



KONICA MINOLTA

Book Originals

Make & Models:

Konica Minolta INFO-Palette Series (model numbers end in 4, 4e, 7, 8, & 9)



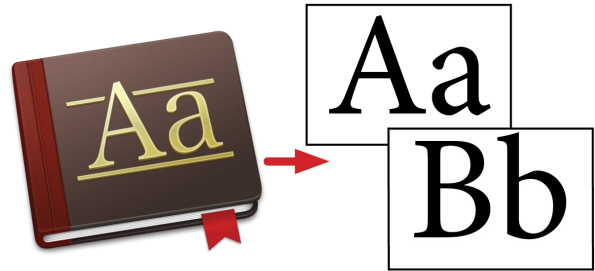
What's It Do?

Copying out of books has always been a challenge due to the odd sizes and shapes of books and the inability to close the cover properly. Use the steps in this guide to help you quickly and cleanly get the copies and scans you need.

Book Separation Copying — Page 2

“Best Looking”

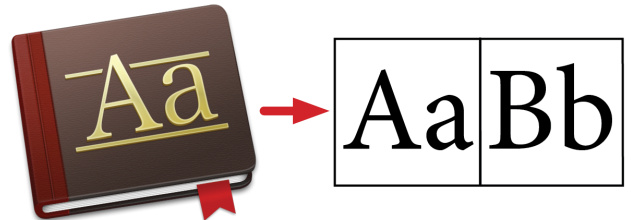
Copy each page of a book onto separate sheets of paper. This feature will center the page image on the copy paper and leave no black border.



Book Spread Copying — Page 3

“Best For Novels & Small Books”

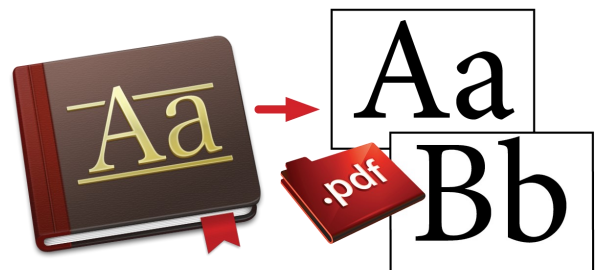
Copy both pages of a book onto a single sheet of paper. This feature will center the page image on the copy paper and leave no black border.



Book Scanning — Page 4

“The Green Choice”

Scan the pages of your book into a digital file. You can use both Book Separation and Book Spread as desired.



Tips & Tricks

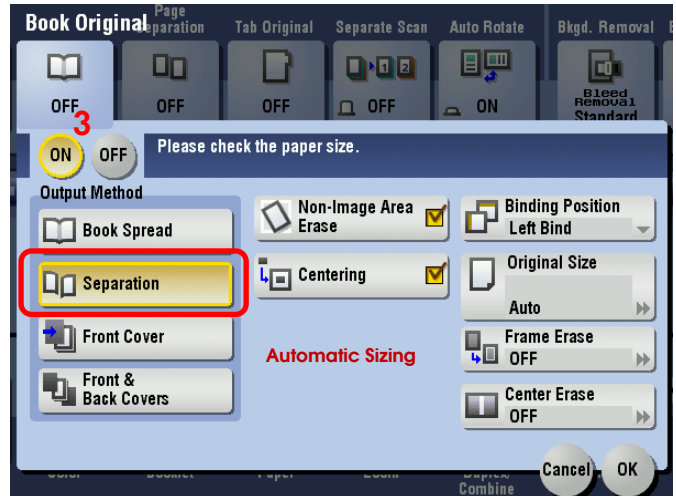
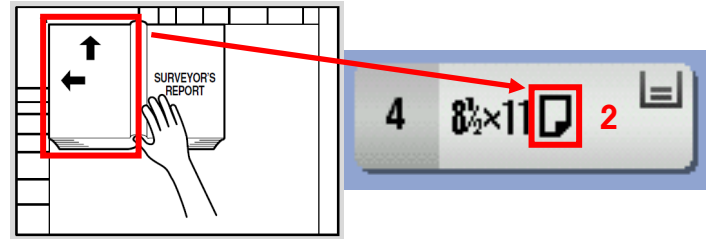
Teacher's Favourite: The Quick & Dirty Book Copy

Use the Zoom feature to shrink a large text book onto a letter size piece of paper. No Book Original function settings are required. Simply place the book on the glass, open the Zoom function, select the 11x17 to 8½x11 (64.7%) button and press Start. The copier will not center the image or erase the black areas, but the scanner will only need to make one pass. Please note: since the document cover is up, if the copier cannot detect the size of the original, you may need to press Start twice.

Fully Automatic Sizing — Slow Copying

The scanner will make multiple passes to determine the size of the book, center the pages on your paper, and erase the black areas.

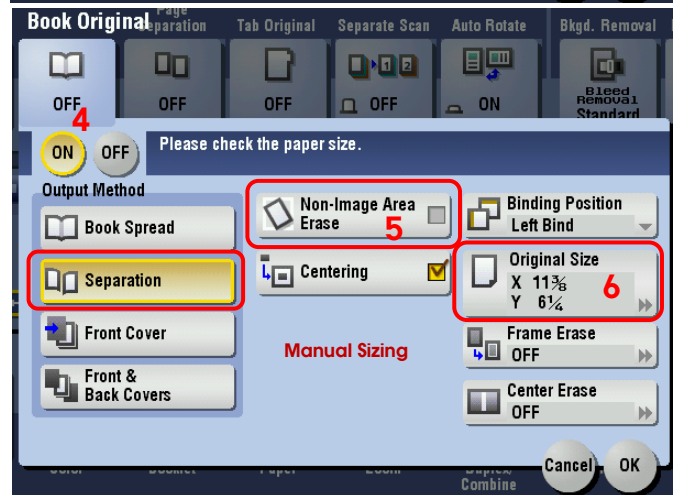
1. Place the book in the top left corner of the platen glass. Leave the document cover open.
2. Select the paper size you wish to copy onto. **NOTE: choose paper loaded in the same direction as the page area you are copying.**
3. Select the **Book Original** function and turn it **ON**.
4. If no other settings are required press the **Start** button. Otherwise press **OK** to close the **Book Original** screen and select the other options.



Manual Sizing — Fast Copying

Manually enter the size of the open book. The scanner will make only one pass for each page of the book.

1. Place the book in the top left corner of the platen glass. Leave the document cover open.
2. Note the size of the open book on the top and left side edge rulers.
3. Select the paper size you wish to copy onto. **NOTE: choose paper loaded in the same direction as the page area you are copying.**
4. Select the **Book Original** function and turn it **ON**.
5. De-select the **Non-Image Area Erase** function.
6. Select the **Original Size** button and enter the X (top edge) and Y (left edge) measurements in inches. (See Tips & Tricks box below for tips on entering sizes). Press **OK** to save.
7. If no other settings are required press the **Start** button. Otherwise press **OK** to close the **Book Original** screen and select other options.



Optional Settings:

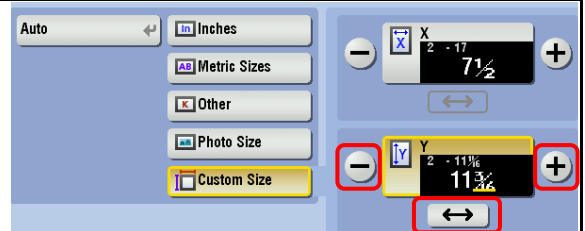
- ◆ 1-Sided to 2-Sided copies
- ◆ Zooming to enlarge or reduce your image
- ◆ Frame/Centre Erase to get rid of book shadows
- ◆ Stapling & Hole Punching if the optional finisher is installed. (If stapling is selected the device will automatically wait after each page is scanned. Press Start to scan the next page(s) and press Finish when done scanning all pages you wish to copy. Press Start one last time to print out your stapled copies.)



Tips & Tricks

When choosing the **Original Size**, select the **Inches** category to see a list of standard North American paper sizes, **Metric Sizes** for standard metric paper sizes (European/Asian/Australian), or **Custom Size** to manually enter a non-standard paper size.

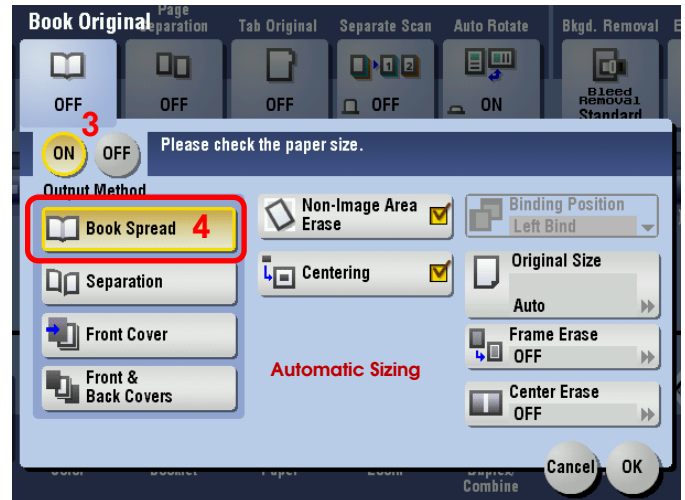
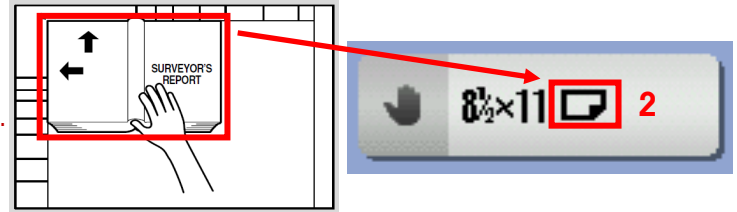
Use the **side-to-side arrow** to move the cursor between the whole numbers and the fractions. Use the **+** and **-** buttons to increase or decrease the sizes by 1 inch or 1/16 inch increments.



Fully Automatic Sizing — Slow Copying

The scanner will make multiple passes to determine the size of the book, center the pages on your paper, and erase the black areas.

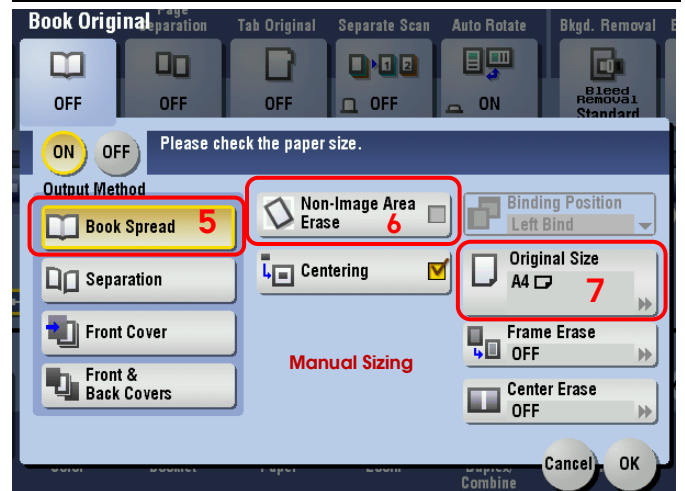
1. Place the book in the top left corner of the platen glass. Leave the document cover open.
2. Select the paper size you wish to copy onto. **NOTE: choose paper loaded in the same direction as the page area you are copying.**
3. Select the **Book Original** function and turn it **ON**.
4. Change the **Output Method** to **Book Spread**.
5. If no other settings are required press the **Start** button. Otherwise press **OK** to close the **Book Original** screen and select the other options.



Manual Sizing — Fast Copying

Manually enter the size of the open book. The scanner will make only one pass for each page of the book.

1. Place the book in the top left corner of the platen glass. Leave the document cover open.
2. Note the size of the open book on the top and left side edge rulers.
3. Select the paper size you wish to copy onto. **NOTE: choose paper loaded in the same direction as the page area you are copying.**
4. Select the **Book Original** function and turn it **ON**.
5. Change the **Output Method** to **Book Spread**.
6. De-select the **Non-Image Area Erase** function.
7. Select the **Original Size** button and enter the X (top edge) and Y (left edge) measurements in inches. (See Tips & Tricks box below for tips on entering sizes). Press **OK** to save.
8. If no other settings are required press the **Start** button. Otherwise press **OK** to close the **Book Original** screen and select other options.



Optional Settings:

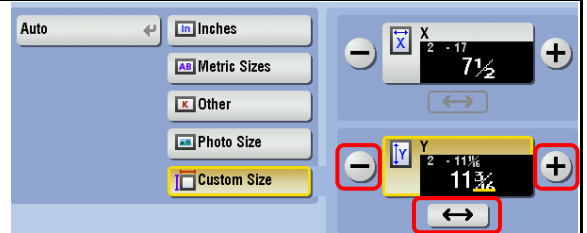
- ◆ 1-Sided to 2-Sided copies
- ◆ Zooming to enlarge or reduce your image
- ◆ Frame/Centre Erase to get rid of book shadows
- ◆ Stapling & Hole Punching if the optional finisher is installed. (If stapling is selected the device will automatically wait after each page is scanned. Press Start to scan the next page(s) and press Finish when done scanning all pages you wish to copy. Press Start one last time to print out your stapled copies.)



Tips & Tricks

When choosing the **Original Size**, select the **Inches** category to see a list of standard North American paper sizes, **Metric Sizes** for standard metric paper sizes (European/Asian/Australian), or **Custom Size** to manually enter a non-standard paper size.

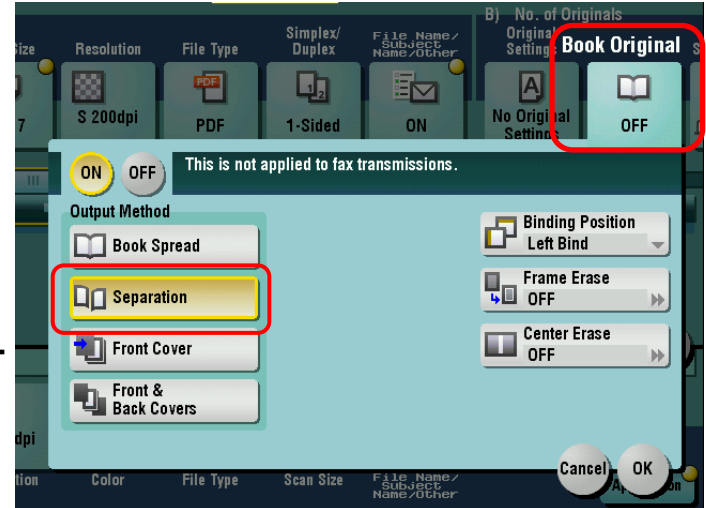
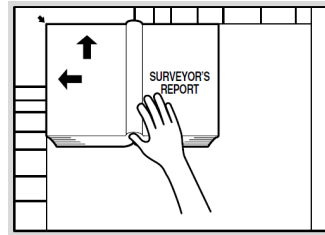
Use the **side-to-side arrow** to move the cursor between the whole numbers and the fractions. Use the **+** and **-** buttons to increase or decrease the sizes by 1 inch or 1/16 inch increments.



Separation

Each page of the book will create a separate page in the file.

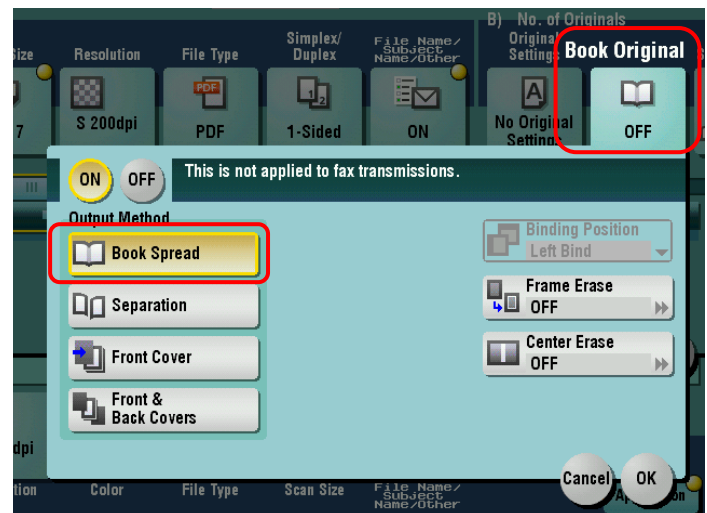
1. Place the book in the top left corner of the platen glass. Leave the document cover open.
2. Select the **Scan Size** (the size of the open book on the glass). See the Tips & Tricks box below for notes on selecting the size of the original.
3. Select the **Book Original** function and turn it **ON**.
4. If no other settings are required press the **Start** button. Otherwise press **OK** to close the **Book Original** screen and select the other options. (Other options include File Type, Resolution, File Name, etc.)



Spread

Every open face of the book (2 pages) will create one page in the file.

1. Place the book in the top left corner of the platen glass. Leave the document cover open.
2. Enter the **Scan Size** (the size of the open book on the glass). See Tips & Tricks box below for notes on selecting the size of the original.
3. Select the **Book Original** function and turn it **ON**.
4. Change the **Output Method** to **Book Spread**.
5. If no other settings are required press the **Start** button. Otherwise press **OK** to close the **Book Original** screen and select other options. (Other options include File Type, Resolution, File Name, etc.)



Tips & Tricks

When choosing the **Scan Size**, select the **Inches** category to see a list of standard North American paper sizes, **Metric Sizes** for standard metric paper sizes (European/Asian/Australian), or **Custom Size** to manually enter a non-standard paper size.

Use the **side-to-side arrow** to move the cursor between the whole numbers and the fractions. Use the + and - buttons to increase or decrease the sizes by 1 inch or 1/16 inch increments.

