The essentials of imaging



bizhub 163/181/211

User's Guide [GDI Printer Controller]



Introduction

Thank you for purchasing this machine.

This manual provides the information required to use this machine as a GDI printer.

Be sure to read this manual before performing any operations.

For precautions concerning the use and safety of the machine, refer to the User's Guide provided with the machine.

Store the CD-ROM and User's Guides provided with the machine in a safe place.

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6 Specifications

Explanation of manual conventions



(The page shown above is an example only.)

1 Getting ready

1.1 Operating environment

System requirements

The following environment is required so that the printer driver can be used.

- Intel Pentium 200 MHz
- Windows Server 2003, Windows XP (Service Pack 2 or later), Windows 2000 (Service Pack 4 or later), Windows Me, or Windows 98 SE
- 128 MB RAM (Windows XP/Server 2003), 64 MB RAM (Windows 2000/ Me/98 SE)
- USB port compliant with USB Revision 2.0
- CD-ROM/DVD drive

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Note

The printer driver is not compatible with Windows 95/98/NT 4.0.

Recommended operating environment

Pentium 4/1.6 GHz

256 MB RAM

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2 Installing the printer driver

Descriptions on connecting the machine to a computer and installing the printer driver are provided below.

2.1 Making connections and installing the driver

Connecting to a computer

This machine can be connected to a computer using any of the following connection methods.

Connecting to a USB port

In the following procedure, the machine is connected directly to the computer by using a USB cable.



When the machine is connected to the USB port, installation of the TWAIN and printer drivers begins. For the procedure on installing the TWAIN and printer drivers when this machine is connected by USB, refer to "Installing the printer driver by using Plug and Play" on page 2-6.

Connecting to the network

In the following procedure, the machine is connected directly to the computer by using a network cable.

In order to connect the machine to a network, the optional network interface card NC-503 or image controller IC-206 must be installed. For details on the network interface card NC-503, refer to the User's Guide for the network interface card. For details on the image controller IC-206, refer to the User's Guide for the image controller.



When the machine is connected to a network, use the Add Printer Wizard to install the printer driver. For the procedure on installing the printer driver when this machine is connected to a network, refer to "Installing the printer driver by using the Add Printer Wizard" on page 2-13.

Procedures for making connections and installing the driver

The printer driver can be installed by using Plug and Play or by using the Add Printer Wizard.

The installation procedure differs depending on the method used to make the connection. Use the installation method that corresponds with the connection method.

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Reminder

If the machine is to be connected to a USB port, install the driver by using Plug and Play. If the machine is to be connected to a network, install the driver by using the Add Printer Wizard.

Connection method	Supported operating systems	Printer driver installation method
USB port con- nection	Windows XP/Windows Server 2003/Windows 2000/Windows Me/Win- dows 98 SE	Install using Plug and Play. For details, refer to "Installing the printer driver by using Plug and Play" on page 2-6.
Network con- nection	Windows XP/Windows Server 2003/Windows 2000/Windows Me/Win- dows 98 SE	Install using the Add Printer Wizard. For details, refer to "Installing the printer driver by using Plug and Play" on page 2-6.

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Note

When installing using Plug and Play, the TWAIN driver for scanning is also installed with the printer driver. For details on the TWAIN driver, refer to the User's Guide for the TWAIN driver.

2.2 General operation for driver installation

The driver is installed according to the following general operation.

Installation using Plug and Play

When installing the driver by using Plug and Play, the installation procedure differs depending on the operating system.



GDI Printer Controller

Installation using the Add Printer Wizard

When installing the printer driver by using the Add Printer Wizard, the installation procedure is the same for all operating systems.

With Windows 98 SE	With Windows Me	With Windows XP, Windows Server 2003 and Windows 2000		
₹	₹	♥		
Install the printer driver.				

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2.3 Installing the printer driver by using Plug and Play

Connecting to the computer's USB port

When this machine is connected to a computer with a USB cable, Plug and Play detects the device, and then installation of the necessary drivers begins.

- 1 Start Windows, and then insert the CD-ROM/DVD into the computer's CD-ROM drive.
- 2 Turn on this machine.
- 3 After this machine starts up and is ready for copying, connect it to the computer with the USB cable.



This machine is detected, and the Found New Hardware Wizard (Add New Hardware Wizard on Windows Me/98 SE) appears.

The remainder of the procedure differs depending on the operating system. Follow the appropriate procedure according to the operating system being used.

- For Windows XP and Windows Server 2003: "Installing using Plug and Play on Windows XP/Server 2003" on page 2-7
- For Windows 2000: "Installing using Plug and Play on Windows 2000" on page 2-8
- For Windows Me: "Installing using Plug and Play on Windows Me" on page 2-9
- For Windows 98 SE: "Installing using Plug and Play on Windows 98 SE" on page 2-10

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Note

With Windows XP, Server 2003 and 2000, log on as a user with Administrator privileges to install the printer driver.

Installing using Plug and Play on Windows XP/Server 2003



Note

If the driver is installed using Plug and Play, first the TWAIN driver for scanning is installed, and then installation of the printer driver begins. The procedure described in this manual is for the installation of the TWAIN driver, then the printer driver. For details on the TWAIN driver, refer to the User's Guide for the TWAIN driver.

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Note

When using Windows XP (Service Pack 2), a dialog box appears, requesting confirmation to connect to Windows Update. At this time, select "NO", and then click the [Next] button.

Follow the instructions that appear in the Found New Hardware Wizard to complete the installation.

1 Select "Install from a list or specific location [Advanced]", and then click the [Next] button.

Found New Hardware Wizard					
Image: Second system This wizard helps you install software for: KONICA MINOLTA Image: Second system Image: Second system If your hardware came with an installation CD or floppy disk, insert it now. Image: Second system If your want the wizard to do? Image: Second system Install from a list or specific location (Advanced] Image: Click Next to continue. Click Next to continue.					
< <u>B</u> ack Next≻ Cancel					

- 2 Select "Include this location in the search:" and then specify the following folder on the CD-ROM as the location where the driver is saved.
 - Folder to be specified: \Driver\<model_name>\English\WIN2K_XP
 - The folder can be selected after clicking the [Browse] button.

- 3 Click the [Next] button.
 - When the Windows logo testing warning message appears, click the [Continue Anyway] button.

The Completing Found New Hardware Wizard dialog box appears.

4 Click the [Finish] button.

This completes the installation of the TWAIN driver. The Found New Hardware Wizard appears again, and the installation of the printer driver begins.

5 Repeat steps 1 through 4 to install the printer driver.

Installing using Plug and Play on Windows 2000



Note

If the driver is installed using Plug and Play, first the TWAIN driver for scanning is installed, and then installation of the printer driver begins. The procedure described in this manual is for the installation of the TWAIN driver, then the printer driver. For details on the TWAIN driver, refer to the User's Guide for the TWAIN driver.

Follow the instructions that appear in the Found New Hardware Wizard to complete the installation.

- 1 Check the contents of the Found New Hardware Wizard, and then click the [Next] button.
- 2 Select "Search for a suitable driver for my device [recommended]" and then click the [Next] button.
- 3 Select "Specify a location" and then click the [Next] button.
- 4 Specify the following folder on the CD-ROM as the location where the driver is saved.
 - Folder to be specified: \Driver\<model_name>\English\WIN2K_XP
 - The folder can be selected after clicking the [Browse] button.
- 5 Click the [Next] button.
 - When the Microsoft digital signature warning message appears, click the [Yes] button.

The Completing Found New Hardware Wizard dialog box appears.



6 Click the [Finish] button.

This completes the installation of the TWAIN driver. The Found New Hardware Wizard appears again, and the installation of the printer driver begins.

7 Repeat steps 1 through 6 to install the printer driver.

Installing using Plug and Play on Windows Me



Note

If the driver is installed using Plug and Play, first the TWAIN driver for scanning is installed, next the USB printing support driver is installed, and then installation of the printer driver begins. The procedure described in this manual is for the installation of the TWAIN driver, the USB printing support driver, then the printer driver. For details on the TWAIN driver, refer to the User's Guide for the TWAIN driver.

Follow the instructions that appear in the Add New Hardware Wizard to complete the installation.

- 1 Select "Specify the location of the driver (Advanced)" and then click the [Next] button.
- 2 Select "Specify a location" and then specify the following folder on the CD-ROM as the location where the driver is saved.
 - Folder to be specified: \Driver\<model_name>\English\Win98_ME
 - The folder can be selected after clicking the [Browse] button.
- 3 Click the [Next] button.
- 4 Check the location of the driver, and then click the [Next] button.

A dialog box appears, indicating that the installation is finished.

5 Click the [Finish] button.

This completes the installation of the TWAIN driver. The Add New Hardware Wizard appears again, and the installation of the USB printing support driver begins. 6 Repeat steps 1 through 5 to install the USB printing support driver.

This completes the installation of the USB printing support driver. The Add New Hardware Wizard appears again, and the installation of the printer driver begins.

7 Repeat steps 1 through 4 to install the printer driver.

A dialog box appears, allowing you to specify the printer name.

- 8 Click the [Finish] button.
 - To change the printer name, type in the new name.
 - To set this machine as the default, select "Yes".

A dialog box appears, indicating that the installation is finished.

9 Click the [Finish] button.

This completes the installation of the printer driver.

Installing using Plug and Play on Windows 98 SE



Note

If the driver is installed using Plug and Play, first the USB-compatible device driver is installed, next the USB printing support driver is installed, then the TWAIN driver for scanning is installed, and then installation of the printer driver begins. The procedure described in this manual is for the installation of the USB-compatible device driver, the USB printing support driver, the TWAIN driver, then the printer driver. For details on the TWAIN driver, refer to the User's Guide for the TWAIN driver.

Follow the instructions that appear in the Add New Hardware Wizard to complete the installation.

- 1 Check the contents of the Add New Hardware Wizard, and then click the [Next] button.
- 2 Select "Search for the best driver for your device [recommended]" and then click the [Next] button.
- 3 Select "Specify a location" and then specify the following folder on the CD-ROM as the location where the driver is saved.
 - Folder to be specified: \Driver\<model_name>\English\Win98_ME
 - The folder can be selected after clicking the [Browse] button.
- 4 Click the [Next] button.

- 5 Select "The updated driver (Recommended)" and then click the [Next] button.
- 6 Check the location of the driver, and then click the [Next] button.

A dialog box appears, indicating that the installation is finished.

7 Click the [Finish] button.

This completes the installation of the USB-compatible device driver. The Add New Hardware Wizard appears again, and the installation of the USB printing support driver begins.

- 8 Click the [Next] button.
- 9 Select "Search for the best driver for your device. [recommended]" and then click the [Next] button.
- **10** Select "Specify a location" and then specify the following folder on the CD-ROM as the location where the driver is saved.
 - Folder to be specified: \Driver\<model_name>\English\Win98_ME
 - The folder can be selected after clicking the [Browse] button.
- **11** Click the [Next] button.
- 12 Check the location of the driver, and then click the [Next] button.

A dialog box appears, indicating that the installation is finished.

13 Click the [Finish] button.

This completes the installation of the USB-compatible device driver. The Add New Hardware Wizard appears again, and the installation of the TWAIN driver for scanning begins.

14 Repeat steps 8 through 13 to install the TWAIN driver.

This completes the installation of the TWAIN driver. The Add New Hardware Wizard appears again, and the installation of the printer driver begins.

15 Repeat steps 8 through 12 to install the printer driver.

A dialog box appears, allowing you to specify the printer name.

- 16 Click the [Finish] button.
 - To change the printer name, type in the new name.
 - To set this machine as the default, select "Yes".

A dialog box appears, indicating that the installation is finished.

17 Click the [Finish] button.

This completes the installation of the printer driver.

Reinstalling the printer driver by using Plug and Play

- 1 Uninstall the printer driver while the machine is not connected to the computer or while they are connected but the machine is turned off, and then restart the computer.
 - For details, refer to "Uninstalling the printer driver" on page 2-22.
- 2 Use the USB cable to connect the machine to the computer.
- **3** Follow the on-screen instructions to reinstall the printer driver.
 - When the dialog box for specifying the folder appears, insert the CD-ROM, and then continue the installation.
 - If Windows 98 SE is being used, click the [OK] button when the Insert Disk dialog box appears, and then continue the installation.

2.4 Installing the printer driver by using the Add Printer Wizard

Connecting to a computer through a network

If this machine is connected to a computer through a network, the printer driver can be installed either before or after the connection is established.

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Note

The optional network interface card NC-503 or image controller IC-206 must be installed in order to establish a network connection.



→ Use the network cable to connect this machine to the computer.

The remainder of the printer driver installation procedure differs depending on the operating system. Follow the appropriate procedure according to the operating system being used.

- For Windows XP and Windows Server 2003: "Installing using the Add Printer Wizard on Windows XP/Server 2003" on page 2-14
- For Windows 2000: "Installing using the Add Printer Wizard on Windows 2000" on page 2-17
- For Windows Me/98 SE: "Installing using the Add Printer Wizard on Windows Me/98 SE" on page 2-19



Note

With Windows XP, Server 2003 and 2000, log on as a user with Administrator privileges to install the printer driver.

Installing using the Add Printer Wizard on Windows XP/Server 2003

Note

When using a USB cable to connect this machine to the computer, turn off this machine, and then install the printer driver. When the machine is turned on, Plug and Play causes the Add New Hardware Wizard to appear.

- 1 After Windows has started, insert the printer driver CD-ROM into the CD-ROM drive of the computer.
- 2 Click the Windows [Start] button, and then click "Printers and Faxes".
 - The Printers and Faxes window appears.
 - If "Printers and Faxes" does not appear in the Start menu, click "Control Panel" in the Start menu, click "Printers and Other Hardware", and then click "Printers and Faxes".
- 3 Click "Add a Printer" under "Printer Tasks".



If "Printer Tasks" does not appear, double-click the "Add Printer" icon.



The Add Printer Wizard starts up.

- 4 Click the [Next] button.
- 5 Select "Local printer attached to this computer", and then click the [Next] button.
 - The "Automatically detect and install my Plug and Play printer" check box should be cleared.
 - In order to print on a network, the connection port must be set up as a network port. Since the port settings can be specified after installation, this procedure describes how to install the printer driver for a local connection. For details on specifying the port settings, refer to the User's Guide for the network interface card.
- 6 Select "LPT1: (Recommended Printer Port)" beside "Use the following port", and then click the [Next] button.
- 7 Click the [Have Disk] button.

8 Click the [Browse] button, select "Driver\<model_name>\English\WIN2K_XP" on the CD-ROM, and then click the [Open] button.

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WIN2K_XP					
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Files of <u>type</u> :	Setup Information (*.inf)		~	Cancel	

- 9 Click the [Open] button again.
- **10** Check the path in the "Copy manufacturer's files from" box, and then click the [OK] button.
- **11** Select the printer to be installed, and then click the [Next] button.
- 12 Continue selecting the appropriate settings according to your environment and clicking the [Next] button until the [Finish] button appears.
 - For a network connection, perform a test print after specifying the network settings.
- **13** Click the [Finish] button.
 - If the Windows logo testing warning message appears, click the [Continue Anyway] button.
- **14** After installation is complete, check that the icon for the installed printer appears in the Printers and Faxes window, and then remove the CD-ROM from the CD-ROM drive.

This completes the installation of the printer driver.





Note

When using a USB cable to connect this machine to the computer, turn off this machine, and then install the printer driver. When the machine is turned on, Plug and Play causes the Add New Hardware Wizard to appear.

- 1 After Windows has started, insert the printer driver CD-ROM into the CD-ROM drive of the computer.
- 2 Click the Windows [Start] button, point to "Settings", and then click "Printers".

The Printers window appears.

3 Double-click the "Add Printer" icon.



The Add Printer Wizard starts up.

- 4 Click the [Next] button.
- 5 Select "Local printer", and then click the [Next] button.
 - The "Automatically detect and install my Plug and Play printer" check box should be cleared.
 - In order to print on a network, the connection port must be set up as a network port. Since the port settings can be specified after installation, this procedure describes how to install the printer driver for a local connection. For details on specifying the port settings, refer to the User's Guide for the network interface card.

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- 6 Select "LPT1:" beside "Use the following port", and then click the [Next] button.
- 7 Click the [Have Disk] button.
- 8 Click the [Browse] button, select "Driver\<model_name>\English\WIN2K_XP" on the CD-ROM, and then click the [Open] button.

Locate File				<u>? ×</u>
Look jn:	🔁 English	•	(= 🗈 💣 🎫	
History Desktop My Documents	WIN2K_XP Win98_ME			
My Network P	File <u>n</u> ame: Files of <u>t</u> ype:	*.inf Setup Information (*.inf)	•	<u>O</u> pen Cancel

- 9 Click the [Open] button again.
- **10** Check the path in the "Copy manufacturer's files from" box, and then click the [OK] button.
- **11** Select the printer to be installed, and then click the [Next] button.
- 12 Continue selecting the appropriate settings according to your environment and clicking the [Next] button until the [Finish] button appears.
 - For a network connection, perform a test print after specifying the network settings.
- **13** Click the [Finish] button.
 - If the digital signature warning message appears, click the [Yes] button.
- **14** After installation is complete, check that the icon for the installed printer appears in the Printers window, and then remove the CD-ROM from the CD-ROM drive.

This completes the installation of the printer driver.

Installing using the Add Printer Wizard on Windows Me/98 SE



Note

When using a USB cable to connect this machine to the computer, turn off this machine, and then install the printer driver. When the machine is turned on, Plug and Play causes the Add New Hardware Wizard to appear.

- 1 After Windows has started, insert the printer driver CD-ROM into the CD-ROM drive of the computer.
- 2 Click the Windows [Start] button, point to "Settings", and then click "Printers".

The Printers window appears.

3 Double-click the "Add Printer" icon.



The Add Printer Wizard starts up.

- 4 Click the [Next] button.
- 5 Select "Local printer", and then click the [Next] button.
 - In order to print on a network, the connection port must be set up as a network port. Since the port settings can be specified after installation, this procedure describes how to install the printer driver for a local connection. For details on specifying the port settings, refer to the User's Guide for the network interface card.
- 6 Click the [Have Disk] button.

7 Click the [Browse] button, select "Driver\<model_name>\English\Win98_ME" on the CD-ROM, and then click the [OK] button.

Open		<u>?</u> ×
File name: *.inf	Eolders: D:\Driver\ Driver English win2k_xp Win98_ME	OK Cancel Network
	Drives:	

- 8 Click the [OK] button again.
- 9 Check the path in the "Copy manufacturer's files from" box, and then click the [OK] button.
- 10 Select the printer to be installed, and then click the [Next] button.
- **11** Select "LPT1:" as the port to be used, and then click the [Next] button.
 - In order to print on a network, the connection port must be set up as a network port. Since the port settings can be specified after installation, this procedure describes how to install the printer driver for a local connection. For details on specifying the port settings, refer to the User's Guide for the network interface card.
- **12** Click the [Finish] button.
- **13** After installation is complete, check that the icon for the installed printer appears in the Printers window, and then remove the CD-ROM from the CD-ROM drive.

This completes the installation of the printer driver.

Reinstalling the printer driver by using the Add Printer Wizard

- 1 Uninstall the printer driver while the machine is not connected to the computer or while they are connected but the machine is turned off, and then restart the computer.
 - For details, refer to "Uninstalling the printer driver" on page 2-22.
- 2 Use the Add Printer Wizard to reinstall the printer driver.

2.5 Uninstalling the printer driver

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Note

With Windows XP, Server 2003 and 2000, log on as a user with Administrator privileges to delete the printer driver.

For details on deleting the TWAIN driver, refer to the User's Guide for the TWAIN driver.

Delete the printer

- 1 Open the Printers and Faxes window. (With Windows 2000/Me/98 SE, open the Printers window.)
 - For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".
 - For Windows 2000/Me/98 SE, click the [Start] button, point to "Settings", and then click "Printers".
 - If "Printers and Faxes" does not appear in the Start menu in Windows XP/Server 2003, click "Control Panel" in the Start menu, click "Printers and Other Hardware", and then click "Printers and Faxes".
- 2 Select the name of this printer, and then press the [Delete] key in the keyboard.
 - If a message appears, indicating that the related files will be deleted, they will be deleted.
 - If Windows XP, Server 2003 or 2000 is being used, continue with step 3.
 - If Windows Me or 98 SE is being used, continue with step 7.
- 3 Click "File" in the menu bar, and then click "Server Properties".
- 4 Click the Drivers tab.
- 5 From the "Installed printer drivers" list, select the printer driver to be deleted, and then click the [Remove] button.
- 6 When a message appears, requesting confirmation to delete the printer driver, click the [Yes] button.
- 7 Close the open windows.
- 8 Restart the computer.

Deleting related files

Even after the printer driver is deleted from the Printers and Faxes window, device information files remain on the computer.

When using Windows XP/Server 2003, it may not be possible to overwrite the driver, even if the same version of the printer driver is reinstalled. If the printer driver cannot be upgraded, even by reinstalling it, follow the procedure described below to also delete the device information files.

- 1 Open the following folder.
 - C:\WINDOWS\system32\spool\drivers\w32x86
 - Depending on the computer settings, the Windows folder may not be displayed. Follow the on-screen instructions to specify the settings that are displayed.
- 2 If there are folders with names containing this machine's name, delete those folders.
 - However, if both the GDI printer driver and PCL printer driver are installed, delete device information for both. If only one driver remains, do not delete it.
- 3 Open the following folder.
 - C:\WINDOWS\inf
 - Depending on the computer settings, the inf folder may not be displayed. Click "Folder Options" in the "Tools" menu, click the View tab, and then select "Show hidden files and folders".
- 4 Delete "oem*.inf" and "oem*.PNF", which contain information on this machine.
 - "*" indicates a number in the file names for "oem*.inf" and "oem*.PNF". The number differs depending on the computer environment. Before deleting the files, open the INF file, and check the model name indicated in the last few lines to verify that the file is for the corresponding model. The PNF file has the same number as the INF file.
- 5 Restart the computer.
2



3 Specifying printer driver settings

Descriptions on the printer driver settings available when printing from a computer are provided below.

3.1 Printer driver settings dialog box

Displaying the settings dialog box

Select the printer in the Printers and Faxes window (the Printers window in Windows 2000/Me/98 SE), and then display the printer driver settings dialog box. The settings specified in this dialog box are applied to all applications.

- 1 Open the Printers and Faxes window (or the Printers window).
 - For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".
 - For Windows 2000/Me/98 SE, click the [Start] button, point to "Settings", and then click "Printers".
- 2 In the Printers and Faxes window (or the Printers window), select the printer icon for this machine.
- **3** On the "File" menu, select the command for displaying the printer driver settings dialog box.
 - With Windows XP/Server 2003/2000, click "Printing Preferences" on the "File" menu.
 - With Windows Me/98 SE, click "Properties" on the "File" menu.

Letter (8.50 X 11.0 inch)	Easy Set Factory Def	ault Save
	Orientation	<u></u>
	Portrait	1 (1-99)
	Original Size	Collate
	Edjt Custom	Paper Source
	Same as Original Size 💌	PaperType
	Zoom	Plain Paper 🔹
电电量	• Auto	Output Method
	C <u>M</u> anual (25-400)	Print

The following printer driver settings dialog box appears.

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Note

To change the settings for each job to be printed, click the [Properties] button (or the [Preferences] button) in the Print dialog box, which appears when "Print" is clicked in the application. The settings specified in the dialog box displayed from the Print dialog box are only applied temporarily, and the settings return to those in the printer driver settings dialog box when the application is exited.

A program containing specified driver settings can be registered and recalled when needed by using the Easy Set function. For details on the Easy Set function, refer to "Easy Set" on page 3-9.

To display the Device Options tab in Windows XP/Server 2003/2000, click "Properties" on the "File" menu of the Printers and Faxes window (or the Printers window).



Printing settings can be specified from the printer driver settings dialog box.

SCONICA MINOLTA Printing Preferences				
Setup Layout Per Page Setting Watermark Quality About				
Letter (8.50 X 11.0 inch)	Easy Set	Save Save Sopy 1. [1-99] . [1-99] . Collate Paper Source Auto PaperType Plain Paper Dutput Method Pint	•	
OK Cancel Apply Help				



Note

To display the Printing Preferences dialog box in Windows XP/Server 2003/2000, click "Printing Preferences" on the "File" menu of the Printers and Faxes window (or the Printers window).

To display the Printing Preferences dialog box in Windows Me/98 SE, click "Properties" on the "File" menu of the Printers window.

Tab	Item	Description	
Setup	Orientation	Select the paper orientation of the document.	
	Original Size	Specify the paper size for the document.	
	[Edit Custom] button	Specify a user-defined paper size.	
	Output Size	Specify the size of paper to be printed on. If this size is different from the original document size, the image will automatically be enlarged or reduced.	
	Zoom	Specify the enlargement or reduction ratio.	
	Сору	Specify the number of copies to be printed.	
	Collate	Select whether multiple copies of a multi-page document is to be printed by set or by page.	
	Paper Source	Select the paper drawer that is to be used.	
	Paper Type	Select the type of paper that is to be used.	
	Output Method	Select the output method.	
Layout	Combination	Multiple document pages can be printed together on a single sheet of paper.	
	[Combination Details] button	Settings such as the number of pages printed on a single sheet of paper and the printing order can be specified as combination details.	
	Double Sides	Select whether pages are printed double-sided.	
	Binding Position	Select the binding position.	
Per Page Set- ting	Front Cover Page	Select whether a document page is printed on the front cover.	
	Front Cover Paper Source	Select the paper drawer loaded with paper for the front cover.	
	Media Type	Select the type of paper used for the front cover.	
Watermark	Watermark Select	Select whether the document is printed overlap- ping a watermark (text stamp).	
	1st Page Only	Select if the watermark is printed only on the first page.	
	[New] button	Create new watermarks.	
	[Edit] button	Change the watermarks.	
	[Delete] button	Delete a watermark.	
Quality	Resolution	Specify the print resolution.	
	[Adjustment] button	Specify the brightness and contrast.	
About	-	Shows the software version information.	

3

Properties dialog box

Installed options can be selected from the Properties dialog box for the printer driver.



Reminder

If the options installed on the machine are not specified from the Device Options tab, the functions available with the option cannot be used from the printer driver. Be sure to specify the corresponding settings when options are installed.



Note

To display the Device Options tab, click "Properties" on the "File" menu of the Printers and Faxes window (or the Printers window).

Tab	Item	Description
Device Options	Device Options	Specify the settings for the installed paper drawers.
	Memory	Specify the size of the installed memory.

3.2 Device Options tab

Specify whether or not options are installed so that the options installed on the machine can be used from the printer driver.



Reminder

If the options installed on the machine are not specified from the Device Options tab, the functions available with the option cannot be used from the printer driver. Be sure to specify the corresponding settings when options are installed.

🕹 KONICA MINOLTA 💷 Properties 🔹 🔞					
General Sharing Ports Advanced Color Management Device Options					
	Device Options Duplex Installed Tray 2 Installed Tray 3 Installed Tray 4 Not Installed Tray 5 Not Installed Memory [MB] 32				
OK Cancel Apply Help					

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Note

To display the Device Options tab, click "Properties" on the "File" menu of the Printers and Faxes window (or the Printers window).



Specify the settings for the installed paper drawers.

From the "Device Options" list, double-click the names of installed paper drawers to specify that it is installed. Double-click the name again to return the setting to "Not Installed".

Memory

Specify the size of the installed memory.

Click $[\mathbf{V}]$ on the right side of the "Memory" box, and then select the size of the installed memory.

4

3.3 Common operations

2

This section contains descriptions of buttons and functions common to all tabs of the dialog box. The actual buttons may appear differently depending on the operating system.

Common items

Button	Description			
[OK] button	Click this button to apply the specified settings and close the dialog box.			
[Cancel] button	Click this button to cancel the specified settings (not apply them) and close the dialog box.			
[Apply] button	Click this button to apply the specified settings without closing the dialog box. This button is not displayed on the setting screen that appears when the [Properties] button (or the [Preferences] button) is clicked in the Print dialog box of the application.			
[Help] button	When this button is clicked, help information for the currently dis- played settings appears.			
Preview	Shows a preview of the specified paper settings or shows the printer status. Click the button in the lower-left corner of the preview to change it between [Paper View] and [Printer View] and to select the preview display. When the [Paper View] preview is selected, a sample page layout for the currently selected settings is displayed so that an image of the print result can be checked. When the [Printer View] preview is selected, an image of the printer configuration, including the options, such as the paper drawers, currently installed on the machine, is displayed. The paper drawers selected in the "Paper Source" list on the Setup tab appear in light blue.			
	Letter (8:50 X 11.0 Inch)	Printer View		

Button	Description
Easy Set	The currently specified settings can be registered as a program to be recalled later.

Easy Set

The currently specified settings can be registered as a program to be recalled later when you wish to use those settings again.

- 1 Change the driver settings on the Setup and Layout tabs.
- 2 In the "Easy Set" box, type the name of the program.

SCONICA MINOLTA HIT Printing Preferences				
Setup Layout Per Page Setting Watermark Quality About				
Letter (8.50 X 110 inch)	Easy Set 2 pages print Orientation Pgtrait C Landscape Original Size Letter Edit Custom Output Size Same as Original Size Zoom C Agdo	Save <u>Copy</u> <u>1</u> (1-99) <u>1</u> Collete Paper Source Auto Paper ype Plain Paper Uuput Method		
Printer View	C <u>M</u> anual (25-400)	Print		
OK Cancel Apply Help				

3 Click the [Save] button.

The settings program is registered.



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Note

To recall a registered program, select it from the list.

To change the name of the registered program, select the program from the list, and then type in the new program name. The button changes to the [Rename] button. To change the program name, click the [Rename] button.

To delete a registered program, select the program from the list. The button changes to the [Delete] button. To delete the program name, click the [Delete] button.

If "Factory Default" is selected from the list, all settings return to their defaults.

A maximum of 20 characters can be entered for the registered name.

A maximum of 31 programs can be registered.

3.4 Setup tab

From the Setup tab, settings can be specified for the document and paper to be printed on. The number of copies to be printed and the orientation of the printed image can also be specified.

Orientation

Select whether to print the document in the portrait or landscape orientation.

ABCD	ABCDEF
Portrait	Landscape

3

Original Size

From the drop-down list, click the paper size for the document to select it. The following standard paper sizes are available.

Setting	Actual size	Setting	Actual size
Letter	8 1/2 × 11 in.	FLS	220 × 330 mm
Legal	8 1/2 × 14 in.	FLS 8 1/8 × 13 1/4	206 × 337 mm
11 × 17	11 × 17 in.	FLS 8 × 13	203 × 330 mm
A3	297 × 420 mm	11 × 14	11 × 14 in.
A4	210 × 297 mm	Invoice	5 1/2 × 8 1/2 in.
A5	148 × 210 mm	Env.You-1	120 × 176 mm
B4	257 × 364 mm	Env.You-4	105 × 235 mm
B5	182 × 257 mm	Env.You-6	98 × 190 mm
Env.Com10	4 1/8 × 9 1/2 in.	8K	270 × 390 mm
Env.DL	110 × 220 mm	16K	195 × 270 mm
Env.C6Envelope	114 × 162 mm	Hagaki	100 x148 mm
FLS 8 1/4 × 13	210 × 330 mm	Env.C6 3/4	3 5/8 × 6 1/2 in.
FLS 8 1/2 × 13	216 × 330 mm		



Note

If "Hagaki" is selected, select the "Hagaki" paper setting for Tray 1 from the control panel of the machine.

"Hagaki" and the envelope and non-standard sizes can be selected when "Paper Source" is set to "Auto", "Tray 1" or "Bypass".

When "Paper Type" is set to "OHP", only "Letter" and "A4" are available.



A paper size that does not appear in the list can be registered as a custom size.

1 Click the [Edit Custom] button on the Setup tab.

The Custom Size Settings dialog box appears.

2 Click the [New] button.

The Custom Size Settings dialog box enlarges to display settings for specifying the paper size.

Custom Size Settings	×
Custom Size List	
A4+ (210.0 x 300.0)	New
	<u>E</u> dit
	<u>D</u> elete
	<u>O</u> k
	<u>C</u> ancel
J	Cancel

3 In the "Name" box, type the name of the paper size.

Custom Size List	
A4+ (210.0 × 300.0)	New
	Edit
	Delete
	<u>O</u> k
	<u>C</u> ancel
Ngme B5+ Dimensions ∭idth 2000 ÷ [900 ~ 2970] Length 2600 ÷ [1400 ~ 4320]	Unit © 0.1 <u>m</u> m © 0.01 inc <u>h</u> <u>Q</u> k <u>Q</u> ancel

3

- 4 In the "Dimensions" group box, specify the width and length of the paper.
 - To change the units for specifying the paper size, select the desired setting in the "Unit" group box.
- 5 Click the [OK] button in the lower-right corner of the Custom Size Settings dialog box.

The paper size settings in the Custom Size Settings dialog box are hidden.

6 Click the [OK] button in the Custom Size Settings dialog box.

The non-standard size is registered and can be selected from the list of paper sizes.

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Note

To change the width and length of a registered non-standard size, select the paper size in the Custom Size Settings dialog box, click the [Edit] button, and then change the settings. The name cannot be changed.

To delete a registered non-standard size, select the paper size in the Custom Size Settings dialog box, and then click the [Delete] button.

A maximum of 20 characters can be entered for the registered name.

A maximum of 32 sizes can be registered.

Output Size

Select the size of paper that is to be used for printing.

The available standard paper sizes are same as those available in the "Original Size" list.

If the paper size is different from the size selected in the Original Size list, the document image will be printed enlarged or reduced so that it fits in the selected paper size.

The enlargement/reduction ratio to be used for printing can be checked in the Paper preview.

💩 KONICA MINOLTA 🚻 Printing Pr	eferences	? 🛛
Setup Layout Per Page Setting Watern	nark Quality About	
A3 (297 X 420 mm) A4 (210 X 297 mm) 71 %	Easy Set Orientation C Landscape Original Size A3 Edit Custom Output Size	
Printer View	A4 Zoom Auto Auto Manuel (25-400)	PaperType Plain Paper Uuput Method Print
	ОК	Cancel <u>A</u> pply Help

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Note

If "Manual" is selected in the "Zoom" group box, a setting cannot be selected from the "Output Size" list.

If any setting other than "Off" is selected in the "Combination" list on the Layout tab, a setting cannot be selected from the "Output Size" list.

Zoom

Specify the enlargement or reduction ratio to be used for printing.

Select "Manual", and then type in a number between 25% and 400%, or click the arrows to specify a setting.



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Note

If any setting other than "Same as Original Size" is selected in the "Output Size" list, "Manual" cannot be selected.

Сору

Specify the number of copies to be printed.

Type in a number between 1 and 99, or click the arrows to specify a setting.

Collate

When printing multiple copies of the same document, select whether the entire document is printed one copy at a time or whether the specified number of copies are printed one page at a time.

When the "Collate" check box is selected, the entire document is printed one copy at a time. For example, if "Copy" is set to "5", the entire document (from the first page to the last page) is printed five times.

When the "Collate" check box is cleared, the specified number of copies are printed one page at a time. For example, if "Copy" is set to "5", the first page of the document is printed five times, and then the second page is printed five times. Printing continues until the last page is printed five times.





Note

Depending on the application being used, the Collate setting may not be applied. If Collate is specified from the printer driver, Collate cannot be used in the application.

If "1" is specified in the "Copy" box, Collate is not available.

Paper Source

Select the paper drawer loaded with the paper.

If "Auto" is selected, the paper drawer loaded with paper of the size specified in the "Output Size" list is used.

The available settings differ depending on the options that are installed.

Settings: Tray 1, Tray 2 through Tray 5 (options), Bypass





Note

If "Hagaki" or an envelope or non-standard size is selected in the "Original Size" list, only "Tray 1" and "Bypass" are available.

Only "Tray 1" and "Bypass" are available when "Paper Type" is set to "OHP", "Thick Paper" or "Envelope".

Paper Type

Select the type of paper to be printed on.

Settings: Plain Paper, OHP, Thick Paper, Envelope



Note

A setting can be selected only when "Paper Source" is set to "Tray 1" or "Bypass".

"OHP" can be selected only when "Original Size" is set to "Letter" or "A4".



Output Method

Select the printing method.

Not only can data be printed directly, but "Secure Print" is also available, which requires a password for printing from this machine.

Settings: Print, Secure Print

Note

"Secure Print" is available only if the optional expanded memory unit is installed.

Using secure printing

A password can be specified for a document. The document printed from a computer is temporarily saved in the machine's memory and is printed when the password is entered with the machine's control panel. Select this setting when printing highly confidential documents.



Specifying secure printing from the printer driver

- 1 Click the Setup tab.
- From the "Output Method" drop-down list, select "Secure Print".A screen appears, allowing you to type in the password.
- **3** Type in the password, and then click the [OK] button.
 - Specify the 4-digit password between 0000 and 9999.

Secure Print Settings		×	
<u>P</u> assw	ord 1234		[
	<u>0</u> k	<u>C</u> ancel	1
			_

- 4 The print job is sent.
 - Normal printing is performed when printing is specified from an application.

Printing from the machine

The password must be entered from the control panel of the machine in order to print a document with a password specified when "Secure Print" is selected in the printer driver.

1 Check that the "Printer" indicator is flashing or is lit, and then press the [Printer] key.

The Print mode screen appears.



- 2 Check that the key icon appears in the upper-right corner of the screen.
 - The key icon appears if the memory contains a secure print document.



3 Press the [Access] key.



- 4 When "PASSWORD: - -" appears, type in the password.
 - Type in the same numbers specified as the password from the printer driver.

PRINTER MODE PASSWORD:---- 5 Check that the document can be printed.

If the password is correct, the following screen appears, and the job is printed.





Note

If there are multiple secure print jobs with the same password, all of those secure print jobs are printed.

3.5 Layout tab

From the Layout tab, select the number of document pages to be printed on a single sheet of paper.

💩 KONICA MINOLTA 🚻 Printing Pr	eferences	? 🗙
Setup Layout Per Page Setting Waterm	ark Quality About	
Letter (8.50 X 11.0 inch)	Easy Set Factory Default Save Combination	
	Combination Dețaits Dguble Sides Single-Sided	
	Binding Position	
Printer View	OK Cancel Apply	Help

Combination

Multiple document pages can be printed together on a single sheet of paper. Use combined printing to economize on the number of printed pages.

From the drop-down list, select the number of pages to be printed on a single sheet of paper.

For example, if "2 in 1" is selected, two pages will be printed on a single sheet of paper. If "Off" is selected, one page is printed on a single sheet of paper.



Settings: Off, 2 in 1, 4 in 1, 6 in 1, 9 in 1, 16 in 1



Click the [Combination Details] button to specify the printing order and whether or not to print page outlines.

Combination Details	
Letter (8.50 X 11.0 inch)	Combination Image: 1 in 1 Order Image: 2 minimum of the second

Combination	Select the number of pages to be printed on a single sheet of paper. This is the same setting selected in the "Combination" list on the Layout tab.		
Order	When multiple pages are printed on a single sheet of paper, select the direction and order for printing the pages. Settings:		
	Upper Left- Rows Upper Right- Rows Upper Left- Columns Upper Right- Columns 1 + + 1 + + 1 + + 4 + + 4 + + 4 +		
Border Line	Select this check box to print an outline around each page when multiple pages are printed on a single sheet of paper.		

3

Double-sided printing

Document pages can be printed on both sides of the paper. Print on both sides when binding a multi-page document.

1 Click the Layout tab.

2 From the "Double Sides" drop-down list, select "Double Sided".

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Note

From the "Binding Position" drop-down list, select the desired binding position.

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Note

Double sided printing is available only when the optional automatic duplex unit is installed.



3.6 Per Page Setting tab

From the Per Page Setting tab, specify whether or not a cover page is added.

💩 KONICA MINOLTA 🚻 Printing Pr	eferences		? 🛛
Setup Layout Per Page Setting Watern	nark Quality About		
Letter (8.50 X 11.0 inch)	<u>E</u> asy Set	<untitled></untitled>	Save
	Front Cover Page		
	Printed	•	
	Front <u>C</u> over Paper S	ource	
	Tray 1	•	
	<u>M</u> edia Type		
	Plain Paper	<u> </u>	
Printer View			
		OK Cancel <u>App</u>	ly Help

Front Cover Page

Select whether or not a cover page is added and whether or not a document page is printed on the cover page.

Settings:

None	No cover page is added, and the entire document is printed on paper from the same paper drawer.
Blank	A blank sheet of paper from the paper drawer specified in the "Front Cover Paper Source" list is added as a cover page.
Printed	The first page of the document is printed on paper from the paper drawer specified in the "Front Cover Paper Source" list and is added as a cover page.

Front Cover Paper Source

Select the paper drawer loaded with the paper for the cover pages.

Settings: Tray 1, Tray 2 through Tray 5 (options), Bypass

Media Type

Select the type of paper to be used for the cover page.

Settings: Plain Paper, OHP, Thick Paper, Envelope

3.7 Watermark tab

From the Watermark tab, specific text can be printed in the background as a watermark.

SKONICA MINOLTA	references			? 🗙
Setup Layout Per Page Setting Waterr	mark Quality About			
Letter (8.50 X 11.0 inch)	<u>E</u> asy Set	<untitled></untitled>	▼ <u>S</u> ave	
	Watermark Select No Watermark CONFIDENTIAL COPY DO NOT COPY DRAFT FINAL PRODF TOP SECRET		<u>N</u> ew Edit Dejete	
Printer View	☐ <u>1</u> st Page Only			
		OK Cance	el <u>A</u> pply He	elp

Watermark Select

From the Watermark Select list, select the text. A setting is available for specifying whether the watermark is printed on all pages or only on the first page.

Settings: No Watermark, CONFIDENTIAL, COPY, DO NOT COPY, DRAFT, FINAL, PROOF, TOP SECRET

- 1 Click the Watermark tab.
- 2 From the list, select the watermark to be printed.
- 3 To print the watermark only on the first page, select the "1st Page Only" check box.
 - To print the watermark on all pages, clear the check box.

Creating a new watermark

A new watermark can be registered.

- 1 Click the Watermark tab.
- 2 Click the [New] button.

The New dialog box appears.

3 In the "Watermark Text" box, type in the text to be used as the watermark.

New	×
100 100 100 100 100 100 100 100	Watermark Text SECRET Font Arial Bold Italic Size 72 → points Angle 45 → Darkness 25 → %
	Add Cancel

- A maximum of 20 characters can be entered for the text.
- A maximum of 32 watermarks can be registered (including "No Watermark").
- 4 Specify the desired settings.
 - Font: Select the font for the watermark. Any font installed on the computer can be selected.
 - Bold: Select to use bold text.
 - Italic: Select to use italic text.
 - Size: Specify a character size between 7 and 300 points.
 - Angle: Specify the angle that the text is printed on the paper. A setting between 0° and 359° can be specified.
 - Darkness: Specify the density of the text. A setting between 10% and 100% can be specified.

- Offset from Center: Specify the horizontal and vertical positions for the location where the text is to be printed. Settings between -100 and 100 can be specified.
- The position can also be changed by using the sliders below and to the right of the preview image.



5 Click the [Add] button.

The watermark is added to the "Watermark Select" list.



A registered watermark can be edited to change the text, size and position.

- 1 Click the Watermark tab.
- 2 From the list, select the watermark to be edited.
- 3 Click the [Edit] button.

The Edit dialog box appears.

- 4 Specify the desired settings.
 - Watermark Text: Type in the watermark text.
 - Font: Select the font for the watermark. Any font installed on the computer can be selected.
 - Bold: Select to use bold text.
 - Italic: Select to use italic text.
 - Size: Specify a character size between 7 and 300 points.
 - Angle: Specify the angle that the text is printed on the paper. A setting between 0° and 359° can be specified.
 - Darkness: Specify the density of the text. A setting between 10% and 100% can be specified.
 - Offset from Center: Specify the horizontal and vertical positions for the location where the text is to be printed. Settings between -100 and 100 can be specified.



- A maximum of 20 characters can be entered for the text.

 The position can also be changed by using the sliders below and to the right of the preview image.



5 Click the [OK] button.

The watermark is changed.

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Note

To delete a registered watermark, select the watermark from the list, and then click the [Delete] button.



3.8 Quality tab

From the Quality tab, settings for the print quality can be specified.

💩 KONICA MINOLTA 🚻 Printing Pr	references	? 🗙
Setup Layout Per Page Setting Watern	nark Quality About	
Letter (8.50 X 11.0 inch)	Easy Set Factory Default Save	
	Resolution	
	600x600 💌	
	Adjustment	
×1		
Printer View		
		Halp
		Tolp

Resolution

From the drop-down list, select "600 \times 600 dpi" or "300 \times 300 dpi" as the print resolution.



Note

When "600 × 600 dpi" is selected, the print quality is increased, but the printing time is longer than if "300 × 300 dpi" is selected.

Adjustment

3

Click the [Adjustment] button to specify the brightness and contrast.



Brightness	Adjust the brightness of the printed image. A setting between -50 and 50 can be specified. The larger the number, the higher the contrast and the more distinct the image.
Contrast	Adjust the contrast of the printed image. A setting between -50 and 50 can be specified. The larger the number, the brighter the image.

4 Control panel operations

Descriptions on the printing operations that can be performed from the control panel of the machine are provided below.

4.1 Printing operations

The default mode of the machine is the Copy mode. Normally, when printing is performed from a connected computer, printing begins automatically.

For details, refer to "Starting the print operation" on page 4-3.

To print with "Bypass" selected in the "Paper Source" list on the Setup tab, refer to "Using the manual bypass tray" on page 4-7.

Control panel



No.	Item	Description
1	Display	 While print data is being received, ">>PRINTER:Printing" appears in the display. In addition, if the [Printer] key is pressed while the machine is receiving print data (the Printer indicator is lit), the paper source and paper size settings and the user name for the current print job appear.
2	OK key	• Press this key to select the function shown in the display.
3	Arrow (up, down, left and right) keys	Press these keys to change the menu shown in the display.
No.	Item	Description
-----	-------------------	---
4	Printer indicator	 This indicator flashes when the machine is receiving print data. This indicator lights up when the machine is printing the print data. (The indicator lights up if data is being received at the same time.) This indicator goes off if there is no print data. Refer to "Printer indicator" on page 4-3.
5	Printer key	 Press this key when the machine is receiving print data (Printer indicator is lit) to display the Printer mode screen. To return to the mode before entering Printer mode, press this key while the Printer mode screen is displayed. If there is no print data in the machine's memory, the Printer mode screen does not appear, even if the [Printer] key is pressed.
6	Clear/Stop key	• To cancel the current print job while print data is being re- ceived, press the [Printer] key, and then press this key when the Printer mode screen appears. Refer to "Canceling a print job" on page 4-4.
7	Start indicator	This indicator lights up in orange when the machine is re- ceiving print data.
8	Caution indicator	 This indicator lights up when an error or malfunction has occurred.



Note

The [Fax] key and the fax function keys can be used only if the optional fax kit is installed on the machine.

The [Scan] key can be used only if the optional fax kit and optional network interface card NC-503 or image controller IC-206 are installed on the machine.



Printer indicator

The "Printer" indicator shows the status of the printer data sent from the computer.



Printer indicator	Printing status
Flashing	The machine is receiving print data. The indicator also flashes in other modes.An error has occurred in the machine.
Lit	 Print data is being printed. Instead of flashing, the indicator re- mains lit when data is being received during printing.
Off	There is no print data in the machine's memory.

Starting the print operation

Normally, printing begins when printing is performed from a connected computer.

- Normally, when printing is performed from a connected computer, printing begins automatically.
- If a print operation is performed from a connected computer while the machine is copying, printing begins automatically when no copy operation is performed for 30 seconds.
- When using the optional fax kit: If print data is received while fax data is being received, the printing of print data has priority. After the reception job is completed in Fax mode, the print data is printed, and then the fax is printed.
- While printing, copy settings can be specified and fax operations can be performed. (Copies and faxes are printed after printouts are printed.)

Canceling a print job

Printing of a print job can be canceled from the control panel of the machine's control panel. However, a print job can only be canceled from the control panel while the machine is in Printer mode.

- 1 Check that the Printer indicator is flashing or is lit, and then press the [Printer] key.
- 2 Check that "PRINTER MODE PRINTING" appears in the machine's display.



- The message that appears differs depending on the status of the machine.
- 3 Press the [Clear/Stop] key.



The confirmation message "JOB CANCEL" appears.



- 4 Press the [▲]or [▼] key to select "YES", and then press the [OK] key.
 - To continue printing, select "No".
 - If no key is pressed within five seconds, printing continues.



"ACCEPTED" appears in the display and the print job is canceled.





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Note

If any of the following messages appear in the display, the print job can also be canceled by repeating steps 2 and 3 from the procedure described above.

PAPER EMPTY

PAPER JAM

PAPER SIZE ERROR

RESET PAPER

NO SUITABLE PAPER

UPPER TRAY FULL

REMOVE PAPER IN BYPASS TRAY

LOAD PAPER

INCORRECT PAPER SIZE

MEDIA TYPE ERROR

RECEIVING

FRONT COVER OPEN

1st SIDE COVER OPEN

DUPLEX COVER OPEN

TONER EMPTY

Using the manual bypass tray

Follow the procedure described below when using the manual bypass tray to print one page at a time.

- 1 From the computer, display the Setup tab for the printer driver, and then select "Bypass" in the "Paper Source" list (page 3-18).
- 2 Perform the print operation from the computer.
- **3** When the message "PRINTER MODE LOAD PAPER" appears, load paper into the manual bypass tray.



 Insert one sheet of paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.



 Slide the paper guides to fit the size of paper being loaded.



4 Repeat step 3 as often as necessary until printing of the document is finished.

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Note

Be sure to load the paper into the manual bypass tray after the print operation is performed from the computer. Follow the procedure described below if the paper is loaded into the manual bypass tray before the print operation is performed from the computer.

Remove the paper from the manual bypass tray. Press the [Reset] key. Press the [Printer] key. Perform step 3 of the procedure.

Load the paper into the manual bypass tray one sheet at a time.

If the multi bypass tray (optional) is installed, printing from it can be performed in the same way as with any other paper drawer since the multi bypass tray can be loaded with 100 sheets of paper.

The multi bypass tray can be loaded with 10 envelopes, 20 OHP transparencies, 20 postcards, 20 label sheets or 100 sheets of plain paper.

Power Save mode

If print data is received while the machine is in Power Save mode, the mode is canceled.

When print data is received, the data is printed after the machine has finished warming up.

5 Troubleshooting

Descriptions of the errors that may occur while printing from a computer and the procedures for correcting the error are provided below.

If a problem occurs during computer printing, check the following.

5.1 Checking error messages

If a computer printing error occurs while any screen other than the Printer mode screen is displayed, the Caution indicator lights up and the message "Check Printer Mode" appears in the machine's display. In this case, perform the following procedure.





1 Press the [Printer] key.



The Print mode screen appears.

2 Check the error message that currently appears in the display, and then perform the desired operation to correct the error.



5.2 Main error messages

The main error messages that appear in the Printer mode screen are described below.

Error message	Cause	Remedy
PAPER SIZE ERROR	The size of paper specified with the printer driver is differ- ent from the size of paper loaded in the paper drawer.	Pull open the paper drawer with the size error, and then close it again. Check if a cus- tom paper size has been en- tered, and correct the paper size from Utility mode.
NO SUITABLE PAPER	"Auto" is selected in the "Pa- per Source" list in the printer driver, but paper of the speci- fied size is not loaded.	Load paper of the specified size into a paper drawer.
INCORRECT PAPER SIZE	Paper of the size specified in the printer driver is not loaded in the specified paper drawer.	Change the paper size from Utility mode, and then load pa- per of the appropriate size into a paper drawer. If the multi bypass tray (op- tional) is used for printing, printing begins when the ap- propriate paper is loaded.
PAPER EMPTY	Either no paper is loaded in the specified paper drawer or the specified paper drawer is not installed on the machine.	Load paper of the specified size into the specified paper drawer.
MEDIA TYPE ERROR	Paper of the type specified in the printer driver is not loaded in the specified paper drawer.	Load the appropriate paper into a paper drawer, and then change the paper type from Utility mode. If the multi bypass tray (op- tional) is used for printing, printing begins when the ap- propriate paper is loaded.
MEMORY NEAR FULL	The image data received from the computer has exceeded the capacity of the memory.	Press any key. Turn the machine off, then on again.
SECURE PRINT IS NOT AVAILABLE	Since the expanded memory unit is not installed, the "Se- cure Print" setting cannot be selected.	The job is cancelled.
NOT ACCEPTED PASS- WORD	Since the secure print pass- word is incorrect, the docu- ment cannot be printed.	Type in the correct password.

5.3 Print data when an error occurs

The operation performed with the print data when an error occurs differs depending on the type of error that occurred.

With a "MACHINE TROUBLE" error

This error indicates that a severe operating malfunction occurred. When this error message appears in the display, the machine cannot receive any print data. Contact your technical representative.

Temporary errors

When the following easily corrected errors occur, the print data currently in the memory is saved. Printing automatically restarts as soon as the error is corrected.

- PAPER JAM
- INCORRECT PAPER SIZE
- PAPER SIZE ERROR
- FRONT COVER OPEN
- 1st SIDE COVER OPEN
- DUPLEX COVER OPEN
- NO SUITABLE PAPER
- PAPER EMPTY
- MEDIA TYPE ERROR

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Note

If any of the errors listed above appears, the print job in the memory can be canceled. For details, refer to "Canceling a print job" on page 4-4.



Print speed*	bizhub 163 16 ppm (when printing on A4/Letter] paper at 300 × 300 dpi) 12 ppm (when printing on A4/Letter] paper at 600 × 600 dpi) bizhub 181 18 ppm (when printing on A4/Letter] paper at 300 × 300 dpi) 12 ppm (when printing on A4/Letter] paper at 600 × 600 dpi) bizhub 211 21 ppm (when printing on A4] paper at 300 × 300 dpi) 20 ppm (when printing on Letter] paper at 300 × 300 dpi) 12 ppm (when printing on A4/Letter] paper at 300 × 300 dpi) 12 ppm (when printing on A4/Letter] paper at 600 × 600 dpi)
Memory	Shared with machine
Interface port	Compliant with USB Revision 2.0
Printer language	GDI
Font	Windows
Supported operating systems	Windows Server 2003, Windows XP (Service Pack 2 or later), Windows 2000 (Service Pack 4 or later), Windows Me, Win- dows 98 SE or Windows Terminal Server (Windows 2000 Server/Windows Server 2003)

* The print speed is measured under the following printing conditions. Paper is fed from Tray 1.

bizhub 163/211 is not sold in the USA market.



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