

## Konica Minolta iSeries: Copy Basics

This guide will cover basic copy functions.



- **Start:** Use the start key to begin copying after making selections
- **Stop:** Stops the job in progress (to delete, go to **Job List** and select the job to cancel)
- **Reset:** Sets back to copiers default settings
- **Home:** To get back to the main screen, select the **Home** icon
- **Job List:** Lists jobs currently in progress (helpful to stop a job and delete, can also increase priority) **Job Log-** past jobs listed, **Comm. type/line-** lists jobs (Ok completed, NG no go)
- **Original Type:** Describes the original and what to emphasize (text/photo, map, dot matrix, copy page)
- **Color:** Choose **Auto** (detects color and B/W), or just **B/W** (will only use black toner)
- **Duplex/Combine:** Choose one or two-sided to print on opposite sides or **Combine** pages on one side
- **Density:** Lighten or darken copy - good for pencil
- **Paper:** **Auto** – selects paper based on original size or can select individual tray or bypass tray
- **Zoom:** Used to shrink or enlarge (can use presets or set using decimals)
- **Application:** All options available will be found here
- **Program:** Create favorites by selecting desired settings, then select **New** to register/name then **Recall** retrieving the program
- **Function Search:** Enter and search keywords using up to 32 characters for **Copy** function