



KONICA MINOLTA

# PageScope Direct Print Ver. 1.1

---

User's Guide



PAGESCOPE

# Direct Print

# Contents

## 1 Introduction

- 1.1 System Requirements..... 1-1
- 1.2 Main Features ..... 1-2
- 1.3 Copyright Information..... 1-4

## 2 Installing PageScope Direct Print

- 2.1 Installing..... 2-1
- 2.2 Uninstalling..... 2-7

## 3 Starting PageScope Direct Print

- 3.1 Using the “Start” Menu..... 3-1
- 3.2 Using the Application Icon on the Desktop..... 3-1
- 3.3 Main Window ..... 3-2

## 4 Specifying Printer Settings

- 4.1 Adding a Printer ..... 4-1
  - 4.1.1 “Network” tab ..... 4-3
  - 4.1.2 “User Authentication/Account Track” tab ..... 4-4
  - 4.1.3 “Configure” tab..... 4-6
  - 4.1.4 Specifying printer search parameters ..... 4-7
- 4.2 Changing Printer Settings ..... 4-8
- 4.3 Deleting a Printer..... 4-8

## 5 Programming Job Settings

- 5.1 Adding a Job Setting ..... 5-1
- 5.2 Changing a Job Setting ..... 5-3
- 5.3 Deleting a Job Setting..... 5-4

## 6 Printing

- 6.1 Using the Appropriate Icon on the Desktop ..... 6-1
- 6.2 Using the Shortcut Menu (Displayed by Right-Clicking)..... 6-3
- 6.3 Specifying a File From the Main Window..... 6-5



- 6.4 Using Hot Folders ..... 6-6**
  - 6.4.1 Setting up hot folders..... 6-6
  - 6.4.2 Specifying detailed hot folder settings ..... 6-9
  - 6.4.3 Hot folders monitoring icon ..... 6-10
  - 6.4.4 Printing using a hot folder ..... 6-11
  
- 7 Security Functions**
  - 7.1 Common to Administrators and General Users ..... 7-1**
  - 7.2 Administrators..... 7-1**
  - 7.3 General Users ..... 7-2**
  
- 8 Additional Settings**
  - 8.1 Edit Job Setting for each printing..... 8-1**
  - 8.2 Edit Authentication/Account Track for each printing ..... 8-3**
  
- 9 Checking the Printing Status and Print Log**
  - 9.1 Checking the Printing Status ..... 9-1**
  - 9.2 Viewing the Print Log..... 9-3**
    - 9.2.1 Specifying the log setting..... 9-4
    - 9.2.2 Retrieving data..... 9-5
  
- 10 Warning/Error Messages**
  - 10.1 Messages Concerning PDF Versions..... 10-1**

# 1 Introduction

PageScope Direct Print is an application for sending files such as PDF and TIFF files directly to a printer.

A file can be printed by dragging it to the appropriate icon on the desktop or by using the Windows shortcut menu (displayed by right-clicking), or the file can be printed automatically by using hot folders.

In addition, job settings, which consist of specified print settings, can be programmed.

## 1.1 System Requirements

Compatible operating systems	Windows XP Home Edition (SP3 or later) Windows XP Professional (SP3 or later) Windows XP Professional x64 Edition (SP2 or later) Windows Vista Home Basic (SP2 or later)* Windows Vista Home Premium (SP2 or later)* Windows Vista Business (SP2 or later)* Windows Vista Enterprise (SP2 or later)* Windows Vista Ultimate (SP2 or later)* Windows 7 Home Basic (SP1 or later) Windows 7 Home Premium (SP1 or later)* Windows 7 Professional (SP1 or later)* Windows 7 Enterprise (SP1 or later)* Windows 7 Ultimate (SP1 or later)* * 32-bit (x86) and 64-bit (x64) editions are supported.
Compatible printers	Refer to the PageScope Direct Print Help or the Readme file for the model names of compatible printers. * A connection to an Ethernet network is required.
Compatible files	PDF, TIFF, PS, PCL, ASCII (Text), XPS *Differs depending on the printer being used for printing.

Refer to the Readme file for the latest information about service packs and so on.



### Note

*With PageScope Direct Print, the only files that can be printed are those of formats compatible with the printer.*

*When PageScope Direct Print sends a file to the printer, file formats that can be printed are automatically detected.*

*For details on compatible file formats and versions, refer to the support information for the printer being used.*

## 1.2 Main Features

### **Printing by dragging a file to the appropriate icon on the desktop**

A file can easily be printed by dragging it to the appropriate icon on the desktop.

In addition, a desktop shortcut can be created for each job setting, allowing you to print using the print settings that best meet your needs.

### **Printing using the Windows shortcut menu (displayed by right-clicking)**

A file can easily be printed by right-clicking it, then selecting “PageScope Direct Print” in the shortcut menu that appeared.

### **Automatic printing using a hot folder**

A file can automatically be printed by copying it to a hot folder (folder monitored for printing) that has been set up in advance.

In addition, by specifying that a hot folder be shared and allowing it to be used on the local network, other users logged onto the network can print using the hot folder.

### **Registering multiple printers/job settings**

By setting up multiple printers and job settings, it is no longer necessary to change the settings each time you wish to print.

Various settings such as the paper tray, paper type, stapling and hole punching settings, and the number of copies can be customized for each job setting.

### **Editing print settings**

Job settings, such as the number of copies to be printed and the paper tray, can be edited during printing.

### **Specifying the authentication setting**

The authentication settings can be specified when a printer is registered.

In addition, a dialog box for authentication appears before printing begins so that the user name or account name and their passwords can be entered.

**Security functions**

The settings can be saved by each user logged onto Windows.

Users with administrator privileges can use the settings of all users.

However, a general user has limitations applied when using the settings of other users.

## 1.3 Copyright Information

### Trademark Acknowledgements

KONICA MINOLTA and the KONICA MINOLTA logo are trademarks or registered trademarks of KONICA MINOLTA HOLDINGS, INC.

PageScope is a trademark or a registered trademark of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC.

Ethernet is a registered trademark of Xerox Corporation.

Microsoft® and Windows® are registered trademarks of Microsoft Corporation in the United States and other countries.

RSA® is a registered trademark or trademark of RSA Security Inc. RSA BSAFE® is a registered trademark or trademark of RSA Security Inc. in the United States and/or other countries.



### License information

This product includes RSA BSAFE Cryptographic software from RSA Security Inc.

All other company and product names are trademarks or registered trademarks of their respective companies.

### Screen Images

The dialog boxes shown in this manual are those that appear in Windows XP.

### Notice

Unauthorized reproduction, translation or duplication of this document, whether in its entirety or in part, is strictly prohibited.

The content of this document is subject to change without notice.

Copyright © 2004 KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. All rights reserved.

## 2 Installing PageScope Direct Print

### 2.1 Installing

Install PageScope Direct Print onto your computer.



...

**Note**

*When installing onto Windows XP or Windows Vista, be sure to log in with administrator privileges.*

*Quit all applications (including virus detection programs) that are running.*

*In addition, if a previous version of PageScope Direct Print is installed on the computer, start installation with no uninstallation made.*

*Check that the printer to be used is connected to a network, and then make sure that the printer is turned on.*

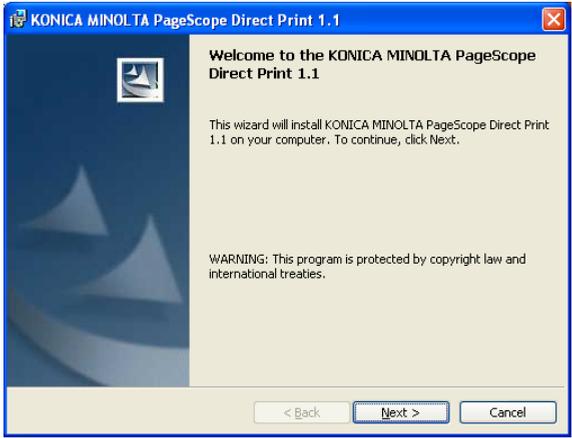
#### Operating procedure

- 1 Place the CD-ROM into your computer's CD-ROM drive.
- 2 Start up the installation program. (Setup.exe)  
Choose Setup Language dialog box appears.



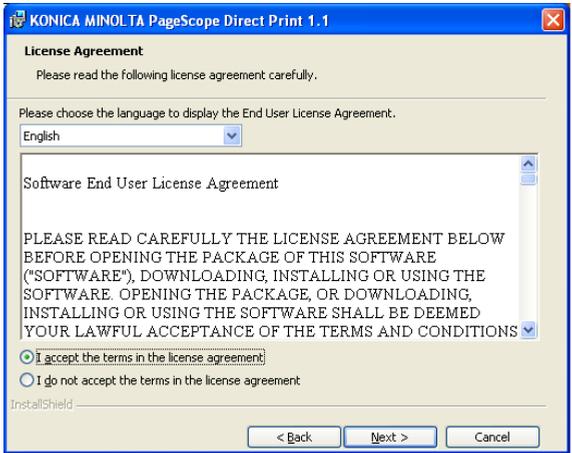
- 3 Select the language and click [OK].

The following dialog box appears.



- 4 Click the [Next] button.

The License Agreement dialog box appears.

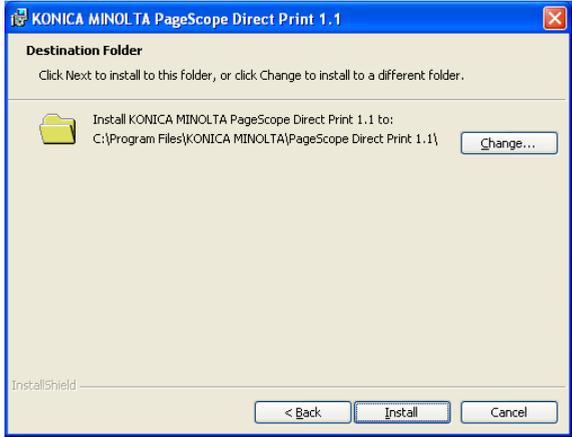


- 5 Read the end user license agreement, and then select "I accept the terms in the license agreement".

- 6 Click the [Next] button.

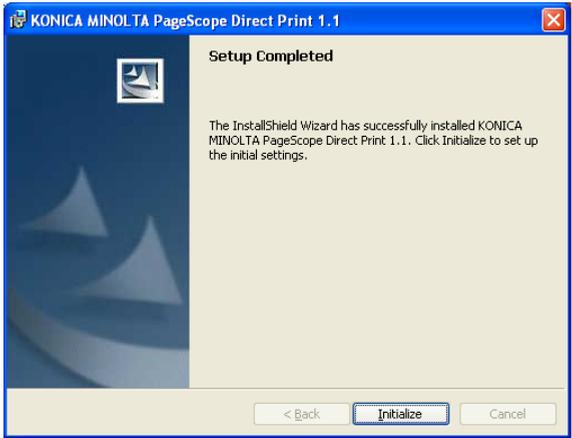
A dialog box appears, allowing you to select the folder where the file

or folder is to be copied to.



- 7 To install the application into a folder other than the one indicated, click the [Change] button, and then specify the folder where you wish to install the application.
- 8 Click the [Install] button.

The installation begins.  
Once the installation is completed, the following dialog box appears.



9 Click the [Initialize] button.

The compatible printers on the network are detected and appear in the Add Printer dialog box.



**Note**

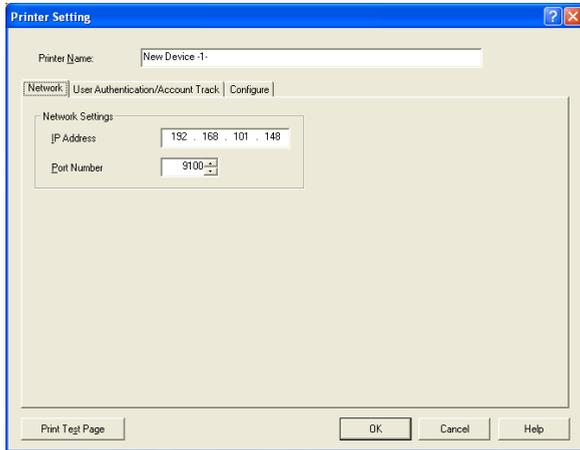
*If no compatible printers can be found on the network, only “Manual Setting” appears in the list. In addition, if the enhanced security function has been set from the printer, the printer cannot be detected and only “Manual Setting” appears. In this case, click the [Cancel] button to quit initializing. This completes the installation, even though the [Cancel] button was clicked. After starting up PageScope Direct Print, specify the range to search for printers or manually register printers. For details, refer to “Adding a Printer” on page 4-1.*

10 Select the printer that you wish to use.

- If multiple printers are listed, select the printer to be used as the default printer.

11 Click the [Add] button.

The Printer Setting dialog box appears.

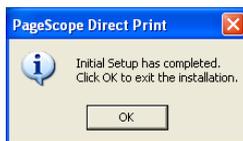


12 Specify the appropriate printer settings.

- On the “Configure” tab, specify the option configuration for the printer.
- For details on the various settings, refer to “Adding a Printer” on page 4-1.
- The printer settings can also be changed after it is registered. For details, refer to “Changing Printer Settings” on page 4-8.

13 Click the [OK] button.

A message appears, indicating that the initial setup is completed.



**14** Click the [OK] button.

This completes the installation of PageScope Direct Print and its initial setup.



**Note**

*After the message indicating the completion of the initial setup appeared, a message may appear, recommending that the computer be restarted. If this message appears, follow the on-screen instructions to restart Windows.*



**Memo**

*Separate MSI-based installers have been prepared for this software.*

*When an MSI-based installer is used, the software can be automatically distributed, and can be installed automatically in the Active Directory environment.*

*For details, contact your service representative.*

## 2.2 Uninstalling

Uninstall PageScope Direct Print by using “Add or Remove Programs”.



**Note**

*Before uninstalling, quit the PageScope Direct Print application.*

### Operating procedure

- 1 With Windows XP/Vista, click “Control Panel” in the “Start” menu, and then double-click “Add or Remove Programs”.

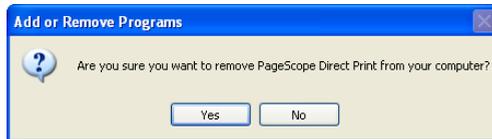


- 2 From the “Currently installed programs” list, select “PageScope Direct Print”.



- 3 Click the [Remove] button.

The following confirmation message appears.



- 4 Click the [Yes] button.

PageScope Direct Print is uninstalled.

## 3 Starting PageScope Direct Print

PageScope Direct Print can be started using either the “Start” menu or the application icon on the desktop.

### 3.1 Using the “Start” Menu

#### Operating procedure

- In the Windows XP/Vista, select “Start” menu, point to “All Programs”, “KONICA MINOLTA”, then “PageScope Direct Print”, and then click “PageScope Direct Print”.

The main window for PageScope Direct Print appears.

### 3.2 Using the Application Icon on the Desktop

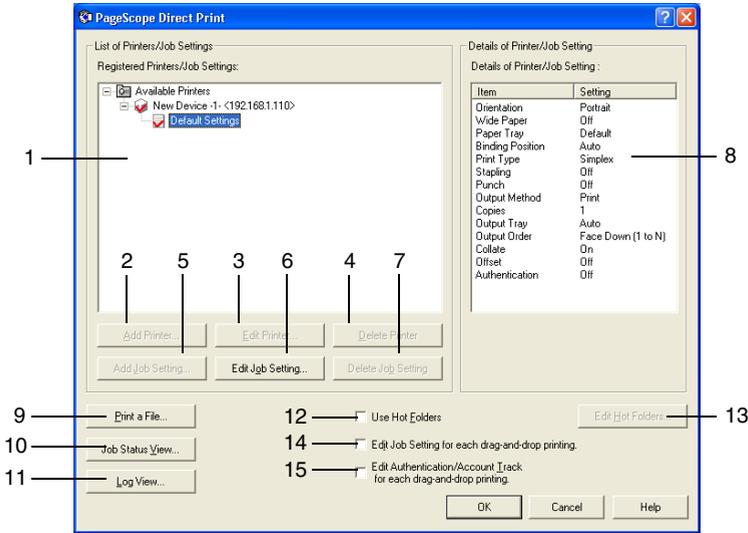
#### Operating procedure

- Double-click the “PageScope Direct Print” icon on the desktop.



The main window for PageScope Direct Print appears.

### 3.3 Main Window



No.	Element Name	Description
1	“Registered Printers/Job Settings” list	Displays the list of registered printers and job settings in a tree structure. Click “+” to display the names of job settings programmed for the printer; click “-” to close the tree structure. Right-click the printer or job setting to display a menu containing commands for changing or deleting the settings.
2	[Add Printer] button	Select “Available Printers” in the “Registered Printers/Job Settings” list, and then click this button to add a printer. For details, refer to “Adding a Printer” on page 4-1.
3	[Edit Printer] button	Select a printer in the “Registered Printers/Job Settings” list, and then click this button to change the settings for a registered printer. For details, refer to “Changing Printer Settings” on page 4-8.
4	[Delete Printer] button	Select a printer in the “Registered Printers/Job Settings” list, and then click this button to delete a registered printer. For details, refer to “Deleting a Printer” on page 4-8.

No.	Element Name	Description
5	[Add Job Setting] button	Select a printer in the "Registered Printers/Job Settings" list, and then click this button to add a job setting for a registered printer. For details, refer to <i>"Adding a Job Setting"</i> on page 5-1.
6	[Edit Job Setting] button	Select a job setting in the "Registered Printers/Job Settings" list, and then click this button to change the print settings for a programmed job setting. For details, refer to <i>"Changing a Job Setting"</i> on page 5-3.
7	[Delete Job Setting] button	Select a job setting in the "Registered Printers/Job Settings" list, and then click this button to delete a programmed job setting. For details, refer to <i>"Deleting a Job Setting"</i> on page 5-4.
8	"Details of Printers/Job Setting" box	This box displays the print settings for the job setting that is selected in the "Registered Printers/Job Settings" list.
9	[Print a File] button	Click this button to specify the file to be printed from the main window. For details, refer to <i>"Specifying a File From the Main Window"</i> on page 6-5.
10	[Job Status View] button	Click this button to view the printing status. For details, refer to <i>"Checking the Printing Status"</i> on page 9-1.
11	[Log View] button	Click this button to view the log of files that have been printed. For details, refer to <i>"Viewing the Print Log"</i> on page 9-3.
12	"Use Hot Folders" check box	If this check box is selected, hot folders (folders monitored for printing) can be used. For details, refer to <i>"Using Hot Folders"</i> on page 6-6.
13	[Edit Hot Folders] button	Click this button to specify the settings for the hot folders. For details, refer to <i>"Setting up hot folders"</i> on page 6-6.
14	"Edit Job Setting for each drag-and-drop printing." check box	If this check box is selected, a dialog box for changing the print settings of the job setting appears each time printing is performed by dragging a file to the appropriate icon on the desktop or by using the shortcut menu (displayed by right-clicking). For details, refer to <i>"Edit Job Setting for each printing"</i> on page 8-1.
15	"Edit Authentication/Account Track for each drag-and-drop printing." check box	If this check box is selected, a dialog box for authentication appears each time printing is performed by dragging a file to the appropriate icon on the desktop or by using the shortcut menu (displayed by right-clicking). For details, refer to <i>"Edit Authentication/Account Track for each printing"</i> on page 8-3.

## 4 Specifying Printer Settings

### 4.1 Adding a Printer

A printer can be added to the “Registered Printers/Job Settings” list in the main window. With PageScope Direct Print, multiple printers can be registered.

In addition, printers can be added manually if they could not be detected when PageScope Direct Print was installed.



#### Note

*Check that the printer to be used is connected to a network, and then make sure that the printer is turned on.*

#### Operating procedure

- 1 Start up PageScope Direct Print.

The main window appears.



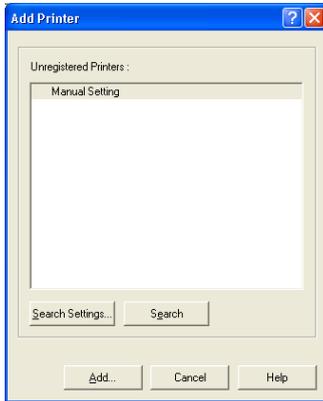
#### Note

*If no printer could be detected when PageScope Direct Print is installed, the dialog box shown in step 3 appears. Either perform the operation described in “Specifying printer search parameters” on page 4-7, or skip to step 4.*

- 2 Select “Available Printers” in the “Registered Printers/Job Settings” list.



- 3 Click the [Add Printer] button. The compatible printers on the network are detected and appear in the Add Printer dialog box.



- The Add Printer dialog box can also be displayed by right-clicking, then selecting “Add Printer” in the menu that appeared.



**Note**

*Printers cannot be detected if their security functions have been set. In this case, since only “Manual Setting” appears, specify manual settings in steps 4 and 5.*



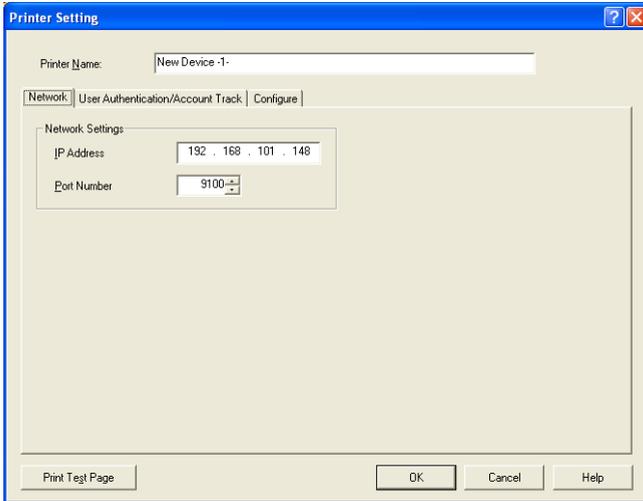
**Memo**

*Printers that have already been registered do not appear in the list.*

*If no printer is listed, specify the search settings, and then search again. For details, refer to “Specifying printer search parameters” on page 4-7.*

- 4 Select the printer to be used, and then click the [Add] button. If the listed printers cannot be used or to specify manual settings, select “Manual Setting”, and then click the [Add] button.

The Printer Setting dialog box appears.



- 5 Specify the printer name and the various settings on the “Network”, “User Authentication/Account Track”, and “Configure” tabs, and then click the [OK] button.
  - In the “Printer Name” box, type in the name of the printer.
  - To print a test page, click the [Print Test Page] button.

### 4.1.1 “Network” tab

#### IP Address

For a printer that was detected, the IP address of the printer appears.

For a manual setting, type in the IP address of the printer.

Check with the network administrator for the IP address of the printer.

#### Port Number

Type in the port number for the printer.

## 4.1.2 “User Authentication/Account Track” tab

The screenshot shows the 'Printer Setting' dialog box for 'New Device -1'. The 'Network' section is set to 'User Authentication/Account Track'. The 'User Authentication' section has the 'Use User Authentication' checkbox checked, with 'Public User' selected as the user type. The 'User Name' field is a drop-down menu, and the 'Password' field is empty. The 'Account Track' section has the 'Use Account Track' checkbox unchecked, with 'Department Name' and 'Password' fields empty. At the bottom, there are buttons for 'Print Test Page', 'OK', 'Cancel', and 'Help'.



### Note

*These settings are available only if the user authentication or account track settings have been set from the printer.*

### “Use User Authentication” check box

Select this check to use user authentication, and then select either “Public User” or “Recipient User”.

### Public User

Select this setting to specify no user name for sending print data to the printer. A user name and password do not need to be specified.

### Recipient User

Select this setting to specify a user name for sending print data to the printer. A user name and password must be specified.

### User Name

When “Recipient User” is selected, type in the user name. If the name of the user currently logged into the computer is to be specified, the user name can be selected from the drop-down list.

**Password**

When “Recipient User” is selected, type in the password for the specified user name.

**“Use Account Track” check box**

Select this check box to use account track, and then type the account name and password in the “Account Name” and “Password” boxes.

**Account Name**

Type in the account name used for sending print data to the printer.

**Password**

Type in the password for the entered account name.

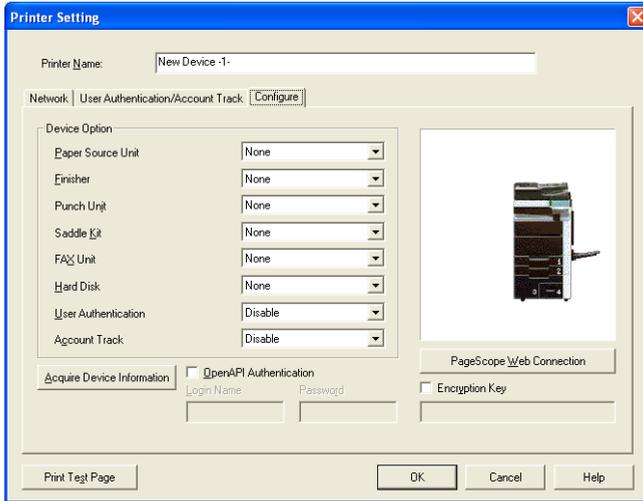
**[Server Setting] button**

The Authentication server is set that is registered with the printer.

**[Relay Server Settings] button**

The intermediate server authentication is set that is registered with the printer.

### 4.1.3 “Configure” tab



#### Configure

Specify the appropriate settings according to the device option configuration of the printer being used.

#### [Acquire Device Information] button

Click this button to gather device option information from the printer and the specify the appropriate settings.

#### [PageScope Web Connection] button

Click this button to display the PageScope Web Connection page for the printer in order to specify the printer settings.

#### Encryption Key

When a document is printed, confidential information such as the password of [User Authentication] is encrypted to be sent to the printer.

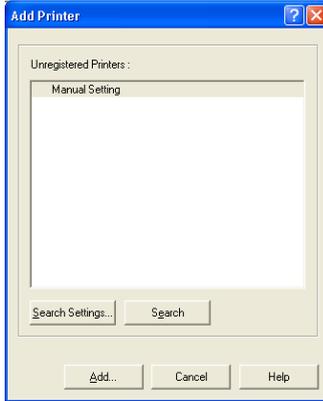
If you want to change an encryption word that is used in this encryption process from a given encryption word, enter an encryption word.

### 4.1.4 Specifying printer search parameters

The range for searching for a printer on a network can be specified.

#### Operating procedure

- 1 In the Add Printer dialog box (refer to “Adding a Printer” on page 4-1), click the [Search Settings] button.



The Printer Search Settings dialog box appears.



- 2 In the “Start IP Address” and “End IP Address” boxes, type in the corresponding IP addresses to specify the range on the network to search for the printer.

- 3 Click the [OK] button.

The Add Printer dialog box is displayed again.

- 4 Click the [Search] button to search the specified range.

Compatible printers are searched for, and the search results appear in the “Unregistered Printers” list.

## 4.2 Changing Printer Settings

The settings for a registered printer can be changed.

### Operating procedure

- 1 From the “Registered Printers/Job Settings” list in the main window, select the printer whose settings you wish to change.
- 2 Click the [Edit Printer] button.  
The Printer Setting dialog box appears.
  - The Edit Printer dialog box can also be displayed by right-clicking the printer, then selecting “Edit Printer” in the menu that appeared.
- 3 Change the printer settings, and then click the [OK] button.
  - For details on the various settings, refer to “Adding a Printer” on page 4-1.

## 4.3 Deleting a Printer

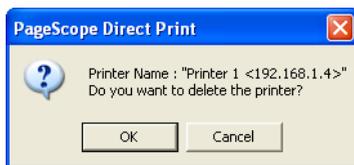
Registered printers can be deleted.

### Operating procedure

- 1 From the “Registered Printers/Job Settings” list in the main window, select the printer that you wish to delete.
- 2 Click the [Delete Printer] button.
  - The confirmation message dialog can also be displayed by right-clicking the printer, then selecting “Delete Printer” in the menu that appeared.
  - When deleting a printer registered with a hot folder, the following confirmation message appears. Click the [OK] button.



- 3 In the confirmation message dialog box, click the [OK] button.



The printer is deleted from the “Registered Printers/Job Settings” list.

## 5 Programming Job Settings

Job settings, which consist of specified print settings, can be programmed for each printer.



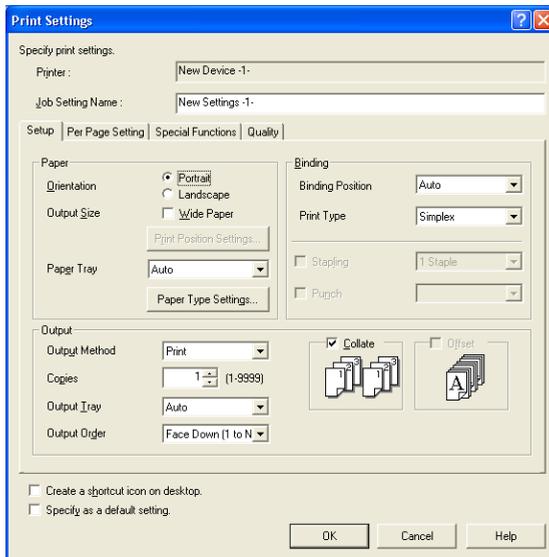
### Note

*The print settings available for job settings differ depending on the printer being used.*

### 5.1 Adding a Job Setting

#### Operating procedure

- 1 From the “Registered Printers/Job Settings” list in the main window, select the printer that you wish to create a job setting for.
- 2 Click the [Add Job Setting] button.  
The Print Settings dialog box appears.



- The Print Settings dialog box can also be displayed by right-clicking the printer, then selecting “Add Job Setting” in the menu that appeared.
- 3 In the “Job Setting Name” box at the top of the dialog box, type in the name of the job setting.
  - 4 Specify the appropriate print settings for the job setting.  
For details on the various settings, click the [Help] button in the lower-right corner of the dialog box, and then refer to the help information.
    - To create a desktop shortcut for the current job setting, select the “Create a shortcut icon on desktop.” check box at the bottom of the dialog box.
    - To specify this job setting as the default settings, select the “Specify as a default setting.” check box at the bottom of the dialog box.  
Default settings are indicated with a red check mark (  ).
  - 5 After the desired settings are specified, click the [OK] button.

## 5.2 Changing a Job Setting

The settings for a programmed job setting can be changed.



**Note**

*General users cannot change the job settings of other users.*

### Operating procedure

- 1 From the “Registered Printers/Job Settings” list in the main window, select the job setting whose print settings you wish to change.
- 2 Click the [Edit Job Setting] button.  
The Print Settings dialog box appears.
  - The Print Settings dialog box can also be displayed by right-clicking the job setting, then selecting “Edit Job Setting” in the menu that appeared, or by double-clicking the job setting.
- 3 Change the print settings for the job setting, and then click the [OK] button.
  - For details on the various settings, click the [Help] button in the lower-right corner of the dialog box, and then refer to the help information.

## 5.3 Deleting a Job Setting

Programmed job settings can be deleted.



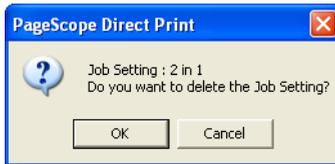
**Note**

*General users cannot delete the job settings of other users.*

### Operating procedure

- 1 From the “Registered Printers/Job Settings” list in the main window, select the job setting that you wish to delete.
- 2 Click the [Delete Job Setting] button.
  - The job setting can also be deleted by right-clicking the job setting, then selecting “Delete Job Setting”.

A confirmation message dialog box appears.



- 3 Click the [OK] button.

The job setting is deleted from the “Registered Printers/Job Settings” list.

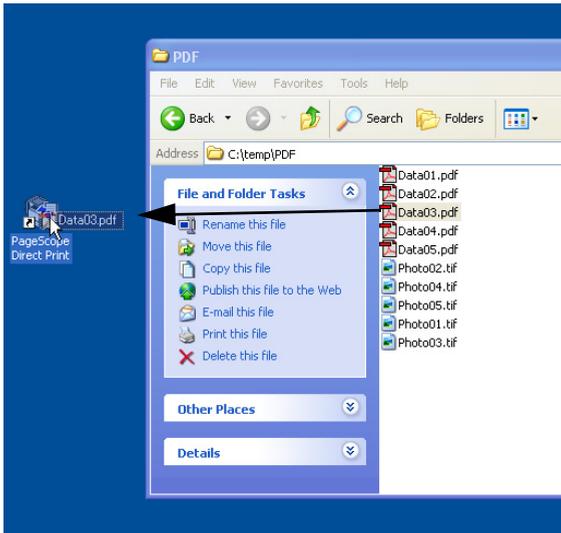
## 6 Printing

### 6.1 Using the Appropriate Icon on the Desktop

A file can be printed by dragging it to a printer icon (or a shortcut icon for a job setting) on the desktop.

#### Operating procedure

- 1 With PageScope Direct Print closed, select the file that you wish to print.
- 2 Drag the file to the printer icon (or the shortcut icon for a job setting) on the desktop.



If the file is dragged to a printer icon on the desktop, the file is printed with the default print settings (indicated by (  )) for PageScope Direct Print.

If the file is dragged to a shortcut icon for a job setting, the file is printed with the print settings of the selected job setting.

**Memo**

*For details on creating a desktop shortcut for a job setting, refer to step 4 of “Adding a Job Setting” on page 5-1.*

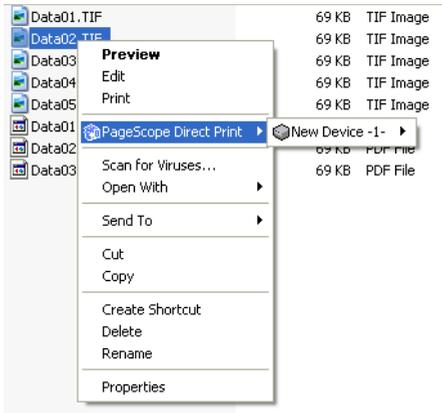
*If the “Edit Job Setting for each drag-and-drop printing.” check box or “Edit Authentication/Account Track for each drag-and-drop printing.” check box is selected, a dialog box appears so that the settings can be specified when printing is performed. For details, refer to “8 Additional Settings”.*

## 6.2 Using the Shortcut Menu (Displayed by Right-Clicking)

In Windows, a file can be printed by right-clicking it, then selecting “PageScope Direct Print” in the shortcut menu that appeared.

### Operating procedure

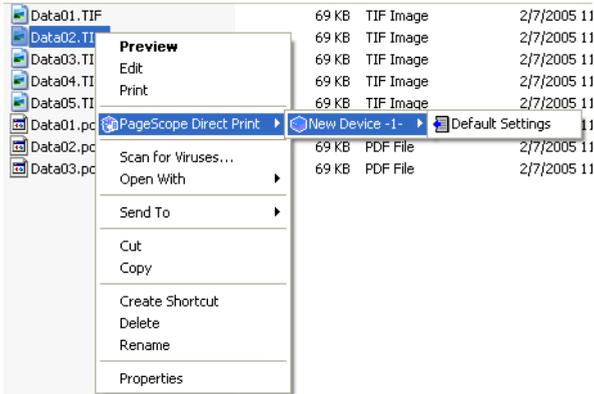
- 1 With PageScope Direct Print closed, select the file that you wish to print.
- 2 Right-click the file, and then select “PageScope Direct Print” in the shortcut menu that appeared.



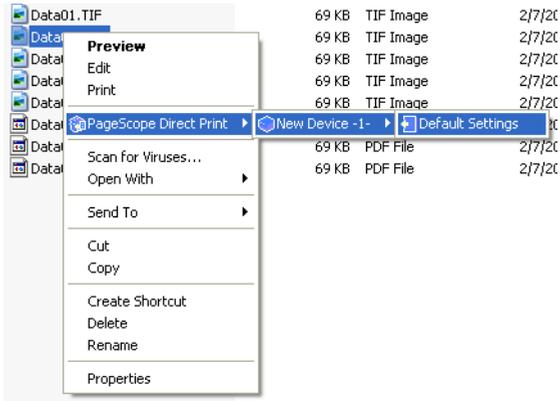
### Memo

*If the “Edit Job Setting for each drag-and-drop printing.” check box or “Edit Authentication/Account Track for each drag-and-drop printing.” check box is selected, a dialog box appears so that the settings can be specified when printing is performed. For details, refer to “8 Additional Settings”.*

3 Select the printer that you wish to use to print the file.



4 Specifies the job setting.



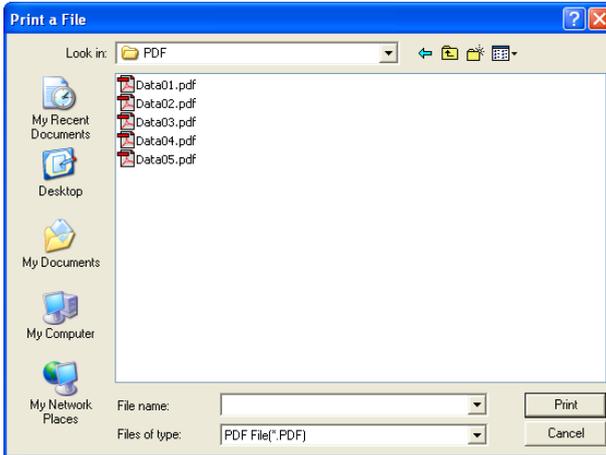
The file is printed with the selected job setting.

### 6.3 Specifying a File From the Main Window

A file can be printed by selecting a job setting in the main window (p. 3-2), then selecting the file to be printed.

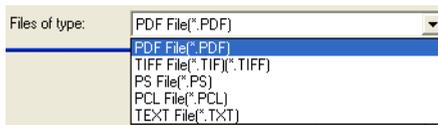
#### Operating procedure

- 1 From the “Registered Printers/Job Settings” list in the main window, select the job setting that you wish to use.
- 2 In the main window, click the [Print a File] button. The Print a File dialog box appears.



- The Print a File dialog box can also be displayed by right-clicking the job setting, then selecting “Print a File” in the menu that appeared.

- 3 From the “Files of type” drop-down list, select the type of file to be printed (PDF, TIFF, PS, PCL or TEXT file).



- 4 Select the file to be printed.
  - Multiple files can be selected while the [Shift] or [Ctrl] keys are held down.
- 5 Click the [Print] button. The selected file is printed.

## 6.4 Using Hot Folders

A file can automatically be printed by copying it to a hot folder (folder monitored for printing) that has been set up in advance.

If the folder is set to be shared, printing is possible from other computers on the network.



**Note**

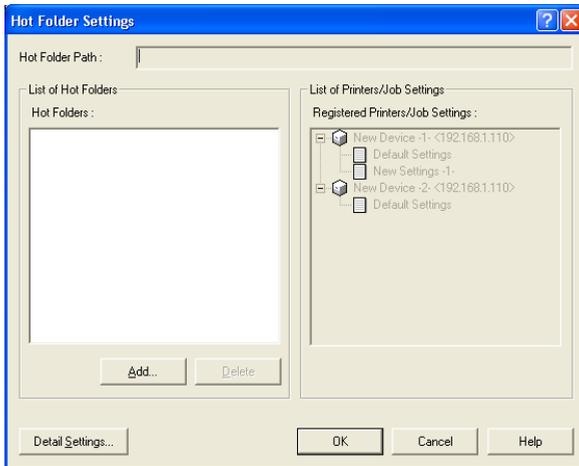
*Shared folders on a computer running Windows XP cannot be accessed by computers running Mac OS 8 or 9.*

### 6.4.1 Setting up hot folders

In order to print using hot folders, the hot folders must first be set up.

**Operating procedure**

- 1 In the main window, select the “Use Hot Folders” check box.
- 2 Click the [Edit Hot Folders] button beside the check box.  
The Hot Folder Settings dialog box appears.



If a hot folder has already been set up, it is listed in the “List of Hot Folders” list. The registered printers and their job settings appear in the “Registered Printers/Job Settings” list.

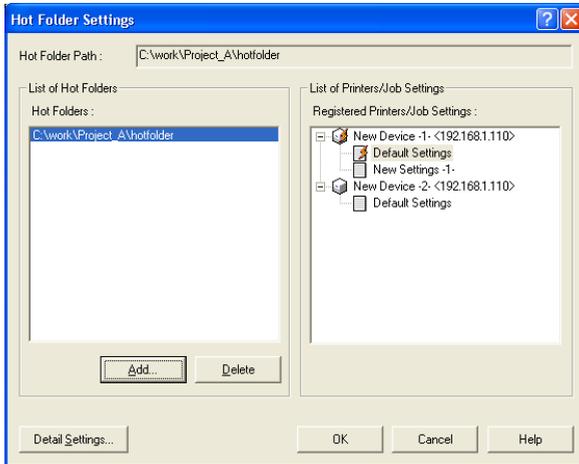
- 3 To set up a new hot folder, click the [Add] button.  
The Browse For Folder dialog box appears.



- 4 Select the folder to be used as a hot folder.
  - Click “+” to open a folder, or click “-” to close the folder.
  - To create a new folder, select the folder that will contain the new folder, and then click the [Make New Folder] button. When the new folder is created, type in the name of the folder.
- 5 Click the [OK] button.

The selected folder is added to the “List of Hot Folders” list in the Hot Folder Settings dialog box.

- 6 Select a hot folder in the “List of Hot Folders” list, and then select the printer and job setting from the “Registered Printers/Job Settings” list to be used with the selected hot folder.



- Be sure that only one job setting for a printer is assigned to a single hot folder. To use different job settings, create multiple hot folders and use the hot folder corresponding to the desired job setting.

- 7 Click the [OK] button.

This completes the setup of the hot folders.

### Using multiple hot folders

Repeat steps 3 through 6 to create multiple hot folders, and then assign the desired printer and job setting to each hot folder.

### Canceling a hot folder setup

In the Hot Folder Settings dialog box that appears in step 2, select the folder whose hot folder setup is to be cancelled, and then click the [Delete] button. The hot folder setup for the selected folder is cancelled.



**Note**

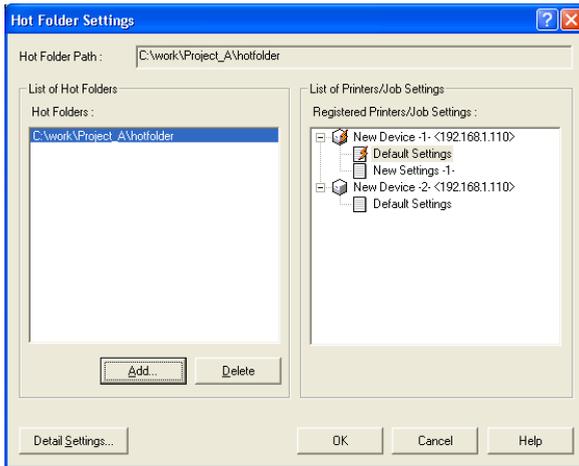
*When the hot folder setup of a folder is cancelled, the folder itself is not deleted.*

### 6.4.2 Specifying detailed hot folder settings

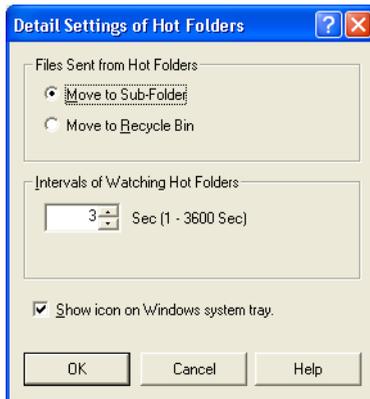
Detailed settings for the hot folder can be specified.

#### Operating procedure

- 1 In the Hot Folder Settings dialog box (refer to “Setting up hot folders” on page 6-6), click the [Detail Settings] button.



The Detail Settings of Hot Folders dialog box appears.



- 2 Specify the desired settings under “Files Sent from Hot Folders” and “Intervals of Watching Hot Folders” and for the “Show icon on Windows system tray.” check box.
  - Files Sent from Hot Folders  
Select whether to delete files sent to the printer from a hot folder or to move the files to a subfolder.
  - Intervals of Watching Hot Folders  
Specify the interval at which the hot folders are monitored.
  - “Show icon on Windows system tray.” check box  
If this check box is selected, the icon (  ) appears in the system tray.
- 3 Click the [OK] button.

The Hot Folder Settings dialog box appears again.

### 6.4.3 Hot folders monitoring icon

If the “Show icon on Windows system tray.” check box in the Detail Settings of Hot Folders dialog box is selected, the icon (  ) appears in the system tray.

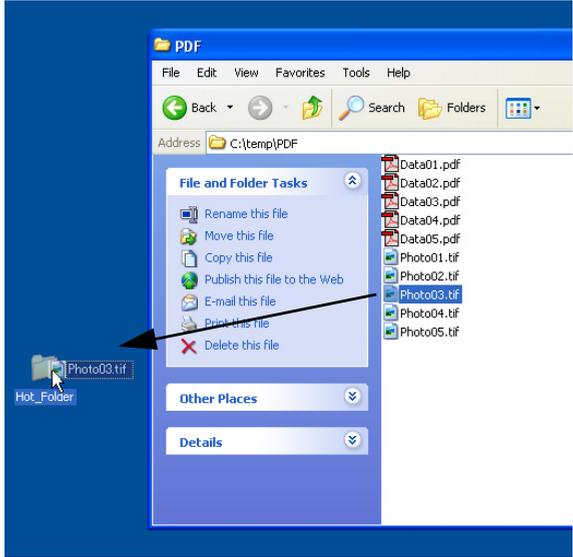
Right-click this icon to display a menu that contains the following commands.

- Launch PageScope Direct Print  
Select this command to display the main window.
- Stop Watching Hot Folders  
Select this command to stop monitoring the hot folders.
- Show Icon at Watching Hot Folders  
If there is no check mark beside this command, the icon does not appear in the system tray.
- about  
Select this command to display the version information for PageScope Direct Print.

### 6.4.4 Printing using a hot folder

#### Operating procedure

- 1 Select the file that you wish to print.
- 2 Copy the file into a hot folder that has previously been set up.



When the file is copied into the hot folder, the print job is automatically sent to the printer and the data is printed. Before printing, no messages or dialog boxes appear.

If “Move to Sub-Folder” was selected in the Detail Settings of Hot Folders dialog box, a subfolder named “Sent Data” is created in the hot folder when a print job is sent to the printer. Files that have been sent to the printer are moved to this subfolder.



**Note**

*If “Move to Recycle Bin” was selected in the Detail Settings of Hot Folders dialog box, printed files are automatically deleted from the hot folder.*

## 7 Security Functions

The settings and print logs can be protected for each user logged onto Windows.

Users with administrator privileges can view or edit the settings of all users. However, limitations are applied to general users specifying or editing the settings of other users.

Users belonging to the Administrators group and having administrator privileges are called “administrators”, and all other users are called “general users”.

### 7.1 Common to Administrators and General Users

Both users with administrator privileges and general user can perform the following operations.

- View, use and change device settings (settings on the “User Authentication/Account Track” tab) for other users
- Delete print logs for all users

### 7.2 Administrators

Users with administrator privileges can perform the following operations.

- View, use and change device settings (settings on the “Network” and “Option” tabs) for all users
- View, use and change job settings for all users
- View, use and change hot folder settings for all users
- View and perform (delete) jobs of all users
- View print logs for all users

### 7.3 General Users

General users can perform the following operations.

- View and use administrator device settings (settings on the “Network” and “Option” tabs)
- View and use administrator job settings
- View and use administrator hot folder settings
- View, use and change their own device settings (settings on the “Network” and “Option” tabs)
- View, use and change their own job settings
- View, use and change their own hot folder settings
- View jobs of other users\*
- View and perform (delete) their own jobs
- View print logs for other users\*
- View and save their own print log

General users cannot perform the following operations.

- Change device settings (settings on the “Network” and “Option” tabs) for other users
- Change job settings for other users
- Change hot folder settings for other users
- Perform (delete) jobs of other users
- Save print logs for other users

\*General users can view the print status and print logs of other users; however, they cannot view the names of files in the jobs.

# 8 Additional Settings

## 8.1 Edit Job Setting for each printing

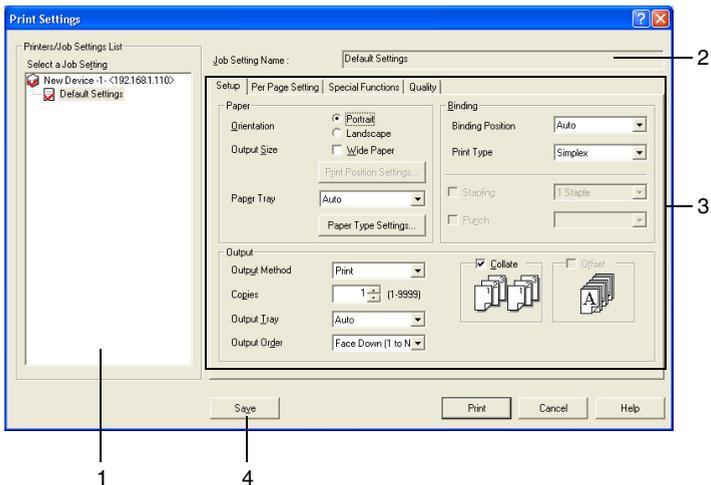
The application can be set so that a dialog box for changing the print settings of the job setting appears each time printing is performed by dragging a file to the appropriate icon on the desktop or by using the shortcut menu (displayed by right-clicking).

This is useful for checking or changing the job setting before printing.

### Operating procedure

- 1 In the main window, select the “Edit Job Setting for each drag-and-drop printing.” check box.
- 2 Click the [OK] button to quit the application.
- 3 Print by either dragging a file to the appropriate icon on the desktop or using the shortcut menu (displayed by right-clicking).
  - For details on these printing methods, refer to “Using the Appropriate Icon on the Desktop” on page 6-1 and “Using the Shortcut Menu (Displayed by Right-Clicking)” on page 6-3.

The Print Settings dialog box appears.



- 4 Select the desired job setting or change the print settings, and then click the [Print] button.

No.	Element Name	Description
1	Printer/Job Setting List	Displays the list of registered printers and job settings in a tree structure. When the dialog box is displayed, the default printer/job setting is selected. From this list, a different printer or job setting can be selected.
2	Job Setting Name	Displays the name of the selected job setting.
3	Print settings	Displays the print settings for the selected job setting. The settings on the various tab can be changed.
4	[Save] button	Click this button to save the current job setting with the new print settings.

The file is printed with the selected job setting.



**Memo**

*If the “Edit Authentication/Account Track for each drag-and-drop printing.” check box in the main window was selected, the User Authentication/Account Track dialog box appears.*

## 8.2 Edit Authentication/Account Track for each printing

The application can be set so that a dialog box for entering the user name or account name and their passwords appears each time printing is performed by dragging a file to the appropriate icon on the desktop or by using the shortcut menu (displayed by right-clicking).



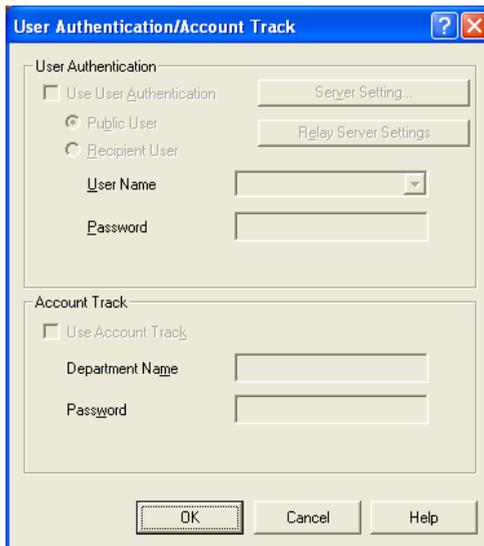
### Note

*This setting is available only if the user authentication or account track settings have been set from the printer.*

### Operating procedure

- 1 In the main window, select the “Edit Authentication/Account Track for each drag-and-drop printing.” check box.
- 2 Click the [OK] button to quit the application.
- 3 Print by either dragging a file to the appropriate icon on the desktop or using the shortcut menu (displayed by right-clicking).
  - For details on these printing methods, refer to “Using the Appropriate Icon on the Desktop” on page 6-1 and “Using the Shortcut Menu (Displayed by Right-Clicking)” on page 6-3.

The User Authentication/Account Track dialog box appears.



**Memo**

*If the “Edit Job Setting for each drag-and-drop printing.” check box was selected, this dialog box appears after the Print Settings dialog box is displayed.*

- 4 To use user authentication, select the “Use User Authentication” check box, and then select either “Public User” or “Recipient User”. If “Recipient User” is selected, type in the user name and the password.
- 5 To use account track, select the “Use Account Track” check box, and then type the account name and password in the “Account Name” and “Password” boxes.
- 6 After the desired settings are specified, click the [OK] button.

The specified user authentication or account track information is set to the printer and the file is printed.

# 9 Checking the Printing Status and Print Log



**Note**

*The printing status and the print log for the application can be checked. These may differ from the printing status and the print log for the printer.*

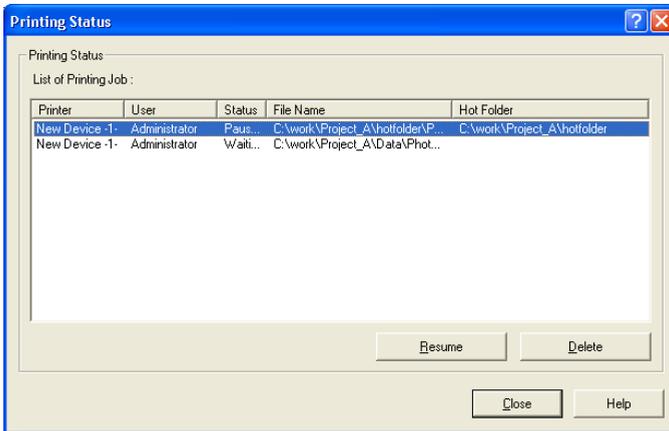
*General users cannot save the print logs of other users.*

## 9.1 Checking the Printing Status

### Operating procedure

→ In the main window, click the [Job Status View] button.

The Printing Status dialog box appears.



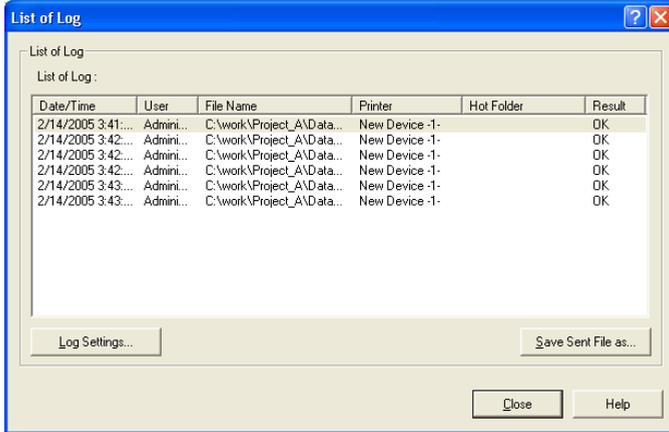
Element	Description
Printer	Displays the name of the printer where the print job was sent.
User	Displays the name of the user who sent the print job.
Status	Displays the printing status (PRINTING, WAIT, PAUSED, or Error). When a file of a version incompatible with the printer is printed, "Error" is displayed.

Element	Description
File Name	Displays the name of the file being printed. General users cannot view the names of files printed by other users.
Hot Folder	Displays the path to the hot folder (only when a hot folder is used).
[Resume] button	To resume printing a file after printing was stopped (file with the "PAUSED" status), select the print job, and then click this button.
[Delete] button	To delete a file queued for printing, select the file, and then click this button.

## 9.2 Viewing the Print Log

### Operating procedure

- In the main window, click the [Log View] button.  
The List of Log dialog box appears.



Element	Description
Date/Time	Displays the date and time that the file was printed.
User	Displays the name of the user who sent the print job.
File Name	Displays the name of the printed file. General users cannot view the names of files printed by other users.
Printer	Displays the name of the printer where the file was sent.
Hot Folder	Displays the path to the hot folder (only when a hot folder is used).
Result	Displays the result of printing the file (OK, DELETED, or WARNING). When a file of a version that may not be printed correctly is printed, "Warning" is displayed.
[Log Settings] button	The maximum amount of log data that is saved can be set. For details, refer to "Specifying the log setting" on page 9-4.
[Save Sent File as] button	A print job previously sent to the printer can be retrieved and saved as a file. For details, refer to "Retrieving data" on page 9-5.



### Memo

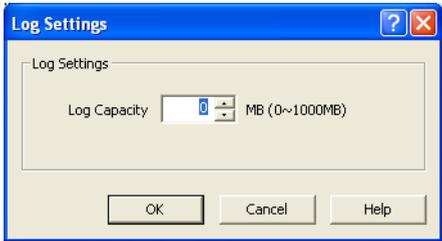
The number of files displayed in the log differs depending on the size specified in the Log Settings dialog box. For details on specifying the log setting, refer to "Specifying the log setting" on page 9-4.

### 9.2.1 Specifying the log setting

The maximum amount of log data that is saved can be set.

#### Operating procedure

- 1 In the main window, click the [Log View] button.  
The List of Log dialog box appears.
- 2 Click the [Log Settings] button.  
The Log Settings dialog box appears.



- 3 Specify the log capacity.
  - A setting between 0 and 1,000 MB can be specified, however, a capacity larger than the size of the computer's hard disk cannot be specified.
- 4 Click the [OK] button.



**Note**

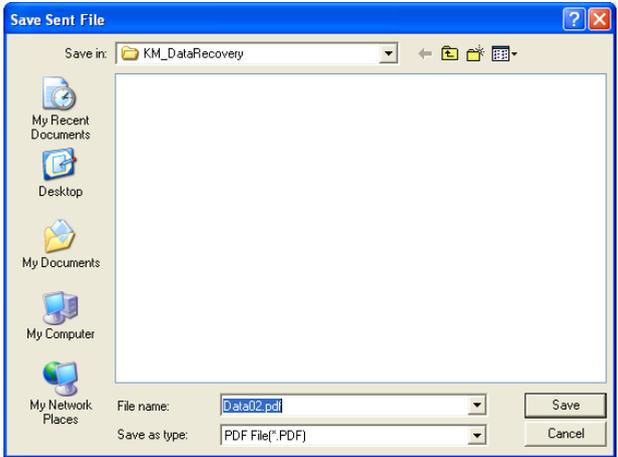
*The default setting for “Log Capacity” is 0 MB. When “Log Capacity” is set 0 MB, only the last log is saved. To save previous logs, specify an appropriate setting for “Log Capacity”.*

### 9.2.2 Retrieving data

A print job previously sent to the printer can be retrieved and saved as a file.

#### Operating procedure

- 1 In the main window, click the [Log View] button.  
The List of Log dialog box appears.
- 2 Select the file whose data you wish to retrieve, and then click the [Save Sent File as] button.  
The Save Sent File dialog box appears.

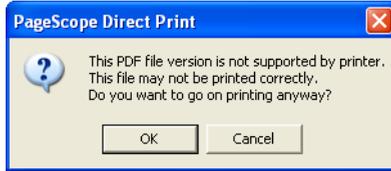


- 3 Select the folder where the data is to be saved and specify a file name, and then click the [Save] button.

# 10 Warning/Error Messages

The error messages that appear when printing with PageScope Direct Print are described below.

## 10.1 Messages Concerning PDF Versions



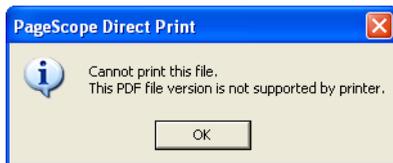
This message appears if the printer supports PDF ver. 1.5 files and you try to print a PDF ver. 1.6 file.



**Memo**

*This message does not appear when printing is performed using a hot folder, however, "WARNING" will appear under "Result" in the List of Log dialog box.*

*For details on compatible PDF versions, refer to the support information for the printer being used.*



This message appears if you try to print a PDF file of a version that is not compatible with the selected printer.

**Memo**

*This message does not appear when printing is performed using a hot folder, however, "Error" will appear under "Status" in the Printing Status dialog box.*

*For details on compatible PDF versions, refer to the support information for the printer being used.*



**KONICA MINOLTA**

<http://konicaminolta.com>

**Copyright**