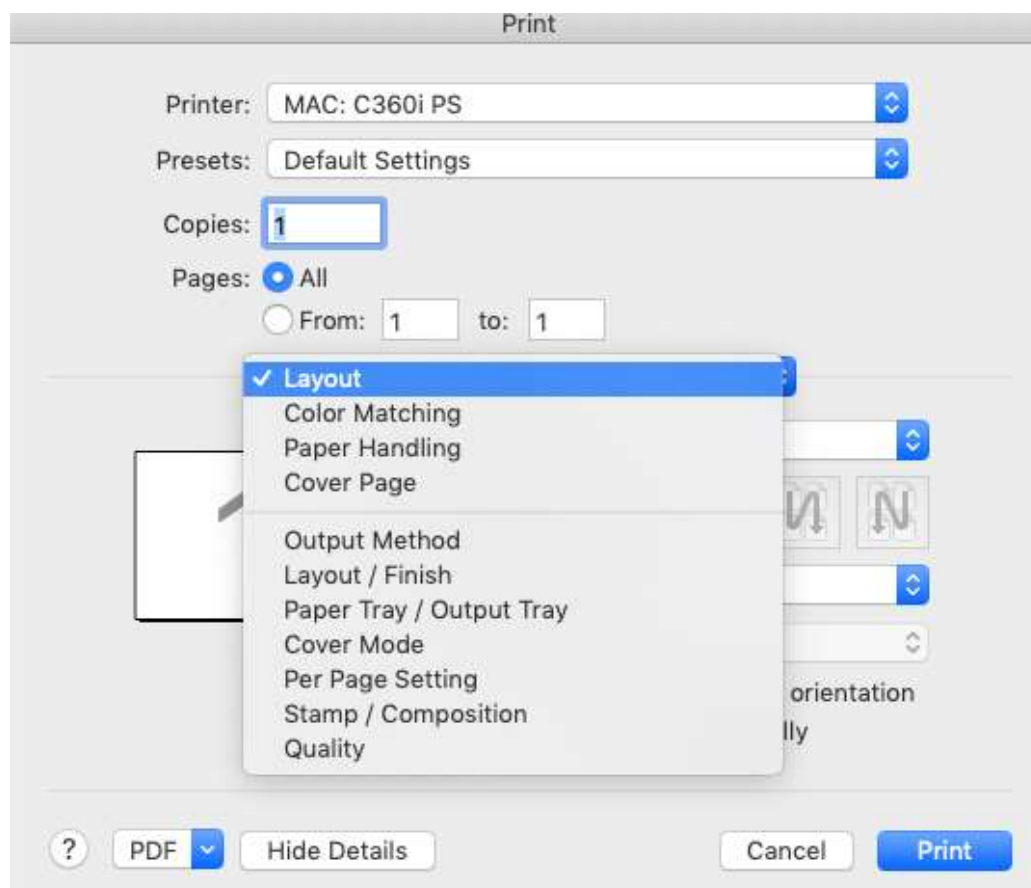


Konica Minolta iSeries – Print from Mac

Description of print settings for Apple computers.

Basic Print Screen:

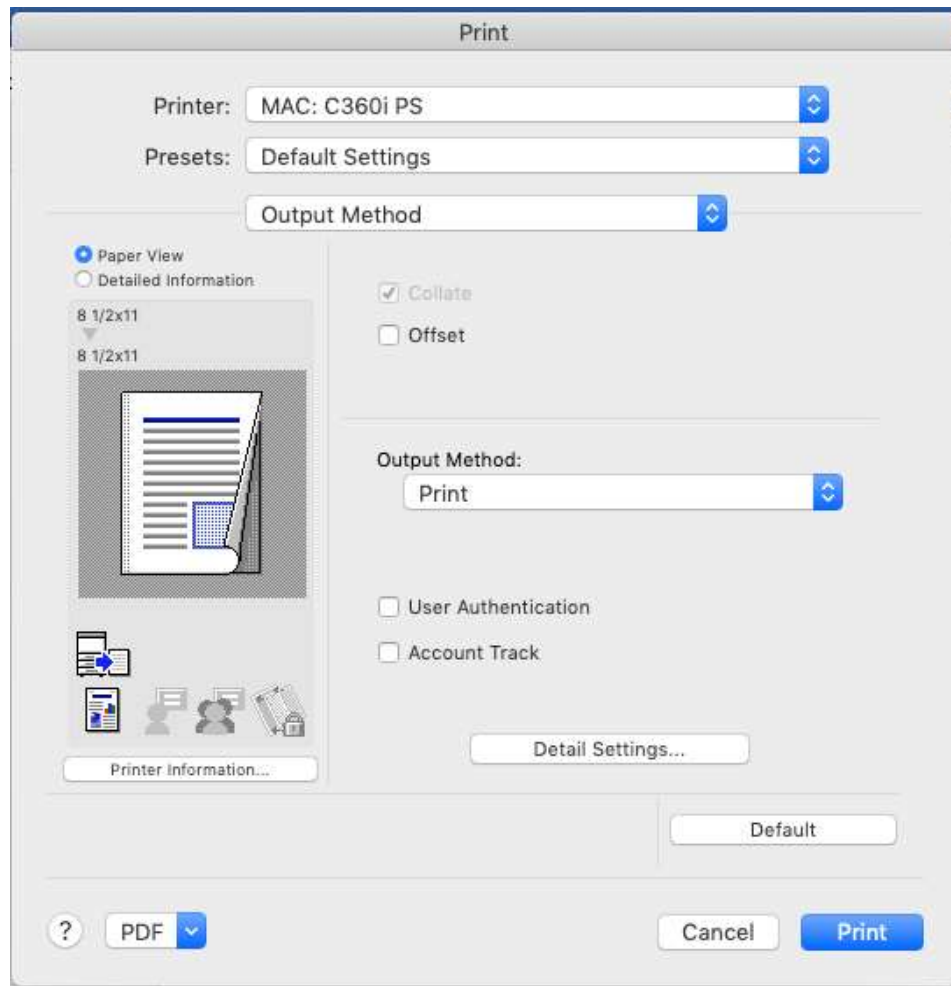
This is the “header” section seen when choosing file → print on any document. This shows the same for any application or software.



1. **Printer:** Select which machine to print to.
2. **Presets:** Shortcuts to turn on multiple settings at same time.
 - a. First select the desired options (ex: 2 sided, staple, grayscale).
 - b. In the drop down select the option to “save current setting as preset (this will give the option to name the preset).
 - c. If the preset is the desired default setting, hold Control key and click on the Print button.
3. **Copies:** The number of sets to be printed.
4. **Pages:**
 - All – prints the entire document.
 - From – Gives the option to print singular pages or a page range.
5. **Drop-down:** This menu is sectioned off in 3 parts, divided by the grey line.
 - **Section 1:** Gives the options from the software applications.
 - **Section 2:** Gives all the “print driver” options from the actual machine. Descriptions will be covered in next section. (Output Method, Layout / Finish, Paper Tray / Output Tray, Cover Mode, Per Page Setting, Stamp / Composition, Quality.)
 - **Section 3:** Supply levels of machine.

Output Method:

Choosing the method by which the document will print out.

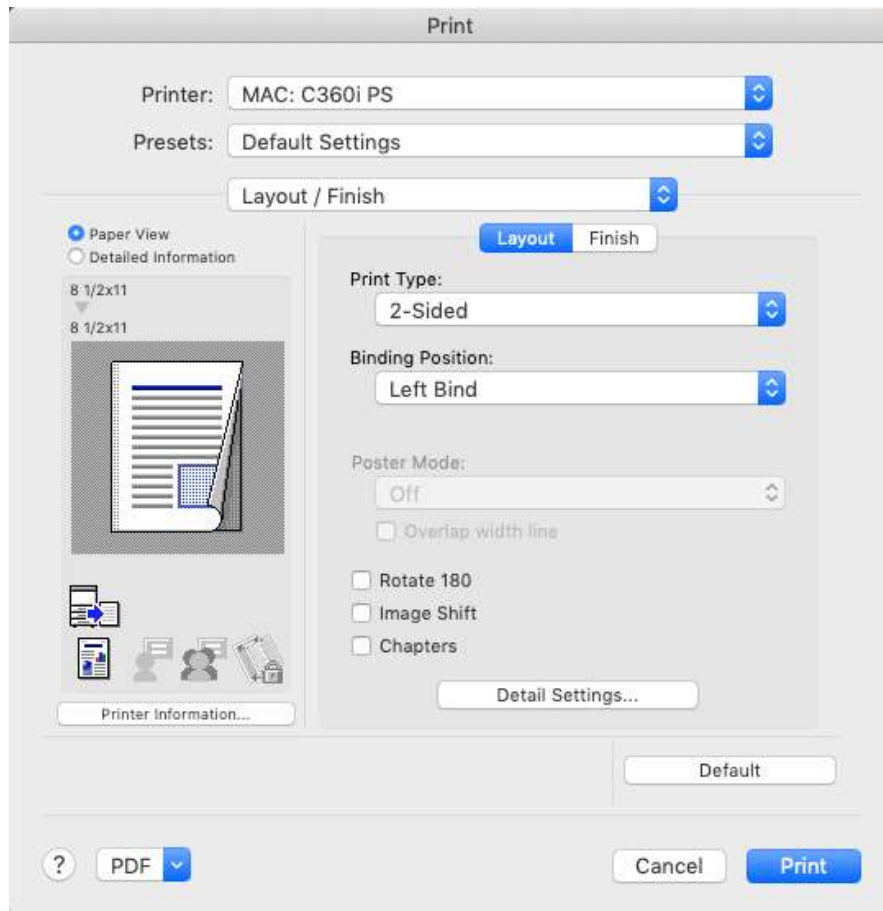


1. **Collate:** Keeps documents sorted as a set. Ex: 3-page document prints 1-2-3, 1-2-3, 1-2-3. If collate is un-checked, document will print out 1-1-1, 2-2-2, 3-3-3.
2. **Offset:** For each document set printed, it will lay in the tray a little to the left or right of the last set, for ease of separating.
3. **Output Method:** Confidential and other options.
 - **Print:** Directly prints out from machine.
 - **Secure Print:** Confidentially holds the document at the printer. To release the job, type in the ID and Password for the document under the "Secure Print" icon at the machine. Please note that the default auto-delete time is 24 hours if not printed by the user.
 - **Save in User Box:** Documents will be saved in a User Box (file folder) on the machine. It will hold the document until a user prints it from the user box or a pre-determined time as set in settings.
 - **Proof Print:** If multiple copies are needed, this will print 1 document for review, and then the machine will request user to release the remainder if output is correct.
4. **User Authentication / Account Tracking:** If a password is required to print to machine, check the box, and this can be typed in. See separate guide for more information.



Layout / Finish

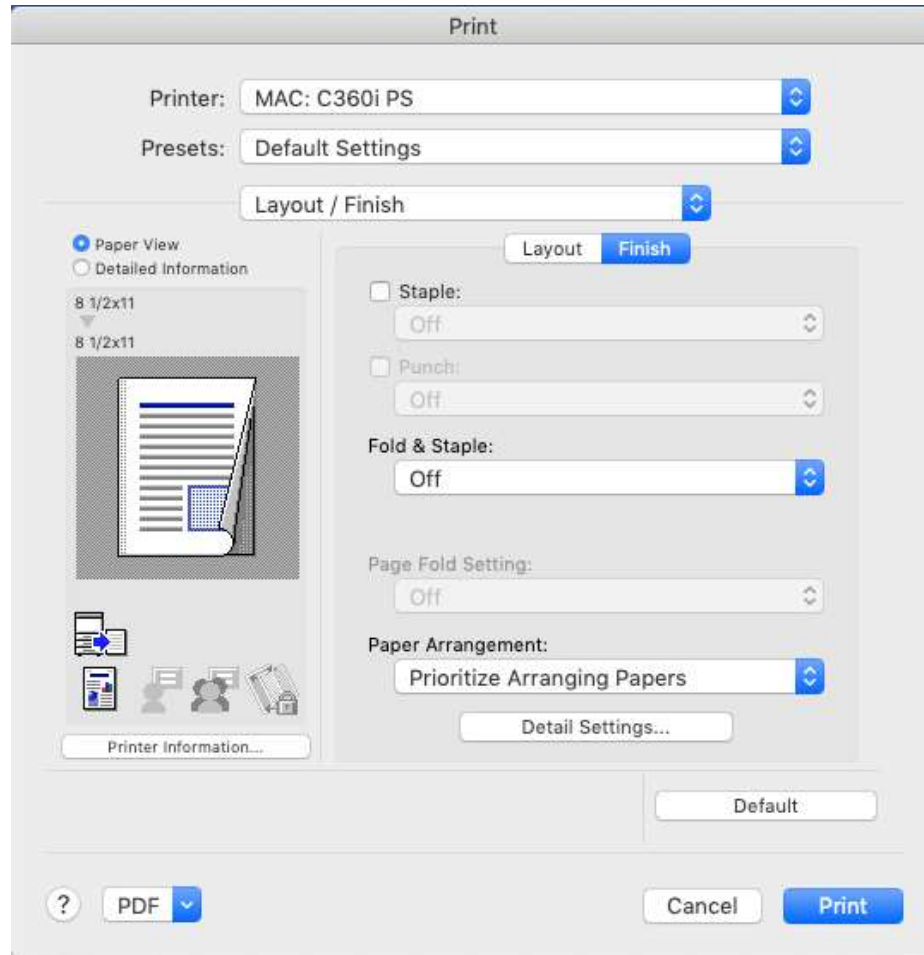
1-sided or 2-sided and how it is stapled, bound, or punched if optional equipment is available.



Layout Tab:

1. **Print Type:** The option to choose single, double, or booklet prints.
 - **1-Sided:** Prints on only one side of paper.
 - **2-Sided:** Prints on both sides of paper.
 - **Booklet:** Changes layout so document can be folded in half.
2. **Binding Position:** Where the page turns.
 - **Left Bind:** Page turns like a book, left to right.
 - **Right Bind:** Page turns opposite of a book, right to left.
 - **Top Bind:** Page turns from top, flips like a calendar (2nd page upside-down).
3. **Poster Mode:** The option to expand 1 page onto multiple sheets.
4. **Rotate 180:** Turn the page upside-down.
5. **Image Shift:** The option to shift the document on the paper. Select details settings to choose location or angle of shift.
6. **Chapters:** The option to split out the document as different “sections” within document as separate entities.

Finish Tab: Check the boxes to the left of each option to turn on setting.

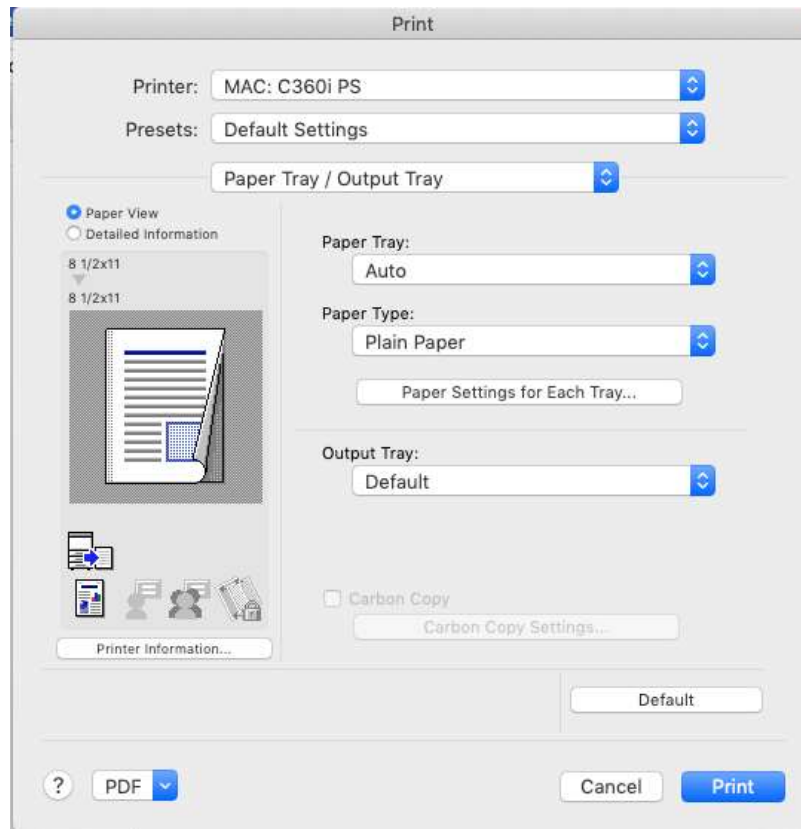


1. **Staple:** By checking this box, the document will default to staple in the top left corner of the page. There are also options to staple in the right corner, 2-position (2 staples on 1 side), and if the machine has the specific folding unit installed, it can also saddle-stitch the middle of the paper.
2. **Punch:** This box turns on hole-punching. It has the option to place 2 or 3 holes and gives options for which side of the sheet for placement. The optional hole-puncher must be installed on the machine to use this feature.
3. **Fold & Staple:** If a folding unit is available on machine, this gives the option to fold in half or tri-fold.
4. **Page Fold Setting:** Turning this box on will fold the document. The machine has the option to half-fold and tri-fold. *Note tri-fold is limited to 8 1/2 x 11.
5. **Paper Arrangement:** Prioritize arranging paper keeps paper arranged by the pages in the document. Prioritize productivity basis on importance of page.

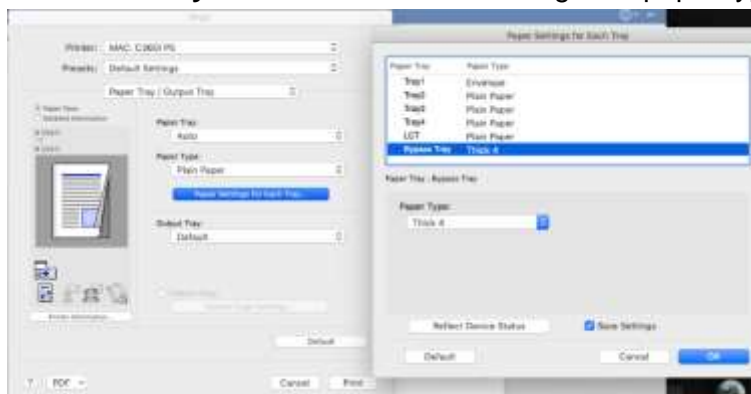


Paper Tray / Output Tray:

Ability to select paper trays and output trays.



- Paper Tray:** The option to choose the desired input tray (ex: bypass).
- Paper Type:** This option sends to the machine the paper thickness the document should be printed on. If the paper tray is left on auto, and a certain thickness is chosen, it will pull from the tray that has that particular paper specification.
 - Note: If the paper type from the print driver differs from what is in the tray, the machine will error and request the operator to select the paper tray on the machine screen.
- Paper Settings for Each Tray:** Where the user can change the paper type for a tray

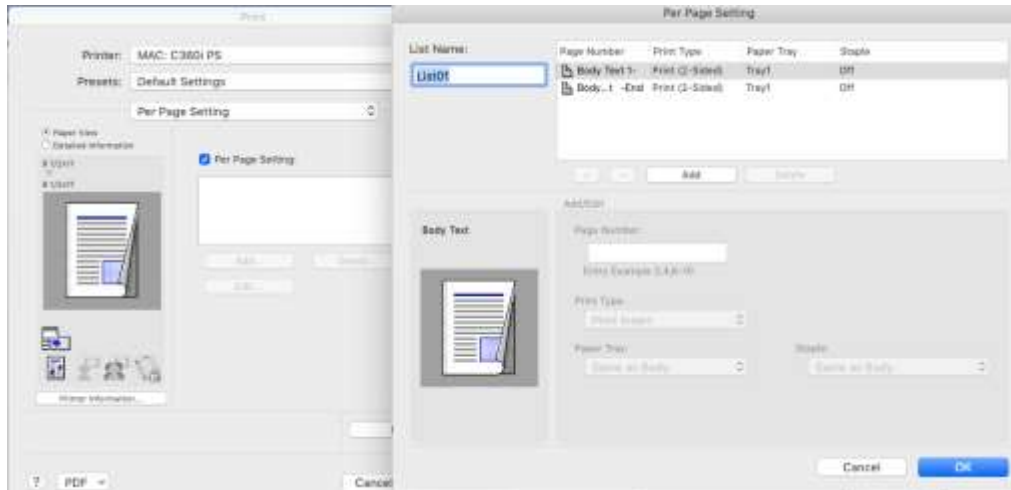


- Output Tray:** User can choose the tray the job will come out on. *note: all folded documents will come out on the bottom tray of the device.

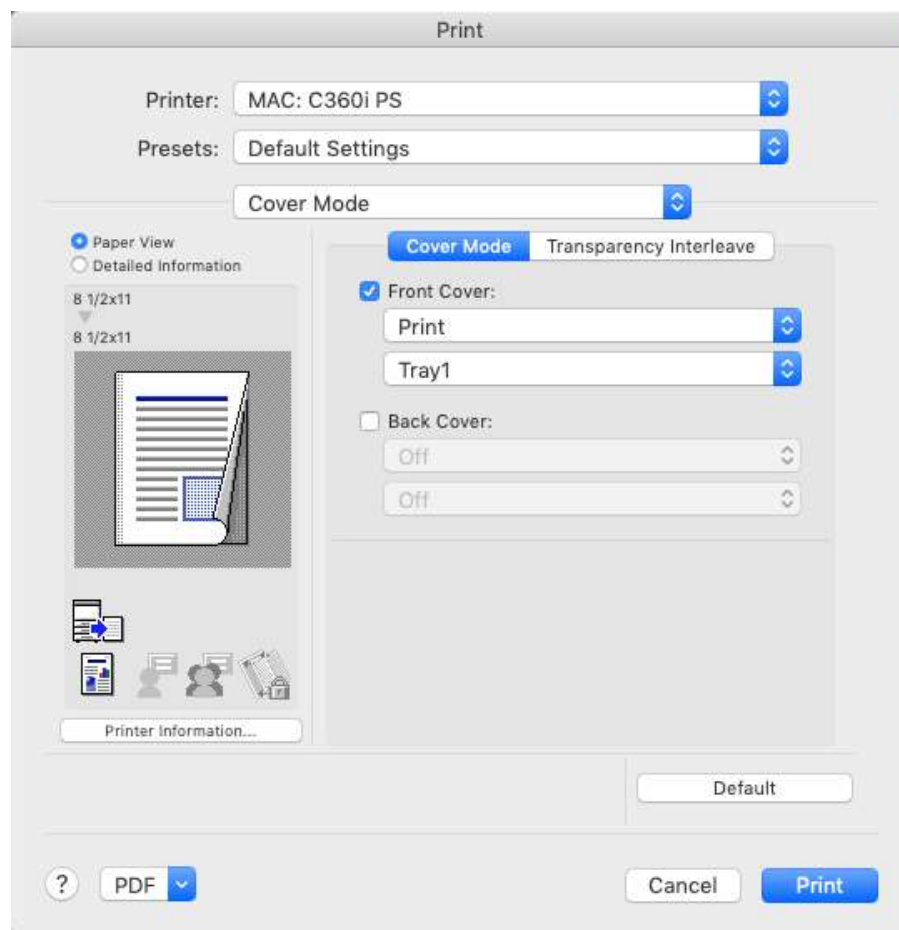
Per Page Setting:

Can choose paper from more than one tray.

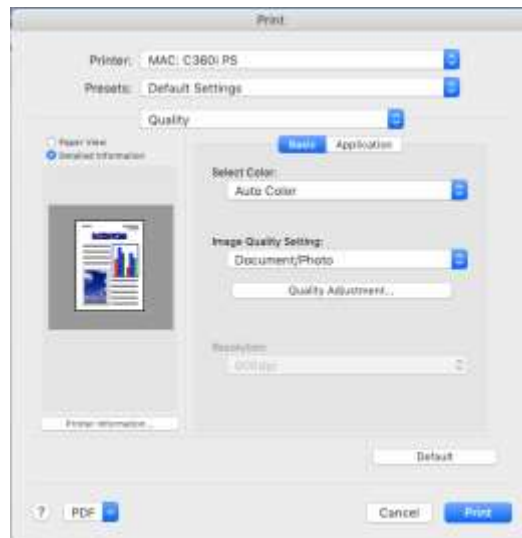
- 1. Per Page Setting:** This area allows a user to set the device to pull different pages/sections from different trays. Example: if a document had several chapters and the user wanted a colored sheet to begin each chapter, this could be set in this area.



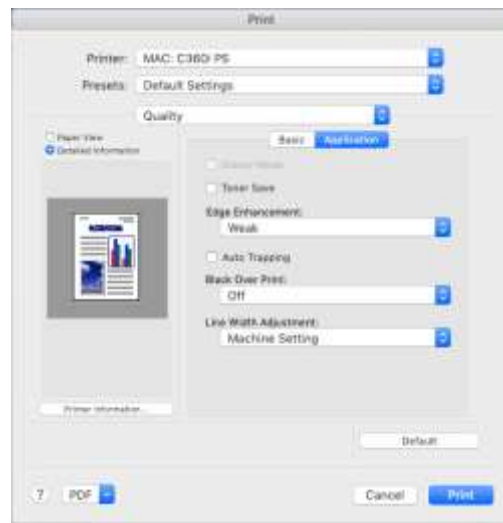
- 2. Cover Mode:** Allows user to choose a different tray for the front/back cover of a document.



Quality Basic/Application:



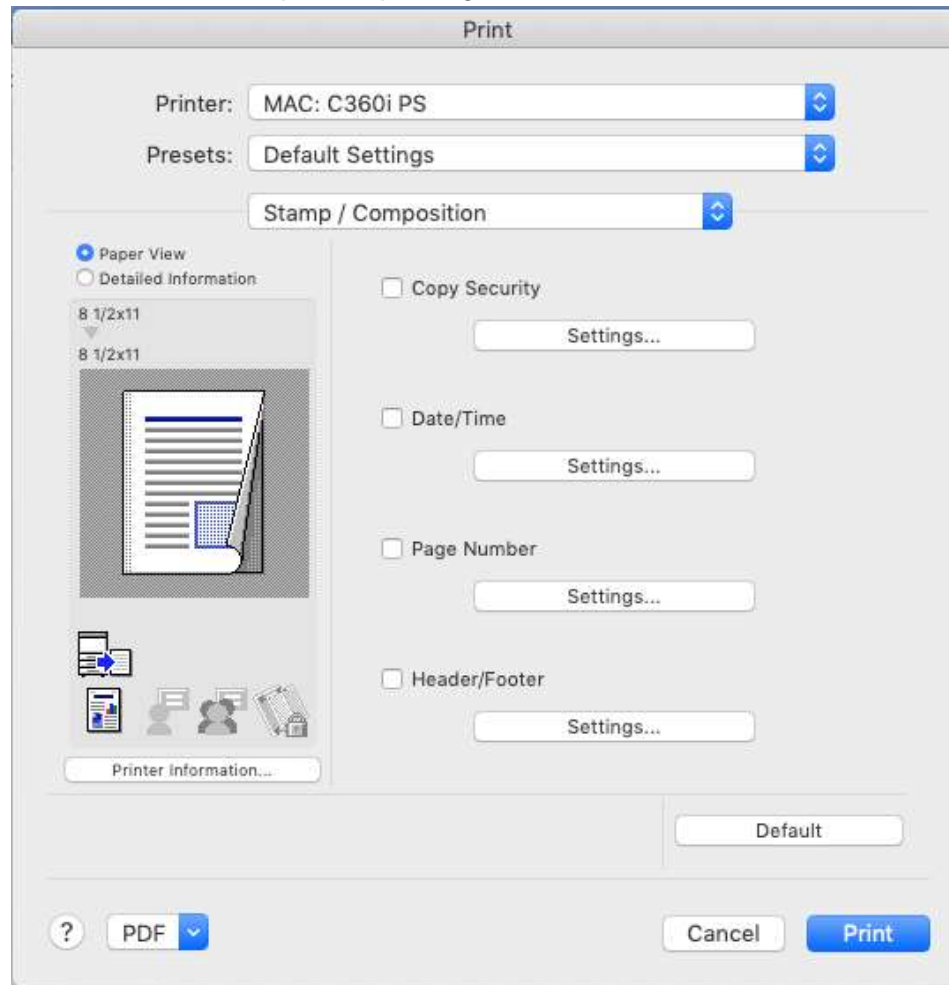
1. **Select Color:** Where the user can set the document to print in Auto Color, Black (Grayscale), or Full Color.
 - **Auto Color** makes print with color settings to suit the colors of the original.
 - **Full Color** makes print using all 4 colors to create blacks as well as color.
 - **Black** makes print in black even if the original is color.
2. **Image Quality Setting:** Where the user can “tell” the device what they are printing (ex: document, photo, web).
3. **Resolution:** The DPI (dots-per-inch) for image quality. Choose between 600dpi or 1200dpi.



4. **Glossy Mode:** Check the box to increase fusing temperature, causing a gloss effect on the toner laid onto the paper.
5. **Toner Save:** Check the box to reduce the amount of toner laid onto paper.
6. **Edge Enhancement:** Choose between None, Weak, Medium or Strong. Sharpens the edge of images and text.
7. **Black Over Print:** When ON, black prints on top of image instead of white background.
8. **Line Width Adjustment:** Determine how thick or thin toner lays out for line-type graphics.

Stamp/Composition:

Options can be added to a document prior to printing.



1. **Copy/Security:** Option to add stamps (will print over the document) or watermarks (will be faint and the document can be read through them).
2. **Date/Time:** Option to add dates or times marks to a document.
3. **Page Number:** Option to add page numbers and choose font/size/location on page.
4. **Header/Footer:** Option to add information to the header or footer of a document upon printing.

