Customer Education Guide

[Copy/Print/Scan/Fax]

SMART PRINTING
Please Note:

Users must swipe their Loyola ID cards to log in before performing any functions such as copying, scanning, and faxing on KM Bizhub devices.

If you are picking up your print job from a KM device, please swipe your Loyola ID to log in.

- Select the print job(s) from the list.
- Select *Print All* or *Start*.
- To log out, press the *Access* button on the lower panel.

*Forgot your ID Card?*
Touch the username button or adjacent keyboard icon to bring up the touchscreen keyboard and enter your Loyola username and password.

This is a Basic User Guide. The exact features will differ from unit to unit.
## Quick User Guide

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### Notes
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Reduced/Enlarged Copying

1. Position the documents to be copied face up in the Auto Document Feeder
2. Touch “Zoom”

3. A) Select one of the pre-set Ratio buttons based on your original document and your desired output
   B) Manually adjust the value by holding down the + or – buttons
   C) Touch “OK”

4. Key in the desired number of copies
5. Press the “Start” button
Copying

Duplex (2-Sided) Printing

1. Position the documents to be copied face up in the Automatic Document Feeder

2. Touch the “Duplex/Combine” button

3. Select the desired Duplex setting, touch “OK”

4. Key in the desired number of copies

5. Press the “Start” button
Copying

Booklet Copying (Bizhub c284e, c454e)
(Without Fold/Staple)

1. Position the documents to be copied face up in the Auto Document Feeder
2. Select the “Booklet” button
3. Select “OK” (fold and bind feature is not on all KM Units)
4. Key in the desired number of copies
5. Press the “Start” button
Copy

1. Position the documents to be copied in the ADF (auto document feeder, face up)
2. Tap the Copy Button (from the main menu)
3. From the Copy Screen, Tap the box with the number 1 in it to open the number keys
4. Select the amount of copies desired
5. Tap Close
6. Press the “Start” button

** Additional options can be found on the bottom of the screen and by tapping the “Applications” button on the bottom of the screen. (All menus can be moved by swiping them left or right)
Copying

Staple & Hole Punch (Bizhub c284e, c454e)

Note: Staple and hole punch can be used individually or combined *

1. Position the documents to be copied face up in the Automatic Document Feeder

2. Touch the “Finishing Button”

3. Select desired staple/hole punch option, Staple position (Left or Right corner of printed document)

   *“Position Setting” can be used for correct placement of staples and/or hole punch. Not all finishing features are available on all units.

4. Touch “OK”

5. Press the “Start” Button
Blank Page Removal

1. Position the documents to copied face up in the Auto Document Feeder.
2. Tap the Copy Button (from the main menu)

3. From the Copy Screen, Tap “Application”

To navigate the menu bar, use your finger to swipe to the left or right. This will expose additional options on the screen.

4. Tap the No. Original Settings button
5. Tap the Blank Page Removal button

This feature also works in scanning by following the same steps from the scan screen and tapping the “Application” button.

There are many other fun features to explore in this menu. Always feel free to explore them, you can always return to the main screen and undo any features accidentally selected by pressing the yellow “RESET” Hard Key on the bottom right under the touch panel.
Scan Operations

Basic Scanning

1. Position the documents to be scanned face up in the Auto Document Feeder

2. Touch the “Menu” button

3. Touch “Scan/Fax”

4. Touch “Direct Input”, Select “Email”, type in email address of the recipient (For the @ symbol touch “shift”). Select “OK”

5. If programmed, select the address from the “Address Book” on Screen (to have addresses programmed, please contact OTS)

![Scan Settings Image]

6. To select document settings, choose from options below

7. Touch “Start” to transmit
Fax Settings

Basic Faxing

1. Position the documents to be faxed face up in the Auto Document Feeder
2. Touch the “Menu” soft button
3. Select the “Fax/Scan” feature

4. Select the “10Keypad” button to the left of the "Start" button or slide the control panel to the left to expose the number keys and type the Fax Number

5. If the fax number is saved, select it from the address book on the screen. For multiple fax destinations, select “next destination” when complete touch “OK”
6. Touch the "Start" button
Print Operations

Basic Printing

1. From the computer, select "Employee BW Printing" or "Employee Color Printing" from the drop down menu

2. Select desired number of prints or sets
3. Click “Print” to Print

Note: There are many additional options to be found under the “Printer Properties” button
Print Operations

Reduced/Enlarged Printing

1. From the computer, open file to be printed
   Select "Print"
2. Select “Printer”, then select "Printer Properties"
3. Click “Basic Tab”

4. Verify Original Size is correct
5. From “Paper Size”, pick desired output size (the enlarge or reduce ratio will be automatically calculated or you may enter desired percentage manually below)
6. Click “OK”
7. Select desired number or sets
8. Click “Print”
Print Operations

Duplex (2-sided) Printing

1. From the computer, open file to be printed, select "Print"
2. Select "Printer", then select "Printer Properties"
3. Click the "Layout" Tab
4. From "Print Type", select "2-Sided"
5. Click "OK"
6. Key in number of copies or sets
7. Click "Print"
Print Operations

Stapled Printing

1. From the computer, open file to be printed, select "Print"
2. Select “Printer, then select, "Printer Properties"
3. Click the “Finish” tab
4. Check the box next to “Staple”
5. Select the position from the drop-down menu
6. Click “OK”
7. Key in number of copies or sets
8. Click “Print”
Print Operations

Hole Punch Printing

1. From the computer, open file to be printed, select "Print"
2. Select “Printer, then select, "Printer Properties"

3. Click the “Finish” Tab
4. Check the box next to “Punch”
5. Select the position from the drop-down menu
6. Click “OK”
7. Key in number of copies or sets
8. Click “Print”