LOFFLER TECHNOLOGY TO POWER SUCCESS

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







Printing a Single Label:

1.	Log into <u>FP Certified Mail</u> account online.	Sender Contact Sort By Last Name V Address Book Sort By Company V Form Type (CEL43 - Single Form - Left - Rev 05/15 V Guick Print C
2.	 Confirm you have proper alignment selected: Click Edit Senders and Postage Defaults Select CEL43 - Single Form - Left - Rev 05/15 Confirm Down .25 	Context Name Rachal Duede * Context Name Loffer Advers 1254 Louislana Ave 8 Advers 275 Louislana Ave 8 Corr, Saint Louis Park States States zerol Fyeld of the mail price. Comparison States zerol Fyeld of the mail price. Comparison View Linked Accounts Enable HIPAA States zerol Fyeld of the mail price. Comparison View Linked Accounts Enable HIPAA States zerol Fyeld of the mail price. Compliance View Linked Metro The weight of the mail price. Standarde Counts Print Options Signature Conf Email Restisted Delivery. Payamer Method Print Options Record Grouping Comparison Nacord Grouping Comparison States/PC Postage × Record Grouping Combined Records × USPS Mailer ID 1903395461 Deal Post Office is different from Record Grouping Concel zipc Code Use the Locate Zipc Code Locate Zipc Code View the Locate Zipc Code Locate Zipc Code Use the Locate Zipc Code Locate Zipc Code View the Loc
5.		Send multiple Certified's to one Recipient Save
4.	Once Recipient information is entered, Select Print Form	Sender Address Recipient PASTE SAVE DELETE Constant Name Rachel Dudde w Constant Name Constant Name Constant Name Constant Name Rachel Dudde w Constant Name Constant Name Constant Name Constant Name Salet Louids Park Constant Name Constant Name Constant Name Constant Name Salet Louids Park Constant Name Salet Louids Park Constant Name Salet Louids Park Constant Name Salet Louids Park Constant Name Salet Louids Park Constant Name Salet Louids Park Too Care Salet Louids Park Constant Name Salet Louids Park Post Care Salet Louids Park Constant Name Salet Louids Park Name Salet Louids Park Constant Name Constant Name Name Salet Louids Park Name Constant Name Name Salet Louids Park Name Name Name Salet Louids Park Name Name Name Salet
5.	Label Template will open on web. Select Print	<pre>c fpcertifiedmail.com/exports/92148969009997901216069826.pdf @ 1 / 1 - + ③</pre>
6.	Choose correct Konica Printer	Paper size A5 Paper size Paper siz
7.	Click More Settings	Print I sneet or paper Pages per sheet 1 Destination
8.	Select A5 for Paper Size	Pages All Custom Copies 1 ~ Copies 1 ~ Copies 0 Cluster Custom Copies 0 Copies 0 Copies 1 ~ Copies 0 Copies 0 Copies 0 Copies Copies 0 Copies 0 Copies Copies </th
9.	Set Scale to Custom and 100%	Color Black and white Two-sided Print on both sides Pages
10	. Click Print using System Dialog	More settings Print using system dialog (Ctri+Shift+P)
11.	. Click More Settings	

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3 Up Label: Set up labels in Bypass Tray

- **1.** 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
- 2. Set Paper Type to Thick 2
- 3. Confirm the Paper Size of 8 1/2 x 14 is auto detected.



4. Close out of Tray Settings

Printing a 3 Up Label:





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5. Label template will open in the web	≡ 921489690099979	1/1 − 33% + E Ø ± 📑 :
Click Print		
	1	
6. Choose correct Konica Printer		Printer KONICA MINOLTA Universal PS - Dx V
	Print 1 sheet of paper	Paper size Legal + Add a printer Orientation
7. Click More Settings	Destination 🖶 Demo KM C551i PCL 🔹	Pages per sheet 1 *
9 Soloot Logal for Dapar Siza	Pages All 🔹	Quality 600 dpi
o. Select Legal for Paper Size	Copies 1	Scale Default Color mode Color Color
9. Click Print using System Dialog	Color Black and white +	Two-sided Print on both sides All names
	More settings	The whole document the set of the s
10. Click More Settings		
11. Under the Basic Tab:	👷 My Tab Basic Layout Finish Cover Mo	ode Stamp/Composition Quality Other
	This tab allows you to arrange setting items as	you like. Setting Untitled V Add Edit
Confirm Original Orientation is	8 1/2x14 (215.9x355.6 mm)	Original Orientation Output Method Output Method
Portrait		CLandscape Print V
s Set Original Size to 9.1/ x 44		8 1/2x14 V User Settings
• Set Original Size to 6 % X 14		Paper Size Authentication/Account Track Same as Original Size
Confirm Paper Size is Same as		Zoom [25400%] 1 (1 9999)
Original Size	x1	
• Set Paper Tray to Bypass Tray		Paper Tray
		Paper Type Paper Settings for Each Tray
Set Paper Type to Thick 2		Thick 2
		Default
12 . Under the Layout Tab:	👷 My Tab Basic Layout Finish Cover Mod	de Stamp/Composition Quality Other
	8 1/2x11 (215.9x279.4 mm)	Favorite Setting Untitled ~ Add Edit
 Set Print Type to 1-Sided 	8 1/2x11 (215.9x279.4 mm)	Combination Print Type
		2 in 1 🗸
13. Once all settings are applied, create a		Combination Details
Favorite Setting. Select Add		Binding Position
	x1	Binding Margin 180 Degree Rotation Setting Binding Margin Settings
		Skip Blank Pages
		Entry Example 2:4,6-10
	Printer View Printer Information	Default

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13 . Name the Favorite Setting.	Add Favorite Setting
14 . Check the boxes under Restore Items by clicking the " Select All " button.	Name Restore items (The items Below Can Be Selected) E-Cert Labels 3 Up Image: Original Document Size, Orientation Icon Image: Copies
15. Select OK to save.	Sharing Paper Type Setting [List Information] Comment Overlay [File List Information]
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)	Per Page Setting [List Information] Watemark [Text List Information] Per Page Setting Watemark [Text List Information] Per Page Setting Setter Common Settings Select Al Default
16. Select OK and Print.	OK Cancel Help

