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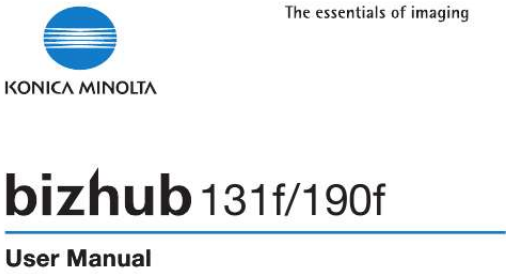
You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB 131F. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB 131F in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KONICA MINOLTA BIZHUB 131F
User guide KONICA MINOLTA BIZHUB 131F
Operating instructions KONICA MINOLTA BIZHUB 131F
Instructions for use KONICA MINOLTA BIZHUB 131F
Instruction manual KONICA MINOLTA BIZHUB 131F



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.....ing can not be used. Ozone Release 7CAUTION Locate the Machine in a Well-Ventilated Room % A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations.
For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated. Acoustic Noise For European Users Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN ISO 7779 is equal to or less than 70dB(A).
Ergonomische Grundlagen für die GS-Prüfung von IT-Geräten in Verbindung mit Bildschirmgeräten This device is not intended for use at a video workstation in compliance with BildscharbV.
Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäß BildscharbV vorgesehen. 1-4 bizhub 131f/190f Introduction Energy Star 1 As an Energy Star® partner, we have determined that this product meets the Energy Star® guidelines for energy efficiency. What is an Energy Star® Product? An Energy Star® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An Energy Star® product uses energy more efficiently, saves you money on utility bills and helps protect the environment. Super G3 Super G3 is an extension of Group 3 fax technology standards, allowing the use of high-speed ITU-T V.
34 modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking. JBIG Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document. bizhub 131f/190f 1-5 1 Introduction 1-6 bizhub 131f/190f 2 Safety Information Safety Information 2 2 2.1 Safety Information Safety Information for proper use This section contains detailed instructions on the operation and maintenance of this machine.

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To achieve optimum use of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine. Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual. Please note that some parts of the contents of this section may not correspond with the purchased product. 2.1.1 Warning and Precaution Symbols 7WARNING Ignoring this warning could cause serious injury or even death. % Do not ignore this safety advice. 7CAUTION Ignoring this caution could cause injury or damage to property. % Do not ignore this safety advice. bizhub 131f/190f 2-3 2 2.1. 2 Meaning of Symbols Symbol Meaning Safety Information A triangle indicates a danger against which you should take precaution. This symbol warns against possible causes of burns. A diagonal line indicates a prohibited course of action. This symbol warns against dismantling the device. A black circle indicates an imperative course of action.

This symbol indicates you must unplug the device. 2.1.3 WARNING Symbol Meaning · Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.

· Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. · Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. · Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. · Use only the specified power source voltage. Failure to do so could result in a fire or electrical shock. · Do not use a multiple outlet adapter to connect any other appliances or machines.

Exceeding a power outlet's current rating could result in a fire or electrical shock. Do not unplug or plug in the power cord with a wet hand, as an electrical shock could result. Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock. · Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn off the machine, unplug the power cord from the power outlet, and then call your authorized service representative. · Avoid using an extension cord. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. 2-4 bizhub 131f/190f Safety Information 2 Meaning · Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. · Should a piece of metal, water, or any other similar foreign matter fall inside the product, immediately turn off the machine, unplug the power cord from the power outlet, and then call your authorized service representative. · Do not continue using this product if it becomes unusually hot or if it emits smoke, unusual odors or noise.

Immediately turn off the machine, unplug the power cord from the power outlet, and then call your authorized service representative. If you continue using it in this condition, a fire or electrical shock could result. · Do not continue using this product if it has been dropped or its cover is damaged. Immediately turn off the machine, unplug the power cord from the power outlet, and then call your authorized service representative. If you continue using it in this condition, a fire or electrical shock could result.

Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage. Symbol Connect the power cord to an electrical outlet that is equipped with a grounding terminal. 2.1.4 CAUTION Symbol Meaning · Do not use flammable sprays, liquids, or gases near this product, as a fire could result. · Do not leave toner units or drum units within easy reach of children. Licking or ingesting any of these items could be harmful to your health. · Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.

· Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock. · Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. · Do not place this product on an unstable or tilted bench, or in a location exposed to excessive vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. · After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. · Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.

The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the areas (around the fusing unit, etc.) that are indicated by a "CAUTION HOT" caution label. bizhub 131f/190f 2-5 2 Symbol Meaning Safety Information Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs. The power outlet should be installed near the machine and should be easily accessible so that the power plug can easily be pulled out if an emergency occurs.

· Always use this product in a well-ventilated location. Operating the product in a poorly ventilated room for an extended period of time could be harmful to your health. Ventilate the room at regular intervals. · When moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.

· When moving this product, always hold it at the areas indicated in the User Manual and other documents.

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If the unit falls, it may cause severe personal injuries or the product may be damaged or malfunction. · Remove the power plug from the outlet more than once a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire. · When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock. 2.1.5 Precautions for Routine Use Symbol Meaning · Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight and high temperature and humidity, as poor image quality and malfunctions could result. · Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight.

If the PC drum is exposed to intense light, poor image quality could result. · Do not unpack a toner unit or PC drum unit until it is to be used. Do not leave a unit unpacked. Install it immediately, otherwise poor image quality could result. · Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result. · Do not throw or drop a toner unit or PC drum unit as poor image quality could result. · Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage to it or decrease its performance. · Do not use this product in an environment with a temperature outside the range specified in the User Manual, as a breakdown or malfunction could result. · Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result. Do not touch or scratch the surface of the toner unit developing roller and the PC drum, as poor image quality could result. Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and machine breakdown. 2-6 bizhub 131f/190f Safety Information 2 2.1.
6 Miscellaneous Symbol Meaning · Do not rest your weight on the control panel, as a malfunction could result. · Normal international communications may at times not be possible depending on line conditions. · If tap or well water is used in a humidifier, impurities in the water are discharged into the air and may be deposited inside the printer, resulting in poor image quality. It is recommended that pure water that does not contain any impurities be used in the humidifier. · The cooling fan may be activated automatically, but this suggests no problems.
· Ni-MH (Nickel Metal Hydride) Batteries are installed inside machine as back up memory batteries. Please dispose according to local, state and federal regulations. 2.2 Symbols and terms Symbol, term Meaning This symbol how to avoid personal injury. This instruction describes conditions or incorrect operations that could cause damage to your machine. A note describes helpful hints, restrictions and how to avoid problems. Text in [ ] identifies specific keys on the control panel (i.e. Enter key). The Liquid Crystal Display.

It shows messages and selections, and prompts during operation. Items that appear on the LCD. Original sheet(s) of paper you send, copy and scan on your machine. Paper to be printed on. Denotes sending. Denotes receiving Shows the direction of the document and paper 7 IMPORTANT Note [Enter] LCD "XXXXX" Document Paper Tx Rx s, > Direction mark Document placed on the ADF or document glass Paper loaded in the paper cassette > or Nothing Ex. A4 s Ex. A5 s bizhub 131f/190f 2-7 2 2.3 Precautions Safety Information Observe the following precautions to maintain the machine in its best possible condition. 2.
3.1 Installation Precautions Installation Site To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements: - A location away from curtains, etc. that may catch fire and burn easily - A location that is not exposed to water or other liquids - A location free from direct sunlight - A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures - A well-ventilated location - A location that is not exposed to high humidity - A location that is not extremely dusty - A location not subjected to undue vibrations - A stable and level location - A location where ammonia or other organic gases are not generated - A location that does not put the operator in the direct airflow of exhaust from the machine - A location that is not near any kind of heating devices 2.3.2 Power Source The power source requirements are as follows.
- Voltage Fluctuation: AC 220-240 V ± 10 Hz - Frequency Fluctuation: Within ± 3Hz - Use a power source with as few voltage or frequency fluctuations as possible. 2-8 bizhub 131f/190f Safety Information 2 2.3.3 Space Requirements To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below. 40 cm 10 cm 10 cm 30 cm 40 cm 2 Note In order to enable easy machine maintenance and replacement of consumables, maintain an adequate amount of space around the machine.
When lifting the machine, be sure to grab the handles on the left and right sides from the rear of the machine. If the machine is lifted from its front, it may become unbalanced and fall. bizhub 131f/190f 2-9 2 2.3.4 Operation Precautions Operating Environment Safety Information The environmental requirements for correct operation of the machine are as follows: - Temperature: 10°C to 32°C (50°F to 89,6°F) with fluctuations of no more than 10°C (18°F) within an hour - Humidity: 20% to 80% with fluctuations of no more than 10% within an hour Proper Use To ensure the optimum performance of the machine, follow the precautions listed below: - - - - - Never place heavy objects on the Original Glass or subject it to shocks. Never open any machine doors or turn off the machine while it is making copies/printing, as a paper misfeed could result. Never bring any magnetized object, or use flammable sprays or liquids, near the machine. Always make sure that the power plug is completely plugged into the electrical output. Always make sure that the machine's power plug is visible and not hidden by the machine. Always provide good ventilation when making a large number of continuous copies/printed pages.

7IMPORTANT A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be detected in poorly ventilated rooms during extensive machine operations. % For a comfortable operating environment, it is recommended that the room be well ventilated.

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7IMPORTANT The area around the Fusing Unit is extremely hot. % In order to reduce the risk of burns, do not touch any area other than those indicated in the manual. Be especially careful not to touch parts marked with warning labels, and their surrounding areas. 2-10 bizhub 131f/190f Safety Information Transporting the Machine 2 If you need to transport the machine over a long distance, consult your Tech. Rep. Care of Machine Supplies Use the following precautions when handling the machine supplies (toner, paper, etc.).

- Store the supplies in a location that meets the following requirements: Free from direct sunlight Away from any heating apparatus Not subjected to high humidity Not extremely dusty - Paper that has been removed from its wrapper but not loaded in the machine should be stored in a sealed plastic bag in a cool, dark place. - Use only toner that has been manufactured specifically for this machine. Never use other types of toner. - Keep all supplies out of the reach of children. 7IMPORTANT Be careful not to spill toner inside the machine or get toner on your clothes or hands.

% If your hands become soiled with toner, immediately wash them with soap and water. bizhub 131f/190f 2-11 2 2.3.5 Legal Restrictions on Copying Safety Information Certain types of documents must not be copied with the purpose or intent to pass copies of such documents off as the originals. The following is not a complete list, but is meant to be used as a guide to responsible copying.

Financial Instruments - Personal checks Travelers checks Money orders Certificates of deposit Bonds or other certificates of indebtedness Stock certificates Food stamps Postage stamps (canceled or uncanceled) Checks or drafts drawn by government agencies Internal revenue stamps (canceled or uncanceled) Passports Immigration papers Motor vehicle licenses and titles House and property titles and deeds Identification cards, badges, or insignias Copyrighted works without permission of the copyright owner Legal Documents - General - In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art, without permission of the copyright owner. When in doubt about the nature of a document, consult with legal counsel. 2-12 bizhub 131f/190f 3 Layout and installation Layout and installation 3 3 3.1 Layout and installation Packing contents Main unit with 500-sheet paper casette Drum cartridge Toner cartridge Document tray Telephone line cable AC power cable Printer & Scanner driver CD ROM Ferrite core Documentation & labels - User manual (this book) - Paper size label - One-touch key label - Soft key label 2 Note The appearance of the AC power cord and Telephone line cable vary according to countries. The toner cartridge supplied with your machine is starter toner cartridge, which yields 3,000 printouts. Please purchase regular, full-yield toner cartridge from your local dealer. bizhub 131f/190f 3-3 3 3.2 Machine layout Automatic Document Feeder Layout and installation Document Document Exit Tray Guides Document Tray Control Panel Bypass Tray Paper Cassette 2nd Side Cover 2nd Paper Cassette Platen Cover (Option) 1st Side Cover Front Cover Paper Level Telephone Indicator Connectors PHON E1 PHON E2 LINE Document Glass Parallel Connector (Option) USB Connector Network Connector (Option) AC Power Jack Power Switch PHONE 1 PHONE 2 LINE Paper Exit Tray 3-4 bizhub 131f/190f Layout and installation 3 3.3 Control Panel Overview 1 2345 6 7 8 9 15 16 17 18 10 11 12 13 14 19 20 21 22 1. Mode switch button Pressing this button to switch the machine's mode.

2. Paper source light Indicates the selected paper source. 3. Alarm light Glows when a problem occurs. 4. Comm./Memory Rec. light Blinks when the machine is communicating with another machine. Glows when the machine has the received document in its memory. 5. Machine mode light Indicates what mode the machine is in. 6. Paper Size/Next Doc. In copy mode: Selects the paper you want to use. While scanning a document: Instructs the machine to scan one or more additional documents after the current scanning ends.

7. LCD (Liquid crystal display) Shows messages and selections, and prompts during operation. 8. Doc. Size Instructs the machine to scan A4-, A5 s- or F4-size documents.

9. Doc. Resolution Selects the fax resolution and copy resolution. 10. Contrast Adjusts the scanning contrast level. 11. Menu/Back Access the settings to customize operation of your machine. Also, it allows you to go back to the previous menu level. bizhub 131f/190f 3-5 3 Layout and installation 12. Cursor keys Scrolls through the menu items, moves the cursor on the LCD, and selects the settings and items.

In fax mode: + (Redial): Redials the numbers you have dialed. (See page 9-12.) , (Tel Index): Displays one-touch and speed-dial entries sorted alphanumerically, as in a telephone directory. (See page 8-16.) In copy and scan mode: ,+: Chooses the zoom ratio. 13. Enter Selects or confirms settings. 14. Cancel Deletes characters on the LCD and cancel commands you have entered into the machine. 15. Soft keys The function you frequently use can be assigned into these three keys. (See "Special features [CD]" on page 12-3 for more informations.) In default setting, these keys are programmed to turn the following functions on or off: Soft key 1: Sort Turn the sort feature on or off. Soft key 2: Bypass Set the paper size in the bypass tray. Soft key 3: Combine Turn the combine feature on or off.

16. Advanced Functions You can choose any functions that are not assigned into the soft keys. Displayed function items may vary according to the mode the machine is in. 17. Speed Dial/Group Press this key once and enter a three-digit number to dial a pre-registered fax or phone number. Also, press this key twice and enter a group number to perform a group dialing. 18. Job Confirm./Fax Cancel Cancels or reviews the fax jobs, or reviews the result of fax transaction. 19. Numeric keys Enter numerical values as well as fax/phone numbers and characters. 20. Reset Reset the settings to their defaults, or press this key to return to standby mode. 21. Start Starts operations.

22. Stop Stops the machine's operation. However, to stop the faxing, press [Job confirm./fax cancel] key. 3-6 bizhub 131f/190f Layout and installation 3 23 24 23. Macro keys Performs a series of key operations through one touch. (See "Special features [CD]" on page 12-3 for more information.) 24. One-Touch keys Dials a pre-registered fax or phone number. bizhub 131f/190f 3-7 3 3.

4 3.4.1 Layout and installation Setup your machine Unlocking the mirror carriage 7IMPORTANT % Do not turn the power on until after you have unlocked the scanner unit. Otherwise, damage could result. 1 Slide the scanner unit lock switch to the unlock position as shown below.

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2 After you have unlocked the scanner unit, turn the transport mode off. (See page 3-15.) 3-8 bizhub 131f/190f Layout and installation 3 3.4.2 Attaching the document tray Attach the document tray by inserting it into the appropriate holes, as shown below.

bizhub 131f/190f 3-9 3 3.4.3 Making connection Telephone line connection Layout and installation Attach the ferrite core to the telephone line cord as illustrated below. Plug the telephone line cord to the LINE jack and the other end to the wall jack. PHO NE1 PHO NE2 LIN E PHONE 1 PHONE 2 LINE Ferrite core Connecting an external phone If you want to use your machine for receiving both faxes and voice calls, connect the external telephone (or an answering machine) to your machine. Telephone wall jack External phone or Answering machine Ferrite core (Example for Germany) 3-10 bizhub 131f/190f Layout and installation 3 3.4.4 Installing the Drum and Toner cartridges 1 Pull the release lever to open the side cover. 2 Open the front cover. 3 Turn the toner cartridge locking lever to the leftward (unlock position).

4 Unpack the drum cartridge from its carton and slide it into the machine firmly until it locks into place completely. bizhub 131f/190f 3-11 3 2 Note Layout and installation Shield the drum cartridge from light, especially strong light. 5 Unpack the starter toner cartridge from its carton. Then, holding the toner cartridge with both hands, gently shake it to distribute the toner evenly inside the cartridge. 2 Note Do not touch the roller of the toner cartridge. 6 Slide the toner cartridge into the machine firmly until it locks into place completely. 7 Turn the cartridge locking lever rightward until it locks into place completely. 3-12 bizhub 131f/190f Layout and installation 3 8 Close the front cover and side cover. 2 Note The machine will not work if the covers are not closed properly. bizhub 131f/190f 3-13 3 3.

4.5 Plug in and power up Layout and installation 1 Plug the non-pronged end of the supplied AC power cord into the AC socket on the machine and the pronged end into a properly grounded AC outlet. 7IMPORTANT % Be sure that you do not turn the power on until after you have unlocked the scanner unit locking switch. (See page 3-8.) 2 Turn on the power switch.

The markings are international standards: [I] means on, [O] means off. It will take a few seconds for the machine to warm up. The machine shows: Then the machine shows: To use the machine, turn off the transport mode. 2 Note During the power is on, the scanner lamp will always light, but this is not machine failure, it is need to prolong the life of your machine's scanner lamp. 3-14 bizhub 131f/190f Layout and installation 3 3.

4.6 Turning off the transport mode When the machine is in the transport mode, the machine shows: To turn off the transport mode: 1 Press [Menu], [1], [1], [4]. 2 Press [,] or [+] to select "Off" and press [Enter]. The scanner unit will move to home position and the machine is ready to use. 7IMPORTANT % If you must reship the machine, turn this mode to on, then power off and lock the scanner unit by sliding the lock switch. 3.4.7 Loading paper and paper size setting Please see "Paper handling" on page 4-10. bizhub 131f/190f 3-15 3 3.4.

8 Adjusting the speaker volume Layout and installation 1 Press the "Copy/Fax/Scan" button to switch the machine to fax mode. 2 Press [Advanced functions] repeatedly until "Monitor" is displayed. 3 4 Press [Enter]. You will hear a dial tone. Press [)] or [*] to adjust the volume. 5 Press [Advanced Functions] repeatedly to select "Monitor" and press [Enter] to hang up. 3-16 bizhub 131f/190f Layout and installation 3 3.5 3.5.1 Initial Setup Clearing stored settings Before use your machine, clear the built-in user data memory.

This ensures the memory will hold only your settings. 7IMPORTANT % After you set the initial settings, do not clear the memory again unless an authorized technician asks you to do so. To clear the memory: 1 Press [Menu], [1], [0], [2]. 2 If you do want to clear the memory, press [Enter]. If you do not want to clear the memory, just press [Cancel].

bizhub 131f/190f 3-17 3 3.5.2 Getting started Layout and installation In some countries you are required by law to indicate your name and fax number on every fax you send. You must therefore store your name (or company name) and fax number in your machine before using it. Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page.

This text lists a name, called the Transmit Terminal Identifier (TTI), and a fax number. In "Entering initial settings" below, you can stored the following items includes your name and fax number registration. - Language on the LCD and lists Current date and time Fax reception mode Dial tone detection Your fax number TTI 1/TTI 2/TTI 3 Usual TTI Idle time for switching to the Energy save mode These settings you make here can always be changed later. 3.5.3 Entering Initial settings If you press [Reset] during Initial setup, your machine returns to standby mode. But it will keep the settings you saved by pressing [Enter] as described in these instructions. 1 Switch to the Fax mode by pressing the "Copy/Fax/Scan" button. Language 2 Press [Menu], [9], [Enter]. The machine shows the current language setting.

3 Press [,] or [+] until the language you want appears. Then press [Enter] to save the setting and continue. 3-18 bizhub 131f/190f Layout and installation 3 Date & Time 4 The machine shows the current calendar/clock setting. Day Month Year Time 5 Use the numeric keys to enter the correct date and time, using a DDMMYY format for the date and 24-hour format for the time. For instance, to set 1:30 PM on 16 July, 2007, press [1] [6] [0] [7] [0] [7] [1] [3] [3] [0]. To change a digit, press [*] to move the cursor left, or [)] to move it right. Then enter the correct digit. Press [Enter] to save the clock setting and continue. 6 7 Daylight Saving Set the daylight saving. When you set it to "On", the machine automatically adjusts the clock in the summer time period.

1 2 3 Press [Menu], [9], [Enter]. Select "Daylight Saving" using the cursor keys and press [Enter]. Select "On" or "Off" using the cursor keys and press [Enter]. Fax reception mode 4 The machine now shows the machine's current reception mode. 5 6 For now, select Fax Ready.

(For description of the reception mode, see "Selecting the reception mode" on page 10-3.) Press [Enter] to save the setting and continue. bizhub 131f/190f 3-19 3 Dial tone detection Layout and installation 7 The machine asks you to set whether the machine should detect a dial tone before dialing.

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8 9 Normally select "Off". If you need to detect a dial tone at dialing, select "On", however you cannot send a fax when there is no dial tone. Press [Enter] to save the setting and continue. Your fax number 10 The machine now asks you to enter your fax number as you want it to appear on other fax machines's displays or printouts. 11 Use the numeric keys to enter your fax number. The number can contain up to 20 characters. To enter a "+" symbol before your contry code, press [Advanced Functions] repeatedly until "Pause/Dial Opt." is displayed on the LCD then press [Enter]. To enter the hyphen "" to make long numbers easier to read, press [Advanced Functions] repeatedly until "Pause/Dial Opt." is displayed then press [Enter]. Repeat this procedure again to enter a "" character on the LCD. If you make a mistake, press [Cancel] to erase to the left.

To change just one number, press [*] or [)] to move the cursor, press [Cancel] to erase the number. Then re-enter the fax number correctly. 12 Press [Enter] to save the number. 3-20 bizhub 131f/190f Layout and installation 3 TTI (Your name) 13 The machine now asks you to enter your name (or company name) you want to appear at the top of faxes you send. You can enter three different names. Each name can be stored up to 22 characters. Use the numeric keys to enter characters. (Refer to "Entering character" on page 4-4.) If you make a mistake, press [Cancel] to erase to the left. To change just one character, press [*] or [)] to move the cursor, press [Cancel] to erase it. Then re-enter the character correctly. 14 Press [Enter]. If you do not want to enter TTI 2, skip to step 19. 15 Use the numeric keys to enter the name for TTI 2. 16 Press [Enter]. If you do not want to enter TTI 3, skip to step 21. 17 Use the numeric keys to enter the name for TTI 3. 18 Press [Enter] to save the setting and continue. Usual TTI selection 19 The machine now asks you to set the usual TTI which will appear usually at the top of faxes you send. 20 Press [,] or [+] to select TTI 1, TTI 2 or TTI 3. 21 Press [Enter] to save the setting and continue. bizhub 131f/190f 3-21 3 22 The machine now asks you to enter the time for the energy save mode. Your machine will automatically enter the Energy save mode after your entered time has elapsed. Layout and installation Idle time setting for switching to the Energy save mode 23 Enter the time (in minutes) using the numeric keys. 24 Press [Enter] to save the setting. 25 Press [Reset] to return to standby mode. 3-22 bizhub 131f/190f Layout and installation 3 3.5.4 Using the Energy save mode In order to conserve energy, your machine is initially set to be in the energy save mode automatically when the machine is idle for approx. 5 minutes.

In Energy save mode, the machine stops pre-heating for printing and displays "Energy Save Mode" on the LCD. However, the LED lamps in the control panel and scanner lamp will not be off even when the machine is in the energy save mode. To recover from energy save mode, press any key in the control panel. When your machine receives a fax message during energy save mode, the machine will wake up automatically. To change the Energy save mode setting: 1 Press [Menu], [2], [1], [0], [5], [Enter]. 2 3 4 Press [,] or [+] to select "On" or "Off". Press [Enter] to save the setting. Press [Reset] to exit and return to the standby mode. 2 Note The setting specifying the time until the machine enters Energy save mode can be changed. Refer to "Idle time setting for switching to the Energy save mode" on page 3-22" of "Entering Initial settings" on page 3-18. If you assign "Energy Save" to the soft key, you can switch your machine to the Energy save mode immediately by pressing the soft key, regardless of the on/off setting and time setting. For details of the soft key, see "Special features [CD]" on page 12-3. bizhub 131f/190f 3-23 3 3.6 Layout and installation Installing the printer and scanner driver To use your machine as a printer or a scanner, install the drivers on the supplied CD to your computer. 3. 6.1 Supported operating system (Local) Operating systems - Windows Vista Ultimate Windows Vista Ultimate 64-bit edition Windows Vista Enterprise Windows Vista Enterprise 64-bit edition Windows Vista Business Windows Vista Business 64-bit edition Windows Vista Home Premium Windows Vista Home Premium 64-bit edition Windows Vista Home Basic Windows Vista Home Basic 64-bit edition Windows Server 2003 Windows XP Professional Windows XP Home Edition Windows 2000 Professional Windows NT 4.0 Workstation (SP6a or later) Windows Me Windows 98 Second Edition (SE) Windows 98 Disk space At least 10 MB of available disk space required for installation 2 Note Windows 98 and Windows NT 4.0 workstation are available only when using a parallel interface. For the Network interface, refer to the "Network Interface Card" guide. 3-24 bizhub 131f/190f Layout and installation 3 3.6.2 Local install: Windows USB port 2 Note A USB interface will only operate on Windows 98SE, Windows Me, Windows 2000 and Windows XP, Windows Server 2003 and Windows Vista. Windows 98 and Windows NT 4.0 do not support USB. For Windows 2000/XP/Server 2003/Vista, you need to log on as an administrator. If you have previously installed the KONICA MINOLTA 131f/190f driver, you will first have to uninstall it (see page 3-37.) 1 2 Turn on your computer, but do not connect your machine to the USB port yet. Insert the supplied CD into your CD-ROM drive. 2 Note For Windows Vista users: If the "AutoPlay" dialogue box appears, click [Run Setup.

ses]. When the "User Account Control" dialogue box appears, click [Allow] to allow the driver software installation. If this window does not appear, run the setup.exe located on the root directory of the supplied CD-ROM. 3 4 5 Choose your language, then click [OK]. On the next window, click [Next]. When the "Software License Agreement" window appears, after reading and accepting the License Agreement click [Yes]. bizhub 131f/190f 3-25 3 6 7 8 9 Select your machine and click [Next]. Select the "USB". Click [Next]. Click [Next]. Layout and installation 10 Click [Next] to start installing on your computer. 2 Note For Windows Vista users: During the driver installation, the "Windows Security" dialogue box will appear two times. Click [Install this driver software anyway]. 11 When the following window appears, click [Finish] to complete installation. If an error message appears during the installation process, or if you have previously installed the KONICA MINOLTA 131f/190f driver, you will first have to uninstall it. (See page 3-37.) - Windows 98SE and Windows Me users % Go to next page.

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Windows 2000 professional users % Go to page 3-30. Windows XP/Server 2003 users % Go to page 3-32 Windows Vista users % Go to page 3-34.
3-26 bizhub 131f/190f Layout and installation For Windows 98SE and Windows Me users 3 2 Note Make sure that you followed the installation steps 1 to 11 described on "Local install: Windows USB port" on page 3-25. 1 Plug the USB cable to your machine and then connect it to your computer. 2 Note Be sure to use a shielded USB cable. Use of an unshielded cable may result in radio interference. 2 Turn on your machine and computer. 2 Note The following wizard images are based on Windows Me. bizhub 131f/190f 3-27 3 3 Layout and installation The "Add New Hardware Wizard" will appear. In Windows Me, select "Specify the location of the driver (Advanced)" and click [Next]. In Windows 98SE, click [Next]. Then select "Search for the best driver for your device.

(Recommended)" and click [Next]. In Windows ME, select "Search for the best driver for your device" and "Specify a location". In Windows 98SE, select "Specify a location" and clear any other choices. Click [Browse] to navigate your hard disk: C:\KONICA_MINOLTA_131f/ 190f_GDI, and then click [OK]. Follow the instructions that appears on the window until you can click [Finish]. The "Add New Hardware Wizard" appears again. Repeat the same procedures from steps 3 to 6 three more times until the installation is completely finished. After the driver installation, you need to configure the "Device Option" setting to activate either or both the 2nd Paper Cassette or/and Duplex Unit. (The Duplex Unit is available only for bizhub 190f.) See "Activating your device option(s)" on the next page for instructions on how to do this.
4 5 6 7 3-28 bizhub 131f/190f Layout and installation Activating your device option(s) 3 If your machine has device options, you must open the printer properties and activate them. To activate the device option(s): 1 2 3 4 5 Click [Start] % [Settings] % [Printers]. Right click the KONICA MINOLTA GDI printer icon, then click [Properties]. Click the [Device Option] tab. Select the device(s) installed on your machine.
Click [OK], then close the printer properties. 2 Note The duplex unit is available only for bizhub 190f. bizhub 131f/190f 3-29 3 For Windows 2000 professional users Layout and installation 2 Note Make sure that you followed the installation steps 1 to 11 described on "Local install: Windows USB port" on page 3-25. 1 Plug the USB cable to your machine and then connect it to your computer. 2 Note Be sure to use a shielded USB cable.
Use of an unshielded cable may result in radio interference. 2 3 4 5 6 7 Turn your machine on. The "Found New Hardware Wizard" will appear. Click [Next]. Select "Search for a suitable driver for my device" and click [Next]. Select "Specify a location" and clear any other choices, then click [Next]. Click [Browse] to navigate your hard disk: C:\KONICA_MINOLTA_131f/ 190f_GDI, and then click [OK]. Click [Next]. If the "Digital Signature Not Found" dialogue box appear, click [Yes] to install the driver. 3-30 bizhub 131f/190f Layout and installation 3 8 9 The "Found New Hardware Wizard" appears again.

Repeat the same procedures from steps 12 to 16. Click [Finish]. The driver installation is completed. Activating your device option(s) If your machine has device options, you must open the printing preferences and activate them. To activate the device option(s): 1 2 3 4 5 Click [Start] % [Settings] % [Printers]. Right click the KONICA MINOLTA GDI printer icon, then click [Printing Preference]. Click the [Device Option] tab. Select the device(s) installed on your machine. Click [OK], then close the printing preferences. 2 Note The duplex unit is available only for bizhub 190f.
bizhub 131f/190f 3-31 3 For Windows XP/Server 2003 users Layout and installation 2 Note Make sure that you followed the installation steps 1 to 11 described on "Local install: Windows USB port" on page 3-25. 1 Plug the USB cable to your machine and then connect it to your computer. 2 Note Be sure to use a shielded USB cable. Use of an unshielded cable may result in radio interference. 2 3 4 5 Turn your machine on.
The "Found New Hardware Wizard" will appear. Click [Next]. Select "Install from a list or specific location" and click [Next]. Select "Include this location in the search" and clear any other choices. Click [Browse] to navigate your hard disk: C:\KONICA_MINOLTA_131f/ 190f_GDI, and then click [OK]. Click [Next]. If the "Windows Logo testing" dialogue box appear, click [Continue Anyway] to install the driver. Click [Finish]. 6 7 8 3-32 bizhub 131f/190f Layout and installation 3 9 The "Found New Hardware Wizard" for other device of KONICA MINOLTA 131f/190f will appear, repeat same procedures from steps 4 to 8. 10 Click [Finish]. The driver installation is completed. bizhub 131f/190f 3-33 3 Activating your device option(s) Layout and installation If your machine has device options, you must open the printing preferences and activate them. To activate the optional device: 1 2 3 4 5 Click [Start] % [Settings] % [Printers]. Right click the KONICA MINOLTA 131f/190f printer icon, then click [Printing Preferences]. Click the [Device Option] tab.

Select the device(s) installed on your machine. Click [OK], then close the printer properties. 2 Note The duplex unit is available only for bizhub 190f. For Windows Vista users 2 Note Make sure that you followed the installation steps 1 to 11 described on "Local install: Windows USB port" on page 3-25. 1 Plug the USB cable into your machine and then connect it to your computer. 3-34 bizhub 131f/190f Layout and installation 3 2 Note Be sure to use a shielded USB cable. Use of an unshielded cable may result in radio interference. 2 3 4 Turn your machine on. The driver software will be installed automatically. When the drivers have been installed correctly, the message "Your devices are ready to use" will appear.
2 Note After the driver installation, you need to configure the "Device Option" setting to activate either or both the 2nd Paper Cassette or/and Duplex Unit (The Duplex Unit is available only for bizhub 190f.) See "Activating your device option(s)" on the next page for instructions on how to do this. Activating your device option(s) If your machine has device options, you must open the printing preferences and activate them. To activate the device option(s): 1 2 3 4 5 6 7 Click [Start] % [Control Panel]. Click [Hardware and Sound].
Click [Printers]. Right-click the KONICA MINOLTA GDI printer icon, then click [Printing Preferences].

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..].

Click the [Device Option] tab. Select the device(s) installed on your machine. Click [OK] and close the printing preferences. 2 Note The duplex unit is available only for bizhub 190f. bizhub 131f/190f 3-35 3 3.6.3 Layout and installation Local install: Windows Parallel port (option) 2 Note The optional parallel interface is required. A parallel interface available only for using, Windows 98/98SE, Windows Me and Windows NT 4.0 workstation. For Windows NT 4.

0, you need to log on as an administrator. If you have previously installed the "KONICA MINOLTA 131f/190f GDI Printer/Scanner Driver", you can update it by simply clicking a [Update] button on the maintenance window. 1 2 Turn on your computer. Insert the supplied CD into your CD-ROM drive. 2 Note If this window does not appear, run the "setup.exe" located on the root directory of the supplied CD-ROM. 3 4 5 6 7 Choose your language, then click [Next]. On the next window, click [Next]. The "Software License Agreement" window appears. After reading and accepting the contents, click [Yes].
Select your machine and click [Next]. Select the "Parallel" and click [Next]. Confirm the displayed contents. Click [Next] to start installing on your computer. When the next window appears, click [Finish] to complete installation.
8 If an error message appears during the installation process, you will have to uninstall it. (See page 3-37.) 3-36 bizhub 131f/190f Layout and installation Activating your device option(s) 3 If your machine has device options, you must open the printer properties and activate them. See page 3-29 for instructions on how to do this. 3.
6.4 Uninstalling the driver Uninstall is required if you are upgrading the software or if your installation fails. 2 Note For Windows NT4.0/2000/XP/Server 2003/Vista, you need to log on as an administrator. For Windows 98/98SE and Windows Me 1 2 3 Select "Start, Settings", "Control Panel", "Add/Remove Programs" and the "Install/Uninstall" tab. Select "KONICA MINOLTA 131f/190f GDI Printer/Scanner Driver" and click the [Add/Remove] button. Follow the instructions that appear on the window. For Windows 2000 Professional 1 2 3 Select "Start", "Settings", "Control Panel" and "Add/Remove Programs" and "Change or Remove Programs" icon. Select "KONICA MINOLTA 131f/190f GDI Printer/Scanner Driver" and click the [Change/Remove] button. Follow the instructions that appear on the window.

bizhub 131f/190f 3-37 3 For Windows XP and Windows Server 2003 Layout and installation 1 2 3 Select "Start", "Control Panel", "Add or Remove Programs" and the "Change or Remove Programs" icon. Select "KONICA MINOLTA 131f/190f GDI Printer/Scanner Driver" and click the [Change/Remove] button. Follow the instructions that appear on the window. For Windows Vista 1 2 3 Select [Start], [Control Panel], [Programs], [Programs and Features]. Select "KONICA MINOLTA 131f/190f GDI Printer/Scanner Driver" and click the [Uninstall] button. Follow the instructions that appear on the window. 3-38 bizhub 131f/190f 4 Getting started Getting started 4 4 4.1 4.1.1 Getting started Operating tips Switching the machine mode To switch the machine mode, press the "Copy/Fax/Scan" button.
The mode light indicates the current mode machine is in. 2 Note You cannot switch the mode in any of the following cases: When scanning a document. During the realtime transmission. When programming any function settings. bizhub 131f/190f 4-3 4 4.
1.2 Entering character Getting started Some settings give you a chance to enter characters; for your TTI (your name), remote fax's name or others. To enter letters or other characters, use the following guidelines: By pressing the numeric key repeatedly, you can access the following characters as shown in the table below. Character Table Numeric keypad Character 1.@-_/:& ò!? Note: o means space ABC2 DEF3 GHI4 JKL5 MNO6 PQRS7 TUV8 WXYZ9 0 Special Characters Caps Lock When you want to enter a character that shares the same numeric key, press [)] to move the cursor to the right.
4-4 bizhub 131f/190f Getting started To change upper and lower case Press [#] key to toggle upper case and lower case. 4 The word "Upper" means the machine will enter only upper-case letters. The word "Lower" means the machine will enter only lower-case letters. Entering the symbol You can also enter special characters or symbols. 1 When the machine prompts you to enter a name, press [1] key. The LCD changes to: 2 3 4 5 Select the character you want to enter using [*], [)], [+] or [,] key. To enter the character, press [Enter] key. If you want to enter other character, repeat steps 1 to 3. Otherwise, go to next step. Press [Enter] to save it.

Correct the character If you entered an incorrect letter or digit, press [Cancel] to erase to the left. To change just one character or digit, press [*] or [)] to move the cursor to that character or digit. Then press [Cancel] to erase it. Re-enter the character or digit correctly. bizhub 131f/190f 4-5 4 4.1.3 Memory back-up [CD] Getting started For further information, see "4 Getting started" in the extended manual on the CD-R. 4.1.4 How to select the function [CD] For further information, see "4 Getting started" in the extended manual on the CD-R.
4.1.5 Function table [CD] For further information, see "4 Getting started" in the extended manual on the CD-R. 4-6 bizhub 131f/190f Getting started 4 4.2 4.2.1 Document and Paper handling Document handling Before you begin the sending, copying, or scanning, please read the following guidelines. Acceptable document ADF Single-sheet Size (W × L) Quantity Max. 216 × 900 mm Min. 120 × 100 mm 1 sheet Multiple-sheet Max.*
216 × 356 mm Min. 216 × 139.5 mm Max. 80 sheets of A4-, A5 -, or F4-size sheets (75 g/m² or 20lb. paper) 52.0 to 105.0 g/m² 0.07 to 0.12 mm Plain paper Weight Thickness Document type 35.0 to 128.

*0 g/m² 0.05 to 0.15 mm Plain paper * In the real time transmission with super-fine mode, 216 x 356 mm. Document glass Item Size (W × L) Quantity Weight Thickness Document type Max. 216 × 356 mm 1 sheet Max. 28 mm Documents that cannot set in the ADF. bizhub 131f/190f 4-7 4 Things not to put in your machine To prevent jams and damage in the ADF, DO NOT insert: - Getting started - Folded, curled, torn, wrinkled or very thin pages Documents with staples, glue, tape, paper clips or still-wet correction fluid "Sticky notes" (or documents with "sticky notes" attached) Cardboard, newspaper or fabric Pages with duplicating carbon on either side Credit cards or any small, thick items OHP transparency film Scanned area The scanned area is shown below.*

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Scanned area A4 Letter Legal F4 Fax: 208 mm (8.2 in.) Copy: 210 mm (8.
3 in.) Fax: 2.5 mm (0.1 in.) Copy: 0 mm (0 in.
) Fax: 2.0 mm (0.08 in.) Copy: 0 mm (0 in.) 4-8 bizhub 131f/190f Getting started Loading the documents in the ADF 4 1 Insert the documents, face up, top edge first.
2 Adjust the document guides to the document size. Loading the document on the document glass 1 Make sure there is no documents in the ADF. 2 3 4 Lift the platen cover. Place the document face down on the document glass. The document should be aligned to the upper left corner. Gently close the platen cover. 7IMPORTANT % When copying a bound document, such as a book, the copied image may contain some black areas. To reduce this effect, hold down the document to prevent its bound part from rising. However, do not press too strongly. This may break the document glass and cause an injury.

bizhub 131f/190f 4-9 4 4.2.2 Paper handling Acceptable paper size Paper cassette Paper Type Plain Paper (weight: 60-90 g/m²) Paper size A4, A5 Getting started Quantity 500 sheets (weight: 80g/m²) s, F4 Bypass Tray Paper Type Plain Paper (weight: 60-120 g/m²) Paper size A4, A5, A5 s, A6, F4, Letter, Legal, Half-letter s, Executive Custom size · Width: 97 to 216 mm · Length: 140 to 356 mm Envelopes DL (110 × 220) Com#10 (4.125 in. × 9.5 in.) Monarch (3.875 in. × 7.5 in.
) 100 × 148 mm A4 Quantity 50 sheets (weight: 80g/m²) 1 sheet 1 envelope Postcard Transparency 20 sheets 20 sheets Duplex printing Paper Type Plain paper (weight: 60-90 g/m2) Paper size A4, F4, Letter, Legal - Custom-sized paper can be used for PC printing only A5-sized paper cannot use for PC printing, but A5 s is available. Do not use envelopes with double flaps or pressure seals as these do not feed properly. If using a transparency (OHP) film, be sure that the film does not have a paper back-ing and/or a leading strip. If it does, remove the paper backing and/or strip before loading. Only film should go in, not film with any backing or strip.
4-10 bizhub 131f/190f Getting started Paper you cannot use 4 To prevent jams and damage in your machine, do not use the following paper: - Creased paper Wrinkled paper Folded paper Curled paper Torn paper Carbon paper Moist paper Very thin paper Very thick paper Previously printed by a printer Paper with holes Envelopes with pressure seals Extremely shiny or highly textured bizhub 131f/190f 4-11 4 Printable area The printable area is shown below. Getting started 3 mm (0.12") Printable area 3 mm (0.12") 3 mm (0.12") 3 mm (0.
12") Loading paper in the paper cassette 2 Note After you load the paper in paper cassette, you need to set the paper size you loaded. (See "Setting of the Paper Size" on page 4-17.) 1 Pull to open the paper cassette. 2 Press down the paper lifting plate until it locks in position. 4-12 bizhub 131f/190f Getting started 4 3 Adjust the rear paper guide to the desired paper length. 4 Load the paper into the cassette. - Before you insert paper in the cassette, stack it so the leading edge and sides of the paper are even. Do not stack the paper over the limit mark inside of the cassette. 2 Note To prevent paper jams, do not refill this paper cassette without first removing all of any paper which may remain in it. In other words, do not just add sheets to an already-loaded stack.

5 Pinch the side paper guide and adjust to the width of the stack. bizhub 131f/190f 4-13 4 6 7 8 Close the paper cassette. Getting started After loading paper in the paper cassette, you need to set the paper size. (See "Setting of the Paper Size" on page 4-17.) Attach the paper size sticker supplied with your machine on the cassette's front. 4-14 bizhub 131f/190f Getting started Loading paper in bypass tray 4 When you need to use a size of paper not currently loaded in the paper cassette, or when you want to print on a envelope, transparency film or custom sized paper, use the bypass tray. 2 Note Always load only use print media specified in "Acceptable paper size" on page 4-10 to avoid paper jams and print quality problems. 1 Open the bypass tray on the right side of your machine. Spread the paper support extension. 2 To set the paper, raise the flapper release lever (1) and load the paper (2) until it comes to a stop. bizhub 131f/190f 4-15 4 3 Adjust the paper guides (1) to fit the paper, then lower the flapper release lever (2). Getting started 4 After loading paper on the bypass tray, you need to set the correct paper size by pressing [Bypass]. 5 6 Press [,] or [+] to select the paper size you want to use. Press [Enter]. 2 Note You can set the default paper size for the bypass tray.
See step 6 of "Setting of the Paper Size" on page 4-17. 4-16 bizhub 131f/190f Getting started Setting of the Paper Size Default setting: 1st cassette: A4, 2nd cassette (option): A4, Bypass Tray: A4 4 After loading paper in the paper cassette, you need to set the correct paper size by following procedure. 1 Press [Menu], [2], [1], [0], [1], [Enter]. 2 3 Press [,] or [+] to select the paper size you are using in the first cassette. Press [Enter].
If you have the optional second cassette, proceed to step 4. Otherwise, skip to step 6. Press [,] or [+] to select the paper size you are using in the second cassette. 4 5 6 Press [Enter]. Also, you can set the default paper size for the bypass tray. Press [,] or [+] to select the paper size for the bypass tray. After, you load the different size of paper on the bypass tray, you need to set the correct paper size by pressing [Bypass]. Press [Enter]. Press [Reset] to exit and return to standby mode. 7 8 bizhub 131f/190f 4-17 4 Getting started 4-18 bizhub 131f/190f 5 Copying Copying 5 Copying Before copying Document and paper handling Before you begin making copies, please read the information of the document and paper handling mentioned on page 4-7.

5 5.1 5.1.1 5.1.2 Changing your machine to the Copy mode % Press the "Copy/Fax/Scan" button until Copy light glow. 5.1.3 Display in the copy standby mode % Press the "Copy/Fax/Scan" button to change the machine to the copy mode. When the machine is in the copy mode, the machine shows: Number of copies Zoom ratio Document size Recording paper size - To change the settings, refer "Basic copy settings" on page 5-6.
bizhub 131f/190f 5-3 5 5.1.4 Memory overflow message If you have stored too much information in your machine's memory, a "Memory Overflow" message will appear on the LCD: Copying This appears because - too many pages have been stored in the memory, or the pages that are stored have too much information on them for your machine to remember.

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