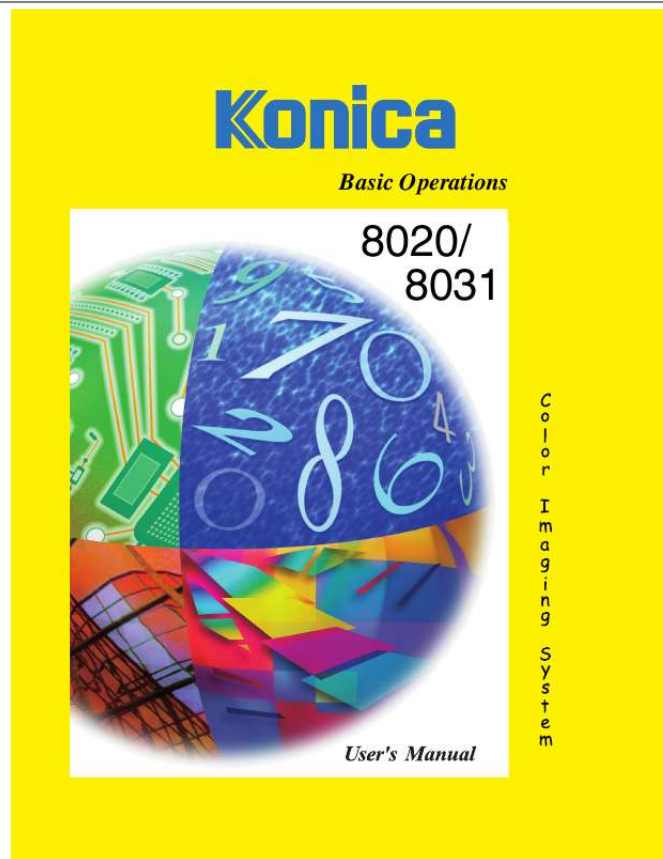




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You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA 8031. You'll find the answers to all your questions on the KONICA MINOLTA 8031 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KONICA MINOLTA 8031
User guide KONICA MINOLTA 8031
Operating instructions KONICA MINOLTA 8031
Instructions for use KONICA MINOLTA 8031
Instruction manual KONICA MINOLTA 8031



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Manual abstract:

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..... 1-4 Sorting

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.. 1-4 Output Settings.....

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..... 1-5 Zoom Settings

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. 1-5 Paper Settings.....

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. 1-6 Orig Ö Copy Settings

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. 1-7 Photo Settings

.....
.....
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.....
..... 1-9 Density Settings

.....
.....
.....
.....

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.....

. 1-10 Glossy Mode Setting

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... 1-10 Screen Pattern Settings .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 1-10 Names of Control Panel Parts and Their Functions ...

.....
.....
.....

.....
.....
.....

..... 1-12 Adjusting the Angle of the Control Panel ...

.....
.....
.....
.....

.....
.....
.....
.....

... 1-14 To adjust the angle of the control panel

.....
.....
.....

.....
.....
.....
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.....

... 1-15 Turning the Copier On and Off..

.....
.....
.....
.....
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.....

... 1-16 To turn the copier on ..

.....
.....

.....
.....
.....
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.....

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.....

..... 1-16 When the copier is turned on

.....
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.....
.....

..... 1-16 Queuing a job during warm-up

.....

.....
.....
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.... 1-16 Auto Reset.....

.....
.....
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... 1-16 Low Power Mode.....

.....
.....
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.....

.. 1-17 To recover from Low Power mode ...

.....
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.....
.....
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.... 1-17 Shut off Mode

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..... 1-17 To recover from Shut off mode..

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..... 1-17 To turn the copier off

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..... 1-18 When the copier is turned off .

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.....

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..... 1-18 Using the Touch Panel.

.....

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.. 1-19 Description of the Touch Panel ...

.....

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.....
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.....

.... 1-19 Default Settings .

.....
.....

.....
.....
.....
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.....
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.....

..... 1-19 Structure of the Display

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

.... 1-20 Operating the Touch Panel .

.....
.....

.....
.....

.....
.....

.....
.....
.....

.....
.....

.. 1-21 1.3 1.4 1.

5 1.6 Konica 8020/8031 i 2 Basic Copy Operations 2.1 2.2 Making Basic Copies

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 2-2 Practical Copy Examples.....

.....
.....

.....
.....
.....

.....
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.....

. 2-4 To make a copy that is the same size as the original...

.....
.....

.....
.....
.....

..... 2-4 To make an enlarged copy of the document ...

.....
.....

.....
.....
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.....

. 2-5 To make a reduced copy of the document

.....

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.....

..... 2-6 *To reduce paper use ..*

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.....
... 2-7 *To make copies from a book or magazine ..*

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..... 2-8 *To copy a postcard.....*

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... 2-9 *Stopping Printing ..*

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..... 2-11 To stop/restart/delete a print job.

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.....
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..... 2-11 Interrupting a Copy Job

.....
.....
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. 2-13 To interrupt copying.....

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.....
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. 2-13 Making Test Copies (Copy 1 Set)....

.....
.....

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..... 2-14 To make a test copy ...

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.....
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.....

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.....
.....

. 2-14 Making Copies Using Accounts.....

.....
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.....
.....

.....
.....
.....
.....

.... 2-15 Using the "Copy Track" Function.

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 2-15 To make copies when accounts are specified .

.....
.....
.....

.....
.....
.....
.....

... 2-15 2.3 2.

4 2.5 2.6 3 Loading Paper 3.1 Paper Specifications ..

.....
.....
.....
.....
.....

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.....
.....

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.....
.....

. 3-2 Paper Types

.....
.....
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..... 3-2 Paper Sizes .

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..... 3-3 Paper Capacity..

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.....
.. 3-4 Print Area

.....
.....
.....

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... 3-6 Paper Storage

.....
.....
.....

.....
.....
.....

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.. 3-6 Automatically Selecting the Paper Source ...

.....
.....
.....
.....

.....
.....
.....

.... 3-7 Operating conditions

.....
.....
.....

.....
.....
.....

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.....
.....

..... 3-7 Order for selecting another paper drawer .

.....
.....

.....
.....
.....

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.....

.. 3-7 Loading Paper

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.....
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3-8 Loading Paper Into the 1st Drawer.....

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.....

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..... 3-8 Setting the Paper Size for the 1st Drawer .

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.....

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.....

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3-12 To set the paper size.....

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.....
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... 3-12 To set a paper size in metric measurements

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.....
.....
.....
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..... 3-13 To set a non-standard (custom) paper size.

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.....
.....
.....
.....
.....
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... 3-13 To store a non-standard (custom) paper size ..

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.....
.....
.....
.....
.....
.....

... 3-14 To select a stored non-standard (custom) paper size

.....
.....
.....
.....
.....
.....
.....

. 3-15 Loading Paper Into the 2nd Drawer or a Paper Feed Unit

.....
.....
.....
.....
.....
.....

.. 3-16 To set the "Specialty Paper" function

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.....
.....
.....
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.....
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.....
.....

... 4-2 Mixed Originals Paper Sizes

.....
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..... 4-3 Document Precautions (Multi-Sheet Feeding)

.....
.....
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.. 4-4 Document Precautions (Manual Feeding)..

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.....
.....
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..... 4-4 Feeding the Document.....

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..... 4-5 Multi-Sheet Feeding

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. 4-5 To feed documents of mixed sizes.....

.....
.....
.....

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.....
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.....

4-8 Manual Feeding.....

.....
.....
.....
.....

.....
.....
.....

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..... 4-10 4.2 5 Specifying Copy Settings 5.1 5.2 Selecting a Color Setting.

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5-2 To select the Color setting.....

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.. 5-2 Selecting an Output Setting

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... 5-3 Automatic "Sort"/"Non-Sort" Setting Selection.....

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.....
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.....
.....

5-3 Non-Sorting ("Non-Sort" Setting).....

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.....

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..... 5-3 Crisscross Non-Sorting ("Non-Sort" Setting) ...

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..... 5-4 Sorting ("Sort" Setting)

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... 5-4 Crisscross Sorting ("Sort" Setting)..

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... 5-4 Stapling (with finisher FS-135 installed) ..

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.....

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..... 5-4 Stapling (with finisher FS-231 installed) .

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5-5 Hole-Punching.....

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5-5 To specify Output settings.....

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.. 5-5 Specifying a Zoom Setting ...

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5-7 Automatic Scaling ("Auto Size" Setting)

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..... 5-7 Specifying Full Size ("x 1.000" Setting) ...

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.... 5-7 Enlarging ("Enlarge" Settings)

.....
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..... 5-7 Reducing ("Reduce" Settings)

.....
.....
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..... 5-7 Minimizing ("Minimal" Setting)

.....
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..... 5-8 Zooming ...

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5-29 To select a Photo/Density setting.....

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... 5-30 To select a glossy finish ("Glossy Mode" setting)

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.....
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.....

... 5-31 To select a Screen Pattern setting

.....
.....
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..... 5-31 Checking the Settings.....

.....
.....
.....
.....
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... 5-32 To check the settings

.....
.....
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.....
.....
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.....

. 5-32 To change the settings

.....

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.....
.....
.....

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.....

..... 5-33 5.6 5.7 5.8 5.

9 6 Controlling Jobs 6.1 Definition of Jobs

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.... 6-2 Job definition .

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. 6-2 Multi-job feature....

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..... 6-2 *Queuing jobs* .

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..... 6-2 *To change the status of a queued job*

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..... 6-3 *To delete a queued job*.....

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..... 6-3 *To cancel a job that is being printed*...

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..... 6-3 Job Log Screens .

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... 6-4 Print List Screen ..

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6-4 Scan List Screen

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. 6-5 Job List Screen.....

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..... 6-6 Print Log Screen.....

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.. 6-7 Scan Log Screen...

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..... 6-8 Job Control Screens ..

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. 6-9 Scanned Job Screen

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.....

..... 6-9 To print scanned data (move it from the list on the Scanned Job screen to the Print List screen)

.....
.....
..... 6-10 Unlock Job Screen ...

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.....
... 6-11 To unlock a job (to print a locked document) ..

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.....
.... 6-12 Increase Priority Screen .

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..... 6-13 To increase the priority of (print) a job...

.....
.....
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.... 6-14 Combine Jobs Screen .

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..... 6-15 Konica 8020/8031 6.2 6.3 iv To combine jobs ...

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.. 6-17 UserBox Screen ...

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..... 6-18 To print a job from a user box ...

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..... 6-19 Memory Recall Screen

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. 6-20 To recall a job from the memory....

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.....

.. 6-21 7 Index 7.1 Index ..

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.. 7-2 Konica 8020/8031 v Administrator Operations Administrator Operations For details on the following topics, refer to the Administrator Operations volume of this User's Manual. 1 2 3 4 5 6 7 8 Introduction Safety Information Precautions Part Names and Their Functions Utility Mode Operations Touch Panel Messages Troubleshooting Appendix Advanced Operations For details on the following topics, refer to the Advanced Operations volume of this User's Manual. Available Features 1 2 Auxiliary Functions Scanning Operations vi Konica 8020/8031 I Before Making Copies 1 Before Making Copies Chapter 1 1 Chapter 1 1.1 Introduction 1.1 Introduction Structure of this Manual This manual is divided into three parts: Administrator Operations, Basic Operations and

Advanced Operations. The Administrator Operations volume of this User's Manual contains precautions on the use of this copier. Be sure to read this volume before using the machine. The Basic Operations and Advanced Operations volumes of the User's Manual contain information on the many features available.

After reading the User's Manual, be sure to store it in a safe place for future reference. G Before Making Copies Administrator Operations This volume provides precautions for using the machine, descriptions on functions for use by the administrator (Utility Mode and Administrator Mode functions), procedures for replacing parts and supplies, troubleshooting procedures and machine specifications. Before using the copier, be sure to read Chapters 1 through 4 of the Administrator Operations volume. Basic Operations This volume contains precautions for using the machine and descriptions on the procedures for basic operations. The Basic Operations volume is a quick reference for immediate use of the copier. Advanced Operations This volume includes descriptions on the Auxiliary functions in addition to precautions for the use of the copier. Read the Advanced Operations volume for more information on the various functions that this copier provides for any need. G G 1-2 Konica 8020/8031 1.1 Introduction 1 Chapter 1 Konica 8020/8031 1-3 Before Making Copies 1 Chapter 1 1.2 Available Features 1.

2 Available Features The main functions available with this machine are described below.



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Operating procedures are provided in chapter 2 "Basic Copy Operations" and chapter 5 "Specifying Copy Settings". Color Settings "Auto Color" setting G Before Making Copies With this setting, the type of document (color or black and white) being copied is detected and the appropriate Color setting ("Full Color" or "Black") is automatically selected. With this setting, copies are produced in full color, regardless of the document type. With this setting, copies are produced in black and white, regardless of the document type.

If this setting is selected, even a color document will be copied in black and white. "Full Color" setting G "Black" setting G Sorting "Non-Sort" setting Copies are fed out as they are printed. "Sort" setting Copies are automatically divided into the specified number of sets with each set containing a copy of each page.

1-4 Konica 8020/8031 1.2 Available Features Output Settings Stapling Copies are stapled together before they are output.

Stapling is only available if the optional finisher (FS-135 or FS-231) is installed. 1 Chapter 1 1-5 Hole-punching Holes are punched in copies before they are output. Hole-punching is only available if the punch kit (PK-131) is installed in the optional finisher (FS-231). Zoom Settings Auto Size G This setting automatically selects the most appropriate zoom ratio based on the size of the document loaded and the specified paper size. This setting makes a copy that is the same size as the document ($\times 1.000$). Zoom settings for making enlarged copies from common standard document sizes to standard paper sizes are available. H H Full Size G Enlarged copies G Example 1: A Letter-size document can be copied onto the larger 11×17 -size paper. Example 2: A Legal-size document can be copied onto the larger 11×17 -size paper. Reduced copies G Zoom settings for making reduced copies from common standard document sizes to standard paper sizes are available.

H H Example 1: A Legal-size document can be copied onto the smaller Letter-size paper. Example 2: An 11×17 -size document can be copied onto the smaller Letter-size paper. Minimal G This setting slightly reduces the copy ($\times 0.930$). H Selecting the "Minimal" setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy. Zoom copies G Any zoom ratio (between $\times 0.250$ and $\times 4.000$) can be specified. H Touch and to specify the desired zoom ratio. "CustomZoom" setting G Any zoom ratio (between $\times 0.$

250 and $\times 4.000$) can be specified. H H Use the keypad to enter the desired zoom ratio. In addition, up to two zoom ratios specified using the keypad can be stored for later use. "XY Zoom" function G The copy size can be changed by specifying different scaling proportions (between $\times 0.$ 250 and $\times 4.000$) for the vertical and the horizontal dimensions. Konica 8020/8031 Before Making Copies 1 Chapter 1 Paper Settings "Auto Paper" setting G 1.2 Available Features This setting automatically selects the most appropriate paper size based on the size of the document loaded and the specified zoom ratio. The tray or drawer containing the appropriate paper that you wish to use can be selected.

Copies can be made onto the paper loaded into the manual bypass tray. Before Making Copies Manual paper selection G "Bypass" setting G 1-6 Konica 8020/8031 1.2 Available Features Orig Ö Copy Settings Single-sided originals Select this setting to copy single-sided documents. 1 Chapter 1 1-7 Double-sided originals Select this setting to copy double-sided documents. Single-sided copies Select this setting to make single-sided copies. Automatic double-sided copies The duplex unit is used to make double-sided copies. Manual double-sided copies Feed a single-sided copy through the manual bypass tray or load it into the 1st drawer to make a double-sided copy without using the duplex unit. Single-sided 2 in 1 copies Select this setting to reduce two document pages to fit one single-sided copy page. Double-sided 2 in 1 copies Select this setting to reduce four document pages to fit one double-sided copy page. Booklet copies Select this setting to make reduced double-sided copies that are laid out to form a booklet.

Konica 8020/8031 Before Making Copies 1 Chapter 1 Bound booklet copies Select this setting to make bound booklets from the copies. 1.2 Available Features Before Making Copies Single-sided 4 in 1 copies Select this setting to reduce four document pages to fit one single-sided copy page. Double-sided 4 in 1 copies Select this setting to reduce eight document pages to fit one double-sided copy page. Book separation copies Select this setting to make a single-sided copy of each of the two pages of an open book. Book spread copies Select this setting to make a single-sided copy containing two pages side-by-side from the two pages of an open book. Book-margin-erasing Select this setting to erase the area along the binding and around the text from the copy. Note The double-sided original setting is only available if the optional duplexing document feeder is installed. The double-sided copy settings are only available if the optional duplex unit is installed. Booklet-binding is only available if both the optional finisher FS-231 and the duplex unit are installed.

1-8 Konica 8020/8031 1.2 Available Features Photo Settings "Text&Photo" setting Select this setting when copying documents containing both text and images. 1 Chapter 1 1-9 "Photo Image" setting Select this setting when copying photographs (documents) printed on photographic paper. "Printed Image" setting Select this setting when copying printed documents, such as pamphlets or catalogs. "Text" setting Select this setting when copying documents containing only text.

"Map" setting Select this setting when copying documents with a background color or documents containing pencil markings or fine colored lines. "Copied Image" setting Select this setting when copying images (documents) printed with this copier. Konica 8020/8031 Before Making Copies 1 Chapter 1 Density Settings "Background" parameter ("Density" function) G 1.2 Available Features This parameter can be used to adjust the density of the background color for documents with a background color. This parameter can be used to adjust the density of the copy.

Before Making Copies "Density" parameter ("Density" function) G Glossy Mode Setting G Select this setting when copying glossy images. Screen Pattern Settings G These settings reduce moiré patterns* that occur when copying printed photographs (which contain shading) or documents containing lines.



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* Moire patterns: Pattern that occasionally appears when images containing a repeating pattern or lines are copied 1-10 Konica 8020/8031 1.2 Available Features 1 Chapter 1 Konica 8020/8031 1-11 Before Making Copies 1 Chapter 1 1.3 Names of Control Panel Parts and Their Functions 1.3 Names of Control Panel Parts and Their Functions 1 23 7 8 9 10 A Before Making Copies 11 12 16 15 14 45 13 6 No. 1 2 3 Part Name Touch panel [CHECK] key [UTILITY] key Description · Displays various screens and messages See p. 1-19 · Press to display the specified settings in Copy mode. · Press to display the specified transmission settings in Scan mode. · Press to display the Utility screen.

Input Meter Count User's Choice 1 & 2 Copy Program Recall Unit life indicator Admin. Mode · Press to enter an access code. · If no access codes have been set, nothing happens when this key is pressed. · Press to reset all copy modes and functions to their default settings. (All selected settings* are canceled.) · The current job is canceled. *Stored zoom ratios, stored job settings, and interrupted or delayed jobs are not canceled. · Use to type in the number of copies to be made. · Use to type in the zoom ratio. · Use to type in the various settings.

· Press to use this machine as a color scanner. · When the [SCAN] key is pressed, the key indicator lights up in green to indicate that the machine is in Scan mode. · Scan mode is only available if the optional printer controller is installed. If the printer controller is not installed, scanning cannot be performed. · Press to use this machine as a copier.

· When the [COPY] key is pressed, the key indicator lights up in green to indicate that the machine is in Copy mode. *Copy mode is selected as a default. · Press to enter and recover from Low Power mode and Shut off mode. · Press to enter Interrupt mode. · When the [INTERRUPT] key is pressed, the key indicator lights up in green to indicate that the machine is in Interrupt mode.

In addition, the message "Now in the Interrupt mode" appears on the touch panel. · To cancel Interrupt mode, press the [INTERRUPT] key again. · Press to stop a copy operation. · Scanning of a document is stopped. 4 5 [ACCESS] key [AUTO RESET] key 6 Keypad 7 [SCAN] key 8 [COPY] key 9 10 [POWER SAVER] key [INTERRUPT] key 11 [STOP] key 1-12 Konica 8020/8031 1.3 Names of Control Panel Parts and Their Functions 1 Chapter 1 Before Making Copies No. 12 Part Name [START] key Description · Press to start a job. · If this key is pressed during a continuous copy operation, scanning for the job begins. (Queued copy) See p. 6-2.

· Press to continue an interrupted copy job. · If this key is pressed while the copier is warming up, scanning for the job begins. (Queued copy) See p. 1-16. · The key indicator lights up in green to indicate that jobs can be queued. The key indicator lights up in orange to indicate that no jobs can be queued. · Press to reset the number of copies to "1". · Press to erase a setting, such as the zoom ratio or size, selected using the keypad. · The scanned image is erased. · Use when adjusting the angle of the control panel.

· Pull the release lever, and then push down on the control panel to adjust its angle. · Will be used to enlarge the display. (Currently not available) · Use to adjust the contrast of the touch panel. 13 [C] (CLEAR QTY.) key 14 Control panel release lever 15 16 [ENLARGE DISPLAY] key Touch panel contrast-adjusting dial * Job: Any set of consecutive operations, such as those for making copies, scans or computer printouts Konica 8020/8031 1-13 1 Chapter 1 1.4 Adjusting the Angle of the Control Panel 1.4 Adjusting the Angle of the Control Panel The control panel can be adjusted to any of three angles. Adjust the control panel to the angle that allows for easy operation. Before Making Copies 1-14 Konica 8020/8031 1.4 Adjusting the Angle of the Control Panel To adjust the angle of the control panel 1 Chapter 1 1-15 1 Pull the control panel release lever toward you, and then push down on the control panel.

2 The angle of the control panel stops at the middle position. 3 To adjust the control panel to an even steeper angle, pull the control panel release lever toward you, and then push down on the control panel. 4 The angle of the control panel stops at the lower position. 5 To return the control panel to the upper position, pull the control panel release lever toward you, and then pull up on the control panel. Konica 8020/8031 Before Making Copies 1 Chapter 1 1.5 Turning the Copier On and Off 1.5 Turning the Copier On and Off To turn the copier on § Set the power switch to "I". Before Making Copies When the copier is turned on 1 The indicator on the [START] key lights up in orange. A screen indicating that the machine is starting up appears. 2 After a few seconds, the message "Now warming-up.

Ready to scan." appears on the touch panel. When the indicator on the [START] key lights up in green, a job can be queued. Queuing a job during warm-up § An image can be scanned (a job can be queued) while the machine warms up after it is turned on. If a job is queued, printing begins after the copier has finished warming up (after about 5 minutes at normal room temperature (68°F)). Auto Reset G G G G The machine automatically resets all modes and functions to their default settings if one minute has passed without the machine performing any operations. If the optional key counter is removed, the machine assumes that the user has changed and automatically resets all modes and functions to their default settings. When the touch panel is reset, all settings that have not been stored, such as the number of copies, return to their default settings (p. 1-19). The conditions for all modes and functions automatically returning to their default settings can be specified using the "Auto Reset" function on the User's Choice: 1 screen.

1-16 Konica 8020/8031 1.5 Turning the Copier On and Off Low Power Mode If the copier is not used for 15 minutes, it automatically enters Low Power mode. 1 Chapter 1 Before Making Copies When the copier enters Low Power mode, the indicator on the [START] key remains lit in green and the touch panel goes off. The copier conserves energy and waits to receive a job. If the copier is not used for 30 minutes, it automatically enters Shut off mode.

The length of time after the last operation until the copier enters Low Power mode can be specified using the "Low Power" function on the User's Choice: 1 screen.



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For more details, refer to "Specifying Default Settings ("User's Choice" Functions)" of "Utility Mode Operations" in the Administrator Operations volume. To recover from Low Power mode 1 Press the [START] key. (The Low Power mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.) 2 The touch panel comes on again, and then after the copier has finished warming up, it is ready to begin printing (after about 30 seconds at normal room temperature (68°F)).

Shut off Mode If the copier is not used for 30 minutes, the copier automatically enters Shut off mode. The length of time after the last operation until the copier enters Shut off mode can be specified using the "Shut off" function on the User's Choice: 1 screen. For more details, refer to "Specifying Default Settings ("User's Choice" Functions)" of "Utility Mode Operations" in the Administrator Operations volume. To recover from Shut off mode § Press the [START] key. (The Low Power mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.) Then, continue with the operations described in "To turn the copier on" on page 1-16. Konica 8020/8031 1-17 1 Chapter 1 To turn the copier off 1.5 Turning the Copier On and Off 1 Touch [Job Log] to check that no jobs are queued. 2 If any copies or printouts remain in the output tray, remove them. Before Making Copies 3 Set the power switch to "O".

Note Do not turn off the copier while it is making copies or printing, otherwise a paper misfeed may occur. Do not turn off the copier while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted. Do not turn off the copier while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted. When the copier is turned off G The following are cleared. H H H H Settings that are not programmed, such as the number of copies Jobs queued to be printed Data scanned using the "Scan to Memory" function Jobs saved with "Memory Recall" function G Stored zoom ratios, programmed Copy mode settings, Utility mode settings and User Box settings are not erased. 1-18 Konica 8020/8031 1.6 Using the Touch Panel 1 Chapter 1 G G G G G G G G G G 1.6 Using the Touch Panel Description of the Touch Panel When the copier is turned on (when the power switch is set to "I"), the screen shown below appears in the touch panel. This screen is the Basic screen. It shows, with messages and graphics, the currently selected settings, the settings that are available, and the copier status.

Default Settings The settings selected when the copier is turned on (when the power switch is set to "I") are called the default settings. The default settings serve as a reference for all settings that are to be made. G G G G G G G G G G Number of copies: 1 Color: Auto Color Output: Non-Sort Zoom: 1.000 (Full Size) Paper: Auto Paper Mixed Orig Detection: Off Copy 1 Set: Off Original: Single-sided Copy: Single-sided Original Direction: None specified Margin: None Thick Original: Off Photo/Density: Text&Photo Background density: Standard Density: Standard Glossy Mode: Off Auxiliary functions: All off Color Image Adjust: Standard Tip The language of the displays in the touch panel can be changed using the "Language Selected" function on the Admin. Mode: Admin.

set screen. For more details, refer to "Administrator Mode Operations" of "Utility Mode Operations" in the Administrator Operations volume. The default settings that the copier resets all functions to can be specified using the Utility mode. For more details, refer to "Utility Mode Operations" in the Administrator Operations volume. Konica 8020/8031 1-19 Before Making Copies 1 Chapter 1 Structure of the Display Settings screen 1 Message display 1. 6 Using the Touch Panel Before Making Copies 2 Screen tabs 3 Available functions/settings 4 Selected settings 5 Job display 6 Job Log screen 1-20 Konica 8020/8031 1.6 Using the Touch Panel 1 Description The current copier status, operating instructions, warnings/precautions, and other data including the number of copies selected are displayed here. Each screen contains functions that can be specified. Touch a tab to display the corresponding screen. *The Basic screen is displayed as a default. Selecting a screen displays various functions that can be specified. Select a different function to display the corresponding settings. The current settings are shown by messages and graphics. · Jobs* currently being performed or waiting to be performed are displayed (if printer controller IP-711 is installed). · The current sending/receiving status is shown by an icon (if printer controller Fiery X3e 31C-M is installed).

· Touch [Job Log] or [Job Control] to display either the Job Log or the Job Control screen. To return to the Basic screen, touch [Basic] in either the Job Log or the Job Control screen. In addition to displaying the current jobs, various functions for checking and controlling jobs are available. No. 1 2 Item Name Message display Screen tabs 3 4 5 Available functions/settings Selected settings Job display 6 Job Log screen * Job: Any set of consecutive operations, such as those for making copies, scans, or computer printouts, etc. Operating the Touch Panel To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel. CAUTION Be careful not to damage the touch panel. § Never push down on the touch panel with force, and never press it using a hard or pointed object. Konica 8020/8031 1-21 Before Making Copies Chapter 1 1 Chapter 1 1.6 Using the Touch Panel Before Making Copies 1-22 Konica 8020/8031 Basic Copy Operations 2 Basic Copy Operations 2 Chapter 2 2 2.

1 Making Basic Copies The procedure for making basic copies is described below. 2.1 Making Basic Copies Basic Copy Operations Chapter 2 Check that the [COPY] key indicator is lit in green and that the copier is in Copy mode. · If the [SCAN] key is lit in green, press the [COPY] key. Press the [AUTO RESET] key.

· In order to prevent paper misfeeds, all copy modes and functions should be reset. Position the document(s) to be copied. · For details, refer to "Feeding the Document" (p. 4-5). Make sure that the Color setting "Auto Color" is selected.

· For details, refer to "Selecting a Color Setting" (p. 5-2). Make sure that the Output setting "Non-Sort" is selected. · For details, refer to "Selecting an Output Setting" (p. 5-3). Make sure that the Zoom setting "×1.



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000" is selected. · For details, refer to "Specifying a Zoom Setting" (p. 5-7). 2-2 Konica 8020/8031 2.

1 Making Basic Copies 2 Make sure that the Paper setting "Auto Paper" is selected. · For details, refer to "Selecting the Paper Setting" (p. 5-11). Touch [Orig^o Copy]. Make sure that the single-sided original and the single-sided copy settings are selected. · For details, refer to "Selecting the Orig^o Copy Settings" (p. 5-13). Touch [Photo/Density]. · Make sure that the Photo/Density setting "Text&Photo" is selected. · Make sure that the standard (middle) Density setting is selected.

· For details, refer to "Selecting a Photo/Density Setting" (p. 5-27). Touch [Auxiliary]. Check that no functions are selected. No Auxiliary functions are used during basic copying.

· For details, refer to the Advanced Operations volume. Make sure that the number of copies is set to "1". · To specify multiple copies, use the keypad to enter the desired number of copies. Up to 999 copies can be specified. Press the [START] key.

The copy job appears in the job display. · Copying is performed in the order that the job was programmed. · If other jobs are being printed, the job will be queued (multi-job feature). Touch [Job Log]. · The printing status of the programmed job and the job's settings can be viewed. · For details, refer to "Controlling Jobs" (p. 6-1). To quit copying, press the [STOP] key. Konica 8020/8031 2-3 Basic Copy Operations Chapter 2 2.2 Practical Copy Examples Examples of various basic copy operations are described below.

2.2 Practical Copy Examples Refer to the following procedures for details on performing the various copy operations. Chapter 2 Note These explanations assume that all functions, such as those available on the Utility screen, are set to their default settings. If any function has been customized, it may not be possible to perform the operations as described below. To make a copy that is the same size as the original An example for making one single-sided copy that is the same size as the single-sided original is described below. Basic Copy Operations A A Load the document into the duplexing document feeder. When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document. Touch [Paper]. Make sure that paper of the same size as the document is loaded into a paper drawer. Make sure that the number of copies is set to "1". Press the [START] key. The copy job appears in the job display. Copying is performed in the order that the job was programmed. 2-4 Konica 8020/8031 2.

2 Practical Copy Examples To make an enlarged copy of the document 2 An example for making one single-sided 11 × 17-size enlargement from a single-sided Letter-size original is described below. A A Load the document into the duplexing document feeder. When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document. Touch [Zoom]. Touch [Letter^o 11 × 17]. Touch [Paper]. Make sure that 11 × 17-size paper is loaded into a paper drawer. Make sure that the number of copies is set to "1". Press the [START] key. The copy job appears in the job display. Copying is performed in the order that the job was programmed. Konica 8020/8031 2-5 Basic Copy Operations Chapter 2 2 To make a reduced copy of the document 2.2 Practical Copy Examples An example for making one single-sided Letter-size reduction from a single-sided 11 × 17-size original is described below. Chapter 2 A A Basic Copy Operations Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the left side of the copier. Then, adjust the document guides to fit the size of the document. Touch [Zoom]. Touch [11 × 17^o Letter]. Touch [Paper]. Make sure that Letter-size paper is loaded into a paper drawer. Make sure that the number of copies is set to "1". Press the [START] key. The copy job appears in the job display. Copying is performed in the order that the job was programmed.

2-6 Konica 8020/8031 2.2 Practical Copy Examples To reduce paper use 2 An example for copying four single-sided Letter-size documents onto one single-sided Letter-size page is described below. 1 1 2 3 4 3 2 4 Load the document into the duplexing document feeder. When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document. Touch [Orig^o Copy], and then touch [4in1/Booklet]. Touch [1-4in1], and then touch [Enter]. Touch [Paper]. Make sure that Letter-size paper is loaded into a paper drawer. Make sure that the number of copies is set to "1".

Press the [START] key. The copy job appears in the job display. Copying is performed in the order that the job was programmed. Konica 8020/8031 2-7 Basic Copy Operations Chapter 2 2 To make copies from a book or magazine 2.2 Practical Copy Examples An example for making two separate single-sided Letter C-size copies from an open Letter-size book is described below. Chapter 2 1 2 1 2 Basic Copy Operations Position the book face down onto the platen glass. When positioning the document, position it so that the top is toward the rear of the copier. In addition, align the center of the book with the book mark on the document scale. Touch [Orig^o Copy], and then touch [Book]. Make sure that [Separation] is selected, and then touch [Enter].

Touch [Paper]. Select the drawer loaded with Letter C paper. Make sure that the number of copies is set to "1". Press the [START] key. The copy job appears in the job display. Copying is performed in the order that the job was programmed. 2-8 Konica 8020/8031 2.2 Practical Copy Examples To copy a postcard 2 An example for making a single-sided copy from a single-sided postcard onto a postcard loaded into the manual bypass tray is described below. Position the postcard document face down onto the platen glass. When positioning the document, position it so that the top is toward the rear of the copier. Touch [Orig^o Copy]. Touch [Original Direction]. Touch the setting for a document with the top pointing to the right. Touch [Paper]. Select the manual bypass tray.

Touch [4 × 6 L]. The "Thick2" Paper setting is automatically selected. Prepare one postcard.



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Load the postcard into the manual bypass tray with the top of the postcard entering the feed slot and the side to be printed onto facing down. (The side where the address is written should face up.

) Konica 8020/8031 2-9 Basic Copy Operations Chapter 2 2 Adjust the paper guides to the size of the postcard. 2.2 Practical Copy Examples Chapter 2 Lightly slide the postcard into the feed slot as much as possible. The postcard is fed in and copying begins. Basic Copy Operations 2-10 Konica 8020/8031 2.3 Stopping Printing 2.3 Stopping Printing A job can be canceled while it is being printed. 1 Press the [STOP] key while the job is being printed. The printing stops. The message "Job has been stopped.

" appears. 2 To continue printing the job, press the [START] key. Printing continues. 3 To delete a stopped print job, select the job that you wish to cancel, and then touch [Delete]. 4 After touching [Delete], the message "Job has been done improperly. Check the record." appears. The job being printed is deleted. 5 Touch [Enter]. Konica 8020/8031 2-11 Basic Copy Operations Chapter 2 To stop/restart/delete a print job 2 2.

3 Stopping Printing Basic Copy Operations 2-12 Chapter 2 Konica 8020/8031 2.4 Interrupting a Copy Job 2 2.4 Interrupting a Copy Job The job being printed can be interrupted. For details on prioritizing a copy job so that it will be printed when the current job is finished (without interrupting the current job), refer to "Increase Priority Screen" (p. 6-13).

Note Some functions cannot be interrupted. In addition, certain functions cannot be set if the copier is in Interrupt mode. For more details, refer to the "Function Combination Table" in the Administrator Operations volume. To interrupt copying 1 Press the [INTERRUPT] key while a job is being printed. H H H H The [INTERRUPT] key indicator lights up.

The message "Now in the Interrupt mode." appears. (At this point, printing of the job before the interruption continues.) The Copy mode settings return to their defaults. (The Copy mode settings of the job before the interruption and the remaining number of copies are recorded.) If no operation is performed for 1 minute after the [INTERRUPT] key is pressed, the Interrupt mode is automatically canceled and the machine returns to default (or initial) mode. 2 Position the document(s) to be copied. 3 Select the desired Copy mode settings. 4 Press the [START] key. "Stopped Print" appears below Status in the job display.

5 Scanning of the document begins. The job queue is displayed, and the job that printing was interrupted for is added to the queue. 6 The job that printing was interrupted for is added to the job display. 7 If the job that printing was interrupted for is ready for printing, the interrupted job stops being printed and the job that printing was interrupted for is printed. When printing is finished, the job that printing was interrupted for is removed from the job display. 8 Press the [INTERRUPT] key. The [INTERRUPT] key indicator goes off and Interrupt mode is canceled. The Copy mode settings for the job before printing was interrupted appear, and printing of the job that was interrupted automatically continues. Konica 8020/8031 2-13 Basic Copy Operations Chapter 2 This mode is convenient for pausing the current copy job in order to make a quick copy of a different document. 2 2.

5 Making Test Copies (Copy 1 Set) 2.5 Making Test Copies (Copy 1 Set) Before printing a large number of copies, a sample copy can be printed so you can check the specified settings. This is convenient for checking the selected settings before printing. Chapter 2 Basic Copy Operations If a job is currently being printed, that job is interrupted so one test copy can be printed. After the single test copy is printed, the interrupted job automatically continues printing.

The number of copies remaining after the test print are recorded and the job is queued to be printed. To make a test copy 1 Select the desired Copy mode settings. 2 In the Basic screen, touch [Copy 1 Set]. 3 Press the [START] key. Scanning of the document begins, and the job is queued.

4 Only one test copy is printed. Check the test copy. A message appears, asking if the job should be continued. 5 If the remaining number of copies can be made with the current settings, touch [Yes]. The print job is queued for printing of the remaining number of copies. 6 If the remaining number of copies cannot be made with the current settings, touch [No]. The remaining number of copies of the job for the test print is canceled. The message "Job has been done improperly. Check the record." appears.

7 Touch [Enter]. 2-14 Konica 8020/8031 2.6 Making Copies Using Accounts 2 2.6 Making Copies Using Accounts Using the "Copy Track" Function G If the "Copy Track" function is used, printing is only possible by users who enter their assigned access code. H H G The access codes are set using the Administrator mode available from the User's Choice screen. Settings should be made by the administrator. H H Settings cannot be made by anyone who does not log in using the administrator access code. For details on the administrator access code, contact the authorized service representative. To make copies when accounts are specified 1 If an access code has been specified, a screen appears, indicating that the access code must be entered. 2 Using the keypad, enter the assigned fourdigit access code.

3 Press the [ACCESS] key. The access code input screen disappears, and the Basic screen appears. 4 Make copies using the desired Copy mode settings. 5 After you finish making your copies, press the [ACCESS] key. The access code input screen appears again.

Konica 8020/8031 2-15 Basic Copy Operations Copying cannot be performed by users who do not know the access code. For access codes, contact your administrator. Chapter 2 The total number of copies allowed and the copies allowed for certain sizes can be set for up to 99 accounts. 2 2.6 Making Copies Using Accounts Basic Copy Operations 2-16 Chapter 2 Konica 8020/8031 Loading Paper 3 Loading Paper 3 Chapter 3 3 3.

1 Paper Specifications Use paper that meets the following specifications. Paper Types Paper Type Weight (lbs.) Plain Paper Thick Paper 1 3.1 Paper Specifications Thick Paper 2 Thick Paper 3 Chapter 3 Paper Source, Etc. Manual bypass tray 1st drawer 2nd drawer 17 lbs. to 24 lbs. 2 2 24-1/4 lbs. to 40 lbs. 2 2 --- 40-1/4 lbs. to 55-1/2 lbs.

2 2 --- 55-3/4 lbs. to 68 lbs. 2 2 --- Loading Paper Paper feed unit *1 2 2 2 Large capacity tray*1 Double-sided copies Finished copies*3 *2 Paper Type Paper Source, Etc. Manual bypass tray 1st drawer 2nd drawer Paper feed unit *1 Overhead Projector Transparencies C Postcards Envelopes Label Sheets 2 2 --- 2 2 --- 2 2 --- Large capacity tray*1 Double-sided copies Finished copies*3 *2 3-2 Konica 8020/8031 3.



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1 Paper Specifications Paper Sizes Non-standard paper: Paper Source Manual bypass tray 1st drawer 2nd drawer Paper feed unit *1 3 Paper Width 3-9/16 in. to 12-1/4 in. Paper Length 5-1/2 in. to 18 in. --- Standard paper: Paper Size 12.25 × 18 L Ledger L (11 in. × 17 in. L) 11 × 14 L Legal L Letter L Invoice C (5.5 in. × 8.5 in.

C) Paper Source, Etc. Manual bypass tray 1st drawer 2nd drawer Paper feed unit *1 2 2 --- 2 2 2 2 2 -- 2 2 2 2 2 2 -- 2 2 2 2 2 2 2 2 2 2 2 2 2 2 *4 -- 2 Large capacity tray *1 Double-sided copies *2 Finished copies *3 Paper Size Invoice L (5.5 in. × 8.5 in.

L) Executive C Executive L F4 L (8 in. × 13 in. L) 4×6L Thick Paper Paper Source, Etc. Manual bypass tray 1st drawer 2nd drawer Paper feed unit *1 Large capacity tray *1 Double-sided copies *2 Finished copies *3 2 2 2 --- 2 2 2 2 --- 2 2 2 2 2 --- 2 2 2 2 2 --- 2 2 2 --- 2 Konica 8020/8031 3-3

Loading Paper Chapter 3 Large capacity tray *1 3 Paper Capacity Paper Type Paper Source, Etc. Manual bypass tray 1st drawer 2nd drawer Paper feed unit *1 1 sheet 250 sheets 500 sheets 500 sheets *1 3.1 Paper Specifications Plain Paper Thick Paper 1 Thick Paper 2 Thick Paper 3 1 sheet 20 sheets --- 1 sheet 20 sheets --- 1 sheet 20 sheets --- Chapter 3 Large capacity tray 2,500 sheets Paper Type Paper Source, Etc. Overhead Projector Transparencies 1 sheet 20 sheets -- Postcards Envelopes Label Sheets Loading Paper Manual bypass tray 1st drawer 2nd drawer Paper feed unit *1 1 sheet 20 sheets --- 1 sheet 20 sheets --- Large capacity tray *1 *2 The paper feed unit and large capacity tray are optional. If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used. If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used. The paper size should be changed by your authorized service representative.

*3 *4 3-4 Konica 8020/8031 3.1 Paper Specifications 3 Note The following types of paper should not be used, otherwise print quality may suffer or paper misfeeds may occur. Overhead transparencies that have already been fed through the copier (even if the transparency is still blank) Paper that has been printed on by a heat-transfer printer or an inkjet printer Paper that is either extremely thick or extremely thin Folded, curled, wrinkled, or torn paper Perforated paper or paper with punched holes Extremely smooth or extremely rough paper, or paper with an uneven surface Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper Paper that has been decorated with foil or embossing Paper of various sizes Paper of a non-standard shape (not rectangular) Paper that is bound with glue, staples or paper clips Paper with labels attached Paper with ribbons, hooks, buttons, etc. attached Stapled paper Konica 8020/8031 3-5 Loading Paper Chapter 3 3.2 G G G 3.2 Print Area Print Area Any part of the image within the area indicated below is not printed. A margin 0.2 in. (5 mm) from the leading edge of the paper (A) A margin 0.12 in.

(3 mm) from the trailing edge of the paper (B) A margin 0.12 in. (3 mm) on both sides of the paper (C) (For details on using the copier to print from a computer when the printer controller is installed, refer to the manual for the printer controller.) Chapter 3 B C A Paper output direction Loading Paper C A: 0.2 in. (5 mm) B: 0.12 in. (3 mm) C: 0.12 in. (3 mm) 3.

3 G Paper Storage Observe the following precautions when storing the paper. Store the paper in a location that meets the following requirements: H H H H G G Not exposed to direct sunlight Not exposed to a flame Not exposed to high humidity Not extremely dusty Unwrapped paper should be stored in a plastic bag in a cool, dark location. Keep paper out of the reach of children. 3-6 Konica 8020/8031 3.4 Automatically Selecting the Paper Source 3.4 Automatically Selecting the Paper Source If the selected paper drawer runs out of paper while a print job is being copied and a different paper drawer is loaded with paper meeting the following conditions, the other paper drawer is automatically selected so printing can continue. If the optional large capacity tray is installed, a maximum of 3,250 copies (with Letter C paper) can be made continuously. This feature is convenient when making a large number of copies continuously. Operating conditions G G G The paper is the same size. The paper is the same type.

The paper is in the same orientation. Order for selecting another paper drawer When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen. First priority: 2nd drawer Second priority: 3rd drawer Third priority: 4th drawer Fourth priority: 1st drawer Konica 8020/8031 3-7 Loading Paper When making a large number of copies continuously, load all paper drawers with paper meeting the conditions listed above. Chapter 3 3.5 Loading Paper Loading Paper Into the 1st Drawer 3.5 Loading Paper 1 Pull out the paper drawer for the 1st drawer. 2 Press down on the paper-lifting plate until it locks into place. Paper take-up roller Chapter 3 Note Be careful not to touch the surface of the paper takeup roller with your hands. Loading Paper 3 Slide the lateral guides to fit the size of paper to be loaded. Note For paper of a non-standard size, first load the paper, and then adjust the lateral guides to the size of the loaded paper.

4 For "12 × 18" paper, adjust the trailing-edge guides as shown in the illustration. 3-8 Konica 8020/8031 3.5 Loading Paper 3 5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was unwrapped) faces up. 6 When making manual double-sided copies, load the paper so that the second side (the blank side) faces up. Do not load so much paper that the top of the stack is higher than the Å mark. Do not load more than 21 sheets of special paper. Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur. When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer. We recommend replenishing the paper only after all of the paper in the drawer has been used, otherwise a paper misfeed may occur. Tip When loading 4 × 6 L paper, load them with the shorter side as the leading edge, as shown.



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Note Do not load 4 × 6 L paper crosswise, as shown. Konica 8020/8031 3-9 Loading Paper Chapter 3 Note If the paper is curled, flatten it before loading it.
3 Tip After pressing down the envelopes to make sure that all air is removed and making sure that the folds of the flaps are firmly pressed, load the envelopes with the shorter side as the leading edge and with the side to be printed on facing down, as shown in the illustration. 3.5 Loading Paper Loading Paper Chapter 3 Note Do not load envelopes crosswise, as shown. 3-10 Konica 8020/8031 3.5 Loading Paper 3 7 If paper of a non-standard size has been loaded, slide the lateral guides against the edges of the loaded paper. 8 Close the paper drawer. 9 Turn the media type selection dial to the setting for the type of paper loaded. Setting Plain Plain Thick1 Thick1 Thick2 Thick2 Thick 3 Thick 3 Envelope OHP Paper Type Plain paper Second side of a doublesided copy on plain paper Thick paper 1 Second side of a doublesided copy on thick paper 1 Thick paper 2 Second side of a doublesided copy on thick paper 2 Thick paper 3 Second side of a doublesided copy on thick paper 3 Envelopes Overhead projector transparencies During manual doublesided copying During manual doublesided copying During manual doublesided copying Notes OHP Plain Plain Thick1 Thick1 Thick3 Thick2 Thick3 Thick2 Tip If postcards are loaded, set the media type selection dial to "Thick2".

If label sheets are loaded, set the media type selection dial to "Thick1". Konica 8020/8031 3-11 Loading Paper Envelope Chapter 3 3 Setting the Paper Size for the 1st Drawer 3.5 Loading Paper Chapter 3 Loading Paper Since the size of the paper loaded into the 1st drawer is automatically detected, it is usually not necessary to set the paper size. However, it may be necessary to set the paper size if the paper size is not automatically detected for some reason or if non-standard size paper is loaded. To set the paper size 1 Touch [Paper]. A screen that shows the specified paper size settings appears. 2 Select the 1st drawer. 3 Touch [Size Change]. The Input screen appears. 4 Select the setting for the size of paper that is loaded.

5 Touch [Enter]. The paper size for the 1st drawer is set. 3-12 Konica 8020/8031 3.5 Loading Paper To set a paper size in metric measurements 3 1 Touch [Paper]. A screen that shows the specified paper size settings appears. 2 Select the 1st drawer, and then touch [Size Change]. 3 Touch [Metric]. Chapter 3 3-13 The Input screen appears with paper sizes in metric measurements. 4 Select the setting for the size of paper that is loaded. 5 Touch [Enter].

The paper size for the 1st drawer is set. To set a non-standard (custom) paper size If non-standard-sized paper is loaded, it will be necessary to enter the paper size. 1 Touch [Paper]. A screen that shows the specified paper size settings appears. 2 Select the 1st drawer, and then touch [Size Change]. 3 Touch [Custom Size]. The Custom Size screen appears. 4 Make sure that 5 Touch H is selected. and to select the length of side X for the paper that is loaded. Touch until the cursor moves below the fraction that you wish to change.

The entered length of side X appears. 6 Touch 7 Touch H . and to select the length of side Y for the paper that is loaded. Touch until the cursor moves below the fraction that you wish to change. The entered length of side Y appears. 8 Touch [Enter], and then touch [Enter] in the Input screen. 9 The paper size for the 1st drawer is set. Konica 8020/8031 Loading Paper 3 To store a non-standard (custom) paper size 3.5 Loading Paper Two non-standard paper sizes can be stored. Storing paper sizes that are used often enables the paper size to be quickly selected, without having to re-enter the setting.

1 Touch [Paper]. A screen that shows the specified paper size settings appears. 2 Select the 1st drawer, and then touch [Size Change]. Chapter 3 3 Touch [Custom Size]. The Custom Size screen appears. 4 Make sure that is selected. Loading Paper 5 Touch H and to select the length of side X for the paper that is loaded. Touch until the cursor moves below the fraction that you wish to change. The entered length of side X appears. 6 Touch 7 Touch H .

and to select the length of side Y for the paper that is loaded. Touch until the cursor moves below the fraction that you wish to change. The entered length of side Y appears. 8 Touch [Size Registration]. 9 Touch either [1] or [2]. 10 Touch [Enter], and then touch [Enter] in the Input screen. The custom paper size is stored. 3-14 Konica 8020/8031 3.5 Loading Paper To select a stored non-standard (custom) paper size 3 1 Touch [Paper]. A screen that shows the specified paper size settings appears.

2 Select the 1st drawer, and then touch [Size Change]. 3 Touch [Custom Size]. custom paper size. 5 Touch [Enter], and then touch [Enter] in the Input screen. The paper size for the 1st drawer is set. Konica 8020/8031 3-15 Loading Paper Chapter 3 4 Touch either [1] or [2] to select the stored 3 Loading Paper Into the 2nd Drawer or a Paper Feed Unit 3.5 Loading Paper 1 Pull out the paper drawer. 2 Press down on the paper-lifting plate until it locks into place. Paper take-up roller Chapter 3 Note Be careful not to touch the surface of the paper take-up roller with your hands. 3 Remove the trailing-edge guide, and then re-install it for the size of paper to be loaded.

Loading Paper 3 4 4 Slide the lateral guides to fit the size of paper to be loaded. 3-16 Konica 8020/8031 3.5 Loading Paper 3 5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was unwrapped) faces up. Note If the paper is curled, flatten it before loading it. Do not load so much paper that the top of the stack is higher than the Å mark.

Paper other than plain paper cannot be fed from the 2nd drawer or optional paper feed units. If you wish to make copies onto paper other than plain paper, feed it through the manual bypass tray or the 1st drawer. When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer. If the paper is not aligned well, a paper misfeed may occur. We recommend replenishing the paper only after all of the paper in the drawer has been used.

6 Close the paper drawer. "Specialty Paper" function The paper loaded into the 2nd, 3rd or 4th drawer can be specified as special paper. If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting "Auto Paper". This function is useful if special paper is loaded into a paper drawer.



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For more details, refer to "To set the "Specialty Paper" function" of the Administrator Operations volume. To set the "Specialty Paper" function 1 Press the [UTILITY] key. 2 Touch [User's Choice: 2]. 3 Touch [Specialty Paper]. 4 Select the paper drawer that you wish to set. 5 Select the desired special paper setting.

Konica 8020/8031 3-17 Loading Paper Chapter 3 3 Loading Paper Into the Large Capacity Tray 3.5 Loading Paper 1 Pull out the paper drawer. 2 Load paper into the right side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up. Chapter 3 Note If the paper is curled, flatten it before loading it. Do not load so much paper that the top of the stack is higher than the Å mark. Paper other than plain paper cannot be fed from the large capacity tray. If you wish to make copies onto paper other than plain paper, feed it through the manual bypass tray or the 1st drawer. When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer. We recommend replenishing the paper only after all of the paper in the drawer has been used, otherwise a paper misfeed may occur. Loading Paper 3 Load paper into the left side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

Note Do not load so much paper that the top of the stack is higher than the Å mark. Paper other than plain paper cannot be fed from the large capacity tray. If you wish to make copies onto paper other than plain paper, feed it through the manual bypass tray or the 1st drawer. The paper guide in the large capacity tray has been installed for Letter C-size paper. When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer.

We recommend replenishing the paper only after all of the paper in the drawer has been used, otherwise a paper misfeed may occur. 4 Close the paper drawer. "Specialty Paper" function The paper loaded into the large capacity tray (3rd drawer) can be specified as special paper. If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting "Auto Paper". This function is useful if special paper is loaded into a paper drawer.

For more details, refer to "To set the "Specialty Paper" function" of the Administrator Operations volume. 3-18 Konica 8020/8031 3.5 Loading Paper To set the "Specialty Paper" function 3 1 Press the [UTILITY] key. 2 Touch [User's Choice: 2]. 3 Touch [Specialty Paper]. 4 Select the 3rd drawer. 5 Select the desired special paper setting. Chapter 3 3-19 Konica 8020/8031 Loading Paper 3 Loading Paper Into the Manual Bypass Tray 3.5 Loading Paper Paper can be fed manually through the manual bypass tray if you wish to copy onto paper that is not loaded into a drawer, or if you wish to copy onto special paper. 1 Touch [Paper].

A screen that shows the specified paper size settings appears. 2 Select the manual bypass tray. Chapter 3 Loading Paper 3 The Paper Input Size screen appears. 4 Select the setting for the size of paper that is loaded. H For paper sizes in metric measurements, touch [Metric] to display a screen containing metric paper size settings. 5 For a paper size other than the standard sizes listed on the screen, touch [Custom Size] to display a screen that allows you specify a size. 6 Touch H , , and to select the length of side X for the paper that is loaded. Touch until the cursor moves below the fraction that you wish to change. 7 Touch H , , and to select the length of side Y for the paper that is loaded. Touch until the cursor moves below the fraction that you wish to change. 8 Touch [Enter]. 9 Touch [Paper Type]. The Paper Type screen appears. 3-20 Konica 8020/8031 3.5 Loading Paper 3 10 Select the setting for the type of paper that is loaded.

11 Touch [Enter]. The paper Input Size screen appears again. 12 Open the manual bypass tray. 13 Prepare one sheet of the paper. 14 Load the paper into the manual bypass tray so that the front side of the paper (the side facing up when the package was unwrapped) faces down.

H H Tip When loading 4 × 6 L paper, load them with the shorter side as the leading edge, as shown. Note Do not load 4 × 6 L paper crosswise, as shown. Konica 8020/8031 3-21 Loading Paper When making manual double-sided copies, load the paper into the manual bypass tray so that the second side (the blank side) faces down. Copies will be made on the surface of the paper facing down when paper is loaded into the manual bypass tray. Chapter 3 3 Tip Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur. Load the envelopes with the shorter side as the leading edge and with the side to be printed on facing up, as shown in the illustration. 3.5 Loading Paper Loading Paper Chapter 3 Note Do not load envelopes crosswise, as shown. 3-22 Konica 8020/8031 3.5 Loading Paper 3 Tip When loading Overhead projector transparencies, load them with the longer side as the leading edge, as shown.

Note Do not load Overhead projector transparencies lengthwise, as shown. 15 Adjust the paper guides to fit the size of paper that is loaded. 16 Lightly slide the paper into the feed slot as much as possible so that the edge of the paper is fed into the copier. H Feed only one sheet of paper at a time. 17 Copying can begin. Konica 8020/8031 3-23 Loading Paper Chapter 3 3 3.5 Loading Paper Loading Paper 3-24 Chapter 3 Konica 8020/8031 Original Documents Documents 4Original 4 Chapter 4 4 4.1 Document Feeding 4.1 Document Feeding The document can be fed in one of two different ways. Be sure to position the document correctly according to the type of document being copied.

Document Feed Method Multi-sheet feeding Features Using the duplexing document feeder, a multi-page document can be fed automatically. This feed method can also be used with double-sided documents, and is perfect for multipage double-sided documents. See page 4-5. The document is placed directly on the platen glass, then scanned. @@This method is best with books and other documents that cannot be fed through the duplexing document feeder. See page 4-10. Manual feeding Document Types Chapter 4 Note Be sure to use the document paper type appropriate for the feed method being used. If the correct paper type is not used, a paper misfeed or damage to the document may occur.



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