

bizhub PRO 920 Shortcut Manual



For detail information , Please refer to the User Manual



PRO 920 Shortcut manual

Power ON

To **power on,** please turn on the **Main Switch** , and then the **Sub Switch**

Power OFF

To <u>power off</u>, please turn off the Sub Switch, and then the Main Switch (*Please wait 10* seconds before restart the machine)



Warm-up takes aprox. 5.5 minutes. the machine will display message "Ready to copy" after the warm-up process completed.





Replace Toner





When <u>Please add toner</u> or this signal appears, Please replace the toner









Place the original on the document feeder (max 100 sheets $80g/m^3$, face up), or using original glass (face down)





<u>Separate Scan</u>

Use the original glass to scan original unsuitable for the document feeder

- 1. Touch Separate Scan
- 2. Position originals, then press Start

-Using original glass:

Place original FACE DOWN, starts scanning from the first page, then repeat for all originals

-Using ADF:

Position original FACE UP, if number exceeding 100 sheets, divides them into blocks.

3. After scan, touch Complete scan and press start

Basic	mbine Orig iginals age i	Im- Appli- cation				
Density	Paper	Zoom	Simplex/ Duplex			
AE ■····•▼····•■	Auto Paper Select	×1.000	ADF 1 > 1			
Separate Scan Bux		Finish- ing				
Job No. 0000		,				
Density/ Background	Paper	Zoom	Simplex/ Duplex			
	Auto Paper Select	×1.000	1 > 1			
Originals Originals Outo Image: State Outo Image: State Outo Image: State Outo Image: State						
Huddon http://www.http://www						
Change Complete						



Change Paper Size

The capacity of the manual feed tray is 150 sheets (80g/m²)

- 1. Touch Basic, and Paper
- 2. Choose manual feed tray, and touch Bypass Setting
- 3. Choose suitable paper (Thick, Thin, OHP Paper)
- 4. For custom size input, touch Custom
- 5. Input the length X and width Y
- 6. Touch Ok







Density Adjustment

- 1. Touch Basic, and Density
- 2. Choose Lighter or Darker to adjust

Ready to copy Position original face up in	Nemony 1 n the ADF 100.000%
Basic Combine Originals Originals	Im- Appli- Type Cation
Density Paper	Zoom Suplex/
Density	Background Removal
kier Std. Darker	kier Std. Darker
Auto Pre 1 Pre 2	(OK)



<u>Zoom</u>

- 1. Touch **Basic**, and **Zoom**
- 2. Touch desired ratio or touch XY Zoom to change the zoom ratio by input 4 digit ratio
- 3. Touch **Ok** to confirm

	Basic	Combi Origi	ne 0 nals a	rig. Im- ge Type	- j App	li- ion	
	Density		Paper		Zoom	B	implex/ ouplex
l	AutoZoom	× 0.25 ~ 4.00	50 ×1	. 224	_	+	Set Zoom
	×1.0		1.154 B4.43	1.224	1.414	2.000	
	Minimal	Tärge	B5'B4		B5'B4		×0.500
đ	XY Zoom	Reduc	U.866 A4,85 A3,84	U.816 B4⊁A4	0.707 83+84 84+85	U. 500 A3⊁A5	





--Simplex / Duplex

Touch Simplex / Duplex



Can choose

a. Single side original to double side copy $1 \rightarrow 2$





b. Double side original to single side copy $2 \rightarrow 1$





c. Double side original to double side copy $2 \rightarrow 2$







Combine Originals

Lay out 2 pages (2in1) , or 4 pages onto one sheet (4in1)

Touch Combine Originals

Choose 2in1 , 4in1



Special Orig.

- 1. Touch Combined Original
- 2. Touch Special Original
- 3. Touch Mixed Original

<u>Bind</u>

- 1. Combined Original
- Touch **Bind** Choose different binding direction
 For example Left



Original Size

- 1. Touch Combined Original
- 2. Touch Original Size
- 3. Touch Custom Size
- 4. Choose different size for the original, Or choose Full Area

Orig. Image Type

Choose different original type Choose **Dot Matrix** for pencil written original





Application

_		
Basic Combine Origina	Orig.Im- 1s age Type C	ation
		(Dotout)
		Setting
Chapter Insert	Reverse	-
	•	
Book Copy/ Poster/Repeat	Page Margin 🖌	
Booklet		Stamp/
Pagination		Image Overlay 🖌



Tray Paper

Tray Paper

No Back Cover

No FrontCover

Post Inserter

No FrontCover Post Inserter

No Back Cover

118

Set 01

Cancel

Application > File Edit > Insert Sheet

Front Cover

Back Cover

Insert Paper

Unlock Clear All

Sheet / Cover /Chapter Insert

- 1. Touch Application
- 2. Touch Sheet /Cover /Chapter Insert
- 3. Touch Insert Sheet
- 4. Touch Front Cover
- 5. Touch Cover/Print for (Simplex/Duplex) or image setting
- 6. And choose the tray of the inserted paper
- 7. Touch Ok
- 8. Touch Start

pplication > File Edit > Insert Sheet Bookmark						
	Tray Paper					
No Cover	⊿ A4R	Normal		P		
Cover/Print	2 A4	Normal		D		
Cover/Blank	8.5×11	Normal	₩hite	D)		
	⁴ A4	Normal	∀hite	D		
DIEX DIEX	4 A3			D		
[Post Inserter]		Cance	L 🗋 📔 OI	K)		

For page insertion, please repeat step 1-3

- 1. Touch Insert Paper
- 2. Touch **Page Setting** to input location of page insertion
- Use ",(comma)" for between pages or "-(hyphen)" for consecutive pages
- 4. Choose Fix after finished input
- 5. Choose which tray for the page insertion
- 6. Touch OK
- 7. Touch Start

Application	n > I	File Ed:	it > Insert S	heet	Bookmark
Set 01	1	A4R	Normal		Pri- Bla- nt nk
Set 02	2	A4	Normal		Sin- Bu-
Sat na	8	8.5×11	Normal	White	(PRICK) PICK)
	4	A4	Normal	White	Page
	-	Α3			Seff ing
	JP	Ø	_] [2122		Clear
				Cance	1 OK

Application	n > File E	dit > 1	(nsert	; She	et		Bookmark
	12, 22, 33,	44-55	1	r			pri- Bla- nt nk
		Del	1 4	2	3 6	Ţ	
		- Cle- ar	7 0	8	9	ļ	Page Setting A
			• ````	Fi	×] ОК



Basic Combin	ne Orig.Im- nals age Type	appli- sation
	A∘A	Default Setting
Sheet/Cover/ Chapter Insert,	Neg-/Positive Reverse]
	••	
Book Copy Poster?Repeat /	Page Margin 🦨	
Booklet Pagination	Erase	Stamp/ Image Overlay

Insert Image

- 1. Touch Application
- 2. Touch Sheet /Cover /Chapter Insert
- 3. Touch Insert Image
- Input page number, after each input, touch Set
- 5. After input the insert page number, touch **OK**
- 6. Place the original on the document feeder, touch **Start**
- 7. After finished all pages, place the insert original on the document glass, touch **Start**
- 8. When finished scanning all insert image, touch **Complete Scan**
- 9. Touch Start



Application > File Edit > Insert Image Page Setting Addit



Press START to	start printing		Memory 100.000%	
Job No. 0000				
Density/ Background	Paper	Zoom	Simplex/ Duplex	
	Auto Paper Select	x1.000	1 > 1	
D D			Originals Scanned (No.: 0040)
Auto	- Std. Da	arker		
Change 🦨	Complete Scan			

Application > Sheet/Cover/Chapter Insert

Chapters

Program Job

B

eparate Scan]

Select action for Program Job mode

This Job is cancelled

This Job is fixed

Insert Image

Memory 99.995% OK

Insert Sheet

OHP Interleave

∕₽

Fix

Cancel

Press START to scan originals Completing scan, touch [Separa

Program Job

- 1. Touch Application
- 2. Touch Sheet /Cover /Chapter Insert
- 3. Touch Program Job
- 4. Touch OK
- 5. Choose the copy setting
- 6. Touch Start
- 7. Touch Fix
- 8. Finished scanning the document, touch Fix
- 9. Touch Separate Scan
- 10. Touch Start





Application > Bo	ok Copy/Repeat > Book Copy
<u>12 • п2</u>	Left Bind Right Bind Function Spread Booklet
F+12+F12	Front Cover + Spread
F+B+ <u>12</u> +F <u>1</u> 2B	Front/Back Cover + Spread
Off	Cancel K OK

Book Copy

- 1. Touch Application
- 2. Touch Book Copy /Poster/Repeat
- 3. Touch Book Copy
- And touch Left Bind/Right Bind, and Front Cover can choose at the same time
- Open the book and place at the upper left corner on the document glass, touch Start
- 6. After scanned all the pages, touch Separate Scan
- 7. And touch Start

For Front Cover

- First put the front cover on the document glass, and touch **Start**
- And turn to the first page for scanning

For Front Cover and Back Cover

- First put the front cover on the document glass, touch **Start**
- And place the back cover on the document glass, touch **Start**
- Then turn to the first page for scanning



Image Repeat

- 1. Touch Application
- 2. Touch Book Copy/Poster / Repeat
- 3. Touch Image Repeat
- 4. Choose Size Manual Input to input image size
 - a. or touch Size Auto Detect for automatic size detection
 - b. or touch **Repeat** for 2Repeat/4Repeat/8Repeat
- 5. Touch OK
- 6. Touch Start



Booklet Pagination

- 1. Touch Application
- 2. Touch **Booklet Pagination**
- 3. Touch Left Bind/Right Bind
- 4. Touch OK
- 5. Touch Start

Application	> Booklet	
	No Cover Sheet	Left Bind
	Cover With CopySheet	Right Bind
	Cover\ithB1ankSheet	Trav 1 Normal
en Parlarn		
, goo	Adhesive Binding	Cover Tray Select
Off		Cancel OK

Page Margin

- 1. Touch Application
- 2. Touch Page Margin
- 3. Touch Shift or Reduce & Shift and input the shift distance
- 4. Touch OK
- 5. Touch Start

Application > Page Margin							
[Shift]	Front Side(mm)	Page Interval Creep					
Beduce & Shift	<u>56</u>	Top 1 2 3					
Front		Left 4 5 6					
Back		R ⁴⁹⁻ 789					
2-Sided							
1+0		Cancel K					

Neg. Pos. Reverse

- 1. Touch Application
- 2. Touch Neg. Pos. Reverse



Application>Erase	e

<u>Erase</u>

- 1. Touch Application
- 2. Touch Erase
- 3. Touch Frame/Centre Erase
- 4. Choose the location and the distance of the erase image.
- 5. Touch OK
- 6. Touch Start

	Frame Erase(mm)	Erame Erase	Centre Erase
ZAII Sides FrameErase Zeach Side	10 10 10	Top 1 Ri ^{g-} 4	23 56
Centre Erase	10 CentreErase(mm) 1	Left 7 Bot- tom 0	89 ▲ ▼

Non-Image Area Erase

- 1. Touch Application
- 2. Touch Erase
- 3. Touch Non-Image Area Erase
- 4. Touch OK
- 5. Touch Start





- 1. Touch Application
- 2. Touch Image Adjustment
- 3. Touch Image Centering
- 4. Touch Start



- 1. Touch Application
- 2. Touch Image Adjustment
- 3. Touch No Rotate
- 4. Touch Start





- 1. Touch Application
- 2. Touch Image Adjustment
- 3. Touch Full Scan
- 4. Touch Start





Application	> Stamp/Image	Overlay	
S	tamp	Watermark	Image Overlay
	P123		 +A
Built-in Stamp	Page No.	Watermark J	◆Ă
			Image Overlay
Set Numbering] Date/Time ,	Set Numbering	Program Ima -ge Overlay
Off		Cance	el OK

Date / Time

- 1. Touch Application
- 2. Touch Stamp/Overlay
- 3. Touch Date/Time
- 4. Choose different type of layout
- 5. Touch OK
- 6. Touch Start



Page

- 1. Touch Application
- 2. Touch Stamp/Overlay
- 3. Touch Page No, touch Print Type to choose different layout of page number
- 4. From Start No. input the starting number
- 5. From Print Position select the print location of the date
- 6. Touch OK
- 7. Touch Start

<u>Stamp</u>

- 1. Touch Application
- 2. Touch Stamp/Overlay
- 3. Touch Built-In Stamp
- 4. Touch Stamp Type choose Urgent, Please Reply, Top Secret
- 5. From Print Position choose the print location
- 6. Touch OK
- 7. Touch Start





Image Overlay

- 1. Touch Application
- 2. Touch Stamp/Image Overlay
- 3. Touch Image Overlay
- 4. Touch OK
- 5. Place the original on the document feeder, Touch Start
- 6. And place the Overlaid original on the document feeder or glass
- 7. Touch Start
- 8. Touch Complete Scan
- 9. Touch Start

Store Overlay Image

- 1. Touch Application
- 2. Touch Stamp/Image Overlay
- 3. Touch Program Overlay
- 4. Touch Store
- 5. Input the image of the name of the stored image, Touch **OK**
- 6. Place the original on the document feeder or glass, Touch Start

Overlay Image II

- 7. Choose the name of the image from the list, Touch OK
- 8. Place the original on the document feeder, Touch Start

St	amp	Watermark	Image Overlay
Built-in Stamp	Page No. J	Watermark J	
00111	05.1.23		Image Overlay
Set Numbering	Date/Time 🦼	Numbering	el



To cancel job

- 1. Touch Stop
- 2. Touch Stop Job, on the screen



	el Job	?			
				-	
Stop Job	This This	Job is	Cancelled		
	1/115	JUD 15	CONGINUES		

To cancel waiting jobs

- 1. Touch Job List
- 2. Touch **Print**, and **Active Jobs**
- 3. Choose the job from the list
- 4. Touch **Delete**
- 5. Touch Yes

Job List			int Scan	Fax	тх ј	Fax I User		Exit
Çur Job	ent	Job History		Held Jobs	Act i Jobs	ve		
No.	User Nane	Status	Document Name	Time Stored	₿g\$†	5-f5		
30	COPY	Printing		03/12/04 14:54	1	38		Prior 1094
31	COPY	Vaiting		03/12/04 14:54	1	0		
32	COPY	Vaiting		03/12/04 14:54	1		•	
33	COPY	Vaiting		03/12/04	1	0		JOB A
34	COPY	Waiting		03/12/04	1	0]	bg- tail 4

Δ ο	you wan	t to dele	te this job? No. of Jobs	
No.	34	Time Stored	03/12/200	4 14:54
User Nanc	COPY			
Document Name				
	Yes		No	



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New Customer Product Training ●賬單查詢 Invoice Enquiries ●報錶 (請於報錶結算日前報讀。) Report meter reading through telephone system (Please report meter reading on or before cut-off date)	電話Tel: 2565 8181 English - Press "2", then press "2", 中文 - 按 "1" 字然後按 "2"字 傳真Fax : 2856 2008 電郵Email : bhkg_csmeter@bhk.konicaminolta.hk
 客戶服務 Customer Service Department ▶ 用品供應熱線 Order Section Hotlines • 訂購消耗品如碳粉及影印紙 Ordering of Consumable Products (Toners, Paper, etc) 	電話Tel:2565 2139 傳真Fax:2565 7613 電郵Email:bhkg_csorder@bhk.konicaminolta.hk
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