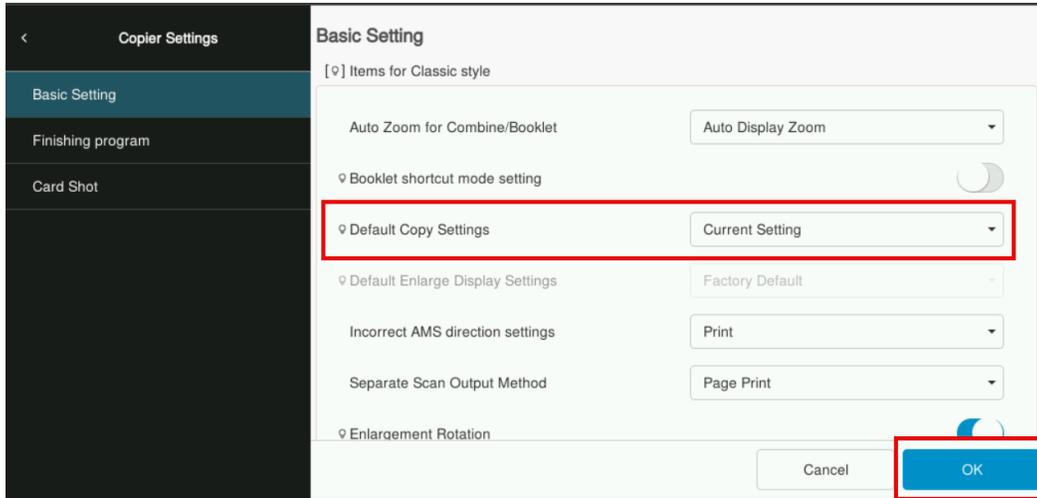


Konica Minolta iSeries: Change Default Settings for Copy or Scan/Fax

This guide will go over how to change default settings for copy and scan/fax.

Copy:

1. From the Copy screen, change the settings to the desired default.
2. Once everything is set, go to **Utility** → **Utility** → **Copier settings** → **Basic Setting** → **Default Copy Settings** (If current is selected, touch Factory settings and then select Current setting)
3. Select **OK** and Close out of Utility.



Scan/Fax:

1. From the Scan screen, change the settings to the desired default.
2. Once everything is set, go to **Utility** → **Utility** → **Scan/Fax Setting** or **Scan Setting** → **Basic Setting** → **Default Scan/Fax Settings** or **Default Scan Settings** (If current is selected, touch Factory settings and then select Current setting)
3. Select **OK** and Close out of Utility.

