1. Touch Panel
2. Main Power
3. Power
4. Mode Memory
5. Utility/Counter
6. Reset
7. Interrupt
8. Stop
9. Proof Copy
10. Start
11. Panel
12. “C” Clear
13. Keypad
14. Help
15. Enlarge Display
16. Accessibility
17. Power Save
18. Access
19. Brightness
20. User Box
21. Fax / Scan
22. Copy

The essentials of imaging
**Basic (I)**

--- **Color Mode**

1. **Auto Color** – This setting to automatically detect the documents are in color or black and white

2. **Full Color** – The copy in full color

3. **Black** – The copy in black and white

4. **2 Color** – Print all areas of the document determined to be in color with the specified color, and print all areas determined to be black in black

5. **Single Color** – Print copies in the specified color, regardless of whether the document is in color or in black and white

---

**The essentials of imaging**
Basic (II)

-- Paper

Change Bypass Tray Setting

1. Touch Basic, Touch Paper
2. Select Bypass Tray
3. Touch Change Tray Settings
4. Select Paper Type

5. Input paper size
   a. Touch Standard Size
   b. Touch Custom Size
      input (Length) X and (width) Y, e.g. 90mm please input 0900
      (If stored paper size, touch Store, then choose Memory1 -5 )

6. Touch OK

The essentials of imaging
**Basic (III)**

-- **Zoom**

Touch **ZOOM**

1. Select fixed zoom size
   
   a. Touch default zoom ratios
      
      e.g. : A3 → A4 default zoom ratio is 0.707
   
   b. Touch [-] [+] to change zoom ratio

2. Touch **XY Zoom**
   
   Using the keypad, type in the desired zoom ratio then touch **OK**

**Sort / Group**

1. Touch **Finishing**
2. Touch **Sort** or **Group**

3. Touch **Start**

**Offset**

1. Touch **Finishing**
2. Offset touch **Yes**
3. Press **Start**

---

The essentials of imaging
**Staple**
1. Touch **Finishing**
2. At **Staple** select **Corner** or **2 position**
3. Touch **position Setting**
4. Press **Start**

**Punch**
1. Touch **Finishing**
2. At **Staple** select **2 Hole** or **4 Hole**
3. Touch **position Setting**
4. Press **Start**

**Fold/Bind**
1. Touch **Finishing**
2. At **Fold/Bind** select **Yes**
3. Touch **Half-Fold Center Staple & Fold** or **Tri-Fold**
4. Press **Start**

---

The essentials of imaging
Basic (IV)

--Duplex/Combine

Select Combine

1. Touch 2 in 1 or
2. Touch 4 in 1/8 in 1

To reduce the size from 2 / 4 / 8 sheets originals into 1 sheet of copy

Original > Copy

a. 1-sided > 2-sided Single-sided Original to Double-sided Copy

b. 2-sided > 1-sided Double-sided Original to Single-sided Copy

c. 2-sided > 2-sided Double-sided Original to Double-sided Copy

The essentials of imaging
**Original Setting**

1. Touch **Mixed Original** automatically detect the document's size and automatically choose paper tray.

2. Touch **Z-Folded Original** (Optional Function).

3. Touch **Binding Direction** -- copy-binding direction.

4. Touch **Original Direction** – select original direction.

5. Touch **Original Size** -- select original size.

**Quality/Density**

1. Select **Original Type** to choose Text, Text/Photo, Photo, Map, Dot Matrix Original or Copied Paper.

2. Touch **Density** – the print image can be adjusted, each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

3. Touch **Background Removal** – the density of the background color of the document can be adjusted, each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level.

4. Touch **Text Enhancement** – select the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs.

5. Touch **Glossy** – select this setting when copying images with a glossy finish.
Application

1. Touch **Application**
2. Touch **Sheet/Cover/Chapter Insert**
3. Touch **OHP Interleave**
4. Select inserting paper tray
5. Load OHP transparencies into the bypass tray
6. Touch **OK**
7. Press **Start**
- Cover Mode

1. Touch Application
2. Touch Sheet/Cover/Chapter Insert
3. Touch Cover Mode
4. Select Front Cover or Back Cover
5. Select Front or Back Cover paper tray
6. Touch Ok
7. Press Start

- Insert Sheet

1. Touch Application
2. Touch Sheet/Cover/Chapter Insert
3. Touch Insert Sheet
4. Touch Copy or Blank select inserted pages are printed or not
5. Select the paper tray loaded with the paper for the insertion sheets
6. Touch Ok
7. Press Start

The essentials of imaging
- Insert Image

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Image**
4. Select inserted image pages number
5. Touch **Ok**
6. Press **Start**
7. Final · Touch **Finish** then press **Start**

- Chapter (Duplex Only)

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Chapter**
4. Select inserted image pages number
5. Touch **OK then press Start**
- Edit Color

1. Touch **Application**
2. Touch **Edit Color**
3. Touch **Neg. Pos. Reverse**
4. Touch **Mirror Image**
5. Touch **Background Color**

- Book Copy

1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Book Copy**
4. Then touch **Separation**, select **Front Cover/Back Cover**
5. Open book, Touch **Start**
6. Scan whole book pages then press **Finish**
7. Press **Start**

**If select Front Cover, scan:**
- The front cover is scanned, and all page spreads are scanned in order

**If select Front Cover & Back Cover, scan:**
- The front cover is scanned before the back cover, and all page spreads are scanned in order

The essentials of imaging
- Image Repeat

1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Image Repeat**
4. Select **With Margin / Without Margin**
5. Touch **Set Range**
6. Touch **Custom Size**, Input X (Length) and Y(Width)
7. Touch **OK**
8. Press **Start**

- Poster Mode

1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Poster Mode**
4. Touch **Zoom**, Select zoom ratio
5. Touch **OK**
6. Press **Start**

The essentials of imaging
- Booklet Original

Optional Function

1. Touch **Application**
2. Touch **Book Copy/Repeat**
3. Touch **Booklet Original**
4. Touch **OK**
5. Press **Start**

- Page Margin

1. Touch **Application**
2. Touch **Page Margin**
3. Select **Top**, **Left** or **Right**
4. Adjust Value input width
5. Touch **OK**
6. Press **Start**

- Frame Erase

1. Touch **Application**
2. Touch **Frame Erase**
3. Input width
4. Touch **OK**
5. Press **Start**
- Booklet

1. Touch **Application**
2. Touch **Booklet**
3. Select **Left Binding /Right Binding**
4. Press **Start**

- Image Adjustment

1. Touch **Application**
2. Touch **Image Adjust**
3. Select **Full Size Center Zoom** or **Centering**
4. Press **Start**
- Date / Time

1. Touch Application
2. Touch Stamp/Composition
3. Touch Date / Time
4. Touch Print Position -- print to different position
5. Touch OK
6. Press Start

- Page #

1. Touch Application
2. Touch Stamp/Composition
3. Touch Page Number
4. Starting Page Number input starting page number
5. Touch Print Position -- print to different position
6. Touch OK
7. Press Start

- Copy Protect

1. Touch Application
2. Touch Stamp/Composition
3. Touch Copy Protect
4. Touch Preset Stamp, or touch Date/Time or Touch Detail Setting select color
5. 按 OK
6. 按 Start

The essentials of imaging
Delete the copy job in the Waiting List

1. Touch **Job Details**
2. Touch **Print** and then touch **Current Jobs**
3. Select the job you want to delete
4. Touch **Delete**
5. Touch **Yes** to delete printing job

The essentials of imaging
Abbreviated Destinations

E-mail / Fax

1. Press Utility/Counter
2. Touch 1. One Touch/User Box Registration
3. Touch 1. Create One Touch Destination
4. Touch 1. Address Book
5. Touch E-mail / Fax
6. Touch New
7. Touch Name, Input name, Touch OK
8. Touch Address, input e-mail address or Fax number, Touch OK
9. Touch Index, Select Favorites or other index
10. Touch OK
Group Registration

1. Press **Utility/Counter**
2. Touch **1. One Touch/User Box Registration**
3. Touch **1. Create One Touch Destination**
4. Touch **1. Group**
5. Touch **New**
6. Touch **Name** • Input group name • Touch **OK**
7. Touch **Select Group** (If fax, select **Fax**)
8. Touch **OK**
Scan To Email / Send Fax

1. Press **Fax/Scan**
2. Touch **Address Book**
3. Select one-touch Index and Name
4. Touch **Scan Settings**
   A. **Original Type** select original type
   B. **Simplex/Duplex** select original single-sided or double-sided
   C. **Resolution**
   D. **File Type**
   E. **Density**
   F. **Quality Adjustment**
5. Touch **Check Job Settings** check following setting
   A. Destination Settings
   B. Check Scan Settings
   C. Check Original Settings
   D. Check E-mail
6. Then, Press **Start**

remark:
- When use scan or fax, put original on the feeder (FACE UP) or glass (FACE DOWN)
- Compact PDF just use for Full Color mode
- TIFF just for Black mode
- File Type not use for Fax function
- Check E-mail Setting just use for Scan to Email

The essentials of imaging
Remove Jammed Paper

1. Pull up the upper right side door release lever, and then open the upper right side door

2. Open the door of the automatic duplex unit

3. Open the door of the Bypass Tray

The essentials of imaging
**Replace Toner**

*If toner near empty, Screen will show toner empty message*

*
- Toner Cartridge (Y) = Yellow
- Toner Cartridge (M) = Magenta
- Toner Cartridge (C) = Cyan
- Toner Cartridge (K) = Black

Open the machine’s upper front door, pull out empty toner cartridge toner then insert the new toner.
Display the Job History List

1. Touch **Job Details**
2. Touch **Send**
3. Touch **Job History**
4. Touch **Comm. List**
5. Select report Type
   A. Activity Report
   B. TX Report
   C. RX Report
6. Press **Start**
**After print › FAX to 2565 2128**

1. Touch **Utility / Counter**
2. Touch **Check Details**
3. Touch **Print List**
4. Select paper tray
5. Press **Start**

The essentials of imaging
Banner Paper Printing User Guide

Banner paper size: (Width) 210 - 296mm / (Length) 457.3 - 1200mm

✔ Prepare printing on Banner Paper

1. Press [Utility/ Counter]
2. Touch [6 Banner Printing]
3. Touch [Allow], then touch [OK]

Printer Driver Setting
4. Open the file, Click C451 printer driver (e.g. Konica Minolta C451)
5. Click [Preferences]
6. Click [Basic]
7. Click [Original Size] drop-down list, select [Custom size] then input Width and Length e.g. : 296mm x 1143mm
8. Click [Output Size] select [Same as Original Size]
   ** Printer Driver automatically select to Bypass tray and Paper type automatically select to Think 3
9. Click [OK]

Printing Banner Printing
10. Specify the desired settings, then touch [OK]
11. Feed the banner paper to Bypass Tray
12. When printing is finished, touch [Exit]
13. Touch [Yes]
14. Then touch [OK] to finish banner-printing function

The essentials of imaging
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<thead>
<tr>
<th>部門熱線</th>
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<tr>
<td><strong>市務科 Marketing Division</strong>&lt;br&gt;北京大学Sales Hotlines&lt;br&gt;• 查詢產品及銷售詳情&lt;br&gt;New Product and Sales Enquiries</td>
<td>電話Tel : 2565 2111&lt;br&gt;電郵Email : <a href="mailto:bhkg_sales@bhk.konicaminolta.hk">bhkg_sales@bhk.konicaminolta.hk</a></td>
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<td>電電話Tel : 2565 2176&lt;br&gt;傳真Fax : 2856 1024</td>
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<td><strong>服務科 Technical Service Division</strong>&lt;br&gt;產品之技術支援熱線&lt;br&gt;• 軟件及網絡支援&lt;br&gt;Application, Network and System Support</td>
<td>電話Tel : 2565 2178</td>
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<tr>
<td><strong>客戶服務Customer Service Department</strong>&lt;br&gt;客戶服務熱線 Customer Service Hotlines&lt;br&gt;• 保養合約查詢&lt;br&gt;Maintenance Agreement&lt;br&gt;• 新客戶之產品培訓&lt;br&gt;New Customer Product Training&lt;br&gt;• 賬單查詢 Invoice Enquiries&lt;br&gt;• 報錶（請於報錶結算日前報讀。）&lt;br&gt;Report meter reading through telephone system（Please report meter reading on or before cut-off date）</td>
<td>電話Tel : 2565 2190&lt;br&gt;傳真Fax : 2565 2128&lt;br&gt;電話Tel : 2856 4306&lt;br&gt;電話Tel : 2565 8181&lt;br&gt;English - Press “2”, then press “2”,&lt;br&gt;中文 - 按 “1” 字然後按 “2” 字&lt;br&gt;傳真Fax : 2856 2008&lt;br&gt;電郵Email : <a href="mailto:bhkg_csmeter@bhk.konicaminolta.hk">bhkg_csmeter@bhk.konicaminolta.hk</a></td>
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<tr>
<td><strong>客戶服務Customer Service Department</strong>&lt;br&gt;用品供應熱線 Order Section Hotlines&lt;br&gt;• 訂購消耗品如碳粉及影印紙&lt;br&gt;Ordering of Consumable Products&lt;br&gt;(Toners, Paper, etc…)</td>
<td>電話Tel : 2565 2139&lt;br&gt;傳真Fax : 2565 7613&lt;br&gt;電郵Email : <a href="mailto:bhkg_csorder@bhk.konicaminolta.hk">bhkg_csorder@bhk.konicaminolta.hk</a></td>
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<td><strong>財務科 Finance Division</strong>&lt;br&gt;月結單查詢&lt;br&gt;Statement Enquiries</td>
<td>電話Tel : 2856 4710&lt;br&gt;傳真Fax : 2516 9177</td>
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<td><strong>行政科 Administration Department</strong>&lt;br&gt;客戶的建議及意見反映&lt;br&gt;Other Suggestions &amp; Comments</td>
<td>電話Tel : 2565 8181&lt;br&gt;按Press “0”</td>
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