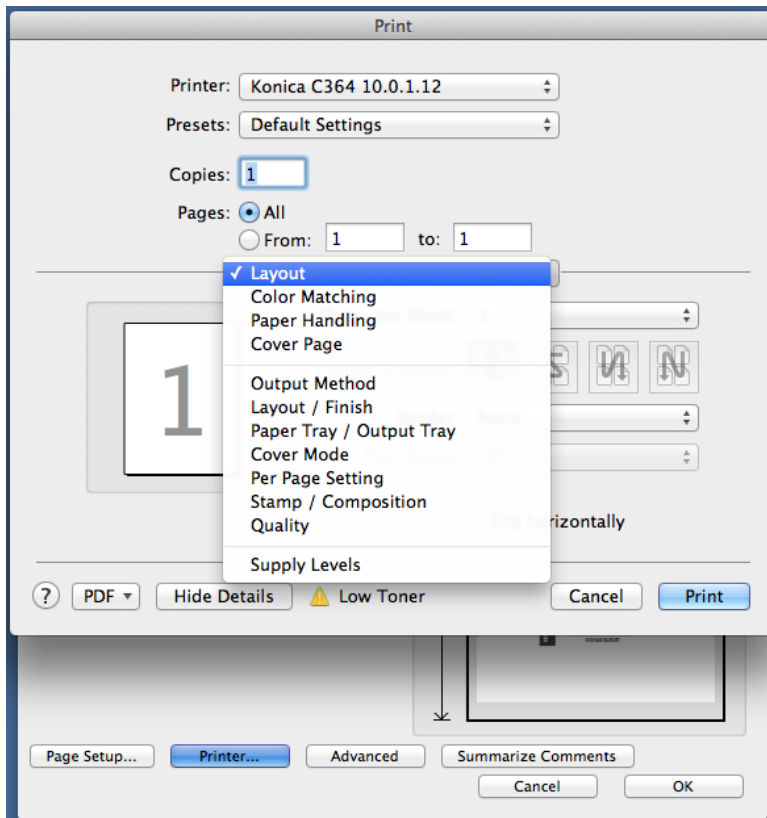


Konica Minolta: Mac Driver Settings

Description of print settings for Apple Computers.

Basic Print Screen:

This is the “header” section when you hit file → print on any document. This shows the same for any application or software.

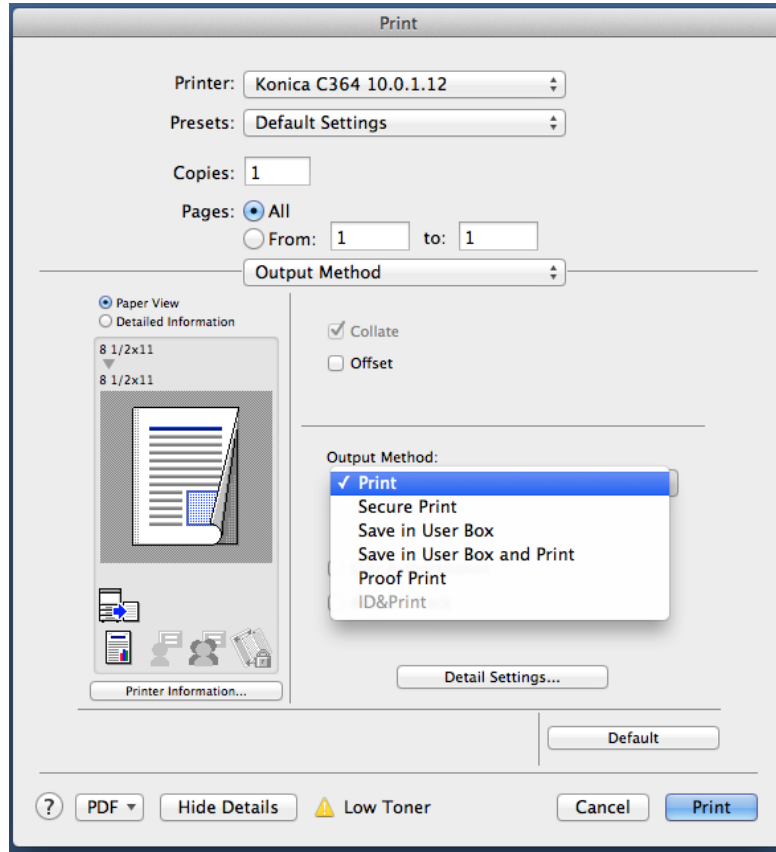


1. **Printer:** Choosing which machine to print to.
2. **Presets:** Shortcuts to turn on multiple settings at same time (see presets section to learn how to create).
3. **Copies:** The number of sets to be printed.
4. **Pages:**
 - All – prints the entire document.
 - From – Gives the option to print singular pages or a page range.
5. **Drop-down:** This menu is sectioned off in 3 parts, divided by the grey line.
 - **Section 1:** Gives the options from the software applications.
 - **Section 2:** Gives all the “print driver” options from the actual machine. Descriptions will be covered in next section. (Output Method, Layout / Finish, Paper Tray / Output Tray, Cover Mode, Per Page Setting, Stamp / Composition, Quality.)
 - **Section 3:** Supply levels of machine



Output Method:

Choosing the method by which the document will print out.

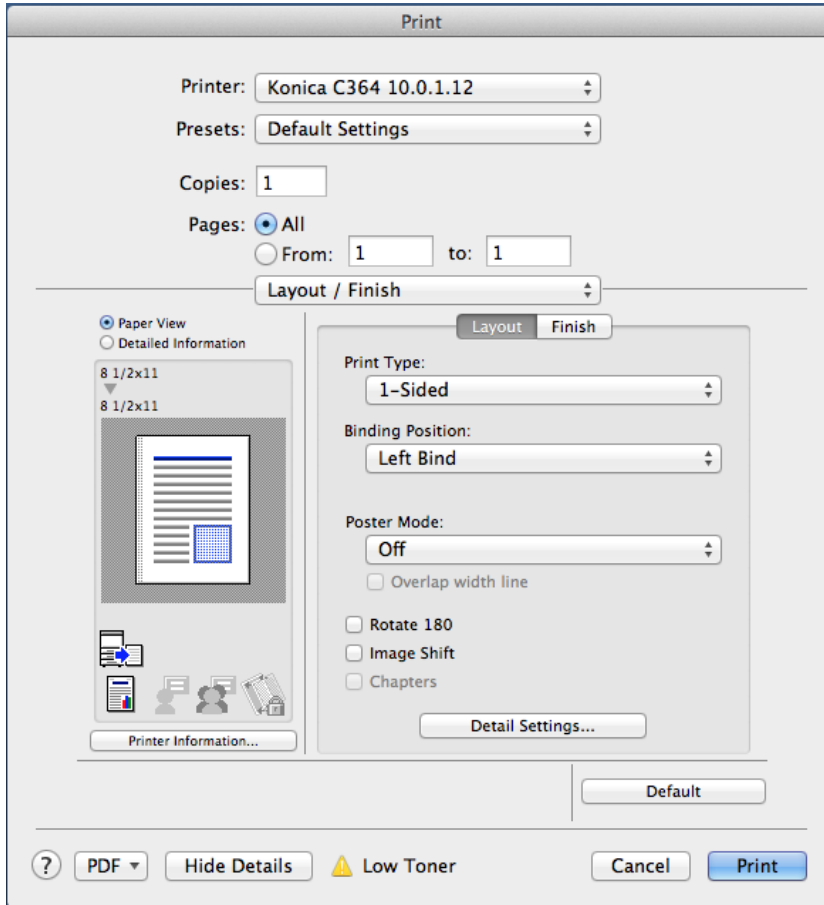


1. **Collate:** Keeps documents sorted as a set. Ex: 3-page document prints 1-2-3, 1-2-3, 1-2-3. If collate is un-checked, document will print out 1-1-1, 2-2-2, 3-3-3.
2. **Offset:** For each document set printed, it will lay in the tray a little to the left or right of the last set, for ease of grabbing or separating.
3. **Output Method:** How will this print when it gets to machine?
 - **Print:** Directly prints out from machine.
 - **Secure Print:** Allows you to put in a name and password to hold the document at the printer. To release the job, you will have to type in the ID and Password.
 - **Save in User Box:** If a box is set up on the machine, you can save documents to it like a file folder. It will hold the document until you print it from the user box.
 - **Proof Print:** If you have multiple copies, it will print 1 document for you to review, and then the machine will request for you to release the remainder if you like the output.
4. **User Authentication / Account Tracking:** If a password is required to print to machine, check the box, and this can be typed in. See separate cheat sheet for more information.



Layout / Finish

How the document is laid out on the paper, and how it is stapled, bound, or punched.

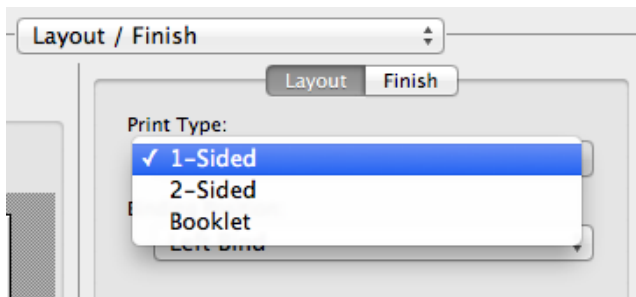


Layout Tab:

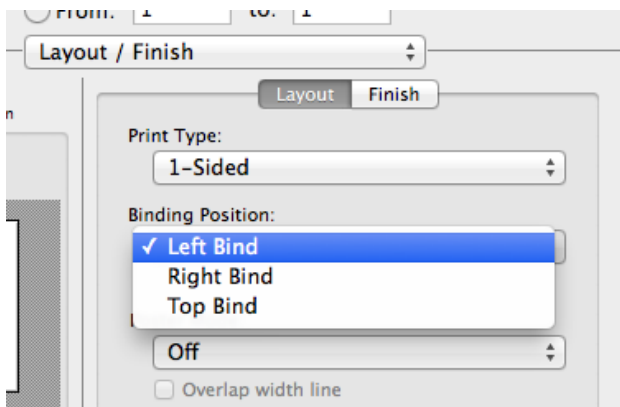
1. **Print Type:** The option to choose single, double, or booklet prints. (Next page for screen shot.)
 - **1-Sided:** Prints on only one side of paper.
 - **2-Sided:** Prints on both sides of paper.
2. **Binding Position:** Where the page turns. (Next page for screen shot.)
 - **Left Bind:** Page turns like a book, left to right.
 - **Right Bind:** Page turns opposite of a book, right to left.
 - **Top Bind:** Page turns from top, flips like a calendar (2nd page upside-down).
3. **Poster Mode:** The option to expand 1 page onto multiple sheets. (Next page for screen shot.)
4. **Rotate 180:** Turn the page upside-down.
5. **Image Shift:** The option to shift the document on the paper. Hit details settings to choose location or angle of shift.
6. **Chapters:** The option to split out the document as different “sections” within document as separate entities.



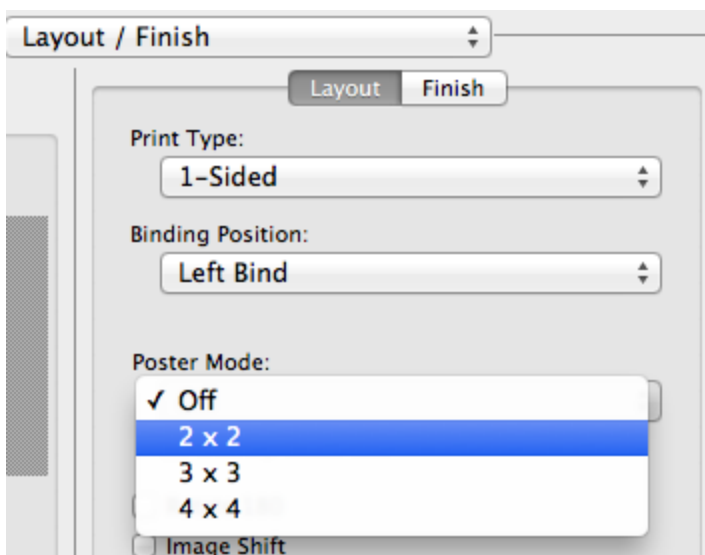
Print Type:



Binding Position:

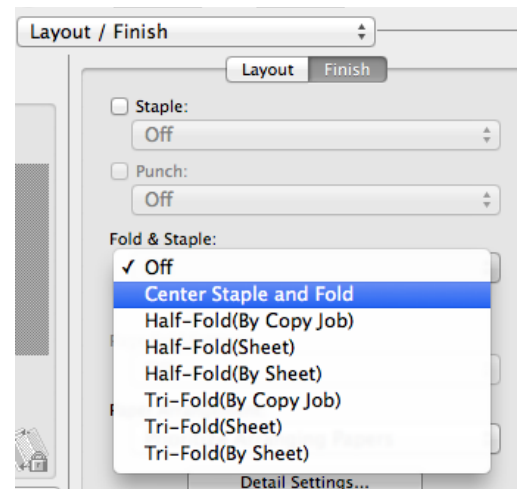
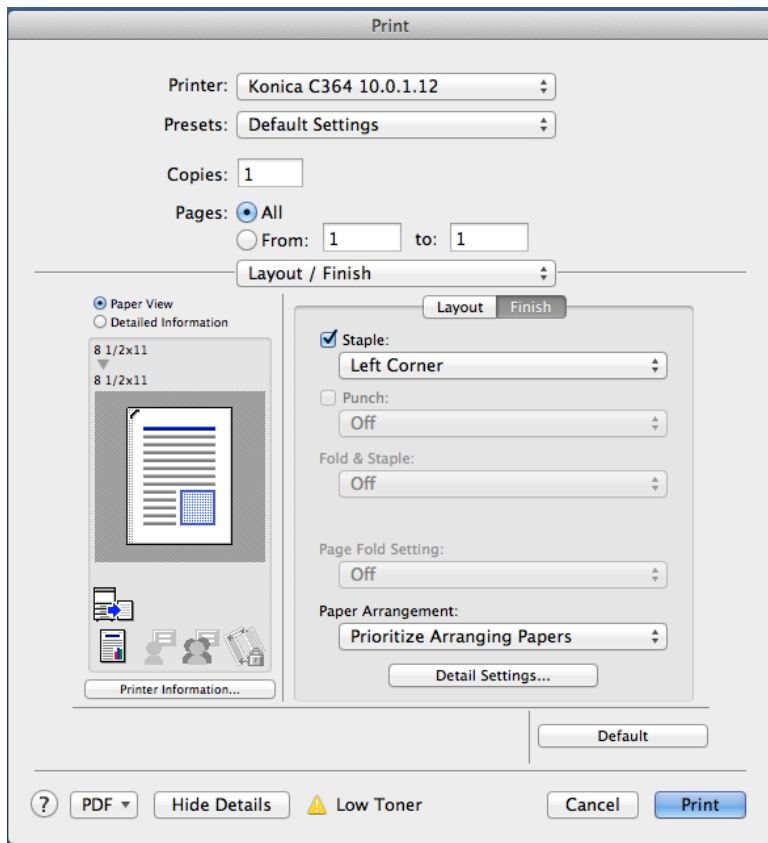


Poster Mode:



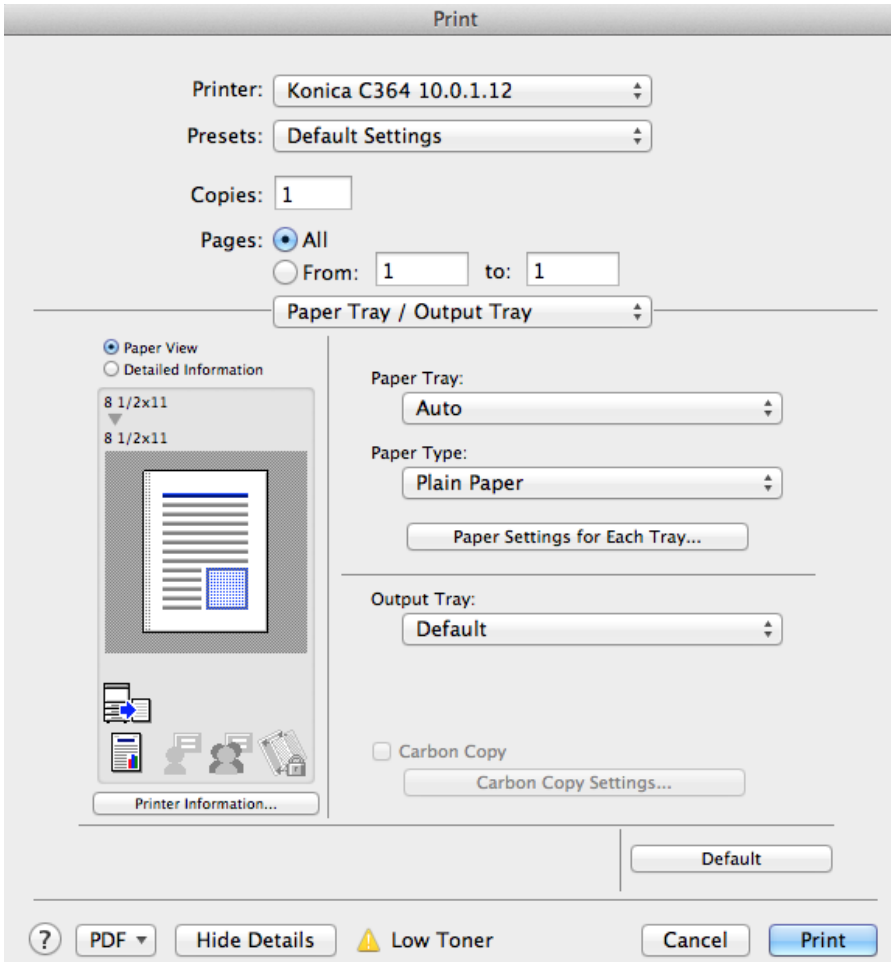
Finish Tab: Check the boxes to the left of each option to turn on setting.

- 1. Staple:** By checking this box, the document will default to staple in the top left corner of the page. There are also options to staple in the right corner, 2-position (2 staples on 1 side), and if your machine has the specific folding unit installed, it can also saddle-stitch the middle of the paper.
- 2. Punch:** This box turns on hole-punching. It has the option to place 2 or 3 holes, and gives options for which side of the sheet for placement. The hole-puncher must be installed on the machine to use this feature.
- 3. Fold & Staple:** If a folding unit is available on machine, this gives the option to fold in half or tri-fold. (See full range of options in picture below, bottom right.)
- 4. Page Fold Setting:** Turning this box on will fold the document. The machine has the option to half-fold and tri-fold.
- 5. Paper Arrangement:** Prioritize arranging paper keeps paper arranged by the pages in your document. Prioritize productivity basis on importance of page.



Paper Tray / Output Tray:

What tray will the paper come out of, and where will it end up.



1. **Paper Tray:** The option to choose single, double, or booklet prints. (Next page for screen shot.)
2. **Paper Type:** This option tells the machine the paper weight/thickness the document should be printed on. If the paper tray is left on auto, and a certain thickness is chosen, it will pull from the tray that has that particular paper weight and size.
 - Note: If the paper type from the print driver differs from what's in the tray, the machine will error and request the operator to pick the paper tray on the machine screen.
3. **Output Tray:**
4. **Carbon Copy:**



