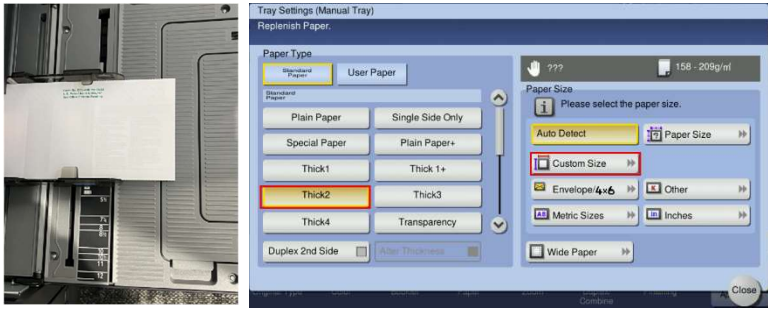
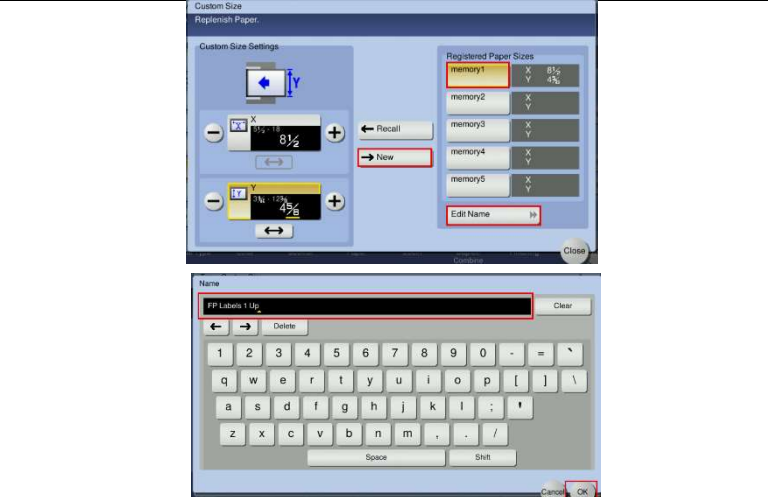
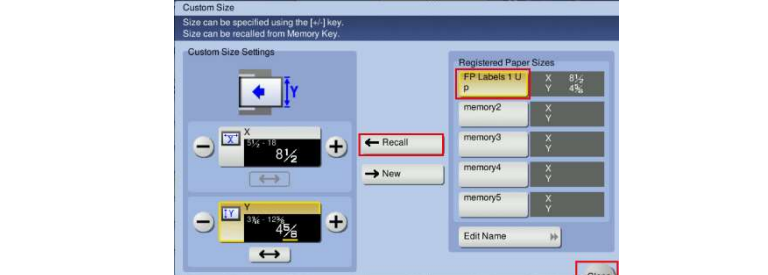


## Konica Minolta iSeries: Print FP e-Certified Labels

This guide will cover how to set up labels at the machine and print FP e-Certified labels from Google Chrome

### Single Labels: Set up labels in Bypass Tray and create a Custom Size

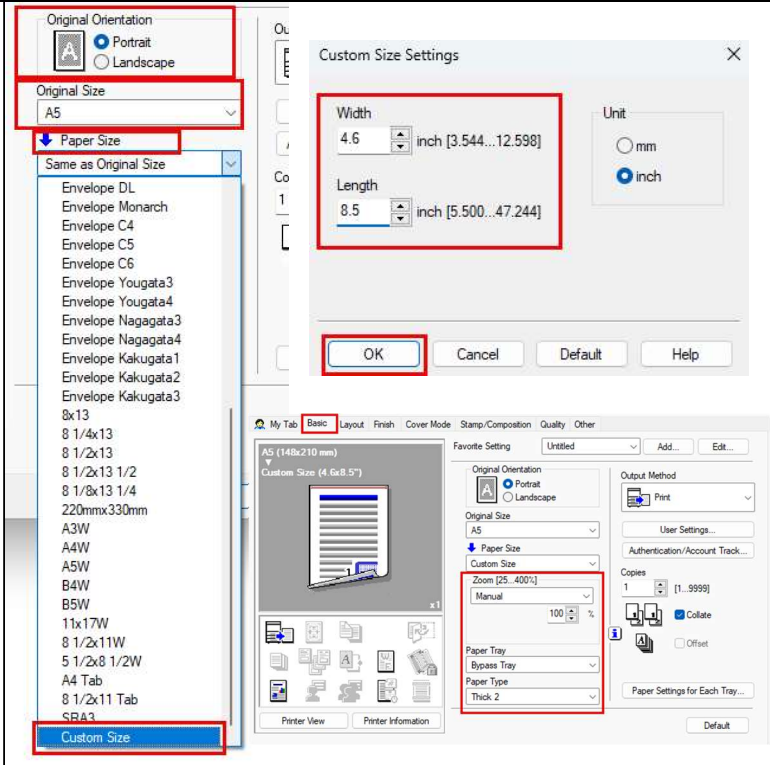
<ol style="list-style-type: none"> <li>From the home screen, select <b>Copy</b>. Place paper in the bypass tray as shown in the picture and align the guides. A pop up will appear on the screen to confirm paper type and size</li> <li>Set <b>Paper Type</b> to <b>Thick 2</b></li> <li>Select <b>Custom Size</b></li> </ol>	
<ol style="list-style-type: none"> <li>Enter custom size in <b>X</b> (8 1/2) and <b>Y</b> (4 5/8) fields</li> <li>Select an open Memory slot and select <b>New</b> to register and recall for future use</li> <li>Select <b>Edit Name</b> to name custom size. Select <b>OK</b> when complete</li> </ol>	
<ol style="list-style-type: none"> <li>Select the registered Memory Slot and select <b>Recall</b></li> <li><b>Close</b> out of Custom Size and Tray Settings</li> </ol>	

### Printing a Single Label:

<ol style="list-style-type: none"> <li>Log into <a href="#">FP Certified Mail</a> account online.</li> <li>Confirm you have proper alignment selected: <ul style="list-style-type: none"> <li>Click <b>Edit Senders and Postage Defaults</b></li> <li>Select <b>CEL43 - Single Form - Left - Rev 05/15</b></li> <li>Confirm <b>Down .25</b></li> </ul> </li> <li>Click <b>Save</b></li> </ol>	
<ol style="list-style-type: none"> <li>Once Recipient information is entered, Select <b>Print Form</b></li> </ol>	
<ol style="list-style-type: none"> <li>Label Template will open on web. Select <b>Print</b></li> </ol>	
<ol style="list-style-type: none"> <li>Choose correct Konica Printer</li> <li>Click <b>More Settings</b></li> <li>Select <b>A5</b> for Paper Size</li> <li>Set <b>Scale</b> to <b>Custom</b> and <b>100%</b></li> <li>Click <b>Print using System Dialog</b></li> <li>Click <b>More Settings</b></li> </ol>	

**12. Under the Basic Tab:**

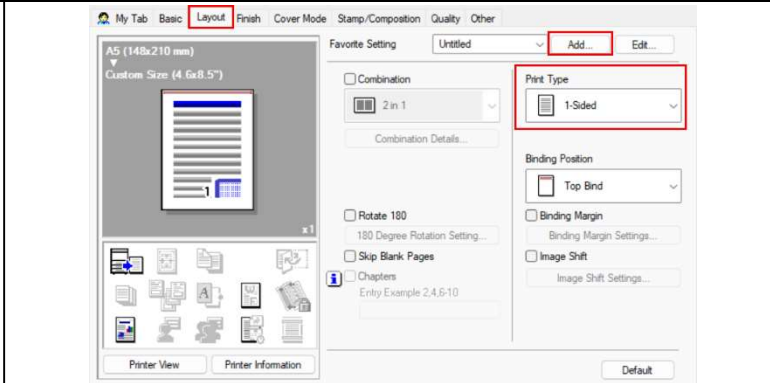
- Confirm **Original Orientation** is **Portrait**.
- Set **Original Size** to **A5**
- From the **Paper Size** drop-down menu, select **Custom Size**
  - Enter Custom Size. **Width: 4.6 Length: 8.5** → Select **OK**
- Set **Zoom** to **Manual** and **100%**
- Set **Paper Tray** to **Bypass Tray**
- Set **Paper Type** to **Thick 2**



**13. Under the Layout Tab:**

- Set **Print Type** to **1-Sided**

**14. Once all settings are applied, create a Favorite Setting. Select Add**



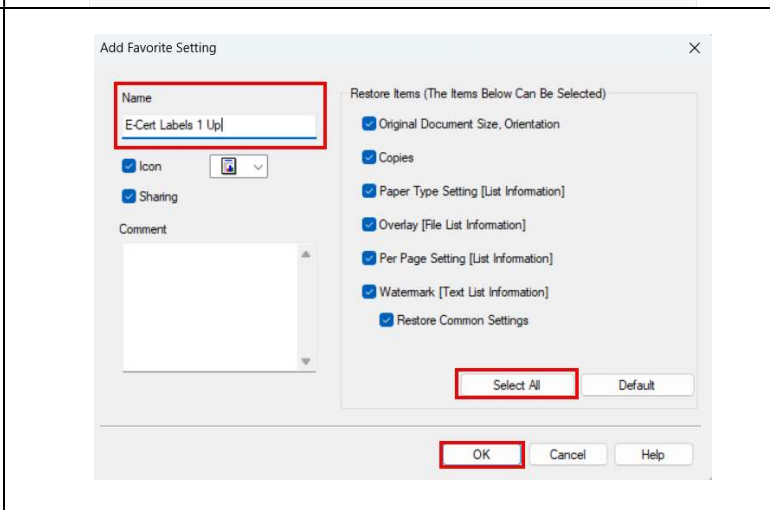
**15. Name the Favorite Setting**

**16. Check the boxes under Restore Items by clicking the "Select All" button.**

**17. Select OK to save**

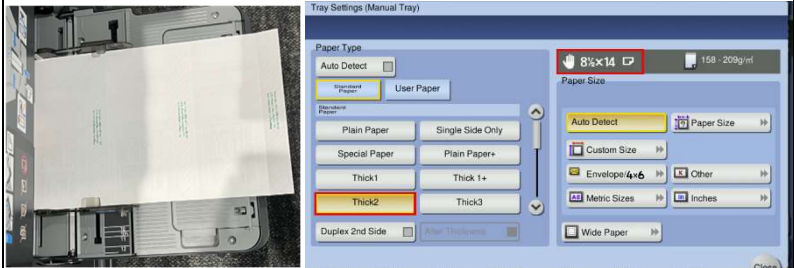
**Note:** After creating a Favorite Setting, simply select it from the dropdown for future label jobs. There's no need to reapply the settings in the print driver each time. (Step 1-11 still apply)

**18. Select OK and Print**



## 3 Up Label: Set up labels in Bypass Tray

- From the home screen, select **Copy**. Place paper in the bypass tray as the picture shows and align the guides. A pop up will appear on the screen to confirm paper type and size
- Set **Paper Type** to **Thick 2**
- Confirm the **Paper Size** of **8 1/2 x 14** is auto detected.
- Close** out of Tray Settings



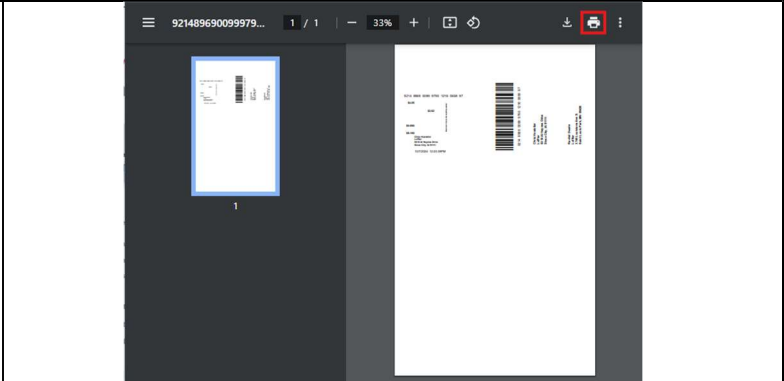
## Printing a 3 Up Label:

- Log into [FP Certified Mail](#) account online
- Confirm proper alignment is selected
  - Click **Senders and Postage Defaults**
  - Select **CEL 43 - Sheet 3 Up - Rev 05/15**
  - Confirm **Up .25**
- Click **Save**

- Once Recipient information is entered, Select **Print Form**

5. Label template will open in the web

- Click **Print**

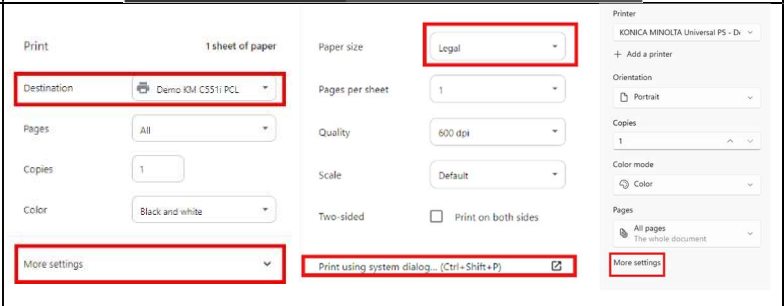


6. Choose correct Konica Printer

7. Click **More Settings**

8. Select **Legal** for Paper Size

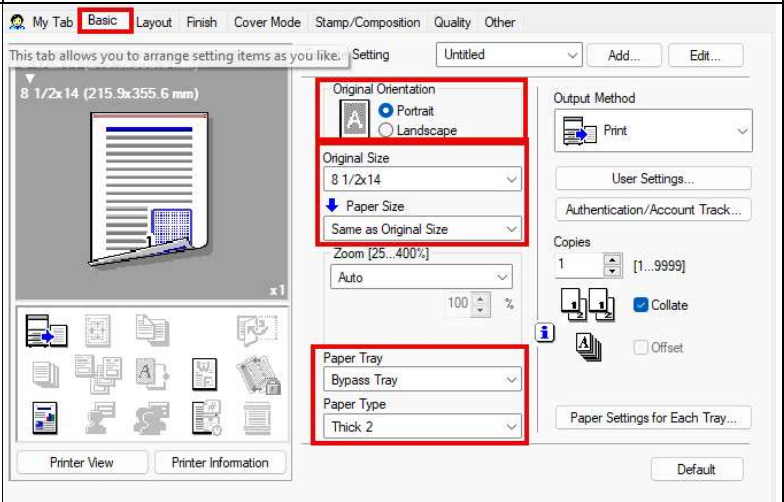
9. Click **Print using System Dialog**



10. Click **More Settings**

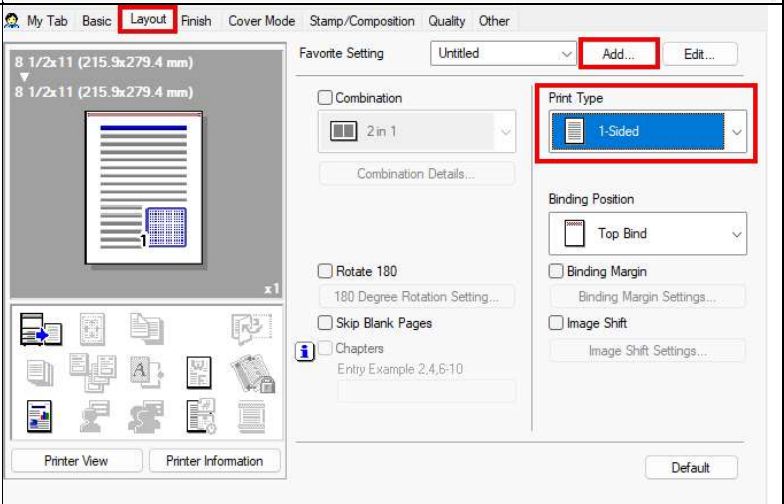
11. Under the **Basic** Tab:

- Confirm **Original Orientation** is **Portrait**
- Set **Original Size** to **8 1/2 x 14**
- Confirm **Paper Size** is **Same as Original Size**
- Set **Paper Tray** to **Bypass Tray**
- Set **Paper Type** to **Thick 2**



12. Under the **Layout** Tab:

- Set **Print Type** to **1-Sided**



13. Once all settings are applied, create a **Favorite Setting**. Select **Add**

13. Name the Favorite Setting.

14. Check the boxes under Restore Items by clicking the “**Select All**” button.

15. Select **OK** to save.

**Note:** After creating a Favorite Setting, simply select it from the dropdown for future label jobs. There's no need to reapply the settings in the print driver each time. (Steps 1-10 still apply)

16. Select **OK** and **Print**.

