KONICA MINOLTA

bizhub C754 SERIES
bizhub C554 SERIES
bizhub C364 SERIES

FULL COLOUR PRINTER/COPIER/SCANNER/FAX

COPY JOB SHOPS

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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 are banks, real estate and 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 A4 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 **Menu** 🏠 Button.

2. Touch **Utility Icon**.

3. Touch **Administrator Settings** and enter **1234567812345678**.

4. Touch **OK**.
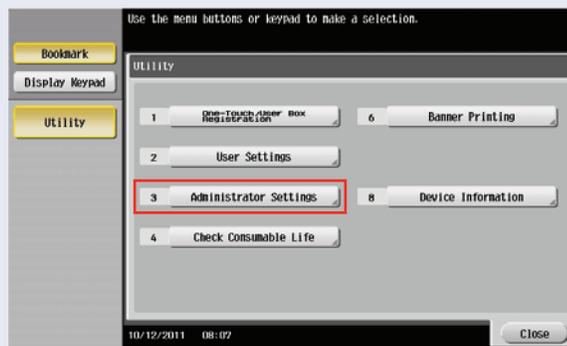
5. Touch **Security Settings**.

2

6. Touch **Administrator Security Levels**.

```
Administrator Settings> Security Settings
                                    1/2  *  ◀Back    For-   ▶▶  #
                                                     ward
   1    Administrator Password        6         HDD Settings

                                      7    Function Management Settings

   3    Administrator Security        8         Stamp Settings
        Levels

   4       Security Details

   5    Enhanced Security Mode         0      Driver Password
                                             Encryption Setting

 10/12/2011   09:48                                      Close
```
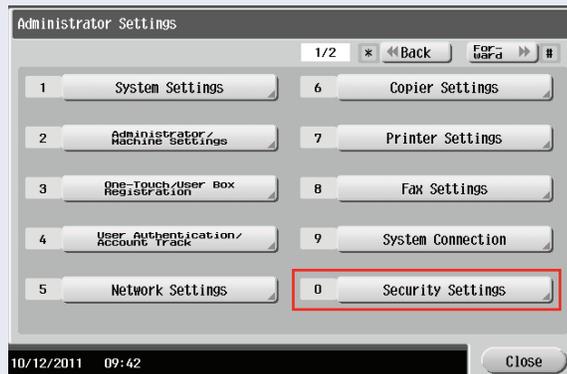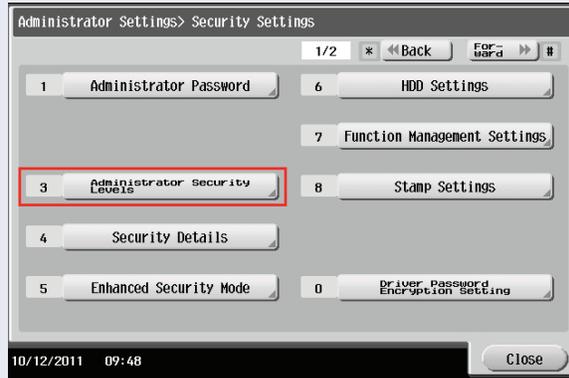
7. Touch **Level 1**.

8. Touch **OK**.

9. Touch **Close** 3 times.

```
Administrator Settings> Security Settings> Administrator Security Levels




         Level 1           Level 2           Prohibit




 10/12/2011   09:49                                      OK
```
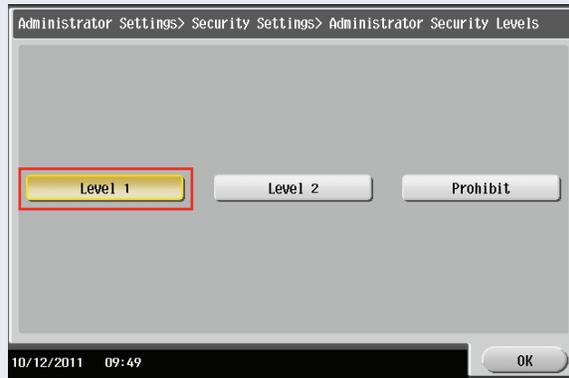
HEALTHCARE VERTICAL MARKETS

Useful Tips:

- Copy double-sided insurance cards and driver's licenses efficiently and with ease of use.

CONFIRM THE USER SETTINGS

1. Press **Menu** 🏠 Button.

2. Press **Utility Icon**.

3. Touch **User Settings**.

4. Touch **Copier Settings**.
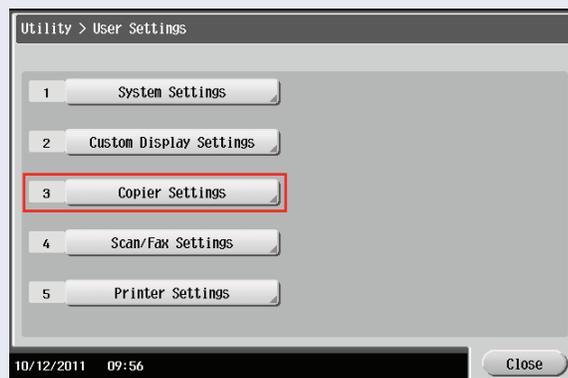
5. Touch **(Down) Arrow** key 2 times (this will take you to the third page).

6. Touch **Specify Default Tray** when APS off.

7. Touch **Default Tray** (the Default Tray is #1).

8. Touch **(Down) Arrow** key to screen 4.

Utility > User Settings> Copier Settings

Auto Zoom (ADF)	ON	Job Setting
Specify Default Tray when APS Off	Default Tray	Tray Before APS ON
Select Tray for Insert Sheet	Tray 2	Default Tray

3 / 4

10/12/2011 09:58   OK

9. Touch **Card Shot Settings** and then Layout.

Utility > User Settings> Copier Settings

| Automatic Image Rotation | When Auto Paper/ Auto Zoom is set |
| Card Shot Settings | |

4 / 4

10/12/2011 09:59   OK
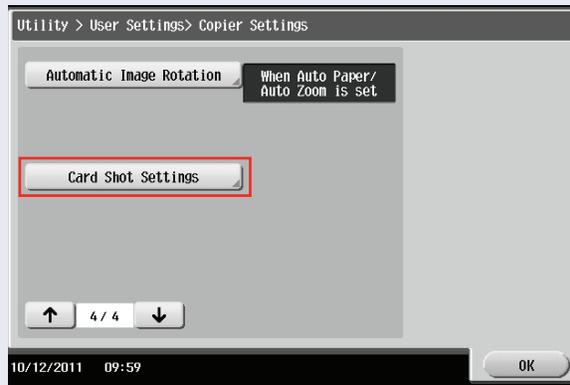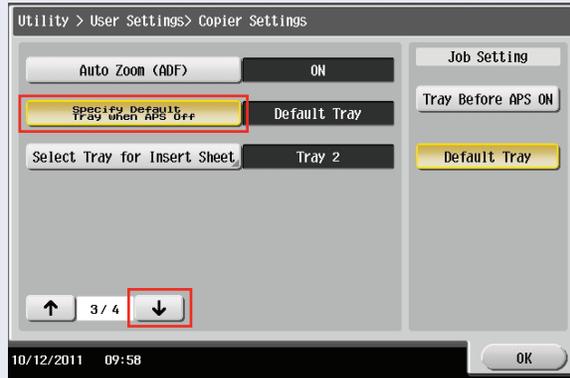
10. Touch **Left/Right** (Upper Half).

Utility > Copier Settings > Card Shot Settings

Layout	Left/Right (Upper Half)	Job Setting
Zoom	Full Size	Top/Bottom
Store Original Size		Left/Right (Upper Half)
		Left/Right

10/12/2011 09:59   OK
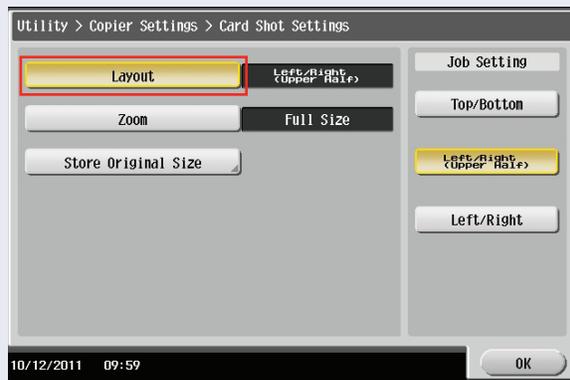
11. Touch **Zoom**.

12. Touch **x1.0**.

    NOTE: If you select Full Size, it will enlarge the image to fit the paper selected.
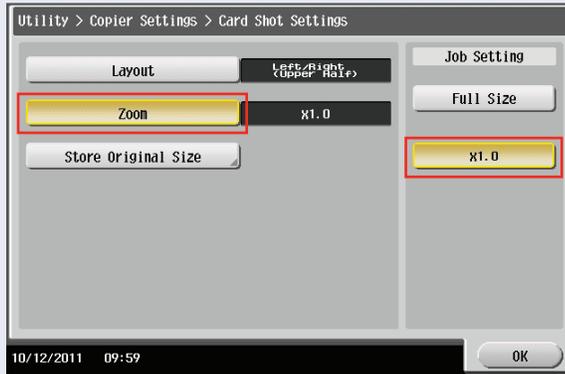
13. While you are here, touch **Store Original Size**.
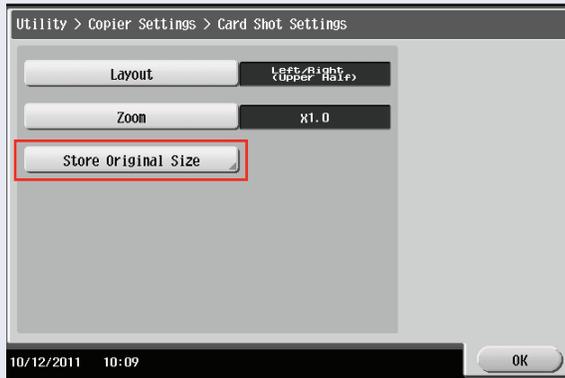
14. Let's set up a button for a business card:

    a. Set **X** to **3.5**. **(89mm)**

    b. Set **Y** to **2**. **(51mm)**

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

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

    e. Enter **Business Card**.

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

    NOTE: Make this setting permanent, create a Shortcut button.

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. Press **Menu** 🏠 Button to enter **Copy** mode.

2. Touch **Paper Tab** and select desired paper source ex. A4 Tray 4.

3. Touch **Close**.

4. Lift the **Dual Scanner** or **RADF** and place card in the upper left corner of the platen glass SEF (Short Edge First).

5. Touch **Application** tab.

6. Scroll **(right)** or press **J** Icon to locate Card Shot.

7. Touch **Card Shot**.

8. Turn **ON Card Shot** function.

   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.

   c. Touch **OK**

9. Press **Start** to scan the front side.

10. When prompted, flip card over to back side.

11. Press **Start**.

12. When prompted, touch **Finish** and press **Start**.
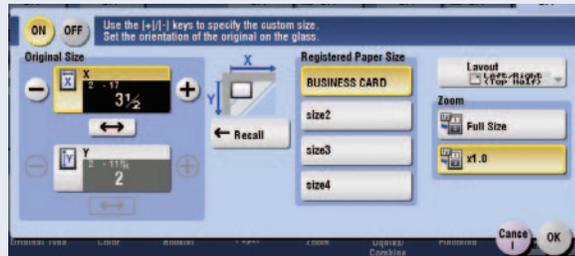
Setting the Home ⌂ Screen as the Startup Screen

WHAT & WHY

The MFP is shipped with the **Copy** screen as the startup screen. This will change it to the **Home** screen shown below.

HOW

1. If not on the **Home** screen touch the **Menu** hard key on the Control Panel ⌂.

2. Touch the **Utility** icon.

3. Touch the **#3 Administrator** key, enter **1234567812345678** and touch **OK**.

4. Touch the **#1 System Settings** key.

5. Select the **#9 Reset Settings** key.

6. Select **System Auto Reset** and select **Main Menu**.

7. Choose a reset time from 1-9 minutes.

8. Press **OK** and **Close** 4 times to exit.

9
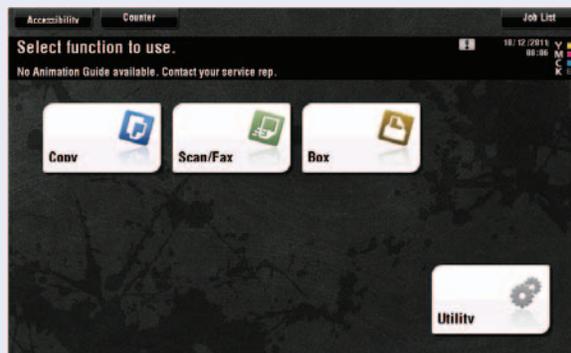
Customizing Copy Screen Function Keys

WHAT & WHY

All of the function keys that appear along the bottom of the Copy and Scan screens can be arranged to the user's preferences. The ability to do this is disabled when the MFP is shipped and has to be turned on. To determine if this function is enabled, touch the **Utility** key and then the **Custom Display** key. If options #4 and #5 are not present, then start at step 1. If those keys are present, then start at step 10.

HOW

1. If not on the **Home** screen Touch the **Menu** hard key on the Control Panel 🏠.

2. Touch the **Utility** icon.

3. Touch the **#3 Administrator Settings** key, enter **1234567812345678** and touch **OK**.
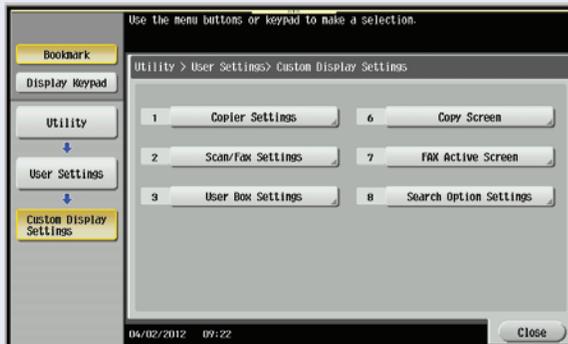
4. Touch the **#1 System Settings** key and press the **Forward** arrow twice to get to the 3/3 screen.

5. Select **#4 Custom Display Settings**.

6. Select **#5 Function Display Key Permission Settings**.

7. Touch the **Copy/Print** key and select **Allow**.
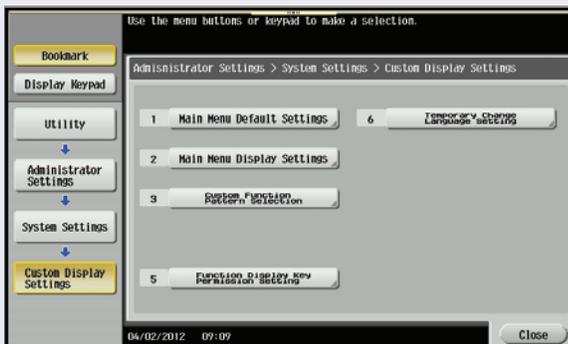
8. Touch the **Send/Save** key and select **Allow**.

9. Touch **OK** twice and **Close** 4 times to return to Main Screen.

   NOTE: This only gives permission to make changes to the Copy and Scan function keys. The actual customization is done from another screen.

10. If not on the **Home** screen Touch the **Menu** hard key on the Control Panel 🏠.

11. Touch the **Utility** icon.

12. Select **#2 User Settings**.

13. Touch **#2 Custom Display Settings**.
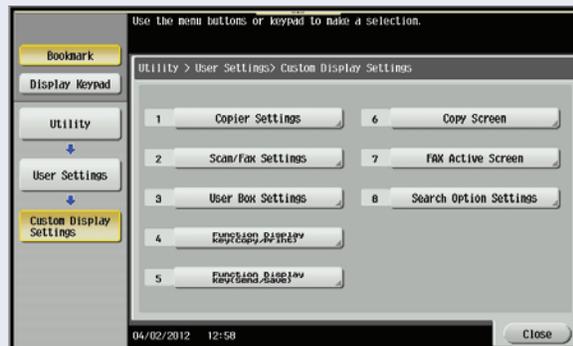
14. Touch **#4 Function Display Key** (Copy/Print).

15. Select **Function Key 3** and touch **OFF**, then touch **OK**.

16. Select **Function Key 9** and turn **ON**, then select **OK**.
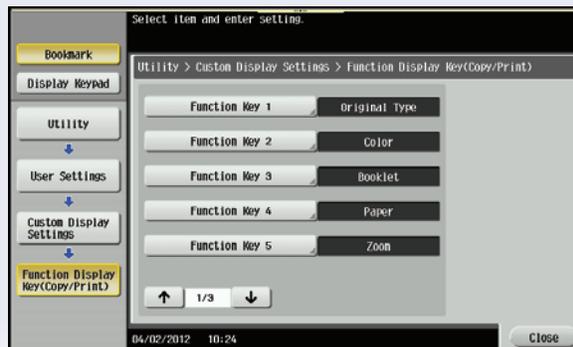
Scroll to screen 2/5 and select **Booklet**, then touch **OK**.

17. Touch **Close 4 Times** to return to the main screen.

18. If not on the **Copy** screen, touch **Copy** on the home screen.

Notice the #3 slot on the **Copy** screen is blank. Touch **Function 2** and observe the Booklet key is now in the #9 slot.

To restore the device to its original settings, redo steps 10 – 18, turning off **Function Key 9 First**. Then turn on **Function Key 3** and select **Booklet**.

Main Screen Default Setting —
Enlarge Display/Normal View

WHAT & WHY

Changing these settings will allow the user to view the display screen enlarged or in normal size.

HOW

1. If not on Home screen press the **Menu** key 🏠.

2. Touch **Utility Icon**.

   Touch **#3 Administrator Settings** and enter **1234567812345678**.

3. Press **OK**.
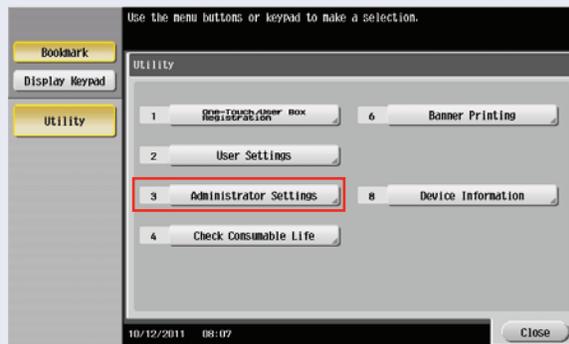
4. Touch **#1 System Settings**.

5. Select **Forward** button to screen **#2**.

13

6. Touch **#0 Enlarge Display Settings**.

Administrator Settings > System Settings

2/3   * ◄◄Back   For-ward ▶▶ #

6   Default Bypass Paper Type Setting

2   Stamp Settings   7   Page Number Print Position

3   Blank Page Print Settings

4   Registered Key Settings   9   Preview Settings

5   Job Priority Operation Settings   0   Enlarge Display Settings

10/12/2011   08:50   Close
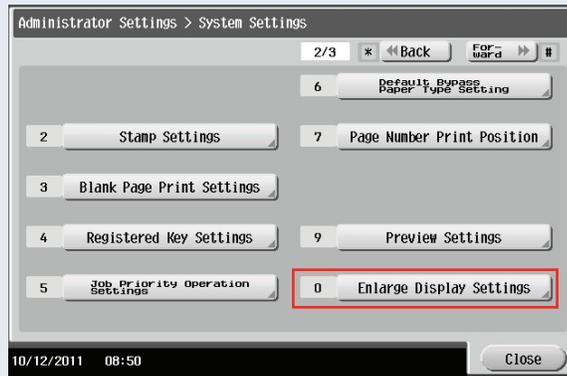
7. Touch **Display Default Settings**.

Administrator Settings > System Settings > Enlarge Display Settings

Display Default Settings   No

Apply Basic Setting to Enlarge Display   Mode 2

10/12/2011   08:50   OK
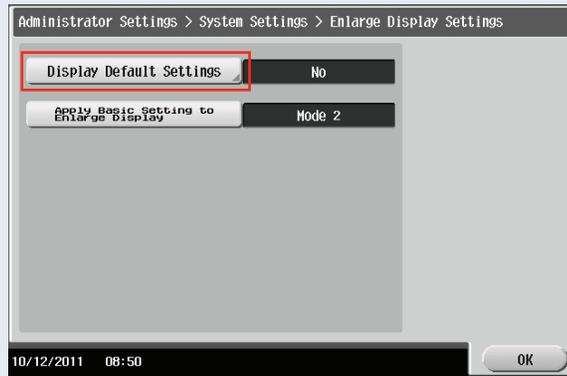
8. Select either:
   Yes (Turn on)
   No (Turn off).

9. Touch **OK** 2 times and **Close** 3 Times.

Administrator Settings > Enlarge Display Settings > Display Default Settings

Yes   No

Enlarge Display Setting

Enlarge Display   Normal Display

10/12/2011   08:51   OK

14
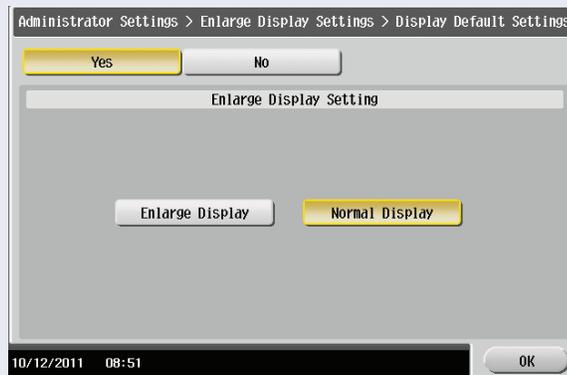
Quick Copy Screen

WHAT & WHY

The Quick Copy Screen, when enabled, will be the default copy screen. 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.
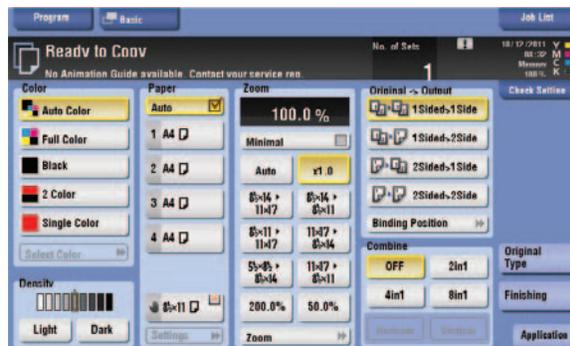
HOW

1. If not on Home screen press the **Menu** key 🏠.

2. Touch **Utility Icon**.

3. Touch **#2 User Settings**.
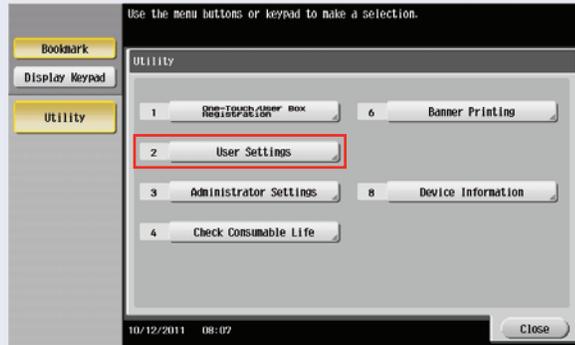
4. Touch **#2 Custom Display Settings**.
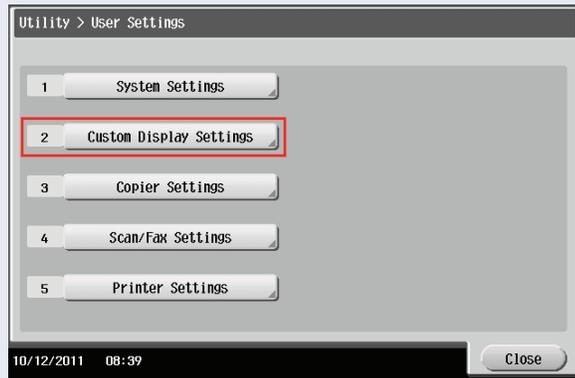
5. Touch **#1 Copier Settings**.

16
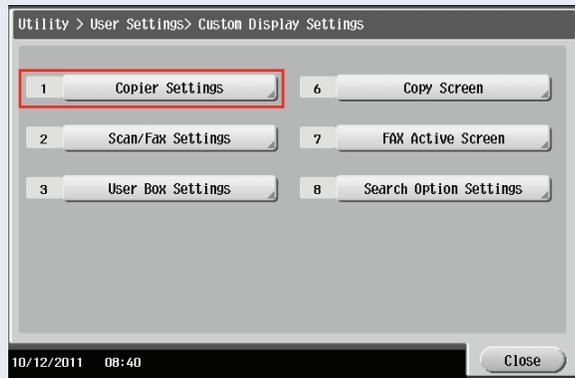
6. Touch **Default Tab**.

7. Under **Job Setting**, touch **Quick Copy**.

8. Touch **Close** 4 times.

   NOTE: You now have set the default copy screen to the Quick Copy display.

Utility > Custom Display Settings > Copier Settings

Default Tab	Basic
Quick Settings 1	OFF
Quick Settings 2	OFF

10/12/2011   08:40   Close
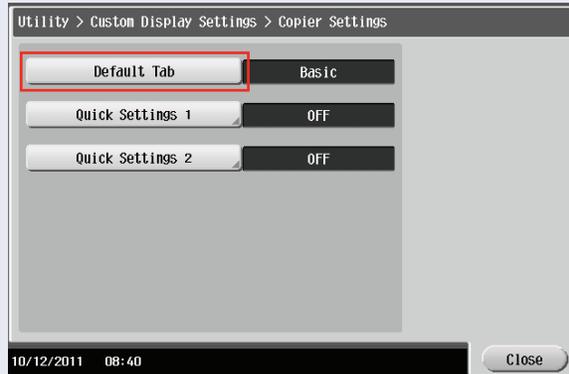
LEGAL VERTICAL MARKETS

Useful Tips:

- Time is money in a law firm environment so any task that can save time is very attractive to the staff.

- Solicitors and paralegal have to keep account of each hour in their work day and their clients are billed for those hours, therefore, any excessive amount of time spent at the MFP is time not being billed.

- Quick Copy Screen will save time in making copies of legal documents and selecting popular copy features and finishing options.

Program Quick Key Settings 1 & 2

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. If not on Home screen press the **Menu** key 🏠.

2. Touch **Utility Icon**.

3. Touch **User Settings**.
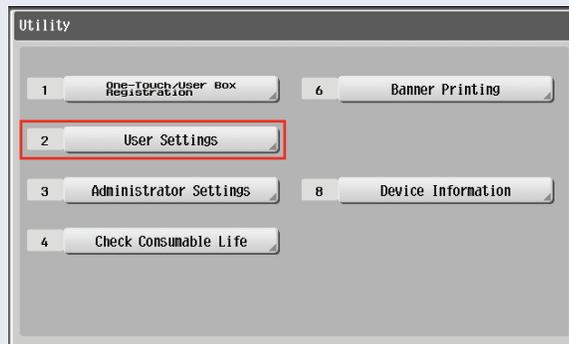
4. Touch **Custom Display Settings**.

Utility > User Settings

1	System Settings
2	Custom Display Settings
3	Copier Settings
4	Scan/Fax Settings
5	Printer Settings

5. Touch **Copier Settings**.

Utility > User Settings> Custom Display Settings
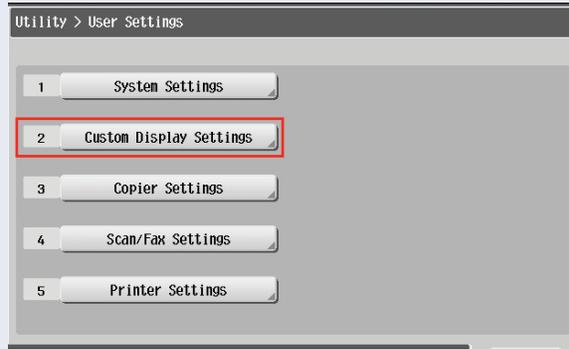
1	Copier Settings	6	Copy Screen
2	Scan/Fax Settings	7	FAX Active Screen
3	User Box Settings	8	Search Option Settings
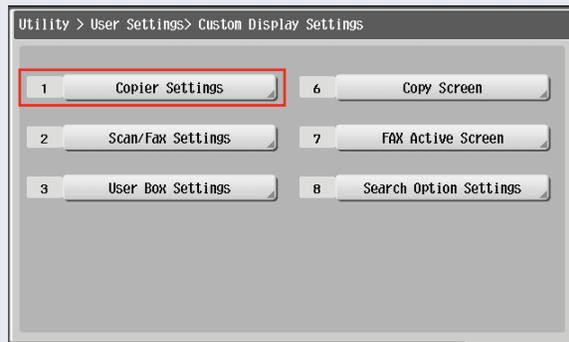
6. Touch **Quick Settings 1** button.

Utility > Custom Display Settings > Copier Settings

Default Tab	Basic
Quick Settings 1	OFF
Quick Settings 2	OFF

7. Touch **ON**.

8. Touch **Color**.

Utility > Copier Setting > Quick Settings 1

| ON | OFF |

Color	Zoom
Duplex/Combine	Original Setting
Quality/Density	Copy Program

19
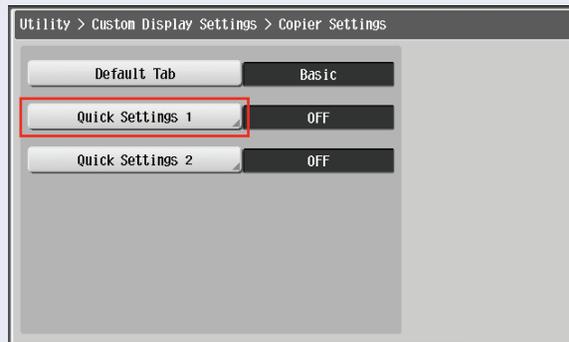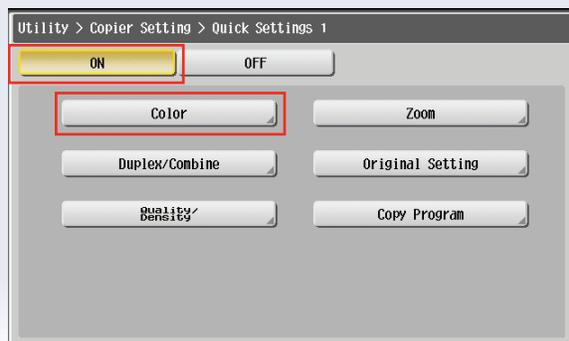
9. Touch **Black + Green**.

10. Touch **OK** twice.

Utility > Quick Settings 1 > Color

Auto Color	Full Color	1/ 4
Black+Red	Black+Blue	
Black+Green	Black+Yellow	
Black+Cyan	Black+Magenta	
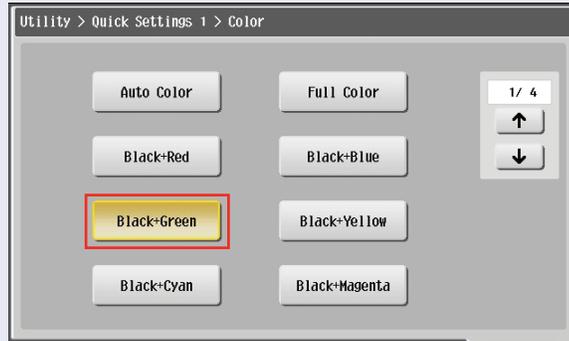
11. Now you should be back at the **Copier Setting** screen.

12. Touch **Quick Settings 2** button.

Utility > Custom Display Settings > Copier Settings

Default Tab	Basic
Quick Settings 1	Black + Green
Quick Settings 2	OFF
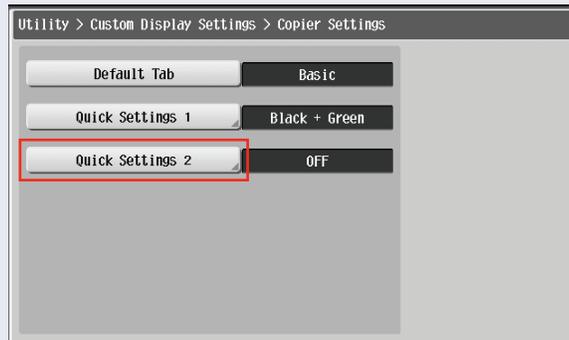
13. Touch **ON**.

14. Touch **Duplex/Combine**.

Utility > Copier Setting > Quick Settings 1

| ON | OFF |

Color	Zoom
Duplex/Combine	Original Setting
Quality/ Density	Copy Program
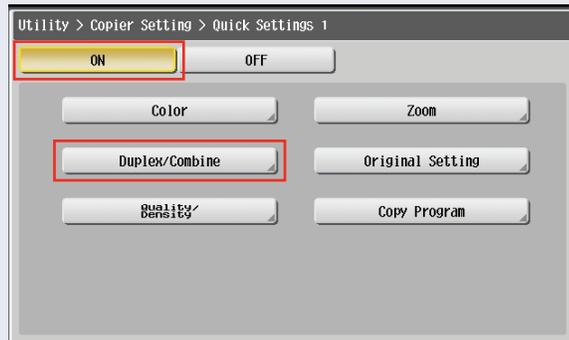
15. Touch **1-sided > 2-sided**.

16. Touch **OK** twice.

Utility > Quick Settings 2 > 2-Sided/Combine

1-Sided > 1-Sided	1-Sided > 2-Sided	1/ 2
2-Sided > 1-Sided	2-Sided > 2-Sided	
2 in 1	4-in-1, Horizontal	
4-in-1, Vertical	8-in-1, Horizontal	

20
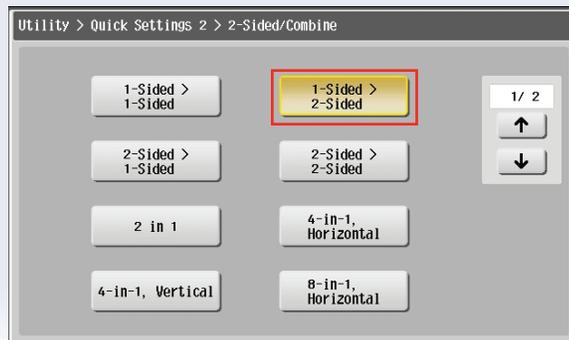
17. Touch **Close** 4 times until you are back at the opening **Copier Mode** screen.

18. Notice the 2 new **Quick Setting** buttons on in the right middle part of the **Copy Mode** screen.

Utility > Custom Display Settings > Copier Settings

Default Tab	Basic
Quick Settings 1	Black + Green
Quick Settings 2	1-Sided > 2-Sided

EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Save paper and keeps copying costs down in schools and universities by quickly and easily programing quick copy keys for duplexing.

Booklet Creation – Booklet A3 FS-534
(A4 to A3)

APPLICATION

Your customer has to create an A3 paper size center stapled and folded booklet; using A4 paper size originals.

HOW
Pre-requisites:

You will need eight A4 paper size original documents with text. In addition, you must load A3 size paper in one of the cassettes.

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

19. Press **Menu Button** to enter copy mode screen.

20. Place your **Eight A4 – Size Originals** in the document feeder face-up in a "Portrait" position (LEF – Long Edge First).

21. Press **Paper** tab.

22. Touch paper drawer with **A3** paper.

23. Touch **Close**.

24. Touch **Booklet** tab and Turn **ON**.

25. Touch **Center Staple & Fold**.

26. Touch **OK**.

27. 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 A3 size bulletins.

EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Create custom marketing materials, newsletters and other brochures to market and promote events, keep parents and the local community informed of recent and relevant news at schools or universities.

Booklet A3 — Booklet to Booklet using FS-534

APPLICATION

Your customer has to create an A3 stapled and folded booklet using legal-sized A3 imposed originals.

HOW
Pre-requisites

You will need four A3 size duplexed original documents with text.
Press the **"Reset"** key before beginning this job shop.

1. Press **Menu** 🏠 Button to enter **Copy Mode** screen.

2. Open booklet and remove center staples.

3. Place your **Two A3** duplexed documents with text in the document feeder face up.

4. Press **Paper** tab.

5. Touch **Paper Drawer** with **A3** paper.

   NOTE: Auto Select will now be unchecked.

6. Touch **Close**.
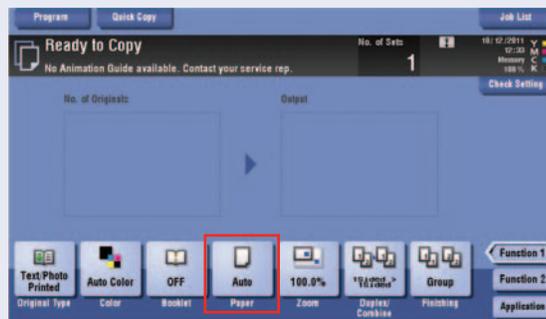
7. Touch **Duplex/Combine**.

8. Touch **2sided > 2sided**.

9. Touch **OK**.
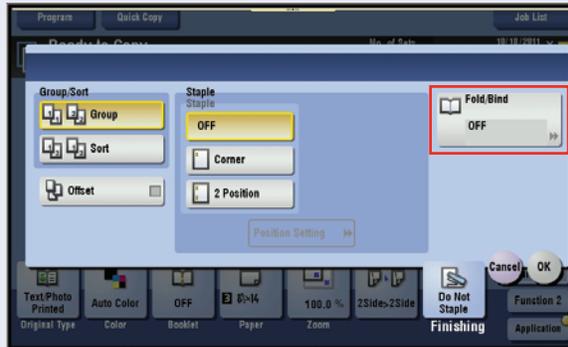
10. Touch **Finishing** tab.

11. Touch **Fold/Bind**.
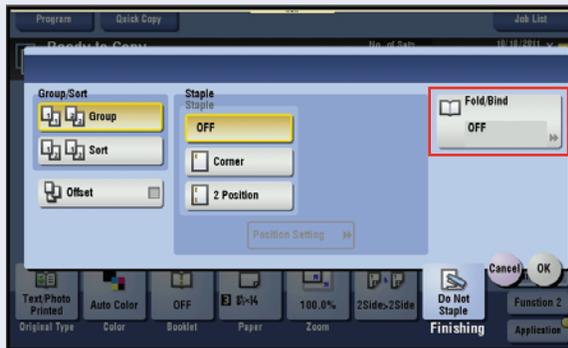
12. Touch **Center Staple & Fold**.

13. Touch **OK** twice.
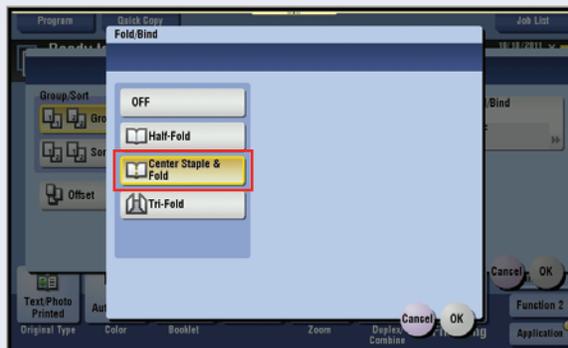
14. Touch **Booklet Tab** and **Turn Off Booklet** mode.

15. Touch **OK**.

16. Press the **Start** key.
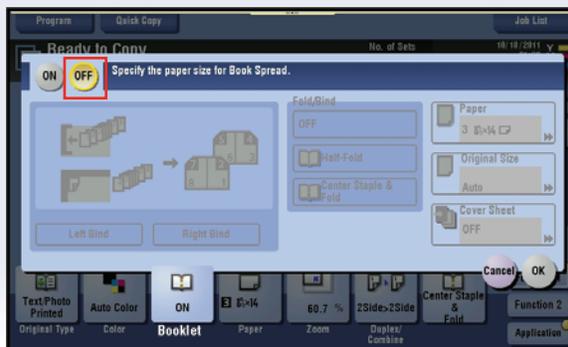
SELLING POINTS

- Widely used in churches/schools to output weekly bulletins.
- Provides customer with an alternative to A4 and A3 size booklets.

EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Copy and re-create custom marketing materials, newsletters and other brochures to market and promote events, keep parents and the local community informed of recent and relevant news at schools or universities.

Adding Menu Keys to the Home ⌂ Screen

Application Icons can be placed on the bizhub's main screen to allow quick access to frequently used functions. These are the steps to add a copy function key to the home screen.

1. If not on the **Home** screen Touch the **Menu** hard key on the **Control Panel** ⌂.

2. Touch the **Utility** icon.

Touch the **#3 Administrator Settings** key, enter **1234567812345678** and touch **OK**.
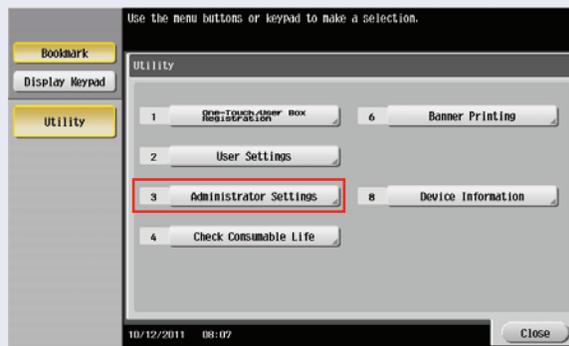
3. Touch the **#1 System Settings** key and press the **Forward** arrow twice to get to the **3/3** screen.

4. Select the **#4 Custom Display Settings** key.
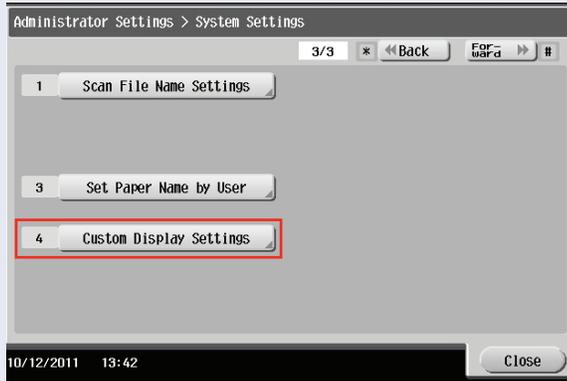
5. Select the **#1 Main Menu Default Settings** key.

    *NOTE: There are 20 possible keys that can be added to the **Home** screen. The first 3 keys by default are set to **Copy, Scan/Fax** and **User Box**. DO NOT CHANGE THESE KEYS.*
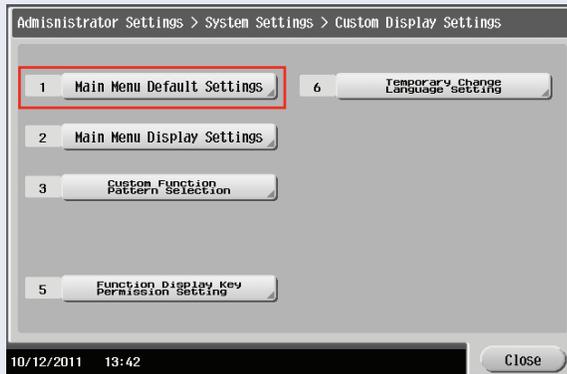
6. Touch any unassigned **Main Menu Key**.

28
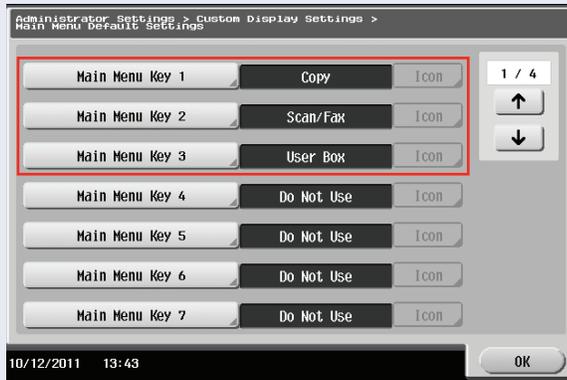
7. On the next screen touch the **ON** key.

8. Select the **Copy Function Settings** key.

   NOTE: There are additional choices available on the screen. The intention of this exercise is only to familiarize the user with

   the procedure to add a key to the home screen. In practical use the same steps can be taken to add ANY of the available functions as **Menu Keys** on the home screen.
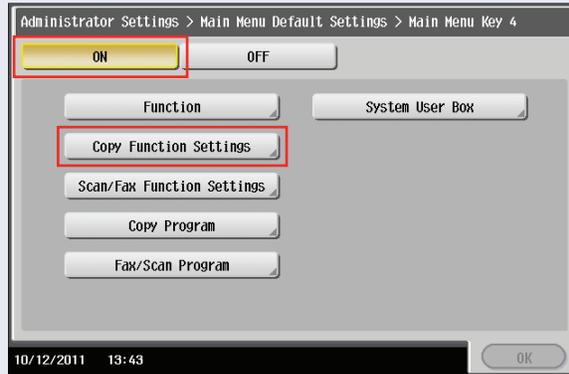
   Select one of the copy functions displayed. Example: **Colour**

9. Press **OK** twice and press **Close** 4 times to exit.
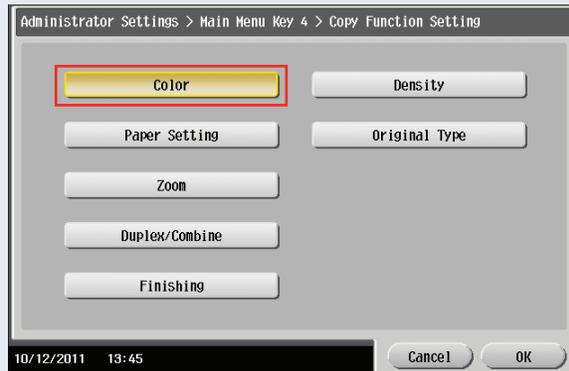
10. Press the **Menu** key on the control panel. The new icon is displayed.
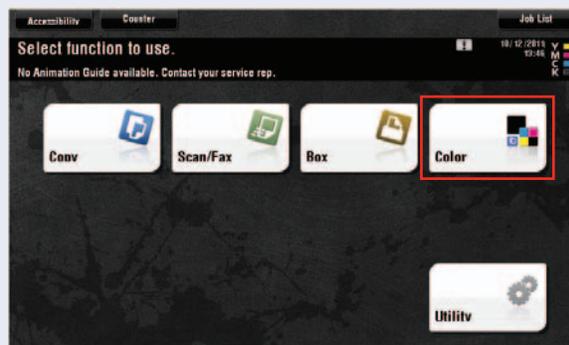
Determining the MFP's IP Address

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. If not on Home screen press the **Menu** key 🏠.

2. Touch **Utility Icon**.

3. Touch **#3 Administrator Settings**.

4. Enter **1234567812345678** on the keypad.

5. Touch **OK**.
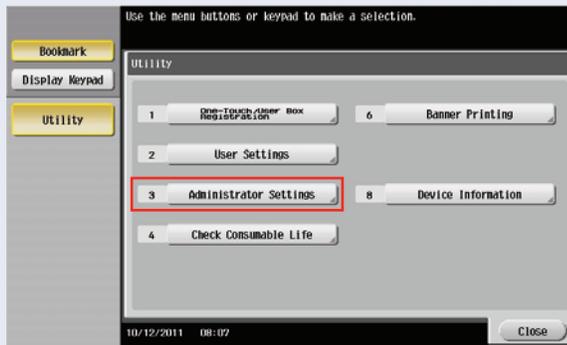
6. Touch **#5 Network Settings**.

7. Touch **#1 TCP/IP Setting**.

Administrator Settings > Network Settings

1	TCP/IP Settings	6	LDAP Settings
2	NetWare Settings	7	E-Mail Settings
3	HTTP Server Settings	8	SNMP Settings
4	FTP Settings	9	AppleTalk Settings
5	SMB Settings	0	Bonjour Setting

1/3 ✱ ◄◄Back Forward ►► #

10/12/2011 08:11   Close
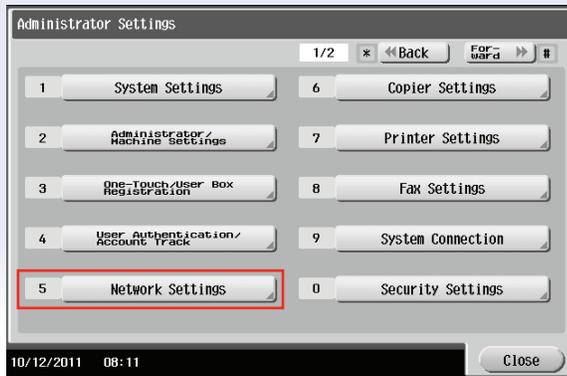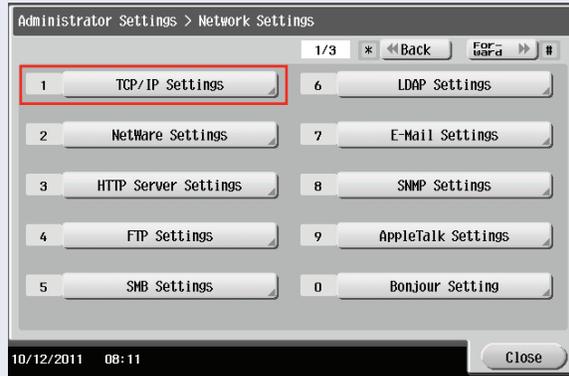
8. Touch **IPv4 Settings** or **IPv6 Settings** (your selections will depend upon how your network has been configured).

Administrator Settings> Network Settings> TCP/IP Settings

ON   OFF   1 /2 ◄◄Back Forward ►►

IPv4 Settings   IPv6 Settings

DNS Host   DNS Domain

DNS Server Settings (IPv4)   DNS Server Settings (IPv6)

IPsec Settings

10/12/2011 08:11   OK
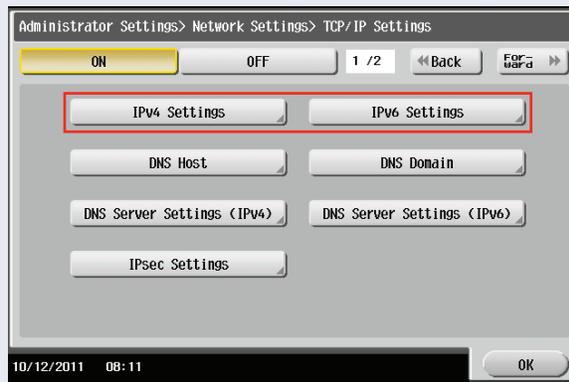
9. IP address will be displayed.

10. 10. Touch **OK** 2 times and **Close** 3 times to exit.

Administrator Settings > TCP/IP Settings > IPv4 Settings

IP Application Method

Manual Input   IP Address   0. 0. 0. 0
                ← Delete →

Auto Input   Subnet Mask   0. 0. 0. 0
                ← Delete →

                Default Gateway 0. 0. 0. 0
                ← Delete →

10/12/2011 08:12   OK

31
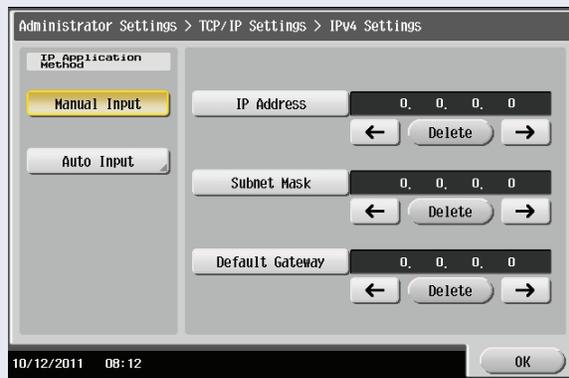
Determining the MFP's IP Address #2

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. If not on Home screen press the **Menu** key 🏠.

2. Touch **Utility Icon**.

3. Touch **#8 Device Information**.
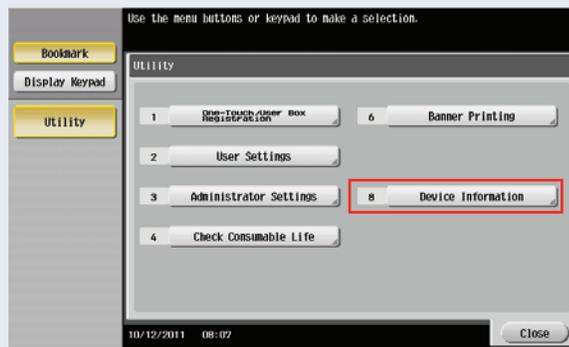
4. **Units IPV4** or **IPV6** address will be displayed.

5. Touch **Close** 2 times.

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 want to prevent others
from attempting to pass the copies off as original documents.

HOW

Pre-requisites:

You will need one A4 paper size original with text. After setting up Copy Protect parameters,
a copy will be made of the first copy. If not on the **Home** screen touch the **Menu** key
on the **Control Panel** 🏠. Touch the **Copy** icon

If already on the **Copy** *screen Press the* **"Reset"** *Key before beginning this job shop.*

1. Insert **Original** in the **Dual Scanner** or **RADF**.

2. Touch **Application**.

3. Move **Slider** to **Copy Security** or touch **H**.

4. Touch **Copy Protect**.
   and turn **ON**.

5. Touch **Preset Stamp**
   and turn **ON**.

6. Touch **Private**

7. Touch **OK**.
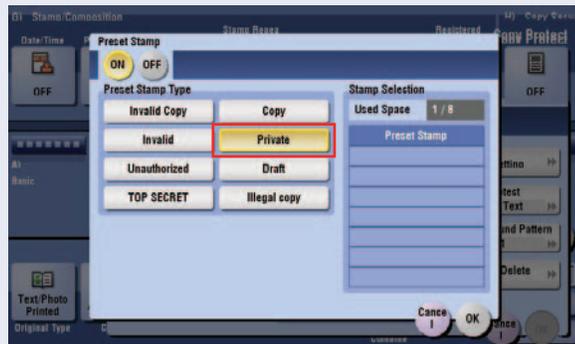
8. Touch **Detail Settings**.

9. Touch **Text Size** button,
   and select **Large** and
   in the **Pattern Overwrite**
   section touch **Back**.
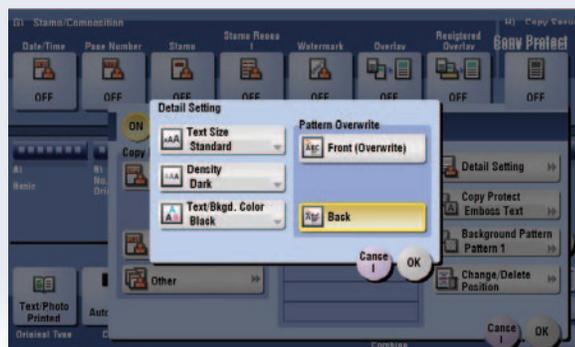
10. Touch **Density**
    and select **Dark**.

11. Touch **OK**.

12. Touch **Copy Protect Emboss Text** button, and select **Emboss Background**.

13. Touch **OK**.
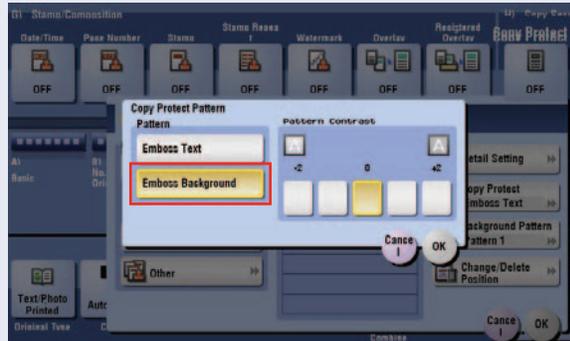
14. Touch **Background Pattern** button, and select **#5**.

15. Touch **OK**.

16. Press **Start**.

17. When the copy comes out, press the **Reset** key at the LCD panel.

18. Place the copy output on the **Dual Scanner** or **RADF**.

19. Press **Start** to make a copy of the copy.

SELLING POINT

- Another form of security available to the customer enabling them to protect integrity of original documents.

LEGAL VERTICAL MARKETS

Type of Document Generated:

- Legal Case Summaries
- Attorney Case Notes
- Client Notes
- Medical Records
- Personnel Records
- Contracts
- Wills

Qualifying Questions:

- Are you concerned that confidential documents may be copied?

Useful Tips:

- Legal cases have an abundant of confidential documents, i.e. medical records, employment files, criminal records and during the review process and case meetings, these documents are extremely confidential and not to be distributed.
- Copy Protect is an ideal feature in the legal industry considering the sensitive nature of the "Attorney Client Privilege" and the obligation that an attorney has to protect his client's documents.

Change Default Copy Settings

This exercise demonstrates how users can customize their default settings on the MFP Control Panel. Change the walk-up default copy settings to Black only.

APPLICATION

The business owner does not want her employees accidentally making colour copies and she does not want them to have to remember to select BLACK. She wants her bizhub always set to print in black toner only unless color is selected.

1. If not on the **Home** screen press the **Menu** key.

2. Select the **Copy** icon on the **Home** screen.

   At the bottom of the screen touch the **Colour** icon and select **Black**.

3. Press the **Menu** key to return to the **Home** screen.

4. Select the **Utility** icon.

5. Select **User Settings** on the control panel touch screen.

6. Then select **Copier Settings**.
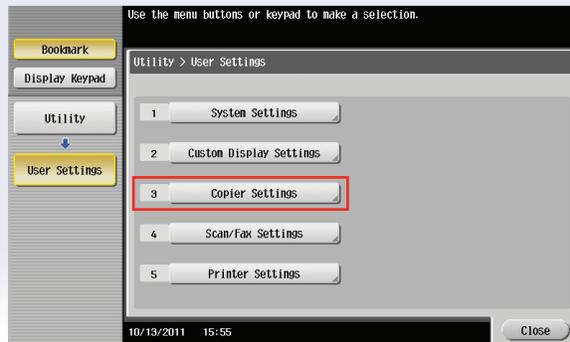
7. Select **Default Copy Settings**.
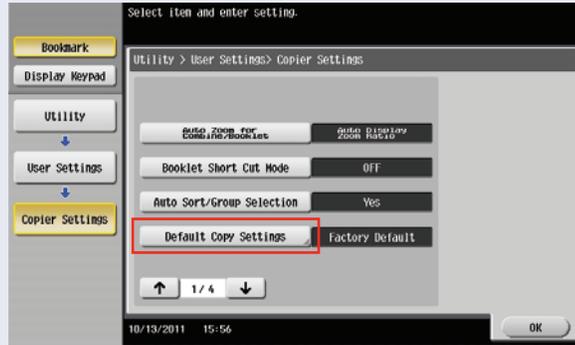
8. Select **Current Setting**

9. Select **OK** twice. Then select **Close** twice.

10. Press **Reset**

    *Notice that the **Color** icon stays set at **Black**.*

PROGRAM — formerly known as "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 PROGRAM 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. Up to 30 job programs can be stored.

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 multiple steps required to complete a job, saving these steps into a PROGRAM and naming the job "booklet", "page insert" etc, demonstrates "ease of use" for the client.

Steps/Keystrokes:

If not on the **Home** screen touch the **Menu** key on the **Control Panel** 🏠.
Touch the **Copy** icon.

If already on the **Copy** screen 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**.
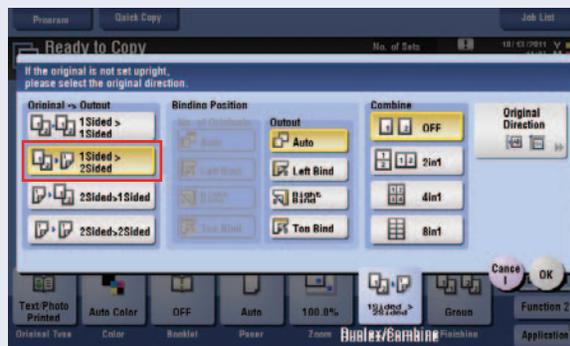
4. Select **Finishing**.

5. Touch **Corner**.

   NOTE: System is defaulted to Corner Staple in the upper left corner so no additional programming is necessary.

6. Touch **OK**.

7. Touch **Program**.

8. Touch any key labeled **Not Registered**.

9. Touch **New**.

10. Input **Job Name 1:2**.

11. Touch **OK** and **Close**.

    *From the **Copy** screen Press the **"Reset"** Key before beginning the following exercise.*

To Retrieve Job

12. Insert multi-page document on the **Dual Scanner**.

13. Touch **Program**.

14. Touch **1:2** (Pre-Programmed Job).

15. Touch **Recall**.

16. Touch **Start**.

    *Press the **"Reset"** Key before beginning the following exercise.*

Deleting a Pre-Programmed Job

17. Touch **Program**.

18. Touch the **Pre-Registered Copy Program** (in this case **1:2**).

19. Touch **Delete**.

20. Touch **Yes** when prompted *"Are you sure you want to delete this copy program?"*

21. Touch **Close**.

SELLING POINTS

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

Blank Page Removal — Copy

Pre-requisites:
Have a multipage original document with a few blank pages inserted in the document.

APPLICATION
Your prospect regularly makes 2-sided copies of large documents and does not want any blank pages to be printed in the final document. The bizhub has the ability to detect and remove blank pages from a copied document so that less paper is consumed.

PROCEDURE

1. From the **Copy** main screen touch **Application**.

2. Touch **No Original Settings**.

3. Touch **Blank Page Removal**.

4. Touch **OK** and **Start**.

   Notice that the blank pages were eliminated from the document.
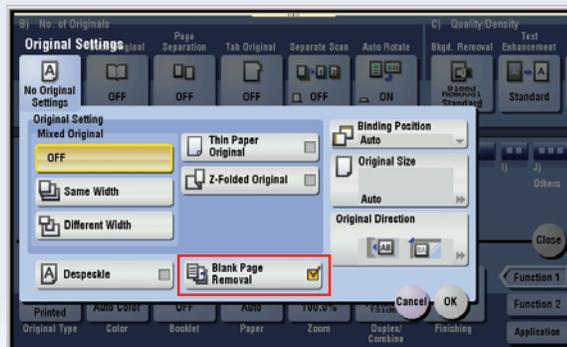
BENEFIT TO THE CUSTOMER

- Saves paper by eliminating blank pages when the document is copier.
- May assist a company with its "green" initiatives.

LEGAL VERTICAL MARKETS

Qualifying Questions:

• Do you have legal documents that have blank pages inserted as section separators instead of tabs and you would like to make 2-sided copies without the blank pages?

• Do you receive documents from other law firms with many blank pages at the end of a section and you prefer to have them eliminated when you make copies to save on paper?

• Do you have or receive copies/originals that have a mixed sequence of single and double-sided sheets and you do not want any blank pages?

Useful Tips:

• Law firms often produce and receive large amount of documents that are 1-sided or 2-sided with blank pages or a mixed of both 1-sided or 2-sided pages and to save on paper, the Blank Page Removal feature would be very useful.

Real Time Preview of Copy Job with Finishing Settings

Business application: Allows the user to preview a copy job with job settings before printing and add more pages if desired.

NOTE: This will not work for booklet.

You will need a 4 page A4 original document size.

If not on the **Home** screen touch the **Menu** key on the **Control Panel**.
Touch the **Copy** icon

If already on the **Copy** screen Press the **"Reset"** Key before beginning this job shop.

1. Place **2 Originals** in the **Dual Scanner** or **RADF**.

2. Touch the **Finishing** key.

3. Select **2 Position** (for Staple).

4. Touch **OK**.

   The default setting for 2 position stapling is on the left side.

   Press the **Preview** button on the side of the control panel.
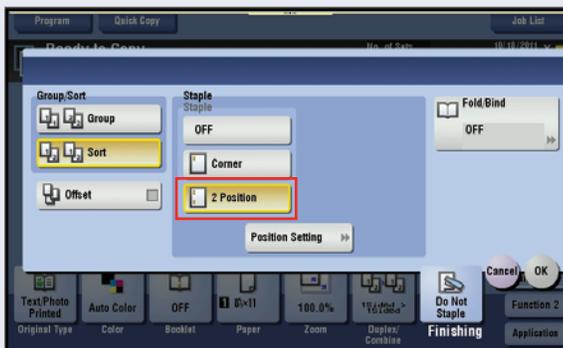
5. Select the **Mode** as **Preview On Screen**.

   Select the Icon that matches the direction of the originals that are in the document feeder.

6. Touch **Start**.
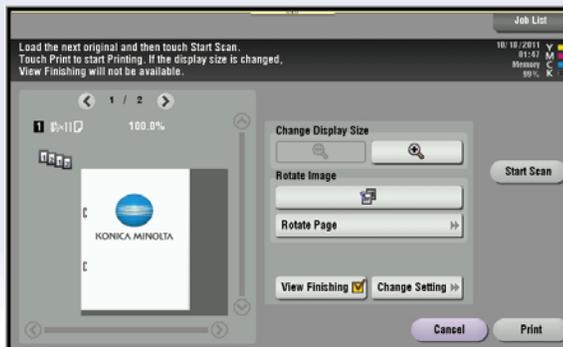
Observe the image on the screen. It is the 2 originals with the staples placed as they will appear in the finished document.

7. Place **2 More Originals** in the document feeder.

8. Touch **Start Scan**.
   The new pages are now visible on the screen.

   *You can swipe across the screen to view each page. Press ⊕ to pull up **Change Display Size** screen.*

9. Touch **Print** to print the finished document as previewed on the panel.

LEGAL VERTICAL MARKETS

Qualifying Questions:

• Would you like to see a preview of important legal documents before they are copied to make sure all documents have been included?

• Would you like to see a preview of important legal documents before they are copied to make sure pages are straight and text are within boundaries?

Useful Tips:

Legal staffs at law firms send important documents to:

• Court
• Other attorneys
• Insurance companies
• Clients
• Client files

And quite often these documents are originals that have to be returned therefore, it is important that they preview the scanned images to make sure all pages have been copied and are legible.

Changing the Background of Home ⌂ Screen

If not on the **Home** screen touch the **Menu** ⌂ hard key on the **Control Panel**.

10. Touch the **Utility** icon.

Touch the **#3 Administrator** key, enter **1234567812345678** and touch **OK**.

Touch the **#1 System Settings** key and press the **Forward** arrow twice to get to the third screen.

11. Select the **#4 Custom Display Settings** key.
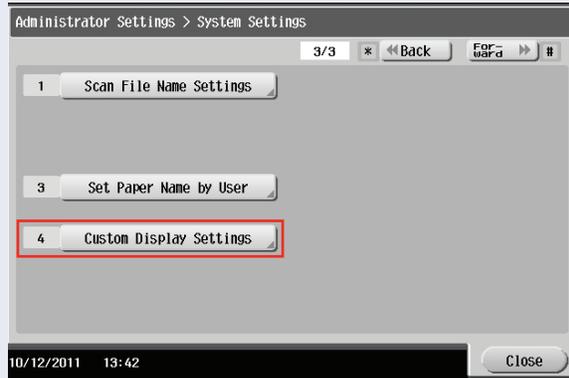
12. Select the **#2 Main Menu Display** key.
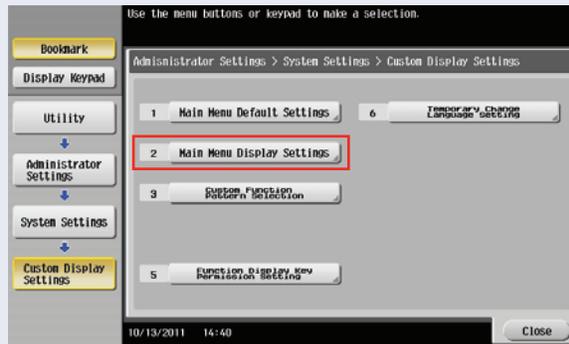
13. Choose a theme.

14. Press **OK** and **Close** 4 times to exit.

15. Press the **Menu** key on the control panel. The new background is displayed.
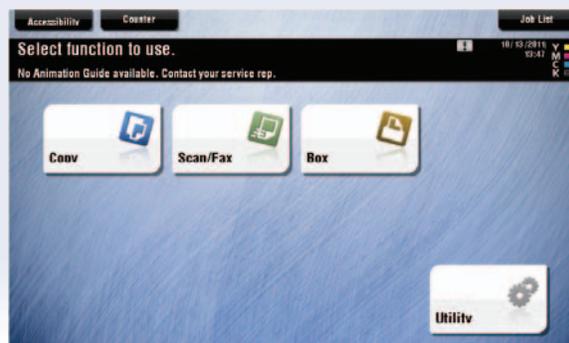
Copying on Tabs

Pre-requisites:

You will need A4 paper size Tabs. The Konica Minolta approved tab dividers are the Avery Dennison 20406 (long edge-only) tabs.

APPLICATION:

Customer creates booklets and/or binders and needs to insert printed tabs to separate chapters or sections.

If not on the **Home** screen touch the **Menu** key on the Control Panel.

1. Place the index original on the Original Glass or ADF.

2. Touch the **Copy** icon.

3. Touch **Application**.

4. Scroll to **No. of Originals** section.

5. Touch **Tab Original**.

6. Select **ON** to Copy an index original (Tab).

7. Select A4 size same as the **Paper Size** of the index original (Tab).

8. Touch **OK**.

9. Touch **Close**.

10. Load the tab into the Bypass Tray (up to 70 sheets can be loaded).

    a. With print side facing down, align the tabs facing away from the engine.

    b. Slide the lateral glides to fit against the tab paper.
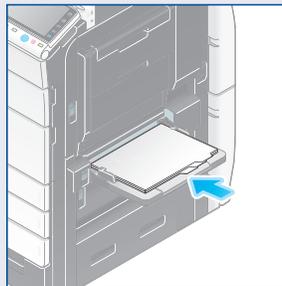
11. Change **Paper Type**
(Paper Type Screen will
automatically display
when paper is loaded
into bypass tray).
From the Basic Screen
or Quick Copy Screen.

a. Select **Paper** 👆.

b. Select **Change Tray Settings**.

c. Use Scroll Bar to select **Index Paper**.
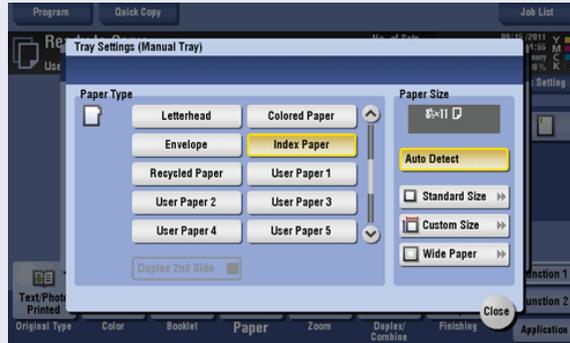
12. Touch **Close**.

13. Press **Start**.

Setting Up Account Track

Pre-requisites
You will need access to Administrator Setting via a password. The default password is **1234567812345678**.

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 they need to limit their colour 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**.
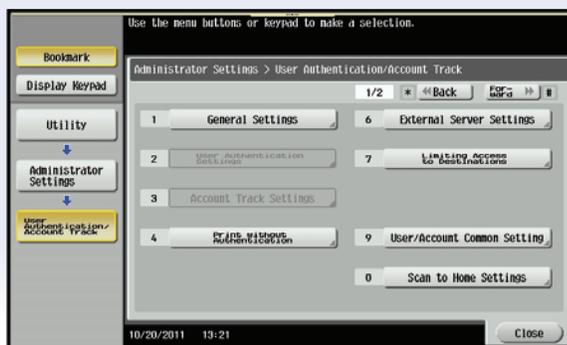
*NOTE: When choosing
"**Account Track**",
to "**ON**", the system
defaults to "**Account
Name and Password**",
or, you may also choose
"**Password Only**".*

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.*

14. Touch **#1 Account
    Track Registration**.

15. Touch **Account Box 001**.

16. Touch **Edit**.

17. Touch **Account Name**.

18. Enter **mktg** 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 Colour**

45. Under **Print**, select **Allow for Black**.

46. Under **Send**, select **Allow for Colour**

47. Touch **OK**.

48. Touch **Maximum Allowance**.

49. Touch **Individual Allowance**.

50. Touch **Colour**

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.

notes

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⚠ **Requirements for safe use.**
- Please read and follow the instruction manual to ensure safe operation.
- Only operate using appropriate power supply and voltage.
- Connecting the earth wire to an inappropriate place may cause explosion or electric shock. Please connect accordingly (Taiwan and the Philippines only).