

Konica Minolta – iSeries: Changing Tri-Fold Print Side

Administrative setting for choosing page 1 of the tri-folded document to print inside or outside

Steps:

1. From Main screen, select Utility:
2. Select Administrator and login.
 - Prompt with keypad will appear.
3. Select Copy Settings.
4. Select Basic Setting.
5. Select Tri-Fold Print Side dropdown and choose preferred option.
 - Outside: Page 1 faces outwards (ex: statement).
 - Inside: Page 1 faces inwards (ex: letter).
6. Press OK to save selections, then close out of Utility.

