

Printing Guide

# HOW TO PRINT





KONICA MINOLTA  
SOUTH AFRICA



UNIVERSITY  
OF  
JOHANNESBURG


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# How to Print a Document

You can print a document by using one of the following print command options:

Clicking **Print**  on the **Standard** toolbar.

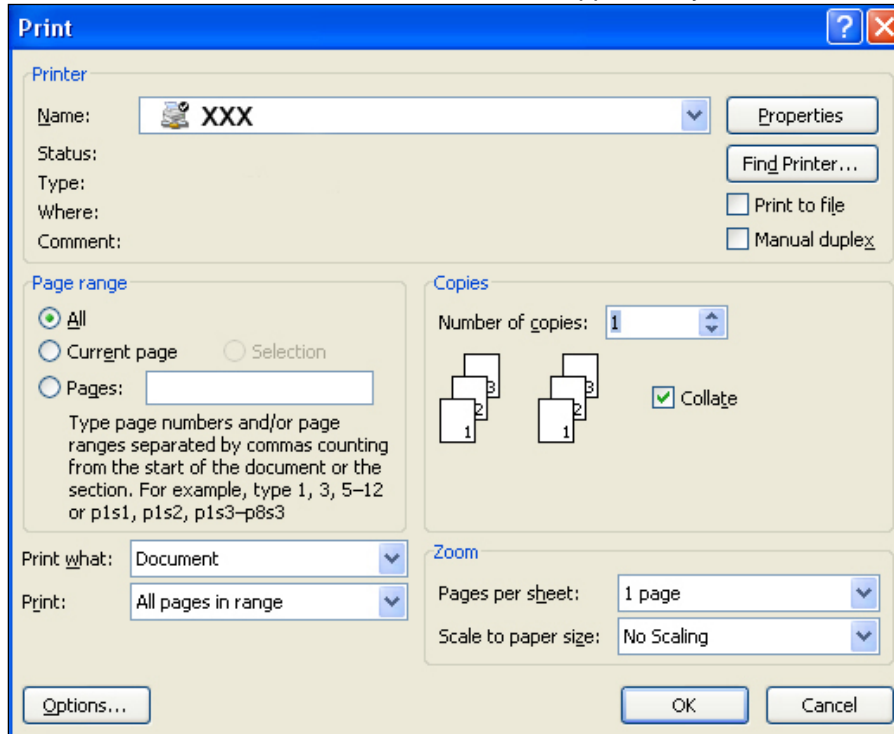
OR

Clicking **Print**  under the File menu.

OR

Hold the “**Ctrl**” and “**P**” keys down simultaneously on your keyboard.

The Print window, similar to the one below, will appear on your screen.



\*Ensure that your printer name (*XXX in the slide*) matches the option below for either Black/White or Colour.

Click the “**OK**” button for printing to commence.

## **UJ Staff:**

KM-Staff-B&W

KM-Staff-Colour

## **Students:**

APK-Student- B&W

APK-Student-Colour

APK will be replaced at each campus as follows:

Auckland Park Kingsway	-	APK
Auckland Park Bunting Road	-	APB
Doornfontein Campus	-	DFC
Soweto Campus	-	SWC

## **Printer:**

### ***Name:***

The Menu dropdown list provides a list of all the installed printers on your particular PC. The default printer's name appears automatically in the list and should you not select an alternative printer all jobs will be printed to this printer.

### ***Properties:***

The properties tab indicates available options associated with the selected printer driver.

### ***Status:***

Indicates the current status of the selected printer.

### ***Type:***

Description of the selected printer.

### ***Where:***

Location or IP address of the selected printer.

### ***Comments:***

Any additional information that is included in the printer driver during installation.

## **Page range**

Provides instructions of the portions of the document you want to print.

### ***All:***

Selecting the "All" radio button, all the pages within the document will print.

### ***Current page:***

Selecting this radio button, only the current active page in the document will print.

### ***Pages:***

Selecting this radio button will allow you to specify the pages from the active document you wish to print.

## **Copies**

### ***Number of copies:***

Amend the numeric value or use the arrows to indicate the number of copies you wish to have printed of the active document or page(s).

### ***Collate check box:***

By selecting the check box, multiple copies of a document will print out in numerical order. If the check box is not selected each page will print out the required copies amount.

## **Zoom**

### ***Pages per sheet:***

Reduction of two or more pages (max of 16 pages) to print on a single page.

### ***Scale to paper size:***

Allows you to choose the paper size the document should print out on.

*This can differ from the actual size of the document.*

## **General**

### ***Print What:***

Select the information required to be printed.

### ***Print:***

Select the order of printing.

### ***Options:***

Further general options.

### ***OK:***

Indicates that all changes have been made and will begin the print process.


### ***Cancel:***

*All amendments will be cancelled and the print process will not start.*


Depending on the finishing options installed on your Konica Minolta printer, there are a number of features that can be applied to the printed document to reduce paper and time wastage.

## **Selecting Advanced Features:**

Activate the Print Window by one of the three options:

Clicking **Print**  on the **Standard** toolbar.

OR

Clicking **Print**  under the File menu.

OR

Hold the “**Ctrl**” and “**P**” keys down simultaneously on your keyboard.

Select the Konica Minolta printer from the printer dropdown list.

Click on the “**PROPERTIES**” tab to activate the printer properties windows.

## **Printer Properties:**

### ***Basic:***

Indicates features pertaining to how the document should be printed and what additional features should be included to the document.

### ***Layout:***

Allows the user to select finishing options and enables advanced printing features.

### ***Quality:***

You can set the quality of your print and choose to print your document in colour or black & white.

# Printer Properties

## **Basic:**

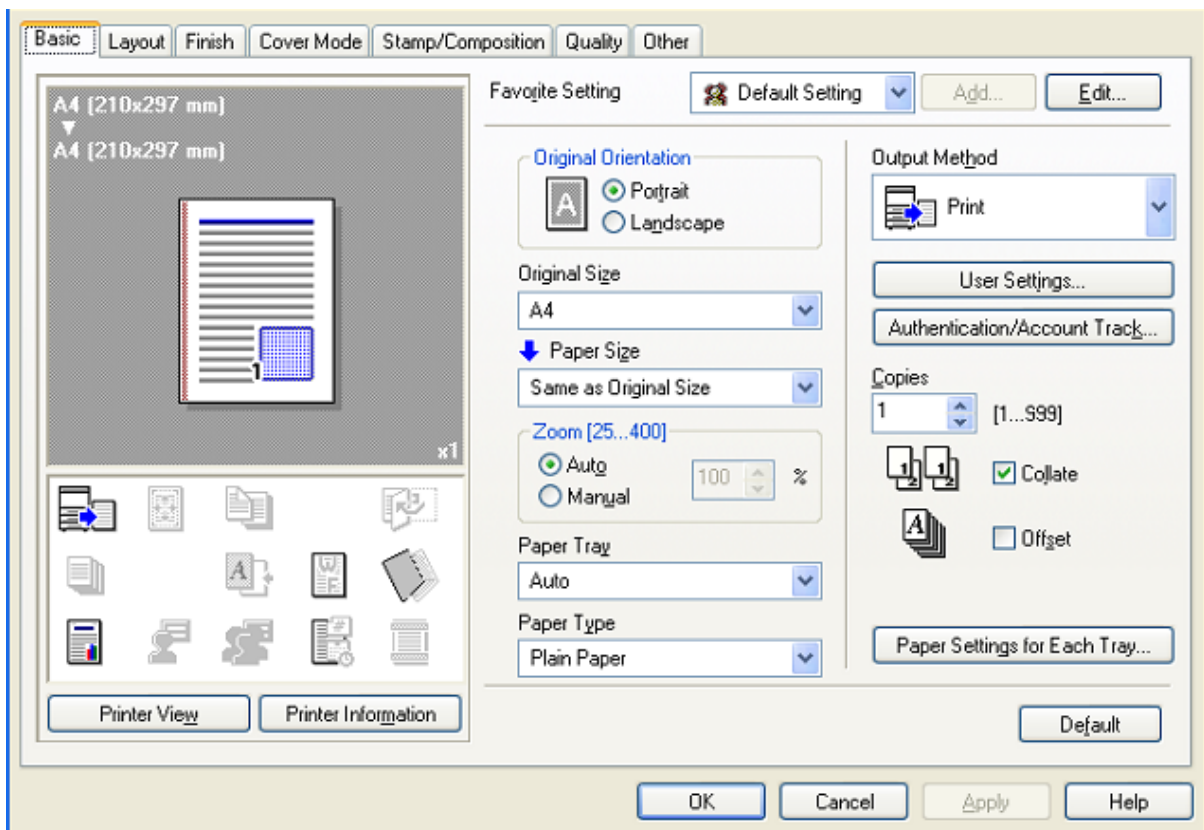
Indicates features pertaining to how the document should be printed and what additional features should be included to the document.

## **Layout:**

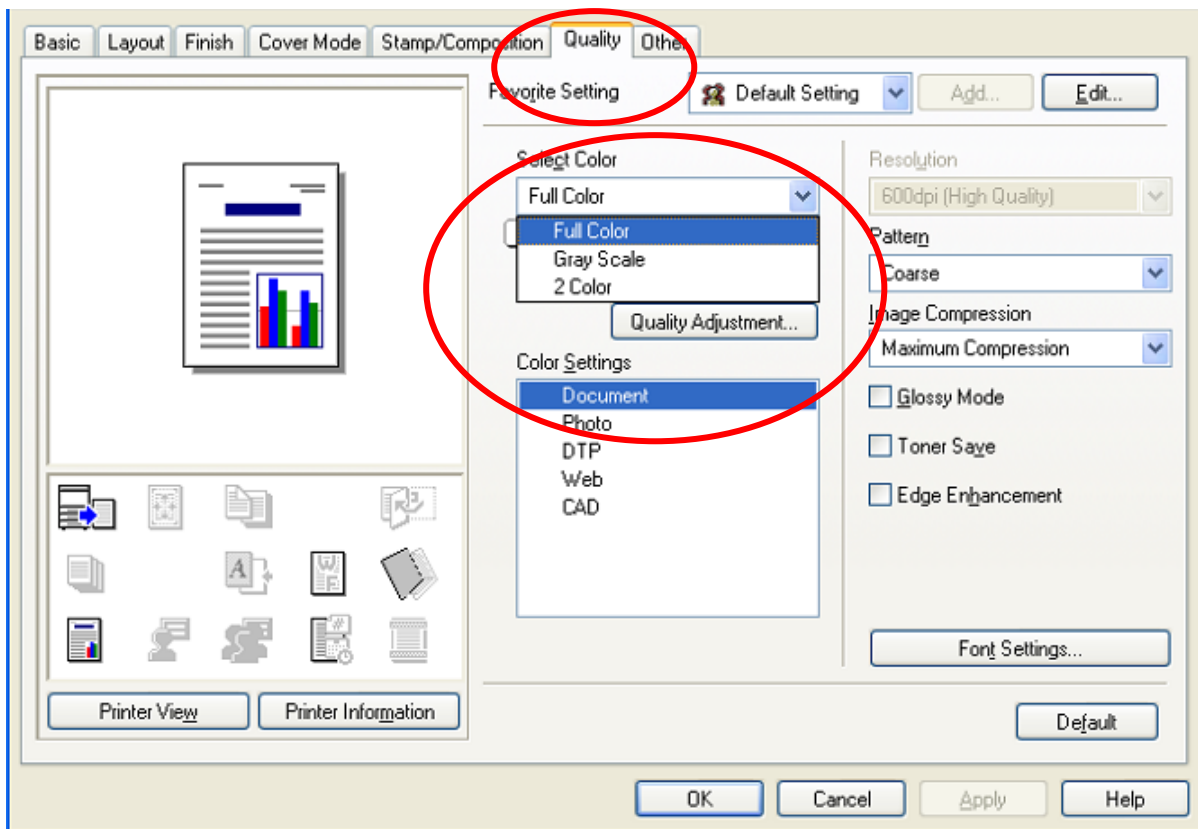
Allows the user to select finishing options and enables advanced printing features.

## **Quality:**

You can set the quality of your print and choose to print your document in colour or black & white.



## Changing between Colour and Black & White Prints

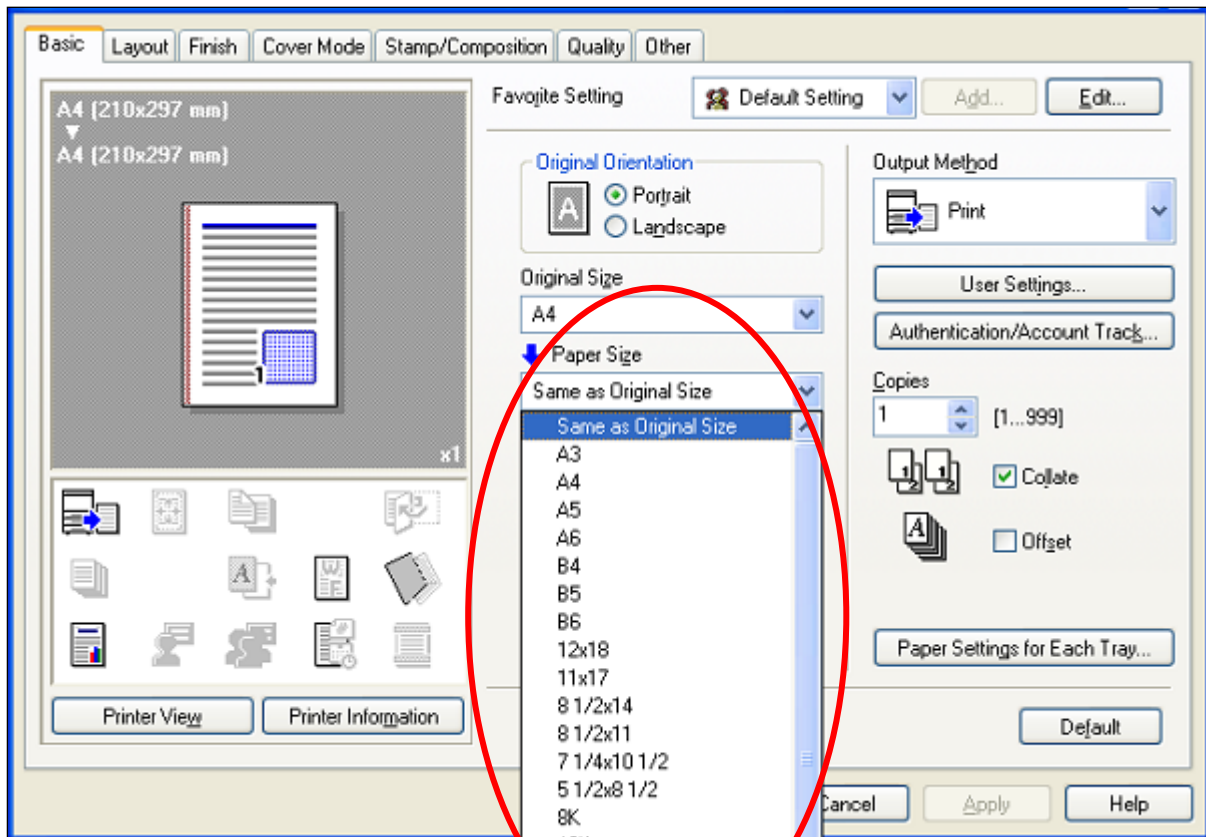


1. Select the Konica Minolta Printer from the printer dropdown list.
2. Click on the Properties tab.
3. Select the "Quality" tab.
4. Select the "Select Color" tab and change between your Colour Settings and Gray Scale (Black & White).
5. Select the "OK" tab to confirm selection.
6. Select the "OK" tab to start the print process.



## Printing on A4 or A3 paper

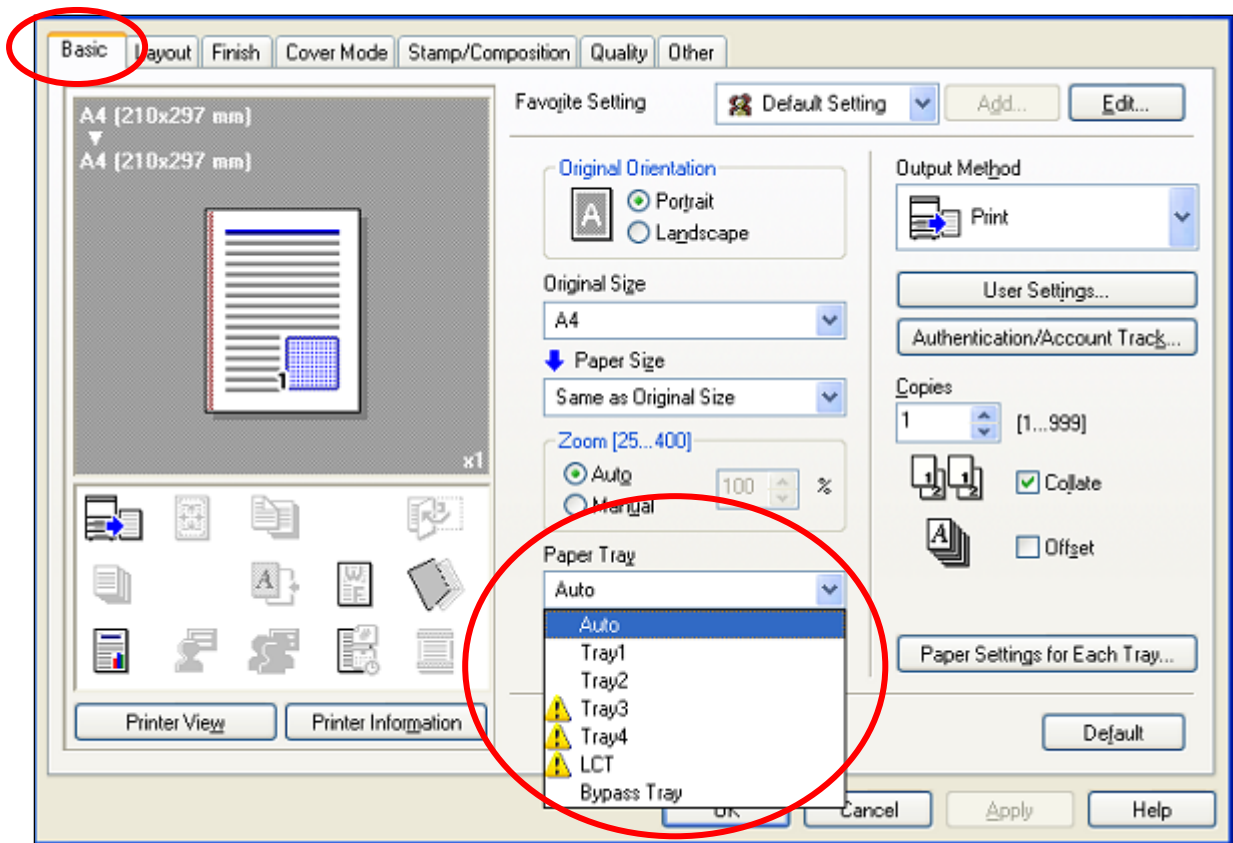
Under the **Basic** tab, select the **Original Size** from the drop down list the Size of paper you wish to print on. A4, A3, A5, A6, Envelope, etc.



**Note:** When choosing a different paper size you have to select a paper source at which that specific paper is sitting in. By default this section will correspond to the document page setting.

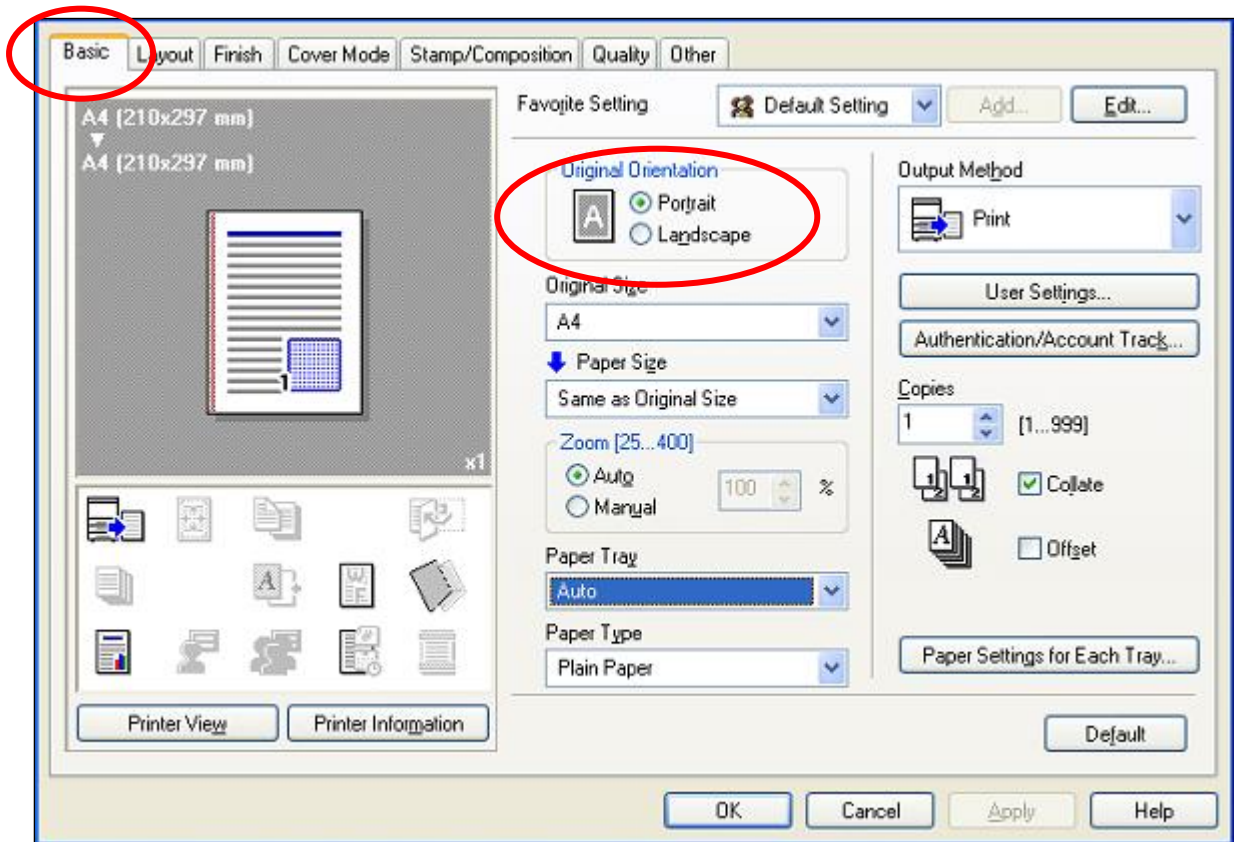
1. Select the Konica Minolta Printer from the printer dropdown list.
2. Click on the Properties tab.
3. Select the "Basic" tab.
4. Select the "Paper Size" setting.
5. Select the paper size your required.

Under the "Paper Tray" section, select your Paper Tray Source.

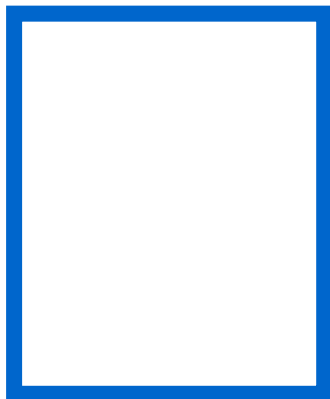


6. Select the "OK" tab to confirm selection.
7. Select the "OK" tab to start the print process.

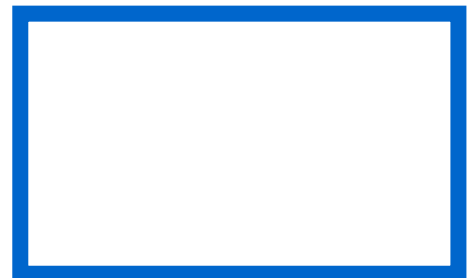
## Printing a Document Landscape or Portrait



**Portrait**



**Landscape**



7. Select the Konica Minolta Printer from the printer dropdown list.
8. Click on the Properties tab.
9. Select the "Basic" tab.
10. Select the "Orientation" tab and change your Orientation.
11. Select the "OK" tab to confirm selection.
12. Select the "OK" tab to start the print process.

## Print Multiple Pages on One Sheet

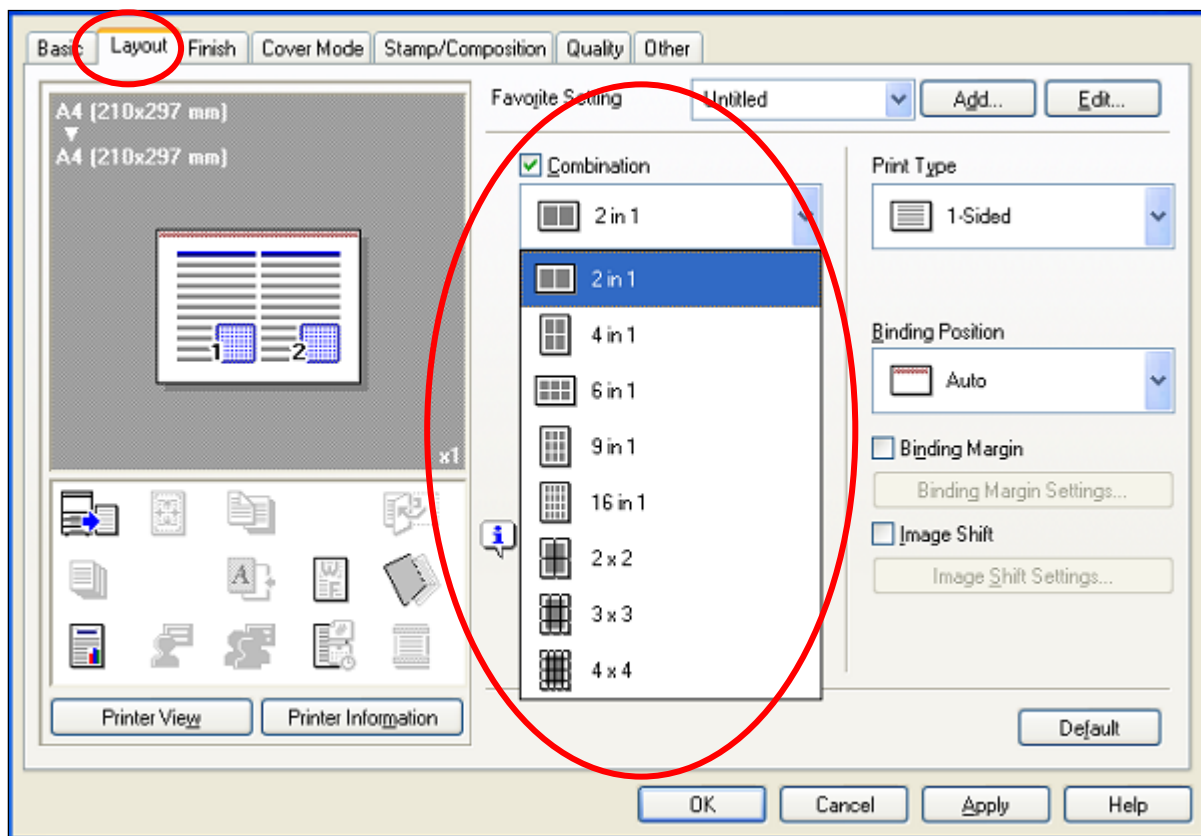
### Page per sheet

N-up is the reduction of two or more pages (max of 16 pages) to fit on a single page.

Under the “**Layout**” tab and then select the “**Combination**”. Select Layout and change your pages per sheet.

i.e. 2-up will print 2 pages of a document onto one single printed page.

• A minimum of 2 pages up to a maximum of 16 pages can be reduced to 1 A4 page.



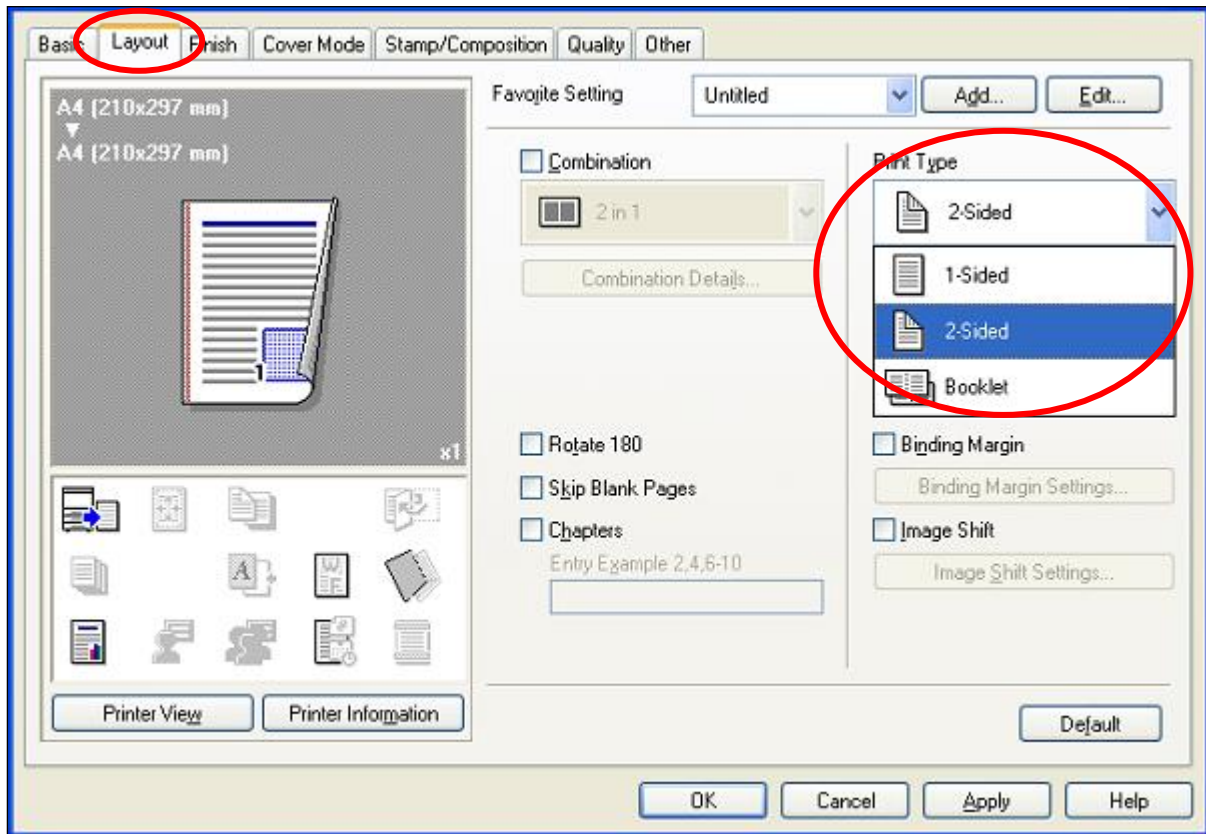
- If you have 32 pages in your document and you select 16 up the output will be 2 x A4 pages with 16 reduced pages on each A4 page.

1. Activate the Print window.
2. Select the Konica Minolta Printer from the printer dropdown list.
3. Click on the Properties tab.
4. Select the “Layout” tab.
5. Select “Combination “, then the required option from the “Combination” menu.
6. Select “OK” tab to confirm selection.
7. Select “OK” tab to start the print process.

## Print on Both Sides of the Paper Double Sided

The ability to print on both sides of a single paper, two pages are printed on a single page, reducing paper wastage.

*This option is only available if a Duplex finishing option is installed with the printer and only works with documents consisting of 2 or more pages.*



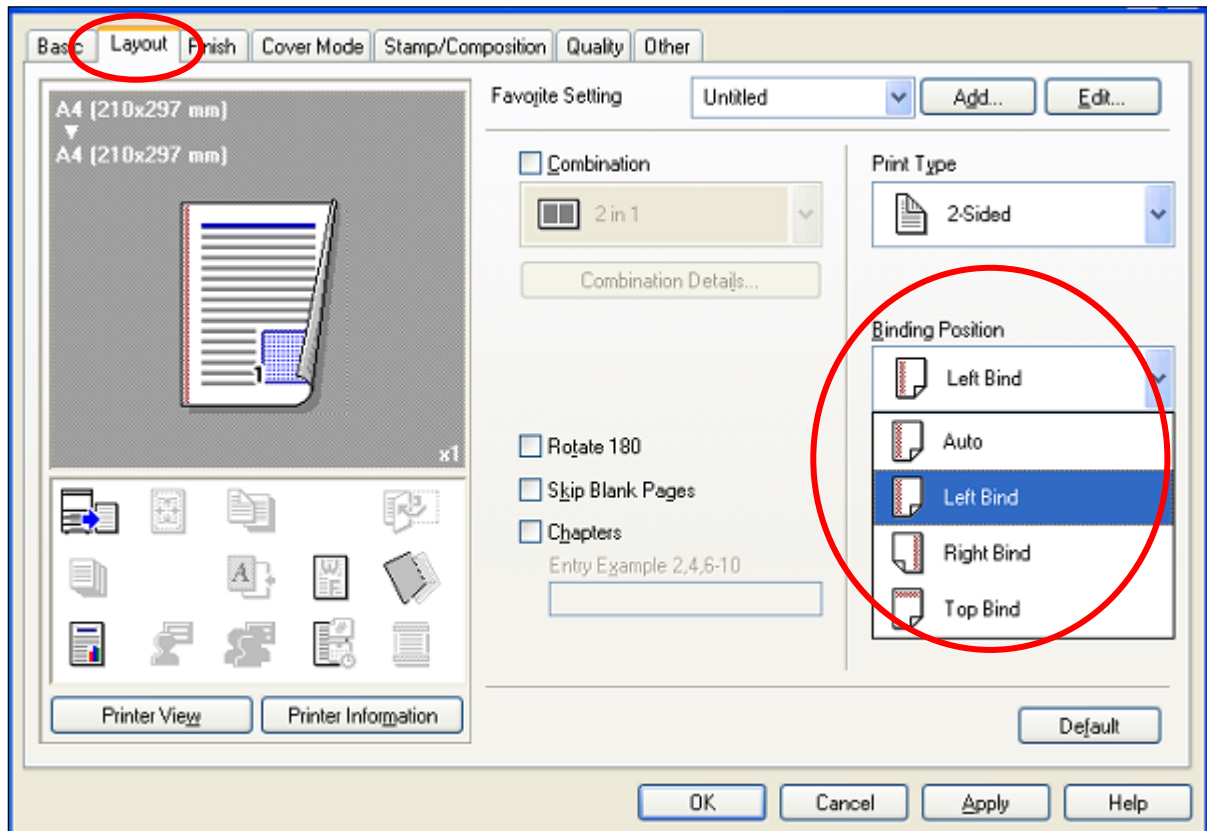
1. Activate the Print window.
2. Select the Konica Minolta Printer from the printer dropdown list.
3. Click on the Properties tab.
4. Select the "Layout" tab.
5. Select the required option from the "Print Type" tab.
6. Select "OK" tab to confirm selection.
7. Select "OK" tab to start the print process.

## Binding Position

Document retains its original size and pages are printed on both sides.

**Top Binding** Pages print in continuous form, similar to a notepad.

**Left Binding** Pages are printed from side to side, similar to a reading book.

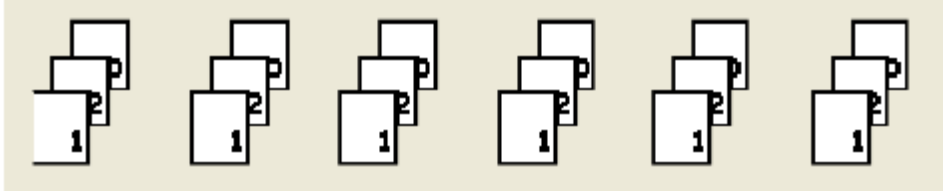


1. Activate the Print window.
2. Select the Konica Minolta Printer from the printer dropdown list.
3. Click on the Properties tab.
4. Select the "Layout" tab.
5. Select the required option from the "Binding Position" tab. Select your Duplex type from this option.
6. Select "OK" tab to confirm selection.
7. Select "OK" tab to start the print process.

## Sorted and Unsorting a Document

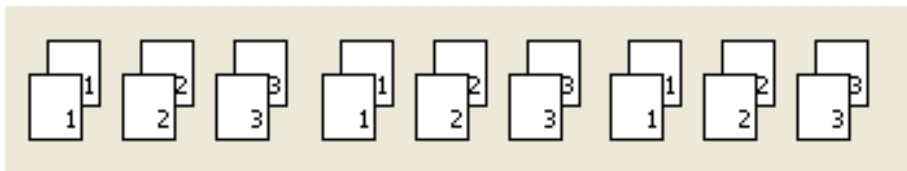
### **Collate:**

When printing multiple copies of a multi page document, this feature will print the entire document in chronicle order before printing the next set of copies.

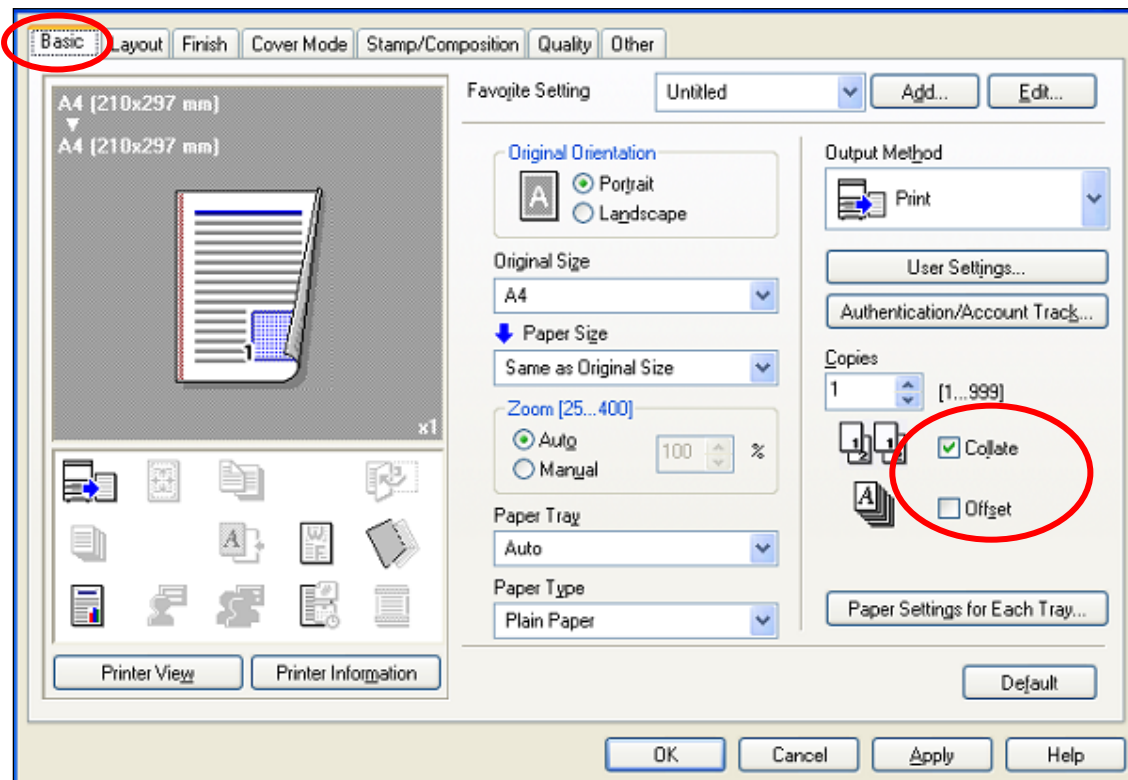


### **Uncollated:**

When printing multiple copies of a multi page document, this feature will print the document in sets e.g. page 123 than page 123 and so on.



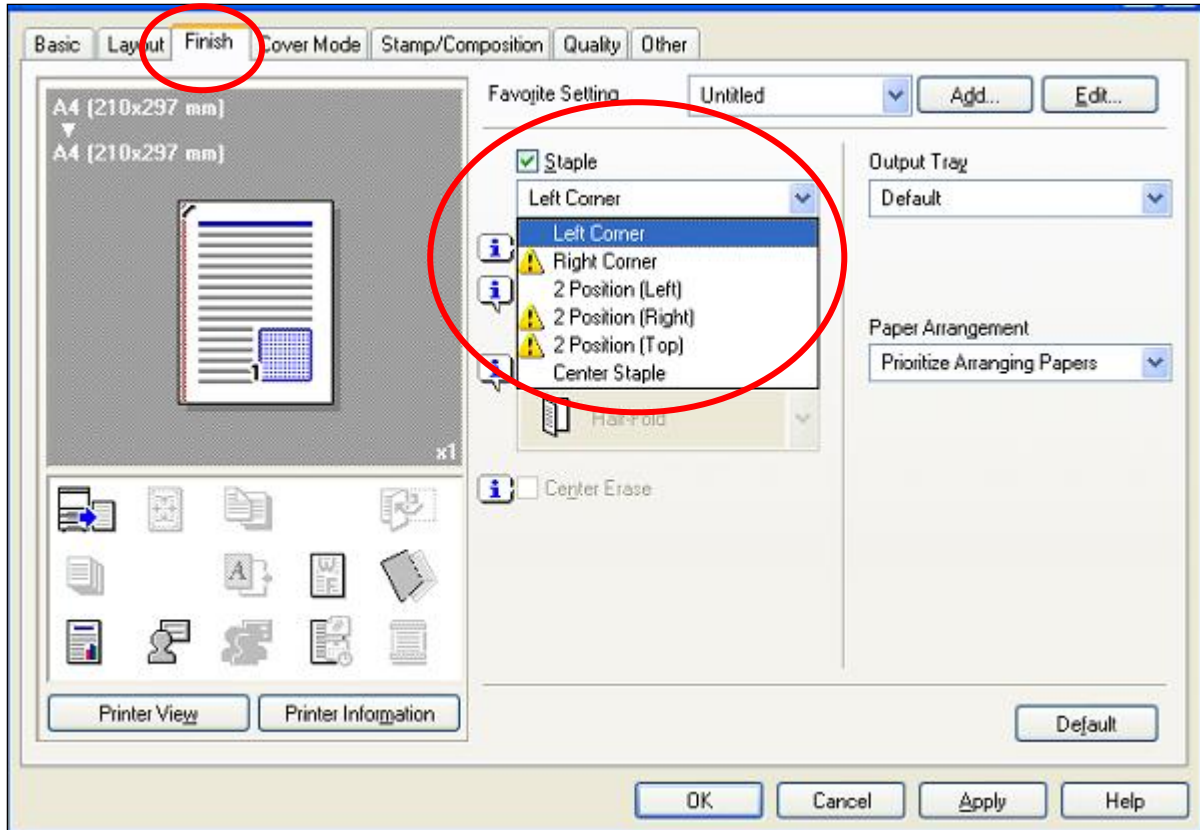
1. Select the Konica Minolta Printer from the printer dropdown list.
2. Click on the Properties tab.
3. Select the "Basic" tab.
4. Select the Collate Option.
5. Select the "OK" tab to confirm selection.
6. Select the "OK" tab to start the print process.



## Stapling (if finishing option is installed)

Click on the drop down tab will allow you to view and select the type of stapling installed on your particular device. Below are some of the options that are available on this model type.

**1 Staple** The copier automatically chooses a Left Top corner point staple.



1. Select the Konica Minolta Printer from the printer dropdown list.
2. Click on the Properties tab.
3. Select the "Finish" tab.
4. Select the "Staple" option, and change your stapling settings options.
5. Select the "OK" tab to confirm selection.
6. Select the "OK" tab to start the print process.



## **Printing from USB Stick**

**NOTE: To print from USB device, the PCounter Terminal needs to be unlocked in Print mode, by selecting Print on the Terminal & presenting your access card to unlock.**

## **Supported external memory devices**

Requirements for external memory devices of this machine are as follows.

- USB flash memory device that supports the USB (1.1/2.0) interface
- FAT32-formatted memory device

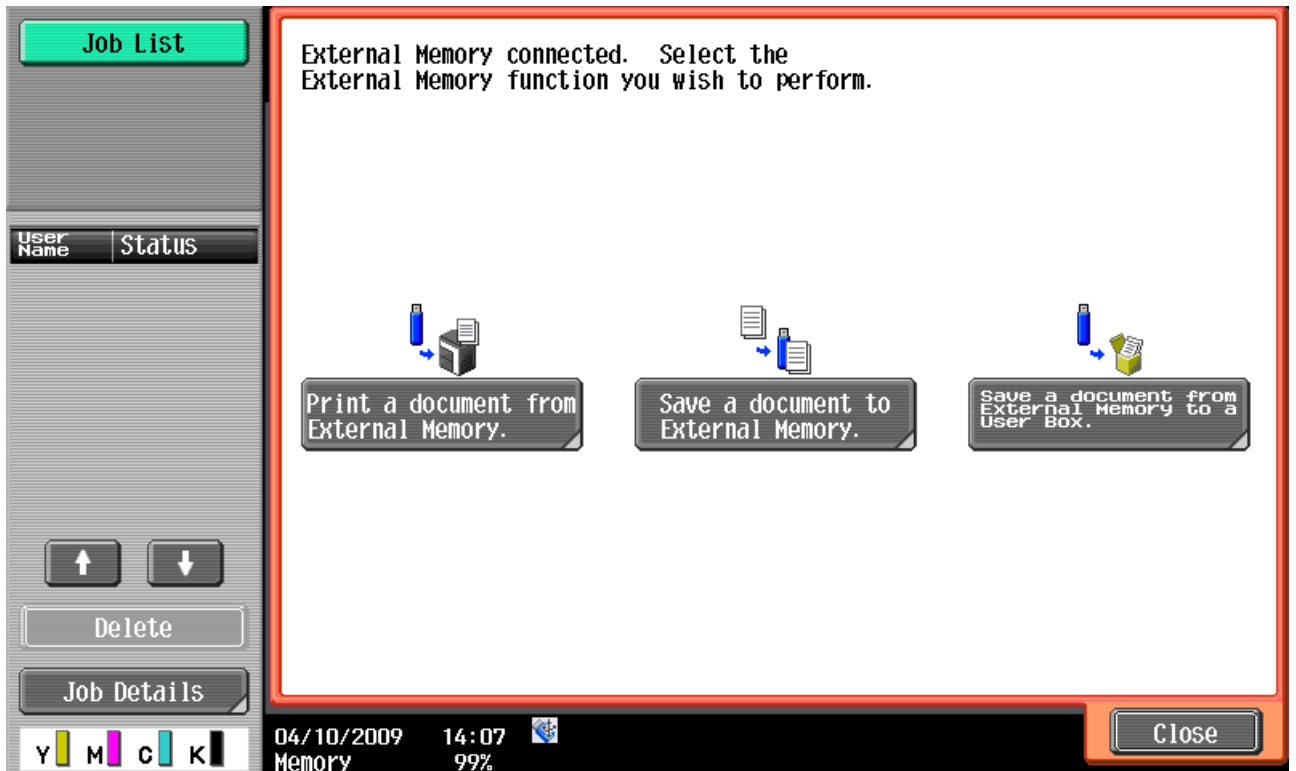
## **Connecting the external memory device**

- Use the USB connector on the side that is near the control panel. Do not use the USB connector near the rear side because it is used for optional devices.
- Do not disconnect the external memory device while saving a document in the external memory device or printing a document saved in the external memory device.
- Do not use the USB device (hard disk or USB hub) other than the USB flash memory device.
- Do not connect or disconnect the USB memory when the hourglass is being displayed in the control panel while this machine is active.
- Do not disconnect the USB memory just after connecting it.

- **Connect the external memory device to the USB connector on the side of the machine.**



When the external memory device is connected, an icon appears at the bottom of the screen and the following screen is displayed. If you will immediately use the external memory, select the intended purpose.  
When not using the external memory, select [Close].

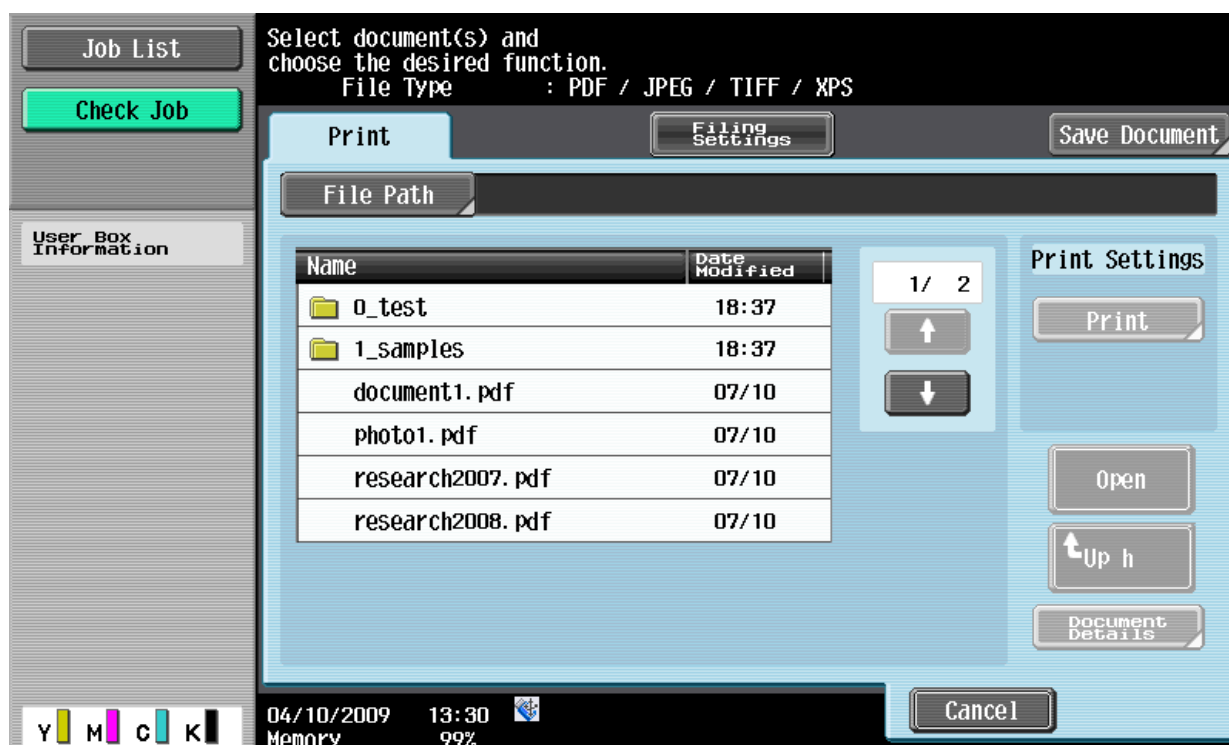


#### Reference

- The intended purpose of the external memory to be displayed varies depending on the administrator settings.

When the external memory device is connected, select [External Memory] to display the folder structure.

## External memory screen



### Entering a file path

In the touch panel, you can specify the file path to the folder containing the document to be printed. Press [File Path], and enter the file path.

#### Reference

- Make sure that the total length of the file path and file name do not exceed 250 characters. If the number of characters exceeds the limit, the file list is not displayed.

### Selecting a file

You can print the following file types: PDF, JPEG, TIFF, and XPS. Select a document of one of these types from the list. You cannot print from Word documents or Bitmap.

#### Reference

- 2-sided printing, punching, or stapling are not supported for JPEG and XPS files.
- Printing is not possible when printing is restricted by Security Settings of a PDF file.
- This machine supports printing of PDF Version 1.6 or earlier.
- Only the files of printable file types are displayed in the list.
- File access fails when the total length of the file path and file name exceeds 250 characters.
- Up to 200 printable files are displayed in the folder of the specified file path. If the folder contains 200 or more files, it may take time to display the file list screen.

### Printing encrypted PDF data

To print the encrypted PDF data saved in the external memory device, select the data in the External Memory screen and print the data. When the print command is issued, the encrypted PDF data in the external memory is saved in the Password Encrypted PDF User Box of this machine. Access the Password Encrypted PDF User Box of this machine, and then print the data.