Blue Technologies

Konica Minolta

Basic Instructions:

An Easy to Use Guide for Everyday Functions

BLUE
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bizhub c759

Blue Technologies

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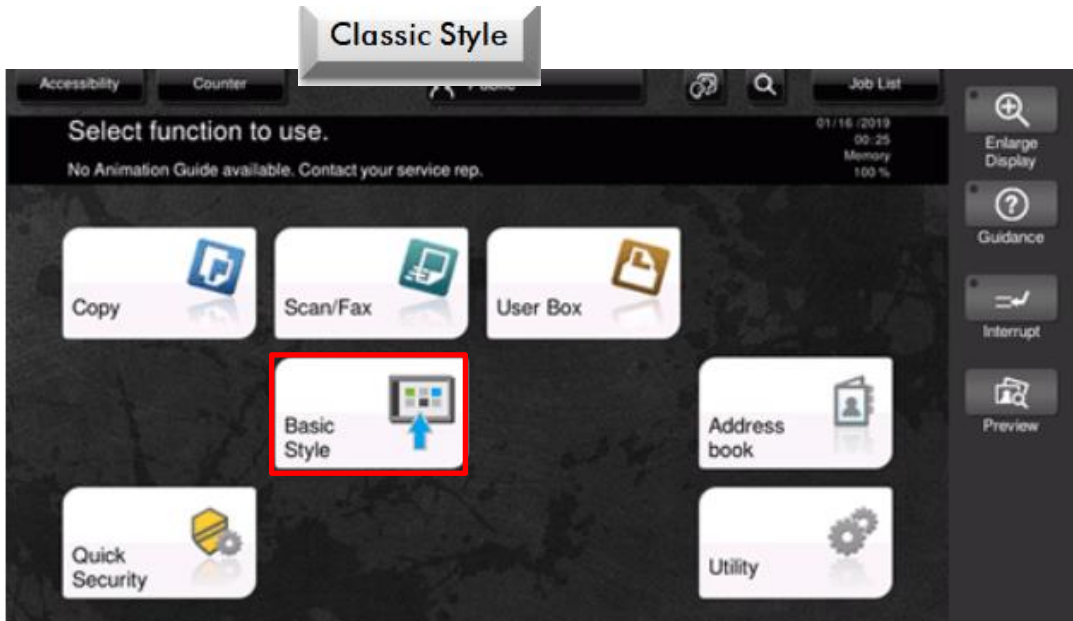(330) 822-4800

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Quick Links & Contents

Classic Style/Basic Style

Many of our new multifunction devices now have the option to choose between two screen displays, also known as graphic user interfaces. These two choices are Classic Style and Basic Style. Each style has different benefits based on how the MFD will be used in your environment. Keep in mind you can switch between Classic Style and Basic Style at any time, but the default setting must be set by your Blue Technologies technician.
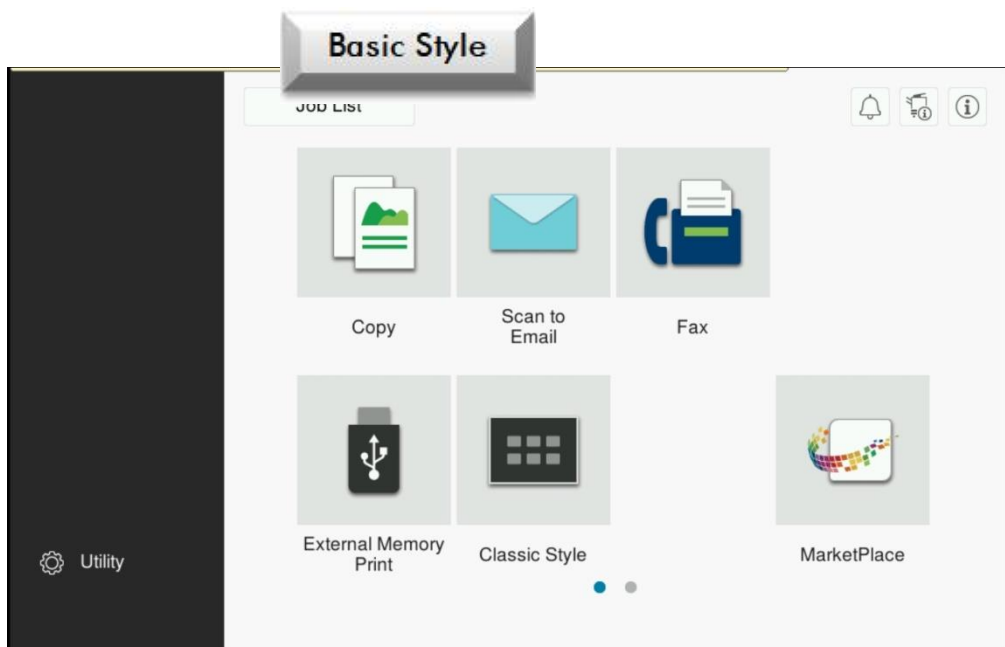
Here is a look at the two styles with a brief description as to how they differ:

- Classic Style offers the same user interface as seen in our predecessor models.

- Classic style offers access to advanced functions like: Book Copy, Booklet Making, Secure Print and other optional functions.

- Basic Style offers quick and simple access to everyday functions like Copy, Scan and Fax. These functions have been streamlined for ease of use in environments in which simple workflows are preferred.

- More advanced functions such as Secure Print, Book Copy and other functions can be accessed via Classic Style.

Copying

Color Settings
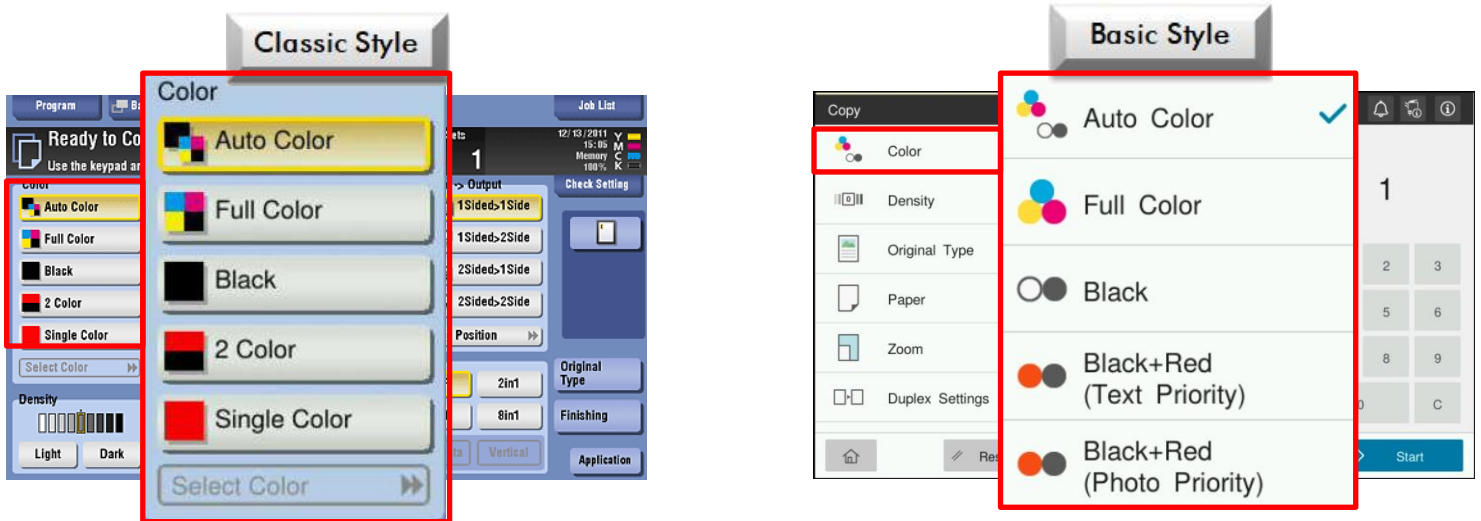
Auto Color: This setting tells your machine to differentiate between color and B&W originals. B&W originals will be copied and metered in B&W. Color originals will be copied and metered in color.

Full Color: This setting tells your machine to treat all copies as color copies (not recommended due to high cost).

Black: This Setting tells your machine to copy ALL ORIGINALS in B&W.

2 Color: This setting will copy the colors present in an original to one color, while leaving black (i.e. text) the same.

Single Color: This setting will take all color and black from an image and alter it to a single color.

Paper Supply

Index Stock paper is recommended by Konica Minolta

Tray 1: 500 sheets – Universal

Tray 2: 500 sheets – Universal

Tray 3: Various options

Tray 4: Various options

Bypass Tray: 150 sheets – Universal

The bypass tray can hold up to 10 envelopes at a time.

Paper Thickness:

8 & 9 Series MFDs and Predecessor Models

Plain Paper: 64 -90 g/m2

Thick 1: 91 -120 g/m2

Thick 2: 158 – 209 g/m2

Thick 3: 210 – 256 g/m2

Thick 4: 257-300 g/m2

You cannot duplex Thick 4 paper

I Series Models

Plain Paper: 60-90 g/m2

Plain Paper+: 91-105 g/m2
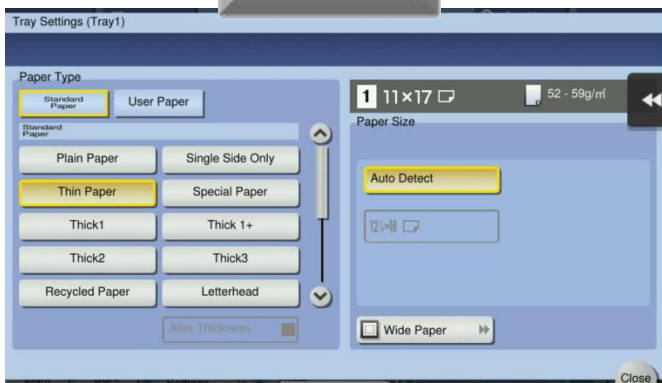
Thick 1; 106-120 g/m2

Thick 1+: 121-157 g/m2

Thick 2: 158-209 g/m2

Thick 3: 210 – 256 g/m2

Thick 4: 257-300 g/m2

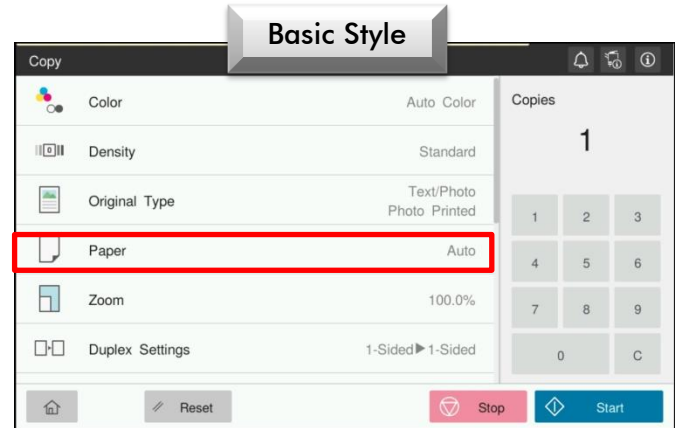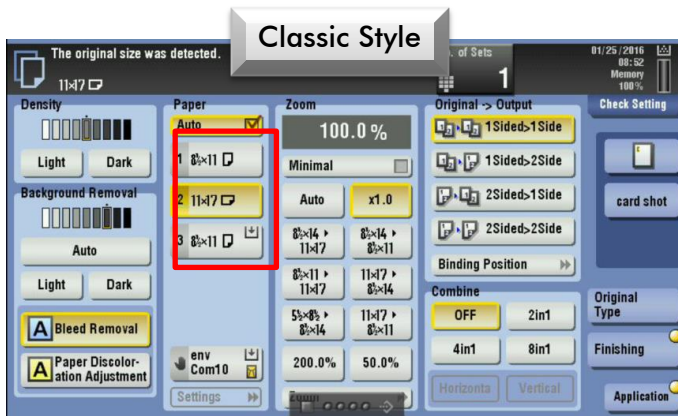You cannot duplex Thick 4 paper


Classic Style

Basic Style

Reducing and Enlarging

To Reduce or Enlarge a Standard Size

(8½x11, 8½x14 or 11x17)

1. Place your original in the document feeder.
   By default, the MFP will choose the matching paper size.

Classic Style

Basic Style

2. Select the size paper you would like to copy on.
   Your MFP will automatically adjust the zoom to the correct percentage.

Classic Style

Basic Style
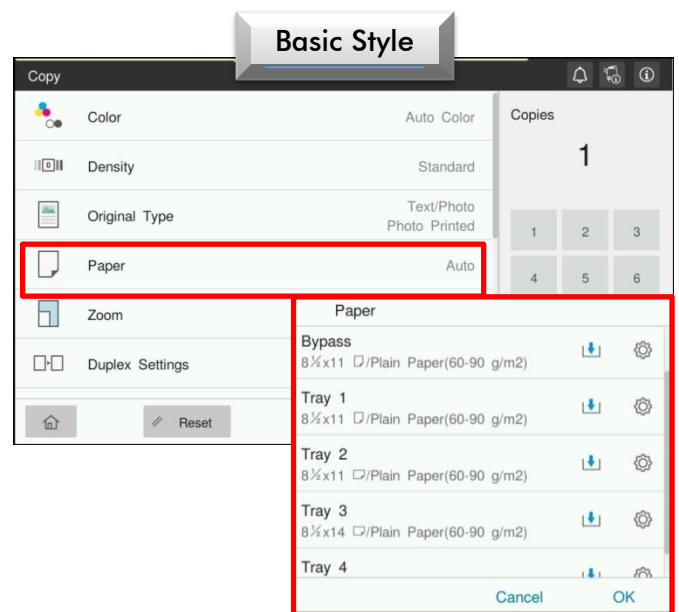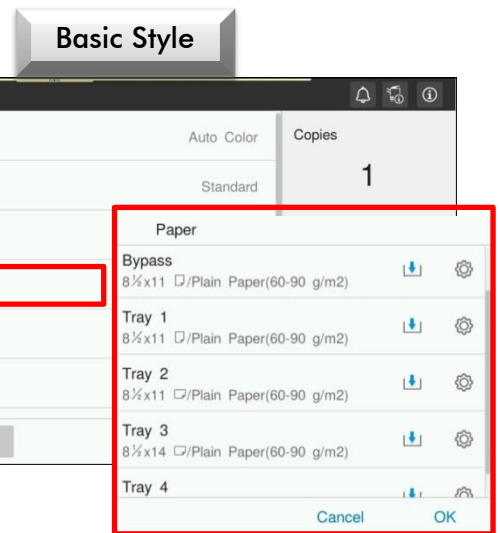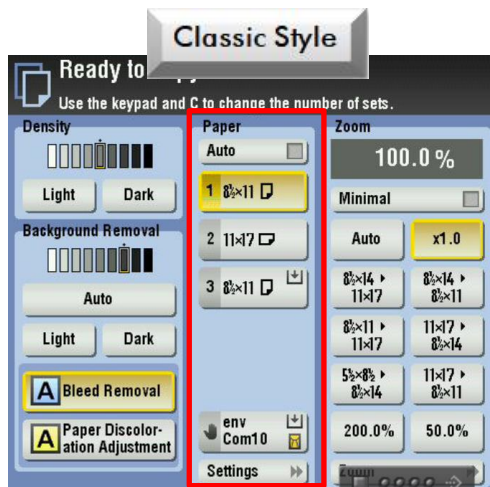
3. Press [Start] to copy.

Start

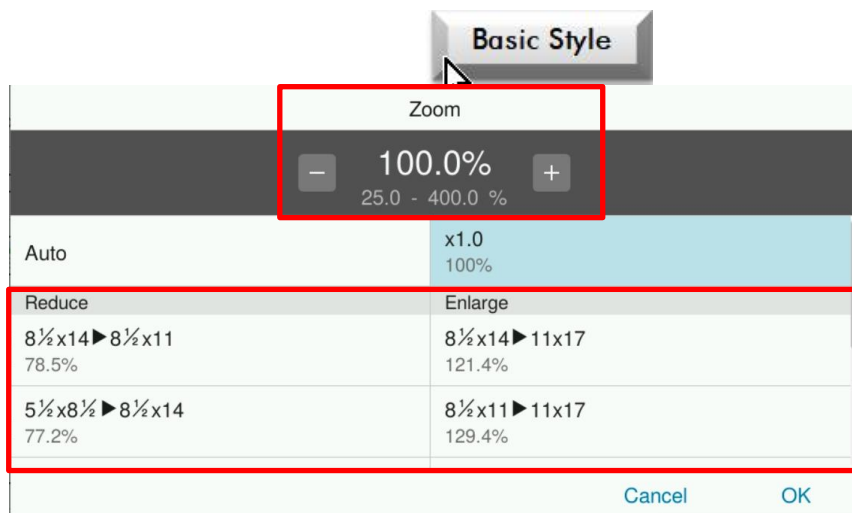# To Reduce of Enlarge an Object Off the Glass

1. Place your original face down in the upper left corner of the glass.
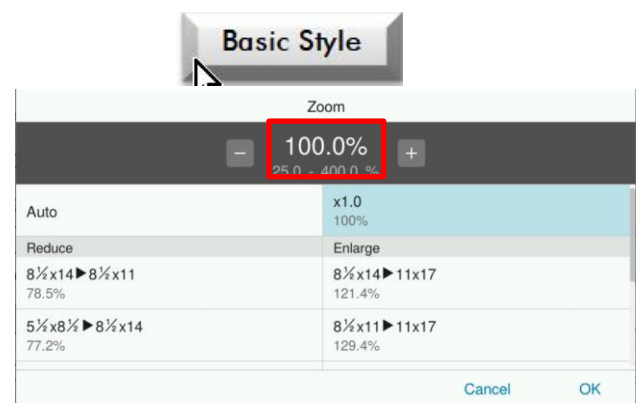

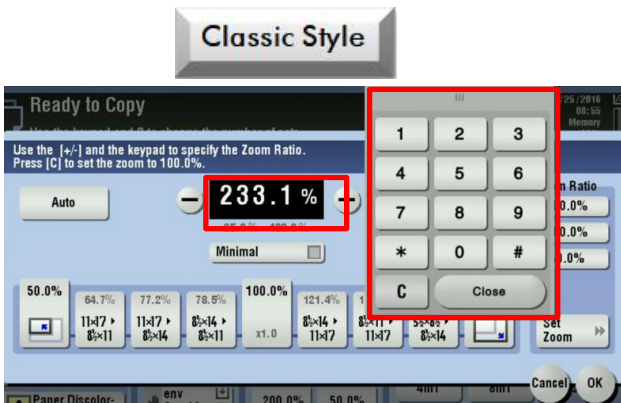2. Select the size paper you want to copy on.


3. Select a preset or select [Zoom].

4. Enter in the percentage you would like to enlarge/reduce to by tapping the box in the center, followed by your desired percentage.

To avoid wasting paper, you may want to use the [Preview] function.
This function allows you to see your copy on the touch screen before you make your copy.
The Preview function is only available in Classic Style.
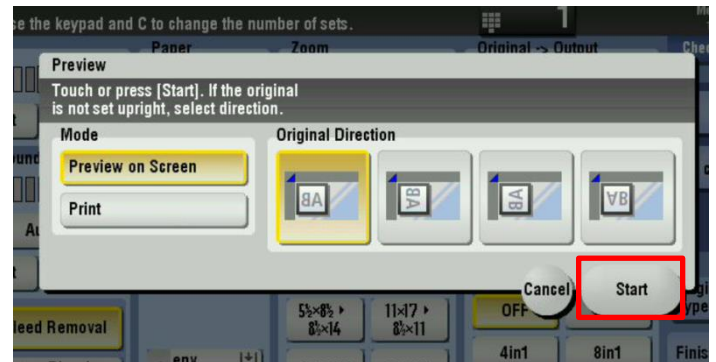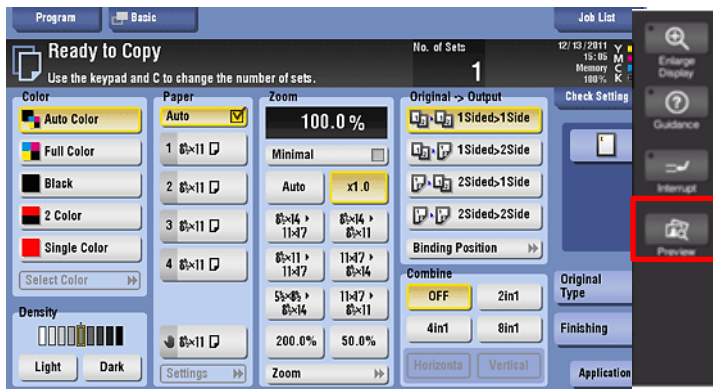
If you are happy with how your reduction/enlargement looks, press [Start] to copy.

If not, select [Cancel] and try a different percentage.

5. Press Start to make your reduced/enlarged copy.

1-Sided/2-Sided. Choosing Original -> Output

By default, our MFP'S are set to 1-sided originals -> 1-sided copies.

To choose another option, simply tap the desired **[Original->Output]** setting.

(HINT: The image on the left represents what you have in your hand, your **Original(s)**. The image on the right represents what your copies will be, your **Output**.)
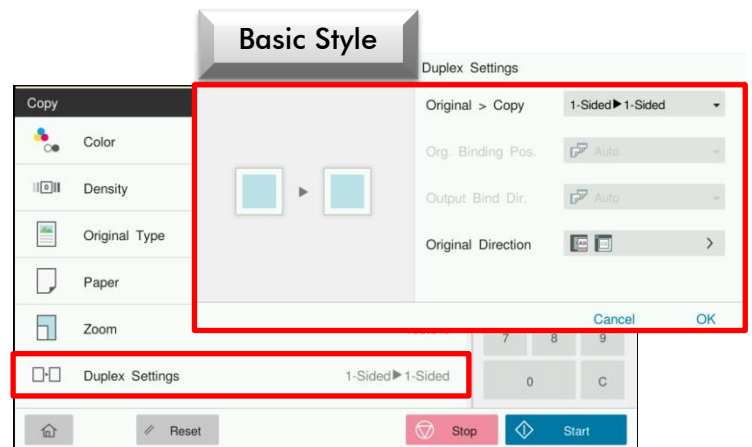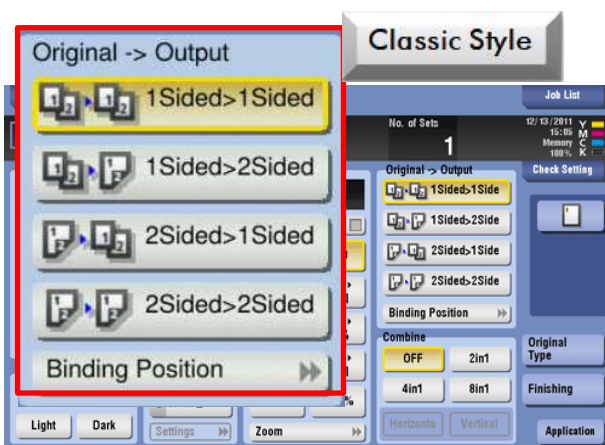
Selecting Number of Copies/Number of Sets
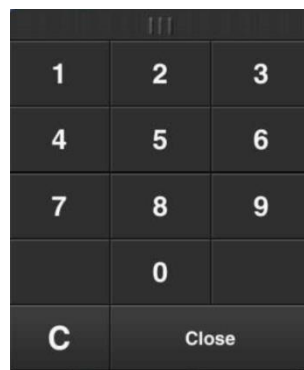
Classic Style:

Select No. of Sets then enter your desired number of copies

Basic Style:

Simply enter your desired number of copies.

Finishing

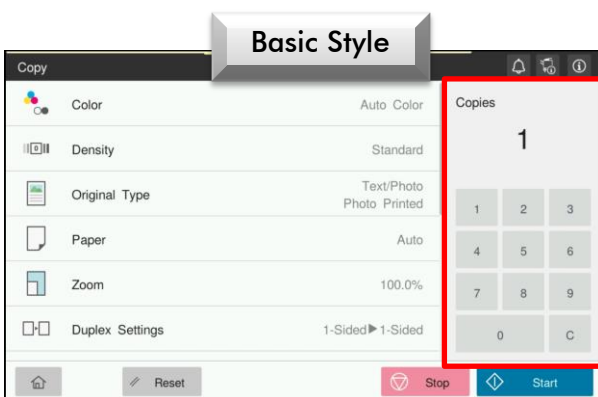Finishing options are located on the main copy screen under the [Finishing] tab.

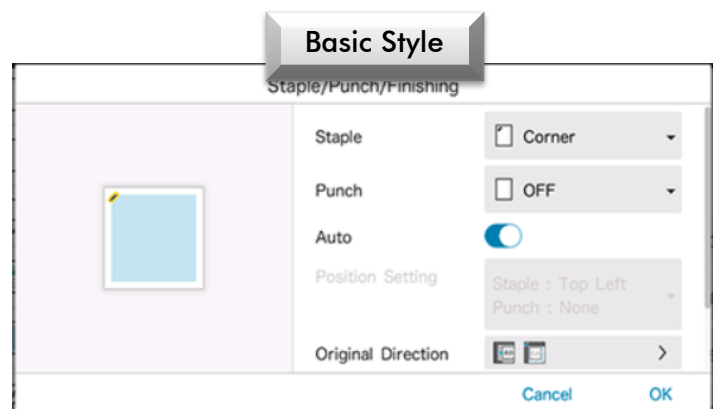The FS-536, FS-533 & FS-539 staple up to 50 sheets.   The FS-540 staples up to 100 sheets.

FS-539 Shown with Booklet/Fold options   FS-540 Shown with Booklet/Fold options

Sort: Sorted sets will place pages in sequential order.   1, 2, 3, 4…

Group: Grouped sets will consist of all page 1's as a set, all 2's, all 3's

Half Fold: You can [Half Fold] 3 sheets at a time of 8 ½ x11, 8 ½ x 14 and 11 x 17 paper.

Center Staple and Fold: [Center Staple and Fold] up to 20 sheets at a time of 8 ½ x11, 8 ½ x 14 and 11 x 17 paper.

Tri-Fold: Fold up to three sheets at time of _**8 ½ x 11 landscape orientation only.**_

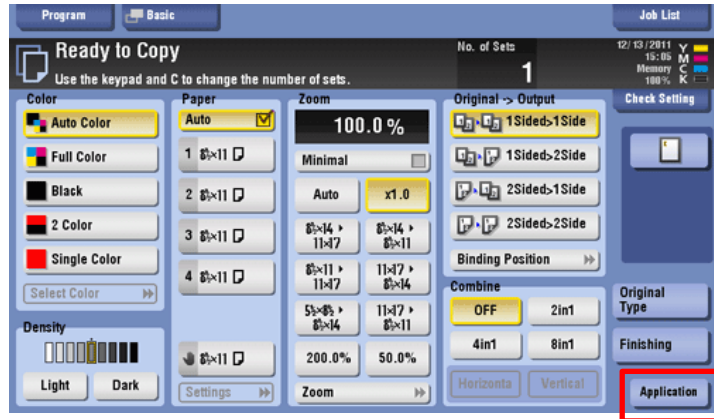**Offset:** Offsetting your copies will stagger each set by one inch on the finisher when completed.

Hole Punch: [2-Hole] and [3-Hole] punch are available as options.

Folding: [Half Fold], [Center Staple and Fold] and [Tri-Fold] are available as options.
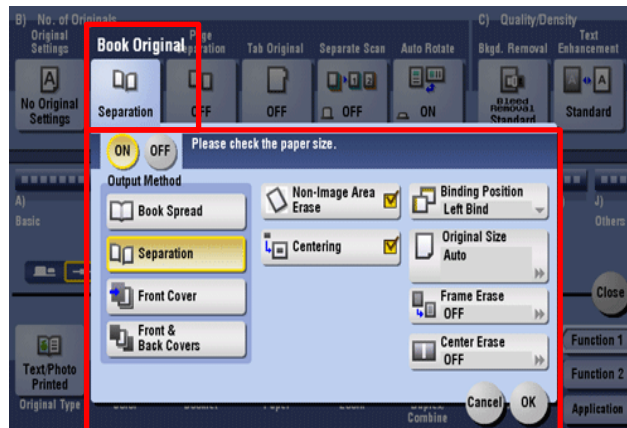
Special Application Copying

Book Copying (Accessible via Classic Mode)

1   From the main [Copy Screen], select [Application].

2. Scroll and select [Book Original].

3. Select [On]. This feature enables [Non-Image Area Erase] which allows you to **keep the document feeder open**. It also enables [Centering], which allows the copier to detect the center spine of your book.


4. Choose [Separation] to place each page on a separate copy or select or select [Book Spread] to combine both pages on to a single sheet.

5. Once you have selected your options, press [Ok].

6. Press the [Start] button to begin scanning.

7. At this time, you may scan subsequent pages of your original book by turning to the next page and pressing [Start] on each new page.

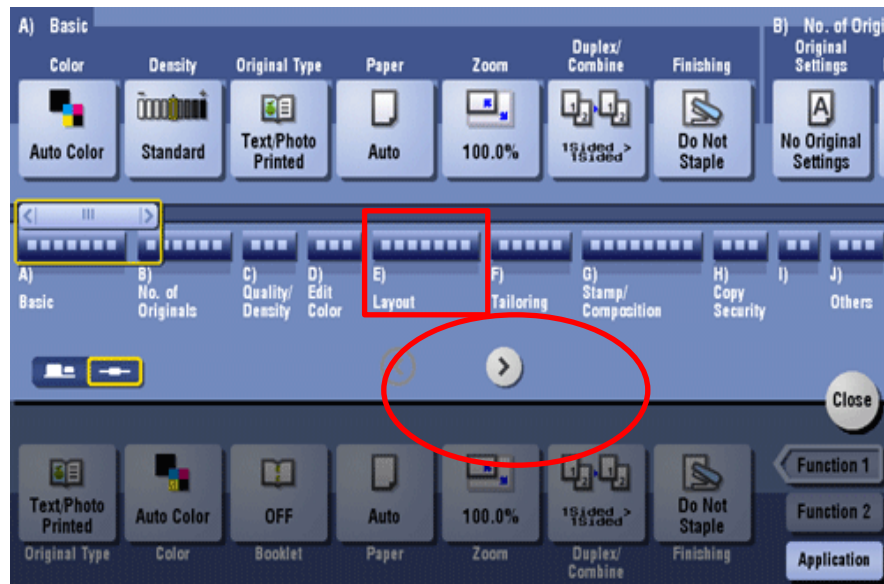8. Select [Finish], then [Start] when scanning is complete.

Booklets (Accessible via Classic Mode)

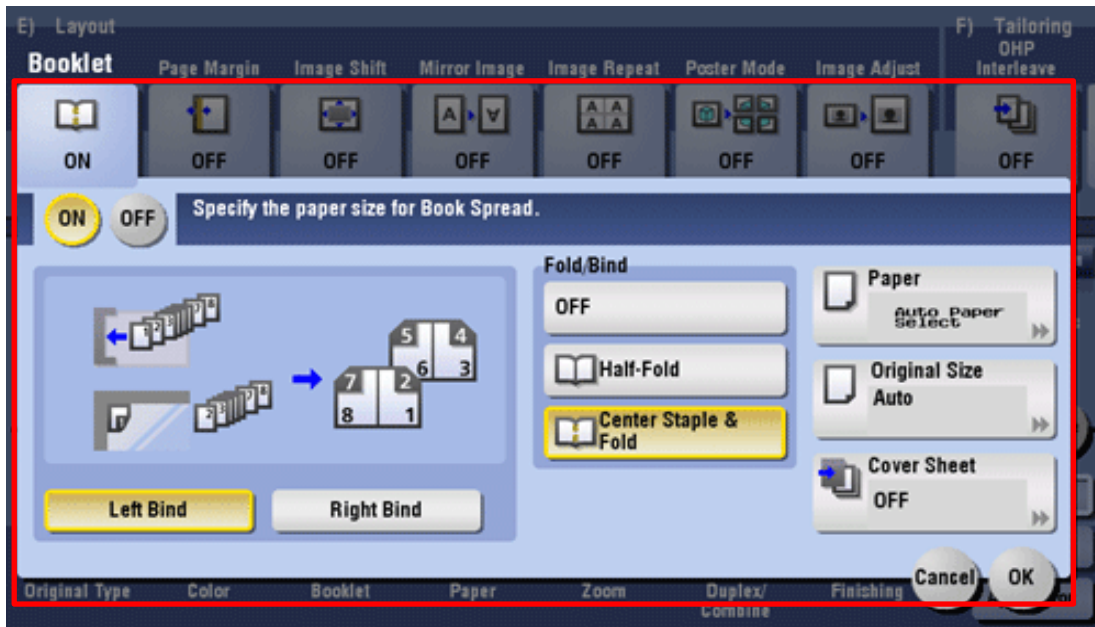## Booklets can be made on 8 ½ x 11, 8 ½ x 14 and 11x17

1. From the default [Copy Screen] select [Application].
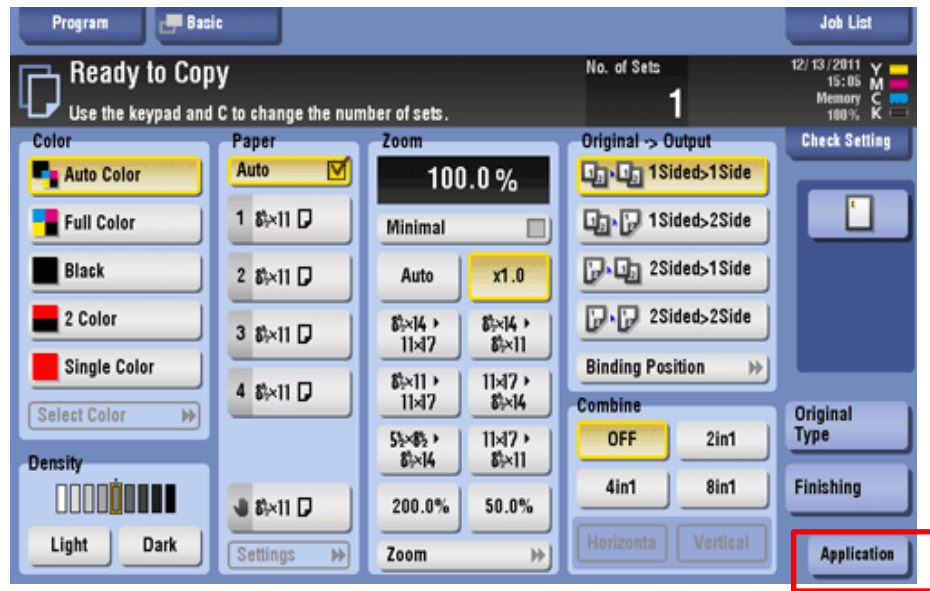
2. Scroll and select [Booklet] under the E tab, labeled [Layout].
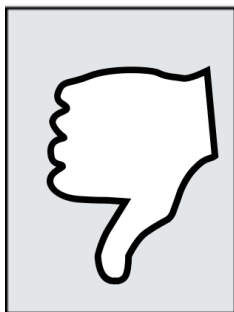
3. Select your options and press [Ok].

4. Load your originals in the document feeder in single-sided consecutive order, portrait orientation.

5. Press [Start].

Booklets can be made on 8 ½ x11, 8 ½ x 14 and 11 x 17 paper.

Paper **must be loaded in landscape orientation for folding booklets.**

Portrait   Landscape

General Printing Overview

- Basic printing settings often can be changed from the Print Dialog Box within the software you are using. The look of the of the Print Dialog Box will vary depending on what software you are printing from.

- You can initiate printing by selecting [File – Print] in the upper left-hand corner of your software, or by using the shortcut [Ctrl+P]. You may also change basic settings such as: Printer, Number of Copies, Portrait/Landscape and Page Range.

For advanced options, select [Printer Properties]/[Properties].
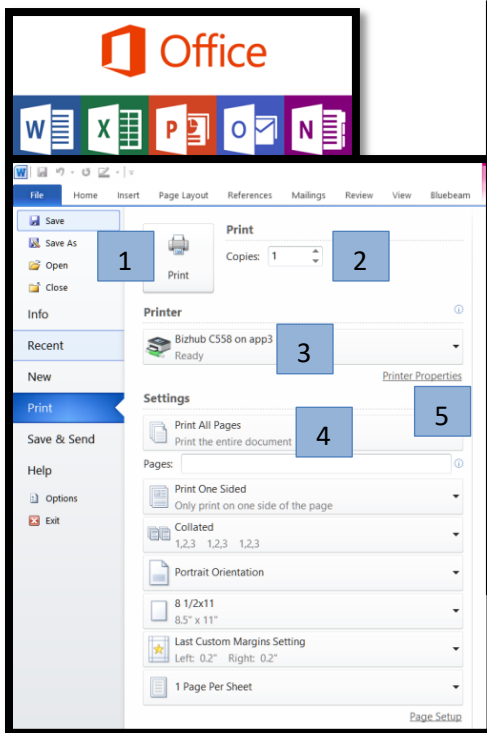
Options within MS Office include:

1. **Print – Select this once ALL OPTIONS have been chosen**

2. Number of Copies

3. Selectin your desired printer

4. Page Range

5. **Select [Printer Properties] for more options.**

- One Sided/Two Sided
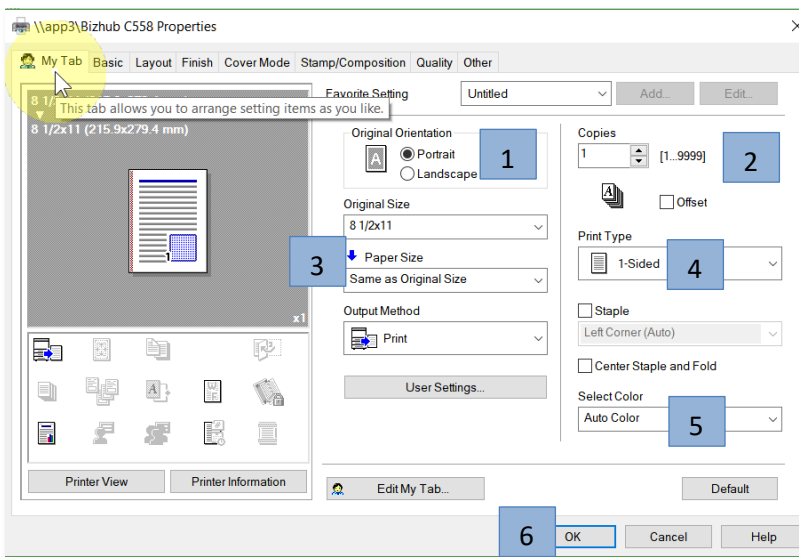- Portrait Landscape
- Paper Size
- Margins

Options from an Adobe PDF viewer include:

1. Selecting desired printer

2. **Select [Printer Properties] for more options.**

3. Number of Copies

4. Page Range

5. Size/Scale Options

6. Portrait/Landscape

7. Preview

8. **Print- Select once ALL OPTIONS have been Chosen**
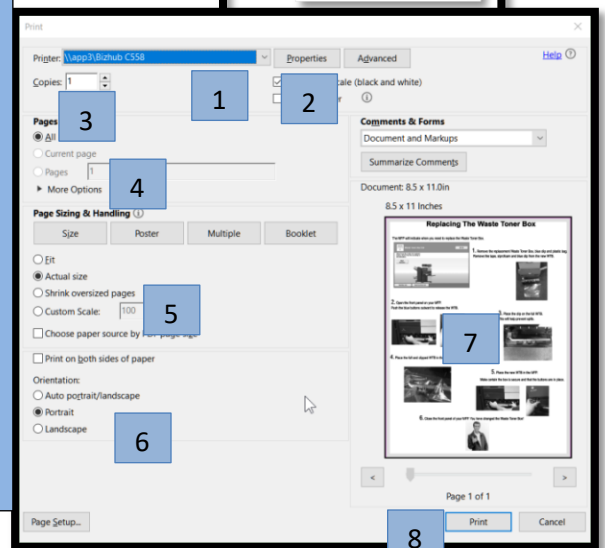
My Tab

- Selecting [Printer Preferences] or [Preferences] will take you to the Konica Print Driver. From there, you can select a multitude of settings depending on your desired print output.
- Once you have finished adjusting your options, select [OK]

- The driver is separated in to tabs that focus on different areas of functionality. The driver will open to [My Tab] by default.


From [My Tab], you may select from settings such as:

1. **Portrait/Landscape**

2. **Number of Copies**

3. **Original Size/Paper Size**

4. **1 Sided/2 Sided**

5. **Color/B&W**

6. **[OK] – Click when you are finished editing options and are ready to print.**

Customizing My Tab

You can customize [My Tab] to suit your needs. To do so, simply navigate to the option you wish to add to [My Tab]. Right-Click on the option then select either [to the LEFT] or [to the RIGHT]. Your selected option will then be available in [My Tab].
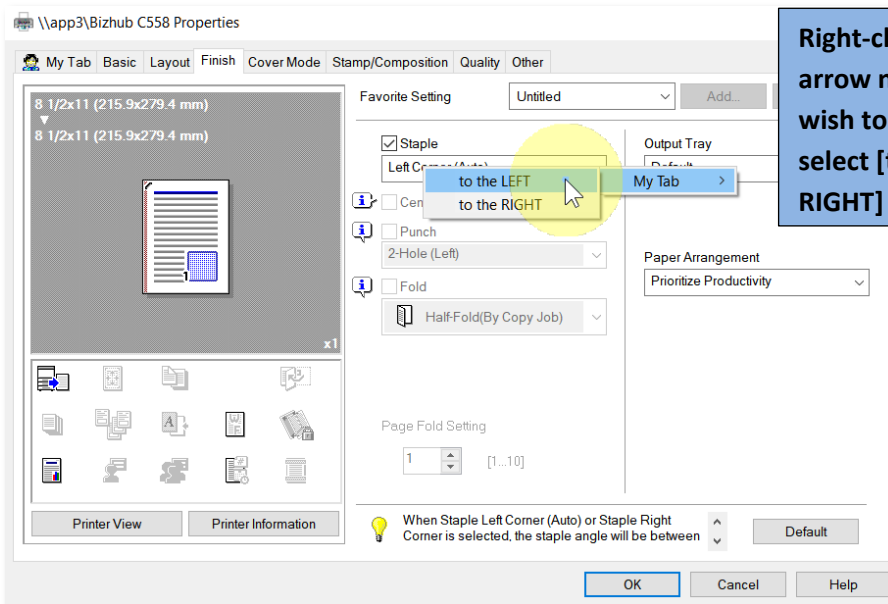
Right-click on the drop down arrow next to the option you wish to add to [My Tab], then select [to the LEFT] or [to the RIGHT]
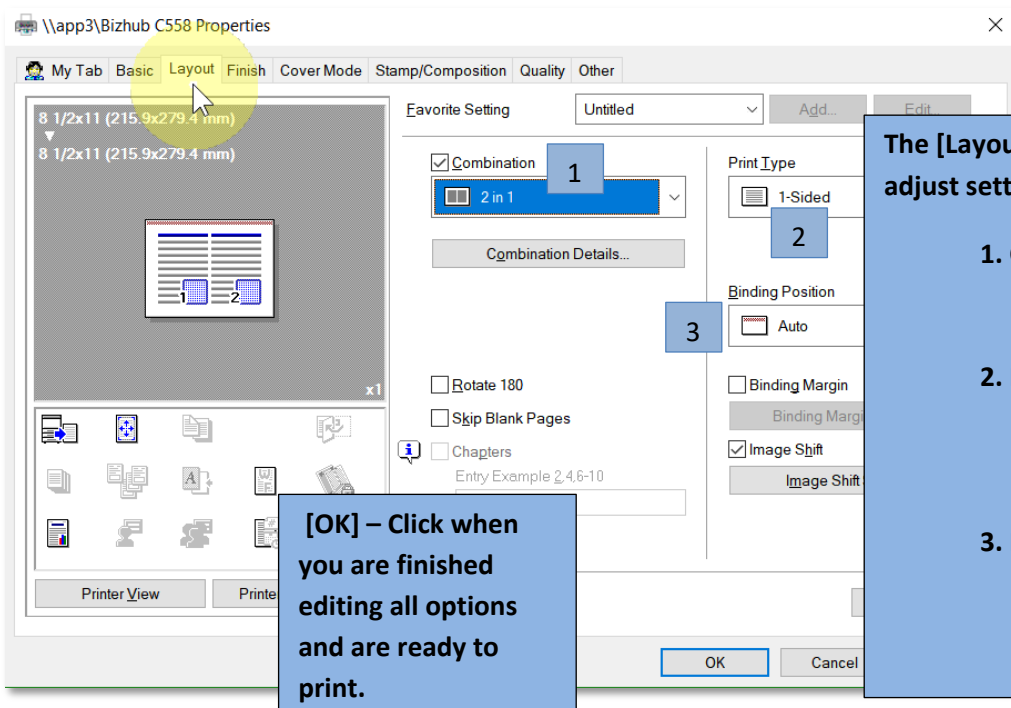
Basic Tab
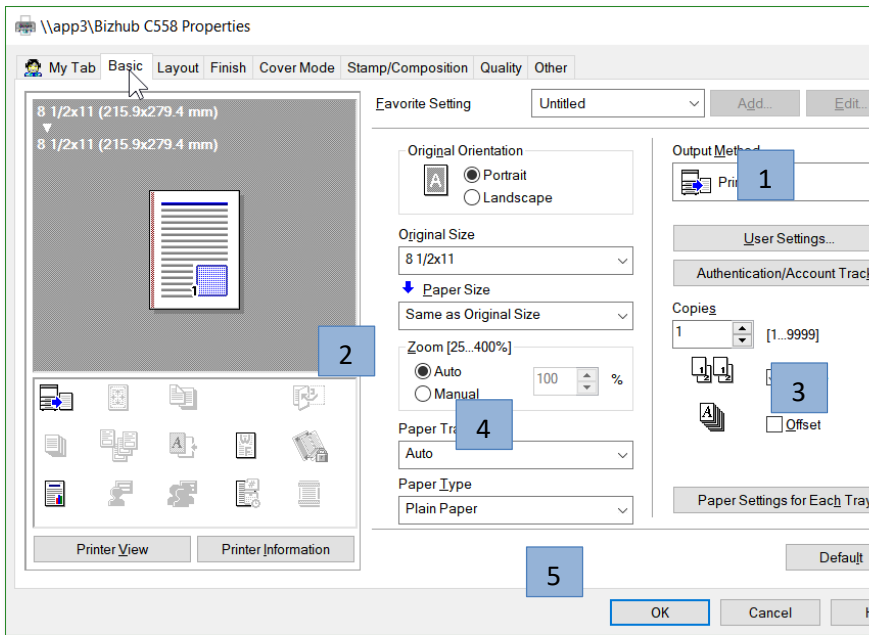
The [Basic] tab allows you to change settings such as:

1. Output Method
Print
Secure Print
User Box

2. Zoom

3. Collate/Offset

4. Paper Tray/Paper Type

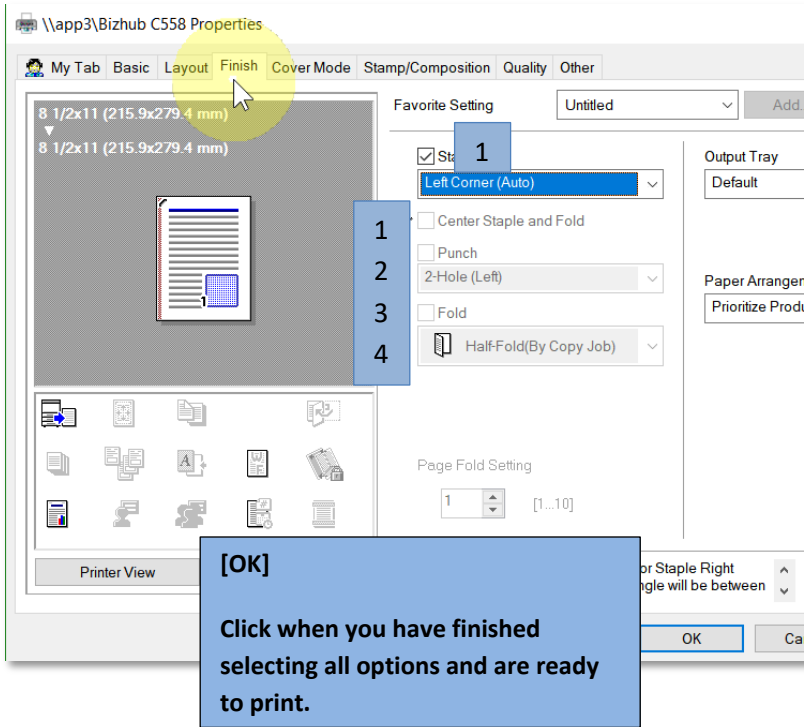**5. [OK] – Click when you are finished editing all options and are ready to print.**

Layout Tab

The [Layout] tab allows you to adjust settings such as:

1. Combination
    2 in 1
    4 in 1
2. Print Type
    1-Sided
    2-Sided
    Booklet
3. Binding Position
    Left
    Right
    Top

[OK] – Click when you are finished editing all options and are ready to print.

Finishing Tab

The [Finish] tab allows you set the following finishing options.

1. **Staple**
   - Left
   - Right
   - 2-Position Left
   - 2-Position Right
   - 2-Position Top
2. **Center Staple and Fold**
   (Requires additional accessory)
3. **Punch** (Requires additional accessory)
   - Two hole (left or right)
   - Three hole (left or right)
4. **Fold** (Requires additional accessory)

**Available options will vary depending on your MFD model and configuration/accessories.**

[OK]

Click when you have finished selecting all options and are ready to print.
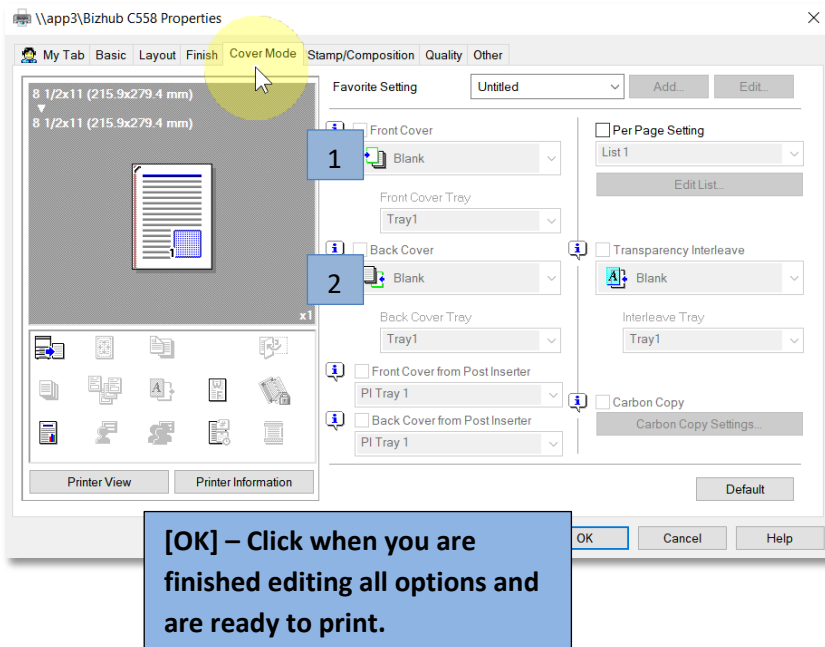
Cover Mode Tab

The [Cover Mode] tab allows you to select cover page options. Adding a cover allows you to add a different Paper Tray/Paper Type as a front/back cover to your document.

1. **Front Cover**
   - Blank or Printed
   - Source Tray for Cover
2. **Back Cover**
   - Blank or Printed
   - Source Tray for Cover

[OK] – Click when you are finished editing all options and are ready to print.

Stamp/Composition Tab

The [Stamp/Composition] Tab allows you to add:

1. **Watermark**
   Print a preset or custom-made watermark on your document.

2. **Copy Security**
   A Copy Protection function that embeds a pattern that restricts copying of your document.

3. **Date/Time**

4. **Page Number**
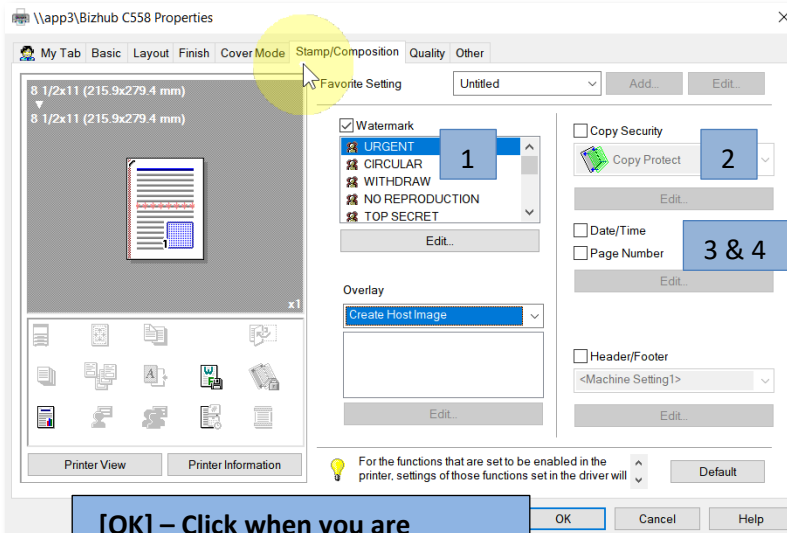
[OK] – Click when you are finished editing all options and are ready to print.

Quality Tab

The [Quality] Tab gives you access to color and resolution settings.

1. **Select Color**

   - **Auto Color**

     Images with color are printed in color. Images without color are printed in gray scale.

   - **Gray Scale**
     Prints document in B&W

   - **Two Color**

     Black and grey are left as-is. All colors are converted to your chosen color.

2. **Resolution**
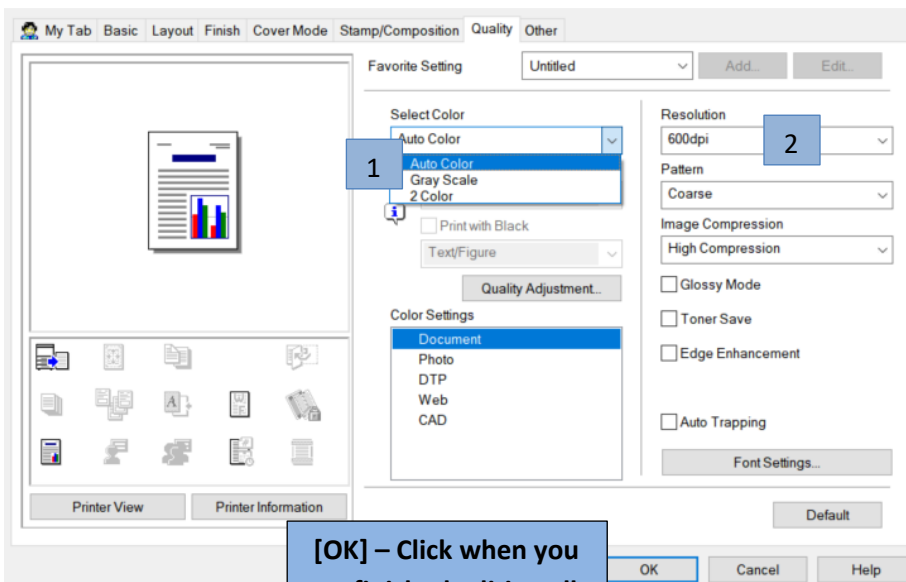
[OK] – Click when you are finished editing all options and are ready to print.

Special Application Printing

Printing Envelopes on Your Konica MFD

Settings for Microsoft Word

1. Open Word.

2. Select [File] → Print
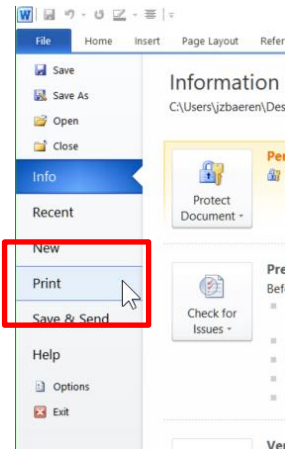
3. Select [Printer Properties]. **Make sure you have selected your Konica MFD.**
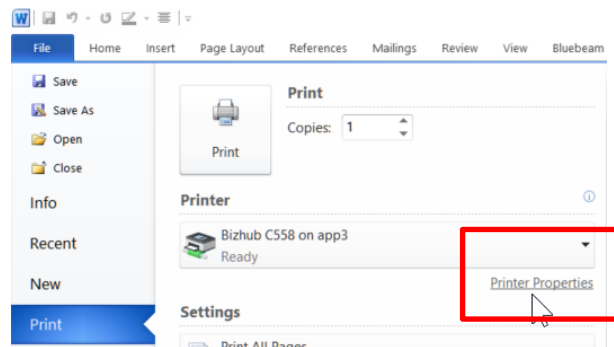
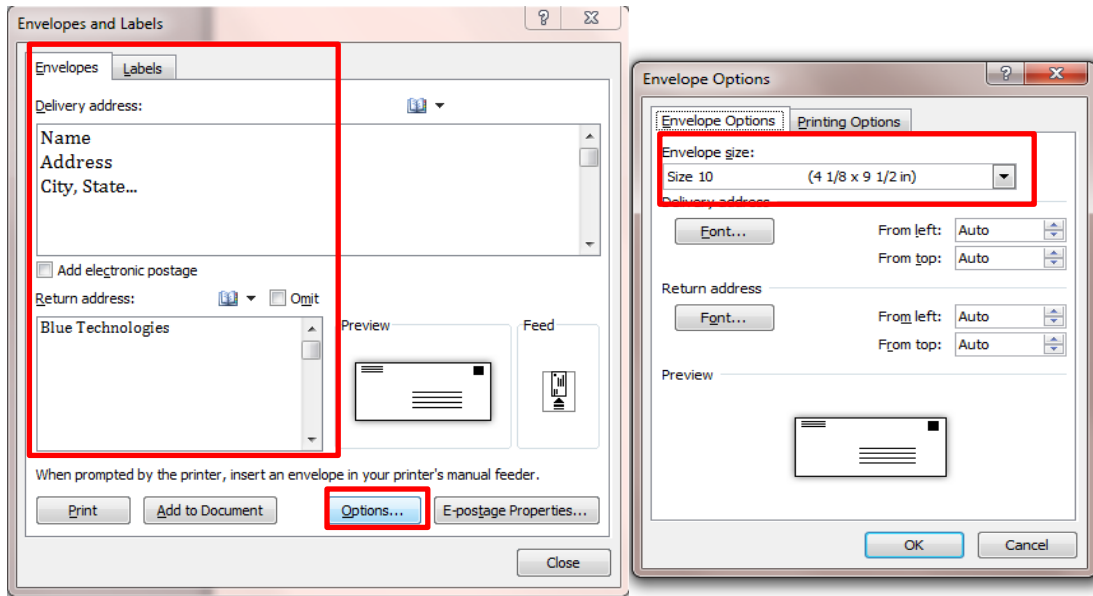4. Under the [My Tab] tab, or the [Basic] tab, change the [Paper Type] to [Envelope].
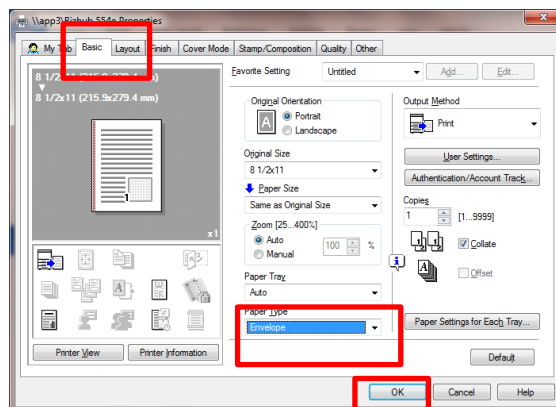
5. Select [Ok] on the [Properties] tab.
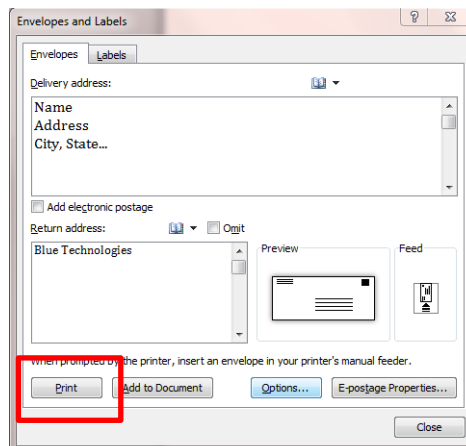6. Select [Mailings], then select [Envelope] or use [Mail Merge].
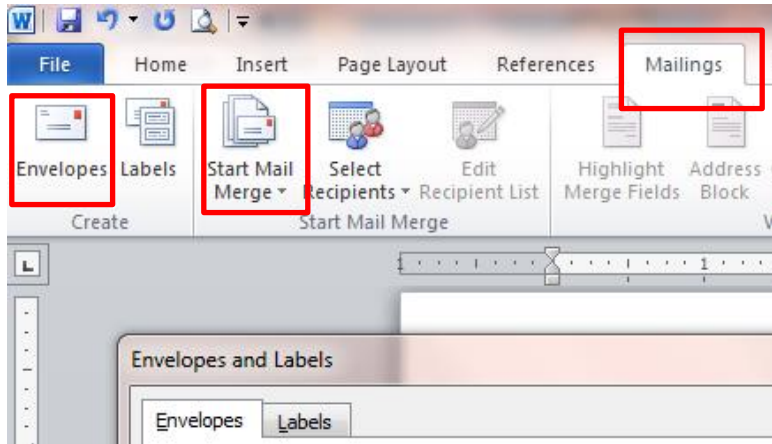
7. Enter your desired address information.

   NOTE: If you are using an envelope other than COM10, select [Options], then select the corresponding size envelope.

8. Select [Print] when you are ready.

MFP Setup for Envelopes

When you walk up to you MFP, you will see this screen.

It must read [Envelope Com 10, Envelope] here.

If it does not, your envelope will wrinkle, seal or not print properly. Return to step 4 of the Word Setup portion and be sure to select [Envelope] as the Paper Type.
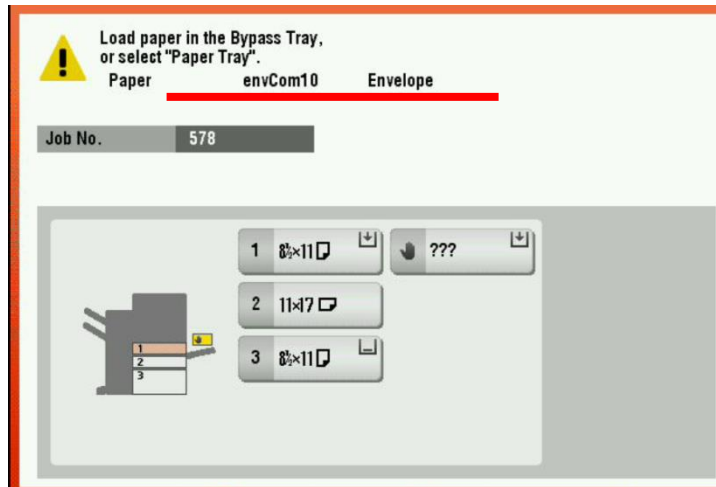
1. Load your envelope(s) face down/flap up in the bypass tray.

   If you are printing envelopes to the bypass tray you can load a maximum of 10 envelopes.

   I series MFDs can print envelopes from tray 1 also. You can load a maximum of 70 envelopes in tray 1.

   Make sure that you slide the lateral guide to fit the envelopes   .
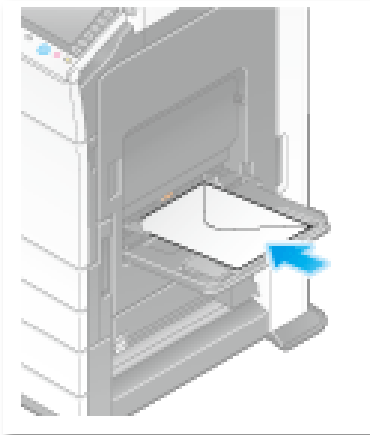
2. Once you have loaded your envelopes, the [Complete] option will appear on the screen. Select [Complete] and your envelope(s) will begin printing. Press [Start] if prompted.
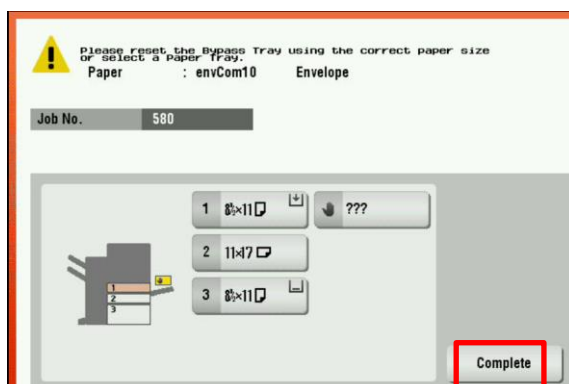
Printing Tabs on Your Konica MFD

For the Windows Driver

In order to print tabs on your Bizhub MFD you will need to put your tabs in reverse order or purchase reverse order tabs.

1. Download and open your template.

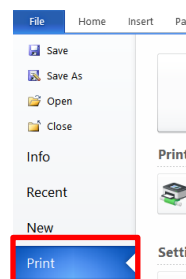The templates on this website work well. → https://www.mybinding.com/copier-tab-templates.html
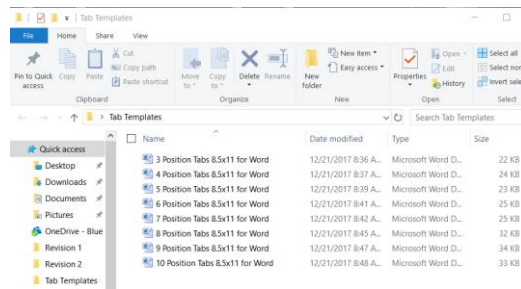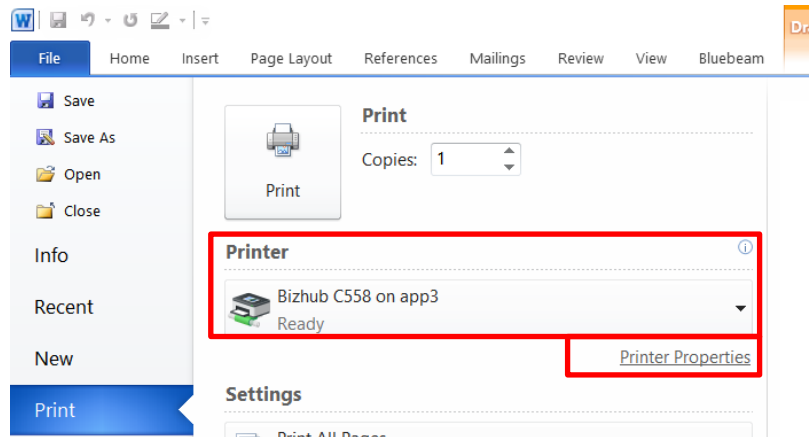
2. Edit your Tabs.

From your templates, you can edit your Tabs by moving your cursor over the text for each tab position, deleting the template text and entering your own.
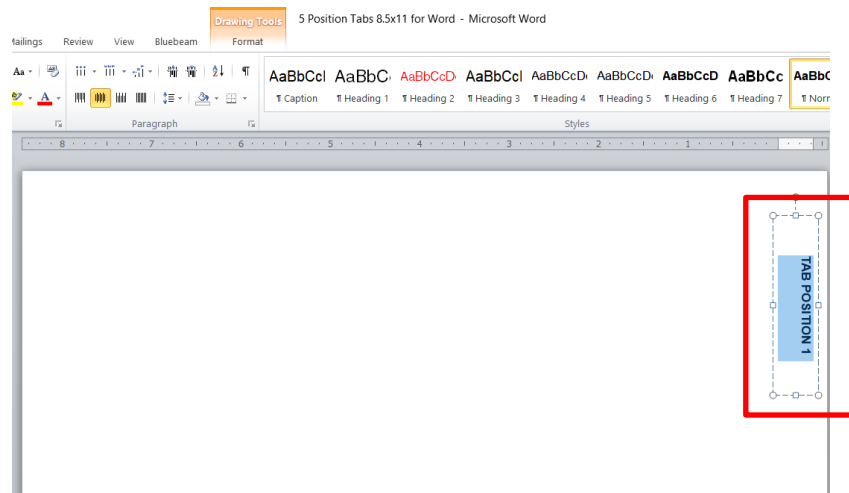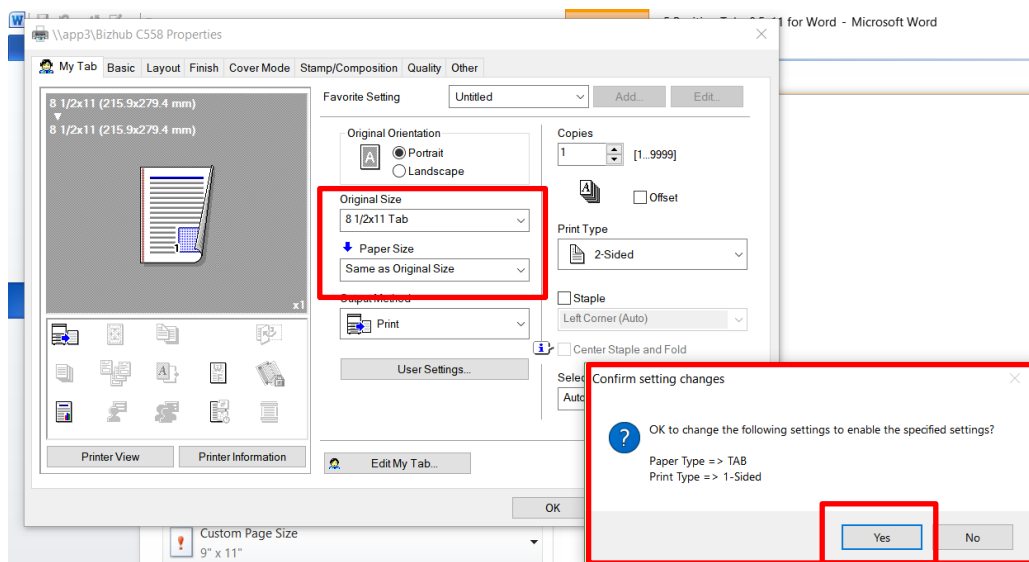
3. Select [File -> Print] or [Ctrl ->P] when you have finished editing your tabs.

4. Select your printer and then select [Printer Properties].

5. Under the [My Tab] tab, change the [Original Size] to [8.5x11 Tab]. When the promt ["Confirm setting changes…"] appears, select [Yes]. If you do not receive this prompt, go to the [Basic tab] and set the [Paper Type] to [TAB].

6. Select [OK]. You may now print.
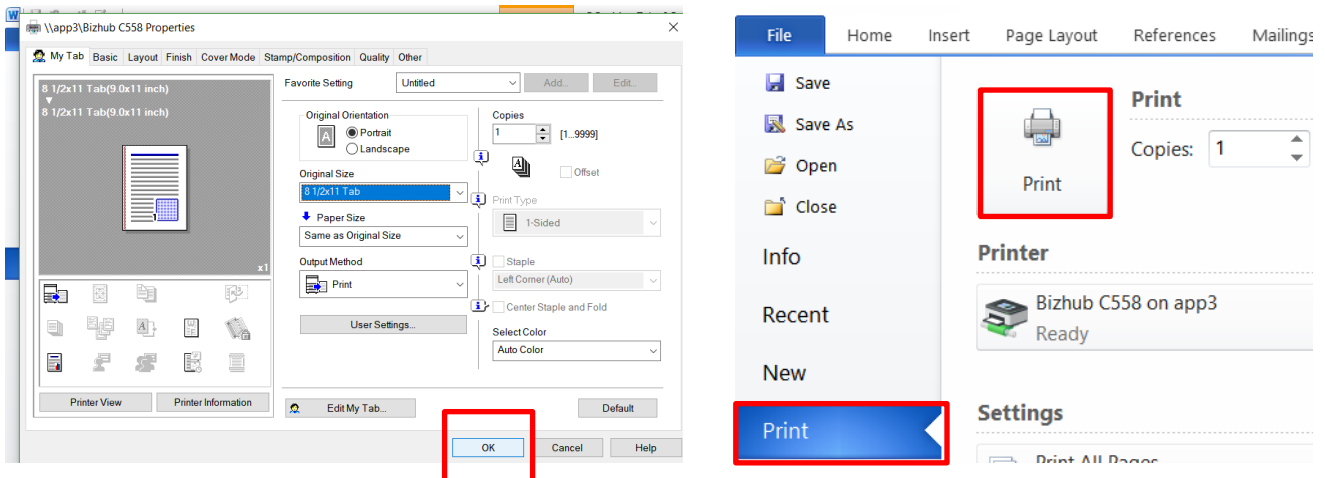
At the MFD

In order to print tabs on your Bizhub MFD you will need to put your tabs in reverse order or purchase reverse order tabs.

7. Grab your reverse order tabs and walk up to your MFD. You should see this screen, which prompts you to load your tabs in the Bypass Tray.
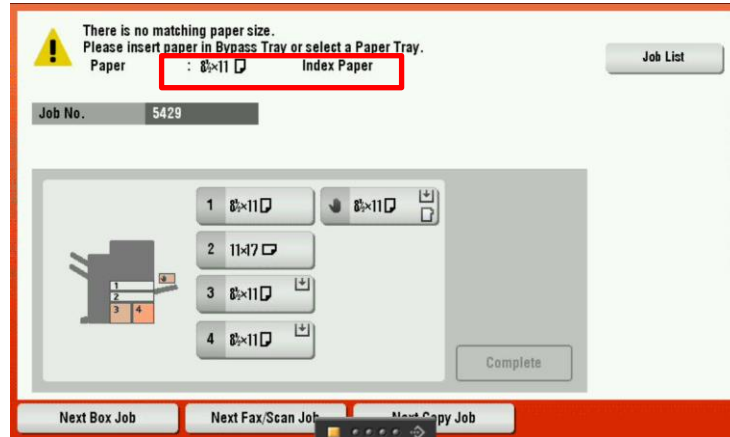
8. Load your reverse order tabs face down and with tabs facing out in the Bypass Tray.

Tab 5 on bottom

Back of Tab 1

Tab 1 on top

9. When the [Complete] button becomes available, tap it. Your tabs will begin printing.
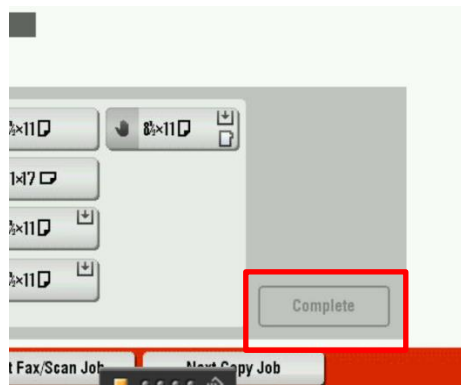
Faxing

To Send a Fax Directly

1. Load the original(s).

2. Select [Scan/Fax].

    Classic Style

    Basic Style
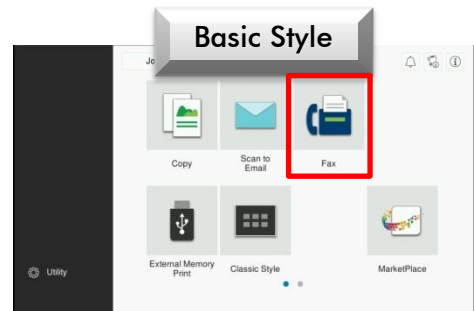
3. Select a stored One-Touch destination, or press [10 Keypad] to manually enter a number.

    Classic Style

    Basic Style
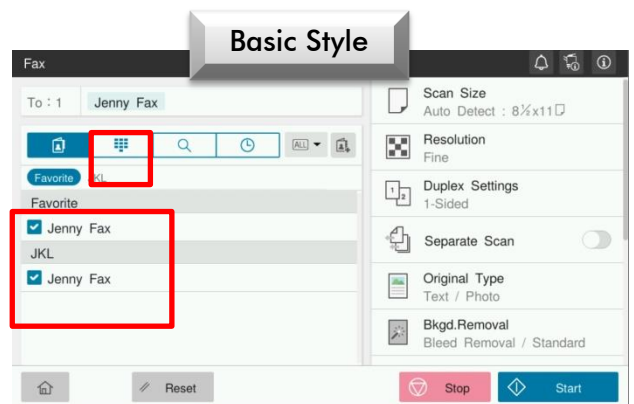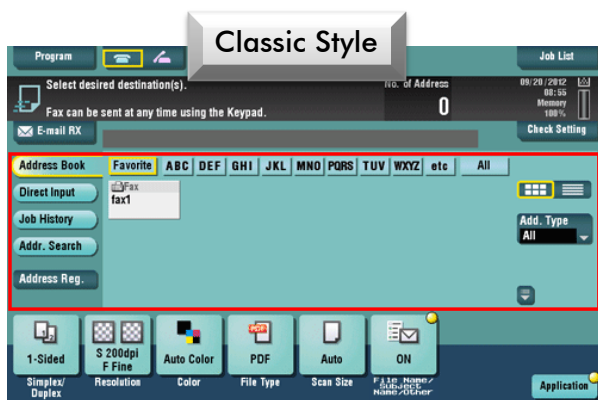
    3a. To manually enter a destination press the [10Key Pad]. Enter your destination number exactly as you would dial it.

    Classic Style

    Basic Style

4. Configure the optional settings for fax as necessary.

Classic Style
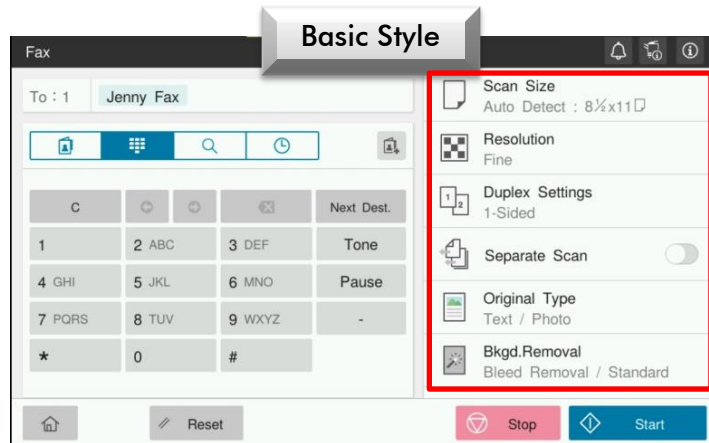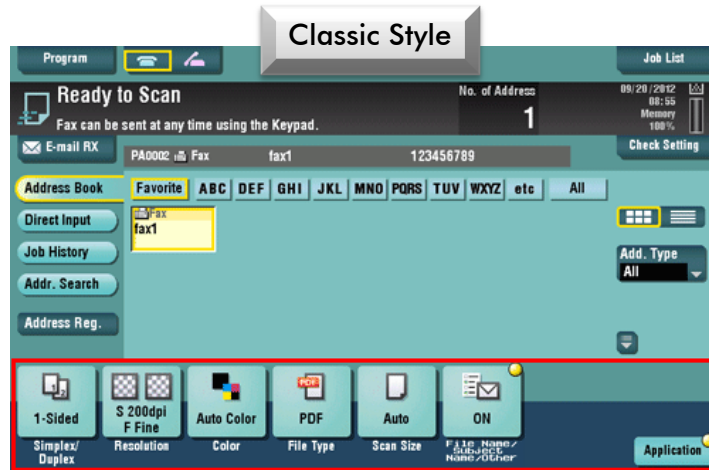
Basic Style

5. Press [Start].

Scanning:

To Send an Email directly

1. Load the original(s).

2. Press [Scan/Fax].
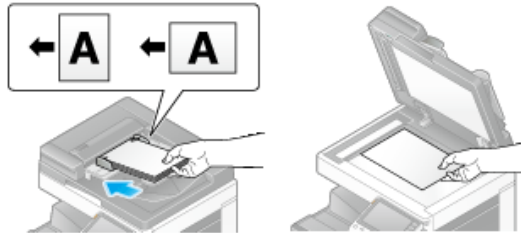
Classic Style
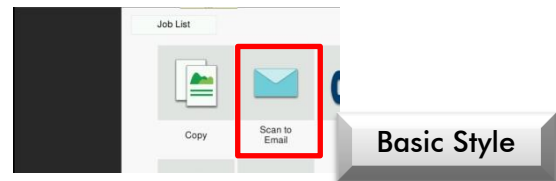
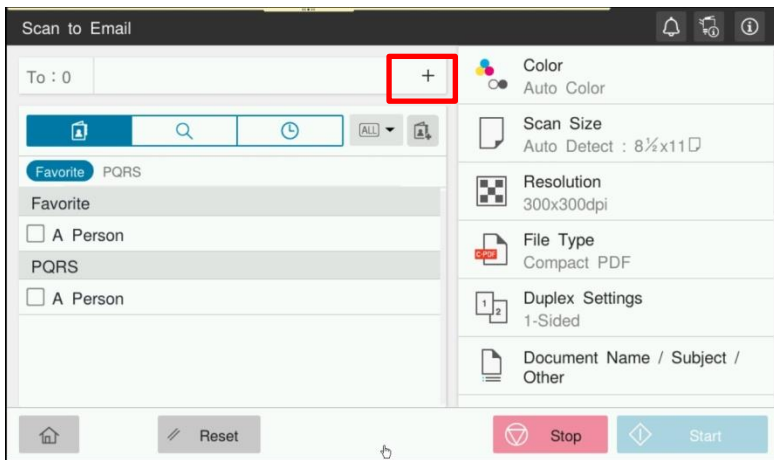**Basic Style**

3. Select your One-Touch destination.

Classic Style
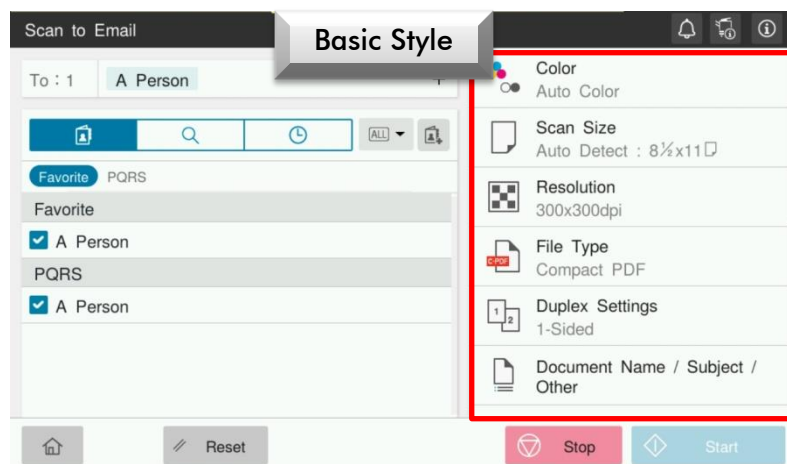
Basic Style

3a. If you need to send to an email address that has not been programmed:
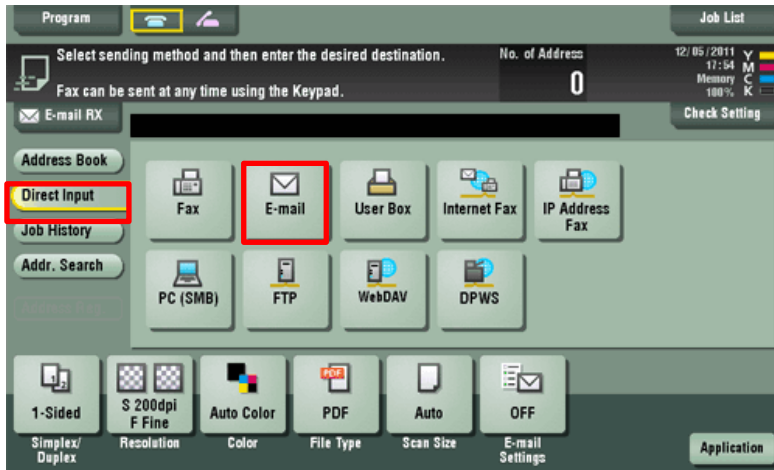
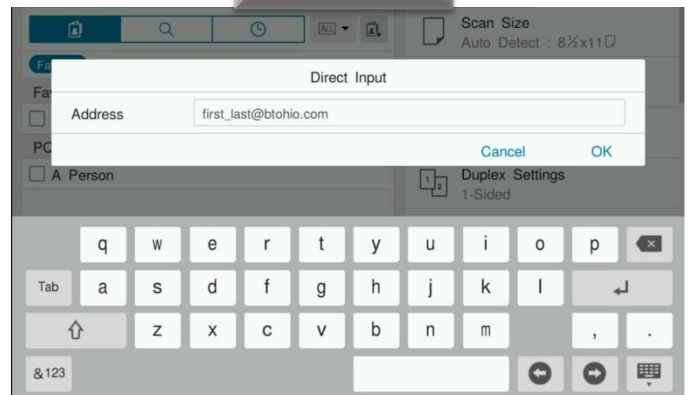

In Classic Style:

Select Direct Input then select Email.

In Basic Style

Select the + (Plus) sign.

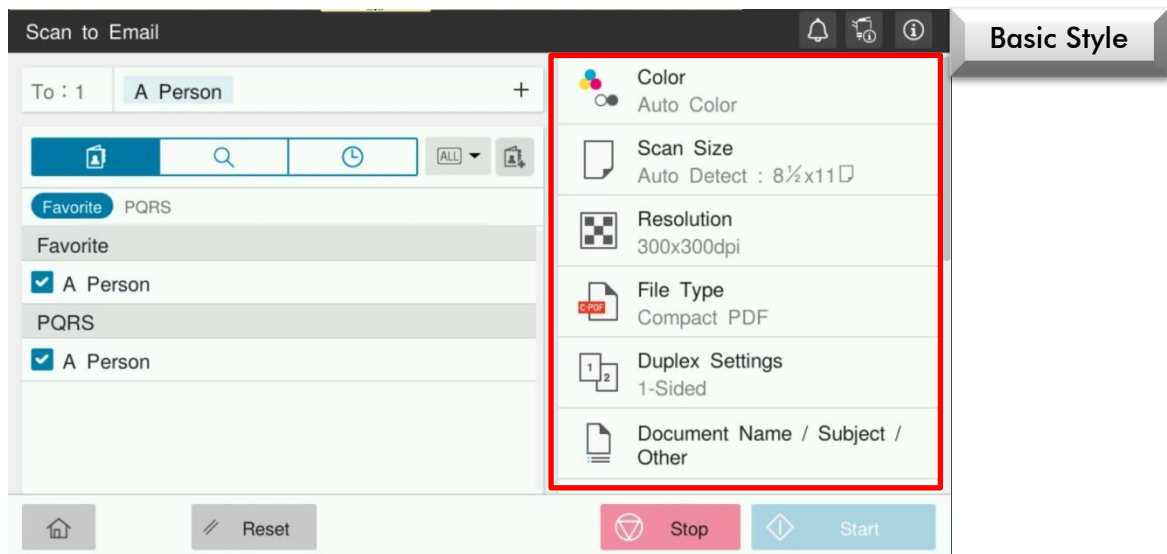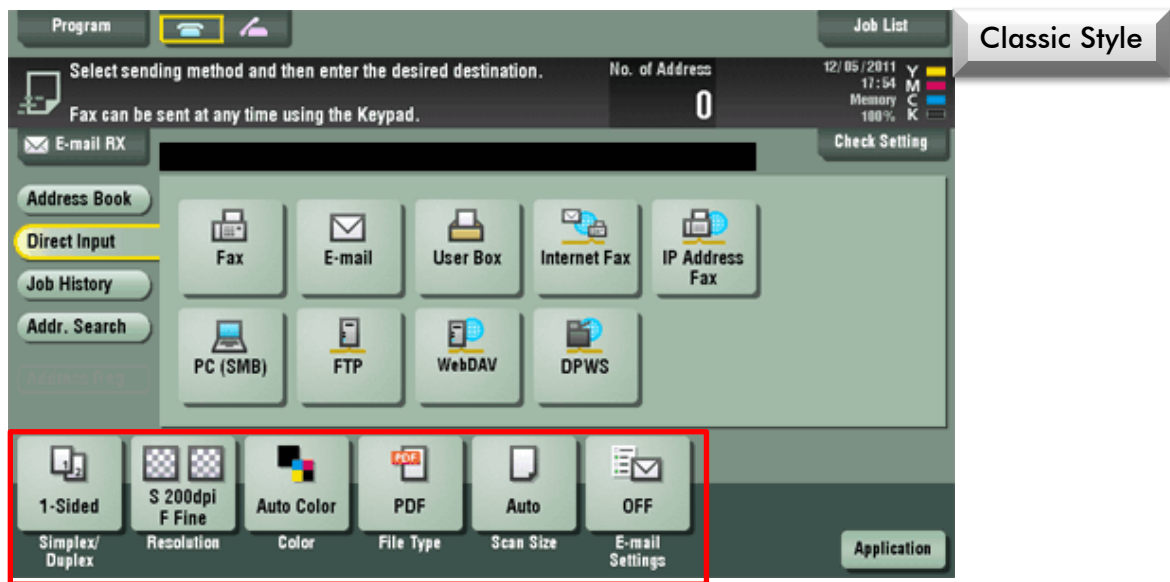3a. Enter the desired email address via the keypad.

Classic Style
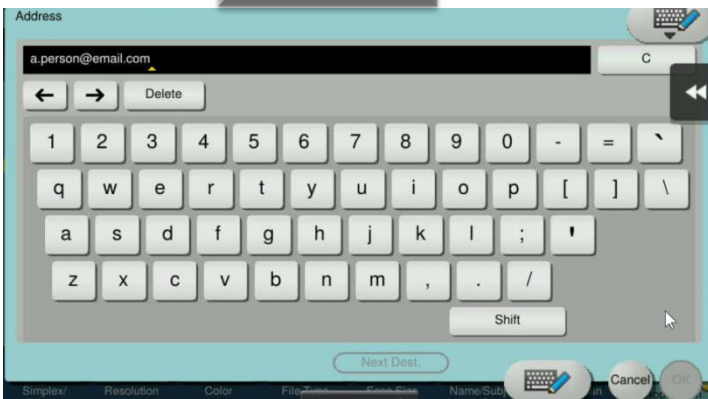
Basic Style

4. Configure options for your scan if necessary.
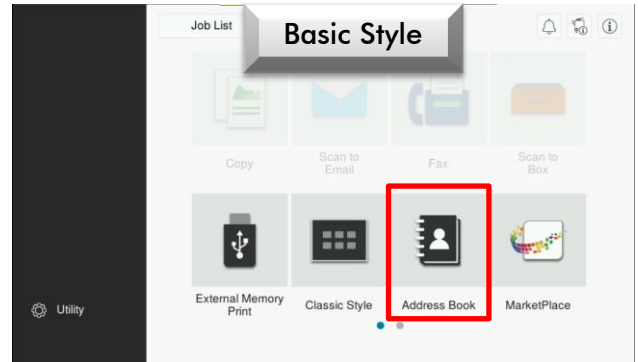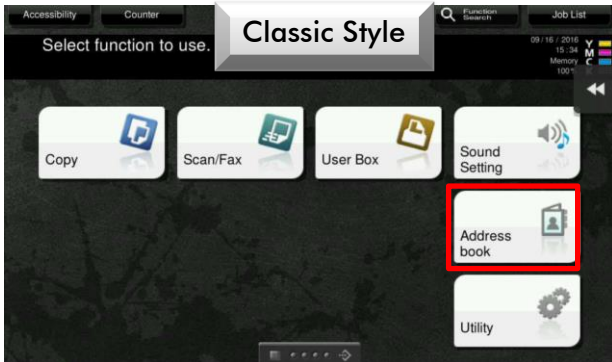

Classic Style

Basic Style

5. Press [Start].
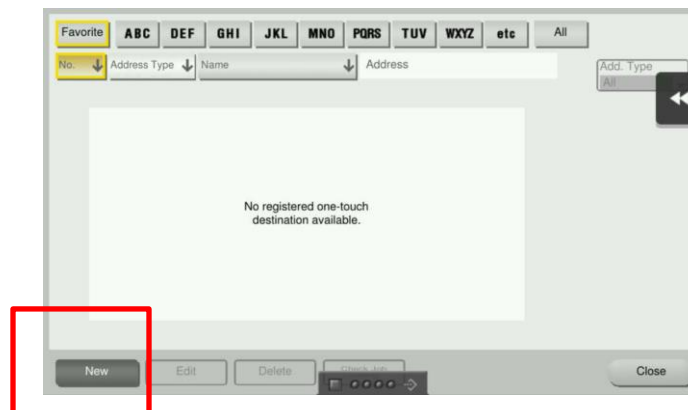
Saving Email Addresses and Fax #'s

Saving Addresses and Fax Numbers at the MFD

1. From the Main Menu, select [Address book].

Classic Style
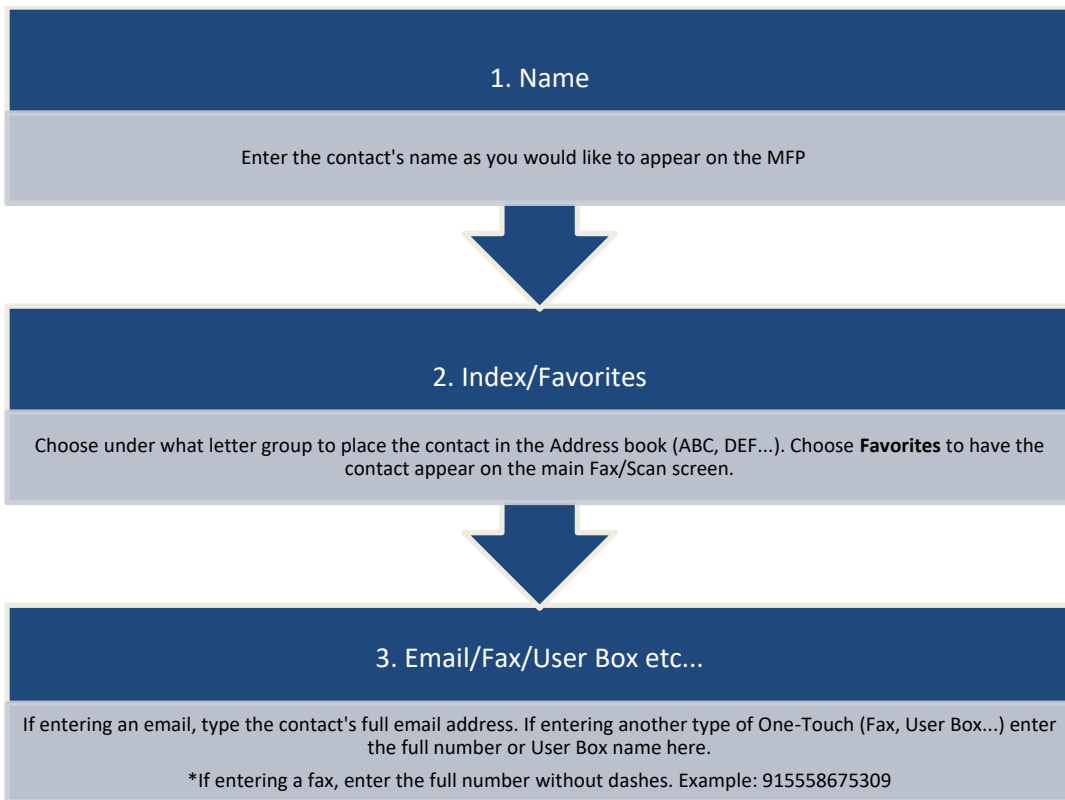

Basic Style

1. Select [New].

2. Select the [Address Type]. Chose Email, Fax, User Box, etc.
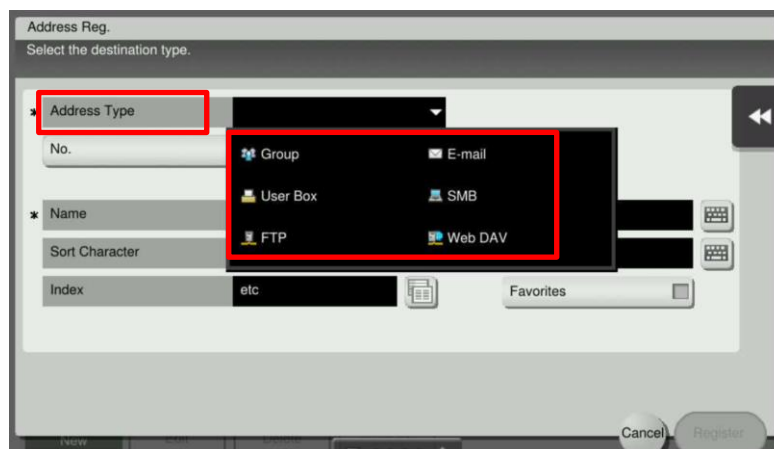
3. Enter the necessary information for your contact.

1. Name
Enter the contact's name as you would like to appear on the MFP

2. Index/Favorites
Choose under what letter group to place the contact in the Address book (ABC, DEF...). Choose **Favorites** to have the contact appear on the main Fax/Scan screen.

| 3. Email/Fax/User Box etc... |
| --- |
| If entering an email, type the contact's full email address. If entering another type of One-Touch (Fax, User Box...) enter the full number or User Box name here.
*If entering a fax, enter the full number without dashes. Example: 915558675309 |

Email Example

4. Select Register when you are ready to save your One-Touch destination.

Saving Email Addresses and Fax Numbers From Your Computer

1. First, obtain the IP address from your copier.
   1. Select [Utility].
   2. Select [Device Information]. The IP Address is located on line [IPv4].
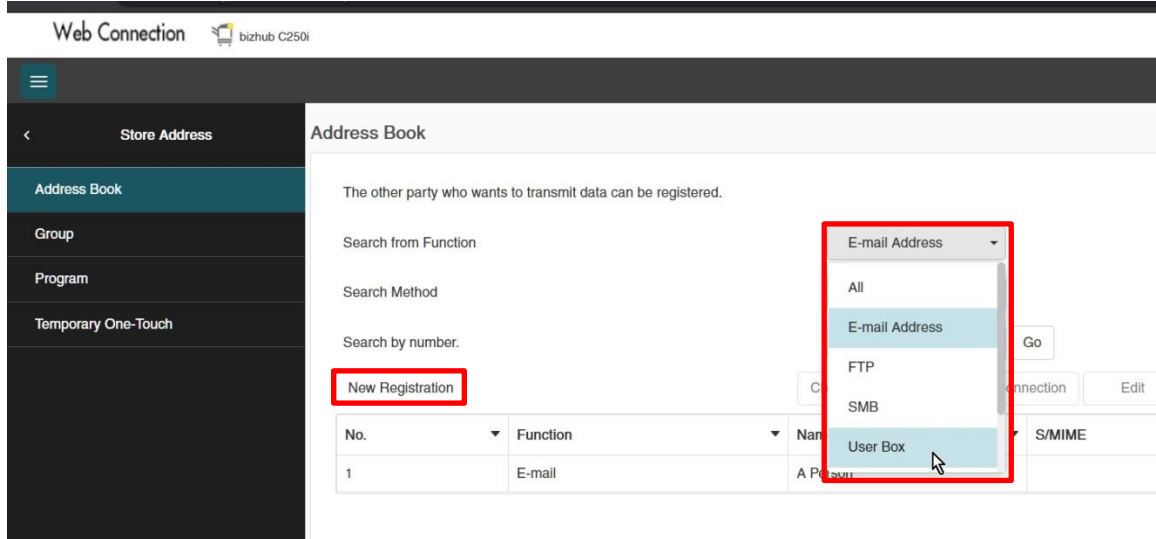2. Open a new web browser window.

   Type the IP address into the address bar and press [Enter].
3. Select [Store Address].
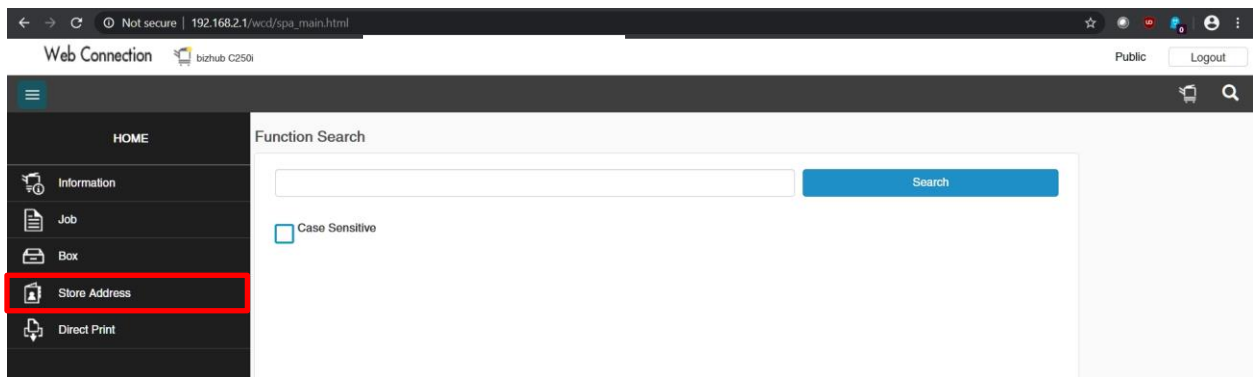
4. Select a [One-Touch] to edit, delete or select [New Registration].
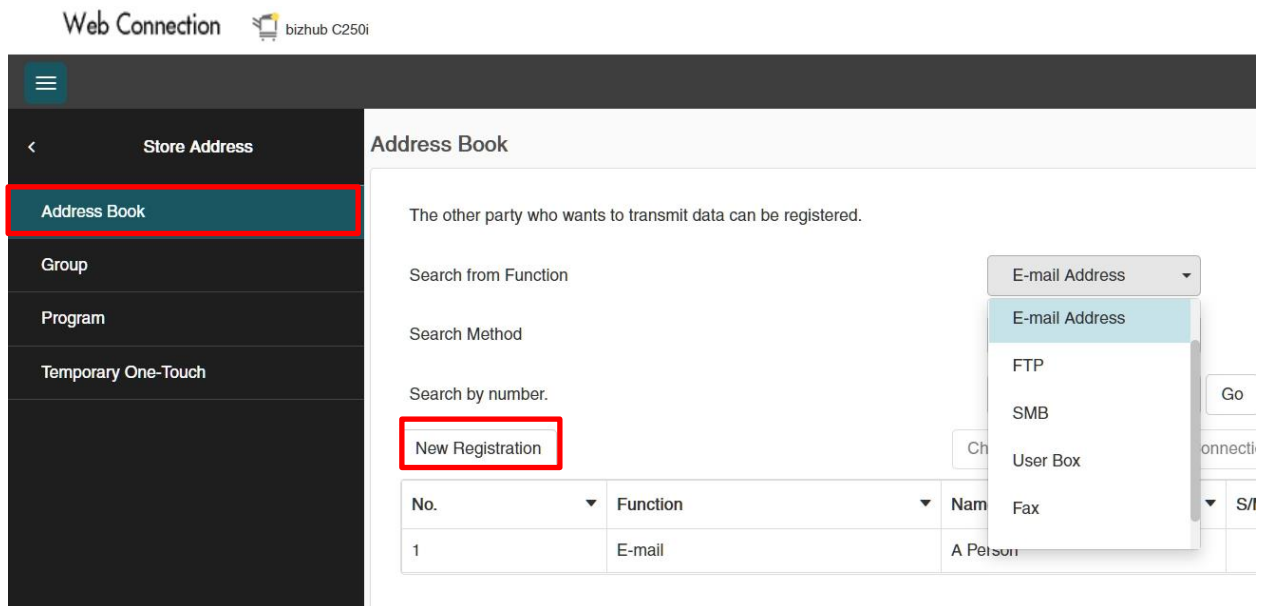
5. For a [New Registration] choose what type of [One-Touch] you would like to create and select [OK].
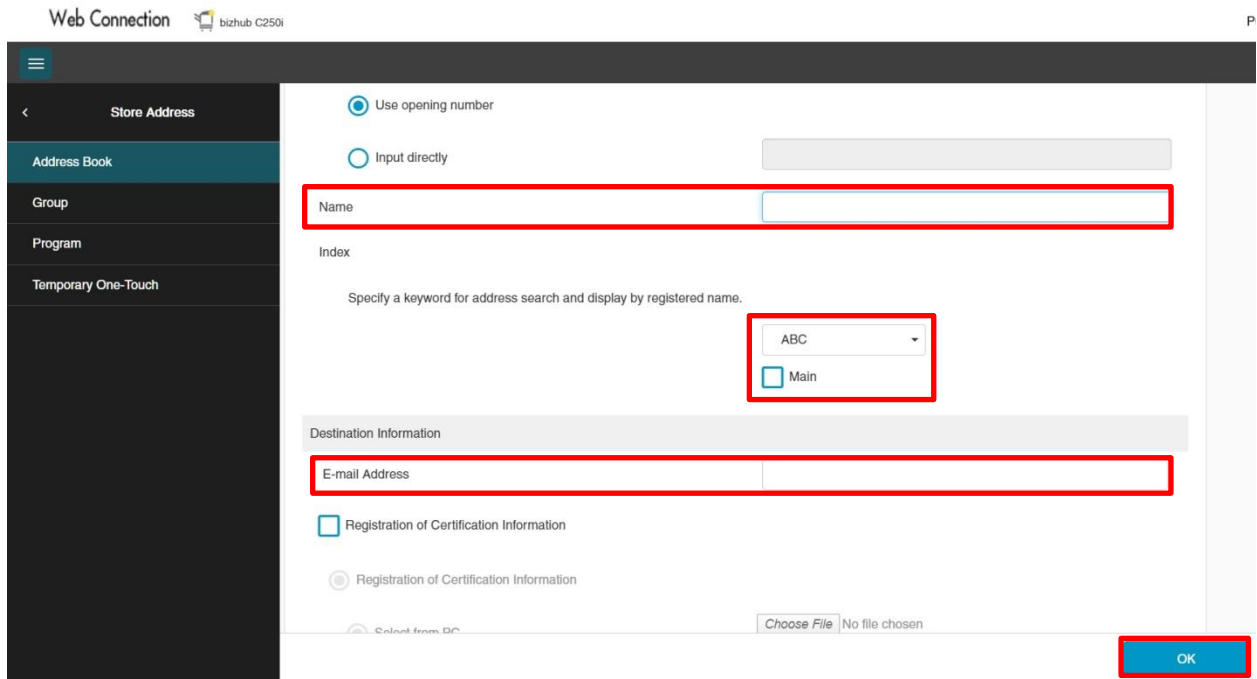

From the above screen you can add email addresses, fax numbers, user boxes etc…

EMAIL EXAMPLE

6. Enter the necessary information and select [OK].

   Note: Enter a name, index location (ABC/DEF…). Selecting [Main] will put the contact on your favorites screen. Enter the corresponding email address and select [OK] to save your One-Touch destination.

Secure Print for Confidential Documents

The [Secure Print] function is particularly suitable for safely printing highly confidential documents.

Secure Print allows users to set an ID and Password for print jobs. The print data is then stored in the Secure Print User Box and can be retrieved by the user with their ID and Password. With the job not printing until the user retrieves it, confidential documents can be kept secure or prevented from being discarded.

Secure Print (PC)

1. Within [Properties/Preferences] select the [Basic] tab. Go to [Output Method] and select [Secure Print].
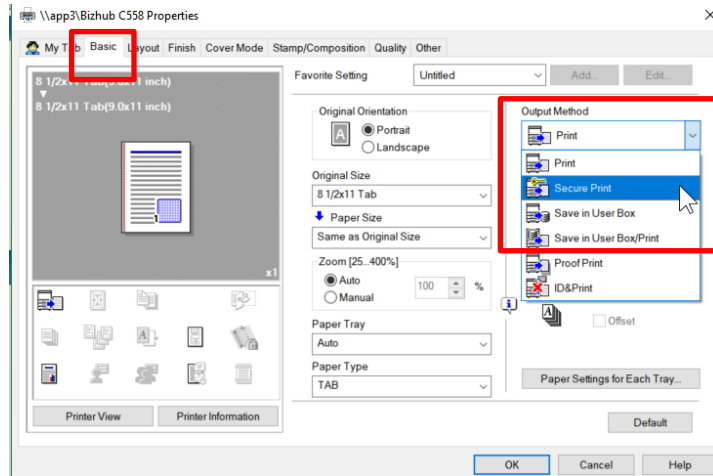
2. **Enter an ID and Password then select [OK]. Select [OK] or [Print] again to send your print job. The data is saved in the [Secure Print User Box].**
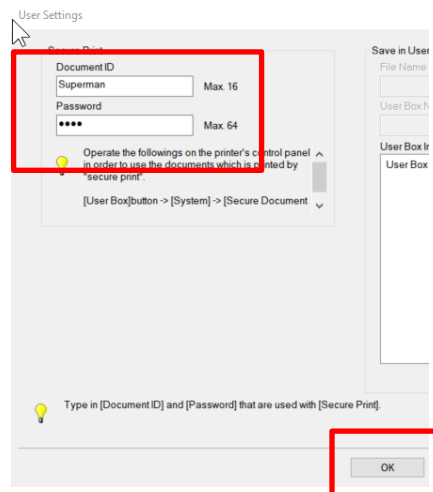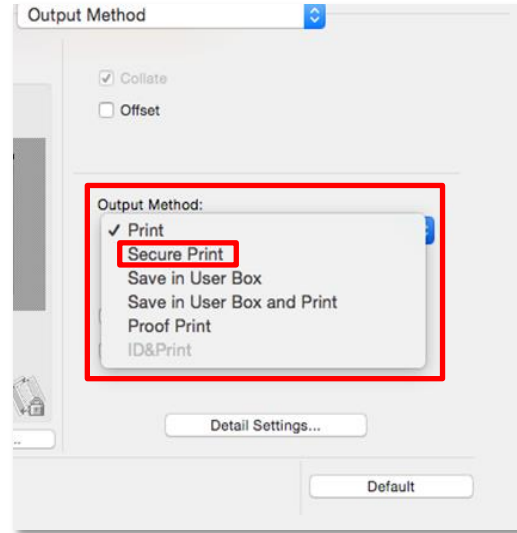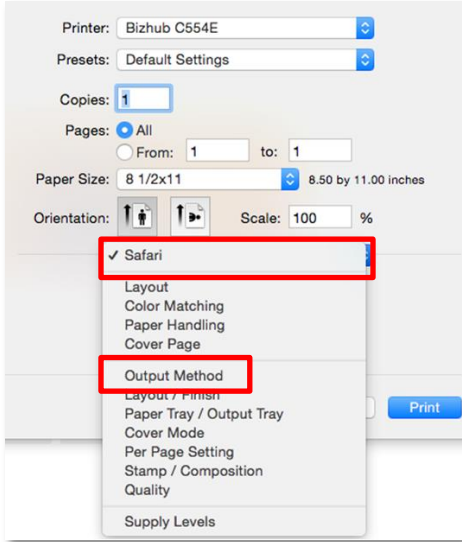
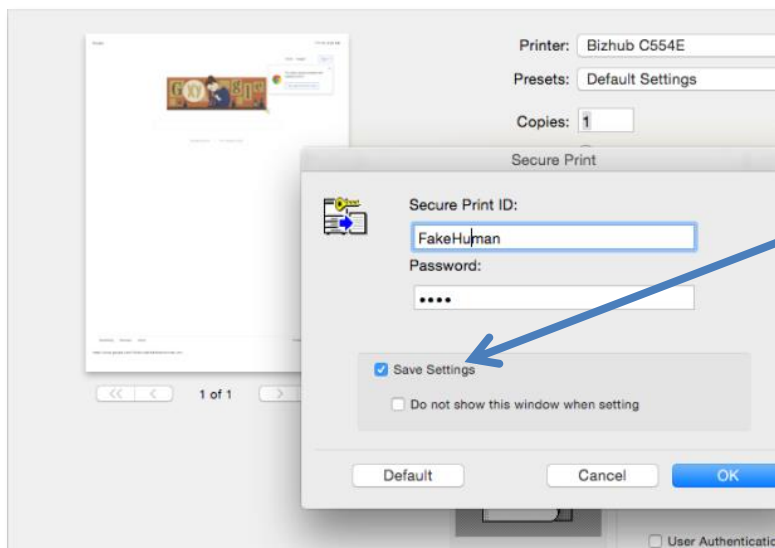# Secure Print (Mac)

1. File Print- Click [Safari] & Method].

2. Under [Output Method] select [Output select [Secure Print].

3. Enter the Username and Password you would like to use for Secure Print.

Select [OK] and select [Print].

Click the box marked [Save Settings]. This will save your username and password so that when you use Secure Print in the future you will not have to reenter this information.
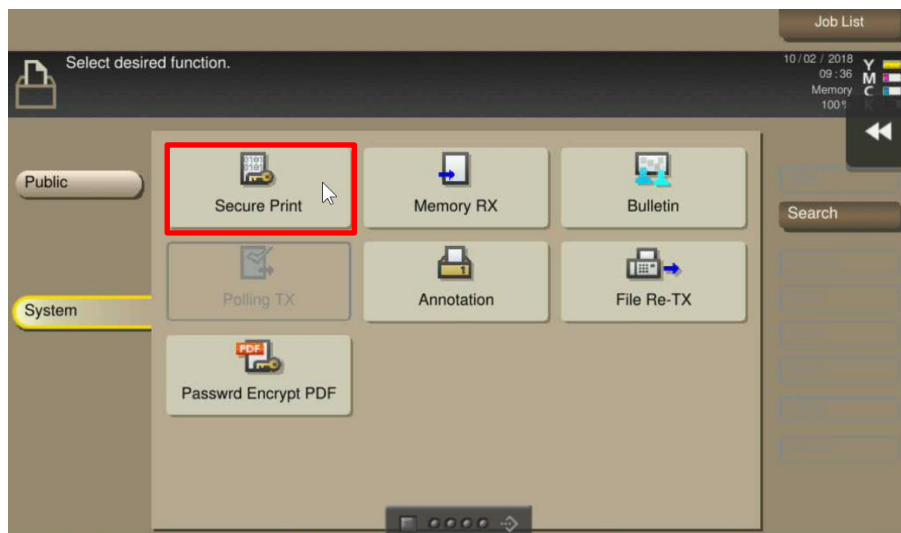
Retrieving a Secure Print document from the MFD.

You must use Classic Style to retrieve Secure Print jobs.

1. Press [Menu].
2. Select [User Box].
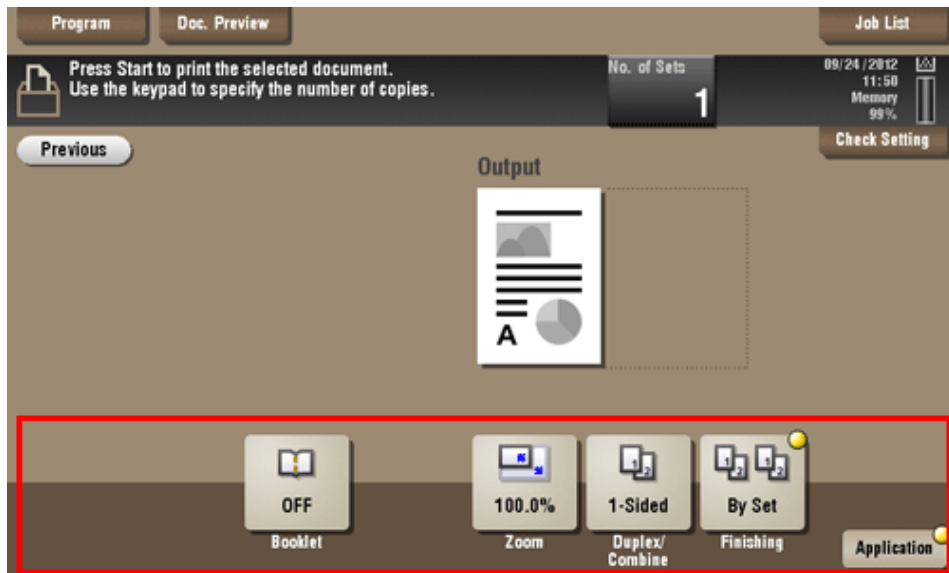

3. Select [System] – [Secure Print].

4. Enter the document ID and password, and then select [OK].

5. Highlight a file to print and then select [Print]. Select [Select All] for multiple documents.

6. Set print options if necessary.
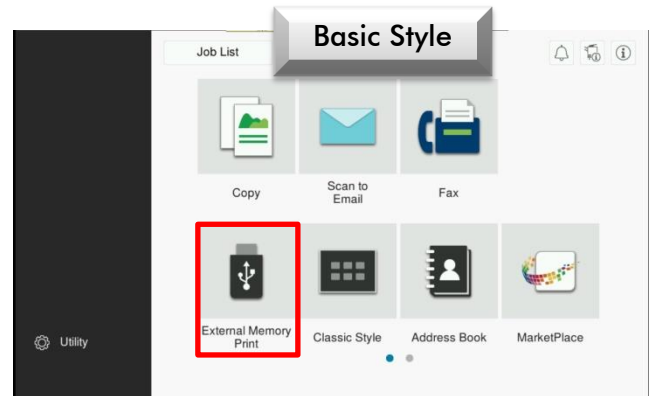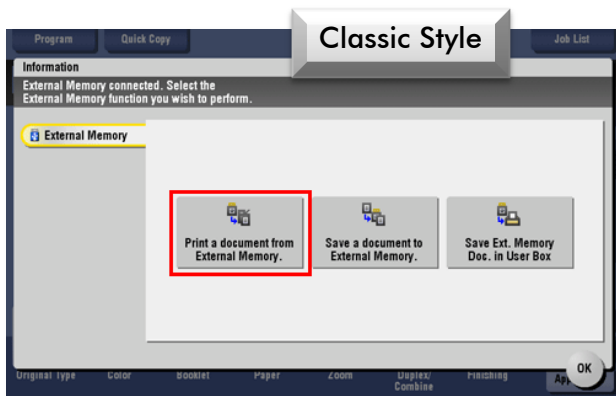

7. Press the [Start] key.

Printing From and Scanning to a USB
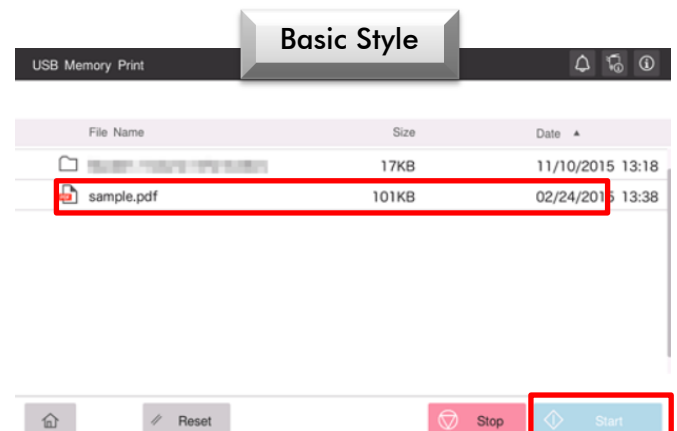
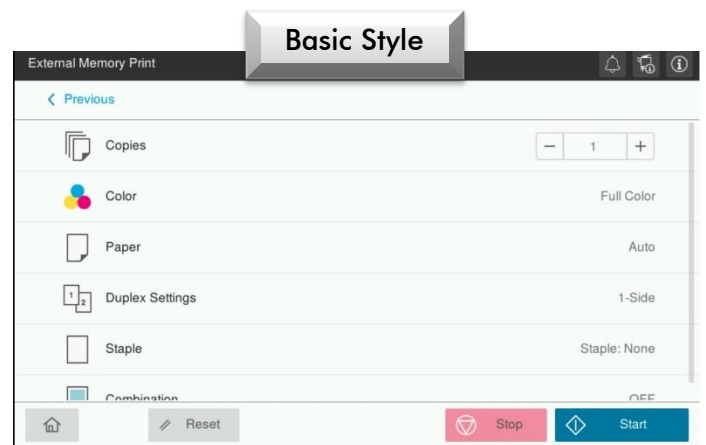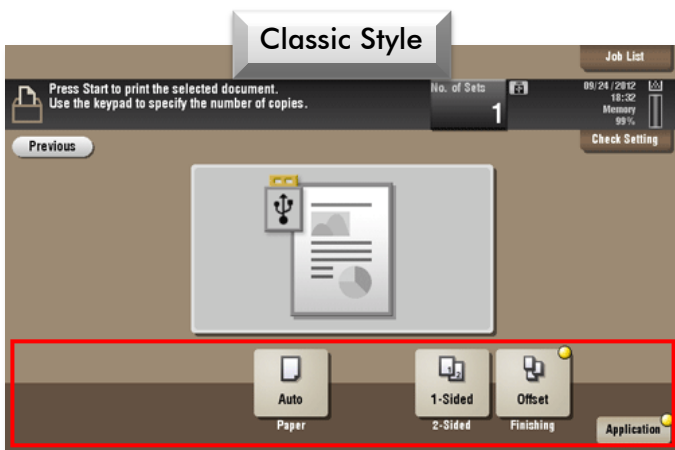## To Print from a USB Flash Drive

1. Insert your USB flash drive.

2. In Classic Style select [Print document from External Memory.
   In Basic Style select [External Memory Print].

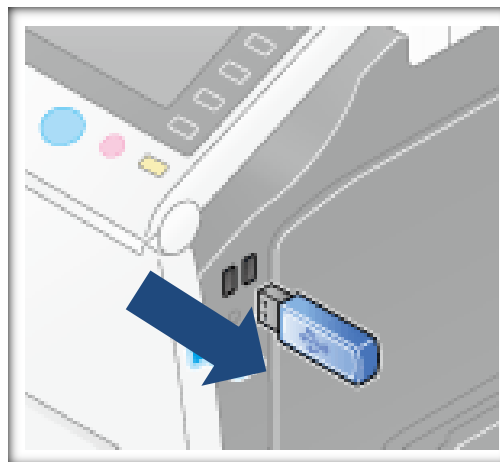3. Highlight the file you wish to print and then select [Print].

4. Select print options if necessary.

Classic Style

Basic Style

5. Press [Start].

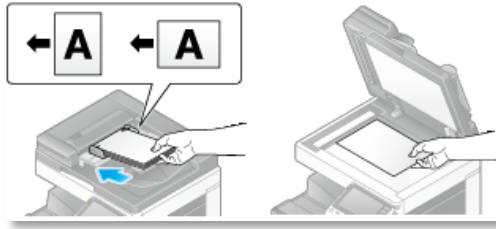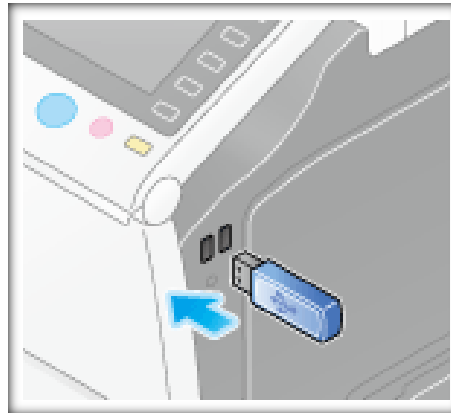6. Once your document has finished printing you may remove your USB.

To scan to a USB flash drive.

Scanning to a USB is disabled by default for security purposes.
To have this function enabled please contact your Blue Technologies representative.
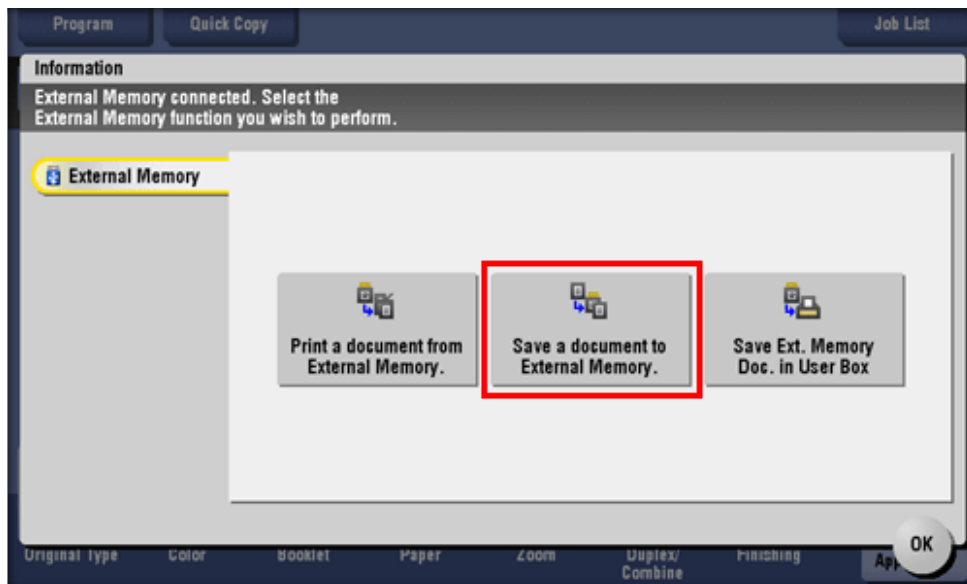*This function is available in Classic Style.*

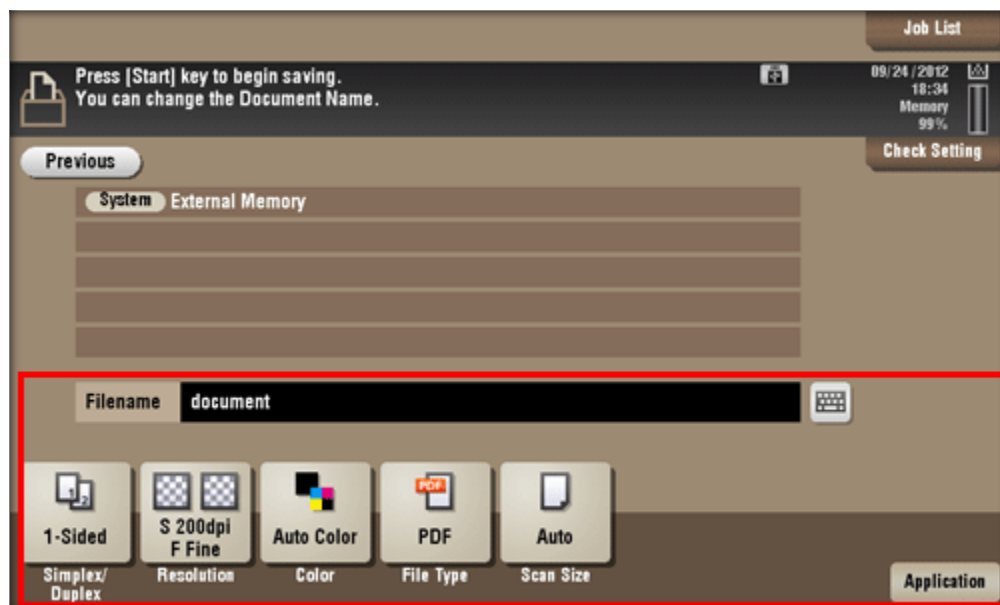1. Load your original.

2. Insert your USB flash drive.

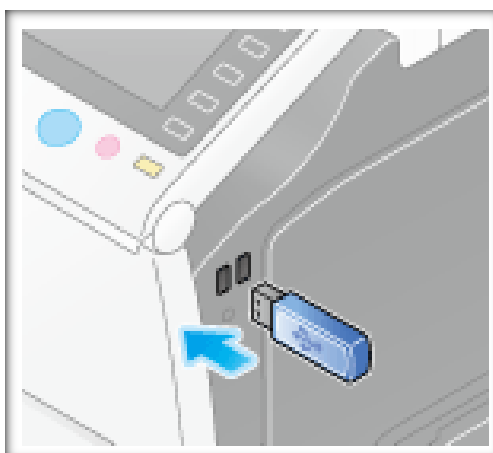3. Select [Save a document to External Memory].

4. Choose file save options if necessary.

4. Press [Start].

5. Once the blue data light turns off your file has been saved. You may remove your USB flash drive.
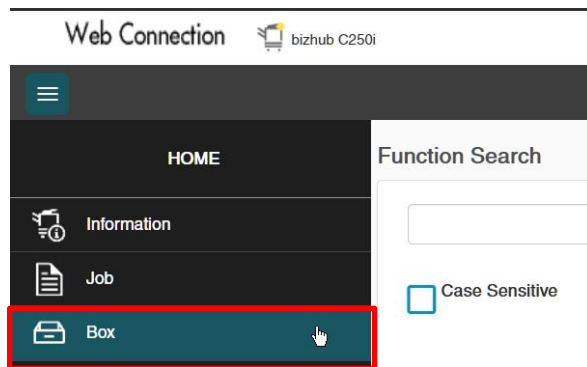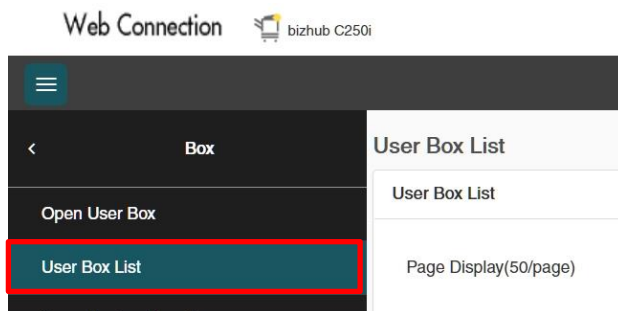
User Boxes:

To Create a User Box

1. Enter the IP address of your MFD in the address bar of a web browser.
   To find your MFDs IP address, select Utility -> Device Information
   The IP address is listed on line IPV4

2. Select Box.

3. Select User Box List

4. Select New Registration and enter the following info

Input Number: Select [Use opening number] to automatically assign the smallest available number. *Make note of your User Box number. You will need it if printing/saving to your User Box from your computer.*

User Box Name: Enter a name for your User Box.

Password: If you chose you can enter a password to protect your User Box.

Auto Delete Document: Chose how long your documents will be saved in the User Box. One day is the default setting.

Select **OK** when finished to create your User Box.

To Save a Document in a User Box From the MFD

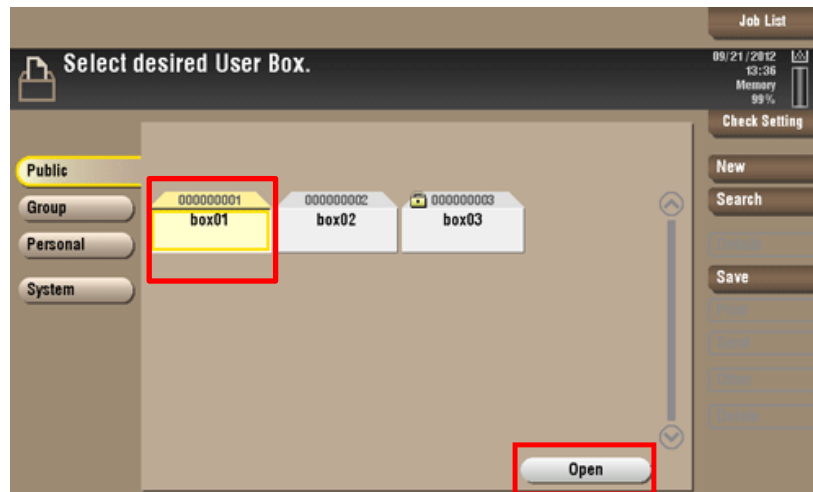*This option is available in Classic Style*
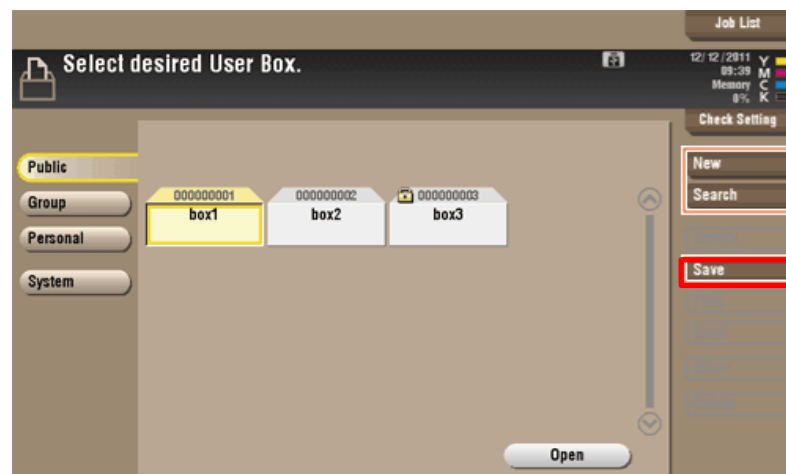
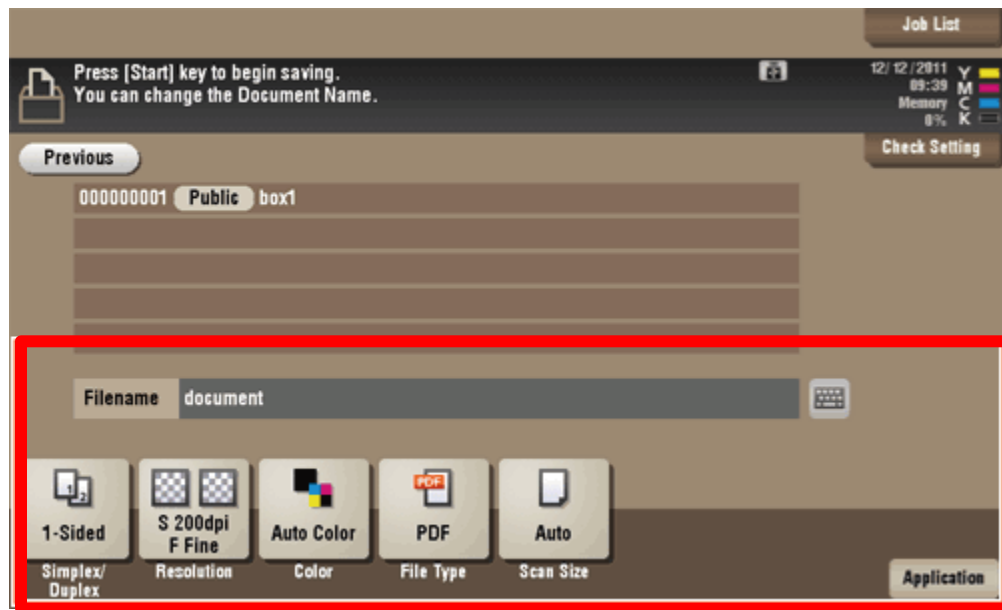1. Load the original.

2. Press [Menu].

3. Press [Box/User Box].

4. Specify a [User Box] to save data. If the [User Box] is password protected, select [Open] to enter the password.

5. Select [Save].

6. Select save options if necessary.

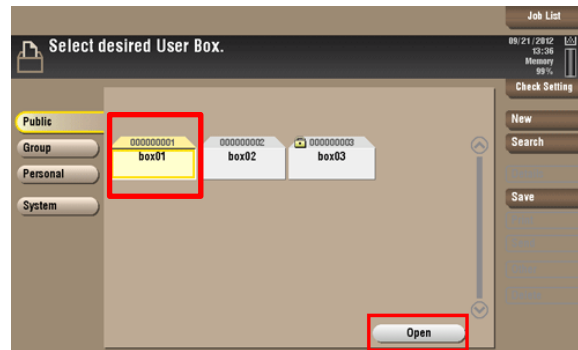7. Press the [Start] key. The file is saved.

To Print or Send a Document from the User Box.

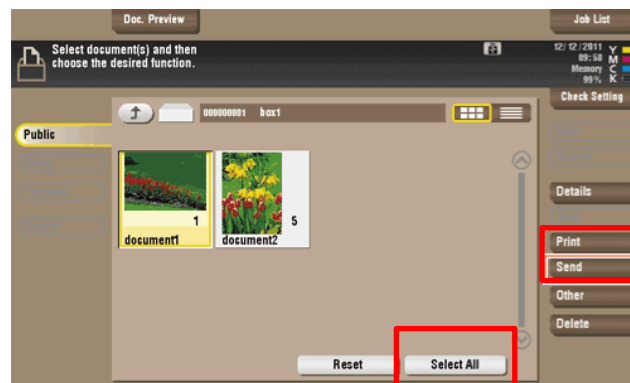*This Function is available in Classic Style.*

1. Press [Menu].

2. Press [User Box].

3. Select desired [User Box] and press [Open].

4. Highlight the document you wish to print/send.
5. Select [Print] or [Send].

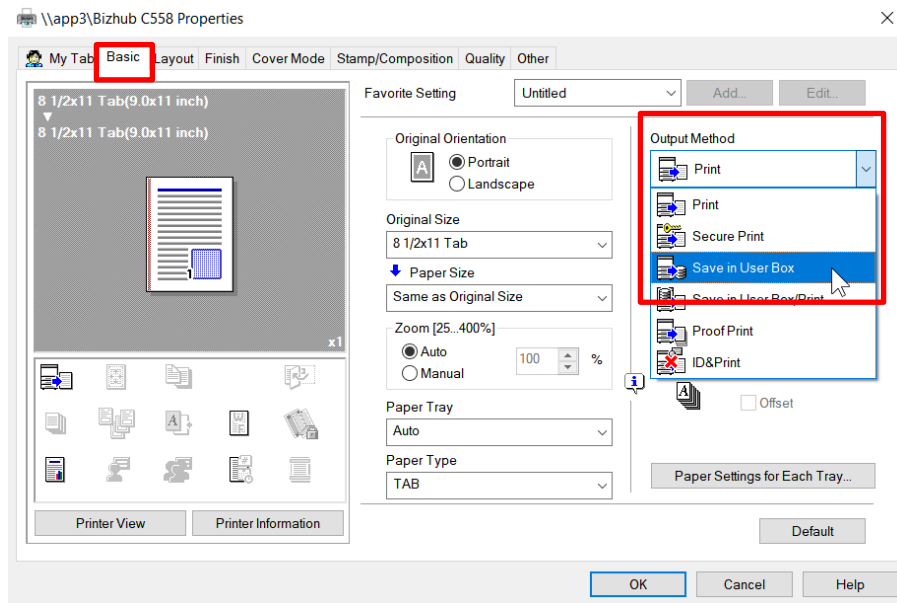6. If sending, select your destination(s) and options.
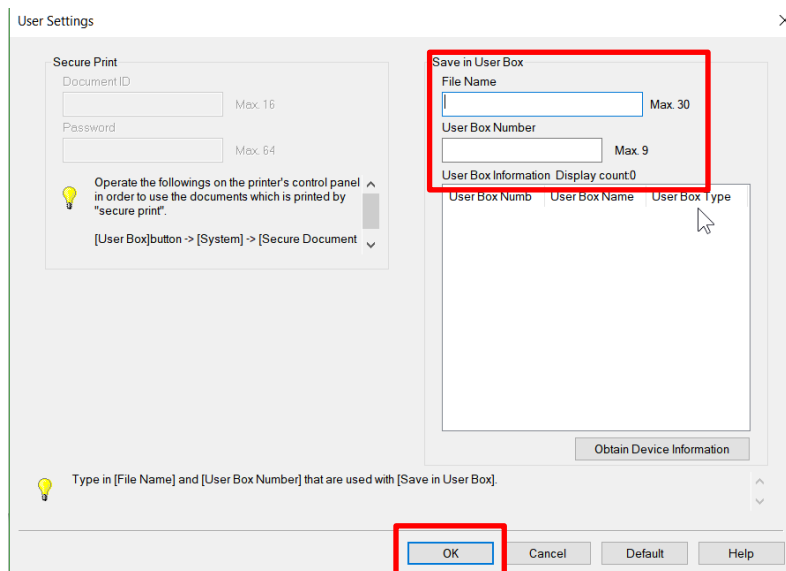
7. Press [Start].

To Save a Document in the User Box From a PC

1. Go to [File>Print].
2. Press [Printer Properties].
3. Under [Output Method], select [Save In User Box].

4. Press the [User Settings] button directly underneath the [Output Method]. Give the file a name you would like it to save as. You will also need to enter your User Box No. from earlier.

5. Press [OK] twice. You will see your file save to the [User Box].

Blue Technologies

Contact Blue Technologies for additional assistance:

Request Service by Email :   Service@BTOhio.com

Order Supplies by Email: Supplies@BTOhio.com

Accout Support/Customer Service: (216) 271-4800

Service and Supply Requests: (216) 271-5800

Cleveland - Corporate HQ
5885 Grant Avenue
Cleveland, OH 44105
216.271.4800

Akron/Canton
5701 Mayfair Road
North Canton, OH
44720 330.499.9300

Columbus
530 Lakeview Plaza Blvd, Suite A
Worthington, OH 43085
614.575.1999

Mansfield
779 Lexington Avenue
Mansfield, Ohio 44907
567.307.4800

Toledo
6475 Wheatstone Court
Maumee, Ohio 43537
419.504.4800

Youngstown
6790 Belmont Avenue, Suite A
Girard, Ohio 44420
(330) 822-4800

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