FAX 1190L
Software User's Guide

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1 Using the machine as a printer

Using the printer driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

Windows® Printing

The dedicated printer driver for Microsoft® Windows® 2000/XP/Vista/7 are available for your device. The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including economy printing mode and custom paper size.

How to print your document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes. (See the User's Guide for information about the Paper Tray and Recommended paper.)

① From your application, select the Print command.

If any other printer drivers are installed on your computer, select **TYPE 1190 Printer** as your printer driver from the Print or Print Settings menu in your software application, and then click **OK** to begin printing.

② Your computer sends the data to the machine.

The LCD shows `Receiving Data`.

③ When the machine finishes printing all the data, the LCD shows the date and time.

Note

You can select the paper size and orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size.

Then adjust the print area by changing the right and left margins in your application software.
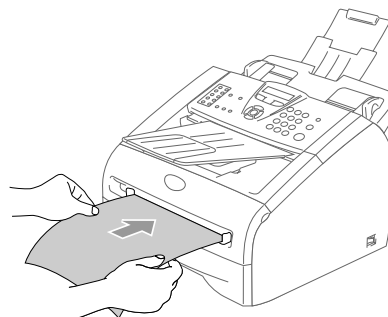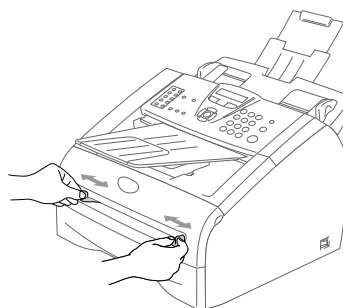
Printing from the manual feed slot

> 📝 **Note**
>
> The machine automatically turns on the Manual Feed mode when you put paper in the manual feed slot.

1️⃣ Set the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.

Set the **Paper Source** to **Manual**.

2️⃣ Slide the paper guides to fit the paper size.

3️⃣ Using both hands put paper in the manual feed slot until the front edge of the paper touches the paper feed roller. Hold the paper in this position until the printer automatically feeds it in for a short distance, and then let go of it.

4️⃣ Send the print data to the machine.

> 📝 **Note**
>
> ■ Put the paper into the manual feed slot with the side to be printed face up.
>
> ■ Make sure that the paper is straight and in the proper position on the manual feed slot. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.
>
> ■ Do not put more than one piece of paper in the manual feed slot at any one time, as it may cause a jam.

5️⃣ After the printed page comes out of the machine, put in the next sheet of paper as in Step 3 above. Repeat for each page that you want to print.

Manual Duplex Printing

The machine prints all the even-numbered pages on one side of the paper first.
Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or very thick paper is not recommended.

Simultaneous printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory. Fax sending will not be stopped during PC printing.

However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

Printer driver settings

You can change the following printer settings when you print from your computer:

■ **Paper Size**

■ **Multiple Page**

■ **Orientation**

■ **Copies**

■ **Media Type**

■ **Paper Source**

■ **Resolution**

■ **Toner Save Mode**

■ **Manual Duplex**

■ **Watermark**

■ **Scaling**

■ **Print Date & Time**

■ **Quick Print Setup**

■ **Status Monitor**

How to access the printer driver settings

① Select **Print** from the **File** menu in your application software.

② Select **TYPE 1190 Printer** and click **Properties** or **Preferences**. The Printer dialog box will appear.

Note

■ The way you access the printer driver settings depends on your operating system and software applications.

■ The screens shown in this chapter are from Windows® XP. The screens on your computer may vary depending on your Windows® operating system.

Features in the printer driver

Basic tab
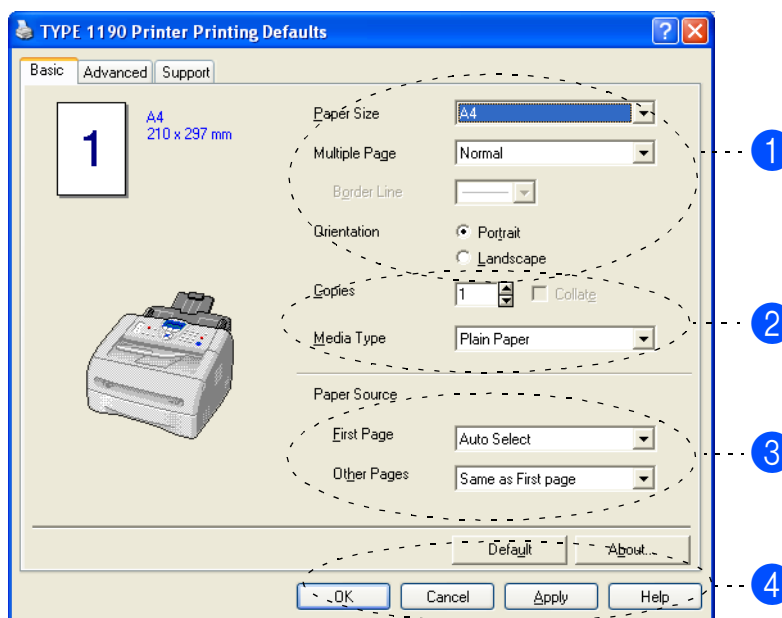
① Select the **Paper Size**, **Multiple Page**, **Border Line** (if any) and **Orientation.**

② Select number of **Copies** and **Media Type**.

③ Select the **Paper Source** (**First Page** and **Other Pages**).

④ Click the **OK** button to apply your selected settings.

To return to the default settings, click the **Default** button, then click the **OK** button.

Paper Size

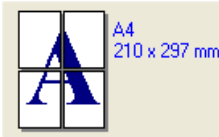From the drop-down box select the Paper Size you are using.

Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper.
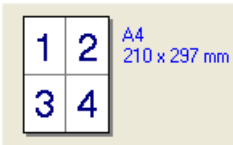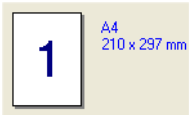

Ex. 4 in 1

Ex. 1 in 2 × 2 pages

Border Line

When printing multiple pages on one sheet with the Multiple Page feature you can select to have a solid border, dash border or no border around each page on the sheet.

Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).


Portrait

Landscape

Copies

The copies selection sets the number of copies that will be printed.

Collate

With the **Collate** check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the **Collate** check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.
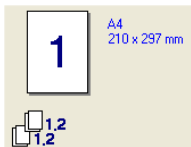
Collate box checked
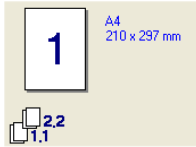
Collate box not checked

Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

|				
Plain Paper	**Thin Paper**	**Thick Paper**	**Thicker Paper**	**Bond Paper**
Transparencies	**Envelopes**	**Env. Thick**	**Env. Thin**	**Recycled Paper**

Note

■ When using ordinary plain paper (70 to 95 g/m^2), select **Plain Paper**. When using heavier weight paper, envelopes or rough paper select **Thick Paper** or **Thicker Paper**. For bond paper, select **Bond Paper**; for OHP transparencies, select **Transparencies**.

■ When you use envelopes, select **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, select **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, select **Env. Thin**.

Paper Source

You can choose **Auto Select**, **Tray 1** or **Manual** and specify separate trays for printing the first page and for printing from the second page onwards.

Advanced tab
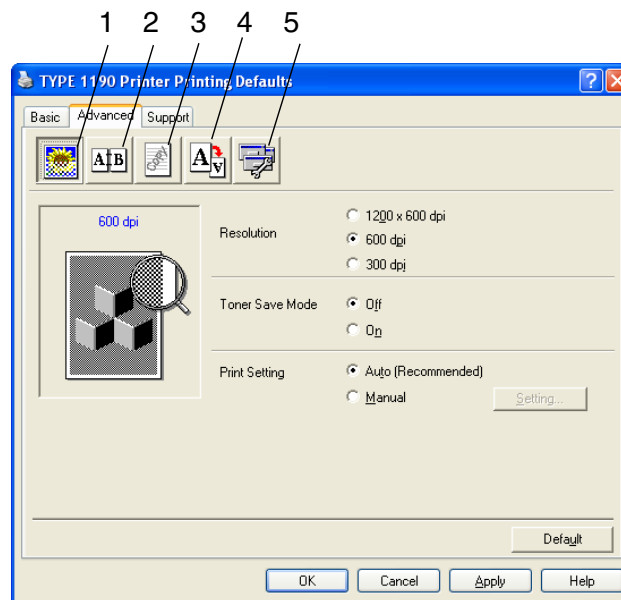
Change the tab settings by selecting one of the following icons:

1 **Print Quality**

2 **Duplex**

3 **Watermark**

4 **Page Setting**

5 **Device Options**

📝 **Note**

To return to the default settings, click the **Default** button.

Print Quality

Resolution

You can change the resolution as follows:

■ 1200 x 600 dpi

■ 600 dpi

■ 300 dpi

Toner Save Mode

You can save running costs by turning on the Toner Save Mode, which reduces the print density.

Print Setting

You can manually change the Print setting.

■ **Auto**

Selecting the **Auto (Recommended)** button will allow automatic printing with the most suitable print settings for your print job.

■ **Manual**

You can change the settings manually by selecting the **Manual** button and clicking the **Setting...** button.

Duplex

The printer driver supports manual duplex printing.

Manual Duplex

Check **Manual Duplex**. In this mode, the machine prints all the even numbered pages first. Then the printer driver stops and shows the instructions required to re-install the paper. When you click **OK** the odd numbered pages are printed.

Duplex Type

There are six types of duplex directions available for each orientation.

Flip on Left Edge

Flip on Right Edge

Flip on Top Edge

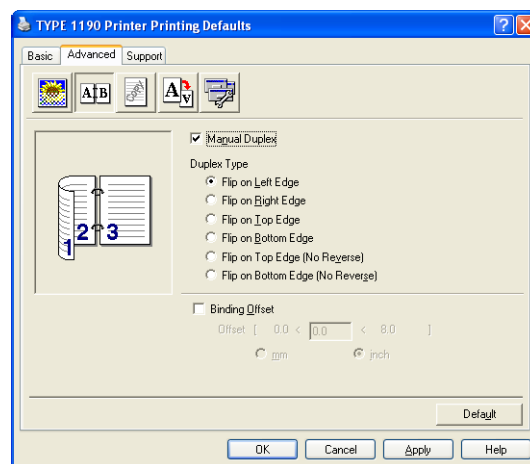**Flip on Bottom Edge**

Flip on Top Edge (No Reverse)

Flip on Bottom Edge (No Reverse)

Binding Offset

Check the Binding Offset option, you can specify the offset value of the binding side in inches or millimeters (0 - 8 inches) [0 - 203.2 mm].

Watermark

You can place a logo or text into your document as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.

Transparent

Check **Transparent** with the Watermark to print the watermark image in the background of your document. If this feature is not checked then the Watermark will be printed on top of your document.

In Outline Text

Check **In Outline Text** if you only want to print an outline of the watermark.

Print Watermark

The **Print Watermark** feature offers the following print choices:

■ **On all pages**
■ **On first page only**
■ **From second page**
■ **Custom**

Watermark Setting

You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.

■ **Title**

   You can select the **CONFIDENTIAL**, **COPY** or **DRAFT** as the standard title or enter a title you like in the field.
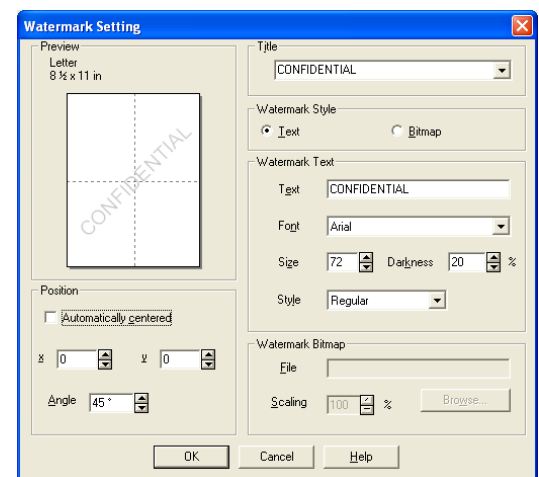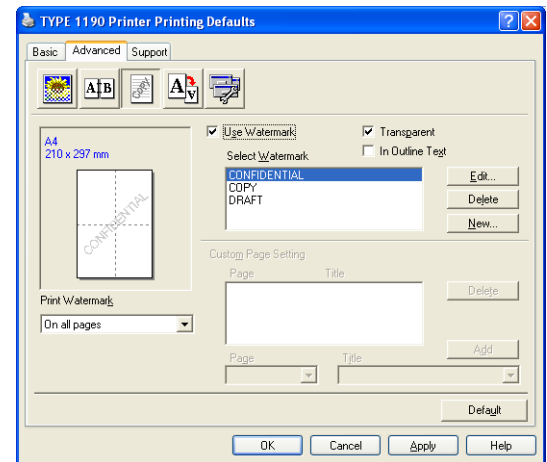
■ **Watermark Text**

   Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Darkness** and **Style**.

■ **Watermark Bitmap**

   Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

■ **Position**

   Use this setting if you want to control the position of the watermark on the page.

Page Setting

Scaling

You can change the print size of your document with the **Scaling** feature.

■ Check **Off** if you want to print the document as it appears on your screen.

■ Check **Fit to Paper Size** if your document has an unusual size, or if you have only the standard size paper.

■ Check **Free** if you want to change the size.

You can also use the **Mirror Print** or **Reverse Print** feature for your page setting.
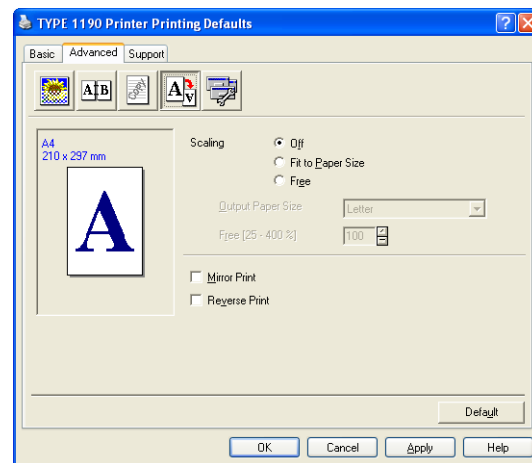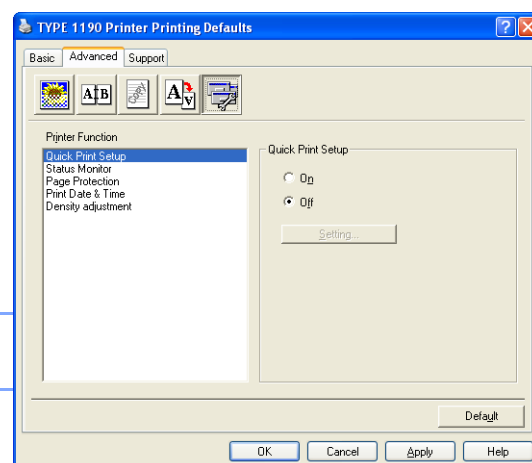
Device Options

You can set the following **Printer Function** modes in this tab:

■ **Quick Print Setup**
■ **Status Monitor**
■ **Page Protection**
■ **Print Date & Time**
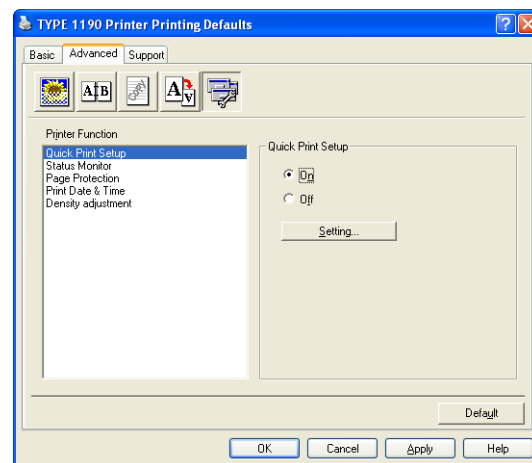■ **Density adjustment**

Note

The **Printer Function** list may differ depending on the model.

Quick Print Setup

The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to **On** or **Off** from the **Device Options**.

Status Monitor

This reports the machine status (any error that may happen with the machine) when printing. The default setting for the Status Monitor is off. If you would like to turn the Status Monitor on, go to the **Advanced** tab, select **Device options** and then select **Status monitor**.

Page Protection

Page Protection refers to a setting that reserves additional memory for the creation of full page images.

Selections are **AUTO**, **OFF** and **Printer Default**.

The page protection feature allows the machine to create the full page image to be printed in memory before physically moving the paper through the machine. When the image is very complicated and the machine has to wait to process the image before printing, use this function.

Print Date & Time

When enabled the **Print Date & Time** feature, it will print the date and time on your document from your computer's system clock.

Click the **Setting** button to change the **Date**, **Time**, **Position** and **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can set the **Darkness** of the **Date** and **Time** background by changing the percentage.
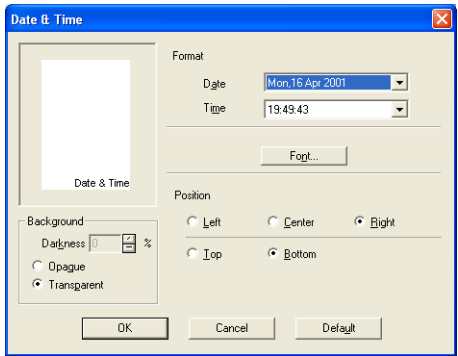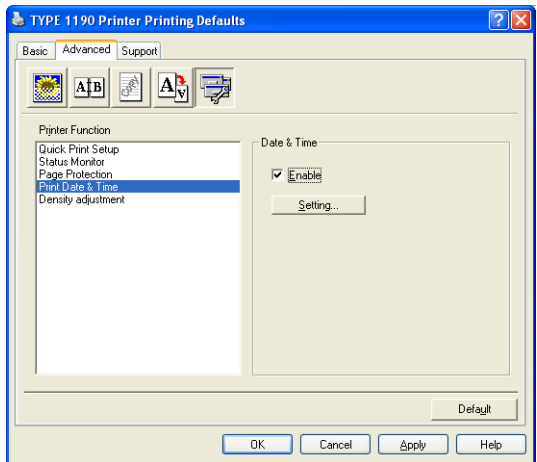
Note

The **Date** and **Time** in the selection box shows the format that will be printed. The actual **Date** and **Time** printed on your document is automatically retrieved from the settings of your computer.

Density adjustment

Increase or decrease the print density.
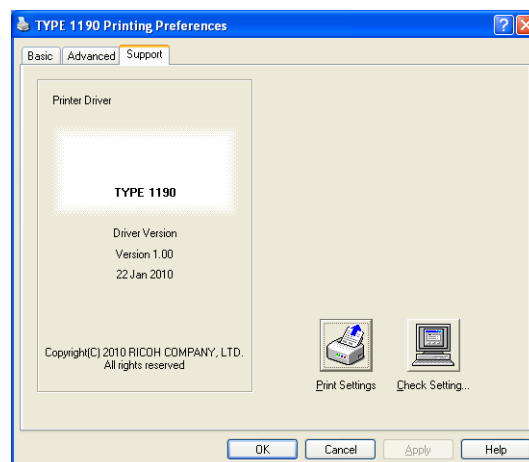
1

Support tab

The **Support** Tab provides driver version and setting information.

Print Settings

You can print a list of current printer settings.

Check Setting

The **Check Setting** selection displays a list of your current driver settings.
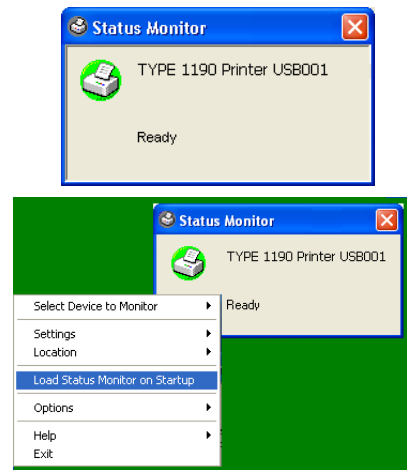
Status Monitor

The Status Monitor utility is a configurable software tool that allows you to monitor the status of one or more devices, allowing you to get immediate notification of errors such as paper empty or paper jam.

How to turn on the status monitor

① Click **TYPE 1190** located in the **Start/All Programs/TYPE 1190/Status Monitor** on your computer. The **Status Monitor** window will appear.

② Right-click on the status monitor window and select **Load Status Monitor on Startup** in the menu.

③ Right-click on the status monitor window and select **Location**, and then select the way to display the status monitor on your computer—in the **taskbar**, in the **tasktray**, in the **tasktray (on Error)** or on the **desktop**.

Monitoring and viewing the machine's status

The Status Monitor icon will change colour depending on the machine's status.

Green icon means a normal stand-by condition.

Yellow icon means a warning.

Red icon means a printing error has occured.

Note

■ You can check the device status at anytime by double-clicking the icon in the tasktray or selecting the **Status Monitor** located in the **Start/All Programs/TYPE 1190/Status Monitor** on your computer.

■ For more information about using the Status Monitor software, right click the Status Monitor icon and choose **Help**.

Using PC-FAX software

PC-FAX sending

PC-FAX feature allows you to use your PC to send any application or document file as a standard fax. You can create a file in any application on your PC, and then send it as a PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book or simply enter the destination address or fax number into the User interface. You can use the Address Book Search feature to quickly find members to send your fax to.

Note

■ The maximum amount of faxes that can be sent as "broadcast" using PC-FAX is 50 fax numbers.

■ If you are using Windows® XP or Windows® 2000 Professional, you need to log on with administrator rights.

■ Please check our Web site for the latest updates available for TYPE 1190.

Setting up user information

① From the **Start** menu, select **Programs**, **TYPE 1190**, and then select **PC-FAX Setup**.

The **PC-FAX TYPE 1190** dialog box will appear:

② You must enter this information to create the Fax Header and Cover Page.

③ Click **OK** to save the **User Information**.

Note

You can access the User Information from the FAX Sending dialog box by clicking .
(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 2-10.)

Sending setup

From the **PC-FAX TYPE 1190** dialog box, click the **Sending** tab.

The user has the choice of two user interfaces: Simple style or Facsimile style. To change the user interface select the interface setting you want: Simple style or Facsimile style. (See *User interface* on page 2-3.)

Outside line access

If you need to enter a number to access an outside line, enter it here. This is sometimes required by a local PABX (PBX) telephone system (for example, if you must dial 9, to get an outside line in your office).

Include header

To add header information to the top of the fax pages you send, check the Include header box.
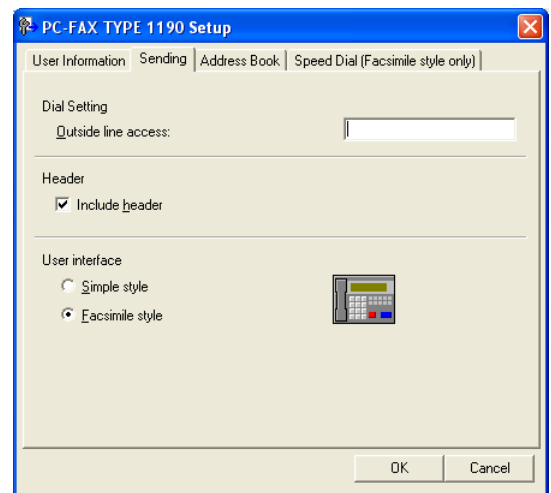
User interface

In the **Sending** tab, select the user interface you wish to use.

You can choose the **Simple Style** or the **Facsimile Style**.

Simple style
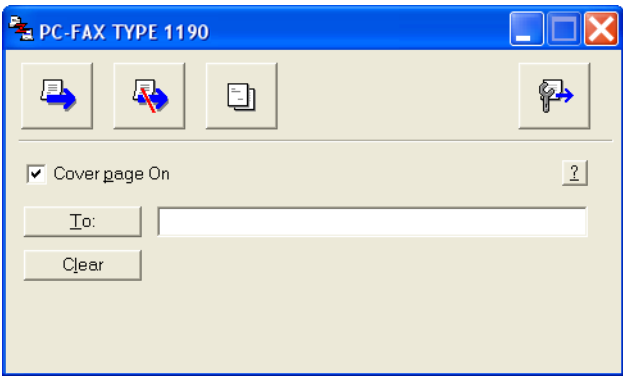
Facsimile style

Address Book

If Outlook® Express is installed on your PC, you can select which address book to use for PC-FAX sending, Address Book or Outlook® Express from the **Address Book** tab.

For the Address book file, you must enter the path and file name of the database file which contains the address book information.

—**OR**—

Use the **Browse** button to find the database to select.
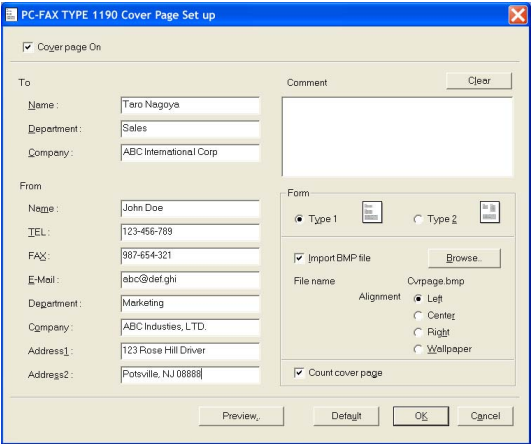
If you select Outlook® Express, you can use the Outlook® Express Address book when clicking the Address Book button on the sending window.
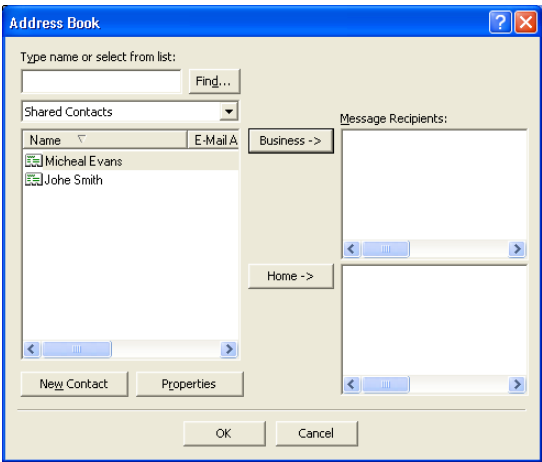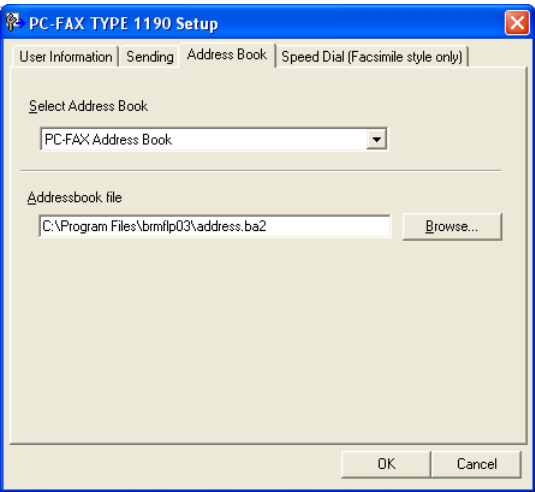
Setting up a Cover Page

From the PC-FAX dialog box, click ⬛ to access the PC-Fax Cover page setup screen.

The **PC-FAX Cover Page Setup** dialog box will appear:

Entering Cover Page Information

To

From

Comment

Type the comment you want to add to the cover page.

Form

Select the cover page format you want to use.

Import BMP file

You can insert a bitmap file, such as your company logo, in the cover page.

Use the browse button to select the BMP file, and then select the alignment style.

Count cover page

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

Note

If you are sending a fax to more than one recipient, the recipient information will not be printed on the Cover Page.

Speed-Dial setup

From the **PC-FAX TYPE 1190 Setup** dialog box, click the **Speed-Dial** tab. (To use this feature, you must select the **Facsimile Style** user interface.)

You can register a Member or Group on each of the ten Speed-Dial buttons.

To register an address in a Speed-Dial button:

1 Click the Speed-Dial button you want to program.

2 Click the Member or Group you want to store on the Speed-Dial button.
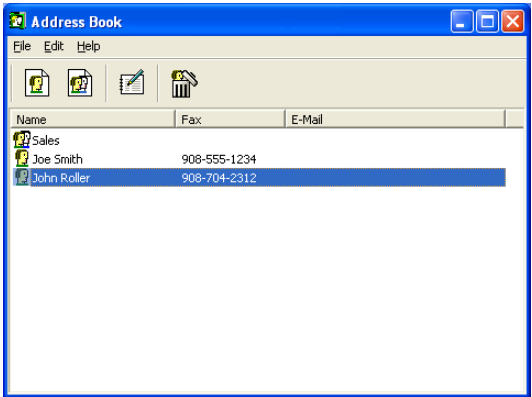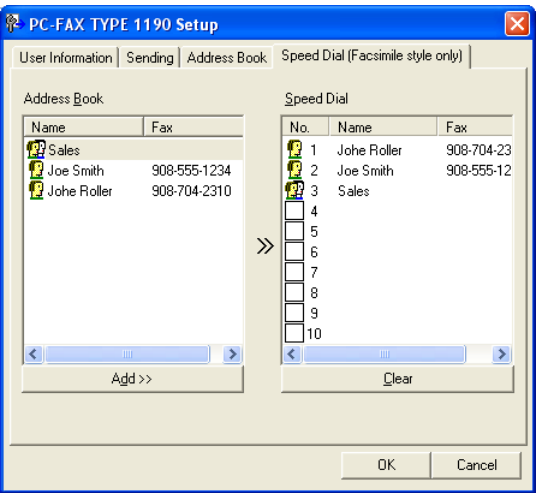
3 Click **Add >>** to save it.

To clear a Speed-Dial button:

1 Click the Speed-Dial button you want to clear.

2 Click **Clear** to erase it.

Address Book

From the **Start** menu, select **Programs**, **TYPE 1190**, and then click **PC-FAX Address Book**.

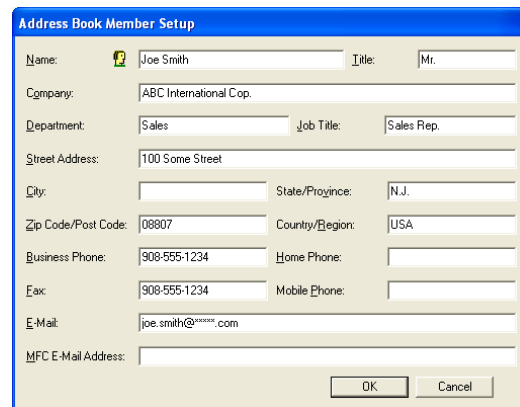The **Address Book** dialog box will appear:

Setting up a Member in the Address Book

In the **Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

1 In the Address Book dialog box, click the 🗐 icon to add a Member.

The **Address Book Member Setup** dialog box will appear:

2 In the Member Setup dialog box, type the Member's information. **Name** is a required field. Click **OK** to save the information.
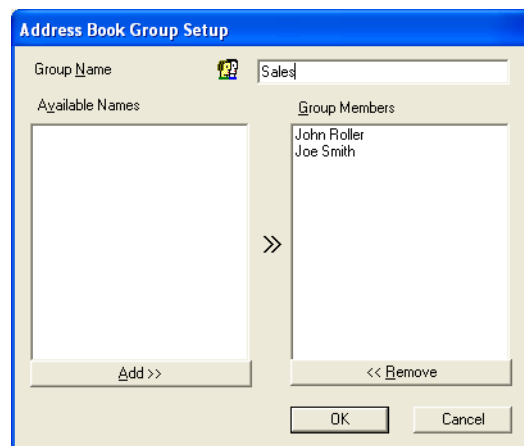
Setting up a Group for Broadcasting

If you often send the same PC-FAX to several recipients, you can combine them in to a Group.

1 In the **Address Book** dialog box, click the 🗐 icon to create a Group.

The **Address Book Group Setup** dialog box appears:

2 Type the name of the new Group in the **Group Name** field.

3 In the **Available Names** box, select each Member to be included in the Group, and then click **Add >>**.

Members you add to the Group will be added to the **Group Members** box.

4 After all the members you want have been added, click **OK**.

Editing Member information

1 Select the Member or Group you want to edit.

2 Click the edit 🗐 icon.

3 Change the Member or Group information.

4 Click **OK** to save your changes.

2

Deleting a Member or Group

1 Select the Member or Group you want to delete.

2 Click the delete 🗑 icon.

3 When the **Confirm Item Delete** dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

To export the whole current Address book:

📝 **Note**

If you are creating a Vcard, you must first select the member.

If you select Vcard in Step 1, **Save as type:** will be **Vcard (*.vcf)**.

1 From the Address Book select **File**, point to **Export**, and then click **Text**.

—**OR**—

Click **Vcard** and go to Step 5.

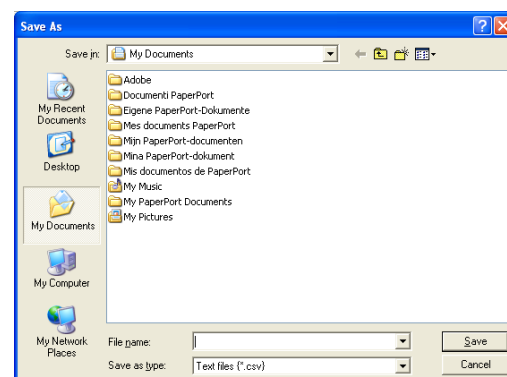2 From the **Available Items** column, select the data fields you wish to Export and then click **Add >>**.
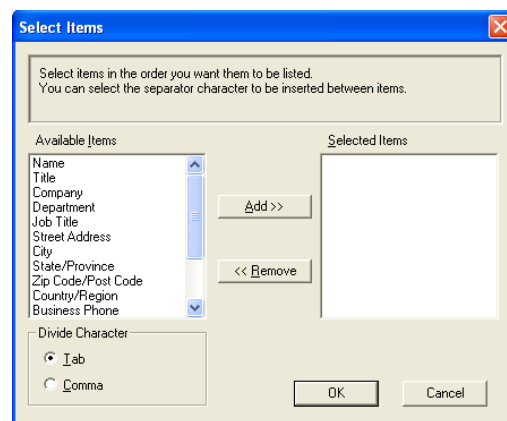
📝 **Note**

Select the items in the order you want them listed.

3 If you are exporting to an ASCII file, select the **Divide Character** - **Tab** or **Comma**. This selects between a **Tab** or **Comma** to separate the data fields.

4 Select **OK** to save the data.

5 Type the name of the file, and then select **Save**.

Importing to the Address Book

You can import ASCII text files (*.csv) or Vcards (electronic business cards) into your Address Book.

To import an ASCII text file:

❶ From the Address Book select **File**, point to **Import**, and then click **Text**.

—**OR**—

Click **Vcard** and go to Step 5.

❷ From the **Available Items** column select the data fields you want to import, and click **Add >>**.

📝 **Note**

From the Available Items list select the fields in the same order they are listed in the Import text file.

❸ Select the **Divide Character** - **Tab** or **Comma** based on the file format you are importing.
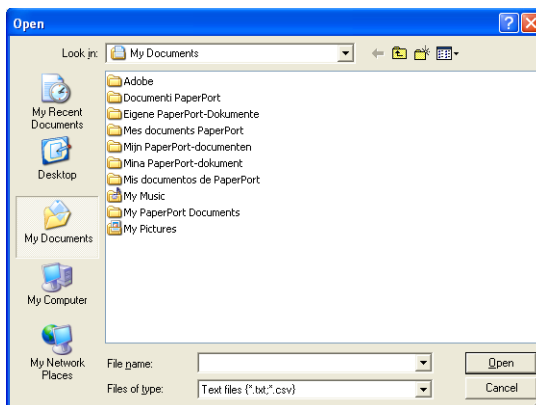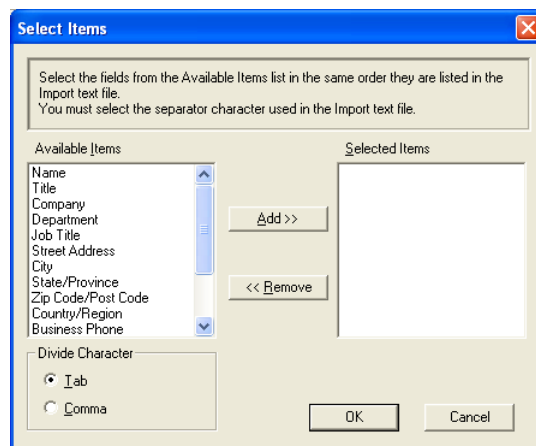
❹ To import the data, click **OK**.

❺ Type the name of the file, and then select **Open**.

📝 **Note**

If you selected a text file in Step 1, the **Files of type**: will be **Text file (*.csv)**.

## Sending a file as a PC-FAX using the Facsimile style user interface

1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.

2 From the **File** menu, select **Print**.

The **Print** dialog box will appear:

3 Select **PC-FAX** as your printer, and then click **Print**.

The Facsimile style user interface will appear, if it does not check the user interface selection setting as detailed on page 2-2.
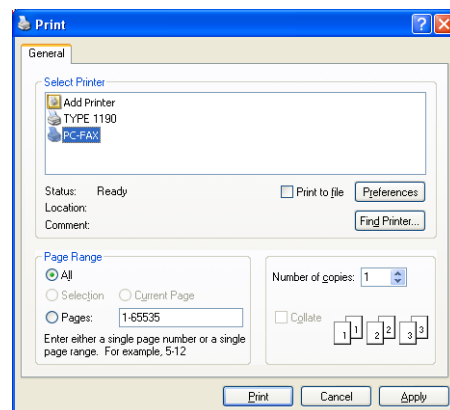
4 Enter the fax number using any of the following methods:

■ Using the dial pad enter the number.
■ Click any of the 10 **Speed-Dial** buttons.
■ Click the **Address Book** button, and then select a Member or Group from the Address Book.

Note

If you make a mistake, click **Clear** to delete all the entries.

5 To include a Cover Page, click 🟡 **Cover Page On**, and then click the Cover Page icon to enter or edit the Cover Page information.

6 Click **Start** to send the fax.

Note

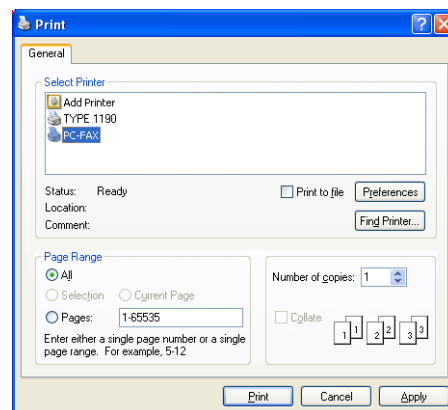If you want to cancel the fax, click **Stop**.

Redial

If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

Sending a file as a PC-FAX using the Simple style user interface

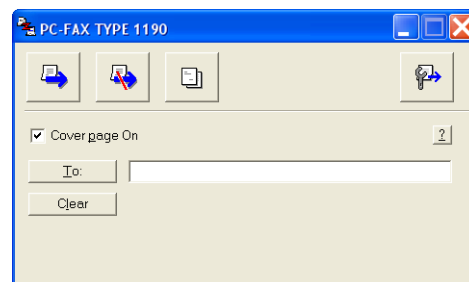**1** Create a file in Word, Excel, Paint, Draw or any other application on your PC.

2 From the **File** menu, select **Print**.

The **Print** dialog box will appear:

3 Select **PC-FAX** as your printer, and then click **Print**.

The Simple style user interface will appear; if it does not check the user interface selection setting as detailed on page 2-2.

4 In the **To:** field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the **To:** button. If you made a mistake entering a number, click the **Clear** button to delete all the entries.

5 To send a Cover Page and note, click the **Cover Page On** check box.

📝 **Note**

You can also click the icon to create or edit a cover page.

6 When you are ready to send your fax, click the Send icon.

7 If you want to cancel the fax, click the Cancel icon.

3 Using Remote Setup

Remote Setup

The Remote Setup application enables you to configure many Multifunction settings from a Windows® application. When you access this application, the settings on your machine will be downloaded to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.

From the **Start** menu, select **Programs**, **TYPE 1190** and then select **Remote Setup**.

OK button

When you click **OK**, the process of uploading the data to the machine begins. The Remote Setup program is closed if an error message is displayed, enter the correct data again and then click **OK**.

Cancel button

The **Cancel** button clears your changes and exits the Remote Setup application without uploading any data to the machine.

Apply button

The **Apply** button uploads the data to the machine, but stays in the Remote Setup application so you can make more changes.

Print button

The **Print** button prints the selected items on the machine. You cannot print the Remote Setup changes until you click the **Apply** button to upload the new data to the machine. Then you can click the **Print** button to get an up-to-date printout.

Export button

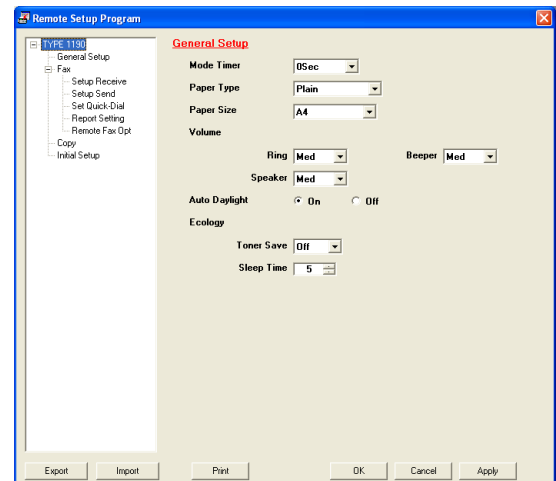Click the **Export** button to save your current settings to a file.

Import button

Click the **Import** button to read the settings from your saved file into the Remote Setup screen.

📝 **Note**

You can use the **Export** and **Import** buttons to save and use several sets of settings for your machine.

This machine is approved for use in the country of purchase only.