



KONICA MINOLTA

bizhub C3100P QUICK GUIDE





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Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

This guide describes basic procedures required to use this machine and how to configure initial settings. For information on the detailed functions and operation procedures, refer to the user's guide included in the **User's Guide CD/DVD-ROM**.

To use this product securely, be sure to read the [Safety Information Guide] before using this machine.

1.2 User's Guides

Booklet manuals

Manual title	Overview
[Installation Guide]	This guide describes the items required to use this machine for the first time, for example, how to place this machine or how to install the printer driver.
[Safety Information Guide]	This guide describes notes and precautions that should be followed to use this machine. Please be sure to read this manual before using this machine.

User's guides included in User's Guide CD/DVD-ROM

Manual title	Overview
[Quick Guide] (this manual)	This guide describes how to perform basic operations of this machine and configure initial settings.
[User's Guide Introduction]	This guide contains information that is useful to know before beginning to operate this machine, such as the name of each part and how to turn the power on and off, use the Control Panel , and load an original or paper.
[User's Guide Print]	This guide describes how to install the printer driver as well as basic usage and applications.
[User's Guide Advanced Functions]	This guide describes how to install optional license kits and functions that can be used by installing the license kits.
[User's Guide Maintenance/Troubleshooting]	This guide describes how to replace consumables, clean this machine, and perform troubleshooting.
[User's Guide Description of Utility Keys]	This guide describes the Utility settings of this machine.
[User's Guide Applied Functions]	This guide describes the special usages of this machine such as how to use Web Connection , manually install the printer driver, configure print settings using Linux, and use the authentication unit.

1.3 User's Guide CD/DVD-ROM

The **User's Guide CD/DVD-ROM** is included in the machine package. The CD/DVD-ROM includes the user's guides required to use this machine.

From the top page, click the button of the desired user's guide. The PDF file of the user's guide opens.

Operating environment

Item	Description
Supported operating systems	Microsoft Windows XP (SP3) / Windows Vista (SP2) / Windows 7 (SP1) / Windows 8 Apple Mac OS X 10.4/10.5/10.6/10.7/10.8
Supported browsers*	For Windows <ul style="list-style-type: none">• Internet Explorer 6.x/7.x/8.x/9.x/10.x• Firefox 3.5 or later / ESR 10.0 or later For Mac OS <ul style="list-style-type: none">• safari 2.x/3.x/4.x/5.x/6.x
Required application	For Windows <ul style="list-style-type: none">• Adobe Reader 9.x/10.x/11.x For Mac OS <ul style="list-style-type: none">• Adobe Reader 8.x/9.x/10.x/11.x
Display resolution	1024 × 768 pixels or more

* JavaScript must be enabled.

1.4 Notations and symbols used in this manual

Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of consecutive steps.
 - This symbol indicates a supplementary explanation of a procedural instruction.

Symbols used in this manual

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.



Tips

This symbol indicates supplemental information of a topic as well as options required to use a function.



Reference

This symbol indicates reference functions related to a topic.



Related setting

This shows the settings related to a particular topic for any user.



Related setting (for the administrator)

This shows the settings related to a topic only for administrators.

Product and key names

Notations used in this manual	Description
[]	This presents a key name in the Message Window or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

Notations of application names

This manual describes application names as shown below.

Application name	Notations used in this manual
PageScope Direct Print	Direct Print
PageScope Web Connection	Web Connection
PageScope Data Administrator	Data Administrator

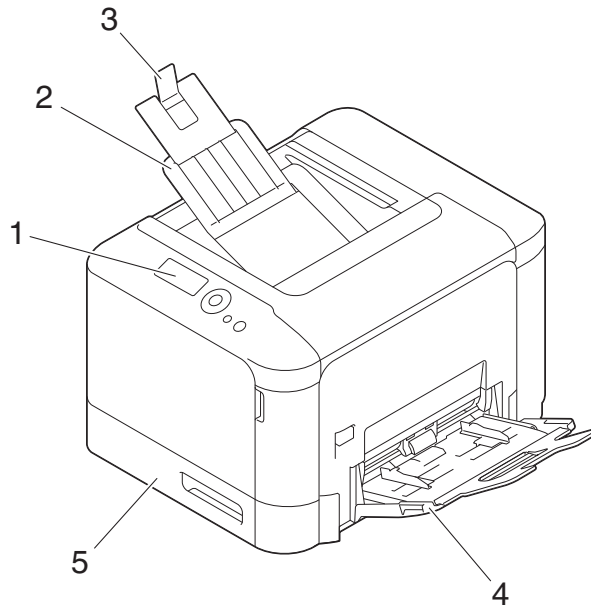
2 Overview of This Machine

2 Overview of This Machine

2.1 About This Machine

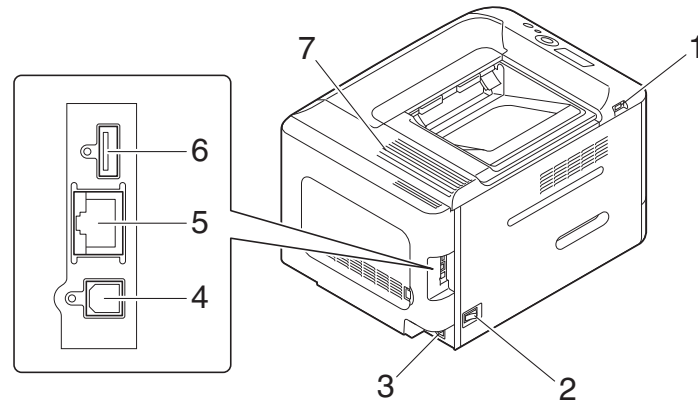
2.1.1 Name of each part

Front side



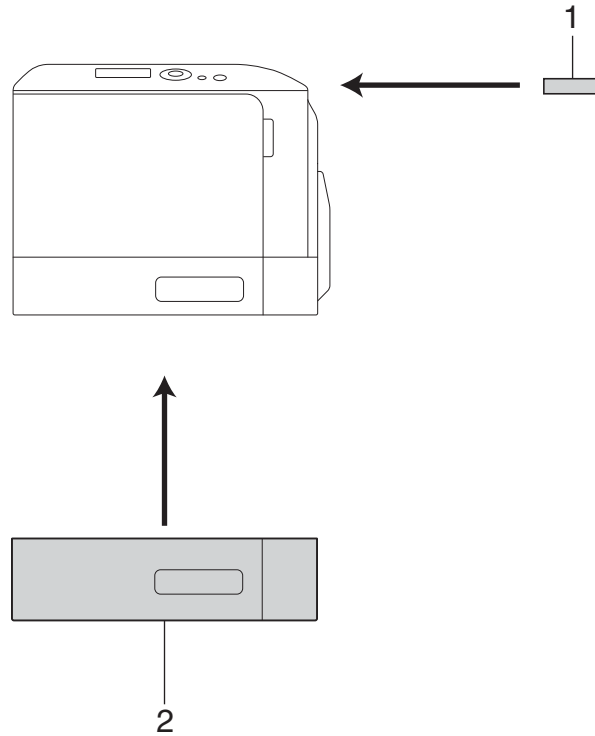
No.	Name
1	Control Panel
2	Output Tray
3	Output Stopper
4	Manual Feed Tray
5	Tray 1

Rear side



No.	Name
1	USB Port (Type A)
2	Power Switch
3	Power Connection
4	USB Port (Type B)
5	Ethernet (LAN) Port (1000Base-T/100Base-TX/10Base-T)
6	USB Port (for authentication unit)
7	Ventilation Grill

2.1.2 Option configuration



No.	Name	Description
1	Authentication Unit AU-201	Performs user authentication by scanning information recorded on the IC card.
2	Lower Feeder Unit PF-P14	Allows you to load up to 500 sheets.

The following optional components are built into this machine and are not shown in the figure above.

3	Hard Disk HD-P06	Increases the HDD capacity and extends functions.
4	i-Option LK-106	Used to add a bar code font, which is one of special fonts. This function is available when an optional Hard Disk is installed.
5	i-Option LK-107	Used to add a unicode font, which is one of special fonts. This function is available when an optional Hard Disk is installed.
6	i-Option LK-108	Used to add an OCR font, which is one of special fonts. This function is available when an optional Hard Disk is installed.
7	i-Option LK-111	Supports the ThinPrint function, which is one of a number of advanced functions.

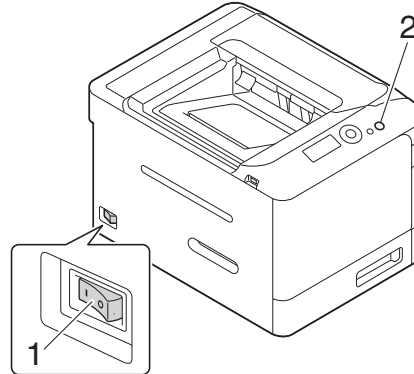
Reference

For details on how to register **i-Option** license kits, refer to [User's Guide Advanced Functions].

2.2 About power supply

2.2.1 Power Switch and Power key locations

This machine has two power switches: **Power Switch** outside the machine and **Power key** on the **Control Panel**.



No.	Name	Description
1	Power Switch	Press this switch when turning the main power of this machine on or off, or when restarting this machine.
2	Power key	Press this key to switch this machine to Power Save mode. This function reduces power consumption and has more significant power saving effect. For details, refer to page 2-8.

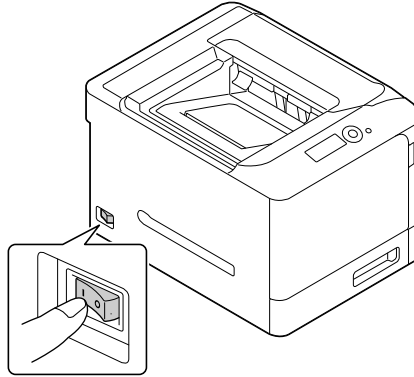
NOTICE

*While printing, do not turn the **Power Switch** off or press the **Power** key. Otherwise, it may lead to a paper jam.*

*If the **Power Switch** is turned off or the **Power** key is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.*

2.2.2 Turning the Power Switch ON or OFF

- 1 Connect the power cable to this machine.
- 2 Connect the power cable to the power outlet.
- 3 When turning the main power on, press | of the **Power Switch**.



This displays the screen showing that the machine is running the start-up process.

When **Message Window** appears in the [READY], it indicates that this machine is ready to run.

- 4 When turning the main power off, press ○ of the **Power Switch**.

NOTICE

*When restarting this machine, turn the **Power Switch** off and on again after 10 or more seconds have elapsed. Not doing so may result in an operation failure.*

2.2.3 Using the Power key

Press the **Power** key to switch this machine to Power Save mode.

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Print	Description
Short press	Sleep	Flash: Blue	Enable	Turns off the backlight of the Message Window to reduce power consumption. The indicator at the top of the Message Window lights up blue. If a print job is received, it is printed while Sleep mode is kept in the active state. When the user operates the Control Panel or this machine receives print jobs, the machine returns to Normal mode.
	Deep Sleep	Flash: Blue	Enable	Reduces power consumption further than when in Sleep mode. The display of the Message Window is turned off completely. If a print job is received, this machine shifts to Sleep mode to execute the print job, then returns to Deep Sleep mode. The time required to return to Normal mode is longer than that required to return from Sleep mode. To return the machine from Deep Sleep mode to Normal mode, press the Power key again.
Hold down	ErP Auto Power OFF	Flash: Orange	Disable	This function provides a more significant power saving effect than Deep Sleep mode, which is close to the state where the main power is turned off. To enable the machine to return to Normal mode from the ErP Auto Power OFF status, press the Power key again.

Tips

If this machine is switched to Sleep mode in factory settings, it automatically shifts to Deep Sleep mode that reduces power consumption further than when in Sleep mode.

However, this machine cannot be shifted to Deep Sleep mode if:

- An optional **i-Option LK-111** is employed and the ThinPrint function is enabled.
- An optional **Authentication Unit AU-201** is connected.

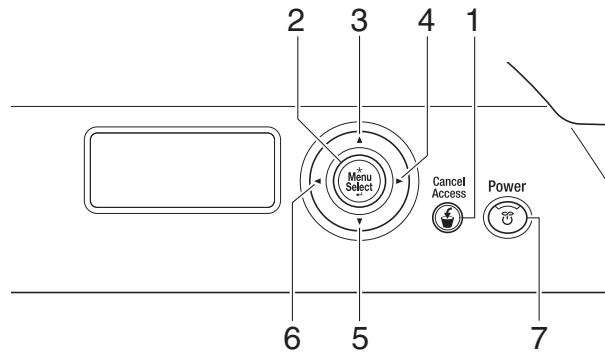
Related setting (for the administrator)








When this machine is in Sleep mode, you can select whether or not to shift to Deep Sleep mode that reduces power consumption further than when in Sleep mode.

To configure settings: **Menu/Select** - [ADMIN SETTINGS] - [SYSTEM SETTINGS] - [POWER SUPPLY] - [CONSUMPTION] (Default: [ENABLED])

2.3 Control Panel

The **Control Panel** on the top of this machine allows you to directly operate this machine. The **Message Window** displays a message that indicates the status of this machine or the required operations.



No.	Key	Description
1	<p>Cancel Access</p> 	<ul style="list-style-type: none"> • Cancels the currently displayed menu or a setting change. • When you log in to this machine as a registered user with user authentication enabled, hold down this key on the main screen to log out. • Deletes jobs. For details, refer to page 2-10. <p>Note This key is referred to as Cancel/Access in the manual.</p>
2	<p>* Menu Select</p> 	<ul style="list-style-type: none"> • Displays the Utility screen. • Determines the selected item. <p>Note This key is referred to as Menu/Select in the manual.</p>
3		<ul style="list-style-type: none"> • Moves the cursor up. • On the setting item entry screen, you can increase a numeric value or display the next character in alphabetical order.
4		Moves the cursor right.
5		<ul style="list-style-type: none"> • Moves the cursor down. • On the setting item entry screen, you can decrease a numeric value or display the preceding character in alphabetical order.
6		Moves the cursor left.
7	<p>Power</p> 	Switches this machine to Power Save mode or returns it from Power Save mode. For details on how to use the Power key, refer to page 2-8.

Deleting jobs

When this machine has print jobs, press the **Cancel/Access** key to display the following menu. You can delete the active job or all standby jobs.

Item	Description
[CONTINUE]	Continues printing without deleting jobs.
[CURRENT JOB]	Deletes the active job.
[ALL JOBS]	Deletes all jobs.



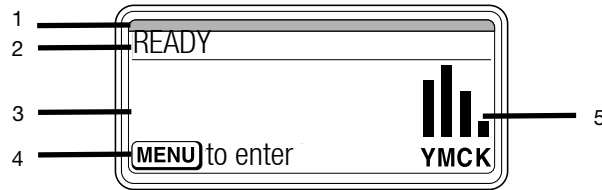
Tips






When deleting all standby jobs with user authentication enabled, you need to enter the administrator password after pressing the **Cancel/Access** key on the login screen.

2.4 Screen layout


2.4.1 Display of the Message Window

In this machine, you can view the printer status, approximate toner level, error messages, and other information in the **Message Window**.



No.	Description
1	At the top in the Message Window , the red or blue indicator lights up or flashes to indicate the current status of the printer. <ul style="list-style-type: none"> Printable: The blue indicator lights up. Printing: The blue indicator flashes. Error: The red indicator lights up.
2	<ul style="list-style-type: none"> Displays the current status of the printer. When an error or service call occurs, the  icon and the error status are displayed. If a warning occurs, the  icon appears. If a USB memory device is connected to the USB port, the  icon appears. While print jobs are being received from a computer, the  icon appears. While they are being received from a USB memory device, the  icon appears.
3	<ul style="list-style-type: none"> Displays a message such as a warning. While print jobs are being received, the user name and printing progress are displayed. When firmware is being updated, the type of the being updated firmware and update progress are displayed.
4	Displays the key operation guidance.
5	Displays the approximate toner level.

2.4.2 Help screen

If an error such as a paper jam has occurred, press the  key; the help screen appears to help you perform error processing.



Loading Paper

3 Loading Paper

3.1 Paper

3.1.1 Checking the available paper types

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Two-side unavailable paper ^{*1} Special Paper ^{*2}	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)	Manual Feed Tray: 100 sheets Tray 1: 250 sheets
Thick 1	24-3/16 lb to 39-7/8 lb (91 g/m ² to 150 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Thick 2	40-3/16 lb to 55-7/8 lb (151 g/m ² to 210 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Glossy paper 1	26-5/8 lb to 34-1/16 lb (100 g/m ² to 128 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Glossy paper 2	34-5/16 lb to 42 lb (129 g/m ² to 158 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Postcard	-	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Envelope	-	Manual Feed Tray: 10 sheets
Label sheet	-	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Letterhead ^{*3}	-	Manual Feed Tray: 20 sheets Tray 1: 20 sheets

^{*1} Paper on which you will not print on both sides (for example, when something has already been printed on the front side).

^{*2} Fine and other special paper.

^{*3} Paper where company names, preset text, and other text have already been printed.

NOTICE

Paper other than plain paper is referred to as special paper. When loading special paper into the paper tray, specify the correct paper type. Otherwise, it may result in a paper jam or image error.

3.1.2 Checking the available paper sizes

Paper feed port	Allowable sizes
Manual Feed Tray	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K, Kai 16, Kai 32 Postcard (100 mm × 148 mm), Reply postal card (148 mm × 200 mm) Photo Size 4 × 6 Envelope #10, Western-style envelope #6, Envelope DL, Western-style envelope #2, End-opening envelope #3, End-opening envelope #4 B5 (ISO), UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3-5/8 to 8-1/2 (92 mm to 215.9 mm), Length: 5-13/16 to 14 (148 mm to 355.6 mm)
Tray 1	A4, A5, A6, B5 (JIS), B6 Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) 16K, Kai 16, Kai 32, Postcard (100 mm × 148 mm), Reply postal card (148 mm × 200 mm) Photo Size 4 × 6 UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3-5/8 to 8-1/2 (92 mm to 215.9 mm), Length: 5-13/16 to 11-11/16 (148 mm to 297 mm)

Tips

- When printing is carried out, the area with the exception of a 3/16 inch (4.2 mm) border around the edges of the paper, is used as the printable area on all sizes of paper. When configuring a user setting of the page size using the application, specify the paper size within the printable area so that the optimal result is obtained.
- On an envelope, it is only possible to print on the front (address) side. Also, the result of printing on the seal overlapping part on the front side cannot be assured. The area that cannot be assured varies depending on envelope types.
- The page margin setting is determined depending on your application. If the default paper size or margin is selected, there may be some part of the paper that is not able to be printed on. To obtain the optimal result, configure the custom size setting so that an image is included in the printable area of this machine.
- Specify the custom size in the range of the numeric values shown in the table above using the printer driver.
- When custom-size paper over width 8-1/4 inches (210 mm) and length 11 inches (279 mm) is used in **Tray 1**, its trailing edge is loaded in the bent state due to the tray structure. (Maximum length 11-11/16 inches (297 mm)) To load such custom-size paper, use the **Manual Feed Tray** or load up to 100 sheets in **Tray 1**.
- In the Mac OS X environment, the maximum size of the **Manual Feed Tray** that can be used for 2-sided printing is "width 8-1/2 inches (216 mm) × length 14 inches (355 mm)".

3.1.3 Precautions for correct operations

Unavailable paper

Do not load the following types of paper into the tray. Not observing these precautions may lead to reduced print quality, a paper jam, or machine damage.

- Paper that has been printed on using a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Paper that is damp, perforated, or that has been hole punched
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- Paper with different paper quality (roughness) on the front and back sides
- Paper that is too thin or too thick
- Paper containing static electricity
- Acidic paper
- Other types of unavailable paper

Storing paper

To store paper, be sure to note the following points.

- Store paper on an even, horizontal surface, and do not take the paper out of its packaging until it is loaded into a tray. If paper is left for a long period of time outside its package, it may cause a paper jam.
- When not using paper that has been taken out of its package once, return it to the original package and store it in a horizontal, cool, dark place.
- Do not store paper in locations or in environments that are:
 - Too humid
 - Exposed to direct sunlight
 - Subject to high temperatures (95°F (35°C) or more)
 - Too dusty
- Do not set paper against the other or store it vertically.

Tips

When purchasing a large quantity of paper or special paper, carry out a trial print to check the printing quality in advance.

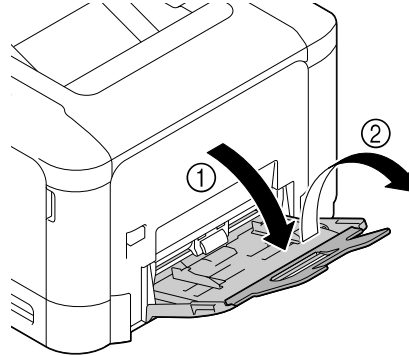
3.2 Loading paper into the Manual Feed Tray

When selecting a paper size other than for paper trays, use the **Manual Feed Tray**.

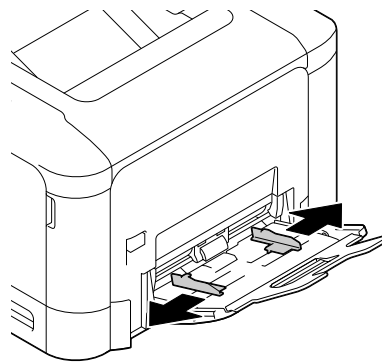
To use the **Manual Feed Tray**, load paper and specify the paper type.

✓ For details on the available paper types and sizes, refer to page 3-3.

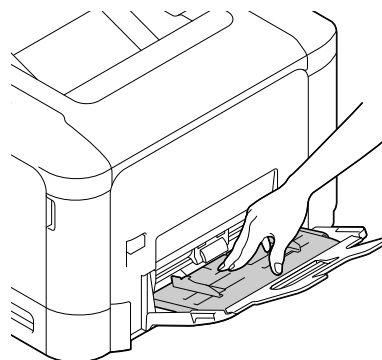
1 Open the **Manual Feed Tray**.



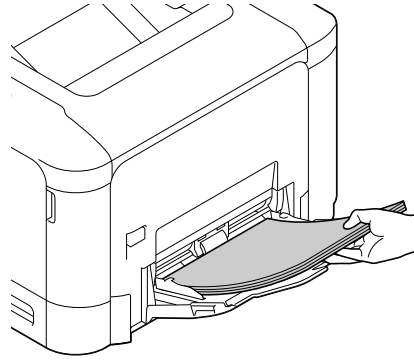
2 Spread out the paper guide.



3 Push up the center of the flip-top plate until the lock latches (white) at the right and left are locked.



- 4 With the side to be printed on facing down, insert the paper as far as possible into the feed slot.

**NOTICE**

Load paper within the guide indicating the upper limit.

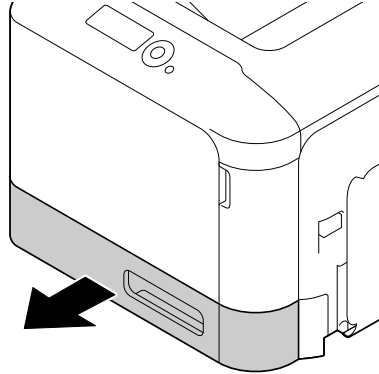
If paper is curled, flatten it before loading.

- 5 Align the paper guide to the paper size.
- 6 Change the paper type and paper size on the **Control Panel**. When loading custom sized paper, also specify the paper size.
→ To configure settings: **Menu/Select** - [PAPER MENU] - [PAPER SOURCE] - [MANUAL]

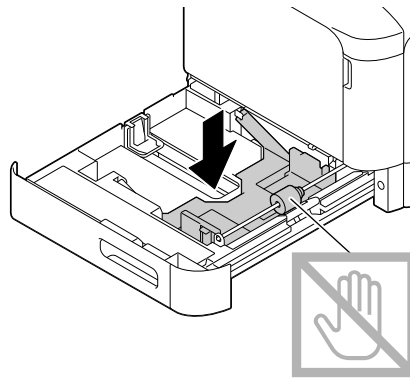
3.3 Loading paper into Tray 1

- ✓ For details on the available paper types and sizes, refer to page 3-3.
- ✓ **Tray 2** is available when the optional **Lower Feeder Unit** is installed. For details on how to load paper into **Tray 2**, refer to [User's Guide Introduction].

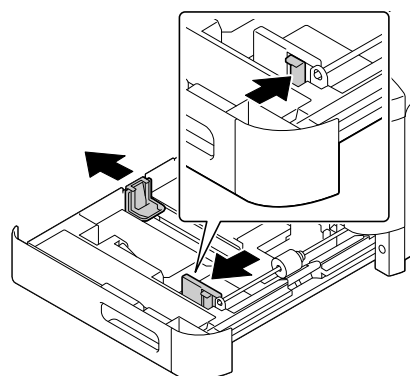
- 1 Pull out **Tray 1**.



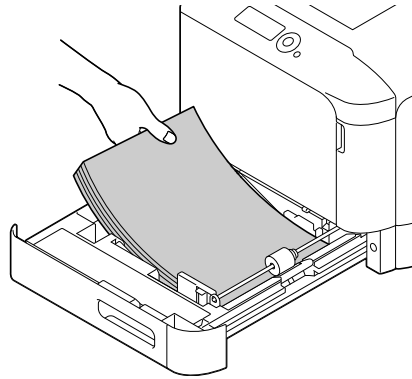
- 2 Press the flip-top plate down until it is locked.



- 3 Spread out the paper guide.



- 4 Load paper into the tray with the print side facing up.
→ Load a postcard or reply postal card, turning the short side to the right-hand side of the tray.

**NOTICE**

Do not load the sheets up to the point where the top of the stack is higher than the ▼ mark.

If paper is curled, flatten it before loading.

- 5 Align the paper guide to the paper size.
- 6 Close **Tray 1**.
- 7 Change the paper type and paper size on the **Control Panel**. When loading custom sized paper, also specify the paper size.
→ To configure settings: **Menu/Select** - [PAPER MENU] - [PAPER SOURCE] - [TRAY 1]

4

Initial Settings of This Machine

4 Initial Settings of This Machine

4.1 Preparation for network connection (for administrators)

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 2-4.

Assigning an IP address

If this machine has a fixed IP address, manually enter the IP address, subnet mask, and default gateway address.

In the **Control Panel**, select **Menu/Select** - [ADMIN SETTINGS] - [EXPERT ADJUSTMENT] - [ETHERNET] - [TCP/IP] - [IPV4 SETTINGS], then configure the following settings.

Settings	Description
[IP ADDRESS]	When manually specifying the IP address, enter the fixed IP address assigned to the machine.
[SUBNET MASK]	When manually specifying the IP address, enter the subnet mask.
[DEFAULT GATEWAY]	When manually specifying the IP address, enter the default gateway.
[IP APPLICATION]	When automatically specifying the IP address, select the method for automatic retrieval. <ul style="list-style-type: none"> • [DHCP]: [ON] is specified by default. • [BOOTP]: [OFF] is specified by default. • [ARP/PING]: [OFF] is specified by default. • [AUTO IP SETTINGS]: Fixed to [ENABLE].

Tips

- To check the IP address assigned to this machine, print out the Configuration Page. To print out the Configuration Page, select **Menu/Select** - [PRINT REPORTS] - [CONFIGURATION PG].

4.2 HDD settings (for administrators)

To encrypt data on this machine's HDD for protection, configure an HDD encryption setting.

If an HDD encryption setting is configured, the HDD is formatted, and data saved on the HDD is erased. Therefore, we recommend that you finish an HDD encryption setting before using this machine.

To configure settings: **Menu/Select** - [ADMIN SETTINGS] - [SYSTEM SETTINGS] - [SECURITY SETTINGS] - [HDD ENCRYPTION]



This function is available when an optional **Hard Disk** is installed.

5 Basic Usage

5 Basic Usage

5.1 Using the print function (Windows environment)

This section describes how to configure print settings in Windows environment.



Reference

For details on how to configure print settings in the Mac OS environment, refer to [User's Guide Print].

For details on how to configure print settings in Linux environment, refer to [User's Guide Applied Functions].

5.1.1 Printer driver

Before using this machine as a printer, you need to install the printer driver on your computer.

The following types of printer drivers are available. Select the printer driver that meets your printing aims.

Printer driver	Page description language	Description
PCL driver	PCL6	This is a standard driver for printing general office originals. Among the three drivers, this driver provides the fastest printing speed.
PS driver	PostScript 3 Emulation	This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important.
XPS driver	XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

5.1.2 Preparation for printing (network connection)

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 2-4.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select **Menu/Select** - [PRINT REPORTS] - [CONFIGURATION PG].



Reference

If no IP address is displayed, you need to set up the network. For details, refer to page 4-3.

Installing the printer driver

Use the installer to install the printer driver on your computer.

- ✓ Administrator privileges are required to perform this task.
 - ✓ Use the **Driver & Utilities CD/DVD-ROM**.
- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
 - Make sure that the installer starts, then proceed to Step 2.
 - If the installer does not start, open the printer driver folder on the CD/DVD-ROM, double-click [Set-up.exe], then go to Step 3.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
 - 2 Click [Printer].
 - 3 Read the license agreement, then click [AGREE].
 - 4 Check the contents of the [Readme] window, then click [Next].
 - 5 Select [Install printers/MFPs], then click [Next].

Connected printers are detected.

 - In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can select [Preference for IPv4] or [Preference for IPv6]. The address has the preference when detected in both IPv4 and IPv6.
 - 6 Select this machine, then click [Next].
 - If this machine is not detected, restart it.
 - You do not need to change the printing method from [Normal Printing] (Port 9100) unless otherwise specified by the administrator. This guide describes how to configure the [Normal Printing] (Port 9100) setting.
 - As the printing method, you can select [Normal Printing], [Internet Printing] (IPP), or [Secure Printing] (IPPS). For details on the printing method, refer to [User's Guide Print].
 - Among the connected printers, only the target model is automatically detected and displayed. If multiple target models are displayed, check the IP addresses.
 - If the connection to this machine cannot be recognized, it is not displayed in the list. In such a case, select [Specify the Printer/MFP Except for the Above. Select (IP Address, Host Name...)], then manually specify the IP address and host name of this machine.
 - 7 Select the check box of the printer driver you want to install, then click [Next].
 - For features of each printer driver, refer to page 5-3.
 - 8 Check the components to be installed, then click [Install].
 - 9 If necessary, change the printer name or print a test page, then click [Finish].
- Installation of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine.
[Print Setting]	Changes the default print settings of this machine, if necessary.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.

Reference

When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 5-6.

5.1.3 Preparation for printing (USB connection)

Changing the installation settings (Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2)

If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, change the computer settings before installing the printer driver.

- 1 Open the [Control Panel] window.
 - In Windows 8.1, click [J] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Control Panel].
- 2 Click [System and Security] - [System].
- 3 Click [Advanced system settings] on the menu in the left-hand pane.
The [System Properties] window appears.
- 4 In the [Hardware] tab, click [Device Installation Settings].
- 5 Select [No, let me choose what to do], select [Never install driver software from Windows Update.], then click [Save Changes].
 - After you have installed the printer driver, change the setting back to [Yes, do this automatically (recommended)].
- 6 Click [OK] to close the [System Properties] window.

Installing the printer driver

Use the installer to install the printer driver on your computer.

- ✓ Administrator privileges are required to perform this task.
- ✓ Use the **Driver & Utilities CD/DVD-ROM**.

- 1 Connect a USB cable to the USB port of this machine.
 - For details on the cable connection port, refer to page 2-4.
 - If a wizard window for adding new hardware opens, click [Cancel].
- 2 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
 - Make sure that the installer starts, then go to Step 3.
 - If the installer does not start, open the printer driver folder on the CD/DVD-ROM, double-click [Setup.exe], then go to Step 4.
 - If the [User Account Control] window appears, click [Continue] or [Yes].
- 3 Click [Printer].
- 4 Read the license agreement, then click [AGREE].
- 5 Check the contents of the [Readme] window, then click [Next].
- 6 Select [Install printers/MFPs], then click [Next].
USB-connected printers are detected.
- 7 Select this machine, then click [Next].

- 8 Select the check box of the printer driver you want to install, then click [Next].
 - For features of each printer driver, refer to page 5-3.
- 9 Check the components to be installed, then click [Install].
- 10 If necessary, change the printer name or print a test page, then click [Finish].
Installation of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine.
[Print Setting]	Changes the default print settings of this machine, if necessary.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.



Reference

When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 5-6.

5.1.4 Initial settings of the printer driver

When you use this machine for the first time, configure the printer driver so that it contains information such as what options are installed on this machine and whether or not authentication settings have been configured.

- 1 Display the printer window.
 - In Windows 8.1, click [⏏] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
 - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers].
 - In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].
- 2 Open the printer properties.
 - In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printer properties], click the displayed printer name.
 - In Windows XP/Vista/Server 2003/Server 2008, right-click the icon of the installed printer, then click [Properties].

The [Properties] window appears.
- 3 In the [Configure] tab, configure the information such as what options are installed on this machine and whether or not authentication settings have been configured.
 - By default, [Auto] in [Acquire Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].
 - When [Auto] in [Acquire Settings...] is disabled, clicking [Acquire Device Information], obtains and reflects the information on this machine to [Device Option].
 - If you cannot communicate with this machine or you are using a USB connection in Windows XP or Server 2003 environment, manually configure a setting in [Device Option]. Select the item to change from the list, and set a value in [Setting].
- 4 Click [OK].

5.1.5 How to print

- 1 Open data of the original using the application software. From the [File] menu, select [Print].
- 2 In [Printer Name] (or [Select Printer]), make sure that the desired printer has been selected.
 - The [Print] dialog box varies depending on the application software.
- 3 Specify the print range and the number of copies to print.
- 4 Click [Properties] (or [Preferences]) to change the print settings of the printer driver, if necessary.
 - The print settings you have changed here return to the default values when you exit the application software.
 - For details on the print settings of the printer driver, refer to [User's Guide Print].
- 5 Click [Print].
Printing is executed.

5.2 Printing a file stored in USB memory



Tips

This function is available when an optional **Hard Disk** is installed.

Supported USB memory devices

USB memory devices that have the following specifications can be connected to this machine.

Item	Specifications
Supported media	USB memory device (USB 2.0 supported)
File system	FAT32
File Type	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OpenXPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)



Tips

Note the following points when connecting a USB memory device to this machine.

- Use the USB connector on the side that is near the **Control Panel**.
- Do not remove the USB memory device while printing out files in the USB memory.
- Use only a USB memory device on this machine. Do not use other USB devices (such as a hard disk unit or USB switching hub).
- When this machine is starting up, do not insert or remove the USB memory device to/from the USB port.
- Do not disconnect the USB memory device directly after connecting it.

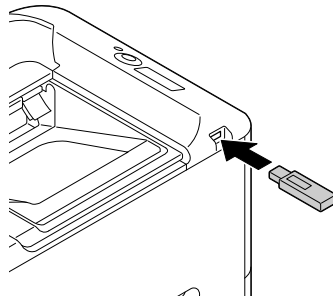


Tips

However, the encrypted PDF file cannot be printed.

How to print

- 1 Connect a USB memory device to the USB port of this machine.



↔ appears on the upper right of the **Message Window**, and the menu of the external memory appears.

- 2 Connect a USB memory device to the USB port of this machine.
- 3 Select [LIST OF FILES].
 - To display a JPEG or TIFF file, select [ALL] in [TYPE OF FILES].
- 4 Select the file to be printed.
 - If the target file is included in a folder, select the folder.
 - Up to 99 folders and files in all can be displayed.
 - Folders in level 8 or higher cannot be displayed.
- 5 If necessary, change the setting of the paper size, 2-sided printing, number of copies, or collate function.
- 6 Select [PRINT].



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