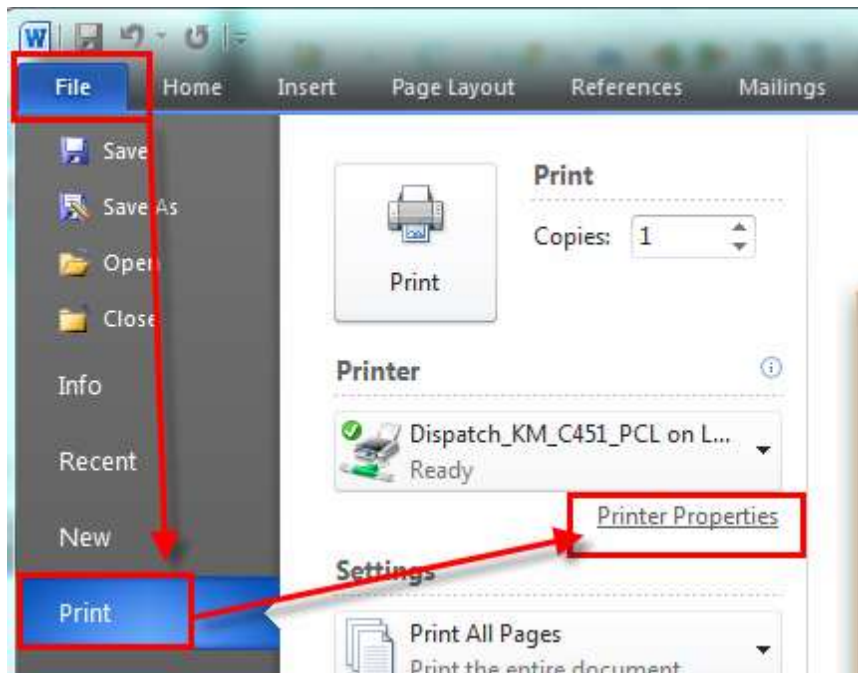**LOFFLER**

Konica Minolta: PC Print Driver Settings
Description of print settings for Windows-Based Computers.
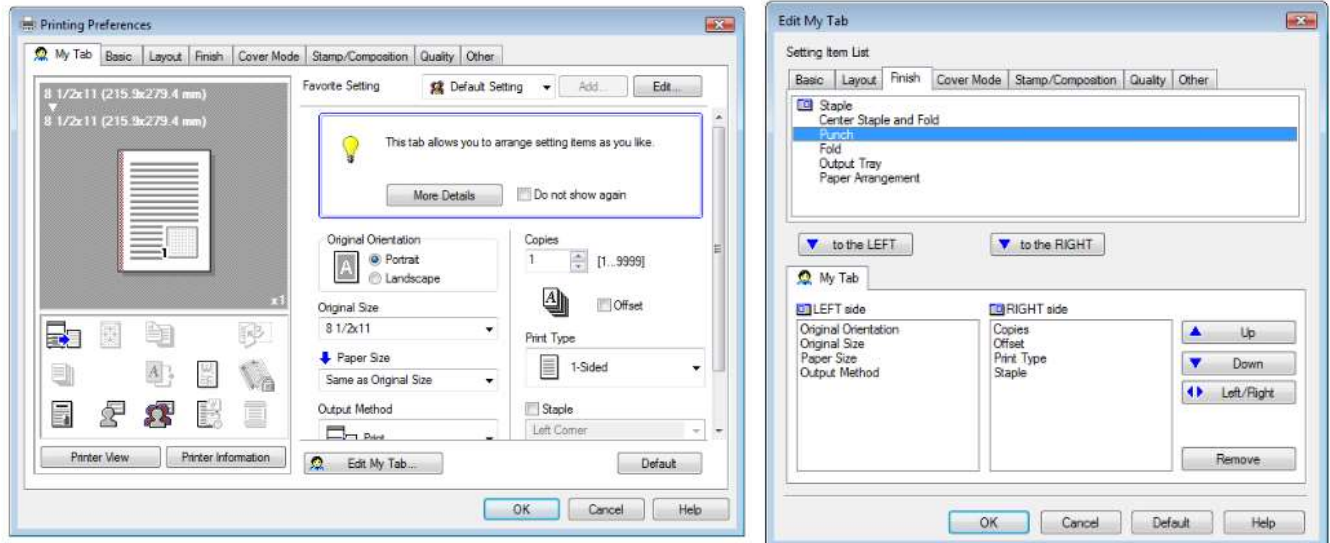
To access the print driver when in a document:

File → Print → Printer Properties

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MN – Bloomington: 952.925.6800 • Mankato: 507.625.8040 • Rochester: 507.292.8888 • St Cloud: 320.255.8888 • Willmar: 320.905.0289
WI – Eau Claire: 715.834.2679 • Hudson: 715.834.2679 • La Crosse: 608.782.7587

Revised 10/14/19

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My Tab:

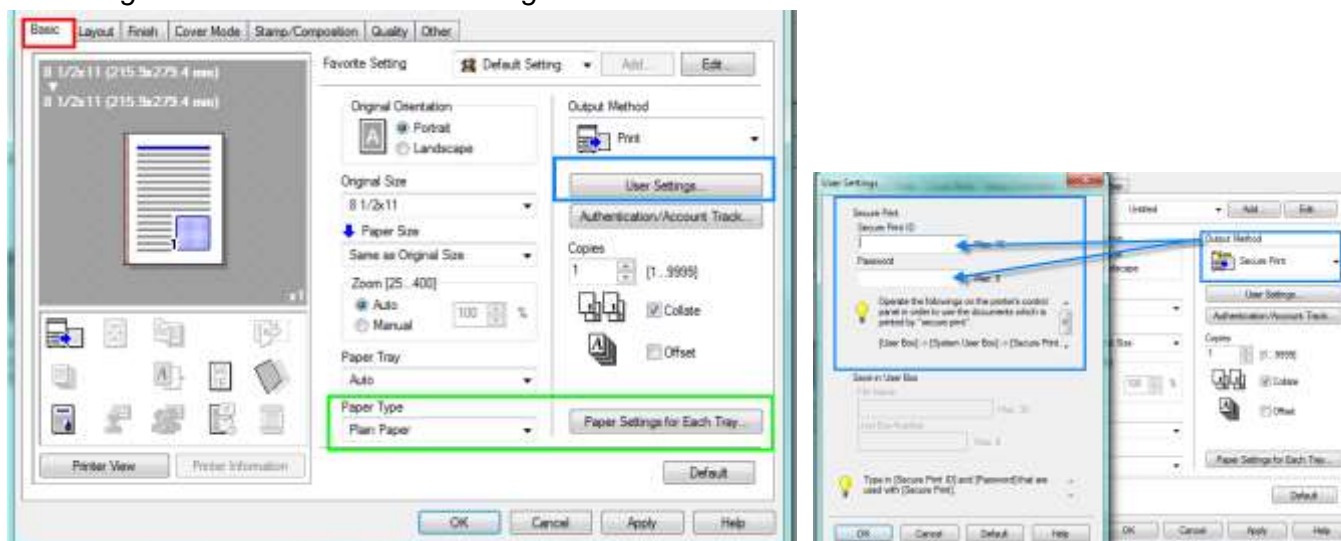*This function acts as the customizable home screen for printing preferences.*

1. Edit My Tab: Use to select functions to show on the My Tab page.

- **Setting Item List:** Choose settings from the printing preference tabs to add to the front page, and add by selecting the name and choosing to add "to the LEFT" or "to the RIGHT."
- **Reorder Items:** Select the setting to be moved, and choose it to move up, down, to the other column, or completely remove.

2. To Remove Info Box: To get rid of blue rectangle with a light-bulb inside that states "This tab allows you to arrange setting items as you like," select the checkbox for "Do not show again," then press OK. The next time printing preferences is opened, the Info Box will disappear.

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Basic Tab:

This tab gives access to standard settings

1. Original Orientation: Is it printing Portrait (vertical) or Landscape (horizontal)?

2. Original Size: The size of the original document.

3. Paper Size: The size for the document to output.

4. Zoom: If paper size is different than original size, it well help automatically fit the document onto the page, or choose to manually reduce/enlarge.

5. Paper Tray: Option to select the paper tray. Auto allows the machine to pick a paper drawer based off the document size. If using the bypass tray, it must be chosen before sending the job.

6. Paper Type: Select a matching thickness to a paper tray. The "Paper Settings for Each Tray" button allows to update thicknesses for each tray instead of using dropdown.

7. Output Method: What happens to the document once it's sent to the machine.
  - **Print:** Directly prints out from machine.
  - **Secure Print:** Add a name and password to hold the document at the printer. To release the job, simply type in the same ID and Password when prompted.
  - **Save in User Box:** Save documents to a file folder on the machine to release at a future time.
  - **Proof Print:** When printing multiple copies, the machine will output 1 copy for review, and then prompt to release the remainder on the copy screen.

8. Copies: Quantity to print.

9. Collate: Check the box to turn on or off.
  - **On:** Prints document in order, as a set. Ex: 3-page document prints as "1-2-3, 1-2-3,1-2-3."
  - **Off:** (Known as Grouping.) Prints individual pages as sets. Ex: 3-page document prints as "1-1-1, 2-2-2, 3-3-3."

10. Offset: Jogs each document set approximately 1/2in to the left/right, making sets easier to retrieve.

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Layout Tab:

This tab gives options for choosing print type and gang-up features.
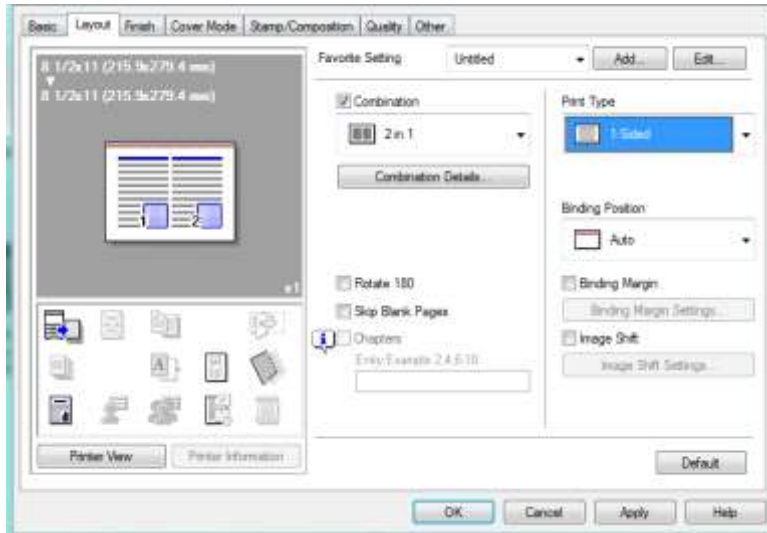

1. **Combination:** Select from several combination/gang-up options. This feature will fit multiple pages onto 1 side of a sheet of paper or blow up 1 image onto multiple sheets of paper.
   ▪ The "Combination Details" button gives options to choose the layout order.
2. **Rotate 180:** Flips the entire document upside-down. Beneficial if running into tri-fold alignment issues.
3. **Skip Blank Pages:** Removes blank pages in document from being printed.
4. **Chapters:** Only available when the booklet print type is on. If the document has designated chapters set, it gives the option to choose specific chapters to be printed.
5. **Print Type:** Select from 1-sided, 2-sided, or booklet (will combine 2 in 1, and 2-side the print, so when the pages are folded, the page numbers are laid out correctly).
6. **Binding Position:** The direction a page turns.
   ▪ **Left Bind:** Turning the page left-to-right, like a book.
   ▪ **Top Bind:** Turning the page up, to flip like a calendar.
7. **Binding Margin:** If the document is being bound, or needs additional room near the spine, this option will shift the document on the page to accommodate for that margin. (Nice when 3-hole punching!)
8. **Image Shift:** If the document needs to be aligned a certain way on the sheet, clicking this box will allow editing the shift of the document. Note it will shift the entire page, not just an image on the page.

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Finish Tab:

This tab gives access to turn on finishing features. Please note that a finisher must be installed on the device to use these options.
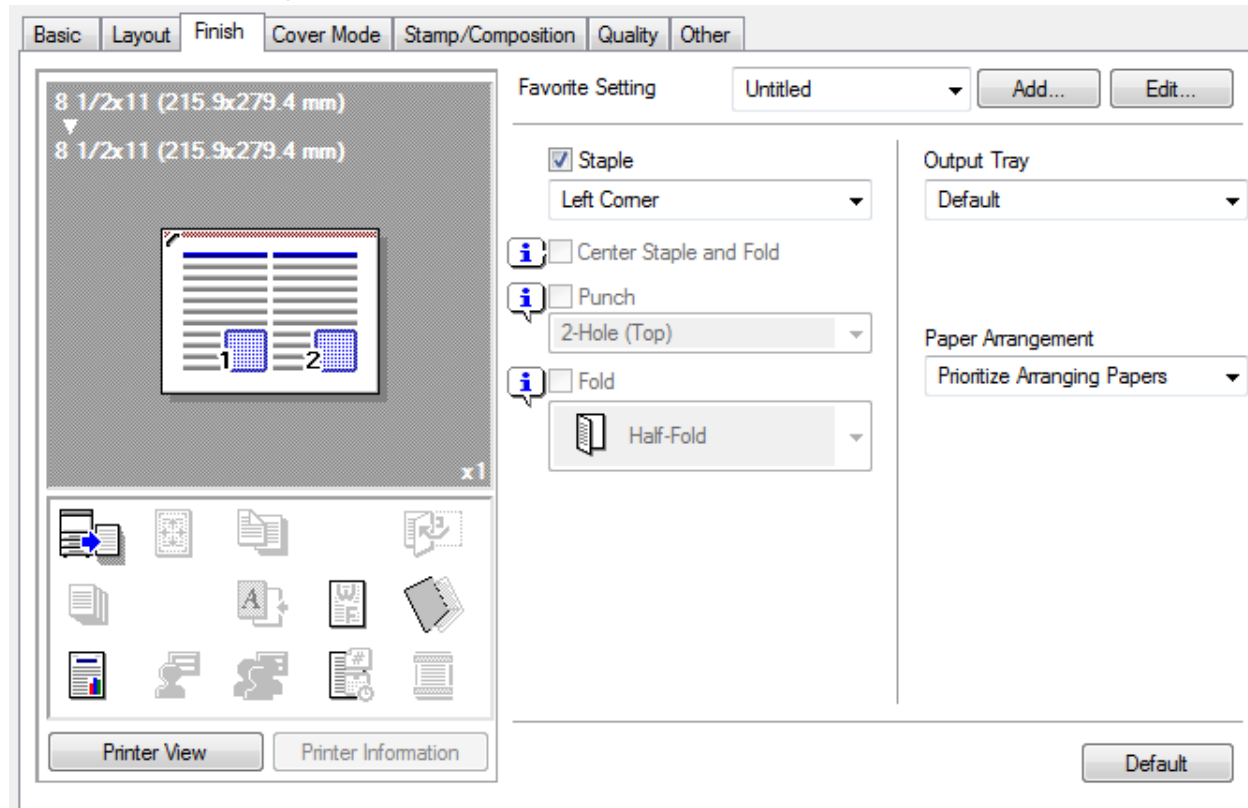

1. **Staple:** Select to staple a specific corner or add 2 staples on a specific side of the printout. ***
2. **Center Staple and Fold:** This is a "quick button" that turns on saddle-stich and a fold in the middle of the page. ***
3. **Punch:** Options to place 2 or 3 holes on a chosen side of a sheet of paper. ***
4. **Fold:** Options to half-fold, tri-fold, or z-fold. ***
5. **Output Tray:** The option to choose which tray the document comes out of at the end of the machine.
6. **Paper Arrangement:** Prioritize arranging paper keeps paper arranged by the pages in the document. Prioritize productivity basis on importance of page.

***Option must be installed on the machine to use.

Cover Mode Tab:

This tab gives the option to print on paper from multiple drawers within the same document. A paper tray other than "auto" must be chosen in the Basic tab to access options in the Cover Mode tab.
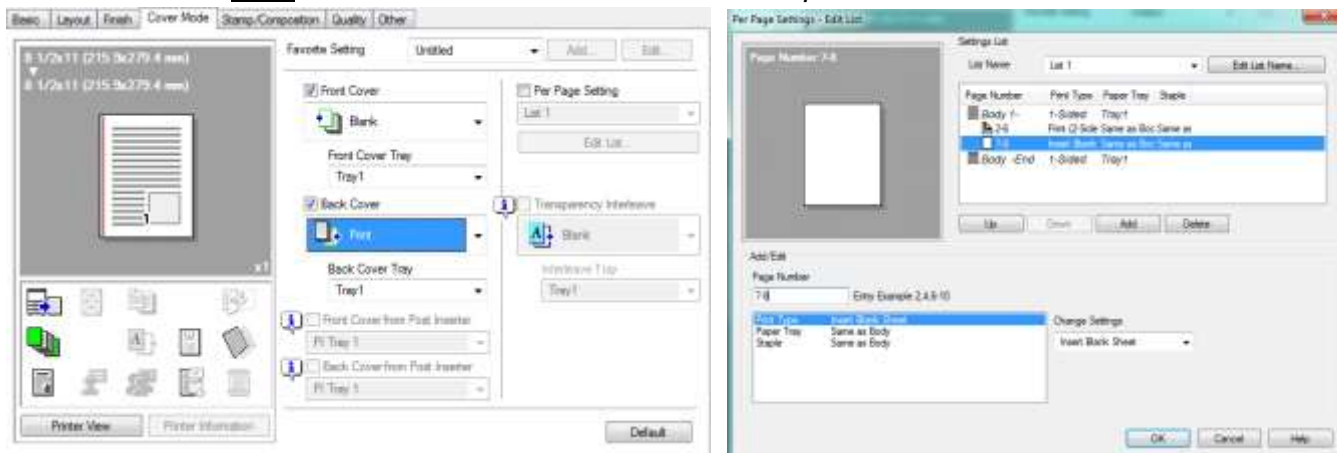

1. **Front Cover:** Choose when wanting to add in a front cover to the document (or front and back if using booklet feature). The options are to insert a blank cover (ex: Have a preprinted cover and want to run through the bypass tray) or print which will take the first page of the document and print it on specific paper.
   - **Front Cover Tray:** Which tray will the cover pull from? If using a very thick paper, recommended to go through the bypass tray. If using the booklet feature***, the cover paper size must match the inside pages.
2. **Back Cover:** Choose when wanting to add in a back cover to the document. The options are to insert a blank cover (Ex: Cover is already printed, and want to run through the bypass tray), or print which will take the first page of the document and print it on specific paper.
   - **Back Cover Tray:** Which tray will the cover pull from? If using a very thick paper, recommended to go through the bypass tray.
3. **Front Cover from Post Inserter/Back Cover from Post Inserter:** If a Post inserter is attached to the machine, check the box and select the tray. This will allow the cover to pull from the inserter. ***
4. **Per Page Setting:** This gives the option to choose paper for specific sheets, and if they should be one-sided, two-sided, blank, or a print insert (place in bypass tray for insert).
   - By selecting edit list, a new box will open, giving these additional options.
   - Select "add" to insert in a new setting and change the settings while having the line selected.
5. **Transparency Interleave**: This gives the option to insert a transparency sheet into the document. The only option is a blank transparency, so it is recommended to print on sheet first and then put on tray if needed.
   - **Interleave Tray:** Choose which tray the transparency is coming from.
6. **Default:** Will revert the settings to the computer default for this print driver.

*** *Option must be installed on the machine to use.*

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Stamp/Composition Tab:

This tab gives the option to add overlays, text, or page numbers on top of the document to be printed.
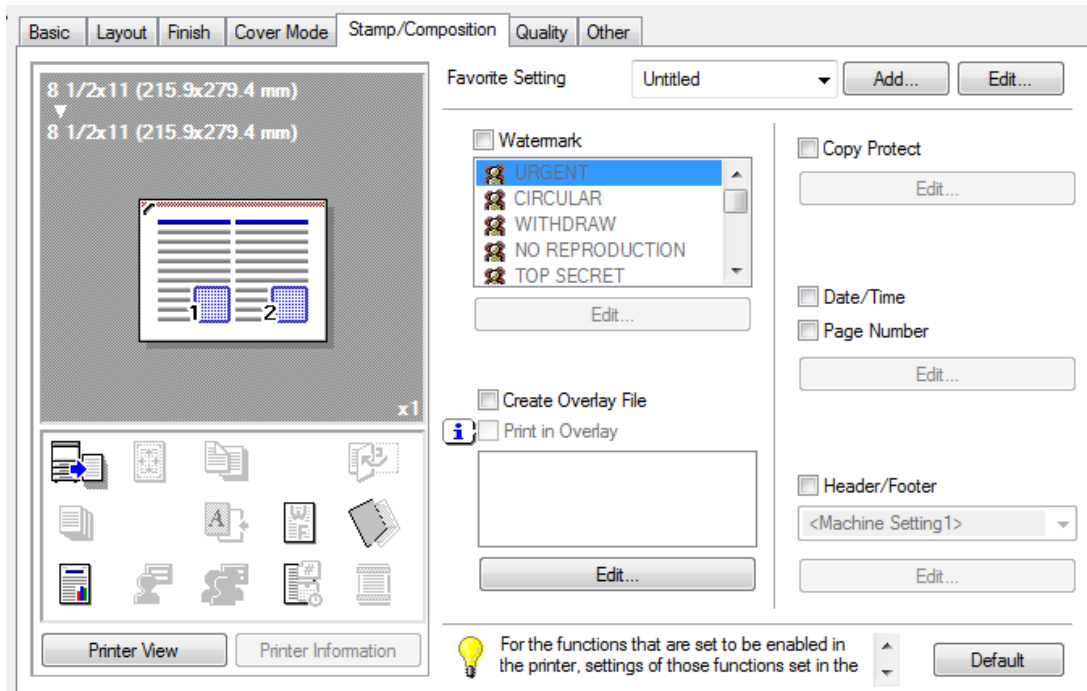
1. **Watermark:** Overlay text on top of the document. Choose from presets, or select the "Edit" icon to create a custom mark.
2. **Create Overlay File:** This option saves the current document as an overlay to insert into a new document (saved as a "form file" - *.KFO). Ex: Use to add letterhead to the document.
3. **Print in Overlay:** Select to insert in an overlay document. (Must be in *.FKO format.)
   - **Browse Files:** Browse files on the computer or network, filters out for specific format.
   - **Overlay Print Setting:** Choose if the overlay should be on 1st or all pages, and if image should go above or below the current document's text if overlapping.
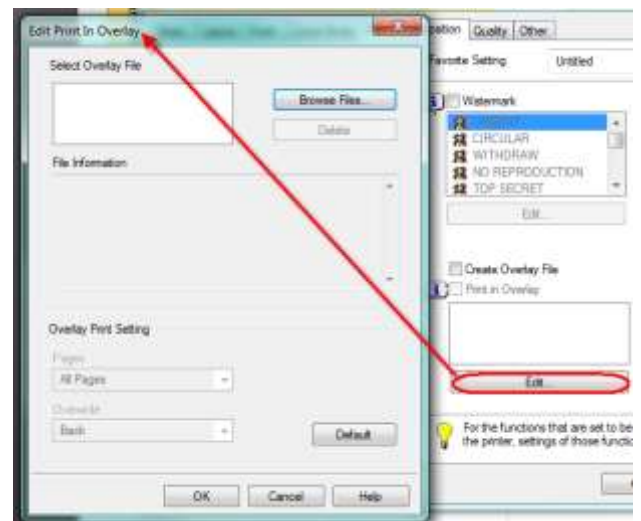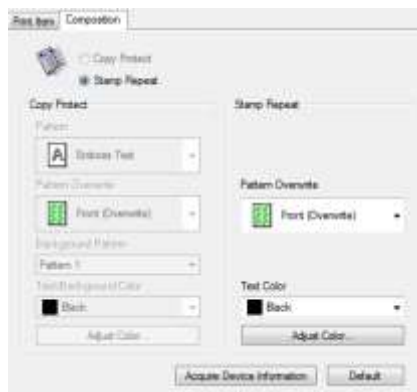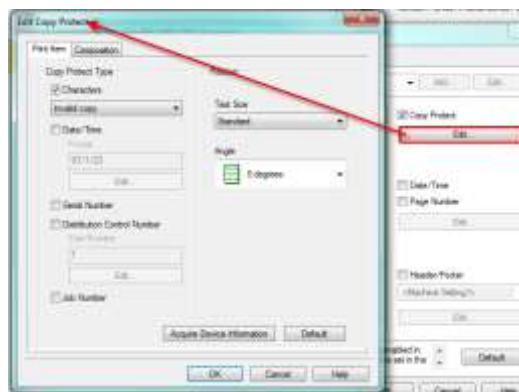
4. Copy Protect: If creating a document that is only valid from original form, or should be copy protected, check this box. To edit the protection information, select the edit button. The word(s) will not be visible to the naked eye for the original document but will show up if the document is copied.

- **Print Item Tab:**
  - **Copy Protect type:** Select the phrase, date/time, serial number, distribution control number, or job number to print behind.
  - **Position:** Select the text size, and if the text should be straight or angled.
  - **Acquire Device Information:** Updates the date/time/serial to match machine settings.
- **Composition Tab:**
  - **Copy Protect:** Select background pattern and text to overwrite when copying to print on top or under document, and text color.
  - **Stamp Repeat:** Select text on original document and be visible. Option to choose to print above or below document text, and change color.
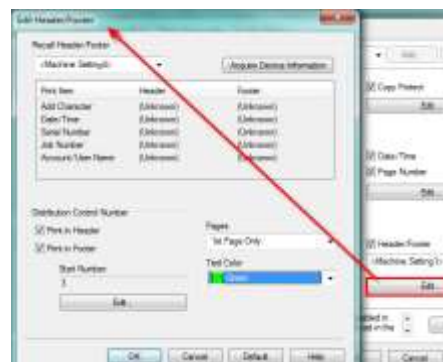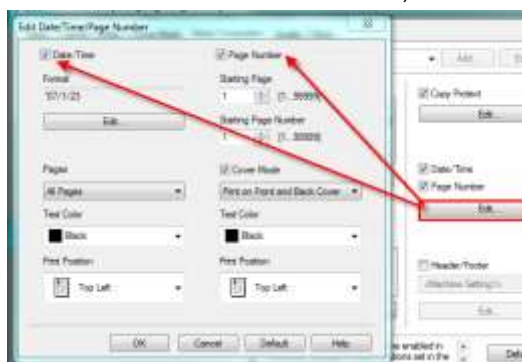
5. Date/Time & Page Number: To add in date and time or page numbers, check the correlating box and select the edit button.
- **Date/Time:** Select format, print on 1st page or all, color, and positioning on page.
- **Page Number:** Select what pages to start/finish on, print on the cover, color, and positioning.

6. Header/Footer: Add in a character, date/time, serial number, job number or account / user name.
- **Distribution Control Number:** Select if item should be printed in header, footer, or both. Also choose the starting number for the document.
- **Edit:** Options to select 1st or all pages printed, and the text color.

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Quality Tab:

This tab gives the option to change color and quality settings.
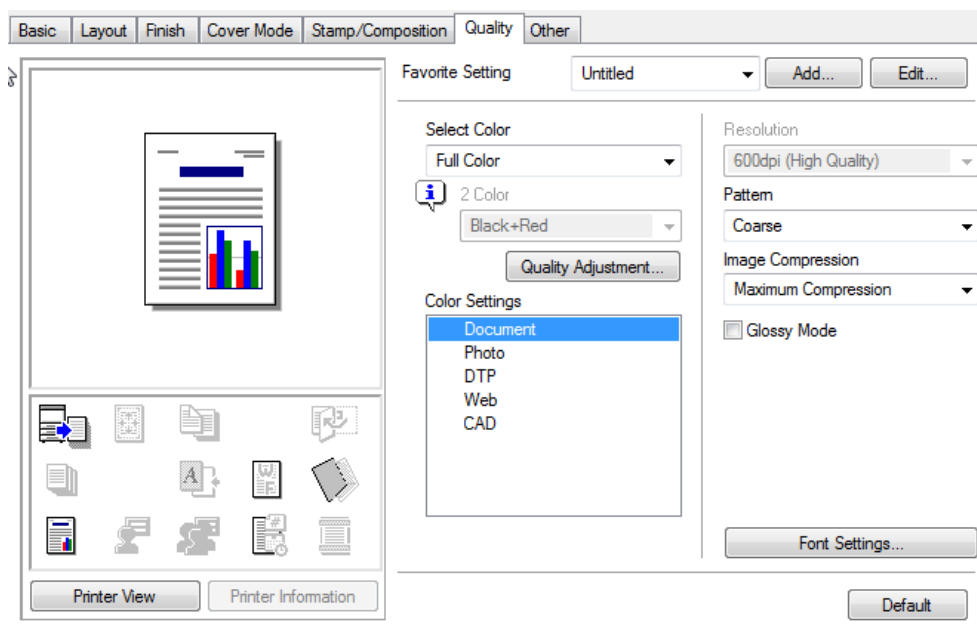
1. Select Color: Select to print in color or grayscale.
  ▪ **Auto Color:** Prints color pages using only black toner for grayscale images and text.
  ▪ **Full Color:** Prints color pages using CMYK mix for grayscale images and text. (May charge color for grayscale pages in the meter count.)
  ▪ **Grayscale:** Prints using black ink only.
  ▪ **2 Color:** Select black + 1 other color for a stylized
2. Quality adjustment: Select to adjust brightness, contrast, saturation, color balance, and smoothness.
3. Color Settings: Select to focus on specific graphics and images on the document for better output.
  ▪ **Document:** Basic text documents (Word/Excel).
  ▪ **Photo:** Printing photographs – gives better depth.
  ▪ **DTP:** "Data-Text-Photo" – works best for publications.
  ▪ **Web:** Best used for printing low-resolution web pages.
  ▪ **CAD:** Adjusts for documents with thin lines (CAD or architectural drawings).
4. Resolution: Select the "DPI" (Dots-Per-Inch). 600 DPI works great for most documents, however, if a high-resolution photo needs to be printed – it is recommended to switch to 1200DPI.
  ▪ **Pattern:** Select if the toner dots should print smoothy (fine) or keep separated (course).
  ▪ **Image Compression:** Maximum compression – keeps integrity of document but shrinks file size for sending to machine. Best quality keeps all file data for best print quality.
  ▪ **Glossy Mode:** When selected, the toner heats at a quicker rate, creating a gloss effect.
  ▪ **Font Settings:** If the machine is unable to recognize a specific font (ex: downloaded from internet and not recognized), how should it handle printing.
5. Additional Options: Depending on the print driver, additional options for adjusting color and edge enhancement may be available on this screen.

Other Tab:

This tab gives a few additional options to further adjust print quality. It is recommended to leave these boxes checked unless instructed otherwise.
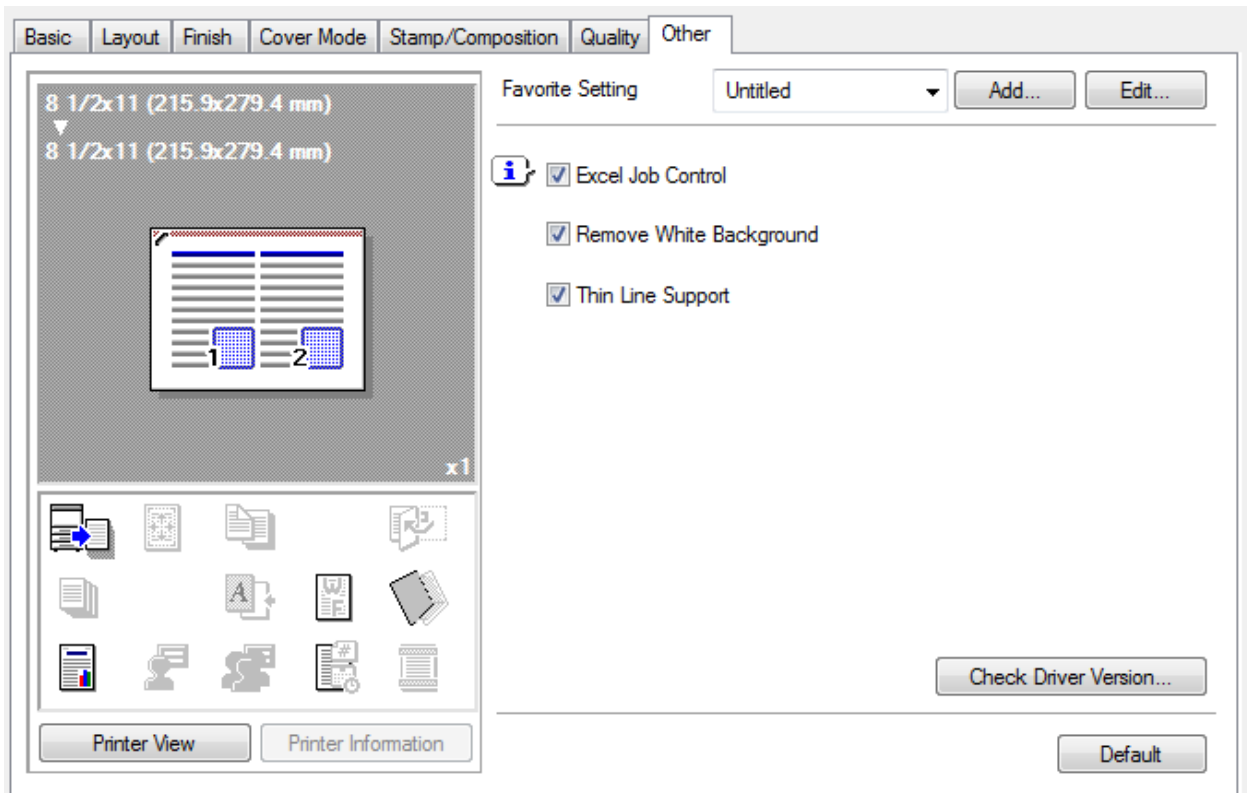

1. **Excel Job Control:** Only available for Windows. When multiple excel sheets within a document have different settings are printed at one time, this function prevents sheets from being printed as a separate document.
2. **Remove White Background:** When an overlay image is printed on a PowerPoint original with a white background, this prevents the overlay image from being overwritten by the background slide.
3. **Thin Line Support:** Only on PCL driver. Will ensure the extra-fine lines of the document are printed.
4. **Check Driver Version:** Check driver information.

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Favorite Setting:

Step-by-step instructions to save or use a preset for frequently used settings.
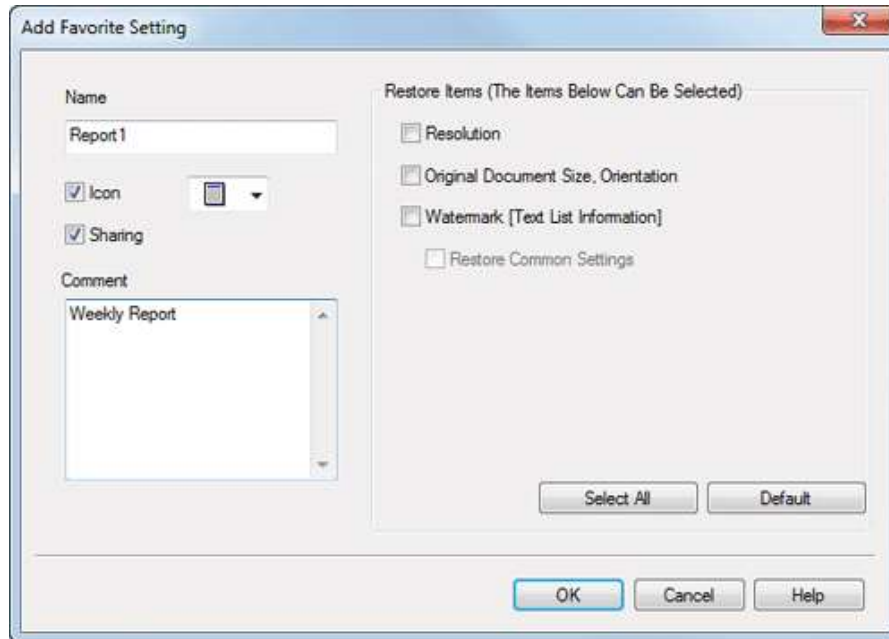
Saving a Favorite Setting:

1. Open a document. Select file → print → printer preferences.
2. Turn on settings to be saved. (Ex: 2-sided, auto-color, staple.)
3. Select "Add" at the top of the printer preferences box.
4. Name the favorite, and change icon and comments as needed.
5. Check the boxes under Restore Items by clicking the "Select All" button.
6. Press OK to save.

Note: If the favorites setting is grayed out in the print driver, IT may have it locked down access rights within a program. To add a favorite, go to the Start Menu → Devices and Printers → Right click on machine → Choose printing preferences. Follow steps 2-6, above. If still unable to change, contact the network administrator.

Using a Favorite Setting:

1. Open a document. Select file → print → printer preferences.
2. Select the dropdown next to Favorite Setting.
3. Select the preset. Settings will turn on.

Editing a Favorite Setting: Select the "edit" button and choose a setting to move up/down in the list, or to delete. Unfortunately, the settings within a favorite setting cannot be changed once created.