bizhub 226/206

Quick Guide

KONICA MINOLTA

Fax Mode
Press this key to switch to the fax mode. The lamp lights up green when the machine is in the fax mode.

```
12:00      MEMORY:100%
QUALITY:STD/TEXT
☎:1234_         [1…]

OTHER SETTING=▼
```

Scan Mode
Press this key to switch to the scan mode. The lamp lights up green when the machine is in the scan mode.

```
150dpiBW  TIFF  100%
TEXT/PHOTO ◄AUTO►
SET DESTINATION  [A…]

>Ready to SCAN
```

Copy Mode
Press this key to switch to copy mode. The lamp lights up green when the machine is in copy mode.

```
PAPER: ¹LTR◻
ZOOM :100%       2
TEXT/PHOTO ◄AUTO►
◻◻
>Ready to Copy
```

▲▼◄►, OK
Use ▲,▼,◄, or ► to move an option item in the Display or tochange settings. Press OK to determine settings.

Printer Indicator
This indicator lights up green when the machine is in printer mode.

Printer
Press this key to use the printer mode. However, the print job can only be canceled in the print mode screen.

Power Save
Press this key to switch to sleep mode.

A.../1...
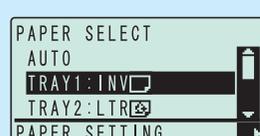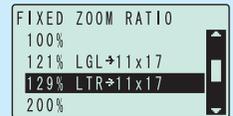Press this key to switch between numerals and letters you enter from the Keypad.

Confirm
Press this key to confirm the counter or communication result, or print out a report.

Display
Displays the number of copies, zoom ratio, Utility screen, icons, and error messages.

Fax Scan Copy Auto RX Memory TX Mixed Original Utility

01 02 03 04 On Hook Simplex/Duplex Confirm

05 06 07 08 Redial/Pause Finishing Mode Memory

09 10 11 12 Speed Dial Combine Original

13 14 15 16 AddressBook ID Copy

```
PAPER: ¹LTR◻
ZOOM :100%         2
TEXT/PHOTO ◄AUTO►
◻◻
>Ready to Copy
```

Printer Access Power Save Reset

.@_ ABC DEF A--/1-- Clear/Stop
1 2 3

GHI JKL MNO
4 5 6

PQRS TUV WXYZ
7 8 9

+&/ ␣
✳ 0 #

OK Back Start

Paper Zoom Quality Density Function Error

Paper
Press this key to select a paper tray to be used.

```
PAPER SELECT
AUTO
TRAY1:INV◻
TRAY2:LTR◻
PAPER SETTING
```

Zoom
Press this key to enlarge or reduce an image in copy mode.

```
ZOOM RATIO
AUTO
FIXED
MANUAL
```

```
FIXED ZOOM RATIO
 100%
 121% LGL→11x17
 129% LTR→11x17
 200%
```
Select zoom
(adjust size: from A4 to A3, etc.).

```
MANUAL ZOOM RATIO
 150%   (25%-400%)


 ▲▼ or 10key input
```
Select zoom
(adjust size: zoom ratio 1%).

Quality
Press this key to select the image quality of the original from[TEXT], [PHOTO], and [TEXT/PHOTO].

```
QUALITY(ORIGINAL)
TEXT/PHOTO
TEXT
PHOTO
```

Select image type of the original.
TEXT, PHOTO, TEXT/PHOTO

Density
Press this key to specify the density with which to scan the original to be copied.

```
DENSITY(TEXT/PHOTO)
AUTO
MANUAL
```
```
DENSITY(TEXT/PHOTO)
AUTO
MANUAL
◄◻◻◻◻█◻◻◻◻►
```
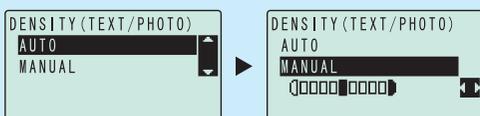
Select density.
AUTO, MANUAL

Function
Press this key to configure the advanced copy settings such ascopying with a binding position.

```
COPY FUNCTION
     ERASE
 AB  PAGE MARGIN
     X/Y ZOOM
     NEG.←→POS.
```

In the COPY FUNCTION screen, you can select ERASE, PAGE MARGIN, X/Y ZOOM, NEG. ←→POS., BOOK SEP. and STAMP.

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ID COPY

Separately scans the contents of the front and back sides of a card, for example, insurance card, driver's license, or business card, and copies them together on one sheet.
Using the ID copy function, you can save the number of sheets to be used.
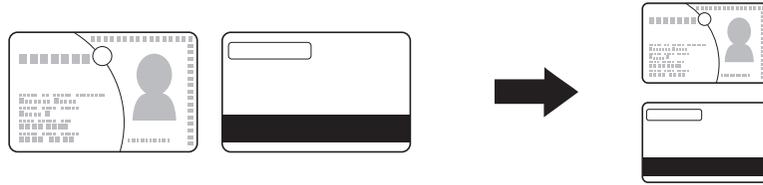
Notes:
1. When placing a card on the Original Glass, align it to the left back of the Original Glass.
2. Set the original at a distance 3/16 inches (4 mm) away from the Original Scale on the left and at the top of the Original Glass.

Operations:
1. Open the ADF, and set the original on the Original Glass with the front side of the card facing down.
2. Press ID Copy.
3. Use the Keypad to specify the number of copies, then press Start.
The number of scanned pages is displayed under [NEXT PAGE?] and the number of copies.
4. Open the ADF, and set the original on the Original Glass with the back side of the card facing down, then press the OK key.

Print

Printing using a LAN/USB cable
(1) Connecting the machine to the computer using a LAN cable
   Use the LAN cable to connect this machine to the network.
(2) Before installing the driver using a USB cable
   If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, change the computer settings before installing the printer driver.
(3) Installing the driver
1. Install the printer driver.
2. The USB cable must be connected during the last installation step. Do not connect the USB cable to this machine until a message appears on the screen instructing you to connect the cable.

Combined printing
Multi-page originals can be reduced in size and printed onto a single sheet of paper, which allows you to save paper consumption in the office.
Available sub-functions:
Full size, 2in1, 4in1, 6in1, 9in1, 16in1

Fax

Fax function
This function sends the original scanned by this machine to a destination. You can send an original as an Email attachment using the Internet fax transmission function. You can also send it to multiple destinations at one time or forward received faxes.
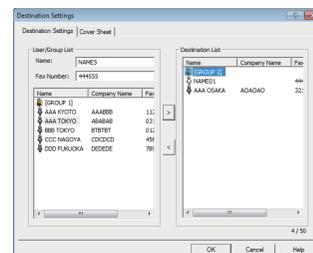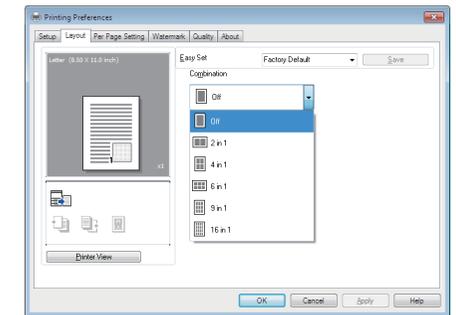Operations:
1. Press the Fax key.
2. Load the original.
3. Enter a destination fax number.
4. If necessary, configure fax settings.
5. Press the Start key.

PC-FAX
The general facsimile sends and receives paper originals. In contrast, the PC-FAX function sends data of an original on a Windows computer as if it was printed on this machine.
Operations:
1. Open data of the original using the application software.
From the [File] menu, select [Print].
2. In [Printer Name], select [KONICA MINOLTA XXX(FAX)] that is installed.
3. Click [Print], and specify the destination.
4. To directly enter a destination, type the name and fax number into [Name] and [Fax Number], and click [>].
5. Click [OK].

Scanning operation

Scanning is enabled using a TWAIN-compliant application. The operation method differs depending on theapplication to be used.
This example shows how to use Adobe Photoshop.
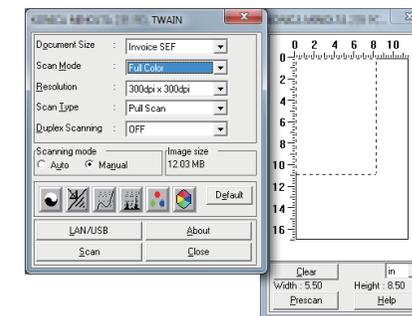
1. Set an original to be scanned on the ADF or Original Glass.
2. Start an application software (Adobe Photoshop, etc.) on the computer.
3. Click [File].
4. Select [Import], then select [KONICA MINOLTA <model_name> TWAIN].
5. Make the necessary setting.
6. Click [Scan].