MULTIFUNCTIONAL LED PRINTER

Operator's Manual for AirPrint

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Preface

Thank you for purchasing Oki Data's Multifunctional LED Printer. This guide describes instructions on how to print with the AirPrint function. Read this manual before using this function. Keep this manual within easy reach, and use it to configure an environment that makes best use of this machine's functions.

■ How to read this manual

❑ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ **WARNING**	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, serious damage, or fire in the equipment or surrounding assets.
⚠ **CAUTION**	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

❑ Screens and Operation Procedures

This manual shows the screens and describes the operation procedures in Mac OS X 10.9.x and iOS 7.0.x. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.

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USING THE AirPrint FUNCTION

This chapter provides instructions on how to print or fax documents with the AirPrint function.

Before Using the AirPrint Function 4
- AirPrint requirements 4
- Considerations and limitations 4

Printing/Faxing/Scanning from Macintosh 5
- How to set up 5
- How to perform basic printing 7
- Changing print options 8
- How to perform basic faxing 12
- Changing fax options 13
- How to perform basic scanning 16
- Changing scan options 18

Printing from iOS Devices 20
- How to perform basic printing 20
- Changing print options 22

Setting up AirPrint in TopAccess 23
- Enabling or Disabling AirPrint 23
- Recovery setting from Super Sleep mode 24

Before Using the AirPrint Function

AirPrint refers to a function to print or fax documents from a Macintosh computer or a device which runs iOS through an AirPrint-enabled device that exists under the same subnetwork as that for such a computer or device. You do not need to install a printer driver in your computer or device in advance.

■ AirPrint requirements

❑ OS X requirements

To print or fax a document from your Macintosh using AirPrint, you need the following:
- OS X Lion or later
- an AirPrint printer

To scan a document from your Macintosh using AirPrint, you need the following:
- OS X Yosemite or later
- an AirPrint scanner

❑ iOS requirements

To print a document from your iOS device using AirPrint, you need one of the following devices with the latest version of iOS:
- iPhone 4s or later
- iPad 2 or later
- iPad Air and iPad mini (all models)
- iPod touch 5th generation

■ Considerations and limitations

- If you want to use the Wireless LAN Module (optional), be sure to complete the wireless LAN settings in advance. For more information about wireless LAN settings, refer to the ***Wireless LAN Connection Guide***.
- Make sure that [Enable] is set for the following settings on the TopAccess menu.
  - [Enable Bonjour]
  - [Enable IPP]
  - [Enable AirPrint]

  For more information about [Enable Bonjour] and [Enable IPP], refer to the User's Manual ***TopAccess***. For [Enable AirPrint], refer to the following page in this guide:
  🕮 P.23 “Enabling or Disabling AirPrint”
- If you want to use the AirPrint function through equipment in which the Super Sleep function has been enabled, select the [AirPrint Discovery for IPv4]/[AirPrint Discovery for IPv6] check boxes in [Wake Up Setting] under [Network] of [ADMIN] from TopAccess. For the details, refer to the following page in this guide:
  🕮 P.24 “Recovery setting from Super Sleep mode”
- In this equipment, the AirPrint function is supported only for the Infrastructure mode, not for the Ad hoc mode.
- The AirPrint function cannot be used in equipment in which the user authentication function has been enabled. For more information about the user authentication function, refer to the ***TopAccess***.
- Some black and white data may be handled as color data, depending on the specifications of the applications you use.
- The encrypted PDF files cannot be printed from a device with iOS installed.

Printing/Faxing/Scanning from Macintosh

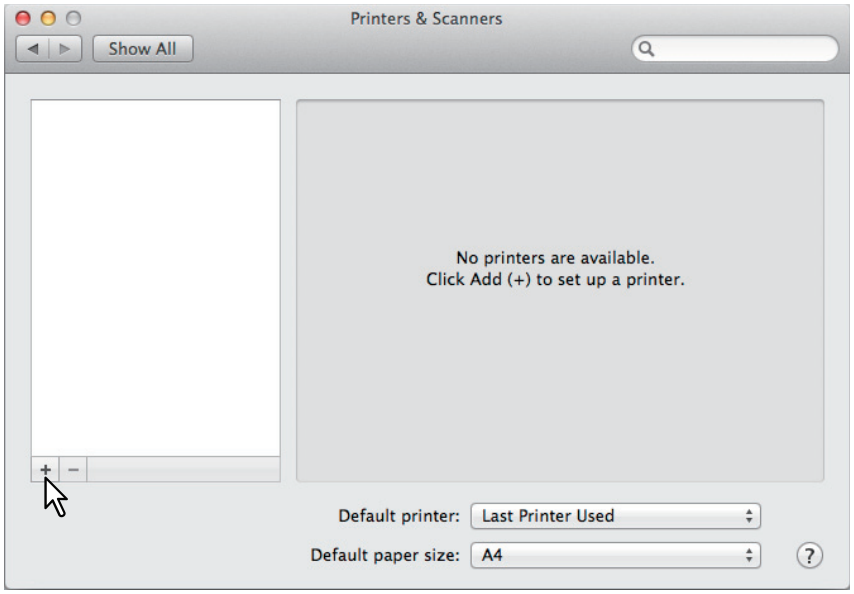
■ How to set up

Perform the setup on the System Preferences menu.

1 Open [System Preferences] and then click [Printers & Scanners].

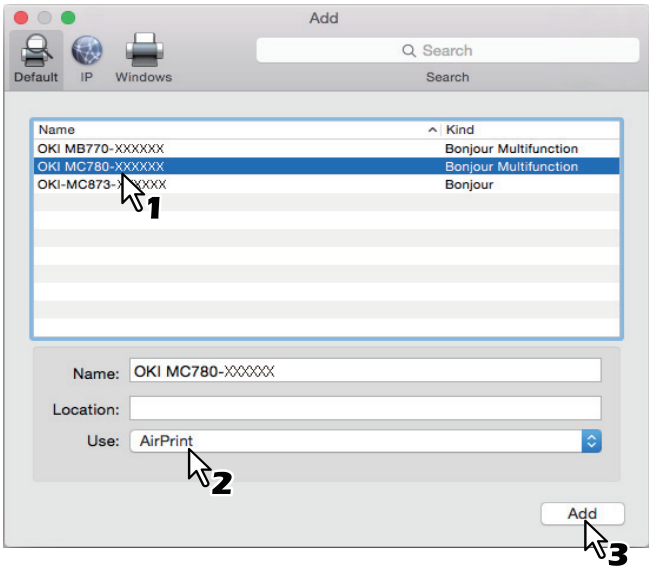
The [Printers & Scanners] dialog box appears.

2 Click [+].

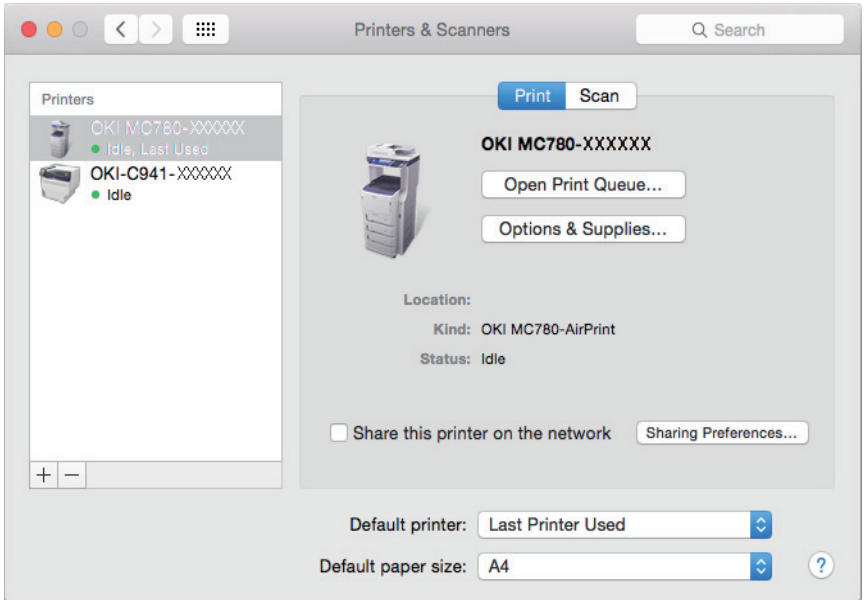


The [Add] dialog box appears.

3 Select a multifunctional digital system that supports the AirPrint function from the [Name] list. Then select [AirPrint] from the [Use] list and then click [Add].



The setup starts. The menu below appears when the setup is finished.



The setup is finished. Close the [Printers & Scanners] window.

- For printing, see the following page:
  P.7 “How to perform basic printing”
  P.8 “Changing print options”
- For faxing, see the following page:
  P.12 “How to perform basic faxing”
  P.13 “Changing fax options”
- For scanning, see the following page:
  P.16 “How to perform basic scanning”
  P.18 “Changing scan options”

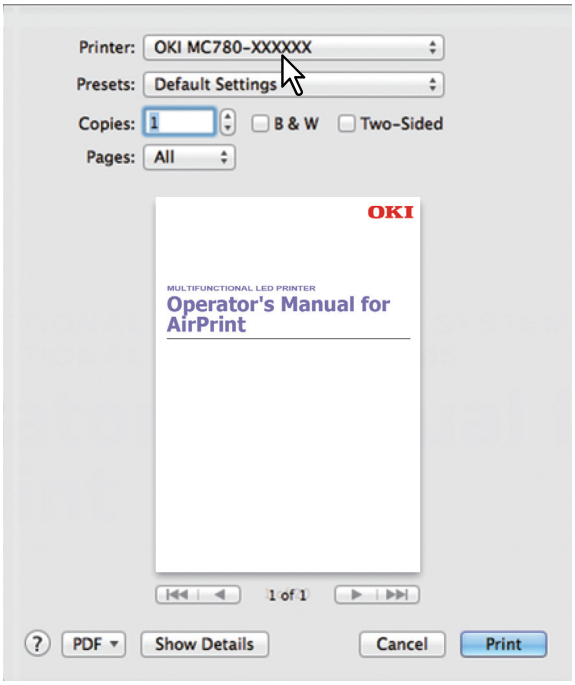
■ How to perform basic printing

Follow the basic steps below to print a document.

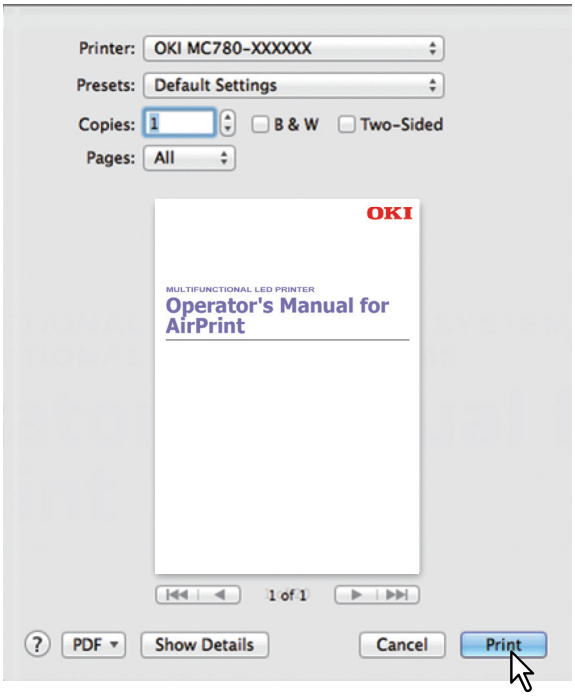
1 Select [Print] from the [File] menu of the application.

The [Print] dialog box appears.

2 Select the printer from the [Printer] menu.



3 Change any print options as necessary and click [Print].



For more information about print options, see the following page:

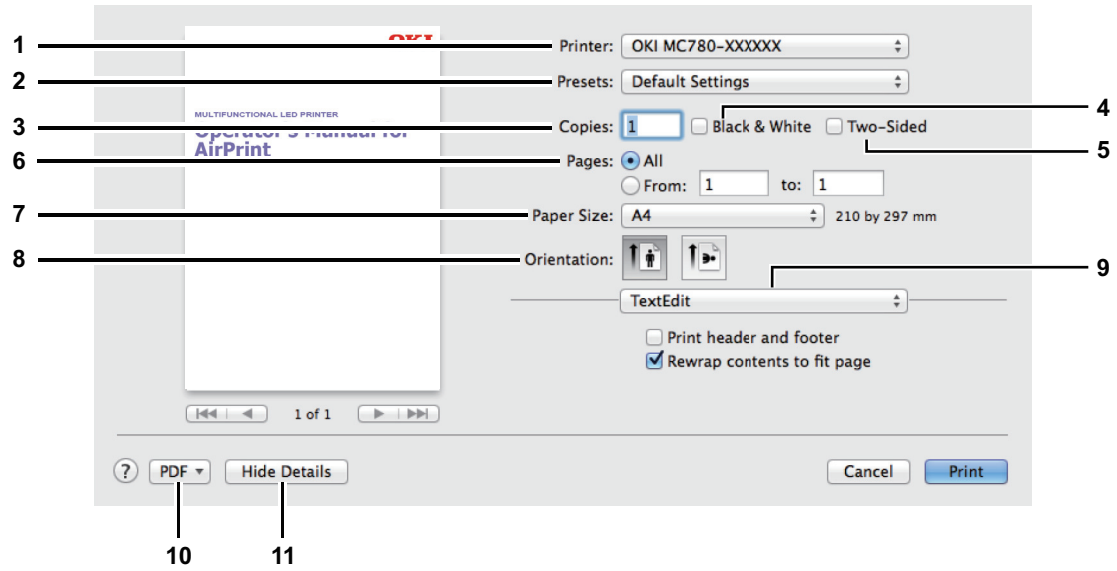
📖 P.8 “Changing print options”

■ Changing print options

You can change various print options as necessary.

Tip

The settings vary from application to application. For the specific settings, refer to the help of the application.



1) **Printer**
This selects the printer to be used for printing.

2) **Presets**
This allows you to save the current print options as a preset and select one quickly from many presets.

3) **Copies**
This sets the number of printed copies.

4) **Black & White**
Select this check box to print in the Black and White mode, regardless of the colors of a document.

5) **Two-Sided**
This sets whether or not you want to print on both sides of paper.

Note

This function is available only when the Automatic Duplexing Unit is installed in the equipment.

6) **Pages**
This sets a range of pages to be printed. To print only part of a document, enter the numbers for the first and the last pages you want to print.

7) **Paper Size**
This selects the size of a document to be printed.

8) **Orientation**
This sets the paper printing direction.

9) **Print option menu**
This shows the menus for additional print options.

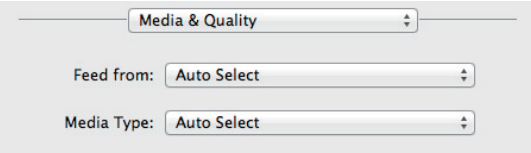
📖 P.9 “[Media & Quality] menu”
📖 P.9 “[Layout] menu”
📖 P.10 “[Paper Handling] menu”
📖 P.10 “[Cover Page] menu”
📖 P.11 “[Finishing Options] menu”
📖 P.11 “[Supply Levels] menu”

10) **PDF**
This displays the work flow menus of PDF.

11) **Hide Details**
This hides or shows the details of settings: the button name changes accordingly.

❑ [Media & Quality] menu

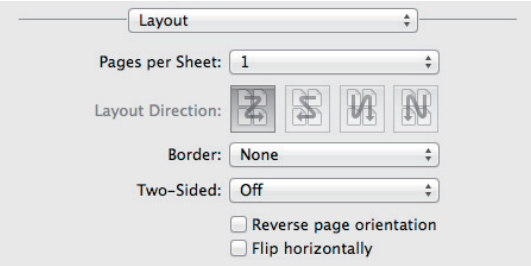
You can select the paper feeding source or the media type.



1) **Feed from**
   This selects the paper source.
2) **Media Type**
   This selects the type of media or paper.

❑ [Layout] menu

You can set the layout of the printed pages on one sheet (N-up setting).



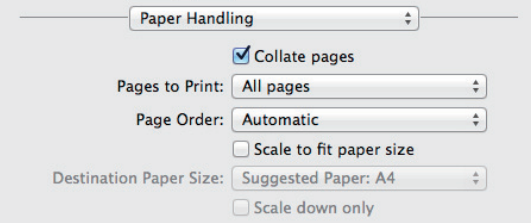
1) **Pages per Sheet**
   This sets the number of multiple pages printed on one sheet.
2) **Layout Direction**
   This sets how pages are arranged on one sheet.
3) **Border**
   This sets the number and the thickness of the border lines.
4) **Two-Sided**
   This sets whether or not you want to print on both sides of paper.

   Note

   This function is available only when the Automatic Duplexing Unit is installed in the equipment.
5) **Reverse page orientation**
   This turns the page orientation upside down.
6) **Flip horizontally**
   This turns over pages to print in mirror image.

❑ [Paper Handling] menu

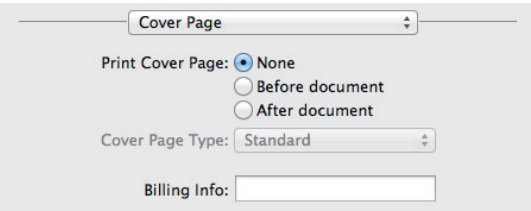
You can set paper handling methods such as reversing the printing order or printing only odd or even pages.



1) **Collate pages**
   Select this check box to collate the printed documents for each copy when more than one copy is printed (sort-printing).
2) **Pages to Print**
   This selects whether all pages are printed or whether only odd or even pages are printed.
3) **Page Order**
   This sets the page order to print from the first page or the last page.
4) **Scale to fit paper size**
   Select this check box to perform enlarge/reduce printing. When this is selected, print images are enlarged or reduced to fit in the paper size selected from the [Destination Paper Size] menu. If you do not want to enlarge the print images but you want to print them on paper larger than the document size, select the [Scale down only] check box.

❑ [Cover Page] menu

You can set options for cover (banner) pages.



1) **Print Cover Page**
   This sets whether or not a cover page is inserted and the insertion point, if it is set to be inserted.
2) **Cover Page Type**
   This sets the type of the cover page.
3) **Billing info**
   Enter the billing information to have it appear on the cover page.

Note

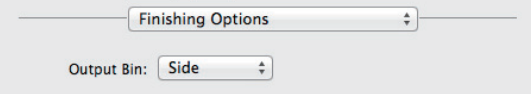
Due to the restriction of Mac OS, the entered letters that go over the set field of this box are not displayed.

❑ [Finishing Options] menu

You can set up optional finishing devices such as output bin and stapler.

Tip

The finishing options vary, depending on the optional devices attached to the equipment.



1) **Output Bin**
   This selects the output bin.
2) **Staple**
   This sets the stapling method.

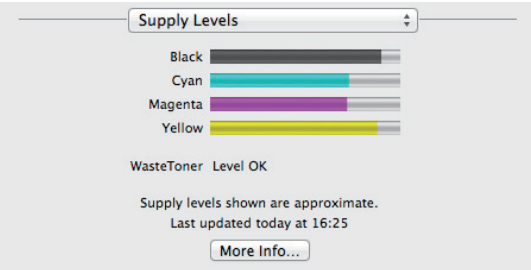
❑ [Supply Levels] menu

You can check the supply levels such as remaining toner and paper. For more information, click the [More Info] button.

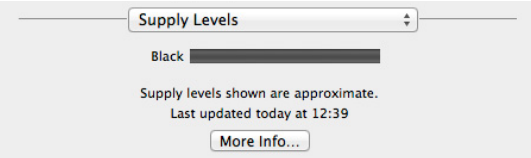
Tip

The supplies vary, depending on the equipment.

Color models:



Monochromatic models:



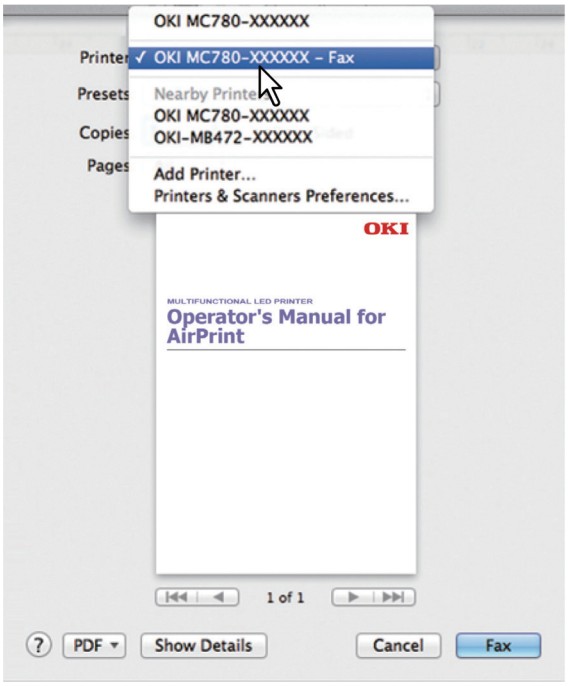
■ How to perform basic faxing

Follow the basic steps below to send a fax.

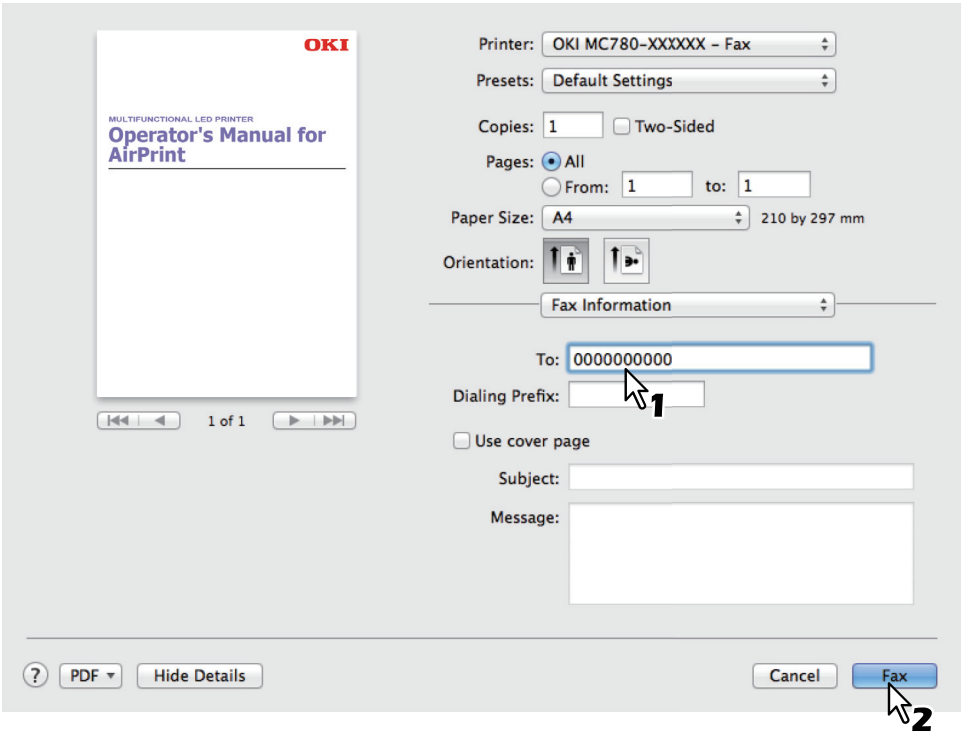
1 Select [Print] from the [File] menu of the application.

The [Print] dialog box appears.

2 Select the fax from the [Printer] menu.



3 Enter the fax number in the [To] box, change any fax options as necessary, and then click [Fax].



For more information about fax options, see the following page:

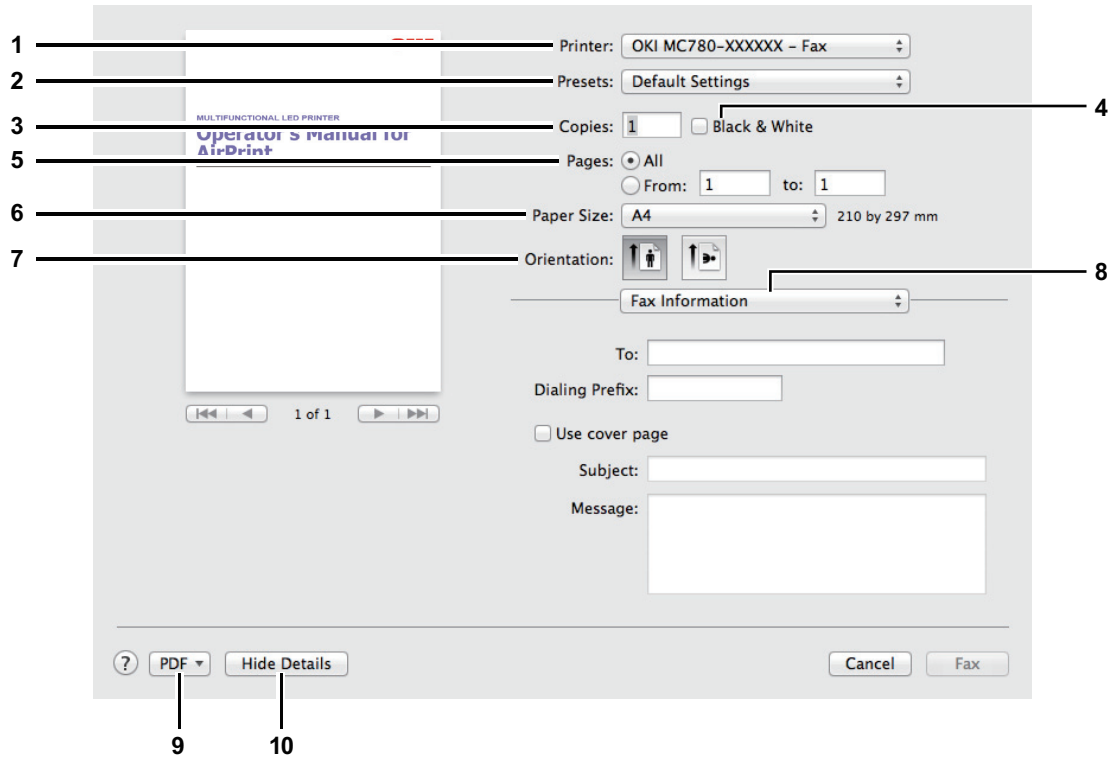
📖 P.13 “Changing fax options”

■ Changing fax options

You can change various fax options as necessary.

Tip

The settings vary from application to application. For the specific settings, refer to the help of the application.



1) **Printer**
This selects the fax (or the printer) to be used for sending a fax.

2) **Presets**
This allows you to save the current fax options as a preset and select one quickly from many presets.

3) **Copies**
This sets the number of fax copies.

4) **Black & White**
Select this check box to send a fax in the Black and White mode, regardless of the colors of a document.

5) **Pages**
This sets a range of pages to be faxed. To fax only part of a document, enter the numbers for the first and the last pages you want to fax.

6) **Paper Size**
This selects the size of a document to be faxed.

7) **Orientation**
This sets the paper faxing direction.

8) **Print option menu**
This shows the menus for additional fax options.

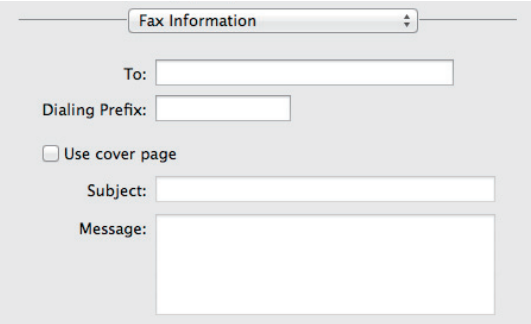
📖 P.14 “[Fax Information] menu”
📖 P.14 “[Layout] menu”
📖 P.15 “[Paper Handling] menu”
📖 P.15 “[Scheduler] menu”
📖 P.15 “[Finishing Options] menu”

9) **PDF**
This displays the work flow menus of PDF.

10) **Hide Details**
This hides or shows the details of settings: the button name changes accordingly.

❑ [Fax Information] menu

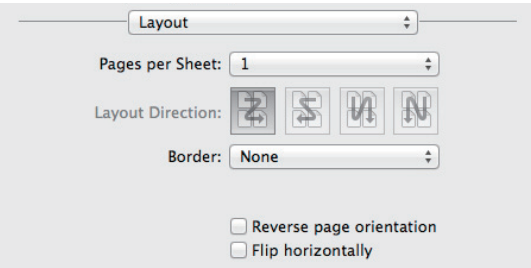
You can enter the information necessary for sending a fax.



1) **To**
   This sets a fax number.
2) **Dialing Prefix**
   This sets a prefix number that is necessary for you to make an outside call from within your phone system.
3) **Use cover page**
   This sets a cover page at the beginning of a fax. Enter any text in [Subject] and [Message] for the cover page.

❑ [Layout] menu

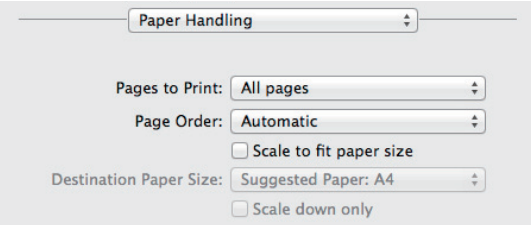
You can set the layout of the fax pages on one sheet (N-up setting).



1) **Pages per Sheet**
   This sets the number of multiple pages faxed on one sheet.
2) **Layout Direction**
   This sets how pages are arranged on one sheet.
3) **Border**
   This sets the number and the thickness of the border lines.
4) **Reverse page orientation**
   This turns the page orientation upside down.
5) **Flip horizontally**
   This turns over pages to fax in mirror image.

❑ [Paper Handling] menu

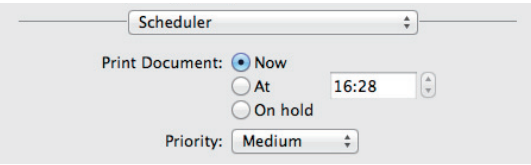
You can set paper handling methods such as reversing the faxing order or faxing only odd or even pages.



1) **Pages to Print**
   This selects whether all pages are faxed or whether only odd or even pages are faxed.
2) **Page Order**
   This sets the page order to fax from the first page or the last page.
3) **Scale to fit paper size**
   Select this check box to perform enlarge/reduce faxing. When this is selected, fax images are enlarged or reduced to fit in the paper size selected from the [Destination Paper Size] menu. If you do not want to enlarge the document images but you want to fax them on paper larger than the document size, select the [Scale down only] check box.

❑ [Scheduler] menu

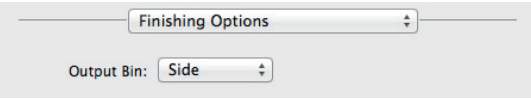
You can schedule fax transmission.



1) **Print Document**
   This sets a schedule of fax transmission. Select [Now] to send a fax immediately. Select [At] and enter the time to send a fax. Select [On hold] to hold a fax job in the print queue, so that you can send the fax later.
2) **Priority**
   This sets the priority to send a fax.

❑ [Finishing Options] menu

This setting is not used for fax transmission.



■ How to perform basic scanning

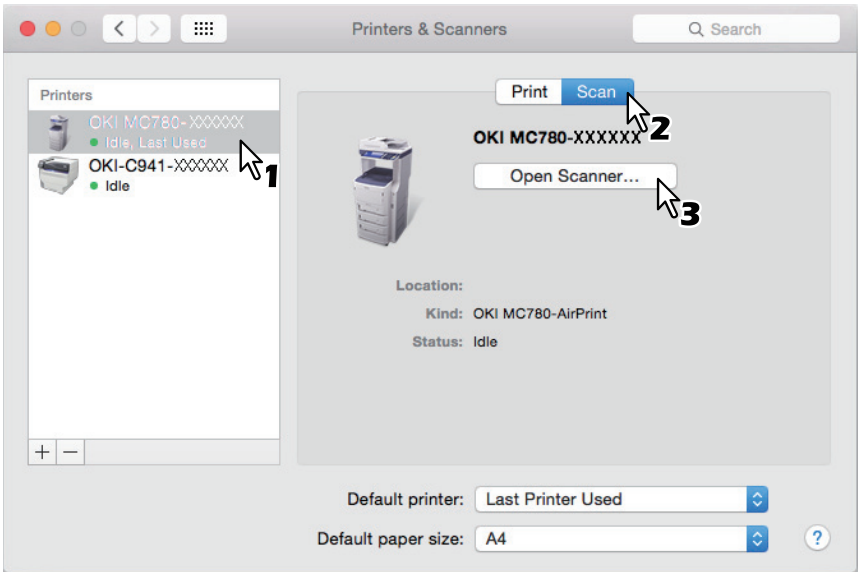
Follow the basic steps below to scan a document.

1 Place the originals.

For details, refer to the ***Quick Start Guide***.

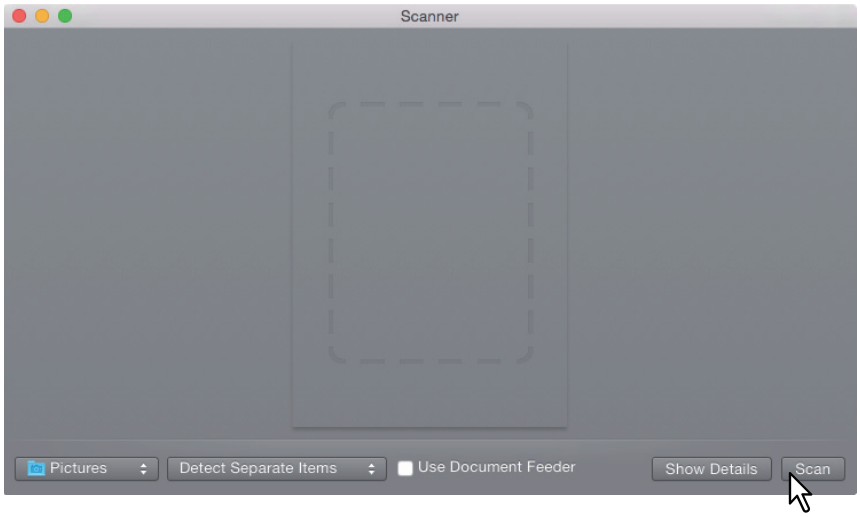
2 Open [System Preferences] and then click [Printers & Scanners].

3 Select a printer, then click [Scan], and then click [Open Scanner].



4 Click [Scan].

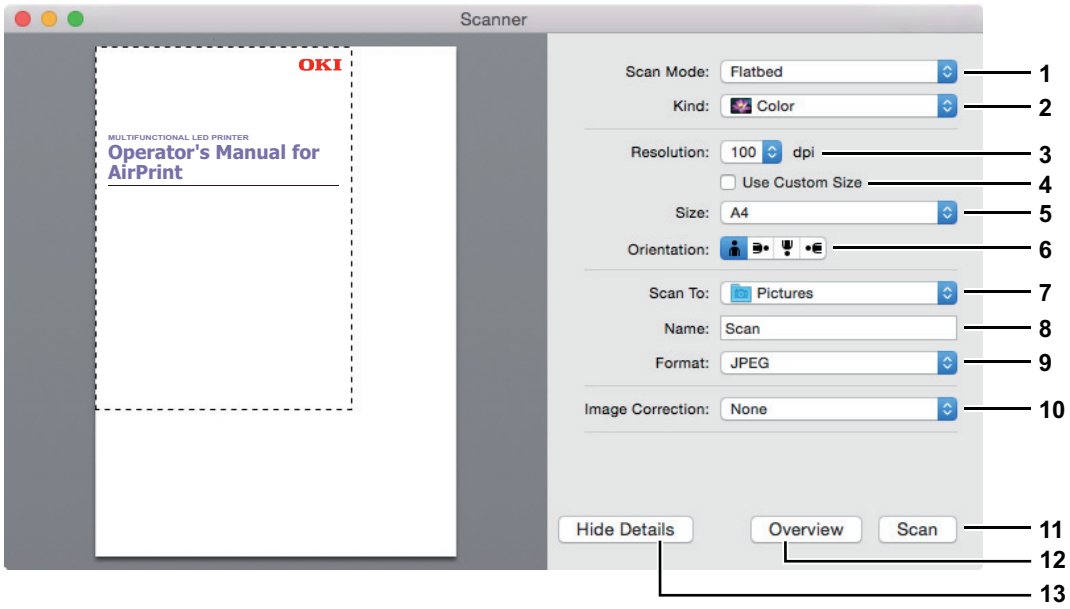
- To use the Reversing Automatic Document Feeder, select the [Use Document Feeder] check box.
- Click [Show Details] to change the scan settings.



For more information about the scan options, see the following page:
📖 P.18 “Changing scan options”

■ Changing scan options

You can change the various scan options as necessary.



1) **Scan Mode**
This selects whether the originals are scanned using the original glass or the Reversing Automatic Document Feeder.

2) **Kind**
This selects the type of originals.

3) **Resolution**
This selects the resolution of a scanned image.

4) **Use Custom Size**
Select this check box to specify the range to be scanned by inputting values.

Note

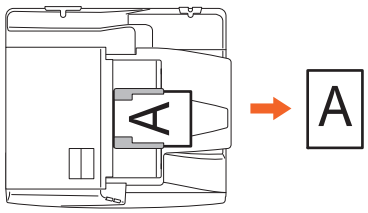
This function is not supported. Clear the check box before performing scanning.

5) **Size**
This specifies the size of a scanned image.

6) **Orientation**
This specifies the orientation of a scanned image.

Tip

Refer to the following for the orientations of original and scanned image.



7) **Scan To**
This specifies the destination of a scanned image.

8) **Name**
This specifies the file name of a scanned image.

9) **Format**
This selects the file format of a scanned image.

10) **Image Correction**
This selects the image correction method.

11) Scan
Scanning is performed by clicking this button.

12) Overview
The preview of a scanned image is displayed by clicking this button.

13) Hide Details
The scan options are hidden by clicking this button.

Printing from iOS Devices

This section provides instructions on how to print a document from iPad as an example.

■ How to perform basic printing

Follow the basic steps below to print a document.

1 Tap the action icon ( ).

Tip

The icons for printing vary from application to application.

Device Information

Status	Ready
Name	MFP7617D9
Copier Model	OKI MC780
Serial Number	AK3B058572
MAC Address	00:80:91:7B:17:D9
Location	
Geo Location	geo:90,180

2 Tap [Print].

Device Information

Status	Ready
Name	MFP7617D9
Copier Model	OKI MC780
Serial Number	AK3B058572
MAC Address	00:80:91:7B:17:D9
Location	
Geo Location	geo:90,180

3 Tap [Select Printer].

Device Information

Status	Ready
Name	MFP7617D9
Copier Model	OKI MC780
Serial Number	[illegible]
MAC Address	[illegible]
Location	
Geo Location	[illegible]

AirPrint-enabled printers are listed up.

4 Tap the name of your equipment.

Device Information

Status	Ready
Name	MFP7617D9
Copier Model	OKI MC780
Serial Number	[illegible]
MAC Address	[illegible]
Location	
Geo Location	[illegible]

5 **Change any print options as necessary and tap [Print].**

Device Information

Status	Ready
Name	MFP7617D9
Copier Model	OKI MC780
Serial Number	[illegible]
MAC Address	[illegible]
Location	
Geo Location	[illegible]

For more information about print options, see the following page:
📖 P.22 “Changing print options”

Printing starts.

■ Changing print options

You can change the following print options as necessary.

Notes

- Some print options cannot be changed depending on the applications used or the data type of the document.
- Whether a document is printed in the Full Color mode or the Gray Scale mode depends on the applications used or the data type of the document.

- **Printer**
  This selects a printer to be used for printing.
- **Copy**
  This sets the number of printed copies.
- **Double-sided**
  This sets whether or not you want to print on both sides of paper.

  Note

  This function is available only when the Automatic Duplexing Unit is installed in the equipment.

- **Pages**
  This sets a range of pages to be printed. This can be set only when the document is a PDF file.
- **Paper**
  This selects the size of paper. This can be set only when the document consists of image data such as a photo.

Setting up AirPrint in TopAccess

TopAccess allows you to configure the AirPrint. If necessary, change the settings.

Tip

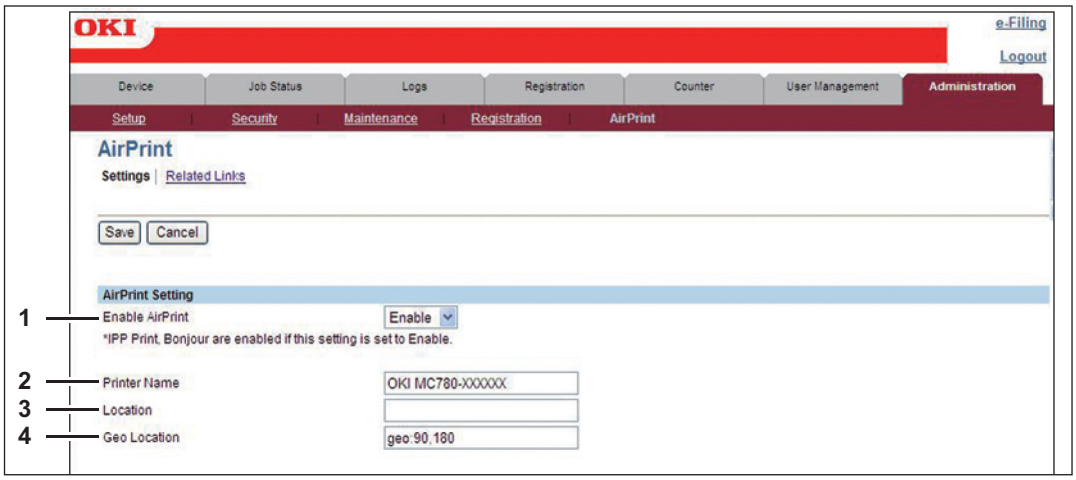
If you want to change the AirPrint settings, you need to log into TopAccess as an administrator. For more information about using TopAccess, refer to the ***TopAccess Guide***.

■ Enabling or Disabling AirPrint

The AirPrint can be enabled or disabled on the [Administrator] tab - [AirPrint] menu of TopAccess.

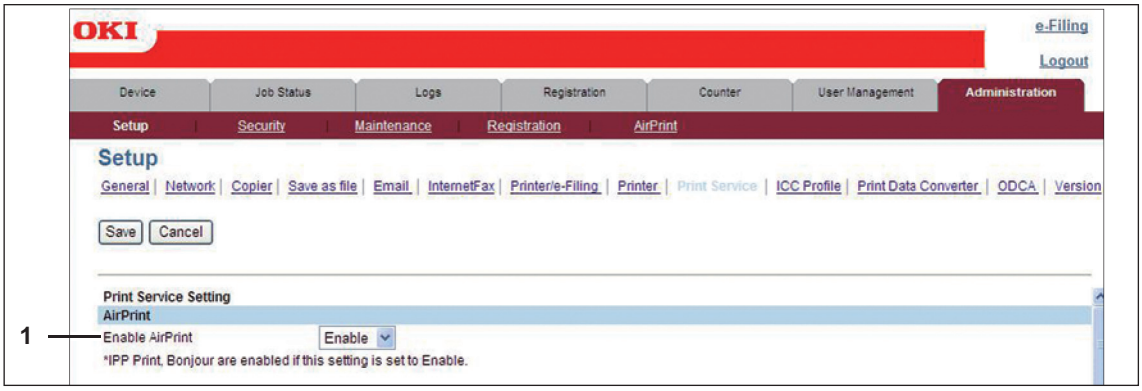
Settings

You can change the following AirPrint settings on the [Settings] - [AirPrint Settings] submenu.



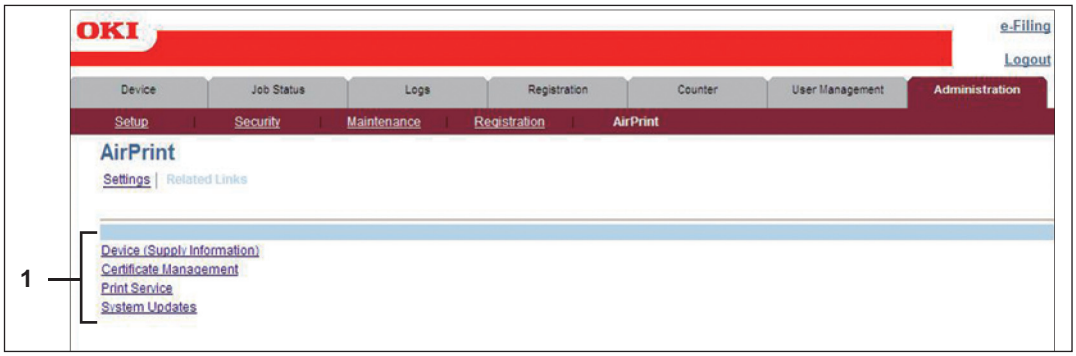
	Item name	Description
1	Enable AirPrint	Select [Enable] or [Disable] for the AirPrint. [Enable] is a default setting.
	Notes • This function is not available if user authentication is enabled. • If this setting is set to [Enable], Bonjour and IPP settings will also be enabled.	
2	Printer Name	Enter a printer name that you select when printing.
3	Location	If you prefer, enter any text that describes the location where the equipment is set up.
4	Geo Location	If you prefer, enter the latitude and longitude of the location where the equipment is set up.

The above [Enable AirPrint] setting is synchronized with the [Enable AirPrint] setting on the [Administration] tab - [Setup] menu - [Print Service settings] submenu.



Related Links

When you click [Related Links] on the [AirPrint] menu, the menu shows the following links.



	Item name	Description
1	Device (Supply Information) Certificate Management Print Service System Updates	Click a link to move to the linked page directly.

■ Recovery setting from Super Sleep mode

You can wake up this equipment from the Super Sleep mode when you start printing with the AirPrint.
Choose the [Administration] tab - [Setup] menu - [Network] submenu - [Wake Up Setting], and select the [AirPrint Discovery for IPv4] and [AirPrint Discovery for IPv6] check boxes.

Tip

The [AirPrint Discovery for IPv4] and [AirPrint Discovery for IPv6] check boxes have been selected by default.

MULTIFUNCTIONAL LED PRINTER

Operator's Manual for AirPrint

Oki Data Corporation

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