

Konica Minolta: Tri-Folding

An explanation of the different tri-fold settings:

The folding unit can tri-fold up to 3 pieces of 8 ½ x 11 paper. For a 1-page document, choosing any of the 3 settings below will work the same. If there are multiple pages in the document, choose from the setting below that best fits to what final output should look like. ****Note: the paper must be in the tray in landscape orientation for folding to take place. ****

Printer Properties → Finish Tab → Check Box for Fold

1. Tri-Fold (by Copy Job):

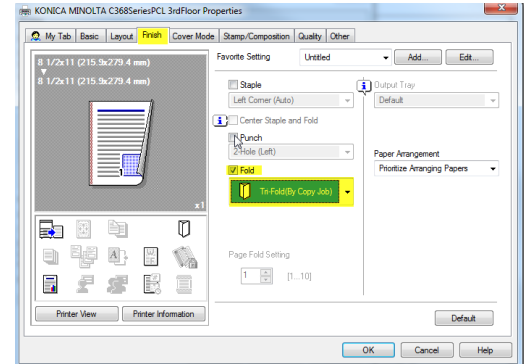
The finisher will group all pages in the document into 1 fold, up to 3 sheets of paper.

2. Tri-Fold (Sheet):

The finisher will print out each page in the document individually and fold separately.

3. Tri-Fold (by Sheet):

The finisher will give the option to group X number of pages together in a fold, up to 3 sheets of paper. Ex: If printing a 6 page document and choose to fold by 2 sheets, pages 1 and 2 will fold together on 1 piece of paper, pages 3 and 4 will fold together on 1 piece of paper, and pages 5 and 6 will fold together on 1 piece of paper.



Folding the First Page Inside/Outside:

Below are the instructions to change the Tri-Fold Settings depending on the desired output.

1. Select the Menu button and choose Utility.
2. Select Admin and enter the password.
3. Select Copier Settings.
4. Select Tri-Fold Print Side.
5. Choose Outside **OR** Choose Inside, depending on how you want your document to fold.

****If the machine gives a message that it can only fold one sheet please call Loffler (the phone number will be on the Loffler sticker on your machine) and we can talk you through a deeper setting in tech mode that may need to be adjusted. ****

