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**INSTRUCTIONS FOR PRINTING TO YOUR PANASONIC  
CONNECTED MULTIFUNCTION DEVICE (MFD)  
COLOR AND MONOCHROME DEVICES**

This guide will provide you with a instructions on the most common functions, such as 2-sided printing, stapling, mailbox print, etc.

**Panasonic ideas for life**

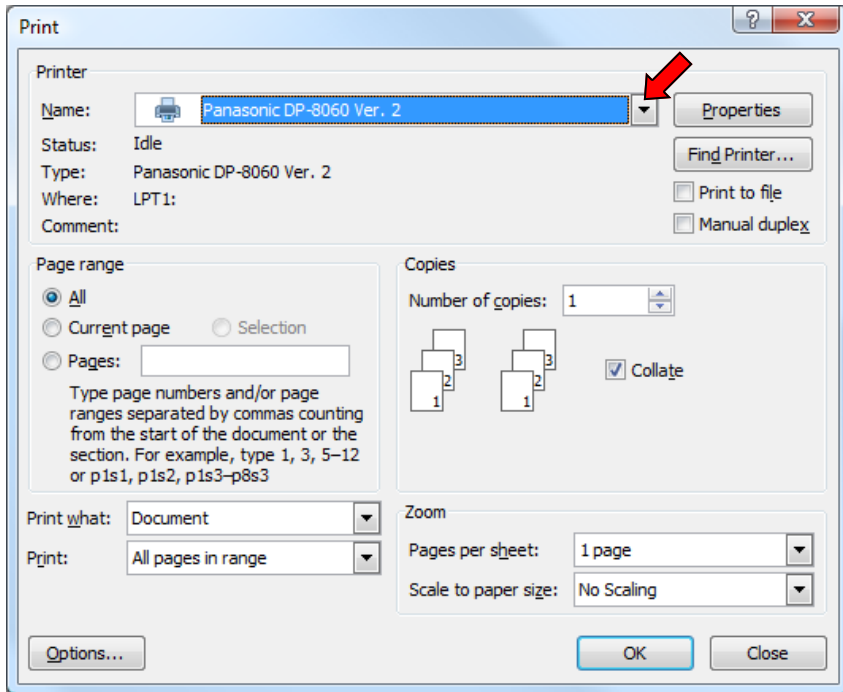


**GET ALL THE FEATURES OF YOUR COPIER RIGHT AT YOUR DESKTOP!**

This manual is intended to be used with a Panasonic DP-Series color and monochrome devices with the most current print driver installed.

To download the most current drivers, please go to [www.workio.com](http://www.workio.com)

# Basic Printing



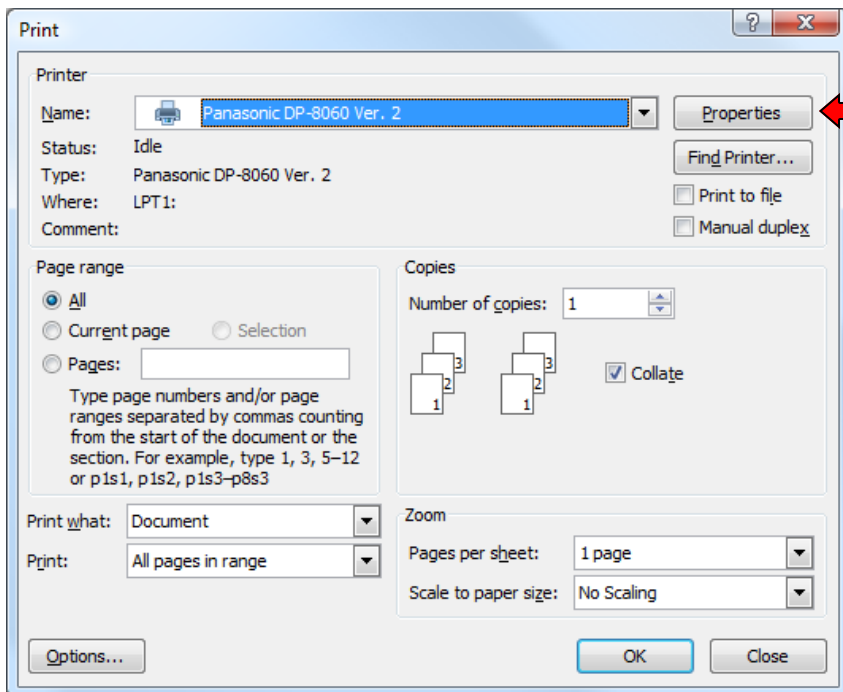
## The Main Print Window

To get to this screen, go to the **File** menu, then select **Print...**

From the drop down list of printers, pick your Panasonic model (i.e. **Panasonic DP-8060 Ver. 2 or Panasonic DP-C354 Ver. 2 PCL6**)

The look of this screen will vary depending on what program and version of Windows you are printing from. Here you can choose the number of copies (or sets) you wish to produce, as well as change your page range.

# Advanced Print Functions



## The Main Print Window

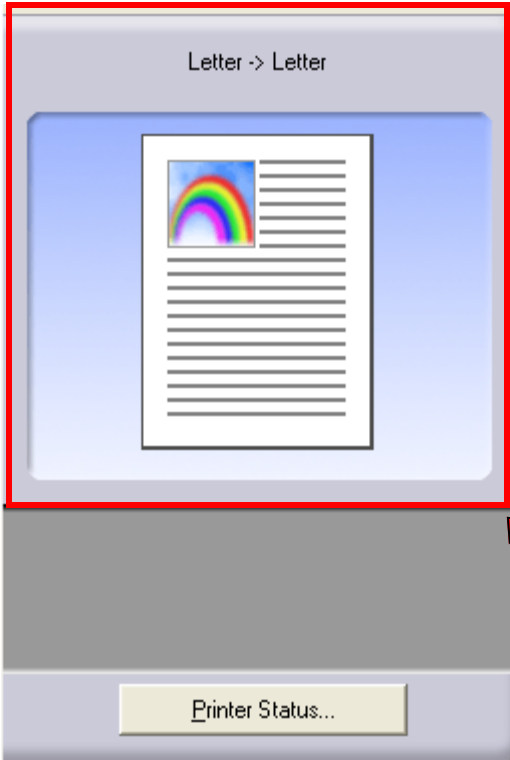
To use the advanced printing features of your copier, you will need to click on **Properties...** once you have selected the **Panasonic DP-XXXX** Model from the printer name drop down list.

The next screen that appears will give you the ability to use the features of your copier right from you desktop (i.e. stapling, hole punch, etc). Depending on the accessories that your machine has installed, some of these options may not be available. If a feature is not available and you think it should be (i.e. you have a stapling finisher, but the stapling option is grayed out), please contact your network administrator.

# Advanced Print Functions

## Output Preview Section

### Output Preview Section

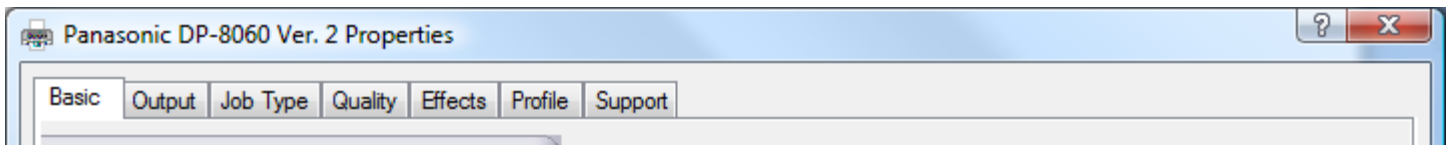


### Output Preview Section

When you first see the Panasonic DP-XXXX Properties screen, you will notice on the left side of box there is a preview section that shows you what your current settings are. This side will follow the different tabs that you go through. The piece of paper will change to reflect certain settings that you have selected.

For color models, the rainbow in the preview window will appear in color if the print driver is selected to print in color, otherwise it will be in black & white.

## Basic, Output, Job Type, Quality, Effect, and Profile Tabs



When you are in the Panasonic DP-XXXX Properties screen, you will see seven different tabs that will allow you to choose a variety of settings. The next few pages will describe each of these tabs and their most popular functions. Depending on the accessories that your machine has installed, some options may not be available and therefore will be grayed out.

# Advanced Print Functions

## Basic Tab: Paper Sources, Duplex

The device will automatically choose the **Paper Source** when it is set to **Automatically Select**. You may need to change to a specific source if you have a special paper type, size, or color loaded in a specific paper tray. Simply click the drop down for **Paper Source** and choose from your available trays. You may also need to change the **Media Type** when you are using other media than **Plain Paper**. This is very important so the device adjust internal temperatures and settings to properly fuse the toner with the paper. Choose the correct **Media Type** by clicking the drop down menu. Refer to your printer operators manual for a description of the media types. (Media Type is only available on color devices)

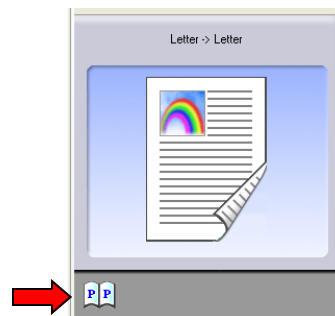
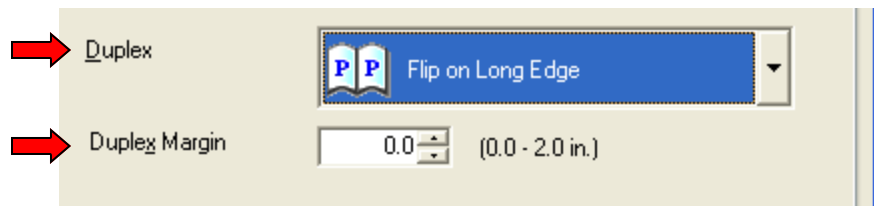
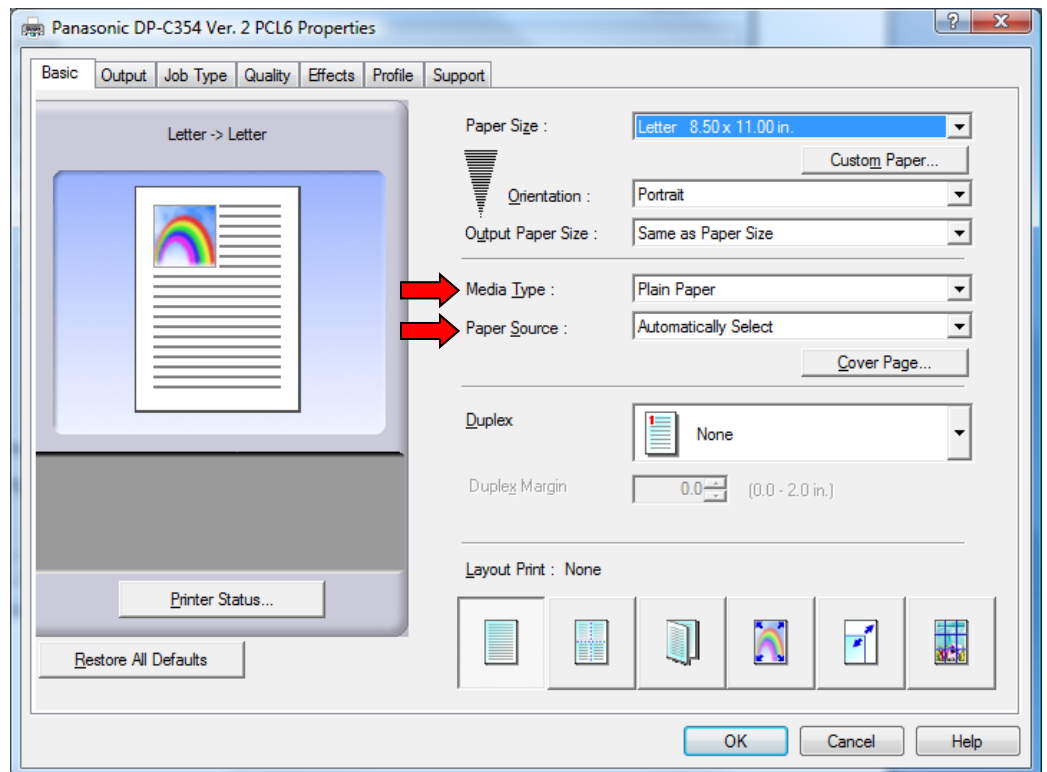
### Duplexing (2-sided printing)

Duplexing allows you to print two pages on to one sheet of paper, one of the front, one on the back. To do this, follow the steps below:

1. Click the **Output** tab
2. Click the drop down menu in the **Paper Style** section, select one of the 2-sided options.

**Long Edge** is the standard way of duplexing. When you view a document that has been duplexed with long edge, you have to turn the page over from right to left (like a book). To view a document that has been duplexed with **Short Edge**, you have to turn the page over from bottom to top (good for if you bind the top in a binder).

You may also chose the options with **Duplex Margin**, which will shift the document away from the edge, good for when making books or hole punching



# Advanced Print Functions

## Basic Tab: Booklet

### Booklet

Booklet printing allows you to send your document to be printed and have it outputted in book format. The device will automatically layout the pages in the appropriate order so that when folded (either manually or automatically) they will be in the correct order. To do this, follow the steps below:

#### Manual folding/stapling

(Units without a saddle stitch folding finisher)

1. Click the **Basic** tab
2. In the Layout Print: section, select the **Booklet** icon.

The Booklet window will open.

3. Click **OK** to accept default settings.

This will output your document and then allow you to manually fold and/or staple if desired.

#### Automatic folding/stapling

(Units with a saddle stitch folding finisher)

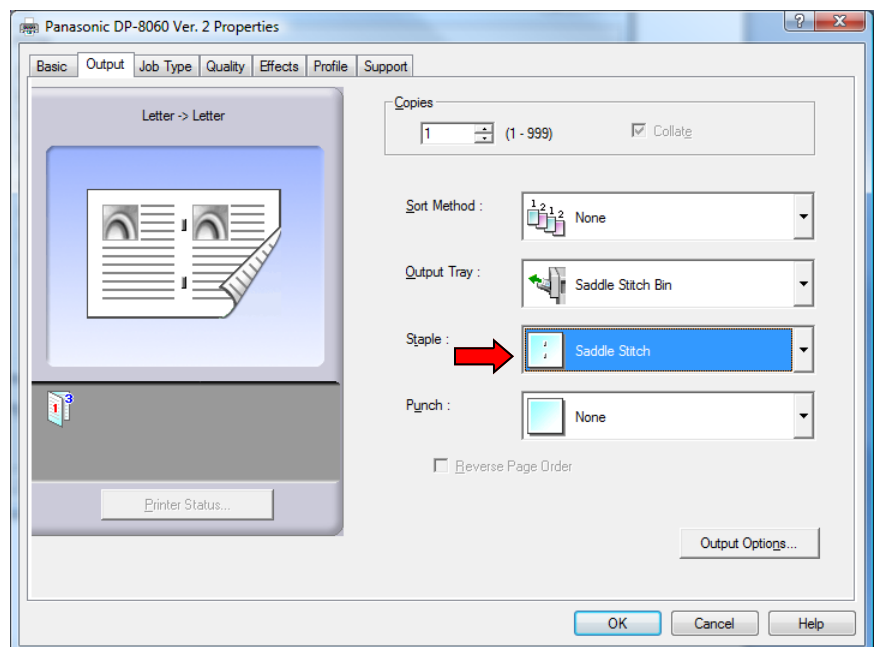
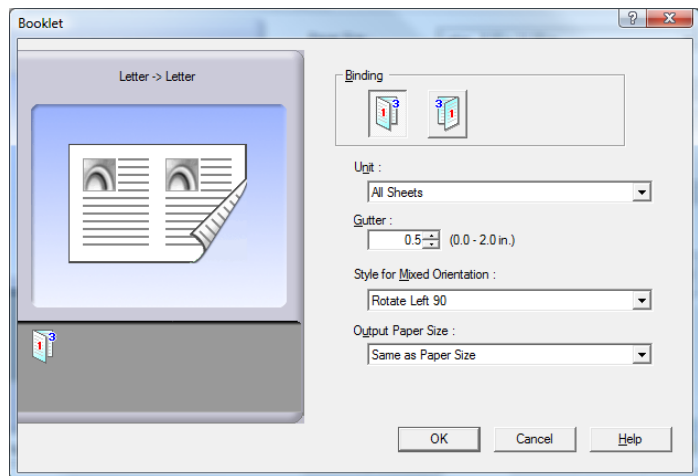
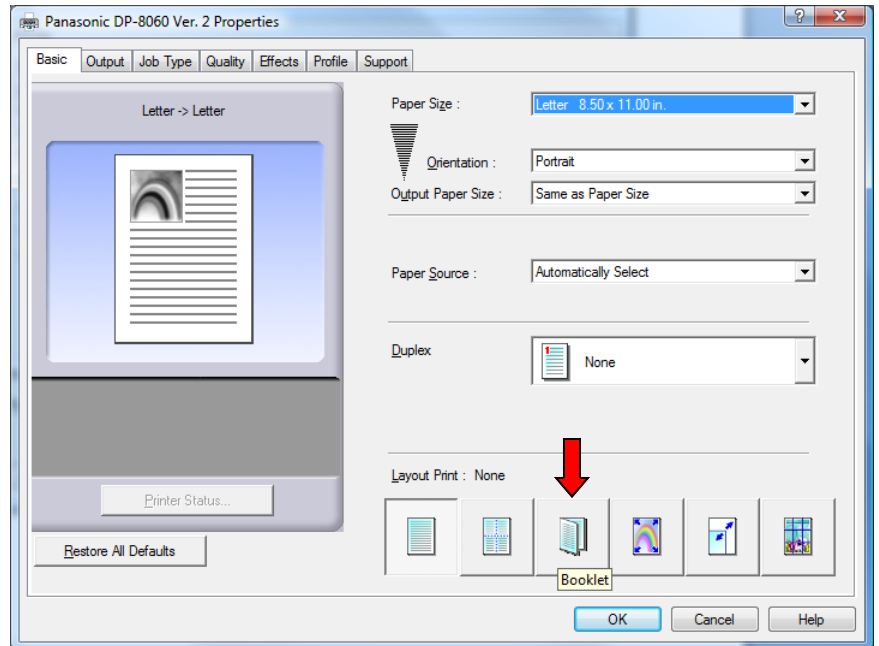
1. Follow steps 1-3 above first
2. Click on the **Output** tab
3. Select the drop down for Staple and choose **Saddle Stitch**.

**Note:** When only 1 sheet will be outputted (4 page document or less) the device will only fold the document and not saddle stitch.

When more the 1 sheet will be outputted (5 page document or more), the unit will always fold and saddle stitch the document. You cannot choose to fold only or to saddle stitch only.

Refer to the specifications in the operating guide for the amount of pages that can be folded and stapled with your finisher.

**Hint:** To output full size pages from 8.5x11 originals, choose **Output Paper Size** as Ledger 11x17 in. in the Booklet window.



# Advanced Print Functions

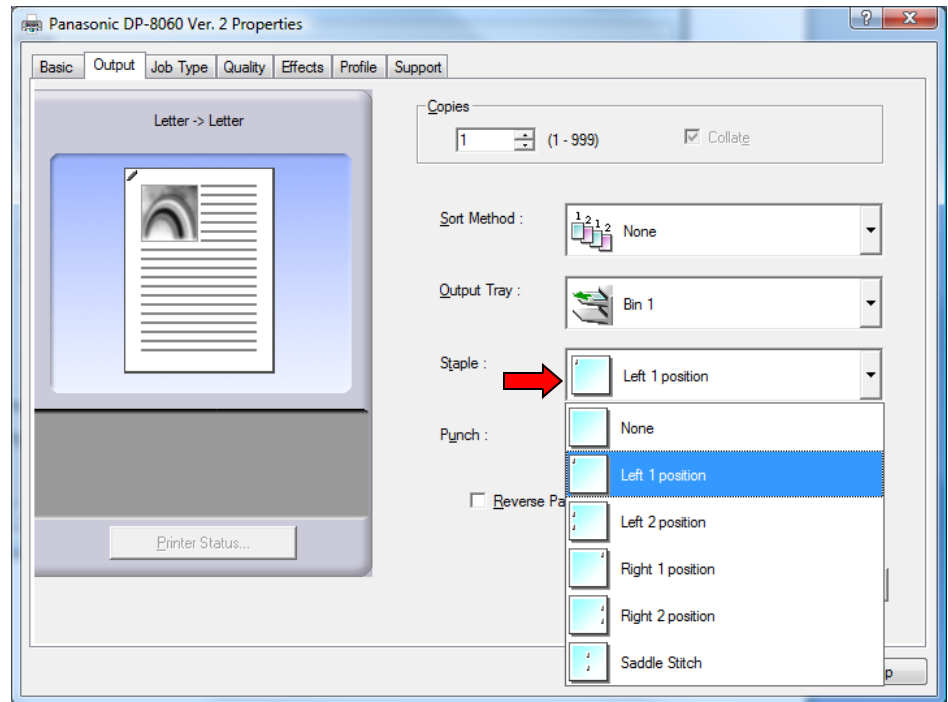
## Output Tab: Staple & Hole Punch

### Stapling

**Stapling** allows you to bind a set of pages together with a staple. Depending on the finisher you have installed, you will have different stapling positions. To do this, follow the steps below:

1. Click the **Output** tab
2. Click the drop down menu in the **Staple** section and select the desired staple position, such as **Left 1 position**.

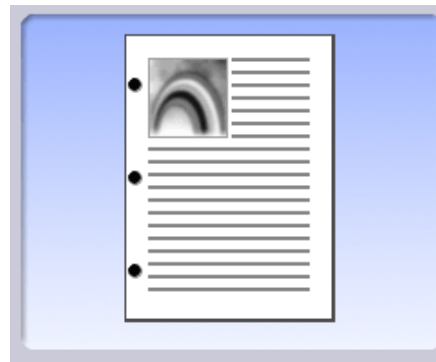
Once selected, the **Output Preview Section** will change to reflect where the staple(s) will be placed.



### Punch

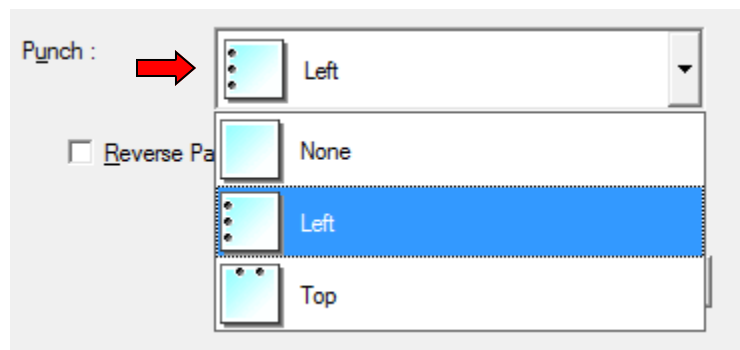
**Punch** allows you to 3-Hole or 2-Hole punch your document as it exits the copier. To do this, follow the steps below:

1. Click the **Output** tab
2. Click the drop down menu in the **Punch** section and select the desired punch position.



Note: Depending on your paper orientation, your selection will choose whether the punch will be 3-Hole or 2-Hole. Check the **Output Preview Section** to verify that your punch is in the correct location with the desired punch style.

Note: Some finishers may only provide the 3 hole punch setting.



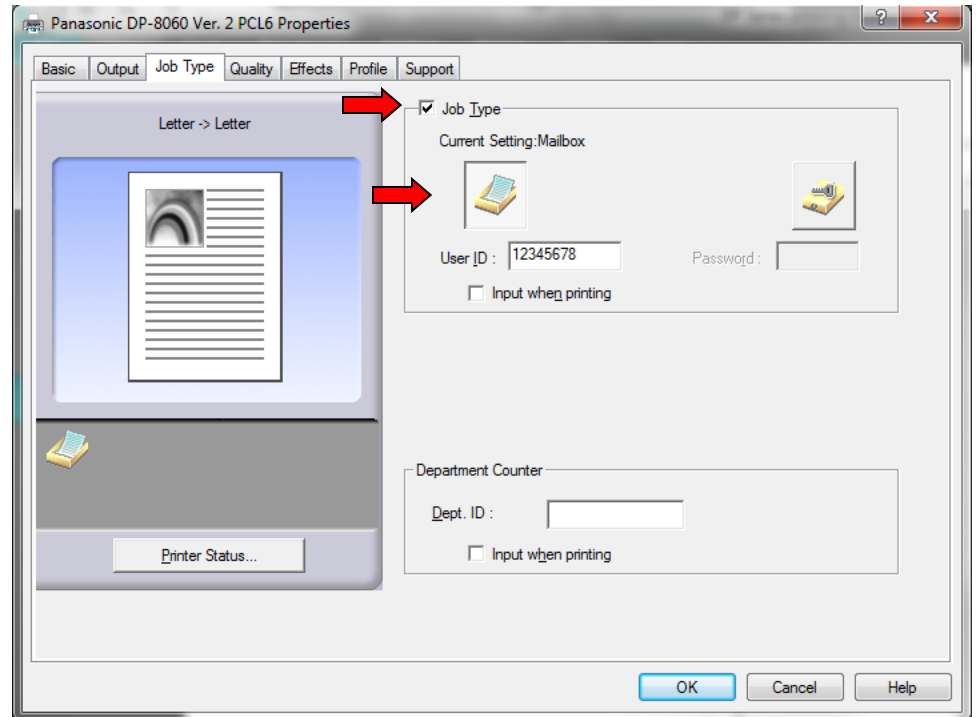
# Advanced Print Functions

## Job Type Tab: Mailbox

### Job Type: Check then Print, Mailbox, Secure Mailbox

This feature will allow you to store the print job onto the hard drive at the copier and wait for you to print it when you enter your User ID at the control panel. To do this, follow the steps below:

1. Click the **Job Type** Tab.
2. Check the box next to **Job Type**.
3. Choose either the **Mailbox** or **Secure Mailbox** icon.
4. Enter the **User ID** you wish to use. User ID's must be numeric, 1 to 8 digits.
5. If you selected **Secure Mailbox**, enter a numeric password.



To retrieve your print job(s) from the copier control panel, follow the steps below:

1. At the copier control panel, push the **Print** button.
2. Enter the **User ID** that you entered previously and press **OK**.
3. Select either **Check then Print, Mail Box** or **Secure Mail Box** (this window may not appear depending on what is currently stored)
4. Select the print job from the list that you wish to print, and push **Print**.
5. If you selected Secure Mailbox, you will be asked for the password.

**Note:** Once a print job is printed, it will be deleted from the hard drive.

OWNER	TITLE	TIME	NUM. OF SETS	PAGES	JOB TIME	
1234567890	12345678901234	12:34	999	999	9999min	SELECT ALL
MGCS	sfd_sSec.doc	12:30	050	050	0500min	PRINT
NSW	Rapid.doc	12:00	100	100	1000min	DELETE
SOC	Holiday.doc	11:45	000	000	0000min	CLOSE

# Advanced Print Functions

## Job Type Tab: Departmental Counter

### Departmental Counter

Use the Departmental Counter when you are required to enter a department code for printing. This is only used if the copier is set to track printing when department codes is turned on. To enter your department code, follow the steps below:

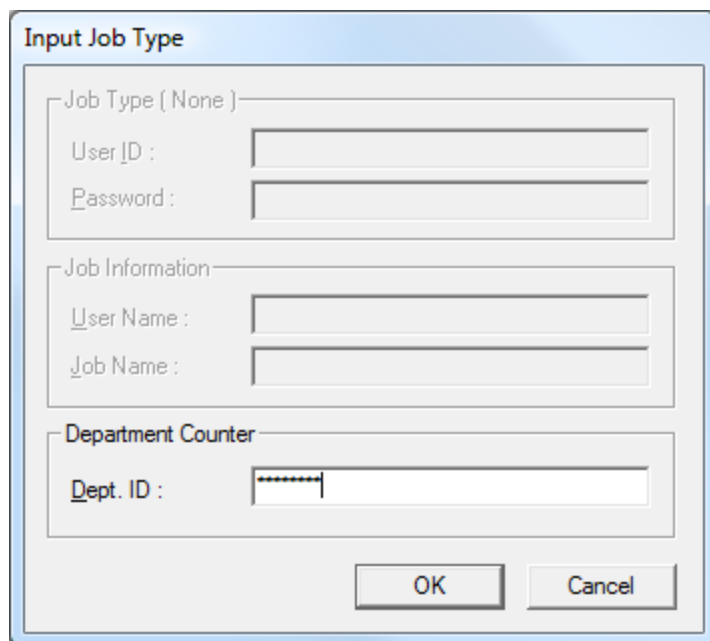
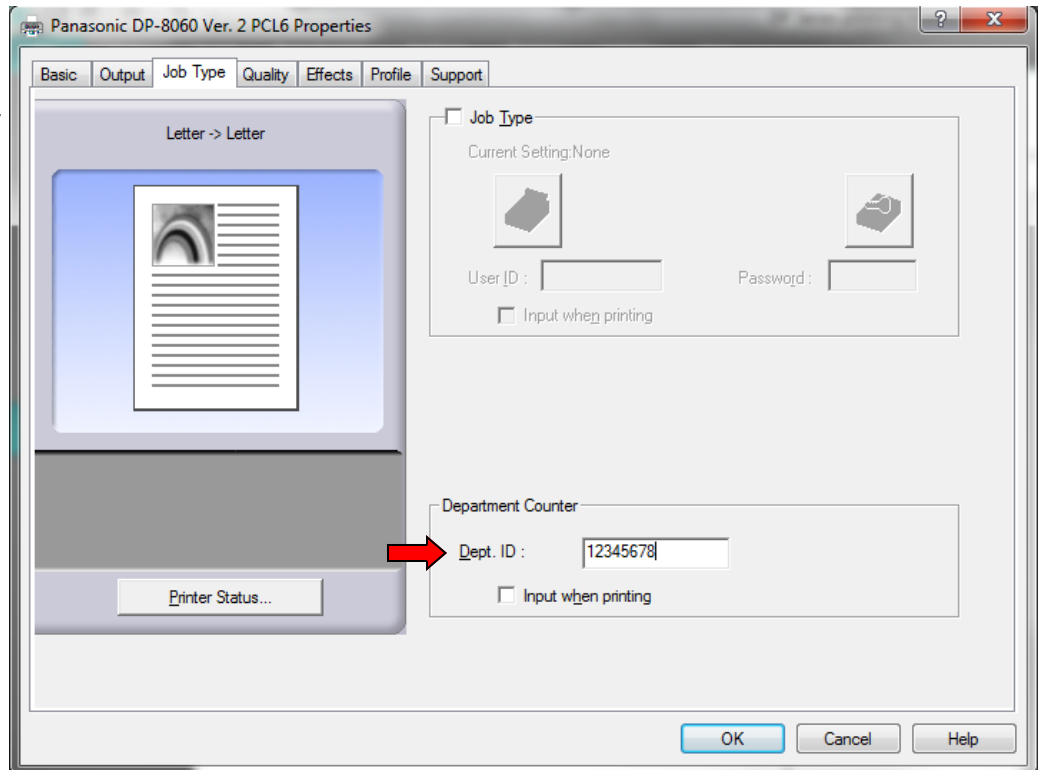
1. Click the **Job Type** Tab.
2. In the **Departmental Counter** section, enter your department/access code in the **Dept. ID** field.

Once entered, the dept. code will be saved. If you do not wish your code to be saved, you can opt to have a pop up appear each time you print to the device. To do this, do not fill in a code and instead check **Input when printing**

Note: If you do not enter the correct department code when your copier is setup to track printing by department codes, then you will receive an error message on the display of the copier stating

**“Print PC Data  
Cannot Complete  
Confirm Print Condition”**

Please go back and verify that you correctly entered your department code on the Job Type tab.



Pop up when **Input when printing** is selected