



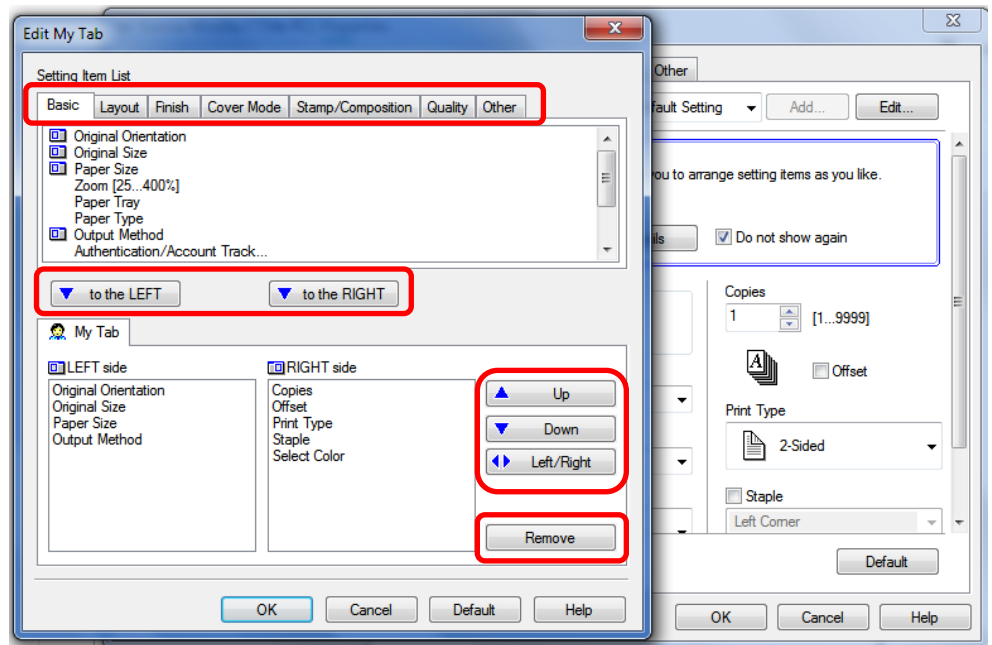
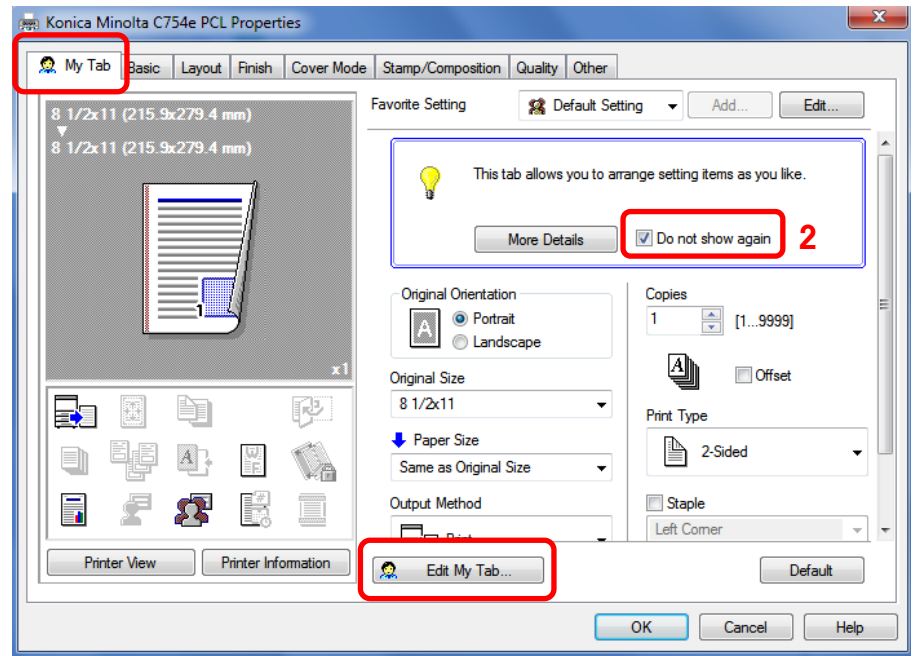
KONICA MINOLTA

Customizing "My Tab"

Make & Models: All bizhub models. Note: For PC's only. Not available for Mac's.

What's It Do? The first tab in your printer driver, called My Tab, can be completely customized to show all the print functions you use most often, saving you time when setting up your most common print jobs. This will affect only your settings, not everyone else's.

- 1) Click File, Print (or Ctrl P) to open the print dialogue box. Click Properties/Printer Properties/Printing Preferences to open the printer driver.
- 2) Click **Do Not Show Again** in the message box at the top of the My Tab.
- 3) Click on **Edit My Tab** at the bottom of the printer driver screen.
- 4) If there are options you do not want on My Tab (features your device does not have, like stapling, or seldom used print settings) you may select them from the (bottom) list and click Remove.
- 5) At the top of the Edit My Tab screen choose the tab that holds the feature you wish to create a shortcut for.
- 6) From the (top) list of options select the feature you want and click **to the Right** or **to the Left**. Any item with a blue icon next to it is already on the My Tab.
- 7) Use the **Up/Down/Left/Right** arrows on the right of the screen to arrange your functions any way you choose.
- 8) Click **OK** to save.



Tips & Tricks

- ◆ If the name of your printer is ever changed, the default settings will return to the factory defaults, including your My Tab settings.