Printing to the Document Centre 440

- In the Print window, ensure that you select the correct Document Centre you wish to print is displayed in the Printer Name box.

- To take full advantage of copier features at the time of printing, click the Properties button.

  - Click on Normal Print and you see . . .

  - Fax selects the LAN Fax option enabling you to fax the document directly from your desktop over the network.

  - Delayed Print allows you to conveniently select an off peak time for jobs to print that are large or without an immediate need for distribution.

  - Secure Print allows you to assign a four digit password to a print job. The job will remain held at the Document Centre until you release it by entering the password at the Document Centre. The document will now print under your supervision.

  - Sample Set allows you to print a single set of your document. Upon your review, you can now release or cancel the remaining sets to be printed without resubmitting the job.

⇒ Notice the drop down menus on the right side of the Paper / Output folder.
⇒ This is where you can make the selections for Paper, 2 Sided Printing, Output / Stapling, etc.
⇒ Default All will erase selections and allow you to start fresh, just like the Clear All Button on the Copier.
⇒ In addition, the Tabs across the top will allow you to access advance features and options.
These are basically the same selections you made at your walk up copier control panel, now they are available at the time of printing in the print driver.

**LAN Fax Option on the Document Centre 440**

Whenever Fax is selected as the Job Type in the Paper / Output folder, the Lan Fax Setup window will automatically come up to enable you to configure recipients and select additional fax options.

Input the recipient **Name** and receiving **Fax** phone number.

**Click Add.**

Repeat the above steps until all recipients for this document have been added to the Recipient List.

**Click on Save List As** if it is likely this list may be used again.

**Select Cover Page** if you will be using the DC 440 driver, fax cover page. Click on the Cover Page folder to input the desired information for the cover.

**The Options folder contains selections such as Dialing Prefix, Credit Card or Accounting Codes, Slower transmit speeds for overseas Faxes and forcing a hard copy confirmation report for highly critical transmissions.**