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User manual KONICA MINOLTA BIZHUB 501
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The essentials of imaging

bizhub 501/421/361

User's Guide [Fax Driver Operations]



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Manual abstract:

For descriptions on trademarks and copyrights, refer to [Trademarks/Copyrights]. The illustrations used in this User's Guide may differ from the actual model. Fax Driver x-1 Introduction Contents Introduction Contents

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Select "Normal Printing" for Port 9100 or USB connection, "Internet Printing" for IPP connection, or "Secure Printing" for IPPS connection. "Installing the fax driver using the Add Printer Wizard" on page 2-7 "For Windows Vista" on page 2-10 ! 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 [Network Administrator]. To install the printer driver under Windows Vista, log on as the Administrator. This manual describes the setup method using the Add Printer Wizard only for the LPR/Port9100 printing. For installation procedures via other network connections (SMB, IPP/IPPS and Web Service print), refer to the User's Guide [Print Operations (IC-207)]. This manual describes the setup method of USB connection only using the Plug and Play. 2.

1.3 Windows NT4.0 Setup method Connection method that can be set up with the Add Printer Wizard Connection method Network connection LPR Refer to "Installing the fax driver using the Add Printer Wizard" on page 2-7 "For Windows 2000/NT 4.0" on page 2-12 ! 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 [Network Administrator].

To install the printer driver under Windows NT 4.0, log on as the Administrator. 2 Note For details on installing the fax driver in a network environment, refer to the User's Guide [Network Administrator]. Fax Driver 2-3 Installing the fax driver 2.2 Automatic installation using the installer If this installer is used, this machine is automatically detected to determine whether it is connected by USB or is on the same TCP/IP network as the computer, and the fax driver can be installed at the same time as the necessary printer driver.

The fax driver to be installed can also be manually specified. 2.2.1 Installer operating environment Operating system 32bit editions Windows NT4.0 (Service Pack 6a or later)* Windows 2000 Professional/Server (Service Pack 3 or later) Windows XP Home/Professional (Service Pack 2 or later) Windows Server 2003 Standard Windows Vista <All versions> 64bit editions Windows XP Professional (Service Pack 2 or later) Windows Server 2003 Windows Vista <All versions> * With Windows NT 4.0, in order to install a machine that is connected directly to a network using the TCP/IP protocol, Microsoft TCP/IP Printing Services must first be installed on the computer being used. 2.2.2 Settings of this machine Specify the IP address of this machine. 2 Note To allow this machine to be automatically detected when connected to a network, be sure to set the IP address for this machine before starting installation.

For details, refer to the User's Guide [Network Administrator]. Depending on the connection method and protocol, change the network settings of this machine. Port9100: Enable the RAW port number (9100 at default), on the TCP/IP Setting screen. IPP/IPPS: Enable IPP print on the IPP Setting screen. 2 Note For details on TCP/IP settings and IPP settings of this machine, refer to the User's Guide [Network Administrator]. To use IPPS printing, the certificate must be registered to this machine. For details, refer to the User's Guide [Network Administrator]. 2.2.3 To install the fax driver 2 Reminder When installing on Windows NT 4.

0/2000/XP/Vista/Server 2003, 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 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 printer driver folder on the CD-ROM and double-click "Setup.exe" for the 32bit editions OS and "Setup64.exe" for the 64bit editions OS, and then proceed to Step 3. 2 Click "Printer Install". The installation of the printer driver starts.

Fax Driver 2-4 Installing the fax driver 2 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. 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 copiers are detected. If the printer is not detected, 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. 5 Select this machine, and then click the [Next] button. If the connection of this machine cannot be recognized, the machine will not be listed.

When this occurs, select "Specify the Printer/MFP Except for the Above. (IP Address, Host Name)", and then specify this machine directly. In addition to "Normal Printing" (Port9100, USB), "Internet Printing" (IPP) or "Secure Printing" (IPPS) can also be selected as the connecting method. Secure Print (IPPS) can be used when SSL is enabled from Web Connection and IPP is enabled. Fax Driver 2-5 Installing the fax driver 2 6 Click the [Installation Settings] button. 7 Select the fax driver as the component to be installed, and then click the [OK] button. 8 In the Confirm Installation Settings dialog box, click the [Install] button. If Windows logo test and digital signature warning messages appear, click the [Continue] or [Yes] button. 9 In the Finish Installing Drivers dialog box, click the [Finish] button. This completes the fax driver installation.

2 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. [Share Setting]: Specify shared settings of the printer. [Property]: Specify the property settings of the fax driver. For details, refer to "Specifying the Configure tab settings" on page 3-18. [Print Setting]: Specify the functions of the fax driver. For details, refer to "Settings" on page 3-8. [Print Test Page]: Perform test print. Fax Driver 2-6 Installing the fax driver 2 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).



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When using the LPR/Port9100 printing, specify the port during the printer driver installation process. ! Detail For installation procedures via other network connections (SMB, IPP/IPPS and Web Service print), refer to the User's Guide [Print Operations (IC-207)]. 2.3.1 Settings of this machine Before using this machine in a network environment, the network settings must be specified for this machine. TCP/IP setting for this machine Specify the IP address on TCP/IP Setting of this machine. ! Detail For details on specifying the IP address of this machine, refer to the User's Guide [Network Administrator]. Specifying the RAW port number for this machine To use Port9100 printing, enable the RAW port number (9100 at default), on the "TCP/IP Setting" for this machine. ! Detail For details on specifying the RAW port number of this machine, refer to the User's Guide [Network Administrator].

LPD setting for this machine To use LPR printing, enable LPD print on "LPD Setting" of this machine. ! Detail For details on LPD setting of this machine, refer to the User's Guide [Network Administrator]. 2.3.2 For Windows XP/Server 2003 2 Reminder When installing on Windows XP/Server2003, administrator permissions are required. 1 2 Insert the printer driver CD-ROM into the computer's CD-ROM drive. 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". Fax Driver 2-7 Installing the fax driver 2 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 5 Click the [Next] button. 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.

7 8 Click the [Next] button. The Add Standard TCP/IP Printer Port Wizard starts. Click the [Next] button. Fax Driver 2-8 Installing the fax driver 2 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.

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Click the [Browse] button. 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. 17 18 Click the [OK] button. The "Printers" list appears. Click the [Next] button. Fax Driver 2-9 Installing the fax driver 2 19 Follow the on-screen instructions. When the Windows logo test and Digital Signature dialog box appears, click the [Continue Anyway] button. 20 21 When installation is complete, make sure that the icon of the installed printer appears in the Printers and Faxes window. Remove the CD-ROM from the CD-ROM drive.

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3 For Windows Vista In Windows Vista, printers on the network can be located and installed. 2 Note When installing Windows Vista, administrator permissions are required. Printers will be found during installation. Connect this machine to the network, and then turn on the power. For details on setting network, refer to the User's Guide [Network Administrator].

1 2 3 Insert the printer driver CD-ROM into the computer's CD-ROM drive. Click the [Start] button, and then click "Control Panel". 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. The Add Printer window appears. Fax Driver 2-10 Installing the fax driver 2 5 Click "Add a local printer". The Select a Printer Port dialog box appears. 6 7 8 Click "Create a new port", and select "Standard TCP/IP Port".

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The information entered here is case-sensitive. 12 13 14 15 Click the [Next] button. The Install the printer driver dialog box appears. Click the [Have Disk] button. Click the [Browse] button.

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. 16 Click the [OK] button. The "Printers" list appears. Fax Driver 2-11 Installing the fax driver 2 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".



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19 20 21 Click the [Finish] button. When installation is completed, make sure that the icon of the installed printer appears in the Printers and Faxes window. Remove the CD-ROM from the CD-ROM drive. This completes the fax driver installation. 2 Note If both of "RAW Port Number" and "LPD Setting" are enabled in the network settings of this machine, check the available printer ports and change the settings if necessary. For details, refer to the User's Guide [Print Operations (IC-207)]. 2.

3.4 For Windows 2000/NT 4.0 2 Reminder When installing Windows NT/4.0, administrator permissions are required. 1 2 3 4 Insert the printer driver CD-ROM into the computer's CD-ROM drive. Click the [Start] button, point to "Settings", and then click "Printers". Double-click the "Add Printer" icon. The Add Printer Wizard starts up. Follow the on-screen instructions. Fax Driver 2-12 Installing the fax driver 2 5 In the screen for selecting the printer connection, select "Local Printer".

6 7 Click the [Next] button. A screen for specifying ports appears. Click "Create a new port", and then select "Standard TCP/IP Port" for the type of port. For Windows NT 4.0, select "LPR Port" in the "Available Printer Ports" list, and then click the [New Port] button. For details, refer to the User's Guide [Print Operations (IC-207)]. 8 9 10 Click the [Next] button. The Add Standard TCP/IP Printer Port Wizard starts. Click the [Next] button. 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 12 Select "Custom", and then click the [Settings] button. 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 14 15 16 17 Click the [Next] button. Click the [Finish] button. The Add Printer Wizard appears.

Click the [Have Disk] button. Click the [Browse] button. 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. 18 Click the [OK] button. The "Printers" list appears. Fax Driver 2-13 Installing the fax driver 2 19 Click the [Next] button. 20 21 22 Follow the on-screen instructions. When the Digital Signature dialog box appears, click the [Yes] button. When installation is complete, make sure that the icon of the installed printer appears in the Printers window.

Remove the CD-ROM from the CD-ROM drive. This completes the fax driver installation. Fax Driver 2-14 Installing the fax driver 2 2.4 2.4. 1 Installing the fax driver using Plug and Play For Windows XP/Server 2003 1 2 3 After using a USB cable to connect this machine to a computer, turn the computer on. Do not disconnect or connect the cable while the computer is starting up. Insert the printer driver CD-ROM into the computer's CD-ROM drive. Turn the main power of this machine on. The Found New Hardware Wizard dialog box appears. When a connection is made with the USB port, the local interface kit is required. 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 5 6 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". From "Search for the best driver in these locations", select "Include this location in the search", and then click the [Browse] button. 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. 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 9 10 2.4.2 Click the [Finish] button. When installation is complete, make sure that the icon of the installed printer appears in the Printers and Faxes window. Remove the CD-ROM from the CD-ROM drive. This completes the fax driver installation. For Windows Vista 1 2 After using a USB 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. Turn the main power of this machine on. The Found New Hardware Wizard dialog box appears.

When a connection is made with the USB port, the local interface kit is required. 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 5 Fax Driver Insert the printer driver CD-ROM into the CD-ROM drive of the computer. The information on the disk is retrieved.

A list of software supporting this machine appears. Specify the name of the desired fax driver, and then click the [Next] button. 2-15 Installing the fax driver 2 6 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". 7 8 9 2.4.3 When the installation is completed, click the [Close] button. After installation is completed, make sure that the icon of the installed printer appears in the Printers window. Remove the CD-ROM from the CD-ROM drive.

This completes the fax driver installation. For Windows 2000 2 Note When a connection is made with the USB port, the local interface kit is required. 1 2 3 4 5 6 After using a USB cable to connect this machine to a computer, turn on the computer.



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Do not disconnect or connect the cable while the computer is starting up. Insert the printer driver CD-ROM into the computer's CD-ROM drive. Turn the main power of this machine on. The Found New Hardware Wizard starts up. Select "Search for a suitable driver for my device (recommended)", and then click the [Next] button. Select "Specify location", and then click the [Next] button. 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. 7 8 9 10 Click the [OK] button, and then follow the on-screen instructions. If digital signature warning message appears, click [Yes]. Click the [Finish] button. When installation is complete, make sure that the icon of the installed printer appears in the Printers window.

Remove the CD-ROM from the CD-ROM drive. This completes the fax driver installation. Fax Driver 2-16 Installing the fax driver 2.2.5 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.

2.

5.1 Uninstallation by an uninstallation program If the fax driver was installed with an installer, the delete function of the fax driver is included. 1 2 Click the [Start] button, point to "All Programs" (or "Programs"), then to "xxxxx <group name>", and then click "xxxxx <model_name>"-"Uninstall Printer Driver". Select the components to be deleted, and then click the [Uninstall] button. Follow the on-screen instructions. 3 2.5.2 If the restart dialog box appears, click [OK] to restart the computer. Uninstallation by an installer If the fax driver was installed with an installer, it can be deleted by the installer. 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.

Check that the installer starts up, and then continue with step 2. If the installer does not start up, open the printer driver folder on the CD-ROM and double-click "Setup.exe" for the 32bit editions OS and "Setup64.exe" for the 64bit editions OS, and then proceed to Step 3. 2 3 4 5 6 2.5.3 Click "Printer Install". The installer of the printer driver starts. Click the [Agree] button on the installation license agreement screen. In the setup selection dialog box, select "Uninstall Printer Driver", and then click the [Next] button.

Select the components to be deleted, and then click the [Delete] button. Follow the on-screen instructions. If the restart screen appears, click the [OK] button to restart the computer. Manual uninstallation If the fax driver was not installed with an installer, the delete function of the fax driver is not included. 1 2 3 Open the Printers window (for Windows XP/Server 2003, Printers and Faxes window).

Select the icon of the printer that you want to delete. Press the [Delete] key on the computer keyboard to delete the fax driver. Fax Driver 2-17 Installing the fax driver 2 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 uninstallation procedure. For Windows 2000/XP/Vista/Server 2003, delete the driver from the server properties. 5 Open "Server Properties". For Windows 2000/XP/Server 2003, click the [File] menu, and then click [Server Properties]. For Windows Vista, 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 7 Click the Driver tab. 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, continue with step 8.

8 9 10 Select "Remove driver and driver package." on the deletion confirmation screen, and then click the [OK] button. In the Deletion Confirmation dialog box, click the [Yes] button. For Windows Vista, when the deletion confirmation screen is displayed, click the [Delete] button. Close the window, and then restart the computer. Be sure to restart the computer. This completes the fax driver uninstallation procedure. 2 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 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, this operation is not required. Fax Driver 2-18 3 Setting up the fax driver (Windows) Setting up the fax driver (Windows) 3 3 3.1 3.1.1 Setting up the fax driver (Windows) Sending a fax Fax operations 2 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 3-18. ! Detail For details on the fax function of this machine, refer to the User's Guide [Network Scan/Fax/Network Fax Operations]. 1 2 3 4 Create the data you want to send using any application. From the [File] menu, select "Print".

From "Printer Name", select "FAX Driver". 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 3-8. 5 6 Click the [Print] button.



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@@@For details, refer to "Specifying the Configure tab settings" on page 3-18. Fax Driver 3-8 Setting up the fax driver (Windows) 3 3.2.2 FAX tab Item Resolution Print Recipient File Timer Send SUB Address Sender ID Cover Sheet Phone Book Entry Function Specifies the fax resolution. Prints the document after the fax was sent.

Sets the transmission time. By clicking the [Reflect Current Time] button, the current time set on the computer is displayed in the "Send Time" boxes. Specifies the sub address for sending confidential faxes using F-codes. Specifies the sender ID for sending confidential faxes using F-codes. Specifies the fax cover sheet. Edits the phone book. 3.2.3 Basic tab Item Original Orientation Original Size Paper Size Zoom [Authentication/Account Track] Function Specifies the orientation of the original. Specifies the size of the original.

Specifies the output paper size of the recipient. Automatically enlarges or reduces when the Original Size setting is changed. Specifies the enlargement and reduction ratio. Specifies the user name and password when performing user authentication, and the department name and password when performing account track on this machine. 3.

2.4 Layout tab Item Combination Skip Blank Pages Function 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. Does not print blank pages in the data. 3.

2.5 Stamp/Composition tab Item Watermark Function 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 Device Option Function Specifies the status of the options that are installed on this machine and the status of the user authentication and account track functions. Specify the status of each item from the "Setting" drop-down list. Communicates with this machine to read the status of the installed options. Specifies the status of the connection that executes getting the option information. Enter an encryption key when it is defined by the user through communication with this machine.

Acquire Device Information Acquire Settings Encryption key 2 Note To display the Configure tab, right-click the "FAX Driver" icon, and then click "Properties". You cannot use the [Acquire Device Information] function if you are not connected to or able to communicate with this machine. Fax Driver 3-9 Setting up the fax driver (Windows) 3 3.2.7 Settings tab Item Display Constraint Message Display paper set in Print Server Properties Verify Authentication settings before printing Popup Authentication Dialog when printing Confirm to Fax number Store Custom Size Function Displays a message when functions that cannot be specified at the same time were enabled from the fax driver. Uses the paper that was added in [Server Properties] of the printer folder. Verifies the authentication settings for this machine before printing and displays a message if the settings are not compatible. Displays the User Authentication/Account Track dialog box when a print job is specified to enter the user name and department name. Make a setup when you want the Fax number to be checked again before it is registered with the Recipient List. Store the custom paper sizes.

2 Note To display the Settings tab, right-click the "FAX Driver" icon, and then click "Properties". Fax Driver 3-10 Setting up the fax driver (Windows) 3 3.3 Specifying the FAX tab settings Resolution: Specifies the fax resolution. If the resolution is increased, the transmission time may take longer. Print Recipient File: Prints the document after a fax was sent.

When sending a fax, this function can be specified when specifying the transmission settings. For details, refer to "Specifying the transmission settings" on page 3-5. Timer Send: Sets the transmission time. By clicking the [Reflect Current Time] button, the current time set on the computer is displayed in the "Send Time" boxes. When sending a fax, this function can be specified when specifying the transmission settings.

For details, refer to "Specifying the transmission settings" on page 3-5. SUB Address: Specifies the sub address for sending confidential faxes using F-codes.

When sending a fax, this function can be specified when specifying the transmission settings. For details, refer to "Specifying the transmission settings" on page 3-5. Sender ID: Specifies the sender ID for sending confidential faxes using F-codes. When sending a fax, this function can be specified when specifying the transmission settings. For details, refer to "Specifying the transmission settings" on page 3-5. 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 3-5.

Phone Book Entry: Edits the phone book. For details, refer to "Adding a recipient to the phone book" on page 3-20. 2 Note When using Timer Send, check that the time set on the computer is synchronized with the time on this machine. If the transmission time is earlier than the current time of this machine, the fax is sent the next day. If sending confidential faxes using F-codes to another fax model, enter the sub address and sender ID in the "SUB Address" and the "Sender ID" text boxes. Up to 20 characters (numbers 0 through 9) can be entered in the "Sub Address" text box. Up to 20 characters (numbers 0 through 9, #, and *) can be entered in the "Sender ID" text box. For the details on the sub address and the sender ID, refer to the User's Guide [Network Scan/Fax/Network Fax Operations]. Fax Driver 3-11 Setting up the fax driver (Windows) 3 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 when performing user authentication, and the department name and password when performing account track on this 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 2 From the "Original Size" or the "Paper Size" drop-down list, select "Custom Size". The Custom Size Settings dialog box appears.

Specify settings for the following: Width: Specifies the width of the custom paper size according to the selected measurement unit.



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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. Fax Driver 3-12 Setting up the fax driver (Windows) 3 3.4.2 Specifying the user authentication settings If the user authentication settings have been specified on this machine, you must enter a user name and password. 2 Note If a fax is sent using a user name or password that is not a registered account on this machine, or if a fax is sent without selecting a user under "User Authentication", the operation is not authenticated by this machine and the job is canceled. If the user authentication settings are specified on this machine and the authentication operation restriction function is in mode 2, the applicable user is locked and cannot be accessed if the authentication information is not entered correctly. ! Detail If the user authentication settings are not specified on the Configure tab, user authentication cannot be performed.

If using the user authentication function, be sure to specify the settings on the Configure tab. For details, refer to "Specifying the Configure tab settings" on page 3-18. 1 2 3 Click the Basic tab. Click the [Authentication/Account Track] button. Select "Recipient User", and then enter the user name and password. If this machine has been set to permit public users, the machine can be used without a user name and password. If performing user authentication on a server, the server settings must be specified. Click the [Server Setting] button to select the server. Click the [Verify] button to communicate with this machine and to check whether authentication can be performed with the user that was entered. You cannot use this function if you are not connected to or able to communicate with this machine.

4 Click the [OK] button. 2 Note If the usage is not allowed, transmission cannot be performed even when used by a registered user. For details on the user authentication function, consult the administrator of this machine. If performing user authentication with an optional authentication unit, enter the user name and password in step 3. For details, refer to the operation manual of the authentication unit.

Fax Driver 3-13 Setting up the fax driver (Windows) 3 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. 2 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. When the account track settings are specified on this machine, the authentication operation restriction function is in mode 2, and the authentication information is not entered correctly, the applicable account is locked and cannot be accessed.

! Detail If the account track settings are not specified on the Configure tab, account track cannot be performed. If using the account track function, be sure to specify the settings on the Configure tab. For details, refer to "Specifying the Configure tab settings" on page 3-18. 1 2 3 Click the Basic tab. Click the [Authentication/Account Track] button. Enter the department name and password. Click the [Verify] button to communicate with this machine and to check whether authentication can be performed with the user that was entered. You cannot use this function if you are not connected to or able to communicate with this machine. 4 Click the [OK] button. 2 Note If usage is not allowed, transmission cannot be performed even when used by a registered account.

For details on the account track function, consult the administrator of this machine. Fax Driver 3-14 Setting up the fax driver (Windows) 3 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 2 Click the Layout tab. 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. 2 Reminder When printing a job that contains pages of different sizes and orientations, images may be missing or overlapping when the document is printed. Fax Driver 3-15 Setting up the fax driver (Windows) 3 3.

6 Specifying the Stamp/Composition tab settings 3.6.1 Sending with a watermark Specific text can be sent in the background as a watermark. 2 Note For Windows Vista 64bit editions, "Watermark" cannot be selected with any of the following functions at the same time. - [User Authentication] - [Account Track] - [Verify Authentication settings before printing] - [Popup Authentication Dialog when printing] 1 2 3 3.

6.2 Click the Stamp/Composition tab. Select the "Watermark" check box. From the list, select the watermark that you want to print. Editing a watermark You can change the fonts and position of the watermark and you can register a new one. 1 2 3 4 Click the Stamp/Composition tab. Select the "Watermark" check box. Click the [Edit] button under "Watermark". The Edit Watermark dialog box appears. To create a watermark, click the [Add] button.

To change a watermark, select the watermark from the "Current Watermark" list. Fax Driver 3-16 Setting up the fax driver (Windows) 3 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.



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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. 2 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".

Fax Driver 3-17 Setting up the fax driver (Windows) 3 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 installed 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/NT 4.0, 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, 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/Server 2003, open the Control Panel from the Start menu, select "Printers and Other Hardware", and then select "Printers and Faxes". 2 3 4 5 Right-click the "xxxxxx FAX" icon, and then click "Properties". Click the Configure tab. Select the options to be specified under "Device Option". Select the status of the option that is installed from the "Setting" drop-down list. 2 Note If a "Model" is available under "Device Option", select the model to be used. Click the [Acquire Device Information] button to communicate with this machine and read the status of the settings specified on this machine. You cannot use this function if you are not connected to or able to communicate with this machine. The connection can be specified by clicking the [Acquire Settings] button.

Fax Driver 3-18 Setting up the fax driver (Windows) 3 3.7.2 Change encryption key When a user has defined an encryption key for this machine, the same encryption key as that for this machine must be entered. The encryption key for the entered characters is automatically created, which is to be used for communication with this machine. ! Detail Match the Encryption key to that specified by Driver Password Encryption Setting of this machine.

For details, refer to the User's Guide [Print Operations (IC-207)]. 1 2 3 Click the Configure tab. Select the "Encryption key" check box. Enter in "Encryption key". Fax Driver 3-19 Setting up the fax driver (Windows) 3 3.

8 3.8.1 Using a phone book 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 3 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. Enter the appropriate information in the "Name", "Fax Number", "Company", 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 (-), spaces, #, *, E, 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. Fax Driver 3-20 Setting up the fax driver (Windows) 3 Change the transmission mode as necessary. ECM: Specifies the ECM (Error Correction Mode). If the "V.34 Mode" check box is selected, the "ECM" check box cannot be cleared. International Transmission Mode: Slows the speed when sending faxes overseas. Select this check box if errors occur when sending faxes overseas.*

V.34 Mode: Specifies the Super G3 fax mode. For normal fax operations, leave this check box selected. Clear it only if it is not possible to transmit in the recipient's mode. 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 "Personal 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 whether you want to save the phone book appears. Click the [Yes] button. The Save As dialog box appears. 7 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". Fax Driver 3-21 Setting up the fax driver (Windows) 3 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.



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