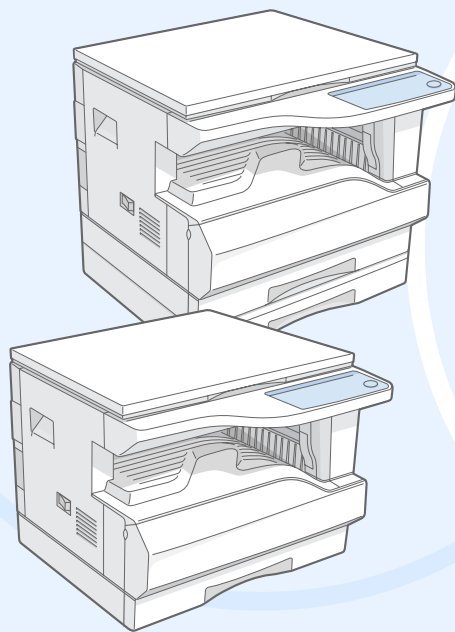


# **d-Copia 16W/20W Online Manual**



**Start**

Click this "Start" button.

# Introduction

This manual describes the printer functions of the d-Copia 16W/20W digital multifunctional system.



- For information on the following topics, please refer to the Operation Manual for the digital multifunctional system.
  - Basic machine procedures (adding paper, replacing the toner cartridge, using peripheral devices)
  - Copier functions
  - Resolving printer problems
  - Specifications
- Where "d-Copia xxW" appears in this manual, please substitute the name of your model for "xx". For the name of your model, see "DIFFERENCES BETWEEN MODELS" in the Operation Manual.
- The screen images and procedures that appear in this manual are mainly for Windows XP. With other versions of Windows, some screen images may be different from those in this manual.
- For information on using your operating system, refer to your operating system's manual or online Help.

## Trademark Acknowledgments

- Microsoft® Windows® operating system is a trademark or copyright of Microsoft Corporation in the U.S.A. and other countries.
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The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.



# How to Use the Online Manual

This section explains how to view the online manual. Please read this section before using the online manual. For information on using Acrobat Reader, see Acrobat Reader Help.

## How to Control the Online Manual

In this manual, the following buttons are displayed at the bottom of each page. Click these buttons to move quickly to pages that you wish to view.



CONTENTS

Displays the Contents of this manual. Click on a topic in the Contents to jump directly to that section.



I N D E X

Displays the Index of this manual. Click on a topic in the Index to jump directly to that section.




Takes you forward page by page.




Takes you back page by page.

## Following Links

This manual uses a link function that allows you to jump to a related page. If you click green, underlined text, the related page will be displayed. (In the Contents and Index sections, the linked areas are not underlined.)

Example:  [Contents](#)

To return to the previous page, click the  button on the menu bar of Acrobat Reader.

## Using Bookmarks

Bookmarks have been created on the left side of this manual. You can click on a bookmark to jump directly to that section.

## How to Print Out This Manual

To print this manual, select "Print" from the "File" menu of Acrobat Reader. Select the desired printer settings in the "Print" dialog box, and then click the "OK" button.



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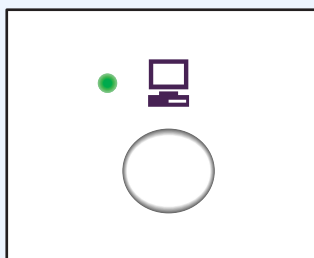


The following example explains how to print a document from WordPad.

Before printing, make sure that the correct size of paper for your document has been loaded in the machine.

## 1 Make sure that the ON LINE indicator on the operation panel is lit.

If the ON LINE indicator is not lit, press the [ON LINE] key ()



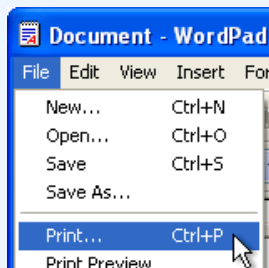
When the indicator is:

- Lit, the machine is online and ready to print, or is printing.
- Blinking, the machine is processing print data in memory or printing has been paused.
- Off, the machine is off-line and cannot print.

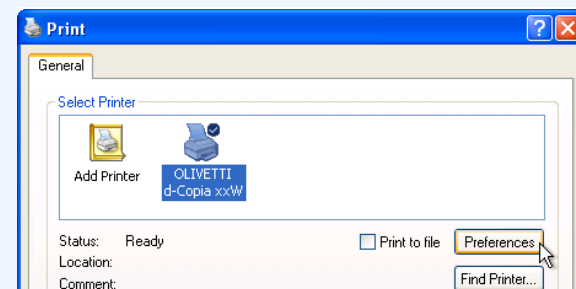
## 2 Start WordPad and open the document that you wish to print.

## 3 Select "Print" from the application's "File" menu.

The "Print" dialog box will appear.



## 4 Make sure that "OLIVETTI d-Copia xxW" is selected as the printer. If you need to change any print settings, click the "Preferences" button ("Properties" button in Windows 95/98/Me/NT 4.0) to open the printer driver setup screen. The printer driver setup screen will appear.



Windows 2000 does not have the "Preferences" button in this dialog box. Select settings as needed on each of the tabs in the setup screen.

➔ [Printer Driver Settings](#), [Printing Multiple Pages on One Page](#), [Fitting the Printed Image to the Paper](#), [Rotating the Print Image 180 Degrees](#), [Printing a Watermark](#)

## 5 Click the "Print" button ("OK" button in Windows 95/98/Me/NT 4.0).

Printing begins. When printing begins, the Print Status Window automatically opens.

➔ [Outline of the Print Status Window](#)

## If the tray runs out of paper during printing

Add paper to the tray or press the [TRAY SELECT] key (☰) to select a different tray, and then press the [ON LINE] key (🖨️) to resume printing.

Note that if "Auto tray switching" (in the user programs) is enabled on a 2-tray model and "Auto Select" is selected in "Paper Source" in the printer driver, the machine will automatically switch to the other tray and continue printing.

## Pausing a print job

To pause a print job during printing, press the [ON LINE] key (🖨️) on the operation panel to switch the machine off-line. Printing will be paused and the ON LINE indicator will blink.

- To cancel a print job, press the [CLEAR] key (⏏) or the [CLEAR ALL] key (Ⓢ).
- To resume printing, press the [ON LINE] key (🖨️) to switch the machine online.

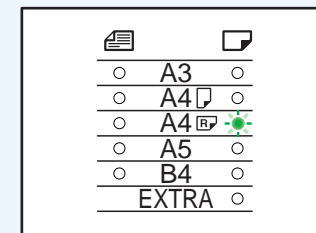
## When "Paper Source" is set to "Auto Select"

If "Paper Source" is set to "Auto Select" in the "Paper" tab of the printer driver setup screen and the correct size of paper for a print job is not loaded in the machine, the printing procedure will vary depending on the "Use Close Paper Size" setting in the user programs (see "USER PROGRAMS" in the Operation Manual).

### When "Use close paper size" is disabled

The PAPER SIZE indicator on the operation panel will blink. Press the [TRAY SELECT] key (☰) to manually select the tray and then press the [ON LINE] key (🖨️). Printing will begin. If you are selecting the bypass tray, load paper in the bypass tray.

\* The paper sizes that appear in the operation panel will vary by country and region.



### When "Use close paper size" is enabled

Printing will take place using a size of paper that is close to the size of the print image.



Before printing make sure that the paper size set in "Set Tray Status" of the printer driver is the same as the size of paper loaded in the tray. (See "CONFIGURING THE PRINTER DRIVER" in the Software Setup Guide.) When printing, if you select the paper tray with the correct size of paper for the document to be printed, printing will take place correctly (select the paper tray in "Paper source" in the "Paper" tab of the printer driver setup screen).

# Opening the Printer Driver From the "Start" Button

You can open the printer driver and change the printer driver settings from the Windows "start" button. Settings adjusted in this way will be the initial settings when you print from an application. (If you change the settings from the printer driver setup screen at the time of printing, the settings will revert to the initial settings when you quit the application.)

## Windows 2000/XP

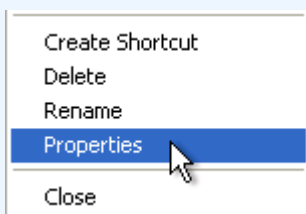
- 1 Click the "start" button, and then click "Control Panel".

In Windows 2000, click the "Start" button and select "Settings".

- 2 Click "Printers and Other Hardware", and then click "Printers and Faxes".

In Windows 2000, click "Printers".

- 3 Click the "OLIVETTI d-Copia xxW" printer driver icon and select "Properties" from the "File" menu.



- 4 Click the "Printing Preferences" button in the "General" tab.

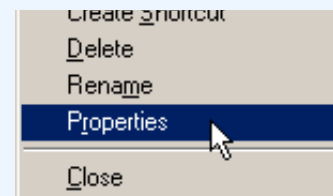
The printer driver setup screen will appear.

👉 [Printer Driver Settings](#)

## Windows 95/98/Me/NT 4.0

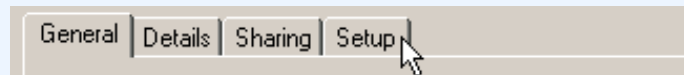
- 1 Click the "Start" button, select "Settings" and then click "Printers".

- 2 Click the "OLIVETTI d-Copia xxW" printer driver icon and select "Properties" from the "File" menu.



In Windows NT 4.0, select "Document Defaults" to open the printer driver setup screen.



- 3 In Windows 95/98/Me, click the "Setup" tab.

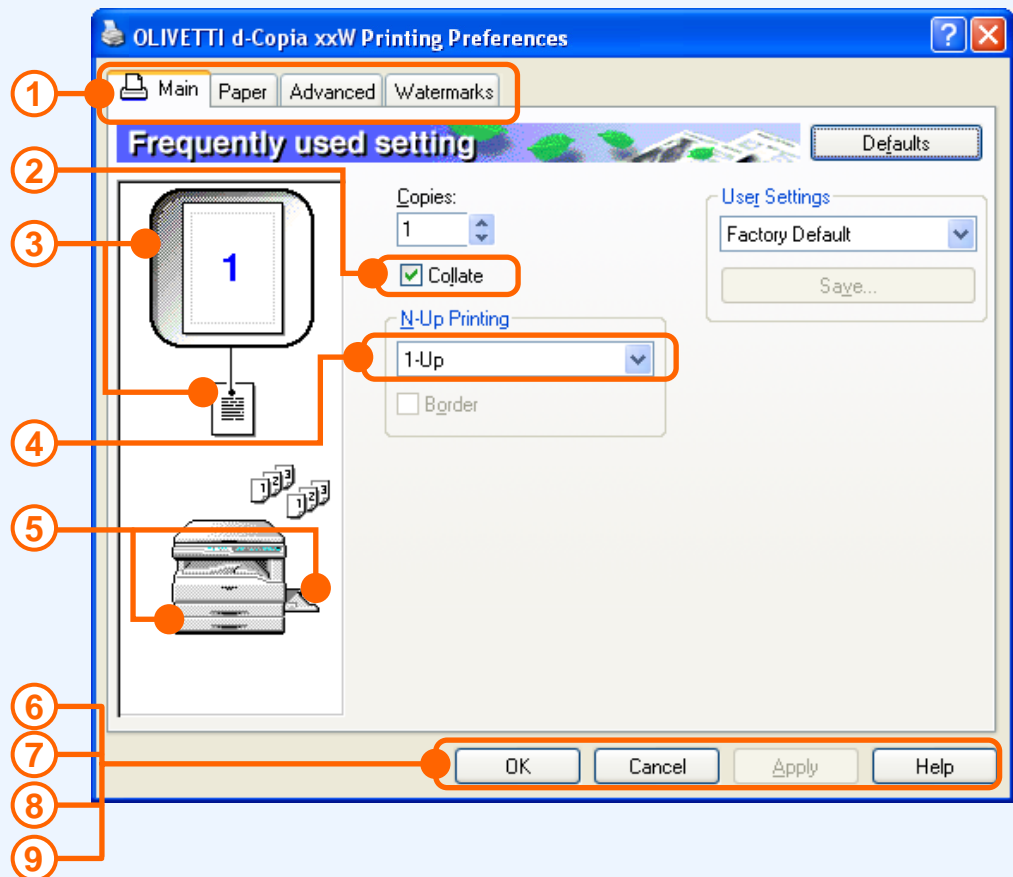


The printer driver setup screen will appear.

👉 [Printer Driver Settings](#)

# Printer Driver Settings

To view Help for a setting, click the  button in the upper right-hand corner of the window and then click the setting. Some restrictions exist on the combinations of settings that can be selected in the printer driver setup screen. When a restriction is in effect, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction.



The settings and the image of the machine will vary depending on the model.

## ① Tab

The settings are grouped on tabs. Click on a tab to bring it to the front.

## ② Checkbox

Click on a checkbox to activate or deactivate a function.

## ③ Print setting image

This shows the effect of the selected print settings.

## ④ Drop-down list

Allows you to make a selection from a list of choices.

## ⑤ Image of paper trays

The tray selected in "Paper Selection" in the "Paper" tab appears in blue. You can also click on a tray to select it.

## ⑥ "OK" button

Click this button to save your settings and exit the dialog box.

## ⑦ "Cancel" button

Click this button to exit the dialog box without making any changes to the settings.

## ⑧ "Apply" button

Click to save your settings without closing the dialog box.



Windows NT 4.0 does not have the "Apply" button. The "Apply" button does not appear when you open this window from an application.

## ⑨ "Help" button

Click this button to display the help file for the printer driver.

# Printing Multiple Pages on One Page

This feature allows you to reduce and print two or four document pages on a single sheet of paper.

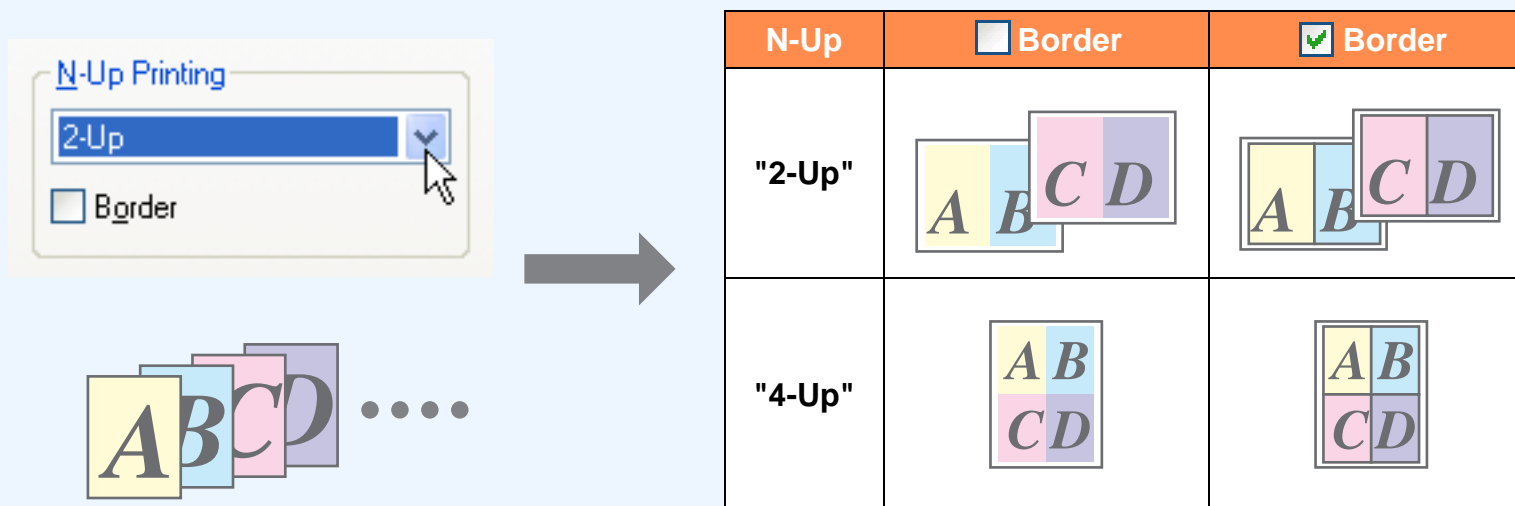
To use this function, open the printer driver setup screen and select "2-Up" or "4-Up" for "N-Up Printing" on the "Main" tab.

☞ See [Basic Printing](#) for details on how to open the printer driver.



The "N-Up Printing" setting is not available when "Fit To Paper Size" is selected.

☞ [Fitting the Printed Image to the Paper](#)



If you select the "Border" checkbox, borderlines will be printed around each page.

# Fitting the Printed Image to the Paper

The printer driver can adjust the size of the printed image to match the size of the paper loaded in the machine. Follow the steps shown below to use this function. The explanation below assumes that you intend to print an A3 size document on A4 size paper.

☞ See [Basic Printing](#) for details on how to open the printer driver.

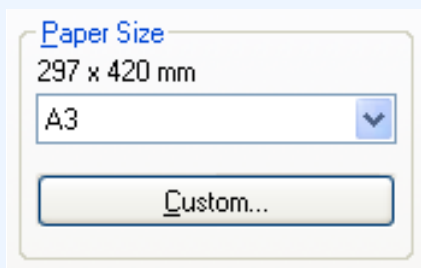


The "Fit To Paper Size" setting is not available when "N-Up Printing" is selected.

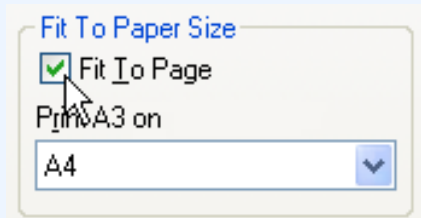
☞ [Printing Multiple Pages on One Page](#)

**1** Click the "Paper" tab in the printer driver setup screen.

**2** Select the original size (A3) of the print image in "Paper Size".



**3** Check the "Fit To Page" box.



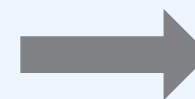
**4** Select the actual size of paper to be used for printing (A4).

The size of the printed image will be automatically adjusted to match the paper loaded in the machine.

Paper Size: A3  
Fit To Paper Size: A4



A3 size document  
(Paper Size)



A4 size paper  
(Fit To Paper Size)

# Rotating the Print Image 180 Degrees

The print image can be rotated 180 degrees.

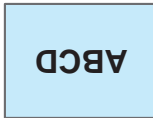
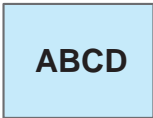
This feature is used to enable correct printing on envelopes and other paper with flaps that can only be loaded in one orientation.

To use the feature, select the image orientation in "Image Orientation" on the "Paper" tab, and then select the "Rotate 180 degrees" checkbox.

☞ See [Basic Printing](#) for details on how to open the printer driver.



The following example shows correct and incorrect rotation of an address printed on an envelope.

Printing result	
<input checked="" type="radio"/> Landscape <input checked="" type="checkbox"/> Rotate 180 degrees	<input type="radio"/> Landscape <input type="checkbox"/> Rotate 180 degrees
	



The procedure for loading paper is explained in the Operation Manual.

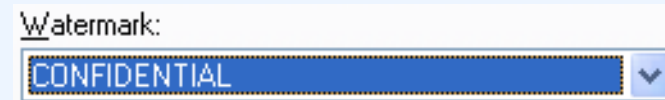
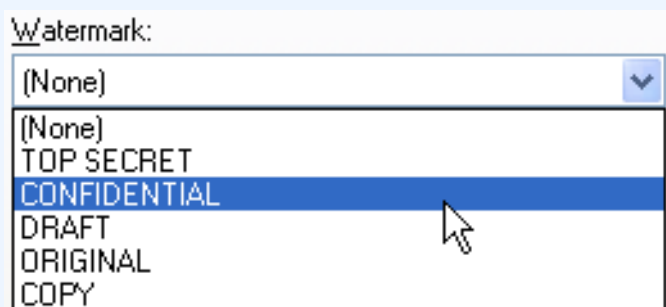
# Printing a Watermark

You can print a watermark such as "CONFIDENTIAL" on your document. To print a watermark, open the printer driver, click the "Watermarks" tab, and follow the steps below.

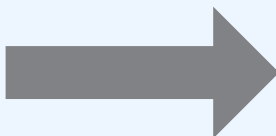
☞ See [Basic Printing](#) for details on how to open the printer driver.

## How to Print a Watermark

From the "Watermark" drop-down list, select the watermark that you wish to print (for example "CONFIDENTIAL"), and start printing.



Print sample



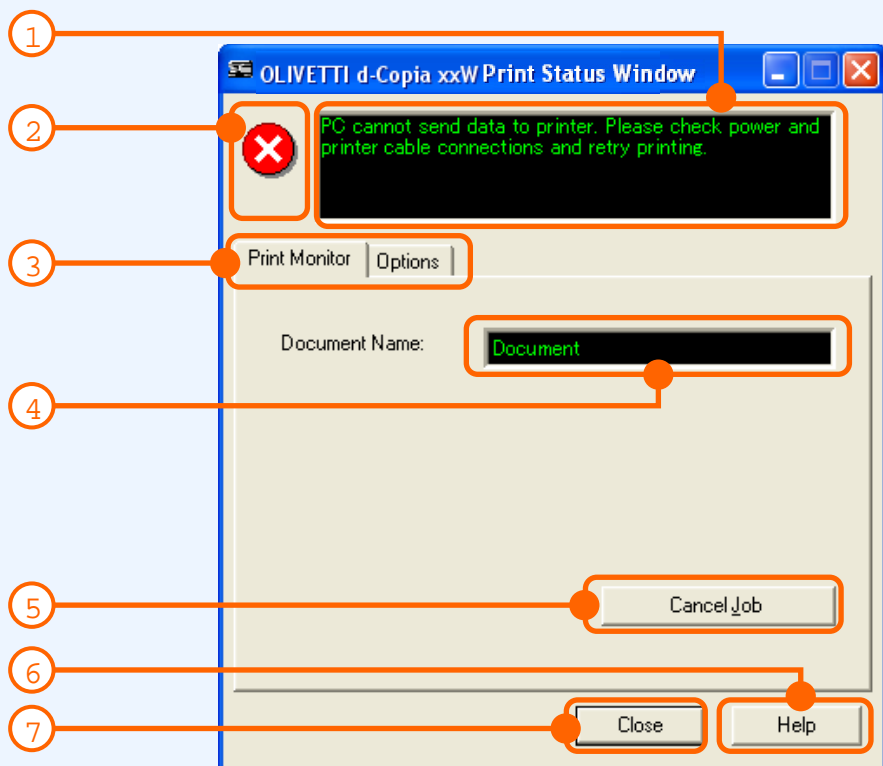
You can enter text to create your own custom watermark. For details on watermark settings, view printer driver Help.

☞ [Printer Driver Settings](#)

# Outline of the Print Status Window

When printing begins, the Print Status Window automatically opens.

The Print Status Window is a utility that monitors the machine and shows the name of the document being printed and any error messages that occur.



## ① Status window



Provides information on the current status of the printer.

## ② Status icon

The status icons appear to alert you to printer errors.

Nothing appears when printing is taking place normally.

The icons are explained below. Follow the instructions in the status window to solve the problem.

Icon	Print Status
	An error has occurred that requires immediate attention.
	An error has occurred that requires attention soon.

## ③ Tab

Click a tab to bring it to the front. The "Options" tab allows you to select display options for the Print Status Window.

## ④ Document Name

Shows the name of the document currently being printed.

## ⑤ "Cancel Job" button

Printing can be canceled by clicking this button before the machine receives the job.

## ⑥ "Help" button

Click this button to display the help file for the Print Status Window.

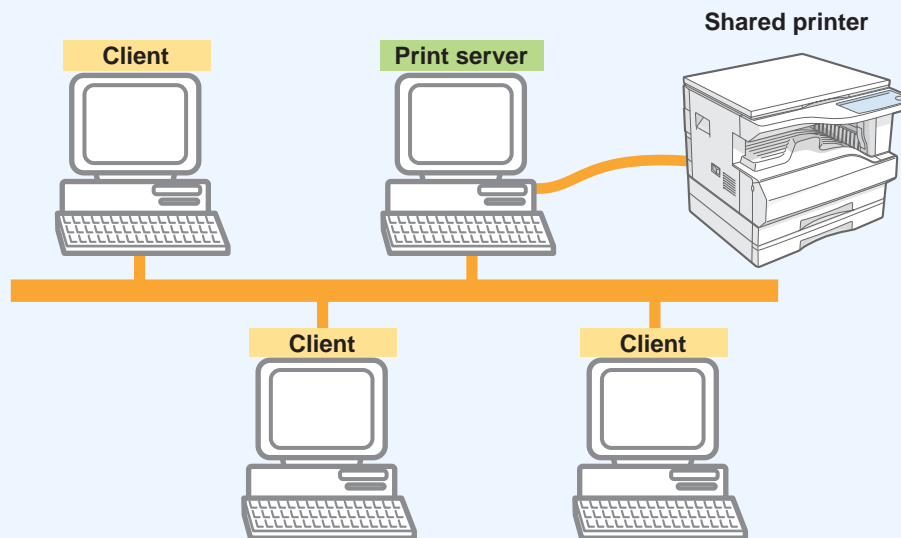
## ⑦ "Close" button

Click this button to close the Print Status Window.

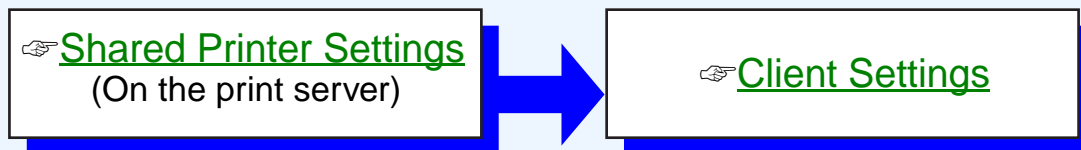
# 2

# Sharing the Printer Using Windows Networking

The machine can be used as a shared printer in a Windows 95/98/Me/NT 4.0/2000/XP network environment. Note that the Windows network environment must already be established.



"Print server" as explained here is a computer that is directly connected to the machine, and a "Client" is any other computer that is connected to the same network.



## On the computer to which the machine is directly connected


Follow the steps below to use the computer directly connected to the machine as a print server.

If your operating system is Windows 95/98/Me, start from step 1. If your operating system is Windows NT 4.0, 2000 or XP Home Edition, open the control panel and then start from step 6.

 **Note** If your operating system is Windows XP Professional, refer to the Operation Manual or the help file of your operating system.

**1** Click the "Start" button, select "Settings", and then click "Control Panel".


**2** Double-click the "Network" icon ()

 **Note** If the "Network" icon does not appear in Windows Me, click "view all Control Panel options".

**3** Click the "File and Print Sharing" button.

**4** Enable "I want to be able to allow others to print to my printer(s)." by clicking the checkbox, and then click the "OK" button.



**5** Click the "OK" button in the "Network" dialog box.

 **Note** If a message appears asking you to restart the computer, click the "Yes" button and restart the computer. Then, open the printer folder and continue the setup procedures from Step 6.

**6** Click "Printers and Other Hardware" in the control panel, and click "Printers and Faxes". In operating systems other than Windows XP, double-click the printer icon.

**7** Click the "OLIVETTI d-Copia xxW" printer driver icon and select "Sharing" from the "File" menu.

**8** Establish the settings for sharing, and click the "OK" button.

 **Note** For information on a setting, click the  button at the top-right of the dialog box and then click the setting to display Help.

 [Client Settings](#)

Follow the procedure below to install the printer driver in the client.

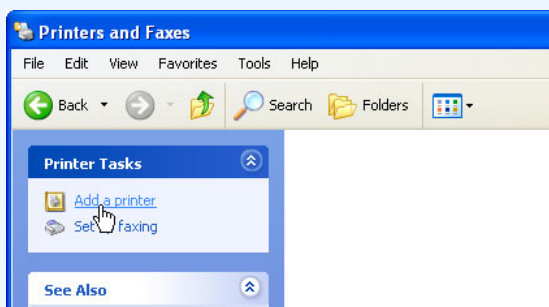


This page provides steps for Windows XP Home Edition users only. If your operating system is Windows 95/98/Me/2000/XP Professional, refer to the Operation Manual or the help file of your operating system. If your operating system is Windows NT 4.0, refer to "[Settings in Windows NT 4.0](#)".

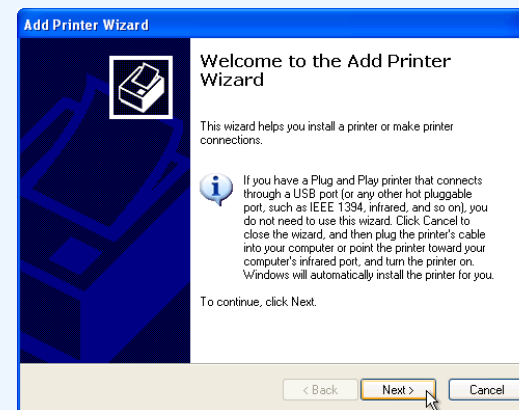
**1** Click the "start" button, and click "Control Panel".

**2** Click "Printers and Other Hardware", and click "Printers and Faxes".

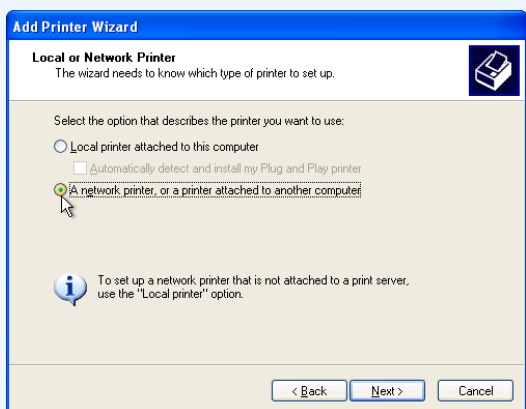
**3** Click "Add a printer" in "Printer Tasks".  
The "Add Printer Wizard" will appear.



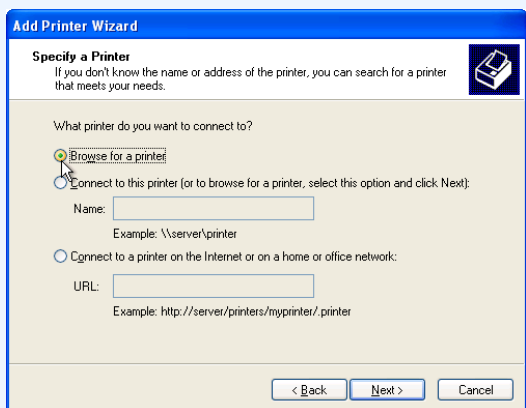
**4** Click the "Next" button.



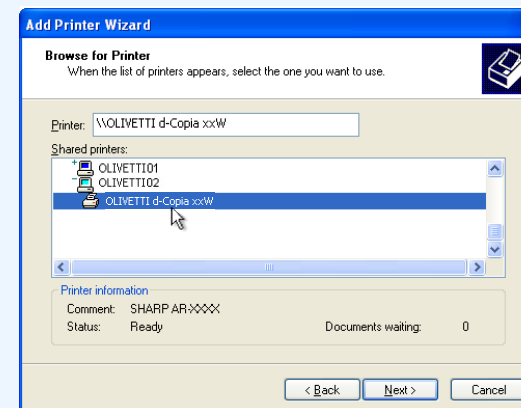
- 5** Select "A network printer, or a printer attached to another computer", and click the "Next" button.



- 6** Select "Browse for a printer", and click the "Next" button.



- 7** Select the printer to be shared in the network, and click the "Next" button.



The contents of this window will vary depending on your network environment.

- 8** Select settings in the "Default Printer" screen, and click the "Next" button.

- 9** Click the "Finish" button.

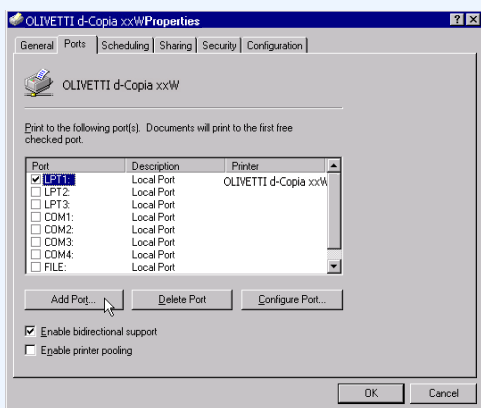
## Settings in Windows NT 4.0

If your operating system is Windows NT 4.0, establish settings as follows in the printer properties after installing the printer driver. For the procedure for installing the printer driver, see "INSTALLING THE PRINTER DRIVER" in the Software Setup Guide.

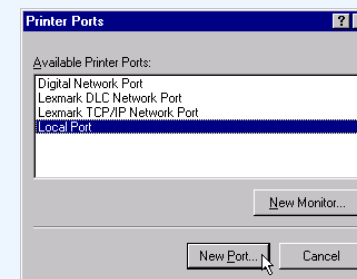
**1** Click the "Start" button, select "Settings", and then click "Printers".

**2** Click the "OLIVETTI d-Copia xxW" printer driver icon and select "Properties" from the "File" menu. The printer properties will appear.

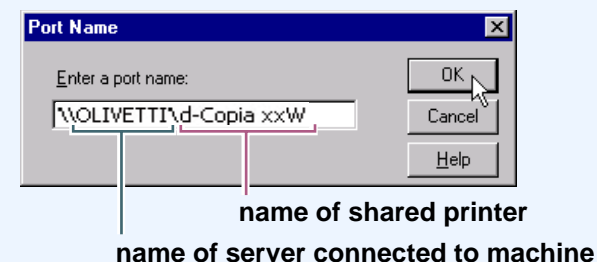
**3** Click the "Ports" tab, and click the "Add Port" button. The "Printer Ports" dialog box will appear.



**4** Select "Local Port" in the "Available Printer Ports" list, and click the "New Port" button. The "Port Name" dialog box will appear.



**5** Enter "\\(name of server connected to machine)(name of shared printer)", and click the "OK" button.



**6** Click the "Close" button in the "Printer Ports" dialog box.

**7** Click the "OK" button in the printer properties window.

For detailed information on the settings in the printer driver and Print Status Window, see the help files for each.

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