# LOFFLER

### Konica Minolta: Mac Driver Settings

Description of print settings for Apple Computers.

#### **Basic Print Screen:**

This is the "header" section when you hit file  $\rightarrow$  print on any document. This shows the same for any application or software.

Print		
Printer: Presets:		÷ ÷
Copies: Pages:		]
	✓ Layout Color Matching Paper Handling Cover Page	; ; ;
1	Output Method Layout / Finish Paper Tray / Output Tray Cover Mode Per Page Setting Stamp / Composition Quality	rizontally
? PDF • Hide D	Supply Levels etails 💧 Low Toner	Cancel Print
Page Setup Printer Advanced Summarize Comments Cancel OK		

- 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

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### **Output Method:**

Choosing the method by which the document will print out.

Print		
	nica C364 10.0.1.12 fault Settings	
Copies: 1 Pages: All From: 1 to: 1		
<u> </u>	tput Method	
Detailed information 81/2x11 81/2x11	Collate	
	Output Method: V Print Secure Print Save in User Box Save in User Box and Print	
Printer Information	Proof Print ID&Print Detail Settings	
	Default	
? PDF  Hide Details  Low Toner  Cancel  Print		

- 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.

Print		
	ica C364 10.0.1.12 ‡	
Copies: 1 Pages: • All	om: 1 to: 1	
Paper View     Detailed Information     8 1/2x11     8 1/2x11	Dut / Finish   Layout   Finish   Print Type:   1-Sided   1-Sided   Binding Position:   Left Bind   Poster Mode:   Off   Off   \$	
Printer Information	Rotate 180     Image Shift     Chapters     Detail Settings	
? PDF • Hide Details	Low Toner Cancel Print	

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 (2<sup>nd</sup> 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.

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### Print Type:



### **Binding Position:**



#### **Poster Mode:**

Layout	/ Finish \$
	Layout Finish
	Print Type:
	1-Sided ‡
	Binding Position:
	Left Bind 🗘
	Poster Mode:
	✓ Off
	2 x 2
	3 x 3
	4 x 4
	🗍 Image Shift

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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.

Print	
Printer: Konica C364 10.0.1.12 + Presets: Default Settings +	Layout / Finish
Copies: 1 Pages: • All From: 1 to: 1 Layout / Finish +	<ul> <li>Staple:</li> <li>Off ÷</li> <li>Punch:</li> <li>Off ¢</li> <li>Fold &amp; Staple:</li> </ul>
Page Fold Setting: Off \$  Detail Settings	<ul> <li>✓ Off</li> <li>Center Staple and Fold</li> <li>Half-Fold(By Copy Job)</li> <li>Half-Fold(Sheet)</li> <li>Half-Fold(By Copy Job)</li> <li>Tri-Fold(Sheet)</li> <li>Tri-Fold(Sheet)</li> <li>Tri-Fold(By Sheet)</li> <li>Detail Settings</li> </ul>
PDF *     Hide Details     Low Toner     Cancel     Print	

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### Paper Tray / Output Tray:

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

Print		
Printer:Konica C364 10.0.1.12‡Presets:Default Settings‡		
Copies: 1 Pages: • All From: 1 to: 1		
Paper Tray / Output Tray Paper View Detailed Information 8 1/2x11 8 1/2x11 Paper Tray: Auto Paper Type: Plain Paper Paper Settings for Each Tray Output Tray: Default		
Printer Information Carbon Copy Carbon Copy Settings Determined	fault	
(?) PDF T Hide Details A Low Toner Cance	Print	

- 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:

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OFIOM		
Paper 7	Fray / Output Tray 🗧 🗧	
on The second se	Paper Tray: ✓ Auto Tray1 Pi Tray2 Tray3 Tray4 Bypass Tray	
	ay / Output Tray ‡	_
	Auto	\$
	, 1410	
	Paper Type:	
	🗸 Plain Paper	
	Thick 1	
	Thick 1+	
	Thick 2	
	o Thick 3	
	Thick 4	n
	Thin Paper	2
	Colored Paper	
	Transparency	
20	Letterhead	
পটি	Envelope	
	Special Paper	
······]	Single Side Only TAB	
	Plain Paper(Side2)	
	Thick 1(Side2)	