





bizhub C754 SERIES bizhub C554 SERIES bizhub C364 SERIES







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Carbon Copy Printing

APPLICATION

Your customer has electronic order forms that need to be printed on multiple colour pages.

Example: The Company gets a **Yellow** page, shipping and receiving gets the **Pink** page, and customer would get the **Blue** Page. This feature will allow for this one document to be printed on different coloured papers as to simulate carbon copy form they currently purchase.

HOW

Pre-requisites

You will need an electronic order form (MS Word, excel or PDF) before beginning this job shop. Preload yellow paper, pink paper and blue paper in paper trays.

- 1. Open the form to be printed.
- 2. Select File Print.

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Create PDF Portfoljo	
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4 C:\bizhub_C652seriesSca	n_Job_Shop.pdf
5 C:\bizhub_C652seriesPrint	_Job_Shop.pdf
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-	

- 3. Enter print driver through **Properties** tab.
- 4. Select the **Basic** tab.
- Select the paper tray to be used for the first page of your document example White Paper (you cannot leave the paper tray field on Auto).



6. Select Cover tab.



7. Select Carbon Copy.

NOTE: The tray you selected first will be grayed out.

- 8. Select the **Output Order** as **Tray**.
- Select the Tray(s) you would like to use to print the carbon copies from (i.e. Tray 2, Tray 3).



10. Select OK.

3

11. Select OK.	SKONICA MINOLTA C754 PCL Properties
	My Tab Basic Leyout Finish Cover Mode Stamp/Composition Quality Other
12. Select OK .	Image: And the Department of the De
	Print Printer Name: KONICA MINOLTA C754PCL Properties Status: Ready Comments and Forms: Status: Ready VType: KONICA MINOLTA C754PCL Ocument and Markups V
	Preview: Composite Al Current view Current page Pages 1 - 2 Subset: Al pages in range Reverse pages Page Handing Copies: Page Scaling: Shrink to Printable Area Auto-Rotate and Center Choose pager source by PDF page size Use custom pager size when needed
	Print to file Units: Inches Zoom: 96% Print color as black 1/2 Printing Tips Advanced Summarize Comments OK

SELLING POINTS

- Widely used in all companies to facilitate document workflow to easily identify each departments documents.
- Provides customer with an alternative to purchasing expensive pre-printed forms.
- Allows for Print On Demand Forms reproduction when forms are changed. Eliminates the waste of unused forms.

Blank Page Removal

APPLICATION

Your customer has electronic files that need to be printed. However, they have files with blank pages in them. The Skip Blank Page function will allow them to send the entire file and the file will be printed without printing the blank pages.

HOW

Pre-requisite

You will need an electronic file (MS Word or PDF) with blank pages before beginning this job shop.



3. Enter print driver	Print ? 🗙
through Properties tab.	Printer Name:
	⊙ All Number of gopies: 1 ○ Current page Selection ○ Pages: Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12 1
	Print: Document Zoom Print: All pages in range Pages per sheet: 1 page Scale to paper size: No Scaling Voltage
	OK Cancel
4. Select the Layout tab.	VONICA MINCI LA C/54 PCI Properties Image: State of the s
5. Place check mark	Print ? X
6. Select OK .	Name: Status: Idle Properties Type: KONICA MINOLTA C754PCL Find Printer
	Where: IP_10.15.212.211 Print to file Comment:
7. Select OK .	Page range Copies O All Number of gopies: Current page Selecton Pages: Image Enter page numbers and/or page ranges Image separated by commas. For example, 1,3,5-12 Print: All pages in range Print: All pages in range Qptions OK

LEGAL VERTICAL	Qualifying Questions:
MARKEIS	
<u>S</u>	based server or on a CD that may contain blank pages?
	• Did you know that our bizhub's have a feature to eliminate
	blank pages?
	Useful Tips:
	• Law firms receive a large amount of electronic files that have
	blank pages and this would be a very useful feature to discuss with the firm.
	• Law firms consume a large amount of paper and many firms
	are concerned about the environment and are seeking green initiatives.

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Edt...

Changing the ICC Profile of the MFP (PostScript Driver Only)

An ICC profile is a file that describes how a particular device reproduces colour. ICC profiles are created for three types of devices: a display device (monitor), an input device (a scanner or digital camera), or an output device (a printer). So, in essence, an ICC profile is a "recipe" for optimum colour based on how a device is manufactured. The ICC profiles of Konica Minolta devices can be changed to affect their colour output.

APPLICATION

A company prints a lot of Powerpoint presentations and is not happy with their colour quality. The bizhub PostScript print driver has several preloaded alternate ICC profiles preloaded into it that can be applied to a print job to change the quality of the colour output.

SCINICA MINOL TA MEP PS Document Properti

Printer View Printer Inform

eed 🧟 MyTab Basic Layout Finish CoverMode Stamp/Composition Quality Other

Favorite Setting

Select Color

Auto Colo

Color Se

Phot DTP Web CAD

Manage Profile Download Manager

Match Paper Color

OK Cancel Help

Default

🕵 Default Setting

Quality Adjustment...

¥ 600dpi

~ Add...

Resolution

Auto Trapping

Black Over Print

Toner Save Edge Enhand

Font Settings...

OK Cancel Help

Default

Open a multi-page color document and from the File menu, select Print.

O Simple O Detail

Photo Figure/Table/Graph

Color Matching ICC Profile Other

RGB Color sB

Auto

Auto 1

Destination Profile

Simulation Profile

- 1. Select a PCL Driver for the bizhub and print a copy.
- 2. Select a PostScript driver for the same device.
- 3. Select Quality tab.
- 4. Select Quality Adjustment.
- 5. Click the Detail radio button.
- 6. Select the ICC Profile tab, look in the drop down and select the sRGB profile. Click OK.

NOTE: The sRGB ICC profile is designed to optimize the printing of MS Office files. Depending on the

document, the color change could be dramatic or subtle.

- 7. Click **OK**.
- 8. If necessary, select Print Range, Number of Copies, etc.
- 9. Click **OK**.

Printing on Tabs

It is recommended that this be done on **Punched**, **Single Reverse** or **Reverse Collated**, **5 Print On Tabs**. Otherwise tabs will have to be manually reversed before printing.

The MFP will not punch holes in a print job when tabs are inserted so the entire job must be punched with a separate device for insertion into a binder.

The MFP will only pull tabs from the **Bypass Tray** and pulls from the top, so the tabs must be ordered with **Tab 1** towards the front of the MFP, **Tab 2** next from the front of the MFP, **Tab 3** next and so on.

AT THE DEVICE

- 1. From the Copy screen touch Paper Settings.
- 2. Select the Bypass Tray.
- 3. Touch Change Tray Setting.
- 4. Select Index Paper.
- 5. Touch Close.
- 6. Load **Tab Paper** in the **Bypass Tray** with the tabs facing **Out**. *Multiple Sets can be printed at one time.*

FROM THE COMPUTER

- 1. Create a blank **Word** document with the number of pages equaling the number of TABS to be printed.(Example 5 tabs equals 5 blank pages).
- 2. Click File and Print.
- 3. Click on **Properties** and go to the **Basic** tab on the print driver.
- 4. Select the Original Size as A4 Tab
 A Confirm Settings Change dialog box will open asking to change settings to Paper Type = Tab and Print type = 1 Sided. Click Yes.
- 5. Select the Cover Mode tab on the print driver and select Per Page Settings.
- 6. Click on **Edit List** and select a List. It can be renamed if desired. The settings will stay in the print driver until changed or deleted.

- The Default Setting is **5 Tabs** in a set. If other than 5 are required, select **Tab Paper Settings** and select the number of tabs in the dropdown menu. The driver will automatically position the tabs.
- 8. Select Add.
- 9. Assign the Page 1 to the first Tab.
- 10. Select Print Type as Print Insert.
- 11. Select the Paper Tray to be the Bypass Tray.
- 12. Click on Tab Paper and select Use.
- 13. In the **Text On Tab** area, type the name of the Tab.
- 14. To change the font, orientation or colour of the text, select Tab Text Details
- 15. Repeat steps 8 through 14 until finished.
- 16. Click **OK** 3 times to send the print job to the MFP.

Type of Document Generated:

LEGAL VERTICAL MARKETS

- Legal Briefs A legal brief is a document used to submit an argument to a court. Briefs are generally written by lawyers and are intended to persuade the court to rule in your favour on a particular issue.
- **Pleadings** pleading is a formal written statement filed with a court by parties in a civil action, which states what claims and defenses are at issue, pleadings establish the issues to be decided by the court

Qualifying Questions:

- Are you buying Tabs to use for legal briefs or pleadings?
- Are you using a vendor to outsource the Tabs that your firm needs for legal briefs and pleadings?

Useful Tips:

- MFP that can print Tabs are a big win in the legal industry.
- Law firms that argue cases in court often times use Tabs for legal briefs and pleadings.
- Legal briefs and pleadings contain supporting evidence for a case such as: police reports, medical records, affidavits (i.e. sworn testimony of witnesses), expert reports and Tabs separate the evidence into sections.



Inserting Tabs into a Print Job

It is recommended that this be done on **Single Reverse** or **Reverse Collated**, **5 Print On Tabs**. Otherwise tabs will have to be manually reversed before printing.

The MFP will not punch holes in a print job when tabs are inserted so the entire job must be punched with a separate device for insertion into a binder.

The MFP will only pull tabs from the **Bypass Tray** and pulls from the top, so the tabs must be ordered with **Tab 1** towards the front of the MFP, **Tab 2** next from the front of the MFP, **Tab 3** next and so on.

AT THE DEVICE

- 1. From the Copy screen touch Paper Settings.
- 2. Select the Bypass Tray.
- 3. Touch Change Tray Setting.
- 4. Select Index Paper.
- 5. Touch Close.
- 6. Load **Tab Paper** in the **Bypass Tray** with the tabs facing **Out**. *Multiple Sets can be printed at one time.*

FROM THE COMPUTER

- 1. When **Tabs** will be inserted as part of a multipage print job.
- 2. Once document is ready to print, if it is required that the first tab come before page 1 of the document, a blank page must be inserted at the front of the document.
- To create a 25 page test document, open Microsoft Word and type =rand(101,20). Go to the very front of the document and insert a blank page.
- 4. Click File and Print.
- 5. Click on Properties. On My Tab or the Layout Tab select 1 Sided.
- 6. Select the Cover Mode tab on the print driver and select Per Page Settings.

- 7. Click on **Edit List** and select a List. It can be renamed if desired. The settings will stay in the print driver until changed or deleted.
- The Default Setting is **5 Tabs** in a set. If other than 5 are required, select **Tab Paper Settings** and select the number of tabs in the dropdown menu. The driver will automatically position the tabs.
- 9. Select Add.
- 10. Assign the page 1 to the first **Tab**. This will place the **Tab** after page 1 (the blank page) so that it is before the printed pages in the document. For the remaining **Tabs**, the MFP will insert the **Tab After** the page number specified.
- 11. Select Print Type as Insert Blank Sheet.
- 12. A dialog box will open asking to confirm settings change. Click **Yes**. This will change the Paper Tray to the Bypass Tray
- 13. Click on Tab Paper and select Use.
- 14. In the Text on Tab area, type the name of the Tab To change the font, orientation or colour of the text, select **Tab Text Details**
- 15. Repeat steps 5 through 9 until finished. Insert subsequent tabs after pages 5,12,16 and 20. (Tabs will be pages 2,6,13,17,21 in the document).
- 16. Click **Ok** 3 times to send the print job to the MFP.

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Bluetooth[™] Printing — Mobile Printing

Pre-requisites

The MFP must be equipped with the optional Bluetooth printing capabilities (EK-605 required).

Prior to the customer setting up the MFP for Bluetooth printing, an authorized Konica Minolta Business Solutions Service technician must enable this function in Service Mode (Service Mode -> System 2 -> Bluetooth Setting -> Effective).

APPLICATION

Customers can download files from the internet on their mobile phone and print the files directly from the MFP with Bluetooth technology.

INSTRUCTIONS

Once the Bluetooth function has been enabled in Service Mode, it needs to be enabled via Administrator Mode.







Now that you've programmed the MFP to "allow" communication with a cell phone or PDA, we have to enable Bluetooth communication via the Administrator Mode.

1b. Press the **Utility Icon** key.



2b. Touch **#3 Administrator** Settings.



3b. Enter **Password** and touch **OK**.





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PRINTING VIA BLUETOOTH COMMUNICATION

- 1c. Press Box Icon.
- 2c. Touch System.



- 3c. Touch Mobile/PDA.
- 4c. Select Print List.

NOTE: Prior to printing, you can check the selected printer settings (Colour, Paper Size and Duplex/Combine).

5c. Pair your cellular phone or PDA with the **MFP**. Your phone should autodiscover the MFP.

> NOTE: If you need to access a file at a later date, you can "Save to User Box" instead of printing the file.





NOTE: Your phone/PDA must support Bluetooth printing not just Bluetooth technology for a headset.

NOTE: You must be within 25 feet of the MFP for your device to discover the MFP.

6c. Enter **PIN Code** into your phone/PDA.

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7c. Continue the print/send process to the MFP for your particular device.

NOTE: If you want to send multiple files leave the MFP set on the PIN Code screen and do not exit out.

	Useful Tips:
MARKETS	 Attorneys can download documents from a popular site such
9	as www.dropbox.com where documents are held or any other
AS	internets site and print them on the MFP
	 Attorneys who have multiple offices that they travel to can benefit
	from Bluetooth Printing.

PageScope Web Connection Direct Print

OVERVIEW SUMMARY APPLICATION

The PageScope Web Connection Direct Print function is a convenience feature that allows users to surf into the MFP and print documents without having to launch the application and open the selected document; or use File Print to open the print driver. Users have immediate printing access, which can be enhanced with a number of Basic Settings. The following procedure steps you through the selection of the necessary settings using the web-based access to output documents using Direct Print.

APPLICATION

Your prospect is a small stencil-making company who prints instructional product inserts on a regular basis for their packaging. These documents rarely change and are stored with a PDF file extension on their server. The graphic design manager at this company wishes to print these documents on demand without having to launch any application. You've suggested using PageScope Web Connection Direct Print. Since this seems like a good idea to your prospect has asked you to show them how.

HOW

Pre-requisites

System Requirements

- The bizhub MFP must be networked.
- Must have a PC that will access the bizhub MFP and allow access to the PageScope Web Connection Utility using a PostScript standard web browser.

Job Requirements

- Any digitized document that has the following file formats: XPS, PDF v1.6, TIFF, PS, PCL, JPEG, Text, OOXML, PPML.
- Note: Microsoft Documents are native only to Microsoft and will not print using the Direct Print function. i.e. Word, Excel, PowerPoint, Publisher Documents, Visio Documents.
- 1. Launch Internet Explorer or Firefox.
- 2. Type in the IP Address of the bizhub MFP you want to print to.



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5. When the **Browse** dialog box opens, select a multipage file by clicking on it and then click **Open**.

> NOTE: Ensure that the selected file is a supported file format.

 Notice that you will now see the File Name appear in the Browse text field.

Choose File to										🔼 🔼
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Look in: My Recent Documents My Documents My Documents My Documenter	My Desk My Desk My Co My Ne a Adobe Adobe AnyDi a BitCon B	wop cuments imputer twork Pla Acrobat /D het erry Desl DVD2 WinDVD 2 hent Mana Point s firefox Up Admir hop Mail 7	ces 9 Pro stop Sof 2010 ager	tware	Qui Spr CO Mai Sal Sca Sca Sca VDF Zes a Co VDF Zes a Co VDF DF Hos Hos U Joh	ckTime P int Smart LORUP I Merge es Videos nning een Shot P Postcar us-Miner pyTrans o ndbrake w to build n 3rd Qu n_Trave	layer Wiew s s d Control C d a call lis Jarter Sc I Accoun	Center It in CRI hedule ts	M 2011	Microsoft C Microsoft C Microsoft C myAT&T vé MyAT&T vé Ven Clent Ven Clent
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		Applicat	tion Sett	ing		Display]	0	ĸ	ancel

7.	Change the Basic Settings to 2-sided and 1-position (left) Staple.	KONICA MINOLTA Model Web Connection Model Hame bithub C754 Model Mane bithub C754 Moreaton Direct Print	Public Ready to Scen Steep Box Direct Print Select File	Direct Print	Store Address	To Login Screen	2
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						OK Cance	
9.	When the window appears indicating the file has printed, click on OK to return to the Direct Print menu.	Grand Stiffdeen Statemet Legister Sife and Stiffdeen Statemet Legister Sife and statemet	ad Not	File has been trans	derred Please check o	n the Job screen	2 D 4

Print from a USB Thumb Drive

WHAT & WHY

Once you have stored your files in your USB Thumb Drive you can print PDF, JPEG, TIFF and XPS files – all you need to do is to plug in your USB device in the front right corner of the MFP.

This function allows you to print files without accessing a PC. Data is now very portable.

PRECAUTIONS: Double-sided printing, punching, and stapling of JPEG and XPS format files is not possible.

If double-sided printing is selected for PDF and TIFF format files, then these will be printed as left bound.

If two or more sets of double-sided printing with stapling, or punching are selected, then the binding direction can be specified in the settings to specify the staple and punch location.

A maximum of 255 files of a format that can be printed can be displayed within the folder in the specified file path. If there are 256 or more files within a single folder, then display of the file list screen may become slower.

APPLICATION

Your client will be traveling to his client's office for a meeting where he knows there is a Konica Minolta MFP. He does not want to carry the print-outs with him. He asked you whether he can print them there.

HOW

Pre-requisites

You will need a USB Thumb Drive that contains your PDF, JPEG, TIFF and XPS files.

1. Plug in your Thumb Drive into the MFP's USB Port.

Note: The USB port is located at the upper right side of the device towards the front.

 A screen comes up on the MFP that tells you an external memory is connected. Touch Print Document from External Memory.



3. Files on your **Thumb Drive** will appear on the MFP's screen.

EXTERNAL MEMORY PRINTING — OPERATING PROCEDURE

- 1. Touch the desired folder (or file).
- 2. Touch Open (if you Select a folder).

NOTE: If it is a file you can print, touch the Print tab on the right. Only files in a format that can be printed are displayed.

3. Select desired original file.





- 4. Touch Print.
- 5. Basic & Application screen comes up.

			Job List
Touch (Save select docum File Type) to save document in External Memory. Otherwise, nent(s) and then select the desired function. : PDF/JPEG/TIFF/XPS/OOXML/PPML	0	10/18/2011 Y 02:06 M Hemory C 100% K
	Ext. Memory		
	Date + Name O9/29 Jeff Docs		Details
System	10/13 Completed Job Shops 10/14 PDF Thumb Drive Print.pdf		Print
			Send
			Delete
	(Top 🚖) (Open)	

- If necessary, specify any other print settings by touching **Colour** tab, **Paper** tab, **2-Sided** tab or **Finishing** tab.
- 7. Press Start.



SELLING POINTS

- The ability to print documents from any source.
- Enable print shop environments to handle versatile media to generate output.
- No laptop boot up required.
- Can I have that file? quick print.
- Load files on thumb drive go to meeting download at device - no PC required.
- Real Estate upload house to prospect.
- Financial/Mortgage Loan documents, supporting documentation, capture information, electronic file.
- Legal in the courtroom, print necessary documents on the spot from files on USB. No need to recess and reconvene just for documentation reduces court costs.
- Medical vertical Multiple MFPs not networked, different domains, Scan-Print.
- Local Mom/Pop Stores, UPS stores, PFP applications.
- Me Too!! Toshiba, Sharp etc. already has it.
- Carry large print files from office to office.
- Portable backup of important job.
- With our high-speed scanner convenience.
- To make it difficult for unauthorized personnel, when public user is ON - external memory must be off.

LEGAL **Useful Tips: VERTICAL** MARKETS

· Legal Professionals travel to court, their other offices, client offices, etc. and having the ability to print documents from a USB is useful.

EDUCATIONAL VERTICAL MARKETS

Useful Tips:

• Quickly and easily print out JPEGs PDF and TIFF files for class last minute by simply plugging your USB drive into the MFP.





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Multi Page Tri-fold Creation — PCL Print Driver

Pre-requisites

The tri-fold function is available with optional FS-534 or optional FS-535. The FS-534, with optional SD-511 and FS-535 with optional SD-512 finishers are capable of tri-folding a maximum of 3 pages at a time.

NOTE: The tri-fold function cannot be specified when the staple, punch, or saddle stitch function is specified

APPLICATION

Sometimes an end user will have a multi page document prepared for folding such as a A4 or A4 with a flyer or a rebate special, etc. They may want to print this document, either single-sided or double-sided and apply a tri-fold to finish the document for placing in envelopes. They want to place the image(s) of their digital file on A4 Size Paper.

PROCEDURE

Open or create a 3-page original document; the page size must be **A4**. Paper must be installed in one of the drawers or the Bypass Tray **Landscaped (SEF)**.

TO SET UP A TRI-FOLD IN PRINT MODE

NOTE: You can specify the procedure for adjusting the binding position for duplex printing.

If "Prioritize Arranging Papers" is selected, all pages can be processed to a suitable quality by this machine because the binding position is adjusted after all the print data is received. If "Prioritize Productivity" is selected, the printing process is performed efficiently because the binding position is adjusted while the data is printed simultaneously as it is being received. If you want to increase the print efficiency, select "Prioritize Productivity."

TO SET UP A TRI-FOLD IN PRINT MODE

Steps/Keystrokes:

Open the File:

- 1. Type your name and some text on every page of the document.
- 2. From the **Dropdown** File Edit View Insert Format Tools <u>N</u>ew... menu, choose File Ctrl+O 2 Open... and **Print**. ⊆lose 🛃 Save Ctrl+S Save <u>A</u>s... 💁 Save as Web Page... 🗓 File Search... Permission ۲ Versions... Web Page Preview Page Setup... A Print Preview 🛃 Print... Ctrl+P Sen<u>d</u> To ۲ Properties 1 C:\...\Print from a USB Thumb Drive 2 C:\...\Secure Print\Secure Print 3 C:\Documents and Settings\...\Doc1 4 C:\...\Identified Job Shops Acquire Text (OmniPage)... Acquire Text Settings (OmniPage)... Exit

- 3. Go to the **Printer Name** box and choose the **Konica Minolta MFP PCL Printer**.
- Click on Properties.
 From the Basic tab, you will create your finishing and output choices.
- 5. Ensure that the **Orientation** is set to **Portrait**.
- 6. Ensure that **Original Size** dropdown menu to indicate **A4**.
- 7. Leave Paper Size on Same as Original Size.
- 8. Leave Paper Tray on Auto.
- In the upper right side of the print properties; leave output method on **Print**.
- 10. Click on the **Finishing** tab.
- 11. Click on **Fold**.
- From the Fold dropdown menu, click on Tri-fold (By Copy).

NOTE: This selection folds all of the pages together at one time (maximum 3 sheets can be tri-folded). The other selections fold each page separately.

	? 🛽
Printer Name: KONICA MINOLTA C754PCL Status: Idle Type: KONICA MINOLTA C754PCL Where: IP_10.15,212,211 Comment:	L Properties Find Printer Print to file Manual duple <u>x</u>
Page range ● All ● Current page Selection ● Pages: Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12	Copies Number of gopies:
Print what: Document	Zoom Pages per sheet: 1 page 💙 Scale to paper size: No Scaling 👻
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- 13. Leave Paper Arrangement Field at the Prioritize Arranging Papers default.
- 14. Click on **OK**.
- 15. Click **OK**.

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16. Go to the bizhub MFP to retrieve your document.

Secure Print — PCL Print Driver

SECURE PRINT

A user selects Secure Print at the print driver when the user needs to print a document that only they must retrieve from the MFP output tray. The document will be "printed" to a secure User Box and cannot be accessed, printed, or even viewed without first entering its authentication data at the MFP.

Secure Print is a very powerful feature as it allows security control of a document "on the fly." The security data is imposed on the document in the print driver as a one-time function that applies only to that specific printing of that specific document at that specific time. No prior programming is required to use Secure Print.

'OPTIONAL' PRE-REQUISITES

NOTE: The ID and password that is required for "Secure Print" in the print driver can be pre-registered by clicking the [User Settings] button under "Output Method" in the Basic tab. If the ID and password are already registered, the dialog box to enter the ID and password does not appear when "Secure Print" is selected. When password rules are enabled on the bizhub MFP, the passwords that can be used for secured printing are limited and the jobs are deleted when a password that does not comply with the password rule is entered. For the password rules, refer to the User's Guide [Copy Operations].

APPLICATION

Your end user has a document prepared and wants to print the document to the bizhub MFP. However, they do not plan on retrieving the document until later in the day. They need to have the document safeguarded from other people in the organization being able to view or retrieve it.

PROCEDURE

TO SET UP A "SECURE PRINT" IN PRINT MODE

Steps/Keystrokes:

Open the File (in this case a new Word document):

1. Type your name on the document. 2. From the **Dropdown** File Edit View Insert Format Tools <u>N</u>ew.... menu, choose File, Ctrl+O <u>O</u>pen... and Print. ⊆lose 🛃 Save Ctrl+S Save As... Save as Web Page... 🗓 File Search... Permission ۲ Versions... Web Page Preview Page Setup... A Print Preview 3 Print... Ctrl+P Send To ۲ Properties $\underline{1}$ C:\...\Print from a USB Thumb Drive 2 C:\Documents and Settings\...\Doc1 3 C:\...\Identified Job Shops 4 C:\...\Booklet Creation Legal FS-534 Acquire Text (OmniPage)... Acquire Text Settings (OmniPage)... Exit 3. Go to the Printer Name ? Print box and choose the Printe 💣 KONICA MINOLTA C754PCL Properties Name: Konica Minolta MFP Status: Find Printer... KONICA MINOLTA C754PCL Type: Where: Comment: Print to file IP_10.15.212.211 PCL Printer. Page range ⊙ <u>A</u>II
 ○ Curr<u>e</u>nt page Number of Л * ل ل 4. Click on **Properties**. O Pages: 🗹 Colla<u>t</u>e Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12 Print what: Document Pages per sheet: 1 page ~ Print: All pages in range ~ Scale to paper size: No Scaling * Options... OK Cancel

- 5. From the **Basic** tab, confirm **Original Orientation** indicates Portrait.
- 6. Leave Paper Size on Same as Original Size.
- 7. Leave **Zoom** on **Auto**.
- 8. Confirm Paper Tray on Auto.
- 9. On the upper right side of

the Basic tab you will see the Output Method dropdown menu; change the output method from Print to Secure Print (2nd field listed).

- 10. A User Settings dialog box will open.
- 11. Enter Secure as the Secure Print I.D. and x as the **Password**.
- 12. Click **OK** three times.

"Output Method" menu is where you designate your document to be printed in "Secure Document" mode.

Secure Print ID	
secure	Max. 16
Password	
•	Max. 64
ave in User Box File Name	
Liner Roy Mumber	Max. 30
	Max. 9

EDUCATIONAL



Useful Tips:

 Protect student data and information by printing to a secure User Box that cannot be accessed, printed or viewed without entering its authentication data at the MFP. secure User Box and cannot be accessed, printed, or even viewed.

My Tab Basic Layout Finis	ih Cover Mode	Stamp/Composition (Quality Other	
172x11 (215.9x279.4 mm)	F	avorite Setting	Untitled	Add EdR
		C Original Orientation		Output Method
		O Portrait O Landsc	ape	Secure Print
		Original Size		Print
		81/2x11	*	Secure Dist
		Paper Size		
		Same as Original Si	ze 🗸	Save in User Box
	*1	Zoom [25400%]		Save in User Box/Print
. El Res	1231	Auto Manual	100 🔅 🗶	Proof Print
	192	Pager Trav		
	1	Auto	~	DIDEPTINE
	9400	Paper Type	1000	
	5 🔲	Plain Paper	~	Paper Settings for Each Tray
Printer View Printer	Information			
				Default

Retrieving a Secure Print at the bizhub MFP

NOTE: Secured documents are automatically deleted as soon as they are printed, or after a set length of time after they are registered. The default setting is specified as "1 day". The setting can be specified in the administrator mode so that it can be set to best meet the customer's needs. For details, refer to "To specify the 'Secure Print Document Delete Time Setting' parameter" on page 10-34 of the Print Operations User's Guide.

A secure document that was printed can be deleted manually in the Administrator mode. For details, refer to "To delete secure print documents" on page 10-33 of the Print Operations User's Guide.

For details on specifying a setting for "Secure Document Access Method," refer to Copy Operations User's Guide.

- 1. Press the **Box** icon on the **Home Screen**.
- 2. Select System.



3. Select Secure Print.



- 4. Type in the **Document ID** that you entered in the print driver – (in this case, Secure).
- Type in the password for the **'Secure Print Document'** – (in this case, **x**), touch **OK**.
- Select the document by touching the Thumbnail and touch Print.
- Press the Start key in the control panel (To cancel printing the job, touch Cancel).
- 8. The document is printed. If necessary, the print conditions can be changed.



	Doc. Preview	Job List
Choose the of Operating R	ment(s) and then Parallelistic function. Parallelistic	10/17/2011 Y 14:12 M Hemory C 93% K
(Pain)	🔹 📑 Secure Print User Box	Check Setting
		Details
System	Microsoft Word -	Print
		Other
	Reset Select All	Delete

Placing a Watermark on a Print Job

Pre-requisites

You will need a Word document or any document ready to print from your PC.

APPLICATION

Your customer wants the ability to place watermarks such as Confidential, Do Not Copy, Draft and Proof, etc. on certain printed documents.

۵.

KONICA MINOLTA C754PCL CEC-LAb

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Name

Status:

Type: Where Comme

Page rang All

O Current page O Pages:

Print what: Document

CREATE A WATERMARK FROM THE PCL PRINT DRIVER

Steps/Keystrokes:

- 1. From the document select **File**.
- 2. Select Print.
- 3. Select the **MFP PCL** print driver.
- 4. Click on **Properties**.
- 5. Select the **Stamp/ Composition** tab.
- 6. Check Watermark.

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7. Select **TOP SECRET** from the dropdown menu.



Number of gopies

Properties

Find Printer...

\$

Print to file

Collate

mark Name

hark Text

Add Delete

Point[7...600]

Transparent

Repeat

OK Cancel Default Help

1st Page Only

~

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8. Select Edit under Edit Watermark) +100% Current Watermark Watermark. URGENT
 CIRCULAR
 WITHDRAW
 NO REPRODUCTION
 OF DESCRPT TOP SECRET 9. Under Text Colour TOP SECRET select **Black**. INTERNAL USE Up Down -1002 10. Under Angle type 45. Font Name 1 Size 72 Arial -100% +100% 11. Click **OK**. Style Position[-100...+100] Regular None 🗢 % Y: 0 \$ % X: 0 Text Cold 12. Click **OK**. Center

Angle

45 Degre

13. Click **OK**.

Qualifying Questions:

VERTICAL MARKETS

LEGAL

• Do you have legal documents that you want to mark: Confidential, Draft, Do Not Copy, and Attorney's Eyes Only?

es[-180...+180]

٩

Useful Tips:

• Attorneys work on legal cases and draft up pleadings, briefs and many legal documents that are not ready to be distributed and are marked as Confidential, Draft, etc.

Booklet Creation from the PCL Print Driver — Booklet A3 FS-534

Pre-requisites

You will need an eight page, A4 Word document with text. In addition, you must load legal size A3 paper in one of the paper trays.

APPLICATION

Your customer has to create an A3 stapled and folded booklet from a word document that is A4.

TO SET UP BOOKLET CREATION FROM THE PCL PRINT DRIVER

Steps/Keystrokes:

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1. From your Word Document select File.

2.	Select Print.	Eile	Edit	⊻iew	Insert	Format	Tools	T <u>a</u> bl
			<u>N</u> ew					
		1	Open	4			Ctrl+	0
			⊆lose					
			<u>S</u> ave				Ctrl+	-s
		•	Save A	s				
		s).	Save a	s Web F	age			
		1	File Sea	arc <u>h</u>				
			Permis:	sion				•
			Version	ns				
			We <u>b</u> Pa	age Prev	view			
			Page S	etyp				
		4	Print Pr	re <u>v</u> iew				
		3	Print	đ			Ctrl+	-P
			Sen <u>d</u> T	o				•
			Proper	ties				
			<u>1</u> ⊂:\	.\Deskto	op\8 Page	e Letter Log	j o	
			<u>2</u> ⊂:\	.\Bookle	t Creatio	n from the	PCL	
			$\underline{3} \in \{ , ,$.\Identif	ied Job S	ihops		
			<u>4</u> ⊂:\	.\remote	e pane er	nabeling pro	ocedure	
			Acquire	e Text (OmniPage	e)		
			Acquire	e Text S	ettings (C	OmniPage).		
			E <u>×</u> it					

- 3. Select the MFP PCL Print Driver.
- 4. Click on Properties.

<u>N</u> ame:		C754PCL	Properties
Status: Type: Where: Comment:	KONICA MINOLTA C754PCL IP_10.15.212.211		Find Printer
Page range All Current Pages: Enter page r separated b	page Selection numbers and/or page ranges y commas. For example, 1,3,5	Copies Number of gopies:	1 🗘
Print <u>w</u> hat: Print:	Document All pages in range	Zoom Pages per sheet: Scale to paper size	1 page 💙

- 5. Under the **Basic** tab the **Original Size** should be set to **A4** and the **Paper Size** should be set to **A3**.
- Notice the view of your selection in the upper left corner of the print driver. This confirms your selection of an A4 original to an A3 output.
- Click on the Layout tab, go to Print Type dropdown menu and select Booklet.
- Notice the view of your selections in the upper left corner of the print driver.
- It now shows the original size, the output size, and the booklet selection.





- 10. Under the Finish tab, select Center Staple and Fold.
- Notice the view of your selections in the upper left corner of the print driver.
- 12. Click **OK**.
- 13. Click **OK** again and your booklet will be delivered to the booklet output tray.

XX Myiao U	asic Layou	Finish	Lover Mode	Stamp/Composition	Quality C	ther			
8 1/2x11 (2	15.9x279.4 r			Favorite Setting	Untitled		Add	Edit	
			0	Staple		Ū.	Output Tray		
				Left Corner		~	Default		12
A.	_			Center Staple a	and Fold				
	<u>ا</u>		0	Punch					
	,	71		2-Hole (Left)		~	Paper Amangem	ent	
	:=	4		Fold			Prioritize Arran	ging Papers	1
			×1	HalfFold	(Ву Сору Јођ	· ·			
		l	D:						
m Be	E Ah	<u>.</u>	10	Page Fold Setting					
	9 - H-1		100	1					
		E.							
Printer V	iew P	hinter Infor	mation					Delau	

EDUCATIONAL Useful Tips: VERTICAL MARKETS • Create cu



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• 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.

Banner Printing via Emperon Controller

Pre-requisites

You will need one banner size original with text or graphics in digital format. If you don't already have a file, Powerpoint is the easiest program for creating a banner and doesn't require a change to the system settings of the print driver. You will also need banner sized paper to feed into the bypass tray.

CREATE A BANNER

- 1. Open a blank **Powerpoint Document**.
- 2. Click File and Page Setup.
- 3. Select Landscape as the Slide Orientation.

KONICA MINOLTA MFP PCL Properties My Tab Basic Layout Finish Cover Mode J/2x11 (215 sh279.4 mm) J	B 1/2k1 3 1/4 2 Z0mms330mm A 3/W F A5/W B 4/W B 4/W B 5/W B 1/2k1 1/W S 1/2k1 1/2W A 1 7ab B 1/2k1 1/2W A 1 7ab B 1/2k1 1/2W A 1 7ab B 1/2k1 1/2W A 1 7ab Cutom Size Cutom Size Cuto	Image: Copies Image: Copies
	(OK Cancel Help

- 4. Select Original Size and select Custom Size Settings.
- 5. Enter the Width as **210mm** and the **Length** as **1200mm**
- 6. Check **OK**.

SONICA MINOLTA MFP PCL Proper			? 🔀
Custom Size Settings		tion Quality Other	
Widh 11.63 inch (3.54412.598) Length 47.24 inch (5.50047.244) Viten you specify the paper size as 8.266-11.834/nch (210.237mm) and 9.266-11.834/nch (210.237mm) and 0.K OK Cancel	Unit Omm O inch Width Length	Unitiled tation ortrait andscape	Add., Edit Copies 1 (19995) Coffset Print Type 2-Sided Staple
Pinter View Printer Information	on Redit My	ar Settings	Select Color Auto Color
			OK Cancel Help

7. Add pictures and/or text to customize your banner	KONICA MINOL TA MEP PCL Properties Row Kode Stemp/Composition Quality Other Row Kode Stemp/Composition Quality Other Row Kode Stemp Composition Quality Code Row Kode Stemp Composition Quality Code Row Kode Stemp Composition Code
	Contrart settings change the following settings to enable the specified settings? Cit to drange the following settings to enable the specified settings? Paper Tays => Tinks.1 + Prior Type => Tinks.1 + Prio
	Prize View Prize Information
	DK Carol Heb

AT THE MFP

- 1. Touch the **Utility** icon on the **Home Screen**.
- 2. Touch Banner Printing.



- 3. Touch **Allow**.
- 4. Touch **OK**.

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 Place banner paper in the bypass of the MFP (be careful to adjust the paper guides precisely to the correct setting).

Bookmark Display Keyned Utility Banner Printing	To activate banner printing. choose (Allow).
	10/17/2011 14:23

PRINTING THE BANNER

- 1. Open your banner original.
- 2. Click File/Print.
- 3. Choose the Konica Minolta MFP Printer.
- 4. Click Properties.

NOTE: The proper size of the banner paper is not displayed at this time if you are starting at this point. Steps 5 through 10 are a review of the steps covered in the "Create a Banner" section of this Job Shop.

- 5. Click **Original Size**. Remember your original document should be in banner format.
- 6. Scroll down to **Custom Size**.
- 7. Click Custom Size a dialogue box will open.
- Enter the Width and Length of the banner paper (in this case 210mm wide x 1200mm long).
- 9. Click OK. A dialog box will appear to Confirm Setting Changes. Click Yes.

NOTE: Banner Printing can only be done on Thick 1 paper. The printer driver will automatically choose this setting.

10. Click **OK**.

NOTE: The size of the banner is now properly displayed in the Preview window.

- 11. Click **OK**. The MFP may display the message; "Correctly position the paper in the bypass tray". If so, pull the paper out and reset it. Make sure the paper is resting on the paper sensor on the bypass tray. When the **Complete** key activates, the MFP is ready to print. Touch **Complete**.
- 12. Exit **Banner Mode** when the print job is complete.
- 13. Touch Yes to confirm.

NOTE: It is necessary that banner pages in excess of 20 inches be "fed" into the bypass. If one person is doing the printing, the paper may be inserted after the print job is sent. However, the programming for banner Printing must be performed at the onset of the operation.

SELLING POINTS

- Allows Party Stores to create banners for all occasions, providing a highly viable added source of income.
- Enables various departments within a company to create signs for different events.
- Enables all customers to create their own form of advertising or announcements.

EDUCATIONAL Useful Tips: VERTICAL MARKETS • Enable de

• Enable departments and schools to create signs and advertising for school/university events.



Access the Eco-Indicator

1. At the **Home** screen touch **Counter**.



2. On the Meter Count screen touch Eco Info.

	Serial Number	: A4FH011901002		
Meter Count	Сору	Print	Scan	Other
Heter Count		Total	Large Size	Total (Copy + Print)
Total	Black	19	1	22
66	Full Color	32	0	44
Black 22	Single Color	0	0	
Color	2 Color	0	0	0
44	Total	51	1	
	Print List	Coverage Ra	ite 🖉 Eco	Info
	10/17/2011 14:50			Close

3. **Tab 1** indicates how **Green** the usage of the **MFP** has been.



4. **Tab 2** provides **Power Mode** information.

		Eco Info 1	Eco Info 2					
eter Count				July	August	Honth	Current	+
Total	-11	Poter conception		0.0	0.0	0.8	267.4	1
	66	Standby Mode		0.0	0.0	0.8	79.7	1
Black	22	Power Save Hode Total Time (H)		0.0	0.0	0.0	187.6	1
Color	44	Operating Hode		0.0	0.0	0.0	0.1	1
	10	/17/2011 14:53					Close	

Job History Thumbnail Display

OVERVIEW

This function will display the first page of the job selected in the Job History log on the left-side pane of the LCD screen on the MFP.

APPLICATION

A manager at a large brokerage firm wants to track down who copied an anonymous hate letter and passed it off to a colleague. They want to track down the precise computer it came from to begin their IT detective work. They called you to see if there is a time saving feature, which will help them identify the document in the Job History Log. You tell them about Job History Thumbnail Display, and how to enable it.

TO ENABLE JOB HISTORY THUMBNAIL DISPLAY

Steps/Keystrokes:





...and enter 1234567812345678.

	1234567812345678.	Pdssword Press to or the encered manimistration Utility > Administrator Settings
3.	Touch OK .	
4.	Touch #0 Security	Use the menu buttons or keyned to make a selection.
	Settings.	Bookaark Administrator Settings
		Utility 1 System Settings 6 Copier Settings
		Attribution Attribution Printer Settings
		3 Regilerstriker exx 8 Fax Settings
		4 Kees, Averyon Loan 9 System Connection
		5 Network Settings 0 Security Settings
		10/10/2011 22:52 Close
5.	Touch #4 Security Details .	lise the nemu bittons or keybid to make a selection.
0.		Bookaark Administrator Soltings) Security Soltings
6.	Iouch Down Arrow 4	Display Keypad
	scroll to page 3 of 3	Utility
		Addinistrator Settings 3 Levels Becurity 8 Stap Settings
		Security 4 Security Details
		5 Enhanced Security Hode 0 EndystrußerBEREIne
		10/18/2011 22353 Close
7.	Select Job History	Specify setting for selected iten.
	Thumbnail Display.	Display Keypad Administrator Settings> Security Settings> Security Details
		Utility Proceedings of the second sec
		Administrator Settings
		* Security Setting

Use the keyboard or keypad to type in the Administrator

Security Details

↑ 3/4 ↓ 0/18/2011 22:54



AT THE MFP — TO VIEW JOB HISTORY THUMBNAIL DISPLAY Steps/Keystrokes:

- 1. Load an A4 Original into the document feeder and make a copy.
- 2. Select **Job List** in the upper right corner of the LCD screen.
- 3. Touch Log tab.



- 4. Highlight your job in the in the **Job History Log**.
- You will see the first page of the selected document under the Scanned Image Heading located on the far left side of the control panel.



6. Touch Close to exit



Saving a Custom Paper Size in the Print Driver

APPLICATION

A user can set up a custom paper size and have it appear in the print driver as a paper choice for printing specialized jobs.

PROCEDURE

- 1. From the computer desktop screen click **Start**.
- 2. Click on **Printers** and Faxes.
- 3. Find the MFP and right click and select **Properties**.

NICA MINOLTA						
NICA MINOLTA						
	A C754SeriesPCL					
	Paper availabl	e				
Yes	A0 A1		^			
_	A2 A3					
on olution: 1200 dr	A4 A5		~			
Print	ing Preferences	Print Test Pag	ge -			
	n m olution: 1200 dp	Paper available Yes A0 A1 A2 A3 A4 A4 A5 Diretor Parterences	Paper available: Yes A0 A1 A2 A2 A3 A3 A3 A4 A3 A4 A3 A5 A5 Districtory Distribution Districtory Distribution	Yes A0 A1 A2 A2 A4 A4 A5 Existing Baseseen	Yes A0 A1 A2 A2 A3 A3 A3 A4 A5 A5 Distr Text Para	Yes A0 A1 A2 A2 A2 A4 A4 A4 A4 A4 A5 Extension Distributions Distributions

4. Click on the **Settings** tab.

	EMF Spool	
C754	Display Constraint Message	
	Display paper set in Print Server	Properties
	[Output Method] when printing is	preserved
	Share Overlay File(s)	
	Shared Folder Settings	
	Authentication Settings	
	Secure Print Settings	
	My Tab Settings	
	Save Custom Size	

5.	Select Save Custom Size.	Save Custom Size
		List of Custom Size
		BANNER (11.690 x 47.240inch) Add
		Delete
		Setting
		Paper Name
		BANNER
		Width Unit
		1.05 incr [3.34412.336]
		47.24 inch [5.50047.244]
		DK Cancel Help
G	Click Add and type	Litisopo Hagaganaa
ю.	Click Aud and type	KONICA MINCLTA C/54 PCL Printing Proper Envelope Nagagata Envelope Kakugala
	the paper name:	Resc Layout Finish LoverMode S Envelope Naturgate2 Envelope Naturgate3 Fet Aud Fet
	in this case Banner	81/2x11 (215 9x279.4 mm) 81/2x11 (215 9x279.4 mm) 81/2x11 (215 9x279.4 mm) 81/2x12 (215 9x279.4 mm) 81/2x12 (215 9x279.4 mm)
		8 1/2x13 1/2 mange setting items as you like. 8 1/8x13 1/4
7	Type in the dimensions	220mm/330mm
7.	Type in the dimensions	AAW ASW
	of the paper: width 210mm	84W Copies 1 Copies 1 Copies 1
	and length 1200mm	
		5 1/2e0 1/2w/ Offset
8	Click OK twice to exit	SRA3
0.		
	printer settings.	
		Printer View Printer Information 🖉 Edit My Tab Default
	To verify the paper size	OK Cancel Apply Help
	is in driver.	
9.	Right click on Printing Prefe	erences for the same MFP.
0.		

- 10. Click the dropdown for **Original Size**.
- 11. Scroll to find the new paper size.

Setting Up Account Track at the MFP

Pre-requisites:

No originals will be required. The objective of this job shop is to instruct you in setting up Account Track at the MFP. Account Track must be enabled at the MFP in order to use the Account Track via the Print Driver (instructions provided in a separate Job Shop). It is also necessary to enable Account Track in the Print Driver (instructions provided in a separate Job Shop).

APPLICATION

The ability to track usage by end-user is a requirement in those environments that wish to track costs or chargeback the end user and/or department. When Account Track has been enabled on the device, the user will need the proper credentials to print to the device in order for the prints to be applied against the limit that has been established for them. If no limit has been set, then account track is used to track the number of copies and/or prints that have been generated

AT THE MFP

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

- 1. Touch the **Utility** icon.
- 2. Touch Administrator Settings.
- 3. Enter Password (default is 1234567812345678) and touch OK.
- 4. Touch User Authentication/Account Track.
- 5. Touch General Settings.
- 6. Touch Account Track.
- 7. Touch ON.
- 8. Touch Account Track Input Method.
- 9. Touch Account Name & Password (Password Only selection is also available).
- 10. Press ↓ to program "When # of Jobs Reach Maximum" setting.
 - a. Touch **Stop Job** (when user reaches their established job limit, their jobs will cease printing).
 - b. Touch OK.

- 11. When prompted "Are you sure you want to clear all data?", press Yes.
- 12. Touch **OK** and you will get a message indicating that the data is being processed. When the message clears, proceed with the next step.
- 13. Touch Account Track Settings.
- 14. Touch Account Track Registration.
- 15. Select available Registration Key 001-1000. Select **001** (pick a different registration key if this one is not available).
- 16. Touch Edit.
- 17. Touch Account Name and enter Marketing.
- 18. Touch **OK**.
- 19. Touch **Password** and enter test.
- 20. Touch Password Confirmation and enter test.
- 21. Touch **OK**.
- 22. Touch Close 5x.

EDUCATIONAL	Useful Tips:
MARKETS	 Track printing and copying by department and users with
	account tracking you can set up accounts with usernames
	and passwords by department, school, teacher or user and
	track copy limits, set printing limits and colour printing capabilities.

Enabling Account Track via the Print Driver

Pre-requisites:

Account Track must be enabled at the MFP in order to use the Account Track feature available in the driver.

APPLICATION

The ability to track usage by end-user is a requirement in those environments that wish to track costs or chargeback the end user and/or department. When Account Track has been enabled on the device, the user will need the proper credentials to print to the device in order for the prints to be applied against the limit that has been established for them. If no limit has been set, then account track is used to track the number of copies and/or prints that have been generated.

This setting allows the user to set the account track information in the Print Driver Properties screen so that the user doesn't have to enter their credentials every time they send a print job to the device.

The steps required to access the Printer (and Fax) Settings will vary based on the Windows operating System.

- 1. Click Start.
- 2. Click Settings.
- 3. Click Printers And Faxes.
- 4. Right Click on desired bizhub MFP Printer.
- 5. Select Properties.
- 6. Select Configure Tab.
- 7. Highlight Account Track in Device Option window.
- In the Setting Menu, select Enable (If Account Track has been enabled at the MFP, this setting will already be enabled in the Print Driver).
- 9. Click **0K**.
- 10. Exit from **Printer** and Faxes.

UNICA MIN	JUTA C754	SeriesPCL Pro	opertiès				2
neral Sharing	Ports A	dvanced Color I	Hanagement 5	ecuity Configu	e Settings	1	
C754			Gun	Device Option			
			BHO	Post Inserter Saddle Kit Hard Disk Secure Print O Single Sign-Or User Authentic Public User	nly I sation	None None Installed Off Disable Disable Allow	•
				() Setting		Endole	M
				Enable			~
Deres Territ				Dise	ble		
Paper may :	riomason			Ena	ole		
Tray	Size	Direction	Paper Ty	pe			^
Tray1	A4		Plain Pape	м			
Tray2	A4	LEF	Plain Pape	м			
Tray3	A4	J LEF	Plain Pape	м			
Tray4	A4	U LEF	Plain Pape	м			~
Paper T	ray Settings	. Set Pap	er Name by Use	K			
		Encore	tion Passphrase		oftware To	ols	
Obtain <u>D</u> e	vice Informat	ion		(Web Conn	ection	*
Obtai	<u>S</u> ettings						Stagt
					-	Course 1	Auch Hab

Using Account Track from the Print Driver (From the PC)

Pre-requisite:

Account Track must be enabled at the MFP.

- 1. From the application (Word, Excel, PPT, etc.), select File Print.
- 2. Select MFP PCL Driver.
- 3. Click Printer Properties.
- 4. Click Basic tab.
- 5. Click Authentication/ Account Track.
- Enter Marketing in the Department Name field.
- Enter test in
 Password field.
- 8. Click **OK** in the **User** Authentication/Account Track Print Driver screen.
- 9. Click **OK** in the **Basic Tab Print Driver** screen.
- 10. Make desired **Print Settings** (All pages, current page, number of copies, etc.).
- 11. Click Print.



User Authentication/Account Track					
User Authentication	Account Track				
Public User	Department Name				
Recipient User					
User Name	Password				
Password					
Server Setting					
	Verify				
Enable Single Sign-On functionality for	printing functions				
Please enter [User Name] and [Password].					
OK Cancel Help					

Setting Up User Authentication at the MFP (Restrict Public Access)

Pre-requisites:

No originals will be required. The objective of this job shop is to instruct you in setting up an authorized user to provide them access to the MFP. This step is required in order to access User Authentication via the Print Driver. User Authentication is set up via Administrator Setting so you will need the Administrator password. The default Administrator password is 1234567812345678.

APPLICATION

User Authentication will allow Administrators and/or Office Managers the ability to set up "passwords" and "user names" that will permit authorized end-users access to the MFP. This will eliminate any unwarranted copying use of the unit from the MFP control panel.

AT THE MFP

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

- 1. Touch the **Utility** icon.
- 2. Touch Administrator Settings.
- 3. Enter **Password** (default is **1234567812345678**) and touch **OK**.
- 4. Touch User Authentication/Account Track.
- 5. Touch General Settings.
- 6. Touch User Authentication.
- 7. Touch Authenticate.
 - a. Touch **ON (MFP)** as the Authentication Method.
 - b. Touch **OK**.
- 8. Touch Public User Access.
- 9. Select Restrict.

The Authentication Method will vary based on customer's needs. Overall, user authentication set up is the same. However, additional settings are required when External Server, MFP + External Server or Enhanced Server are selected as the User Authentication Method since communication with a server is required. Please refer to User's Manual for details and consult with Network Administrator.

10. Touch **OK**.

- 11. When prompted "Are you sure you want to clear all data?", press Yes.
- 12. Touch **OK** and you will get a message indicating that the data is being processed. When the message clears, proceed with the next step.
- 13. Touch User Authentication Settings.
- 14. Touch User Registration.
- 15. Select available Registration Key 001-1000. Select **001** (pick a different registration key if this one is not available).
- 16. Touch Edit.
- 17. Touch User Name and enter Mark.
- 18. Touch **OK**.
- 19. Touch Password and enter KMBS.
- 20. Touch Password Confirmation and enter KMBS.
- 21. Touch Email and enter Email Address (i.e. mark@kmbs.com).
- 22. Touch **OK**.
- 23. Touch Function Permission and enter Function Permission Settings.
- 24. Touch **OK**.
- 25. Touch OK.
- 26. Continue with steps #15-#25 until all authorized users have been registered.
- 27. Touch **Close 5x**.

Enabling User Authentication via the Print Driver

Pre-requisites:

User Authentication must be enabled at the MFP and in the Printer Driver Properties Menu in order to use the User Authentication feature available in the driver.

APPLICATION

The ability to restrict access to authorized users is a requirement in those environments that want to prevent unauthorized users from using the MFP or keep track of who is using the device.

- 1. Click Start.
- 2. Click Settings.
- 3. Click Printers And Faxes.
- 4. Right Click on desired bizhub MFP Printer.
- 5. Select Properties.
- 6. Select Configure.
- 7. Highlight **User Authentication** in Device Option window.
- In the Setting Menu, select the desired Authentication Method:
 ON (MFP), ON (External Server), ON (MFP)+ON (External Server) or
 ON (Enhanced Server).
- 9. Click Settings Tab.

The steps required to access the Printer (and Fax) Settings will vary based on the Windows Operating System.

0751				Device Option		
6754		-	<u>8100</u>	Post Incerter Saddle Kit Hard Disk Secure Print Only Single Sign-On User Antinencicol Public User Account Track	None None Installed Off Disable Allow Disable	-
Paper Tray	nformation			Disable ON IM	e EP)	
Tray Tray1	Size A4	Direction	Paper Typ Plain Paper	e ON (E) ON (M	kternal Server) FP) + ON (External Server)	
Tray2	A4	D LEF	Plain Paper		Indiced Servery	
Tray3	A4 A4		Plain Paper Plain Paper			
1094		P.ur	nu i n			~
Paper T	ay Settings	Set Pape	r Name <u>by</u> User			
			on Passphrase	Sol	tware <u>T</u> ools	
Ubtain De	vice Information			\v	/eb Connection	~
Obtai	Settings					Stapt

10. Click Authentication

Authentication Settings selected will Settings. vary depending on customer's needs. 11. Click Verify KONICA MINOLTA C754SeriesPCL Properties **Authentication Settings** General Sharing Ports Advanced Color Management Security Configure Settings EMF Spool **Before Printing**. C754 Display Constraint Message Display paper set in Print Server Properties [Output Method] when grinting is preserved Share Overlay File(s) Shared Eolder Settings. Authentication Settings... Secure Print Settings... My Tab <u>S</u>ettings... Save <u>Custom</u> Size. OK Cancel Apply Help 12. Click Popup Authentication Settings X Authentication/Account Track **Authentication Dialog** Verify Authentication settings before printing When Printing. Popup Authentication Dialog when printing User Authentication 13. Click **0K**. Do not allow changes to the [User Name] Do not allow changes to the [Password] When [ON (MFP)] or [ON (External Server)] is selected for [User Authentication), [Authentication Settings] are enabled. OK Cancel Default <u>H</u>elp

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Using User Authentication from the Print Driver (from the PC)

Pre-requisite:

User Authentication must be enabled at the MFP.

- 1. From the application (Word, Excel, PPT, etc.), select File Print.
- 2. Select MFP PCL Driver.
- 3. Click Printer Properties.
- 4. Click **Basic** tab.
- 5. Click Authentication/ Account Track.
- 6. Enter **Marketing** in the **User Name** field.
- 7. Enter test in **Password** field.
- Click Verify to ensure that the MFP recognizes you as an authorized user. If the verification process is not successful, it alerts you that something is not set up correctly and prevents you from walking up to the device to find out your print job did not print.
- 9. Click **OK** in the **User** Authentication/Account Track Print Driver screen.

KONICA MINOLTA C754SeriesPCL	Properties	?
👷 My Tab Basic Layout Finish C	over Mode Stamp/Composition Quality Other	
1 1/2/11 [215 35/274 a ma] 0 1 1/2/11 [215 35/274 4 ma] 0 1/2/11	Conjord Orientation Original Size B 1/2/11 Same stop Same st Original Size Same st Original Size Coom (55.4003) Original Size Auto Paper Ting Pa	Dudpad Bethod Liser Settings Authenrication://scourt.Track Copies 1 1 1 2014 Copies 1 2 June 2 Ju
		OK Cancel Help
User Authentication/Account Track	Account Track Depathert Name Paseword	
Enable Single Sign-On functionality for Pease enter (User Name) and (P	Verfy r printing functions assevord).	

- 10. Click OK in the Basic Tab Print Driver screen.
- 11. Make desired Print Settings (All pages, current page, number of copies, etc.).
- 12. Press OK.

notes





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Ecology & Environment

KONICA MINOLTA copiers and multi-functional products are designed with the environment in mind.

Energy Star
 RoHS Compliance
 WEEE Compliance
 WEEE Compliance

A Requirements for safe use.

 Please read and follow the instruction manual to ensure safe operation. Prease read and toolw the instruction manufactor instructs are 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).