1. **[Save]** or **[Load]** Custom printer driver settings.

2. **[Color/Black and White]** Choose to print in either Color or Black and White (if applicable).

3. **[Job Type]**
   - A. Normal: Prints immediately.
   - B. Sample Print: Prints one set for review.
   - C. Locked Print: Stores print job at the printer and requires a password to release job.
   - D. Hold Print: Temporarily saves print job on the printer's hard disk until it is manually released.
   - E. Store Print: Stores print job on the printer's hard disk, allowing the job to be reprinted.

4. **[Layout]** Reduces the images so multiple pages can fit on one side.

5. **[Page Order]** Changes the page order (to be used in combination with layout).

6. **[Duplex]** Prints on both sides of paper.

7. **[Staple]** Displays staple positions (if applicable).

8. **[Punch]** Displays hole punch positions. (if applicable)

To access printer features, click on properties, preferences, or options.
1. **[Document Size]** Displays the original document size.
2. **[Paper Selection]** Customization options including Same Paper for All Pages, Front Cover, Back Cover, Slip Sheet, Chaptering, etc.
3. **[Output Tray]** Select an output tray for your prints.
4. **[MFP Icon]** Select the input tray or the output tray using the picture.
5. **[Print On]** Allows you to print on different sizes of paper. Utilize the **[Fit To Print Size]** option to automatically reduce or enlarge to the document to fit the paper size selected.
6. **[Input Tray]** Select where to pull the paper from.
7. **[Type]** When using special paper such as thick or thin paper from the bypass tray, select a media type.
1. **[Preview Screen]** Displays a preview of your watermark.
   A. X axis: moves the watermark from left to right.
   B. Y axis: moves the watermark from top to bottom.
2. **[Transparent Text]** Displays watermark in the background.
   - **[On First Page Only]** Watermarks will be printed on the first page.
   - **[As Outline Only]** Shows the outline of the watermark.
3. **[Watermark Presets]** Choose preset watermarks or add, delete and update them.
4. **[Edit Text]** Create alphanumeric watermarks.
5. **[Size]** Font size can be adjusted.
6. **[Angle]** Adjust the angle of the watermark from –90 degrees to +90 degrees.
7. **[Color And Font]** Fonts and color can be changed.