### **QUICK GUIDE**



## 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 $\rightarrow$ Finish Tab $\rightarrow$ 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

👷 My Tab	Basic	Layout	Finish	Cover Mode	Stamp/Composition	Quality	Other	
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8 1/2x11					Staple			Dutput Tray
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					Center Staple ar	nd Fold		
		-			2-Hole (Left)		-	Paper Arrangement
		1	4		Fold		-	Prioritize Arranging Papers
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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.

# 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 my need to be adjusted. \*\*

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