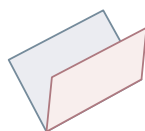
## Settings List



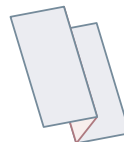
C-fold



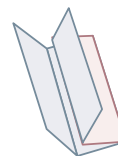
Z-fold



Saddle fold



Accordion Z-fold



Double parallel fold

### [Details]

Specifies the fold pattern when [C-fold], [Half fold], [Saddle fold (advanced)], [Accordion Z-fold], or [Double parallel fold] is selected for the fold type.



### NOTE

- If Z-fold and stapling are specified together, the fold direction of the Z-fold changes depending on the staple location.

### [Trim]

Trims and aligns the edges of the pages when creating a booklet by stapling the pages in the middle.

### [Details]

Enables you to set the trim width and adjustment method.

### [Output Destination]

Specifies a printed paper output destination.

### [Details]

Enables you to set stacking details when [Stacker (stack area)] is selected to output to a large capacity stacker.

## Related Topics

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- ▶ [Common Settings for All Sheets\(P. 67\)](#)
- ▶ [Saddle Stitched Booklet Printing\(P. 38\)](#)
- ▶ [Saddle Press Processing When Creating Saddle Stitched Booklets\(P. 39\)](#)
- ▶ [Trimming Pages When Creating Saddle Stitched Booklets\(P. 40\)](#)

## [Quality] Sheet

---

You can set a print processing method to match the content of the print data.

### [Content-Based Print]

Specifies an objective that matches the print data and sets a suitable print quality mode.

### [Detailed Settings for Quality]

Enables you to set print quality details such as resolution, gradation, toner amount, etc.

 [Detailed Settings for Quality] Dialog Box

#### [Resolution]

Specifies the print resolution.

#### [Gradation]

Specifies the gradation method.

[High 2]: Uses a finer gradation than [High 1] to smooth gradations.

#### [Halftones (images)]/[Halftones (graphics)]/[Halftones (text)]

Specifies methods for representing halftones (areas between dark areas and light areas).

[Resolution]: Gives priority to resolution and prints contours smoothly.

[High resolution]: Increases the resolution of contours to more than [Resolution].

[Gradation]: Gives priority to gradation and prints gradations smoothly.

[Color tone]: Prints gradations more smoothly than [Gradation].

[Error diffusion]: Prints small characters and thin lines finely.

#### [Advanced smoothing]

Corrects the contours of characters and lines, and smooths gradations.

[Smooth 2]: Performs stronger smoothing processing than [Smooth 1].

#### [Sharpness]

Slightly adjusts the sharpness of the contours of characters and images arranged with each page.

#### [Sharpness (photo)]

Strengthens the contours of images, blurs, etc. when printing.

#### [Gray compensation]

Specifies a target object and prints black and gray data reliably in black and gray.

#### [Toner density adjustment]

Adjusts the toner density. In the details screen displayed when you specify [Custom settings] and click [Details], you can adjust each color.

#### [Toner volume adjustment]/[Toner volume correction]

Adjusts the amount of toner to match the content of the print data.

[Gradation priority]: Prints data that includes large amounts of graphics and CG gradations.

[Text priority]: Prints data focusing on text.

#### [Gradation smoothing]

Smoothly prints the amount of color change of gradations.

[Smooth 2]: Performs stronger smoothing processing than [Smooth 1].

#### [Image compression]

Adjusts the print data compression ratio when sending print data to the printer, and prints with priority given to either image quality or print speed.

#### [Image compression optimization]

Sets an image compression method. You can select from an optimization method (switching between reversible and irreversible) or a uniform compression method (no optimization). Compressing an image using the optimization method suppresses JPEG block noise.

**[Line control]**

Improves reproduction of characters and lines.

[Resolution priority]: Gives priority to resolution.

[Gradation priority]: Gives priority to gradation.

**[Prioritize printing of colored lines and text]**

If colored lines or text are blurred or broken, they may print clearer if you enable this function.

If you have selected [Quality] sheet > [Content-Based Print] > [Line], this function is enabled by default.

**[Matching Settings]**

Enables you to set a matching operation for color adjustment.

 [Matching Settings] Dialog Box

**[Matching Mode]**

Specifies the processing method for color matching.

**[Matching Method]**

Specifies what factor is prioritized when matching. Depending on the device, you can select factors to be prioritized for each subject.

**[Toner Save]**

Saves toner by printing the print data with less toner.

---

**Related Topics**

-  **Common Settings for All Sheets(P. 67)**

## [Covers] Sheet

---

You can add a front or back cover, use paper that differs from that of the content pages, and configure print settings relating to covers.

### [Configure front cover settings]/[Configure back cover settings]

Sets a front or back cover.

### [Front Cover]/[Back Cover]

Specifies which side or sides of the front or back cover to print on.

### [Paper Source]

Specifies a paper source.



#### NOTE

- [Main] or [Layout] sheet > [Booklet Printing] cannot be set at the same time as the following settings.
  - Settings other than [Covers] sheet > [Configure front cover settings] > [Front Cover] > [Leave blank]
  - [Covers] sheet > [Configure back cover settings]

### [Print banner page]

Inserts a page (banner page) containing the user name, job name, and time before printing the first page.

### [Details]

Enables you to set the specifying method of the paper on which the banner page is printed (paper source and/or paper type) and font size.

## Related Topics

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- ▶ [Common Settings for All Sheets\(P. 67\)](#)
- ▶ [Booklet Printing\(P. 35\)](#)

## [Support/Device] Sheet

---

You can configure the driver environment settings, device information settings, etc.

### [View Settings]

Displays a list for checking the current settings.



### [Edit Favorite Settings]

Enables you to edit the [Favorite Settings] list, and import or export it to be used on other computers.

 [Edit Favorite Settings] Dialog Box

### [Favorite Settings]

Displays a list of registered favorite settings. The content of favorite settings selected from the list is displayed in [Settings]. Settings that differ from standard settings are displayed in bold.

When you select favorite settings and click [  ] (Move selected favorite setting up one level) or [  ] (Move selected favorite setting down one level), you can change its place in the order of favorite settings.

### [Import]

Enables you to import the favorite settings saved as a file (\*.profile) and add it to [Favorite Settings].

### [Export]

Enables you to export the selected favorite settings as a file (\*.profile).

[  ] (Delete)

Deletes the selected favorite settings.

### [Comment]

Displays comments about selected favorite settings.

### [Edit]

Enables you to edit the [Name], [Icon], and [Comment] of selected favorite settings.

### [Troubleshooting]

Enables you to configure detailed driver operation settings for special printing or applications. Selecting an item from [List of Settings] in the [Troubleshooting] dialog box displays a detailed explanation.

### [Preferences]

Enables you to change the paper sizes displayed by the driver and the display language according to the region you are using or your preferences, and initialize the settings of favorite settings etc. If you want to change the display language, after selecting the language you want to use in [Language], close the print settings screen then reopen it.

### [Authentication Information Settings]

Enables you to manage printing by means of the department ID management function or the user authentication function.

By clicking [Verify] on the displayed screen, you can check that the authentication information set in the device and the entered content match.

### [User Name Settings]

Enables you to set a user name to be used for print jobs. The set user name is displayed on the control panel of the device, and is used as the user name for headers or footers.



- If you are using the user authentication function, the user name set for the user authentication function has priority.

### [Device Settings]

Enables you to configure device option settings and administrator settings.



- When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

### [About]

Displays information about the driver version.

## Related Topics

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- ▶ [Common Settings for All Sheets\(P. 67\)](#)
- ▶ [Editing the Favorite Settings List\(P. 54\)](#)
- ▶ [Retrieving the Device Information\(P. 58\)](#)
- ▶ [Setting the Authentication Function\(P. 61\)](#)
- ▶ [Setting the User Name\(P. 63\)](#)

## [Device Settings]/[Administrator Settings] Sheet

You can check option settings, configure department ID management settings, and administrator settings relating to the device.



### NOTE

- If you return to the print settings screen, display it from the device icon in [Devices and Printers] or from the print menu of a desktop app.

## [Device Settings] Sheet

### [Retrieve Device Information]

Acquires device information and applies it to the settings.

### [Option List]

Displays in list form setting information about paper output options, paper source options, etc. attached to the device.

If you want to set the option settings manually, after selecting an item, set the item displayed under [Option List].

### [Authentication Function]

Manages printing by means of the department ID management function or the user authentication function. Click [Settings] and select the type of authentication function to use.

If you are using the department ID management function, selecting [Do not use Department ID Management for B&W printing] enables black-and-white printing without authentication.

### [Default User Name]

Enables you to set a default value of the user name to be used for print jobs. The set user name is displayed on the control panel of the device, and is applied as the user name for headers or footers.

To set this item, [Administrator Settings] sheet > [Allow changes to user name] needs to be enabled.

### [Device Function Settings]

Enables you to set the version of the controller firmware of the device. Which functions can be used by the device depends on the version you set.

Controller firmware versions comprise function versions and platform versions. They can be viewed in a status print of the device or a screen for confirming the structure.

For details on how to print the status print or confirm the structure of the device, refer to the manual of the device.

### [Paper Source Information]

Displays information about the paper set in the paper sources. You can also set a desired comment for each paper source.

### [IP Address Settings]

Enables you to specify whether the IP address of the device whose information is to be acquired is automatically detected or manually specified. If the IP address cannot be resolved, you can specify the IP address to acquire the information of the device.

If you specify the IP address with this setting, it is not applied to the port for printing.

**[About]**

Displays information about the driver version.

## [Administrator Settings] Sheet

**[List of Settings]**

Displays in list form the settings and their contents for the administrator of the device to manage default settings.

**[Change Administrator Settings]**

Enables you to change user privileges and each of the settings in the [List of Settings] sheet.

### Related Topics

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- ▶ **Retrieving the Device Information(P. 58)**
- ▶ **Setting the Authentication Function(P. 61)**
- ▶ **Setting the User Name(P. 63)**
- ▶ **Encrypting and Printing Data(P. 27)**



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