

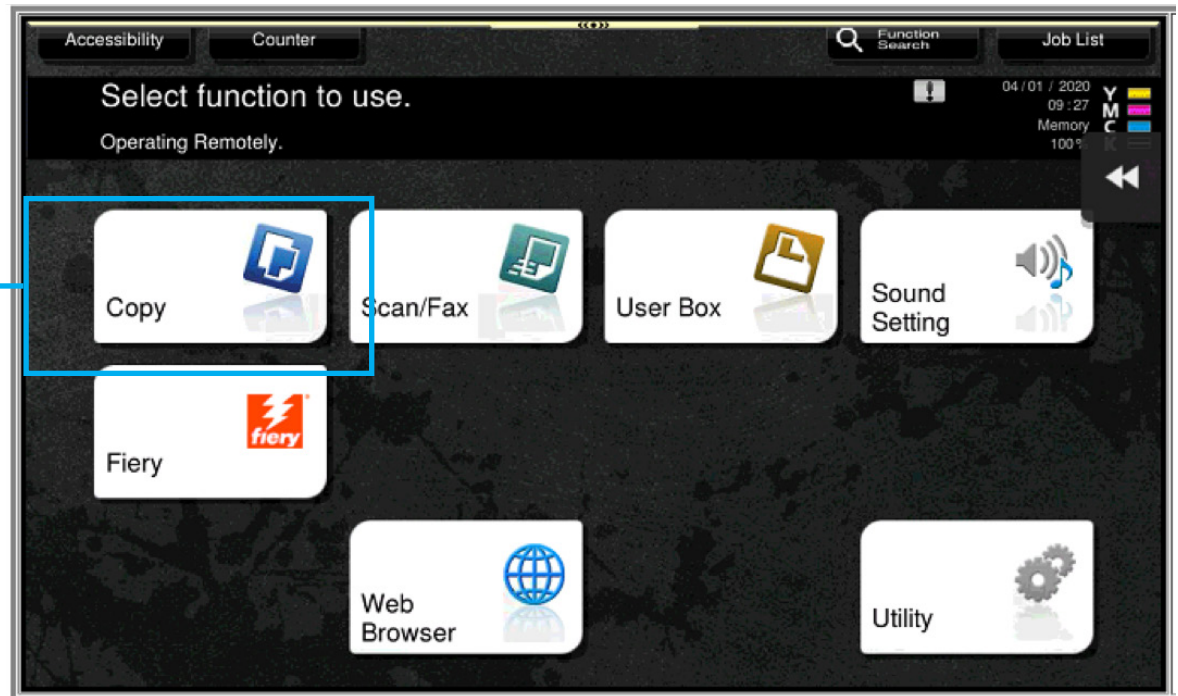


Reference Guide: bizhub

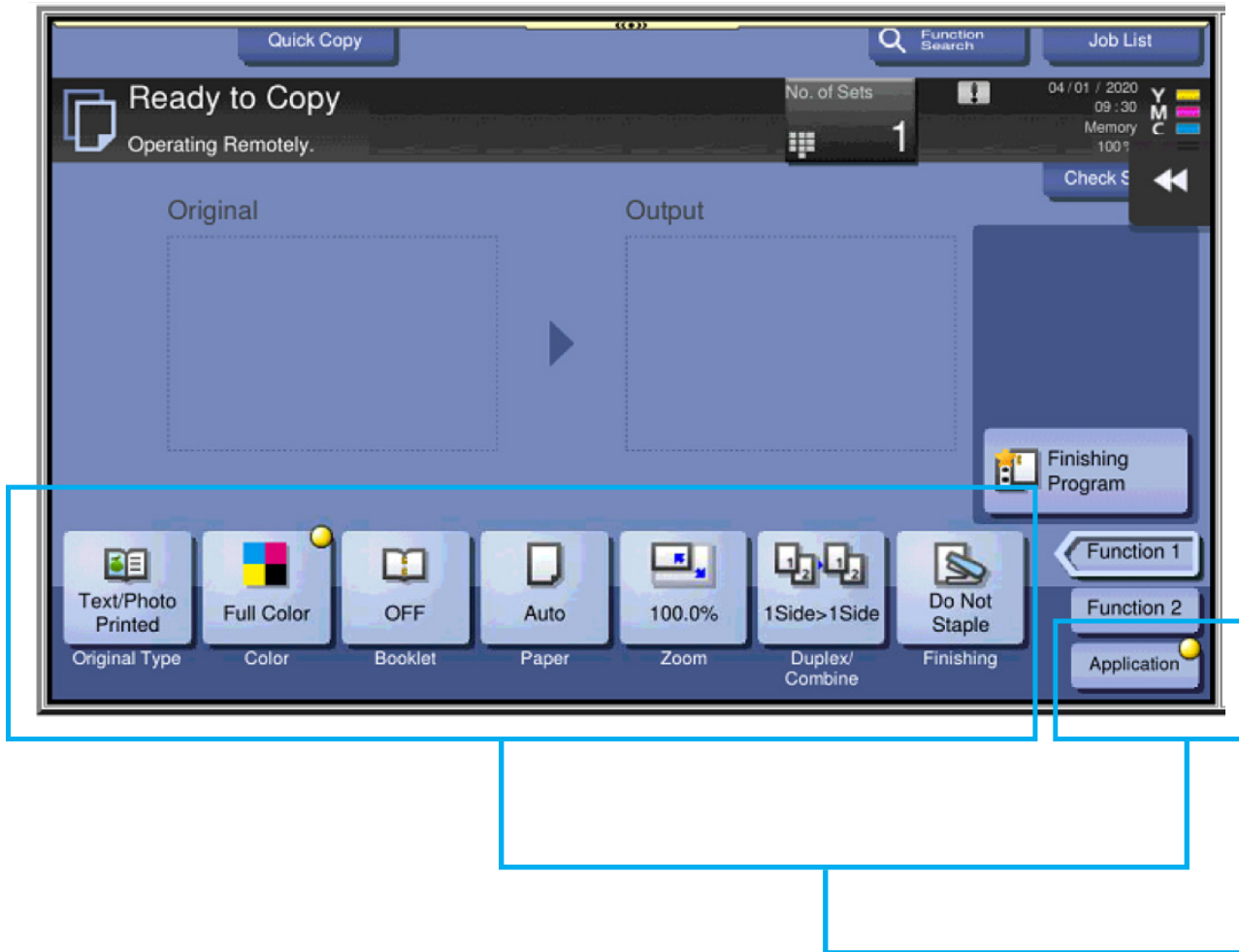
ubeo
BUSINESS
SERVICES

Basic Copy

Step 1: To copy click on the Copy app icon



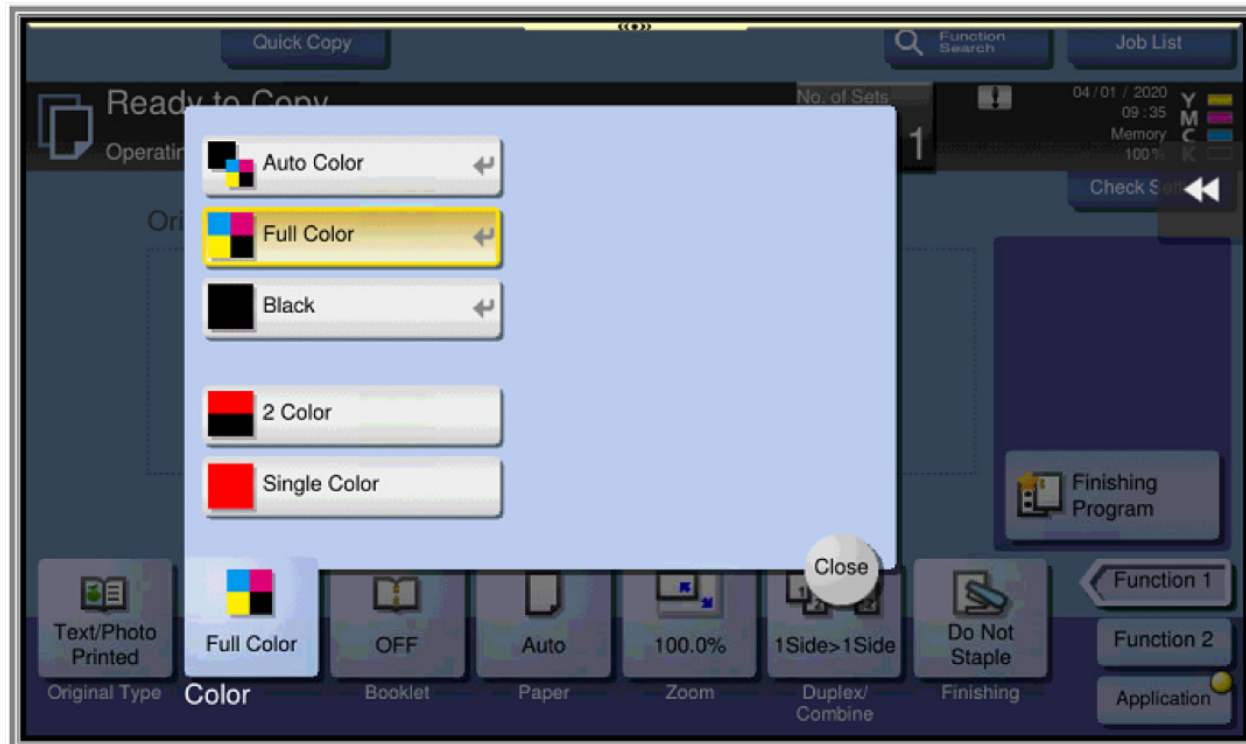
Basic Copy



This is the Basic Copy Screen. There is also a Quick Copy view that will be covered later in this document.

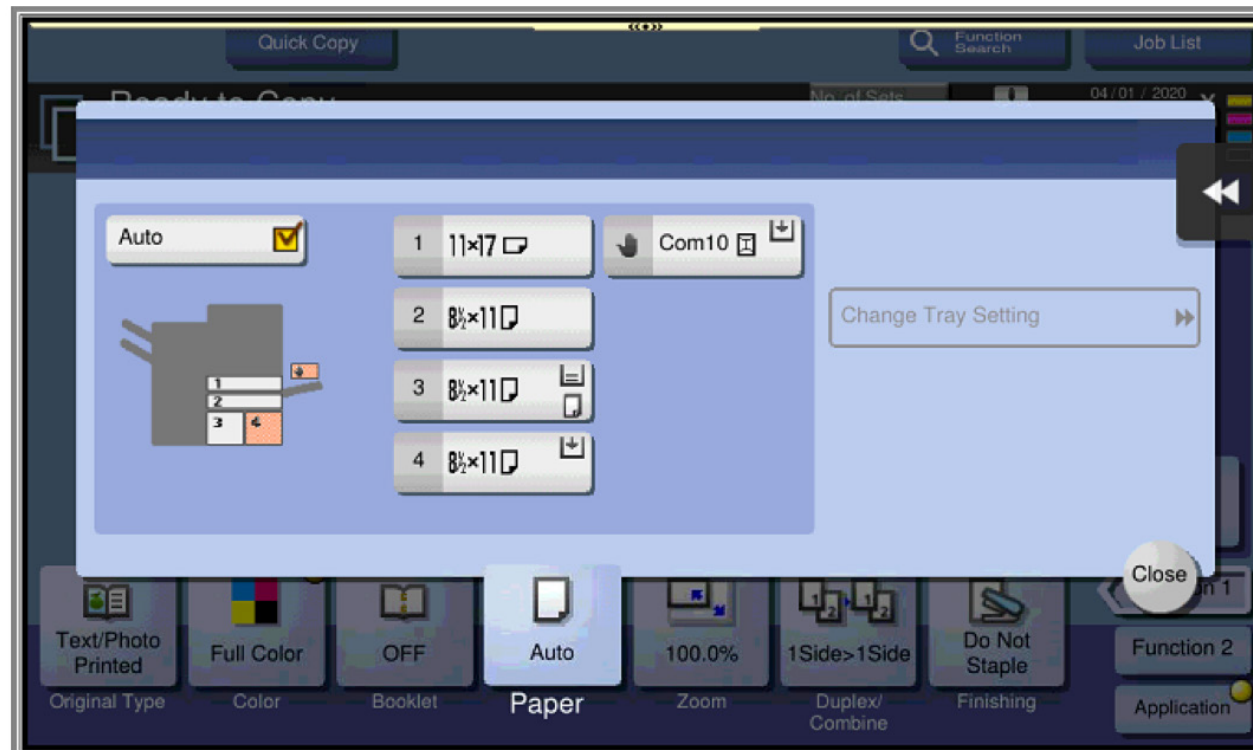
Features are listed at bottom of the screen. For additional features click on the Application Button at the bottom right of the screen.

Basic Copy Functions



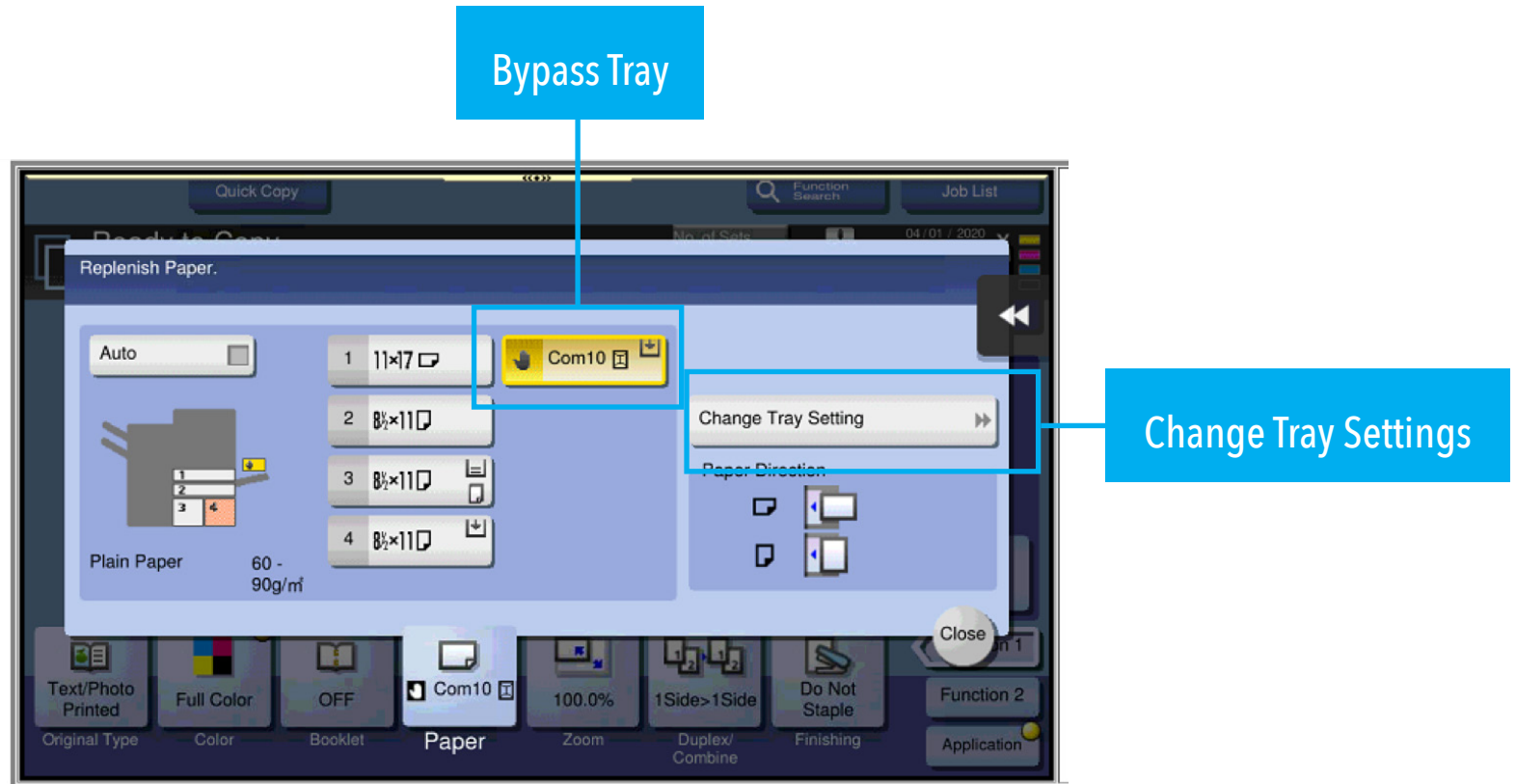
Color button shows options for auto color, full color, black, 2 color or single color.

Basic Copy Functions



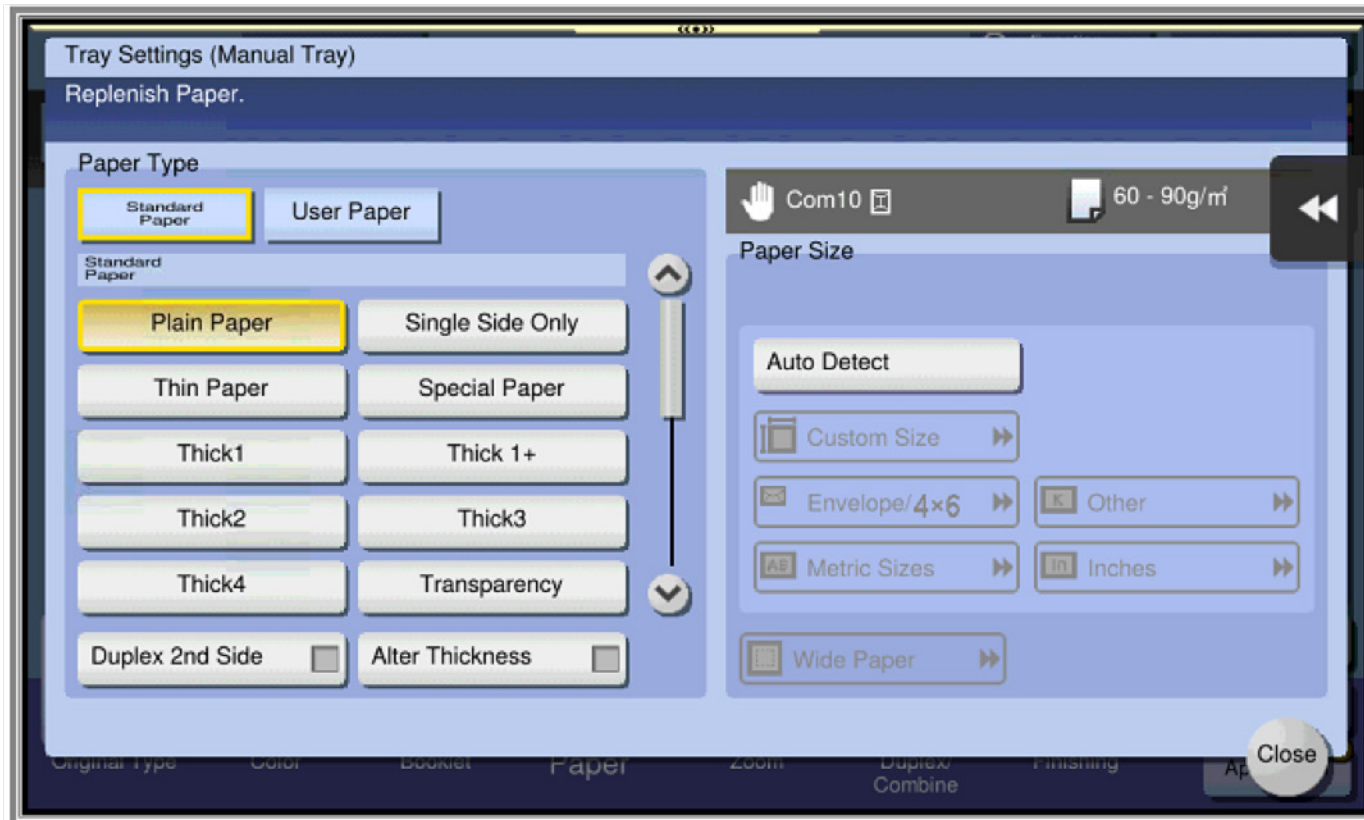
Paper shows the paper drawer configurations. Auto is checked as the default. Auto will match the copy size to the original size. To change paper type click on one of the drawers.

Basic Copy Functions



The bypass tray is an additional paper source used for various sizes and media types. To change the configuration, click on the bypass. The chosen source will highlight and display options.

Basic Copy Functions



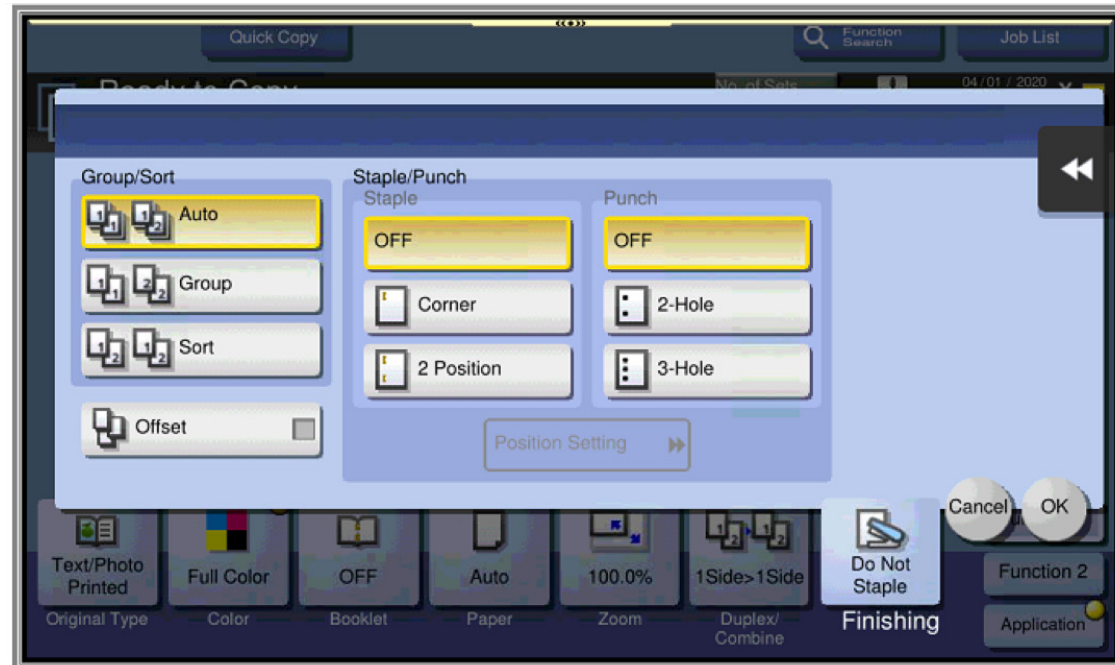
After selecting "Change Tray Settings" this window appears with media type options.

Basic Copy Functions



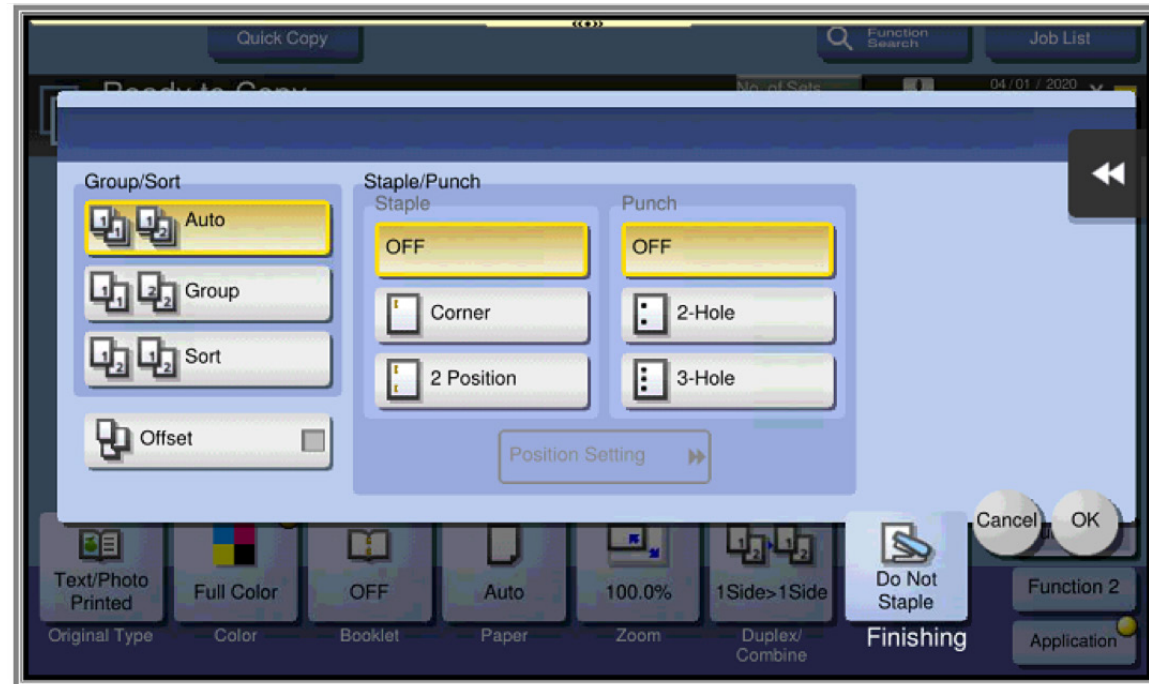
The bypass tray is an additional paper source used for various sizes and media types. To change the configuration, click on the bypass. The chosen source will highlight and display options.

Basic Copy Functions



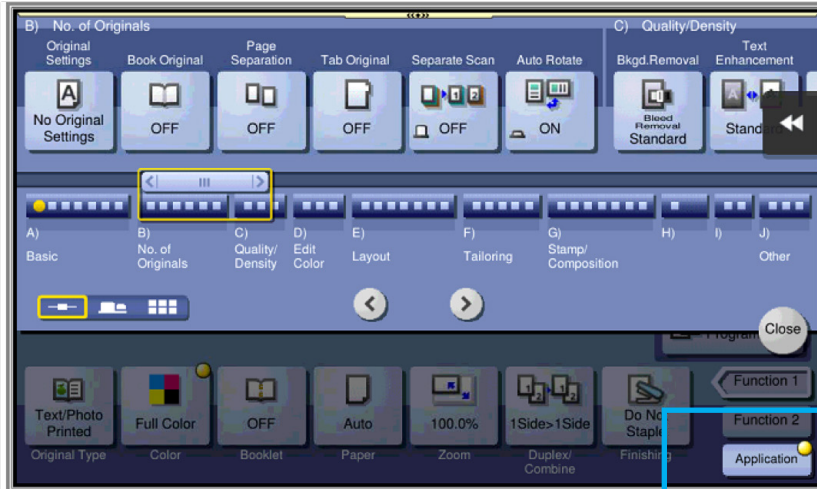
Duplex/Combine shows options for 2 sided copying. 1 sided is the default. Other options include 1 sided to 2 sided, 2 sided to 1 sided and 2 sided to 2 sided. In addition, Combine includes combining multiple originals onto a single sheet.

Basic Copy Functions



Finishing shows finishing options (i.e. sort/stapling/hole punch). (This will vary per machine depending on finisher configuration.)

Basic Copy Functions

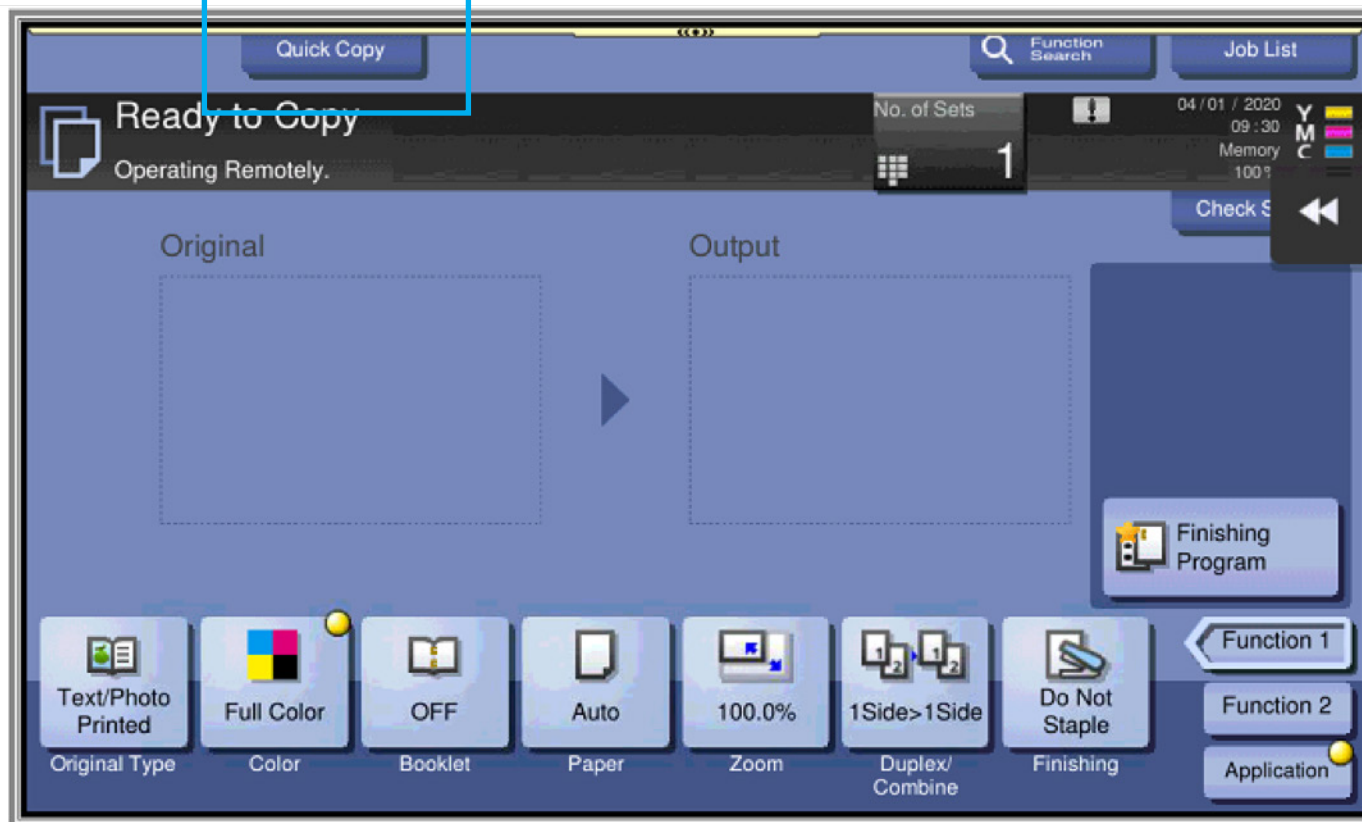


Application shows additional features. This is a horizontal scrolling list.



Quick Copy

Click Quick Copy for a different view.

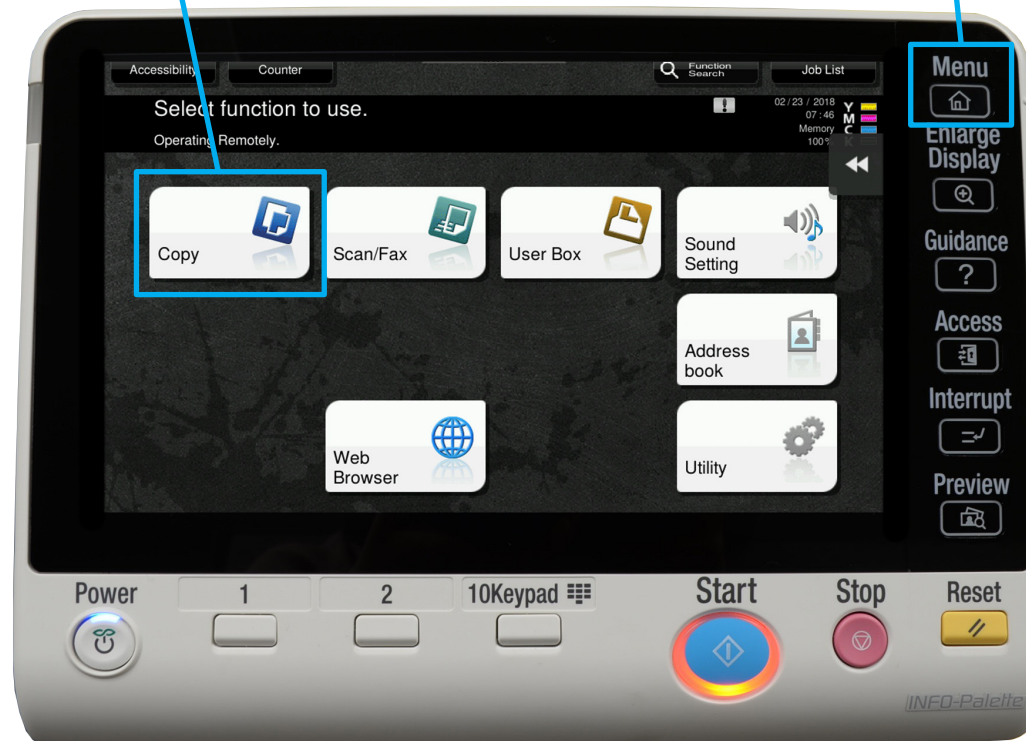


The Following pages will overview navigating the Quick Copy View.

Quick Copy Features

Step 2: Select Copy

Step 1: Select Menu



Sort (Collate)

Place Originals in Document Feeder Face Up

Step 1: Tap to Enter Quantity (1-999)

Step 2: Sort (collate) is the default
Select Sort if it's not already highlighted by hitting the finishing button



Step 3: Press Start

Color Copying

Place Originals in Document Feeder Face Up

Step 1: Tap to Enter Quantity (1-999)

Step 2: Select Auto Color (recommended) or Full Color

Auto Color: will differentiate between color and black and white pages.
Full Color: will do all color copies and use color toner to make black.



Step 3: Press Start

Paper Trays and Paper Type

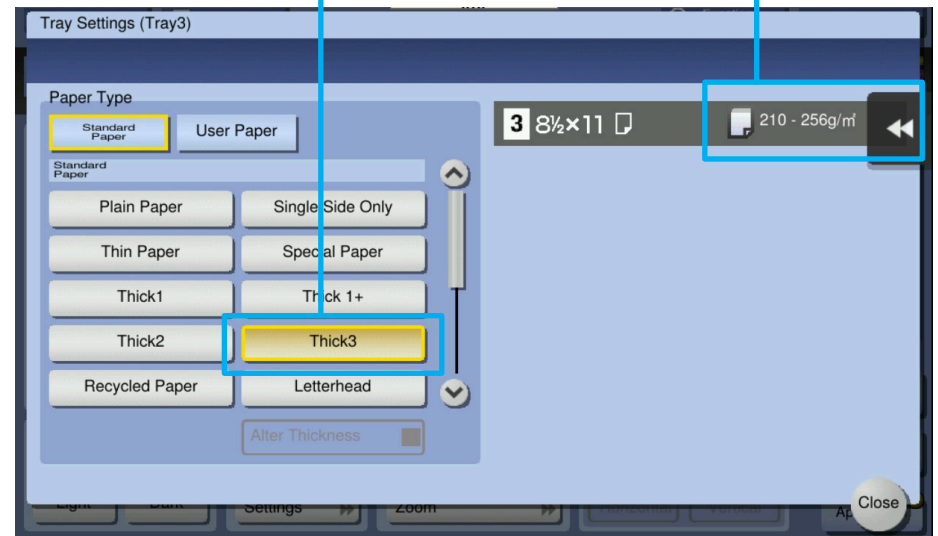
Place Originals in Document Feeder Face Up

Step 1: Enter Quantity
(1-999)

Step 2: Choose Paper Tray
Select Settings to change paper type

Step 3: Choose Paper Type
Cardstocks can be selected by matching the weight in g/m² on the left or right (depending on model).

Step 4: Press Start



Reduce and Enlarge

Place Originals in Document Feeder Face Up

Step 1: Enter Quantity
(1-999)

Step 2: Select Preset
Paper Size Changes

EX: 8.5x11 increased to 11x17
OR

Select the zoom to do a manual
reduce/enlarge of the image and
not the paper size



Step 3: Press Start

Duplex (2-sided) / Combine Series



Select Desired Duplex Option

*1 sided to 2 sided
2 sided to 1 sided
2 sided to 2 sided*

OR...
Select Desired Combine Series

*2 in 1 (two images to a page)
4 in 1 (four images to a page)
8 in 1 (eight images to a page)*

Step 3: Press Start

Stapling (on select machines)

Place Originals in Document Feeder Face Up

Step 1: Enter Quantity (1-999)

Step 2: Hit the finishing button

Step 3: Choose style and position, and *hit "OK"*

Step 4: Press Start

Hole Punch (on select machines)

Place Originals in Document Feeder Face Up

Step 1: Enter Quantity (1-999)

Step 2: Hit the finishing button

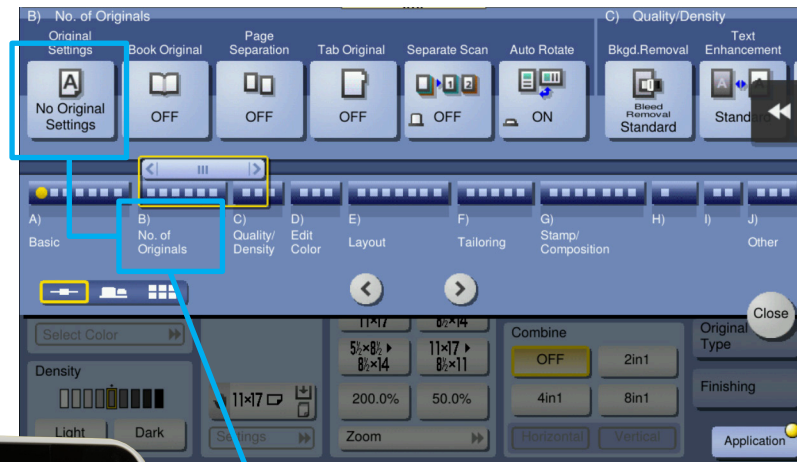
Step 3: Choose style and position, and *hit "OK"*

Step 4: Press Start

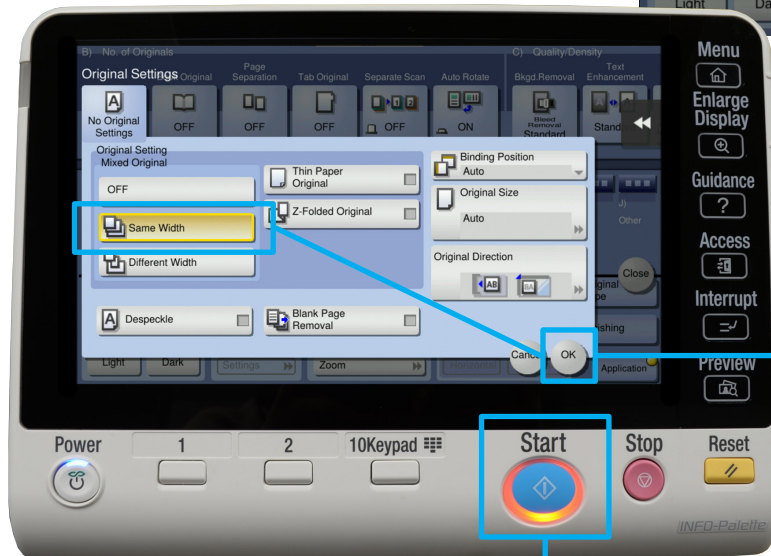
Mixed Originals



Step 1: Select Application



Step 2: Select No. Original Settings (under B)



Step 3: Select Same Width, and hit "OK"

Step 4: Press Start

Separate Scan (Batch)

Step 1: Select Application

Step 2: Select Separate Scan (under B)

Step 3: Press Start

The scanner's control panel displays the following settings:

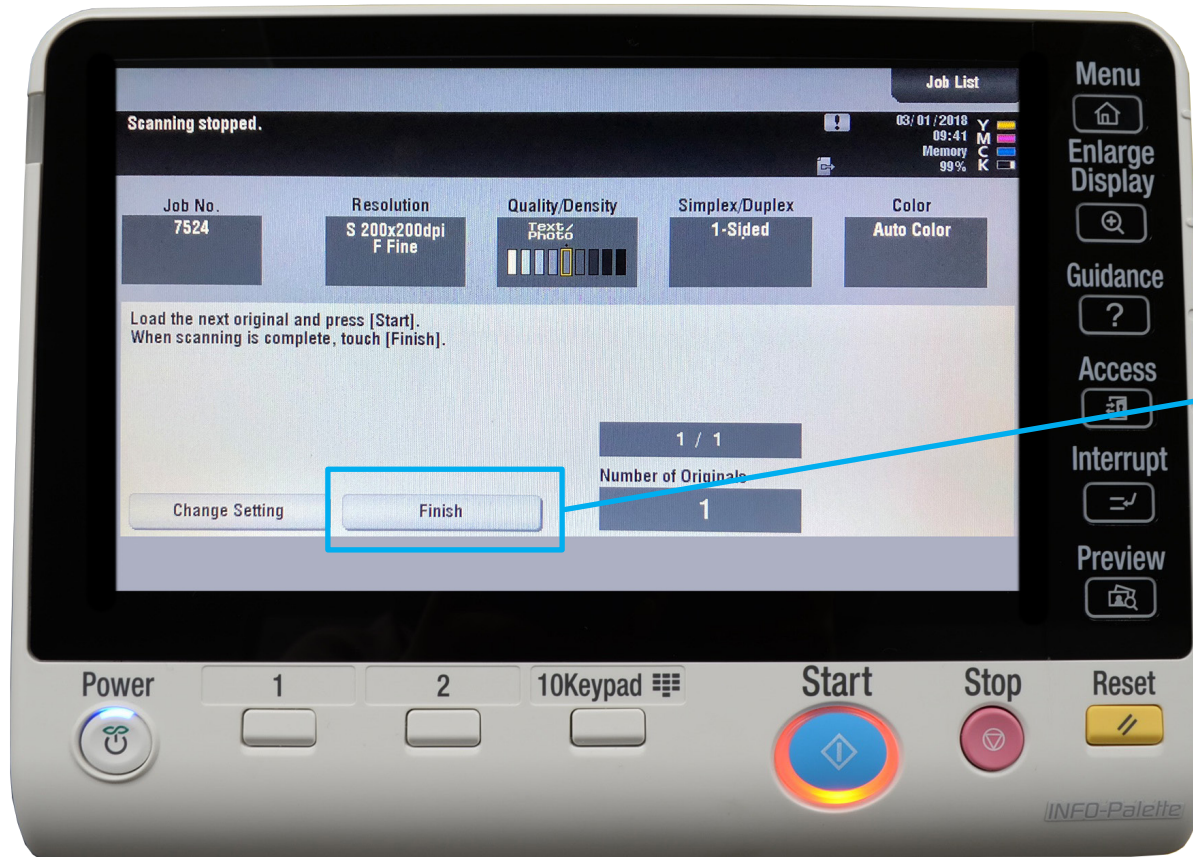
- Program: Basic
- Ready to Copy
- Color: Auto Color
- Paper: Auto
- Zoom: 100.0%
- Original -> Output: 1Sided->1Sided
- Combine: OFF
- Application: Application

The 'B) No. of Originals' menu is expanded, showing:

- Original Settings: No Original Settings
- Book Original: OFF
- Page Separation: OFF
- Tab Original: OFF
- Separate Scan: OFF
- Auto Rotate: ON
- Bkgd. Removal: Bleed Removal Standard
- Text Enhancement: Stand

The physical control panel features a 'Start' button with a blue diamond icon.

Separate Scan (Batch) Cont.



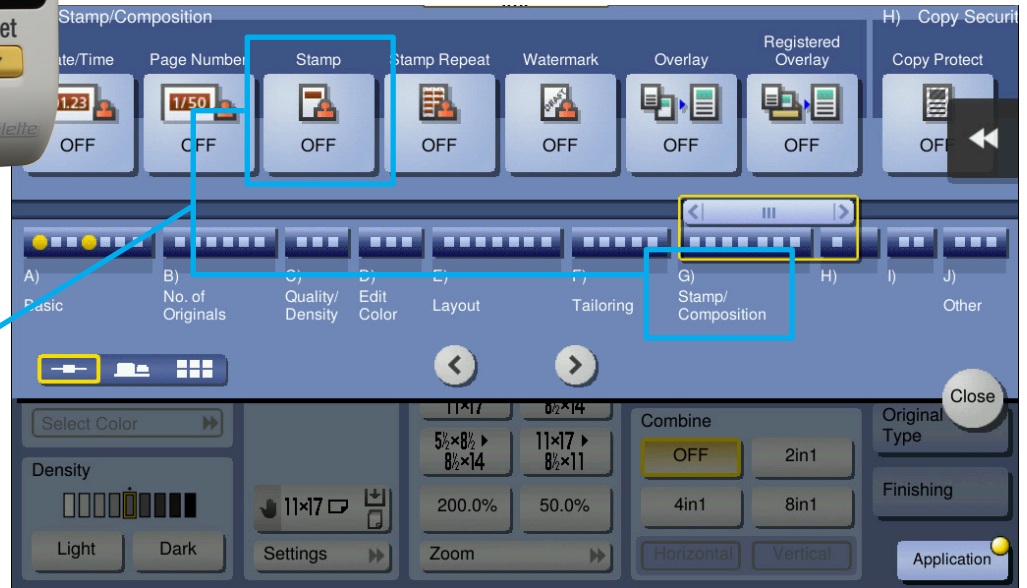
Step 4: Continue to add your next set of documents into the document feeder and **Hit Start**. The machine will store the document until it is complete. **Hit Finish** button when you are done and the document will print

Stamps



Step 1: Select Application

Step 2: Select Stamp/Composition (under G)
Choose which stamp(s)
(i.e.. Page #'s, Date, Watermark)



Stamps Cont.



Step 3: Choose Desired

Step 4: Choose Position of Stamp
(i.e. Upper Left, Bottom Right...)
Hit "OK"



Step 5: Press Start

Faxing



Step 1: Select Menu

Step 2: Select Scan / Fax

Faxing Cont.

OR...

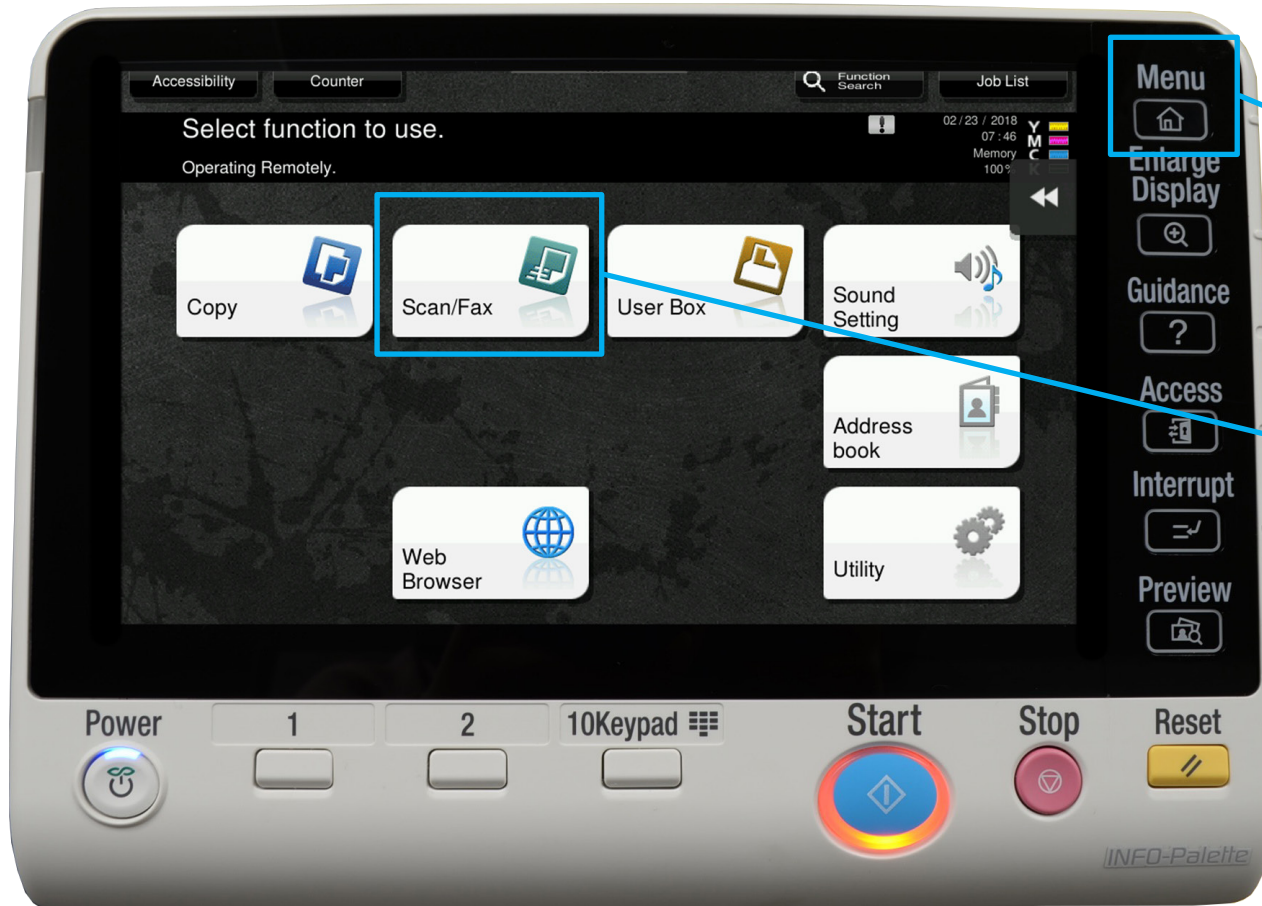
Step 3: Select Direct Input and choose fax type in fax destination

Step 3: Choose Purple Telephone to hear dial tone and type in fax destination



Step 5: Press Start

Scanning



Step 1: Select Menu

Step 2: Select Scan / Fax

Scan to Email

Programmed Destination



Step 1: Select Name

May need to press up or down arrow to page up or down. May also need to press appropriate alphabetical tab if name was stored somewhere other than frequent.

Step 2: Press Start

Additional Scan Features

2 sided

Step 1: Select Simplex/Duplex

Step 2: 2-Sided or Cover + 2-Sided

Step 3: Press Start

Additional Scan Features

Color



Step 1: Select Auto Color, Full Color, Gray Scale or Black

*Note: Scanning in color will increase your file size. It is still recommended that you use **Auto Color** to keep the file size small.*

Additional Scan Features

File

Step 1: Select File Type

Step 2: Choose PDF, TIFF, JPEG or Compact PDF (reduces PDF file size by approx. 1/2)

The scanner's touch screen interface displays various settings. In the first view, the 'File Type' button is highlighted with a blue box. In the second view, the 'File Type' selection menu is open, showing options: PDF (selected), Compact PDF, TIFF, JPEG, XPS, Compact XPS, and PPTX. The 'Page Setting' section on the right shows 'Multi Page' selected. The bottom of the screen features physical buttons for 'Power', '1', '2', '10Keypad', 'Start', and 'Stop'.

Additional Scan Features

File Naming

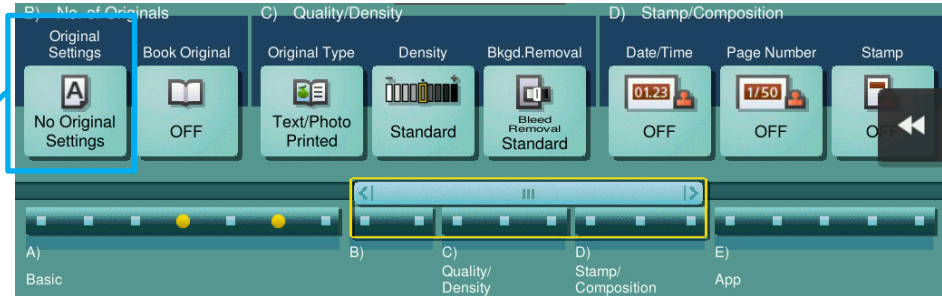


Additional Scan Features

Mixed Originals

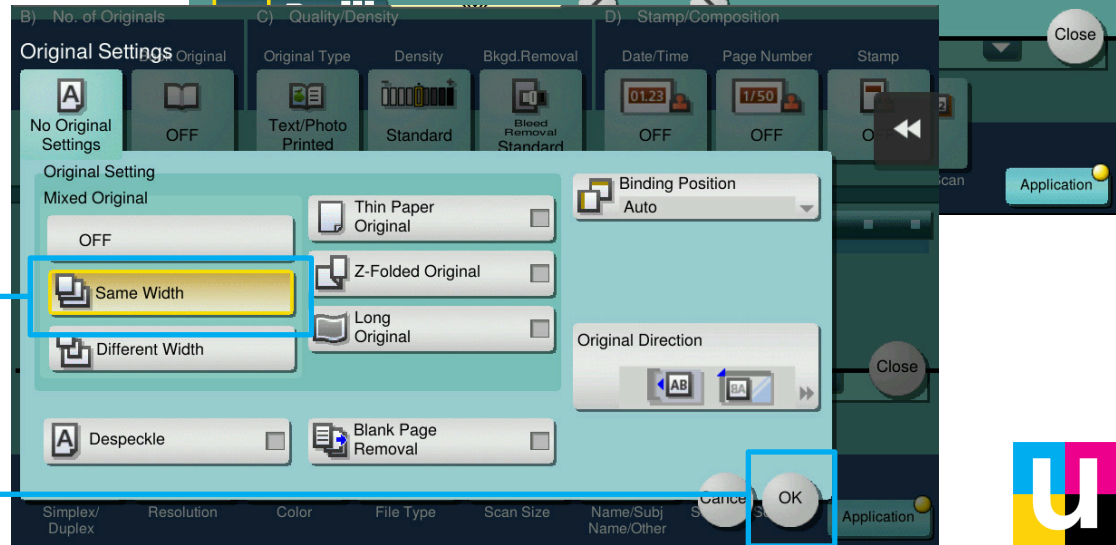


Step 1: Select Application



Step 2: Select No. Original Settings (under B)

Step 3: Select Same Width
Hit "OK"



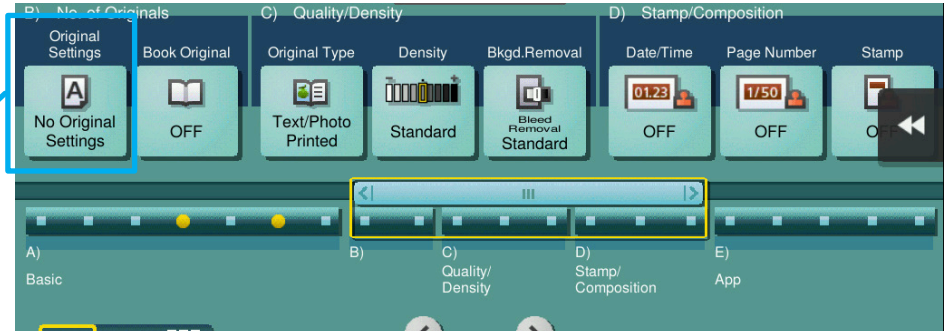
Additional Scan Features

Blank Page Removal

Note: Blank Page Removal will detect blank pages while scanning and remove them from the scanned document.

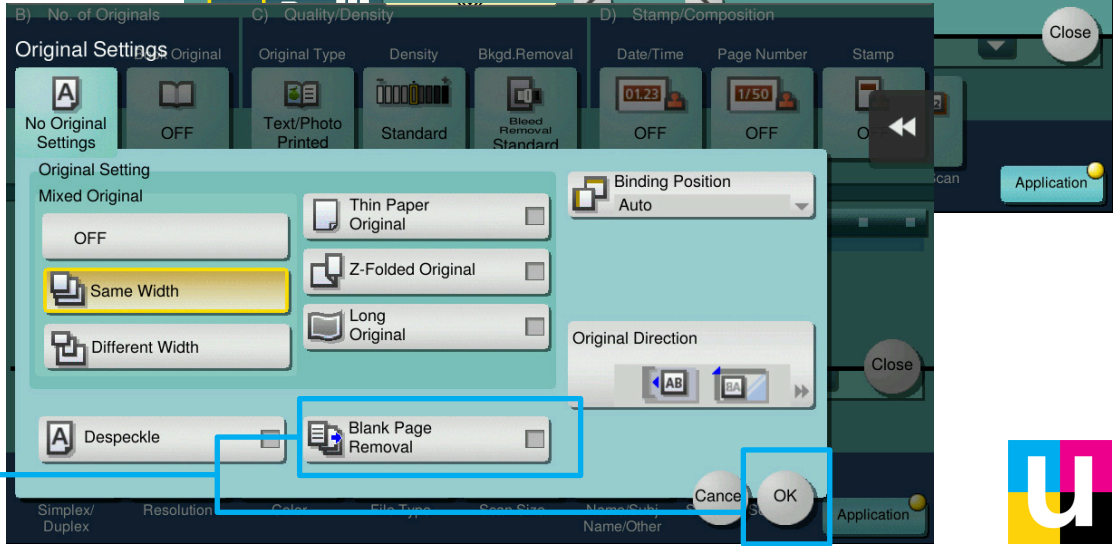


Step 1: Select Application



Step 2: Select No. Original Settings (under B)

Step 3: Select Blank Page Removal
Hit "OK"



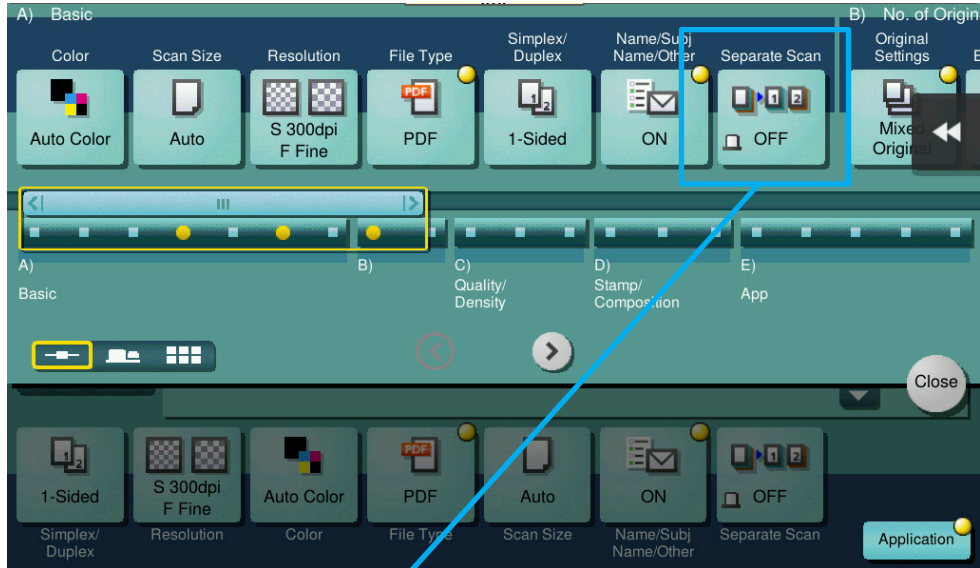
Additional Scan Features

Separate Scan Batch



Step 3: Press Start

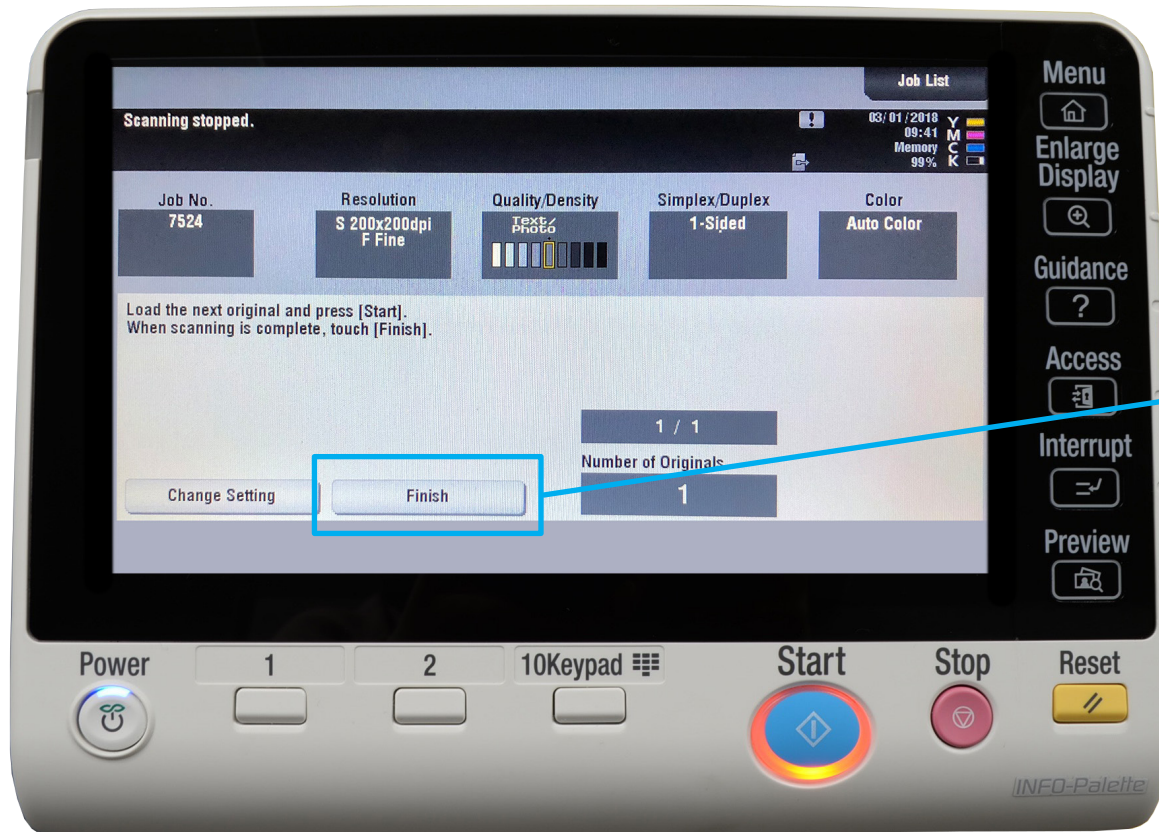
Step 1: Select Application



Step 2: Select Separate Scan (under B)

Additional Scan Features

Separate Scan Batch Cont.

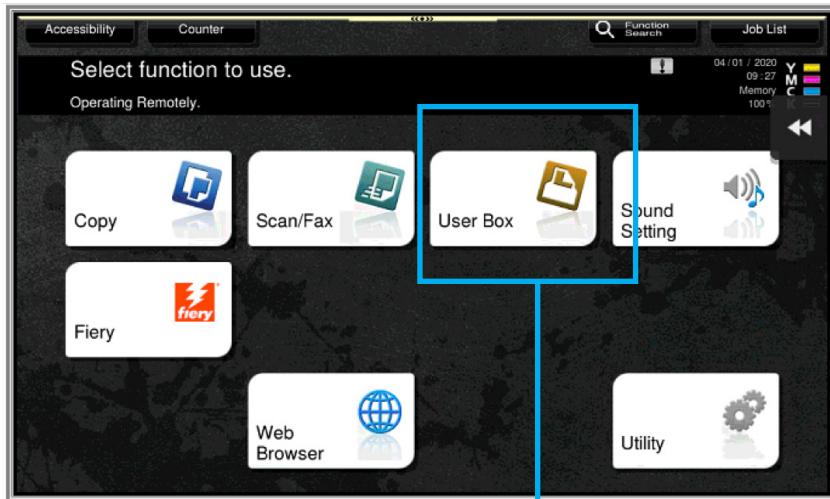


Step 4: Continue to add your next set of documents into the document feeder - *Hit "Start"*

The machine will store the document until it is complete.

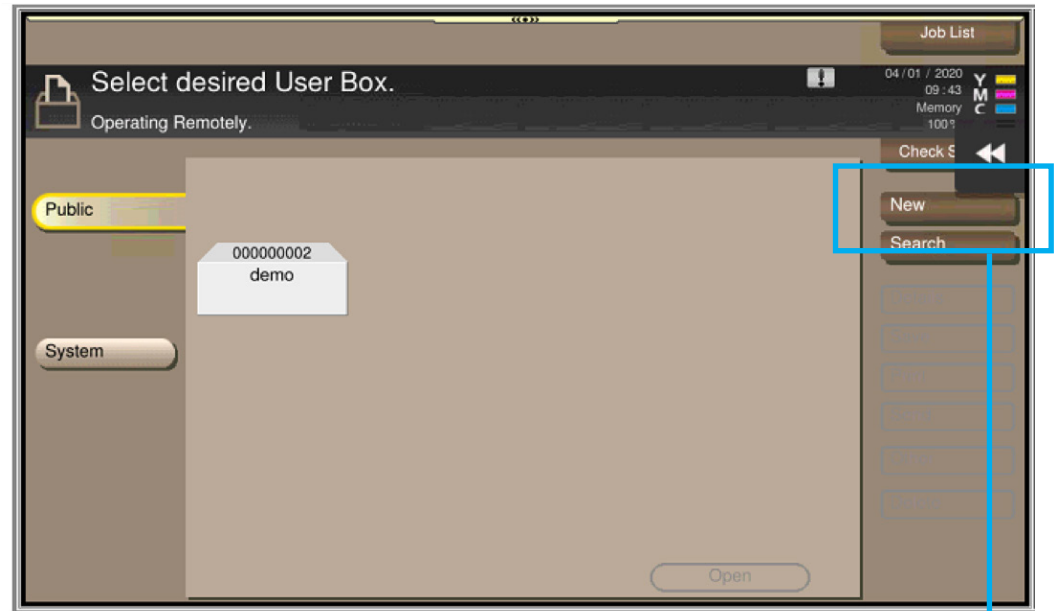
Hit "Finish" when you're done and the document will print.

User Box



From the Home Screen Click on the User Box

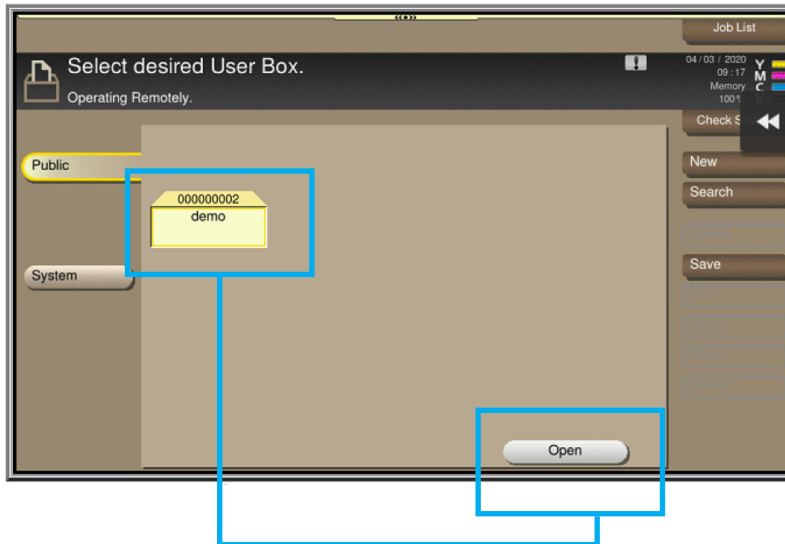
The User Box is a convenient way to store documents for re-print or sharing.



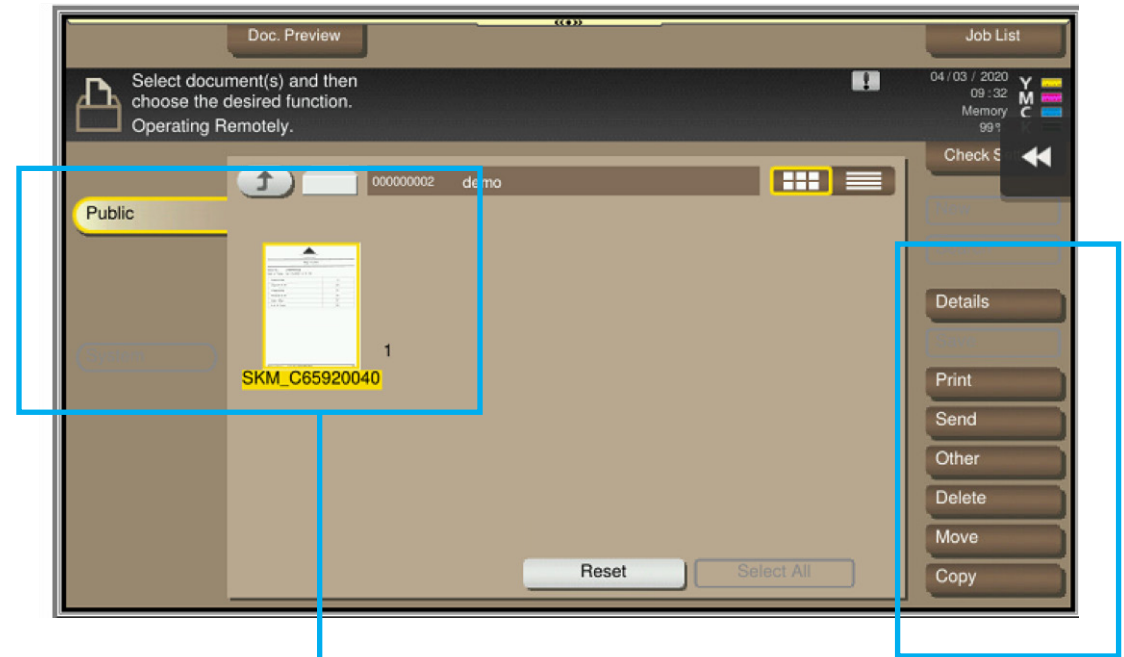
The User Box will be empty.

Step 1: Click New to create a new box.

User Box



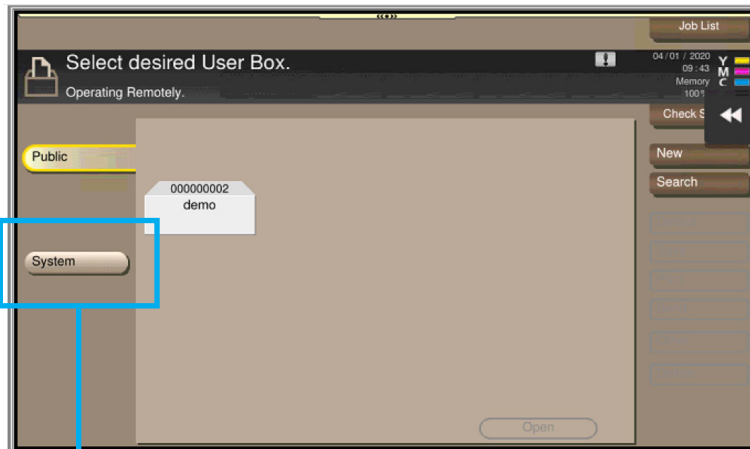
Step 2: Highlight a box and click "open" to open that box.



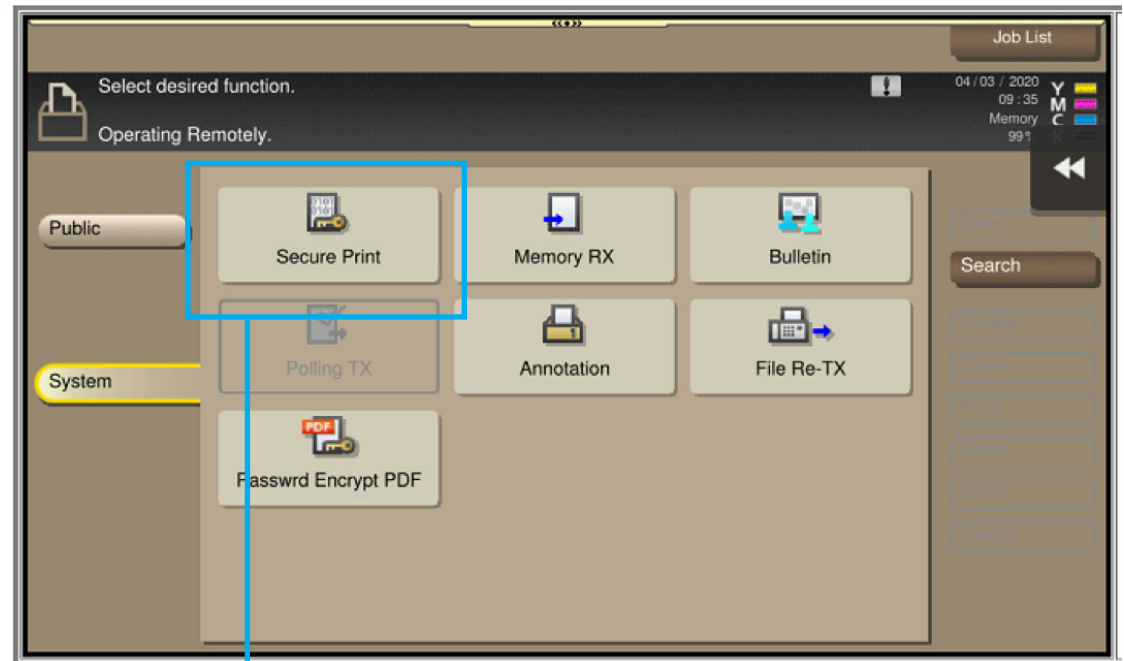
Step 3: Documents will show listed.

After Choosing a document the options are to print, send to a destination (email/ folder), delete, move to another box or copy to another box.

User Box - Secure Print

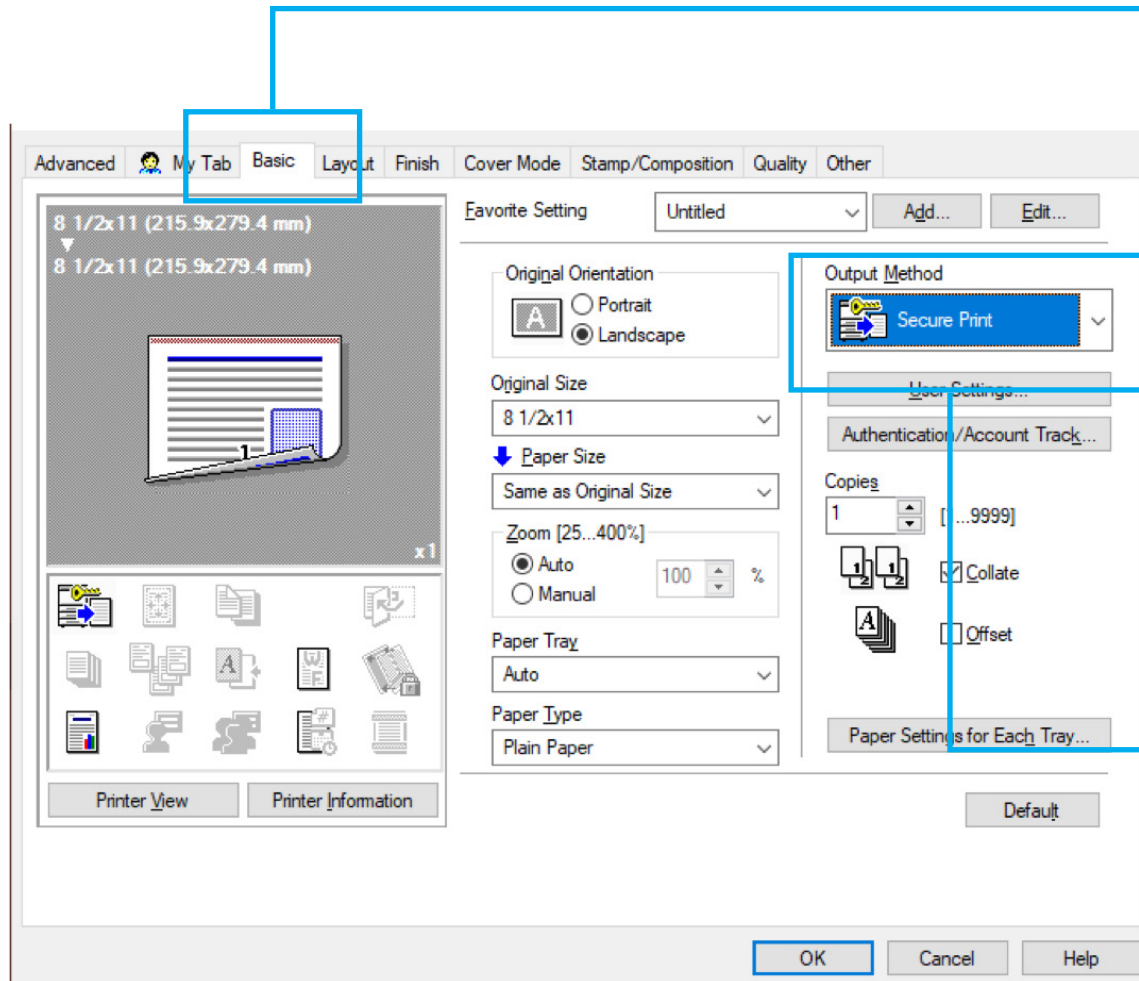


Choose System to see additional User Boxes and System Boxes



The System Box includes several options. This guide will focus on Secure Print.

User Box - Secure Print



Secure Print starts at the computer.

Step 1: Open the print driver properties, click on the Basic tab

Step 2: Choose Secure Print from the Output Method drop down list.

Next, the Secure Print Window will appear.

User Box - Secure Print

Step 3: Enter Document ID and Password

The screenshot shows a 'Secure Print' dialog box with two input fields: 'Document ID' (Max. 64) and 'Password' (Max. 64). A lightbulb icon indicates a tip: 'Operate the printer's control panel in order to use the documents which are printed by "secure print".' Below the fields is a note: 'The entered [Document ID] can be cleared by'. To the right is a 'Save in User Box' section with 'File Name' (Max. 30) and 'User Box Number' (Max. 9) fields. Below these is a table for 'User Box Information' with columns 'User Box Nu...', 'User Box Name', and 'User Box Type'. A button 'Obtain Device Information' is at the bottom right of this section. At the bottom of the dialog, a lightbulb icon indicates a tip: 'In order to save documents in the User Box or to do the secure print, Select [Save in User Box] or [Secure Print] from the list below [Output Method] on [Basic] tab.' The 'OK' button is highlighted with a blue border.

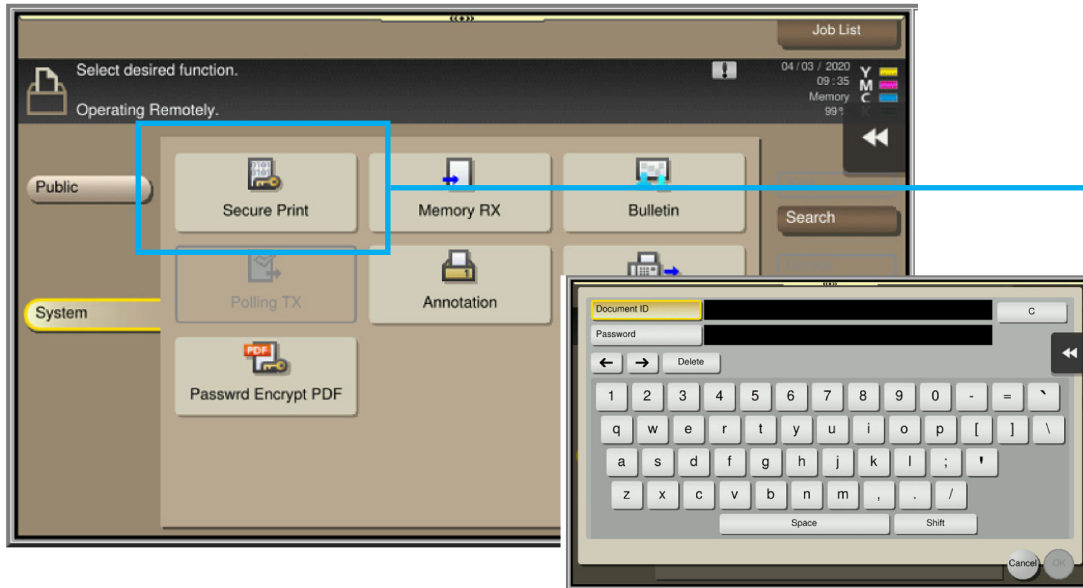
User Box Nu...	User Box Name	User Box Type
----------------	---------------	---------------

Step 4: Next enter a document ID and password of your choosing.

Click Ok and Print.

The document will hold in the Secure Print Queue until released.

User Box - Secure Print



Step 5: Select Secure Print

Enter your Document ID and password

Releasing Secure Print Job at device: After Choosing the User Box from the home screen, choose Secure print. Then enter your Document ID and Password. A list of documents under that ID and Password will show and can be released.

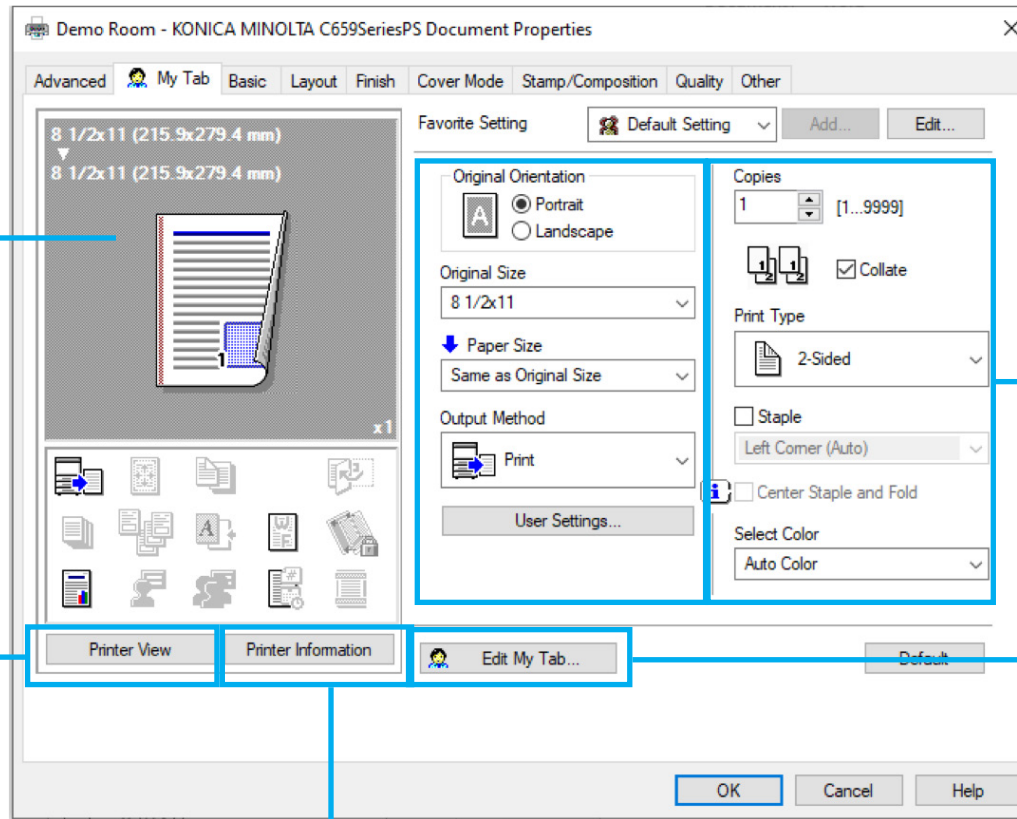
Print Driver Overview

Click Tabs at top for optional features. My Tab is the default.

Paper View displays current print type.

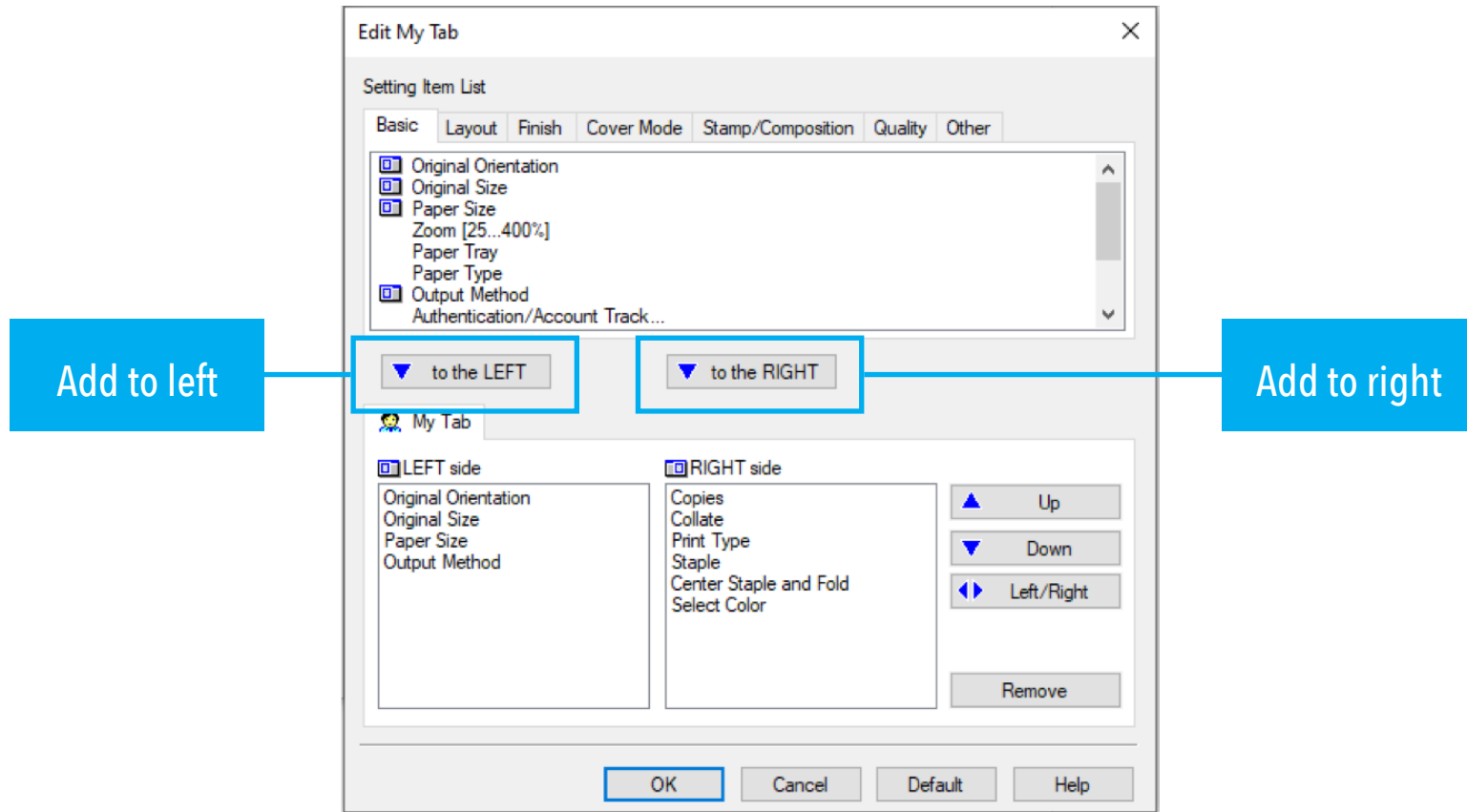
Paper View can be changed to Printer View which will display the printer.

My Tab is the main/default tab. My Tab includes common features in two columns which are customizable. To customize click Edit My Tab.



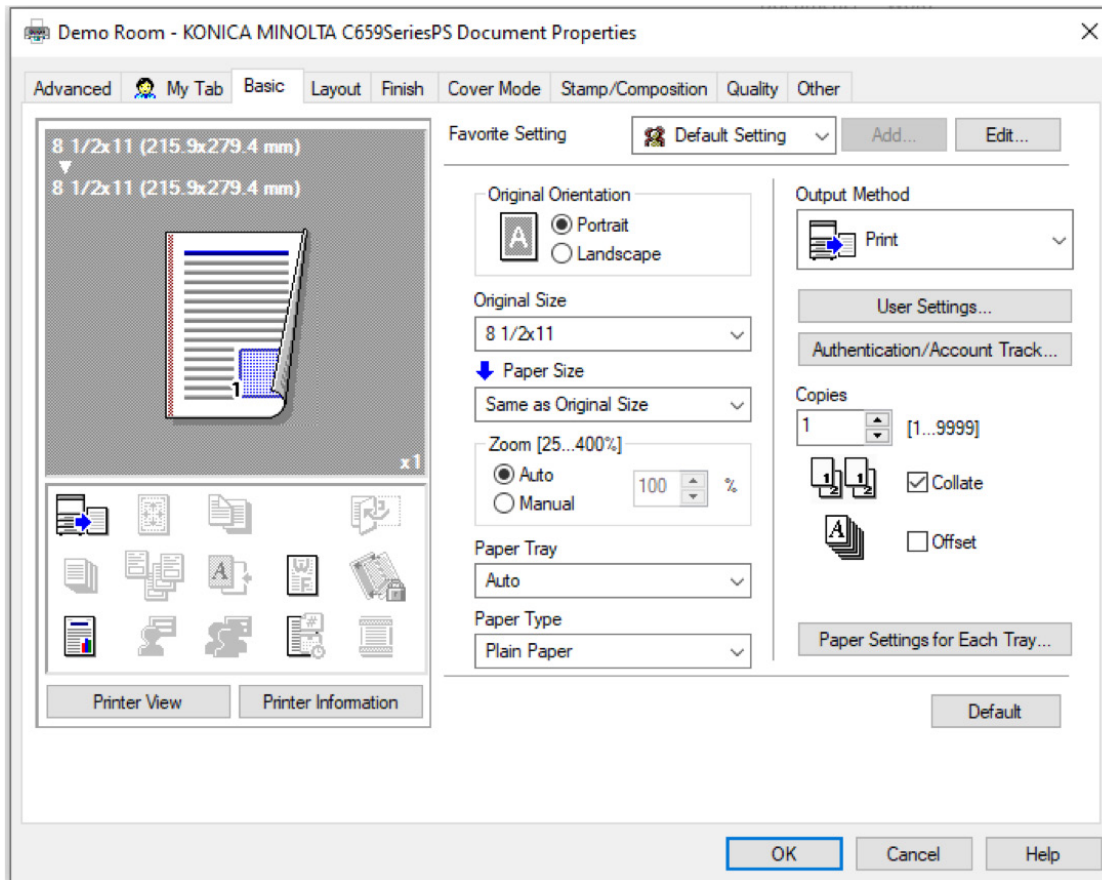
Printer Information is a quick link to the web portal for the machine.

Print Driver Overview - Edit My Tab



The Edit My Tab Window: Features can be added to or deleted from the Left and Right Sides. You can also move the features used most often to the top.

Print Driver Overview - Basic Tab

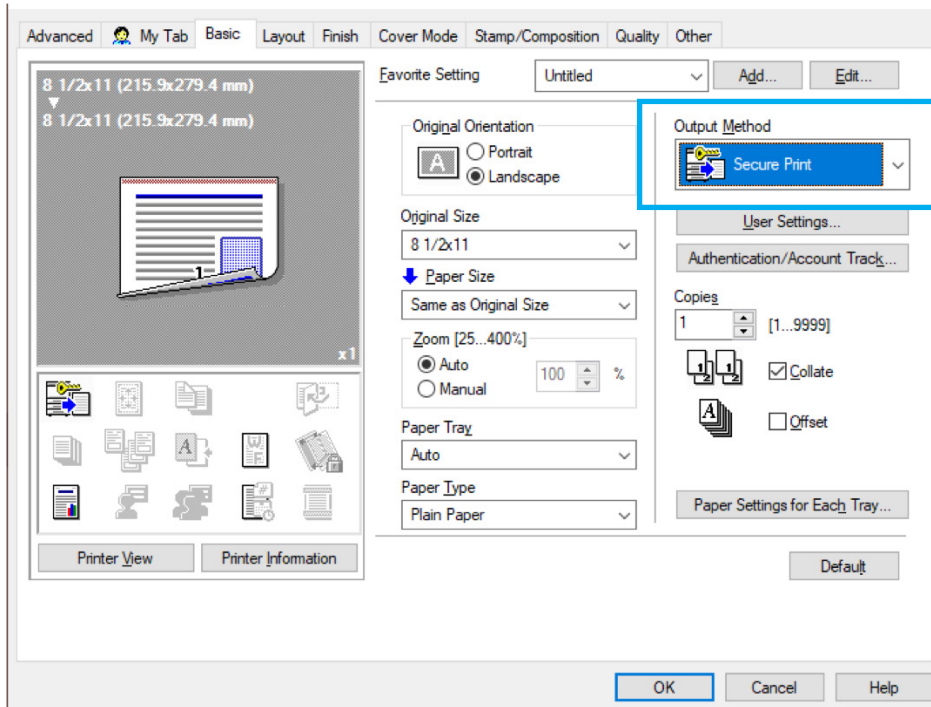


Basic Tab includes:

- Original Orientation
- Original Size
- Paper Size
- Zoom
- Paper Tray
- Paper Type
- User Authentication
- Output Method

Output method includes Print,
Secure Print and Save to User Box

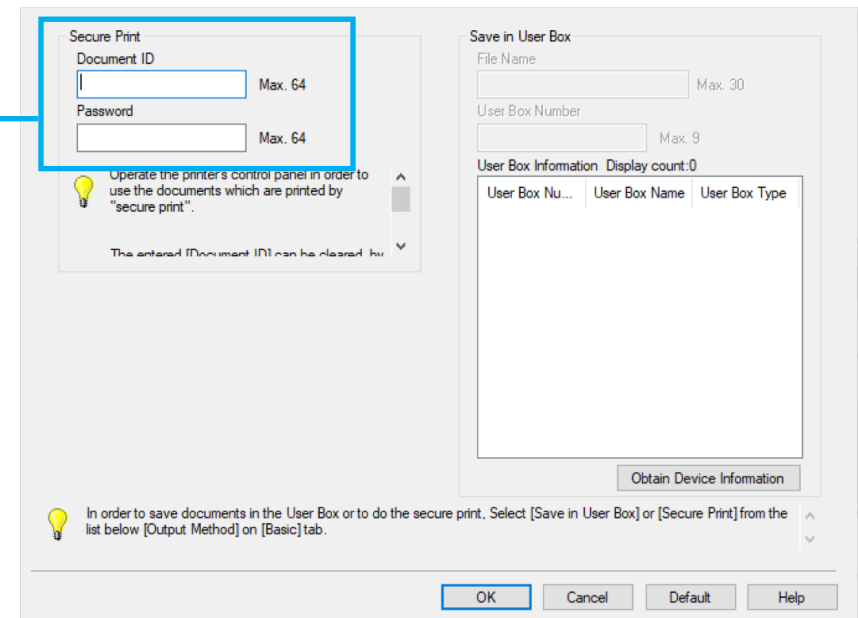
Print Driver Overview - Secure Print



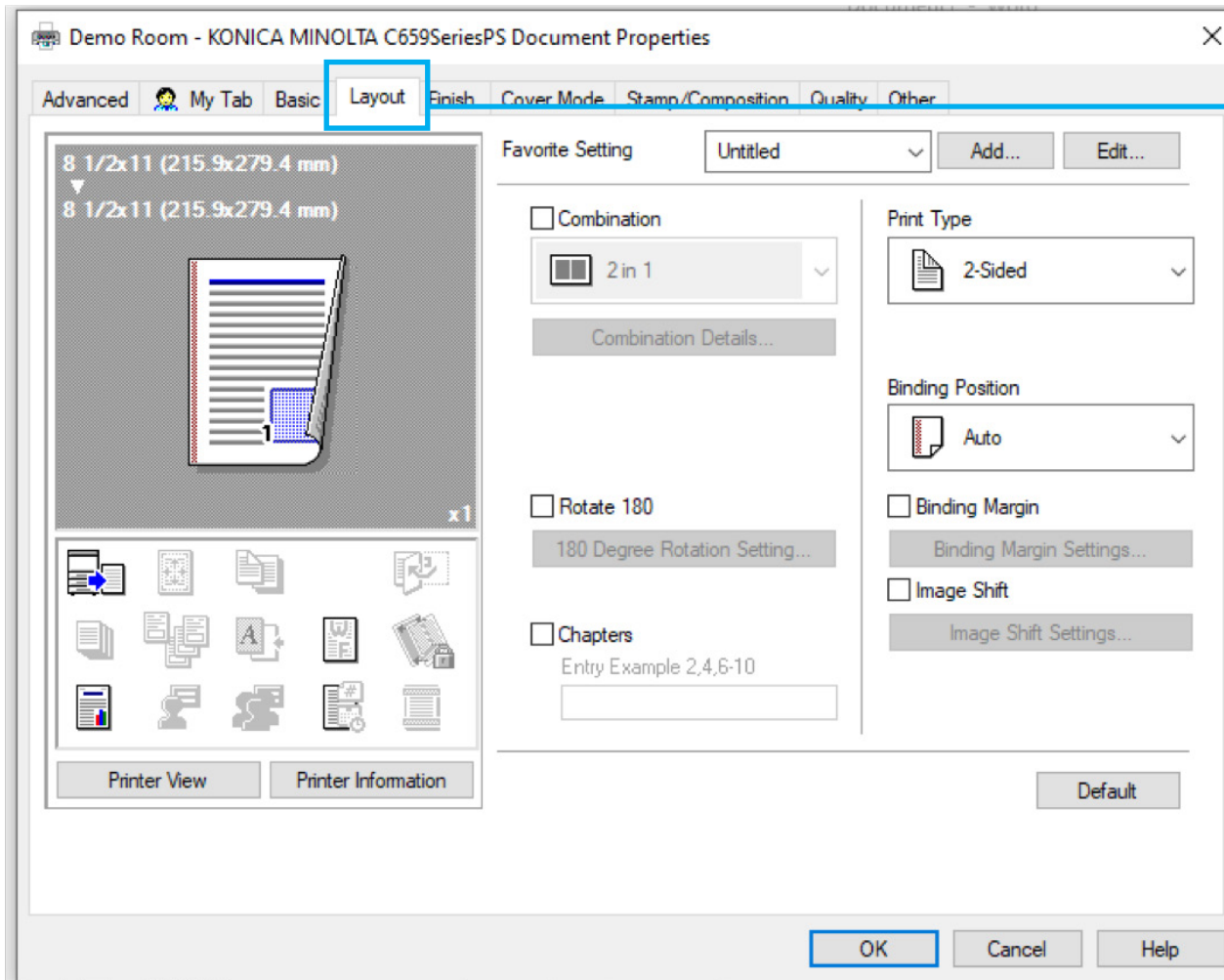
Step 1: Secure Print starts at the computer. Open the print driver properties, click on the Basic tab and choose Secure Print from the Output Method drop down list. The Secure Print Window will appear.

Step 2: Enter the Document ID and Password of your choosing. Click Ok and Print

The document will hold in the Secure Print Queue until released.



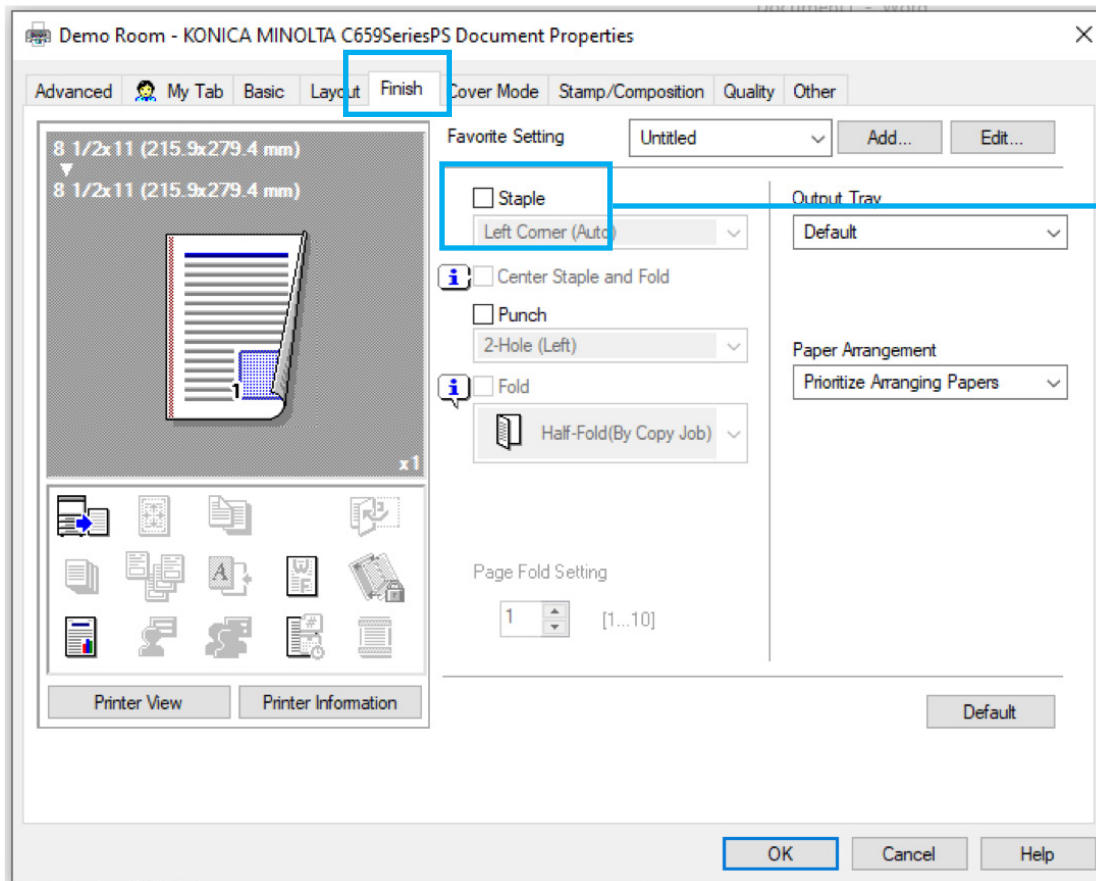
Print Driver Overview - Layout Tab



Click on Layout Tab to activate

The Layout Tab features:
Combination (2 in 1, 4 in 1, etc..)
Rotate
Chapters
Binding position
Margin
Image shift

Print Driver Overview - Finish Tab

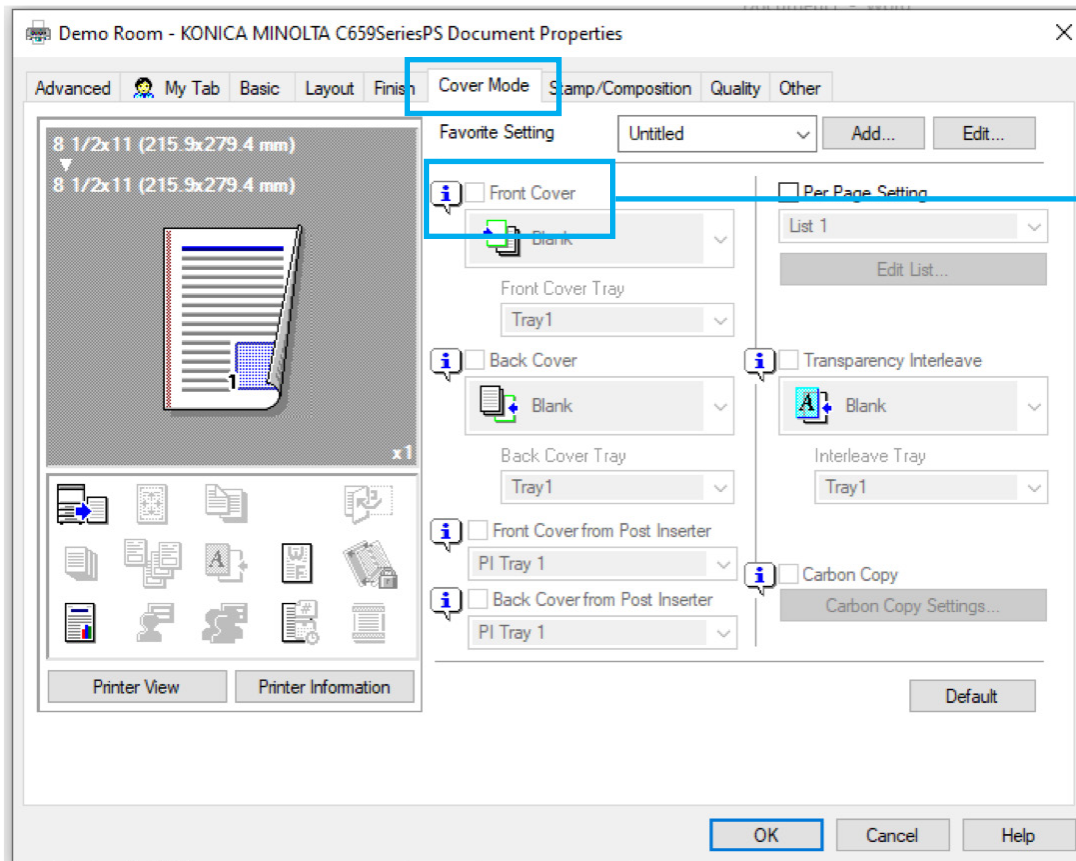


Click on Finishing tab to activate.

The Finishing Tab features:
Available features will vary depending on finisher models.

This illustration shows the finisher has stapling, punch and fold. Click on a feature's check box to activate.

Print Driver Overview - Cover Mode

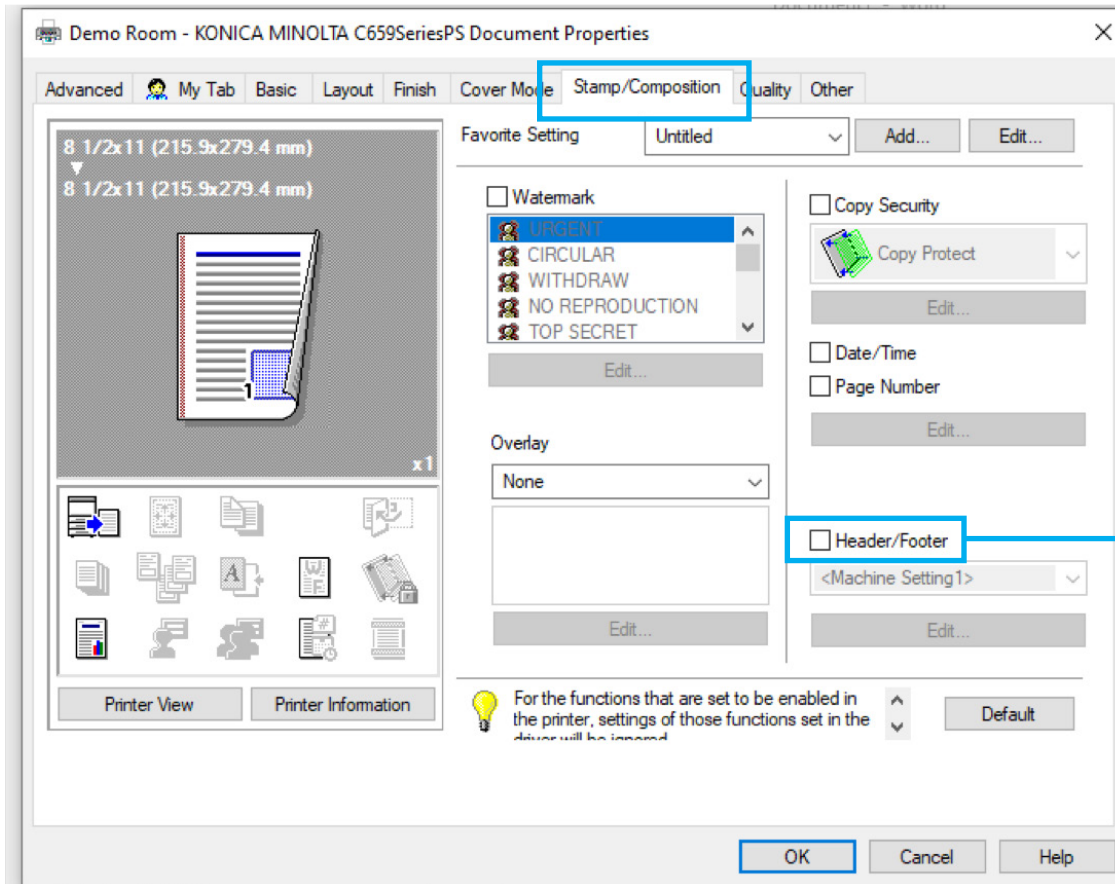


Click on Cover Mode tab to activate.

The Cover Mode tab includes:
setting up front and back covers
Transparency Interleave
Carbon Copy

Click on a feature's checkbox to activate.

Print Driver Overview - Stamp/Composition



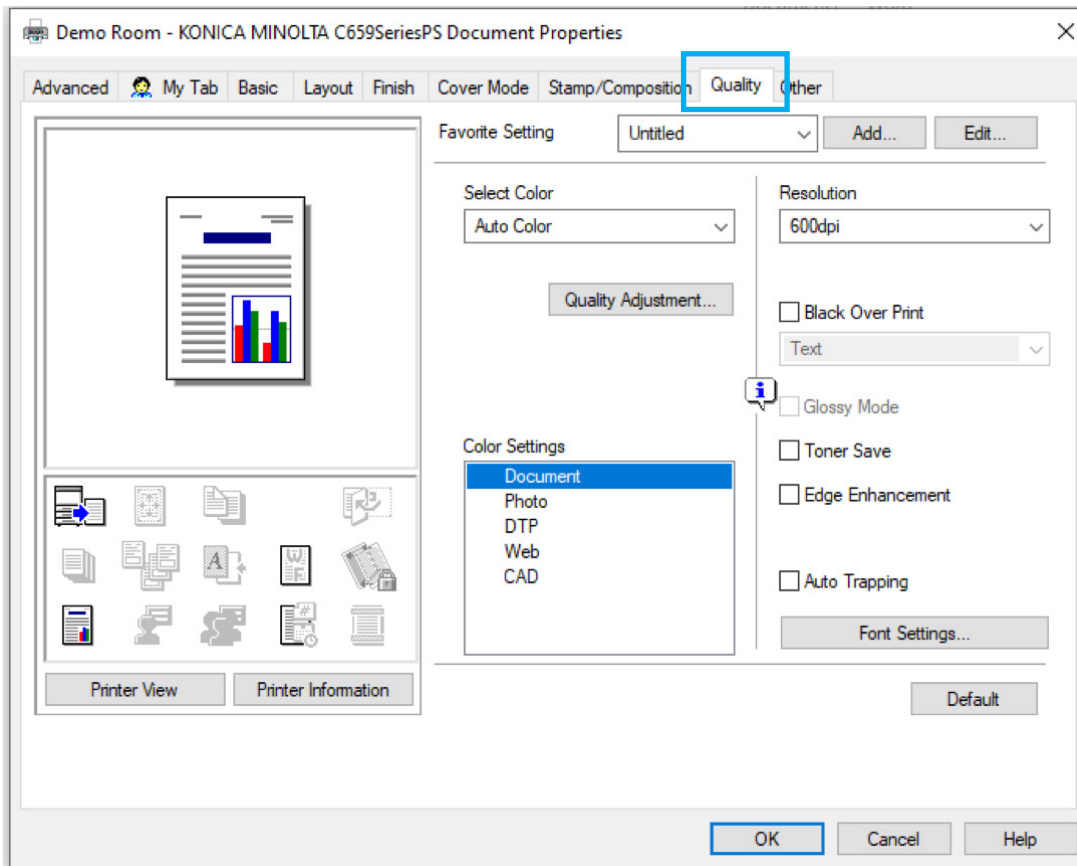
Click on Stamp/Composition tab to activate.

The Stamp/Composition tab includes:

- Watermark
- Image Overlay
- Copy Security
- Header/Footer

Click on a feature's checkbox to activate.

Print Driver Overview - Quality Tab

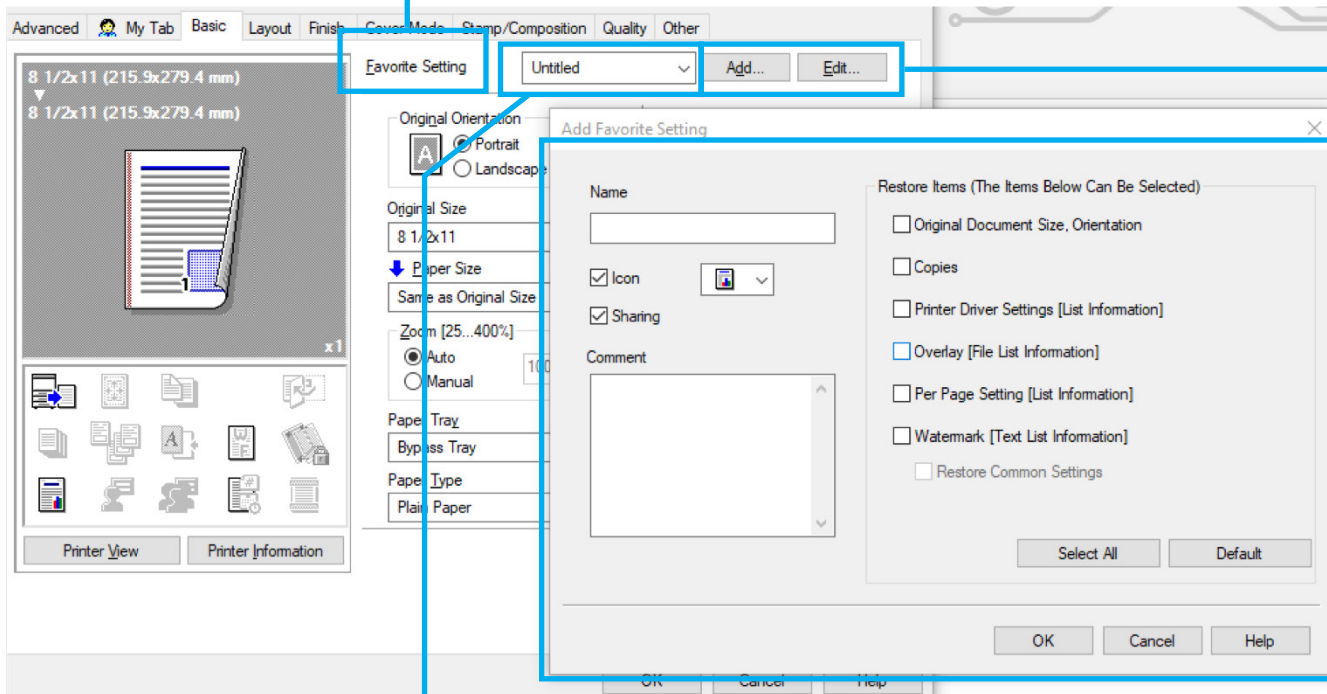


Click on Quality tab to activate.

The Quality tab includes:
Select Color (Auto Color, Full Color, Grayscale,)
Color Settings
Resolution (600 dpi, 1200dpi,)
Glossy Mode
Toner Save
Edge Enhancement
Auto Trapping
Font Settings

Print Driver Overview - Favorite Setting

The Favorite Setting: The Favorite Setting is displayed on every tab. This feature is for saving presets for future use.



To add a new preset just activate desired features then click Add, Then name the preset and click OK.

To use the preset in the future, Use the Favorite Setting drop down to choose. Presets can also be edited or deleted.



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or call 1.888.201.8431