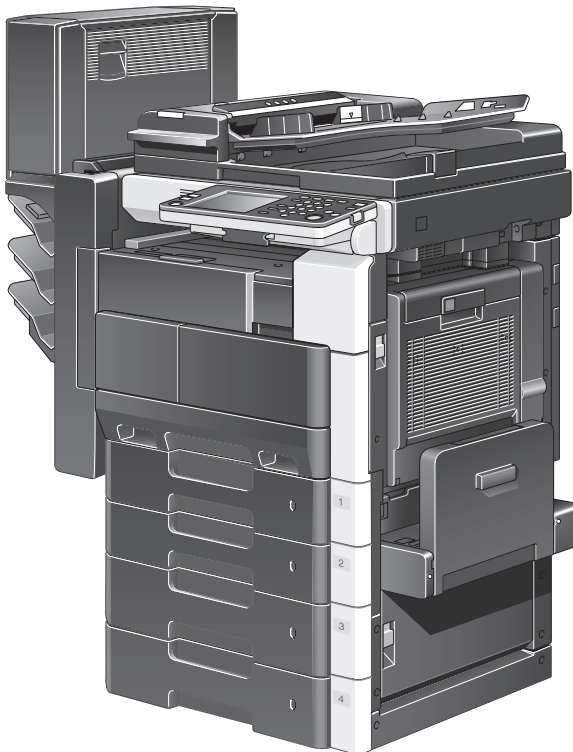KONICA MINOLTA

bizhub 362/282/222

User's Guide [Fax Driver Operations]

Introduction

Thank you for purchasing this machine.

If the optional fax kit is installed on this machine, faxes can be sent directly from Windows-compatible computers.

This User's Guide contains details of the fax driver functions that can be used to send faxes and descriptions of their operations and precautions. In order to ensure that this machine is used efficiently, carefully read this manual as needed.

In order to ensure that this machine is used safely, carefully read "Installation and Operation Precautions"of the User's Guide [Copy Operations] before using the machine.

The illustrations used in this User's Guide may differ from the actual model.

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This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com).

Fax Driver x-3

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Kerberos

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Fax Driver

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Contents

Introduction

1 Overview

2 Installing the fax driver

About this manual

Structure of the manual

This manual consists of the following chapters.

Chapter 1 Overview

Chapter 2 Installing the fax driver

Chapter 3 Setting up the fax driver (Windows)

Chapter 4 Troubleshooting

Chapter 5 Appendix

Chapter 6 Index

Notations

Product name	
This machine	This machine, or printer
Integrated network controller	Network controller
Printer controller, including this machine, and printing system	Printing system
Microsoft Windows	Windows

Screen images in this user's guide

Unless stated otherwise, the fax driver functions are described using the fax driver for Windows XP.

Using this user's guide

Subject titles

Windows, dialog boxes, icons, and function names displayed on the screen are enclosed in " ".

[ ]
Names highlighted as shown above indicate keys on the control panel, buttons in the touch panel, and the power switches.

✎...
Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

✎...
Reminder
Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

🔍 **Detail**
Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.

(The page shown above is an example only.)
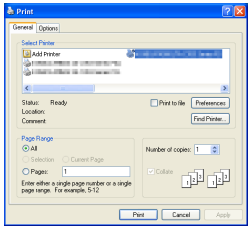
Various Printing Methods **4**

4 Various Printing Methods

4.1 Printing Operations

For Windows
Data can be printed from an application.
Print jobs are specified from the application software.

1 Open the data in the application, "File", and then click "Print".

2 Check that the printer name has been selected.
If the printer is not selected, click the [▼] and select the printer.

3 Specify the page range and the number of copies to print.

✎...
Note
The Print dialog box differs depending on the application.

✎...
Reminder
After installing the printer driver, perform test print to make sure that the connections are made properly.

🔍 **Detail**
For information on applicable interfaces, refer to "Compatible interfaces" on page1-6.

Fax Driver 4-1

Fax Driver

1 Overview

1   Overview

1.1   Printer controller

The printer controller is a device that allows this machine to be used as a printer. The printing functions provided by the printer controller can also be used to perform PC-FAX operations, which allow a fax to be sent from a computer.

1.1.1   Role of the printer controller

The printer controller is built into the machine.

You can print or fax from applications on the computer connected to the printing system. Even when this machine is used as a network printer, you can print or send faxes from applications on the computer.
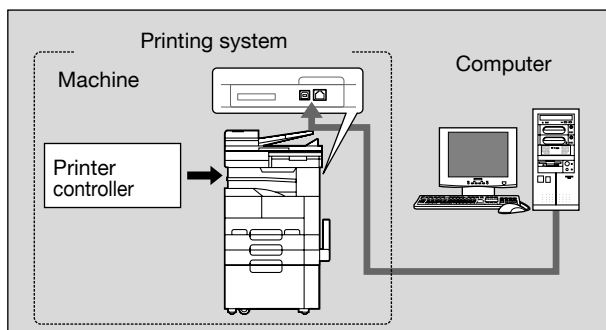
✎ **. . .**
Note
To perform fax operations, the optional fax kit is required.

Fax Driver   1-2

1.1.2 Flow of the PC-FAX operation

Conventionally, faxes are sent by loading an original into a fax machine and sending it.

With the fax driver, you can send a fax directly from your computer without using any paper (PC-FAX transmission).

Transmission commands sent from the application are received by the fax driver.

Data is transferred to this machine through the USB interface (when using a USB connection), through the Ethernet (TCP/IP or IPX/SPX) (when using a network connection), or through the parallel interface (IEEE 1284) (when using a parallel connection), and then the data is transferred from this machine to the printer controller. Image rasterization (bitmap data created from output text and images) is performed by the printer controller. This data is stored in the memory of this machine and transmitted like a conventional fax job.
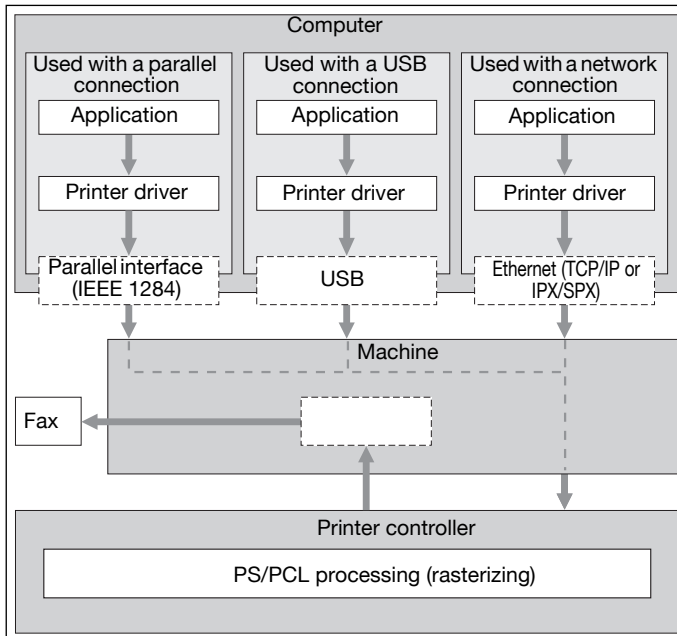
✎ ...
Note
To connect the parallel interface, the optional local interface kit is required.

1.2 Operating environment

The system requirements for using this printing system and the interfaces used for connection are explained below.

1.2.1 Compatible computers and operating systems

Check that the computer being connected meets the following conditions.

Windows

Item	Operating environment
Operating System	Windows NT 4.0 (Service Pack 6a or later) Windows 2000 Professional/Server (Service Pack 3 or later), Windows XP Home Edition/Windows XP Professional, Windows XP Professional x64 Edition, Windows Vista Home Basic/Home Premium/Ultimate/Business/Enterprise, Windows Vista Home Basic/Home Premium/Ultimate/Business/Enterprise ×64 Edition, Windows Server 2003 Standard Edition, Windows Server 2003 x64 Edition, Windows Server 2008 Standard/Enterprise, Windows Server 2008 Standard/Enterprise x64
Processor	According to the environment recommended for the operating system
Memory	Capacity recommended for the operating system With sufficient memory resources in the operating system and application being used
Drive	CD-ROM

Fax Driver 1-4

1.3   Setting up the system

In order to use this printing system, it must first be set up.

Setup consists of connecting this machine to a computer and installing the fax driver onto the computer being used.

Detail

This manual describes the setup method of network connection only for Port9100 that will be installed by the installer, and LPR/Port9100 that will be installed by Add Printer Wizard printing.

1.3.1   Network connection

1 Connect this machine to a computer.

2 Make sure the computer is connected to the network.

3 Specify the IP address of the machine to connect it to the network.

– For details on IP address and network settings of the machine, refer to the User's Guide [Print Operations].

4 Depending on the connection method and protocol, change the network settings of this machine.

– LPR: Enable the LPD settings on the TCP/IP Setting screen.
– Port9100: Enable the RAW port setting on the TCP/IP Setting screen, and specify the RAW port number (default setting is "9100").
– Windows printing: Enable "Windows printing" on the Windows Setting screen.
– IPP: Enable IPP print on the IPP Setting screen.

5 Install the fax driver.

– Specify the network port of the fax driver according to the connection method and protocol.

1.3.2 Local connection

1 Connect this machine to a computer

2 Install the fax driver.

Q

Detail

For details on connecting this machine to a computer, refer to the User's Guide [Print Operations].

To update an existing fax driver, delete the existing fax driver first. For details, refer to "Uninstalling the fax driver" on page 2-25.

2 Installing the fax driver

2 Installing the fax driver

2.1 Connection and installation procedures

In order to use this printing system, the fax driver must be installed. The fax driver is a program that controls the processing of data for output. Install the fax driver onto the computer from the provided CD-ROM.

The installation procedure for the Windows fax driver differs depending on which operating system is used and how this machine is connected to the computer.

2.1.1 Windows 2000/XP/Server 2003

Setup method	Connection method		Refer to
Connection method that can be set up with an installer	Network connection	Port9100	"Automatic installation using the installer" on page 2-5 * Select the connection method in the course of installation. Select "Normal Printing" for Port 9100, USB or parallel connection, or "Internet Printing" for IPP connection.
		IPP	
	USB		
	Parallel connection		
Connection method that can be set up with the Add Printer Wizard	Network connection	LPR	"Installing the fax driver using the Add Printer Wizard" on page 2-11 "For Windows XP/Server 2003" on page 2-12 "For Windows 2000/NT 4.0" on page 2-19
		Port9100	
		Windows printing	
		IPP	
	USB		
	Parallel connection		
Connection method that can be set up with Plug and Play	USB		"Installing the fax driver using Plug and Play" on page 2-22 "For Windows XP/Server 2003" on page 2-22
	Parallel connection		

Q

Detail
Before using this machine in a network environment, the network settings must be specified for this machine. For details, refer to the User's Guide [Print Operations].

To install the printer driver under Windows 2000, XP, or Server 2003, log on as the Administrator.

This manual describes the setup method using the Add Printer Wizard only for the LPR/Port9100 printing and parallel connection. For installation procedures via other network connections, refer to the User's Guide [Print Operations].

This manual describes the setup method of USB connection using the Plug and Play.

2.1.2 Windows Vista/Server 2008

Setup method	Connection method		Refer to
Connection method that can be set up with an installer	Network connection	Port9100	"Automatic installation using the installer" on page 2-5 * Select the connection method in the course of installation. Select "Normal Printing" for Port 9100, USB or parallel connection, or "Internet Printing" for IPP connection.
		IPP	
	USB		
	Parallel connection		
Connection method that can be set up with the Add Printer Wizard	Network connection	LPR	"Installing the fax driver using the Add Printer Wizard" on page 2-11 "For Windows Vista/Server 2008" on page 2-16
		Port9100	
		Windows printing	
		IPP	
	USB		
	Parallel connection		
Connection method that can be set up with Plug and Play	USB		"Installing the fax driver using Plug and Play" on page 2-22 "For Windows Vista/Server 2008" on page 2-23
	Parallel connection		

Q

Detail
Before using this machine in a network environment, the network settings must be specified for this machine. For details, refer to the User's Guide [Print Operations].

To install the printer driver under Windows Vista/Server 2008, log on as the Administrator.

This manual describes the setup method using the Add Printer Wizard only for the LPR/Port9100 printing and parallel connection. For installation procedures via other network connections, refer to the User's Guide [Print Operations].

This manual describes the setup method of USB connection using the Plug and Play.

2.1.3 Windows NT 4.0

Setup method	Connection method		Refer to
Connection method that can be set up with an installer	Network connection	LPR	"Automatic installation using the installer" on page 2-5 * Select the connection method in the course of installation. Select "Normal Printing" for a parallel (LPR) connection.
	Parallel connection		
Connection method that can be set up with the Add Printer Wizard	Network connection	LPR	"Installing the fax driver using the Add Printer Wizard" on page 2-11 "For Windows 2000/NT 4.0" on page 2-19
	Parallel connection		

Q

Detail
Before using this machine in a network environment, the network settings must be specified for this machine. For details, refer to the User's Guide [Print Operations].

Before performing the installation in Windows NT 4.0 for this machine to be connected directly to the network using the TCP/IP protocol, the Microsoft TCP/IP Print Service must be installed on the computer.

To install the printer driver under Windows NT 4.0, log on as the Administrator.

Fax Driver

2.2 Automatic installation using the installer

If this installer is used, the fax driver can also be installed at same time as the necessary printer driver.

The operations vary depending on the connection method, and if connecting with Port9100, specify the IP address manually. If connecting with USB, specify the machine that is automatically detected.

2.2.1 Installer operating environment

Operating system	Windows NT 4.0 (Service Pack 6a or later)[*] Windows 2000 Professional/Server (Service Pack 3 or later), Windows XP Home Edition/Windows XP Professional, Windows XP Professional x64 Edition, Windows Vista Home Basic/Home Premium/Ultimate/Business/Enterprise, Windows Vista Home Basic/Home Premium/Ultimate/Business/Enterprise ×64 Edition, Windows Server 2003 Standard Edition, Windows Server 2003 x64 Edition, Windows Server 2008 Standard/Enterprise, Windows Server 2008 Standard/Enterprise x64
Processor	According to the environment recommended for the operating system
Memory	Capacity recommended for the operating system With sufficient memory resources in the operating system and application being used

[*] Before performing the installation in Windows NT 4.0 for this machine to be connected directly to the network using the TCP/IP protocol, the Microsoft TCP/IP Print Service must be installed on the computer.

2.2.2 Settings of this machine

Specify the IP address of this machine.

Depending on the connection method and protocol, change the network settings of this machine.
- Port9100: Enable the RAW port setting on the TCP/IP Setting screen, and specify the RAW port number (default setting is "9100").
- IPP: Enable IPP print on the IPP Setting screen.

✎ **. . .**
Note
For details on IP address, RAW port number settings and IPP settings of this machine, refer to the User's Guide [Print Operations].

2.2.3   To install the fax driver

✎ ...

Reminder

When installing on Windows NT 4.0/2000/XP/Vista/Server 2003/Server 2008, administrator permissions are required.

If the wizard starts up in order to add new hardware with a USB connection, click [Cancel].

If the User Account Control window appears when installing on Windows Vista, click the [Allow] button or the [Continue] button.

1 Insert the printer driver CD-ROM (Driver CD-ROM Vol.1 PCL Driver) into the computer's CD-ROM drive.

– Check that the installer starts up, and then continue with step 2.
– If the installer does not start up, open the fax driver "Driver_Fax" folder on the CD-ROM, and then double-click "Setup.exe" and then continue with step 3.

2 Click "FAX Driver Install".

The installation of the fax driver starts.

3 Click the [AGREE] button if you agree with all terms and conditions of the license agreement.

– If you do not agree with the terms and conditions of the license agreement, the software cannot be installed.
– You can change the display language of the installer box in the lower-left corner.

Fax Driver   2-6

– You can change the display language of the installation license agreement in the lower-right corner.
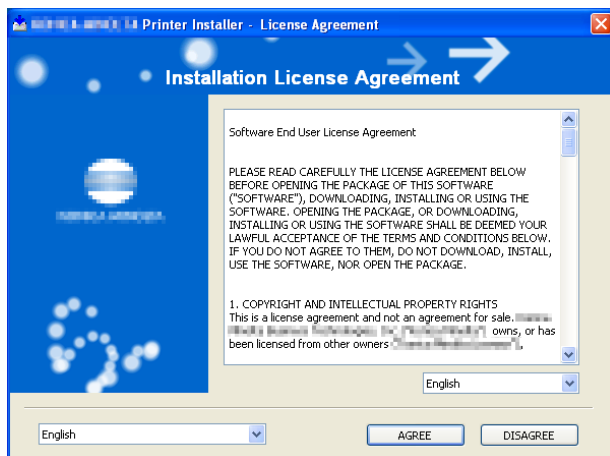
4 When the setup selection dialog box appears, click the [Install printers/ MFPs] button, and then click the [Next] button.

The connected printers and MFPs are detected.

5 Specify the printer/MFP.

– Select the machine that is detected automatically, click the [Next] button, and then go to step 8.
– In addition to "Normal Printing" (Port 9100, USB, Parallel), "Internet Printing" (IPP) can also be selected as the printing method.

– If the connection to this machine cannot be detected and the list is
  not displayed, select "Specify the Printer/MFP Except for the
  Above. (IP Address, Host Name...)", click the [Refer to] button, and
 then go to step 6.
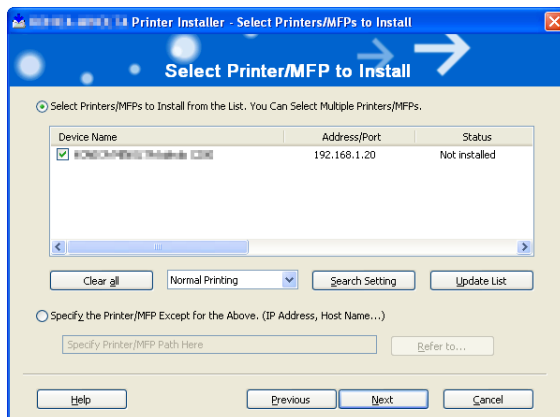
– When the connection to the machine cannot be detected, the list is
  not displayed. If the printer cannot be detected, turn the machine
  off, then on again.
  When turning the power off, then on again, wait at least 10 seconds
  before turning the power on again; otherwise, this machine may not
 function properly.

6 Select the connecting method, and then click the [OK] button.

– If connecting with Port9100, select "IP Address/IP Host Name" and
  type in the IP address.
– Beside "Local Port", select "USB" for a USB connection, or select
  "LPT1" for a parallel connection.

Fax Driver 2-8

– When a message dialog box appears that indicates that the connector cannot be found, click the [OK] button.
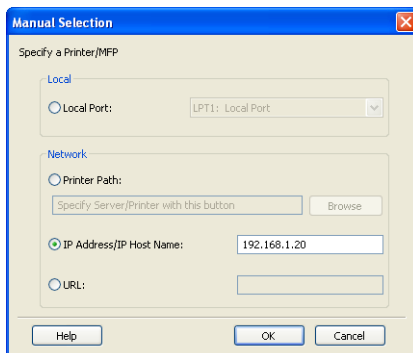
7 In the "Select Printer/MFP to Install" dialog box, click the [Next] button.

8 In the Confirm Installation Settings dialog box, click the [Install] button.
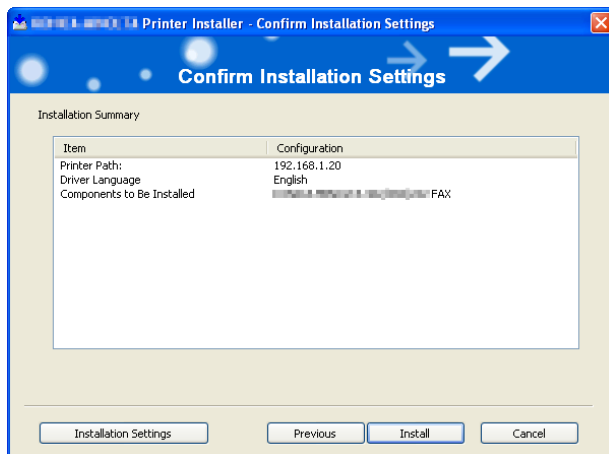
– If Windows logo test and digital signature warning messages appear in Windows 2000/XP/Server 2003/Vista/Server 2008, click the [Continue] or [Yes] button.
– If the Verify the publisher dialog box of Windows Security appears in Windows Vista/Server 2008, click "Install this driver software anyway".

9 In the Finish Installing Drivers dialog box, click the [Finish] button.

This completes the fax driver installation.

✎ **. . .**
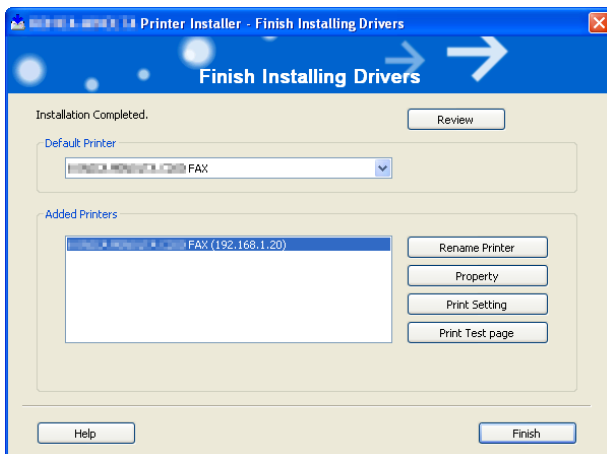
Note

In the Finish Installing Drivers dialog box, installation items can be confirmed and settings can be changed.
[Review]: Check the installation settings.
[Rename Printer]: Change the printer name.
[Property]: Specify the property settings of the fax driver. For details,refer to "Specifying the Configure tab settings" on page 3-24.
[Print Setting]: Specify the functions of the fax driver. For details, refer to "Settings" on page 3-11.
[Print Test Page]: Perform test print.

Open the printer properties dialog box from the "Printer" window or the "Printer and FAX" window and change the settings for Share Setting.

Fax Driver 2-10

2.3   Installing the fax driver using the Add Printer Wizard

As an example, the following describes the installation procedure via a network connection (LPR/Port9100).

When using the LPR/Port9100 printing, specify the port during the printer driver installation process.

🔍
Detail
For installation procedures via other network connections (Windows printing, IPP), refer to the User's Guide [Print Operations].

2.3.1   Settings of this machine

Before using this machine in a network environment, the network settings must be specified for this machine.

IP address setting for this machine

Specify the IP address of this machine.

🔍
Detail
For details on specifying the IP address of this machine, refer to the User's Guide [Print Operations].

Specifying the RAW port number for this machine

To use Port9100 printing, enable the RAW port setting on the TCP/IP Setting screen of this machine, and specify the RAW port number (default setting is "9100").

🔍
Detail
For details on specifying the RAW port number of this machine, refer to the User's Guide [Print Operations].

LPD setting for this machine

To use LPR printing, enable the LPD settings on the TCP/IP Setting screen of this machine.

🔍
Detail
For details on LPD settings of this machine, refer to the User's Guide [Print Operations].

2.3.2 For Windows XP/Server 2003

✎ . . .

Reminder
When installing on Windows XP/Server2003, administrator permissions are required.

1 Insert the printer driver CD-ROM (Driver CD-ROM Vol.1 PCL Driver) into the computer's CD-ROM drive.

2 Click the [Start] button, and then click "Printers and Faxes".

– If "Printers and Faxes" does not appear in the Start menu, open the Control Panel from the Start menu, select "Printers and Other Hardware", and then select "Printers and Faxes".

3 For Windows XP, click "Add a printer" on the "Printer Tasks" menu. For Windows Server 2003, double-click the "Add Printer" icon.
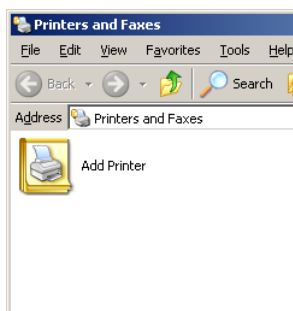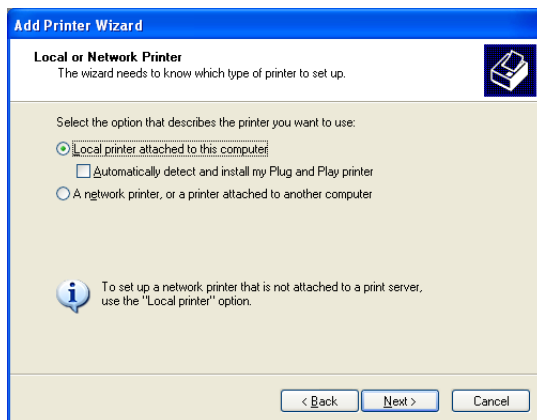
Windows XP   Windows Server 2003

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.

– Clear the "Automatically detect and install my Plug and Play printer" check box.

6 Click "Create a new port", and then select "Standard TCP/IP Port" for the type of port.

– For a parallel connection, select "LPT1" beside "Use the following port".
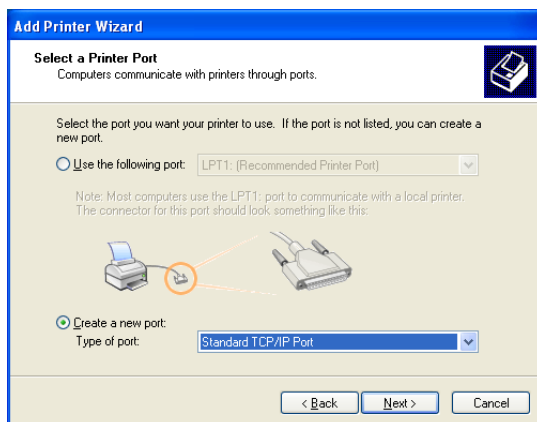
7 Click the [Next] button.
The Add Standard TCP/IP Printer Port Wizard starts.

– For a parallel connection, continue with step 14.

8 Click the [Next] button.

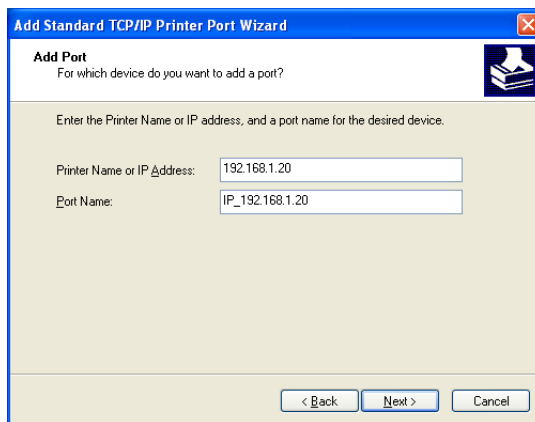**9** In the "Printer Name or IP Address" box, enter the IP address for this machine, and then click the [Next] button.

– If the Additional Port Information Required dialog box appears, go to step 10.
– If the Finish screen appears, go to step 13.

– If both the LPR and Port9100 settings are enabled on the machine, the fax driver and the machine are connected by LPR.

10 Select "Custom", and then click the [Settings] button.

11 Change the settings according to the port, and then click the [OK] button.

– For an LPR connection, Select "LPR", and then enter "Print" in the "Queue name" box.
– For a Port9100 connection, select "RAW", and then enter the RAW port number (9100 at default) in the "Port Number" box.
– The information entered here is case-sensitive.

12 Click the [Next] button.

13 Click the [Finish] button.

The Add Printer Wizard appears.

14 Click the [Have Disk] button.

15 Click the [Browse] button.

16 Specify the desired folder on the CD-ROM that contains the fax driver, and then click the [Open] button.

– Select the specified folder according to the printer driver to be used, the operating system, and the language.
Fax driver: "Driver_Fax\Drivers\FAX\Language folder\Win_x86 (for a 64-bit operating system, "Win_x64")" folder on the Driver CD-ROM Vol.1 PCL Driver

17 Click the [OK] button.

The "Printers" list appears.

18 Click the [Next] button.
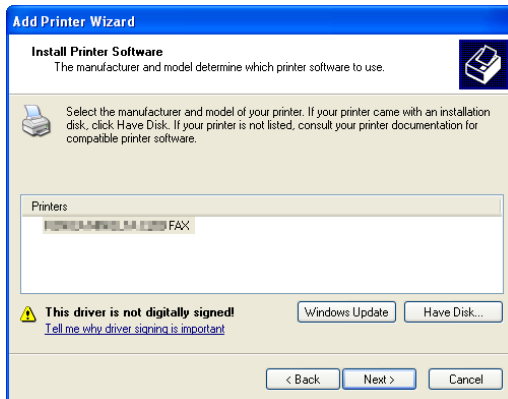
19 Follow the on-screen instructions.

– When the Windows logo test and Digital Signature dialog box appears, click the [Continue Anyway] button.

20 When installation is complete, make sure that the icon of the installed printer appears in the Printers and Faxes window.

21 Remove the CD-ROM from the CD-ROM drive.

This completes the fax driver installation.

✎ ...
Note
If both the LPR and Port9100 settings are enabled on the machine, the fax driver and the machine are connected by LPR.

2.3.3 For Windows Vista/Server 2008

In Windows Vista/Server 2008, you can retrieve and install the printers that are on the network.

✎ **. . .**

Note

When installing on Windows Vista/Server 2008, administrator permissions are required.

1 Insert the printer driver CD-ROM (Driver CD-ROM Vol.1 PCL Driver) into the computer's CD-ROM drive.

2 Click the [Start] button, and then click "Control Panel".

3 From "Hardware and Sound", click "Printer".
– If Control Panel is displayed with Classic View, double-click "Printers".
The Printers window appears.

4 Click "Add a printer" from the toolbar.
– For Windows Vista:
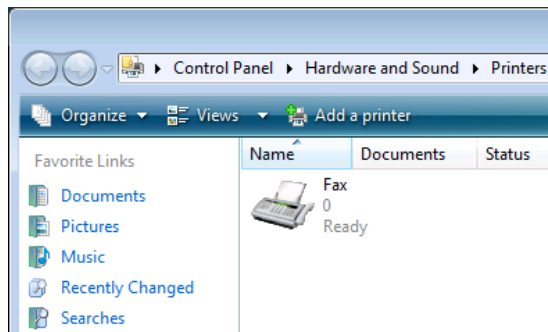
– For Windows Server 2008:
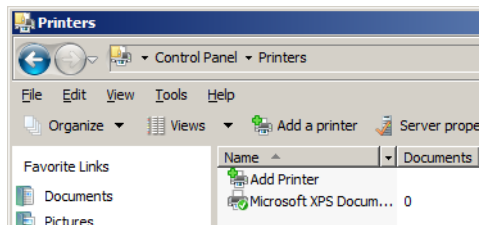
The Add Printer window appears.

5 Click "Add a local printer".
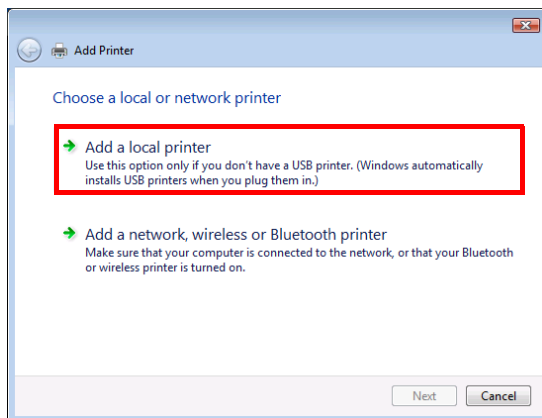
The Select a Printer Port dialog box appears.

6 Click "Create a new port", and select "Standard TCP/IP Port".

– For a parallel connection, select "LPT1" beside "Use an existing port".

7 Click the [Next] button.

– For a parallel connection, continue with step 13.

8 Select "TCP/IP Device", and then enter the IP address.

– When both LPR and Port9100 are enabled for this machine, the fax driver and the machine is connected with LPR.

9 Click the [Next] button.

– If the Additional Port Information Required dialog box appears, go to step 10.
– If the Install the printer driver dialog box appears, go to step 13.

10 Select "Custom", and then click the [Settings] button.

11 Change the settings according to the port, and then click the [OK] button.

– For an LPR connection, select "LPR", and then enter "Print" in the "Queue name" box.
– For a Port9100 connection, select "RAW", and then enter the RAW port number (9100 at default) in the "Port Number" box.
– The information entered here is case-sensitive.

Fax Driver 2-17

12 Click the [Next] button.

The Install the printer driver dialog box appears.

13 Click the [Have Disk] button.

14 Click the [Browse] button.

15 Specify the desired folder on the CD-ROM that contains the fax driver, and then click the [Open] button.

– Select the specified folder according to the printer driver to be used, the operating system, and the language.
Fax driver:" Driver_Fax\Drivers\FAX\Language folder\Win_x86 (for a 64-bit operating system, "Win_x64")" folder on the Driver CD-ROM Vol.1 PCL Driver

16 Click the [OK] button.

The "Printers" list appears.

17 Click the [Next] button.
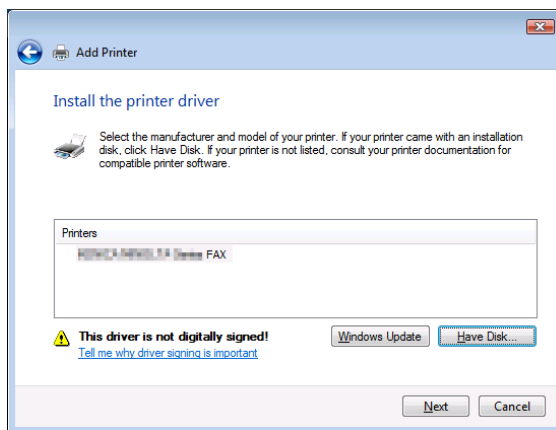
18 Follow the on-screen instructions.

– If the User Account Control window appears, click the [Continue] button.
– If the Verify the publisher dialog box of Windows Security appears, click "Install this driver software anyway".

19 Click the [Finish] button.

20 When installation is completed, make sure that the icon of the installed printer appears in the Printers and Faxes window.

21 Remove the CD-ROM from the CD-ROM drive.

This completes the fax driver installation.

✎
...
Note
If both the LPR and Port9100 settings are enabled on the machine, the fax driver and the machine are connected by LPR.

2.3.4 For Windows 2000/NT 4.0

✎
...
Reminder
When installing Windows 2000/NT 4.0, administrator permissions are required.

1 Insert the printer driver CD-ROM (Driver CD-ROM Vol.1 PCL Driver) into the computer's CD-ROM drive.

2 Click the [Start] button, point to "Settings", and then click "Printers".

3 Double-click the "Add Printer" icon.

The Add Printer Wizard starts up.

4 Follow the on-screen instructions.

5 In the screen for selecting the printer connection, select "Local printer".

Fax Driver 2-19
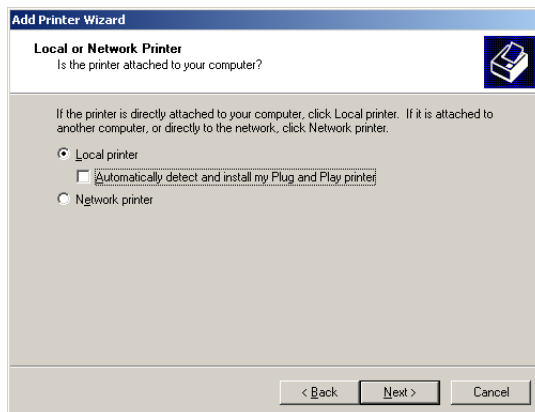
6 Click the [Next] button.

A screen for specifying ports appears.

7 Click "Create a new port", and then select "Standard TCP/IP Port" for the type of port.

– For a parallel connection, select "LPT1".
– On Windows NT 4.0, select "LPR Port" from the "Available Printer Ports" list, and then click the [New Port] button.

8 Click the [Next] button.
The Add Standard TCP/IP Printer Port Wizard starts.

– For a parallel connection, continue with step 15.

9 Click the [Next] button.

10 In the "Printer Name or IP Address" box, enter the IP address for this machine, and then click the [Next] button.

– If the Additional Port Information Required dialog box appears, go to step 11.
– If the Finish screen appears, go to step 14.

11 Select "Custom", and then click the [Settings] button.

12 Change the settings according to the port, and then click the [OK] button.

– For an LPR connection, Select "LPR", and then enter "Print" in the "Queue name" box.
– For a Port9100 connection, select "RAW", and then enter the RAW port number (9100 at default) in the "Port Number" box.
– The information entered here is case-sensitive.

13 Click the [Next] button.

14 Click the [Finish] button.

The Add Printer Wizard appears.

15 Click the [Have Disk] button.

16 Click the [Browse] button.

Fax Driver 2-20

17 Specify the desired folder on the CD-ROM that contains the fax driver, and then click the [Open] button.

– Select the specified folder according to the printer driver to be used, the operating system, and the language.
For Windows 2000
Fax driver: "Driver_Fax\Drivers\FAX\Language folder\Win_x86" folder on the Driver CD-ROM Vol.1 PCL Driver
For Windows NT 4.0
Fax driver: "Driver_Fax\Drivers\FAX\Language folder\WinNT4.0" folder on the Driver CD-ROM Vol.1 PCL Driver

18 Click the [OK] button.

The "Printers" list appears.

19 Click the [Next] button.
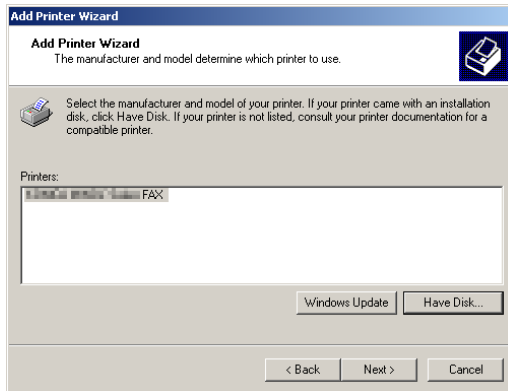
20 Follow the on-screen instructions.

– When the Digital Signature dialog box appears, click the [Yes] button.

21 When installation is complete, make sure that the icon of the installed printer appears in the Printers window.

22 Remove the CD-ROM from the CD-ROM drive.

This completes the fax driver installation.

2.4 Installing the fax driver using Plug and Play

2.4.1 For Windows XP/Server 2003

1 After using a USB or parallel cable to connect this machine to a computer, turn on the computer.

– Do not disconnect or connect the cable while the computer is starting up.

2 Insert the printer driver CD-ROM (Driver CD-ROM Vol.1 PCL Driver) into the computer's CD-ROM drive.

3 Turn the main power of this machine on.
The Found New Hardware Wizard dialog box appears.

– If the Found New Hardware Wizard does not start up, turn the main power off, then on again.
– When turning the power off, then on again, wait at least 10 seconds before turning the power on again; otherwise, this machine may not function properly.

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

– If the Windows connect to Windows Update dialog box appears, select "NO".

5 From "Search for the best driver in these locations", select "Include this location in the search", and then click the [Browse] button.

6 Specify the desired folder on the CD-ROM that contains the fax driver, and then click the [Open] button.

– Select the specified folder according to the printer driver to be used, the operating system, and the language.
Fax driver: "Driver_Fax\Drivers\FAX\Language folder\Win_x86 (for a 64-bit operating system, "Win_x64")" folder on the Driver CD-ROM Vol.1 PCL Driver

7 Click the [Next] button, and then follow the on-screen instructions.

– When the Windows logo test and Digital Signature dialog box appears, click the [Continue Anyway] or [YES] button.

8 Click the [Finish] button.

9 When installation is complete, make sure that the icon of the installed printer appears in the Printers and Faxes window.

Fax Driver 2-22

10 Remove the CD-ROM from the CD-ROM drive.

This completes the fax driver installation.

2.4.2 For Windows Vista/Server 2008

1 After using a USB or parallel cable to connect this machine to a computer, turn on the computer.

– Do not disconnect or connect the cable while the computer is starting up.

2 Turn the main power of this machine on.
The Found New Hardware Wizard dialog box appears.

– If the Found New Hardware Wizard dialog box is not appeared, turn the main power off, then on again.
When the turning the power off, then on again, wait at least 10 seconds before turning the power on again; otherwise, this machine may not function properly.

3 Click "Locate and install driver software (recommended)".
The dialog box prompting you to insert the disk appears.

– If the disk is not available, click "I don't have the disk. Show me other options". In the next screen, select "Browse my computer for driver software (advanced)", and then specify the desired fax driver folder.

4 Insert the printer driver CD-ROM (Driver CD-ROM Vol.1 PCL Driver) into the CD-ROM drive of the computer.

The information on the disk is retrieved. A list of software supporting this machine appears.

5 Specify the name of the desired fax driver, and then click the [Next] button.

6 Follow the on-screen instructions.

– If the User Account Control or Digital Signature window appears, click the [Continue] or [Yes] button.
– If the Verify the publisher dialog box of Windows Security appears, click "Install this driver software anyway".

7 When the installation is completed, click the [Close] button.

8 After installation is completed, make sure that the icon of the installed printer appears in the Printers window.

9 Remove the CD-ROM from the CD-ROM drive.

This completes the fax driver installation.

2.4.3 For Windows 2000

1 After using a USB or parallel cable to connect this machine to a computer, turn on the computer.

– Do not disconnect or connect the cable while the computer is starting up.

2 Insert the printer driver CD-ROM (Driver CD-ROM Vol.1 PCL Driver) into the computer's CD-ROM drive.

3 Turn the main power of this machine on.

The Found New Hardware Wizard starts up.

4 Select "Search for a suitable driver for my device (recommended)", and then click the [Next] button.

5 Select "Specify location", and then click the [Next] button.

6 Specify the desired folder on the CD-ROM that contains the fax driver, and then click the [Open] button.

– Select the specified folder according to the printer driver to be used, the operating system, and the language.
Fax driver: "Driver_Fax\Drivers\FAX\Language folder\Win_x86 (for a 64-bit operating system, "Win_x64")" folder on the Driver CD-ROM Vol.1 PCL Driver

7 Click the [OK] button, and then follow the on-screen instructions.

– If digital signature warning message appears, click [Yes].

8 Click the [Finish] button.

9 When installation is complete, make sure that the icon of the installed printer appears in the Printers window.

10 Remove the CD-ROM from the CD-ROM drive.

This completes the fax driver installation.
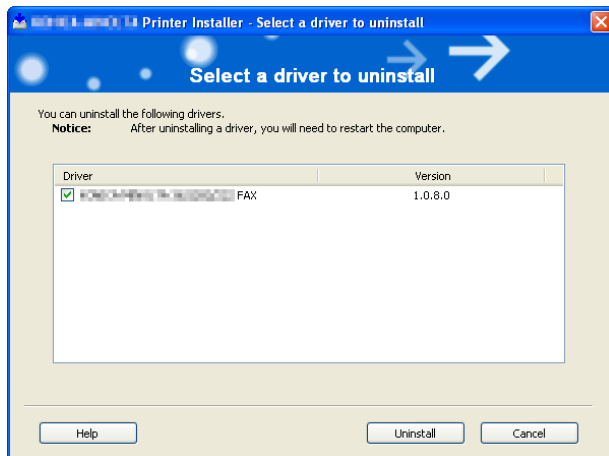
Fax Driver 2-24

2.5 Uninstalling the fax driver

If it becomes necessary to delete the fax driver, for example, when you want to reinstall the fax driver, follow the procedure below to delete the driver.

When the fax driver contains the delete function

If the fax driver was installed with an installer, the delete function of the fax driver is included.

1 Click the [Start] button, point to "All Programs" (or "Programs"), then to "xxxxx <group name>", and then click "xxxxx <model_name>"-"Uninstall Printer Driver".

2 Select the components to be deleted, and then click the [Uninstall] button. Follow the on-screen instructions.

3 If the restart dialog box appears, click [OK] to restart the computer.

When the fax driver does not contain the delete function

If the fax driver was not installed with an installer, the delete function of the fax driver is not included.

1 Open the Printers window (for Windows XP/Server 2003, Printers and Faxes window).

2 Select the icon of the printer that you want to delete.

3 Press the [Delete] key on the computer keyboard to delete the fax driver.

4 Follow the on-screen instructions.

– When the fax driver has been deleted, the icon will disappear from the Printers window (for Windows XP/Server 2003, Printers and Faxes window).
– For Windows NT 4.0, this completes the installation. Continue with step 10.
– For Windows 2000/XP/Vista/Server 2003/Server 2008, continue by deleting the fax driver from Print Server Properties.

5 Open "Server Properties".

– For Windows 2000/XP/Server 2003, click the [File] menu, and then click [Server Properties].
– For Windows Vista/Server 2008, right-click space in the Printers window and click "Run as administrator", and then click "Server Properties".
– If the User Account Control window appears, click the [Continue] button.

6 Click the Driver tab.

7 Select the printer driver to be deleted from the "Installed printer drivers" list, and then click the [Remove] button.

– For Windows 2000/XP/Server 2003, continue with step 9.
– For Windows Vista/Server 2008, continue with step 8.

8 Select "Remove driver and driver package." on the deletion confirmation screen, and then click the [OK] button.

9 In the Deletion Confirmation dialog box, click the [Yes] button.

– For Windows Vista/Server 2008, when the deletion confirmation screen is displayed, click the [Delete] button.

10 Close the window, and then restart the computer.

– Be sure to restart the computer.

This completes the fax driver uninstallation procedure.

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Note
Even if the fax driver is deleted using the method described above, the model information file will remain in the computer. Therefore, the driver may not be able to be overwritten when reinstalling the same version of the fax driver. When installing the same version of the fax driver, be sure to also delete the files described below.
Check the "C:\WINDOWS\system32\spool\drivers\w32x86" folder (for the x64 system, the "C: \WINDOWS\system32\spool\drivers\x64" folder) and delete the folder of the corresponding model if it is available. If the PCL driver and PostScript driver are installed, the model information of both drivers is deleted. If one driver is remaining, do not delete it.
Delete the "oem*.inf" and "oem*.PNF" files in the "C:\WINDOWS\inf" folder. (The asterisk (*) in the file name displays a number, and the number varies according to the environment of the computer.) Before deleting the files, open the INF file, check that the model name is described in the last several lines, and then check that the file of the corresponding model is available. The PNF file is the same number as the INF file. When you have deleted a file using "Remove driver and driver package." in Windows Vista/Server 2008, this operation is not required.

3 Setting up the fax driver (Windows)

3 Setting up the fax driver (Windows)

3.1 Sending a fax

3.1.1 Fax operations

✎ **. . .**

Reminder
To use the fax function, you must install the optional fax kit onto this machine. In addition, you must enable the fax kit on the Configure tab after installation. For details, refer to "Specifying the Configure tab settings" on page 3-24.

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Detail
For details on the fax function of this machine, refer to the User's Guide [Facsimile Operations].

1 Create the data you want to send using any application.

2 From the [File] menu, select "Print".

3 From "Printer Name", select "xxxxxxx FAX".

4 Click the [Preferences] button or the [Properties] button to change the fax driver settings as necessary.

– By clicking the [Preferences] button or the [Properties] button in the Print dialog box, you can specify the settings of each model in the FAX Printing Preferences dialog box that appears. For details, refer to "Settings" on page 3-11.

5 Click the [Print] (or [OK]) button.

The FAX Transmission Popup dialog box appears.

Fax Driver   3-2

6 Enter the recipient's name and fax number in the "Name" and "FAX Number" text boxes.

– Up to 80 characters can be entered in the "Name" text box.
– Up to 38 characters (numbers 0 through 9, hyphens (-), #, *, P, and T) can be entered in the "FAX Number" text box. To send a fax overseas, be sure to enter the country code first.
– Change the transmission mode as necessary.
 International Transmission Mode: Slows the speed when sending faxes overseas. Select this check box if errors occur when sending faxes overseas.
– The fax numbers that are registered in the phone book can be specified by clicking the [Add From Phone Book] button. For details, refer to "Selecting a recipient from the phone book" on page 3-5.
– The names and fax numbers that were entered can be added to the phone book's "Simple Entry" folder by clicking the [Register To Phone Book] button.
– If a phone book has not been created, you cannot add recipients to the phone book by clicking the [Register To Phone Book] button. To use this function, be sure to create a phone book first. For details, refer to "Adding a recipient to the phone book" on page 3-26.

7 Click the [Add Recipients] button.

– To add multiple recipients, repeat steps 6 and 7. Up to 12 recipients can be added.
– To delete a recipient from the list, click the [Delete From List] button.

8 If necessary, select the "FAX Cover Sheet" check box to create a fax cover sheet.

– For details, refer to "Creating a fax cover sheet" on page 3-6.

9 Click the [OK] button.

The fax data is sent via this machine.
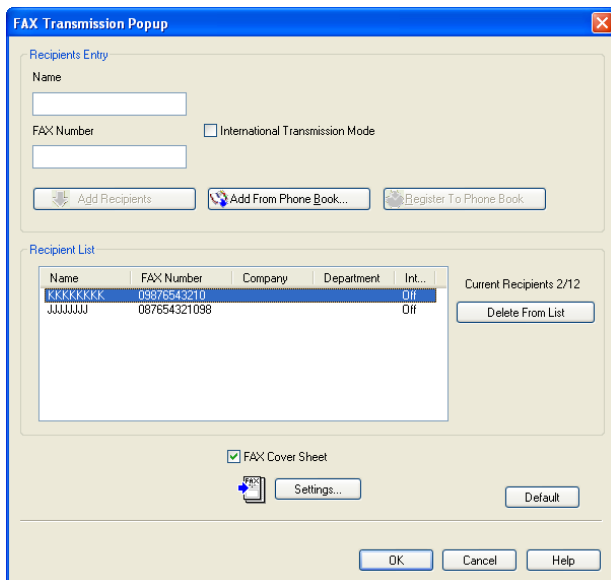
## 3.1.2 Selecting a recipient from the phone book

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Detail

To use the phone book, the names and fax numbers of the recipients must be added to the phone book first. For details, refer to "Adding a recipient to the phone book" on page 3-26.

1 When sending a fax, click the [Add From Phone Book] button in the FAX Transmission Popup dialog box.

– To open the FAX Transmission Popup dialog box, follow steps 1 to 5 under "Fax operations". For details, refer to "Fax operations" on page 3-2.

2 Select "Personal List" or "Group" from the list on the left side of the dialog box to display the desired recipient in "Personal Information".

– Click the [Find] button to specify the conditions to search for a recipient.
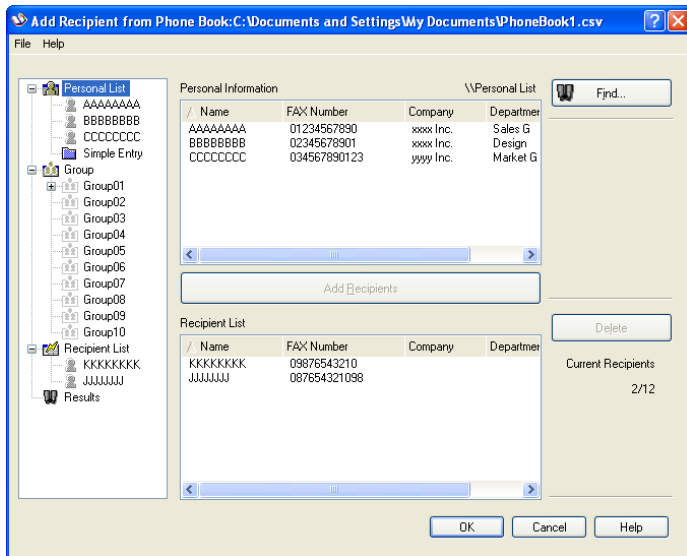
3 Select the name of the recipient you want to send a fax to, and then click the [Add Recipients] button.

– Multiple recipients can be added in the same way. Up to 12 recipients can be added.
– To delete a recipient, click the [Delete] button.
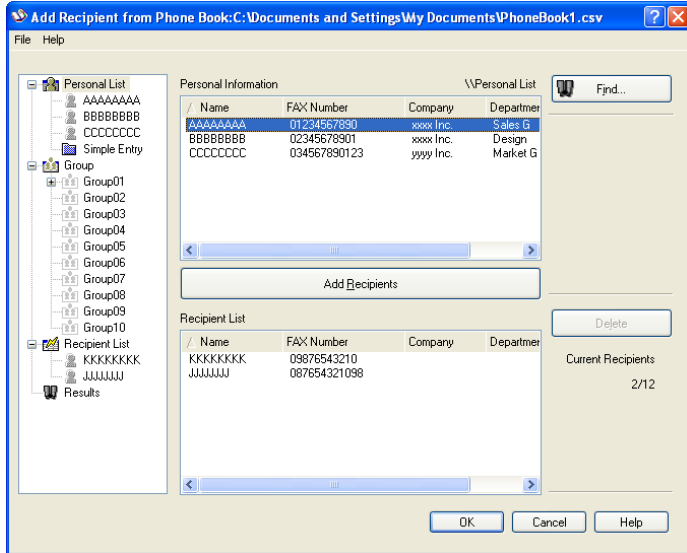
– If recipients have been added to a group, all the members of the group can be added to "Recipient List" (group transmission) by selecting a group name, then clicking the [Add Recipients] button.

4 Click the [OK] button.

The names that were specified are added to "Recipient List" and the FAX Transmission Popup dialog box appears again.

3.1.3 Creating a fax cover sheet

When sending a fax, you can attach a cover sheet to the fax message by selecting the "FAX Cover Sheet" check box in the FAX Transmission Popup dialog box. You can edit the cover sheets from the FAX Cover Sheet Settings dialog box that appears by clicking the [Settings] button in the Fax Transmission Popup dialog box.

In the FAX Cover Sheet Settings dialog box, you can change the settings on the Basic, Recipient, Sender, or Image tab by switching between each screen.

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Note

For Windows Vista x64/Server 2008 x64, the "FAX Cover Sheet" check box cannot be selected from the FAX Transmission Popup dialog box. It must be specified in the Print settings for the fax driver in advance. In addition, "FAX Cover Sheet" cannot be selected with any of the following functions at the same time.
- [User Authentication]
- [Account Track]
*- [Popup Authentication Dialog when printing]*

1 Select the "FAX Cover Sheet" check box in the FAX Transmission Popup dialog box.

2 Click the [Settings] button.

The FAX Cover Sheet Settings dialog box appears.

3 Select the size of the cover sheet from the "Cover Size" drop-down list.
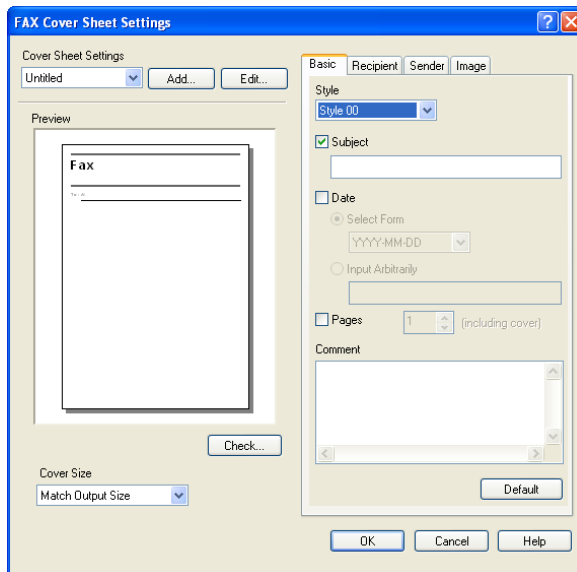
4 On the Basic tab, specify the format of the cover sheet and subject of the fax.

– Style: Selects the format design of the cover sheet.
– Subject: Enters the subject of the fax to be sent. Up to 64 characters can be entered in the "Subject" text box.

– Date: Specifies the date. Select a format or enter any format. If entering a format, up to 20 characters can be entered in the "Input Arbitrarily" text box.
– Pages: Specifies the number of pages to be sent.
– Comment: Enters the text to be displayed in the comment box. Up to 640 characters can be entered in the "Comment" text box, and returns are converted into two characters.

**5** Specify the recipient information on the Recipient tab.
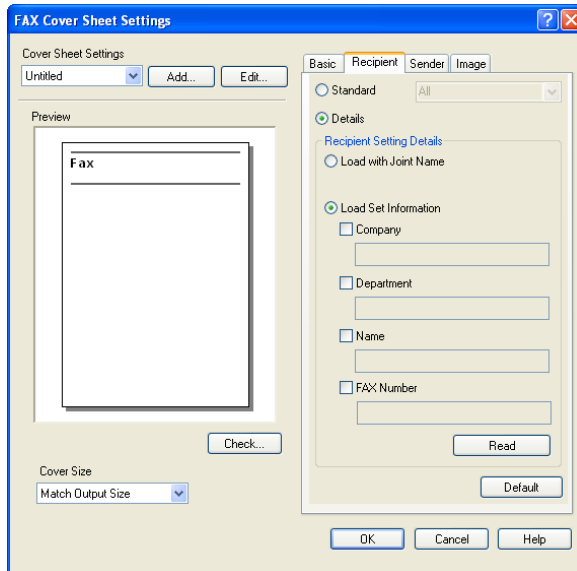
– Standard: Specifies standard text.
– Details: Specifies the details described under "Recipient Setting Details".
– Load with Joint Name: Lists the recipient with joint names. The items listed are the items shown under "Recipient List" on the FAX Transmission Popup dialog box.
– Load Set Information: Lists the information that was entered in the "Company", "Department", "Name", and "FAX Number" text boxes.
– Read: Reads the information of the first recipient to the information box.
– If "Load with Joint Name" is selected, the names that were added are entered, but titles cannot be added.

– If a recipient is not specified on the FAX Transmission Popup dialog box, "Load Set Information" cannot be selected. In addition, it cannot be selected on the FAX tab in the FAX Printing Preferences dialog box as well.

6 Specify the sender information on the Sender tab.

Select the check box of the information to be listed, and then enter the information.
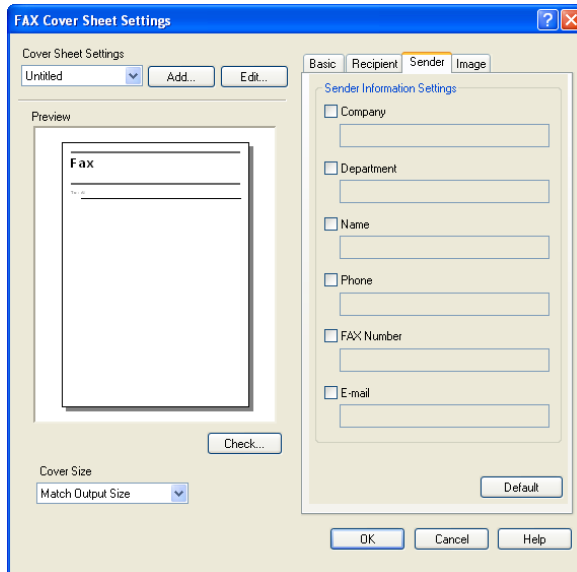
7 To place graphics such as a company logo or map on a cover sheet, specify the image file on the Image tab.
Select the "Zoom" check box to specify the size, and set the position with the values in the "X" and "Y" boxes.
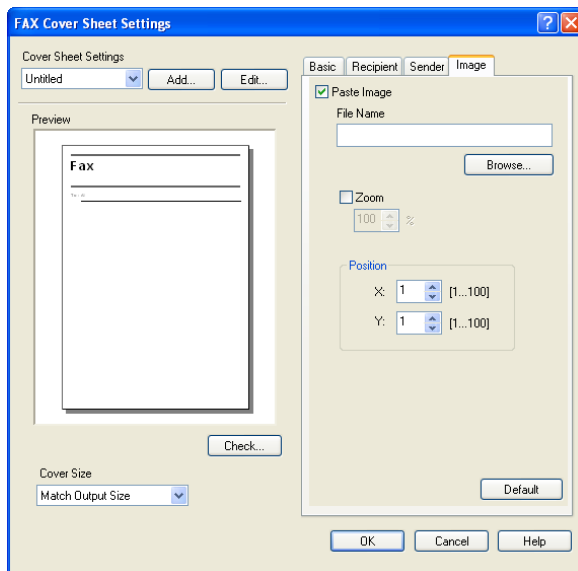
8 Check the specified settings.
Click the [Check] button to check an enlarged preview image.

– Click the [Add] button to save the cover sheet settings. The settings can then be recalled from the "Cover Sheet Settings" drop-down list the next time a cover sheet is used.
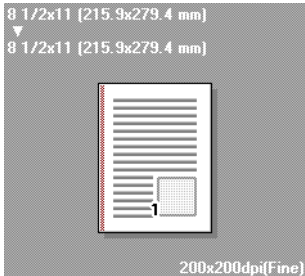
9 Click the [OK] button.

3.2 Settings

3.2.1 Common settings

The following describes the common settings and buttons that are displayed on all tabs.
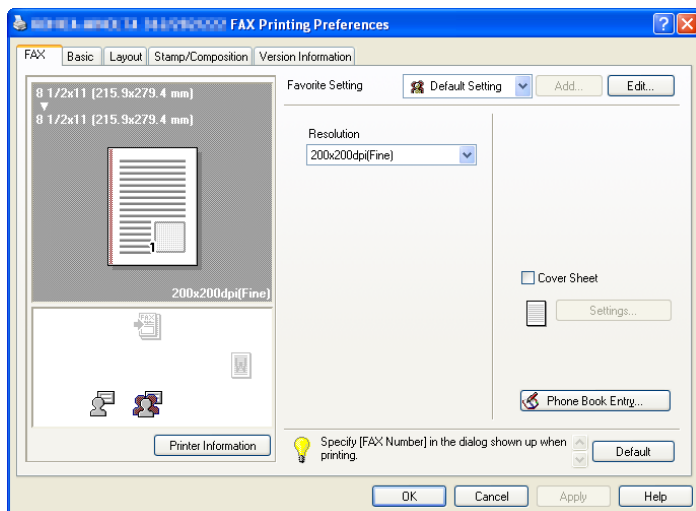
Button	Function
OK	Click this button to close the dialog box and apply any settings that have been changed.
Cancel	Click this button to cancel any settings that have been changed and close the dialog box.
Help	Click this button to display the help for each item on the currently displayed dialog box.
Add (Favorite Setting)	Click this button to save the current settings and to view them at a later time.
Edit (Favorite Setting)	Click this button to change the saved settings.
Default	Click this button to return the settings to their defaults, which were selected when the driver was installed.

Button	Function
View	A preview of the page layout as specified in the current settings is displayed and a preview image of the print job can be checked.

🔍
Detail
To enable any installed options, you must specify the Device Option settings. For details, refer to "Specifying the Configure tab settings" on page 3-24.

3.2.2 FAX tab

Item	Function
Resolution	Specifies the fax resolution.
Cover Sheet	Specifies the fax cover sheet.
Phone Book Entry	Edits the phone book.

3.2.3 Basic tab

Item	Function
Original Orientation	Specifies the orientation of the original.
Original Size	Specifies the size of the original.
Paper Size	Specifies the output paper size of the recipient. Automatically enlarges or reduces when the Original Size setting is changed.
Zoom	Specifies the enlargement and reduction ratio.
[Authentication/Account Track]	Specifies the user name and password if user authentication settings have been specified on the machine, or the department name and password if account track settings have been specified on the machine.

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3.2.4 Layout tab

Item	Function
Combination	Prints multiple pages on one page, or prints one sheet of an original divided on multiple pages. Details can be specified by clicking the [Combination Details] button.
Skip Blank Pages	Does not print blank pages in the data.

3.2.5 Stamp/Composition tab

Item	Function
Watermark	Prints a watermark (text stamp) on the page being printed. Watermarks can be added, changed, or deleted by clicking the [Edit] button.

3.2.6 Configure tab

Item	Function
Device Option	Specifies the status of the options that are installed on this machine and the status of the account track function. Specify the status of each item from the "Setting" drop-down list.

✎...
Note
To display the Configure tab, right-click the "xxxxxxx FAX" icon, and then click "Properties".

3.2.7 Settings tab

| Item	Function
Display Constraint Message	Displays a message when functions that cannot be specified at the same time were enabled from the printer driver.
Display paper set in Print Server Properties	Uses the paper that was added in [Server Properties] of the printer folder.
Popup Authentication Dialog when printing	Displays the Account Track dialog box when a print job is specified to enter the department name.
Store Custom Size	Store the custom paper sizes.

✎...
Note
To display the Settings tab, right-click the "xxxxxxx FAX" icon, and then click "Properties".

3.3 Specifying the FAX tab settings
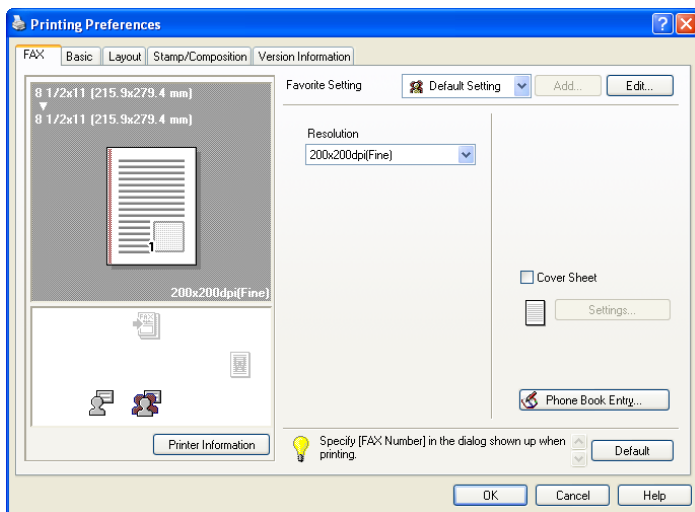
Resolution: Specifies the fax resolution. If the resolution is increased, the transmission time may take longer.

Cover Sheet: Specifies the fax cover sheet. This function can be specified when sending a fax. For details, refer to "Creating a fax cover sheet" on page 3-6.

Phone Book Entry: Edits the phone book. For details, refer to "Adding a recipient to the phone book" on page 3-26.

3.4 Specifying the Basic tab settings
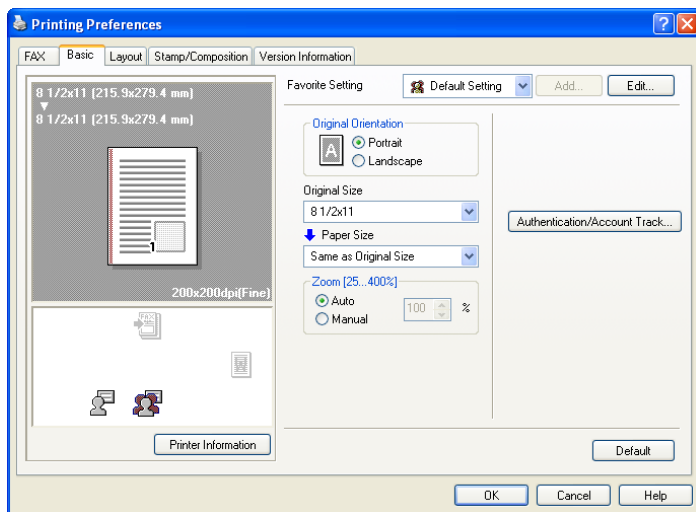
Original Orientation: Specifies the orientation of the original.

Original Size: Specifies the paper size of the original.

Paper Size: Specifies the output paper size of the recipient. Automatically enlarges or reduces when the Original Size setting is changed.

Zoom: Specifies the enlargement and reduction ratio.

[Authentication/Account Track]: Specifies the user name and password if user authentication settings have been specified on the machine, or the department name and password if account track settings have been specified on the machine.

3.4.1 Specifying a custom size

If sending an original of a custom size, or if the recipient is using a custom paper size, you can specify the paper size by following the procedure described below.

1 From the "Original Size" or the "Paper Size" drop-down list, select "Custom Size".

The Custom Size Settings dialog box appears.

2 Specify settings for the following:

– Width: Specifies the width of the custom paper size according to the selected measurement unit.

– Length: Specifies the length of the custom paper size according to the selected measurement unit.
– Unit: Selects the measurement unit that specifies the size.
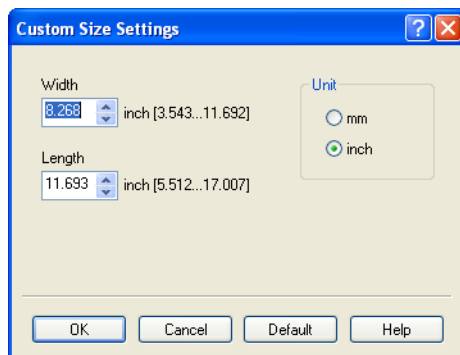
3 Click the [OK] button.

3.4.2 Specifying user authentication settings

If user authentication settings have specified on the machine, you must enter a user name and password.

✎ **. . .**
Note
If a fax is sent using a user name or password that is not registered with the user authentication settings of the machine or if a fax is sent without the "User Authentication" check box selected, the fax is deleted without being authenticated by the machine.
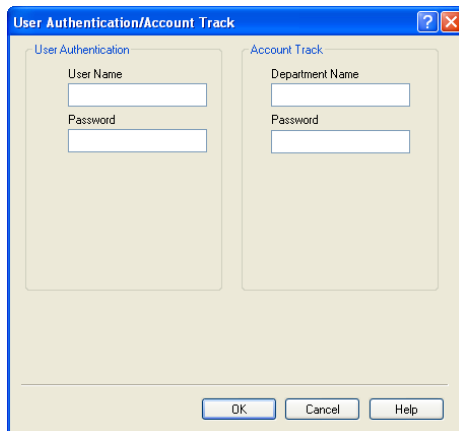
If user authentication settings have been specified on the machine when "Enhance Security" is set to "ON" or access locks are specified with the software switch settings, incorrectly entering user authentication information locks the machine so that no operation can be performed by the corresponding user. For details on the user authentication settings and enhanced security settings, refer to the User's Guide [Copy Operations].

🔍 **Detail**
If user authentication settings have not been specified on the Configure tab, user authentication is not performed. To perform user authentication, be sure to specify the appropriate settings under "Device Option". For details, refer to ""Specifying the Configure tab settings" on page 3-24.

1 Click the Basic tab.

2 Click the [Authentication/Account Track] button.

3 Type in the user name and the password.

– Up to 64 characters can be entered for the user name, and up to 32 characters can be entered for the password.

4 Click the [OK] button.

✎ **. . .**
Note
For details on user authentication, consult the administrator of this machine.

3.4.3 Specifying the account track settings

If the account track settings have been specified on this machine, you must enter a department name and password.

✎ **. . .**
Note
If a fax is sent using a department name or password that is not a registered account on this machine, or if a fax is sent without "Account Track" selected, the operation is not authenticated by this machine and the job is canceled.

🔍

Detail
If the account track settings are not specified on the Configure tab, ac-
count track cannot be performed. If using the account track function, be
sure to specify the Device Option settings . For details, refer to "Specify-
ing the Configure tab settings" on page 3-24.

1 Click the Basic tab.

2 Click the [Authentication/Account Track] button.

3 Enter the department name and password.

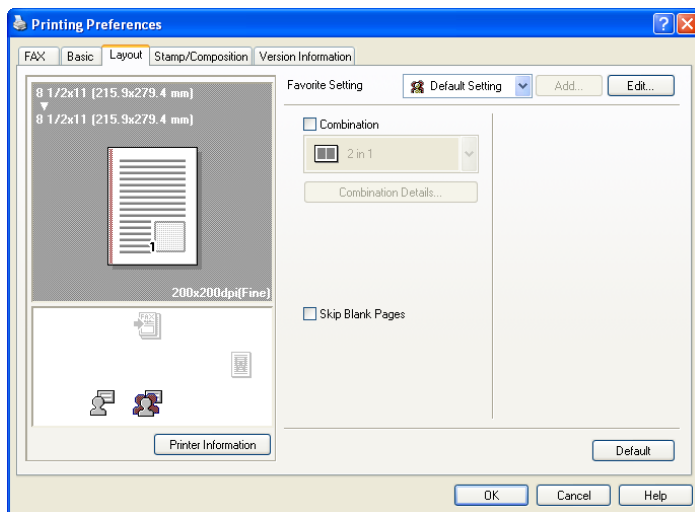– Up to 8 characters can be entered for the department name and the password.

4 Click the [OK] button.

✎ . . .

Note
For details on the account track function, consult the administrator of this
machine.

3.5 Specifying the Layout tab settings

Combination: Prints multiple pages on one page, or prints one sheet of an original divided on multiple pages. Details can be specified by clicking the [Combination Details] button.

Skip Blank Pages: Does not print blank pages in the data.

3.5.1 Printing multiple pages on one page (N in 1, Poster Mode)

You can specify whether to print multiple pages of text on one page with N in 1 printing, or print one sheet of an original divided on multiple pages with Poster Mode printing.

N in 1 printing comes in handy when you want to reduce the number of output pages.

Poster Mode printing comes in handy when the recipient's fax machine does not support large paper sizes.

1 Click the Layout tab.

2 Select the "Combination" check box, and then specify the setting from the drop-down list.

To change the "Border" and "Overlap width line" settings, click the [Combination Details] button, and then change the settings in the dialog box that appears.

✎ **...**
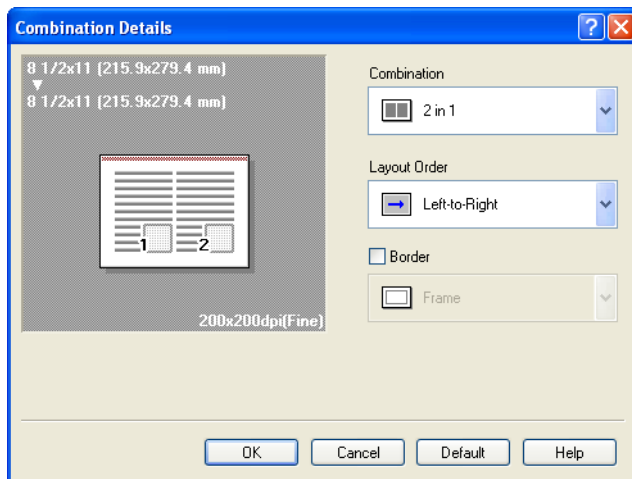
Reminder
When printing a job that contains pages of different sizes and orientations, images may be missing or overlapping when the document is printed.

3.6 Specifying the Stamp/Composition tab settings

3.6.1 Sending with an watermark

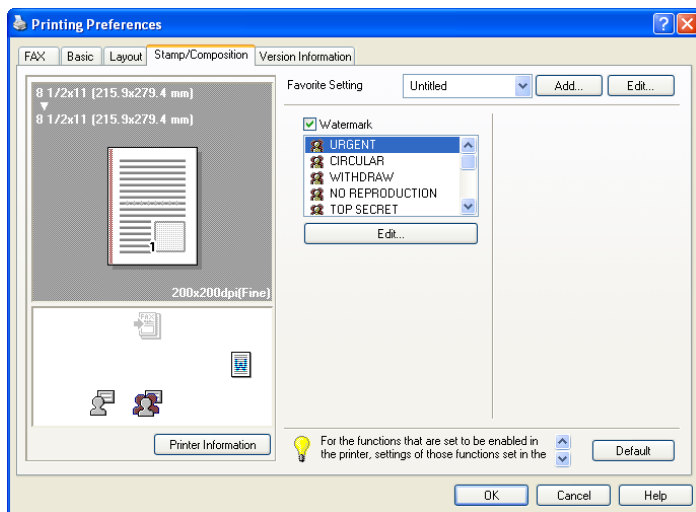Specific text can be sent in the background as an watermark.

✎ **. . .**

Note

For Windows Vista x64/Server 2008 x64, "Watermark" cannot be selected with any of the following functions at the same time.
*- [User Authentication]*
- [Account Track]
- [Popup Authentication Dialog when printing]

1 Click the Stamp/Composition tab.

2 Select the "Watermark" check box.

3 From the list, select the watermark that you want to print.

3.6.2 Editing a watermark

You can change the fonts and position of the watermark and you can register a new one.

1 Click the Stamp/Composition tab.

2 Select the "Watermark" check box.

3 Click the [Edit] button under "Watermark".

The Edit Watermark dialog box appears.

4 To create a watermark, click the [Add] button.
To change a watermark, select the watermark from the "Current Watermark" list.

5 Specify settings for the following:
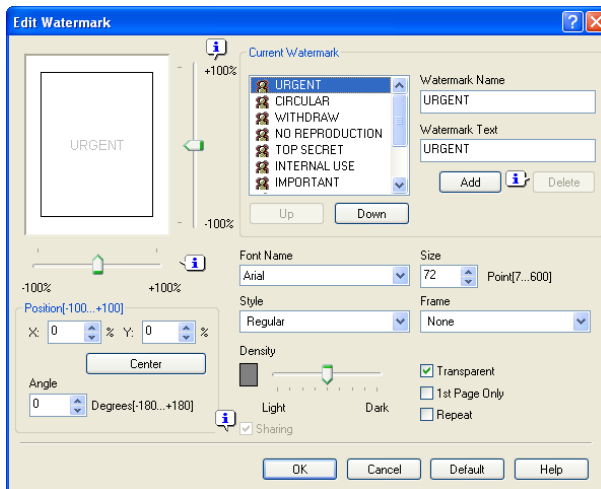
– Watermark Name: Enters the name of the watermark.
– Watermark Text: Enters the text that is to be printed as a watermark.
– [Add]: Click to create a new watermark.
– [Delete]: Click to delete the selected watermark.
– Position: Specifies the vertical and horizontal positions. The watermark position can also be specified by using the horizontal and vertical sliders in the dialog box.
– Angle: Specifies the watermark print angle.
– Font Name: Specifies the font.
– Size: Specifies the size.

    – Style: Specifies the font style.

    – Frame: Specifies the frame style.

    – Density: Specifies the density of the text.

    – Sharing: Specifies whether to register the watermark as public or private.

    – Transparent: Prints the watermark as a transparent image.

    – 1st Page Only: Prints the watermark on the first page only.

    – Repeat: Prints several watermarks on a single page.
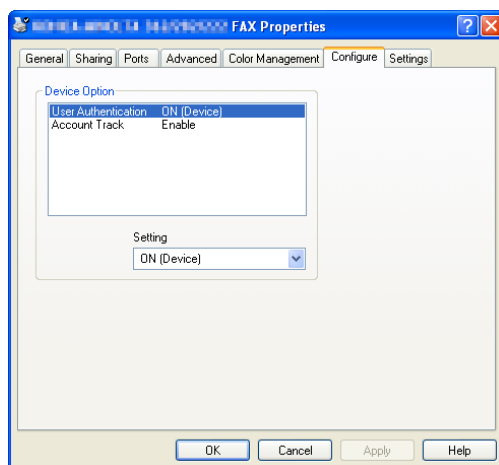
6   Click the [OK] button.

✎ **...**

Note

Up to 30 watermarks can be registered with the shared setting, and up to 20 watermarks can be registered with the private setting.

Only the administrator can select a setting under "Sharing".

3.7 Specifying the Configure tab settings

3.7.1 Selecting an option

You can specify whether an option is enabled so that the functions of this machine are available from the fax driver.

If the options are not set using the Configure tab, the option function cannot be used with the fax driver. When installing options, be sure to make the proper settings.

1 Open the Printers window or Printers and Faxes window.

– For Windows 2000, click the [Start] button, point to "Settings", and then click the "Printers".
– For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".
– For Windows Vista/Server 2008, click the [Start] button, open Control Panel, and then click "Printer" from "Hardware and Sound".
– If "Printers and Faxes" does not appear in the Start menu in Windows XP/Sever 2003, open the Control Panel from the Start menu, select "Printers and Other Hardware", and then select "Printers and Faxes".

2 Right-click the "xxxxxxx FAX" icon, and then click "Properties".

3 Click the Configure tab.

4 Select the options to be specified under "Device Option".

5 Select the status of the option from the "Setting" drop-down list.

✎ . . .
Note
If a "Model" is available under "Device Option", select the model to be used.

3.8   Using a phone book

3.8.1   Adding a recipient to the phone book

When sending a fax, you can recall the fax numbers that are used frequently by adding them to a phone book. A phone book can be added from the FAX tab in the FAX Printing Preferences dialog box.

1   From the FAX tab in the FAX Printing Preferences dialog box, click the [Phone Book Entry] button.

The Phone Book Entry dialog box appears.
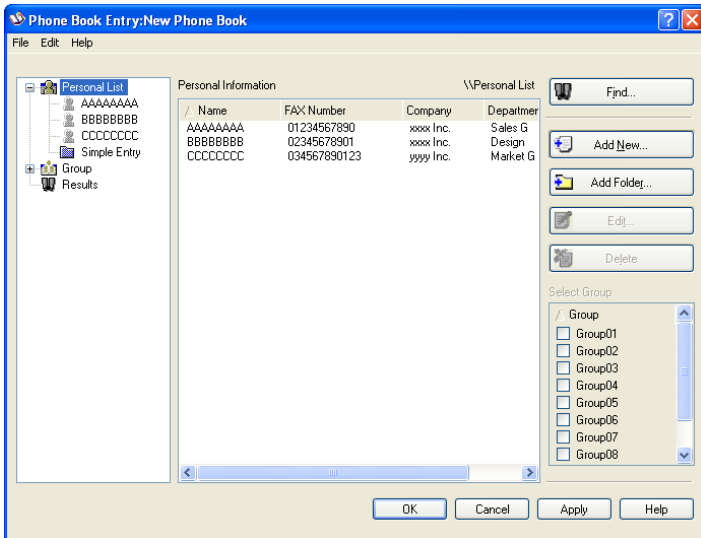
2   From the left side of the dialog box, select "Personal List", and then click the [Add New] button.

The Personal Information\\Personal List dialog box appears.

3 Enter the appropriate information in the "Name", "Fax Number", "Com-
pany", and "Department" text boxes.

– If entering a name for a fax cover sheet, titles cannot be added. To
   add a title to a fax cover sheet, add the title in the "Name" text box.
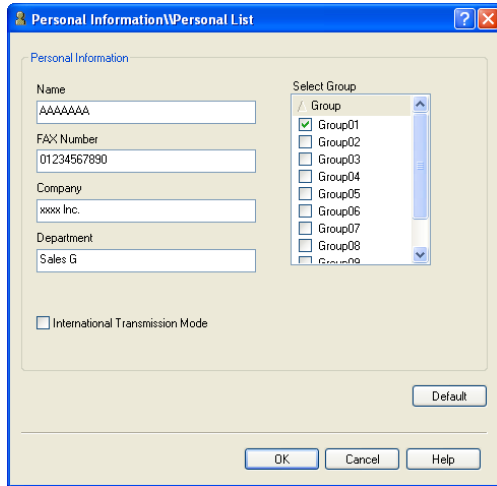– Up to 80 characters can be entered in the "Name", "Company", and
   "Department" text boxes.
– Up to 38 characters (numbers 0 through 9, hyphens (-), #, *, P, and
   T) can be entered in the "Fax Number" text box. To send a fax over-
   seas, be sure to enter the country code first.
– Change the transmission mode as necessary.
   International Transmission Mode: Slows the speed when sending
   faxes overseas. Select this check box if errors occur when sending
   faxes overseas.

4 To add a recipient to a group, select the check box of the group to be
added.

– If adding a recipient to a group, you can specify the recipient in a
   group (group transmission). To send faxes to specific members, it
   comes in handy to add them to a group.
– Multiple groups can be selected and added.
– The group name can be changed.

5 Click the [OK] button.

The information of the recipient is registered and it is added to "Person-
al Information".
If a group was specified, the group that was added also appears in
"Group".

6 Click the [OK] button.
If a name was added, the editing of the phone book is complete.
The first time you register a phone book, a dialog box to confirm wheth-
er you want to save the phone book appears.

7 Click the [Yes] button.

The Save As dialog box appears.
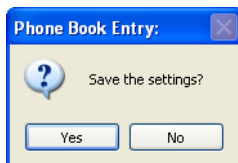
8 Specify the storage location, enter the file name, and then click the
[Save] button.
The phone book is saved as a file.
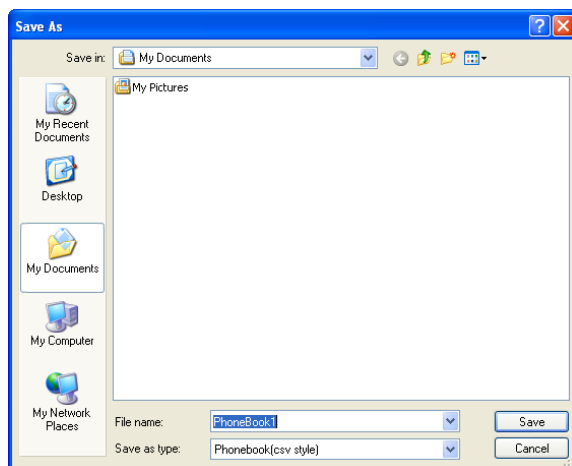
– The Save As dialog box appears when a phone book is registered
for the first time. The Save As dialog box does not appear from the
second time the phone book is changed and thereafter since the
phone book file is automatically overwritten.
– The saved phone book file automatically appears the next time you
open the phone book. To open a different phone book, select
"Open" from the "File" menu in the Phone Book Entry dialog box. If
multiple phone books have been saved, you can use the phone
books by switching between them.

– A new phone book can be created by clicking "New" from the "File" menu in the Phone Book Entry dialog box. You can save a file under a different name by clicking "Save As" from the "File" menu.

– The file extension for the phone book files is ".csv".

3.8.2   Editing a phone book

You can easily change the personal information that was registered, change the group names, edit, or organize the phone books.

To change the personal information:
Select the name you want to change from "Personal List" on the left side of the dialog box, and then click the [Edit] button on the right. The same Personal Information\\Personal List dialog box that appeared when you registered the phone book appears, allowing you to change the information.

You can select the name that you want to change from "Personal List" on the left side of the dialog box, and you can delete a recipient by clicking the [Delete] button on the right. If a recipient is deleted, it is also deleted from the registered group.
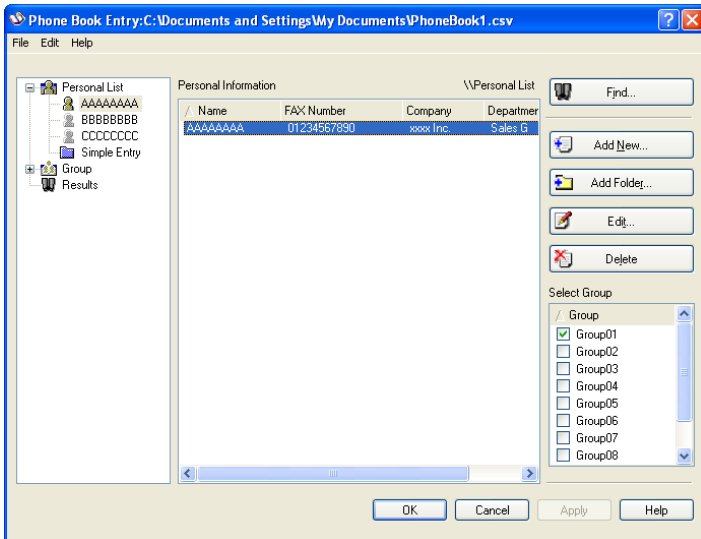
✎
. . .
Note
When sending a fax, the names and fax numbers that were entered man-
ually and registered by clicking the [Register To Phone Book] button, ap-
pear in the "Simple Entry" folder of the phone book.

To change a registered recipient to a group: From "Personal List" on the left
side of the dialog box, select the name you want to change, and then select
or clear the check box of the group under the "Select Group" drop-down list.
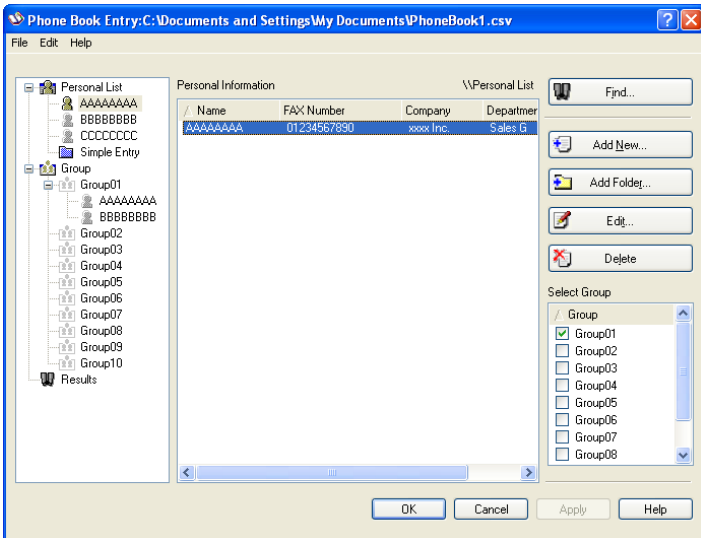
✎
. . .
Note
A recipient can even be added to a group by dragging the recipient's
name from "Personal List" on the left side of the dialog box to the desired
group. However, the name cannot be dragged out of the group.

Up to 100 recipients can be added to a group.

To change a group name:
Select the group that you want to change from "Group" on the left side of the dialog box, and then specify "Rename Group" from the "Edit" menu.

To create a folder:
Select "Personal List" on the left side of the dialog box, and then specify "Add Folder" from the "Edit" menu.
You can move names from "Personal List" by dragging them to a folder.

✎ **...**

Note
Names can also be moved to the desired folder by right-clicking a name and selecting "Copy" or "Cut", then selecting "Paste" on the target folder.

Up to 40 characters can be entered for the folder name.

A folder can be up to three layers deep.

To edit a folder, select the desired folder, and then click the [Edit] button.

To delete a folder, select the desired folder, and then click the [Delete] button.

To search the personal information:
Click the [Find] button on the right side of the dialog box to display the Find dialog box where the search conditions can be specified.

## 3.9   Saving the driver settings

You can save the setting values of the changed driver and recall them as necessary.

3.9.1   Saving the driver settings

1   Change the driver settings from the Basic tab and the Layout tab.

2   Click the [Add] button next to the "Favorite Setting" drop-down list.

3 Specify settings for the following:

Add Favorite Setting

Name

Report1

☑ Icon

☑ Sharing

Comment

Weekly Report

[OK] [Cancel] [Help]
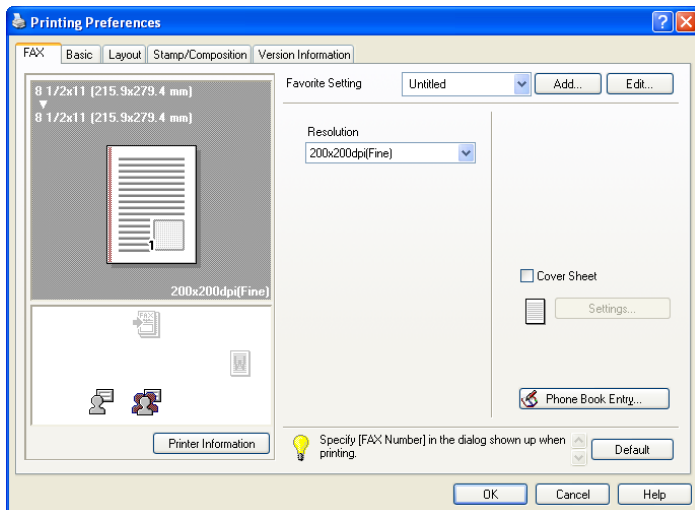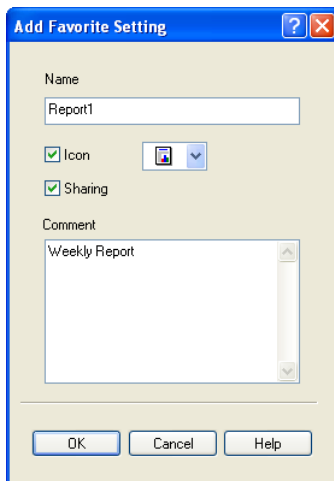
- – Name: Enters the specified registration name.
- – Icon: Specifies the icon. The settings can be registered even if the icon is not specified.
- – Sharing: Specifies whether to register the specified file as public or private.
- – Comment: Enters the detailed description of the specified file, if necessary.

4 Click the [OK] button.

The specified settings are registered in the "Favorite Setting" drop-down list.

✎
...
Note
Up to 30 shared settings and up to 20 private settings can be registered.

Up to 30 characters can be entered in the "Name" text box. Up to 255 characters can be entered in the "Comment" text box.

Only the administrator can select a setting under "Sharing".

✑
Detail
The settings that were specified can also be saved (exported) to a file. For details, refer to "Importing and exporting the driver settings" on page 3-35.

3.9.2 Recalling the settings

Select the settings to recall from the "Favorite Setting" drop-down list on the FAX Printing Preferences dialog box.

The setting values are recalled, and the settings for the fax driver are changed.

3.9.3 Editing the settings

You can edit the recalled function items such as the specified names and comments.

1 In the FAX Printing Preferences dialog box, click the [Edit] button next to the "Favorite Setting" drop-down list.

2 From the list, select the specified name that you want to change, and then change the setting.
To delete a setting, click the [Delete] button.
To switch the order displayed, click the [Up] button or the [Down] button.
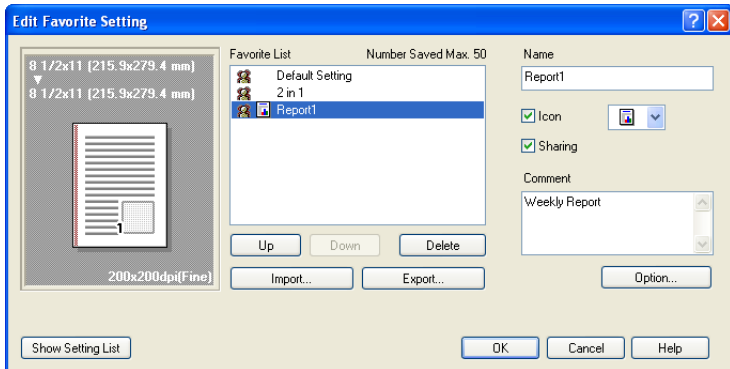
3 Click the [Option] button, select the check box of the function that you want to recall, and then click the [OK] button.
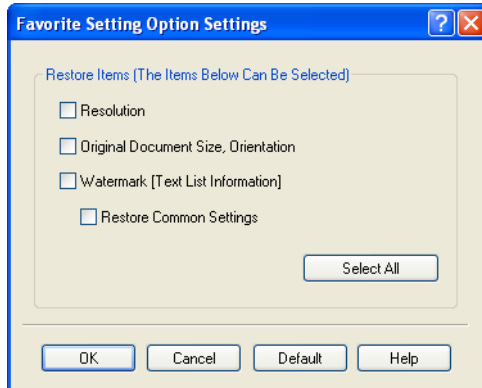
4 Click the [OK] button.

✎ . . .
Note
The specified settings of the driver functions cannot be changed.

3.9.4 Importing and exporting the driver settings

You can also save (export) or read (import) the settings that were specified to a file. This comes in handy when you want to use the same settings on another computer.

1 In the FAX Printing Preferences dialog box, click the [Edit] button next to the "Favorite Setting" drop-down list.

2 From the list, select the specified name that you want to export, and then click the [Export] button.

The dialog box to save the specified file appears.

3 Specify the location to save the file and enter the file name.

4 Click the [Save] button.

The specified file is created. The file extension is ".ksf".

✎ . . .
Note
To read the specified file that was saved in the "Favorite Setting" drop-down list, click the [Import] button and specify the file.

4 Troubleshooting

4 Troubleshooting

4.1 Unable to Fax

This chapter explains the troubleshooting procedures for possible malfunctions.

Perform the following troubleshooting procedures, in order, if the fax cannot be sent after the send command is applied.

Symptom	Probable cause	Action
The message "No printers are connected." or "Print error" appears.	The fax driver specified for faxing may not be compatible with the printer controller.	Check the printer name selected.
	The network cable, or USB cable is disconnected.	Check that the cable is connected properly.
	An error has occurred in this machine.	Check this machine's control panel.
	Available memory space is not sufficient.	Perform a test print to check whether faxing is possible.
The machine does not start faxing although the printing operation was completed on the computer.	The fax driver specified for faxing may not be compatible with the printer controller.	Check the printer name selected.
	The network cable, or USB cable is disconnected.	Check that the cable is connected properly.
	An error has occurred in this machine.	Check this machine's control panel.
	A print job is queued in this machine, delaying printing.	Check the job order on the Active Jobs list of the machine's control panel.
	If the account track settings have been applied, an unregistered department name (or password) may have been entered.	Enter the correct department name (or password).
	If user authentication settings have been specified, an unregistered user name or password may have been entered.	Enter the correct user name and password.
	Available computer memory space is not sufficient.	Perform a test print to check whether faxing is possible.
	The connection of this machine to the network is not yet established (while connecting to a network).	Consult with the network administrator.

If the problem persists after all of these procedures have been performed, read the User's Guide [Copy Operations], [Network Scanner Operations] or [Print Operations].

4.2 Unable to specify desired settings or unable to send as specified

Perform these troubleshooting procedures if settings cannot be specified in the fax driver or if the fax is not sent as specified.

✎
Note
Some of the fax driver functions cannot be combined with other functions.

Symptom	Probable cause	Action
A fax driver setting cannot be selected.	Some functions cannot be combined.	Do not try to select settings that are not available.
The "Conflicts" message with "Unable to Select" or "Function Canceled" appears.	An incorrect combination of functions has been specified.	Check the settings and specify the functions correctly.
The fax is not sent as specified.	Incorrect settings are specified.	Check each setting in the fax driver.
	A combination of functions, although possible in the fax driver, is not possible with this machine.	
	The paper size, orientation, and other settings specified in the application have priority over those specified in the fax driver.	Enter the correct settings in the application.
The watermark cannot be attached.	The watermark is not correctly set.	Check the watermark settings.
	The watermark density is set to a level that is too low.	Check the density settings.
	Watermarks cannot be outputed in graphics applications.	No watermark can be outputed in this case.

4.2.1 Error message

Message	Cause and remedy
Cannot connect to the network.	A connection to the network could not be established. Check if the network cable is correctly connected. In addition, check that the Network Settings parameter have been correctly specified.

5 Appendix

5 Appendix

5.1 Glossary

Term	Definition
10Base-T/ 100Base-TX/ 1000Base-T	An Ethernet standard, which is a cable consisting of twisted copper wire pairs. The transmission speed of 10Base-T is 10 Mbps, of 100Base-TX is 100 Mbps, and of 1000Base-T is 1000 Mbps.
bit	Abbreviation for Binary Digit. The smallest unit of information (data quantity) on a computer or printer. Displays data using 0 or 1.
BMP	Abbreviation for Bitmap. A file format for saving image data which uses the .bmp extension. Commonly used on Windows platforms. You can specify the color depth from monochrome (2 values) to full color (16,777,216 colors). Images are not usually compressed when saved.
BOOTP	Abbreviation for Bootstrap Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. Currently, DHCP, which is an advanced protocol based on BOOTP, is mainly used.
Brightness	Brightness of a display screen
Byte	Unit of information (data quantity) on a computer or printer. Configured as 1 byte equals 8 bits.
Client	A computer that uses the services provided by a server through a network.
Default gateway	A device, such as a computer or router, used as a "gateway" to access computers not on the same LAN.
DHCP	Abbreviation for Dynamic Host Configuration Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. With collective management of the IP address for DHCP clients on the DHCP server, you can avoid duplication of an address and you can build a network easily.
DNS	Abbreviation for Domain Name System. A system that acquires the supported IP addresses from host names in a network environment. DNS allows the user to access other computers over a network by specifying host names, instead of difficult to memorize and understand IP addresses.
DPI (dpi)	Abbreviation for Dots Per Inch. A resolution unit used by printers and scanners. Indicates how many dots per inch are represented in an image. The higher the value, the higher the resolution.
Driver	Software that works as a bridge between a computer and a peripheral device.
Ethernet	LAN transmission line standard
FTP	Abbreviation for File Transfer Protocol. A protocol for transferring files over the Internet or an intranet on the TCP/IP network.
Gateway	Hardware and software used as the point where a network is connected to a network. A gateway also changes data formats, addresses, and protocols according to the connected network.

Term	Definition
Grayscale	Monochrome image expressive form using the gradation information from black to white
Hard disk	Large capacity storage device for storing data. The data can be stored even if the power is turned off.
Host name	Displayed name of a device over a network.
HTTP	Abbreviation for HyperText Transfer Protocol. A protocol used to send and receive data between a Web server and a client (Web browser). Documents containing images, recordings, and video clips can be exchanged with the expressive form information.
Install	To install hardware, operating systems, applications, printer drivers on to a computer
IPP	Abbreviation for Internet Printing Protocol. A protocol that sends and receives print data and controls printers over the Internet on a TCP/IP network. Data can also be sent to printers in remote areas to print over the Internet.
IP address	A code (address) that is used to identify individual network devices over the Internet. IPv4 (Internet Protocol version 4), widely spread today, is expressed such as 192.168.1.10 using 32-bit numbers divided into four. In the next generation IPv6 (Internet Protocol version 6), 128-bit IP addresses are used. IP addresses are assigned to devices, including computers, which are connected to the Internet.
LAN	Abbreviation for Local Area Network. A network which connects computers on the same floor, in the same building, or in neighboring buildings.
Local printer	A printer connected to a parallel or USB port of a computer.
LPD	Abbreviation for Line Printer Daemon. A printer protocol that uses TCP/IP and is platform-independent. Originally developed for BSD UNIX, it has become the standard printing protocol and can be used with any general computer.
LPR/LPD	Abbreviation for Line Printer Request/Line Printer Daemon. A printing method over a network in a Windows NT system or UNIX system. Using TCP/IP, you can output print data from Windows or Unix to a printer over a network.
MAC address	Abbreviation for Media Access Control address. With a special ID number for each Ethernet card, data can be sent and received between the cards. A number consists of 48 bits. The first 24 bits consist of a special number for each manufacture controlling and assigning IEEE. The last 24 bits consist of a number that the manufacturer assigns uniquely to the card.
Memory	Storage device for storing data temporally. When the power is turned off the data may or may not be erased.
NDPS	Abbreviation for Novell Distributed Print Services. Provides a highly efficient printing solution in an NDS environment. By using the NDPS as a printer server, you can output from the desired printer, automatically download the printer driver of a newly installed printer, simplify and automate complicated management environments related to printer use, and integrate management related to the network printer.
NDS	Abbreviation for Novell Directory Services. The servers and printers on a network and the shared resources of the user's information, as well as the user's access authority over these items can be consolidated in the hierarchy structure.

Term	Definition
NetBIOS	Abbreviation for Network Basic Input Output System. A communication interface developed by IBM.
NetBEUI	Abbreviation for NetBIOS Extended User Interface. A network protocol developed by IBM. By simply specifying the computer name, you can build a small-scale network.
OS	Abbreviation for Operating System. Basic software for controlling the system of a computer.
Outline font	A font using lines and curves to display an outline of a character. Large-size characters can be displayed on a screen or printed with no jagged edges.
PDF	Abbreviation for Portable Document Format. An electronically formatted document which uses the .pdf extension. Based on the PostScript format, you can use the free Adobe Acrobat Reader software to view documents.
PDL	Abbreviation for Page Description Language. The language for specifying the print image per page to a printer when printing using a page printer.
Peer-to-peer	A network format that allows connected devices to communicate without using a dedicated server.
Plug-and-play	Ability to automatically find and use the appropriate driver when a peripheral device is connected to a computer.
Preview	A function that allows you to view an image before processing a print or scan job.
Printer buffer	Memory domain temporarily used for data processing of a print job
Print Job	Print request transmitted from a computer to a printing device.
Print queue	A software system which queues the generated print job in the devices.
Profile	Color attribute file The dedicated file that contains the summarized correlation of the input and output of each primary color used so that the color input and output devices can reproduce the color.
Property	Attribute information When using a printer driver, various functions can be specified in the file properties. In the file properties, you can check the attribute information of the file.
Protocol	The rules that allow computers to communicate with other computers or peripheral devices
Proxy server	A server that is installed to act as an intermediary connection between each client and different servers to effectively ensure security over the entire system for Internet connections.
Queue name	• Name specified to each device that allows printing when network printing. • Required logical printer name for LPD/LPR printing
Resolution	Displays the ability to reproduce the details of images and print matter correctly.
RIP	Abbreviation for Raster Image Processor. Process that develops picture images from described text data using the PostScript page description language. The processor is usually integrated in the printer.
Samba	UNIX server software that uses SMB (Server Message Block) so that UNIX system resources can be used from a Windows environment.

Term	Definition
Screen font	A font for displaying text and symbols on a CRT monitor.
Shared printer	A printer setup that allows the printer to be used by multiple computers connected to a server over a network.
SLP	Abbreviation for Service Location Protocol. A protocol capable of finding services over a TCP/IP network and automatically specifying a client.
SMB	Abbreviation for Server Message Block. A protocol that shares files and printers over a network and which is mainly used by Microsoft Windows.
SMTP	Abbreviation for Simple Mail Transfer Protocol. A protocol for sending and forwarding e-mail.
SNMP	Abbreviation for Simple Network Management Protocol. A management protocol in a network environment using TCP/IP.
Spool	Abbreviation for Simultaneous Peripheral Operation On-Line. For printer output, data is not sent directly to the printer, it is temporarily stored in another location, then sent to the printer collectively.
Subnet mask	The unit used to divide a TCP/IP network into small networks (subnetworks). It is used to identify the bits in a network address that are higher than the IP address.
TCP/IP	Abbreviation for Transmission Control Protocol/Internet Protocol. The de facto standard protocol used by the Internet that uses IP addresses to identify each network device.
TrueType	An outline font that was developed by Apple Computer and Microsoft. It is used as a standard by Macintosh and Microsoft Windows and can be used both on a display and in print.
USB	Abbreviation for Universal Serial Bus. A general interface standard for connecting a mouse, printer, and other devices to a computer.
Uninstall	To delete software installed on a computer,
Web browser	Software such as Internet Explorer and Netscape Navigator for viewing Web pages.
WINS	Abbreviation for Windows Internet Naming Service. A service for recalling named servers for the conversion of computer names and IP address in a Windows environment.

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