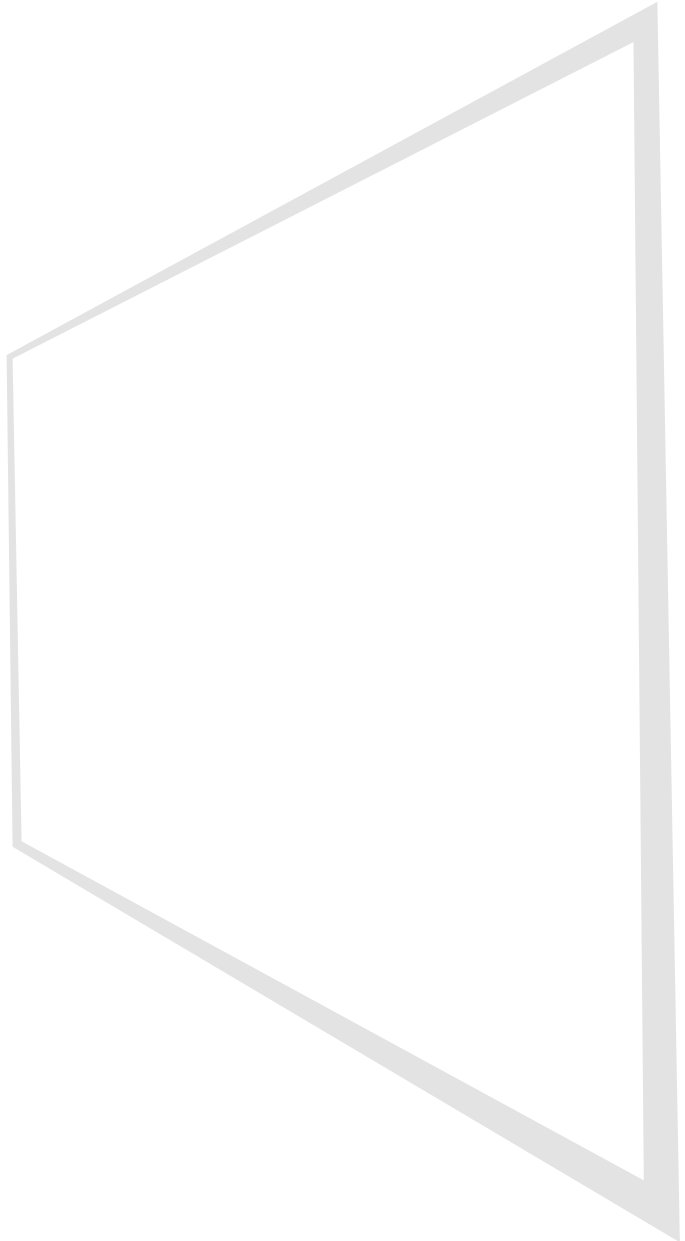


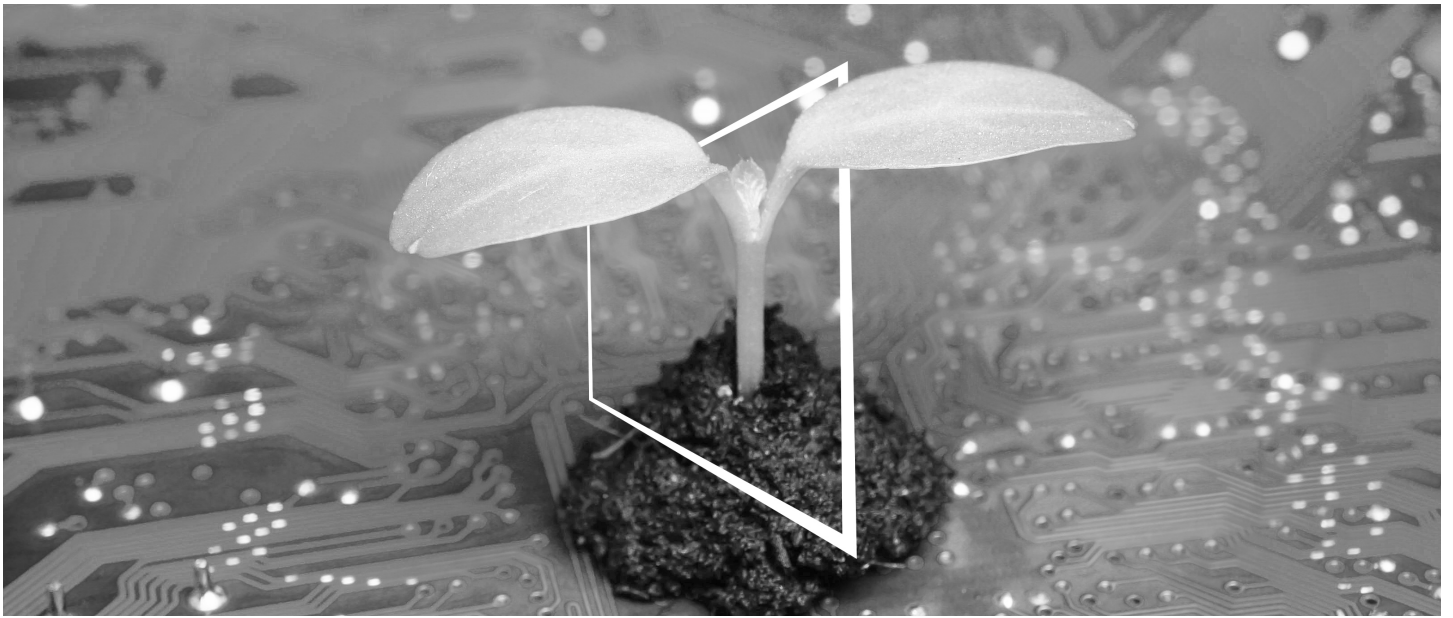


KONICA MINOLTA

bizhub C3100i
QUICK GUIDE

ORIGINAL INSTRUCTIONS





DIGITAL RESOURCES HUB

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Our pool of digital resources allows you to make your operations more sustainable and efficient. Access all latest materials and training resources around your system whilst contributing to a more sustainable environment. No need for extensive search and without having to print anything on paper.

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Step-by-step guidance for your system iTraining

iTraining provides an online product introduction that uses clear video sequences with detailed explanations of all the important functions of your system. This step-by-step guidance makes getting to know your system easy.

Visit: <https://itraining.konicaminolta.eu>



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Safety Information

1 Safety Information

1.1 Introduction

This [Quick Guide] uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on the various functions, refer to the user's guides available for download at <https://www.konicaminolta.eu>

In order to operate the machine safely and properly, be sure to read the safety information on page 1-5 of this manual before use.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine

The illustrations and screens used in this manual may appear slightly different from views of the actual equipment and screens.

1.2 Environmental information

Environmental benefits of power management

Electricity consumption of a device depends on both its properties and the way of using the device.

Suitable power management setting offers you resource saving usage way. By setting the time to go into power saving modes (e.g. sleep mode) shorter (or optimal), electricity consumption can be reduced.

Recycled paper

This product can print on recycled paper and environmental stewardship initiatives certified paper which complies with European standard EN 12281 as well as virgin paper. In addition it can print on lighter paper, 64 g/m² for example. Using such light paper contributes to resources-saving.

Duplex printing

With a product which has a duplex unit, you can print on both sides of paper automatically.

Using this function leads to reducing consumption of natural resources and your cost.

Attached printer driver provides this duplex printing function as initial setting in your computer (The setting can be changed after installation manually).

1.3 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Make sure that you observe all of the precautions that appear in different sections of this manual.

Reference



- Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols










Be sure to observe the safety precautions.

This manual contains the instructions that should be strictly observed at all times to prevent injury to yourself and other persons as well as damage to property.

Injuries and damage that might be caused by using the product improperly are classified according to the following symbols.





Pictorial indication	Description
 WARNING	Improper handling can cause serious injury or death.
 CAUTION	Improper handling can cause minor injury or damage to houses and property.

These are some of major exemplary graphical symbols.

Graphic symbols	Descriptions	Graphic symbols	Descriptions	Graphic symbols	Descriptions
	General prohibition		Do not disassemble		Do not touch
	General instruction		Ground/Earth		Unplug from outlet
	General precaution		High temperature		Electrical shock hazard

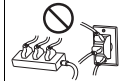
Power source connection

WARNING

Do not use any power cord other than the one supplied in the package or attached on the products. If a power cord is not supplied, use only the power cord and plug that are specified in the user documentation. Failure to use this cord could result in a fire or electrical shock. If the power cord supplied in the package cannot be used in the country where this product was sold, use a power cord that meets the following conditions or contact your Technical Representative. <ul style="list-style-type: none"> The power cord has voltage and current rating appropriate for the rating plate on this machine. The power cord meets regulatory requirements for the area. The power cord is provided with grounding pin/terminal. 	
Do not use the power cord to other products. Failure to do that could result in a fire or electrical shock.	
Do not scratch, abrade, place a heavy object on, heat, twist, bend, step on, 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 power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	
Do not use the power source voltage other than being specified on the machine. Failure to do that could result in a fire or electrical shock.	

⚠ WARNING

Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.



Do not use an extension cord. Use of an extension cord could cause a fire or electric shock. If the power cord furnished with the product is not long enough to be plugged into a wall outlet, contact your Technical Representative.



Do not unplug and 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.



Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.

**⚠ CAUTION**

The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.



Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.



Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.



Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

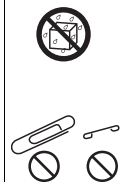
**Installation****⚠ WARNING**

Keep this bag away from babies and children. Do not use in cribs, beds, carriages, or playpens. The thin film may cling to nose and mouth and prevent breathing. This bag is not a toy.

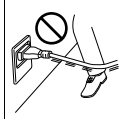


Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.

Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative.



Make sure that the power cord is placed on a site in which no person would step on or trip over it. Stepping on or tripping over the power cord could heat the power cord, resulting in a fire or electric shock.

**⚠ CAUTION**

<If instructed to use fixing legs>

When the product has been installed, fix the product using the fixing legs. Not using the fixing legs could cause the product to move or topple over.



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 subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.



Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.



⚠ CAUTION

Whenever 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 locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.



Using the product

⚠ WARNING

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.



Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative.
If you keep on using it as is, a fire or electrical shock could result.



Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.



<If an RFID module (limited only to 13.56 MHz) for use in inside-the-machine proximity communication or electromagnetic induction heating (IH) technology (limited only to 20.05 kHz to 100 kHz) is being used>
This machine generates a weak magnetic field.
If you experience any unusual symptoms with your implantable medical equipment (cardiac pacemaker, etc.) while near the machine, move away from the machine and see a doctor immediately.
Please call your Technical Representative or your authorized service representative if you do not understand the purchased product corresponds or not.



<If a non-contact IC card reader is being used>
If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times.
The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.



⚠ CAUTION

Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.



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 locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.



Unplug the product when you will not use the product for long periods of time.



When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.



Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.



Consumables

WARNING

Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage.



CAUTION

Do not leave toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.



Do not store toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.



Do not force open the toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.



If toner lands on your skin or clothing, wash thoroughly with soap and water.



If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.



If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.



If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.



Never touch the electrical contacts of the units (e.g., toner cartridge and developing unit), as an electrostatic discharge may damage the product.



Before handling, see the user documentation for the safety information.



<If instructed to replace the fusing unit>

The fusing section is extremely hot. Before replacing the fusing unit, be sure to open doors and covers of the machine. Then, leave the machine to stand idle for a specified period of time and make sure that the fusing section has cooled down to room temperature. Failure to follow these instructions could result in a burn.



1.4 Regulation notices

About certified model name

This product is certified by the following model name:
KONICA MINOLTA branded model C3100i.

CE Marking (Declaration of Conformity) for users of the European Union (EU)

Hereby, Konica Minolta declares that the radio equipment models specified above are in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:
"<https://www.konicaminolta.eu/en/business-solutions/support/download-center.html>".
Choose your product and open the section "Safety Documents".

Maximum radio-frequency power transmitted in the frequency band (EIRP):

Module Name, Option	Frequency Band	Radiation. Power
Wireless LAN (Models with Wireless LAN function only)	2.412-2.472 GHz	Max. 20 dBm

UKCA marking (Declaration of Conformity) for users of the Great Britain

Hereby, Konica Minolta declare that the radio equipment models specified above are in compliance with the essential requirements and other relevant provisions of Radio Equipment Regulations.

The latest version of the Declaration of Conformity is available at our official website.

Maximum radio-frequency power transmitted in the frequency band (EIRP):

Module Name, Option	Frequency Band	Radiation. Power
Wireless LAN (Models with Wireless LAN function only)	2.412-2.472 GHz	Max. 20 dBm

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)

FCC: Declaration of Conformity
Product Type: Multi Function Printer
Product Name: bizhub C3100i
Options: PF-P26

This device complies with Part 15 of the FCC Rules

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

⚠ WARNING

- The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.
 - This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.
-

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 6) (for Canada users)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

This device must be used with a shielded interface cable.

The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under ICES-003.

Electromagnetic Interference

This product must be used with a shielded interface cable.

The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR and local rules.

GS Certification

This device is not intended for use in the direct field of view at visual display workplaces. To avoid incoming reflexions at visual display workplaces this device must not be placed in the direct field of view.

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Ozone release

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.

Placer l'appareil dans une pièce largement ventilée

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

Changing replaceable lithium batteries used in products

⚠ CAUTION

- RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE USER'S GUIDE.
-

Acoustic noise (for German users only)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Notification for California customers

This product uses a CR Lithium Battery which contains perchlorate material.

This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

"Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate."

This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regarding the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



For EU member states only

This product complies with RoHS (2011/65/EU) Directive.

All light sources that are installed in this device are not intended for use in other applications.

USB host

Connect USB devices (Memory, Authentication, Hub etc.) devices directly to the USB host. If an extension cable is used, electromagnetic interference could occur.

Graphic symbols used on this machine

These are some of major exemplary graphical symbols.

Graphic symbols	Descriptions	Graphic symbols	Descriptions
	"ON" position		"OFF" position
	STAND-BY		push-push type switches
	Ground/Earth (Protective bonding terminal)		Ground/Earth (Protective earthing)
	CLASS II EQUIPMENT		Class II equipment with functional earthing
	Functional earthing		General precaution
	High temperature		Electrical shock hazard
	CAUTION moving fan blade		CAUTION DOUBLE POLE / NEUTRAL FUSING

1.5 Special notice to user

For Canada

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de dispositifs qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme des IES de tous les dispositifs n'excède pas cinq.

For U.S.A.

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: See Sending after Renaming the Sender ([Sender Settings]), of the User's Guide [Fax].

We use over AWG 26 FAX cord.

WARNING/CAUTION Explained

⚠ WARNING

- The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading this Guide.

⚠ CAUTION

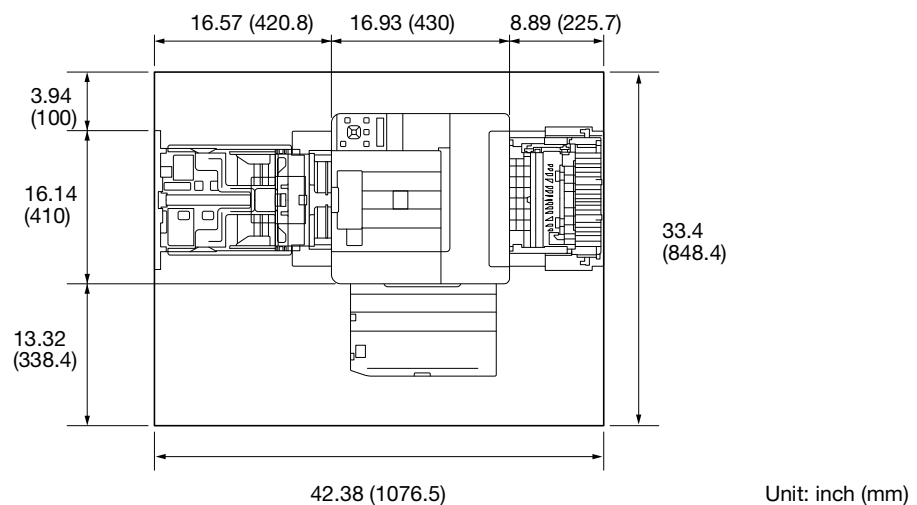
- The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading this Guide.

For Europe

The Facsimile has been confirmed to meet the standards (or requirements) ETSI for pan-European single terminal connection to the public switched telephone network (PSTN).

1.6 Space requirements

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.



NOTICE

Be sure to allow a clearance of 8 inches (200 mm) or more at the back of this machine for the ventilation duct.

1.7 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum $\pm 10\%$ (at 110 V/120 V/220 to 240 V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 41°F (5°C) to 89.6°F (32°C)
- Humidity: 15% to 85%

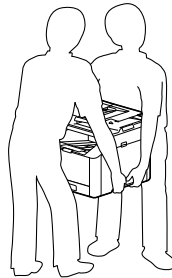
Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

Precautions for carrying the machine

This machine weighs approximately 38.36 lb - 46.74 lb (17.4 kg - 21.2 kg), including consumables. Two people are always required to lift the machine.



1.8 Legal restrictions on reproduction

Certain types of originals must never be reproduced with the purpose or intent to pass reproductions of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible reproduction.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- 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

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to reproduce domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

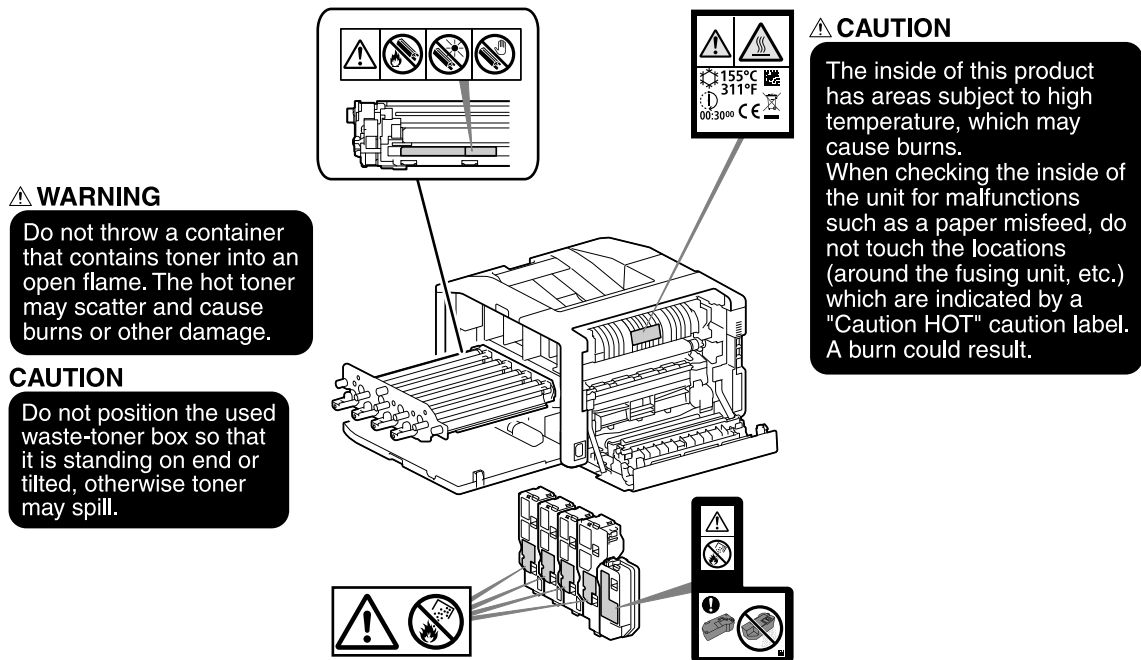
NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being reproduced illegally.

We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

1.9 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions. Be very careful that an accident does not occur when operations such as removing paper jams and staple jams are performed.



NOTICE

Do not remove caution labels or notations. If any caution label or caution notation is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or notation is damaged, please contact your service representative.

1.10 Trademark acknowledgements

Internet Explorer, Microsoft, Windows and Windows Server are trademarks or registered trademarks of Microsoft Corporation in the United States and other countries.

Apple, iPhone, AirPrint, iPad, Bonjour, macOS, and Mac are trademarks of Apple Inc., registered in the U.S. and other countries.

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Wi-Fi and Wi-Fi Direct logo are registered trademarks or trademarks of Wi-Fi Alliance.

Other company names or product names are trademarks or registered trademarks of their respective companies.

Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation.

KONICA MINOLTA, the KONICA MINOLTA logo, Giving Shape to Ideas, and bizhub are registered trademarks or trademarks of KONICA MINOLTA, INC.

1.11 Open Source Licensing Remarks

This machine uses open-source software. For the open source licensing remarks, refer to the OSS-License-file.

2 Before using this machine

2 Before using this machine

2.1 Environmental initiatives

The company continuously strives to reduce the negative environmental impacts of all stages of its business operations.

As part of such activities, the company is implementing resource-saving steps by reducing the number of pages in the User's Guide.

For details on the various functions, refer to the user's guides available for download at <https://www.konicaminolta.eu>

Functions such as keyword search and filtering by purpose are very useful to help users find what they need to know.

2.2 Intended use of office MFP devices

Intended use

This Multi Function Product incorporates the functionality of multiple office devices in one. It is designed to be used as an office system for the following purposes:

- Print documents.
- Use available finishing functions such as duplexing.
- Print documents via several devices such as computers, smartphones or tablets.

The intended use also requires that:

- The system is used within the limits of device specifications and specifications of optional components,
- All safety instructions in the related user's guides are observed,
- Legal restrictions on reproduction (page 1-15) are observed,
- Inspection and maintenance instructions are adhered to,
- General, national and company safety provisions are observed.

Impermissible operating conditions

The system may not be operated if:

- Errors or damage have been discovered,
- Maintenance intervals have been exceeded,
- Mechanical or electrical functions do not work as they should.

Exclusion of liability

The manufacturer of the system assumes no liability for damages if the system was operated under impermissible conditions.

2.3 Target groups

The user's guides are intended for the following users of the system:

Target group	Description
User	Persons using the system for objectives described in "Intended use of office MFP devices" as well as managing system functions and consumables according to the assigned user rights.
Administrator	Persons managing consumables, system functions, users and access rights; adjusting system settings, and establishing network connections.

Everyone who uses this system must have read and understood the related user's guides.

2.4 Types of manuals

2.4.1 User's Guide

Describes how to use the print function, various operator panel menu items, troubleshooting tips, and routine management.

NOTICE

Available in English, German, French, Spanish and Italian.



Tips

- Optional accessories are available for the machine. Depending on the product, a manual describing procedures such as installation may be included.

2.4.2 Quick Guide (this manual)

This is a description of the basic operation procedures of this machine and the precautions for using this machine safely.

2.4.3 General Safety Information/Setup Guide

In order to operate the machine safely and properly, be sure to read the safety information in this manual before use:

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine
- Descriptions on trademarks and copyrights

2.5 Conventions

Please note that the screenshots shown in this manual apply to a fully configured machine and therefore may not exactly represent the configuration being used.

This manual uses the following symbols:

NOTICE

Indicates important information you have to know or be reminded before operations.



Tips

- Indicates supplemental information useful for operations.



Reference

Indicates reference sections or documents.

Symbols/Notations	Description
" "	Entered characters and the names of features are displayed.
[]	An item enclosed by brackets [] indicates a key name on the machine's display or computer screen, or the name of a user's guide.
< >	Indicates hardware buttons on the operator panel. Indicates keys on the keyboard of the computer. Indicates variables.
>	Indicates an abbreviated process flow on the operator panel or the computer.
Bold text	This presents a key name, part name, product name, or option name.



About this machine

3 About this machine

In order to use the machine more securely, connect to networks with firewall or other protection and configure security settings appropriately.

Optional accessories may be necessary, depending on the function. For details, contact your service representative.

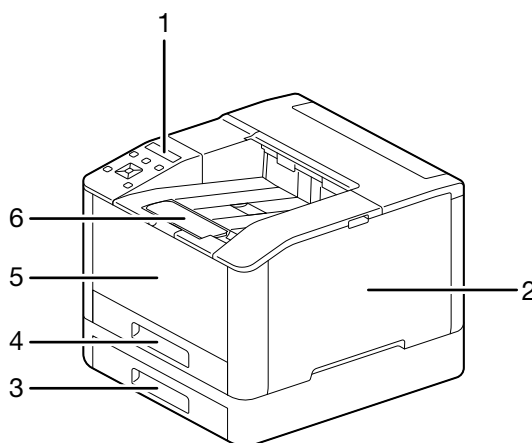
Items appearing on the display will vary depending on installed options.

Some features may be unavailable for use depending on country or territory.

3.1 Machine Overview

3.1.1 Machine Main Unit

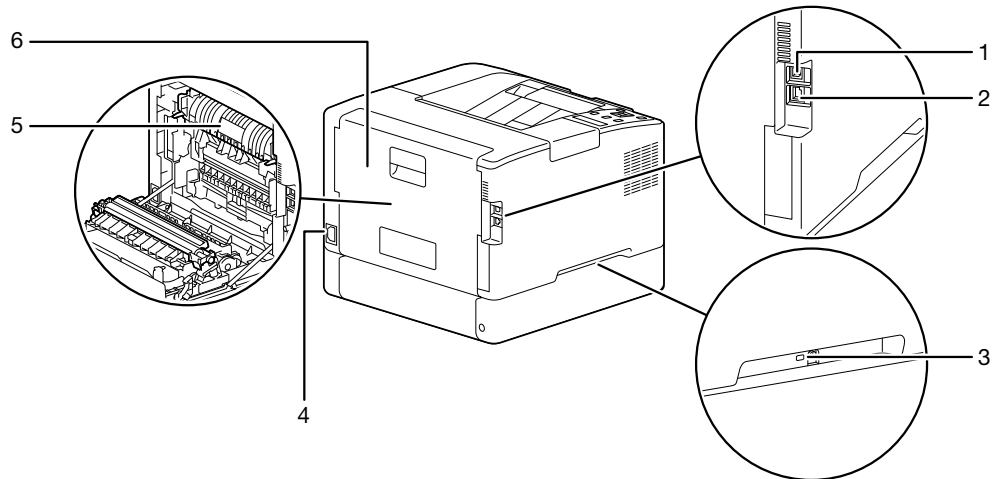
Front and Right Sides



No.	Name
1	Operator Panel
2	Right Side Cover
3	Tray 2 (Paper Feed Unit PF-P26) (optional)
4	Tray 1 (Standard Tray)
5	Bypass Tray
6	Output Extension Tray ^{*1}

^{*1}: This feature can be pulled out for use when printing on paper sizes larger than A4 or for high-volume printing.

Left Side and Rear

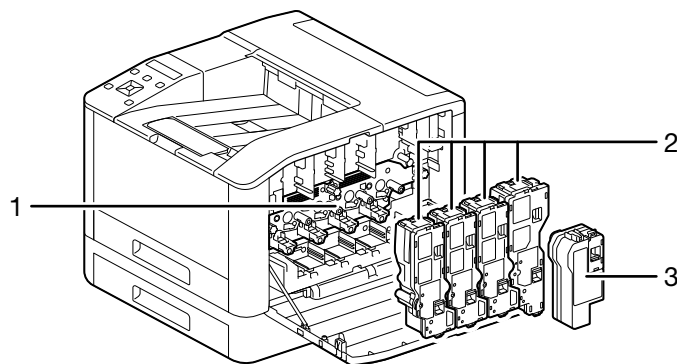


No.	Name
1	USB Port
2	Ethernet Port
3	Kensington Security Slot
4	Power Supply Cord Socket
5	Fusing Unit
6	Rear Cover

Tips

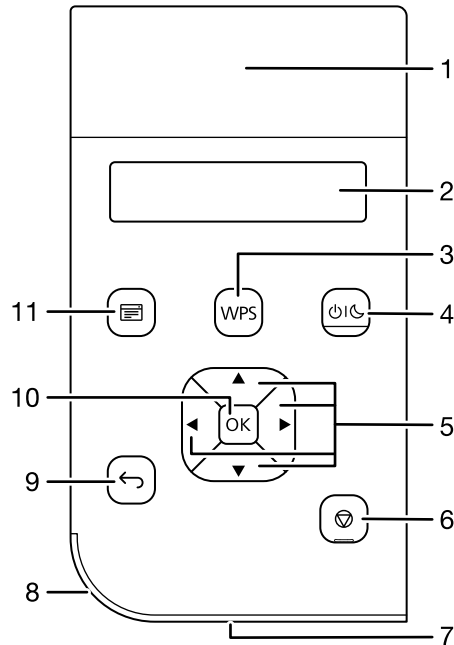
The network port of this product is following No.1 and No.2. A port is activated when a network port inserts a cable.








Internal View



No.	Name
1	Drum Cartridge
2	Toner Cartridges
3	Waste Toner Box

3.1.2 Operator Panel

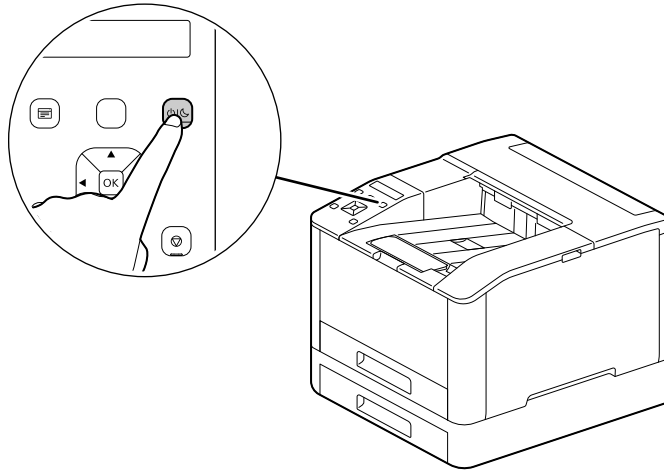


No.	Name	Description
1	NFC Touch Area	Hold the mobile device over the machine to start communication between it and the machine through the NFC feature.
2	Display	Display various settings, instructions and error messages.
3	<WPS> button	Start configuring connection to a wireless network through Wi-Fi Protected Setup (PBC protocol).
4	 (Power Supply / Power Saver) button	<ul style="list-style-type: none"> Turns on/off the machine. Switches the machine between two modes: Standby and Power Saver. Blinks slowly when the machine is in Power Saver Mode. <p> Reference For details on how to turn the power supply on or off, refer to page 3-6. For details on power saving features, refer to page 3-23.</p>
5	 button	Scroll and select menus or settings values in the Menu screen. Use to enter numerals or passwords.
6	 <Cancel Job> button	Stop print jobs or cancel entered data.
7	Ready LED	Illuminates when the machine is standing by, blinks when it is processing data.
8	Status LED	<ul style="list-style-type: none"> Blinks in green when the machine starts, when a job is completed, when an identification signal is received from a mobile device, and when an error is cleared. Blinks in orange when an error occurs.
9	 <Back> button	Returns to the previous screen and cancels the operation.
10	 <OK> button	Display selected menu items, and confirms selected settings values.
11	 <Menu> button	Switch between Print and Menu screens.

3.2 Turning On/Off the Machine

3.2.1 Turning On the Machine

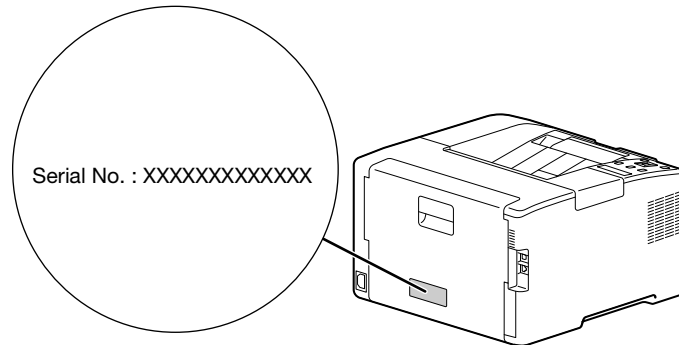
→ Press the  (Power Supply / Power Saver) button.



Setting Up Initial Settings of the Machine

When turning on the machine for the first time, screen to set the initial settings of the machine will be displayed.

- 1 Press the ▲ or ▼ button to select a language, then press the **OK** button.
- 2 Press the **OK** button.
- 3 You can change the machine administrator's password for Internet Services.
 - The machine administrator's default password is the 13-digit serial number indicated on the back of the machine. Follow the on-screen instructions to enter the current password (serial number), a new password containing at least 4 digits, and the same new password again.



- You can also select [Skip] with the ▲ or ▼ button and change the password later. If you select [Skip], the machine administrator's password can only be changed from the Internet Services.

- 4 Press the **OK** button.



Reference

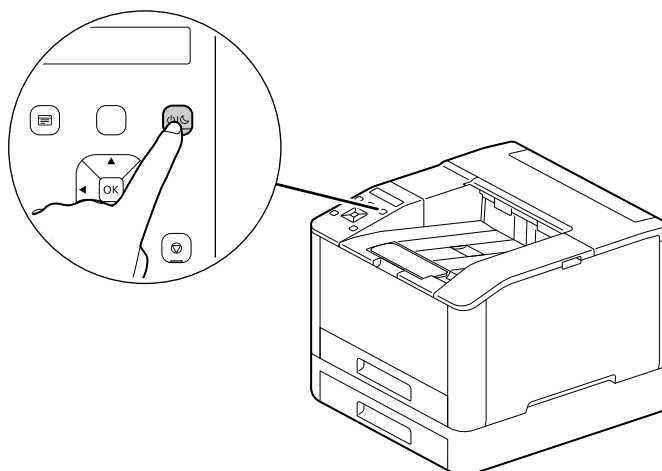
For details on Internet Services, refer to the User's Guide.

3.2.2 Turning Off the Machine

NOTICE

The print data in the memory is cleared when the machine is turned off.

- 1 Press the **Power Supply / Power Saver** button.







- 2 Make sure that [Power Off] appears on the display, and press the **OK** button.

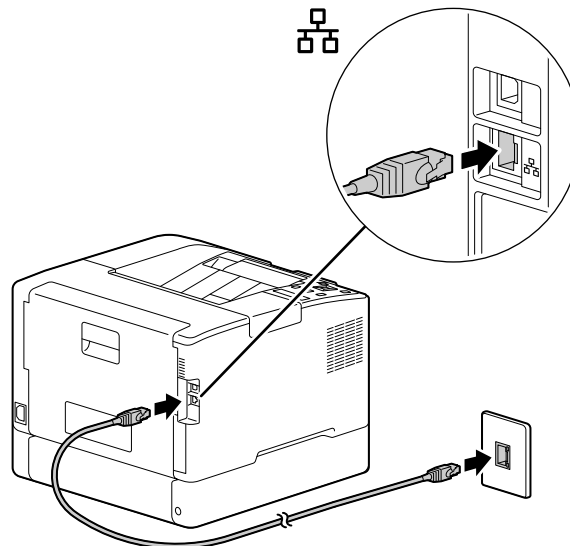
3.3 Connecting the Machine to a Computer

The machine can connect with wired network, USB, and wireless network connections. After connecting, install print driver and other necessary software.

3.3.1 Connecting to a Wired (Ethernet) Network

Tips

- Use a LAN cable that is category-5 or greater.
- 1 Press the  <Menu> button.
 - 2 Press the ▲ or ▼ button, select [Network Settings], and press the  button.
 - 3 Press the ▲ or ▼ button, select [Network], and press the  button.
 - 4 If [Wi-Fi] is selected, press the ▲ or ▼ button, select [Ethernet], and press the  button.
→ If [Ethernet] is selected, proceed to step 6.
 - 5 If a confirmation screen appears, turn off the machine, and then turn it on again.
 - 6 Insert the network cable into the machine's Ethernet port.





- 7 Connect a hub or other network device to the other network cable port.
- 8 Set the IP address for the machine.

Reference

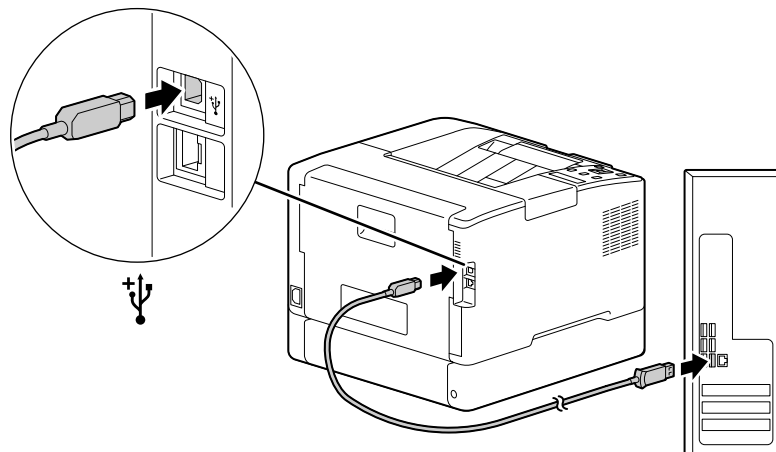
For details on how to configure IP addresses, refer to page 3-14.


3.3.2 Connecting to a Computer With USB

- 1 Press the  (Power Supply / Power Saver) button, make sure that [Power Off] is displayed, and press the  button.
- 2 Insert the USB cable in the machine's (upper) USB port.

NOTICE

Do not connect the machine to a USB hub.







- 3 Connect the computer with the other USB cable port.
- 4 Press the  (Power Supply / Power Saver) button to turn the power on.

3.3.3 Connecting to a Wireless Network

Preparing to Use a Wireless Network

Perform the following procedures before configuring the wireless settings.

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Network Settings], and press the  button.
- 3 Press the ▲ or ▼ button, select [Network], and press the  button.
- 4 If [Ethernet] is selected, press the ▲ or ▼ button, select [Wi-Fi], and press the  button.
→ If [Wi-Fi] is selected, proceed to wireless network connections.
- 5 If a confirmation screen appears, turn off the machine, and then turn it on again.

Wi-Fi settings can be configured as follows.



Reference

Automatically Connecting to a Wireless Network (page 3-10)

Manually Connecting to a Wireless Network (page 3-11)

Connecting Using [Quick Setup] (Windows) (page 3-13)

Connecting Using Support Tools (Windows) (page 3-13)

Automatically Connecting to a Wireless Network

This machine supports wireless LAN connection using WPS (push button method) and WPS (PIN code method).

- For WPS (push button method), configure the settings on the operator panel, and then press the WPS button on your access point or wireless router.
- For WPS (PIN code method), enter the PIN code assigned to the machine into the access point or wireless router.

These methods are available only when the access point or wireless router supports WPS.



Reference

For details about the WPS operation on the access point or wireless router, see the manual supplied with the access point or wireless router.

When Connecting With WPS (push button method)








- 1 When [Press WPS Button on router] appears on the display, press the <WPS> button.
- 2 Press the WPS button at the wireless network access point within two minutes.
When connection to an access point or wireless router is complete, the machine will restart automatically.



Tips

You can perform the same settings configuration from the settings menu. For details, refer to the User's Guide.

When Connecting With WPS (PIN code method)

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Network Settings], and press the  button.
- 3 Press the ▲ or ▼ button, select [Wi-Fi], and press the  button.
- 4 Press the ▲ or ▼ button, select [WPS Setup], and press the  button.
- 5 Press the ▲ or ▼ button, select [PIN Code], and press the  button.
- 6 Write down the eight-digit PIN code, or press the ▲ or ▼ button, select [Print PIN Code], and press the  button to print the PIN code.
- 7 Specify a PIN code for the wireless network access point.
- 8 Press the ▲ or ▼ button, select [Start Configuration], and press the  button.
A "Operate Wireless Router" message appears.
When connection to an access point or wireless router is complete, the machine will restart automatically.



Reference

For details about how to enter the PIN code, see the manual supplied with the access point or wireless router.

Manually Connecting to a Wireless Network







Connect to a wireless network by selecting your access point or wireless router from the list or by specifying the SSID.










Tips

- You need the SSID and the WEP key or passphrase of the access point or wireless router. For details, see the manual supplied with the access point or wireless router.

When Connecting by Selecting an Access Point or Wireless Router


- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Network Settings], and press the  button.
- 3 Press the ▲ or ▼ button, select [Wi-Fi], and press the  button.
- 4 Press the ▲ or ▼ button, select [Wi-Fi Setup], and press the  button.
- 5 Press the ▲ or ▼ button, select a wireless network access point to connect to, and press the  button.
→ If the wireless network access point does not appear, specify the SSID by entering it manually. For details, refer to page 3-12.
- 6 Enter the WEP key or passphrase, and press the  button.
When connection to an access point or wireless router is complete, the machine will restart automatically.

When Connecting by Entering the SSID Manually

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Network Settings], and press the  button.
- 3 Press the ▲ or ▼ button, select [Wi-Fi], and press the  button.
- 4 Press the ▲ or ▼ button, select [Wi-Fi Setup], and press the  button.
- 5 Press the ▲ or ▼ button, select [Manual Setup], and press the  button.
- 6 Enter the SSID, and press the  button.
- 7 Press the ▲ or ▼ button, select [Infrastructure] or [Ad-hoc] depending on the environment you are using, then press the  button.

NOTICE

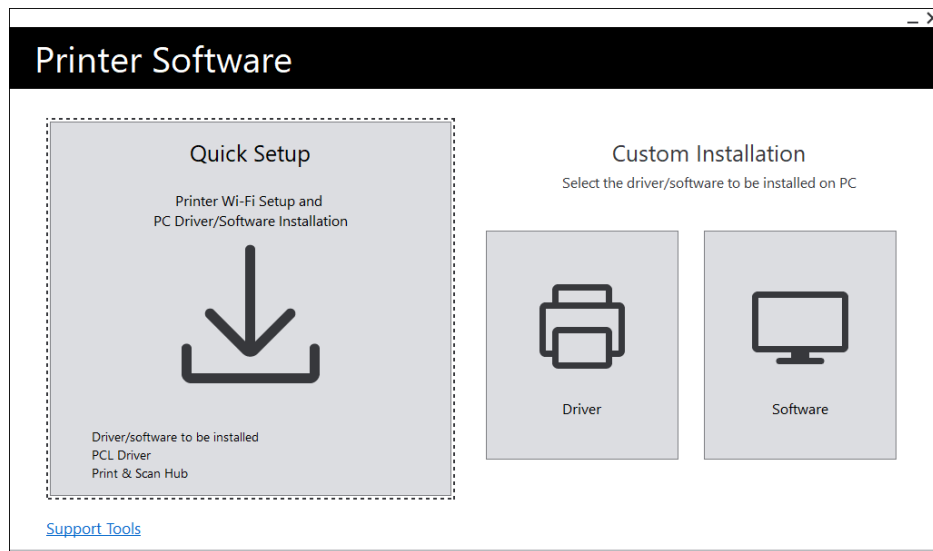
If [Wi-Fi Direct] is enabled, [Ad-hoc] cannot be used.

- 8 Press the ▲ or ▼ button to specify the encryption type.
- 9 Enter the WEP key or passphrase as needed, and press the  button.

Connecting Using [Quick Setup] (Windows)

Using [Printer Software], [Quick Setup] makes wireless network connections easy to set up. Using [Quick Setup], when you connect to a network, you can handle the software installation at the same time.

To install [Printer Software], access the Konica Minolta web site in your region, or contact your supplier.



You can use [Quick Setup] to connect to a wireless network when the following conditions are met.

- Your computer is connected to the access point or wireless router that you want to set on the machine.
- The machine is not connected to another wireless network.

Tips

- Depending on the environment you are using, there may be cases in which you cannot use [Quick Setup] to connect to a wireless network.
- When specifying the encryption type as WEP and connecting to a wireless network, [Quick Setup] cannot be used. Configure the wireless network settings from the operator panel and install the software with [Custom Installation]. For details on wireless network connection settings, refer to page 3-11 and for details on how to install software, refer to page 3-18.

Reference

For details on connecting and installing software using [Quick Setup], refer to page 3-16.

Connecting Using Support Tools (Windows)

You can use the [Printer Software] support tool to configure wireless network settings. You can connect to a wireless network with the support tools when the following conditions are met.

- Your computer is connected to the access point or wireless router that you want to set on the machine.
- The machine is not connected to another wireless network.

- 1 Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.
- 2 Click on [Support Tools].
- 3 Click on [Wi-Fi Settings].
- 4 Follow the on-screen instructions to configure the settings.



















3.3.4 Setting the IP Address

This section describes how to set/change the IP address.

Tips

- When specifying an IP address for an IPv6 environment, use the [Printer Software] support tool or Internet Services. For details on support tools, refer to page 3-15. For details on Internet Services, refer to the User's Guide.

Setting the IP Address From the Operator Panel

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Network Settings], and press the  button.
- 3 Press the ▲ or ▼ button, select [Ethernet] or [Wi-Fi], and press the  button.
- 4 Press the ▲ or ▼ button, select [IP Mode], and press the  button.
- 5 Press the ▲ or ▼ button, select [Dual Stack], [IPv4] or [IPv6], and press the  button.
 - Even if a message appears with the option to restart the machine, proceed to the following step without turning off the power.
- 6 Press the  <Back> or ◀ button twice.
- 7 Press the ▲ or ▼ button, select [TCP/IP], and press the  button.
- 8 Press the ▲ or ▼ button, select [IP Addressing], and press the  button.
- 9 Specify the IP address.
 - **To set the IP address automatically**
 1. Press the ▲ or ▼ button, select [DHCP / Autonet], [BOOTP] or [DHCP], and proceed to step 10.
 - **To set the IP address manually**
 1. Press the ▲ or ▼ button, select [Manual Input], and press the  button. Even if a message appears with the option to restart the machine, proceed to the following step without turning off the power.
 2. Press the  <Back> or ◀ button twice.
 3. Press the ▲ or ▼ button, select [IP Address], and press the  button.
 4. Enter the IP address and press the  button. Even if a message appears with the option to restart the machine, proceed to the following step without turning off the power.
 5. Press the  <Back> or ◀ button twice.
 6. Press the ▲ or ▼ button, select [Subnet Mask], and press the  button.
 7. Enter the subnet mask and press the  button. Even if a message appears with the option to restart the machine, proceed to the following step without turning off the power.
 8. Press the  <Back> or ◀ button twice.
 9. Press the ▲ or ▼ button, select [Gateway Address], and press the  button.
 10. Enter the gateway address and press the  button.
- 10 Turn off the machine, and then turn it on again.






Configuring Settings with [Support Tools] (Windows)

- 1 Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.
- 2 Click on [Support Tools].
- 3 Click on [IP Address Settings].
- 4 Follow the on-screen instructions to configure the settings.

Checking the IP Address

You can check the settings by using the operator panel, or by printing the System Settings report.

Using the Operator Panel

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Network Settings], and press the  button.
- 3 Press the ▲ or ▼ button, select [Ethernet] or [Wi-Fi], and press the  button.
- 4 Press the ▲ or ▼ button, select [TCP/IP], and press the  button.
- 5 Press the ▲ or ▼ button, select [IP Address], and press the  button.
- 6 Confirm the IP address shown in the display.

Using the Printer Settings Report

- 1 Print the Printer Settings report.
→ For details on how to print reports and lists, refer to the User's Guide.
- 2 Confirm the IP address listed in the report.

3.3.5 Installing Software for Windows

To install the latest Windows version of [Printer Software], access the Konica Minolta web site in your region, or contact your supplier.

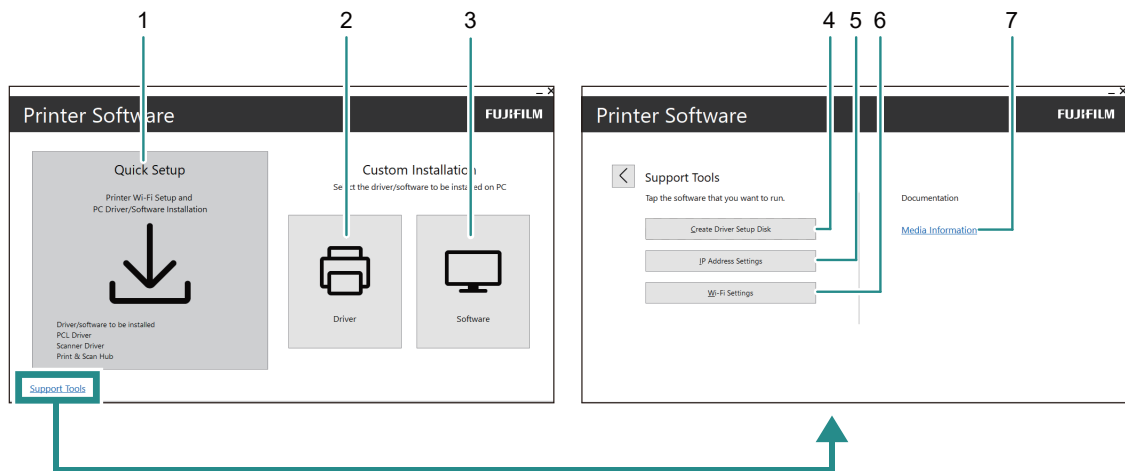
Tips



Perform the following procedure in advance, and then start installing.





- Connecting to a Wired (Ethernet) Network (page 3-8)
- Connecting to a Computer With USB (page 3-9)
- Preparing to Use a Wireless Network (page 3-10)

Using [Printer Software]

You can use the [Printer Software] to configure the following features.

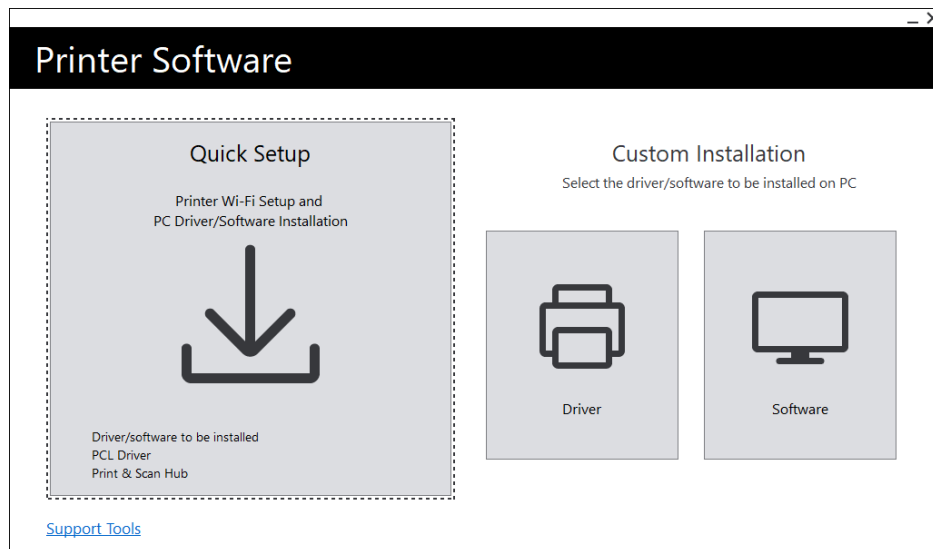


No.	Name	Description
1	[Quick Setup]	<p>You can install the basic software bundle used with the machine. When using a wireless network, you can obtain the software in one installation by connecting to the network.</p> <p>The following software can be installed:</p> <ul style="list-style-type: none"> • [PCL Driver] • [Print & Scan Hub] <p> Reference For details on the installation method, refer to page 3-18.</p> <p>For details on Print & Scan Hub, refer to the User's Guide.</p>
2	[Custom Installation] > [Driver]	<p>You can select and install only the drivers that you need.</p> <p>The following drivers can be installed:</p> <ul style="list-style-type: none"> • [PCL Driver] • [PS Driver] <p> Reference For details on the installation method, refer to page 3-18.</p>

No.	Name	Description
3	[Custom Installation] > [Software]	<p>You can select and install only the software that you need. The following software can be installed:</p> <ul style="list-style-type: none"> • [Print & Scan Hub] <p> Reference <i>For details on the installation method, refer to page 3-18.</i></p> <p><i>For details on software, refer to the User's Guide.</i></p>
4	[Support Tools] > [Create Driver Setup Disk]	<p>You can create a setup disk for the drivers. Using the setup disk reduces the amount of work required when installing drivers on multiple computers with the same settings.</p> <p> Reference <i>The setup disk cannot be used with a computer that runs an OS which differs from that of the computer that created the disk. Create setup disks for each OS.</i></p>
5	[Support Tools] > [IP Address Settings]	<p>You can configure the IP address settings.</p> <p> Reference <i>For details on the configuration method, refer to page 3-15.</i></p>
6	[Support Tools] > [Wi-Fi Settings]	<p>You can configure the wireless LAN settings for the machine and your computer.</p> <p> Reference <i>For details on how to configure settings, refer to page 3-13.</i></p>
7	[Media Information]	<p>You can check the content recorded in [Printer Software].</p>

Installing with [Quick Setup]

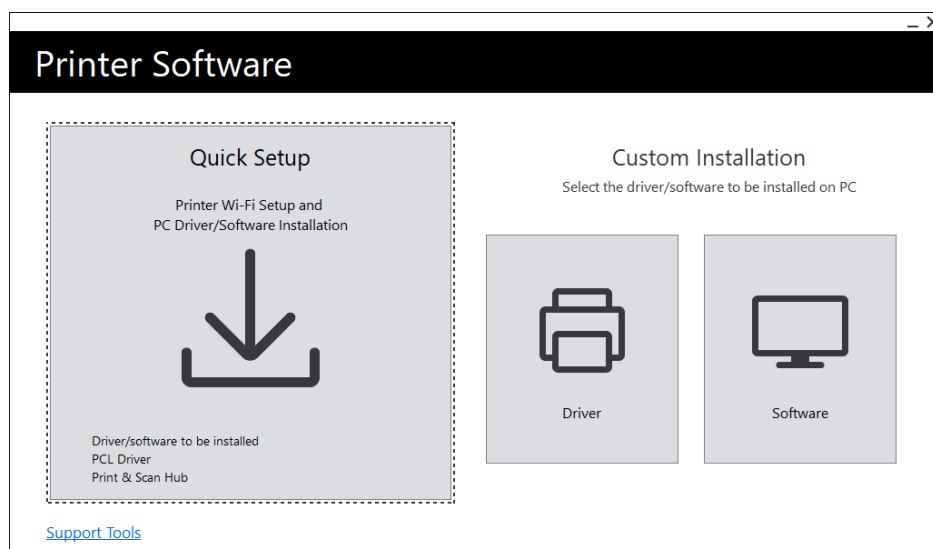
- 1 Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.
- 2 Click on [Quick Setup].



- 3 Follow the on-screen instructions to complete the setup.

Installing with [Custom Installation]

- 1 Extract [Printer Software] after downloading to the computer, and double-click on "Launcher.exe" in the generated folder.
- 2 Click on [Driver] or [Software].
 - If [Software] is selected, proceed to step 5.



- 3 Select [I accept the terms of the license agreement], and click on [Next].
- 4 Select your connection method and click on [Next].
- 5 Follow the on-screen instructions to complete the setup.

3.3.6 Installing Software for Mac


To install the latest software for Mac, access the Konica Minolta web site in your region, or contact your supplier.

Installing Software


- 1 Download software to your computer.
- 2 Double-click on the downloaded dmg file.
- 3 Double-click the pkg file in the folder.
- 4 Follow the on-screen instructions to complete the setup.

Registering the Machine in a Mac


Adding the Machine Using USB Connection

- 1 Turn on the machine.
- 2 Connect the USB cable to the machine and your computer.
- 3 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].
- 4 If the machine appears in [Printers], then registration is complete.
→ If the machine is not displayed, add the machine following step 5 and the steps that follow.
- 5 Click on  .
- 6 In the [Kind] column, select the name for the machine displayed as [USB] from [Name].
- 7 From [Use], select a driver compatible with the machine.
- 8 Click on [Add].
- 9 Make sure that the machine is displayed in [Printers].

Adding a Machine Using LPD Connection

- 1 Turn on the machine.
- 2 Make sure that your computer and the machine are connected.
 - If you use a wired connection, connect the machine to the network using an Ethernet cable.
 - If you use a wireless connection, make sure that the wireless connection of your computer and the machine are established properly.
- 3 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].
- 4 Click on .
- 5 Click on [IP].
- 6 From [Protocol], select [Line Printer Daemon-LPD].
- 7 Enter the machine's IP address in [Address].
- 8 From [Use], select a driver compatible with the machine.
- 9 Click on [Add].
- 10 Specify an optional accessory already installed on the machine, and click [OK].
- 11 Make sure that the machine is displayed in [Printers].

Adding the Machine Using Bonjour





- 1 Turn on the machine.
- 2 Make sure that your computer and the machine are connected.
 - If you use a wired connection, connect the machine to the network using an Ethernet cable.
 - If you use a wireless connection, make sure that the wireless connection of your computer and the machine are established properly.
- 3 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].
- 4 Click on .
- 5 From [Name], select the name for the machine displayed as [Bonjour] in the [Kind] column.
- 6 From [Use], select a driver compatible with the machine.
- 7 Click on [Add].
- 8 Specify an optional accessory already installed on the machine, and click [OK].
- 9 Make sure that the machine is displayed in [Printers].

Enabling Optional Accessories

On the driver, specify the optional accessories installed on the machine to enable the associated features.

- 1 From the [Apple] menu, open [System Preferences], and click on [Printers & Scanners].
- 2 From [Printers], select this machine, and click on [Options & Supplies].
- 3 Click on [Options].
- 4 Select an optional accessory already installed on the machine, and click [OK].

3.4 Using the Operator Panel

The operator panel comprises the display, Status LED, Ready LED,  (Power Supply / Power Saver) button,  <WPS> button,  <Menu> button, NFC touch area and  <Back> button, etc.

Reference

For details on the Operator Panel, refer to page 3-5.

3.4.1 Display Screens

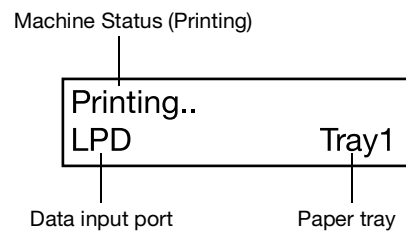
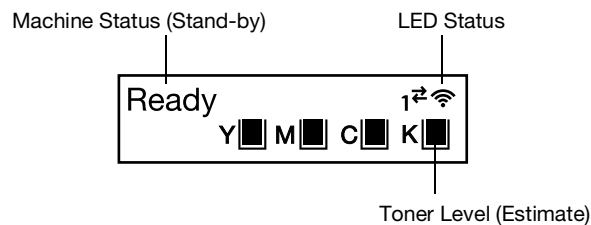
There is a Print screen, which shows the status of the machine, and a Menu screen, for configuring the machine's settings.

Tips



Messages appearing on the display will vary depending on options installed on the machine and settings configuration.






Print Screen

Displays the status of the machine. When ready or printing, the Print screen display will appear as follows.



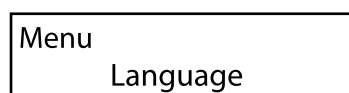
Tips

-  When connected via Wi-Fi, and  when connected by Ethernet.
- Remaining toner content marking will appear as follows. When the remaining toner content reaches 0%, an error message will appear.

Remaining toner content 100 - 81%	Remaining toner content 80 - 61%	Remaining toner content 60 - 46%	Remaining toner content 45 - 31%	Remaining toner content 30 - 1%
				

Menu Screen

This screen is for configuring the machine settings.








Reference

For details on the settings that can be configured in the settings menu, refer to the User's Guide.

3.4.2 Changing Language Settings

You can select the language used on the machine.








- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Language], and press the  button.
- 3 Select the language you wish to set, and press the  button.

3.4.3 Limiting Access to Features

You can use passcodes to limit access to each feature. This prevents unauthorized users from operating the machine.

Access restrictions can be applied to the following features:

- [Information Pages]
- [General]
- [Network Settings]
- [Security Settings]
- [Maintenance]
- [Advanced Settings]

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Security Settings], and press the  button.
- 3 Press the ▲ or ▼ button, select [Admin Authentication], and press the  button.
- 4 Select [Admin Authentication], and press the  button.
- 5 Press the ▲ or ▼ button, select [On], and press the  button.
- 6 Enter the 4 digit passcode and press the  button.
- 7 Re-enter the passcode and press the  button.

Access to the relevant feature is restricted so that passcode entry is necessary to operate it.


3.5 Power Saver Mode


The machine is equipped with power saving features that reduce electric power consumption volume to conserve electricity.

Power saving features include Low Power Mode and Sleep Mode.

Sleep Mode reduces electric power consumption even more than Low Power Mode, but requires a longer recovery period than Low Power Mode.

3.5.1 Switching to Power Saver Mode

The machine enters Power Saver mode in the following cases. In Power Saver mode, the  (Power Supply / Power Saver) button blinks.

- Press the  (Power Supply / Power Saver) button, and select [Power Saver On]
- When the machine has not been operated, no jobs have been executed, and no print data has been received until it is time for the machine to enter Power Saver Mode

Tips


The machine will not enter Power Saver Mode while an error message is displayed for paper jams, consumables replacement, etc.

Reference



For details on how to change the interval until the machine enters Power Saver Mode, refer to page 3-24.

3.5.2 Recovering From the Power Saver Mode





The machine recovers from Power Saver Mode with the following procedure or state.

- When the  (Power Supply / Power Saver) button is pressed
- When the machine receive jobs

Tips

- When you press the  (Power Supply / Power Saver) button immediately after the display turns off, or when the machine has not completely entered Power Saver mode, leaving Power Saver mode may take some time. Wait until the machine accepts the operation releasing it from Power Saver mode, then press the  (Power Supply / Power Saver) button again.
- When jobs are executed in Power Saver Mode, it sometimes switches to Power Saver Mode earlier than specified by the settings.

3.5.3 Setting the Power Saving Features

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [General], and press the  button.
- 3 Press the ▲ or ▼ button, select [Power Saver], and press the  button.
- 4 Press the ▲ or ▼ button, select [Low Power Timer] or [Sleep Timer].
- 5 Press the ▲ or ▼ button, and specify a numerical value.
- 6 Press the  button.

Tips

- In some areas, you can set [Power Off Timer] in addition to [Low Power Timer] and [Sleep Timer]. If you select [Enable] in [Power Off Timer], the power is turned off automatically after the time period specified in [Time] has elapsed. If [Auto Detect] is selected, the same operation as [Enable] is applied only when it is judged that neither the network cable nor the USB cable is connected. When [Disable] is selected, this function is disabled.

3.6 Updating the Machine's Firmware

You can use a computer to update the machine's firmware (the software programmed into the machine). To download the firmware updating tool, access the Konica Minolta web site in your region, or contact your supplier.

For more information on updating the machine's firmware, please refer to the file `readme_updating-firmware.txt` provided with the downloaded firmware.

4

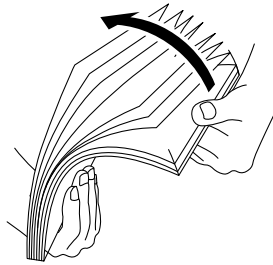
Loading Print Media

4 Loading Print Media

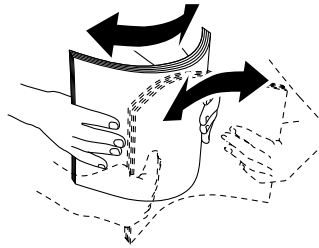
4.1 Flex and Fan the Paper

Flex and fan the paper well before loading.

- 1 Hold one end of the paper, and flex and fan as shown in the illustration.



- 2 Turn the paper over, then flex and fan again.
- 3 Loosen the paper.



- 4 Repeat the procedure described above several times, then align the four corners of the paper stack.

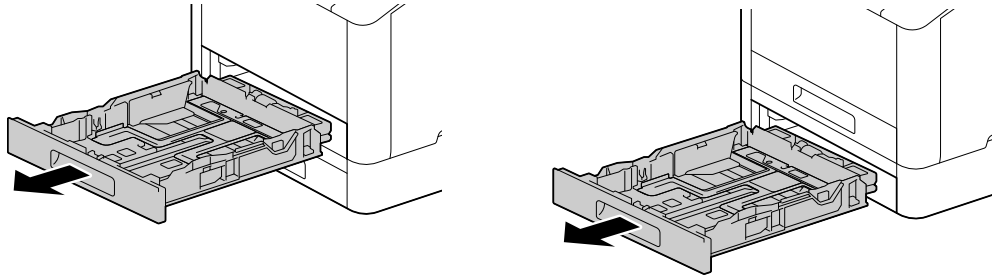
4.2 Loading Paper in Tray 1 / Tray 2 (Paper Feed Unit PF-P26) (Optional)

NOTICE

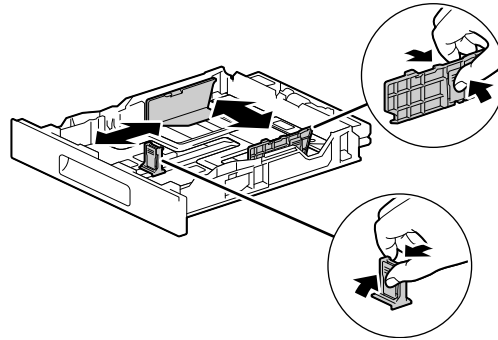
Do not add paper of a different size or type to the paper remaining in the tray. Doing so could cause a paper jam or error.

Do not add paper to or remove paper from the paper tray while printing from it. Doing so could cause a paper jam.

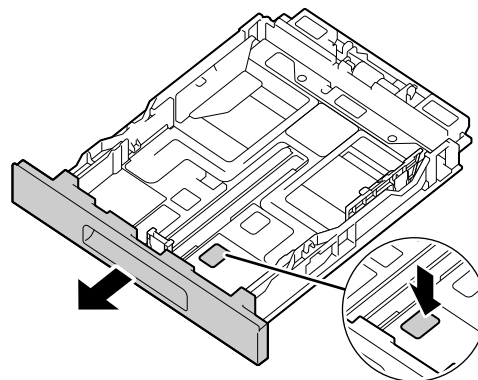
- 1 Supporting the paper tray with both hands, pull it out completely.



- 2 Move the paper guides to the position to fit the paper size.



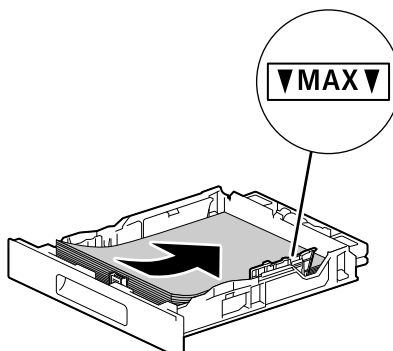
- When loading legal-sized paper, press and hold the button on the bottom while pulling out the front side of the tray.



- 3 Place the side you want to print on facing up, and load the paper with its leading edge aligned with the interior end of the tray.

NOTICE

Do not load an excessive number of sheets such that the top of the stack is higher than the ▼ mark. If paper is curled, flatten it before loading it.



- Misalignment between the paper and paper guide could cause a paper jam. If the paper and paper guide are misaligned, readjust the paper guides according to the paper size.
- 4 Insert the paper tray into the machine main unit, and press it in slowly until it stops.
 - 5 When the paper settings screen appears on the operator panel, press the ▲ or ▼ button to select paper size, and press the **OK** button.
 - 6 Press the ▲ or ▼ button to select paper type, and press the **OK** button.

4.3 Loading paper in the Bypass Tray

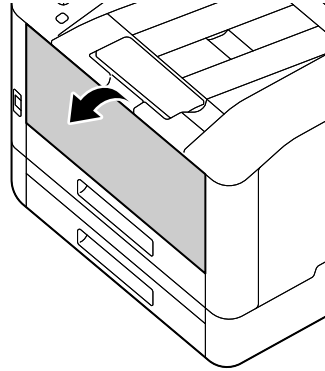
NOTICE

Do not add paper to or remove paper from the Bypass Tray while printing from it. Doing so could cause a paper jam.

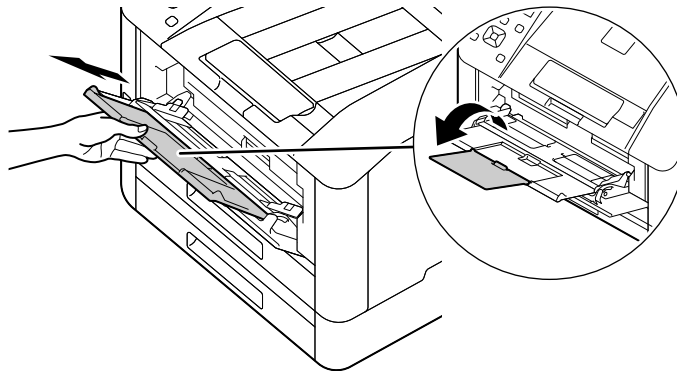
Tips

- If the paper jams, load paper one sheet at a time.

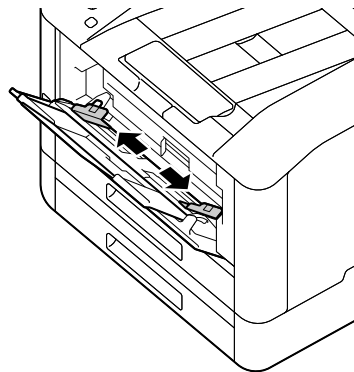
- 1 Open the Bypass Tray.



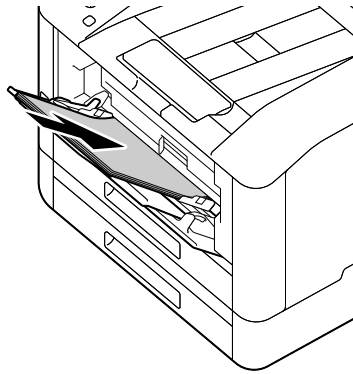
→ Pull out the Extension Tray as needed. When pulling out the Extension Tray, do so slowly.



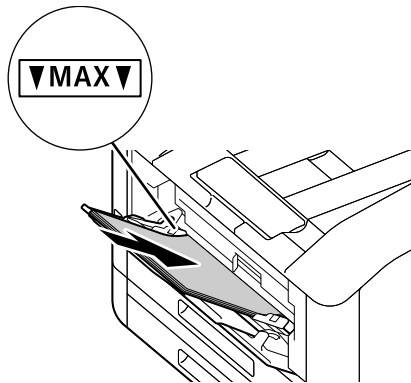
- 2 Adjust the paper guides according to the paper size that you want to load.



- 3 Place the side on which you want to print facing up, and with the paper aligned, insert until its leading edge is lightly stopped.

**NOTICE**


Do not load an excessive number of sheets such that the top of the stack is higher than the ▼ mark.
If paper is curled, flatten it before loading it.





- Misalignment between the paper and paper guide could cause a paper jam. If the paper and paper guide are misaligned, readjust the paper guides according to the paper size.
 - When you load custom size paper, adjust the paper guides according to the paper size.
- 4 When the paper settings screen appears on the operator panel, press the ▲ or ▼ button to select paper size, and press the **OK** button.
 - The factory default settings are configured not to display the paper settings screen. To display the paper settings screen, for [Bypass Tray], it is necessary to set [Use Driver Setting] to [Off], and [Display Tray Prompt] to [On]. For details, refer to the User's Guide.
 - 5 Press the ▲ or ▼ button to select paper type, and press the **OK** button.

Printing on Paper Loaded in the Bypass Tray

This description uses the procedure for the Windows PCL driver as an example.

- 1 Press the  <Menu> button.
- 2 Press the ▲ or ▼ button, select [Trays], and press the **OK** button.
- 3 Press the ▲ or ▼ button, select [Bypass Tray], and press the **OK** button.
- 4 Press the ▲ or ▼ button, select [Use Driver Setting], and press the **OK** button.
- 5 Press the ▲ or ▼ button, select [On], and press the **OK** button.
- 6 Load paper into the Bypass Tray.

- 7 On your computer, open the file that you want to print.
- 8 From the [File] menu, select [Print].
NOTICE
Menu names may differ depending on the application.
- 9 From [Select Printer], select this machine, and click on [Preferences].
- 10 Under the [Paper/Output] tab, click on  for [Paper], then select [Select By Tray] > [Bypass Tray].
- 11 Click on  for [Paper], then specify the same paper size and type as is loaded in the paper tray.
- 12 Click on [OK].
- 13 Click on [Print].

 **Tips**

- Under the print driver's [Select By Tray], you can print by selecting [Automatically Select]. In this case, at the [Bypass Tray] screen, set [Use Driver Setting] to [Off], and correctly specify the same paper size and type as is loaded.

 **Reference**

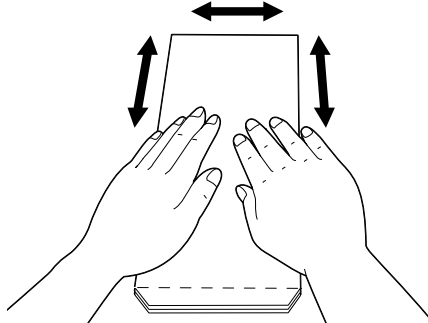
For details about a print driver feature, see the print driver help.

4.4 Loading Envelopes

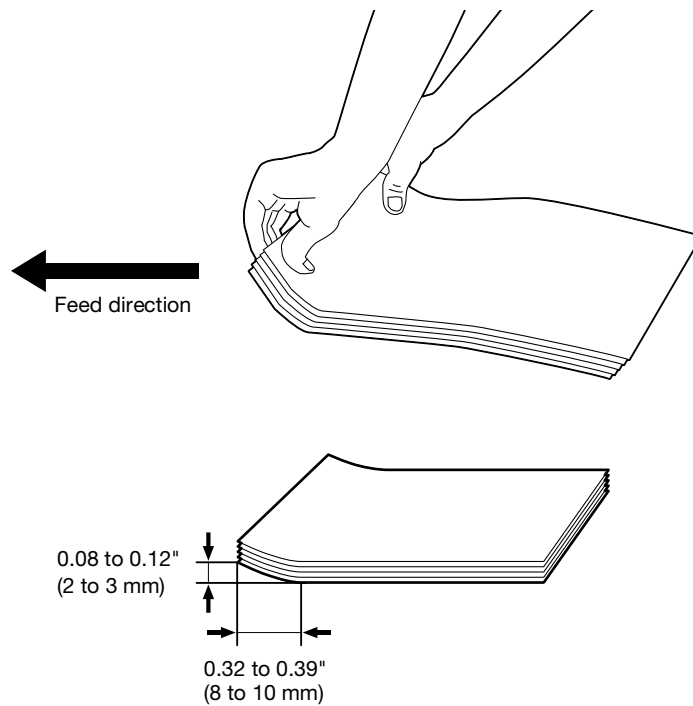
Envelopes can be loaded in the Bypass Tray or Tray 1.

Tips

- If the envelopes are not loaded right after they are unpacked, they may curl. To avoid jams, press the envelopes firmly to flatten them before loading, as shown in the illustration.

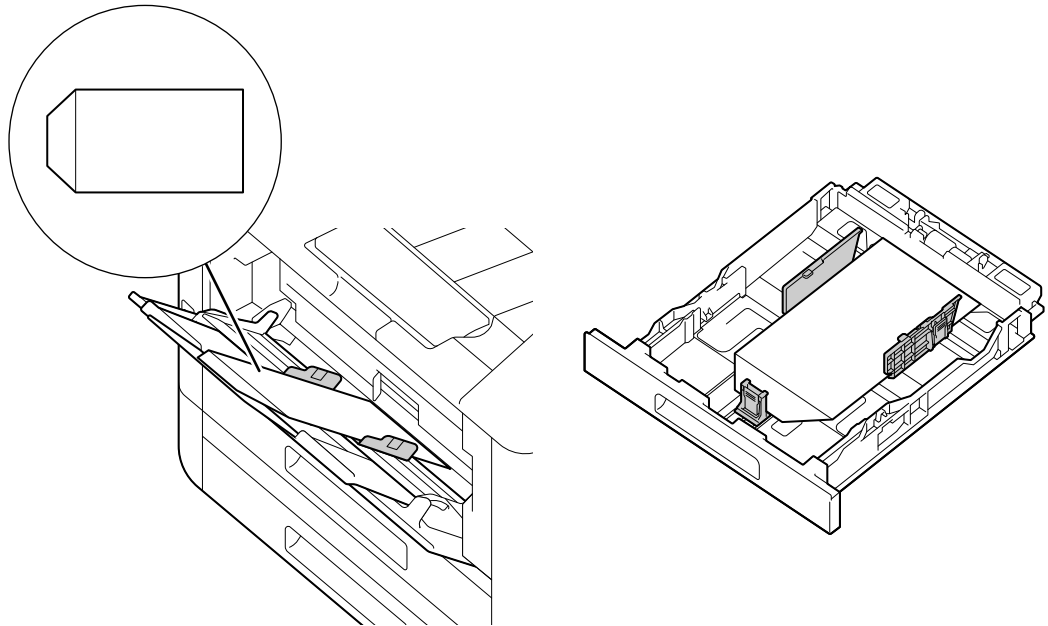


- If the envelopes do not feed correctly, curl the envelope edges as shown in the illustration. For curl width, 0.08 to 0.12" (2 to 3 mm) is recommended. Curl an area extending 0.32 to 0.39" (8 to 10 mm) from the edge of the envelopes. Take care not to curl excessively or to cause wrinkles.



Envelopes with the Flap on the Short Edge

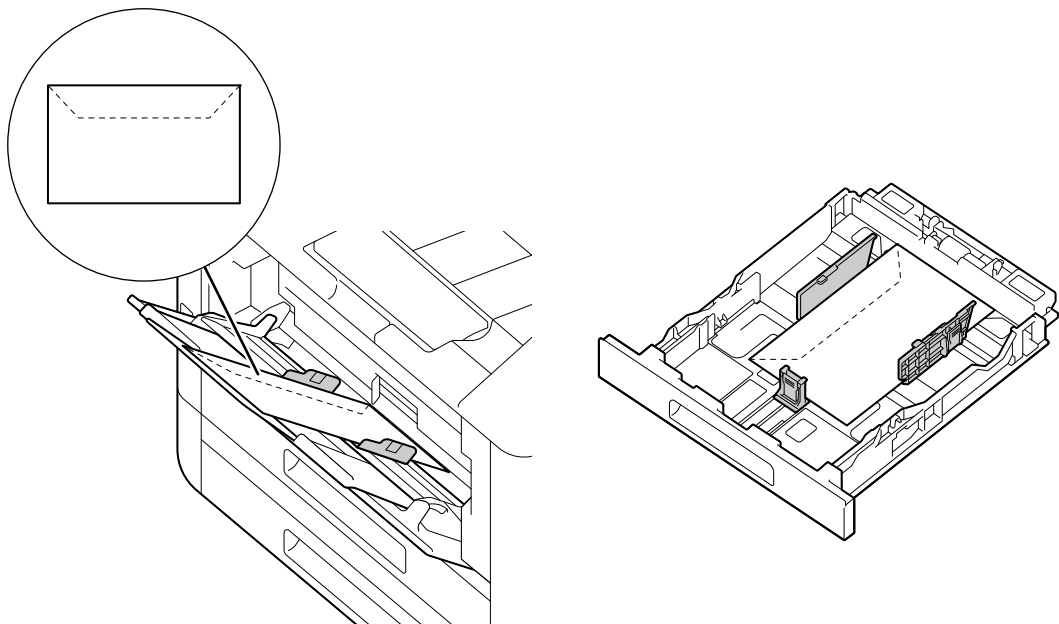
- Place the side on which you want to print facing up, open the flap, and load so that the bottom edge of the envelope enters the machine first.



When the Flap Is on the Long Edge

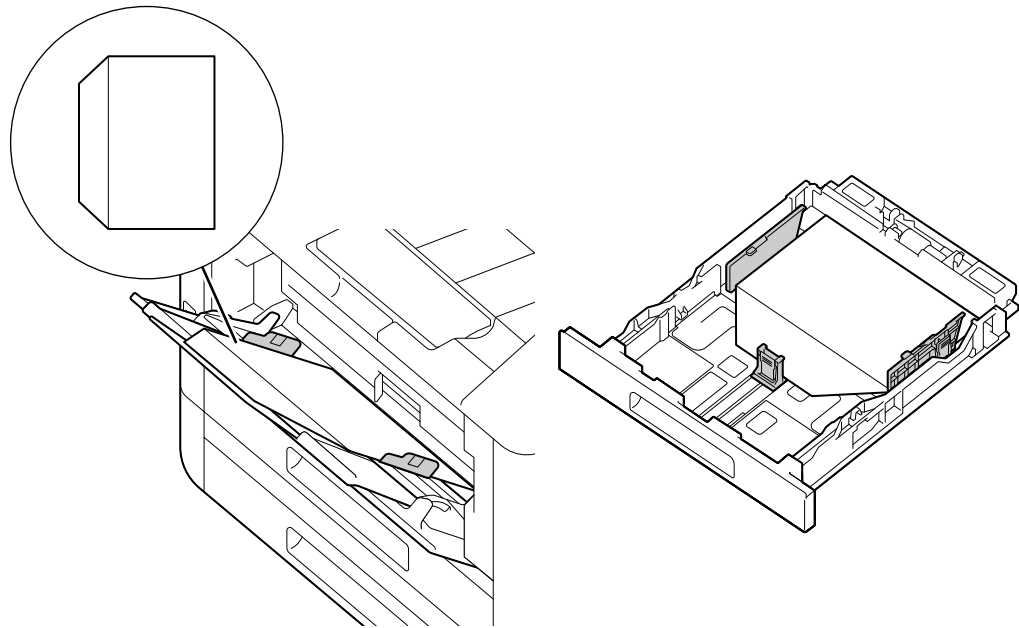
No. 10 Envelope, Monarch Envelope, DL Envelope, C5 Envelope

- Place the side on which you want to print facing up, close the flap, and load so that the flap faces toward the left side of the machine.



DL Envelope

- Open the flap, and load the envelope so that its bottom edge enters the machine first.



5

**Available operations in this
machine**

5 Available operations in this machine

For details on the various functions, refer to the user's guides available for download at <https://www.konicaminolta.eu>

5.1 How to print (from a computer)



Tips

The content of print driver settings override settings configured through the operator panel. For details about a print driver feature, refer to the print driver help.

The following describes a typical printing procedure.

5.1.1 For Windows

- 1 Open the file that you want to print.
- 2 From the [File] menu, select [Print].
NOTICE
Menu names may differ depending on the application.
- 3 From [Select Printer], select this machine, and click on [Preferences].
- 4 Change the settings as needed, then click on [OK].
- 5 Click on [Print].

5.1.2 For Mac



Tips

When using the AirPrint feature with a USB connection, log in to Internet Services as the Administrator and click on [Network] in the upper part of the screen. From [Mobile Printing], select [AirPrint], then select the checkbox for [USB Connection]. For details, refer to the User's Guide.

- 1 Open the file that you want to print.
- 2 From the [File] menu, select [Print].
NOTICE
Menu names may differ depending on the application.
- 3 From [Printers], select this machine, and change the settings as necessary.
- 4 Click [Print].



6

**Read this if you have a
problem**

6 Read this if you have a problem

6.1 Replacing Consumables

The following consumables are supplied as the replaceable items.

- Toner cartridge
- Drum cartridge
- Waste toner box

When the time for replacing a consumable part approaches, a message appears on the display.

For details on replacement procedures, refer to the packaging containing the consumable part.

⚠ WARNING

- Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage.
-

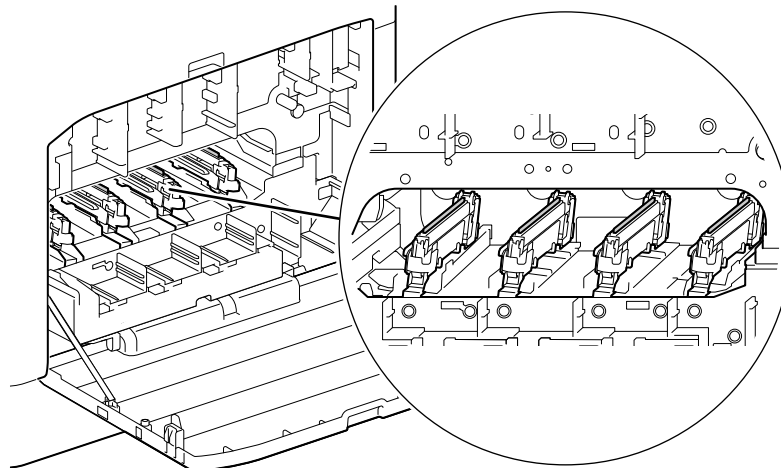
⚠ CAUTION

- Do not leave toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
 - Do not store toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
 - Do not force open the toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
 - If toner lands on your skin or clothing, wash thoroughly with soap and water.
 - If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
 - If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
 - If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.
-

NOTICE

Your service representative will collect your used drum cartridge and used waste toner box. Put it in a black plastic bag and store it in a box by itself.

When replacing a drum cartridge, do not touch the areas indicated in the illustration. This could cause poor print quality.



6.2 Cleaning the Machine

⚠ CAUTION

- 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 locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.
-

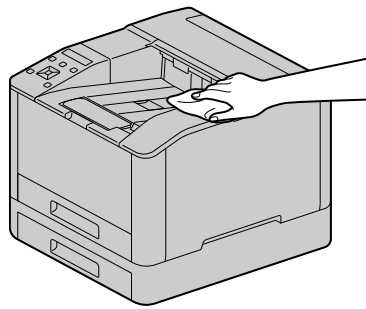
6.2.1 Cleaning Outside the Machine

NOTICE

Using volatile solvents such as benzine or thinner, or spraying with insecticide may cause discoloration, deformation, or cracks on the covers or exterior.

Be cautious with water, since too much moisture could cause the machine to malfunction.

- 1 Wipe the exterior of the machine with a soft, moistened, and tightly-squeezed cloth.



NOTICE

Use only water or neutral detergent, and never use other solutions.

- When stains cannot be removed easily, wipe lightly with the soft cloth slightly moistened with a thin neutral detergent solution.

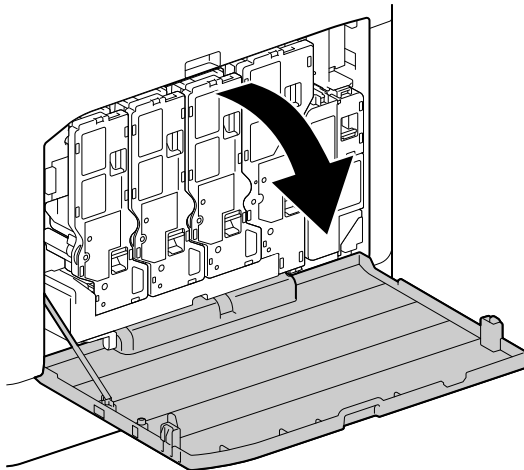
- 2 Wipe the moisture off with a dry soft cloth.

6.2.2 Cleaning Inside the Machine

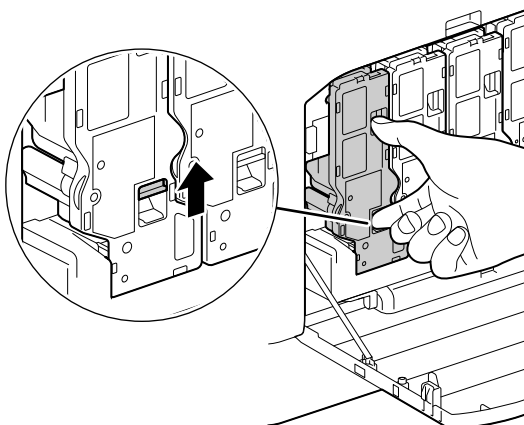
Cleaning the LED Print Head

If you have image quality problems such as stripes appearing on print output, clean the LED print head.

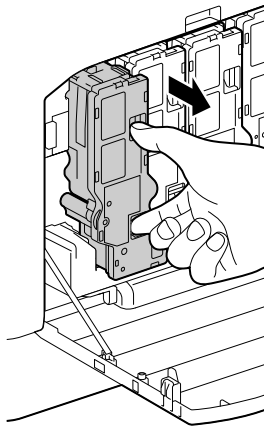
- 1 Confirm that the machine has stopped, and open the right side cover.



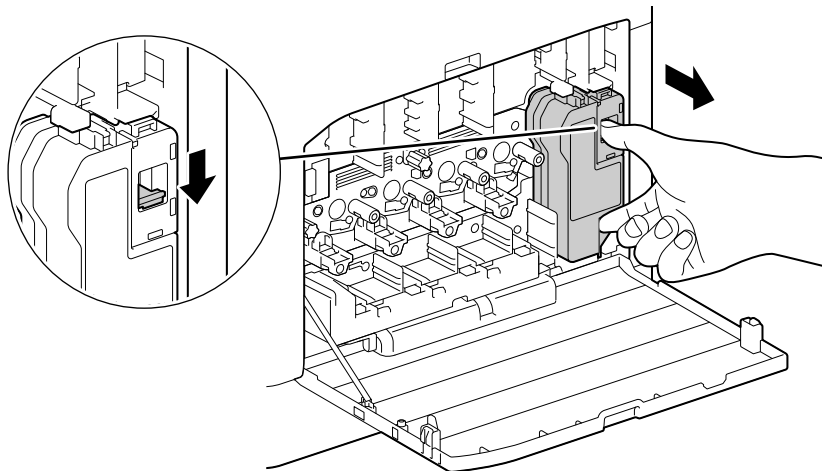
- 2 Release the toner cartridge lock.



- 3 Remove all four toner cartridges.

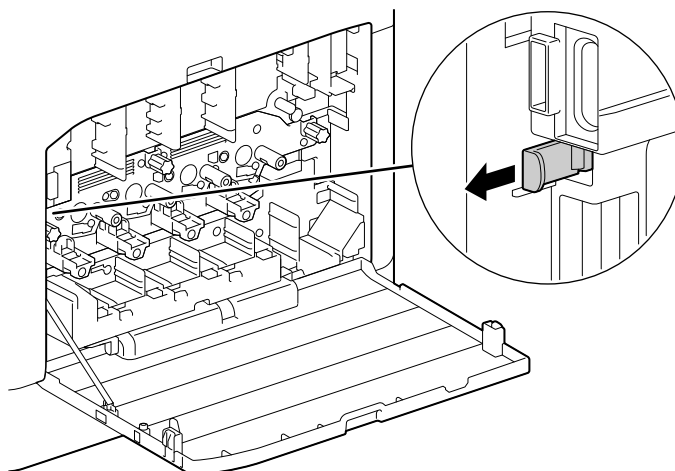


- 4 Release the waste toner box lock.

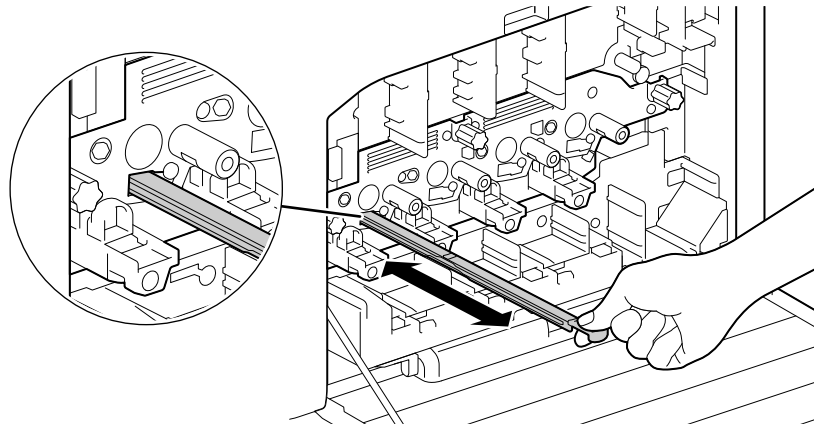


- 5 Remove the waste toner box.

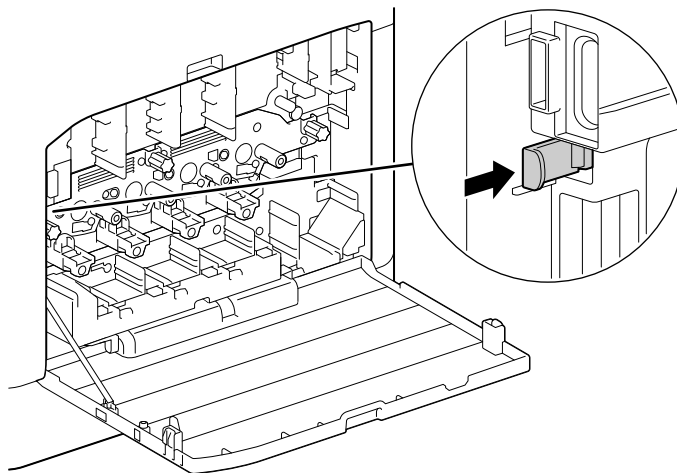
- 6 Remove the cleaning rod.



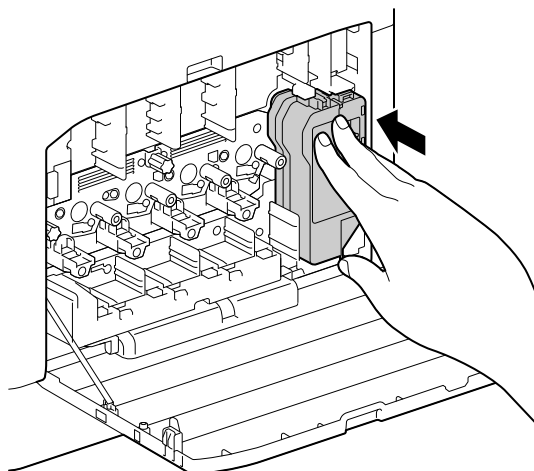
- 7** Insert the cleaning rod into one of the four holes of the tabs on the drum cartridge until it stops, and then pull it out.
- Insert the cleaning rod with the pad side up.



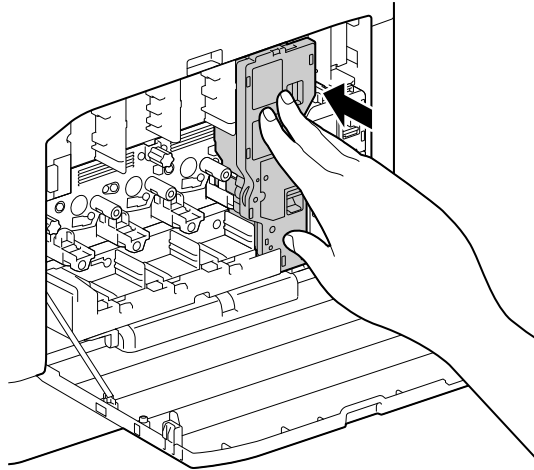
- 8** Repeat step 7 for the remaining three holes.
- 9** Replace the cleaning rod.



- 10** Press the waste toner box into the machine until you hear a "click" sound.

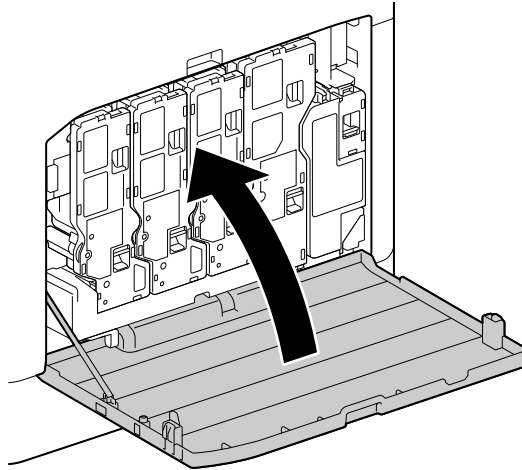


- 11 Align the protrusion on the underside of the toner cartridge with the indentation in the machine, then press the toner cartridge into the machine until you hear a "click" sound.



- 12 Load the remaining toner cartridges.

- 13 Close the right side cover.

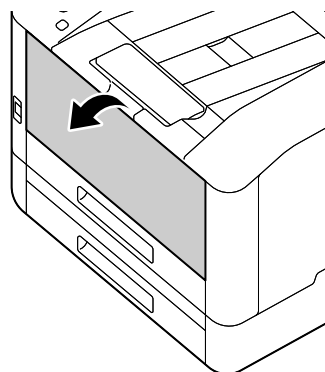


Cleaning the Paper Feeder Rollers

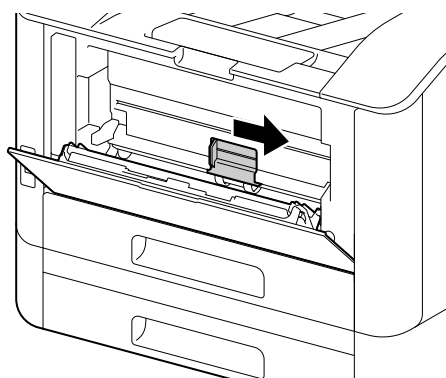
Paper jams may occur if paper does not feed correctly. To prevent problems, regularly clean the paper feed rollers of the Bypass Tray, Tray 1, and Tray 2 (**Paper Feed Unit PF-P26**) (optional).

Cleaning the Bypass Tray Paper Feeder Rollers

- 1 Turn off the machine.
→ For details on how to turn the power supply off, refer to page 3-6.
- 2 Open the Bypass Tray.



- 3 Open the cover.

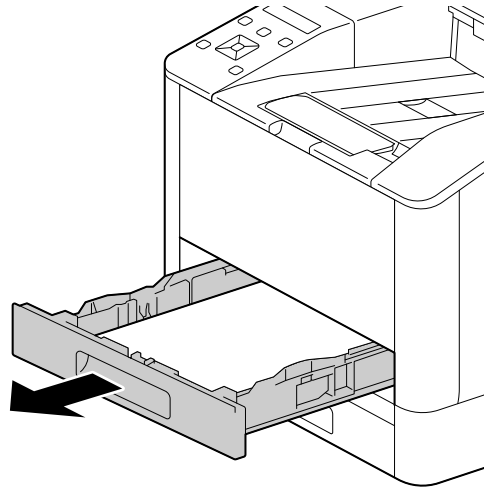


- 4 Wipe the paper feeder rollers with a soft dampened cloth, then close the cover.

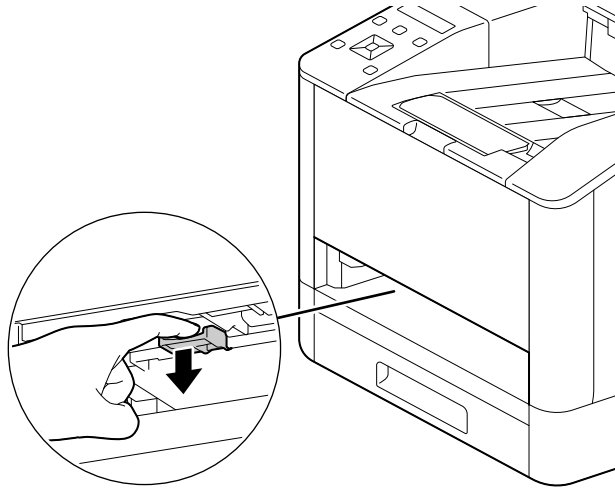


- 5 Close the Bypass Tray.

- 6 Supporting the paper tray with both hands, pull it out completely.



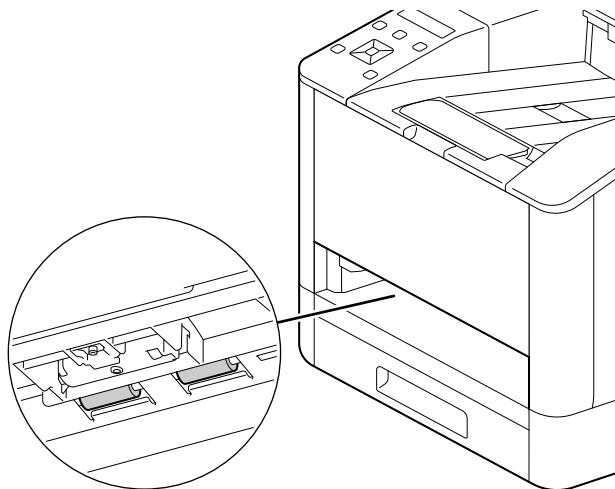
- 7 Place a finger on the lever and press it downward.



- 8 Wipe the rollers in the machine with a soft dampened cloth.

NOTICE

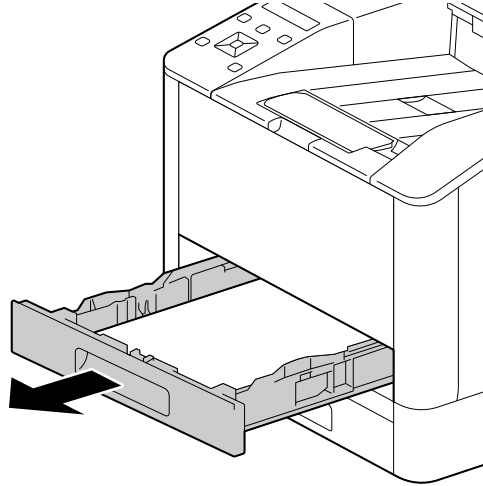
Do not force the paper feeder rollers to rotate. Doing so may damage the machine.



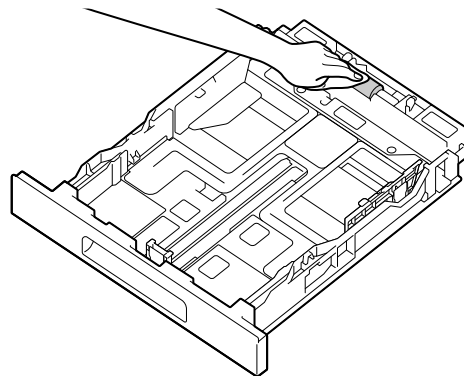
- 9 Insert the paper tray into the machine main unit, and press it in slowly until it stops.

Cleaning the Paper Feeder Rollers of Tray 1, Tray 2 (Paper Feed Unit PF-P26) (Optional)

- 1 Turn off the machine.
→ For details on how to turn the power supply off, refer to page 3-6.
- 2 Supporting the paper tray with both hands, pull it out completely.



- 3 Manually rotate the paper feeder rollers while gently wiping them with a soft dampened cloth.

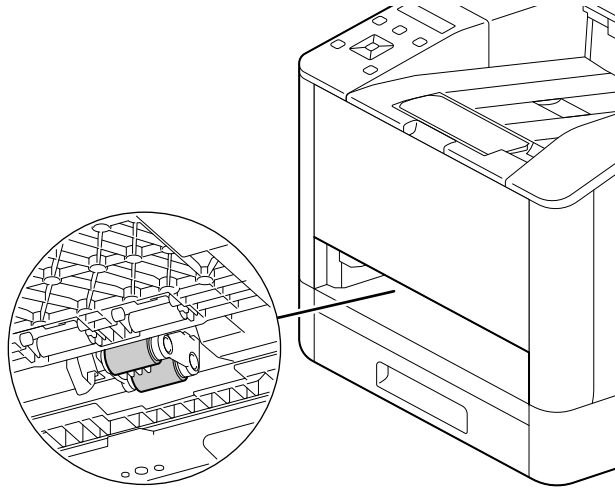


- 4 Manually rotate the rollers in the machine while gently wiping them with a soft dampened cloth.

NOTICE

Do not place the machine on its side. Doing so may spill toner.

Do not touch any other internal parts of the machine. Doing so may damage the machine.



- 5 Insert the paper tray into the machine main unit, and press it in slowly until it stops.

6.3 Clearing Jams

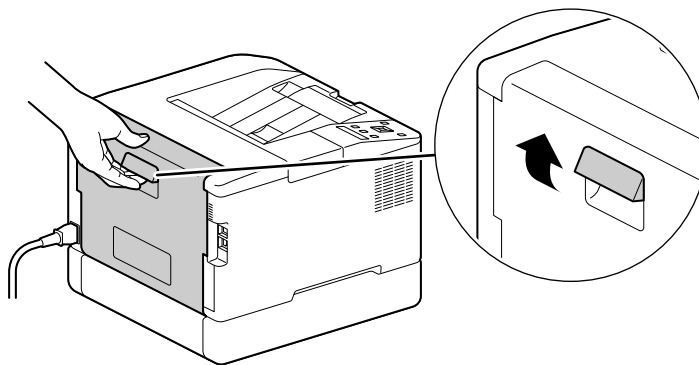
⚠ CAUTION

- Do not forcibly remove paper or shreds jammed inside the machine. Take particular care not to forcefully remove paper when it has wrapped around fusing unit parts or rollers. This could cause burns or other injuries. Turn off the power switch immediately, and contact your service representative

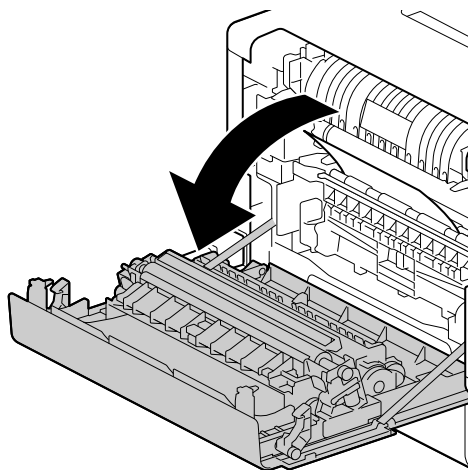
6.3.1 Clearing Paper Jams

Clearing Rear Cover Paper Jams

- 1 Release the Rear Cover lock.



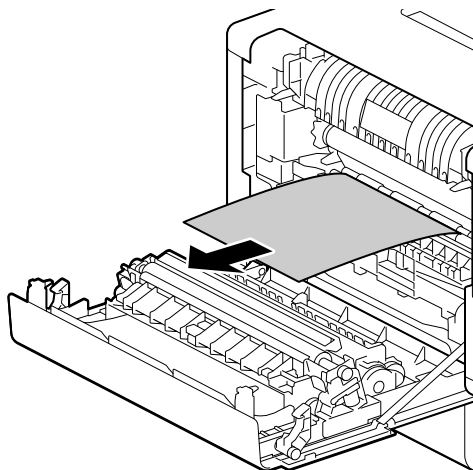
- 2 Slowly open the rear cover.



- 3 Remove the jammed paper.

NOTICE

If the paper tears, make sure that there are no shreds in the machine.

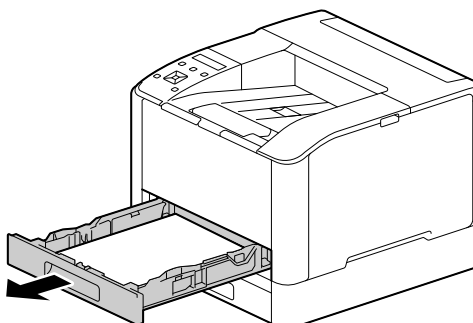


- 4 Close the rear cover.

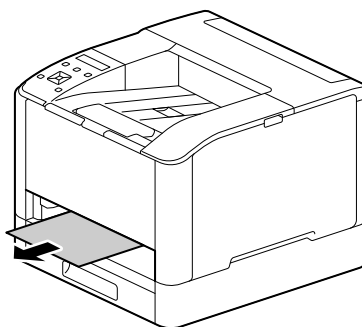
Clearing paper jams in Tray 1, Tray 2 (Paper Feed Unit PF-P26) (Optional)

This description uses the procedure for clearing a Tray 1 paper jam as an example.

- 1 Remove Tray 1.



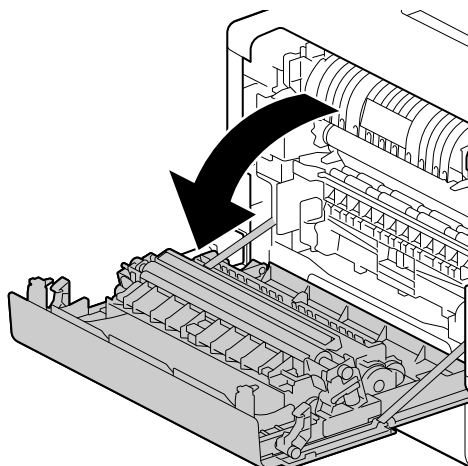
- 2 Remove the jammed paper.

**NOTICE**

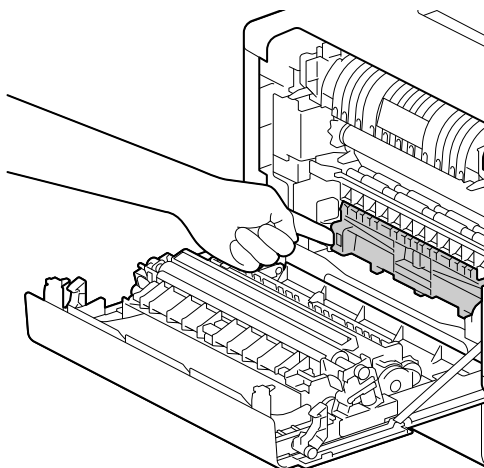
If the paper tears, make sure that there are no shreds in the machine.

When it cannot be removed

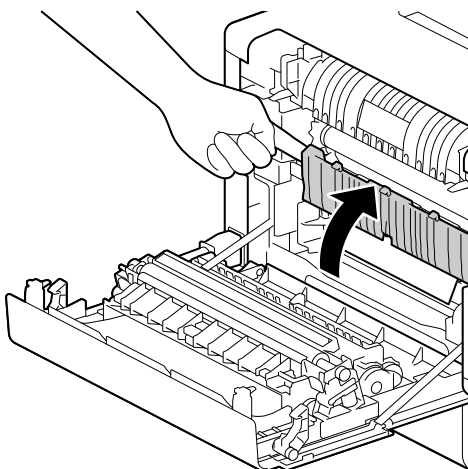
- 1 Slowly open the rear cover.



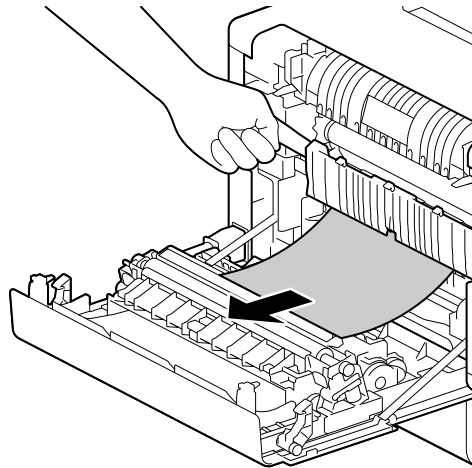
- 2 Place a finger on the edge of the cover.



- 3 While holding your finger in place, raise the cover to open it.



- 4 Remove the jammed paper.

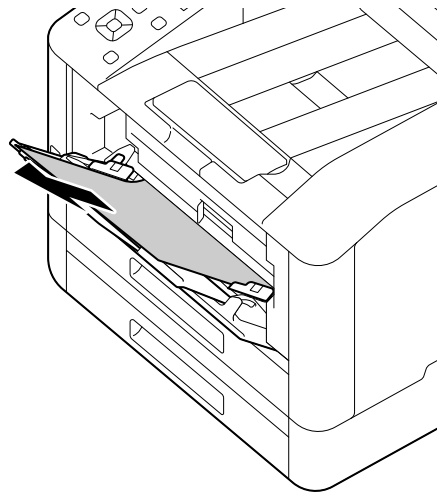


Clearing Bypass Tray Paper Jams

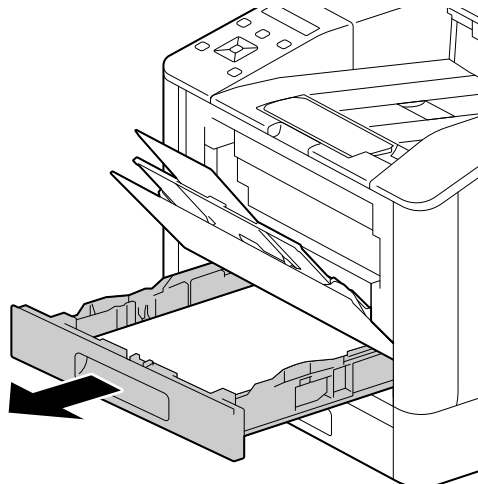
- 1 Check the insertion opening for the Bypass Tray, and remove any jammed paper.

NOTICE

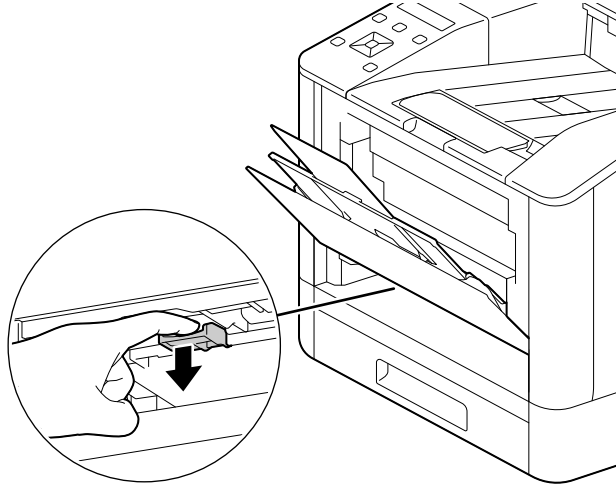
If the paper tears, make sure that there are no shreds in the machine.



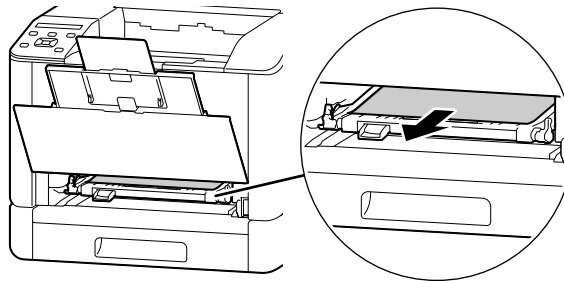
- 2 Slowly remove Tray 1.



- 3 Place a finger on the lever and press it downward.



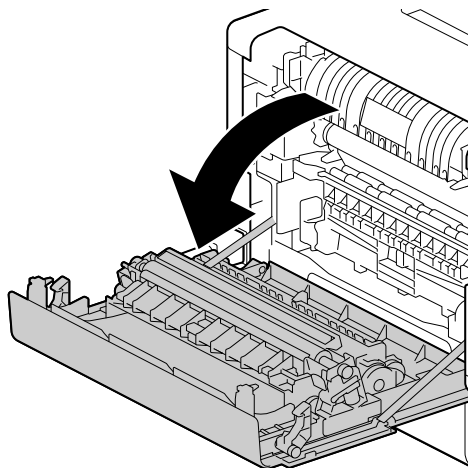
- 4 Remove the jammed paper.

**NOTICE**

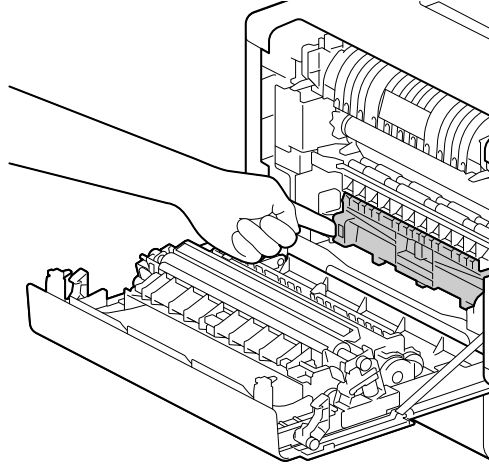
If the paper tears, make sure that there are no shreds in the machine.

When it cannot be removed

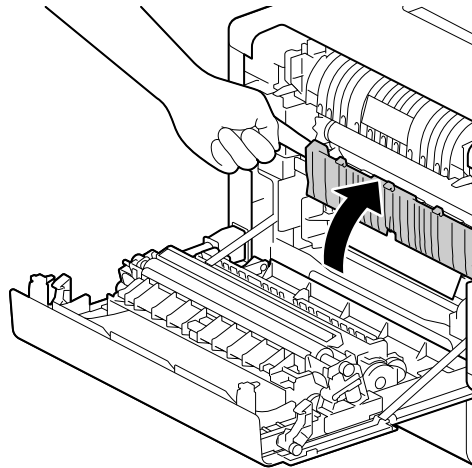
- 1 Slowly open the rear cover.



- 2 Place a finger on the edge of the cover.



- 3 While holding your finger in place, raise the cover to open it.



- 4 Remove the jammed paper.

