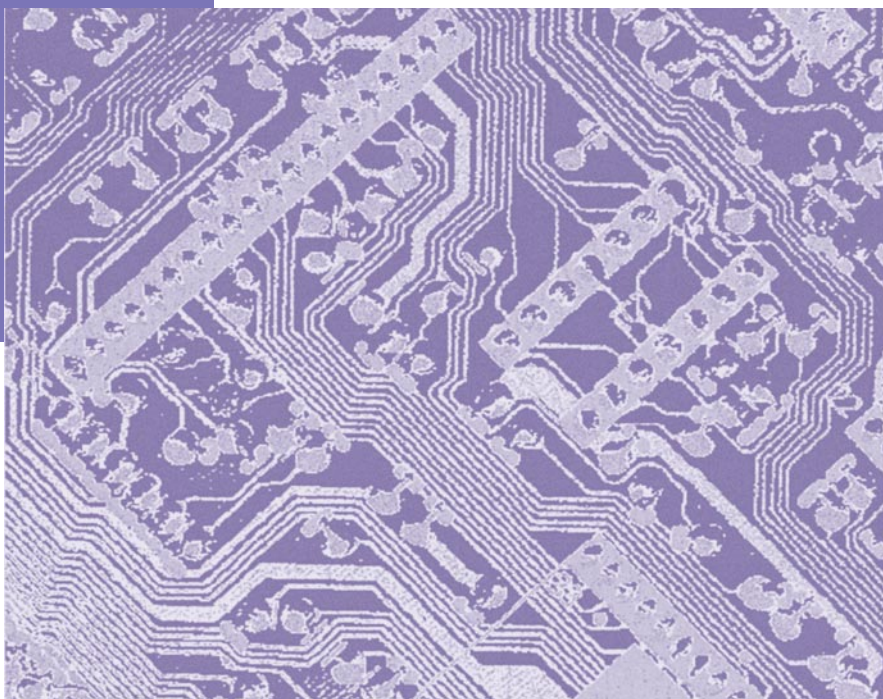
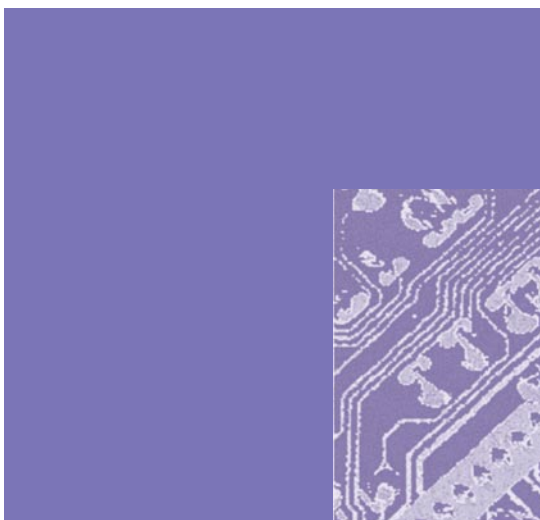




# PCL Driver Guide



Please read this guide before operating this equipment.  
After you finish reading this guide, store it in a safe place for future reference.

**ENGLISH**

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# How This Manual Is Organized

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## ***Chapter 1 Before You Begin***

Provides an explanation of system environments required for using the PCL5e and PCL 6 printer drivers and Fax driver, and also explains how to find help and information regarding the installing and use of these drivers.

## ***Chapter 2 Getting Started***

Provides instructions for installing the PCL5e or PCL 6 printer drivers, setting the system configuration, and printing a document.

## ***Chapter 3 Using the Print Options***

Provides instructions for specifying the various settings for printing a document.

## ***Chapter 4 Using the Fax Options***

Provides instructions for installing the fax driver, faxing a document, and specifying the various settings for faxing a document.

## ***Chapter 5 Appendix***

Provides information about additional software used with the PCL5e or PCL 6 printer drivers.

# Symbols Used in This Manual

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IMPORTANT

Indicates important items or prohibited actions that should always be observed when using the printer drivers and fax driver. Always read these to avoid improper operation.



NOTE

Indicates items for reference or supplementary information that users should note.

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# Before You Begin

# 1 CHAPTER

This chapter provides an explanation of system environments required for using the PCL5e and PCL 6 printer drivers and Fax driver, and also explains how to find help and information regarding the installing and use of these drivers.

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# Introduction

The Canon PCL5e and PCL 6 Printer drivers and Fax driver give users of Microsoft® Windows® 95, Windows® 98, Windows NT® Version 4.0 or Windows® 2000 (hereafter called Windows 95/98/NT4.0/2000) operating systems the ability to make full use of the printer. The printer driver allows you to print documents from any Windows application to your printer using Hewlett-Packard's PCL5e or PCL 6 data format. If your printer is equipped with the optional fax subsystem, the fax driver allows you to access the fax device.

In Windows 95/98/NT4.0/2000 environments, you can use both printer drivers. The PCL 6 printer driver is recommended for printing image data. The PCL5e printer driver is recommended for printing text data.



## IMPORTANT

- *The PCL5e printer driver is available for imageRUNNER 6000/5000, iR3250, imageRUNNER 600/550/60, imageRUNNER 400/330, imageRUNNER 210, GP225/GP200, GP215/GP200 and GP55/GP30. The PCL 6 printer driver is available only for imageRUNNER 6000/5000 and iR3250.*
- *Three versions are provided for each PCL5e and PCL 6 driver, one for Windows 95/98, one for Windows NT4.0 and one for Winsows 2000. Use the driver for the version of Windows you are using.*
- *The PCL5e printer driver for Windows NT4.0 and Windows 2000 are available for GP55/GP30.*

# System Requirements

The printer drivers and fax driver for Windows 95/98/NT4.0/2000 can be used in the following system environments.

**Software:** Microsoft Windows 95, Microsoft Windows 98, Microsoft Windows NT4.0 or Microsoft Windows 2000

**Computer:** Any computer on which Microsoft Windows 95, Microsoft Windows 98, Microsoft Windows NT4.0 or Microsoft Windows 2000 runs properly.

# Where to Find Help

Here's where to get immediate help if you are having problems installing or using the Printer and Fax Driver for Windows 95/98/NT4.0/2000.

- **Readme**

Any hints, limitations, and restrictions you need to be aware of when installing and using your Windows 95/98/NT4.0/2000 printer and fax driver for the printer are included in the README.TXT file provided with the driver.

- **Online Help**

You can locate additional help for questions you may have regarding your printer in the online Help file provided with the driver software. In the Properties dialog box, you can click the Help button to display additional information about every feature and option in the PCL5e or PCL 6 printer driver and fax driver. You can also click the ? button in the upper right corner of most dialog boxes and then click a specific item in the dialog box for help with that item.

- **Canon Authorized Dealers**

If the Help file does not provide the information you need, contact your Canon authorized dealer.

# Getting Started

## 2 CHAPTER

This chapter provides instructions for installing the PCL5e or PCL 6 printer drivers, setting the system configuration, and printing a document.

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# Installing the Software

## Installing the Printer Driver

Before using the printer, you must install the PCL5e or PCL 6 printer driver. The installation procedures for both printer drivers are the same.



### IMPORTANT


- For Windows NT4.0/2000, log in as Administrator when you install the driver.
- imageRUNNER 400/330 System Version 2.0 (or later) is supported only by the PCL5e Printer Driver Version 4.2 (or later).

### *To install using the Installer*

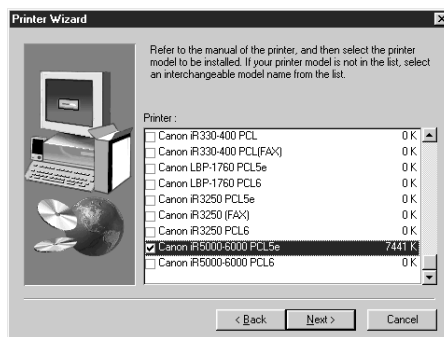
- 1** Insert the User Software CD into the CD-ROM disk drive.
- 2** Double-click the My Computer icon, and then double-click the CD-ROM disk drive icon.
- 3** Double-click the PCL, Drivers, USEng, and Setup folder icons, and then double-click the Setup icon to start the installation process.
- 4** In the Welcome dialog box, click the Next button and follow the instruction on the screen.



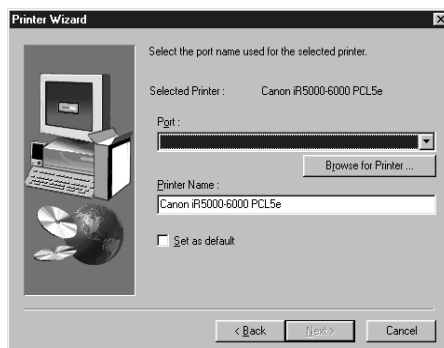
- 5** In the Printer Wizard dialog box, click the check box of the driver you want to install. Then click the Next button.

 **NOTE**

- If the printer driver of the device which supports NetSpot Suite Service is already installed in your computer, a dialog box for selecting which item to install displays after the Welcome dialog box. Select Install Printer Driver, and then continue the installation.




- 6** Select the printer port name from the Port drop-down list box. If the printer is connected to the network, click the Browse for Printer button, and then specify the network printer in the Browse for Printer dialog box. Then click the Next button to continue the installation.



- 7** Click the Next button in the Confirmation of installation dialog box.

- 8** If you select the printer driver for imageRUNNER 6000/5000 or iR3250, a message asking if you want to install NetSpot Suite Service is displayed. Click the Yes button to install NetSpot Suite Service together with the printer driver.

 **NOTE**

- Canon NetSpot Suite Service is necessary when setting up the printer configuration automatically or when using the Job Accounting feature.
- If you select Install Printer Driver in the Printer Wizard dialog box when selecting which item to install, this message will not display.

---

**9** After the files are copied, click the **Finish** button to finish the installation program.

The printer icon is displayed in the Printers folder. The driver is now installed.

**NOTE**

- Use the Installer only for Client PCs.

- You cannot install an alternate Printer Driver for Windows 95/98 on the Windows NT4.0/2000 Server because the Installer detects the OS on which the driver is going to be installed.

---

**To install using the Add Printer Wizard**

---

**1** Click the **Start** button, point to **Settings**, and then click **Printers**.**2** In the Printers folder, double-click the **Add Printer** icon to start the **Add Printer Wizard**.**3** Confirm the Wizard is started, and then click the **Next** button.**4** Follow the instructions on the screen to continue the installation.**5** Insert the **User Software CD** into the **CD-ROM** disk drive, and then click the **Have Disk** button.

**6** Click the **Browse** button to select the folder of the driver you want to install, and then click the **OK** button.

● **PCL5e**

Windows 95/98:

\PCL\Drivers\USEng\Printer\PCL5e\WIN9X

Windows NT4.0:

\PCL\Drivers\USEng\Printer\PCL5e\WINNT40

Windows 2000:

\PCL\Drivers\USEng\Printer\PCL5e\WIN2000

● **PCL 6**

Windows 95/98:

\PCL\Drivers\USEng\Printer\PCL6\WIN9X

Windows NT4.0:

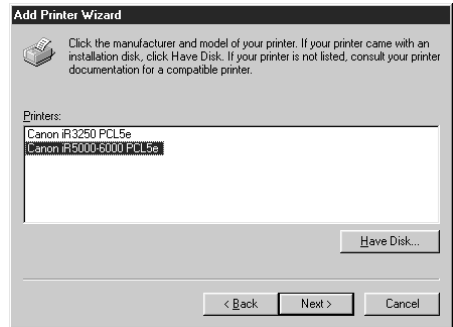
\PCL\Drivers\USEng\Printer\PCL6\WINNT40

Windows 2000:

\PCL\Drivers\USEng\Printer\PCL6\WIN2000



**7** Select your printer model from the list, and then click the **Next** button.



**8** Follow the instructions on the screen to continue, and then click the **Finish** button to start copying the files.

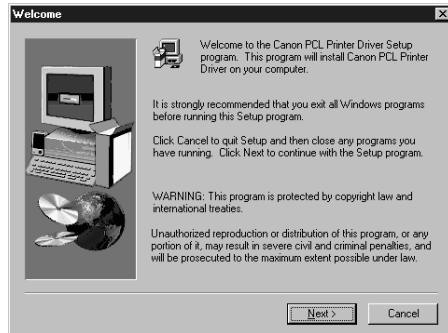
The printer icon is displayed in the Printers folder. The driver is now installed.



# Installing Canon NetSpot Suite Service

For imageRUNNER 6000/5000 and iR3250, Canon NetSpot Suite Service is necessary when setting up the printer configuration automatically or when using the Job Accounting feature. When using the installer, Canon NetSpot Suite Service can be installed together with the printer driver. (See P 2-2) However, if you install the printer driver using the Add Printer Wizard or install only the printer driver when using the installer, install Canon NetSpot Suite Service with the following procedure.

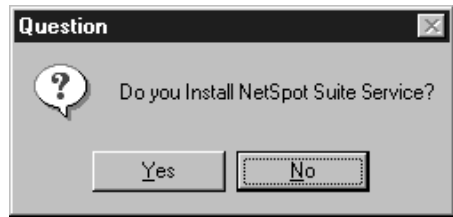
- 1** Insert the User Software CD into the CD-ROM disk drive.
- 2** Double-click the My Computer icon, and then double-click the CD-ROM disk drive icon.
- 3** Double-click the PCL, Drivers, UEng, and Setup folder icons, and then double-click the Setup icon to start the installation process.
- 4** In the Welcome dialog box, click the Next button and follow the instructions on the screen.



- 5** In the Printer Wizard dialog box, click Install NetSpot Suite Service and click the Next button.



- 
- 6** A message asking if you want to install NetSpot Suite Service is displayed. Click the Yes button to start copying the files.



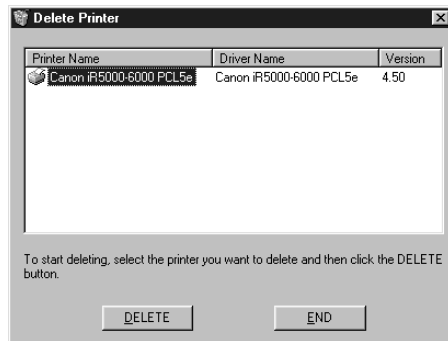
- 
- 7** After the files are copied, click the Finish button to finish the installation program.

# Uninstalling the Printer Driver

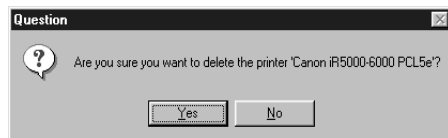
It is recommended to use the uninstaller in the User Software CD when you delete an unnecessary driver.

- 1** Insert the User Software CD into the CD-ROM disk drive.
- 2** Double-click the My computer icon, and then double-click the CD-ROM disk drive icon.
- 3** Double-click the PCL, Drivers, UEng, and Setup folder icons.
- 4** In the Setup folder, double-click the P5uninst.exe icon to start the uninstallation process.

- 5** In the Delete Printer dialog box, select the printer name you want to delete from the list box.



- 6** Click the DELETE button.
- 7** Click the Yes button in the message box.



- 8** Click the END button in the Delete Printer dialog box.

# Accessing the Properties Dialog Box

The Properties dialog box contains several sheets that allow you to setup and control your printer. To access the Properties dialog box, follow the procedure below for your version of Windows.

## For Windows 95/98

### *To access the Properties dialog box from the application*

If you access the Properties dialog box from the application, the specified settings are available for the current print job.

- 
- 1** Select the **Print** command to display the **Print** dialog box.
- 
- 2** Select your printer name from the drop-down list box, and then click the **Properties** button.

### *To access the Properties dialog box from the Printers folder*

If you access the Properties dialog box from the Printers folder, you can setup the printer configuration or specify the default printer driver settings for every print job.

- 
- 1** Click the **Start** button, point to **Settings**, and then click the **Printers**.
- 
- 2** In the **Printers** folder, right-click the printer icon for your printer, and then click **Properties**.

## For Windows NT4.0/2000

You can access the Document Properties dialog box and the Printer Properties dialog box. In the Document Properties dialog box, you can specify the printer driver settings. In the Printer Properties dialog box, you can setup the printer configuration.

### ***To access the Document Properties dialog box from the application***

If you access the Document Properties dialog box from the application, the specified settings are available for the current print job.

---

**1** Select the **Print** command to display the **Print** dialog box.

---

**2** Select your printer name from the drop-down list box, and then click the **Properties** button.

### ***To access the Document Properties dialog box from the Printers folder***

If you access the Document Properties dialog box from the Printers folder, you can specify the default printer driver settings for every print job.

---

**1** Click the **Start** button, point to **Settings**, and then click **Printers**.

---

**2** In the **Printers** folder, right-click the printer icon for your printer, and then click **Document Defaults**.



#### **NOTE**

- To access the Document Properties dialog box from the Printers folder, you need to be assigned Full Control Permission to the printer. If you cannot access the Document Properties dialog box from the Printers folder, access it from the application.

### ***To access the Printer Properties dialog box from the Printers folder***

You can setup the printer configuration in the Printer Properties dialog box.

---

**1** Click the **Start** button, point to **Settings**, and then click the **Printers**.

---

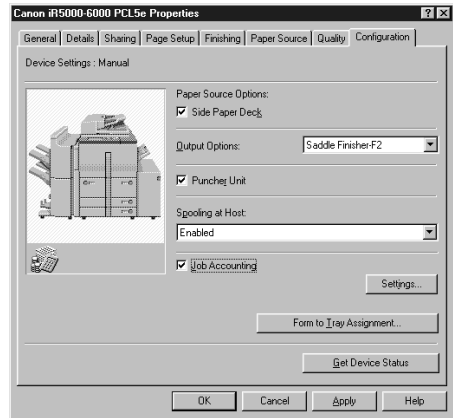
**2** In the **Printers** folder, right-click the printer icon for your printer, and then click **Properties**.

# Setting Up the Printer Configuration

If your printer is connected to the network, you can set up the printer configuration automatically.

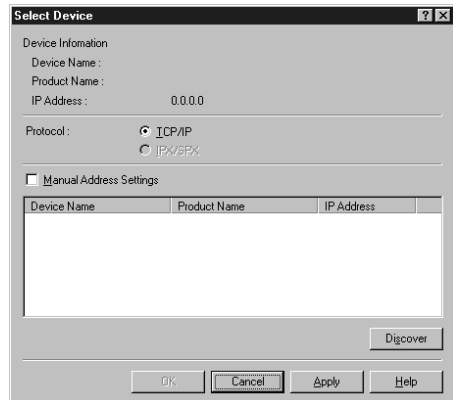
## *To set up the printer configuration*

- 1** Click the Start button, point to Settings, and then click Printers.
- 2** In the Printers folder, right-click the icon of your printer, and then click Properties.
- 3** In the Properties dialog box, click the Configuration tab (Windows 95/98) or Device Settings tab (Windows NT4.0/2000) to display the Configuration sheet (Windows 95/98) or Device Settings sheet (Windows NT4.0/2000).



- 4** Click the Select Device button to open the Select Device dialog box.

For imageRUNNER 6000/5000, iR3250, GP215/GP200 and GP55/GP30, skip to step 8.



- 5** Select the protocol used for your network under Protocol.

- 
- 6** Do one of the following to establish communication with the printer:
- If you know the IP Address/Network Address of the printer, click the Manual Address Settings check box, and then enter the IP Address/Network Address of the printer.
  - If you do not know the IP Address/Network Address of the printer, click the Discover button, and then select the printer from the list box displaying the detected device names.

---

**7** Click the OK button in the Select Device dialog box.

- 
- 8** In the Configuration sheet (Windows 95/98) or Device Settings sheet (Windows NT4.0/2000), click the Get Device Status button.

The detected information is displayed in the Device Settings sheet.

---

**9** Click the OK button.



#### IMPORTANT

*If you want to set up the printer configuration automatically, please note the following points.*

- For imageRUNNER 6000/5000 and iR3250, it is necessary to install Canon NetSpot Suite Service. See P2-6 for installing Canon NetSpot Suite Service.
- For imageRUNNER 600/550/60, imageRUNNER 400/330, imageRUNNER 210 and GP225/GP200, one of the following environments is required:
  - Novell NetWare IPX/SPX Client Software needs to be installed in your PC to use IPX/SPX as the protocol.
  - TCP/IP Protocol provided by Window should be installed in your PC to use TCP/IP as the protocol.
- For GP215/GP200 and GP55/GP30, it is necessary to install the NetWare Client files. For details, refer to the readme file.



#### NOTE

- If you cannot set up the configuration automatically, specify the options manually in the Configuration sheet (Windows 95/98) or Device Settings sheet (Windows NT4.0/2000).
- For GP215/GP200 and GP55/GP30 using under Windows 2000, setting up the configuration automatically is not available.

# Printing a Document

---

**1** In your Windows application, with the document open, click the command to print your document.

---

**2** In the Print dialog box, select your printer name from the Name drop-down list box, and then click the Properties button to display the Properties dialog box.

---

**3** Specify the various print settings in the Properties dialog box, or select a Profile. To switch between sheets, click the tabs for the Page Setup, Finishing, Paper Source, and Quality sheet.

For more information on using the print options, see Chapter 3.

---

**4** After all the print settings are specified, click the OK button in the Properties dialog box.

---

**5** Click the OK button in the Print dialog box.

The document is printed under the settings you specified.





# Using the Print Options

# 3

## CHAPTER

This chapter provides instructions for specifying the various settings for printing a document.



### IMPORTANT

- *Some print options may be unavailable depending on your printer model.*

---

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# Using Profiles for Printing

## What is a Profile?

Various printer driver settings are saved as Profiles. You can also save frequently used printer driver settings as Profiles. When you select a Profile, the document is printed under the saved settings.

## Selecting a Profile for Printing

When you select a Profile, the document is printed under the settings of the selected Profile.

### *To select a Profile*

---

**1** Display either the Page Setup, Finishing, Paper Source or Quality sheets.

---

**2** Select the Profile you want from the Profile drop-down list box.

---

**3** Click the OK button.



#### NOTE

- For Windows NT4.0/2000, you can select a Profile only when the Allow Profile Selection check box is selected in the Profile sheet in the Properties dialog box.

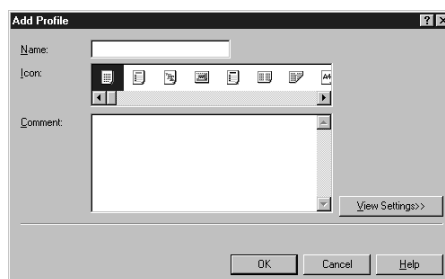
## Adding or Editing Profiles

---

**1** Specify the printer driver settings for the Profile in the Page Setup, Finishing, Paper Source and Quality sheets.

---


**2** Click the Add or Edit icon button at the right of the Profile drop-down list box to open the Add Profile or Edit Profile dialog box.




---

**3** Specify the Name, Icon and Comment, and then click the OK button.

---

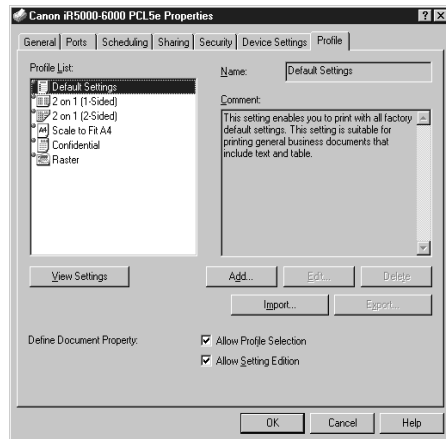
 NOTE

- For Windows NT4.0/2000, this option is available when the Allow Setting Edition check box is selected in the Profile sheet in the Properties dialog box.

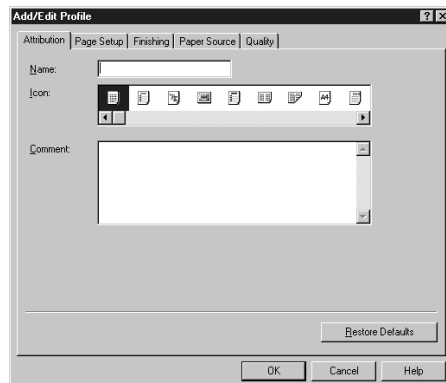
## Adding or Editing Profiles in the Profile Sheet (for Windows NT4.0/2000)

Profiles specified in the Printer Properties dialog box can be accessed and used by all the clients connected to the server.

- 1 Click the Start button, point to Settings, and then click Printers.
- 2 In the Printers folder, right-click the icon of your printer, and then click Properties.
- 3 In the Printer Properties dialog box, click the Profile tab to display the Profile sheet.



- 4 Click the Add or Edit button to open the Add/Edit Profile dialog box.



---

**5** Specify the settings for the Profile in the Page Setup, Finishing, Paper Source and Quality sheets.

---

**6** Display the Attribution sheet.

---

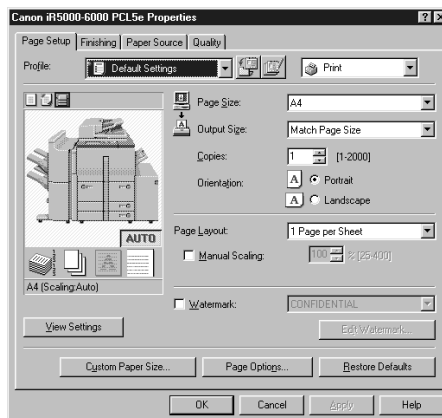
**7** Specify the Name, Icon and Comment, and then click the OK button.

# Scaling a Document

There are two methods for scaling a document: Select the output size of the document to scale it automatically, or specify the scaling value manually.

## Scaling a Document Automatically

### 1 Display the Page Setup sheet.



### 2 Select the page size from the Page Size drop-down list box.

If this driver setting is inaccessible from the application, click the File menu, and then click Printer Settings or Page Settings (depending on the application) to specify the page size.

### 3 Select the actual paper size to be printed on from the Output Size drop-down list box.

### 4 Click the OK button.

The scaling is set automatically according to the sizes specified for Page Size and Output Size.

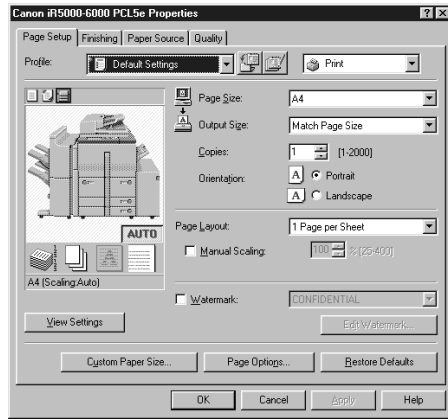


#### NOTE

- If the value is less than 25% or more than 400%, the document is printed without scaling on the paper specified in the Output Size drop-down list box.

# Scaling a Document Manually

**1** Display the Page Setup sheet.



**2** Select the page size from the **Page Size** drop-down list box.

If this driver setting is inaccessible from the application, click the File menu, and then click Printer Settings or Page Settings (depending on the application) to specify the page size.

**3** Select the actual paper size to be printed on from the **Output Size** drop-down list box.

**4** Click the **Manual Scaling** check box, and then specify the desired scaling value from 25% to 400%.

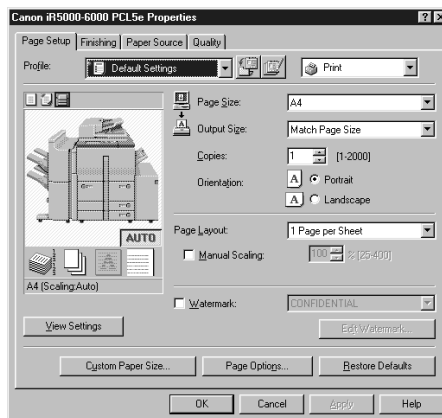
**5** Click the **OK** button.

# Printing Multiple-Pages on One Sheet

Multiple pages can be printed on one sheet of paper. The number of document pages which can be printed on one sheet of paper is 2, 4, 6, 8, 9 and 16.

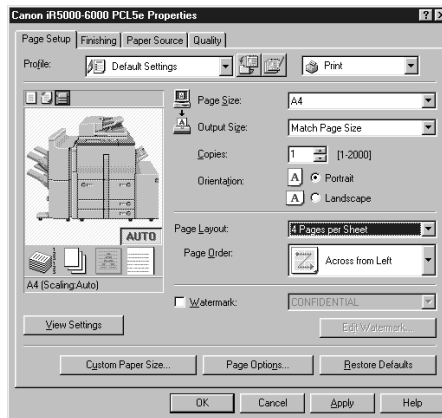
## *To print multiple pages on one sheet*

**1** Display the Page Setup sheet.



**2** Select the required page layout from the Page Layout drop-down list box.

**3** Select the required page order layout from the Page Order drop-down list box.



**4** Click the OK button.

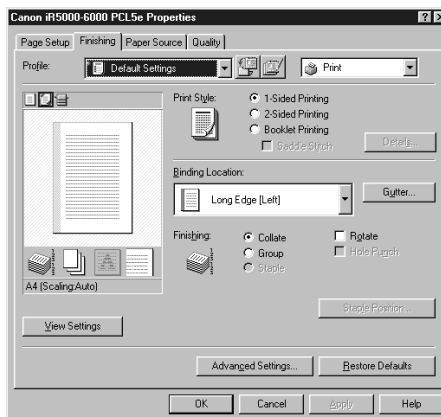


# Using 2-Sided Printing

2-Sided Printing prints a document on both sides of the paper.

## To use 2-Sided Printing

**1** Display the Finishing sheet.

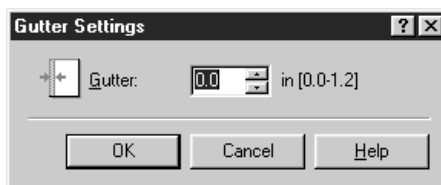


**2** Select 2-Sided Printing under Print Style.

**3** Select the required binding edge for the paper printout from the Binding Location drop-down list box.

When the Binding Location option is selected, the document and margins are positioned correctly on the pages for 2-Sided Printing.

**4** If you want to set the gutter width, click the Gutter button to open the Gutter Settings dialog box, enter the value in Gutter, and then click the OK button.



**5** Click the OK button in the Finishing sheet.

# Specifying the Finishing Options

## Selecting a Finishing Option

The various options in the Finishing sheet allow you to select the most appropriate tray or bin output method for each document.

The available output options are:

**Off** - Outputs the document without sorting. (Available only for imageRUNNER 600/550/60.)

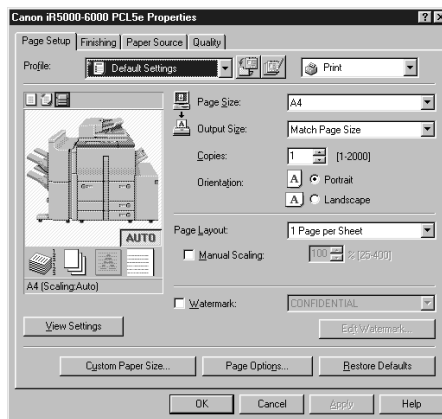
**Collate** - Outputs sorted copies of the document into the output tray or bins.

**Group** - Outputs document pages in groups into the output tray or bins.

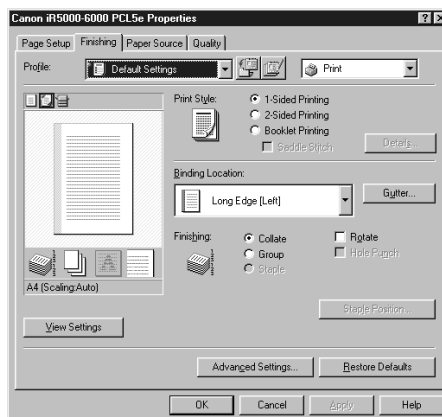
**Staple** - Outputs stapled copies of the document into the output tray or bins.

### *To select the output option*

- 1 Specify the number of copies to print in Copies in the Page Setup sheet.



- 2 Display the Finishing sheet.

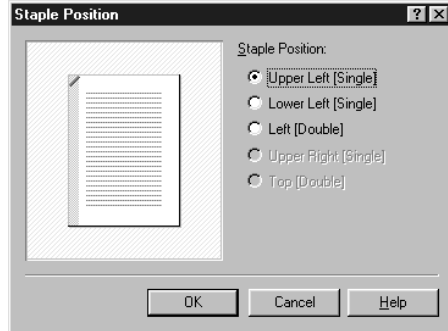


---

### 3 Select Collate, Group or Staple under Finishing.

---

4 If you selected Staple, click the Staple Position button. Specify the position to staple in the Staple Position dialog box, and then click the OK button. (Not available for GP215/GP200 and GP55/GP30.)



---

5 Click the Rotate check box if you want to output copies of a document turned at a 90 degree angle for each copy. (Available for imageRUNNER 6000/5000, imageRUNNER 600/550/60 and imageRUNNER 400/330.)

---

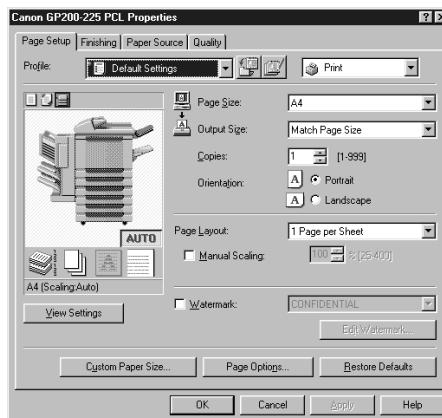
6 Click the OK button in the Finishing sheet.

**NOTE**

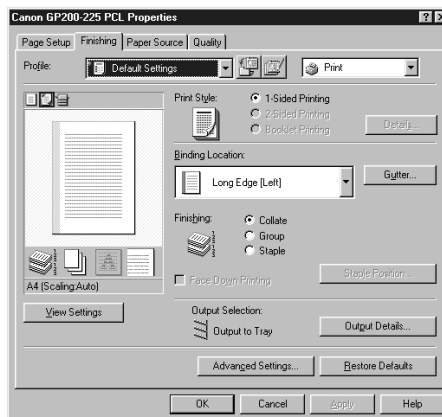
- The available Finishing options vary depending on the output options attached to the printer.

## To specify the output tray or bin (for imageRUNNER 210, GP225/GP200, GP215/GP200, GP55/GP30)

- 1 Specify the number of copies to print in Copies in the Page Setup sheet.

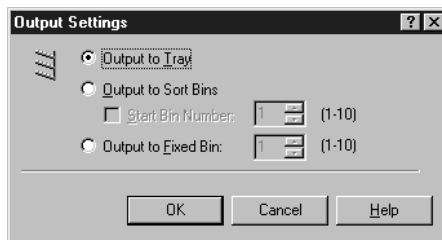


- 2 Display the Finishing sheet.



- 3 Select Collate, Group or Staple under Finishing.

- 4 Click the Output Details button. Specify the output tray or bin where copies of the document will be output in the Output Settings dialog box, and then click the OK button.



## 5 Click the OK button in the Finishing sheet.



### NOTE

- The available Finishing options vary depending on the output options attached to the printer.

## Using Booklet Printing

Booklet Printing allows you to print the pages of a document as a booklet.

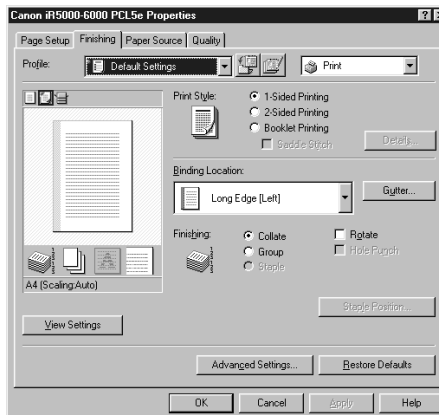


### NOTE

- For *iR3250*, *imageRUNNER 210*, *GP225/GP200*, *GP215/GP200* and *GP55/GP30*, Booklet Printing is not available when:
  - You are using Windows NT4.0.
  - Disabled is selected for Spooling at Host in the Configuration sheet for Windows 95/98 or in the Device Settings sheet for Windows 2000.

## To use Booklet Printing

### 1 Display the Finishing sheet.



### 2 Select Booklet Printing under Print Style.

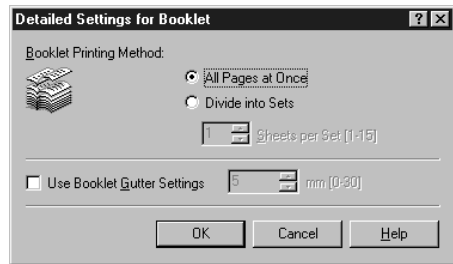
### 3 Click the Saddle Stitch check box if you want the booklet to be saddle stitched.



### NOTE

- Saddle stitch printing is available for *imageRUNNER 6000/5000*, *imageRUNNER 600/550/60* and *imageRUNNER 400/330* only if a Saddle Finisher is attached to the printer

- 
- 4** If you are using Windows 95/98/2000, click the **Details** button to open the **Detailed Settings for Booklet** dialog box.



- 
- 5** Specify the detailed settings, and then click the **OK** button.

- 
- 6** Click the **OK** button in the **Finishing** sheet.



**NOTE**

- If you are using Windows 95/98/2000, you can use different paper for the cover page of the booklet. Select *Different for Cover and Others* under *Paper Selection* in the *Paper Source* sheet and specify the paper source for the cover page and body pages of the document. (See P3-18)

# Specifying the Paper Source

The Paper Source sheet allows you to specify the settings for the paper source.

The type of paper and loading method can be set under Paper Selection.

Use the Paper Selection setting to specify whether to print all the pages from one paper source or to print the pages from different paper sources.

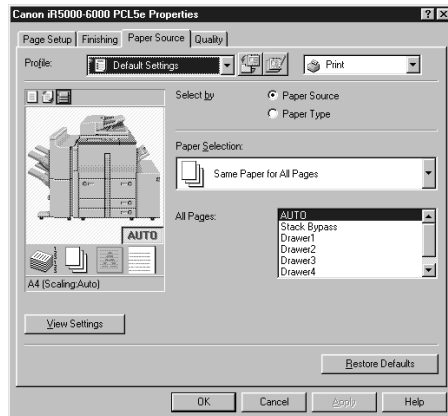


## NOTE

For imageRUNNER 6000/5000 and iR3250, you can also specify whether the paper loading method is according to paper source or paper type. To specify the paper loading method, select Paper Source or Paper Type for Select by in the Paper Source sheet.

## To print all the pages from the same paper source

- 1 Display the Paper Source sheet.
- 2 Select Same Paper for All Pages under Paper Selection.

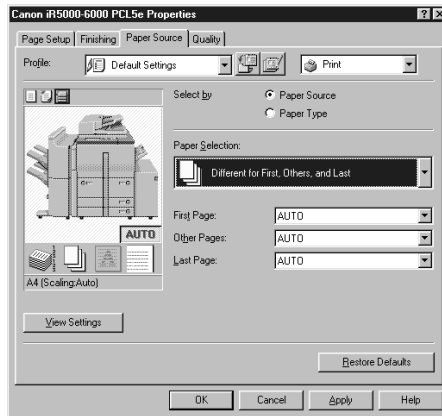


- 3 Select the paper source required from the All Pages list box.

- 4 Click the OK button.

## To print the first, body, and last pages from different paper sources

- 1 Display the Paper Source sheet.
- 2 Select Different for First, Others, and Last under Paper Selection.



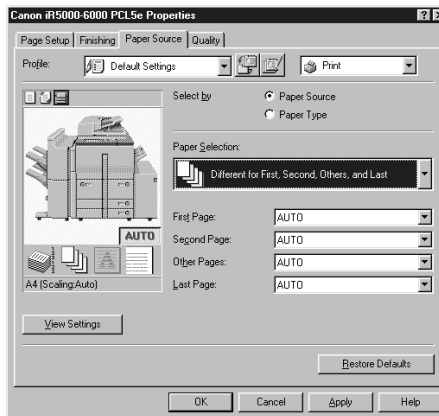
- 3 Select the paper sources required for the first, other, and last pages from each of the corresponding drop-down list boxes.
- 4 Click the OK button.



## *To print the first, second, body, and last pages from different paper sources*

**1** Display the Paper Source sheet.

**2** Select Different for First, Second, Others, and Last under Paper Selection.

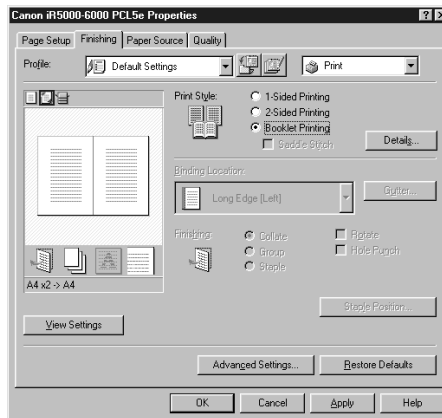


**3** Select the paper sources required for the first, second, other, and last pages from each of the corresponding drop-down list boxes.

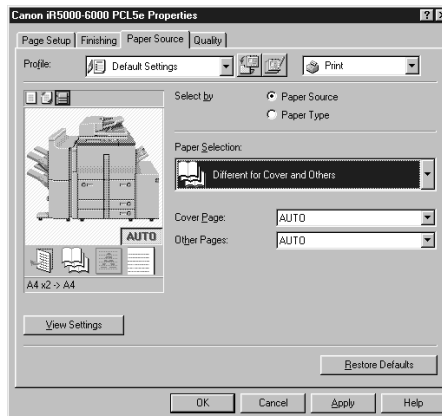
**4** Click the OK button.

## *To print the cover and body pages of a booklet from different paper sources (for Windows 95/98/2000)*

- 1** Display the Finishing sheet and select Booklet Printing under Print Style.



- 2** Display the Paper Source sheet and select Different for Cover and Others under Paper Selection.

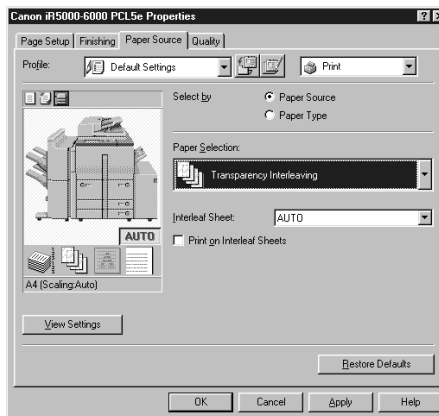


- 3** Select the paper sources required for the cover and body pages from each of the corresponding drop-down list boxes.

- 4** Click the OK button.

## To print on transparency sheets

- 1 Display the Paper Source sheet.
- 2 Select Transparency Interleaving under Paper Selection.



- 3 Select the paper source required for the interleaf sheets from the Interleaf Sheet drop-down list box.
- 4 Click the Print on Interleaf Sheets check box if you want to print the same data on the interleaving and transparency sheets.
- 5 Click the OK button.

# Using Overlay Printing

## What is Overlay Printing?

Overlay Printing overlays a form file on a document.

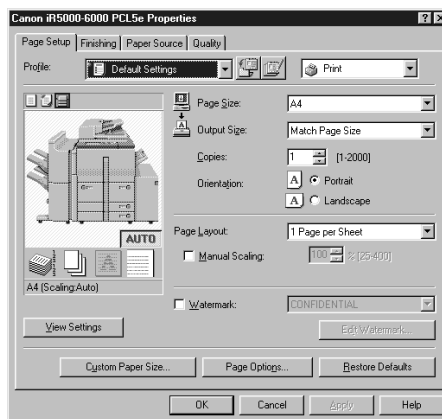
For example, when the format of a report or bill is created in an application as a form file, you can print a text data document overlaid with the form file to create a perfectly formatted document.

## Creating a Form File

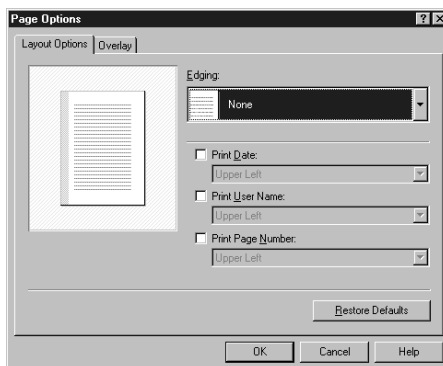
Before using Overlay Printing, a form file must be created in an application.

### *To create a form file*

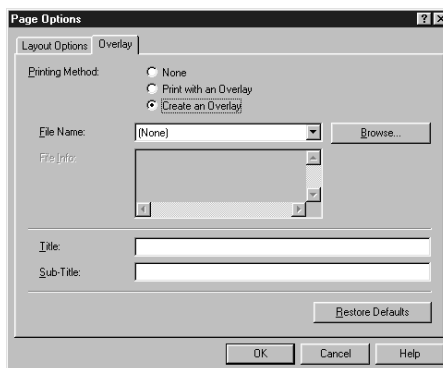
- 1** Prepare a document in an application.
- 2** In the application, select the Print command, and then click the Properties button in the Print dialog box.
- 3** Display the Page Setup sheet.



- 4 Click the Page Options button to open the Page Options dialog box.



- 5 Display the Overlay sheet, and then select Create an Overlay under Printing Method.



- 6 Click the Browse button, specify the file name, and then click the OK button.

- 7 Enter a Title and Sub-Title if necessary, and then click the OK button.

- 8 Click the OK button in the Page Setup sheet.

- 9 Click the OK button in the Print dialog box.

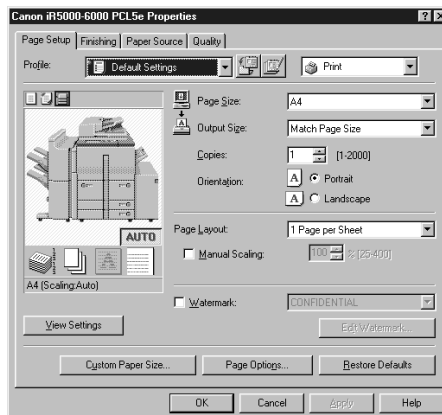
The document is registered as a form file. (The document is not printed out when creating a form file.)

- 10 Select None under Printing Method in the Overlay sheet after preparing a form file.

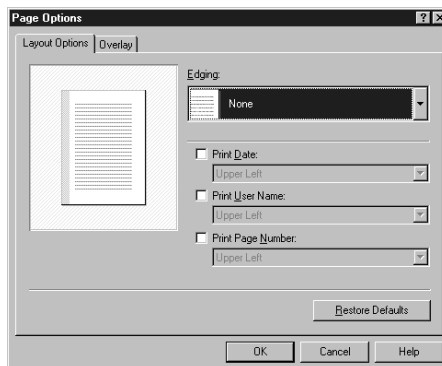
# Printing with an Overlay

**1** In the application, select the Print command, and then click the Properties button in the Print dialog box.

**2** Display the Page Setup sheet.

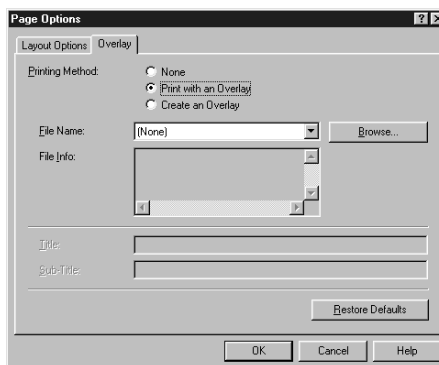


**3** Click the Page Options button to open the Page Options dialog box.



3 Using the Print Options

- 
- 4** Display the Overlay sheet, and then select **Print with an Overlay** under **Printing Method**.



- 
- 5** Click the **Browse** button, select the file name that you want to use as a form file, and then click the **OK** button.

- 
- 6** Click the **OK** button in the **Page Options** dialog box.

- 
- 7** Click the **OK** button in the **Page Setup** sheet.

- 
- 8** Click the **OK** button in the **Print** dialog box.

The document is printed with the selected form file overlaid.

- 
- 9** Select **None** under **Printing Method** in the **Overlay** sheet after printing with an overlay.

# Specifying the Print Quality

The Quality sheet allows you to select print quality settings called Objectives.

## What is an Objective?

Objectives are print quality settings selected to give the best result for a particular type of print job.

The following Objectives are stored in the printer driver:

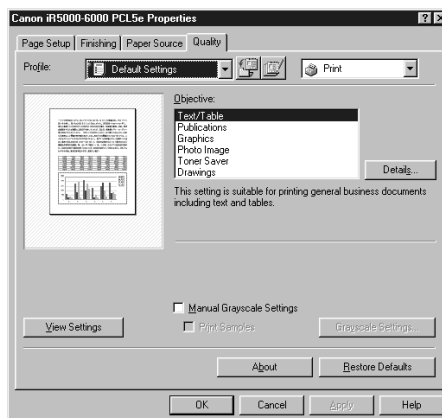
- Text/Table
- Publications
- Graphics
- Photo Image
- Toner Saver (Available for imageRUNNER 6000/5000, iR3250, imageRUNNER 600/550/60 and imageRUNNER 400/330)
- Drawings

## Selecting and Editing an Objective

Select the Objective most suitable for your type of print job. You can also edit the settings of an Objective.

### *To select an Objective*

#### 1 Display the Quality sheet.



#### 2 Click the required Objective in the Objective list box.



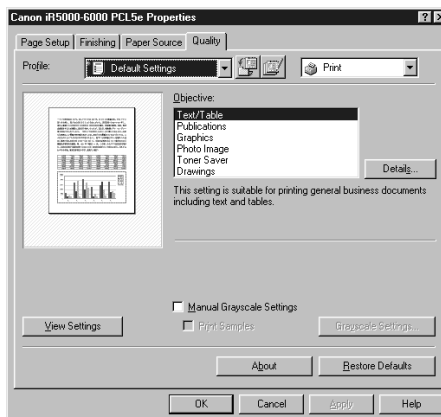
#### NOTE

- An explanation of the selected Objective is displayed below the Objective list box. Use the information to decide which Objective to print under.



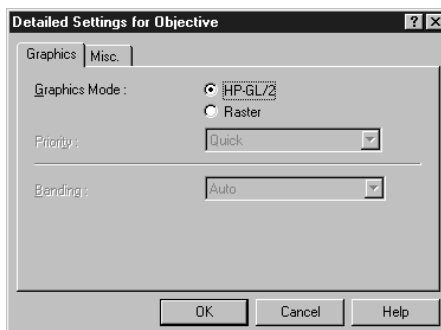
## To change the detailed settings for an Objective

**1** Display the Quality sheet.



**2** Select the Objective whose settings you want to change.

**3** Click the Details button to open the Detailed Settings for Objective dialog box.



**4** Specify the new settings, and then click the OK button.

**5** Click the OK button in the Quality sheet.

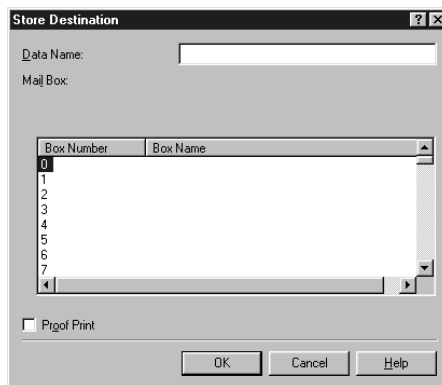
# Sending Document Data to the Image Server

Document data can be sent to the Mail Box (Available for imageRUNNER 6000/5000, iR3250, imageRUNNER 600/550/60 and imageRUNNER 400/330) or registered as an Image Form (Available for imageRUNNER 600/550/60).

## To send a document to the Mail Box

**1** Select **Store** from the drop-down list box at the upper right in either the **Page Setup**, **Finishing**, **Paper Source** or **Quality** sheet.

**2** Click the **Yes** button in the message box, or click the **Store Destination** icon button to open the **Store Destination** dialog box.



**3** Specify the name of the data to send to the Mail Box, and then specify the Box Number of the Mail Box.



### NOTE

- For imageRUNNER 6000/5000 and imageRUNNER 600/550/60, clicking the **Proof Print** check box prints a copy of the document at the same time as sending the document to the Mail Box.

**4** Click the **OK** button.



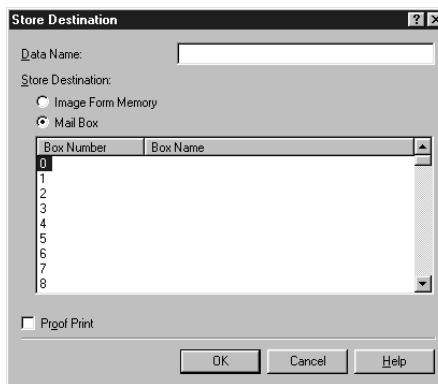
### NOTE

- For imageRUNNER 400/330, the **Mail Box** option is available only when the extended memory is installed in the printer.
- For imageRUNNER 400/330, you must first select the **Enable Mail Box** check box in the **Configuration sheet (Windows 95/98)** or the **Device Settings sheet (Windows NT4.0/2000)**.
- The **Mail Box** name can be acquired by clicking the **Get Device Status** button in the **Configuration sheet (Windows 95/98)** or the **Device Settings Sheet (Windows NT4.0/2000)**.

## To register a document as an Image Form

**1** Select Store from the drop-down list box at the upper right in either the Page Setup, Finishing, Paper Source or Quality sheet.

**2** Click the Yes button in the message box, or click the Store Destination icon button to open the Store Destination dialog box.



**3** Specify the name of the data to register as an image form, and then select Image Form Memory under Store Destination.

**4** Click the OK button.



### NOTE

- Only the first page of the document is registered as an image form.
- This option is available only for imageRUNNER 600/550/60.

# Secured Printing

Secured Printing saves a print job inside the printer under a certain password and outputs it later only when the correct password is verified. This feature is useful when printing a confidential document. Secured Printing is available for imageRUNNER 6000/5000 and iR3250.

---

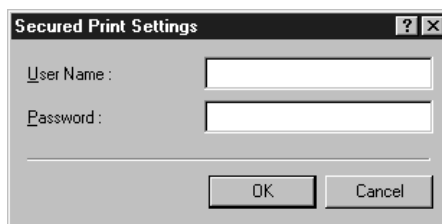
**1** Select Secured Print from the drop-down list box at the upper right in either the Page Setup, Finishing, Paper Source or Quality sheet.

---

**2** Click the OK button in the message box to switch to the Secured Print mode.

---

**3** Click the Secured Print Settings icon button to open the Secured Print Settings dialog box, and then specify the user name and password for the current print job.



---

**4** Click the OK button in the Secured Print Settings dialog box.

---

**5** Click the OK button to close the Properties dialog box, and then click the OK button in the Print dialog box.

The Confirm Password dialog box is displayed.

---

**6** Confirm the document name, user name and password, and then click the OK button in the Confirm Password dialog box.

The print job is saved inside the printer under the specified user name and password.



---

**7** On the printer control panel or using Remote UI, select the print job you want to print and enter the password.

The print job is output only when the correct password is specified.

# Editing Some Print Documents Together (for Windows 95/98)

You can edit and print two or more documents created using different applications as a single document.

---

**1** Select **Edit and Preview** from the drop-down list box at the upper right in either the **Page Setup**, **Finishing**, **Paper Source** or **Quality** sheet.

---

**2** Click the **OK** button in the message box to switch to the **Edit and Preview** mode.

---

**3** Click the **OK** button to close the **Properties** dialog box, and then click the **OK** button in the **Print** dialog box.

---

**4** Repeat step 1 to 3 for the other documents.

If the **Edit and Preview** mode is selected when printing a document, **Canon PageComposer** starts. For details about using **Canon PageComposer**, refer to the **Canon PageComposer Help**.



#### NOTE

- If the **Properties** dialog box is opened from the **Printers** folder, you can click the **Lock icon** button at the right of the drop-down list box to start **Canon PageComposer** each time you print a document.

# Using the Job Accounting Feature

## About Job Accounting

When printing a document, Job Accounting allows you to count the print totals for each department or user for management purposes under an ID and a password assigned to each department or user.

A document will be printed only when the specified ID and password are verified as valid. Job Accounting is available for imageRUNNER 6000/5000 and iR3250.

## Specifying the ID and Password for Job Accounting

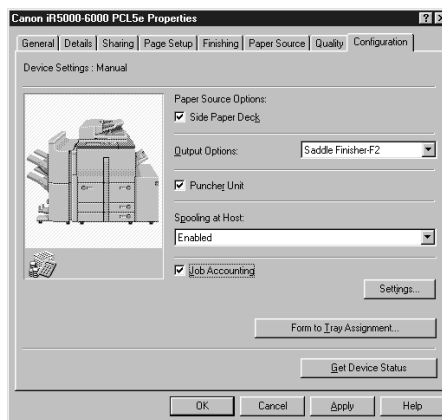
In order to print documents using the Job Accounting feature, follow the procedure below to specify the ID and password.



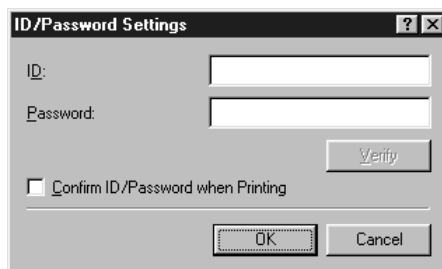
### IMPORTANT

- It is necessary to install Canon NetSpot Suite Service for using the Job Accounting feature. See P2-6 for installing Canon NetSpot Suite Service.

- 1** Display the Configuration sheet (Windows 95/98) or Device Settings sheet (Windows NT4.0/2000), and then click the Get Device Status button to confirm that the Job Accounting check box is checked on or manually check it on.




- 2** Click the Settings button to open the ID/Password Settings dialog box, and then specify the ID and password.



- 3** Click the Verify button to confirm that the specified ID and password are valid.

---

## 4 Click the OK button.

 NOTE

- The ID and password can be changed when printing a document only if the Confirm ID/Password when Printing check box is checked in the ID/Password Settings dialog box.

# Printing under Job Accounting (for Windows 95/98)

---

## 1 In the application, select the Print command, and then click the Properties button in the Print dialog box.

---

## 2 Specify the various settings in the Properties dialog box.

---

## 3 Click the OK button to close the Properties dialog box, and then click the OK button in the Print dialog box.

---


## 4 If the Confirm ID/Password dialog box opens, specify the ID and the password.



---

## 5 Click the OK button.

If the entered password is verified as valid, the document is printed.

 NOTE

- The Confirm ID/Password dialog box opens only if the Confirm ID/Password when Printing check box is checked in the ID/Password Settings dialog box. Otherwise, the document is printed under the previously specified ID and password.

# Printing under Job Accounting (for Windows NT4.0/2000)

The procedure for printing under Job Accounting differs depending on whether or not the Allow Password Setting check box is checked on in the Device Settings sheet.

## ***When the Allow Password Setting check box is selected:***

The password for Job Accounting can be specified in advance in the ID/Password Settings dialog box.

---

**1** In the application, select the **Print** command, and then click the **Properties** button in the **Print** dialog box.

---

**2** Specify the various settings in the **Properties** dialog box.

---

**3** Click the **OK** button to close the **Properties** dialog box, and then click the **OK** button in the **Print** dialog box.

The document is printed under the specified ID and password.

## ***When the Allow Password Setting check box is not selected:***

The password for Job Accounting cannot be specified in the ID/Password Settings dialog box.

---

**1** In the application, select the **Print** command, and then click the **Properties** button in the **Print** dialog box.

---

**2** Specify the various settings in the **Properties** dialog box.

---

**3** Click the **OK** button to close the **Properties** dialog box, and then click the **OK** button in the **Print** dialog box.

---

**4** In the **Confirm ID/Password** dialog box, specify the password, and if necessary change the ID.

---

**5** Click the **OK** button.

If the entered password is verified as valid, the document is printed.



# Specifying the Grayscale Settings

## About the Grayscale Settings

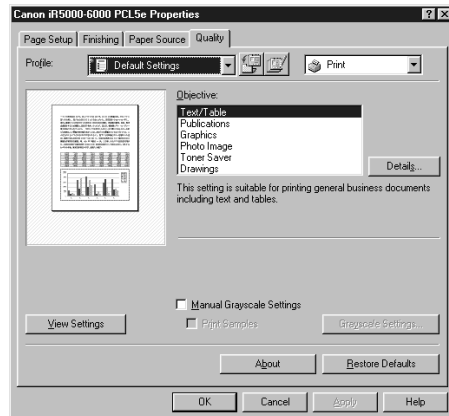
Clicking the Grayscale Settings button in the Quality sheet opens the Edit Color/Grayscale Settings dialog box. This dialog box consists of two sheets, an Adjustment sheet and a Matching sheet.

The Adjustment sheet allows you to specify the brightness and contrast settings affecting a printed document. Adjust the brightness and contrast using the nine image sample thumbnails. A default original image and an adjusted preview image are displayed at the upper left. Use them to check the result of the adjustment.

The Matching sheet allows you to specify the method of color matching or gamma correction when a color document is printed in grayscale.

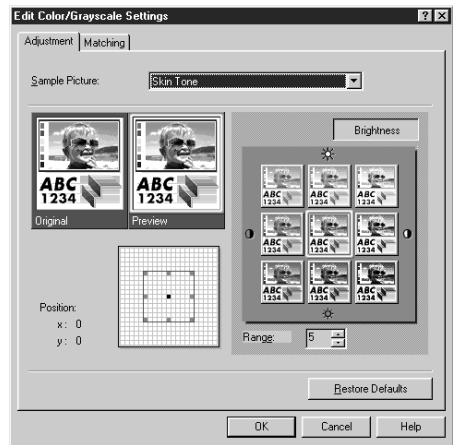
## Using the Grayscale Settings

### 1 Display the Quality sheet.



### 2 Click the Manual Grayscale Settings check box.

- 
- 3** Click the **Grayscale Settings** button to open the **Edit Color/Grayscale Settings** dialog box.



- 
- 4** Display the **Adjustment** sheet.

- 
- 5** Select the image type to adjust from the **Sample Picture** drop-down list box, and then adjust the **brightness and contrast**.

For detailed information about the Adjustment sheet, refer to the online help.

- 
- 6** Display the **Matching** sheet.



- 
- 7** Click the **Enable Matching** check box, and then specify the method of color matching. Or, deselect the **Enable Matching** check box, and then specify the gamma value.

For detailed information about the Matching sheet, refer to the online help.

---

- 8** Click the **OK** button.
- 

- 9** Click the **OK** button in the **Quality** sheet.

# Using the Fax Options

# 4 CHAPTER

This chapter provides instructions for installing the fax driver, faxing a document, and specifying the various settings for faxing a document.



## IMPORTANT

- *If a fax board is not installed in your printer, the fax options are not available.*

---

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---

# Installing the Fax Driver



## IMPORTANT

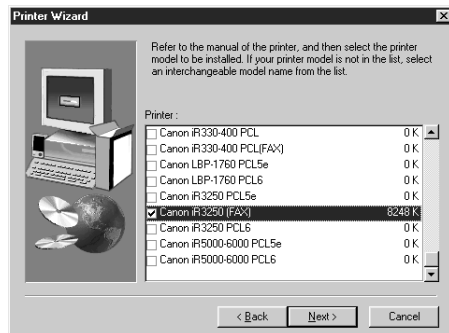
- For Windows NT4.0/2000, log in as Administrator when you install the driver.
- Only imageRUNNER 400/330 System Version 2.0 (or later) is supported by the Fax Driver Version 1.2 (or later).

## To install using the Installer

- 1** Insert the User Software CD into the CD-ROM disk drive.
- 2** Double-click the My Computer icon, and then double-click the CD-ROM disk drive icon.
- 3** Double-click the PCL, Drivers, UEng, and Setup folder icons, and then double-click the Setup icon to start the installation process.
- 4** In the Welcome dialog box, click the Next button and follow the instruction on the screen.



- 5** In the Printer Wizard dialog box, click the check box of the driver you want to install. Then click the Next button.




- 
- 6** Select the printer port name from the Port drop-down list box. If the printer is connected to the network, click the Browse for Printer button, and then specify the network printer in the Browse for Printer dialog box. Then click the Next button to continue the installation.



- 
- 7** Click the Next button in the Confirmation of installation dialog box.


- 
- 8** If you select the fax driver for iR3250, a message asking if you want to install NetSpot Suite Service is displayed. Click the Yes button to install NetSpot Suite Service together with the fax driver.

 NOTE

- Canon NetSpot Suite Service is necessary when setting up the fax configuration automatically or when using the Job Accounting feature.

- 
- 9** After the files are copied, click the Finish button to finish the installation program.

The printer icon is displayed in the Printers folder. The driver is now installed.

 NOTE

- Use the Installer only for Client PCs.
  - You cannot install an alternate Fax Driver for Windows 95/98 on the Windows NT4.0/2000 Server because the Installer detects the OS on which the driver is going to be installed.

## To install using the Add Printer Wizard

- 1 Click the Start button, point to Settings, and then click Printers.
- 2 In the Printers folder, double-click the Add Printer icon to start the Add Printer Wizard.
- 3 Confirm the Wizard is started, and then click the Next button.

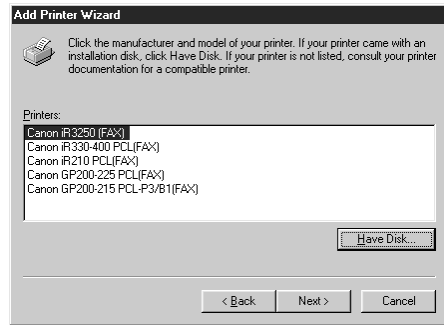


- 4 Follow the instructions on the screen to continue the installation.
- 5 Insert the User Software CD into the CD-ROM disk drive, and then click the Have Disk button.
- 6 Click the Browse button to select the folder of the driver you want to install, and then click the OK button.

Windows 95/98:  
  \PCL\Drivers\USEng\Fax\WIN9X  
Windows NT4.0:  
  \PCL\Drivers\USEng\Fax\WINNT40  
Windows 2000:  
  \PCL\Drivers\USEng\Fax\WIN2000



- 
- 7** Select your fax model from the list, and then click the **Next** button.



- 
- 8** Follow the instructions on the screen to continue, and then click the **Finish** button to start copying the files.

The printer icon is displayed in the Printers folder. The driver is now installed.

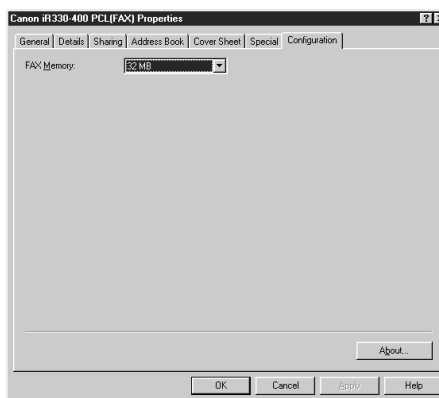


# Specifying the Installed Fax Memory

Before faxing a document with the fax, you need to specify the amount of fax memory installed in your fax.

## *To specify the installed fax memory*

- 1** Click the Start button, point to Settings, and then click Printers.
- 2** In the Printers folder, right-click the icon of your fax, and then click Properties.
- 3** In the Properties dialog box, click the Configuration tab to display the Configuration sheet.



- 4** Select the amount of memory from the FAX Memory drop-down list box.

- 5** Click the OK button.

The installed memory size is specified.



### NOTE

- For iR3250 and GP55/GP30, specifying the fax memory is not available.

# Faxing a Document

## *To send a document as a Fax*

---

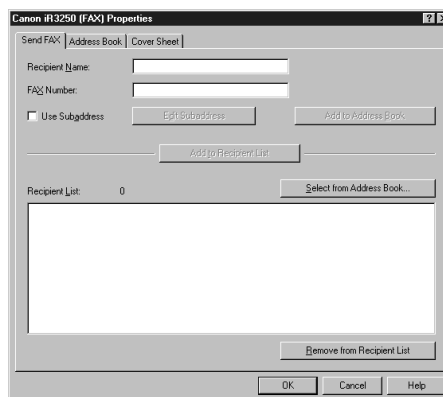
**1** In the Windows application, with the document open, click the command to print your document.

---

**2** In the Print dialog box, select your fax name from the Name drop-down list box, and then click the OK button.

---

**3** In the Send FAX sheet, specify the name and fax number of the fax recipient, and then click the Add to Recipient List button.



---

**4** Repeat step 3 if you want to send the fax to multiple recipients.

---

**5** Specify the various settings in each sheet. To switch between sheets, click the tab for each sheet.

---

**6** After all the fax settings are specified, click the OK button in the Properties dialog box. The fax is sent to the specified recipients.

## To send a document to the memory box of the recipient's fax

When sending a fax with the subaddress and password specified, the document data is sent and stored in the memory box of the recipient's fax.

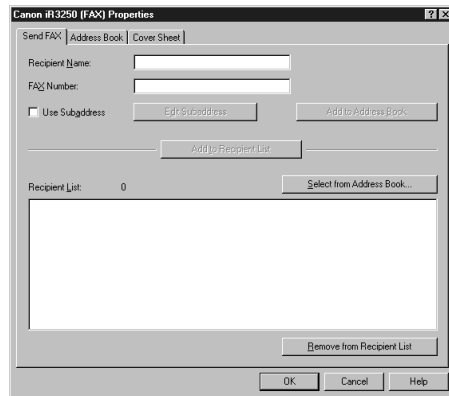
This feature is useful for sending a confidential document as a fax.



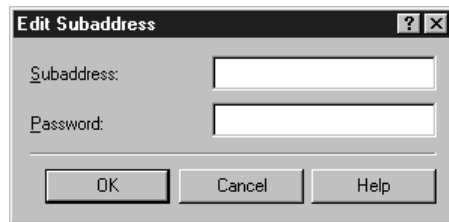
### NOTE

- This option is available only for iR3250.

- 1 In the Windows application, with the document open, click the command to print your document.
- 2 In the Print dialog box, select your fax name from the Name drop-down list box, and then click the OK button.
- 3 In the Send FAX sheet, specify the name and fax number of the recipient.



- 4 Click the Use Subaddress check box.
- 5 Click the Edit Subaddress button to open the Edit Subaddress dialog box.



- 6 Specify the subaddress and password of the memory box of the recipient's fax, and then click the OK button.

---

**7** Click the **Add to Recipient List** button.

---

**8** Repeat step 3 to 7 if you want to send the fax to multiple recipients.

---

**9** Specify the various settings in each sheet. To switch between sheets, click the tab for each sheet.

---

**10** After all the fax settings are specified, click the **OK** button in the **Properties** dialog box.

The document is sent and stored in the memory box of the recipient's fax. The data can be output only when the correct password is specified.

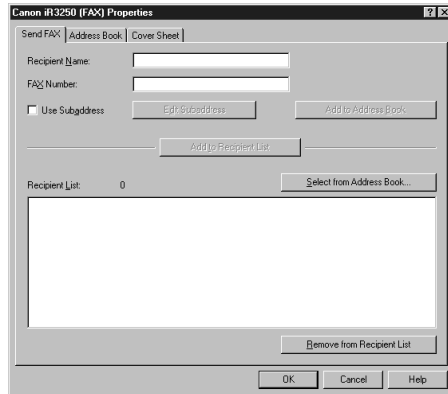
# Specifying the Fax Recipients

You can specify the names and fax numbers of people to whom you want to send a fax by adding them as recipients to the Recipient List list box. You can add recipients by:

- Typing a new name and fax number in the Recipient Name and FAX Number boxes.
- Selecting a recipient in the Select from Address Book dialog box.

## *To add a new name and fax number as a recipient*

**1** Display the Send FAX sheet.



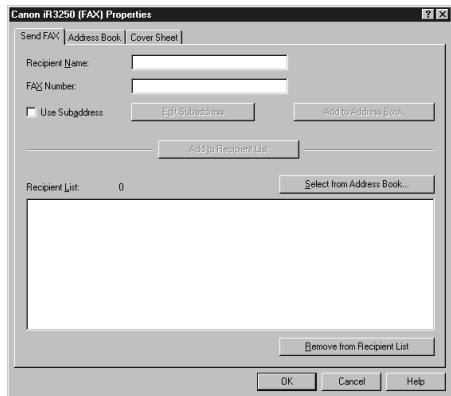
**2** Enter the name and fax number you want to add in the Recipient Name and FAX Number text boxes.

**3** Click the Add to Recipient List button.

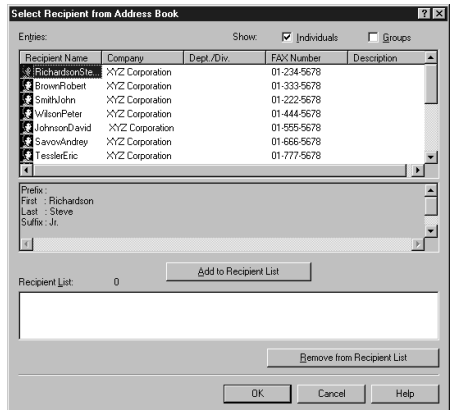
The new recipient is displayed in the Recipient List list box.

## To add a recipient from the Address Book

**1** Display the Send FAX sheet.



**2** Click the Select from Address Book button to open the Select Recipient from Address Book dialog box.



**3** Select an entry in the Entries list box, and then click the Add to Recipient List button.

**4** Click the OK button in the Select Recipient from Address Book dialog box.

The new recipient is displayed in the Recipient List list box in the Send FAX sheet.

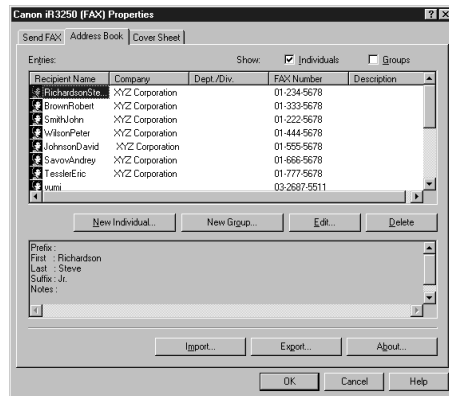
# Defining the Address Book Entries

## Defining an Individual

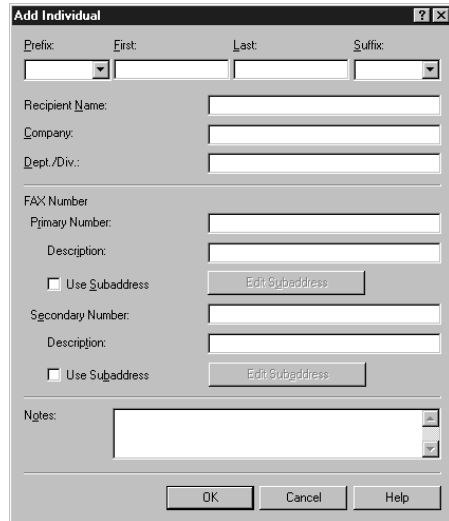
Clicking the New Individual button in the Address Book sheet opens the Add Individual dialog box for defining a new individual. You see the same dialog box under the title Edit Individual if you click the Edit button in the Address Book sheet when an individual entry is selected in the Entries list box. The Edit Individual dialog box allows you to change information on an existing individual entry.

### To add a new Individual

- 1 Display the Address Book sheet.



- 2 Click the New Individual button to open the Add Individual dialog box.



---

**3** Enter information about the new individual such as their name and company name.

---

**4** Enter the fax number. You can enter 2 fax numbers, one as a Primary Number and one as a Secondary Number.

---

**5** Enter appropriate information about the fax numbers in the Description text boxes.

---

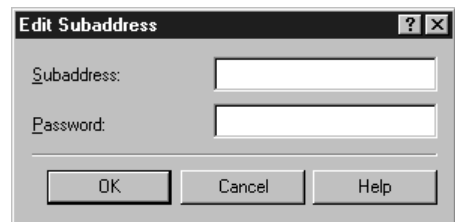
**6** If you want to send a document to the memory box of the recipient's fax, click the Use Subaddress check box.



**NOTE**

- The Subaddress option is available only for iR3250.
- 

**7** Click the Edit Subaddress button to open the Edit Subaddress dialog box.



**8** Enter the subaddress and the password of the recipient's fax, and then click the OK button.

---

**9** Enter any additional information about the individual in the Notes text box.

---

**10** Click the OK button to create the new individual entry.



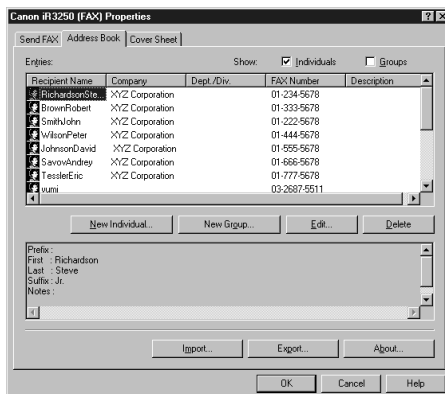
**NOTE**

- When you specify two fax numbers for one person, two individual entries for that person are displayed in the Entries list box.

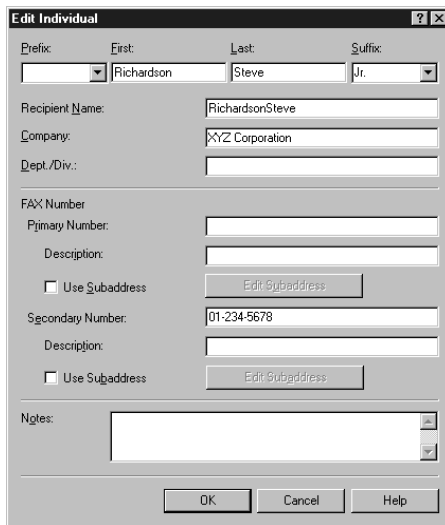


## To edit an Individual

- 1 Display the Address Book sheet, and then click the Individuals check box to display all the individuals in the Entries list box.



- 2 Select an individual to edit, and then click the Edit button to open the Edit Individual dialog box.



- 3 Update the necessary information.

- 4 Click the OK button to modify the selected individual entry.

## To delete an Individual

- 1 Select the entry you want to delete in the Entries list box, and then click the Delete button.

# Defining a Group

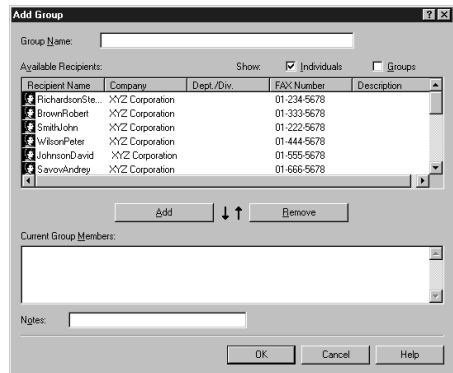
Clicking the New Group button in the Address Book sheet opens the Add Group dialog box for defining a new group. A group can contain both individuals and other groups. You see the same dialog box under the title Edit Group if you click the Edit button in the Address Book sheet when a group entry is selected in the Entries list box. The Edit Group dialog box allows you to change information on an existing group entry.

## To add a new Group

**1** Display the Address Book sheet.



**2** Click the New Group button to open the Add Group dialog box.



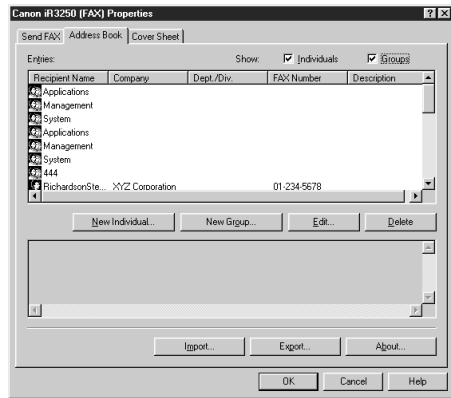
**3** Enter the new group name.

**4** Select individuals or groups as members of the new group from the Available Recipients list box, then click the Add button. To remove an entry from the Current Group Members list box, select it, and then click the Remove button.

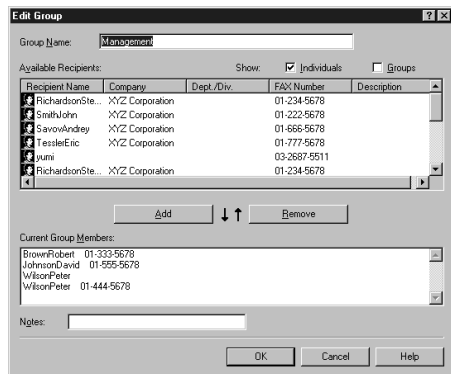
**5** Click the OK button to create the new group entry.

## To edit a Group

**1** Display the Address Book sheet, and then click the Groups check box to display all the groups in the Entries list box.



**2** Select a group to edit, and then click the Edit button to open the Edit Group dialog box.



**3** Change the group name, if necessary.

**4** To add an individual or group to the selected group, select the individual or group you want to add from the Available Recipients list box, and then click the Add button. To remove a member of the selected group, select the individual or group you want to remove from the Current Group Members list box, and then click the Remove button.

**5** Click the OK button to modify the selected group entry.

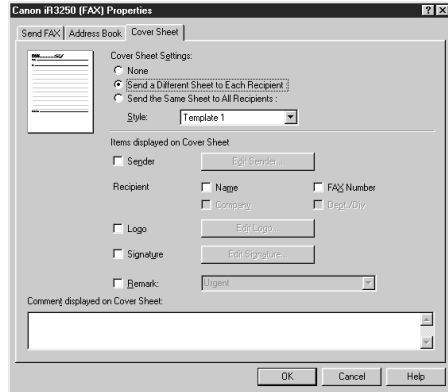
## *To delete a Group*

---

- 1** Select the entry you want to delete in the Entries list box, and then click the Delete button.

# Attaching a Cover Sheet to a Fax

## 1 Display the Cover Sheet sheet.



## 2 Select an option for attaching the cover sheet to the fax under Cover Sheet Settings.



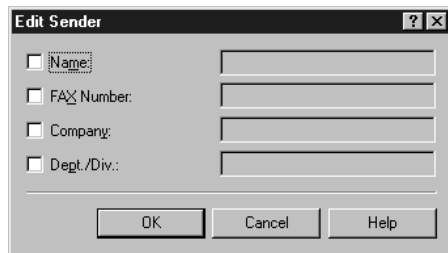
### NOTE

- For imageRUNNER 210 and GP225/GP200 fax drivers under Windows NT4.0, Send a Different Sheet to Each Recipient is not available.

## 3 Select a cover sheet style from the Style drop-down list box.

## 4 Click the following check boxes to include that information about the sender or recipient on the cover sheet: Sender, Name, FAX Number, Company, Dept./Div., Logo, Signature and Remark

## 5 If Sender is selected, click the Edit Sender button to open the Edit Sender dialog box, and then click the following check boxes to include that information about the sender on the cover sheet: Name, FAX Number, Company and Dept./Div.



### NOTE

- For Windows 2000, click the Name, FAX Number, Company and Dept./Div. check boxes on the Cover Sheet sheet instead of specifying in the Edit Sender dialog box.

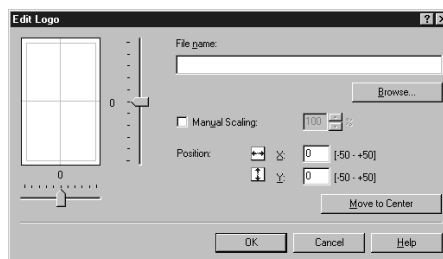
- 
- 6** If the corresponding check boxes are checked, enter the name, fax number, company name and/or department/division name of the sender of the fax, and then click the OK button in the Edit Sender dialog box.
- 

- 7** If Logo and/or Signature is selected, click the Edit Logo and/or Edit Signature button to open the Edit Logo/Signature dialog box.



**NOTE**

- For Windows 2000, Logo and Signature are not available.



- 
- 8** Click the Browse button, and then select a bitmap logo or signature file name in File Name.
- 

- 9** Specify the magnification and position of the selected logo or signature, and then click the OK button in the Edit Logo/Signature dialog box.
- 

- 10** If Remark is selected, select a remark from the drop-down list box, or enter a remark.
- 

- 11** Enter the information to be included on the cover sheet in the Comment displayed on Cover Sheet text box.

The specified Cover Sheet is attached to the fax when the fax is sent.



This chapter provides information about additional software used with the PCL5e or PCL 6 printer drivers.

---

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# Additional Software

## Canon Port Setting Tool

Canon Port Setting Tool enables you to correspond the device installed in your computer with the network address for the device. Use Canon Port Setting Tool when the Get Device Status option in the printer driver does not work properly.

### *To start Canon Port Setting Tool*

---

**1** In your computer, browse the Program Files, Canon, and then Portset folder icons.

---

**2** In the Portset folder, double-click the Portset.exe icon to start Canon Port Setting Tool.



#### NOTE

- *Canon Port Setting Tool is installed with Canon NetSpot Suite Service.*
- *For more information about using Canon Port Setting Tool, see the Online Help. To display the Online Help, start Canon Port Setting Tool, and then click the Help button.*

## Device Status Extension

When you use a shared printer on Windows 2000, you can browse information on the shared printer and manage print jobs through a web browser.

Installing Device Status Extension on Windows 2000 enables you to browse detailed information on printers supporting Device Status Extension. Device Status Extension also enables you to start NetSpot Console form Device Status Extension window to set up printers.

Device Status Extension is included in the User Software CD. For instructions on installing and using Device Status Extension, see the README.TXT file in the DSE folder.

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