

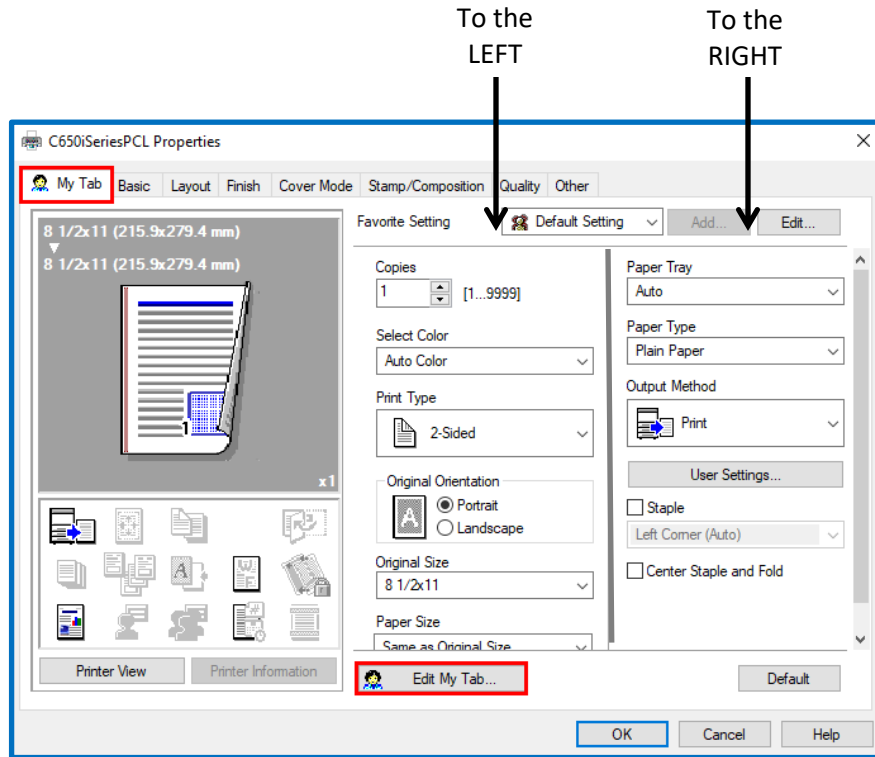
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## Customizing My Tab

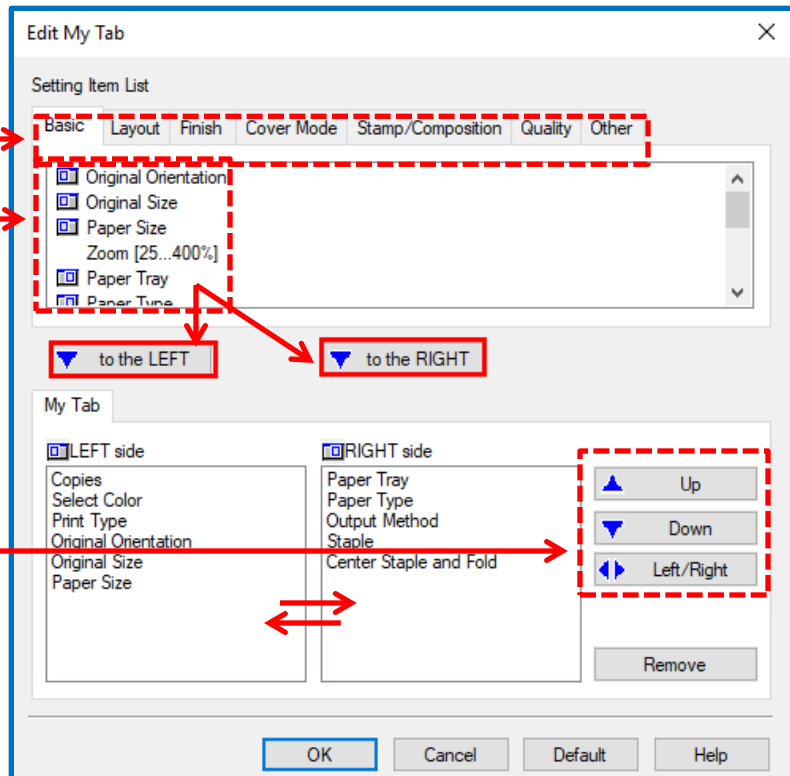
This job shop is for each individual user to customize their print driver preferences to their individual needs.



**STEP 1:** Navigate through each tab to select different features

**STEP 2:** Highlight one feature at a time and then select either 'to the LEFT' or to the RIGHT

**STEP 3:** Once Step 2 is completed, you can manipulate the position of each feature by using the arrows on the right.

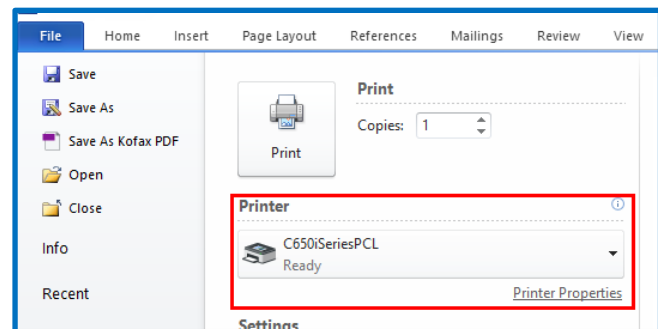


## Blank Page Removal

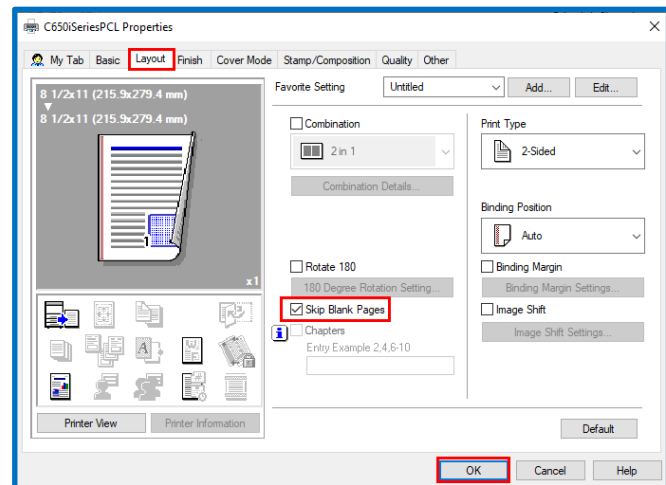
### APPLICATION

Your customer has electronic files that need to be printed. However, they have files with blank pages in them. The Skip Blank Page function will allow them to send the entire file and the file will be printed without printing the blank pages.

1. Open File with blank pages.
2. Select **File** and **Print**.
3. Select correct print driver → **Properties**.



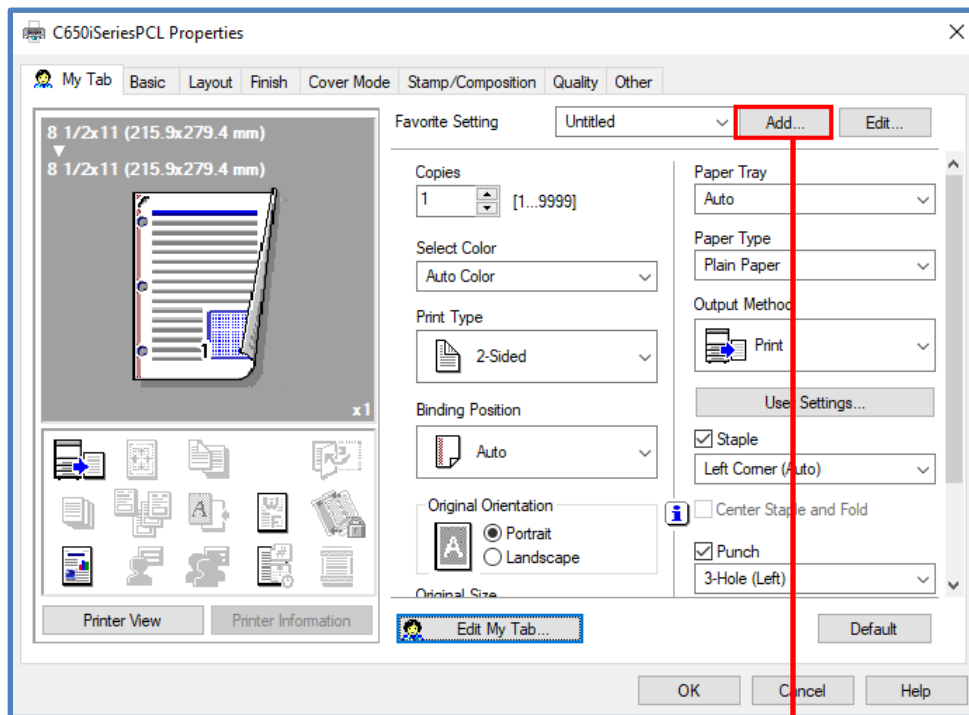
4. Select the **Layout** Tab. Place check mark in **Skip Blank Pages**.
5. **OK**.



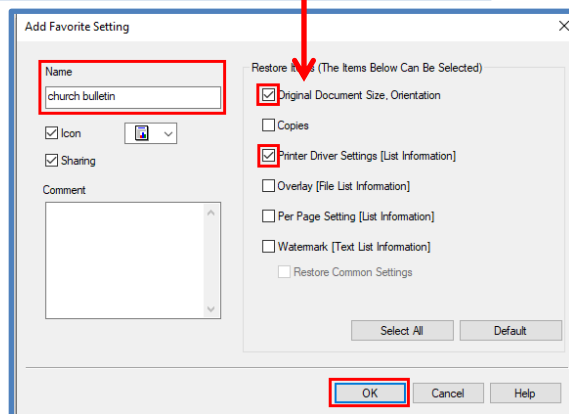
## Favorite Setting (Saving Presets)

This feature will save frequently used settings to allow for you to recall at any time.

1. Make selections, i.e. in this exercise, we selected top left corner staple, 3-hole punch and 2-sided.

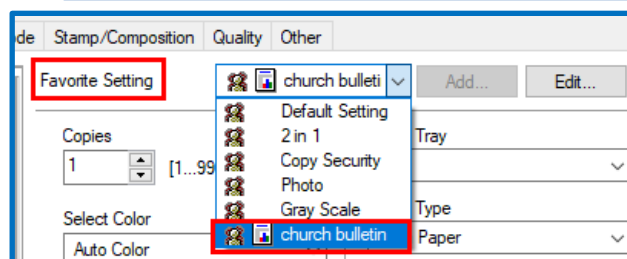


2. Select the **ADD** button at the top right corner.
3. Type in Name of choice.  
**IMPORTANT: Boxes 1 & 3 have to be checked.**
4. **OK.**



### Recalling Favorite Settings:

**File → Print → Printer Properties →** Open drop-down menu for **Favorite Setting** and choose your saved setting.



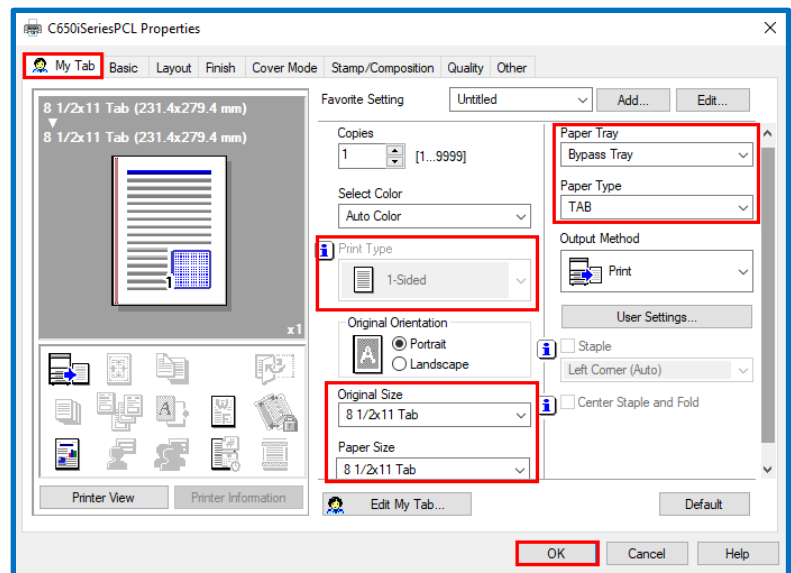
## Printing on Tabs

It is recommended to buy prepunched, reversed collated tabs. If not reverse collated tabs, you will need to manually reverse them. i.e. Tab 1 still needs to be on the top but upside down. **See illustration on page**

You will download your tab template at: <https://www.mybinding.com/copier-tab-templates.html>.

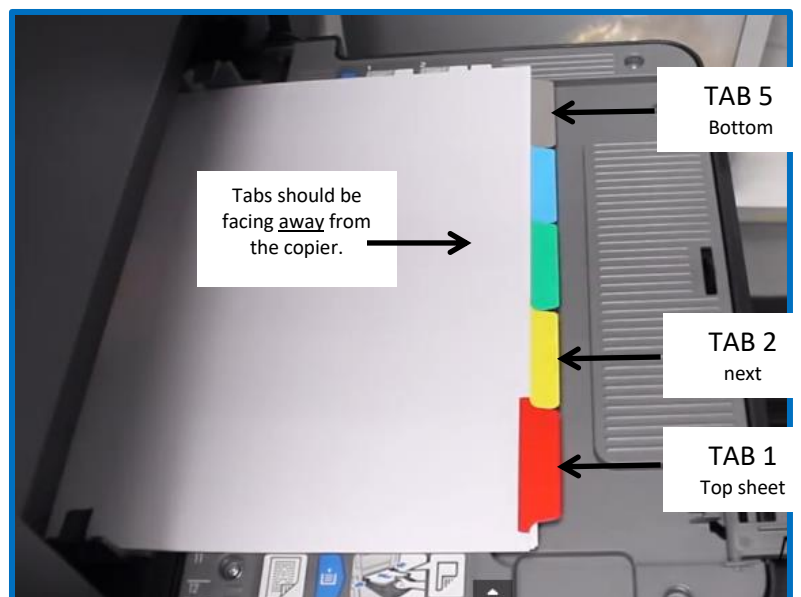
Type in text accordingly in each text box on each page of template.

1. **File**
2. **Print**
3. Select correct **Print Driver**  
→ **Properties.**
4. **Print Type:** 1-sided  
**Original Size:** 8 ½ x 11 tab  
**Paper Size:** 8 ½ x 11 tab  
**Paper Tray:** Bypass Tray  
**ONLY**  
**Paper Type:** Tab (this will be filled in automatically when you select Original Size.)  
**OK.**



## At the Copier

1. Place reversed collated tabs in the bypass tray. See illustration to the right.
2. If print job has already been sent, it should start printing immediately. If not, select the print/OK button on your print screen on your PC.



## Inserting Tabs into a Print Job

It is recommended that this be done on **Single Reverse** or **Reverse collated, 5 Print on Tabs**. Otherwise tabs will have to be manually reversed before printing.

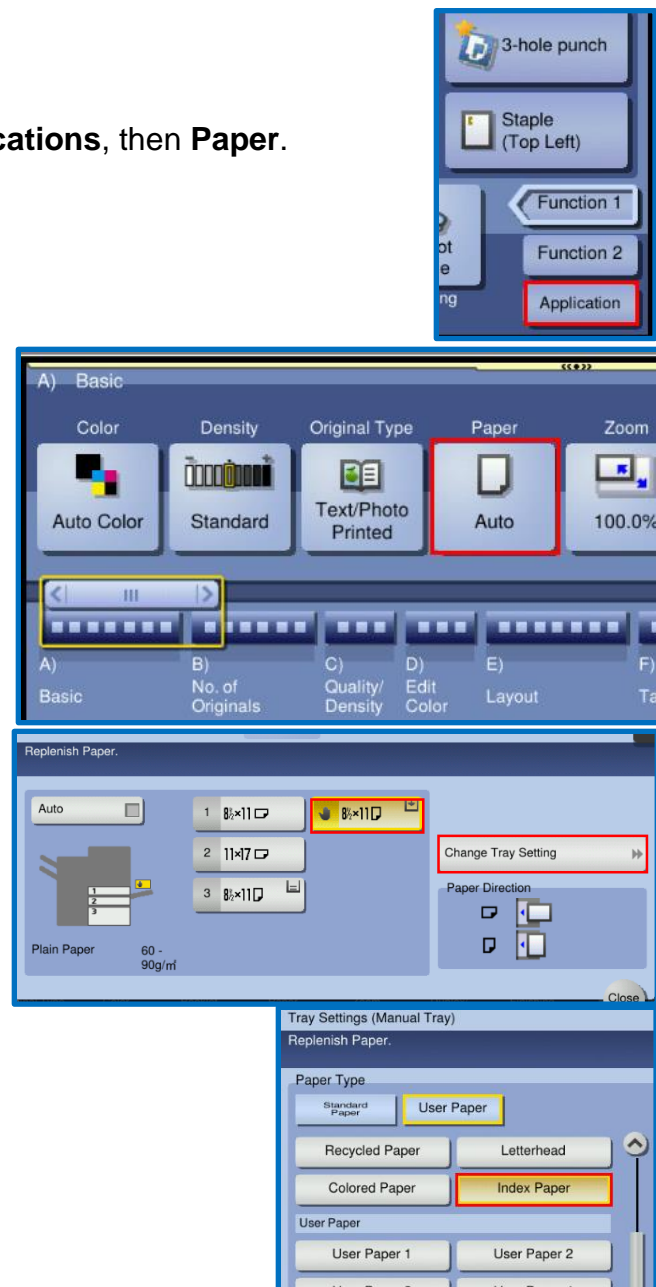
The MFP/Copier will not punch holes in a print job when tabs are inserted so the entire job must be punched with a separate device for insertion into a binder

The Copier will only pull tabs from the **Bypass Tray** and pulls from the top, so the tabs must be ordered with **Tab 1** towards the front of the Copier, **Tab 2** next from the front of the Copier, **Tab 3** next and so on. **Refer to image on Page**

### AT THE COPIER

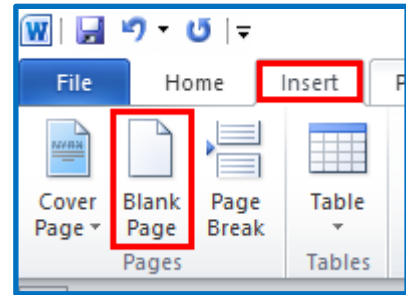
1. From the **Copy** screen touch **Applications**, then **Paper**.
2. Select the **Bypass Tray**.
3. Touch **Change Tray Setting**.
4. Select **Index Paper**.
5. Touch **Close**.
6. Load **Tab Paper** in the **Bypass Tray** with the tabs facing **Out**.

**Refer to image on Page** *Multiple Sets can be printed at one time*

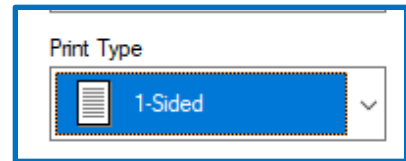


**FROM THE COMPUTER**

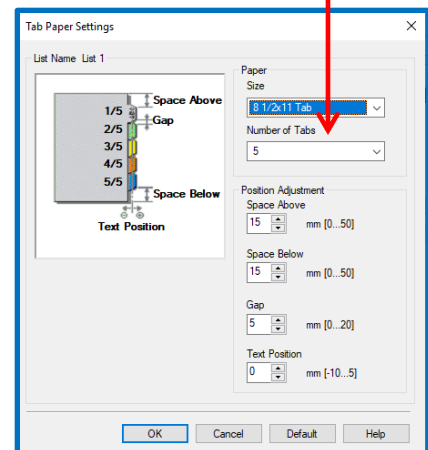
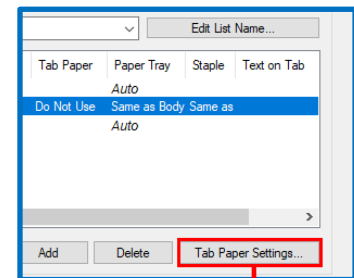
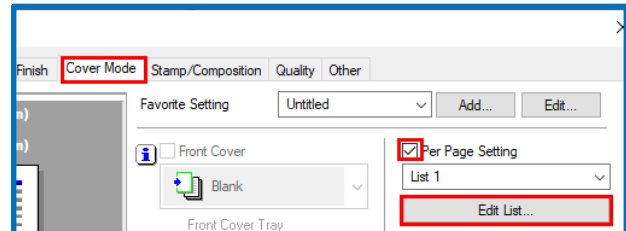
1. When **Tabs** will be inserted as part of a multipage print job.
2. Once document is ready to print, if it is required that the first tab comes before page 1 of the document, a blank page must be inserted at the front of the document.
3. If step 2 is needed, go to the first page and place your cursor at the top and then insert a blank page.



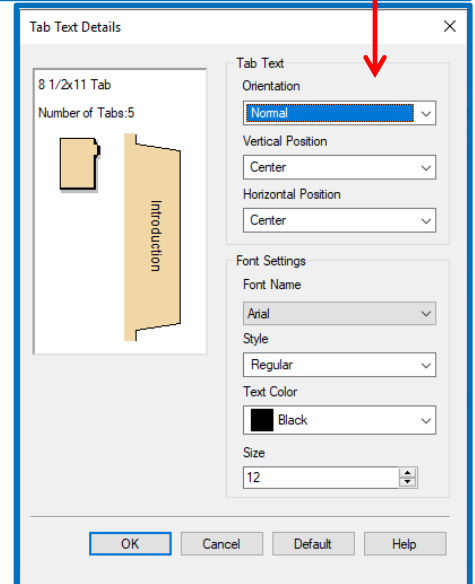
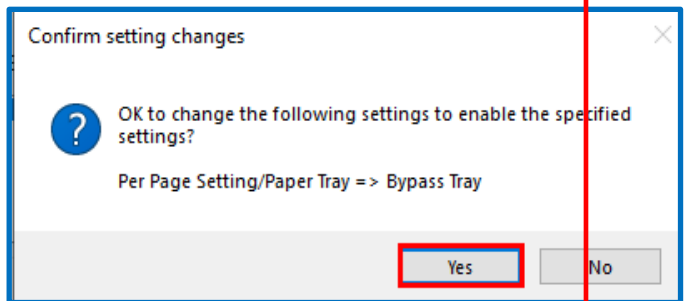
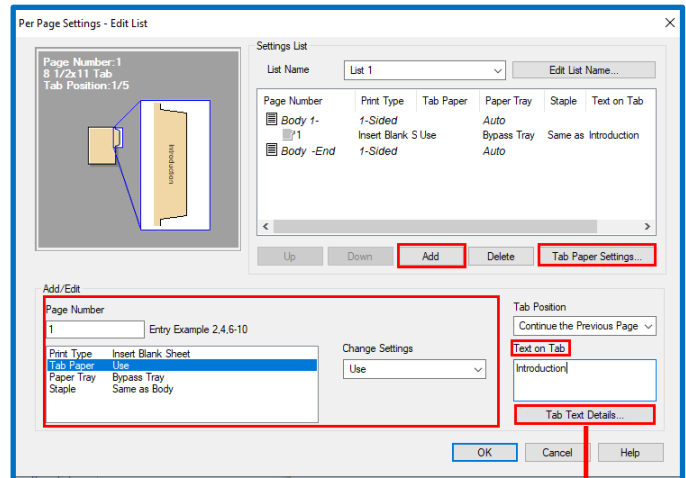
4. Click **File** and **Print**.
5. **Printer Properties**.
6. In **My Tab**, select **1-sided**.
7. Select the **Cover Mode** tab → check box for **Per Page Settings** → **Edit List**. (Edit List can be renamed if desired, the settings will stay in the print driver until changed or deleted.)



8. The Default Setting is **5 tabs** in a set. If other than 5 is required, select the **Tab Paper Settings** and select the number of tabs in the dropdown menu. The driver will automatically position the tabs. (If other than 5, you may have to tweak the tab settings a little.)



9. Select **Add**.
10. Assign the page 1 to the first **Tab**. This will place the **Tab** after page 1. (the blank page) so that it is before the printed pages in the document. For the remaining **Tabs**, the Copier will insert the **Tab After** the page number specified.
11. Select **Print Type: Insert Blank Sheet** → A dialog box will open asking to confirm settings change. Click **Yes**. This will change the Paper Tray to the Bypass Tray.
12. Click on Tab Paper and select **Use**.
13. In the Text on Tab area, type the name of the Tab, to change the font, orientation or color of the text, select **Tab Text Details**.
14. **DO NOT SELECT OK** yet.
15. Repeat steps 9 through 13 until finished.
16. Click **OK** 3 times to send the print job to the Copier.





## Printing From a USB Thumb Drive

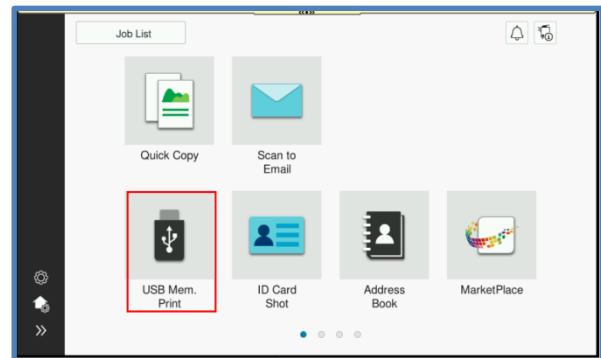
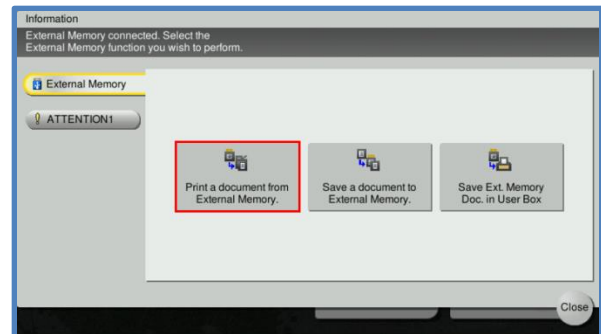
You can print PDF, JPEG, TIFF, XDOC, PPTX and XPS files – all you need to do is plug in your USB device in the front right corner of the Copier. This function allows you to print files without accessing a PC.

*NOTE: Double-sided printing, punching, and stapling of JPEG and XPS format files is not possible.*

1. Plug in your **Thumb Drive/USB** into the Copier's **USB Port**.



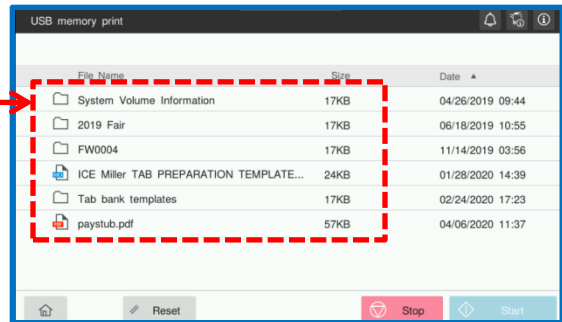
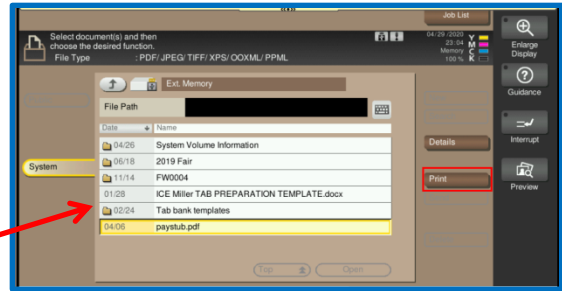
2. A screen comes up on the Copier Panel that tells you an external memory is connected. To Print a document, select the **'Print'** icon on the left.  
*\*If you have the new panel layout, select the **USB Mem. Print** icon.*



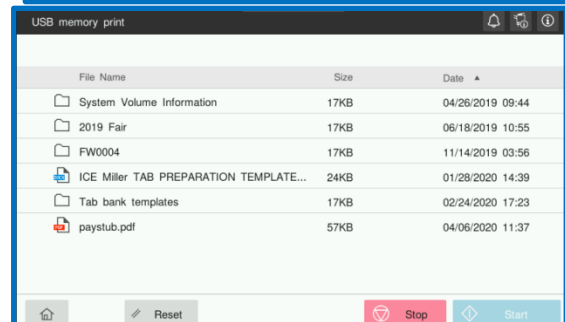
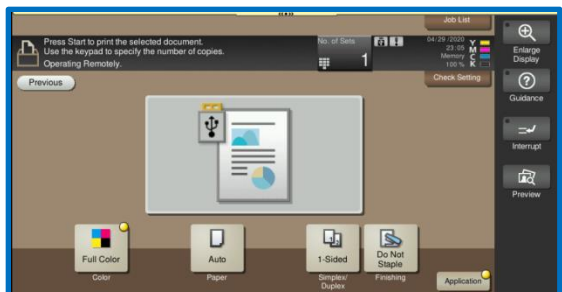
## Printing From a USB Thumb Drive cont.

3. Choose your file to print.

\*If selecting a folder, highlight/select the folder and select **Open..**  
 \*This screen will automatically open the folder once selected.



4. Choose your printing options, i.e. 2-sided, stapling etc.
5. Press **START**.



## Multi Page Tri-fold Printing

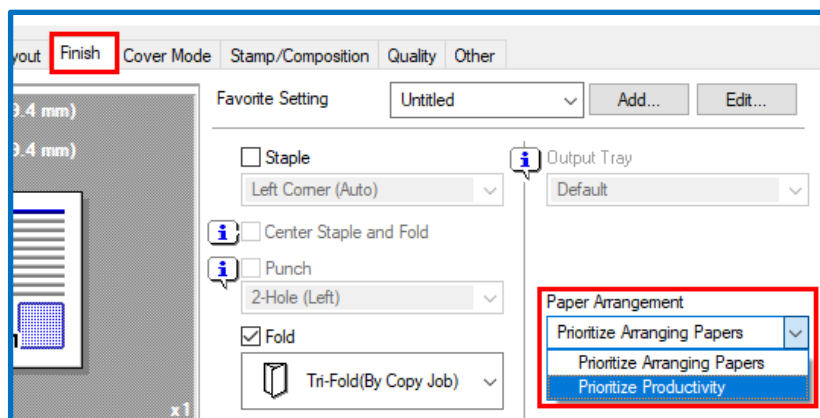
*\*This option is only available if your Copier/MFP is equipped with a Saddle-Stitch Finisher.*

### APPLICATION

Sometimes an end user will have a multi page document prepared for folding such as a letter or letter with a flyer or a rebate special, etc. They may want to print this document, either single-sided or double-sided and apply a tri-fold to finish the document for placing in envelopes. They want to place the images(s) of their digital file on Letter Size Paper (8.5 x11”).

Open or create a 3-page original document; the page size must be **8.5 x 11”**. Paper must be installed in one of the drawers or the Bypass Tray in **Landscape** Orientation, (**SEF**-Short Edge Feed).

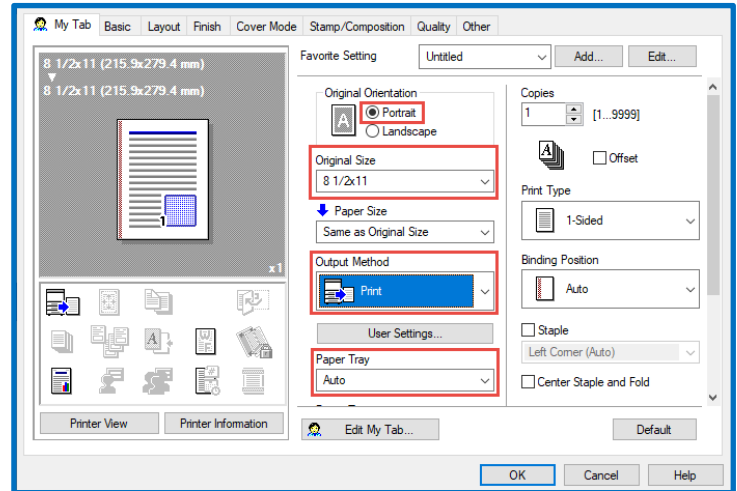
NOTE: (This is an optional feature) If '**Prioritize Arranging Papers**' is selected, all pages can be processed to a suitable quality by this machine because the binding position is adjusted after all the print data is received. If '**Prioritize Productivity**' is selected, the printing process is performed efficiently because the binding position is adjusted while the data is printed simultaneously as it is being received. If you want to increase the print efficiency, select '**Prioritize Productivity**'.



## Multi Page Tri-fold Printing cont.

1. Type your name or something on each page in your document.
2. **File**
3. **Print**
4. **Printer Properties.**

5. From either My Tab or Basic Tab, you will create your finishing and output choices.
6. Ensure that the **Orientation** is set to Portrait.
7. Ensure that the **Original Size** drop down menu to indicate **8.5 x 11"**.
8. Leave **Paper Size** on **Same as Original Size**.

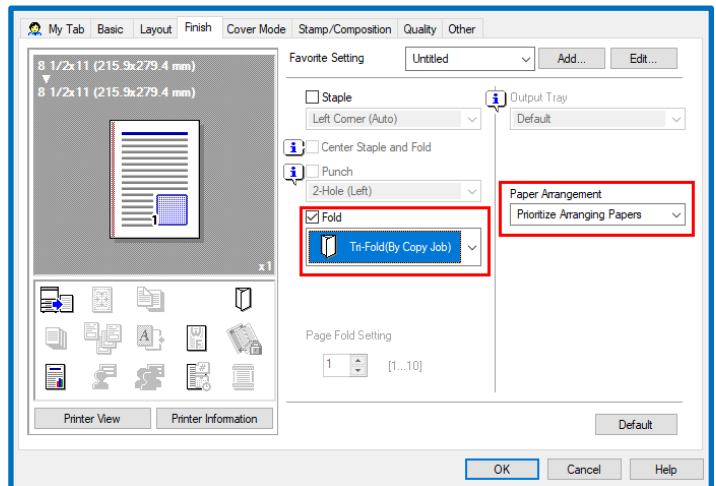


9. Leave **Paper Tray** on **Auto**. *\*Note: One of the Paper Trays will have to have paper in Landscape orientation. (Short-edge feed into the machine).*

10. Click on the **Finishing** tab.

11. Click on **Fold** → from the Fold dropdown menu, click on **Tri-fold (by Copy)**.

**NOTE:** This selection folds all of the pages together at one time (maximum 3 sheets can be tri-folded). The other selections fold each page separately.



12. Leave **Paper Arrangement Field** at the **Prioritize Arranging Papers** default.
13. **OK** → **Print**.

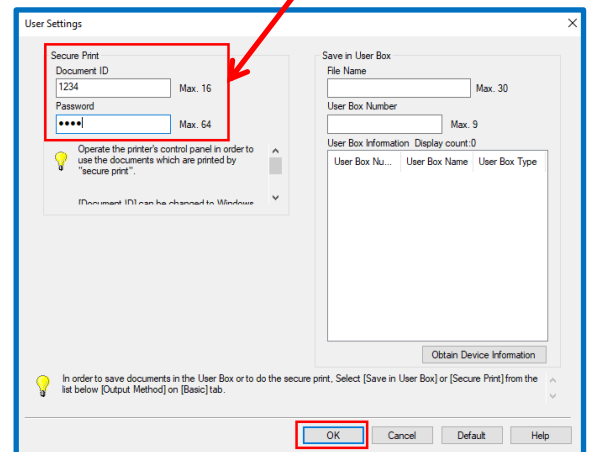
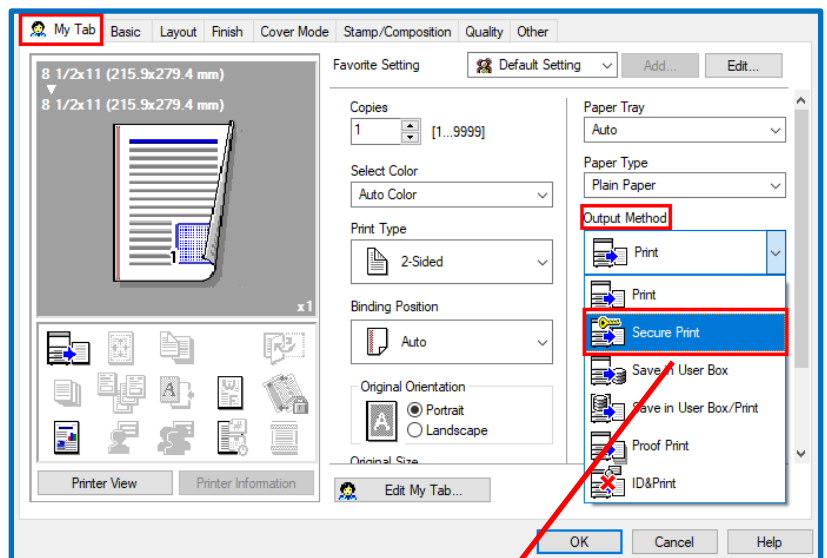
Your print job will print out on the Saddle Stitch tray at the bottom of the finisher.

## Secure Print

A user selects Secure Print at the print driver when the user needs to print confidential documents or using special media, etc. It holds your print job in the print queue at the Copier, secured with a password code, generated by the user within the print driver properties.

1. Open File to print.
2. **File** → **Print**.
3. Select **Konica Minolta PCL Print Driver**.
4. **Printer Properties**
5. Select all printing rules, i.e. 2-sided, stapling, hole punch etc
6. In **My Tab**, under the **Output Method** drop-down, choose **Secure Print**. Upon the first time using this feature, a **User Settings** dialog box will open. Fill in the **Document ID** and **Password** Field.

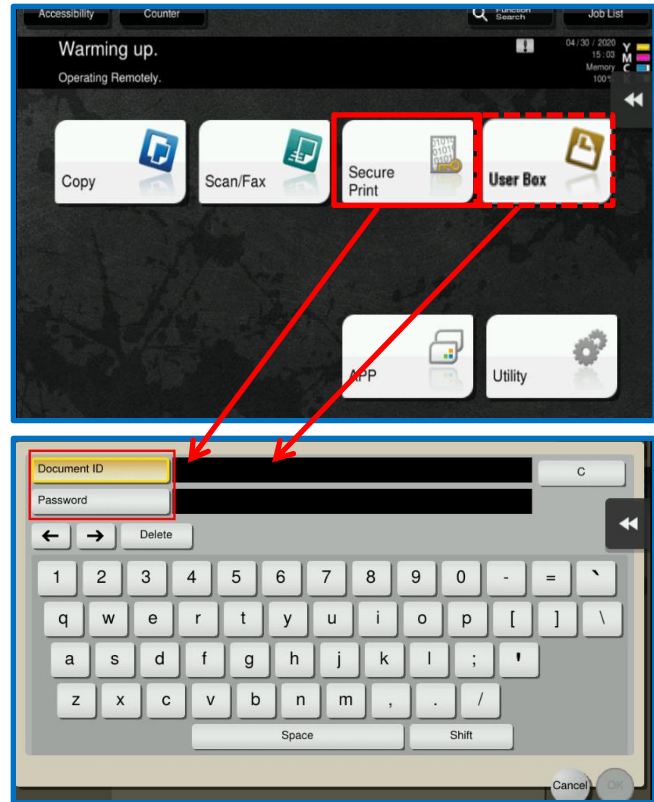
*\*Tip: Use your password as your ID – the ID field at the Copier is case sensitive and faster retrieval with code. This information will be stored for future Secure Print jobs.*



## Retrieving Secure Print at the Copier

1. **Menu**
2. **Secure Print** – if no Secure Print Icon, select **User Box** → **System** → **Secure Print**.
3. Type in your **Document ID** and **Password** you created in the Print Driver.

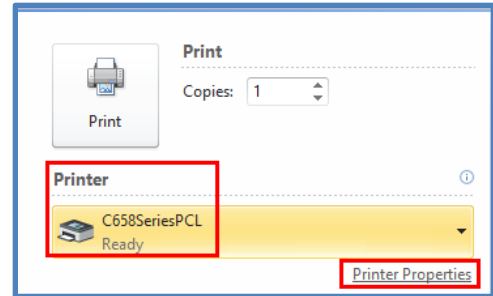
NOTE: Print jobs will delete upon printing.



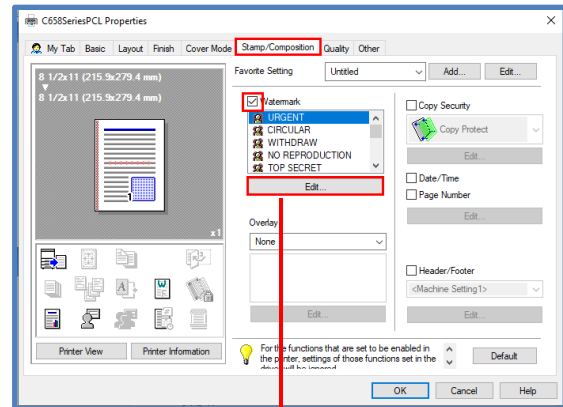
## Watermark on a Print Job

Open a Word document or any document ready to print.

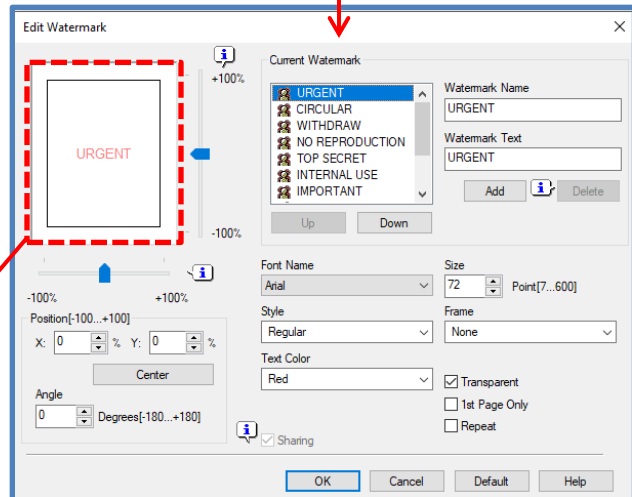
1. File
2. Print
3. Select the correct print driver → Printer Properties.



4. Select the **Stamp/Composition** tab.
5. Check **Watermark**.
6. Select '**Top Secret**' (your choice here) from the dropdown menu.
7. Select the **Edit** under **Watermark**.



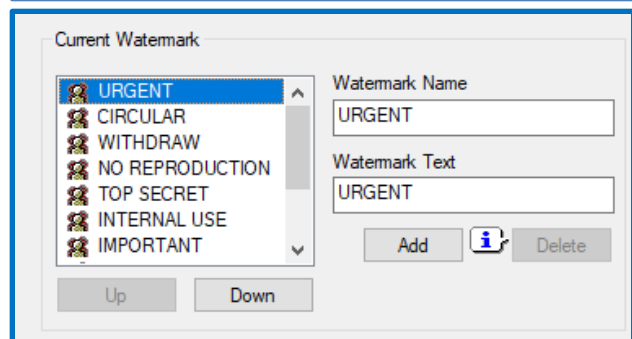
8. Select any of the options: **FONT, STYLE, TEXT COLOR, SIZE FRAME, etc.**



9. Click **OK** → **Print**.
10. Using the top left image as your guide to show you your printed output document.

## Custom Watermark

1. Type in 'Custom Name' under **Watermark Name** and **Watermark Text** → **Add**.
2. Follow steps 8-10 above.



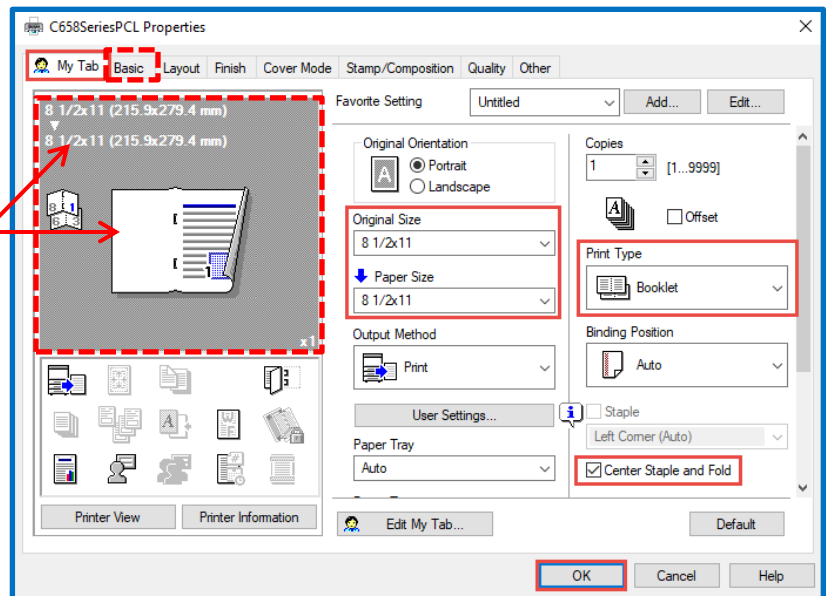
## Booklet Printing

\*NOTE: This is an optional feature, so not all copiers may have this available.

### APPLICATION:

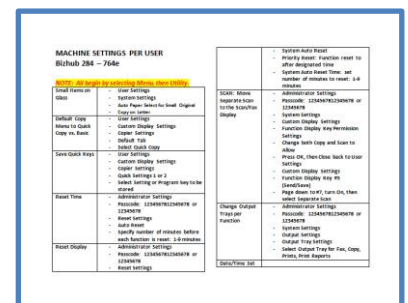
Create an 8.5 x 11 multi-page document, divisible by four, individual pages. Also load 8.5 x 11 in a tray, placing it in landscape (SEF – Short Edge Feed) orientation. This exercise is creating and printing a LT to 5.5 x 8.5 booklet.

- Using Word, reate multiple page booklet as individual 8.5 x 11 size.
- File → Print → Properties.**
- Under **My Tab** or **Basic Tab**, the **Original size** should be set to **8.5 x 11** and the **Paper Size** should be set to the same.
- Notice the view in the upper left corner of your tab. This will confirm your paper size selection.
- Print Type** select **Booklet**. (this feature may be in the *Layout Tab* for you.)
- Select **Center Staple and Fold**. (this feature may be in the *Finish Tab*).



## Booklet Printing w/ 2-page up

- If your file is formatted with 2 page up, you will need different printing rules within the Properties of the driver.
- Under **Print Type**, select **2-sided**.



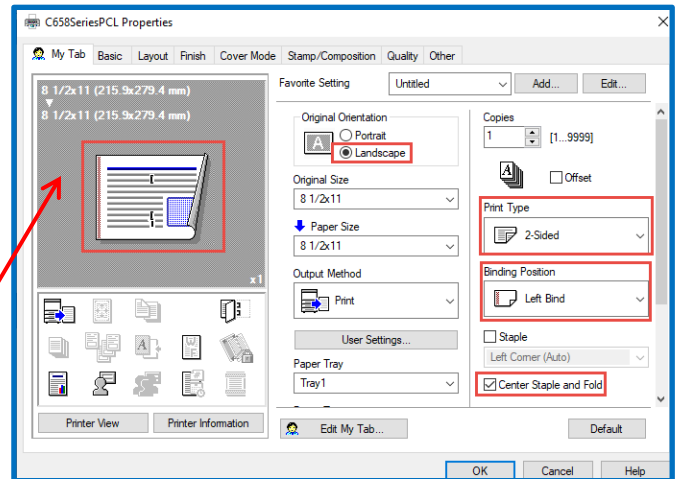
Example of 2-page up



## Booklet Printing w/ 2-page up cont.

3. **Original Orientation = Landscape.**
4. **Binding Position: Left Bind.** (*this may also be found in the Layout Tab*).
5. Check the box **Center Staple and Fold.** (*this feature may be in the Finish Tab*).
6. **OK → Print.**

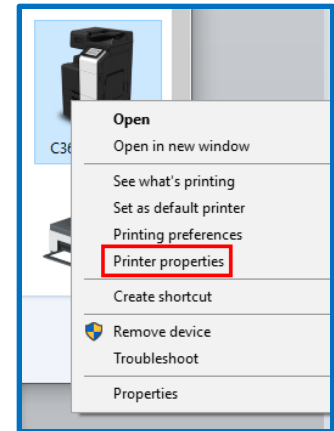
**NOTE:** Notice the view in the upper left corner of your tab. This will confirm your paper size selection



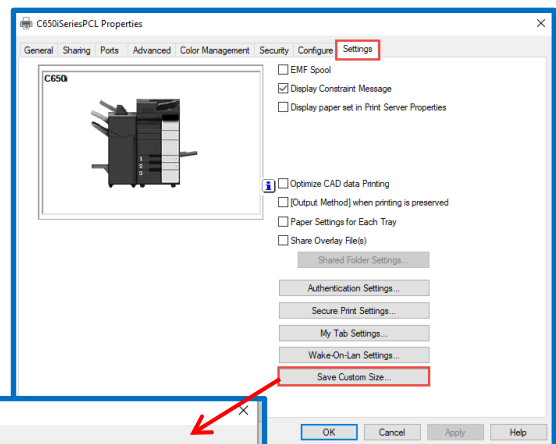
## Registering Custom Size Paper

A user can set up a custom paper size and have it appear in the print driver as a paper size choice for printing specialized jobs.

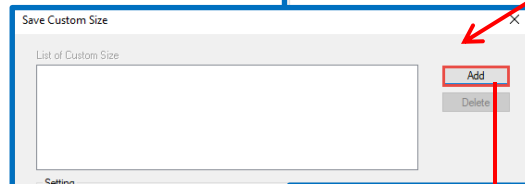
1. Click on **Start** or type in the **search bar 'Printers and Scanners'**. (then click on Printers and Scanners).
2. Right click on the printer icon and select **Printer Properties**.



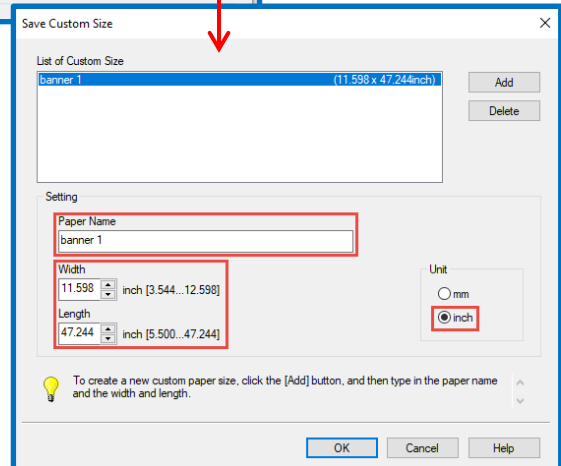
3. Go to **Settings Tab**
4. Click on **Save Custom Size**.



5. **Add**.



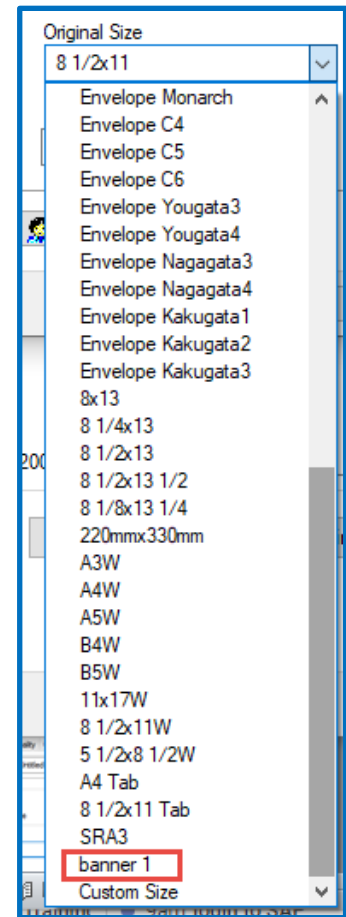
6. Fill in the **Paper Name**, in this case, 'banner 1' was used.
7. Fill in the **Width** and **Length**. *Taking note of the maximum length and width!*
8. **OK** twice.



## Registering Custom Size Paper cont.

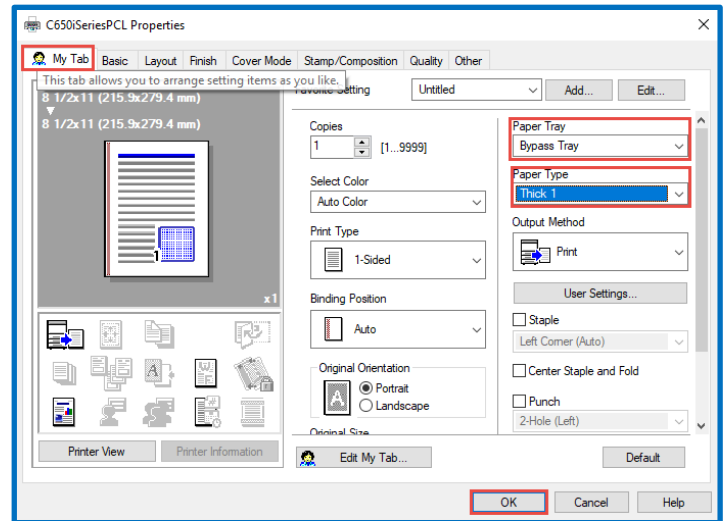
To verify that your registered paper size is now in the dropdown menu of the original Size, click on **Original Size** and scroll all the way to the bottom. This will also appear in the **Paper Size** dropdown.

**NOTE:** For a *one time custom paper size*, you may go directly to **File → Print → Select Printer → Printer Properties → go to Original Size and Paper Size dropdowns and scroll to bottom and select Custom Size.**



## Labels

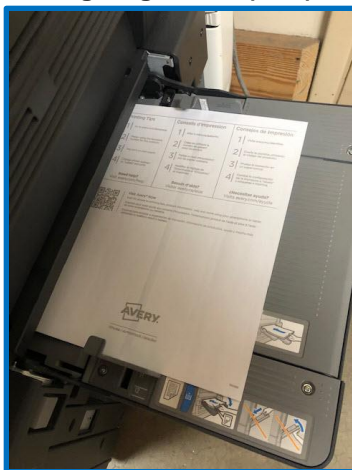
1. Open up label document.
2. **File → Print**
3. Select **correct print driver → Printer Properties.**
4. Under **Paper Tray**, select **Bypass Tray**.
5. Under **Paper Type**, select **Thick 1**.
6. **OK → Print.**



## At the Copier

Place labels in bypass tray, face down. See image.

**Long-Edge Feed (LEF)**



**Short-Edge Feed (SEF)**

