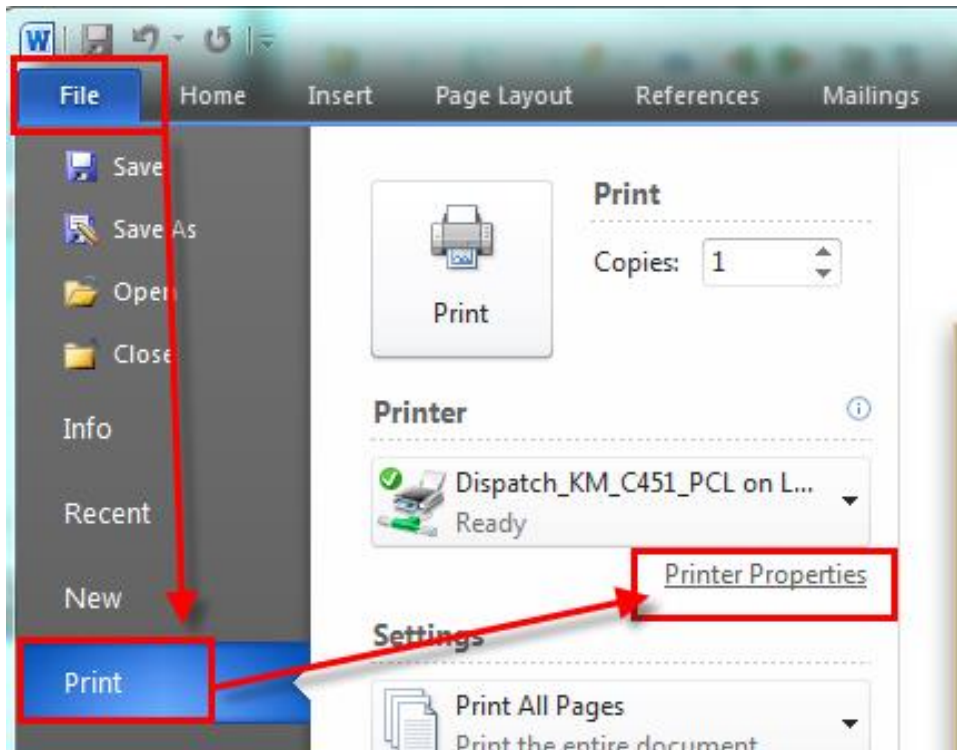


Print Driver Settings – KMe Series from PC

Most copying functions are also available at your computer in the “print driver.”

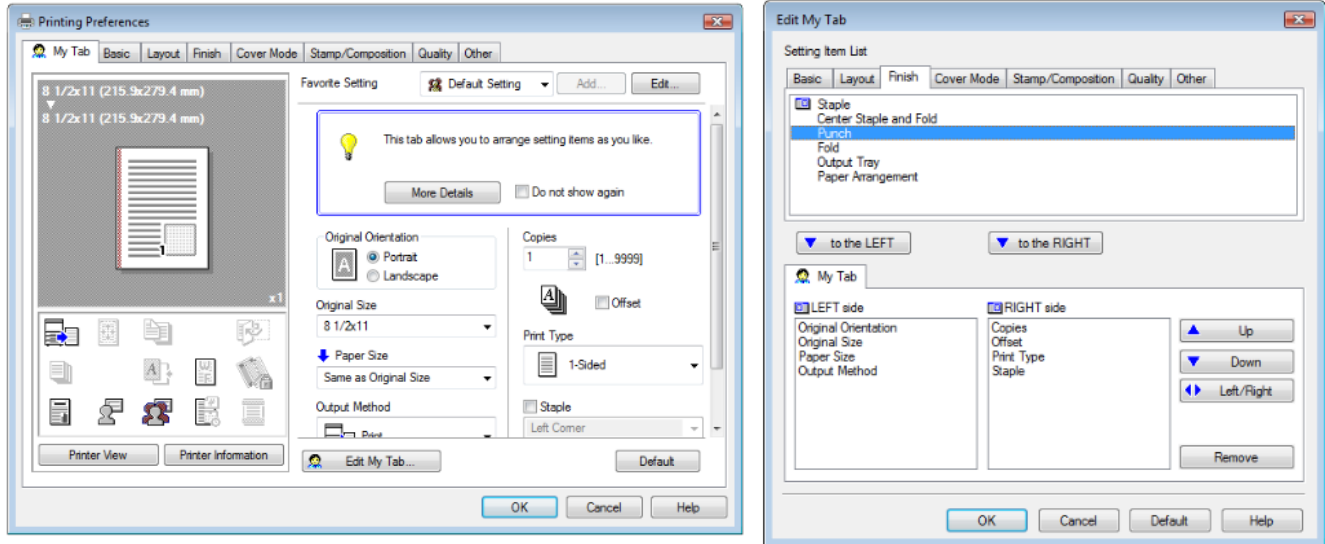
To access the print driver when in a document:

File → Print → Printer Properties



My Tab:

This function allows you to customize your “favorite functions” in the print driver to display on the first tab of your printing preferences.

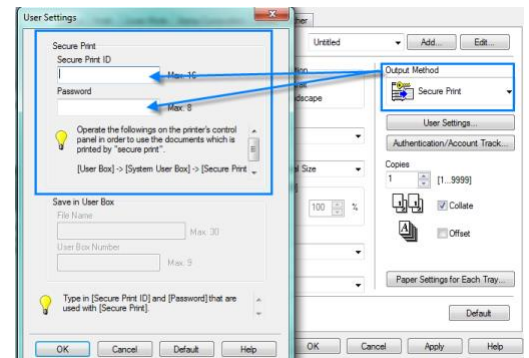
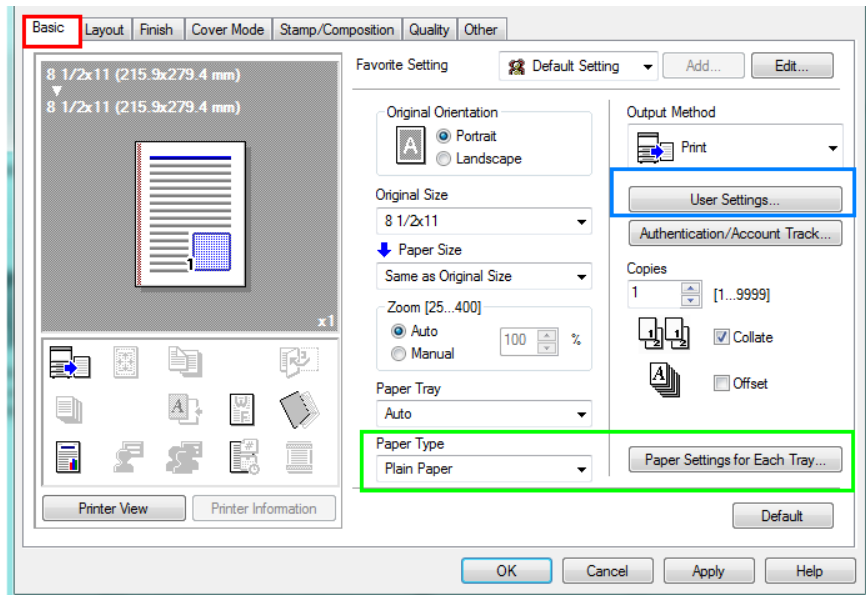


This page has default favorite settings added to front screen to get the user started, but is customizable.

- To change the view, select the “edit my tab” button which will bring up a new window:
 - Setting Item List: Choose settings from the printing preference tabs to add to the front page, and add by selecting the name and choosing to add “to the LEFT” or “to the RIGHT.”
 - To change the order of the settings, select the setting to be moved, and choose it to move up, down, to the other column, or completely remove.
 - Hit OK, and this will save for the program you’re printing in.
- If you’d like to change the preference for all programs for your My Tab and for your favorites:
 - Start Menu → Devices and Printers → Right click on machine → Choose printing preferences → use directions in the prior bullet point above to change settings.
- If you see the big blue rectangle with a light-bulb inside that states “this tab allows you to arrange setting items as you like,” it is OK to check the “do not show again” box, and it will remove this box to clear for future viewing.



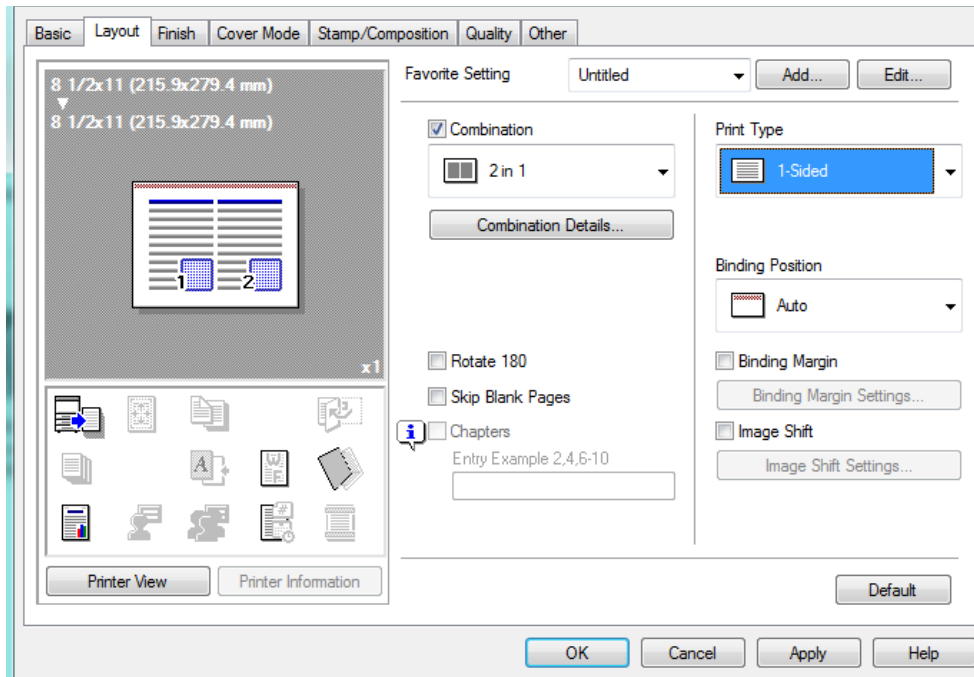
Basic Tab:



- Original Orientation: Is it printing Portrait (vertical) or Landscape (horizontal)?
- Original Size: The size of your document.
- Paper Size: What size paper you want the document to print onto.
- Zoom: If paper size is different than original size, it will help automatically fit the document onto the page. Otherwise you can choose to manually zoom in or out.
- Paper Tray: Auto picks the closest paper to your document size. Otherwise you have the option to choose your own tray if you are printing on specific paper. If your paper requires a certain thickness, the “paper settings for each tray” button allows you to pick the thickness this document needs to print onto.
- Output Method: This is where you can choose where you want to send your document.
 - Print: Directly prints out from machine.
 - Secure Print (photo on next page): Allows you to put in a name and password to hold the document at the printer. To release the job, you will have to type in the ID and Password.
 - Save in User Box: If a box is set up on the machine, you can save documents to it like a file folder. It will hold the document until you print it from the user box.
 - Proof Print: If you have multiple copies, it will print 1 document for you to review, and then the machine will request for you to release the remainder if you like the output.
- Copies: How many copies would you like of this document?
- Collate: Groups your prints a specific way. If you print 2 copies of a 5 page document with the collate box checked, the output will be pages 1,2,3,4,5,1,2,3,4,5. If you turn off the check box, the output will be 1,1,2,2,3,3,4,4,5,5.
- Offset: This will space the documents out so they are not stacked one on top of the other. This makes for easier grabbing of sheets or groups.



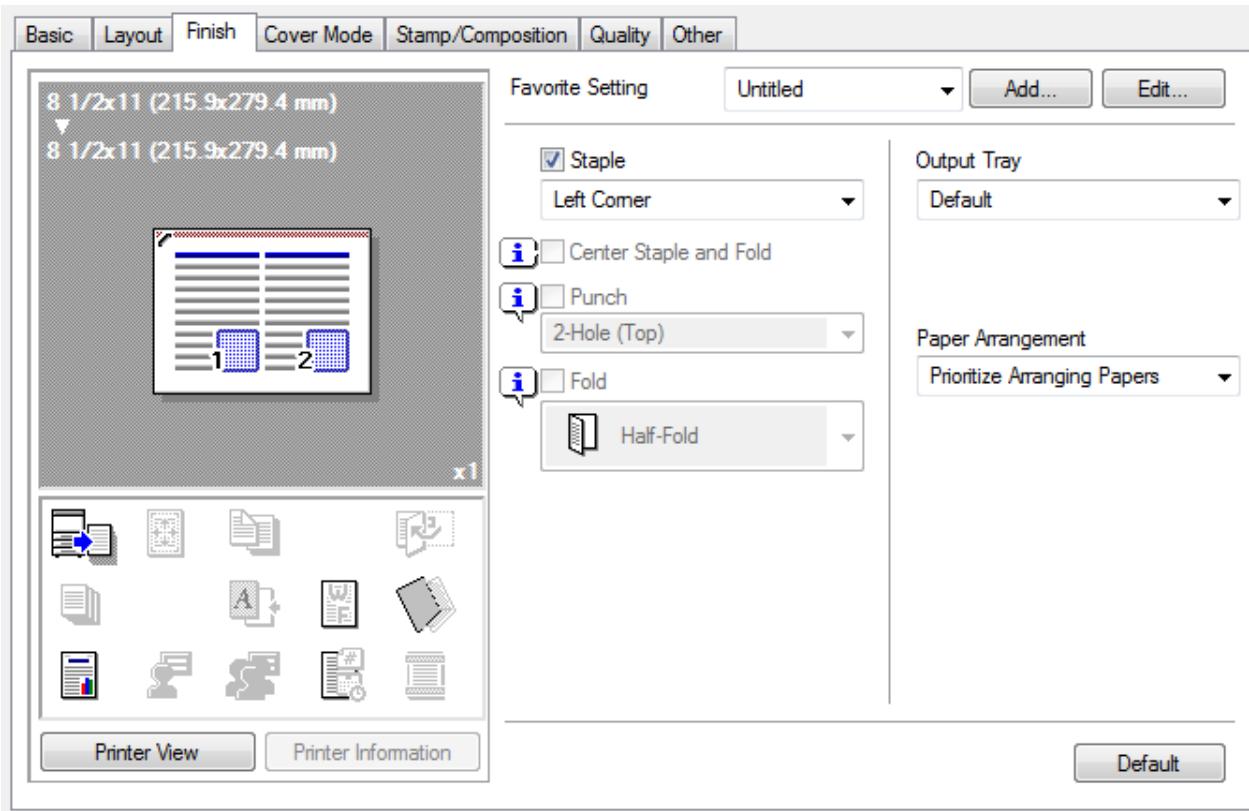
Layout Tab:



- **Combination:** By checking the box next to the word “combination,” you are able to group multiple pages of a document onto 1 page (ex: 4 in 1 puts pages 1,2,3,4 onto 1 side of a piece of paper), or take 1 page of a document, and enlarge it to fit onto multiple sheets of paper (ex: 2x2 is 2 sheets by 2 sheets).
 - The “Combination Details” button allows you to choose what layout order the pages fit onto the sheet, and gives an option to frame the document pages.
- **Rotate 180:** Flips pages over.
- **Skip Blank Pages:** Removes blank pages in document from being printed.
- **Chapters:** Only available when the booklet print type is on. If your document has designated chapters set, it gives the option to choose specific chapters to be printed.
- **Print Type:** This is where you can determine if your document should be 1-sided, 2-sided, or laid out as a booklet (will combine 2 in 1, and 2-side the print, so when the pages are folded, the page numbers are laid out correctly.)
- **Binding Position:** When turning the page, what direction should the back side of the sheet be? Most documents work well with the “auto” option; otherwise there are options to bind from the left, right, and top sides of the sheet.
- **Binding Margin:** If the document is being bound, or needs additional room near the spine, this option will shift the document on the page to accommodate for that margin. (Nice when 3-hole punching!)
- **Image Shift:** If the document needs to be aligned a certain way on the sheet, clicking this box will allow editing the shift of the document. Note it will shift the entire page, not just an image on the page.



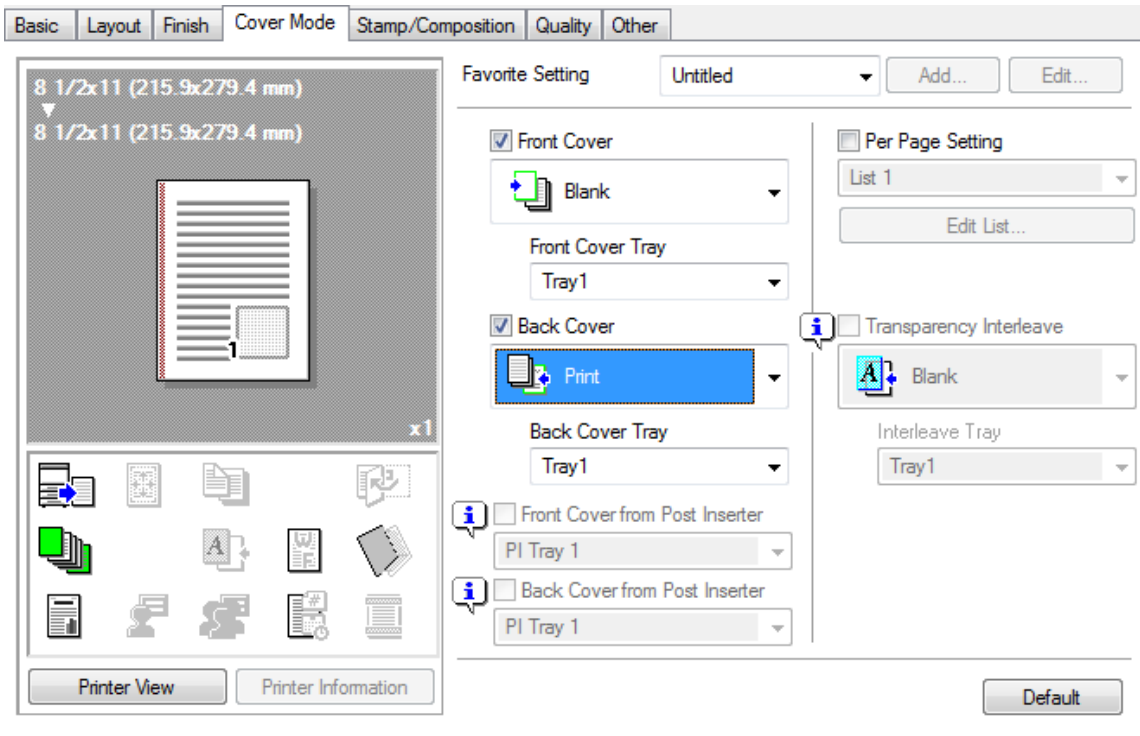
Finish Tab:



- **Staple:** By checking this box, the document will default to staple in the top left corner of the page. There are also options to staple in the right corner, 2-position (2 staples on 1 side), and if your machine has the specific folding unit installed, it can also saddle-stitch the middle of the paper.
- **Center Staple and Fold:** This is a “quick button” that turns on saddle-stitch and a fold in the middle of the page. Must have the folding unit installed on machine to use this feature.
- **Punch:** This box turns on hole-punching. It has the option to place 2 or 3 holes, and gives options for which side of the sheet for placement. The hole puncher must be installed on the machine to use this feature.
- **Fold:** Turning this box on will fold the document. The machine has the option to half-fold and tri-fold.
- **Output Tray:** The option to choose which tray the document comes out of at the end of the machine.
- **Paper Arrangement:** Prioritize arranging paper keeps paper arranged by the pages in your document. Prioritize productivity basis on importance of page.

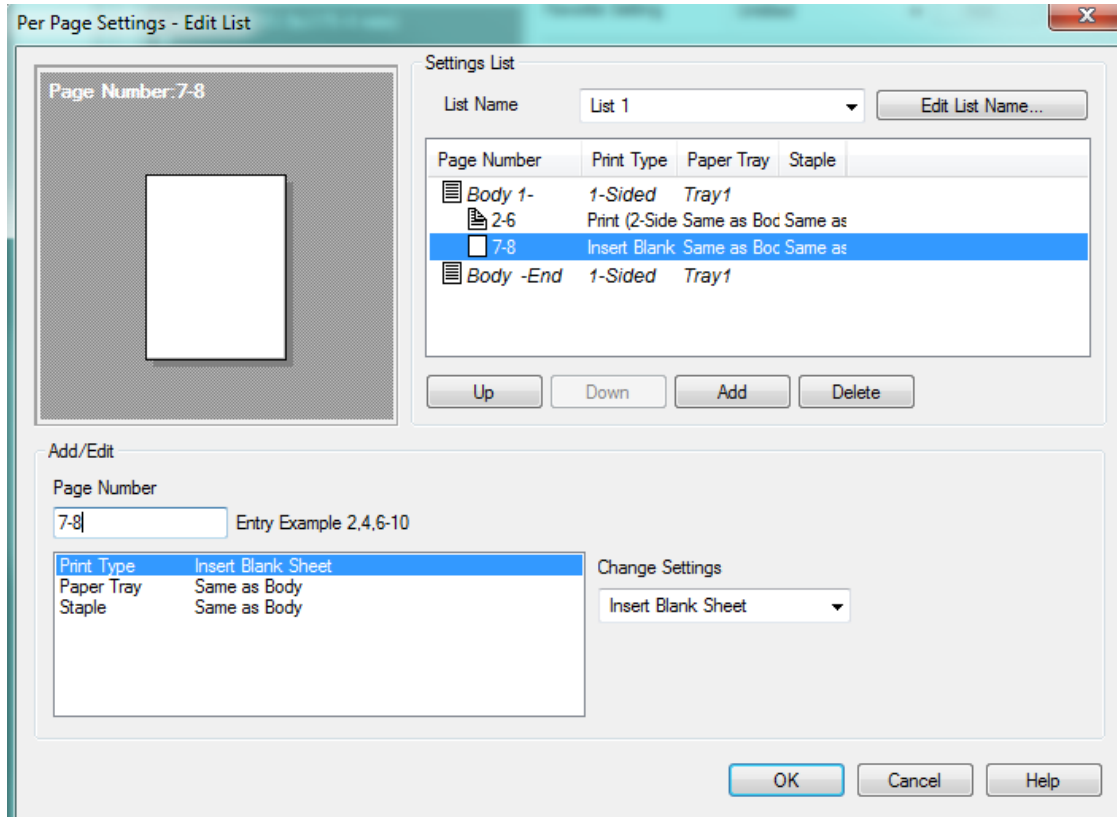


Cover Mode:



To use “cover mode” – a specific paper tray will need to be chosen for printing instead of “auto.” You can find this feature on the basic tab.

- **Front Cover:** Choose when wanting to add in a front cover to the document (or front and back if using booklet feature). The options are to insert a blank cover (good if you have a cover already printed, and want to run through the bypass tray), or print which will take the first page of your document and print it on specific paper.
 - Front Cover Tray: Which tray will the cover pull from? If using a very thick paper, recommended to go through the bypass tray. Try to match paper size to the inside sheet size if using the booklet feature.
 - **Back Cover:** Choose when wanting to add in a back cover to the document. The options are to insert a blank cover (good if you have a cover already printed, and want to run through the bypass tray), or print which will take the first page of your document and print it on specific paper.
 - Back Cover Tray: Which tray will the cover pull from? If using a very thick paper, recommended to go through the bypass tray. Try to match paper size to the inside sheet size if using the booklet feature.
 - **Front Cover from Post Inserter/Back Cover from Post Inserter:** If a Post inserter is attached to the machine, check the box and select the tray. This will allow your cover to pull from your inserter.
 - **Per Page Setting:** This gives the option to choose paper for specific sheets, and if they should be one-sided, two-sided, blank, or a print insert (place in bypass tray for insert).
 - By hitting edit list, a new box will open, giving these additional options.
- Hit “add” to insert in a new setting, and change the settings while having the line selected.



- Transparency Interleave: This gives the option to insert a transparency sheet into the document. The only option is a blank transparency, so it is recommended to print on sheet first and then put on tray if needed.
 - Interleave Tray: Choose which tray the transparency is coming from.
- Default: Will revert your settings to the computer default for this print driver.

