



Quick Guide – KonicaMinolta Multifunctional Device with faxing capabilities

↻ **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

FAXING outgoing only to US and Canada

\$2 for the first page and \$1 for each subsequent page. Incoming faxes cannot be accepted.

- ✦ Place document face-up in document feeder or face-down on glass
- ✦ Press **Fax/Scan** button just above keypad, then tap **Fax** icon
- ✦ Key in:
 - 9 + 1 + (area code) + (7-digit fax number)**
- ✦ If faxing multiple documents to one number, tap **Separate Scan**
- ✦ Tap **Finish**
- ✦ Press blue **Start** button on keypad
(a confirmation or error notice will print when complete)
- ✦ Fax number must be re-entered for each fax sent
(system does not retain fax numbers to ensure patron privacy)

PRINTING no printing from USB at this machine

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 computer and 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

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 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 feeder or face-down on glass
- ✦ Press **Scanning** or **Fax/Scan** button
- ✦ Touch **E-Mail** icon in middle of touch screen
- ✦ Enter e-mail address 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)

USB Flash Drives can be printed from or scanned to at the following Main Library devices:

2nd Floor: 2A (Children's Center)

4th Floor: 4A (Copy Room) and 4D (Aisle 13)

3rd Floor: 3A (Copy Room) and 3D Aisle 12)

5th Floor: 5A (Copy Room)