



Quick Users Guide
for
Konica Minolta 223/283/423 series.



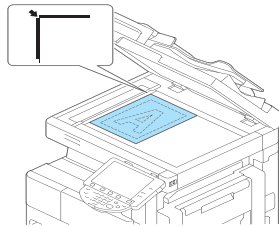
Using the Machine

Making Copies

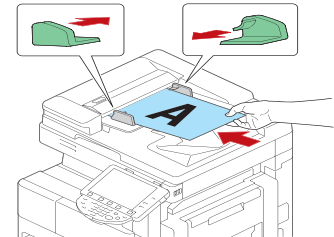


1 Position the original to be copied.

Place the original face down on the original glass.



Load the original face up into the reverse automatic document feeder.



Print copies at full size with the same color and on paper of the same size as the original.

The finishing method and various other settings can be specified.

2 Press [Basic], and then specify the desired settings.



3 Press [Original Setting], and then specify the desired settings.



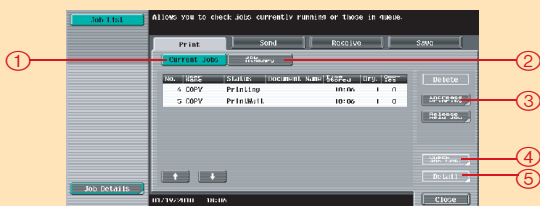
4 Press [Original Type], and then specify the desired settings.



Multiple Jobs

From the Job List screens, multiple jobs can be managed. The Job List screen can be displayed if [Job List] is pressed while the Basic screen is displayed in the touch panel.

Job List screen



- ① Displays a list of the jobs queued to be printed
- ② Displays a list of the jobs that have been printed
- ③ Queued jobs can be prioritized (interrupt printing) so that they will be printed before other jobs.
- ④ Displays the settings for a job that is queued to be printed
- ⑤ Displays detailed information for the selected job

5 Specify the number of copies.

To change the setting for the number of copies, press the [C] key, and then specify the desired number of copies.



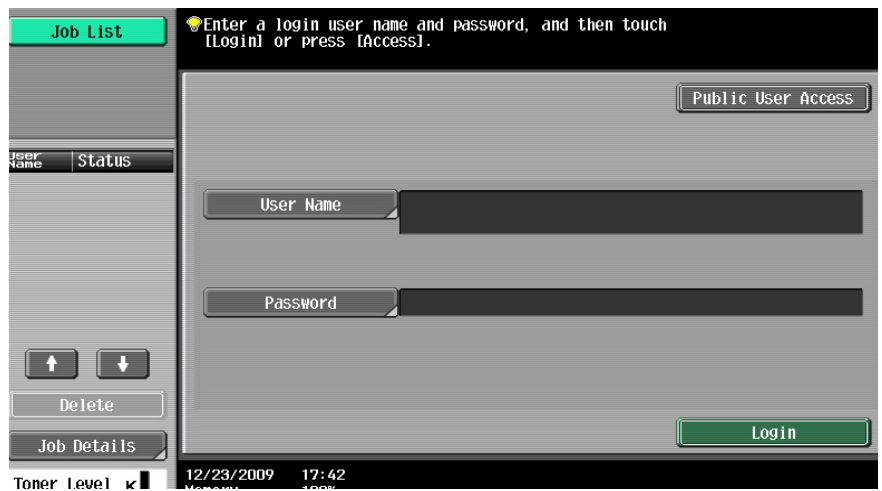
6 Press the [Start] key.

To stop copying, press the [Stop] key.



Login in

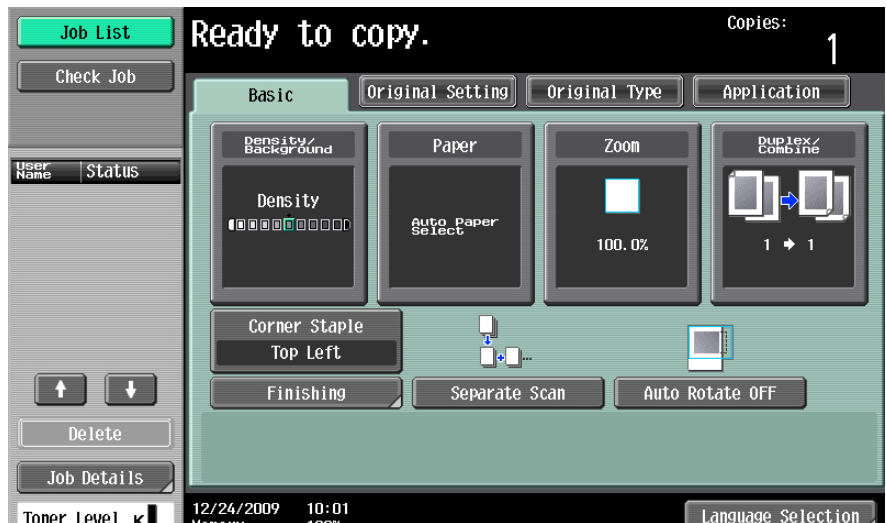
Enter the password, and then press either [Login] or the **Access** key on the control panel.



Basic copy operations

How to make a copy:

- 1.) Login
- 2.) Place sheet on top tray or under glass
- 3.) Press numbers on the control panel to add number of copies
- 4.) Press START



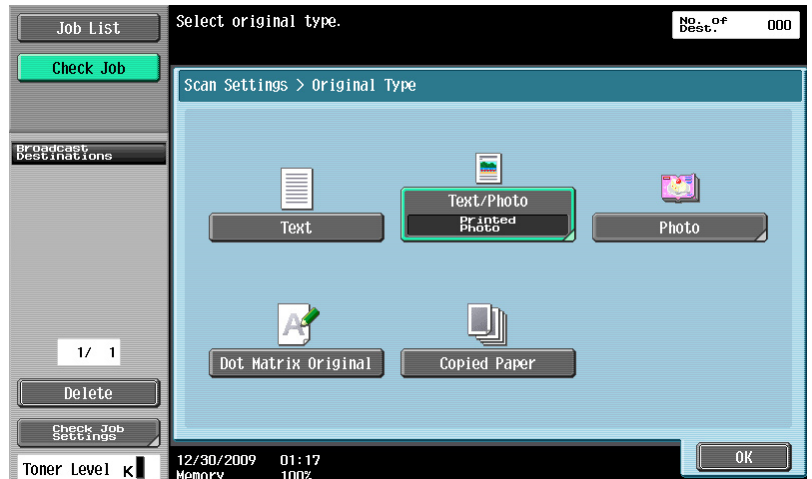
Finishing:

- 1.) Login
- 2.) Place sheet on top tray or under glass
- 3.) Chose your finishing option, staple, sort, and group.
- 4.) Press numbers on the control panel to add number of copies
- 5.) Press START



How to Print from a Thumb Drive:

- 1.) Login
- 2.) Place Thumb Drive in machine (to the right behind the screen)
- 3.) Press the USER BOX button
- 4.) Select the SYSTEM USER BOX tab
- 5.) Select EXTERNAL MEMORY tab, then USE/FILE
- 6.) Select a file, then press PRINT



Note:

Thumb Drives that are U3 do not work with the 423 series. To remove thumb drive, just simply log out and pull thumb drive out of the machine.

If the USB drive has the U3 utility loaded on it, on your computer run a U3 removal tool and format the USB drive for FAT32. ***PLEASE NOTE THIS WILL PERMENTLY REMOVE THE U3 FEATURE FROM YOUR USB DRIVE.**

How to Scan to a Thumb Drive:

- 1.) Login
- 2.) Place Thumb Drive in machine (to the right behind the screen)
- 3.) Press the USER BOX button
- 4.) Select the SYSTEM USER BOX tab
- 5.) Select EXTERNAL MEMORY tab, then USE/FILE
- 6.) Select SAVE DOCUMENT
- 7.) Place sheet on top tray and press START

How to Save Scanned File as .PDF or .XPS on the copier:

- 1.) Login
- 2.) Place Thumb Drive in machine (to the right behind the screen)
- 3.) Press the USER BOX button
- 4.) Press SAVE DOCUMENT TO EXTERNAL MEMORY
- 5.) Enter the document name
- 6.) Press SCAN SETTINGS and press PDF or XPS
- 7.) Place sheet on top tray and press START

File Type

Item Description

[PDF] Saves data in PDF format.

[Compact PDF] Select to save compressed data rather than with PDF format.

[TIFF] Saves data in TIFF format.

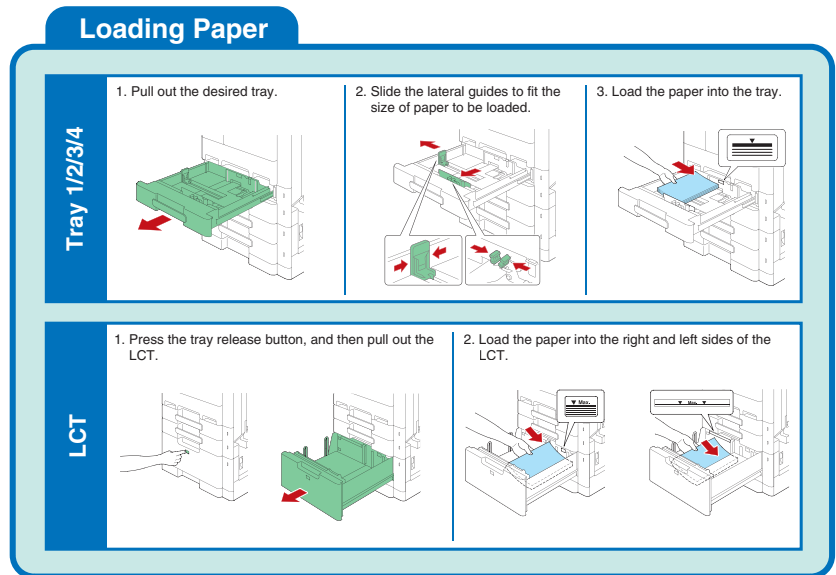
[JPEG] Saves data in JPEG format.

[XPS] Saves data in XPS format.

[Compact XPS] Select to save compressed data rather than with XPS format.

Loading Paper:

- 1.) Pull out the desired tray.
- 2.) Slide the lateral guides to fit the size of paper to be loaded.
- 3.) Load the paper into the tray.



Replacing Toner:

- 1.) Open toner box.
- 2.) Shake toner.
- 3.) Open front of copier.
- 4.) Pull out old toner bottle.
- 5.) Slide in new toner bottle.
- 6.) Close the front of the copier.
- 7.) Put your used toner bottle in the same recycle bin as your plastic Pespi bottles.

