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User manual KONICA MINOLTA BIZHUB C200
User guide KONICA MINOLTA BIZHUB C200
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The essentials of imaging

bizhub 751/601

User's Guide [Enlarge Display Operations]



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Manual abstract:

Explanation of manual conventions 7 CAUTION CAUTION % Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. Observe all cautions in order to ensure safe use of this machine. 2 Reminder Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information. ! Detail Text highlighted in this manner provides more detailed information concerning operating procedures and other descriptions. 2 Note Text highlighted in this manner indicates sections containing additional information. If necessary, refer to the indicated sections. 751/601 x-1 [] Names highlighted as shown above indicate keys on the control panel and buttons in the touch panel. 751/601 x-2

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4-5 751/601 x-5 1 Before use Before use 1 1.1 2 Note Before use Names of control panel parts and their functions For details, refer to the User's Guide [Copy Operations], the User's Guide [Network Scan/Fax/Network Fax Operations]. 1 2 3 4 5 19 18 17 16 15 14 13 6 7 12 11 10 98 No. 1 Part name Touch panel Description Displays various screens and messages. Specify the various settings by directly touching the panel.

Lights up in green when the machine is turned on with the main power switch. 2 3 Main Power indicator [Power] (auxiliary power) Press to turn on/off machine operations. When turned key off, the machine enters a state where it conserves energy. [Mode Memory] key Programmed fax/scan settings can be recalled to be used again. (See p.

3-27) 1-2 4 751/601 Before use 1 Description Press to display the Meter Count screen and the Utility screen. Press to clear all settings (except programmed settings) entered in the control panel and touch panel. Pressing the [Stop] key during an operation temporarily stops the operation. Press to print a single proof copy to be checked before printing a large number of copies. (See p. 2-34) Press to start the operation. When this machine is ready to begin the operation, the indicator on the [Start] key lights up in blue. If the indicator on the [Start] key lights up in orange, the operation cannot begin. Press to restart a stopped job. Flashes in blue while a print job or fax is being received.

Lights up in blue while a print job or fax is queued to be printed or is being printed. Press to clear a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad. Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings. Press to enter or exit Enlarge Display mode. Press to display the screen for specifying settings for user accessibility functions. Press to enter Low Power mode. While the machine is in Low Power mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Low Power mode, press the [Power Save] key again.

If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the

account name and password (for account track) in order to use this machine. Use to adjust the brightness of the touch panel. Press to enter Fax/Scan mode.

While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green. Press to enter Copy mode.

(As a default, the standard sized Copy mode screen is displayed.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. No. 5

6 7 8 9 Part name [Utility/Counter] key [Reset] key [Stop] key [Proof Copy] key [Start] key 10 Data indicator 11 12 [C] (clear) key Keypad 13 14 15

[Enlarge Display] key [Accessibility] key [Power Save] key 16 [Access] key 17 18 Brightness dial [Fax/Scan] key 19 [Copy] key 751/601 1-3 Before use 1 1.2

Adjusting the angle of the control panel The control panel can be adjusted to either of three angles.

In addition, the control panel can be tilted to the left.



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Adjust the control panel to the angle that allows for easy operation. Upper position (base position) Middle position Lower position Left tilt position 1.2.1 To adjust the angle of the control panel 1 Pull the control panel release lever toward you to raise or lower the control panel. 751/601 1-4 Before use 1 To tilt the control panel to the left, hold the bottom of the control panel, and then tilt the panel to the left. 2 Do not grab the touch panel when turning the control panel to the left or right. 751/601 1-5 Before use 1 1.3 Screens in Enlarge Display mode 1.3.

1 Displaying screens in Enlarge Display mode 1 2 Press the [Copy] or [Fax/Scan] key in the control panel to display the desired screen. Press the [Enlarge Display] key in the control panel. Depending on the settings specified in Accessibility mode, a message appears, requesting confirmation to cancel the settings that cannot be specified in Enlarge Display mode. For details on specifying settings in the Accessibility screen, refer to the User's Guide [Copy Operations]. The screen is displayed in Enlarge Display mode. While screens are displayed in Enlarge Display mode, pressing the [Copy] or [Fax/Scan] key displays the normal screen. 3 751/601 To return to the standard-sized screens from the screens in Enlarge Display mode, press the [Enlarge Display] key in the control panel. 1-6 Before use 1 ! Detail The default settings for Enlarge Display mode can be changed. To change the default settings, specify desired settings in Enlarge Display mode, and then press the [Accessibility] key. On the Accessibility Setting screen 2/2, touch [Default Enlarge Display Settings], press the [Copy] key or the [Fax/Scan] key, and then specify "Current Setting".

751/601 1-7 Before use 1 1.4 Touch panel 1.4.1 Touch panel operation To activate a function or to select a setting, lightly touch the button in the touch panel for the desired function or setting. 2 Reminder Do not apply extreme pressure in the original feed tray in the order to be scanned with the side to be scanned faces up.

Slide the guides against the edges of the original. Load the original pages into the ADF so that the top of the pages is toward the left side of the machine. 3 4 In the main screen, touch the Original Settings tab. The Original Settings screen appears. 751/601 1-14 Before use 1 Touch [Mixed Original].

5 To cancel the "Mixed Original" setting, touch [Mixed Original] again to deselect it. 1.6.2 Loading folded originals ("Z-Folded Original" setting) If folded originals are loaded into the ADF to be copied, the original size is correctly detected. 2 Note Load the original into the ADF. The length of the first page of the original is detected, and all pages of the original are scanned at that size. 2 Reminder Unfold folded originals before loading them into the ADF. If the original is copied without being unfolded, a paper misfeed may occur. 1 Position the original to be copied. 751/601 1-15 Before use 1 In the main screen, touch the Original Settings tab.

2 The Original Settings screen appears. 3 Touch [Z-Folded Original]. To cancel the "Z-Folded Original" setting, touch [Z-Folded Original] again to deselect it. 751/601 1-16 Before use 1 1.6.3 Selecting the original orientation (Original Direction settings) When copying double-sided originals or making double-sided copies or combined copies, specify the original orientation, otherwise the copies may not be printed in the correct page order or correct front and back page arrangement. Setting Description Select this setting for an original loaded with the top toward the back of this machine. Select this setting for an original loaded with the top toward the front of this machine. Select this setting for an original loaded into the ADF with the top of the original toward the left side of this machine. Select this setting for an original placed on the original glass with the top of the original toward the right side of this machine.

Select this setting for an original loaded into the ADF with the top of the original toward the right side of this machine. Select this setting for an original placed on the original glass with the top of the original toward the left side of this machine. 1 2 Position the original to be copied. For details on positioning the original, refer to "Feeding the original" on page 1-11. In the Basic screen, touch [Duplex/Combine].

Otherwise, touch the Original Settings tab. 751/601 1-17 Before use 1 Touch [Original Direction]. From the Duplex/Combine screen 3 From the Original Settings screen The Original Direction screen appears. 4 Touch the button for the orientation of the loaded original, and then touch [OK]. To return to the main screen, touch [Main Screen].

751/601 1-18 Before use 1 1.6.4 Selecting the position of the binding margin (Original Binding Position/Binding Position settings) If a double-sided original is loaded into the ADF, specify the position of the top of the back side of the original by specifying the binding margin position for the original. Setting Left Top Right Auto Description Select this setting if the original is loaded with the binding margin at the left. Select this setting if the original that is loaded has a binding margin at the top. Select this setting if the original is loaded with the binding margin at the right. With this setting, the binding margin is set at the top or at the left. Select this setting to automatically select the position of the binding margin. If the original length is 11-11/16 inch (297 mm) or less, a binding position along the long side of the original is selected. If the original length is more than 11-11/16 inch (297 mm), a binding position along the short side of the original is selected.

1 2 Position the original to be copied. For details on positioning the original, refer to "Feeding the original" on page 1-11. In the Basic screen, touch [Duplex/Combine]. Otherwise touch the Original Settings tab. 751/601 1-19 Before use 1 In the Duplex/Combine screen, touch [Original Binding Pos.]. Otherwise, touch [Binding Position] in the Original Settings screen. From the Duplex/Combine screen 3 From the Original Settings screen 4 Touch the button for the desired binding margin position, and then touch [OK]. From the Original Binding Position screen 751/601 1-20 Before use 1 From the Binding Position screen To return to the main screen, touch [Main Screen]. 751/601 1-21 2 Using copy functions Using copy functions 2 2 2.

1 2 Note Using copy functions General copy operation For details on the copy operation, refer to the User's Guide [Copy Operations].



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This section contains information on the general operation for making copies. 1 2 3 Press the [Copy] key in the control panel, and then press the [Enlarge Display] key. The Copy mode screen appears in Enlarge Display mode. Position the original to be copied.

For details on positioning the original, refer to "Feeding the original" on page 1-11. Specify the desired copy settings. For details on specifying original settings, refer to page 1-13. For details on selecting the Paper settings, refer to page 2-4. For details on selecting the Zoom setting, refer to page 2-7.

For details on selecting the original and copy settings, refer to page 2-9. For details on selecting a Combine setting, refer to page 2-12. For details on selecting Finishing settings, refer to page 2-14. For details on specifying settings to not rotate the image, refer to page 2-20. For details on selecting the original image quality, refer to page 2-21. 751/601 2-2 Using copy functions 2 For details on selecting a copy density setting, refer to page 2-23. To cancel the setting and select the default, press the [Reset] key. 4 Using the keypad, type in the desired number of copies. If the number of copies was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct number of copies. 5 Press the [Start] key.

751/601 2-3 Using copy functions 2 2.2 Selecting the Paper settings The paper size can be selected automatically according to the original size or it can be specified manually. Specify the paper size according to the corresponding procedure, depending on the desired copy settings. 2.2.1 Automatically selecting the paper size ("Auto" Paper setting) The size of the loaded original is detected, and copies are produced using paper of the same size. If the "Full Size" Zoom setting was specified, paper of the same size as the original is selected. If the zoom ratio was increased or decreased, a paper size that corresponds to the specified zoom ratio is automatically selected. 2 Note The "Auto Zoom" setting and the "Auto" Paper setting cannot both be selected at the same time. If the "Auto Paper Select" was selected at the "Auto Zoom" setting, the Zoom screen appears.

Touch the button for the desired zoom ratio. 1 In the Basic screen, touch [Paper]. The Paper screen appears. 751/601 2-4 Using copy functions 2 2 Touch [Auto]. To return to the main screen, touch [Main Screen].

3 Touch [OK]. The Basic screen appears again. 751/601 2-5 Using copy functions 2 2.2.2 Manually selecting the desired paper size The paper tray loaded with paper of the desired size can be selected manually.

By also selecting the Auto Zoom setting, the most appropriate zoom ratio is selected based on the size of the loaded original and the specified paper size. 2 Note Load the papers of the appropriate size into the paper tray in advance. For details on loading paper, refer to the User's Guide [Copy Operations]. 1 In the Basic screen, touch [Paper]. The Paper screen appears. 2 Select the paper tray loaded with paper of the desired size. To return to the main screen, touch [Main Screen]. 3 751/601 Touch [OK]. The Basic screen appears again. 2-6 Using copy functions 2 2.

3 Specifying a Zoom setting The zoom ratio can be set in order to make a copy on paper with a size different than the original or to enlarge or reduce the size of the copy image. The zoom ratio can be specified in any of the following ways. Setting Auto Zoom*1 Description The most appropriate zoom ratio is automatically selected based on the size of the loaded original and the specified paper size. A copy that is the same size as the original (100.0%) is produced. The most suitable enlargement zoom ratios for copying from common standard original sizes to standard paper sizes are preset. The most suitable reduction zoom ratios for copying from common standard original sizes to standard paper sizes are preset. By using the keypad, a zoom ratio between 25.0% and 400.0% can be typed in directly without changing the height-to-width ratio.

Programmed zoom ratios can be recalled to be used again for copying. Full Size Enlarge Reduce*2 Zoom Set Zoom Ratio*2*3 *1 The "Auto Zoom" setting and the "Auto" Paper setting cannot both be selected at the same time. If the "Auto Zoom" was selected at the "Auto Paper Select" setting, the Paper screen appears. Touch the button for the desired paper. When selecting a Reduce setting or a programmed zoom ratio, "Minimal" can be selected.

Touch [Minimal] to produce a copy with the original image slightly reduced (93.0%) and centered in the paper. The zoom ratio of the "Minimal" setting can be changed (between 90.0% and 99.9%).

For details, refer to the User's Guide [Copy Operations]. The programmed zoom ratios can be changed. For details, refer to the User's Guide [Copy Operations]. *2 *3 Follow the procedure described below to specify the Zoom setting. 751/601 2-7 Using copy functions 2 2.3.1 Selecting a zoom ratio 1 In the Basic screen, touch [Zoom]. The Zoom screen appears. 2 Touch the button for the desired zoom ratio. To return to the main screen, touch [Main Screen].

If "Enlarge", "Reduce" or "Set Zoom Ratio" was selected, select the desired zoom ratio, and then touch [OK]. If "Zoom" was selected, use the keypad to type in the desired zoom ratio, and then touch [OK]. Touch [+] to enlarge the zoom ratio, and touch [-] to reduce the zoom ratio in 0.1% increments. 3 Touch [OK]. The Basic screen appears again. 751/601 2-8 Using copy functions 2 2.4 Selecting original and copy settings The type of original and copy can be specified. The following original and copy settings are available. Setting 1>1 1 > 2*1 2 > 1*2 2 > 2*1*2 *1 Description Select this setting to produce single-sided copies from single-sided originals.

Select this setting to produce one double-sided copy from two single-sided originals. Select this setting to produce two single-sided copies from one double-sided original. Select this setting to produce double-sided copies from double-sided originals. If "1 > 2" or "2 > 2" is selected, specify the binding margin position for the copy and the orientation of the loaded original, otherwise the copies will not be printed as desired. For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 1-17.

If "2 > 1" or "2 > 2" is selected, select the position of the binding margin and the orientation of the loaded original, otherwise the copies will not be printed as desired.



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For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 1-17. For details on specifying the binding margin position of the original, refer to "Selecting the position of the binding margin (Original Binding Position/ Binding Position settings)" on page 1-19. Detail *2 ! When the original is scanned from the original glass using the "1 > 2", "2 > 1" or "2 > 2" settings, the scanned pages are stored and printed together. Follow the procedures described below to select original and copy settings.

751/601 2-9 Using copy functions 2 2.4.1 Selecting single-sided or double-sided copies 1 In the Basic screen, touch [Duplex/Combine]. The Duplex/Combine screen appears. 2 Touch [Original > Copy]. To return to the main screen, touch [Main Screen]. The Duplex Settings screen appears. 751/601 2-10 Using copy functions 2 3 Touch the button for the desired settings, and then touch [OK]. If "1 > 2" or "2 > 2" is selected, touch [Output Bind Direction], select the binding position for the copy, and then touch [OK]. If "Auto" is selected, the binding margin is set at the top or at the left.

The binding position is automatically determined according to the orientation of the loaded original. If the original length is 11-11/16 inch (297 mm) or less, a binding position along the long side of the paper is selected. If the original length is more than 11-11/16 inch (297 mm), a binding position along the short side of the paper is selected. 4 Touch [Close]. The Basic screen appears again. 751/601 2-11 Using copy functions 2 2.5 Selecting a combined copy setting

Two original images can be combined and printed on a single page, reducing paper use. 1 In the Basic screen, touch [Duplex/Combine]. The Duplex/Combine screen appears. 2 Touch [Combine].

To return to the main screen, touch [Main Screen]. The Combine screen appears. 751/601 2-12 Using copy functions 2 3 Touch [2in1], and then touch [OK]. 4 Touch [Close]. The Basic screen appears again.

751/601 2-13 Using copy functions 2 2.6 Selecting Finishing settings Various settings can be selected for sorting and finishing copies fed into the output tray. The following Finishing settings are available. Setting Collate (By Set) Group Offset*1 Description Select this setting to separate each set of a multi-page original. Select this setting to separate the copies of each page in a multipage original.

Select this setting to feed out and sort printed copies in an alternating crisscross pattern if the sorting conditions are met when no finisher is installed. Select this setting to feed out and stack the printed copies on top of each other with each set shifted to separate it when a finisher is installed. The copies are output with their front sides facing up. Select one of these settings to bind the printed copies with staples. "Corner" or "2 Position" can be selected. Select one of these settings to punch holes in the copies for filing them. Select this setting to fold copies in half before feeding them out. Fold*4 Select this setting to staple copies at two places along the center before feeding them out. Select this setting to fold copies in three before feeding them out. Select this setting to fold copies in half along the center, and additionally mountain-fold one of the halves before feeding them out.

Face Up Staple*2 Punch*3 Half-Fold*4 Center Staple & Tri-Fold*4 Z-Fold*5 *1 If no finisher is installed and all of the following conditions are met, printed copies can be fed out and sorted in an alternating crisscross pattern. 8-1/2 x 11 or 5-1/2 x 8-1/2-size (A4- or B5-size) paper is used. Paper of the same size and type is loaded with the w orientation in one paper tray and with the v orientation in another tray. The "Auto" Paper setting is selected. The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected. *2 *3 The Staple settings are available only if the optional finisher is installed. The Punch settings are available only if the punch kit or Z folding unit is installed with the optional finisher. The Half-Fold, Center Staple & Fold and Tri-Folding settings are available only if the optional Finisher FS-610 is installed. 2-14 *4 751/601 Using copy functions 2 *5 The Z-Fold setting is available only if the Z folding unit is installed with the optional finisher. 2 Note Certain finishing settings cannot be used together.

Follow the procedures described below to select Finishing settings. 2.6.1 Selecting the finishing method 1 In the Basic screen, touch [Finishing]. The Finishing screen appears.

2 Select the desired Finishing settings. To return to the main screen, touch [Main Screen]. 3 751/601 Touch [OK]. The Basic screen appears again. 2-15 Using copy functions 2 2.

6.2 Selecting Staple/Punch settings 1 In the Basic screen, touch [Finishing]. 2 Touch [Staple/Punch]. To return to the main screen, touch [Main Screen]. The Staple/Punch screen appears. 751/601 2-16 Using copy functions 2 3 Touch the button for the desired settings, and then touch [Position Setting]. 4 Select the desired position. Touch [Auto] to automatically determine the stapling or hole-punching position according to the orientation of the loaded original. The paper is stapled or holes are punched along the long side of the paper if the original length is 11-11/16 inch (297 mm) or less or along the short side of the paper if the original length is more than 11-11/16 inch (297 mm). When the "2 Position" Staple setting is selected 5 2 Note Touch [OK], and then touch [OK] in the next two screens that appear.

Otherwise, touch [Main Screen]. The Basic screen appears again. The number of punched holes differs depending on the country (region) where the unit is installed. For details, consult your service representative. 751/601 2-17 Using copy functions 2 2.6.3 Selecting a folding or binding setting 1 In the Basic screen, touch [Finishing]. 2 Touch [Fold/Bind]. To return to the main screen, touch [Main Screen]. @@@@Adjust to the best density according to the status of the originals.

@@@@For details, refer to the User's Guide [Copy Operations]. 2 Note For details on specifying a paper size for the other trays than the bypass tray, refer to the User's Guide [Copy Operations]. 1 In the Basic screen, touch [Paper]. The Paper screen appears. 751/601 2-29 Using copy functions 2 2 Touch the button for the bypass tray, and then touch [Change Settings].



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To return to the main screen, touch [Main Screen]. 3 Touch [Paper Size]. 4 Touch either [Auto Detect] or select the desired paper size. 751/601 2-30 Using copy functions 2 If a button other than [Auto Detect] was touched, select the desired paper size, and then touch [OK]. ! Detail In order to specify a custom paper size in Enlarge Display mode, the custom paper size must first be stored before entering Enlarge Display mode.

[Standard Size], [Custom Size] or [Wide Paper] cannot be selected if "Paper Type" is set to "Tab Paper". 5 Touch [OK], and then touch [OK] in the next two screens that appear. Otherwise, touch [Main Screen]. The Basic screen appears again. 751/601 2-31 Using copy functions 2 2.11 Scanning the next original to be copied while a copy job is being printed (next job reservation) The settings for the next copy job can be specified and the original can be scanned while a job is being printed so that it can be printed once the current copy job is finished. ! Detail Up to 51 copy jobs, including the current copy job, can be queued. A copy job can be reserved after scanning of the loaded original is finished. The next job cannot be reserved while an original is being scanned. 1 If the message "Ready to accept another job.

" appears while printing the current job, an original can be loaded, and copy settings can be specified for the next copy job. If the "Copy Operating Screen" parameter was set to "Yes", touch [Next Copy Job] in the screen that appears during printing to display the Basic screen. For details on positioning the original, refer to "Feeding the original" on page 1-11. 2 3 Press the [Start] key. After the current job is finished, the next copy job begins. 751/601 2-32 Using copy functions 2 2.12 Pausing scanning/printing Follow the procedure described below to temporarily stop scanning the original and stop the printing operation. 1 Press the [Stop] key while an original is being scanned or a job is being printed. Scanning/printing temporarily stops. If an original is being scanned for a job, pressing the [Stop] key temporarily stops scanning.

The message "Job has stopped." appears. 2 To continue all temporarily stopped jobs, press the [Start] key. To delete a temporarily stopped job, select the job that you wish to delete, and then touch [Delete]. Select only one job at a time to be deleted.

751/601 2-33 Using copy functions 2 2.13 Printing a proof to check the settings (Proof Copy) Before printing a large number of copies, a single proof copy can first be printed so that it can be checked. This prevents copy errors from occurring. 2 Note When printing a proof copy, specify multiple copies. This feature cannot be used if the "Group" setting is selected.

1 2 3 Position the original to be copied. For details on positioning the original, refer to "Feeding the original" on page 1-11. Select the desired copy settings. Press the [Proof Copy] key. If the original was loaded on the original glass, touch [Finish], and then press the [Start] key. A single proof copy is printed. 4 Check the proof copy. To change the copy settings, press the [C] (clear) key or the [Reset] key, and then change the settings. 751/601 2-34 Using copy functions 2 5 Touch [Print]. The remaining copies are queued as a copy job.

751/601 2-35 3 Using fax/scan functions Using fax/scan functions 3 3.1 2 Using fax/scan functions General fax/scan operation Note For details on performing fax and scan operations, refer to the User's Guide [Network Scan/Fax/Network Fax Operations]. ! Detail Specify the fax settings and network settings and register destinations before entering Enlarge Display mode. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations] and the User's Guide [Network Administrator]. This section contains information on the general operation for sending faxes and scans. 1 2 3 Press the [Fax/Scan] key in the control panel, and then press the [Enlarge Display] key. The Fax/Scan mode screen appears in Enlarge Display mode. Position the original to be copied. For details on positioning the original, refer to page 1-11. Specify the destination.

For details on specifying destinations, refer to page 3-4. 751/601 3-2 Using fax/scan functions 3 To erase the entered destination, press the [C] (clear) key. 4 5 Specify the necessary scanning settings. For details on specifying scanning settings, refer to page 3-13. To cancel the setting and select the default, press the [Reset] key.

Press the [Start] key. If the machine is set to display the transmission result report screen, a screen appears, requesting confirmation to print the transmission result report. To print the transmission result report, touch [Yes], and then touch [OK]. To stop the transmission, press the [Stop] key. Scanning of the original begins, and then the fax is sent.

! Detail If the "Destination Check Display Function" parameter was set to "ON", the Destination Settings screen appears. Check the destinations, and then touch [Send]. If the machine is set to print the transmission result report, the transmission result report is printed if the transmission could not be completed.

Pressing the [Stop] key during scanning temporarily stops the scan operation. 751/601 3-3 Using fax/scan functions 3 3.2 ! Specifying a destination Detail Destinations must first be registered in Utility mode. Fax transmission destinations can also be registered. For details on registering destinations, refer to the User's Guide [Network Scan/Fax/Network Fax Operations]. The scan data can be sent in any of the following ways. Network Scan operations Method Scan to E-mail Scan to FTP Description The Scan to E-Mail operation is used to send scan data to a specified E-mail address as a file attachment.

In a network environment with an FTP server, scan data can be sent to a specified folder in the FTP server on the network. This function is suitable for transmitting large-sized data, such as high-resolution data. Scan data can be sent directly to a specific computer on the network. In order to perform a Scan to SMB operation, first specify shared file settings in Windows on the computer receiving the data. Scan to SMB Scan to File (WebDAV) In a network environment with a WebDAV server, scan data can be sent to a specified folder in the WebDAV server on the network. WebDAV is based on extended specifications of HTTP, and therefore the security technology of HTTP can be used. These settings ensure safer file transmission by encrypting communication with the WebDAV server using SSL.



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Fax operations Method Fax transmission Description The scan data can be sent to the fax number specified for the destination. Network Fax operations Method Internet fax transmission IP address fax transmission Description The scan data can be sent as an E-mail attachment (TIFF format) through an intranet (company network) or the Internet. Faxes can be sent on an IP network.

Scan data can be sent to the IP address or host name specified for the destination. This operation can only be used through an intranet. 751/601 3-4 Using fax/scan functions 3 ! Detail Multiple destinations can be specified at the same time. To send or receive faxes manually, touch [Off-Hook]. When this button is touched, the dial tone can be heard from the speaker.

For more details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations]. This feature is not available with Internet faxing or IP address faxing. The procedure for specifying the destination where scan data is to be sent is described below. 3.2.

1 Selecting a destination from the address book Follow the procedure described below to select an already registered destination. Touch the button for the desired destination in the Address Book screen to select a destination. A destination can be searched for by the destination type or the destination name. 1 In the Address Book screen, touch [Other Dest.]. The Other Destinations screen appears. 751/601 3-5 Using fax/scan functions 3 2 Touch the button for the desired destination type. To select the index characters, touch [Next]. To select a destination from registered group, touch [Group] in Address Type. To select all destinations registered with the selected group, touch [Select All] in the Group Details screen.

To cancel all of the selected destinations, touch [Reset]. To return to the Address Book screen, touch [Main Screen]. 751/601 3-6 Using fax/scan functions 3 3 4 2 Note Touch the button for the desired destination, and then touch [OK]. To cancel a selection, touch the button for a selected destination again. Touch [Close]. 3.2.2 Selecting a destination from the job log Follow the procedure described below to select a destination from the job log. This feature is not available with Internet faxing or IP address faxing. 1 Touch the Job History tab.

The Job History list appears. 2 Select the desired destination. The last five destinations where a transmission was sent are displayed. To cancel a selection, touch the button for a selected destination again. 751/601 3-7 Using fax/scan functions 3 3.

2.3 Selecting a destination with an LDAP search Follow the procedure described below to search in the LDAP server and select the destination. ! Detail In order to perform an LDAP search, LDAP must be enabled and an LDAP server must be registered. For details on specifying LDAP settings, refer to the User's Guide [Network Administrator]. 1 Touch the Address Search tab.

If multiple LDAP servers are specified, select the server to be searched, and then touch [OK]. 751/601 3-8 Using fax/scan functions 3 2 Select the search method. To specify a search word, touch [Search]. To specify multiple search conditions, touch [Advanced Search]. When there is only one LDAP server When there are multiple LDAP servers Authentication may be necessary, depending on the LDAP server that is specified. 3 Specify the search conditions, and then touch [Start Search]. For a simple search 751/601 3-9 Using fax/scan functions 3 For an advanced search The search results are displayed. 4 Touch the button for the desired destination, and then touch [OK]. To cancel a selection, touch the button for a selected destination again. 3.

2.4 Directly typing in the number Follow the procedure described below to directly type in the fax number or the registration number for an address book destination during a fax transmission. 2 Note If "Manual Destination Input" in Administrator mode is set to "Restrict", a fax number cannot be entered. For details on specifying the setting for the "Manual Destination Input" parameter, refer to the User's Guide [Network Administrator]. 1 Touch [Fax Number]. The Fax Number screen appears. 751/601 3-10 Using fax/scan functions 3 2 Using the control panel keypad or the keypad that appears in the touch panel, type in the fax number. Otherwise, touch [Enter Registered No.], use the keypad to type in destination registration number, and then touch [Apply]. To specify an additional recipient, touch [Next Destination], and then enter the number.

To return to the Address Book screen, touch [Main Screen]. When typing in a fax number: [Tone]: If pulse dialing is being used, touch this button to send a pushbutton tone. This is used when a fax information service is being used. "T" appears in the screen. If pulse dialing is being used, use [] to switch to a pushbutton tone.

[Pause]: Touch this button to insert a pause when dialing. Touch [Pause] once to insert a 1-second pause. In addition, multiple pauses can be entered. "P" appears in the screen. If the PBX (private branch exchange) connection is enabled, touch [Pause] after the outside line access code (for example, "0") for reliable dialing when transmitting from an inside line to an outside line.

"P" appears in the screen. [: Touch this button to insert the dash as separator symbol while dialing. This has no effect on the dialing. "" appears in the screen. To change a character in the entered text, touch [] and [] to move the cursor to the character to be changed, and then touch [Delete]. 751/601 3-11 Using fax/scan functions 3 3 Touch [OK]. If a destination registration number is entered, touch [OK], and then touch [OK] in the next screen that appears. 751/601 3-12 Using fax/scan functions 3 3.3 Specifying scanning settings (Scan Settings) Touch [Scan Settings] in the Fax/Scan mode screen, and then specify the original scanning settings. 3.

3.1 Simplex/Duplex Select the appropriate ADF scanning method according to your original. The following scanning methods are available. Setting 1-Sided 2-Sided Cover + 2-Sided Description Select this setting to scan a single-sided original. Select this setting to scan a double-sided original. Select this setting to scan an original where the first page is single-sided and the remaining pages are double-sided. 1 Touch [Scan Settings] in the Fax/Scan mode screen. The Scan Settings screen appears. 751/601 3-13 Using fax/scan functions 3 2 Touch [Simplex/Duplex]. To return to the Address Book screen, touch [Main Screen].

The Simplex/Duplex screen appears. 3 Select the scanning method.



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4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen]. 751/601 3-14 Using fax/scan functions 3 3.

3.2 Original Type Select the appropriate Original Type setting according to your original. The following Original Type settings are available. Setting Text Description Select this setting when scanning originals consisting only of text. If an original containing photos is scanned using this setting, the halftones of the photo will not be reproduced and the entire photo will appear black.

Select this setting when scanning originals consisting of both text and photos (halftones). This setting should be selected for originals containing text and photos combined in a single page or over multiple pages. Select this setting when scanning originals consisting of only photos (halftones). Select this setting when scanning originals with faint text (such as that written in pencil). Text/Photo Photo Dot Matrix Original 1 Touch [Scan Settings] in the Fax/Scan mode screen. The Scan Settings screen appears. 751/601 3-15 Using fax/scan functions 3 2 Touch [Original Type]. To return to the Address Book screen, touch [Main Screen]. The Original Type screen appears. 3 Touch the button for the quality setting most appropriate for the loaded original.

4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen]. 751/601 3-16 Using fax/scan functions 3 3.3.3 Resolution Select the detailedness for scanning originals. The following Resolution settings are available. Setting 200 × 100 (Standard) 200 × 200 (Fine) 300 × 300 dpi Description Select this setting to reduce the transmission time. Select this setting when scanning regular originals. Select this setting to scan originals at a higher resolution than that of regular originals. 400 × 400 (Super Fine) Select this setting when scanning originals with small print or with illustrations.

600 × 600 (Ultra Fine) Select this setting when scanning originals with particularly fine print or with detailed illustrations. 1 Touch [Scan Settings] in the Fax/Scan mode screen. The Scan Settings screen appears. 2 Touch [Resolution]. To return to the Address Book screen, touch [Main Screen]. The Resolution screen appears. 751/601 3-17 Using fax/scan functions 3 3 Select the resolution. A more finely scanned original has more information to be sent, therefore, the transmission time increases. If "600 × 600 (Ultra Fine)" or "400 × 400 (Super Fine)" is selected, the fax is sent with a resolution appropriate for the recipient's machine if it cannot receive a fax with the specified resolution. 4 Touch [OK], and then touch [OK] in the next screen that appears.

Otherwise, touch [Main Screen]. 3.3.4 Density Select the appropriate Density setting according to your original. The density can be adjusted to one of nine levels. 1 Touch [Scan Settings] in the Fax/Scan mode screen. The Scan Settings screen appears. 751/601 3-18 Using fax/scan functions 3 2 Touch [Density]. To return to the Address Book screen, touch [Main Screen]. The Density screen appears.

3 Select the desired Density setting. Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level. To select the center setting (default setting), touch [Std.]. 4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen]. 751/601 3-19 Using fax/scan functions 3 3.3.5 File Type Select the file format for saving the scan data. The following file formats are available.

Setting PDF TIFF XPS Description Select this setting to save the data in the PDF format. Select this setting to save data in the TIFF format. Select this setting to save the data in the XPS format. 2 Note For fax transmissions and Internet fax transmissions, the file type is fixed to the TIFF format. In order to save the data in the XPS format, the optional hard disk is required.

1 Touch [Scan Settings] in the Fax/Scan mode screen. The Scan Settings screen appears. 2 Touch [File Type]. 751/601 3-20 Using fax/scan functions 3 To return to the Address Book screen, touch [Main Screen]. The File Type screen appears.

3 Select the file format and the page setting. If "Single Page" under "Scan Setting" is selected, a file is created for each page of the original. If "Multi Page" is selected under "Scan Setting", a single file is created from the entire scanned original. 4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen]. 3.3.6 Background Removal The scanning density of the original background can be adjusted. When originals printed on colored paper are scanned in color, the background may become black. In that case, the density of the background can be adjusted.

1 Touch [Scan Settings] in the Fax/Scan mode screen. The Scan Settings screen appears. 751/601 3-21 Using fax/scan functions 3 2 Touch [Background Removal]. To return to the Address Book screen, touch [Main Screen]. The Background Removal screen appears. 3 Adjust the density as desired. Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level. @@ Touch [Auto] to automatically adjust the level of the background density according to the original being copied. 4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

751/601 3-22 Using fax/scan functions 3 3.3.7 Scan Size Specify the size of paper to be scanned. The scan size can be specified with any of the following methods. Settings Auto Full Bleed Scan Description Select this setting to detect the size of the first page in the loaded original. Select this setting to scan the entire page of the original. Even if text is printed to the edges of the original, it can be scanned without being cut off. Select a preset paper size (such as A4 or B5) and orientation. Select a preset paper size and orientation in inch sizes. Select a preset paper size and orientation in a size other than metric or inch sizes.

Metric Sizes Inch Sizes Other 1 Touch [Scan Settings] in the Fax/Scan mode screen. The Scan Settings screen appears. 2 Touch [Scan Size]. 751/601 3-23 Using fax/scan functions 3 To return to the Address Book screen, touch [Main Screen]. The Scan Size screen appears. 3 Select the desired size and orientation. If [Metric Sizes], [Inch Sizes] or [Other] was touched, select the desired paper size, and then touch [OK]. To scan the entire page of the original, touch [Full Bleed Scan]. 4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].



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3.3.8 Original Settings Select the binding position and orientation of the original. Parameter Original Direction Description Select the orientation of the original. After the original is scanned, the data is processed so that it is correctly oriented. For details on selecting the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 1-17. Select the binding position, for example, when holes are punched in the original or the original is stapled. In addition, specify the binding position when a double-sided original is loaded. This adjusts the scan of double-sided originals so that the binding position is not reversed. Left: Select this setting for an original with a binding margin on the left side.

Top: Select this setting for an original with a binding margin at the top. Auto: The binding margin is on the long side if the page is 11-11/16 inch (297 mm) or less, or it is on the short side if the page is more than 11-11/16 inch (297 mm). 3-24 Binding Position 751/601 Using fax/scan functions 3 These functions can be used together. 2 Note [Original Direction] is not available with fax function. 1 Touch [Scan Settings] in the Fax/Scan mode screen.

The Scan Settings screen appears. 2 Touch [Original Settings]. To return to the Address Book screen, touch [Main Screen]. The Original Settings screen appears. 751/601 3-25 Using fax/scan functions 3 3 Select the original settings.

Touching [Original Direction] displays the Original Direction screen. Touch the button for the desired orientation, and then touch [OK]. Touching [Binding Position] displays the Binding Position screen. Touch the button for the desired original binding position, and then touch [OK]. 4 751/601 Touch [Close], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen]. 3-26 Using fax/scan functions 3 3.4 Using a program "Program" refers to the set of destinations and scan settings that are registered together. These are convenient for frequently sending transmissions with the same settings. The following procedure describes how to send data by selecting a program that has been registered in advance.

2 Note If no destinations are registered with programs, destinations cannot be selected. For details on registering programs, refer to the User's Guide [Network Scan/Fax/ Network Fax Operations]. 1 With the Fax/Scan mode screen displayed, press the [Mode Memory] key. The Recall Scan/Fax Program screen appears. 2 Touch the button for the desired program. Touch [Page List] to select the page of programs to be displayed. Touch [Previous Page] or [Next Page] to display the previous or next page of programs. To scroll through the page, touch [] or []. 751/601 3-27 Using fax/scan functions 3 To cancel the setting, touch the button again to deselect it. Only one program can be selected.

3 Touch [OK] or [Main Screen]. To specify multiple destinations, add a destination. For details, refer to "Specifying a destination" on page 3-4. 751/601 3-28 Using fax/scan functions 3 3.5 Checking the destinations The specified destinations can be checked.

@ @ @ @ @ @ @ @ For a user name and password, contact the machine's administrator. 1 Touch [User Name]. The screen that appears differs depending on the Authentication method settings in the Administrator Settings. If an authentication unit (biometric type) has been installed, place your finger on the authentication unit (biometric type) to display the Basic screen. For details on performing authentication using the authentication unit (biometric type) and registering information, refer to the User's Guide [Copy Operations].

751/601 4-2 Logging on and logging off 4 If the authentication unit (IC card type) has been installed, place the IC card on the authentication unit (IC card type) to complete authentication and display the Basic screen. For details on performing authentication using the authentication unit (IC card type) and registering information, refer to the User's Guide [Copy Operations]. If [User Name List] appears, the desired user name can be selected from the list. Touch [User Name List], touch the button for the desired user name to select it, and then touch [OK]. Continue with step 3. If "Public User Access" on the General Settings screen is set to "Allow", users with no access to a user name and password can touch [Public User Access] to use this machine. If external server authentication was selected as the user authentication method, [Server Name] appears. Touch [Server Name], and then select the desired server. 2 Using the control panel keypad or the keyboard that appears in the touch panel, type in the user name, and then touch [OK]. Touch [Shift] to change the characters that are displayed.

To change a character in the entered text, touch [] and [] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number. To clear all entered text, press the [C] (clear) key. To revert to the previously entered text, touch [Undo]. 751/601 4-3 Logging on and logging off 4 3 Touch [Password]. 4 5 Using the control panel keypad or the keyboard that appears in the touch panel, type in the password, and then touch [OK]. To return to the main screen without changing the settings, touch [Cancel]. Touch [Login] or press the [Access] key. If account track settings have been applied in Administrator mode, the account track screen appears. However, if "Synchronize User Authentication & Account Track" in Administrator mode has been set to "Synchronize", the account track screen does not appear if the users and accounts are synchronized. The Basic screen appears.

751/601 4-4 Logging on and logging off 4 6 When you are finished performing the desired operations, press the [Access] key. A message appears, requesting confirmation to log off. 7 Touch [Yes], and then touch [OK]. The main screen appears again. 4.

1.2 When the screen to enter the account name and password appears If the message "Enter Account Name and password, and then touch [Login] or press the [Access] key." appears, account track settings have been specified on this machine. If account track settings have been applied, this machine can only be used by users who enter their account name and password. When the following screen appears, type in the account name and password.

For an account name and password, contact the machine's administrator. ! Detail If "Account Track Input Method" in Administrator mode was set to "Password Only", log on is possible by only entering the password.



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For details, refer to the User's Guide [Copy Operations]. 751/601 4-5 Logging on and logging off 4 1 Touch [Account Name]. The screen that appears differs depending on the Authentication method settings in the Administrator Settings. 2 Using the control panel keypad or the keyboard that appears in the touch panel, type in the account name, and then touch [OK]. Touch [Shift] to change the characters that are displayed. To change a character in the entered text, touch [] and [] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number. To clear all entered text, press the [C] (clear) key. To revert to the previously entered text, touch [Undo].

751/601 4-6 Logging on and logging off 4 3 Touch [Password]. 4 5 Using the control panel keypad or the keyboard that appears in the touch panel, type in the password, and then touch [OK]. To return to the main screen without changing the settings, touch [Cancel]. Touch [Login] or press the [Access] key. The Basic screen appears. 751/601 4-7 Logging on and logging off 4 6 When you are finished performing the desired operations, press the [Access] key. A message appears, requesting confirmation to log off. 7 Touch [Yes], and then touch [OK]. The original screen appears again. The screen that appears differs depending on the Administrator mode settings that have been specified.

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