



KONICA MINOLTA

Printing Basics — MAC

Make & Models:

Konica Minolta bizhub: INFO-Palette Series copiers (model numbers ending in 4, 4e, 7, 8, 8e, 9, & large MFP copier/printer i-Series).

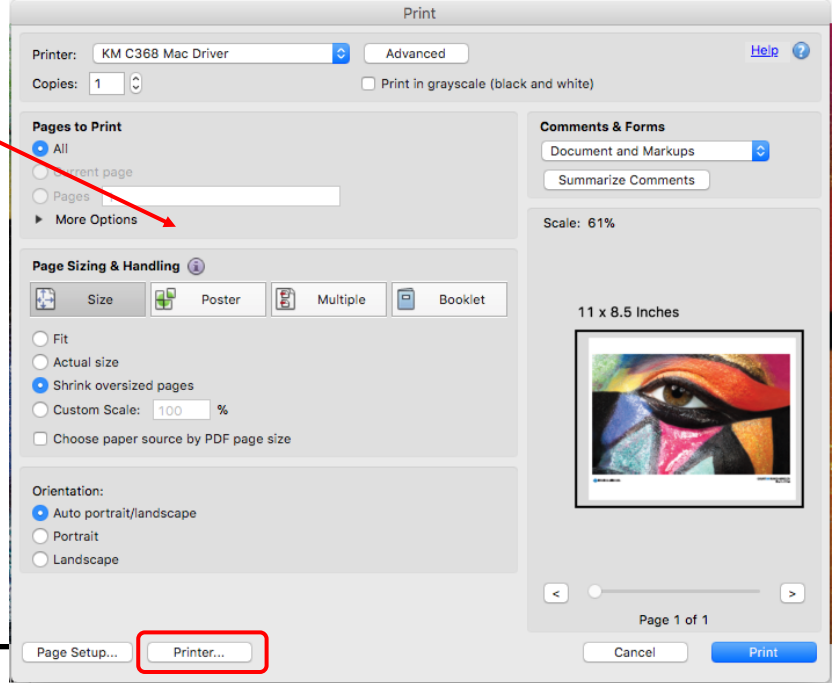


What's It Do?

Below are the steps to use for basic Print tips for Mac users, with double-sided printing, stapling and hole-punching shown on the reverse. Note that stapling and hole punching require the optional finishing options to be installed on the device.

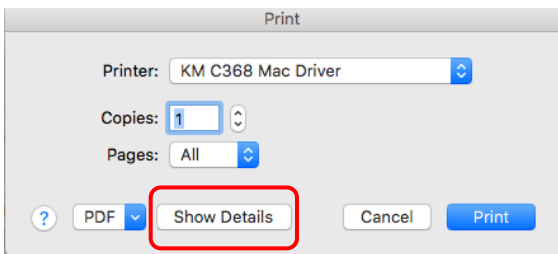
Printing From Adobe Acrobat (or Acrobat Reader)

1. Click File, Print (or ⌘ P). The Adobe print dialogue box will appear. It is best you do not use the settings on this screen (unless otherwise specified on a specific cheat sheet) as they tend to override the driver settings and are only meant for small desktop printers without any built-in options.
2. Click on Printer at the bottom left of the dialogue box. The first time you do this you may get a popup warning that you will be using the device's own driver. This is OK, and you can click "Do not show again" to avoid this popup in the future.
3. Use the Konica Minolta driver's options to select your desired print settings. (See subsequent instructions and tips)



Showing the Full Printer Options

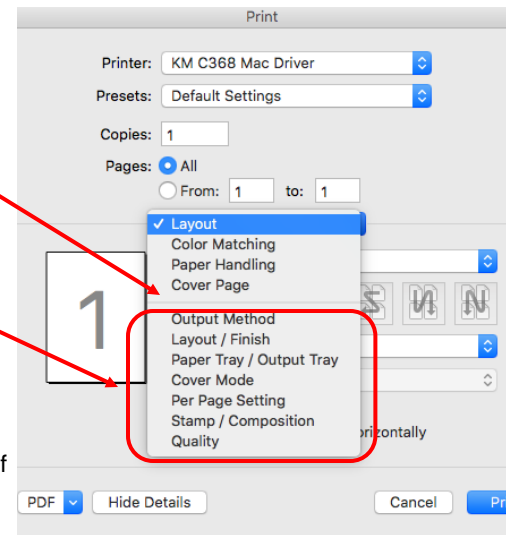
Depending on the software program you are using, this may be the first print dialogue box you see:



Click on Show Details so that you can access the proper list of printing options.

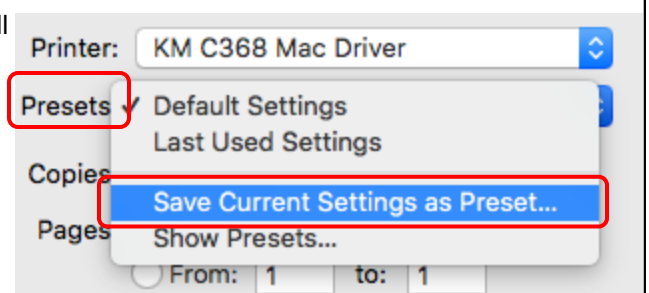
Full List of Printing Options

Unless otherwise specified on a specific cheat sheet, do not use the settings above the line on this list of options. These options are built in to every Mac printer driver regardless of brand or model. The options specific to the Konica Minolta device is below the line. If you do not see this list of options contact your IT support for help on proper installation and setup of your printer.



Tips & Tricks

- ◆ If you use certain settings often you can set up a preset. Select all the settings you wish to program into a preset and then click on the Presets button at the top of the print dialogue box (right below where you select the printer to use). Click on Save Current Settings as Preset, and enter a name for your program. This will now be available from the Presets menu next time you need to use this combination of print settings.





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Make & Models:

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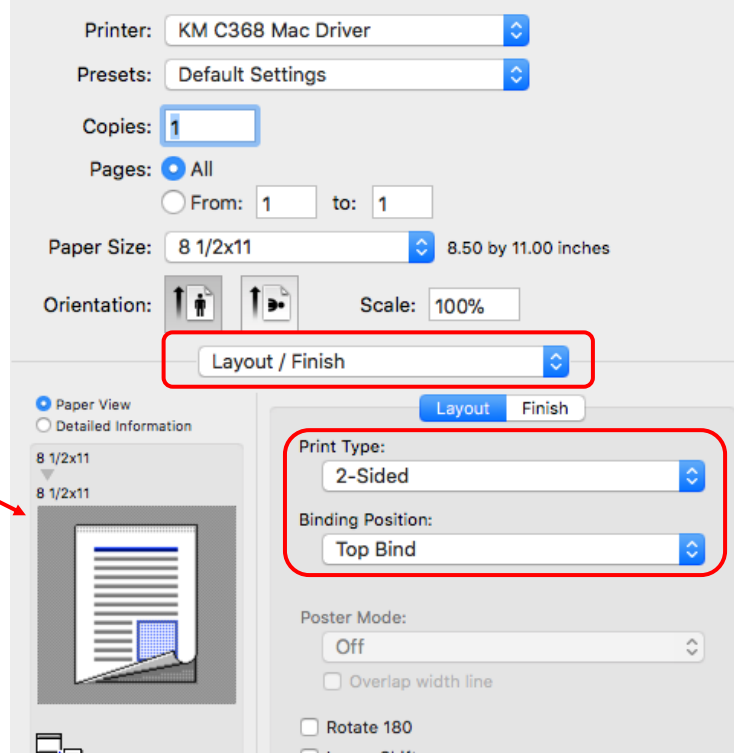
What's It Do?

Below are the steps to use for double-sided printing, stapling and hole-punching. Note that stapling and hole punching require the optional finishing options to be installed on the device.

Double Sided Printing

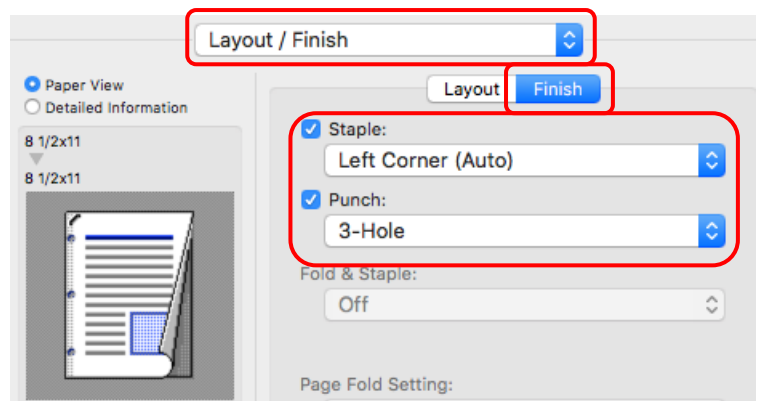
Note that this is often the default setting, but not always.

1. Click File, Print, or P, to open the print dialogue box.
2. From the Layout/ Finish tab select 2-Sided printing.
3. If desired, select the Binding Position (back side flipping direction). If your document is in Portrait, the default setting to flip along the left edge like a book. If your document is in Landscape, the default setting to flip along the top edge like a calendar. The generic preview in the bottom left corner of your screen shows you what option you have selected.
4. Select any other print setting you desire and click Print to send the job to the printer.



Stapling And/Or Hole Punching

1. Click File, Print, or P, to open the print dialogue box.
2. From the Layout/ Finish tab click on the Finish button.
3. Check the box for Staple and select Left Corner or 2-Position.
4. Check the box for Punch and select 2-Hole or 3-Hole.
5. Select any other settings you desire and click Print to send the job to the printer.



Staple Limit: 50 sheets of regular weight paper. Up to Thick 2 paper can be stapled, though this lessens the staple capacity.

Hole Punch Limit: No limit to the number of sheets since the device punches each sheet as it passes through the device.



Tips & Tricks

- ◆ If you use certain settings often you can set up a preset. Select all the settings you wish to program into a preset and then click on the Presets button at the top of the print dialogue box (right below where you select the printer to use). Click on Save Current Settings as Preset, and enter a name for your program. This will now be available from the Presets menu next time you need to use this combination of print settings.

