



KONICA MINOLTA

Creating Print Presets

Make & Models:

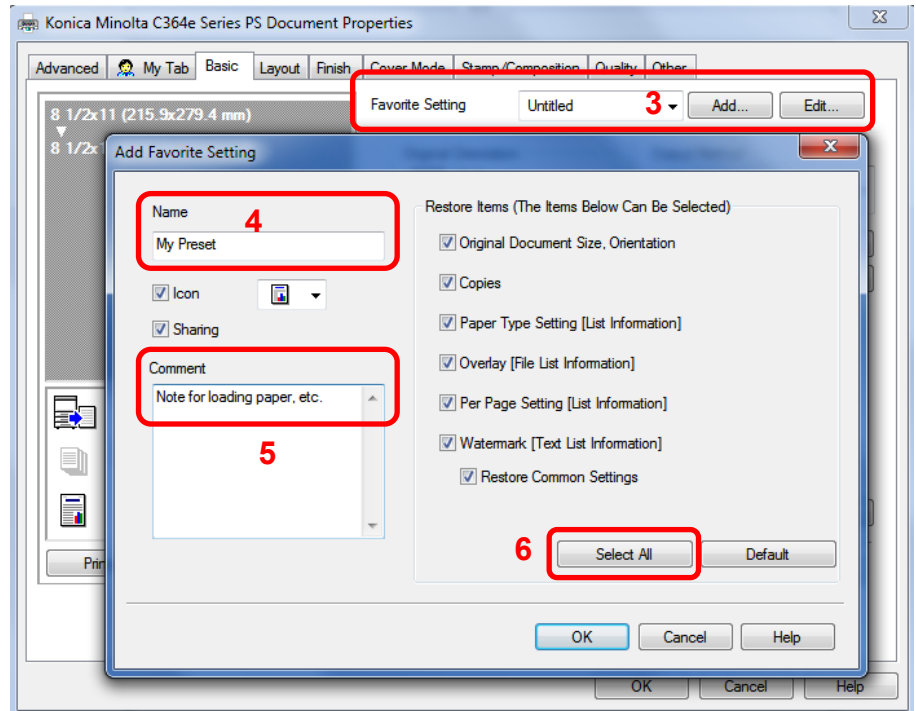
Konica Minolta bizhub: INFO-palette Series (model numbers end in 4, 4e, 7, 8, & 9), C3351 Series, 4050 Series



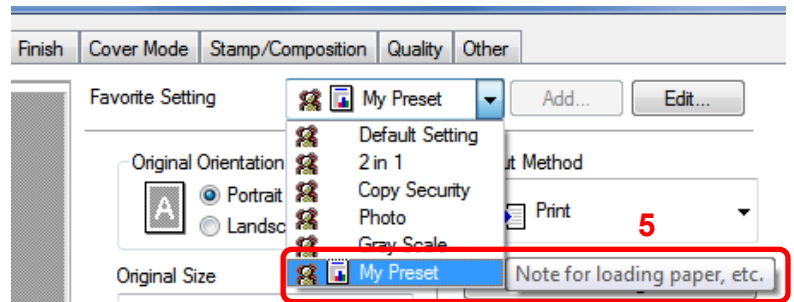
What's It Do?

When you have print jobs you need to do repeatedly that require several settings you can save those settings into an easily-recalled preset, rather than selecting all the settings every time you need to print that job. These settings can be exported to be shared with other users in the office. See the back of this cheat sheet for instructions.

- 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) Choose the settings you wish to program as a **Favourite Setting** preset.
- 3) Click on **Add** at the top of any tab. (NOTE: If the Add and Edit buttons are grayed out you will need to follow the steps in the Tips & Tricks section below).
- 4) Enter a name for the preset.
- 5) Enter any notes to yourself in the **Comment** box. They will appear next to the preset when you select them. (Optional)
- 6) Click **Select All** to make sure all your settings are recalled when you choose your pre-set. Click **OK** to save your preset.



- ◆ Next time you wish to use this pre-set simply open the printer driver and select it from the **Favourite Setting** pull-down menu.
- ◆ See the back of this sheet for instructions on exporting this preset to be used on other computers.



Tips & Tricks

- ◆ If the **Add** and **Edit** buttons are grayed out you do not have permission to save presets by accessing the driver from a software program. You need to access the driver's **Printing Preferences** from the Windows Control Panel.
- 1) Click on the Windows Start button. Click on Control Panel. Click on the Printers folder. (NOTE: You are looking for the **Devices & Printers screen in Windows. Depending on the version of Windows, you may need to search for it a different way**). Right click on the icon for the Konica Minolta driver. Click on Printing Preferences.
 - 2) Follow steps 2-5 above to save your pre-set. **DO NOT click OK** to close the Printing Preferences. This would save this preset as your default setting. Once you save the preset click **Cancel** to exit out of the driver's Printing Preferences. Your preset is still saved, but your defaults remain as they should be.



Exporting & Importing Print Presets

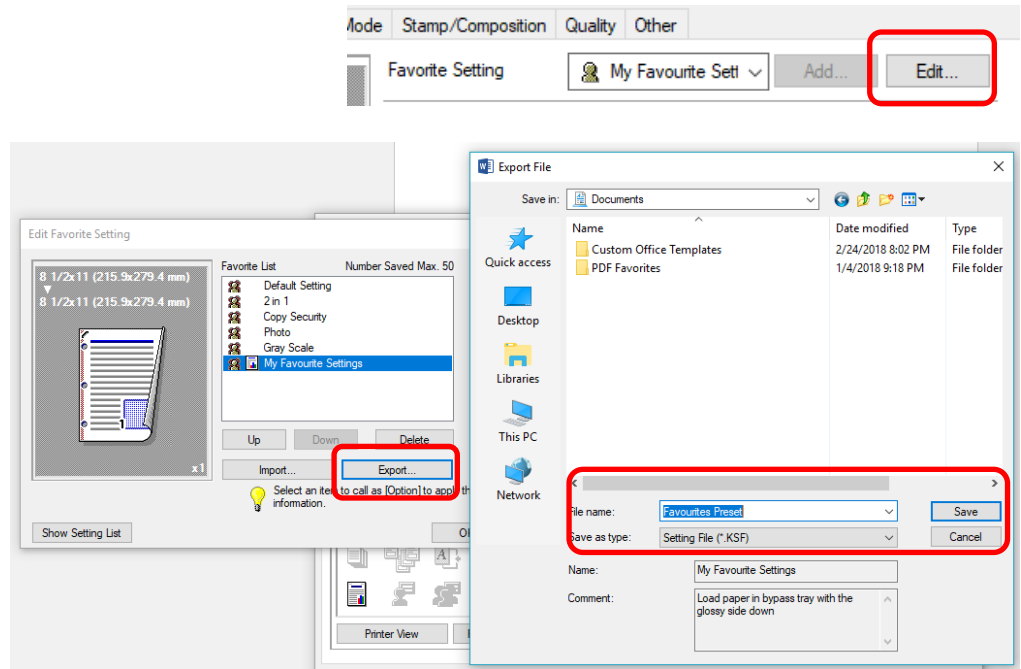


Once you have tested and saved a preset, you can export it into a file and import it onto other computers for other users in the office. Use the steps below to export and import the preset file.

Exporting Print Presets

Once you have tested and saved your print preset into the **Favourites** list, follow the steps below to export it into a .KSF file that can be sent to other users of the same device by email, USB, or other file transfer methods.

1. Click on **Edit** to bring up the list of presets.
2. Highlight the preset you wish to export and click on **Export**.
3. Name the file and click **Save** to the desired location on your computer or USB stick.



Importing Print Presets

Once you have saved your print preset onto your computer, follow the steps below to import the .KSF file to add the preset to your **Favourites** list.

1. Click on **Edit** to bring up the list of presets.
2. Click on **Import** and search your computer directory for the .KSF file.
3. Change the name of preset if you wish (*note: the **File Name** field is the name of the file you are importing, and the **Name** field is what name your preset will have in your **Favourites** list*).
4. Click Open to add this preset to your printer driver.

