



KONICA MINOLTA

The essentials of imaging

**bizhub** 163/211

**GDI**

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**User Manual**



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# Introduction



# 1 Introduction

Thank you for purchasing this machine.

This manual provides the information required to use this machine as a GDI printer.

Be sure to read this manual before performing any operations.

For precautions concerning the use and safety of the machine, refer to the User manual provided with the machine.

Store the CD-ROM and User manual provided with the machine in a safe place.

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## 1.2 Explanation of manual conventions

The marks and text formats used in this manual are described below.

### Safety advices



## DANGER

**Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.**

→ Observe all dangers in order to prevent injuries.

---



## WARNING

**Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.**

→ Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

---



## CAUTION

**Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.**

→ Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

---

### Sequence of action

**1** The number 1 as formatted here indicates the first step of a sequence of actions.

**2** Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

**?** Text formatted in this style provides additional assistance.

→ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

## Tips



...

### Note

*Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.*



...

### Reminder

*Text highlighted in this manner contains information that should be reminded.*



### Detail

*Text highlighted in this manner contains references for more detailed information.*

## Special text markings

[Stop] key

The names of keys on the control panel are written as shown above.

### MACHINE SETTING

Display texts are written as shown above.

## 1.3 Operating environment

### System requirements

The following environment is required so that the printer driver can be used.

- Intel Pentium 200 MHz
- Windows Vista, Windows Server 2003, Windows XP (Service Pack 2 or later), Windows 2000 (Service Pack 4 or later), Windows Me, or Windows 98 SE, Windows Vista x64 Edition, Windows Server 2003 x64 Edition, Windows XP Professional x64 Edition
- 128 MB RAM (Windows XP/Server 2003), 64 MB RAM (Windows 2000/Me/98 SE)
- USB port compliant with USB Revision 2.0
- CD-ROM/DVD drive



#### Note

*The printer driver is not compatible with Windows 95/98/NT 4.0.*

### Recommended operating environment

Pentium 4/1.6 GHz

256 MB RAM

## 1.4 Installing the printer driver

- Please refer to the folder "Installation" of the CD.

---

A large, bold, black number '2' is centered within a gray square. The square is positioned to the left of the main title text.

## **Specifying printer driver settings**





## 2 Specifying printer driver settings

Descriptions on the printer driver settings available when printing from a computer are provided below.

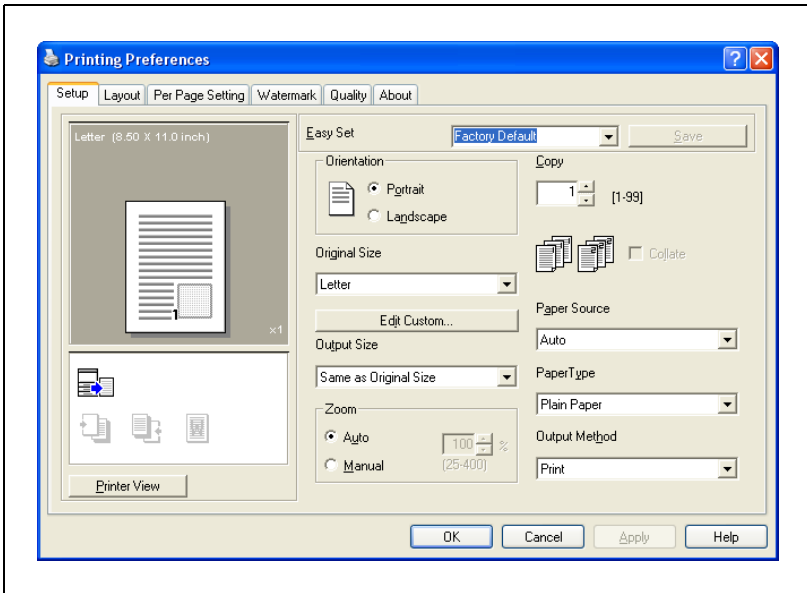
### 2.1 Printer driver settings dialog box

#### Displaying the settings dialog box

Select the printer in the Printers and Faxes window (the Printers window in Windows Vista/2000/Me/98 SE), and then display the printer driver settings dialog box. The settings specified in this dialog box are applied to all applications.

- 1** Open the Printers and Faxes window (or the Printers window).
  - For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".
  - For Windows Vista, click the [Start] button, click "Control Panel", click "Hardware and Sound", and then click "Printers".
  - For Windows 2000/Me/98 SE, click the [Start] button, point to "Settings", and then click "Printers".
- 2** In the Printers and Faxes window (or the Printers window), select the printer icon for this machine.
- 3** Select the command for displaying the printer driver settings dialog box.
  - With Windows XP/Server 2003/Vista/2000, right-click the icon for the installed printer, and then click "Printing Preferences".
  - With Windows Me/98 SE, click "Properties" on the "File" menu.

The following printer driver settings dialog box appears.



### Note

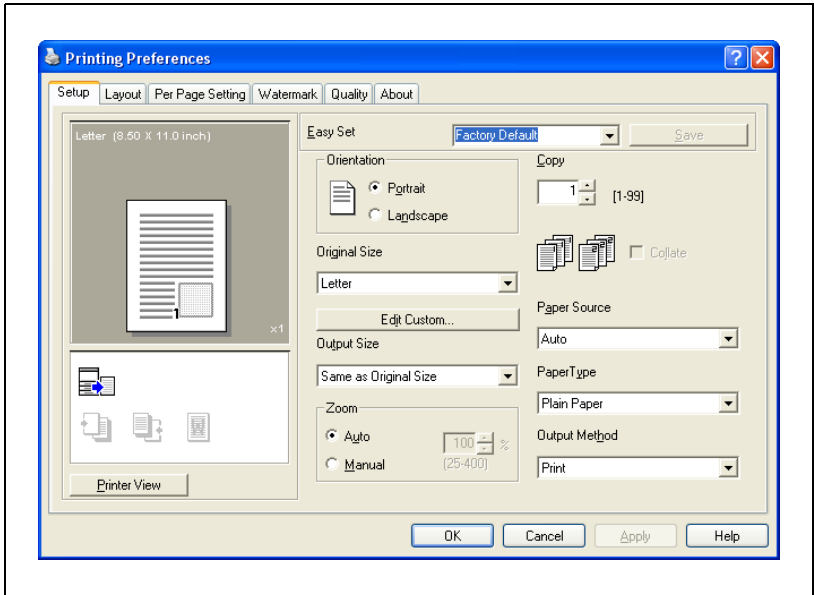
To change the settings for each job to be printed, click the [Properties] button (or the [Preferences] button) in the Print dialog box, which appears when "Print" is clicked in the application. The settings specified in the dialog box displayed from the Print dialog box are only applied temporarily, and the settings return to those in the printer driver settings dialog box when the application is exited.

A program containing specified driver settings can be registered and recalled when needed by using the Easy Set function. For details on the Easy Set function, refer to "Easy Set" on page 2-12.

To display the Device Options tab in Windows XP/Server 2003/Vista/2000, right-click the icon for the installed printer in the Printers and Faxes window (or the Printers window), and then click "Properties".

## Printing Preferences dialog box

Printing settings can be specified from the printer driver settings dialog box.



### Note

*To display the Printing Preferences dialog box in Windows XP/ Server 2003/Vista/2000, right-click the icon for the installed printer in the Printers and Faxes window (or the Printers window), and then click "Printing Preferences".*

*To display the Printing Preferences dialog box in Windows Me/98 SE, click "Properties" on the "File" menu of the Printers window.*

Tab	Item	Description
Setup	Orientation	Select the paper orientation of the document.
	Original Size	Specify the paper size for the document.
	[Edit Custom] button	Specify a user-defined paper size.
	Output Size	Specify the size of paper to be printed on. If this size is different from the original document size, the image will automatically be enlarged or reduced.
	Zoom	Specify the enlargement or reduction ratio.
	Copy	Specify the number of copies to be printed.
	Collate	Select whether multiple copies of a multi-page document is to be printed by set or by page.
	Paper Source	Select the paper drawer that is to be used.
	Paper Type	Select the type of paper that is to be used.
	Output Method	Select the output method.
Layout	Combination	Multiple document pages can be printed together on a single sheet of paper.
	[Combination Details] button	Settings such as the number of pages printed on a single sheet of paper and the printing order can be specified as combination details.
	Double Sides	Select whether pages are printed double-sided.
	Binding Position	Select the binding position.
Per Page Setting	Front Cover Page	Select whether a document page is printed on the front cover.
	Front Cover Paper Source	Select the paper drawer loaded with paper for the front cover.
	Media Type	Select the type of paper used for the front cover.
Watermark	Watermark Select	Select whether the document is printed overlapping a watermark (text stamp).
	1st Page Only	Select if the watermark is printed only on the first page.
	[New] button	Create new watermarks.
	[Edit] button	Change the watermarks.
	[Delete] button	Delete a watermark.
Quality	Resolution	Specify the print resolution.
	[Adjustment] button	Specify the brightness and contrast.
About	-	Shows the software version information.

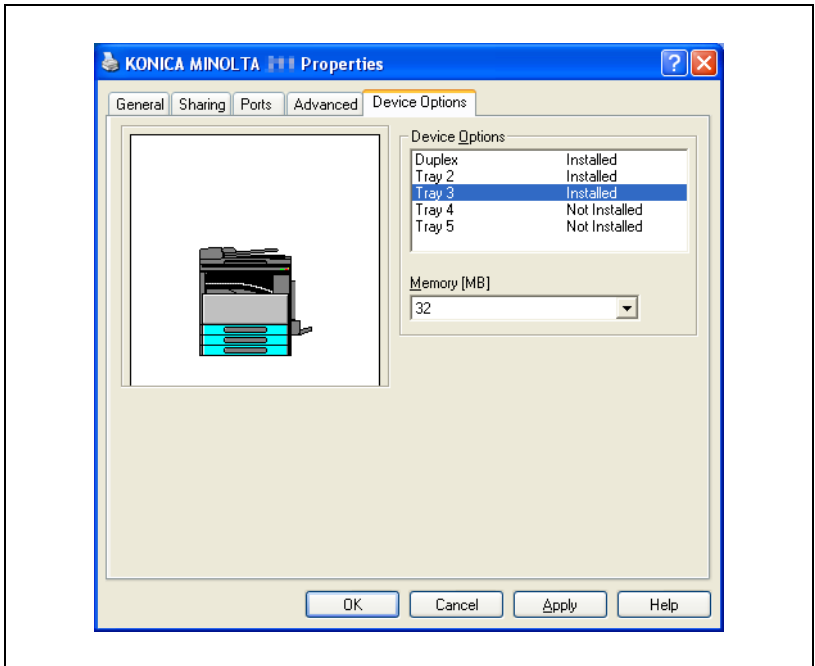
## Properties dialog box

Installed options can be selected from the Properties dialog box for the printer driver.



### Reminder

*If the options installed on the machine are not specified from the Device Options tab, the functions available with the option cannot be used from the printer driver. Be sure to specify the corresponding settings when options are installed.*



**Note**

*To display the Device Options tab, right-click the icon for the installed printer in the Printers and Faxes window (or the Printers window), and then click "Properties".*

Tab	Item	Description
Device Options	Device Options	Specify the settings for the installed paper drawers.
	Memory	Specify the size of the installed memory.

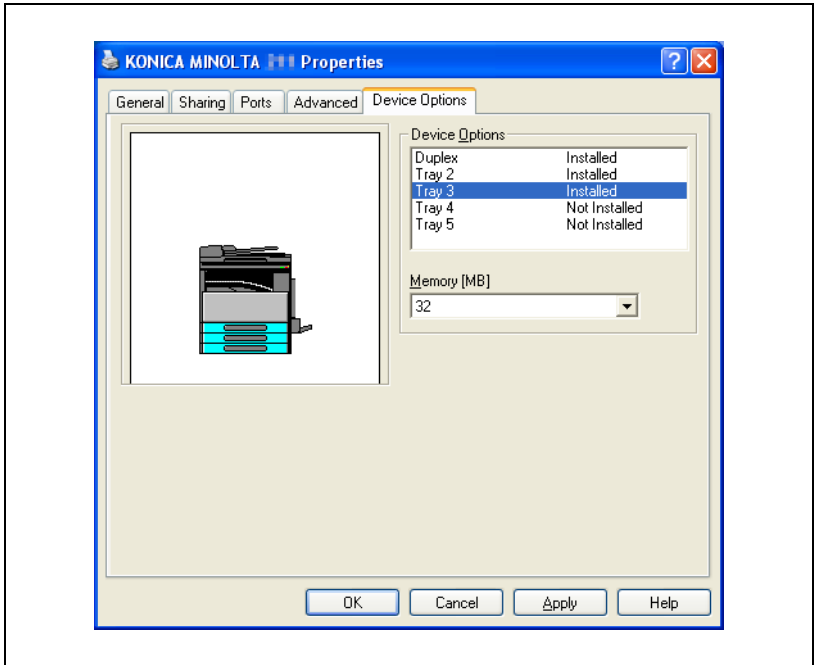
## 2.2 Device Options tab

- Specify whether or not options are installed so that the options installed on the machine can be used from the printer driver.



### Reminder

*If the options installed on the machine are not specified from the Device Options tab, the functions available with the option cannot be used from the printer driver. Be sure to specify the corresponding settings when options are installed.*



### Note

*To display the Device Options tab, right-click the icon for the installed printer in the Printers and Faxes window (or the Printers window), and then click "Properties".*

**Device Options**

- Specify the settings for the installed paper drawers.
  - From the "Device Options" list, double-click the names of installed paper drawers to specify that it is installed. Double-click the name again to return the setting to "Not Installed".

**Memory**

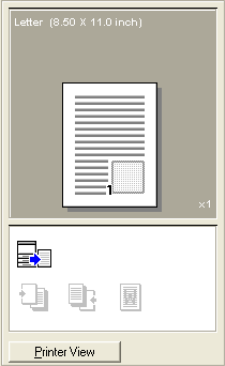
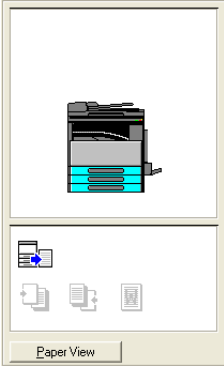
- Specify the size of the installed memory.
  - Click [▼] on the right side of the "Memory" box, and then select the size of the installed memory.



## 2.3 Common operations

This section contains descriptions of buttons and functions common to all tabs of the dialog box. The actual buttons may appear differently depending on the operating system.

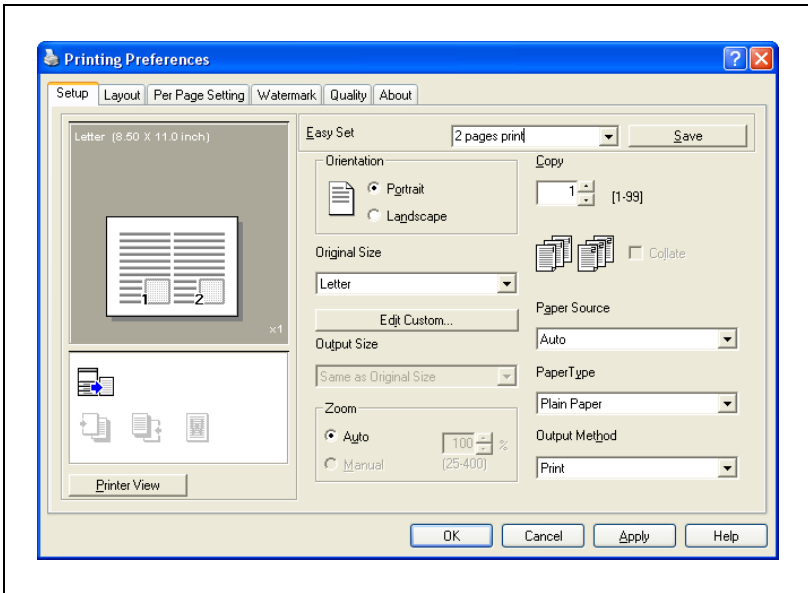
### Common items

Button	Description
[OK] button	Click this button to apply the specified settings and close the dialog box.
[Cancel] button	Click this button to cancel the specified settings (not apply them) and close the dialog box.
[Apply] button	Click this button to apply the specified settings without closing the dialog box. This button is not displayed on the setting screen that appears when the [Properties] button (or the [Preferences] button) is clicked in the Print dialog box of the application.
[Help] button	When this button is clicked, help information for the currently displayed settings appears.
Preview	Shows a preview of the specified paper settings or shows the printer status. Click the button in the lower-left corner of the preview to change it between [Paper View] and [Printer View] and to select the preview display. When the [Paper View] preview is selected, a sample page layout for the currently selected settings is displayed so that an image of the print result can be checked. When the [Printer View] preview is selected, an image of the printer configuration, including the options, such as the paper drawers, currently installed on the machine, is displayed. The paper drawers selected in the "Paper Source" list on the Setup tab appear in light blue.  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Paper View</p> </div> <div style="text-align: center;">  <p>Printer View</p> </div> </div>
Easy Set	The currently specified settings can be registered as a program to be recalled later.

## Easy Set

The currently specified settings can be registered as a program to be recalled later when you wish to use those settings again.

- 1 Change the driver settings on the Setup and Layout tabs.
- 2 In the "Easy Set" box, type the name of the program.



- 3 Click the [Save] button.  
The settings program is registered.

**Note**

*To recall a registered program, select it from the list.*

*To change the name of the registered program, select the program from the list, and then type in the new program name. The button changes to the [Rename] button. To change the program name, click the [Rename] button.*

*To delete a registered program, select the program from the list. The button changes to the [Delete] button. To delete the program name, click the [Delete] button.*

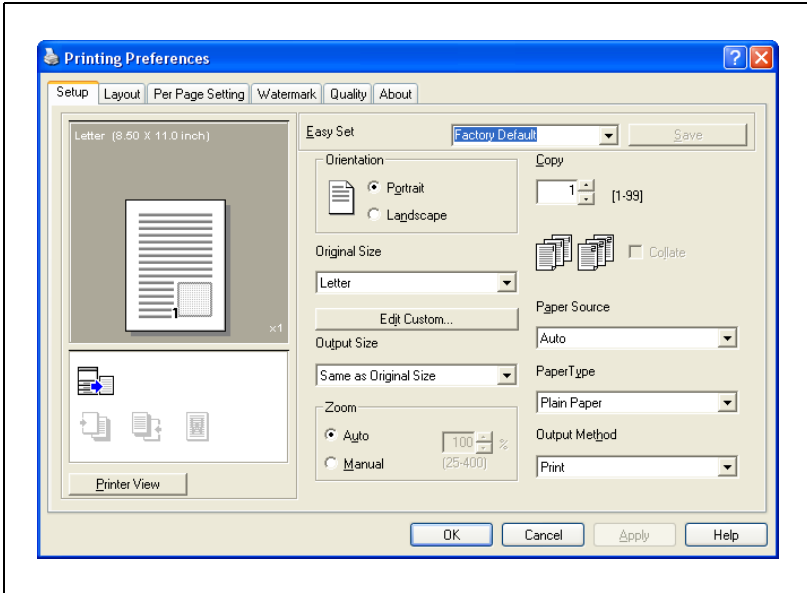
*If "Factory Default" is selected from the list, all settings return to their defaults.*

*A maximum of 20 characters can be entered for the registered name.*

*A maximum of 31 programs can be registered.*

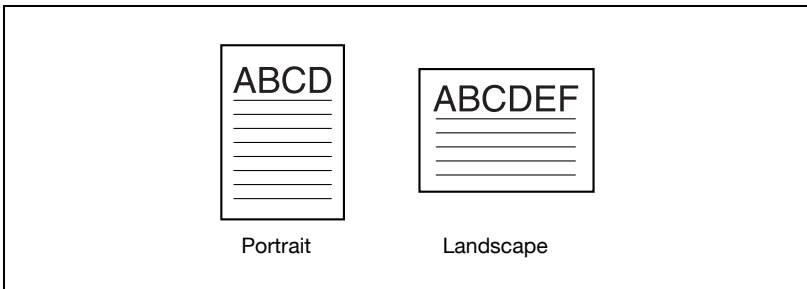
## 2.4 Setup tab

From the Setup tab, settings can be specified for the document and paper to be printed on. The number of copies to be printed and the orientation of the printed image can also be specified.



### Orientation

- Select whether to print the document in the portrait or landscape orientation.



**Original Size**

→ From the drop-down list, click the paper size for the document to select it.

The following standard paper sizes are available.

Setting	Actual size
Letter	8 1/2 × 11 in.
Legal	8 1/2 × 14 in.
11 × 17	11 × 17 in.
A3	297 × 420 mm
A4	210 × 297 mm
A5	148 × 210 mm
B4	257 × 364 mm
B5	182 × 257 mm
Env.Com10	4 1/8 × 9 1/2 in.
Env.DL	110 × 220 mm
Env.C6Envelope	114 × 162 mm
FLS 8 1/4 × 13	210 × 330 mm
FLS 8 1/2 × 13	216 × 330 mm
FLS	220 × 330 mm
FLS 8 1/8 × 13 1/4	206 × 337 mm
FLS 8 × 13	203 × 330 mm
11 × 14	11 × 14 in.
Invoice	5 1/2 × 8 1/2 in.
Env.You-1	120 × 176 mm
Env.You-4	105 × 235 mm
Env.You-6	98 × 190 mm
8K	270 × 390 mm
16K	195 × 270 mm
Hagaki	100 × 148 mm
Env.C6 3/4	3 5/8 × 6 1/2 in.

**Note**

*If "Hagaki" is selected, select the "Hagaki" paper setting for Tray 1 from the control panel of the machine.*

*"Hagaki" and the envelope and non-standard sizes can be selected when "Paper Source" is set to "Auto", "Tray 1" or "Bypass".*

*When "Paper Type" is set to "OHP", only "Letter" and "A4" are available.*

## Edit Custom

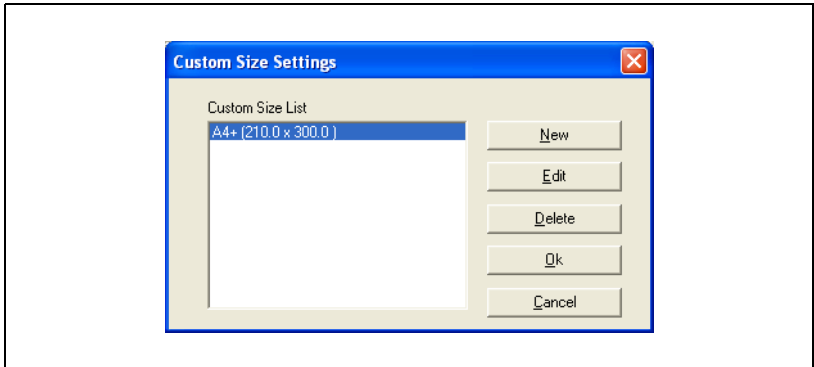
A paper size that does not appear in the list can be registered as a custom size.

- 1 Click the [Edit Custom] button on the Setup tab.

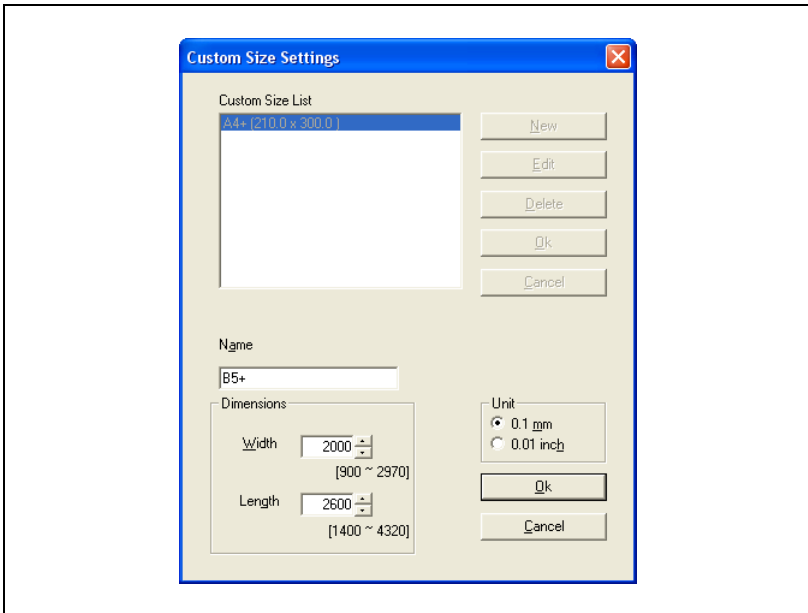
The Custom Size Settings dialog box appears.

- 2 Click the [New] button.

The Custom Size Settings dialog box enlarges to display settings for specifying the paper size.



- 
- 
- 3 In the "Name" box, type the name of the paper size.



- 
- 
- 
- 4 In the "Dimensions" group box, specify the width and length of the paper.
  - To change the units for specifying the paper size, select the desired setting in the "Unit" group box.
- 5 Click the [OK] button in the lower-right corner of the Custom Size Settings dialog box.

The paper size settings in the Custom Size Settings dialog box are hidden.
- 6 Click the [OK] button in the Custom Size Settings dialog box.

The non-standard size is registered and can be selected from the list of paper sizes.



**Note**

*To change the width and length of a registered non-standard size, select the paper size in the Custom Size Settings dialog box, click the [Edit] button, and then change the settings. The name cannot be changed.*

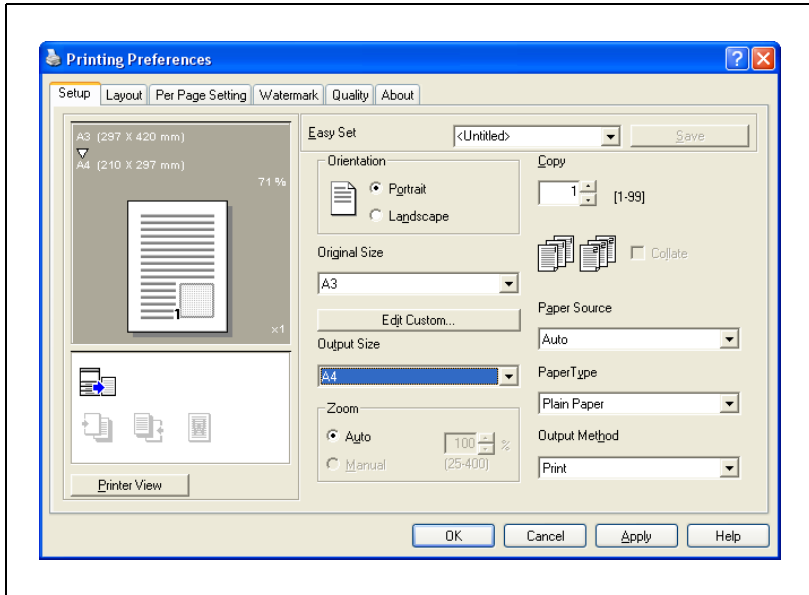
*To delete a registered non-standard size, select the paper size in the Custom Size Settings dialog box, and then click the [Delete] button.*

*A maximum of 20 characters can be entered for the registered name.*

*A maximum of 32 sizes can be registered.*

## Output Size

- Select the size of paper that is to be used for printing.
  - The available standard paper sizes are same as those available in the "Original Size" list.
  - If the paper size is different from the size selected in the Original Size list, the document image will be printed enlarged or reduced so that it fits in the selected paper size.
  - The enlargement/reduction ratio to be used for printing can be checked in the Paper preview.



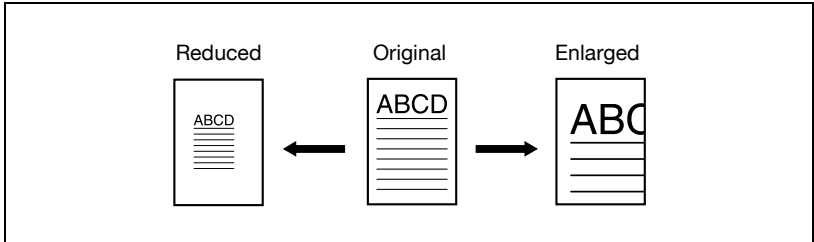
### Note

*If "Manual" is selected in the "Zoom" group box, a setting cannot be selected from the "Output Size" list.*

*If any setting other than "Off" is selected in the "Combination" list on the Layout tab, a setting cannot be selected from the "Output Size" list.*

**Zoom**

- 1 Specify the enlargement or reduction ratio to be used for printing.
- 2 Select "Manual", and then type in a number between 25% and 400%, or click the arrows to specify a setting.

**Note**

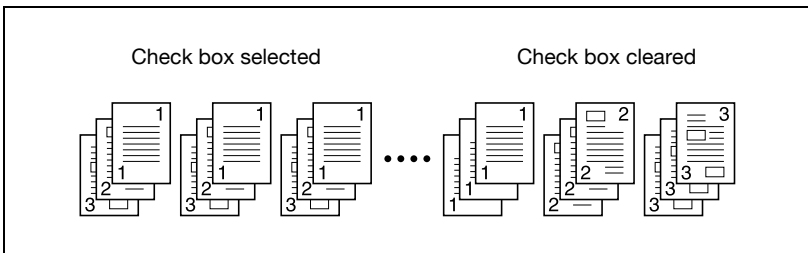
*If any setting other than "Same as Original Size" is selected in the "Output Size" list, "Manual" cannot be selected.*

**Copy**

- 1 Specify the number of copies to be printed.
- 2 Type in a number between 1 and 99, or click the arrows to specify a setting.

## Collate

- When printing multiple copies of the same document, select whether the entire document is printed one copy at a time or whether the specified number of copies are printed one page at a time.
- When the "Collate" check box is selected, the entire document is printed one copy at a time. For example, if "Copy" is set to "5", the entire document (from the first page to the last page) is printed five times.
  - When the "Collate" check box is cleared, the specified number of copies are printed one page at a time. For example, if "Copy" is set to "5", the first page of the document is printed five times, and then the second page is printed five times. Printing continues until the last page is printed five times.



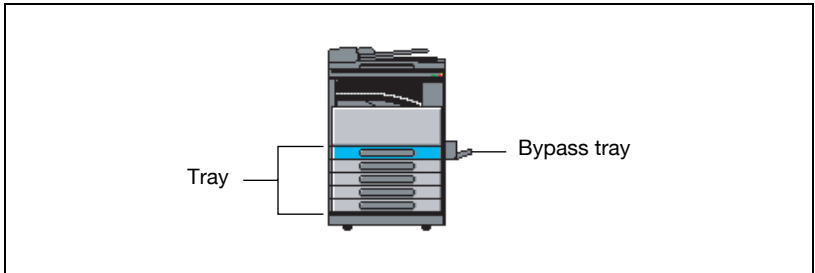
### Note

*Depending on the application being used, the Collate setting may not be applied. If Collate is specified from the printer driver, Collate cannot be used in the application.*

*If "1" is specified in the "Copy" box, Collate is not available.*

## Paper Source

- Select the paper drawer loaded with the paper.
  - If "Auto" is selected, the paper drawer loaded with paper of the size specified in the "Output Size" list is used.
  - The available settings differ depending on the options that are installed.
  - Settings: Tray 1, Tray 2 through Tray 5 (options), Bypass



### Note

*If "Hagaki" or an envelope or non-standard size is selected in the "Original Size" list, only "Tray 1" and "Bypass" are available.*

*Only "Tray 1" and "Bypass" are available when "Paper Type" is set to "OHP", "Thick Paper" or "Envelope".*

## Paper Type

- Select the type of paper to be printed on.
  - Settings: Plain Paper, OHP, Thick Paper, Envelope



### Note

*A setting can be selected only when "Paper Source" is set to "Tray 1" or "Bypass".*

*"OHP" can be selected only when "Original Size" is set to "Letter" or "A4".*

## Output Method

- Select the printing method.
  - Not only can data be printed directly, but "Secure Print" is also available, which requires a password for printing from this machine.
  - Settings: Print, Secure Print

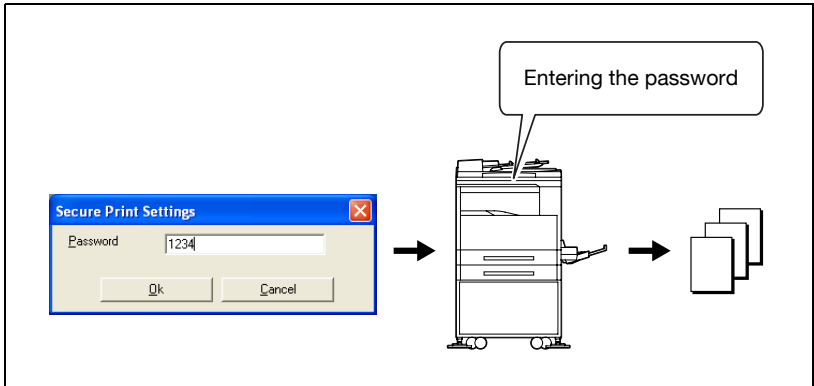


### Note

*"Secure Print" is available only if the optional expanded memory unit is installed.*

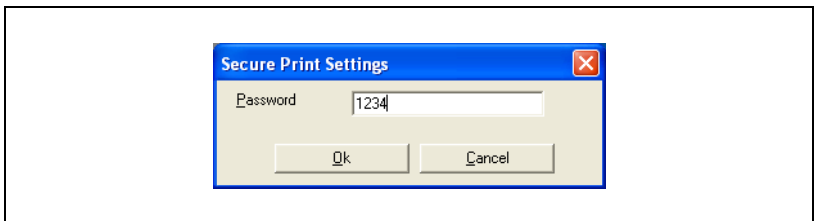
## Using secure printing

A password can be specified for a document. The document printed from a computer is temporarily saved in the machine's memory and is printed when the password is entered with the machine's control panel. Select this setting when printing highly confidential documents.



## Specifying secure printing from the printer driver

- 1 Click the Setup tab.
- 2 From the "Output Method" drop-down list, select "Secure Print".  
A screen appears, allowing you to type in the password.
- 3 Type in the password, and then click the [OK] button.
  - Specify the 4-digit password between 0000 and 9999.



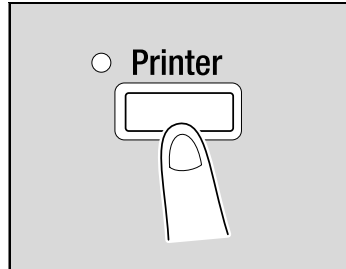
- 4 The print job is sent.
  - Normal printing is performed when printing is specified from an application.

## Printing from the machine

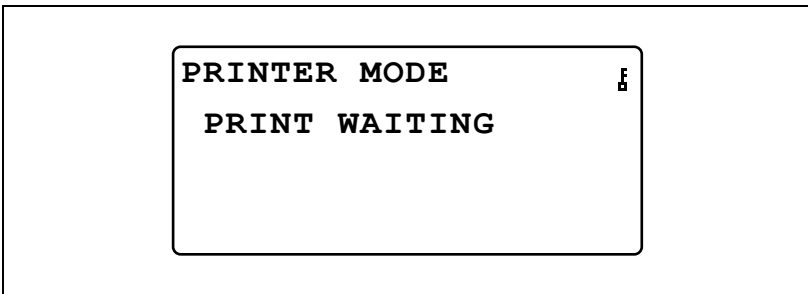
The password must be entered from the control panel of the machine in order to print a document with a password specified when "Secure Print" is selected in the printer driver.

- 1 Check that the "Printer" indicator is flashing or is lit, and then press the [Printer] key.

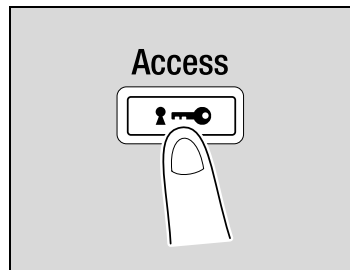
The Print mode screen appears.



- 2 Check that the key icon appears in the upper-right corner of the screen.
  - The key icon appears if the memory contains a secure print document.

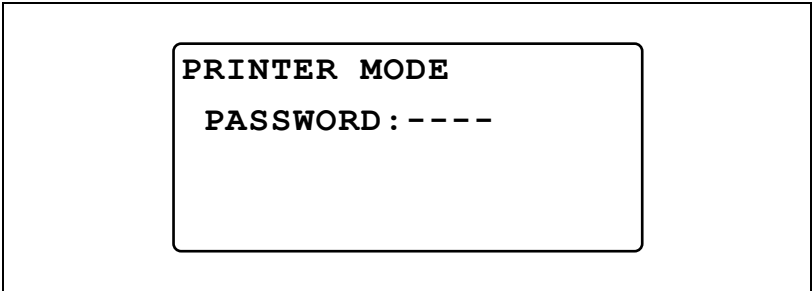


- 3 Press the [Access] key.

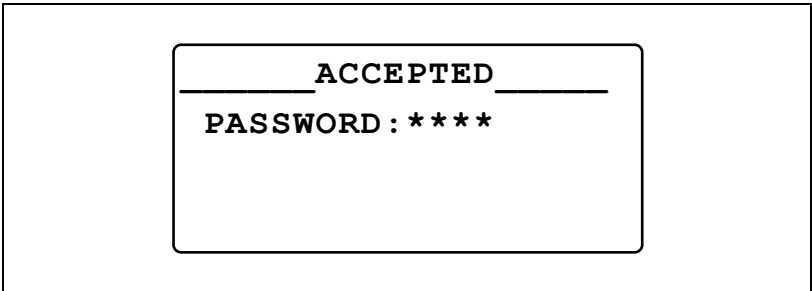




- 4 When "PASSWORD: ----" appears, type in the password.
- Type in the same numbers specified as the password from the printer driver.



- 5 Check that the document can be printed.
- If the password is correct, the following screen appears, and the job is printed.

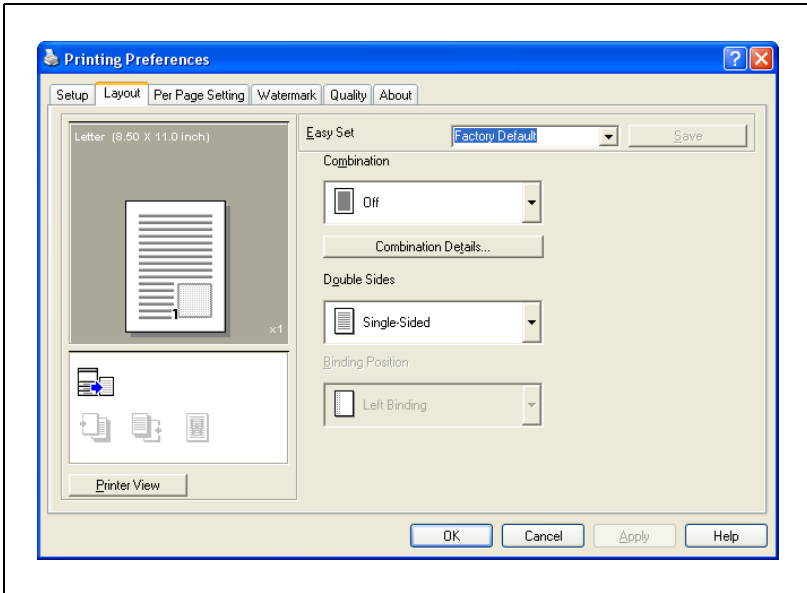


**Note**

*If there are multiple secure print jobs with the same password, all of those secure print jobs are printed.*

## 2.5 Layout tab

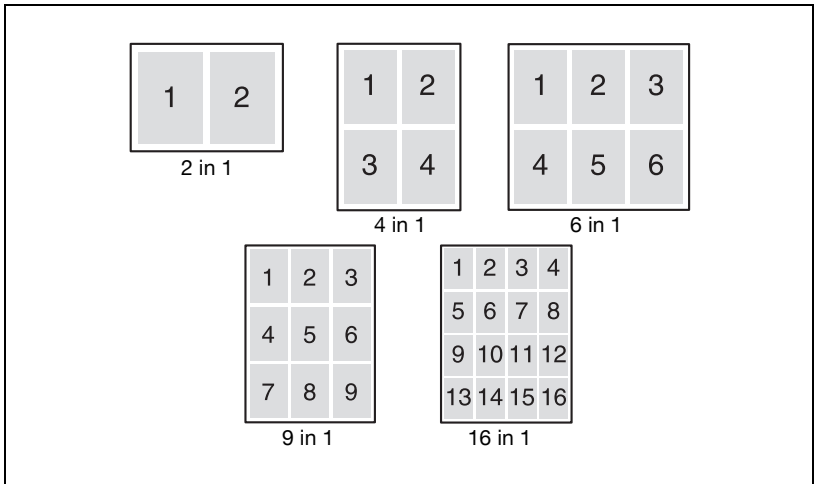
- From the Layout tab, select the number of document pages to be printed on a single sheet of paper.



### Combination

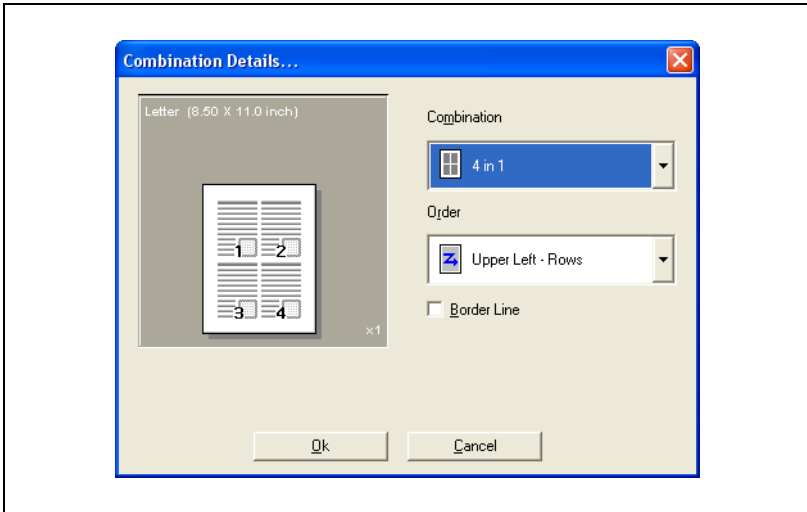
Multiple document pages can be printed together on a single sheet of paper. Use combined printing to economize on the number of printed pages.

- From the drop-down list, select the number of pages to be printed on a single sheet of paper.
  - For example, if "2 in 1" is selected, two pages will be printed on a single sheet of paper. If "Off" is selected, one page is printed on a single sheet of paper.
  - Settings: Off, 2 in 1, 4 in 1, 6 in 1, 9 in 1, 16 in 1



## Combination Details

- Click the [Combination Details] button to specify the printing order and whether or not to print page outlines.



Item	Description
Combination	Select the number of pages to be printed on a single sheet of paper. This is the same setting selected in the "Combination" list on the Layout tab.
Order	When multiple pages are printed on a single sheet of paper, select the direction and order for printing the pages. Settings: <div style="display: flex; justify-content: space-around; text-align: center;"> <div>Upper Left- Rows</div> <div>Upper Right- Rows</div> <div>Upper Left- Columns</div> <div>Upper Right- Columns</div> </div>
Border Line	Select this check box to print an outline around each page when multiple pages are printed on a single sheet of paper.

## Double-sided printing

Document pages can be printed on both sides of the paper. Print on both sides when binding a multi-page document.

- 1 Click the Layout tab.
- 2 From the "Double Sides" drop-down list, select "Double Sided".

**Note**

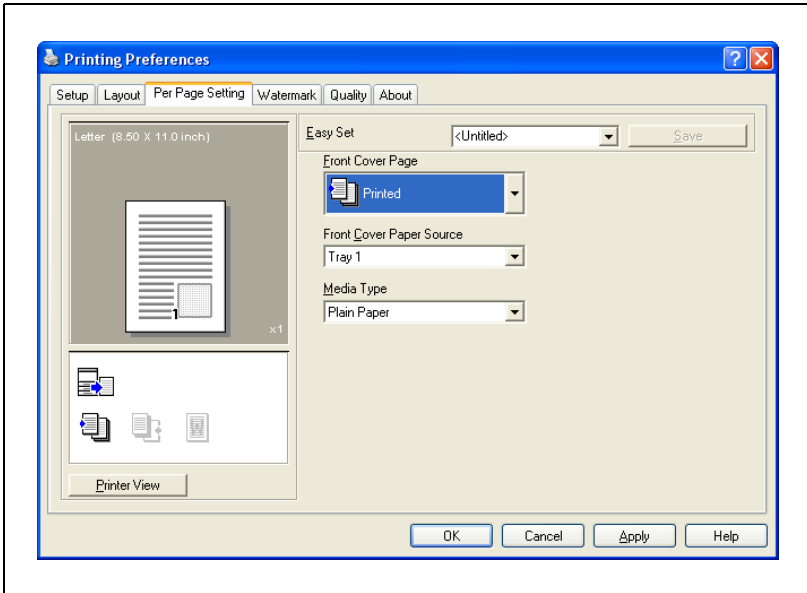
*From the "Binding Position" drop-down list, select the desired binding position.*

**Note**

*Double sided printing is available only when the optional automatic duplex unit is installed.*

## 2.6 Per Page Setting tab

- From the Per Page Setting tab, specify whether or not a cover page is added.



**Front Cover Page**

- Select whether or not a cover page is added and whether or not a document page is printed on the cover page.
  - Settings:

Item	Description
None	No cover page is added, and the entire document is printed on paper from the same paper drawer.
Blank	A blank sheet of paper from the paper drawer specified in the "Front Cover Paper Source" list is added as a cover page.
Printed	The first page of the document is printed on paper from the paper drawer specified in the "Front Cover Paper Source" list and is added as a cover page.

**Front Cover Paper Source**

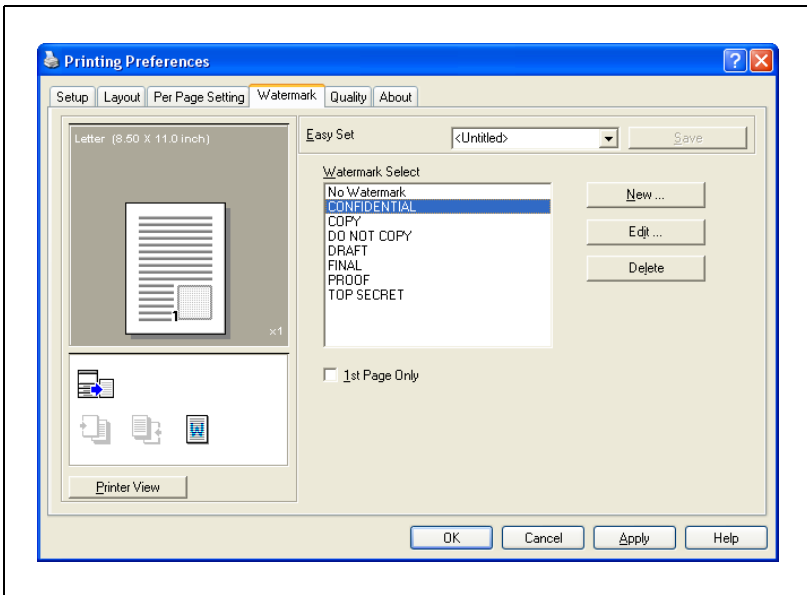
- Select the paper drawer loaded with the paper for the cover pages.
  - Settings: Tray 1, Tray 2 through Tray 5 (options), Bypass

**Media Type**

- Select the type of paper to be used for the cover page.
  - Settings: Plain Paper, OHP, Thick Paper, Envelope

## 2.7 Watermark tab

From the Watermark tab, specific text can be printed in the background as a watermark.



### Watermark Select

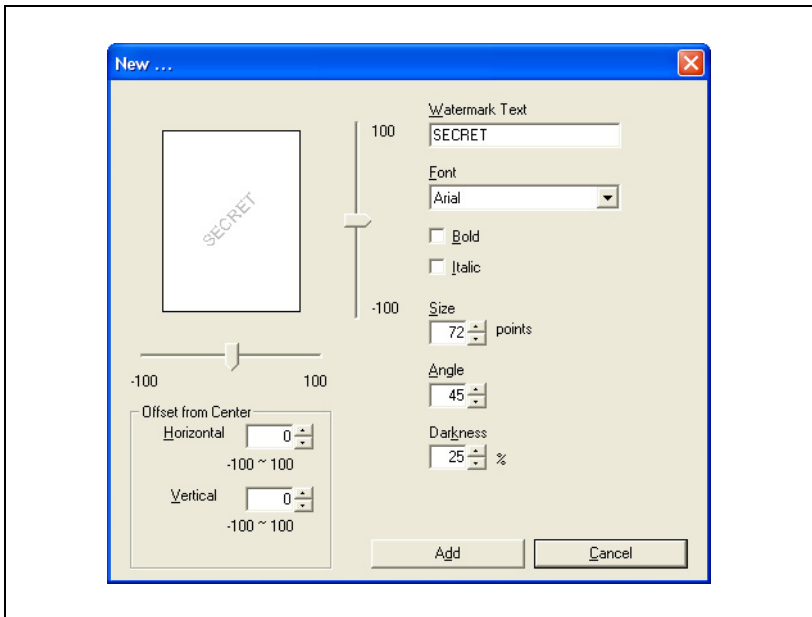
- 1 Click the Watermark tab.
- 2 From the Watermark Select list, select the watermark to be printed.
  - Settings: No Watermark, CONFIDENTIAL, COPY, DO NOT COPY, DRAFT, FINAL, PROOF, TOP SECRET
- 3 To print the watermark only on the first page, select the "1st Page Only" check box.
  - To print the watermark on all pages, clear the check box.



### Creating a new watermark

A new watermark can be registered.

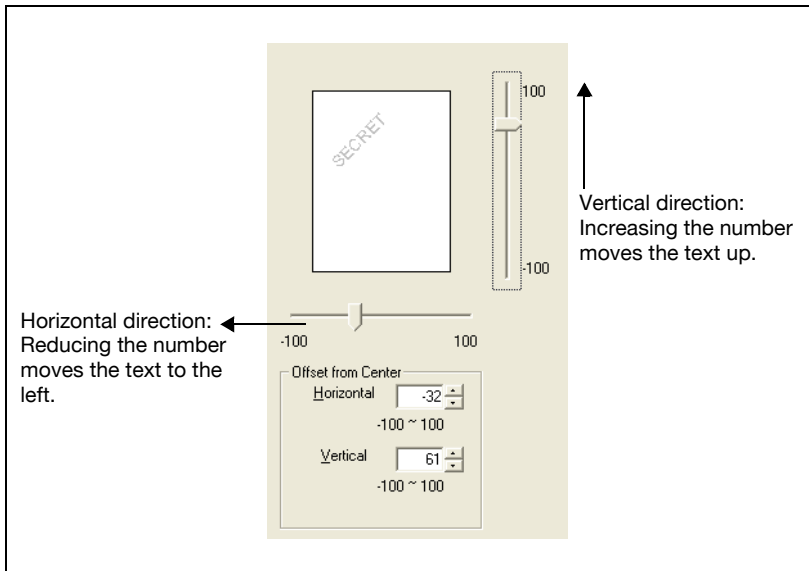
- 1 Click the Watermark tab.
- 2 Click the [New] button.  
The New dialog box appears.
- 3 In the "Watermark Text" box, type in the text to be used as the watermark.



- A maximum of 20 characters can be entered for the text.
- A maximum of 32 watermarks can be registered (including "No Watermark").

#### 4 Specify the desired settings.

- Font: Select the font for the watermark. Any font installed on the computer can be selected.
- Bold: Select to use bold text.
- Italic: Select to use italic text.
- Size: Specify a character size between 7 and 300 points.
- Angle: Specify the angle that the text is printed on the paper. A setting between 0° and 359° can be specified.
- Darkness: Specify the density of the text. A setting between 10% and 100% can be specified.
- Offset from Center: Specify the horizontal and vertical positions for the location where the text is to be printed. Settings between -100 and 100 can be specified.
- The position can also be changed by using the sliders below and to the right of the preview image.



#### 5 Click the [Add] button.

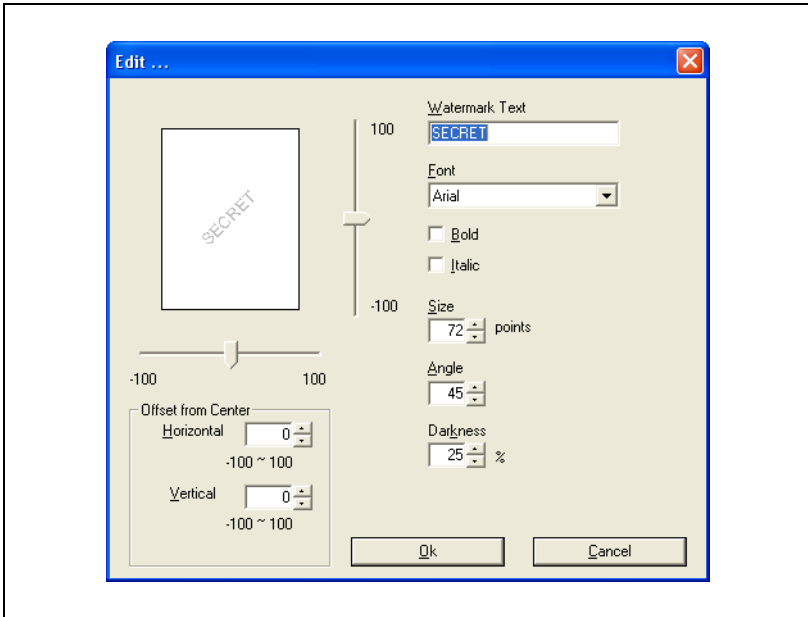
The watermark is added to the "Watermark Select" list.

### Editing a watermark

A registered watermark can be edited to change the text, size and position.

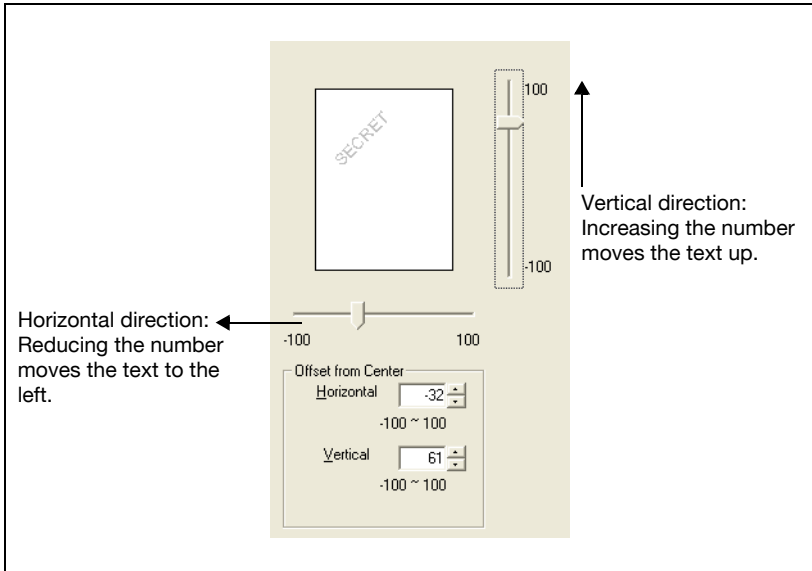
- 1 Click the Watermark tab.
- 2 From the list, select the watermark to be edited.
- 3 Click the [Edit] button.  
The Edit dialog box appears.
- 4 Specify the desired settings.
  - Watermark Text: Type in the watermark text.
  - Font: Select the font for the watermark. Any font installed on the computer can be selected.
  - Bold: Select to use bold text.
  - Italic: Select to use italic text.
  - Size: Specify a character size between 7 and 300 points.
  - Angle: Specify the angle that the text is printed on the paper. A setting between 0° and 359° can be specified.
  - Darkness: Specify the density of the text. A setting between 10% and 100% can be specified.

- Offset from Center: Specify the horizontal and vertical positions for the location where the text is to be printed. Settings between -100 and 100 can be specified.



- A maximum of 20 characters can be entered for the text.

- The position can also be changed by using the sliders below and to the right of the preview image.



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

The watermark is changed.

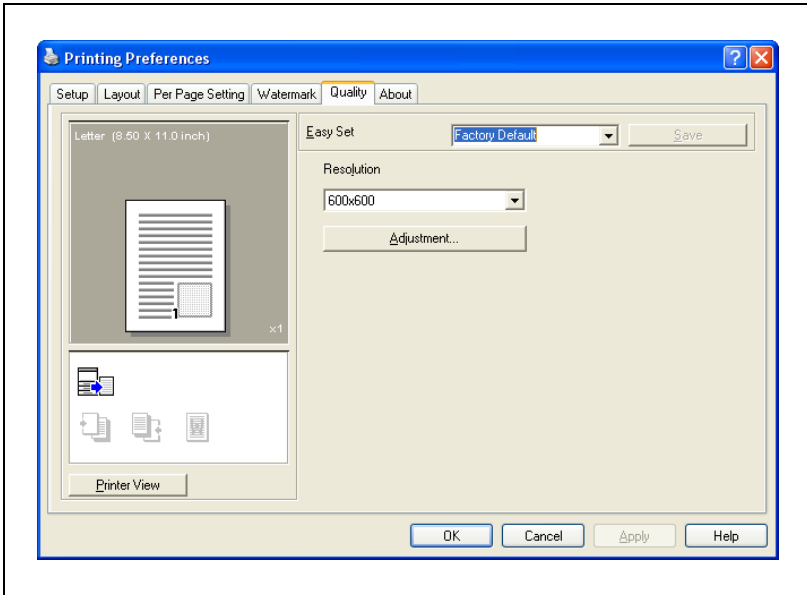


**Note**

*To delete a registered watermark, select the watermark from the list, and then click the [Delete] button.*

## 2.8 Quality tab

From the Quality tab, settings for the print quality can be specified.



### Resolution

- From the drop-down list, select "600 × 600 dpi" or "300 × 300 dpi" as the print resolution.

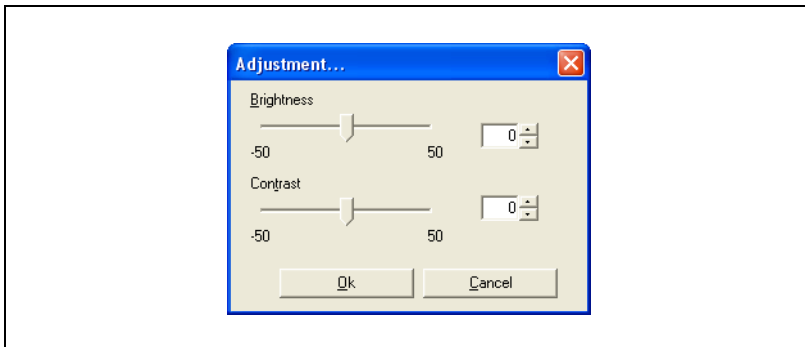


#### Note

*When "600 × 600 dpi" is selected, the print quality is increased, but the printing time is longer than if "300 × 300 dpi" is selected.*

## Adjustment

→ Click the [Adjustment] button to specify the brightness and contrast.



Item	Description
Brightness	Adjust the brightness of the printed image. A setting between -50 and 50 can be specified. The larger the number, the higher the contrast and the more distinct the image.
Contrast	Adjust the contrast of the printed image. A setting between -50 and 50 can be specified. The larger the number, the brighter the image.





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A large, bold, black number '3' is centered within a gray rectangular background. The number is slightly offset to the right within the rectangle.

## **Control panel operations**



## 3 Control panel operations

Descriptions on the printing operations that can be performed from the control panel of the machine are provided below.

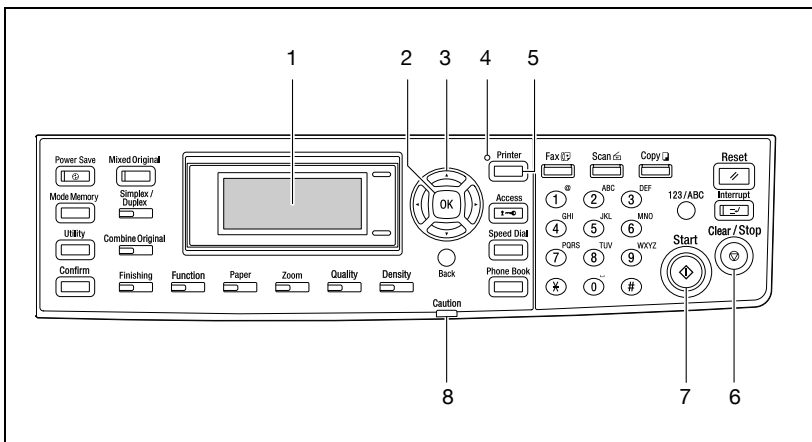
### 3.1 Printing operations

The default mode of the machine is the Copy mode. Normally, when printing is performed from a connected computer, printing begins automatically.

For details, refer to "Starting the print operation" on page 3-5.

To print with "Bypass" selected in the "Paper Source" list on the Setup tab, refer to "Using the manual bypass tray" on page 3-8.

#### Control panel



No.	Item	Description
1	Display	<ul style="list-style-type: none"> <li>While print data is being received, "&gt;&gt;PRINTER:Printing" appears in the display.</li> <li>In addition, if the [Printer] key is pressed while the machine is receiving print data (the Printer indicator is lit), the paper source and paper size settings and the user name for the current print job appear.</li> </ul>
2	[OK] key	<ul style="list-style-type: none"> <li>Press this key to select the function shown in the display.</li> </ul>
3	[▲], [▼], [◀] and [▶] keys	<ul style="list-style-type: none"> <li>Press these keys to change the menu shown in the display.</li> </ul>

No.	Item	Description
4	Printer indicator	<ul style="list-style-type: none"> <li>• This indicator flashes when the machine is receiving print data.</li> <li>• This indicator lights up when the machine is printing the print data. (The indicator lights up if data is being received at the same time.)</li> <li>• This indicator goes off if there is no print data.</li> <li>• Refer to "Printer indicator" on page 3-5.</li> </ul>
5	[Printer] key	<ul style="list-style-type: none"> <li>• Press this key when the machine is receiving print data (Printer indicator is lit) to display the Printer mode screen.</li> <li>• To return to the mode before entering Printer mode, press this key while the Printer mode screen is displayed.</li> <li>• If there is no print data in the machine's memory, the Printer mode screen does not appear, even if the [Printer] key is pressed.</li> </ul>
6	[Clear/Stop] key	<ul style="list-style-type: none"> <li>• To cancel the current print job while print data is being received, press the [Printer] key, and then press this key when the Printer mode screen appears. Refer to "Canceling a print job" on page 3-6.</li> </ul>
7	Start indicator	<ul style="list-style-type: none"> <li>• This indicator lights up in orange when the machine is receiving print data.</li> </ul>
8	Caution indicator	<ul style="list-style-type: none"> <li>• This indicator lights up when an error or malfunction has occurred.</li> </ul>



### Note

*The [Fax] key and the fax function keys can be used only if the optional fax kit is installed on the machine.*

*The [Scan] key can be used only if the optional fax kit and optional network interface card NC-503 or image controller IC-206 are installed on the machine.*

### Printer indicator

The "Printer" indicator shows the status of the printer data sent from the computer.

Printer indicator	Printing status
Flashing	<ul style="list-style-type: none"><li>• The machine is receiving print data. The indicator also flashes in other modes.</li><li>• An error has occurred in the machine.</li></ul>
Lit	<ul style="list-style-type: none"><li>• Print data is being printed. Instead of flashing, the indicator remains lit when data is being received during printing.</li></ul>
Off	<ul style="list-style-type: none"><li>• There is no print data in the machine's memory.</li></ul>

### Starting the print operation

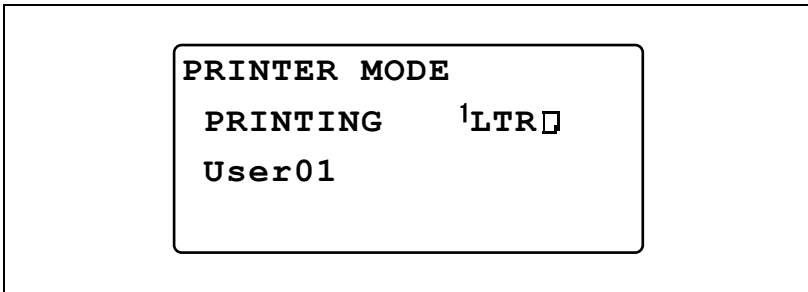
Normally, printing begins when printing is performed from a connected computer.

- Normally, when printing is performed from a connected computer, printing begins automatically.
- If a print operation is performed from a connected computer while the machine is copying, printing begins automatically when no copy operation is performed for 30 seconds.
- When using the optional fax kit: If print data is received while fax data is being received, the printing of print data has priority. After the reception job is completed in Fax mode, the print data is printed, and then the fax is printed.
- While printing, copy settings can be specified and fax operations can be performed. (Copies and faxes are printed after printouts are printed.)

### Canceling a print job

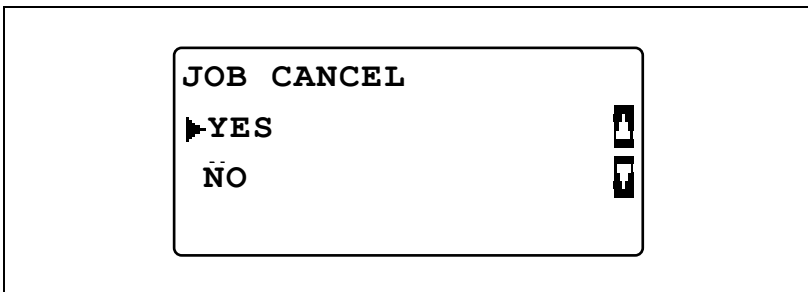
Printing of a print job can be canceled from the control panel of the machine's control panel. However, a print job can only be canceled from the control panel while the machine is in Printer mode.

- 1 Check that the Printer indicator is flashing or is lit, and then press the [Printer] key.
- 2 Check that "PRINTER MODE PRINTING" appears in the machine's display.

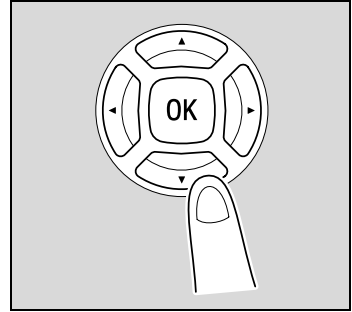


- The message that appears differs depending on the status of the machine.

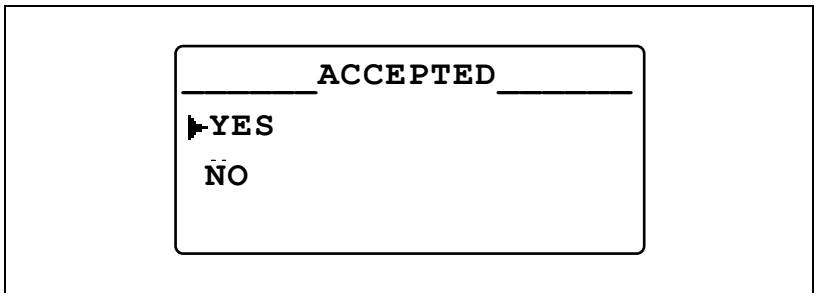
- 3 Press the [Clear/Stop] key.  
The confirmation message "JOB CANCEL" appears.



- 4 Press the [▲] or [▼] key to select "YES", and then press the [OK] key.
- To continue printing, select "No".
  - If no key is pressed within five seconds, printing continues.



"ACCEPTED" appears in the display and the print job is canceled.



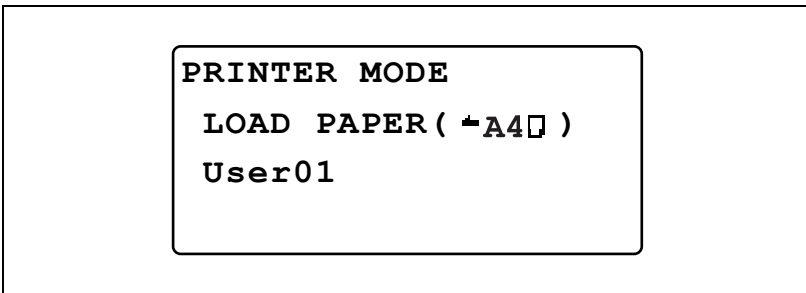
If any of the following messages appear in the display, the print job can also be canceled by repeating steps 2 and 3 from the procedure described above.

- PAPER EMPTY
- PAPER JAM
- PAPER SIZE ERROR
- RESET PAPER
- NO SUITABLE PAPER
- UPPER TRAY FULL
- REMOVE PAPER IN BYPASS TRAY
- LOAD PAPER
- INCORRECT PAPER SIZE
- MEDIA TYPE ERROR
- \*RECEIVING\*
- FRONT COVER OPEN
- 1st SIDE COVER OPEN
- DUPLEX COVER OPEN
- TONER EMPTY

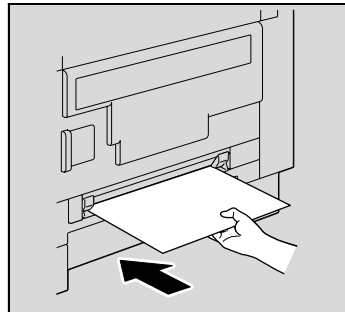
### Using the manual bypass tray

Follow the procedure described below when using the manual bypass tray to print one page at a time.

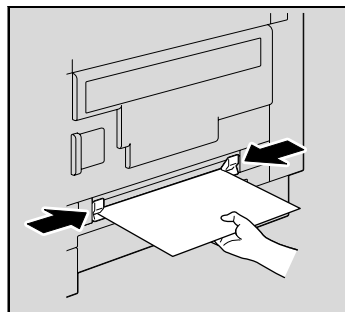
- 1 From the computer, display the Setup tab for the printer driver, and then select "Bypass" in the "Paper Source" list (page 2-23).
- 2 Perform the print operation from the computer.
- 3 When the message "PRINTER MODE LOAD PAPER" appears, load paper into the manual bypass tray.



- Insert one sheet of paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.



- Slide the paper guides to fit the size of paper being loaded.





- 4 Repeat step 3 as often as necessary until printing of the document is finished.

**Note**

*Be sure to load the paper into the manual bypass tray after the print operation is performed from the computer. Follow the procedure described below if the paper is loaded into the manual bypass tray before the print operation is performed from the computer.*

*Remove the paper from the manual bypass tray.*

*Press the [Reset] key.*

*Press the [Printer] key.*

*Perform step 3 of the procedure.*

*Load the paper into the manual bypass tray one sheet at a time.*

*If the multi bypass tray (optional) is installed, printing from it can be performed in the same way as with any other paper drawer since the multi bypass tray can be loaded with 100 sheets of paper.*

*The multi bypass tray can be loaded with 10 envelopes, 20 OHP transparencies, 20 postcards, 20 label sheets or 100 sheets of plain paper.*

**Power Save mode**

If print data is received while the machine is in Power Save mode, the mode is canceled.

When print data is received, the data is printed after the machine has finished warming up.

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## Troubleshooting



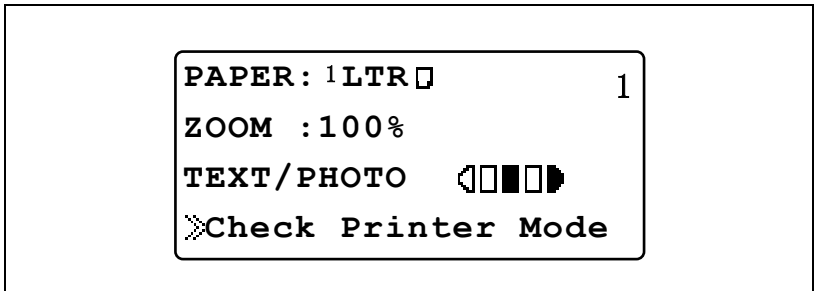
## 4 Troubleshooting

Descriptions of the errors that may occur while printing from a computer and the procedures for correcting the error are provided below.

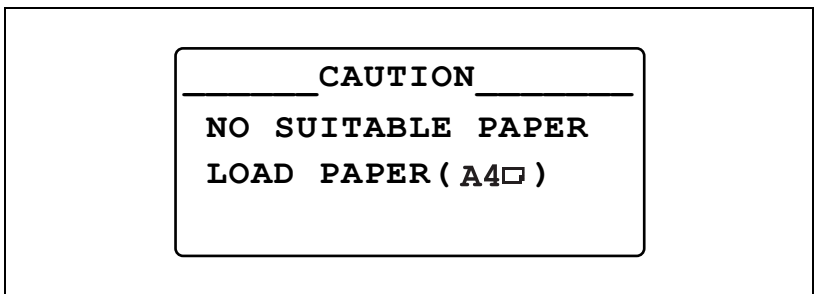
If a problem occurs during computer printing, check the following.

### 4.1 Checking error messages

If a computer printing error occurs while any screen other than the Printer mode screen is displayed, the Caution indicator lights up and the message "Check Printer Mode" appears in the machine's display. In this case, perform the following procedure.



- 1 Press the [Printer] key.  
The Print mode screen appears.
- 2 Check the error message that currently appears in the display, and then perform the desired operation to correct the error.



## 4.2 Main error messages

The main error messages that appear in the Printer mode screen are described below.

Error message	Cause	Remedy
PAPER SIZE ERROR	The size of paper specified with the printer driver is different from the size of paper loaded in the paper drawer.	Pull open the paper drawer with the size error, and then close it again. Check if a custom paper size has been entered, and correct the paper size from Utility mode.
NO SUITABLE PAPER	"Auto" is selected in the "Paper Source" list in the printer driver, but paper of the specified size is not loaded.	Load paper of the specified size into a paper drawer.
INCORRECT PAPER SIZE	Paper of the size specified in the printer driver is not loaded in the specified paper drawer.	Change the paper size from Utility mode, and then load paper of the appropriate size into a paper drawer. If the multi bypass tray (optional) is used for printing, printing begins when the appropriate paper is loaded.
PAPER EMPTY	Either no paper is loaded in the specified paper drawer or the specified paper drawer is not installed on the machine.	Load paper of the specified size into the specified paper drawer.
MEDIA TYPE ERROR	Paper of the type specified in the printer driver is not loaded in the specified paper drawer.	Load the appropriate paper into a paper drawer, and then change the paper type from Utility mode. If the multi bypass tray (optional) is used for printing, printing begins when the appropriate paper is loaded.
MEMORY NEAR FULL	The image data received from the computer has exceeded the capacity of the memory.	Press any key. Turn the machine off, then on again.
SECURE PRINT IS NOT AVAILABLE	Since the expanded memory unit is not installed, the "Secure Print" setting cannot be selected.	The job is cancelled.
NOT ACCEPTED PASSWORD	Since the secure print password is incorrect, the document cannot be printed.	Type in the correct password.

### 4.3 Print data when an error occurs

The operation performed with the print data when an error occurs differs depending on the type of error that occurred.

#### With a "MACHINE TROUBLE" error

This error indicates that a severe operating malfunction occurred. When this error message appears in the display, the machine cannot receive any print data. Contact your technical representative.

#### Temporary errors

When the following easily corrected errors occur, the print data currently in the memory is saved. Printing automatically restarts as soon as the error is corrected.

- PAPER JAM
- INCORRECT PAPER SIZE
- PAPER SIZE ERROR
- FRONT COVER OPEN
- 1st SIDE COVER OPEN
- DUPLEX COVER OPEN
- NO SUITABLE PAPER
- PAPER EMPTY
- MEDIA TYPE ERROR



#### **Note**

*If any of the errors listed above appears, the print job in the memory can be canceled. For details, refer to "Canceling a print job" on page 3-6.*





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A large, bold, black number '5' is centered within a gray rectangular background.

## **Specifications**



## 5 Specifications

Specification	
Print speed*	bizhub 163: 16 ppm (when printing on A4/Letter □ paper at 300 × 300 dpi) 12 ppm (when printing on A4/Letter □ paper at 600 × 600 dpi) bizhub 211: 21 ppm (when printing on A4 □ paper at 300 × 300 dpi) 20 ppm (when printing on Letter □ paper at 300 × 300 dpi) 12 ppm (when printing on A4/Letter □ paper at 600 × 600 dpi)
Memory	Shared with machine
Interface port	Compliant with USB Revision 2.0
Printer language	GDI
Font	Windows
Supported operating systems	Windows Vista, Windows Server 2003, Windows XP (Service Pack 2 or later), Windows 2000 (Service Pack 4 or later), Windows Me, Windows 98 SE, Windows Vista x64 Edition, Windows Server 2003 x64 Edition, Windows XP Professional x64 Edition or Windows Terminal Server (Windows 2000 Server/Windows Server 2003)

\* The print speed is measured under the following printing conditions.  
 Paper is fed from Tray 1.

