

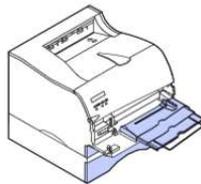


# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for EPSON OPTRA M410. You'll find the answers to all your questions on the EPSON OPTRA M410 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual EPSON OPTRA M410**  
**User guide EPSON OPTRA M410**  
**Operating instructions EPSON OPTRA M410**  
**Instructions for use EPSON OPTRA M410**  
**Instruction manual EPSON OPTRA M410**

**M410**  
**M412**



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### Manual abstract:

Improvements or changes in the products or the programs described may be made at any time. A form for the reader's comments is provided at the back of this publication. If the form has been removed, comments may be addressed to Lexmark International, Inc. @@@@In the United Kingdom and Eire, call 0628-481500. In other countries, contact your point of purchase. @@@@Any functionally equivalent product, program, or service that does not infringe any existing intellectual property right may be used instead. Evaluation and verification of operation in conjunction with other products, programs, or services, except those expressly designated by the manufacturer, are the user's responsibility. UNITED STATES GOVERNMENT RESTRICTED RIGHTS This software and documentation are provided with RESTRICTED RIGHTS. Use, duplication or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252. 227 Connecting the Cable and Using the Infrared Adapter .

It provides setup instructions for the printer and printer options as well as information about loading print material, changing printer settings, replacing printer supplies, and troubleshooting problems. Keep this book in a handy place and use it as a reference when you have a question about printer function or if you encounter a printing problem. It may be helpful for you to recognize the following conventions used throughout this book: Note: A note provides information you may find useful. □ Notes, warnings, and cautions appear in the left column for easy reference. □ Operator panel buttons are printed in boldface type: Press Go after changing a menu setting.

warning! A warning identifies something that could damage your printer hardware or software. caution! A caution identifies something that could cause you harm. □ Messages, menu names, menu items, and menu settings that appear on the operator panel display are also printed in boldface type: If Load Tray 1 appears on the operator panel display, you must load print material in tray 1 and press Go before you can resume printing. introduction ix The Paper Source setting is available in the PAPER MENU. Other Information In addition to this User's Guide, Lexmark offers the following sources of information about your printer and other Lexmark products and services.

Online Documents The Drivers, MarkVision and Utilities compact disc (CD) that comes with your printer contains several online documents. Refer to the booklet that comes with the CD for launching instructions. Once you launch the CD, click View Documentation to display a list of available documents. The CD includes: The MarkVision printer utility information, which provides step-by-step instructions for installing MarkVision for Windows 95/98/2000, Windows NT 4. 0 , Macintosh , and OS/2 on several different networks. It also describes some of the most popular MarkVision features. □ Documents which provide general information about setting up an optional print server after installing it in your printer. • Documents which describe font options and available resources. □ A Card Stock & Label Guide which provides detailed information about selecting print material appropriate for your printer. □ A Technical Reference which includes information about printer languages and commands, interface specification, and printer memory management.

X Introduction Trademarks Lexmark, Lexmark with diamond design, MarkNet, MarkVision, and Optra are trademarks of Lexmark International, Inc. , registered in the United States and/or other countries. This printer is intended to be compatible with the PCL 6 language. This means the printer recognizes PCL 6 commands used in various application programs, and that the printer emulates the functions corresponding to the commands. This printer is intended to be compatible with the PostScript 3 language. This means the printer recognizes PostScript 3 commands used in various application programs, and that the printer emulates the functions corresponding to the commands. Details relating to compatibility are included in the Technical Reference. Trademarks xi The following terms are trademarks or registered trademarks of these companies. A product of Bayer Corporation Based on Times New Roman under license from The Monotype Corporation plc, is a product of Bayer Corporation Linotype-Hell AG and/or its subsidiaries Bayer Corporation International Typeface Corporation International Typeface Corporation Apple Computer, Inc. Linotype-Hell AG and/or its subsidiaries Microsoft Corporation Helvetica Intellifont ITC Bookman ITC Zapf Chancery LocalTalk Macintosh Marigold Palatino Pantone PostScript Times New Roman TrueType Univers Wingdings Other trademarks are the property of their respective owners.

Xii Trademarks 1 Unpacking Your Printer Plastic Bracket Setting Up Your Printer Complete the following sections to set up your Lexmark™ Optra™ M410 and M412 printers. 1 Remove the printer and all items from the packaging carton. Save the carton and packing materials in case you need to repack the printer for service or storage. Printer 2 Make sure you have the items shown. If any items are missing, contact the place where you bought your printer. 3 Power Cord Place the printer on a flat , sturdy surface in a wellventilated area. Allow at least 304. Since you may want to install the optional 500-sheet drawer, leave at least 129. Leave enough space in front of the printer to allow for easy paper access. Metal Bail User's Guide CD Unpacking Your Printer 1 Use the following information to help determine where to place your printer.

Do not place the printer: – In direct sunlight. Removing Print Cartridge Packaging Upper Front Door To remove the print cartridge packaging: 1 Push the upper release latch to release the upper front door. 2 Chapter 1: Setting Up Your Printer 2 Raise the upper front door. it remains in place. 3 Grasp the print cartridge by the handgrip. Removing Print Cartridge Packaging 3 4 Lift the print cartridge up and pull out. 5 Pull up on each end of the plastic piece and then remove the packaging material. Discard all packaging material: the plastic piece, the foam, and the paper connected to the foam. 6 Continue with "Installing the Print Cartridge" on page 5. 4 Chapter 1: Setting Up Your Printer Installing the Print Cartridge To prepare the print cartridge for printing: 1 Gently shake the print cartridge side-to-side to distribute the toner.

Tab Slot 2 Insert the print cartridge: a Align the tabs located on each side of the print cartridge with the slots on either side of the print cartridge cradle as shown. Use the colored arrows inside the printer for placement. Installing the Print Cartridge 5 b Slide the print cartridge straight back into the printer until it snaps into place. 3 Close the upper front door. You cannot close the door completely if the print cartridge is not installed correctly.



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*Loading the Standard Input Tray* Your printer has one standard 250-sheet input tray that holds five paper sizes. For information on the different sizes and types of print material you can use with your printer, see "Using Print Materials" on page 115. For information on loading envelopes and other types of print material, see "Multipurpose Feeder" on page 139. To load paper: 1 Pull the input tray straight out of the printer. Remove the input tray completely from the printer.

6 Chapter 1: Setting Up Your Printer 2 Press down on the metal plate until it locks into place. @@Paper Size Indicators 3 Length Guide Press down on the length guide tab with one hand, and with the other hand slide the length guide to the correct position for the size paper you are loading. Use the paper size indicators to adjust the length guide for one of the following five paper sizes: A4, B5, LTR (Letter), LGL (Legal), and EXEC (Executive). Length Guide Tab Paper Size Indicators Note: The paper size indicators are paper size abbreviations used for the placement of the length guide as shown. This example shows how to adjust for letter-size paper (LTR).

*Loading the Standard Input Tray* 7 @@5 Flex the sheets back and forth to loosen them, then fan them. Do not fold or crease the paper. Straighten the edges on a level surface. For this setup, load letter-size paper. 8 Chapter 1: Setting Up Your Printer 6 Place the paper against the left side of the input tray and insert it under the metal stop.

@@For information on how to load letterhead, see "Printing on Letterhead" on page 135. Metal Stop Note: Make sure the paper fits easily under the metal stop and is not bent or wrinkled. Do not raise the metal stop or force paper under the metal stop. Overfilling the input tray may cause paper jams. 7 Stack Height Indicator Do not exceed the maximum stack height indicated by the line under the arrows. Note: Overfilling the input tray may cause paper jams.

*Loading the Standard Input Tray* 9 8 Width Guide Push on the right side of the width guide to move it to the left until it lightly touches the edge of the paper. Note: Sliding the width guide too tight against the paper may cause misfeeds. 9 Slide the input tray all the way into the printer until it snaps into place. 10 Chapter 1: Setting Up Your Printer Installing the Paper Bail The paper bail helps prevent offset bin stacking by guiding print material into the standard output bin.

The paper bail consists of two parts: a plastic bracket already installed on the printer and a metal bail. Complete the following steps to install the metal bail:

1 2 3 Metal Bail Plastic Bracket Locate the metal bail that comes with your printer. orient the metal bail as shown. Place the tips of the metal bail into the holes located on either end of the plastic bracket as shown. Note: The paper bail is not depicted in other illustrations throughout this book now that you have installed it. Installing the Paper Bail 11 Connecting Your Printer to a Computer Using a Parallel Cable To print from your computer, you need to connect your printer to your computer with either a parallel interface cable or a Universal Serial Bus (USB) cable. Your printer uses an IEEE 1284-compliant parallel cable that supports bidirectional communication. we recommend Lexmark part number 1329605 (10 ft) or 1427498 (20 ft). If you use a cable other than an IEEE-compliant cable, you may not be able to access all of your printer functions. 1 Caution! To avoid electrical shock hazards, make sure your computer power is Off (O) and unplug all computer equipment before connecting cables.

Turn the printer power Off (O) and unplug the printer power cord from the electrical outlet. 2 Align and plug the parallel cable into the parallel connector as shown. Parallel Cable Parallel Connector 12 Chapter 1: Setting Up Your Printer 3 Push the clips at each end of the connector down into the notches on the plug as shown. The clips snap into the notches. Connect the other end of the parallel cable to the back of your computer.

Tighten the screws on the parallel cable to the computer. Check the parallel cable connections to make sure they are completely secured. Continue with "Plugging the Printer power is Off (O) and the printer power cord is unplugged from the electrical outlet. Connect the end of the USB cable to the port on your computer. Align and plug the other end of the USB cable into the port on the back of your printer as shown.

Follow the steps under "Plugging the Printer In" on page 20. Follow the steps under "Turning the Printer Power On" on page 20. Launch the CD to install the necessary items. Instructions to launch the CD are in the CD booklet. In the USB printer selection area, click Change. The USB printer dialog box displays. Wait for Note: See "Using the Operator Panel" on page 34 to identify the display and operator panel buttons if you need help. 6 7 Changing the Operator Panel Display Language 23 Installing Printer Drivers and Utilities 1 Locate the Drivers, MarkVision and Utilities CD that comes with your printer. If your computer does not have a CD-ROM drive, you can transfer the information on the CD to diskettes. Locate a computer with a CD-ROM drive, start the CD-ROM utility, and follow the instructions presented to create diskettes.

Note: Consult your network software documentation for more information. Also, see "Introducing MarkVision" on page 25 for more information. 2 Follow the instructions in the booklet included with the CD to start the printer setup utility. The setup utility lets you install printer drivers and utilities to manage Lexmark printers attached to your network. See "Introducing MarkVision" on page 25 for more information. 3 If necessary, use standard network software to identify the printer to the LAN and to complete any other setup that may be needed. 24 Chapter 1: Setting Up Your Printer 2 MarkVision Printer Management

Software MarkVision This section provides a brief overview of the MarkVision printer utility and some of its key features. For more information on MarkVision, refer to the online Help or the documentation on the Drivers, MarkVision and Utilities CD that comes with your printer: • Introduction to MarkVision • Installation Tips Operating Systems Supported MarkVision for Windows 95/98/2000, Windows NT 4. 0, Macintosh, and OS/2 Warp is shipped with your printer on the Drivers, MarkVision and Utilities CD. introducing MarkVision The MarkVision graphical user interface provides advanced , real-time , centralized management capabilities for Lexmark printers connected locally or attached directly to a network.

Network users and administrators can also use the following MarkVision features to increase productivity: • Centralized setup capabilities let you quickly configure and install multiple printers. □ You can configure multiple printers simultaneously from one workstation.



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□ Automatic network printer discovery and multiadapter flash update let you set up and configure MarkVision Printer Management Software 25 Lexmark network printers and change network addresses from one workstation. Note: You can integrate MarkVision directly into your favorite network management software. □ Use MarkVision to easily manage and monitor your Lexmark printers.

□ MarkVision provides the tools to make printer-related administrative tasks effortless. □ Monitor network print jobs, change their printing order, and hold or delete specific jobs. □ Use asset management options to maintain printer inventory, assign property tags, track page counts, and gather job statistics. – Download and manage resources such as fonts, demo pages, and overlays. Note: Management capabilities for multivendor printers are available in some versions of MarkVision.

*MarkVision for Intranet Servers* This section provides a brief overview of MarkVision for Intranet Servers and some of its key features. For more information on MarkVision for Intranet Servers, refer to the documentation installed with the software: • MarkVision for Intranets User's Guide. • MarkVision Installation and Configuration Guide. This document is also located on the Drivers, MarkVision and Utilities CD that comes with your printer. *Introducing MarkVision for Intranet Servers* MarkVision for Intranet Servers is a Web-based printer management utility that: • Lets you monitor and manage devices using a Web browser from any PC with intranet access. 26 Chapter 2: MarkVision • Enables print management over your existing intranet infrastructure using TCP/IP. Network users and administrators can also use the following MarkVision features to increase productivity. *Maps* Locate printers quickly in your organization by positioning printer icons on a map to show not only printer status, but also actual printer location. *Filters* Search for devices using criteria such as printer status and installed features. *MarkVision for UNIX Networks* MarkVision for UNIX/Sun offers enterprise scalability, reliability, and performance that helps you easily set up, manage, and maintain printers across networks.

Ultimately, this reduces help desk costs and increases network administrator productivity using: • Centralized Lexmark printer setup capabilities. *MarkVision for UNIX Networks* 27 *MarkVision Simple Network Management Protocol (SNMP) Services* let administrators manage popular multivendor printers. *MarkVision for UNIX Networks and Intranet Servers* is recommended to assist in remote printer setup for UNIX platforms. To purchase MarkVision for UNIX, contact the place where you bought your printer or visit the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com). *Lexmark MarkTrack* MarkTrack™ is a network printer reporting software package that helps administrators manage printing environments more efficiently. Administrators can use MarkTrack to: • Retrieve and analyze network printer information from a Web browser. □ Collect, analyze, and create reports using MarkVision Printer Inventory and Job Statistics data or SNMP MIB data. For more information on MarkTrack, refer to the product information, contact the place where you bought your 28 Chapter 2: MarkVision printer, or visit the Lexmark Web site at [www.lexmark.com](http://www.lexmark.com). NetPnP senses when a new printer is attached to the network, automatically creates a shared printer object on a Windows NT 4.0 system, and notifies users by e-mail that the printer is available for printing.

It also notifies IT administrators by e-mail when a new printer is detected or when an error occurs during automatic printer installation. □ Lets administrators make printers available to users within seconds. □ Extends network printer installation to include the end user by installing all necessary components that enable printing to workstations across the network. □ Provides huge productivity gains when rolling out large numbers of network printers.

□ Supports a wide range of printer installation options for IT administrators, from fully automatic installation to prompted confirmations.

□ Lets you customize network printer installation in Windows NT environments running TCP/IP. □ Automates the setup of Lexmark network printers, eliminating more than a dozen steps in the process. *Software Installation and Distribution Tools* On the Drivers, MarkVision and Utilities CD, Lexmark's all-in-one software installation utility provides IT administrators with time-saving installation and distribution tools that enhance productivity and improve efficiency. □ Software installation and updates by way of the Lexmark Web site. Users can initiate Web updates or schedule updates to run periodically.

This ensures that users have the most recent version of Lexmark software and drivers on their workstations with the least amount of effort. This file can then be used to automatically distribute the software to multiple workstations simultaneously. • Distribution of drivers with custom settings to users. IT administrators can remotely install, update, and distribute drivers with custom settings to users on the network, eliminating time-consuming workstation driver installation and configuration. *Optra Forms* Optra Forms combines data from a customer's application with printer-resident electronic forms to produce completed forms such as invoices, statements, pick slips, labels, and purchase orders. Support for bar codes, specialized graphics and other options is included. The same data can be sent to several remote printers with different resident forms so that the completed forms can be customized for the specific printer location. For example, the same purchase order information can be sent to different printers and printed with different addresses and logos. *Optra Forms*: • Requires no server-based or host-based merge program or software. □ Can be used: – With virtually any ASCII text print file from any

platform, mainframe, AS/400, UNIX or workstation.

– Over Coax, Twinax, parallel, serial or LAN (TCP/IP). □ Generally makes no changes to database applications. 30 Chapter 2: MarkVision • Prints different forms at different locations from the same database. □ Globally updates forms quickly and easily over the LAN. □ Works with Optra M410 and M412 printers and the Optra T and Optra W laser printer families using the Optra Forms™ 1, 2, 4, 8, and 16MB Flash DIMMs or Optra Forms Hard Disk. *Solaris Ready Printers for Sun Customers* Solaris Ready printers are specially configured for Sun users. They are Ethernet-ready and include Sun-specific documentation as well as MarkVision for Sun Systems and Intranet Servers. these applications provide seamless installation in Sun Solaris network environments. *Solaris Ready Printers for Sun Customers* 31 32 Chapter 2: MarkVision 3 Note: Changes made to printer settings from a software application override changes made from the operator panel. *Using the Operator Panel and Menus* This chapter contains information about using the operator panel, changing printer settings, and understanding operator panel menus.



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You can change most printer settings from your software application or printer driver. Settings you change from the application or driver apply only to the job you are preparing to send to the printer. If there is a setting you cannot change from your software application, use the operator panel or the remote operator panel available from the MarkVision utility. See "MarkVision" on page 25 for information about MarkVision. Changing a printer setting from the operator panel or from MarkVision makes that setting the user default.

If you are familiar with using an operator panel similar to this, you may want to skip to "Overview of Printer Menus" on page 43. Using the Operator Panel and Menus 33 Using the Operator Panel The operator panel, on the front left-side of your printer, has a 2-line by 16-character liquid crystal display (LCD), one printer indicator light, and six buttons. Notice the Menu button is split into two functioning halves; therefore, it works like two buttons. The numbers on the operator panel by the names of the buttons are only used for entering your Personal Identification Number (PIN) if you send a print job that is confidential. For more information, see CONFIDENTIAL JOB on page 60 and "Entering a Personal Identification Number (PIN)" on page 111.

LCD Menu Select Return Go Stop Printer Indicator Light Printer Indicator Light The printer indicator light gives information about the status of your printer. Light State On Solid Blinking Off Meaning The printer is On (I) and in the Ready state. 34 Chapter 3: Using the Operator Panel and Menus Operator Panel Buttons Use the operator panel buttons to open a menu, scroll through a list of values, change printer settings, respond to printer messages, temporarily stop all print activity, and key in a PIN. The following table describes the functions of each button. If this User's Guide is printed in a language other than English, an operator panel overlay with translated buttons and light names is included with your printer. See "Installing the Operator Panel Overlay" on page 22 for more information. Note: Buttons act upon the information that displays on the second line of the operator panel except when using the buttons to key in a PIN.

Operator Panel Buttons Button Go Function Press the Go button to: • Return to the Ready state if the printer is in an offline situation (the Ready message does not appear on the display). □ Exit printer menus and return to the Ready state. • Clear operator panel error messages.

□ Resume printing after loading print material and clearing paper jams. • Exit Power Saver. If you have changed printer settings from the operator panel menus, press Go before sending a job to print. The printer must display Ready for jobs to print. menu> and <Menu Each end of the button has a function. Press the Menu> or <Menu button: • At the Ready message, to take the printer offline (out of the Ready state) and enter the menus. Menu> takes you to the first menu in the menus. <Menu takes you to the last menu in the menus. □ At the Busy message, to list the menu items in the JOB MENU. □ When the printer is offline: - Press Menu> to go to the next item in the menus, or - Press <Menu to go to the previous item in the menus.

□ For menu items that have numerical values, such as Copies, press and hold Menu> to scroll forward, or <Menu to scroll backward. Release the button when the number you want displays. Using the Operator Panel 35 Operator Panel Buttons (continued) Button Select Function Press the Select button to: • Select the menu shown on the second line of the display. Depending on the type of menu, this action: - Opens the menu and displays the first item in the menu. - Opens the menu item and displays the default setting.

□ Save the displayed menu item as the new default setting. The printer displays the Saved message briefly and returns to the menu item. See Change <input source> on page 167 for more information. Return Stop Press the Return button to return to the previous menu level or menu item. Press the Stop button at the Ready, Busy, or Waiting message to temporarily stop all activity and take the printer offline.

The operator panel status message changes to Not Ready. no data is lost. Press Go to return the printer to the Ready, Busy, or Waiting state. 1, 2, 3, 4, 5, 6 The numbers located next to the names of the buttons are only used for entering your Personal Identification Number (PIN) after you send a Confidential Job.

For more information, see "Entering a Personal Identification Number (PIN)" on page 111. 36 Chapter 3: Using the Operator Panel and Menus Printer Messages Note: See "Understanding Printer Messages" on page 151 for a complete listing of all the printer messages. The operator panel displays three types of messages: • Status messages provide information about the current state of the printer. □ Attendance messages report printer errors that you must resolve.

• Service messages indicate printer failures that may require servicing. Status Messages When the Ready status message displays, the printer is ready to receive a print job.

While a job is processing or printing, the Busy status message or a customized message appears on the first line of the operator panel display. The screen to the left is an example of an operator panel message. The printer status appears on the first line of the display. The second line displays messages, such as warning messages, that give more information about printer status. The Busy message identifies the printer language (PCL emulation) used for the print job. The Parallel message tells you that the printer is processing data received by the parallel port. Busy Parallel PCL Attendance Messages Attendance messages help you solve printer problems. For example, if print material is jammed in the printer, the message 200 Paper Jam Remove Cartridge appears on the display. This message tells you to open the printer upper front door and check for jammed print material. 200 Paper Jam Remove Cartridge Service Messages Service messages notify you of printer failures that may require a service call.

Printer Messages 37 Operator Panel Menus A number of menus are available to make it easy for you to change printer settings. The diagram on page 43 shows the menus and all of the menu items available in each menu. The items in each menu and the values you can select are described in more detail in the tables beginning on page 44. Some menus appear only if a specific option is installed in the printer. Other menu items may only be effective for a particular printer language.

You can select these values at any time, but they only affect printer function when you use the specified printer language. Note: Changes made from a software application or driver override the user default settings made from the operator panel. An asterisk (\*) next to a value in the tables indicates the factory default setting.



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*These settings are the original printer settings. (Factory defaults may vary for different countries.)*

*) See Factory Defaults on page 57 or on page 107 for more information. When you select a new setting from the operator panel, the asterisk moves next to the selected setting to identify it as the current user default setting. These settings are active until new ones are stored or the factory defaults are restored. See "Changing Menu Settings" on page 40 for more information. 38 Chapter 3: Using the Operator Panel and Menus Printing the Menu Settings Page The menu settings page shows current settings for the menus, a list of installed options, and available printer memory. You can use this page to verify that the printer options are properly installed and the printer settings are set to what you want. See "Using the Operator Panel" on page 34 to identify the display and operator panel buttons if you need help. Note: Before printing the menu settings page, make sure the selected paper source holds letter-, legal-, or A4-size paper, the PAPER SIZE setting is set to the correct size, and the PAPER TYPE setting for the paper source is Plain Paper. To print a menu settings page: 1 2 3 Make sure the printer power is On (I) and the Ready status message appears on the display. press Menu> or <Menu to enter the menus.*

*Continue to press and release Menu> or <Menu until you see UTILITIES MENU on the second line of the display. press Select. Press Menu> until Print Menus appears on the second line of the display. press Select. The message Printing Menu Settings appears and remains on the operator panel display until the page prints. The printer returns to the Ready state after the menu settings page prints. If an error message appears on the display, see "Understanding Printer Messages" on page 151. 4 5 6 7 If you installed options, verify that they are listed on the menu settings page under "Installed Features. □ If an option you installed does not appear on the page, turn the printer power Off (O), unplug the printer power cord, reinstall the option, and print the menu settings page again. Operator Panel Menus 39 Changing Menu Settings You can use the operator panel to change printer settings and customize your printer to meet your specific needs.*

*To select a new value as the default setting: 1 Note: Changes made from a software application override the user default settings made from the operator panel. From the Ready state, press Menu> or <Menu to enter the menus. Continue to press and release Menu> or <Menu until the menu you need appears on the second line of the display. See "Overview of Printer Menus" on page 43 for a list of the menus and their menu items. 2 3 Press Select.*

*The menu opens and the first menu item in the menu appears on the second line of the display. 4 5 Press Menu> or <Menu until the menu item you need appears on the second line of the display. press Select. An asterisk (\*) appears beside the current user default setting for that menu item. Some menu items have submenus.*

*For example, if you select PAPER MENU, and then select the PAPER TYPE menu item, you must select another menu (such as Tray 1 Type) before the available values display. 6 Press Menu> or <Menu until the value you need appears on the second line of the display. 40 Chapter 3: Using the Operator Panel and Menus Note: User default settings remain in effect until you save new settings or restore the factory defaults. 7 Press Select. An asterisk (\*) appears beside the value to indicate that it is now the user default setting. The display shows the new setting for one second and then clears. The Saved message displays, then the previous list of menu items appears on the operator panel display. 8 9 Press Return to go back to previous menus or menu items and set new default settings. Press Go to return to Ready if this is the last printer setting you want to change. Disabling the Operator Panel Menus Note: When the operator panel menus are disabled, access to the JOB MENU is permitted from the Ready and Power Saver states.*

*Access to the CONFIDENTIAL JOB and HELD JOBS menu items is permitted from the Ready state only. To disable the menus so that changes cannot be made to the printer default settings: 1 2 3 Turn the printer power Off (O). Press and hold the Select and Return buttons and turn the printer power On (I). Release the buttons when Performing Self Test appears on the operator panel display. When the printer self test completes, the CONFIG MENU displays. 4 5 6 7 Press Menu> until Panel Menu displays on the second line. press Select. Press Menu> until Disable displays on the second line of the display. The CONFIG MENU displays again with Panel Menus on the second line. 9 10 Press Menu> until Exit Config Menu displays on the second line.*

*The printer returns to the Ready state. To enable the menus, repeat the previous steps and select Enable instead of Disable. 42 Chapter 3: Using the Operator Panel and Menus Overview of Printer Menus PAPER MENU (page 44) Paper Source PAPER SIZE PAPER TYPE CUSTOM TYPES Substitute Size Configure MP PAPER TEXTURE PAPER WEIGHT PAPER LENGTH Menus or menu items in italics only appear on the display if the corresponding option is installed.*

*Capitalized menu items (for example, PAPER SIZE) have submenus. See the tables on the following pages for a list of the values for each menu item.*

*UTILITIES MENU (page 57) Print Menus Print Net1 Setup Print Fonts Print Directory Factory Defaults Format Flash Defragment Flash Format Disk Job Acct Stat Hex Trace FINISHING MENU (page 53) Copies Blank Pages Collation Separator Sheets Separator Source Multipage Print Multipage Order Multipage View Multipage Border JOB MENU (page 59) Cancel Job CONFIDENTIAL JOB HELD JOBS Reset Printer Print Buffer QUALITY MENU (page 71) Print Resolution Toner Darkness PQET PictureGrade SETUP MENU (page 73) Printer Language Power Saver1 Resource Save Download Target Print Timeout Wait Timeout Auto Continue Jam Recovery Page Protect Print Area Display Language Alarm Control Job Buffer Size Job Accounting Job Acct Limit PCL EMUL MENU (page 79) Font Source Font Name Point Size Pitch Symbol Set Orientation Lines Per Page A4 Width TRAY RENUMBER Auto CR after LF Auto LF after CR POSTSCRIPT MENU (page 83) Print PS Error Font Priority PARALLEL MENU (page 84) STD PARALLEL PARALLEL OPT 1 PCL SmartSwitch PS SmartSwitch NPA Mode Parallel Buffer Job Buffering Advanced Status Protocol Honor Init Parallel Mode 12 Parallel Mode 2 SERIAL MENU (page 87) SERIAL OPTION 1 PCL SmartSwitch PS SmartSwitch NPA Mode Serial Buffer RS-232/RS-422 RS-422 Polarity Serial Protocol Robust XON Baud Data Bits Parity Honor DSR NETWORK MENU (page 91) NETWORK OPTION 1 PCL SmartSwitch PS SmartSwitch NPA Mode Network Buffer Network 1 Setup INFRARED MENU (page 93) Infrared Port PCL SmartSwitch PS SmartSwitch NPA Mode Infrared Buffer Window Size Transmit Delay Max Baud Rate LOCALTALK MENU (page 96) USB MENU (page 99) FAX MENU (page 102) Fax Port Fax Baud Fax Data Bits Fax Parity Fax Buffer Fax Paper Size Fax Paper Type STANDARD USB LocalTalk Port USB OPTION 1 PCL SmartSwitch PS SmartSwitch PCL SmartSwitch NPA Mode PS SmartSwitch LocalTalk Buffer NPA Mode NPA Hosts USB Buffer LocalTalk Name Job Buffering LocalTalk Addr LocalTalk Zone 1 Some printer models released in the year 2000 or later designated as Energy Star printers cannot have Power Saver disabled.*



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2 Parallel Mode 1 is not supported on the Optra M412 printer. For all menus: – Press Menu> or <Menu to enter the menus and scroll through the options. – Press Select to choose a menu , menu item , or value.  Press Return to back up to the previous menu level.

For all menus except CONFIG MENU: – Press Go to return to Ready. CONFIG MENU (page 106) Prt Quality Pgs Panel Menus Buffered Jobs Factory Defaults NARROW MEDIA Exit Config Menu Operator Panel Menus 43 Paper Menu Use the PAPER MENU to define all settings relating to print material input and output, as well as the specific print material you are using with your printer. Paper Menu Menu Item Paper Source Values Tray 1\* Tray 2 MP Feeder Manual Paper Manual Env The Paper Source setting identifies the default paper source. Tray 2 is available only if the optional 500-sheet drawer is installed. See “Optional 500-Sheet Drawer” on page 223 for more information. Select Manual Paper when manually feeding a sheet of print material other than an envelope through the multipurpose feeder. Select Manual Env when manually feeding an envelope through the multipurpose feeder. mP Feeder displays only if Configure MP is set to Cassette. If Paper Source is set to MP Feeder and Configure MP is set to First, the Paper Source setting automatically changes to Tray 1. If you are using the same size and type of print material in two paper sources (and the Paper Size and Paper Type settings are correctly set), the trays are automatically linked.

When one paper source is empty, print material automatically feeds from the other paper source. See “Tray Linking” on page 135 for more information.

\*Factory default 44 Chapter 3: Using the Operator Panel and Menus Paper Menu (continued) Menu Item PAPER SIZE Values Tray 1 Size Tray 2 Size Each of the above menu items support the following values as a second menu: A4\* (Country specific) JIS B5 Letter\* (Country specific) Legal Executive MP Feeder Size A4\* (Country specific) A5 JIS B5 Letter\* (Country specific) Legal Executive Universal 7 ¾ Envelope 9 Envelope 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope \*Factory default Operator Panel Menus 45 Paper Menu (continued) Menu Item PAPER SIZE (continued) Values Manual Pap Size A4\* (Country specific) A5 JIS B5 Letter\* (Country specific) Legal Executive Universal Manual Env Size 7 ¾ Envelope 9 Envelope 10 Envelope\* (Country specific) DL Envelope\* (Country specific) C5 Envelope B5 Envelope Other Envelope The PAPER SIZE setting identifies the default formatting size for each paper source. See the tables beginning on page 116 for a list of the dimensions for each paper and envelope size. Note: Before loading print material in any paper source, make sure you select the PAPER SIZE, PAPER TYPE, PAPER TEXTURE, PAPER WEIGHT, and PAPER LENGTH from the operator panel for the paper source. Also, select the paper size and type from your software application for the print material you are loading. Select Manual Pap Size when manually feeding a single sheet of print material other than an envelope through the multipurpose feeder. Select Manual Env Size when manually feeding a single envelope through the multipurpose feeder. Universal refers to any size that is not considered a standard size. Select Universal from the PAPER SIZE menu when you load print material that does not match any of the other available sizes.

The printer automatically formats the page for the maximum possible size. You can then set the actual page size from your application. Select Other Envelope from the PAPER SIZE menu when you load envelopes that do not match any of the other available sizes. The printer automatically formats for the maximum possible envelope size. You can then set the actual envelope size from your application.

\*Factory default 46 Chapter 3: Using the Operator Panel and Menus Paper Menu (continued) Menu Item PAPER TYPE Values Tray 1 Type Tray 2 Type Manual Pap Type Each of the above menu items support the following values as a second menu: Plain Paper\* Card Stock Transparency Labels Bond Letterhead Preprinted Colored Paper Custom Type 1 Custom Type 2\* Custom Type 3 Custom Type 4 Custom Type 5 Custom Type 6 Note: Plain Paper is the default setting for Tray 1 Type and Manual Pap Type. Custom Type 2 is the default for Tray 2 Type. MP Feeder Type Plain Paper Card Stock Transparency Labels Bond Envelope Letterhead Preprinted Colored Paper Custom Type 1 Custom Type 2 Custom Type 3 Custom Type 4 Custom Type 5 Custom Type 6\* \*Factory default Operator Panel Menus 47 Paper Menu (continued) Menu Item PAPER TYPE (continued) Values Manual Env Type Envelope\* Custom Type 1 Custom Type 2 Custom Type 3 Custom Type 4 Custom Type 5 Custom Type 6 The PAPER TYPE setting lets you specify the type of print material installed in each paper source. This setting is used by the printer in the following ways: • Enables the printer to optimize print quality for the specified print material.  Enables you to select paper sources through your software application by selecting only a type and size.

a source selection is unnecessary.  Enables the printer to automatically link paper sources. Any sources that contain the same type and size of print material are automatically linked by the printer if you have set the PAPER SIZE and the PAPER TYPE to the correct settings for the paper sources. See “Tray Linking” on page 135 for more information. Select Manual Pap Type when manually feeding a single sheet of print material through the multipurpose feeder. Select Manual Env Type when manually feeding an envelope through the multipurpose feeder. Note: Before loading print material in any paper source, make sure you select the PAPER SIZE, PAPER TYPE, PAPER TEXTURE, PAPER WEIGHT, and PAPER LENGTH from the operator panel for the paper source. Also, select the paper size and the type from your application for the print material you are loading. Custom Type 1 through 6 refers to special types of print materials. You can change the names through a utility, such as MarkVision.

For more information on setting the Custom Type names, see CUSTOM TYPES on page 49. If you are using different print material in the paper sources, each source with a different print material must have the PAPER SIZE and PAPER TYPE set to a unique value to disable the automatic tray linking feature. Otherwise, if a paper source becomes empty, the printer selects print material from another source since the printer sees the trays as linked. This might cause a one-page letter to print on a sheet of labels or on a transparency. See “Tray Linking” on page 135 for more information. \*Factory default 48 Chapter 3: Using the Operator Panel and Menus Paper Menu (continued) Menu Item CUSTOM TYPES Values Custom Type x (where x represents a custom type from 1 to 6) Paper\* Card Stock Transparency Labels Envelope The CUSTOM TYPES setting identifies the kind of print material used for each of the Custom Types available in the PAPER TYPE menu item.



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This print material designation optimizes print quality settings when you select print material from a paper source when the type is set to Custom Type x. If a user-defined name is available, the name displays instead of Custom Type x, where x represents a number 1 through 6. the user-defined name is truncated to 14 characters. Substitute Size Off Letter/A4\* Select Letter/A4\* to let the printer automatically print A4-size jobs on letter-size paper and letter-size jobs on A4-size paper, if the requested size is not currently installed in the paper source.

Configure MP Cassette\* Manual First When the multipurpose feeder is set to Cassette and the PAPER SIZE and PAPER TYPE settings are set correctly, the printer treats the multipurpose feeder like any other paper source. If a print job requests a size print material that is only loaded in the multipurpose feeder, the printer selects the print material from the multipurpose feeder for the print job. Select Manual to manually feed single sheets of print material through the multipurpose feeder. The multipurpose feeder acts like a manual feed slot and you can feed only one sheet of print material through at a time. If you set Configure MP to First, the printer feeds print material from the multipurpose feeder until it is empty, regardless of the paper source or paper size requested for the job.

\*Factory default Operator Panel Menus 49 Paper Menu (continued) Menu Item PAPER TEXTURE Values Plain Texture Card Stock Text Trnsprncy Text Labels Texture Bond Texture Envelope Texture Ltrhead Texture Preprint Texture Colored Texture Custom 1 Texture Custom 2 Texture Custom 3 Texture Custom 4 Texture Custom 5 Texture Custom 6 Texture Each of the above menu items support the following three values as a second menu: • Smooth • Normal\* • Rough Note: Rough is the factory default for Bond Texture. Select the appropriate PAPER TEXTURE value (Smooth, Normal, or Rough) for each PAPER TYPE, including the Custom Types, that you are using. Set the correct PAPER TEXTURE value for your print material to make sure characters print clearly, without dropouts or voids. If the characters on your printed page appear broken or poorly-formed, set PAPER TEXTURE to Rough. If characters on your printed page appear smeared, set PAPER TEXTURE to Smooth or Normal.

The PAPER TEXTURE setting works in connection with the PAPER TYPE and PAPER WEIGHT settings. You may need to change those settings to optimize print quality for your specific print material. If a user-defined texture is available, its name displays as a value instead of Custom x Texture, where x represents a number 1 through 6. the user-defined name is truncated to 14 characters. \*Factory default 50 Chapter 3: Using the Operator Panel and Menus Paper Menu (continued) Menu Item PAPER WEIGHT Values Plain Weight CardStock Weight Trnsprncy Weight Labels Weight Bond Weight Envelope Weight Ltrhead Weight Preprint Weight Colored Weight Custom 1 Weight Custom 2 Weight Custom 3 Weight Custom 4 Weight Custom 5 Weight Custom 6 Weight Each of the above menu items support the following three values as a second menu: • Light • Normal\* • Heavy Select the appropriate PAPER WEIGHT value (Light, Normal, or Heavy) for each PAPER TYPE, including the Custom Types, that you are using. Set the correct PAPER WEIGHT value for your print material to make sure the toner adheres properly to the page. If you have trouble with toner rubbing off the page, set PAPER WEIGHT to Heavy. If your printed pages are curling excessively, set PAPER WEIGHT to Normal or Light. The PAPER WEIGHT setting works in connection with the PAPER TYPE and PAPER TEXTURE settings. You may need to change those settings to optimize print quality for your specific print material.

If a user-defined weight is available, its name displays as a value instead of Custom x Weight, where x represents a number 1 through 6. the user-defined name is truncated to 14 characters. \*Factory default Operator Panel Menus 51 Paper Menu (continued) Menu Item PAPER LENGTH Values Plain Length CardStock Length Trnsprncy Length Labels Length Bond Length Envelope Length Ltrhead Length Preprint Length Colored Length Custom 1 Length Custom 2 Length Custom 3 Length Custom 4 Length Custom 5 Length Custom 6 Length Each of the above menu items support the following values as a second menu: • Short • Normal\* Select the appropriate PAPER LENGTH value (Normal or Short) for each printer paper type. Set the PAPER LENGTH value to Short if your print material is 152. Set the PAPER LENGTH value to Normal for all other print material. ) or less in length can only be fed through the multipurpose feeder and must exit to the rear output bin. Note: If PAPER LENGTH is set to Short and the rear output bin door is not open, your job will not print. See Open Rear Door on page 172 for more information. If a user-defined length is available, its name displays as a value instead of Custom x Length, where x represents a number 1 through 6. the user-defined name is truncated to 14 characters.

\*Factory default 52 Chapter 3: Using the Operator Panel and Menus Finishing Menu Finishing Menu Menu Item Copies Values 1\*...999 Use the FINISHING MENU to define all settings relating to printer output. The Copies setting determines the number of copies printed for each page. The printer does not automatically collate the copies. For example, if you send three pages to print and set Copies to 2, the printer prints page 1, page 1, page 2, page 2, page 3, page 3. For information about how to use the Copies setting with the Collation setting, see Collation as follows.

blank Pages Do Not Print\* Print Select Print to include application-generated blank pages with your print job. Select Do Not Print if you do not want the printer to print any application-generated blank pages that appear in your document. Collation Off\* On When Collation is set to Off, the printer prints each page of a job the number of times as specified by the Copies setting. For example, if you send three pages to print and set Copies to 2, the printer prints page 1, page 1, page 2, page 2, page 3, page 3. When Collation is set to On, the printer prints the entire job the number of times as specified by the Copies setting. For example, if you send three pages to print and set Copies to 2, the printer prints page 1, page 2, page 3, page 1, page 2, page 3. Many applications collate documents by repeatedly sending the file to the printer. As a result, the printer must process each print job until the correct number of copies has printed. This requires additional time since the printer must process the same pages over again. By using Collation, the printer processes the file only once, saves the file in printer memory, and prints the multiple copies. This saves processing time for the printer and for the application, and overall printing time may be reduced.

For Collation to work effectively, your software application must recognize this printer feature and not send the job to the printer multiple times.



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Your application must also let you specify the number of copies needed or let you use the printer default setting for Copies. Select Collation from the operator panel or from the printer driver. For best results, select Collated in the printer driver and set the number of copies to one.

In your application, select Uncollated (if the option is available) and then select the number of copies you want. If the job is complex or exceeds the memory capacity of your printer, you may receive a 37 Insufficient Collation Area message. If you reset the printer, the printer discards the job. See 37 Insufficient Collation Area on page 160 for more information. \*Factory default Operator Panel Menus 53 Finishing Menu (continued) Menu Item Separator Sheets Values None\* Between Copies Between Jobs Between Pages You can have the printer insert blank separator sheets between jobs, between multiple copies of a job, or between each page of a job. Separator sheets are pulled from the source specified in the Separator Source menu item. Select Between Copies for multiple copy jobs. If Collation is set to Off, a blank page is inserted between sets of each printed page. If Collation is set to On, a blank page is inserted between each copy of the job. select Between Jobs to insert a blank page after each print job.

This may be helpful when several people are using the printer. select Between Pages to insert a blank page between each page of a job. This is useful if you are printing transparencies and want to reduce static build-up when stacking transparencies in the output bin. Separator Source Tray 1\* Tray 2 MP Feeder If you are using separator sheets, Separator Source lets you specify the paper source that holds the separator sheets. Only installed paper sources display as values.

You can only select MP Feeder as the separator source if Configure MP is set to Cassette. If Separator Source is set to MP Feeder and Configure MP is set to First, the Separator Source setting automatically changes to Tray 1. See "Configure MP" on page 49 for more information. Multipage Print Off\* 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up Use the Multipage Print (N-up) setting to print multiple page images on a single page. For example, 2-Up means two page images are printed on one page, 3-Up means three page images are printed on one page, and so forth.

The printer uses the Multipage Order, Multipage View, and Multipage Border settings to determine the order and orientation of the page images and if a border is printed around each page image. Printer setting changes within a print job may affect the results you get when using Multipage Print. \*Factory default 54 Chapter 3: Using the Operator Panel and Menus Finishing Menu (continued) Menu Item Multipage Order Values Horizontal\* Vertical Rev Horizontal Rev Vertical The Multipage Order setting determines the positioning of multiple page images on pages printed using Multipage Print. You may choose one of four different orders. The positioning of page images depends on if the pages are sent to the printer as portrait or landscape images. The following examples show the result of using each Multipage Order setting on a 4-Up print job. Horizontal Vertical Portrait Landscape Portrait Landscape Page 2 Page 1 Page 2 Page 4 Page 1 Page 3 Page 4 Page 4 Page 2 Page 2 Page 3 Page 3 Page 1 Page 1 Page 1 Page 3 Page 4 Page 3 Page 2 Page 4 Rev Horizontal Portrait Landscape Page 2 Page 1 Page 3 Page 1 Rev Vertical Portrait Landscape Page 3 Page 1 Page 4 Page 3 Page 2 Page 4 Page 4 Page 2 \*Factory default Operator Panel Menus 55 Finishing Menu (continued) Menu Item Multipage View Values Auto\* Long Edge Short Edge Use the Multipage View setting to select the orientation of the printed page with respect to the page images during Multipage Print. Select Auto to allow the printer to choose between portrait and landscape positioning. Select Long Edge to position the long edge of the print material as the top of the page. Select Short Edge to position the short edge of the print material as the top of the page.

Note: For PostScript 3 emulation print jobs, the Auto setting is always in portrait orientation. Multipage Border None\* Solid Use the Multipage Border setting to specify if a border is printed around each page image during Multipage Print. Select None if you do not want to print a border around each page image. Select Solid to print a solid line border around each page image. \*Factory default 56 Chapter 3: Using the Operator Panel and Menus Utilities Menu Use the UTILITIES MENU to print a variety of listings relating to available printer resources, printer settings, and print jobs. The menu settings page is a list of the user default settings, the installed options, and the amount of available printer memory. This list also shows you the order of menu items. The internal print server settings page contains information on your network setup and the printer settings for your network as defined by the Network 1 Setup menu item in the NETWORK MENU. See "Network 1 Setup" on page 92 for more information. Note: Print Net1 Setup displays only if an internal print server is installed in your printer.

Print Fonts PCL Fonts PS Fonts Press Select to print a font sample list that shows all the fonts currently available in the selected printer language, PCL Fonts or PS Fonts. For more information, see "Printing a Font Sample List" on page 242. Print Directory Press Select to print a list of all the resources stored in flash memory or on the hard disk option. The Print Directory menu item is available only if at least one of the options is installed and formatted. Refer to the Technical Reference for details.

Factory Defaults Restore Do Not Restore If you choose Restore: • All downloaded resources (fonts, macros, symbol sets) in printer memory (RAM) are deleted. (Resources residing in flash memory or on the hard disk option are unaffected. ) • All menu settings are returned to the factory default values except: – Display Language (SETUP MENU) which is the operator panel display language. – All settings in the PARALLEL MENU , SERIAL MENU , NETWORK MENU , INFRARED MENU , LOCALTALK MENU , USB MENU , and FAX MENU. The message Restoring Factory Defaults briefly appears while the printer restores the factory default settings.

See Restoring Factory Defaults on page 157 for more information. Operator Panel Menus 57 Utilities Menu (continued) Menu Item Format Flash Values Yes No Formatting the flash memory option deletes all resources (fonts, macros, symbol sets) stored in flash memory and prepares the flash memory card to receive new resources. The Format Flash menu item only displays if the installed flash memory option is not defective or Read/Write or Write protected. 51 Defective Flash may display when the printer is turned on, or during flash format and write operations. See 51 Defective Flash on page 161 for more information. Warning: If you select Format Flash and press Go, any data stored in flash memory is lost.



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*Do not turn off the printer while the flash is formatting. Defragment Flash Yes No Defragmenting the flash memory option transfers all undeleted resources stored in flash memory to printer memory and then reformats the flash memory option. When the format operation is complete, the undeleted resources are loaded back into flash memory. The Defragment Flash menu item only displays if the installed flash memory option is not defective or Read/Write or Write protected.*

*51 Defective Flash may display when the printer is turned on, or during flash format and write operations. See 51 Defective Flash on page 161 for more information. 37 Insufficient Defrag Memory displays if printer memory is too full to perform the Flash Memory Defragment operation. See 37 Insufficient Defrag Memory on page 160 for more information. Warning: Do not turn off the printer while the flash is defragmenting. Format Disk Yes No Formatting the hard disk option deletes all resources stored on the hard disk and prepares it to receive new resources. The Format Disk menu item only displays if the installed hard disk option is not defective or Read/Write or Write protected. 61 Defective Disk may display when the printer is turned on, or during disk format and write operations. See 61 Defective Disk on page 165 for more information. format Disk does not display if Job Buffer Size is set to 100%. See Job Buffer Size on page 77 for more information. Warning: If you select Format Disk and press Go, any data stored on the hard disk option is lost. Do not turn off the printer while the hard disk is formatting. 58 Chapter 3: Using the Operator Panel and Menus Utilities Menu (continued) Menu Item Job Acct Stat Values Print Clear The Job Acct Stat menu item only displays if a hard disk option is installed in your printer and is not defective or Read/Write or Write protected. Job Accounting in the SETUP MENU must be set to On.*

*Select Print to print a list of statistics for a defined number of the most recent print jobs. (The number of jobs is determined by the value of the Job Acct Limit menu item in the SETUP MENU). The statistics include if the job printed with or without errors, the time required to print the job, the size (in bytes) of the job, the requested paper size and paper type, the total number of printed pages, and the number of copies requested. See Clearing Job Accounting Stat on page 152 for more information. With Hex Trace selected, all data sent to the printer is printed in hexadecimal and character representation. control codes are not run. To exit Hex Trace, turn the printer power Off (O), or reset the printer. Press Menu> or <Menu until Reset Printer appears on the second line of the operator panel display. press Select. Note: Resetting the printer deletes all current data from the print buffer, including all Print and Hold jobs. See Reset Printer on page 70 for more information. Job Menu Some JOB MENU menu items are available when the printer displays the Ready message and is idle since it is not accepting, formatting, or printing a job. Other menu items in JOB MENU are only available when the printer is busy processing or printing a job, when a printer message other than Ready displays, or when the printer is in Hex Trace mode. Note: For documentation purposes, Print and Hold jobs refers to any of the following jobs: Confidential Job, Reserve Print Job, Repeat Print Job, and Verify Print Job. See page 108 for more information on Print and Hold jobs.*

*operator Panel Menus 59 Job Menu Menu Item Cancel Job Values Press Select to cancel the current print job. Cancel Job displays only when the printer is processing a print job. CONFIDENTIAL JOB This menu item is not displayed in the JOB MENU until the printer has processed at least one Confidential Job. Note: Use your software application or printer driver to create and send a Confidential Job. Enter PIN Once a correct Personal Identification Number (PIN) is entered, the following values are available as second and third sub-menus. See "Entering a Personal Identification Number (PIN)" on page 111 for more information. <Job #n Username> <Job #n Jobname> Note: In the sub-menu values listed above, the Username field is based on the username field in your driver. By default, this is the user name or user ID you type to log on to your operating system. You can change the name in this field to another name in the driver before you send the job. The Jobname field contains a title name for your file as defined by your application software when the job was sent. You cannot change this field. If one or both of the fields is empty, the name was not defined by the application. For example, if your last name is Smith and your file is called timesheet, the operator panel may display smith timesheet. The Username and Jobname fields are truncated to 16 characters. When you create a Confidential Job, the printer formats your job and holds the job in memory.*

*The printer delays the printing of your job until you enter a PIN assigned to the job. You enter the number through the operator panel. See "Entering a Personal Identification Number (PIN)" on page 111 for more information. 60 Chapter 3: Using the Operator Panel and Menus Job Menu (continued) Menu Item CONFIDENTIAL JOB (continued) Values Once a valid PIN is entered, the operator panel displays: CONFIDENTIAL JOB Print All Jobs You have several print or delete options to choose from: •••••print all jobs print a job print copies delete all jobs delete a job Press Menu> or <Menu until the menu item you need appears on the second line of the display. press Select.*

*While in the values for this menu item, the following button actions are possible: • Press Go to exit the selection and the menu group, and return to the previous screen. □ Press Menu> or <Menu to choose the next or previous option in the list. □ Press Return to exit the operation, but remain in the JOB MENU or to return to the previous screen after scrolling through a list of print jobs. Note: While in the CONFIDENTIAL JOB menu item, you can make selections in both PRINT A JOB and DELETE A JOB values. Then, both actions occur when you press Go to exit the JOB MENU. Operator Panel Menus 61 Job Menu (continued) Menu Item CONFIDENTIAL JOB (continued) Values Print All Jobs If you press Select to choose this value, printing starts and the operator panel exits this operation. All Confidential Jobs associated with your assigned PIN are printed. the message Queuing Jobs displays. For more information, see "Queuing Jobs" on page 156. PRINT A JOB If you press Select to choose this value, a list of jobs available for printing is displayed.*

*The first job is displayed on the second line. PRINT A JOB <Job #1 Username> <Job #1 Jobname> All Confidential Jobs associated with your assigned PIN are listed. Use Menu> or <Menu to scroll through the list of available jobs. PRINT A JOB <Job #2 Username> <Job #2 Jobname> See the note on page 60 for an explanation of Username and Jobname.*



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