



KONICA MINOLTA



bizhub C652/C552/C452/C360/C280/C220 copy job shops



full color printer/copier/scanner/fax



COUNT ON KONICA MINOLTA

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Quick Copy Screen

WHAT & WHY

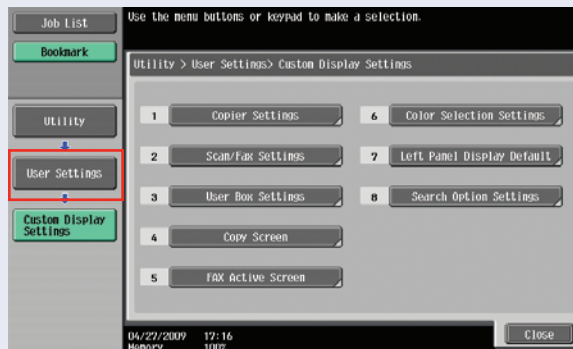
The Quick Copy Screen, when enabled, is an additional tab that appears to the left of the Basic tab. Enabling the Quick Copy Screen makes all common copy functions, needed in a particular office environment, available at-a-glance.

APPLICATION

The bizhub MFP provides users with an opportunity to customize their interaction with the bizhub device screen. Commonly used finishing options, such as stapling, duplexing, and many others become available immediately to a user. Large simplexed documents can be copied, duplexed, and stapled with a couple of clicks from even a novice MFP user. The Quick Copy Screen fits within any business.

HOW

1. Press **Utility/Counter** key.
2. Touch **#2 User Settings**.
3. Touch **#2 Custom Display Settings**.
4. Touch **#1 Copier Settings**.
5. Touch **Default Tab**.
6. Under **Job Setting**, touch **Quick Copy**.



7. Touch **Close** 4 times.

NOTE: You now have an additional tab to the left of the Basic Tab called Quick Copy.



Setting Corner Staple on Quick Copy Tab

WHAT & WHY

The Quick Copy Tab provides accessibility to commonly used functions on the first tab on the device screen. The steps listed below will enable the display of the staple function that is hidden out of view on the Quick Copy screen.

APPLICATION

Any business would enjoy having the staple function easily accessible. When running to a meeting or just making an extra copy of several original pages, stapling is only a couple of clicks away.

HOW

Pre-requisite (Set up Steps)

Enable the Quick Copy Screen first.

Set Corner Staple on Quick Copy Tab.

1. Press **Utility/Counter** key.
2. Touch **#2 User Settings**.
3. Touch **#2 Custom Display Settings**.
4. Touch **#7 Left Panel Display Default**.
5. Touch **Check Job Settings**.



6. Touch **OK**.
7. Touch **Close** 3x to go back to **Quick Copy** tab.

NOTE: You now have a left panel visible which gives the user access to more common functions such as: Color, Corner Staple.

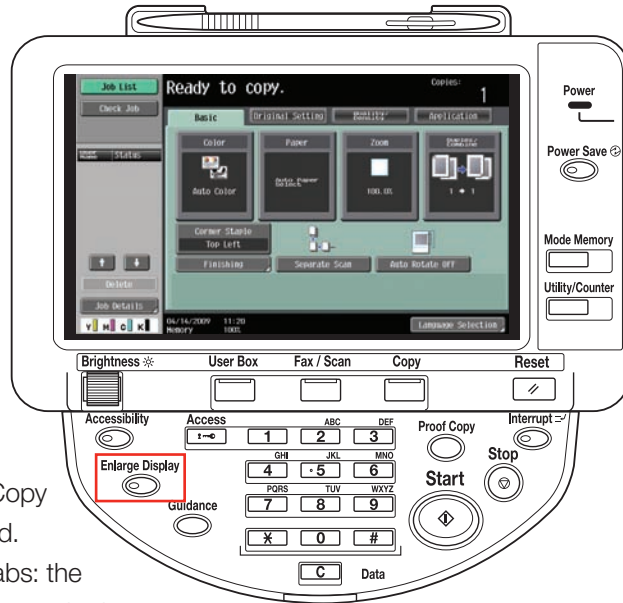
8. Now go back and disable **Quick Copy** tab, **Finishing** and **Left Panel Display**.

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Enlarge Display Key (Familiarization)

WHAT & WHY

For Copy Mode and Fax/Scan Mode, users may press the Enlarge Display Key. Pressing this key enters the bizhub into the Enlarge Display mode, which increases the display size of text and illustrations. Then users can view and read these items with greater ease, hence the Section 508 compliancy.



APPLICATION

When a user enters the function, the Copy Mode screen is the first to be displayed. Users can select functions from two tabs: the Basic and Original/Density tabs. Below are the icons used in the Enlarge Display Mode. So, what do they mean and what do you do after they appear?



Print Error Related

Press the icon to display the message, and then correct the error.



You received a message at the LCD panel

Press this icon to enlarge the message currently displayed



Consumables must be replaced or the device requires maintenance

Press this icon to display the message, and then perform the replacement or maintenance procedure.

Accessibility Key (Familiarization)

WHAT & WHY

Pressing the Accessibility Key enables a user to alter settings affecting the LCD panel display. The functionality available through the Accessibility Key meets Section 508 requirements and will override other system Auto Resets.

APPLICATION

This is an automatic function performed on the bizhub when the device receives no control panel input for 60 seconds (factory default). An administrator can select from 4 reset times: 30 sec., 60 sec., 90 sec., and 120 sec. There are two Reset functions engineered into the bizhub.

System Auto Reset – This function resets the bizhub LCD screen back to the settings selected by the Administrator for the Copy, Fax or Scan modes. Why are these settings chosen? The settings are based on what the customer prefers to see when users walk up to the bizhub.

Auto Reset – This function will reset the LCD screen to return to the first mode screen. For example, the user is working on the Application tab in the Copy Mode, after 60 seconds of no control panel input, the screen will reset back to the Basics tab, from where the Application tab was accessed, and cancel all of the programmed functions.

The functions on the Accessibility screen are:

1. Touch Panel Adjustment
2. Key Repeat Start/Interval Time
3. System Auto Reset Confirmation
4. Auto Reset Confirmation
5. Enlarge Display Mode Confirmation
6. Message Display Time
7. Sound Setting

The functions on the Accessibility screen affect the bizhub when it is in the Enlarge Display Mode. The settings made using the Auto Reset function, will override those settings made in the Utility Mode.

Non-Image Area with Erase Mode

OVERVIEW SUMMARY APPLICATION

The Non-Image Area Feature found on the bizhub MFP allows a user to copy a business card or any other document smaller than the traditional letter-sized document and not smaller than 3/8" by 3/8". With the RADF lifted, Non-Image Area with Erase Mode eliminates the classic Sky Shot. In order to use this feature, a user needs to ensure that the ADF is closed and detection occurs; otherwise, a blank sheet of paper is output. The following procedures describe how to specify the necessary settings on multifunctional products to produce output documents with Non-Image Erase with Erase Mode.

APPLICATION

Your customer owns their own small business and spends much of their time visiting customers and maintaining vital business relationships. During the course of a business week, your customer collects many business cards, either from scheduled meetings, golf outings, or various fundraising events. At the end of each week, your customer wants to copy several of these business cards and often other small sized documents. Your customer has communicated to you that this has become a bothersome chore. With lifting and lowering the RADF all the time, they really dread this cumbersome, unproductive job. You've suggested the Non-Image Area with Erase Mode feature on the bizhub MFP as a viable solution to this business headache.

HOW

Pre-Requisites

- 2" x 3.5" business card or any original document smaller than a letter size document.

Steps/Keystrokes

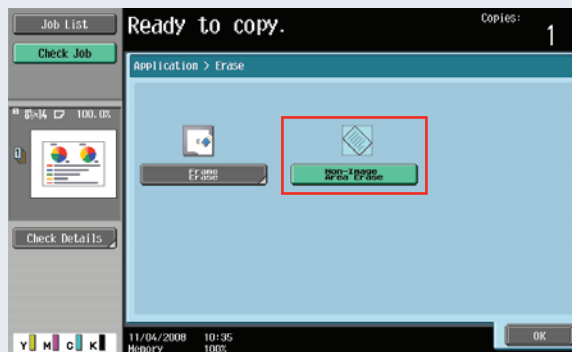
NOTE: Press the "Reset" Key before beginning this job shop.

1. Touch the **Auto Paper Select** tab on the control panel.
2. Select **8.5" x 11"** in the **SEF** or **LEF Direction** (depending on machine configuration).

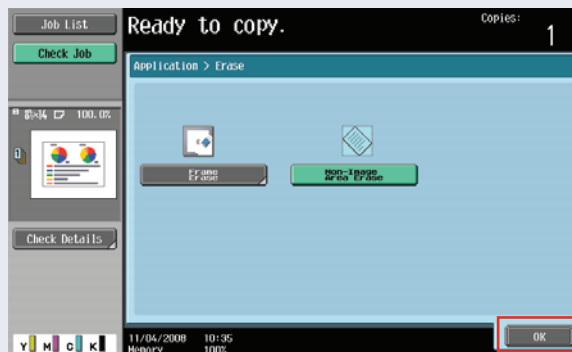
NOTE: LEF stands for long edge feed and is sometimes referred to as portrait; whereas, SEF stands for short edge feed and is sometimes referred to as landscape.

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3. Touch **OK**.
4. Lift the RADF until it is fully extended.
5. Place a business card on the platen glass within the parameters of an 8.5" x 11" letter size document (LEF or SEF).
NOTE: To place the card correctly use the platen glass ruler on the left and top as a guideline.
6. On the control panel, touch **Application**.
NOTE: Application is the fourth button on the control panel screen.
7. Touch **Erase**.
8. Touch **Non-Image Area Erase**.



9. Touch **OK**.
10. Press **Start**.

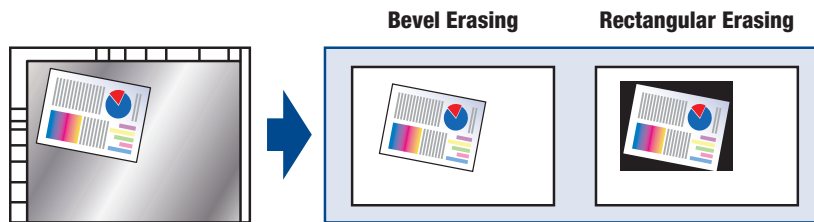


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TO SET THE ERASE OPERATION

If a customer collects their business cards and either lays the card at an angle or has a thin document that bevels on the glass or creates a blank sheet to output, the method below should be used to correct poor output appearance.

Erase Methods include “Bevel” and “Rectangular”. “Bevel” is used when the background of the original is “thin” and “Rectangular” is used when it is “dark”. Auto will automatically adjust the MFP to accommodate to the output area. Use this function for any image that is smaller than the copy area. In preparation for this activity, make sure that you have a direct light source over the platten glass.

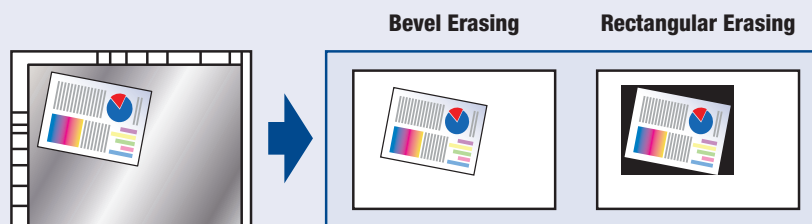


1. Press the **Utility/Counter** key.
2. Touch **Administrator Settings**.
3. Enter the **Administrator Code** at either the hard keys or the LCD panel.
NOTE: The default password is 12345678.
4. Touch **OK**.
5. Touch **System Settings**.
6. Touch **Expert Adjustment**.
7. At the upper right hand corner of the LCD panel, scroll to the next screen **(2/2)**.
8. Touch **Erase Adjustment**.
9. Touch **Non-Image Area Operation Settings**.
10. Touch **Specify**.
11. Touch **Auto**.
12. Touch **OK**.
13. Touch **OK**.

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14. Touch **Close**.
15. Touch **Close**.
16. Touch **Close**.
17. Touch **Close**.
18. Lift the document feeder and place the small document on the platen glass at an angle.

NOTE: Use the illustration as a guide to place the document. It should be within the parameters of an 8.5" x 11" letter size document (LEF or SEF). Use the rulers ,on the left and top as a guideline.



19. Touch the **Auto Paper Select** tab on the LCD panel.
20. Select **8.5" x 11"** in the **SEF** or **LEF** direction (depending on machine configuration).
21. Touch **OK**.
22. Touch **Application**.
23. Touch **Erase**.
24. Touch **Non-Image Area Erase**.
25. Touch **OK**.
26. Press **Start**.

Card Shot Copy Function

WHAT & WHY

The Card Shot function on the bizhub MFP enables a user to separately scan the front and back of a card, and then copy them on to one sheet. Use this function to copy the card at 100% (x1.0) or enlarge (Full Size) the image to fit the paper size selected. Using the Card Shot function provides several benefits including paper conservation. However, the Card Shot function keeps each separately scanned side together, which ultimately reduces the need to keep track of multiple sheets.

When using this feature, you can position the card on the same physical location when scanning both sides — the MFP recognizes that it is a front and back scan and positions the image on the paper according to its size.

APPLICATION

Anyone who has been admitted to a hospital or needed to visit the doctor's office knows that an insurance card always needs to be produced. Office personnel take the insurance card and make a copy, or two. The Card Shot function allows the office personnel to make their copy onto one sheet, rather than several sheets. Other places the Card Shot would be helpful include the DMV or a car dealership where a license and other identification materials have to be produced.

HOW

Pre-requisite

To complete the steps listed for the Card Shot function, confirm 8.5" x 11" paper is loaded LEF (Long Edge First) in the top drawer, and a business card, hotel room key, insurance card or driver's license is available. First, ensure that Administrator Security Level 1 is enabled, which provides access to the Card Shot function without having to enter the Administrator Mode. Administrator Security Level set to Prohibit disallows changes to the Card Shot function in User Settings.

CARD SHOT COPY FUNCTION

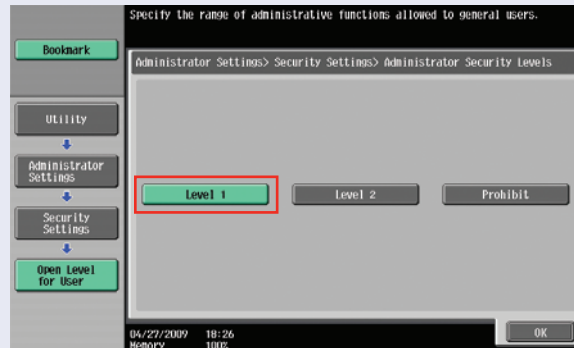
Set the Administrator Security Level

1. Press **Utility/Counter** key.
2. Touch **Administrator Settings** and enter **12345678**.
3. Touch **OK**.

NOTE: You cannot select the Card Shot function and the Auto Paper Select function at the same time. After completing the necessary requirements for Administrator Security Level, confirm the user settings and then make a Card Copy shot.

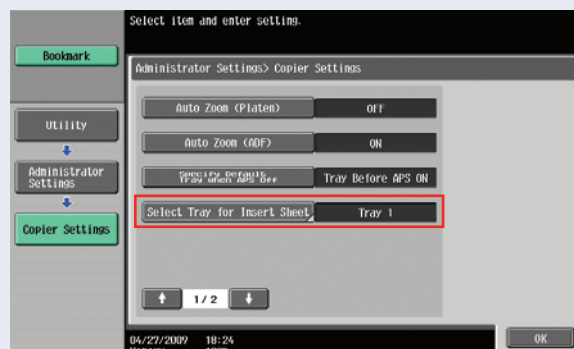
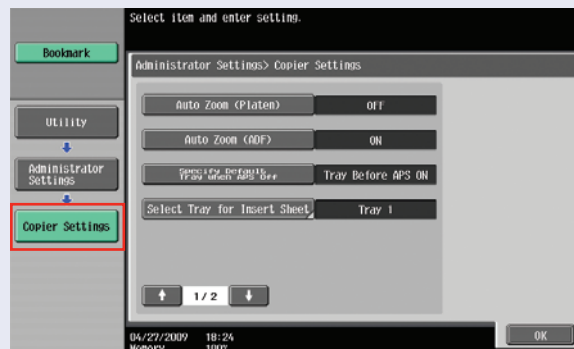
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4. Touch **Security Settings**.
5. Touch **Administrator Security Levels**.
6. Touch **Level 1**.
7. Touch **OK**.
8. Touch **Close** 3 times.



CONFIRM THE USER SETTINGS

1. Press **Utility/Counter** key.
2. Touch **User Settings**.
3. Touch **Copier Settings**.
4. Touch (↓) arrow key 2 times (this will take you to the third page).
5. Touch **Specify Default Tray when APS off**.
6. Touch **Default Tray** (the Default Tray is #1).
7. Touch (↓) arrow key to screen 4.
8. Touch **Card Shot Settings** and then **Layout**.
9. Touch **Left/Right** (Upper Half).
10. Touch **Zoom**.



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11. Touch **x1.0**

NOTE: If you select Full Size, it will enlarge the image to fit the paper selected.

12. While you are here,
touch **Store Original Size**.

13. Let's set up a button
for a business card:
set **X** to **3.5**.

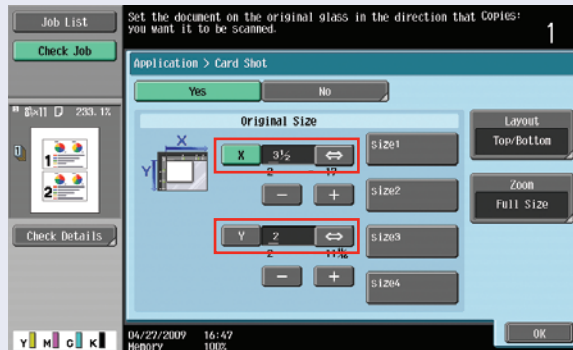
a. Set **Y** to **2**.

b. Touch **Size One** button
to lock in settings you
just made.

c. Touch **Original Name** under the **Size 1** button.

d. Enter **Business Card**.

e. Touch **OK** 3 times and the **Close** 2 times.



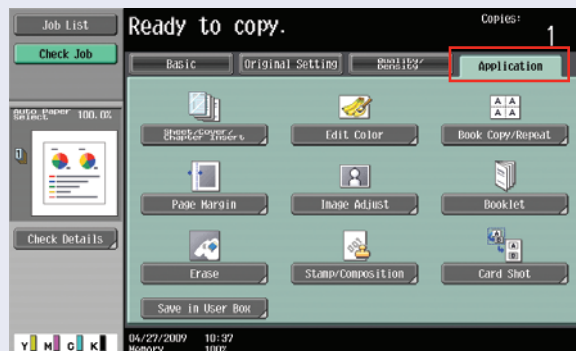
NOTE: Make this setting permanent, create a Short Cut button.

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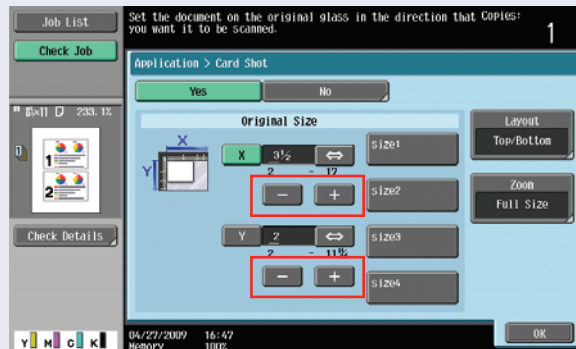
Make a Card Shot Copy

The MFP recognizes the standard business card size. You no longer need to manually enter the stock size into the LCD panel.

1. Lift document feeder and place card in the upper left corner of the platen glass SEF (Short Edge First).
2. Touch **Application** tab.



3. Touch **Card Shot**.
4. If you're using a business card your **X** and **Y** values should be already visible
 - a. If you're using another type of card enter the **X** and **Y** values now using (- & +).
 - b. Touch any Size button to lock in your value.



5. Press **Start** to scan the front side.
6. When prompted, flip card over to back side.
7. Press **Start**.
8. When prompted, touch **Finish** and press **Start**.

Place the card on the same spot again (upper left corner).

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Minimal Copy Feature (Improved)

WHAT & WHY

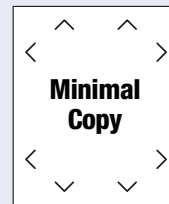
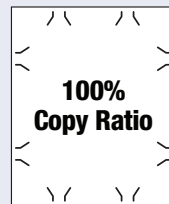
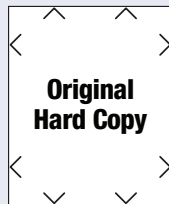
The Minimal Copy Feature on the bizhub MFP is a zoom function that reduces the image about 2% (98.5%) and centers it on the page.

APPLICATION

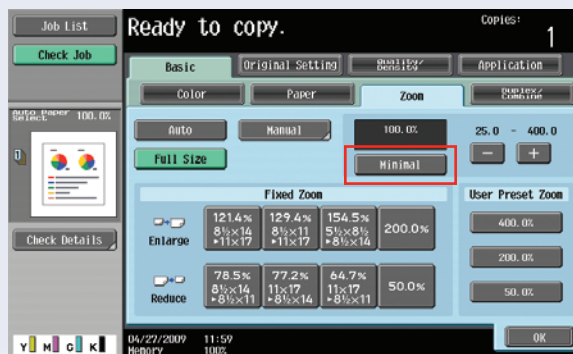
Many times magazines, flyers, maps, and other advertising or print materials have full bleeds that run images and color to the edges of each page. A user who needs to copy this original for any purpose, including presentations and reproduction, would lose part of the original when making a copy. However, using the Minimal Copy Feature on the bizhub MFP copies a full bleed original's image on all four sides, which would normally be deleted due to the edge void without this vital bizhub MFP feature.

HOW

1. Take a blank sheet of 8.5" x 11" paper and draw two arrows pointing at the edge of the paper on each of the 4 sides of the sheet.



2. Insert it face up into the document feeder.
3. Touch **Zoom**.
4. Touch **Minimal**.
5. Touch **OK**.
6. Press **Start**.



Background Color

OVERVIEW SUMMARY

The Background Color feature found on the bizhub MFP enables a user to fill blank areas of an original document with a specified color. The following procedures describe how to specify the necessary settings on multifunctional products to produce output documents with a background color applied.

APPLICATION

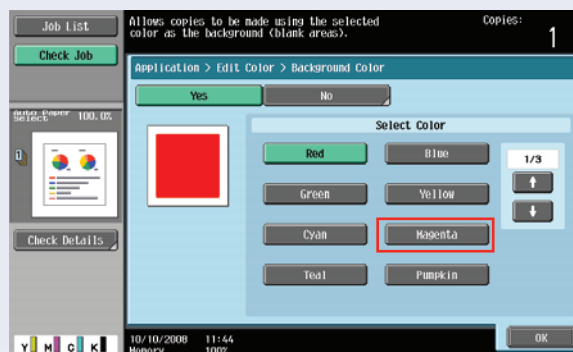
The Art Department at a local high school offers a wide variety of courses for its students. These courses range from the most basic, like art appreciation, to the most advanced, like charcoal sketching. Each week, the chair of the department needs to review the lesson plans for each class. Unfortunately, with so many courses being offered telling the difference between all the submitted lesson plans can become confusing and difficult. You've suggested that the chair of the department should make copies of the each lesson plan and apply a background color; using this method will help to differentiate between the courses. Your customer has asked you to show them how.

HOW

Pre-Requisites

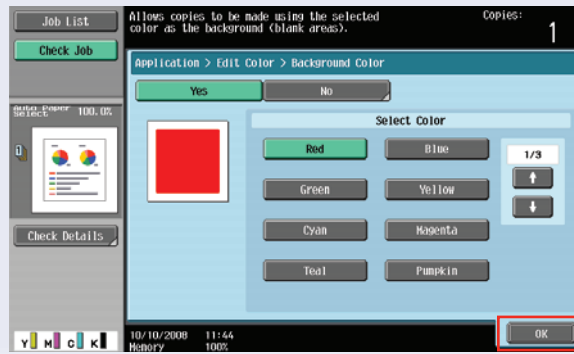
- One Demo Original 8.5" x 11" with text or graphics.
NOTE: Press the "Reset" Key before beginning this job shop.

1. Insert the **Demo Original** into the **RADF**.
2. Touch **Application**.
NOTE: This is the fourth tab on the control panel.
3. Touch **Edit Color**.
4. Touch **Background Color**.
5. Select **Magenta**.



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6. Touch **OK**.
7. Touch **OK**.
8. Press **Start**.



Separate Scan (Page Print)

WHAT & WHY

Separate Scan has two purposes. First, Separate Scan may combine originals scanned from the document feeder and off the platen glass. This combination of originals becomes necessary in the event a portion of the document is a book or “3D” object. Second, Separate Scan can also be used when the original document exceeds the document feeder capacity of 100 pages. Sections of the document are scanned at a time so all pages can be printed from memory at once. This job shop will take you through the latter.

Separate Scan has two different output modes, “Page Print” (factory default) and “Batch Print”. During the “Page Print” mode, the document prints while being scanned. In the “Batch Print” mode, printing begins when the document is finished scanning. This Separate Scan job shop will lead you through the “Page Print” mode.

APPLICATION

A clinical research lab needs to create one document from a 4-page analysis and a bound pharmaceutical protocol book. This lab bought Konica Minolta on your recommendation because you told them it is able to handle complex jobs. Show them how they can very easily combine these 2 physically different originals into one output. Demo the Separate Scan feature in Page Print mode for them.

HOW

Pre-requisite

This job shop requires two sets of originals. The first set of originals contains (4) single-sided 8.5" x 11" originals, fed through the document feeder. The second set is a book or stapled original. Ensure that you've turned on Page Print mode.

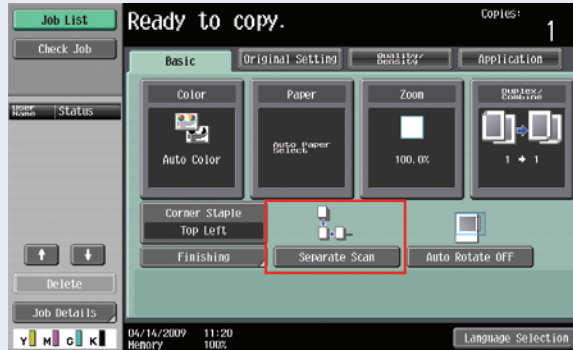
Enable Page Print mode

1. Press the **Utility/Counter** key.
2. Touch **User Settings**.
3. Touch **Copier Settings**.
4. Touch the (↓) arrow and go to screen **2/4**.
5. Touch **Separate Scan Output Method**.
6. Select **Page Print**.
7. Touch **OK**.
8. Touch **Close** 2 times.

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Begin the Separate Scan job

1. Place the first set of 4 originals into the document feeder.
2. Touch **Separate Scan**.
3. Touch **Corner Staple Top Left** on the **Basic** tab.
4. Touch **Duplex/Combine**.
5. Touch **1-sided** → **2-sided**.
6. Press **Start**.
7. Lift the document feeder and place the bound original on the platen glass.



8. Touch the **Change Setting**.
9. Touch **Zoom**.
10. Touch **50%**.
11. Touch **OK**.
12. Press **Start**.
13. Touch **Finish**.
14. Press **Start**.

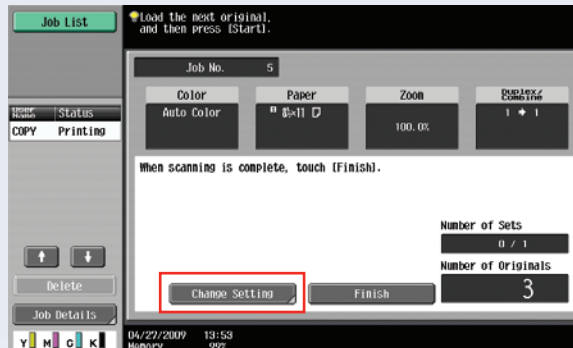


Image Repeat Mode

PRE-REQUISITES

One Demo Original 8.5" x 11" with text or graphics.

APPLICATIONS

The 2/4/8 "Image Repeat" Mode will repeat the image of one original either 2, 4 or 8 times and print the specified number of images on one side of the page.

Steps/Keystrokes

Press the "Reset" Key before beginning this job shop.

1. Place an **8.5" X 11" Size Original** into the **RADF**.
2. Touch **Application**.
3. Touch **Book Copy/Repeat**.
4. Touch **Image Repeat**.
5. Touch **2/4/8 Repeat**.
6. Touch **4 Repeat** (you can chose 1 of 3 options).
7. Touch **OK**.
8. Touch **Set Range**.
9. Touch **Choose size of area to be scanned**, in this case, choose 8.5" x 11" sheet size.
10. Touch **OK**.
11. Press **Start**.

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Copy Protect

WHAT & WHY

Copy Protect allows (for security purposes) printed copies to have hidden text. For example, “invalid copy” prevents unauthorized copying. This hidden text will appear when making copies of the original copy.

APPLICATION

You are distributing a confidential document in a meeting. You do not want others to make unauthorized copies.

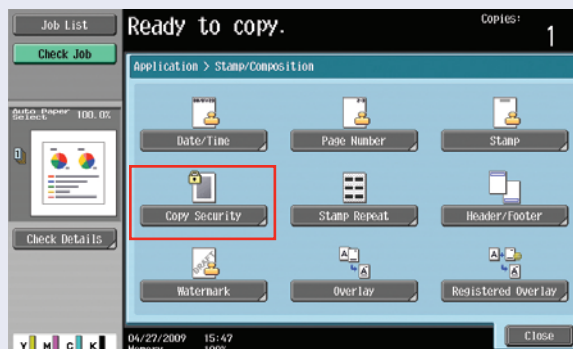
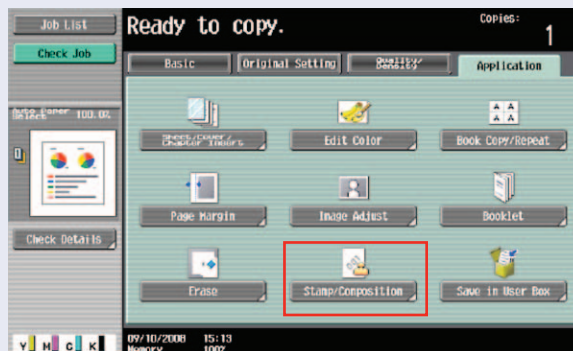
HOW

Pre-requisites:

You will need one letter size original with text. After setting up Copy Protect parameters, a copy will be made of the first copy.

Press the “Reset” Key before beginning this job shop.

1. Insert **Original** in the **RADF**.
2. Touch **Application**.
3. Touch **Stamp/Composition**.
4. Touch **Copy Security**.
5. Touch **Copy Protect**.
6. Touch **Preset Stamp**.
7. Touch **Confidential**.
8. Touch **OK**.
9. Touch **Detail Settings**.
10. Touch **Density** tab
– select **DARK**.
11. Touch **OK**.



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12. Touch **Copy Protect Pattern** button, and select **Emboss Background**.
13. Touch **OK**.
14. Touch **Text Size** button, and select **LARGE**.
15. Touch **OK**.
16. Touch **Pattern Overwrite** button, and select **BACK**.
17. Touch **OK**.
18. Touch **Background Pattern** button, and select **#5**.
19. Touch **OK**.
20. Touch **CLOSE**.
21. Touch **OK**.
22. Press **START**.
23. Place the copy output on the RADF.
24. When the copy comes out, press the **Reset** key at the LCD panel.
25. Press **START** to make a copy of the copy.

Notice you can adjust the pattern contrast by Touching left (-) or right (+) arrows on the screen.

This is an exercise to see the Copy Protect feature specifications you just created.

NOTE: You just created the Copy Protect background. When you run the document again, you will add the special text on the protected document.

SELLING POINTS

- Another form of security available to the customer enabling them to monitor the distribution of confidential documents.
- The job will be deleted if the password is entered incorrectly 3 times.
- If you look at the printing log, notice the activities done with the protected document.

Copy Guard

WHAT & WHY

When a user prints a document using the Copy Guard function, a pattern becomes embedded within the Copy Protected text appearing on the face of each sheet. This pattern is referred to as the Copy Guard Pattern.

For example, a pre-set stamp such as Private or the day's date prints on the face of each document page. Then, if a user attempts to reproduce the copy-guarded sheet(s), the bizhub MFP automatically scans a Copy Guard pattern, stops copying, and discards the currently running job. Thus, this function prevents unauthorized copying of selected documents.

APPLICATION

Any business or organization requiring a certain amount of privacy for client or customer hard copy information needs Copy Guard. Specifically, hospitals or doctor's offices, law firms, or financial institutions need to protect customer data. Patient files stored at a doctor's office may no longer be copied and carried away. Financial institutions with financial statements stored hard copy on site no longer have to be concerned that unauthorized reproduction may easily be accomplished. The Copy Guard function is an additional level of security offered by Konica Minolta that businesses can use to ensure that any hard copy document is not duplicated without prior authorization.

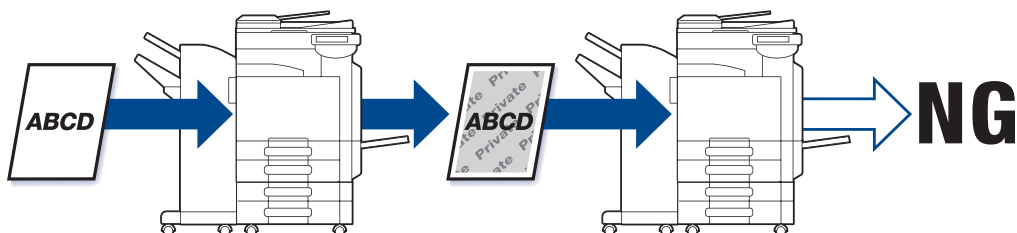
HOW

Pre-requisite

You will need one letter size (8.5" x 11") original with text.

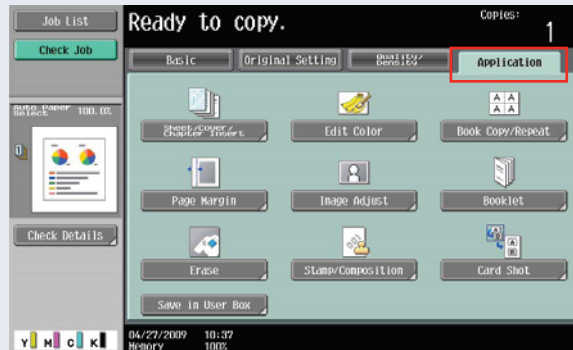
REFERENCE

- Preset Stamp, Date/Stamp and Other can be selected together.
- In Preset Stamp, multiple copy guards cannot be selected.
- A copy guard cannot be printed on a colored paper, envelope, or transparency film.

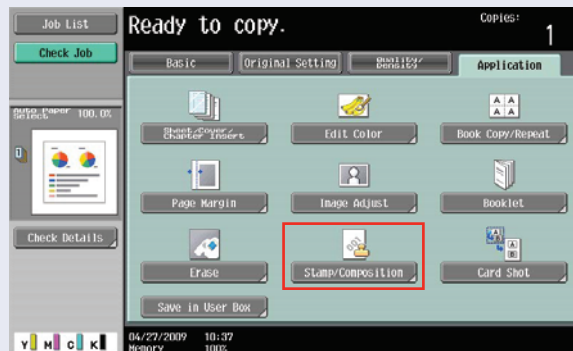


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1. Insert the letter size (8.5" x 11") original in to the RADF.
2. Touch **Application**.

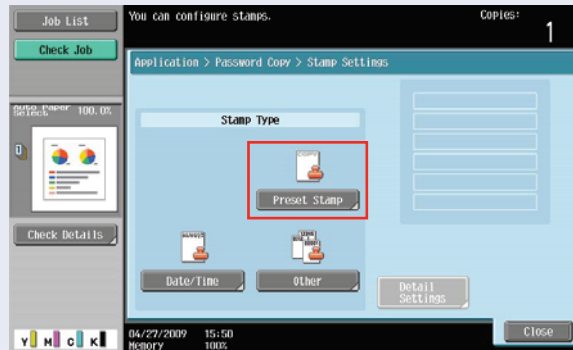


3. Touch **Stamp Composition**.
4. Touch **Copy Security**.
5. Touch **Copy Guard**.



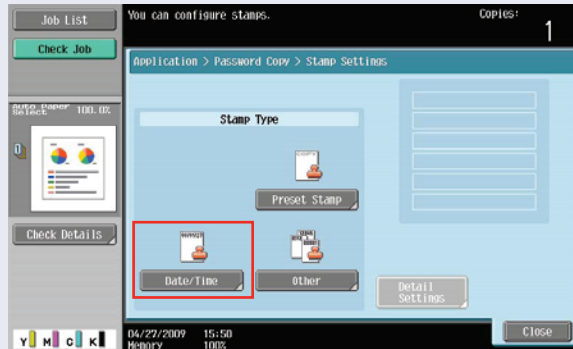
6. Touch **Preset Stamp**.
7. Select **Confidential**.
8. Touch **OK**.

continued

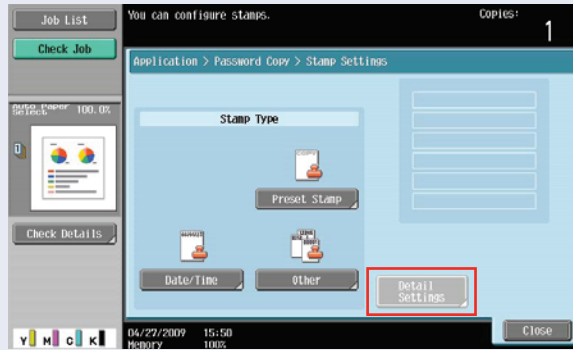


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9. Touch **Date/Time**.
10. Select the **Date Format** that reads **Month, Day and Year** (Jan 23,2007).
11. Touch **OK**.



12. Touch **Detail Settings**.
13. Select **Text/Background Color**.
14. Select **Magenta**.
15. Touch **OK**.
16. Select **Text Size**.



17. Select **Minimal**.
18. Touch **OK**.
19. Select **Copy Guard Pattern**.
20. Move the cursor over to **"-2"**.
21. Touch **OK**.
22. Select **Background Pattern**.
23. Select **Pattern 6**.
24. Press **Start**.
25. **Place the Copied Document into the RADF.**
26. Press **Start**.
NOTE: A window will appear indicating that the job being scanned has been deleted.
27. Touch **OK**.

Password Copy

WHAT & WHY

The Password Copy function prints a document with embedded copy protected text and password. This level of security seeks to stem unauthorized reproduction of documents when an unauthorized user attempts to copy password-copied sheets. In the event an unauthorized user makes such an attempt, the MFP that supports this function scans a Password Copy pattern and prompts for a password. When the correct password is entered, copying will start. However, if the password has not been entered correctly, the job will not be completed.

APPLICATION

Password Copy fits within any business or organization wishing to protect their hard copy documents from unauthorized reproduction. This additional level of security, offered by Konica Minolta, ensures that any hard copy document is not duplicated without an authorized password.

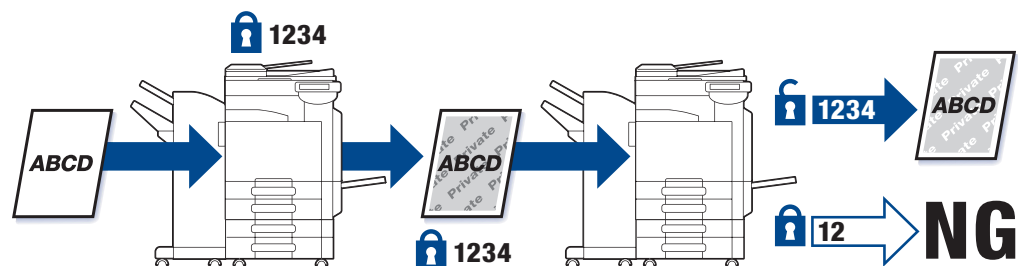
HOW

Pre-requisite

You will need one letter size original with text.

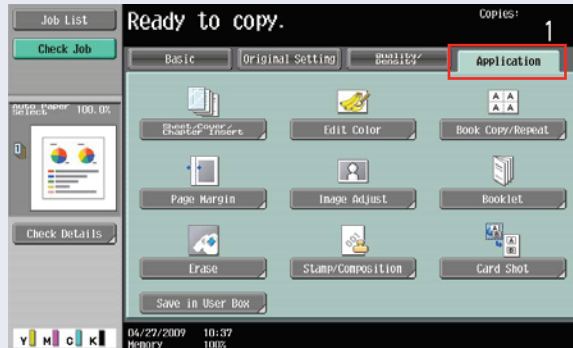
REFERENCE

- Preset Stamp, Date/Stamp and Other can be selected together.
- In Preset Stamp, multiple copy guards cannot be selected.
- A copy guard cannot be printed on a colored paper, envelope, or transparency film.
- If you fail to enter a password three times, the currently processed copy job will be erased.
- If a password is detected on copies with Zoom, 2 Color, Grayscale, Color Adjust, Colored Paper, Envelope, or Transparency specified, the currently processed copy job will be erased.
- If multiple originals with different passwords are scanned, you will need to enter a password for each original.

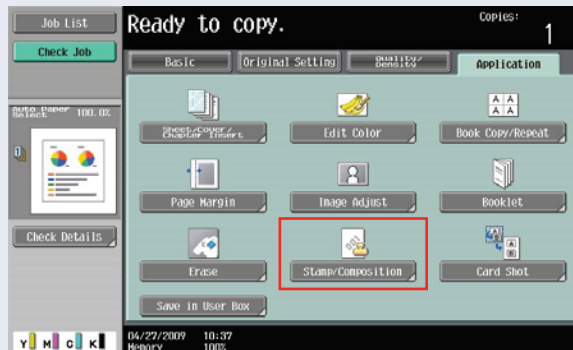


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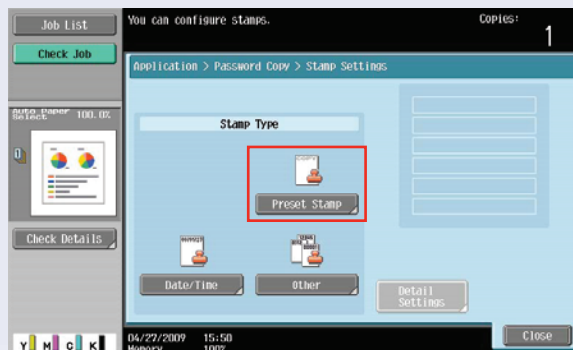
1. Insert the letter size original in the RADF.
2. Touch **Application**.



3. Touch **Stamp Composition**.
4. Touch **Copy Security**.
5. Touch **Password Copy**.
6. Touch **Password**.
7. Enter **Password**
(the password can be up to 8 digits).

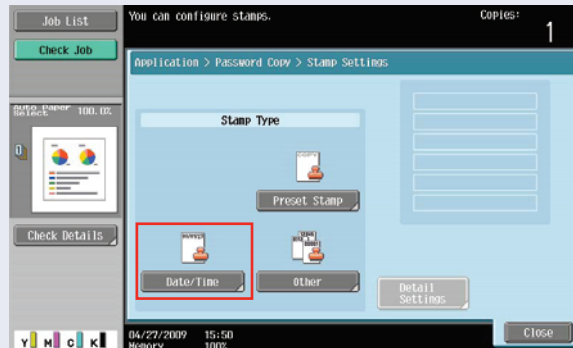


8. Touch **Password Confirmation**.
9. Enter **Password** again.
10. Touch **OK**.
11. Touch **Stamp Settings**.
12. Touch **Preset Stamp**.
13. Select **Illegal Copy**.
14. Touch **OK**.

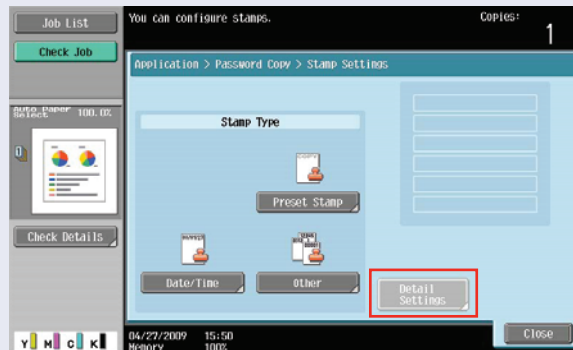


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15. Touch **Date/Time**.
16. Select the **Date Format** that reads **Month, Day and Year** (Jan 23,2007).
17. Touch **OK**.
18. Touch **Detail Settings**.
19. Select **Text/Background Color**.



20. Select **Cyan**.
21. Touch **OK**.
22. Select **Text Size**.
23. Select **Minimal**.
24. Touch **OK**.
25. Select **Password Copy Pattern**.



26. Move the cursor over to **"-1"**.
27. Touch **OK**.
28. Select **Background Pattern**.
29. Select **Pattern 8**.
30. Press **Start**.
31. **Place the Copied Document into the RADF**.
32. Press **Start**.

NOTE: A window will appear indicating to enter the password and touch "Start Authentication".

33. Touch **Password**.
34. Enter **Password**.
35. Touch **OK**.
36. Touch **Begin Authentication**.

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Watermark

PRE-REQUISITES

This job shop requires a multi-page single-sided or double-sided (duplexed) original in letter size (8.5" x 11").

APPLICATION

The Watermark feature is used to place an important message on the copied page(s). It is transparent-type text that alerts the reader of the intended message without interfering with the content of the page. The Watermark is printed over the original image.

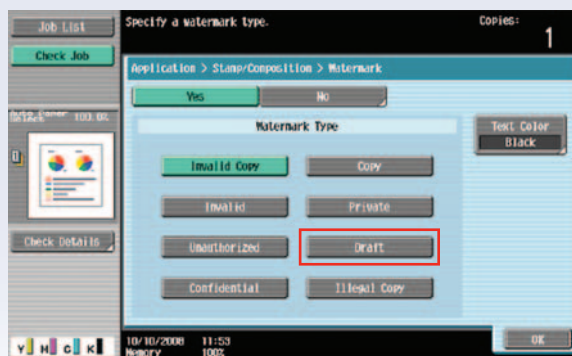
The device offers pre-set text that can be selected. Among the selections available are "Urgent", "Private", "Confidential" and "Draft". There are eight pre-registered text selections found within the Watermark function. With selections such as "Confidential", the watermark deters unauthorized users from making copies of sensitive documents.

The Watermark text is printed at an angle of 45 degrees. It is printed once on each page. The user also has the ability to select the color they wish to use for the Watermark. The Watermark text color selections available are Black, Magenta and Cyan.

Steps/Keystrokes

Press the "Reset" Key before beginning this job shop.

1. Insert **Original** into the **RADF**.
2. Touch **Application**.
3. Touch **Stamp/Composition**.
4. Touch **Watermark**.
5. Touch **Draft**.
6. Press **Start**.



For double-sided originals, make sure to select "2-sided → 2-sided" under Duplex/Combine tab from the Basic screen.

SELLING POINTS

- Users have the ability to provide important messages to the recipients regarding the content of the document.
- Deters unauthorized users from copying sensitive documents.

Header/Footer

WHAT & WHY

The Header/Footer function on the bizhub MFP makes copies of original documents with the addition of the header/footer on a page. The Header/Footer function adds information at the top and bottom of a document for version control, approval process tracking, submission tracking, and many more document management functions.

APPLICATION

An insurance sales rep needs to ensure that the documentation received from a prospective client will be submitted to their compliancy office according to regulation deadlines while also keeping a copy of the document for themselves, for future reference while handling the paperwork for this client's policy. The sales rep wants to name and date their document and place it in their files. You've indicated that the sales rep can insert version control information into the header and footer of the document, so your client has asked you to demo this function.

Pre-Requisites

Four 8.5" x 11" originals.

Register a Header/Footer in Administrator Mode.

Register a Header/Footer format to help with the approval process

1. Press **Utility/Counter** key.
2. Touch **Administrator Settings** and enter the default password **12345678**.
3. Touch **OK**.
4. Touch **System Settings**.
5. Touch **Forward** →.
6. Touch **Stamp Settings**.
7. Touch **Header/Footer Settings** and then **New**.
 - a. Touch **Name**.
 - b. Enter **Draft Versions**.
 - c. Touch **OK**.

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8. Under **Header Settings** touch **Print** and under **Header Type** touch **Other**.
NOTE: On this Other screen notice all the settings are defaulted to "Yes".
 - a. Select **No** for the settings listed.
 - i. **Distribution Control Number.**
 - ii. **Job Number.**
 - iii. **Serial Number.**
 - iv. **Account/User Name.**
 - b. Touch **OK**.
 - c. Touch **Date/Time**, select **No** and touch **OK**.
 - d. Touch **Close**.
9. Touch **Text Details** under the **Pages** column and complete the following steps.
 - a. Touch **Text Color**.
 - b. Select **Blue**.
 - c. Touch **OK**.
 - d. Touch **Text Type**.
 - e. Select **Helvetica**.
 - f. Touch **OK**.
 - g. Touch **Close**.
10. Under **Footer Settings**, touch **Print**.
 - a. Under **Footer Type**, touch **Other**.
NOTE: On this Other screen notice all the settings are again defaulted to "Yes".
 - b. Select **No** for the settings listed below.
 - i. **Distribution Control.**
 - ii. **Job Number.**
 - iii. **Serial Number.**
 - iv. **Account/User Name.**
 - c. Touch **OK**.
 - d. Touch **Date/Time**.

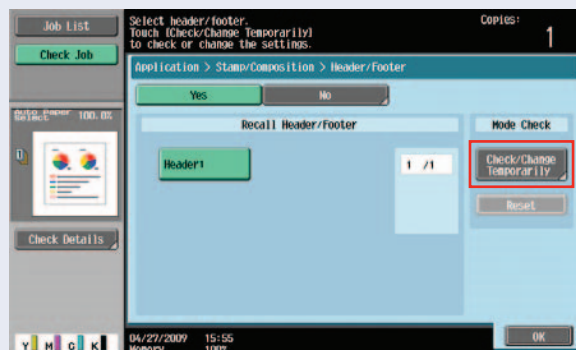
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10. e. Touch **23, Jan, 2007** under **Date Format**.
- f. Touch **OK**.
- g. Touch **Close**.
11. Touch **OK** twice.
12. On the **Header/Footer** screen you should see a button called **Draft Versions**.
13. Touch **OK**.
14. Touch **Close** 4 times.

Apply the registered Header/Footer format and add additional text to identify version.

1. Place the 4 originals into the document feeder.
2. Touch **Application**.
3. Touch **Stamp/Composition**.
4. Touch **Header/Footer**.
NOTE: "Yes" on Recall Header Footer, and the registered Header/Footer button is highlighted.

5. Touch **Check/Change Temporarily**.



6. Touch **Print** under **Header Settings**.
7. Touch **Text**.
8. Enter **Version 1.05**.
9. Touch **OK**.
10. Touch **Close**.
11. Touch **OK** 2 times.
12. Touch **Close**.
13. Press **Start**. The print out should have the version number at the top and date on the bottom.

Page Number

OVERVIEW SUMMARY APPLICATION

The Page Number feature allows you to select the print position and notation format when printing page numbers on a copy or multiple copies of a document. In addition, the Page Number feature allows a user to change the position, font size, and color of page numbers as well as adding chapter numbers to the document. Page numbers cannot be printed on blank pages inserted using the Cover Sheet, Insert Sheet, and Chapters functions.

NOTE: Change the setting for printing on blank pages in Administrator Settings to enable blank page printing.

The following procedures describe how to specify the necessary settings on multifunctional products to output documents using the Page Number feature.

APPLICATION

Your customer works on a departmental team in which their job is to edit documents. Often, team members provide the documents in their original hard copy format. In order to keep track of the date, time, and page sequences of these documents, your customer wants to take a copied document and add page numbers to it in Copy Mode. They also want to enlarge the text size from a 12 point font to a 14 point font for easier visibility. In addition, they would like to change the color of the font from black to blue to give the document a more customized look. You've suggested using the Page Number Feature on their bizhub. Your customer has asked you to show them how.

HOW

Pre-Requisites

- Eight Demo Originals 8.5" x 11" with text or graphics.
NOTE: Press the "Reset" Key before beginning this job shop.

1. Insert the **Letter Size Originals** into the **RADF**.
2. Touch **Application** on the LCD panel.
3. Touch **Stamp Composition**.
4. Touch **Page Number**.

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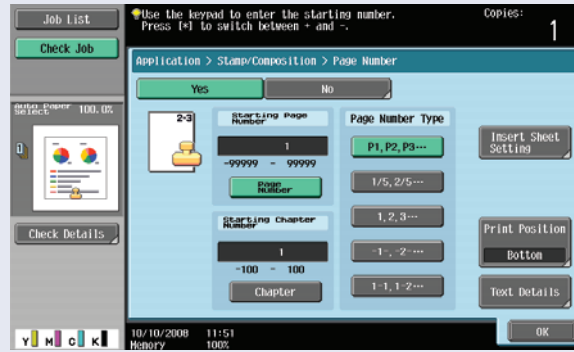
- At the left side of the LCD panel, touch **Page Number**.
- Press the * and the **Number 2** on the keypad to indicate **-2**.

NOTE: This will begin the numbering sequence on the fourth page:

- 1 Entered: Numbering starts on first page with 1*
- 1 Entered: Numbering starts on third page with 1*
- 2 Entered: Numbering starts on first page with 2*
- 2 Entered: Numbering starts on fourth page with 1*

- At the **Page Number Type**, select the **1, 2, 3...** setting.
NOTE: This is third from the top.

- Touch the **Print Position** setting.
- Select **Bottom Right**.
- Touch **OK**.
- Touch the **Text Detail**.
- Touch the **Text Color** and select **Blue**.
- Touch **OK**.
- Touch **Text Size** and change the font size to the **14 point** size.
- Touch **OK**.
- Touch **Text Type** and select **Times New Roman** to **Helvetica**.
- Touch **OK**.
- Touch **Close**.
- Touch **OK**.
- Touch **Close**.
- Press **Start**.



Registered Image Overlay

OVERVIEW SUMMARY APPLICATION

The Registered Image Overlay function found on the bizhub MFP enables users to store an image scanned from an original document. Then, the user would access this image from the bizhub MFP hard drive as a Registered Image Overlay for later or frequent use or even for copying another original. However, in order to access a registered image, the image must be registered before it can be recalled. This function becomes particularly useful for any number of business applications, such as advertisement graphics, account receivable and payable templates, and document forms that have specific fields for entering of information. The following procedures describe how to specify the necessary settings on multifunctional products to output documents using Registered Image Overlay.

APPLICATION

A Human Resources Department at a local company has an employee development program for which they produce content. Every two weeks, they offer an activity for which printed materials need to be produced. They're currently overlaying their content with an original hard copy of artwork their graphic arts department provided to them for just this purpose. However, this original keeps breaking down from regular usage, and the process has really cut down on efficiency. They want to prevent this break down and improve their efficiency. You suggest electronically registering the image so that it can be used over and over again. Your customer has asked you to show them how.

HOW

Pre-Requisites:

- One Demo Original 8.5" x 11" with text or graphics to be used as an overlay.

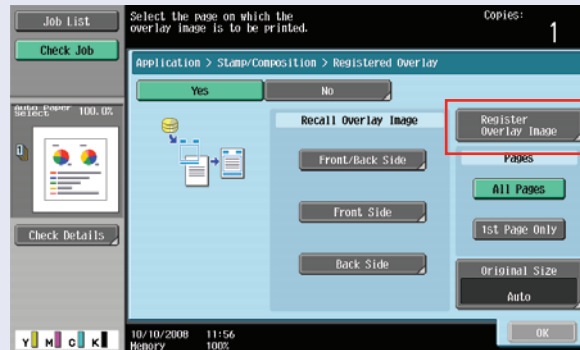
PART ONE REGISTERING AN OVERLAY IMAGE

NOTE: Press the Reset Key before beginning this job shop.

1. Touch the **Application** tab.
2. Touch **Stamp/Composition**.
3. Touch **Registered Overlay**.

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4. Touch **Register Overlay Image** in the upper right-hand corner.
5. Under **Overlay Image**, touch any box to highlight.
6. Touch **New**.
7. On the keypad or LCD panel, type in the word **Overlay**.
8. Touch **OK**.

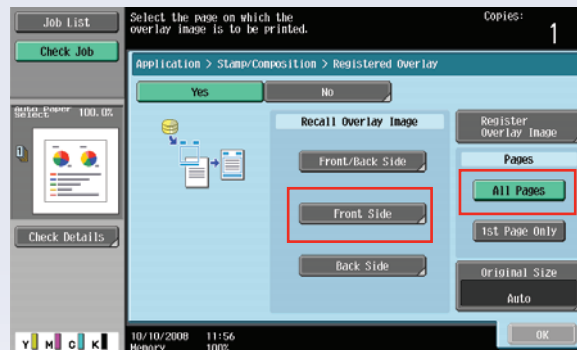


9. To register the **Overlay Image**, place the **Overlay Image** on the platen and close the **RADF**.
NOTE: The bizhub MFP will not register the Overlay Image if the RADF is open.
10. Touch **Start**.
NOTE: The Overlay Image is now registered in the MFP and ready for use.

PART TWO RECALL OVERLAY IMAGE



1. Touch **Application**.
2. Touch **Stamp/Composition**.
3. Touch **Registered Overlay**.
4. Touch **Front Side** and leave the **All Page** highlighted.

NOTE: This will place the Registered Overlay Image on the front of your original document. When touching Front Side the next screen will



appear that shows the Registered Overlay Image as a thumbnail or Display Name; you can toggle back and forth between the views.

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5. Touch **Overlay** to highlight.
NOTE: This will move you to the next screen.
6. Touch **Display Name** or **Thumbnail View** depending on your preference.
NOTE: Keystrokes 4 through 6 may have to be reversed depending on how the bizhub MFP is set up.
7. Touch **Detail Settings**.
8. Touch **Color**.
9. Touch **Magenta** to change the color.
10. Touch **OK**.
11. Touch **OK**.
12. Touch **Image Details**.
13. Touch **Preview**.
14. Touch the **Change Zoom Ratio Plus (+)** sign two times to see the **Registered Image Overlay** enlarged.
15. Touch the **Vertical**  and/or **Horizontal Arrows**  to move the image in either direction.
16. Touch **Close**.
17. Touch **Close**.
18. Touch **OK**.
19. Touch **OK**.
20. Touch **Close**. Load 8.5" x 11" original into document feeder.
21. Press **Start**.

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Mode Memory

PRE-REQUISITES

This job shop instructs you in setting up 1:2 duplexing and finishing job parameters; and then putting these specific job parameters into memory after naming the job. You will not need any samples for this job.

APPLICATIONS

The Mode Memory functionality allows a “one touch” key to be programmed for frequently used job parameters. These “one touch” keys can then be given “job names” for easy future access. This feature promotes a “user friendly office environment” for the end-users. You can store up to 30 job programs.

Salespeople often refer to this feature as “A demo in a box” because it increases the ease of operation during a selling demonstration. Rather than taking a potential client through the multi-steps required to do a job; program these steps into memory mode and name the job; booklet, page insert etc.

Steps/Keystrokes:

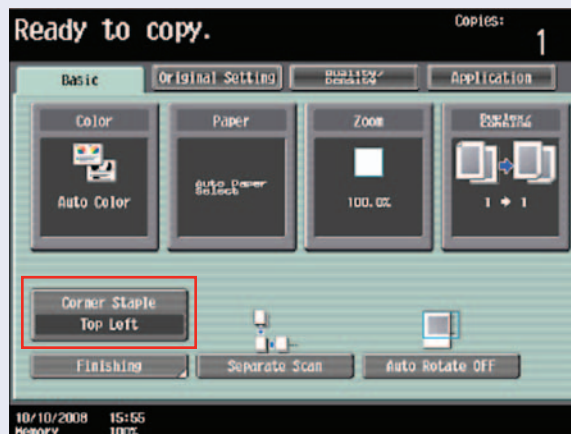
Press the “Reset” Key before beginning this job shop.

Setting up the job parameters

1. Touch **Duplex/Combine**.
2. Touch **1-sided** → **2-sided**.
3. Touch **OK**.
4. Touch **Corner Staple Top Left** to highlight selection.

NOTE: System is defaulted to Corner Staple so no programming is required for Corner Stapling.

5. Touch **Mode Memory**.
6. Touch **Blank Memory Box**.
7. Touch **Register Program**.



continued

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8. Input Job Name **1:2**.
9. Touch **OK** twice.

Press the “Reset” Key before beginning the following exercise.

To Retrieve Job

10. Insert multi-page document on RADF.
11. Touch **Memory Mode**.
12. Touch **1:2** (Pre-Programmed Job).
13. Touch **OK**.
14. Touch **Start**.

Press the “Reset” Key before beginning the following exercise.

Deleting a Pre-Programmed Job

15. Touch **Mode Memory**.
16. Touch the **Pre-Registered Copy Program** (in this case **1:2**).
17. Touch **Delete**.
18. Touch **Delete** when prompted “Are you sure you want to delete this copy program?”
19. Touch **OK**.

SELLING POINTS

- Frequently used job parameters can be retrieved quickly and easily.
- Easy access to specific job parameters increases productivity.
- User Friendly.

Sheet Insertion (Finished Set with Colored Insert Page)

PRE-REQUISITES

Job requirements are eight letter size (8.5" x 11") originals containing text or graphics. Also needed is white 20 lb. bond paper and 20 lb. bond colored paper. White 8.5" x 11" paper will be in paper tray #1 and Colored 8.5" x 11" paper will be loaded into tray #2 for the insert pages.

RESULT

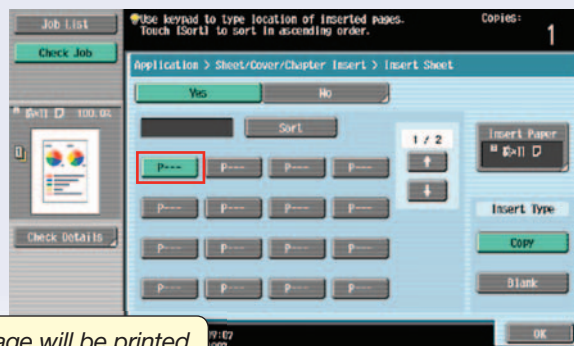
The finished output will be a ten page stapled set; which will include copies of the eight letter originals and two blank colored insert pages.

Steps/Keystrokes:

Press the "Reset" Key before beginning this job shop.

1. Insert the **Eight Letter Size Originals** into the "RADF".
2. Check to ensure that system is set to **Corner Staple, Top Left** (this is the system default).
3. Touch **Paper**.
4. Touch **Tray #1**.
5. Touch **OK**.
6. Touch **Application**.
7. Touch **Sheet/Cover/Chapter Insert**.
8. Touch **Insert Sheet**.
9. Touch **Blank Program Button**.
10. Enter **#3** (by pressing "3" hard key).
11. Touch **Insert Paper**.
12. Touch **Tray #2**.
13. Touch **OK**.
14. Touch the **Next Box**.
15. Enter **#6** (by pressing "6" hard key).
16. Press **Start**.

The third page will be printed on the colored paper.



The sixth page will be printed on the colored paper.

Cover Insertion Front & Rear

(Pulling Different Output From Multiple Drawers — 2 Drawer Pull)

PRE-REQUISITES

You will need six “letter size” (8.5" x 11") originals containing text and two originals marked “front” and “rear” for covers for a total of eight originals. Load White 20 lb. “letter-size” paper in Tray #1 and Colored 20 lb. letter bond paper into Tray #2.

APPLICATION

The customer application is to print both front & rear covers with their documents. You want to be able to demonstrate both Front and Back Covers in the Printed and Blank mode into stapled sets.

CONFIGURING THE PAPER DRAWERS

Steps/Keystrokes:

Press the “Reset” Key before beginning this job shop.

1. Touch the **Paper** tab on the MFP’s copy default screen.
2. Touch **Paper Drawer #1**.
3. Touch **Change Tray Settings**.
NOTE: There are multiple tabs for “Colored Paper”, “Plain Paper”, “Thick 1, 2 and 3”, “Special Paper”, “Letterhead”, “Thick 1+” “Single Side – Only”.
4. Press **Plain Paper**.
5. Press **OK**.
6. Touch **Paper Drawer #2**.
7. Touch **Change Tray Settings**.
NOTE: There are multiple tabs for “Colored Paper”, “Plain Paper”, “Thick 1, 2 and 3”, “Special Paper”, “Letterhead”, “Thick 1+” “Single Side – Only”.
8. Press **Colored Paper**.
9. Press **OK**.
10. Touch **Paper Drawer #1** (this step sets up the default paper to be used for the copy job).

continued

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Steps/Keystrokes: *continued*

11. Press **OK**.
(You have now set up the paper drawers and are now ready to proceed to Front and Rear Cover Insertion the Job Shop).
12. Position the eight originals (including front and rear cover originals) to be copied in the RADF.
13. Load the color paper for the cover pages and the plain bond paper for the main body of original into the paper cassettes.
NOTE: Use paper with the same size for the cover pages and for the main body of the original, and load them in the same orientation. Load the plain bond white paper into drawer #1 and load the color paper into drawer #2.
14. Check to ensure that system is set to **Corner Staple, Top Left** (this is the system default).
15. Touch **Application**.
16. Touch **Sheet/Cover/Chapter Insert**.
17. Touch **Cover sheet**.
18. Select **Front (Copy)** for front cover.
19. Select **Back (Copy)** for back cover.
20. Select **OK**.
21. Touch **Start**.

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Booklet Creation — Booklet Legal using FS-526

(Letter size 8.5" x 11" to legal size 8.5" x 14")

APPLICATION

Your customer has to create an 8.5" x 14" center stapled and folded booklet; using letter sized 8.5" x 11" originals.

HOW

Pre-requisites:

You will need eight letter size (8.5" x 11") original documents with text. In addition, you must load legal size (8.5" x 14") paper in one of the cassettes.

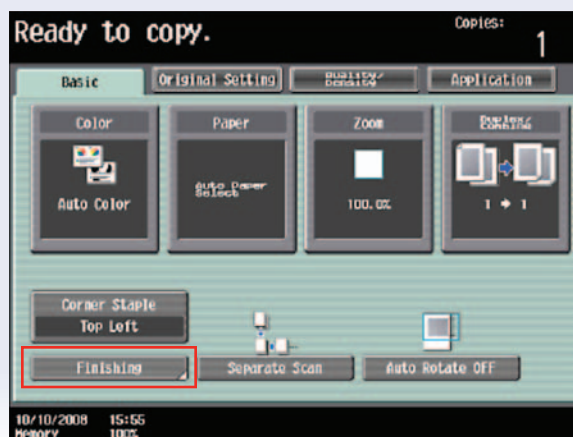
You will need the optional FS-526 Finisher to create Legal-sized booklets.

Press the "Reset" Key before beginning this job shop.

1. Place your **Eight Letter Size Originals** in the document feeder face up in a "Portrait" position (LEF – Long Edge First).
2. Press **Paper** tab.
3. Touch paper drawer with **Legal size (8.5" x 14")** paper.
4. Touch **OK**.
5. Touch **Finishing** tab.

WITH FS-526 FINISHER:

6. Touch **Fold/Bind**.
7. Touch **Center Staple & Fold**.
8. Touch **OK**.
9. Press **Start**.



SELLING POINTS

- Provides "on-demand" resource for creating booklets.
- Addresses the needs of marketing, training, human resources and administrative departments within any company as well as churches that provide legal-size bulletins.

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Booklet Creation — Booklet Legal using FS-527

(Letter size 8.5" x 11" to legal size 8.5" x 14")

APPLICATION

Your customer has to create an 8.5" x 14" center stapled and folded booklet; using letter sized 8.5" x 11" originals.

HOW

Pre-requisites:

You will need eight letter size (8.5" x 11") original documents with text. In addition, you must load legal size (8.5" x 14") paper in one of the cassettes.

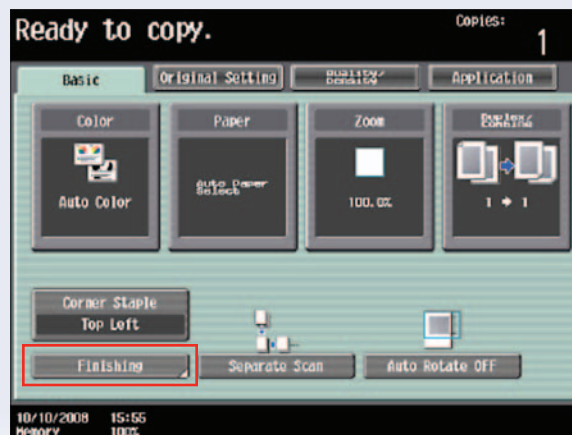
You will need the optional FS-527 Finisher w/SD-509 Saddle Stitcher to create Legal-sized booklets.

Press the "Reset" Key before beginning this job shop.

1. Place your **Eight Letter Size Originals** in the document feeder face up in a "Portrait" position (LEF – Long Edge First).
2. Press **Paper** tab.
3. Touch paper drawer with **Legal size (8.5" x 14")** paper.
4. Touch **OK**.
5. Touch **Finishing** tab.

WITH FS-527 FINISHER + SD-509 SADDLE STITCHER:

6. Touch **Fold/Bind**.
7. Touch **Center Staple & Fold**.
8. Touch **OK**.
9. Press **Start**.



SELLING POINTS

- Provides "on-demand" resource for creating booklets.
- Addresses the needs of marketing, training, human resources and administrative departments within any company as well as churches that provide legal-size bulletins.

Booklet Legal — Booklet to Booklet using FS-526

APPLICATION

Your customer has to create an 8.5" x 14" stapled and folded booklet using legal-sized 8.5" x 14" imposed originals.

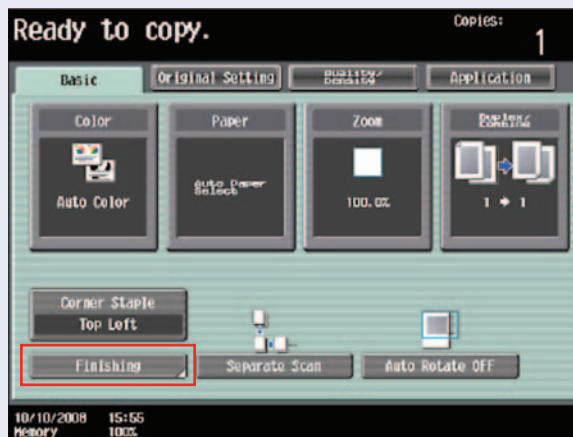
HOW

Pre-requisites

You will need four legal size (8.5" x 14") duplexed original documents with text.

Press the "Reset" key before beginning this job shop.

1. Place your **Two Legal Size** (8.5" x 14") duplexed original documents with text in the document feeder face up.
2. Press **Paper** tab.
3. Touch **Paper Drawer** with **Legal-size** (8.5" x 14") paper.
4. Touch **OK**.
5. Press the **Finishing** tab.



WITH FS-526 FINISHER:

6. Touch **Fold/Bind**.
7. Touch **Center Staple & Fold**.
8. Press **OK** twice.
9. Touch **Duplex/Combine**.
10. Touch **2-sided → 2-sided**.
11. Touch **OK**.
12. Press the **Start** key.

SELLING POINTS

- Widely used in churches to output weekly bulletins.
- Provides customer with an alternative to letter and ledger size booklets.

Booklet Legal — Booklet to Booklet using FS-527

APPLICATION

Your customer has to create an 8.5" x 14" stapled and folded booklet using legal-sized 8.5" x 14" imposed originals.

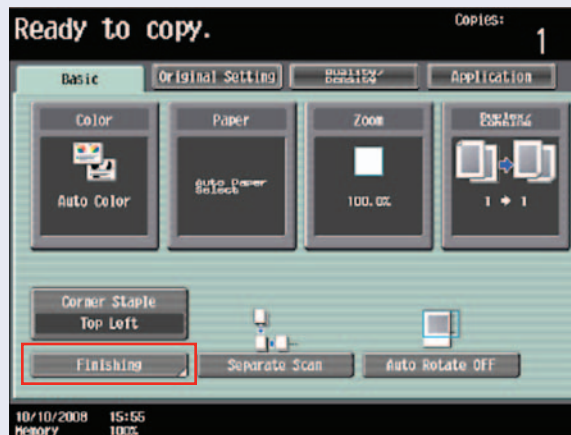
HOW

Pre-requisites

You will need four legal size (8.5" x 14") duplexed original documents with text.

Press the "Reset" key before beginning this job shop.

1. Place your **Four Legal Size** (8.5" x 14") duplexed original documents with text in the document feeder face up.
2. Press **Paper** tab.
3. Touch **Paper Drawer** with **Legal-size** (8.5" x 14") paper.
4. Touch **OK**.
5. Press the **Finishing** tab.



WITH FS-527 FINISHER + SD-509 SADDLE STITCHER:

6. Touch **Fold/Bind**.
7. Touch **Center Staple & Fold**.
8. Touch **OK** twice.
9. Touch **Duplex/Combine**.
10. Touch **2 sided → 2 sided**.
11. Press **OK**.
12. Press the **Start** key.

SELLING POINTS

- Widely used in churches to output weekly bulletins.
- Provides customer with an alternative to letter and ledger size booklets.

Combine Copies (Combination Mode)

WHAT & WHY

Combine Copies (Combination Mode) prints 2, 4 or 8 images on 1 side of the page. This function saves paper, toner and space. Users can save even more paper, toner and space by selecting 1-sided → 2-sided and reduce 16 pages to 1 page.

APPLICATION

A small marketing firm needs to archive a copy (image and description) of all of the products they have sold. The prospect is concerned that the project will exceed their allocated budget for paper and space. You show them that Konica Minolta can help by demonstrating the Combine mode.

HOW

Pre-requisite

Have (8) 8.5" x 11" originals ready.
Enable Auto Zoom for Combine/Booklet.

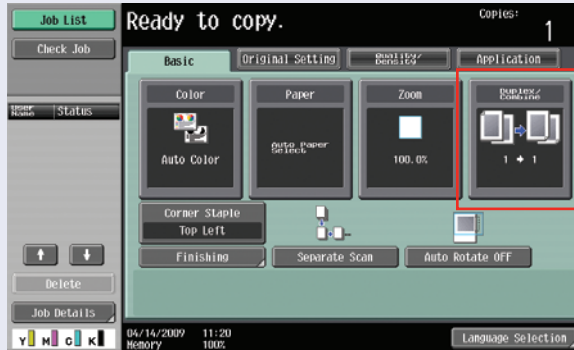
Enable Auto Zoom for Combine/Booklet

1. Press **Utility/Counter** key.
2. Touch **User Settings**.
3. Touch **Copier Settings**.
4. Touch **Auto Zoom** for **Combine/Booklet**.
5. Under **Job Setting**, touch **Auto Display Zoom Ratio**.
6. Touch **OK**.
7. Touch **Close** 2 times.

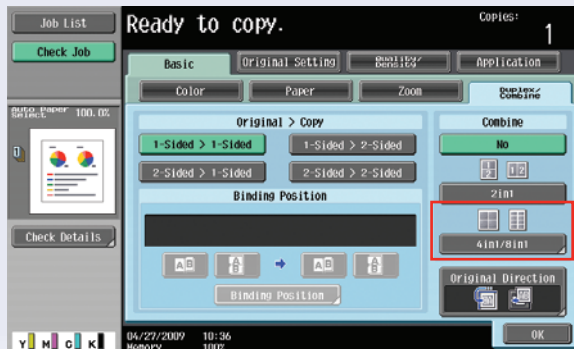
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Begin Combine Copies job

1. Insert the (8) originals into the document feeder.
2. From the **Basic** screen touch **Duplex/Combine**.



3. Touch **4-in-1/8-in-1**.
4. Touch **8-in-1**.
5. Touch **Horizontal**.
6. Touch **OK**.
7. Press **Start**.



Separate Scan + Copy (Batch Print)

WHAT & WHY

Separate Scan has two purposes. First, Separate Scan may combine originals scanned from the document feeder and off the platen glass. This combination of originals becomes necessary in the event a portion of the document is a book or “3D” object. Second, Separate Scan may also be used when the original document exceeds the document feeder capacity of 100 pages. Sections of the document are scanned separately so all pages can be printed from memory at once. This job shop will take you through the latter. Separate Scan has two different output modes, “Page Print” (factory default) and “Batch Print”. During the “Page Print” mode, the document prints while being scanned. In the “Batch Print” mode, printing begins when the document is finished scanning. This Separate Scan job shop will lead you through the “Batch Print” mode.

APPLICATION

A Management Training company needs to create 6 sets of a 150-page manual. Completing tasks like this is common for the Management Training company, and they bought Konica Minolta upon your recommendation that it is particularly suited for large runs. They do not want to hand sort stacks of partially completed manuals on a table. You've told them that the Separate Scan + Copy (Batch Print) function would be perfect in this situation. They've asked you to show them how.

HOW

Pre-requisite

Prepare (12) 8.5" x 11" originals to represent the 150-page manual.
Enable Batch Print mode.

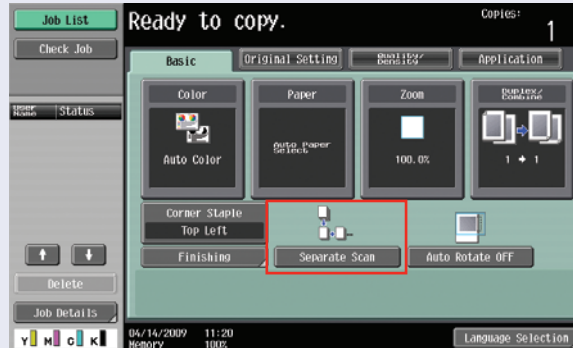
Enable Batch Print mode

1. Press the **Utility/Counter** key.
2. Touch **User Settings**.
3. Touch **Copier Settings**.
4. Touch **↓** arrow key to screen **2/4**.
5. Touch **Separate Scan Output Method**.
6. Select **Batch Print**.
7. Touch **OK**.
8. Touch **Close** 2 times.

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Begin Separate Scan job

1. Insert the (4) of the 8.5" x 11" originals into the document feeder..
2. Touch **Separate Scan**.
3. Touch **Finishing**.
4. Touch **2 Position Staple**.
5. Touch **OK**.
6. Press **Start**.
7. When prompted, insert the next (4) 8.5" x 11" originals into the document feeder.
8. Press **Start**.
9. When prompted, insert the remaining (4) 8.5" x 11" originals into the document feeder.
10. Press **Start**.
11. When scanning stops touch **Finish**.
12. Press **Start**.
13. Touch **Green Print** button.



Save in User Box (From the Control Panel)

PRE-REQUISITES

The job shop requires the user to save and name a document. You will need the following materials: Four letter size (8.5" x 11") originals to be saved in a specified Public User Box, which will be created on the fly from the panel. Also we must retrieve and print these documents. The HDD is standard on the MFP.

Steps/Keystrokes:

Press the "Reset" Key before beginning this job shop.

Saving Documents in the 'Public User' Box:

1. Place **Four Letter Size** (8.5" x 11") **Originals** in the RADF.
2. Touch **User Box** hard key on the control panel.
3. Touch **Save Document** tab (at the top right of the screen).
4. Touch **User Box**.
5. Touch **Enter User Box Number**
6. Press **1 (Hard Key)**.
7. Touch **Apply**.
8. Touch **OK**.
9. Touch **Document Name**.
10. Press **C** (hard key) to erase the entered document name.
11. Use the keypad to type in "**kmbs**".
12. Touch **OK**.
13. Touch/Press **Start**.

Retrieve Documents in 'Public User' Box:

1. Touch **User Box**.
2. Press desired **Public User Box: No. 1**.
3. Touch **Use/File**.
4. Touch the document named "kmbs" that appears on the screen.
5. Touch **Print**.
6. Touch **Start**.

The Documents will be printed.

If there is a password associated with the User Box, a password screen will appear. Enter the password and touch OK.

Skip Job Operation Settings

PRE-REQUISITES

This job shop requires a multiple page single-sided or double-sided (duplexed) original in letter size (8.5" x 11").

APPLICATION

The Skip Job Operation function offers a convenient way to ensure that your documents are printed when the job currently in the queue can't be printed because the MFP is out of the required paper size or type.

For example, you send a letter-size (8.5" x 11") document to the printer but the print job ahead of yours is a multiple page spreadsheet that requires ledger-size (11" x 17") paper. When you enable the Skip Job Operation function, your letter-size document will skip ahead of the spreadsheet file that is waiting for the MFP to be replenished with ledger-size paper. The job requiring ledger-size paper will remain in queue until the required paper is replenished. In the meantime, your letter-size documents will continue to print. Your documents will not be held up because the current job is waiting for paper to be loaded in the MFP.

The same concept holds true for incoming fax receptions. If the required paper is not housed in the MFP, the device will skip over it and print the incoming job.

ENABLE SKIP JOB OPERATION FOR PRINTING

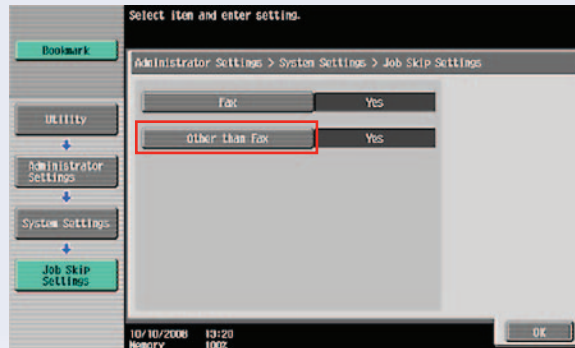
Steps/Keystrokes:

Press the "Reset" Key before beginning this job shop.

1. Press **Utility/Counter** key.
2. Touch **#3 Administrator Settings**.
3. Enter the password **12345678** (this is the default password).
4. Touch **OK**.
5. Touch **#1 System Settings**.
6. Touch **Forward Arrow** at the top right.
7. Touch **#5 Skip Job Operation Settings**.

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8. Touch **Other Than Fax** (to skip a job in print mode).
9. Touch **YES**.
10. Touch **OK**.
11. Touch **Close** 3 times.



HOW TO USE THE SKIP JOB OPERATION

1. **At the MFP:** remove all 11" x 17" paper from the device.
2. **At the PC:** send two print jobs.
 - a. First send an 11" x 17" file.
 - b. Second send an 8.5" x 11" file.
3. **At the MFP:** Touch **Job List**.
 - a. Only 11" x 17" file should remain in the queue.

NOTE: The job requiring the 11" x 17" paper remains in the queue until the required size paper is replenished meanwhile the 8.5x11 file will print. The second file is not held up because the first file is waiting for paper to be replenished.

User Authentication Mode

PRE-REQUISITES

No originals will be required. The objective of this job shop is to instruct you in setting up an authorized account code that will give you access to the MFP.

You will need to enter your authorized **User Name** and **Password** in order to gain access to the MFP. Finally, you must then turn off the User Authentication mode before going on to the next job shop.

APPLICATIONS

User Authentication will allow administrators/Office Managers the ability to set up “passwords” and “user names” that will authorize end-users access to the MFP. This will eliminate any unwarranted copying use of the unit from the MFP control panel.

Steps/Keystrokes:

Press the “Reset” Key before beginning this job shop.

1. Press **Utility/Counter** key.
2. Touch **#3 Administrator Setting**.
3. Enter the password, **12345678** (the 1-8 password is the default setting).
4. Touch **OK**.
5. Touch **#4 User Authentication/Account Track**.
6. Touch **#1 General Settings**.
7. Touch **User Authentication**.
8. Under Job Setting touch **ON (MFP)**.
9. Touch **OK**.

NOTE: The screen will now display “Are you sure you want to clear all data?”

10. Touch **YES**.
11. Touch **OK**.
12. Touch **Close** 3 times.

NOTE: If you see on the Touch Screen Panel a User Name and Password Login Screen, You have successfully enabled User Authentication.

**In order to “activate” User Authentication users must be registered.
We will now create a user name and password to access the MFP.**

Steps/Keystrokes:

1. Press the hard key labeled **Utility/Counter**.
2. Touch **#3 Administrator Setting**.
3. Enter the password, **12345678** (the 1-8 password is the default setting).
4. Touch **OK**.
5. Touch **#4 User Authentication/Account Track**.
6. Touch **#2 User Authentication Settings**.
7. Touch **#2 User Registration**.
8. Select **001** for your user name and password.
9. Touch **Edit**.
10. Touch **User Name**.
11. Type a **User Name**. In this case, we will use the name “user” for our user name.
12. Press **OK**.
13. Touch **Password**. In this case, we will use the letter **x** for our password.
14. Touch **Password Configuration** type the letter **x** again.
15. Touch **OK**.
16. Touch **OK**.
17. Touch **Close** 5 times.

NOTE: You should now be back at the login screen.

We have now setup an account with User Authentication.

Login User Name and Password:

1. Touch **User Name**.
2. Type your user name that we previously entered, “user”.
3. Touch **OK**.
4. Touch **Password**.
5. Type the password that we previously entered, **x**.
6. Touch **OK**.
7. Touch **Login**.

NOTE: MFP is case sensitive. Please enter your name as it was registered.

NOTE: Now you will be able to access the MFP. Once you have finished any copy jobs, touch the “Access Key” (hard key) before you walk away to log off.

The Screen will ask: “Are you sure you want to log out?”

8. Touch **Log Off**.

continued

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Clear User Authentication:

*NOTE: You will see the **Login Screen** on the Touch screen.*

1. Press the hard key for **Utility/Counter**.
2. Touch **#3 Administrator Settings**.
3. Enter the previous password – **12345678**, on the panel hard keys or Touch Screen.
4. Touch **OK**.
5. Touch **#4 User Authentication/Account Track**.
6. Touch **#1 General Settings**.
7. Touch **User Authentication**.
8. Under **Job Settings**, touch **OFF**.
9. Touch **OK**.

NOTE: You will see the following message: "Are you sure you want to clear all data?"

10. Touch **YES**.
11. Touch **OK**.
12. Touch **Close** 3 times.

Setting Up Account Track

PRE-REQUISITES

You will need access to Administrator Setting via a password. The default password is **12345678**.

APPLICATION

Your customer has two departments that utilize various copy modes on the MFP. The client requires that you set up Account Track “accounts” for these departments.

The Marketing Department is the first account that will be set-up and they do not have any copy limits. The Sales Department is the second account and we need to limit their color copying. This job shop exercise will instruct you in setting up accounts with account names and passwords. End-users can’t gain access to the MFP unless they have an authorized password and/or an account name. You will also put copy limitations on “color copying” for the second account.

TO SET UP COPY TRACK

Steps/Keystrokes:

Press the “Reset” Key before beginning this job shop.

1. Press the **Utility/Counter** key on the keyboard.
2. Touch the **#3 Administrator Setting**.
3. Enter the Administrator Password; the default is **12345678**.
4. Touch **OK**.
5. Touch **#4 User Authentication/Account Track**.
6. Touch **#1 General Settings**.

NOTE: When choosing “Account Track”, to “ON”, the system defaults to “Account Name and Password”, or, you may also choose “Password Only”.

7. Touch **Account Track**.
8. Select **ON**.
9. Touch **OK**.
10. You will be asked “Are you sure you want to clear all data?”
11. Touch **YES**.
12. Touch **OK**.
13. Touch **#3 Account Track Setting**.

NOTE: This will clear all accounts. This is required to turn “Account Track” on or off.

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14. Touch **#1 Account Track Registration**.
15. Touch **Account Box 001**.
16. Touch **Edit**.
17. Touch **Account Name**.
18. Enter **mkty** on the keyboard.
19. Touch **OK**.
20. Touch **Password**.
21. Enter **bizhub**.
22. Touch **Password Confirmation**.
23. Re-enter the password **bizhub**.
24. Touch **OK**.
25. Touch **Output Permission**.
26. Under **Print**, choose **Allow** to permit Color and **Allow** to permit Black.
27. Under **Send**, choose **Allow** to permit Color.
28. Touch **OK**.
29. Touch **Maximum Allowance** Setting.
30. Choose **Total Allowance** as **No Limit**.
31. Touch **OK**.
32. Touch **OK**.
33. Touch **Account Box 002**.
34. Touch **Edit**.
35. Touch **Account Name**.
36. Enter **Sales** on the keyboard.
37. Touch **OK**.
38. Touch **Password**.
39. Enter **Color**.
40. Touch **Password Confirm**.
41. Re-enter your password **Color**.
42. Touch **OK**.
43. Touch **Output Permission**.
44. Under **Print**, select **Allow** for Color.
45. Under **Print**, select **Allow** for Black.
46. Under **Send**, select **Allow** for Color.
47. Touch **OK**.
48. Touch **Maximum Allowance**.
49. Touch **Individual Allowance**.
50. Touch **Color**.
51. Enter the amount **5** on the keypad.
52. Touch **OK**.
53. Touch **OK** again.

NOTE: The default limit is one, or the last number that account was limited to.

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54. Press **Reset** on control panel or touch **Close** five times.

QUESTION: Using the “sales” account and the password “color”, try to copy six or more color copies. What happens? (see below).

ATTENTION: Please turn the Account Track feature **OFF** after completing this job shop. Follow instructions below:

55. Press **Utility/Counter** key.
56. Touch **#3 Administrator settings**.
57. Enter **Password (12345678)**.
58. Touch **OK**
59. Touch **User Authentication/Account Track**. Touch #4.
60. Touch **#1 General settings**.
61. Touch **Account Track**.
62. Touch **OFF**.
63. Touch **OK**.
64. Touch **Yes (Are you sure you want to clear data)**.
65. Touch **OK**.
66. Touch **Close** 3x when finished or press **Reset**.

ANSWER: Your account has reached its maximum color copy allowance.
Delete the job.

Account Name

Sales

NOTE: Delete the job and continue with you next task.

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Public User Access for Color or B/W

WHAT & WHY

Once the MFP is configured, Public Users can access the machine for color and B/W jobs. It allows you to restrict or allow the Public Users to use the MFP for copy jobs.

It gives you a greater control on when or what can be copied.

APPLICATION

Your customers are professors at a university. They have a MFP set up for User identification access. However, once a month, a community group meets and they want to provide public access for copy jobs.

HOW

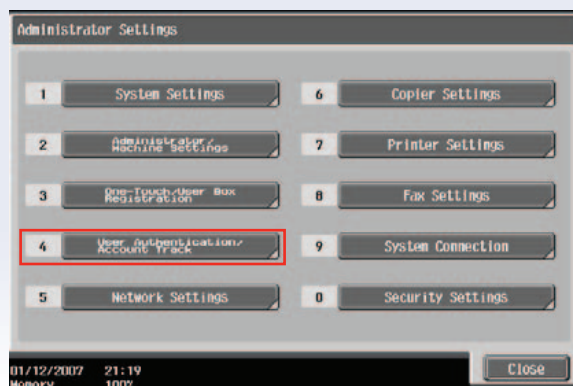
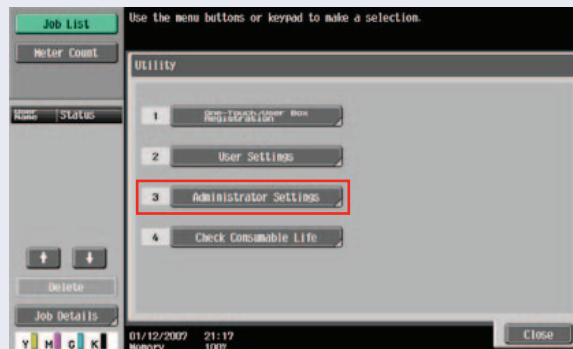
Pre-Requisites

You will need access to Administrator Settings via a password. The default password is **12345678**.

Steps/Keystrokes:

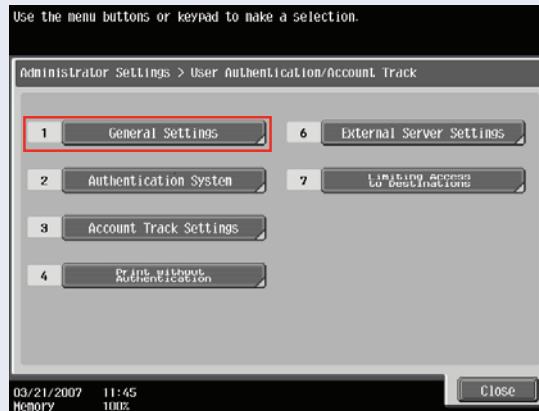
Press the "Reset" Key before beginning this job shop.

1. Press the **Utility/Counter** button on the keyboard.
2. Touch **#3 Administrator Setting**.
3. Enter the administrator password: **12345678**.
4. Touch **OK**.
5. Touch **#4 User Authentication/Account Track**.



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6. Touch **General Settings**.



7. Touch **User Authentication** and a new screen appears on the right.

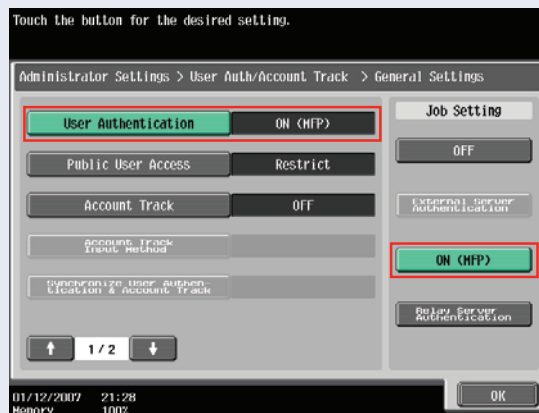
8. Touch **ON MFP**.

9. Touch **Public User Access**.

10. Touch **ON** (with login).

11. Make sure Account Track is **OFF**.

12. Touch **OK**.



You will be asked: "Are you sure you want to clear all data?"

13. Press **YES**.

14. Touch **OK**.

15. Touch **CLOSE** 3 times.

NOTE: The Input User Name and Password to log-in appears.

16. Press the **Public User** Access Key. The default screen should appear.

NOTE: Remember to log out of Public Access mode via the Access Key on the control board.

SELLING POINTS

- Restricts unauthorized public access for color or black-and-white output enabling customer to control use and operating costs.

Public User/Restrict Color

WHAT & WHY

The “Restrict” option gives you the flexibility to control the type of copy jobs done on your MFP. You use this option when you want to restrict individuals or departments from using color.

APPLICATION

Your customer is a public library in a small town. They have their MFP set up for Public Access. However, with the recent high copy volume they decided to restrict users from using color option.

HOW

Pre-Requisites

You will need access to Administrator setting via a password. The default password is **12345678**.

Steps/Keystrokes:

Press the “Reset” Key before beginning this job shop.

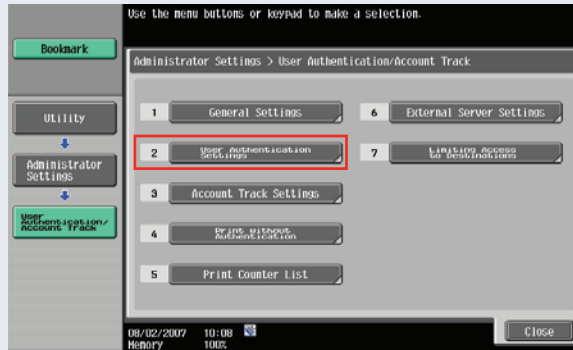
1. Press the **Utility/Counter** key on the keyboard.
2. Touch **#3 Administrator Setting**.
3. Enter the administrator password: **12345678**.
4. Touch **OK**.
5. Touch **#4 User Authentication/Account Track**.
6. Touch **General Settings**.
7. Touch **User Authentication**.
8. Touch **ON MFP**.
9. Touch **Public User Access**.
10. Touch **ON** (with login).
11. Make sure the account track is **OFF**.
12. Touch **OK**.
13. You will be asked: “Are you sure you want to clear all data?”
14. Press **YES**.

continued

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15. Touch **OK**.

16. Touch **#2 User Authentication Settings**.



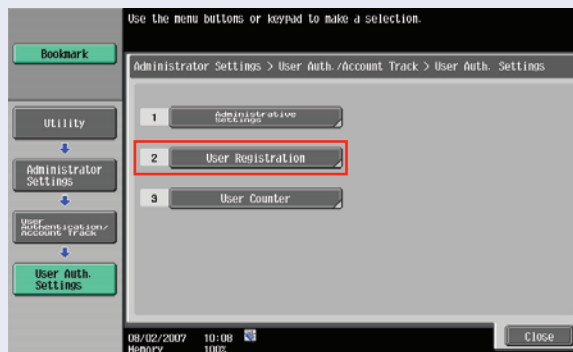
17. Touch **#2 User Registration**.

18. Press **UP** arrow.

19. Press **000 PUBLIC** button.

20. Press **EDIT**.

21. Touch **Output Permission**.



22. For Print – Color = Touch **RESTRICT**.

23. For Send – Color = Touch **RESTRICT**.

24. Touch **OK**.

25. Touch **OK**.

26. Press **CLOSE** 5x to return to the main menu.

NOTE: The "Public User" access has to be in Allow mode to be able to use the "000 Public" button.

SELLING POINTS

- Restricts unauthorized public access for color or black-and-white output enabling customer to control use and operating costs.

Leading Edge Printer Adjustment

WHAT & WHY

You use this feature when you want to adjust the starting print position of each document.

APPLICATION

Your customer wants to have different starting print positions for the same document without having to change the settings on the computer. He asked you to make the adjustment.

HOW

Pre-requisites

You will need one letter size (8.5" x 11") original documents with text. In addition, you will need access to Administrator Settings via a password. The default password is **12345678**.

Steps/Keystrokes:

Press the "Reset" Key before beginning this job shop.

1. Press the **Utility/Counter** key on the keyboard.
2. Touch **#3 Administrator Setting**.
3. Enter the administrator password: **12345678**.
4. Touch **OK**.
5. Touch **System Settings** tab.
6. Touch **Expert Adjustment**.
7. Touch **Printer Adjustment**.
8. Touch **Leading Edge Adjustment**.
9. Touch the button for the paper type to be set.
10. Use **+** and **-** keys to adjust the value. Set for **2.0 mm**.
11. Touch **OK**.
12. Touch **Close** 5x.

continued



Test Page: Notice the positioning of printed little box on the upper right corner changes in relation to different measurements.

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13. Load paper in the Bypass Tray.

14. Touch **Paper**.

15. Touch **Manual Bypass Tray**.

16. Press the **START** key.

17. A test pattern is printed.

NOTE: Run one test at 0.2 mm and one test at 3.0 mm to compare (at the "Adjust Screen" on the right).

SELLING POINTS

- Customer has PDF documents and doesn't want to adjust the margins and they want to hole punch to put in a three ring binder. Leading edge allows you to adjust the leading edge without interfering with the text of the document.

Output Tray Settings

OVERVIEW SUMMARY APPLICATION

There are several output settings on the bizhub MFP that can be set as defaults to accommodate a customer's specific copy usage. These settings options include Print/Fax Output Settings, Output Tray Settings, and Shift Output Each Job Settings. The Output Tray Settings determine which tray is set as the default output tray for the Copy, Print, and Fax modes. Look at the example below.

- Copy: Tray 1
- Print: Tray 1
- Print Reports: Tray 2
- Fax: Tray 2

The following procedures describe how to specify the necessary settings on multifunctional products to produce output documents using Output Tray Settings.

APPLICATION

A small office environment copies memos, sends and receives numerous orders via faxes, and will have to scan documents frequently. Various people use an MFP for these purposes, but they are always mixing up their documents. Some orders have even been delayed because they've been picked up by an office coworker accidentally. You suggest to your customer that the best course of action would be to set separate trays as defaults to receive certain output. For instance, one tray could be set as the default to receive all the copied memos into Tray 1, so they won't be mixed up with the faxed orders anymore. Your customer asks you to show them how.

HOW

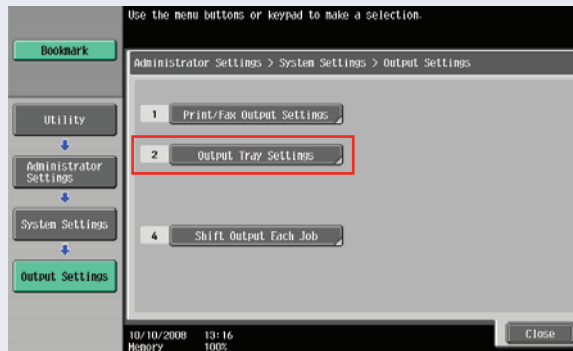
Pre-Requisites:

- One Demo Original 8.5" x 11" with text or graphics.
NOTE: Press the "Reset" Key before beginning this job shop.

1. Insert the **Demo Original** into the **RADF**.
2. Press the **Utility Counter** key.
3. Touch **Administrator Settings**.
4. Enter the **Administrator Code** at either the hard keys or the LCD panel.
NOTE: The default password is 12345678.

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5. Touch **OK**.
6. Touch **System Settings**.
7. Touch **Output Settings**.
8. Touch **Output Tray Settings**.
9. Under the **Copy Heading**, touch **Tray 1**.
10. Touch **OK**.
11. Touch **Close**.
12. Touch **Close**.
13. Touch **Close**.
14. Touch **Close**.
15. Press **Start**.



Guidance Key (How to Use)

WHAT & WHY

The Guidance Key accesses the on-line help screens. These help screens display descriptions of specific functions, details regarding the function's operation, and provide immediate assistance and information regarding overall system operation.

APPLICATION

The Guidance key provides access to on-line help screens customers can use to perform simple maintenance functions and communicate possible errors for a service call. Knowing how to use the Guidance Key from an Account Executive perspective establishes your credibility as an expert in Konica Minolta bizhub device functionality and provides an opportunity for you to support your customer as a business partner solving every day issues. For a customer who has purchased a bizhub device, the Guidance Key offers a sense of security since support is easily accessible from the device itself.

HOW

1. Press the Guidance Key and notice the copy functions available to you.
NOTE: Notice the Bookmark on the left pane. Use this as a file path to move back one screen if needed.
2. View a built-in animation.
 - a. Touch **To Menu** or **Help Menu**.
 - b. Touch **#7 Consumable Replace/Processing Procedure**.
 - c. Touch **#1 Replace Toner Cartridge**.
 - d. Touch **Start Guidance** and the animation begins.
NOTE: The animation will continue to run while you open the front cover and follow along.
 - e. After you hear the "Click" sound , touch the right arrow (➔) for the next animation.

NOTE: Follow Up. While you were investigating the Guidance Key, you may have noticed several key selling points. First, within the seven screens you viewed, there were five animations, Consumable Replace, in the Help menu. Consumable Replace animations can help you as a Konica Minolta Account Executive by learning/remembering how to do a replacement procedure yourself and teaching your customers how to use it as well.

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3. Use the **Bookmark** screens to find the following functions.
 - a. **Separate Scan.**
 - i. Touch **Help Menu.**
 - ii. Touch **Function.**
 - iii. Touch **Copy.**
 - iv. Touch **Other.**
 - v. Touch **Separate Scan.**
 - b. **Proof Copy**
 - i. Touch **Help Menu.**
 - ii. Touch **Other Functions.**
 - iii. Touch **Proof Copy.**
4. Locate the **Meter Count** and touch **Go to Function.**

NOTE: You'll notice that there are 156 "total copies" indicated , 39 "total duplex" copies indicated and the serial number is also provided.
5. Place mixed-sized originals on single-sized copies.

NOTE: A customer wishes to take all of the mixed-sized originals and place them on the same sized paper for easier filing.

 - a. Press **Guidance** key.
 - b. Touch **Help Menu.**
 - c. Touch **Search by Operation.**
 - d. Touch **Copying.**
 - e. Touch **Copying Special Documents.**
 - f. Touch **Copy Mixed Originals** for the animation to launch.
 - g. Touch **Go to Function.**

NOTE: The next screen shows the "Mixed Original" button on the "Original Setting" tab. The "Start" key turns "blue" and the bizhub is ready to accept your mixed originals into the Document Feeder.

continued

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6. Complete the Booklet Function.

NOTE: You'll need eight (8) single-sided (8.5" x 11") originals for this job shop.

- a. Go to **Copying Operation**.
- b. Go through the following **Bookmark** screens.
 - i. **Help Menu**.
 - ii. **Search by Operation**.
 - iii. **Copying**.
 - iv. **Improving the Finishing**.
 - v. **Creating a Booklet**.

- c. Next, touch **Go to Function**.

NOTE: It takes you to the Application Tab where you will see the "Booklet" button to the right of the screen.

- d. Touch **Booklet**.

NOTE: Now you will see that Center Staple & Fold is already selected, and the bizhub is now ready for your eight (8) single-sided (8.5" x 11") originals to be loaded into the document feeder.

- e. Note that the booklet did not come out the same size as the original, instead it came out smaller than what might have been expected.

7. Guidance through a Paper Misfeed.

- a. Load a letter-sized (8.5" x 11") sheet of paper into the document feeder.
- b. Hold the paper back and keep it from feeding into the document feeder as you press the **Start** key.
- c. Note that a **Paper Jam** screen appears identifying the misfeed location as number **23**.
- d. You will also see a button labeled **Start** Guidance.

NOTE: This provides you with the procedure on how to troubleshoot this misfeed and in addition to the location number. The misfeed location number serves the purpose of indicating the number to reference when placing a service call. This number will help the responding field engineer prepare for the on-site visit. Jam codes display (requires service mode access to be enabled) to help identify the specific problem.

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- e. Touch **Start Guidance** and follow the procedure to open the document feeder as shown.

NOTE: The bizhub will tell you after you close the covers to reset the following number of originals.

- f. Touch the yellow **Reset** key.

NOTE: The bizhub will ask you whether you are sure you want to delete the job.

- g. Touch **Yes**, then touch **OK** to return to the **Copy Mode Basic** default screen.

Summary, the user experience on the bizhub device is made easier with the Guidance functionality, such as animated guidance of Operating Procedures and Troubleshooting and improved display of misfeed locations.

Determining the MFP's IP Address

APPLICATION

You will need to know how to locate the MFP IP address when configuring print drivers or setting up “one touch” buttons from PageScope Web Connection.

Steps/Keystrokes:

Press the “Reset” Key before beginning this job shop.

1. Press **Utility/Counter** key.
2. Touch **#3 Administrator Settings**.
3. Enter **12345678** on the keypad.
4. Click **OK**.
5. Touch **#5 Network Settings**.
6. Touch **#1 TCP/IP Setting**.
7. Touch **IPv4 Settings** or **IPv6 Settings** (your selections will depend upon how your network has been configured).
8. IP address will be displayed.

Shortcut Keys/Quick Settings 1,2,3,4

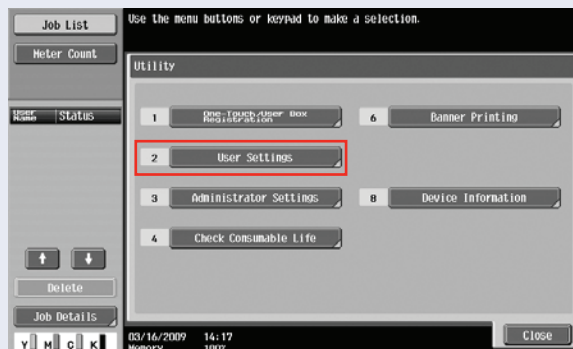
WHAT & WHY

The bizhub MFP provides users with several opportunities to streamline their office workflow, such as Quick Settings. Quick Settings on the bizhub MFP appear as four buttons on the opening screen of the Copy Mode, once the buttons have been enabled. Users can quickly reproduce their documents with one simple touch of a Quick Setting button.

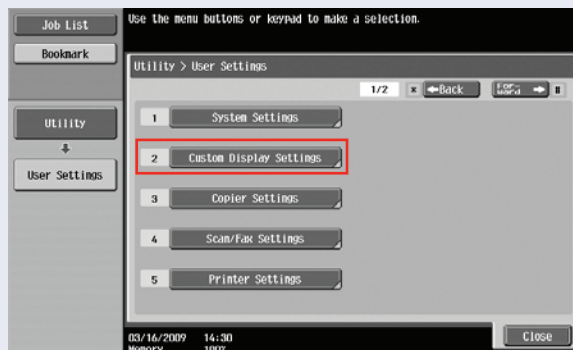
APPLICATION

Enable Quick Setting keys for users who desire quick and simple access to common copy functions.

1. Enable **Quick Settings 1,2,3,4**.
2. Press **Utility/Counter** key.
3. Touch **User Settings**.

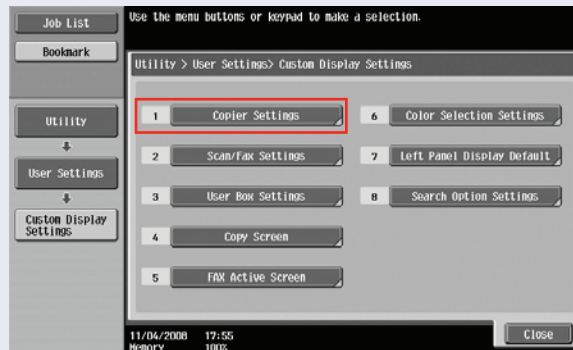


4. Touch **Custom Display Settings**.



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5. Touch **Copier Settings**.



6. Touch **Quick Settings 1** button.

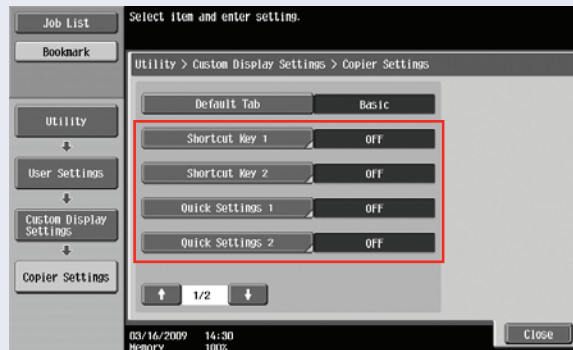
7. Touch **ON**.

8. Touch **Color**.

9. Touch **Black + Green**.

10. Touch **OK** twice.

11. Now you should be back at the **Copier Setting** screen.



Now let's set the other 3 buttons

1. Touch **Quick Settings 2** button.

2. Touch **ON**.

3. Touch **Duplex/Combine**.

4. Touch **1-sided > 2-sided**.

5. Touch **OK** twice.

6. Scroll to **2/2**.

7. Touch **Quick Settings 3** button.

8. Touch **ON**.

9. Touch **Quality/Density**.

10. Scroll to **2/2** touch **Glossy**.

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11. Touch **OK** twice.
12. Touch **Quick Settings 4** button.
13. Touch **ON**.
14. Touch **Zoom**.
15. Touch **Minimal**.
16. Touch **OK** until you are back at the opening **Copier Mode** screen.
17. Notice the 4 new **Quick Setting** buttons on the lower part of the **Copy Mode** screen

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**KONICA MINOLTA
BUSINESS SOLUTIONS U.S.A., INC.**

100 Williams Drive
Ramsey, NJ 07446

www.CountOnKonicaMinolta.com
www.kmbs.konicaminolta.us