



Quick Guide – KonicaMinolta Multifunctional Devices at Branch Libraries

↻ Insert copy/print card to begin any function ↻

COPYING

Machines default to 2-sided copying per City requirement.

Place originals face-up in document feeder or face-down on glass

Indicate desired number of copies using keypad

Press blue *Start* button on keypad

1-Sided Copying: *Please consider 2-sided copying to save paper.*

- ✦ Use document feeder if possible
- ✦ Tap **Duplex/Combine** on touch screen for 1-sided-to-1-sided or 2-sided-to-1-sided copying OR
- ✦ Use 1-sided shortcut at **Mode Memory** button
- ✦ Press **OK**
- ✦ Press blue **Start** button on keypad
- ✦ If original is on the glass, now press **Finish** at the lower right of the touch screen and again press **Start** button

Adjusting Copy Quality:

- ✦ Tap **Quality/Density** on touch screen
- ✦ Touch **Density** to make copies lighter or darker
- ✦ Touch **Background** to lighten or darken the background of the copy
- ✦ Touch **Text Enhancement** to make text lighter or darker
- ✦ Touch **Photo** to copy photos (choose **Printed Photo** if the photo is a reproduction; choose **Photo Paper** if copying an original photo)
- ✦ Press blue **Start** button on keypad

Reducing or Enlarging:

- ✦ Touch **Zoom** icon on touch screen
- ✦ Under **Fixed Zoom** heading, Touch desired **Enlarge** or **Reduce** icons for standard paper sizes OR
- ✦ Select **Manual** for other sizes
- ✦ Use **Preset Zoom** and adjust for other percentages
- ✦ Press **OK**
- ✦ Press blue **Start** button on keypad

PRINTING

From a Library PC or laptop or remotely via PrinterOn:

(Determine fonts, paper size, color vs. black & white, pages to print, etc. at the computer before sending document to print. SFPL is not able to troubleshoot remote printing or retrieve documents from PrinterOn, an independent vendor.)

- ✦ Press **Printing** (or **User Box**) button above keypad
- ✦ Tap **Secure Print** icon on lower-right of touch screen
- ✦ Tap **Use/File** on lower-right of touch screen
- ✦ Using keypad or touch screen's keyboard, enter the User ID or name you entered at the computer, then touch **OK** icon
- ✦ Enter the Password you used at the computer (if any), then touch **OK** icon
- ✦ Tap document's name to select or **Select All** if multiple documents
- ✦ Tap **Document Preview** icon, then tap **Print** icon
- ✦ Touch **Start** icon on lower-right of touch screen

From a USB drive:

(Printing will be possible only from USB drives reformatted to FAT32. SFPL is not responsible for lost or damaged files.)

- ✦ Once the printer recognizes the USB drive, select the option **Print a document from External Memory**
- ✦ Select file to be printed
- ✦ Tap **Printing Options** to choose color or b&w and 1- or 2-sided
- ✦ Tap **Print**
- ✦ Press blue **Start** button on keypad

SCANNING

Free but requires a copy/print card with at least 10¢ to activate screen

Saving a scan to a USB flash drive:

(Scanning to a USB drive that contains software files and/or is formatted in a way that prevents it from being recognized by this device will be possible only after the USB drive is reformatted to FAT32. SFPL is not responsible for lost or damaged files)

- ✦ Place document face-up in document feeder or face-down on glass
- ✦ Insert flash drive into the USB port
- ✦ Select **Save a document to External Memory**
- ✦ Select **Document Name** to accept or change name
- ✦ If saving separate documents to one file, select **Separate Scan** before scanning
- ✦ Press blue **Start** button on keypad

Scanning and sending to an e-mail address:

(File must not exceed 10MB):

- ✦ Place document face-up in document feeder or face-down on glass
 - ✦ Press **Scanning** or **Fax/Scan** button just above keypad
 - ✦ Touch **E-Mail** icon in middle of touch screen
 - ✦ Enter e-mail address using keyboard on touch screen
 - ✦ If faxing multiple documents to one number, tap **Separate Scan**
 - ✦ Scan remaining documents
 - ✦ Press **Finish** or **OK**
 - ✦ Press blue **Start** button on keypad
 - ✦ E-mail address must be re-entered for each scan
- (system does not retain addresses to ensure patron privacy)*

FAXING

is available only at the Main Library: \$2 for the first page and \$1 for each subsequent page. Incoming faxes cannot be received.