Manuals+ — User Manuals Simplified.

LOFFLER i-Series Print from Mac User Guide

Contents

LOFFLER i-Series Print from Mac

Product Information

Specifications

- **Product Name:** Konica Minolta i-Series
- **Function:** Printing Booklets from a PC
- **Date:** 03/01/2024

Product Usage Instructions

Printing Booklets from a PC

1. Open the document on your PC.
2. Check Page Setup in the program to confirm the document layout (book spread or single pages).
3. **Under the Basic tab:**
    - If adding a cover, do not leave Paper Tray on Auto; specify the tray for the inside sheets.
4. **Under the Layout tab:**
    - Select the Front Cover Tray and choose the correct paper tray.
    - Apply all other desired settings, then select OK.
5. Execute printing.

Tips for Efficient Usage

- Create a Favorite Setting:

1. Apply all desired settings on all tabs.
2. Select Add next to the Favorite Setting option.
3. Name the Favorite Setting and add a comment for easy recall.
4. To use the favorite setting, select it from the dropdown list.

- **Edit My Tab:**
    1. Select the button in the lower section on My Tab in the print driver.
    2. Go through different tabs and add settings to My Tab.
    3. Edit settings on My Tab as needed.
    4. Select OK to save the settings on My Tab.

FAQ

Q: How can I troubleshoot if I encounter printing issues?

A: If you encounter printing issues, ensure that the document layout and paper tray settings are correct. Check for any error messages on the printer display and consult the user manual for troubleshooting steps.

Konica Minolta i-Series: Printing Booklets from a PC

This guide will go over how to print a booklet from a PC.

Printing Booklets

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1. Open the document. **2.** Always check **Page Setup** in the program to confirm whether the document layout is a book spread or a single page. **3.** Click **File Print Printer Properties** to open the print driver.	

4. Under the **Basic** tab:

· **Original Size**: Size of original document.

· **Paper Size**: Size of paper used to print. The document will automatically be scaled.

· **Paper Tray**: Leave on **Auto** or select a specific tray.

Note: Paper must be landscape in the paper tray for any folding.

o If adding a cover, do not leave the Paper Tray on Auto as the tray for the inside sheets must be specified.

· **Paper Type**: Ensure the paper type matches what is set at the machine in the corresponding paper tray. Leave on plain paper or adjust as needed.
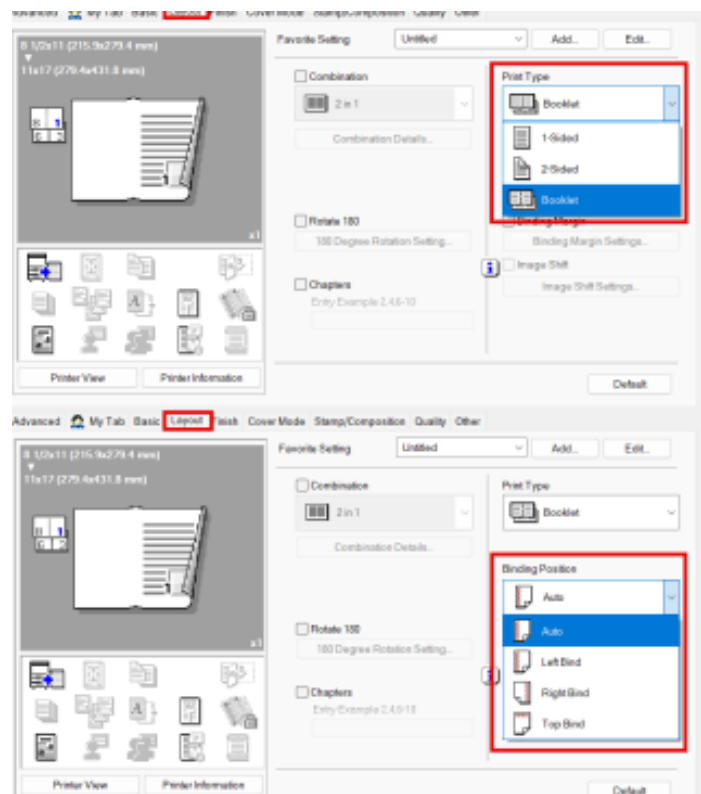
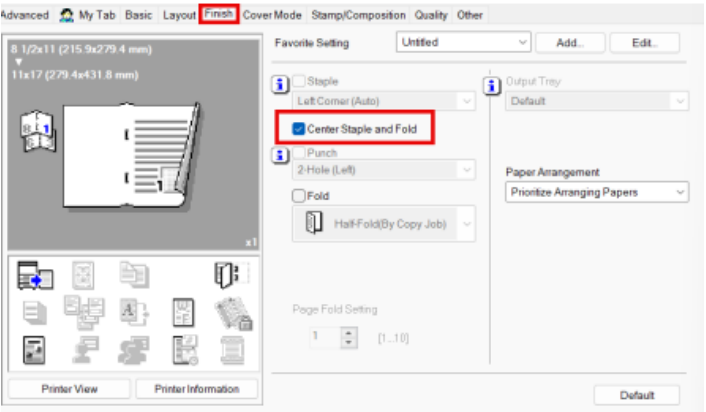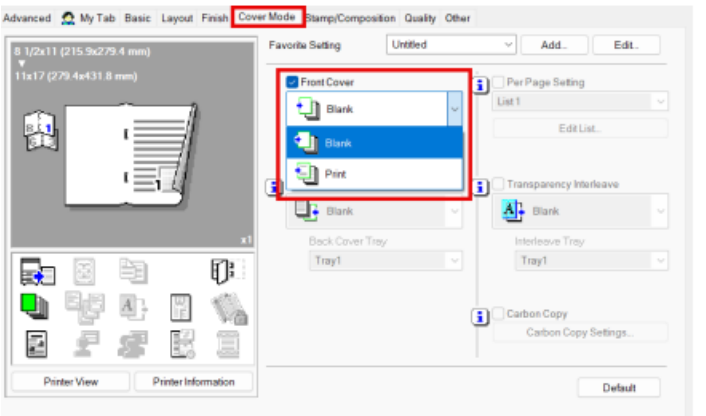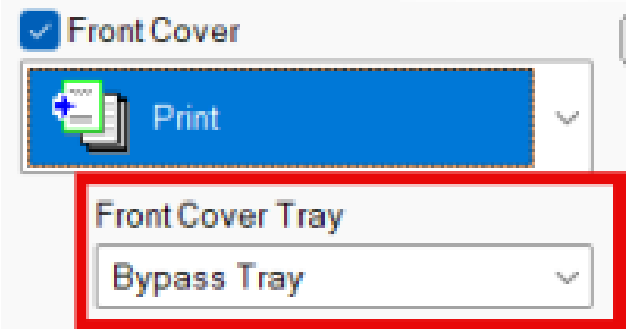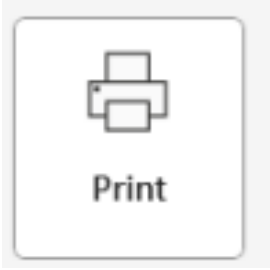· **Copies**: Enter several copies.
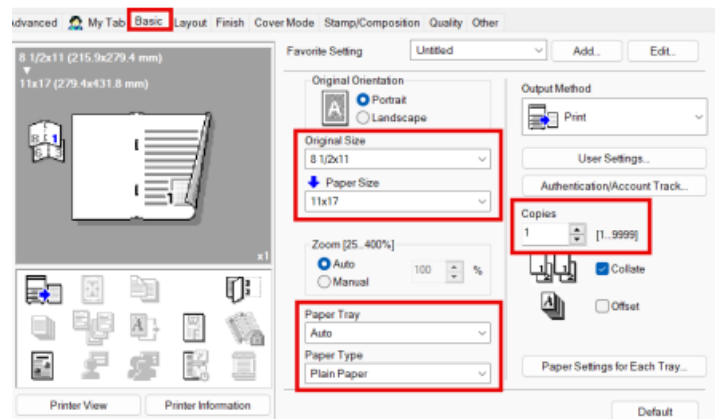
5. Under the **Layout** tab:

· **Print Type**:

o If printing a document with individual pages, select **Booklet**.

o If using a booklet spread document, select **2-Sided.**

· **Binding Position**: Leave to **Auto** or select desired binding position. Refer to the document photo on the left to make sure it looks correct. Most booklets use **Left Bind.**

6. Under the **Finish** tab: Select the checkbox for **Center Staple and Fold.** · If only folding, select the checkbox for **Fold**, and select **Half-Fold (By Copy Job)** from the dropdown menu. · If printing with no finishing options, skip this step. **7.** If adding a cover, continue to Step 9. If not adding a cover, ensure all desired settings are applied, and select **OK**. **8.** Execute Printing.	
9. Under the **Cover Mode** tab: · Select the checkbox next to the **Front Cover**. · Choose **Blank** if using a pre-printed cover. · Choose **Print** if using the document for the cover. **Note:** For booklets or folding, the Front Cover will also be the Back Cover. Not able a select the back cover on this tab.	
10. Select the **Front Cover Tray** and choose the correct paper tray.	
11. Ensure all other desired settings are applied, select **OK**. **12.** Execute printing.	

- **Tips:** Create a Favorite Setting, and Edit My Tab
- Creating a Favorite Setting allows users to easily apply the saved settings in future jobs by choosing it from the dropdown menu.
- The Edit My Tab feature allows customization for 'My Tab' within the print driver for frequently used features.

1. To create a **Favorite Setting**, apply all desired settings on all tabs, then select **Add** next to the **Favorite Setting** option.

2. Name the Favorite Setting. If desired, add a comment to help recall the setting or anything additional that needs to be done. This comment will show up when hovering over the favorite setting in the dropdown.

3. To use the favorite setting, select it from the dropdown list.
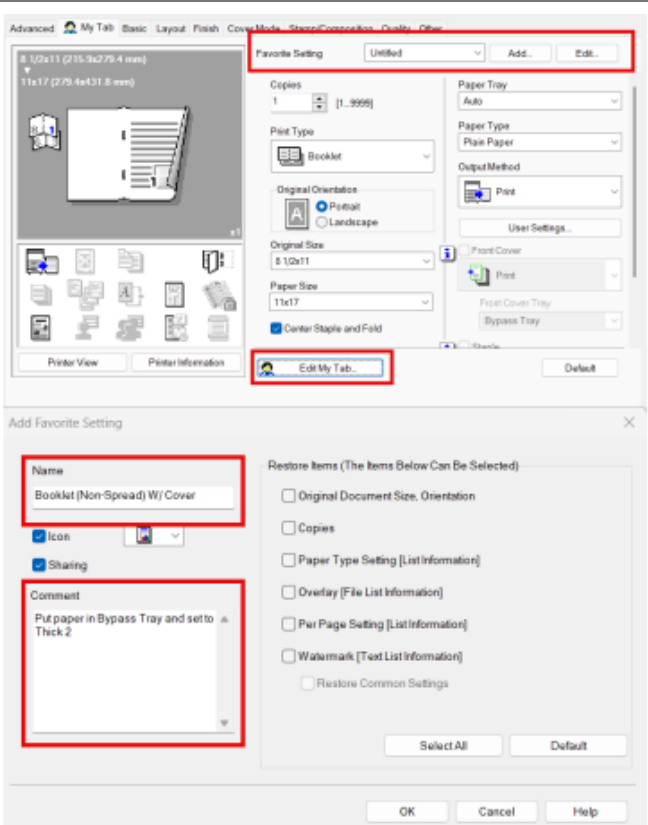
1. To **Edit My Tab**, select the button in the lower section on **My Tab** in the print driver.

2. Go through the different tabs across the top and select the setting to add to My Tab. Select **to the LEFT** or **to the RIGHT** for where the setting will appear. Repeat for additional settings. Edit settings already on My Tab by moving settings **Up**, **Down**, **Left**/**Right,** or **Remove**.

3. When finished, select **OK**. These settings will now appear on **My Tab**.
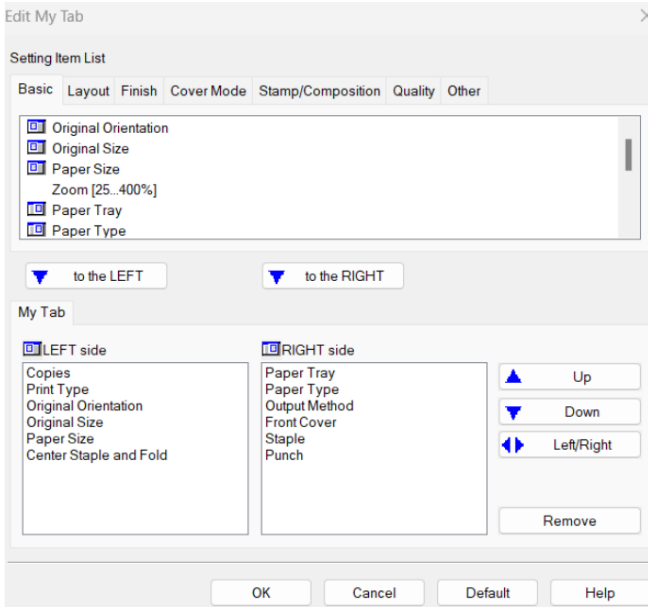
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Documents / Resources

[LOFFLER i-Series Print from Mac](#) [pdf] User Guide
i-Series Print from Mac, i-Series, Print from Mac, from Mac

References

- **User Manual**