

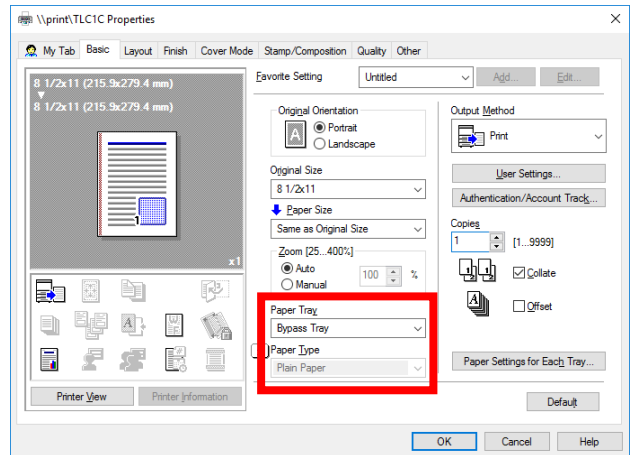
## Tech Training: Konica

Taylor's Konica Bizhub multi-function copiers are currently leased from Perry Corporation. University Press handles the lease. Departments are encouraged to contact Perry directly for service and supplies. The Konica copiers perform multiple functions. Most commonly used:

- Printing
- Copying
- Scanning

### Using the Bypass Tray

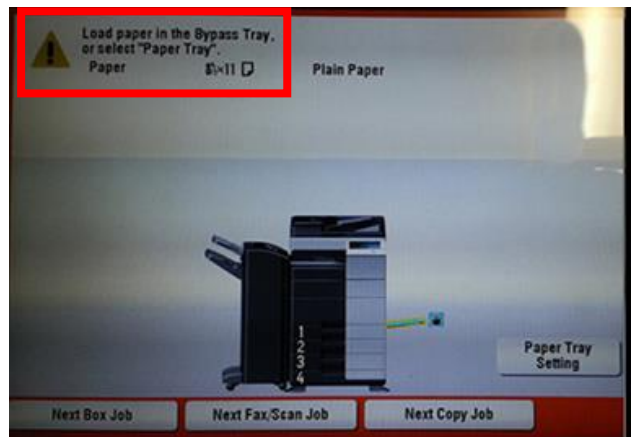
- Inside the print dialog, click Printer Properties
- Move to the Basic tab
- Select the Bypass Tray as the Output Paper Tray
- Select the paper type (optional)



- Print the document
- Verify the paper orientation the printer is expecting. This will help you load the paper correctly in the next step.

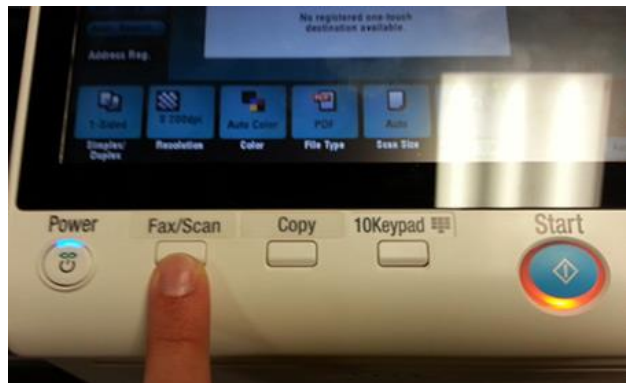
**NOTE: We generally have better success printing the document before loading the paper in the Bypass Tray.**

- Load Paper
  - Open the Bypass Tray
  - Load the paper. Printing should start automatically.

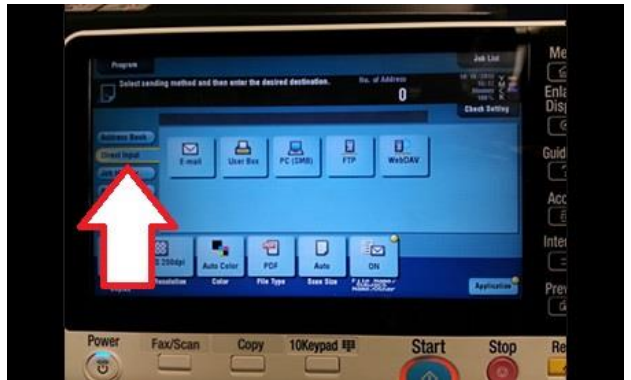


## Scan to Email

- Set printer to Fax/Scan mode
- Both Konica Bizhub printers (branded as TLCPrinter1C) have the ability to scan a document and send it directly to email.
- Press Fax/Scan



- Enter email address
  - On the printer menu, press Direct Input
- Using the printer's on-screen keyboard, type the desired email address. Use the Shift key to get the @ symbol.
- Press Okay  
**NOTE: addresses can be saved for future use by adding them to the Address Book.**



## Scan Options

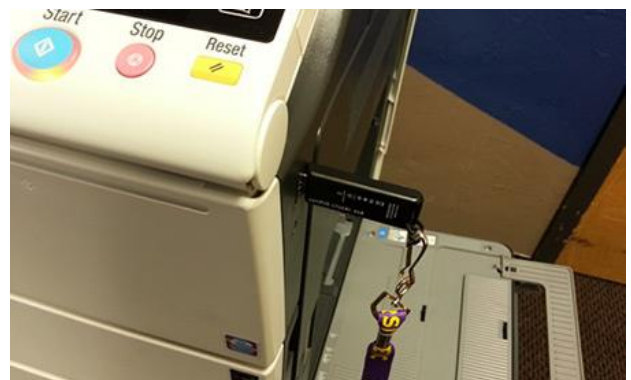
- **Simplex/Duplex**
  - Choose single or double-sided
- **Resolution**
  - Photos may require a higher resolution than the default of 200dpi. For the sake of the Taylor email server, **DO NOT** scan to email anything over 300 dpi. Scan to a thumb drive if you want to go higher.
- **File Type**
  - JPEG: High-compression image file
  - TIFF: No-compression image file
  - PDF: Fully compatible with Windows, Apple, Android, etc. Resulting file is NOT editable.
- Load the document
  - You can either manually position the document on the glass or use the document feeder
- Scan and Finish
  - Press Start to scan and send the document to email



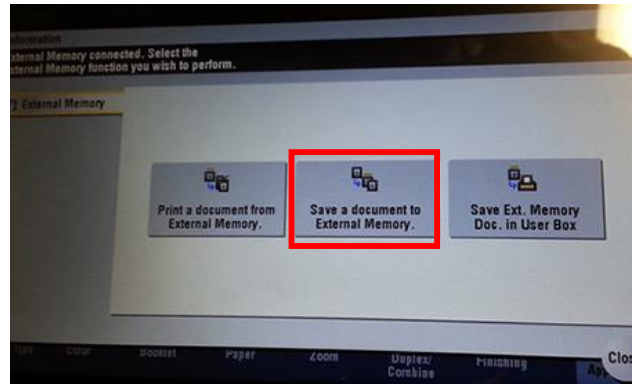
## Scan to USB

The Konica Minolta printers have the ability to scan a document and save it directly to a USB drive.

- Insert USB Drive. Port is located on the right side of the printer.
- Press Scan



- Press Save a document to External Memory



### Scan Options

- Single / Duplex
- Resolution
- Color
- File Type
- Scan Size
- File Name

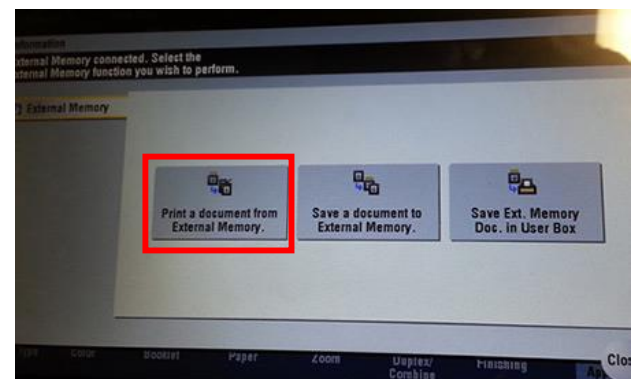
When you're ready, press Start to scan and save your file.  
**Do NOT pull the USB drive out until the printer shows it's done!**



### Print from USB

The Konica Minolta printers TLC1C and TLC2C (branded as TLCPrinter1C) have the ability to print straight from a USB drive.

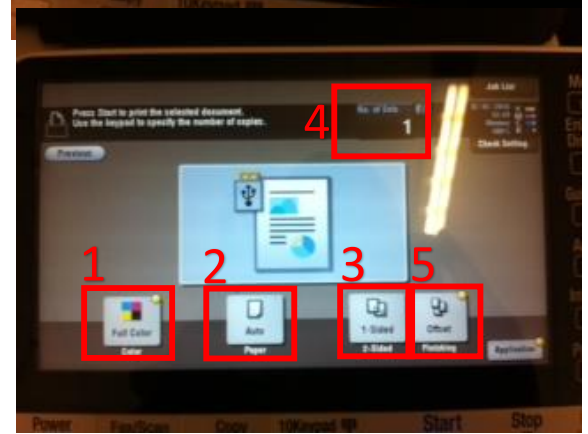
- Insert USB drive. USB port is located on the right side of the printer.
- Choose Print a document from External Memory



- Select the correct document
- Choose Print



- Select correct Settings
  1. Full Color, Auto Color, or B&W
  2. Paper Size
  3. 1 or 2-sided
  4. Number of copies
  5. Any other specifications

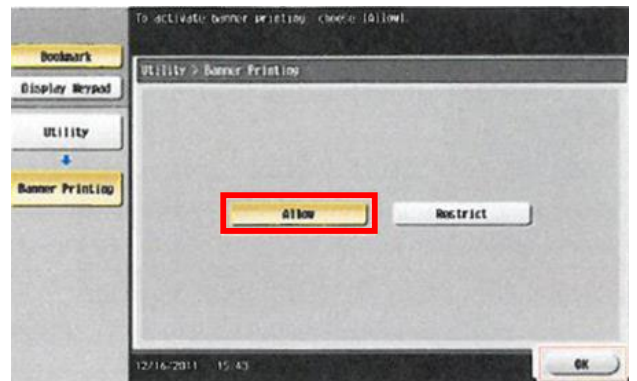


**Printing Banners**

**Printer Setup**

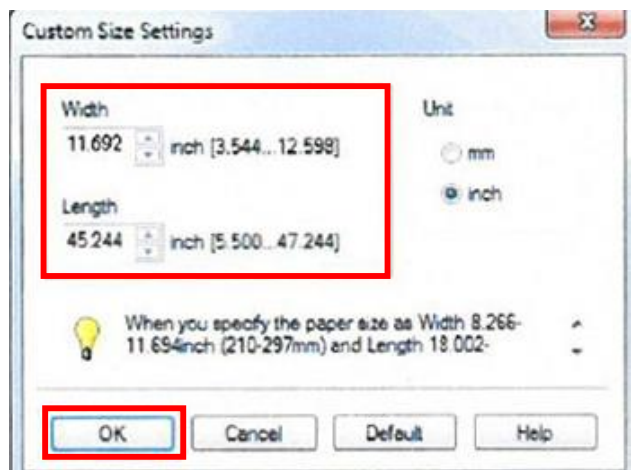
On the TLC copier/printer:

- Press Menu
  - Select Utility Setting
  - Press Utility
  - Press Banner Printing
  - Press Allow
  - Press OK
  - Waiting for Banner Printing should appear
- NOTE: If a new job is received for non-banner sized paper while a banner job is expected, that new job is discarded.**



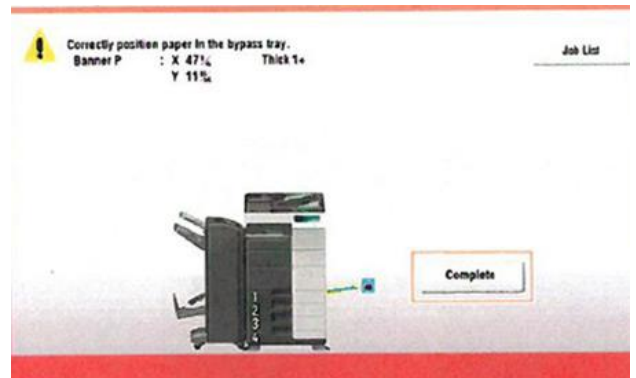
**Computer Setup**

- Click Printer Properties
- Move to the Basic tab
- Under Original Size, select Custom Size
  - Set width to 11.692"
  - Set length to 47"
- Click Okay
- Click "Yes" when prompted





- Submit the print job. The printer should prompt you to load the banner paper into the Bypass Tray.
- Once the banner paper has been loaded, press Complete to start printing



### *Konica Printer Manuals*

[\\cssrv2\clientservices\publicdocs\konica\\_manuals\](http://manuals.konicaminolta.eu/bizhub-C554e-C454e-C364e-C284eC224e/EN/index.html)

<http://manuals.konicaminolta.eu/bizhub-C554e-C454e-C364e-C284eC224e/EN/index.html>