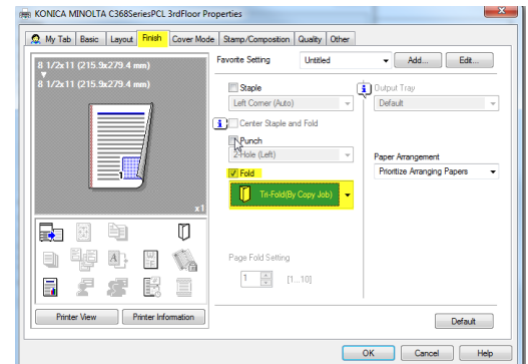


## Konica Minolta Tri-folding

### An explanation of the different tri-fold settings:

The folding unit can fold up to 3 pieces of 8 ½ x 11 paper within a tri-fold. For a 1-page document, choosing any of those 3 settings will work the same. If you have multiple pages in your document, choose from the setting below that best fits what you want the final output to look like. You would select the appropriate option from the drop down on the Finishing tab under the Fold option. **\*\*Note: the paper must be in the tray in landscape orientation for folding to take place. \*\***



#### 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 you the option to group X number of pages together in a fold, up to 3 sheets of paper. Ex: if you have 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, and pages 5 and 6 will fold together on 1 piece of paper.

### Below are the instructions to change the Tri-Fold Settings depending on your 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 your 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 may need to be adjusted. \*\***