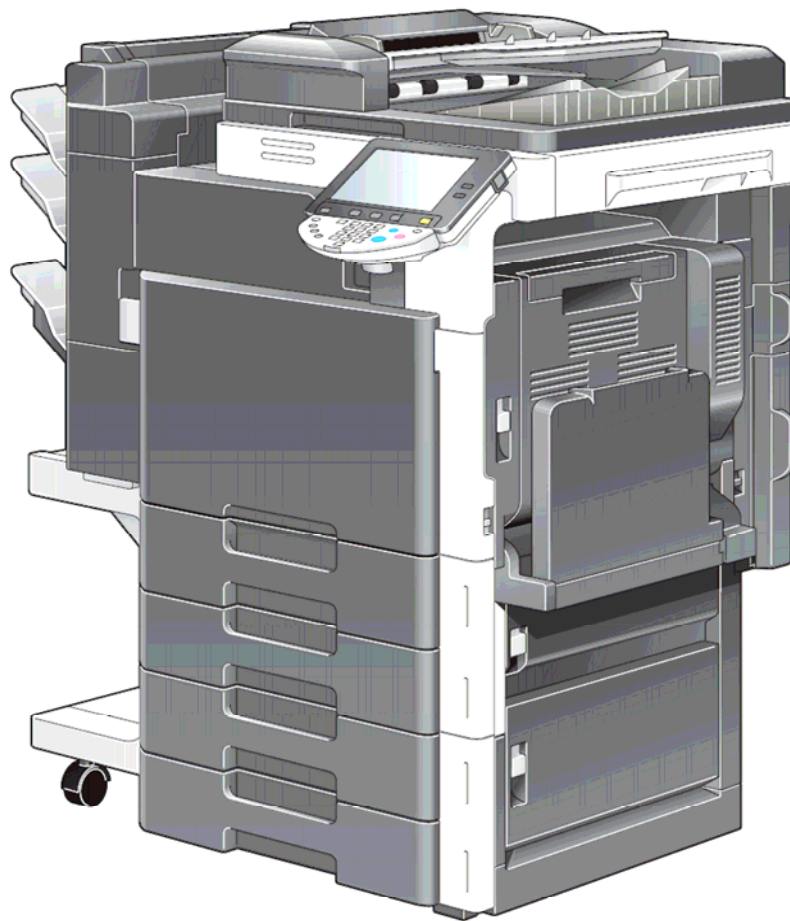


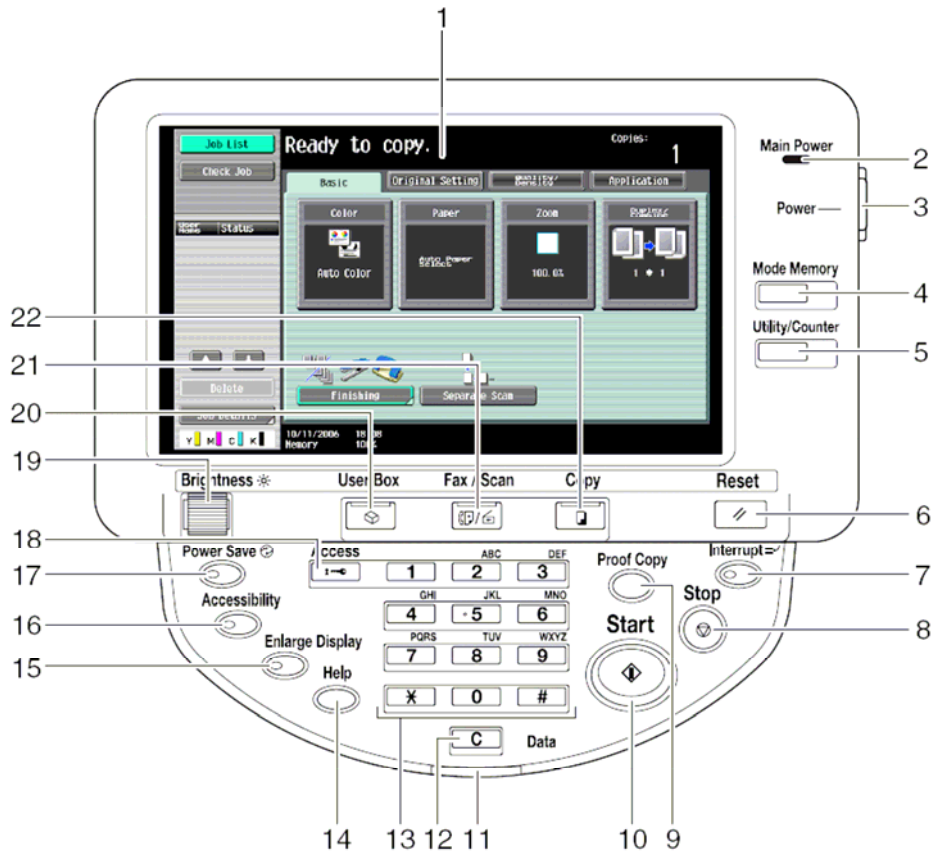


KONICA MINOLTA

Bizhub C203/253/353

Shortcut Manual





1. Touch Panel
2. Main Power
3. Power
4. Mode Memory
5. Utility/Counter
6. Reset
7. Interrupt
8. Stop
9. Proof Copy
10. Start
11. Panel
12. "C" Clear
13. Keypad
14. Help
15. Enlarge Display
16. Accessibility
17. Power Save
18. Access
19. Brightness
20. User Box
21. Fax / Scan
22. Copy

Basic (I)

-- Color Mode

1. **Auto Color** – This setting to automatically detect the documents are in color or black and white

2. **Full Color** – The copy in full color

3. **Black** – The copy in black and white



4. **2 Color** – Print all areas of the document determined to be in color with the specified color, and print all areas determined to be black in black

5. **Single Color** – Print copies in the specified color, regardless of whether the document is in color or in black and white

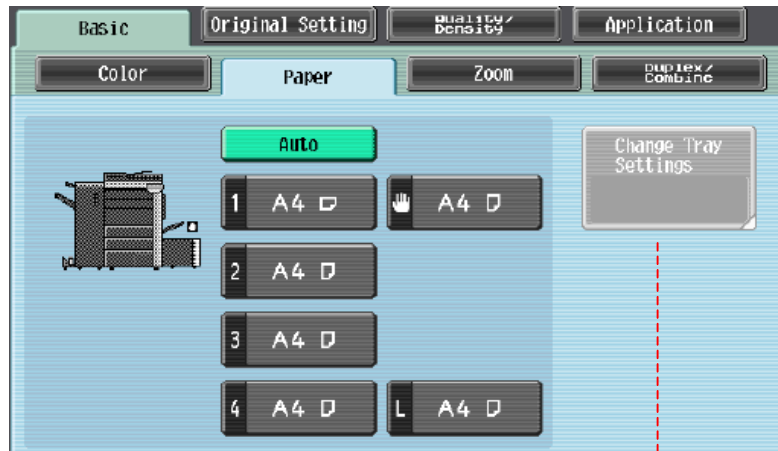


Basic (II)

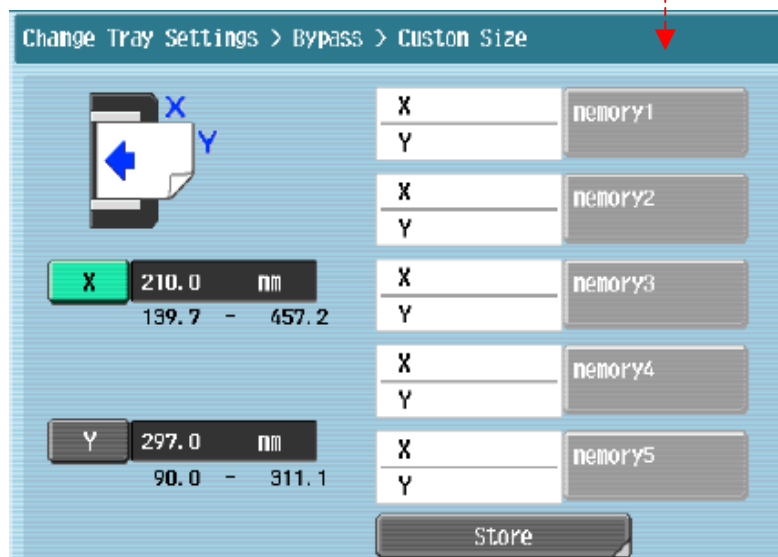
-- Paper

Change Bypass Tray Setting

- 1 Touch **Basic**, Touch **Paper**
- 2 Select Bypass Tray
- 3 Touch **Change Tray Settings**
- 4 Select Paper Type



- 5 Input paper size
 - a Touch **Standard Size**
 - b Touch **Custom Size**
input (Length) **X** and
(width) **Y** , e.g. 90mm
please input 0900
(If stored paper size ,
touch **Store** , then
choose Memory1 -5)
- 6 Touch **OK**



Basic (III)

-- Zoom

Touch **ZOOM**

1 Select fixed zoom size

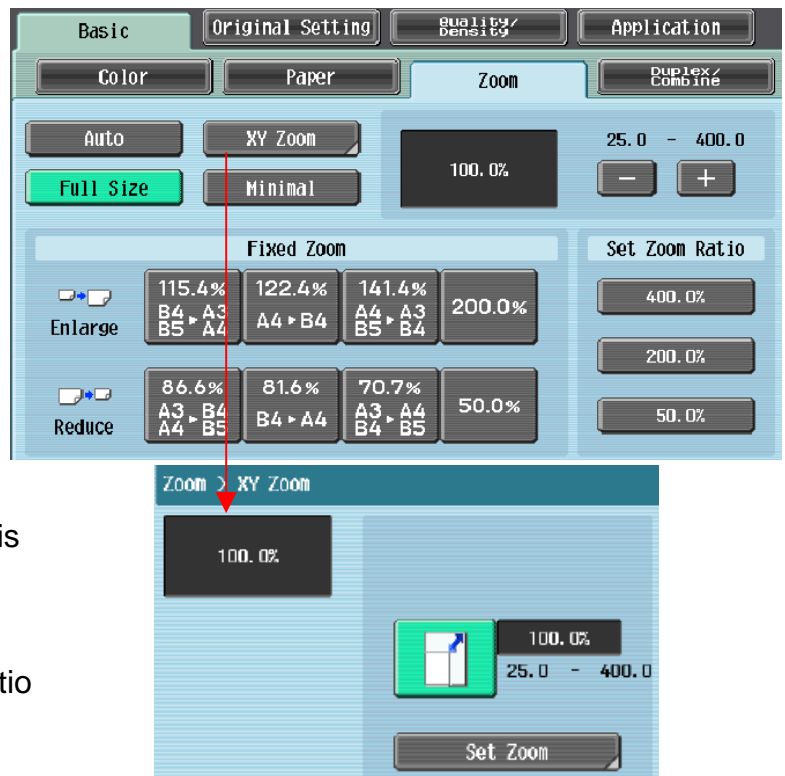
a Touch default zoom ratios

e.g. : **A3 ▶ A4** default zoom ratio is 0.707

b Touch **[-]** **[+]** to change zoom ratio

2 Touch **XY Zoom**

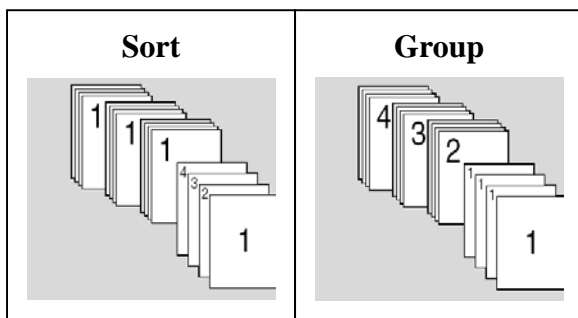
Using the keypad , type in the desired zoom ratio then touch **OK**



Sort / Group

1. Touch **Finishing**

2. Touch **Sort** or **Group**



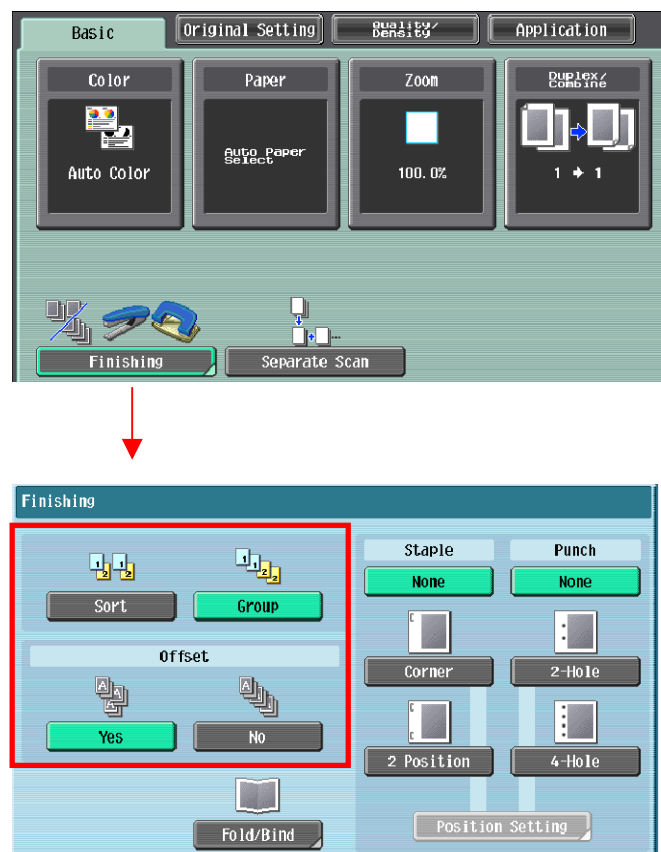
3. Touch **Start**

Offset

1. Touch **Finishing**

2. **Offset** touch **Yes**

3. Press **Start**



(Optional Function)

Staple

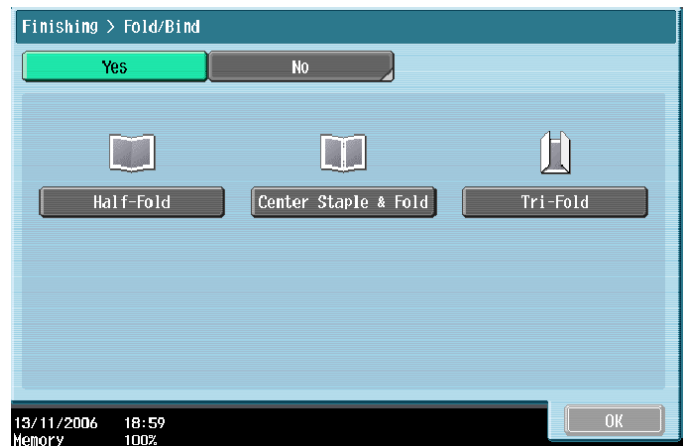
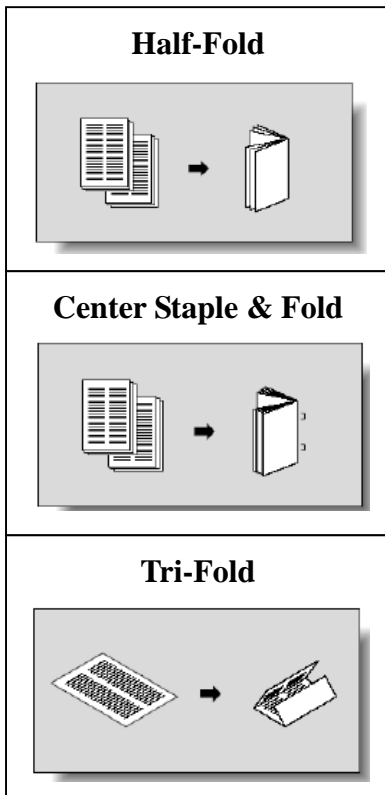
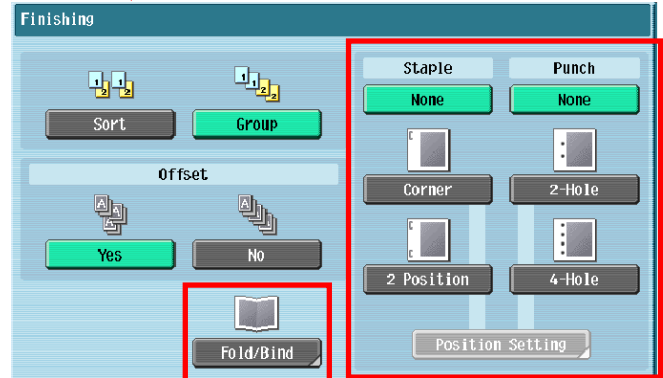
1. Touch **Finishing**
2. At **Staple** select **Corner** or **2position**
3. Touch **position Setting**
4. Press **Start**

Punch

1. Touch **Finishing**
2. At **Staple** select **2 Hole** or **4 Hole**
3. Touch **position Setting**
4. Press **Start**

Fold/Bind

1. Touch **Finishing**
2. At **Fold/Bind** select **Yes**
3. Touch **Half-Fold** **Center Staple & Fold** or **Tri-Fold**



4. Press **Start**

Basic (IV)

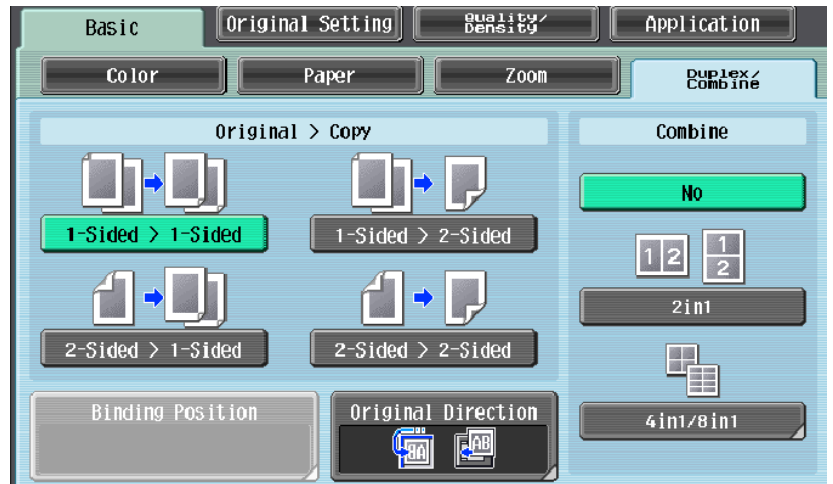
--Duplex/Combine

Select **Combine**

1. Touch **2 in 1** or

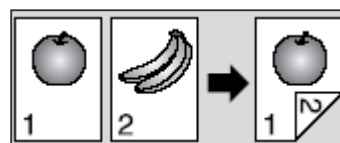
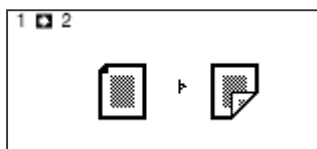
2. Touch **4 in 1 / 8 in 1**

To reduce the size from 2 / 4 / 8 sheets originals into 1 sheet of copy

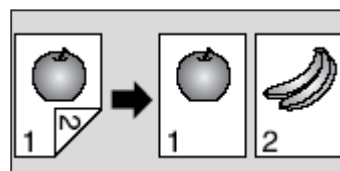
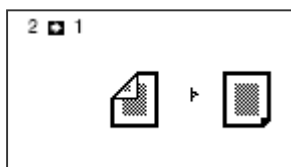


Original > Copy

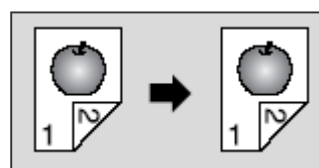
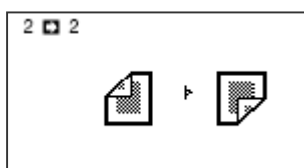
a. **1-sided > 2-sided** Single-sided Original to Double-sided Copy



b. **2-sided > 1-sided** Double-sided Original to Single-sided Copy



c. **2-sided > 2-sided** Double-sided Original to Double-sided Copy



Original Setting

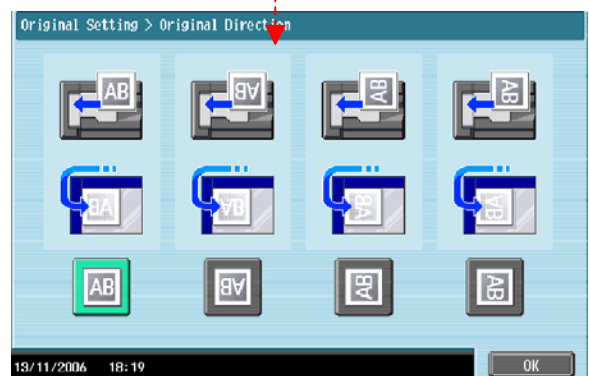
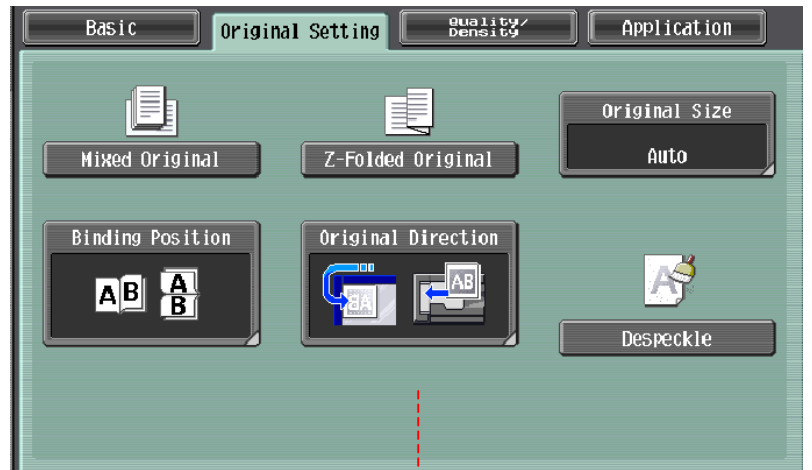
1. Touch **Mixed Original** automatically detect the documents size and automatically choose paper tray

2. Touch **Z-Folded Original** (Optional Function)

3. Touch **Binding Direction** -- copy-binding direction

4. Touch **Original Direction** – select original direction

5. Touch **Original Size** -- select original size



Quality/Density

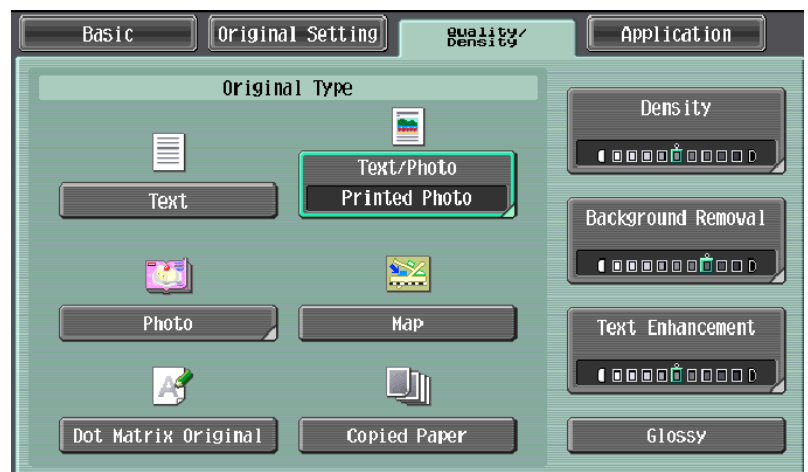
1. Select **Original Type** to choose **Text**, **Text/Photo**, **Photo**, **Map**, **Dot Matrix Original** or **Copied Paper**

2. Touch **Density** – the print image can be adjusted, each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

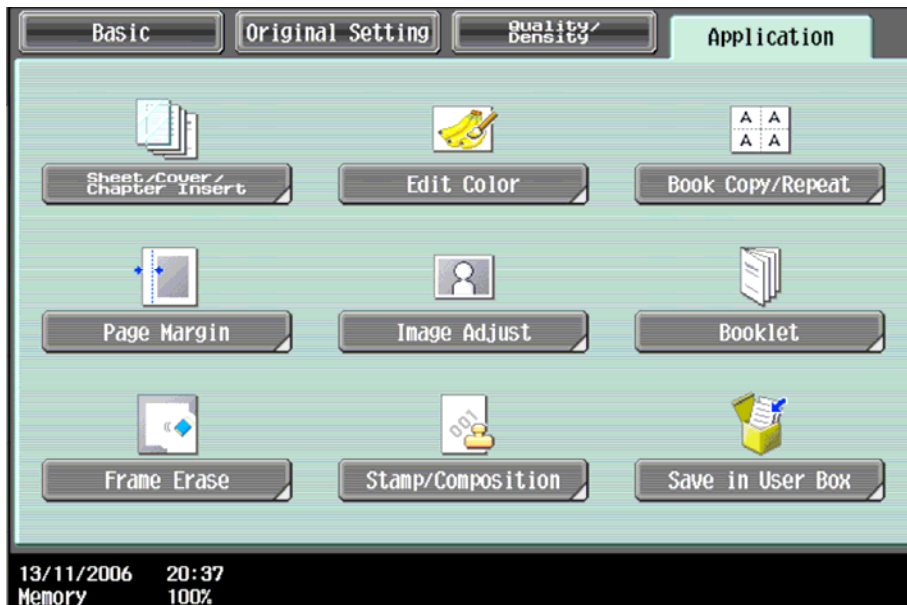
3. Touch **Background Removal** – the density of the background color of the document can be adjusted, each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level.

4. Touch **Text Enhancement** – select the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs

5. Touch **Glossy** – select this setting when copying images with a glossy finish

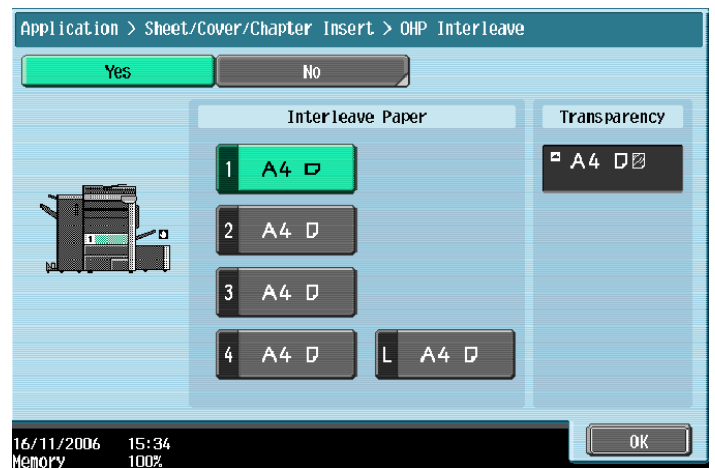


Application



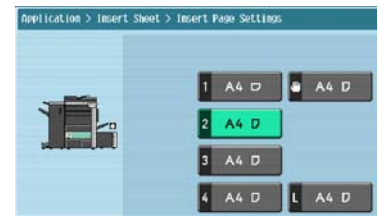
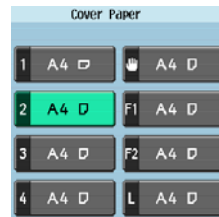
- OHP Interleave

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **OHP Interleave**
4. Select inserting paper tray
5. Load OHP transparencies into the bypass tray
6. Touch **OK**
7. Press **Start**



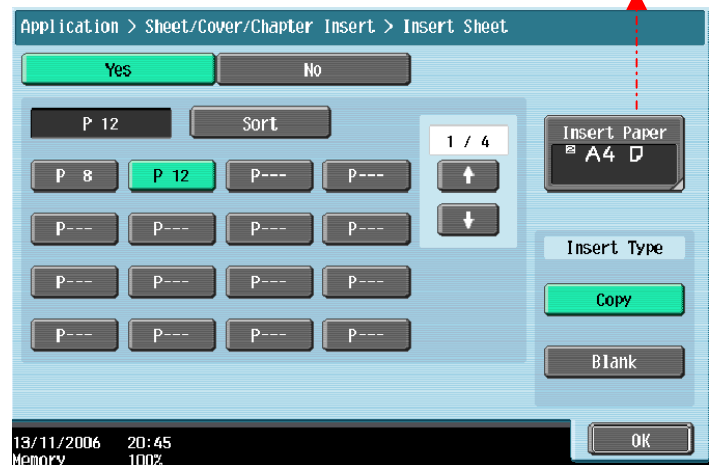
- Cover Mode

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Cover Mode**
4. Select Front Cover or Back Cover
5. Select Front or Back Cover paper tray
6. Touch **Ok**
7. Press **Start**



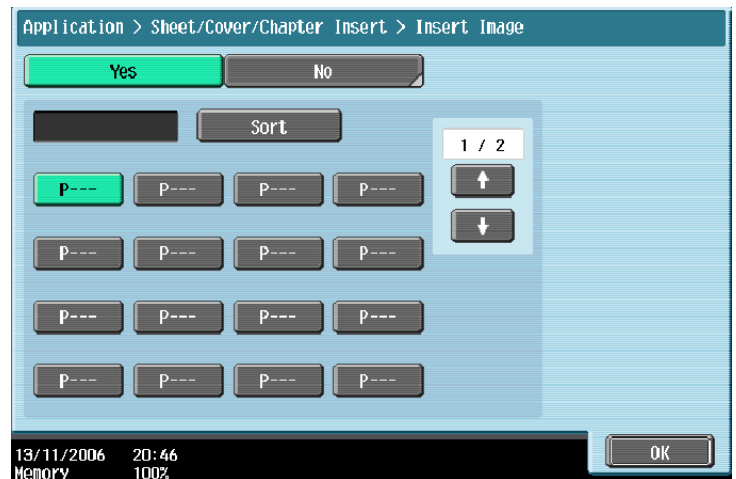
- Insert Sheet

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Sheet**
4. Touch **Copy** or **Blank** select inserted pages are printed or not
5. Select the paper tray loaded with the paper for the insertion sheets
6. Touch **Ok**
7. Press **Start**



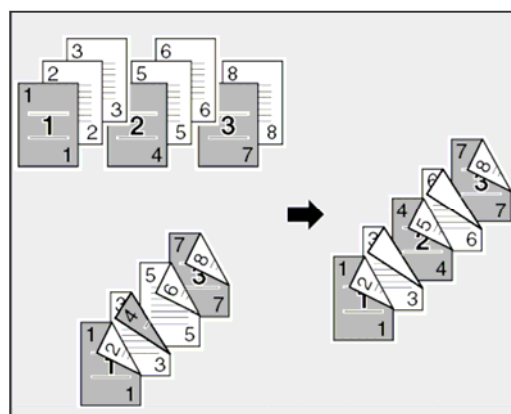
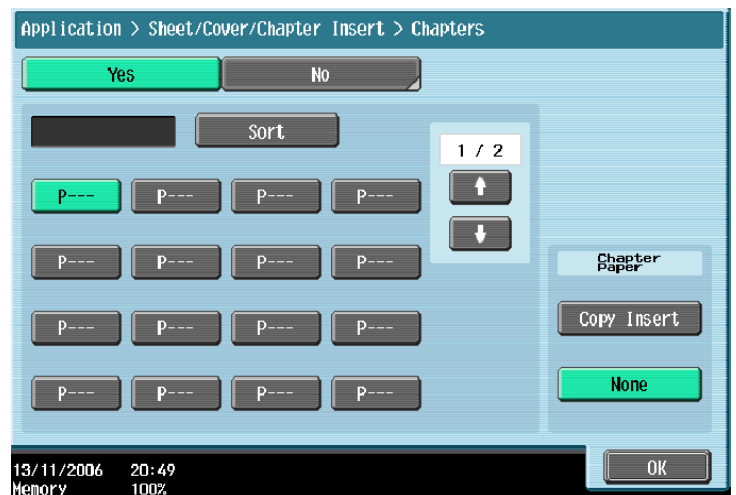
- Insert Image

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Image**
4. Select inserted image pages number
5. Touch **Ok**
6. Press **Start**
7. Final , Touch **Finish** then press **Start**



- Chapter (Duplex Only)

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Chapter**
4. Select inserted image pages number
5. Touch **Ok** then press **Start**



- Edit Color

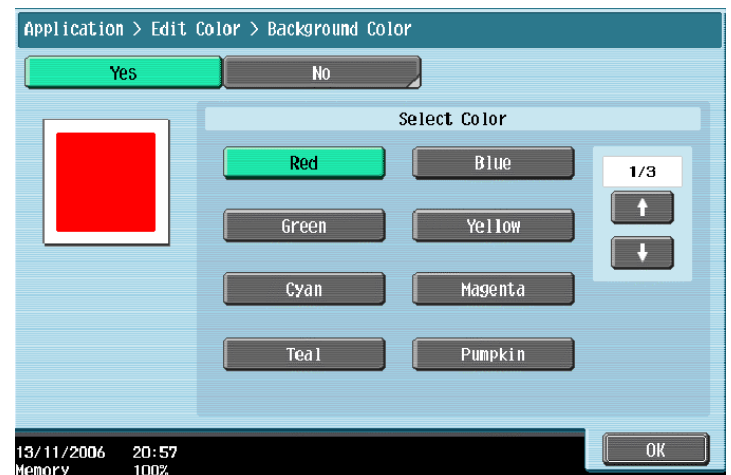
1. Touch **Application**
2. Touch **Edit Color**
3. Touch **Neg. Pos. Reverse**



4. Touch **Mirror Image**

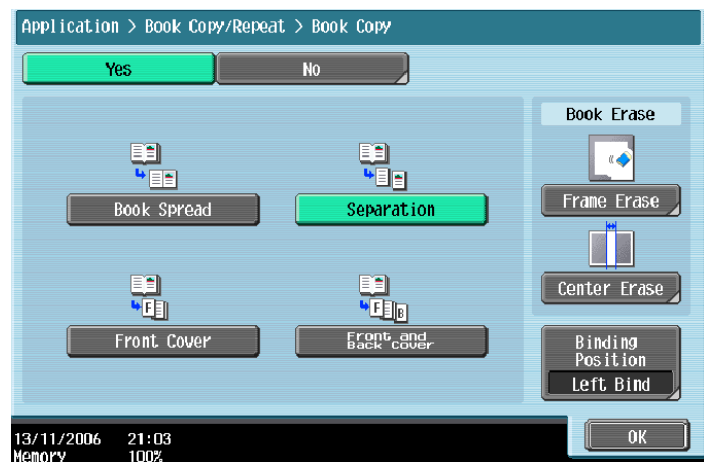


5. Touch **Background Color**



- Book Copy

1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Book Copy**
4. Then touch **Separation**, select **Front Cover/Back Cover**
5. Open book, Touch **Start**
6. Scan whole book pages then press **Finish**
7. Press **Start**

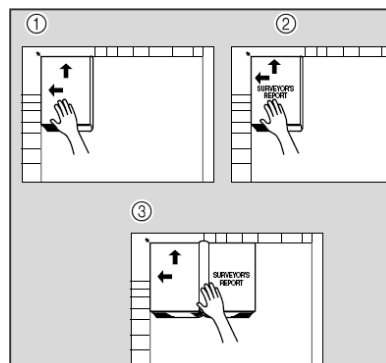


If select Front Cover, scan :

- The front cover is scanned, and all page spreads are scanned in order

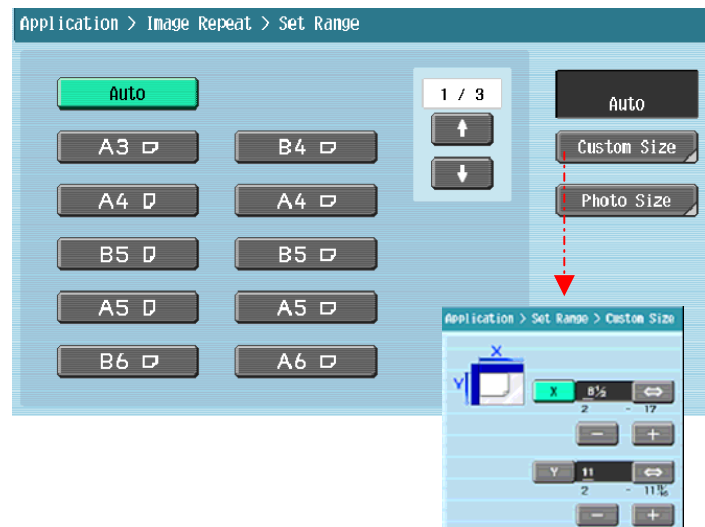
If select Front Cover & Back Cover, scan :

- The front cover is scanned before the back cover, and all page spreads are scanned in order



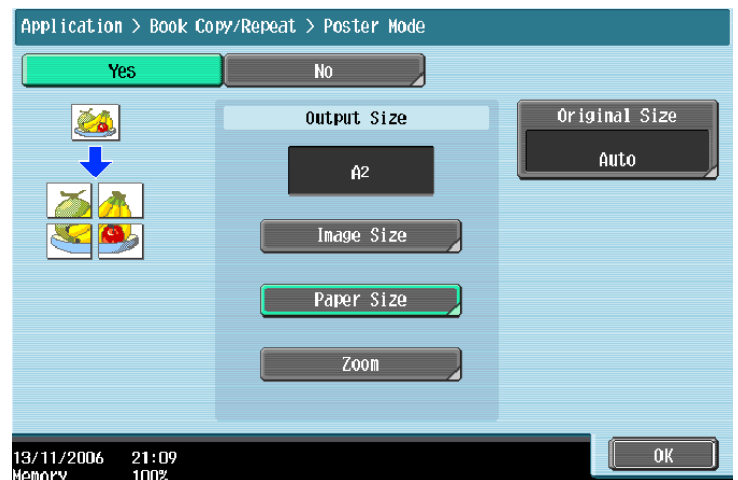
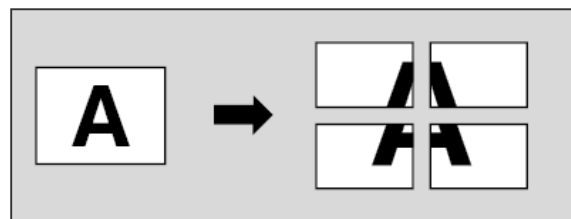
- Image Repeat

1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Image Repeat**
4. Select **With Margin / Without Margin**
5. Touch **Set Range**
6. Touch **Custom Size** , Input X (Length) and Y(Width)
7. Touch **OK**
8. Press **Start**



- Poster Mode

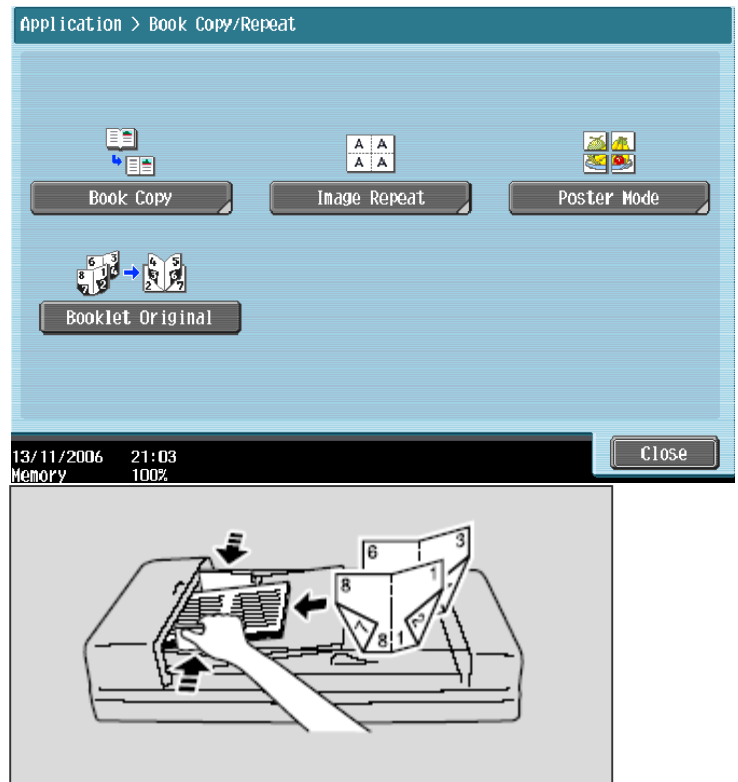
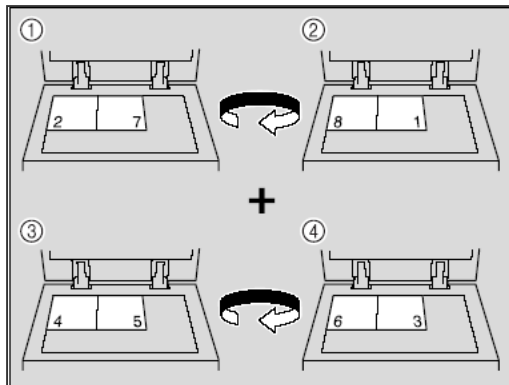
1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Poster Mode**
4. Touch **Zoom** , Select zoom ratio
5. Touch **OK**
6. Press **Start**



- Booklet Original

Optional Function

1. Touch **Application**
2. Touch **Book Copy/Repeat**
3. Touch **Booklet Original**
4. Touch **OK**
5. Press **Start**



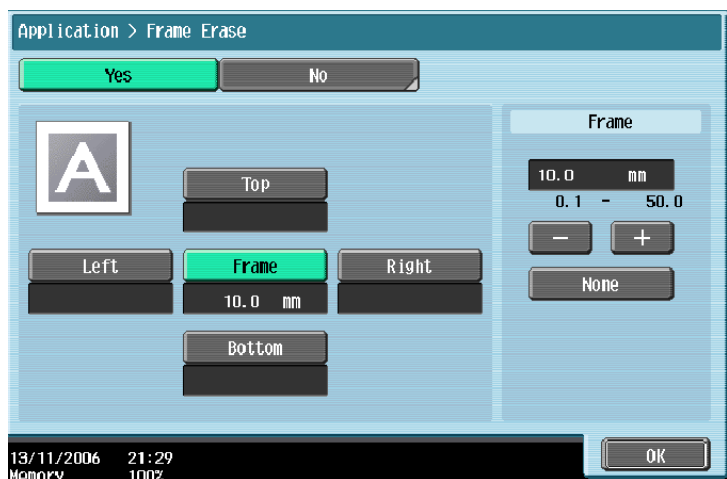
- Page Margin

1. Touch **Application**
2. Touch **Page Margin**
3. Select **Top**, **Left** or **Right**
4. **Adjust Value** input width
5. Touch **OK**
6. Press **Start**



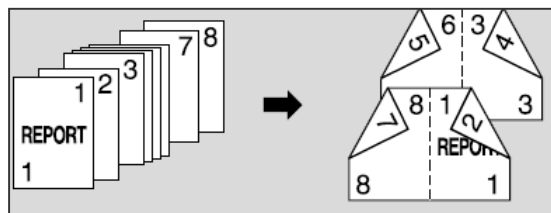
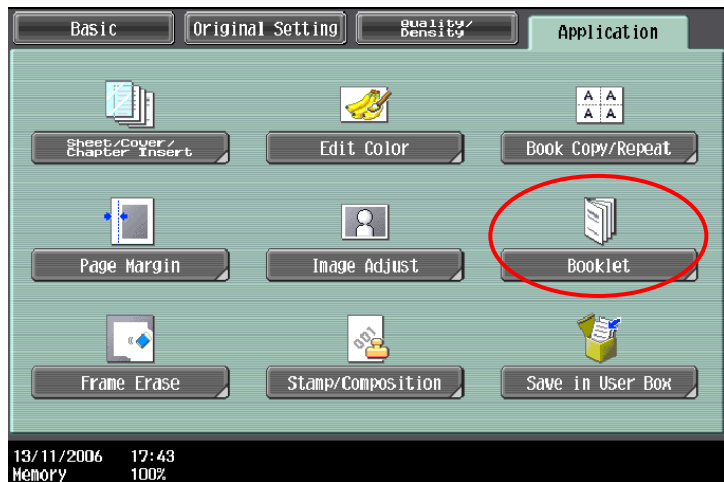
- Frame Erase

1. Touch **Application**
2. Touch **Frame Erase**
3. Input width
4. Touch **OK**
5. Press **Start**



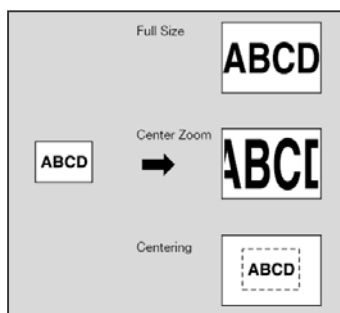
- Booklet

1. Touch **Application**
2. Touch **Booklet**
3. Select **Left Binding /Right Binding**
4. Press **Start**



- Image Adjustment

1. Touch **Application**
2. Touch **Image Adjust**
3. Select **Full Size**, **Center Zoom** or **Centering**
4. Press **Start**



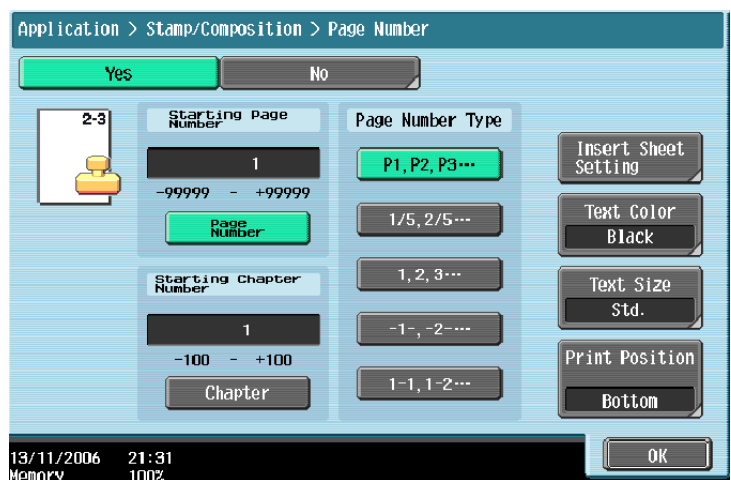
- Date / Time

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Date / Time**
4. Touch **Print Position** -- print to different position
5. Touch **OK**
6. Press **Start**



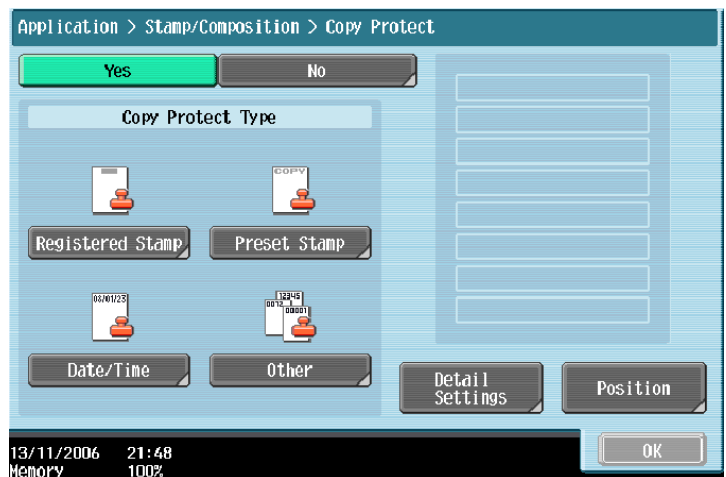
- Page

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Page Number**
4. **Starting Page Number** input starting page number
5. Touch **Print Position** – print to different position
6. Touch **OK**
7. Press **Start**



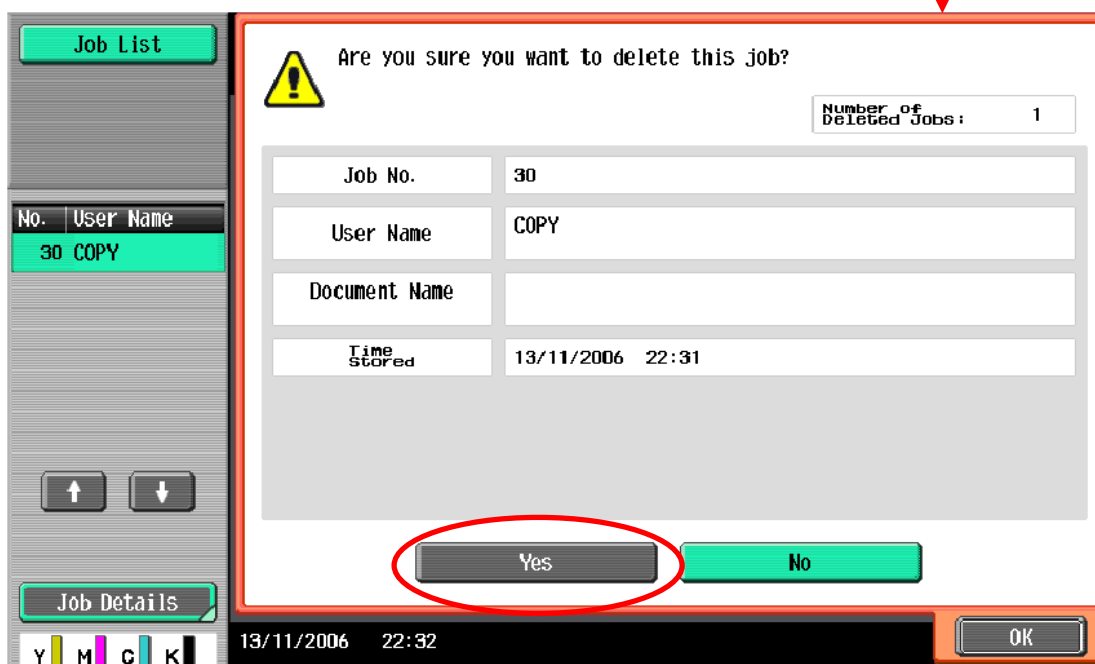
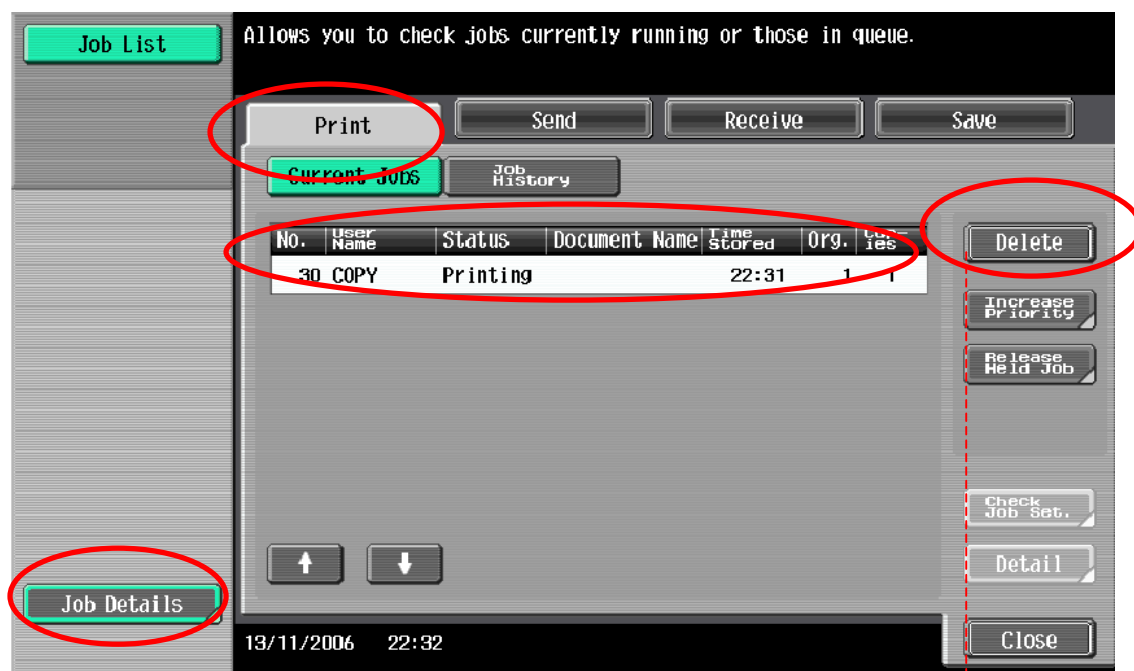
- Copy Protect

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Copy Protect**
4. Touch **Preset Stamp** , or touch **Date/Time** or Touch **Detail Setting** select color
5. 按 **OK**
6. 按 **Start**



Delete the copy job in the Waiting List

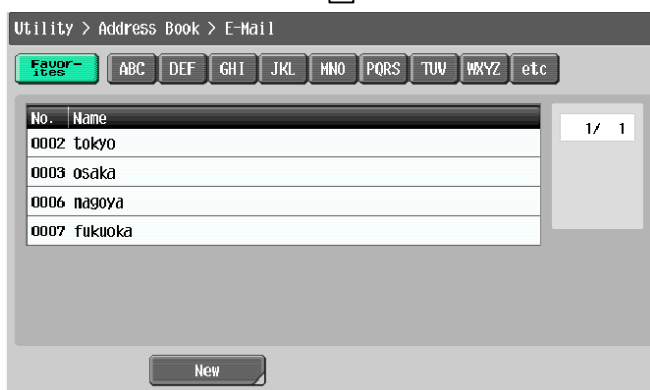
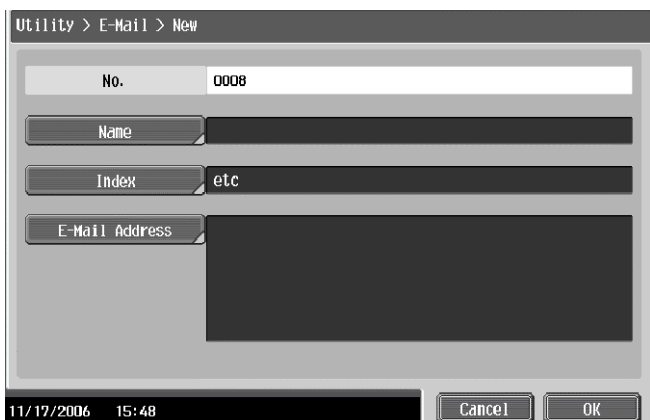
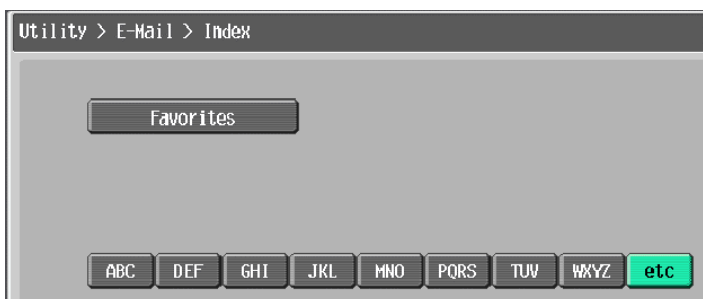
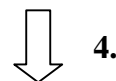
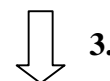
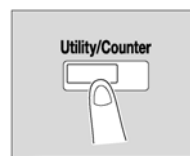
1. Touch **Job Details**
2. Touch **Print** and then touch **Current Jobs**
3. Select the job you want to delete
4. Touch **Delete**
5. Touch **Yes** to delete printing job



Abbreviated Destinations

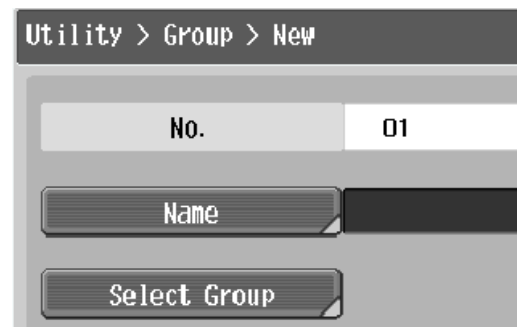
E-mail / Fax

1. Press **Utility/Counter**
2. Touch **1. One Touch/User Box Registration**
3. Touch **1. Create One Touch Destination**
4. Touch **1.Address Book**
5. Touch **E-mail / Fax**
6. Touch **New**
7. Touch **Name** , Input name , Touch **OK**
8. Touch **Address** input e-mail address or Fax number , Touch **OK**
9. Touch **Index** , Select Favorites or other index
10. Touch **OK**



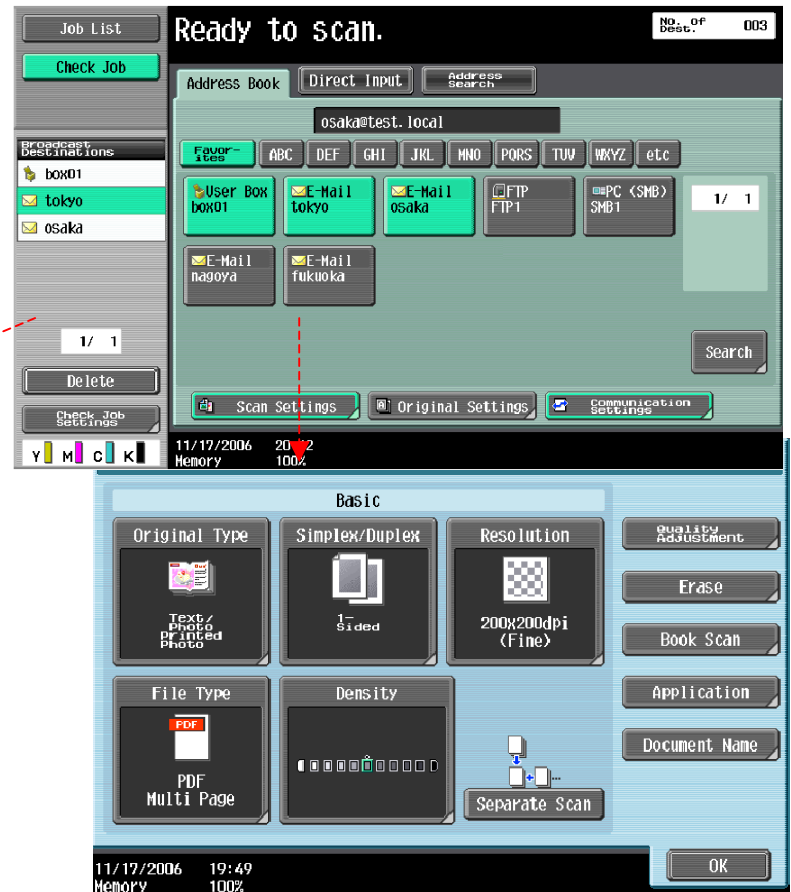
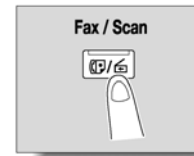
Group Registration

1. Press **Utility/Counter**
2. Touch **1. One Touch/User Box Registration**
3. Touch **1. Create One Touch Destination**
4. Touch **1.Group**
5. Touch **New**
6. Touch **Name**, Input group name, Touch **OK**
7. Touch **Select Group** (If fax, select **Fax**)
8. Touch **OK**



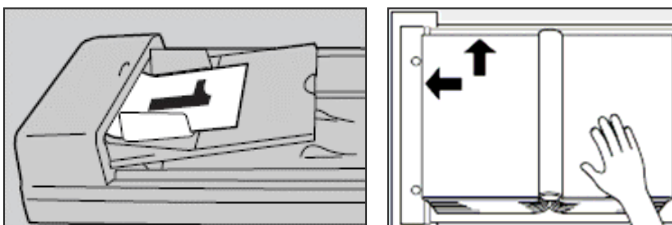
Scan To Email / Send Fax

1. Press **Fax/Scan**
2. Touch **Address Book**
3. Select one-touch Index and Name
4. Touch **Scan Settings**
 - A. **Original Type** select original type
 - B. **Simplex/Duplex** select original single-sided or double-sided
 - C. **Resolution**
 - D. **File Type**
 - E. **Density**
 - F. **Quality Adjustment**



5. Touch **Check Job Settings** check following setting
 - A. Destination Settings
 - B. Check Scan Settings
 - C. Check Original Settings
 - D. Check E-mail
6. Then, Press **Start**

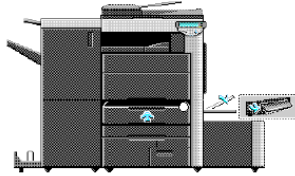
remark :



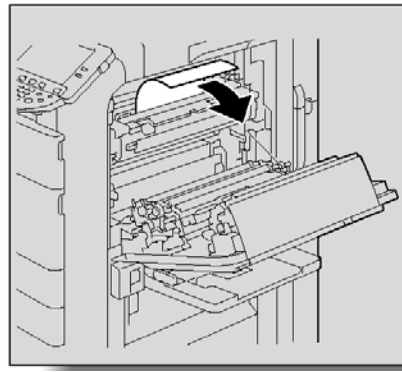
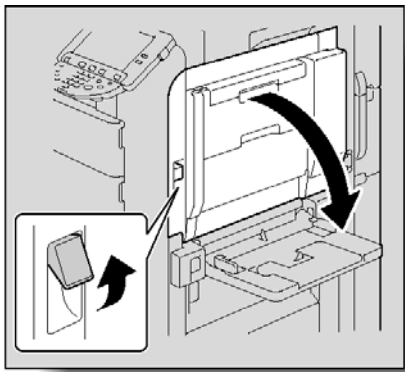
- When use scan or fax, put original on the feeder (FACE UP) or glass (FACE DOWN)
- Compact PDF just use for Full Color mode
- TIFF just for Black mode
- File Type not use for Fax function
- Check E-mail Setting just use for Scan to Email

Remove Jammed Paper

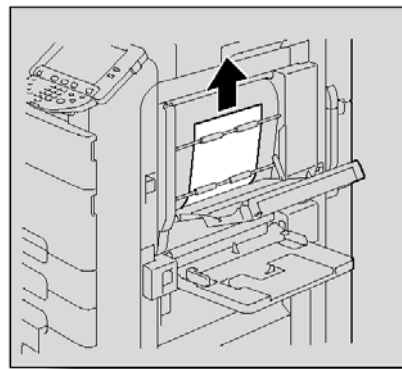
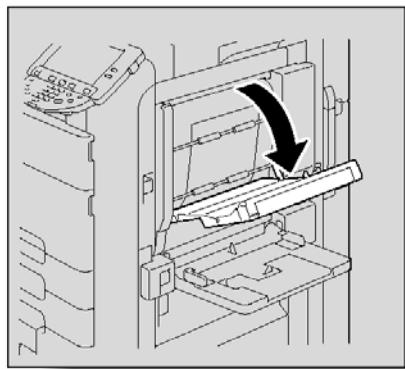
Misfeed detected.
Remove misfeed at circle.



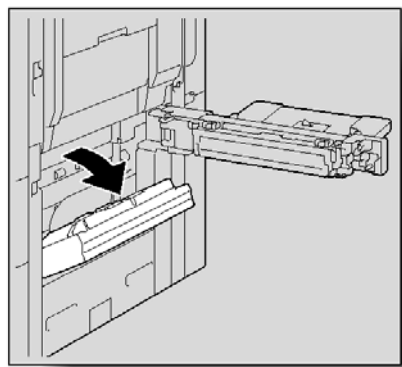
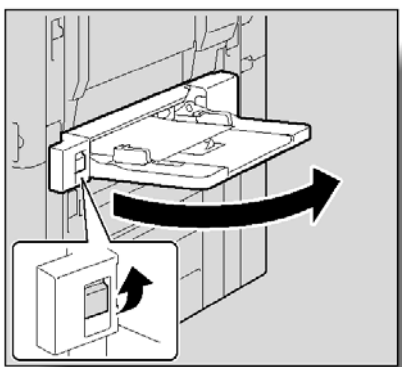
1. Pull up the upper right side door release lever, and then open the upper right side door



2. Open the door of the automatic duplex unit



3. Open the door of the Bypass Tray

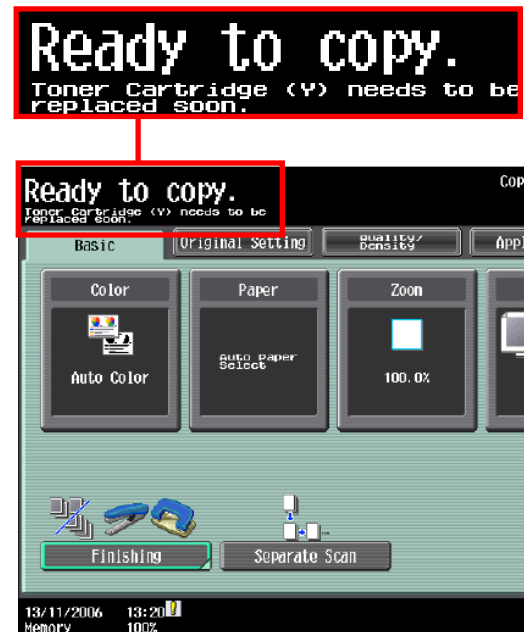


Replace Toner

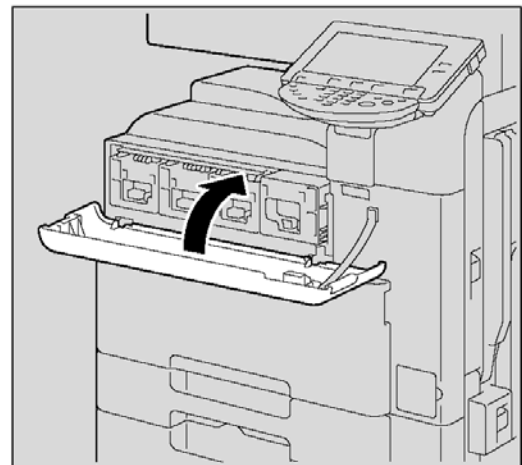
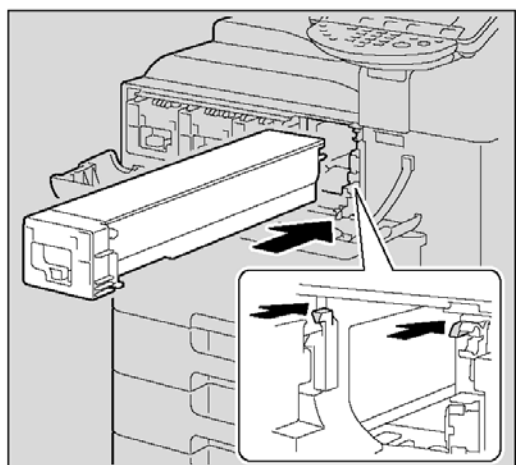
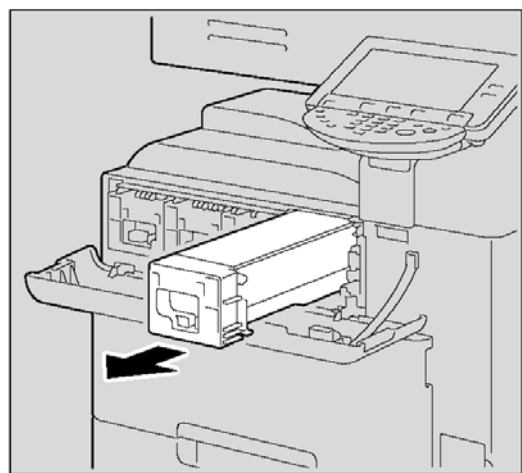
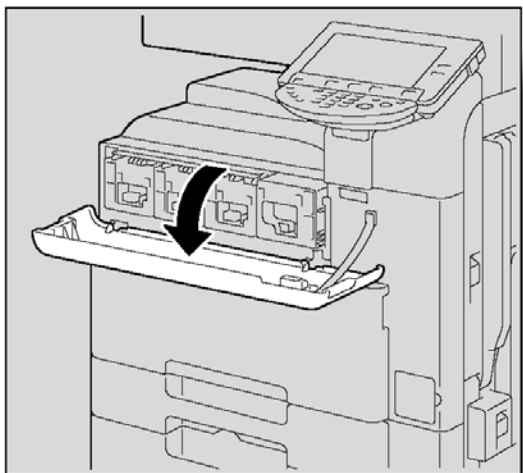
*If toner near empty · Screen will show toner empty message

*

- Toner Cartridge (Y) = Yellow
- Toner Cartridge (M) = Magenta
- Toner Cartridge (C) = Cyan
- Toner Cartridge (K) = Black

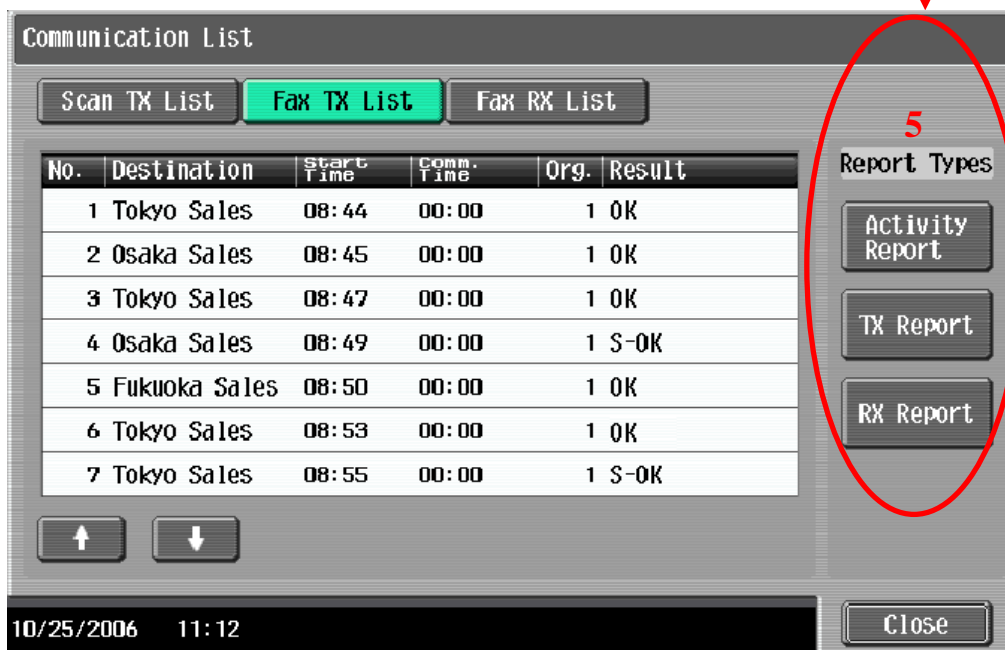
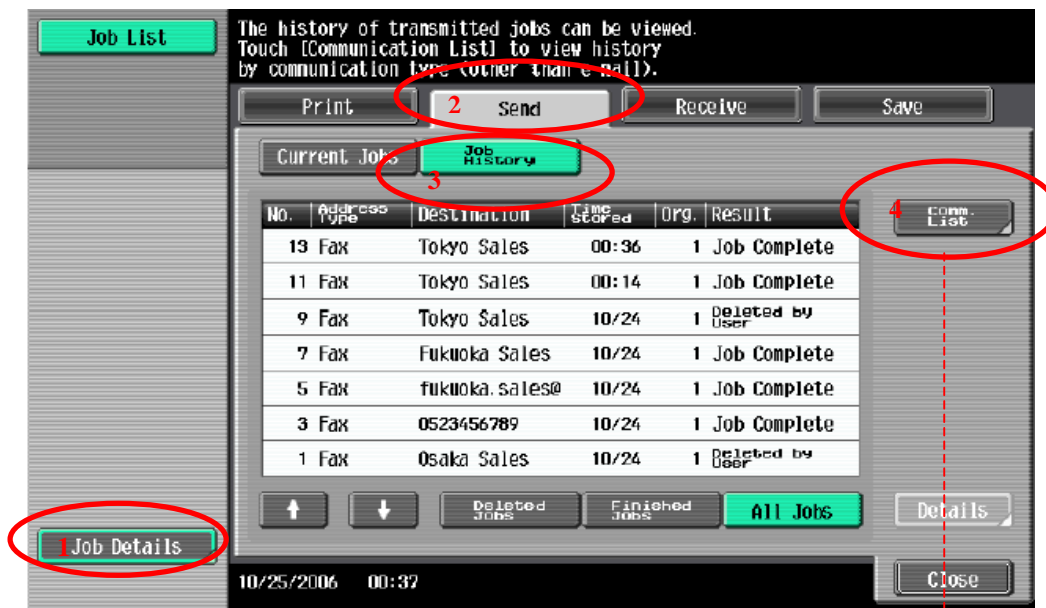


Open the machine's upper front door, pull out empty toner cartridge then insert the new toner



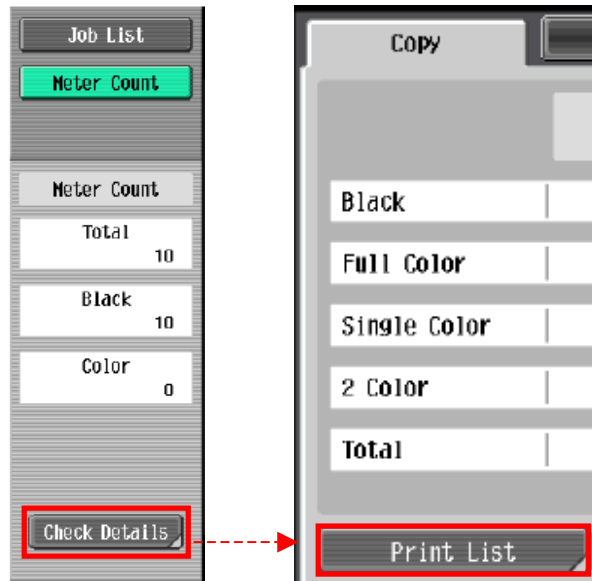
Display the Job History List

1. Touch **Job Details**
2. Touch **Send**
3. Touch **Job History**
4. Touch **Comm. List**
5. Select report Type
 - A. Activity Report
 - B. TX Report
 - C. RX Report
6. Press **Start**



After print , FAX to 2565 2128

1. Touch **Utility / Counter**
2. Touch **Check Details**
3. Touch **Print List**
4. Select paper tray
5. Press **Start**



Konica Minolta Color Copier Banner Print C451

Visual PCL Driver (version2.58)

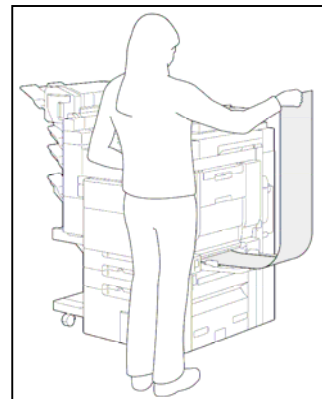
Banner Paper Printing User Guide

Banner paper size: (Width) 210 - 296mm /

(Length) 457.3 –1200mm

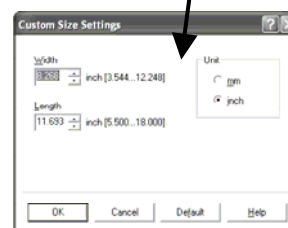
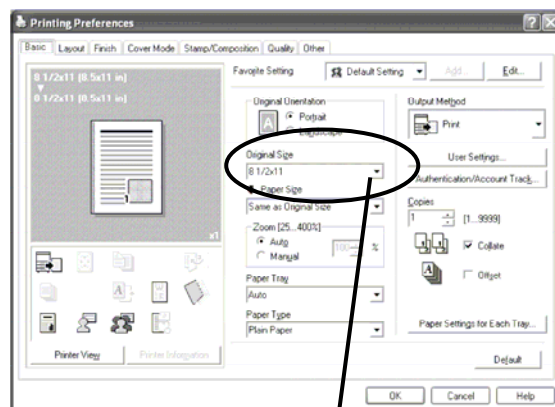
☑ Prepare printing on Banner Paper

1. Press [Utility/ Counter]
2. Touch [6 Banner Printing]
3. Touch [Allow] , then touch [OK]



🖨 Printer Driver Setting

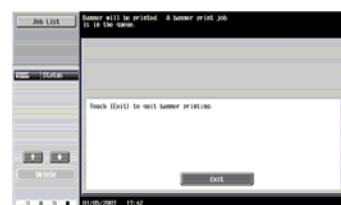
4. Open the file , Click C451 printer driver (e.g. Konica Minolta C451)
 5. Click [Preferences]
 6. Click [Basic]
 7. Click [Original Size] drop-down list, select [Custom size] then input Width and Length e.g. : 296mm x 1143mm
 8. Click [Output Size] select [Same as Original Size]
- ** Printer Driver automatically select to Bypass tray and Paper type automatically select to Think 3
9. Click [OK]



🖨 Printing Banner Printing

10. Specify the desired settings , then touch [OK]
11. Feed the banner paper to Bypass Tray
12. When printing is finished, touch [Exit]
13. Touch [Yes]
14. Then touch [OK] to finish banner-printing function

Pic.1



Pic.2



| Particulars | New Contact No. |
|---|---|
| Marketing Division ➤ <i>Sales Hotlines</i> <ul style="list-style-type: none"> ● New Product and Sales Enquiries | Tel: 2565 2111 Email: kmenquiry@corp.konicaminolta.com.hk |
| Technical Service Division ➤ <i>Repair Hotline</i> <ul style="list-style-type: none"> ● Repair Services of Multi-Functional Products (MFPs) | Tel: 2565 2176 Fax: 2856 1024 |
| Technical Service Division ➤ <i>Imaging Support Group</i> <ul style="list-style-type: none"> ● Software and network support | Tel: 2565 2178 |
| Technical Service Division ➤ <i>Customer Service Hotlines</i> <ul style="list-style-type: none"> ● Maintenance Agreement ● New Customer Product Training ● Invoice Enquiries ● Meter Reading ● Meter Reading Reporting Service for Telephone System (The service initially covers the black and white copier ONLY) | Tel: 2565 2190 Fax: 2565 2128 Tel: 2565 8181 Press “2”, then press “3” and “1” |
| Technical Service Division ➤ <i>Order Section Hotlines</i> <ul style="list-style-type: none"> ● Ordering of Consumable Products (Toners, Paper etc) | Tel: 2565 2139 Fax: 2565 7613 |
| Financial Division ➤ <i>Statement Enquiries</i> | Tel: 2856 4710 Fax: 2516 9177 |
| Administration Division ➤ <i>Other Suggestions & Comments</i> | Tel: 2565 8181 then press “ 0 ” |
| Online Customer Services | http://konicaminolta.com.hk/bt/chi/form |

<http://konicaminolta.com.hk>

Konica Minolta Business Solutions (HK) Limited