KONICA MINOLTA

bizhub PRO 920
Shortcut Manual
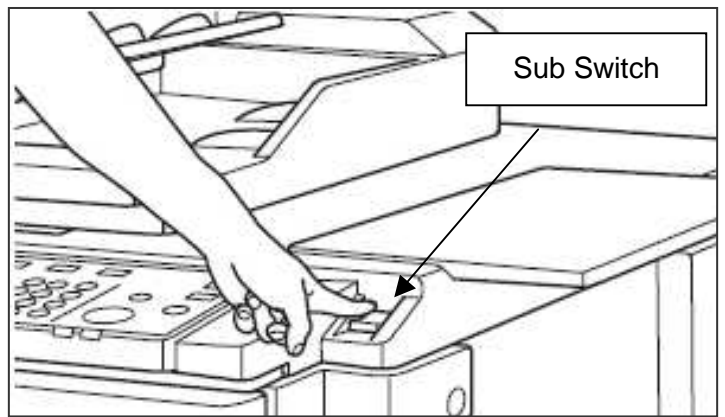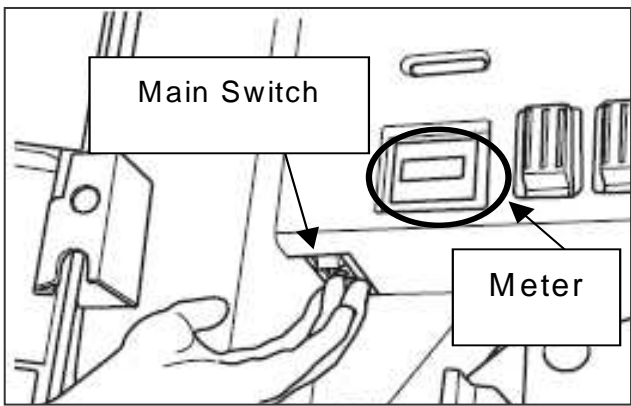
For detail information，Please refer to the User Manual

PRO 920 Shortcut manual

Power ON

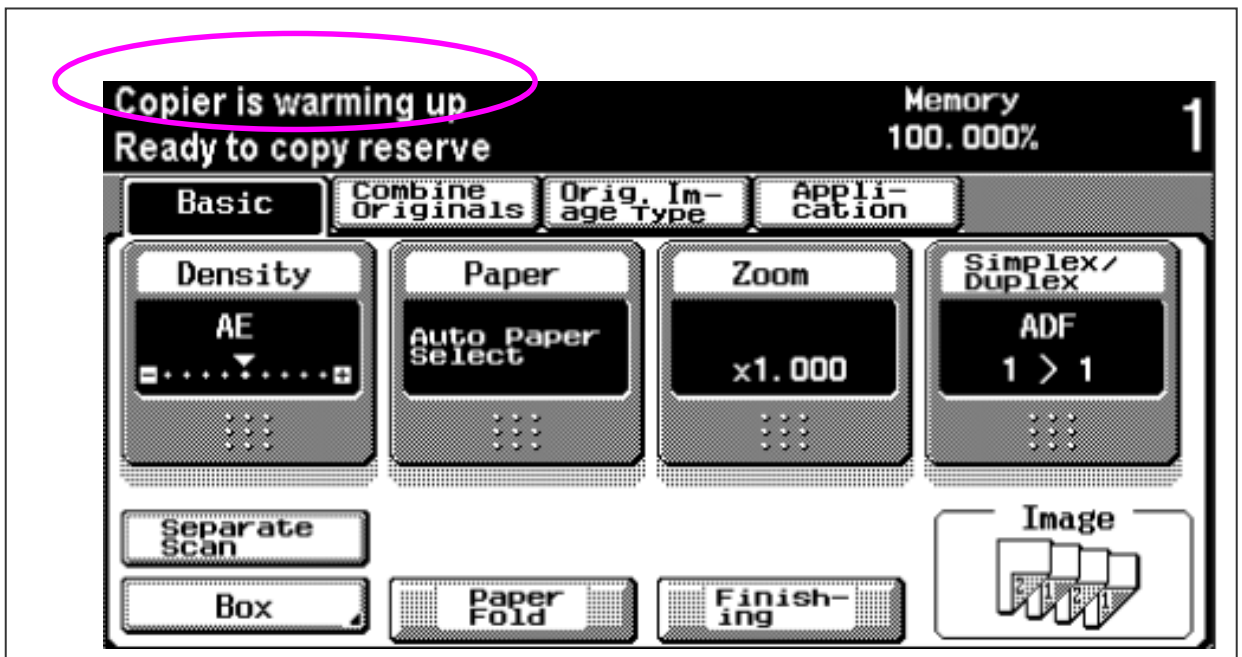To **power on,** please turn on the **Main Switch**，and then the **Sub Switch**

Power OFF

To **power off**，please turn off the **Sub Switch**，and then the **Main Switch (*Please wait 10 seconds before restart the machine)***
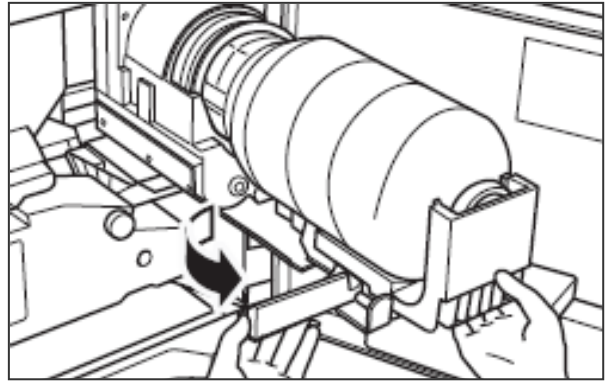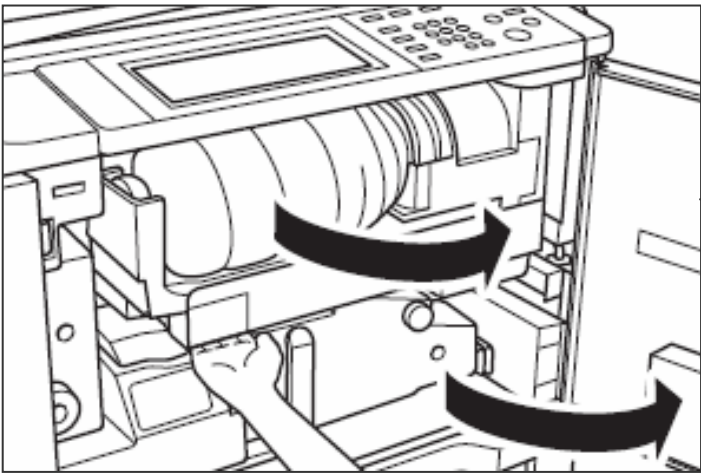
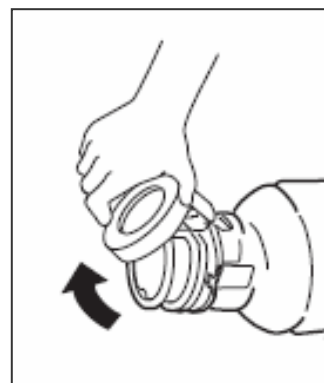**Warm-up takes aprox. 5.5 minutes. the machine will display message "Ready to copy" after the warm-up process completed.**
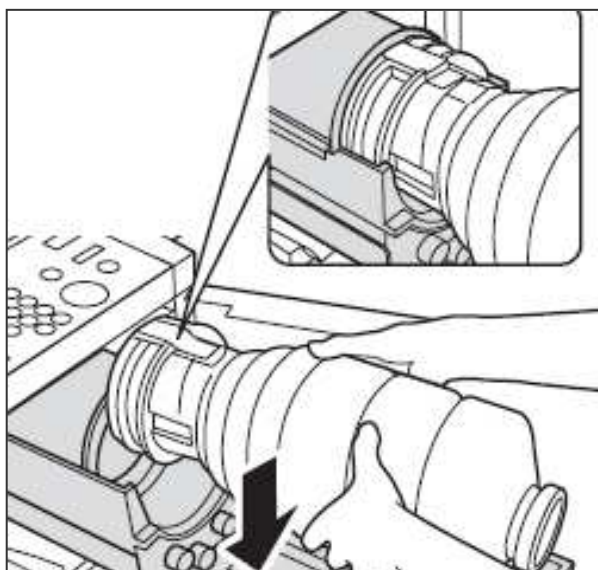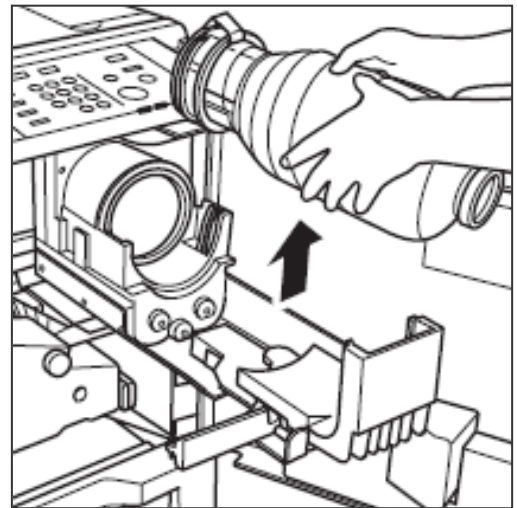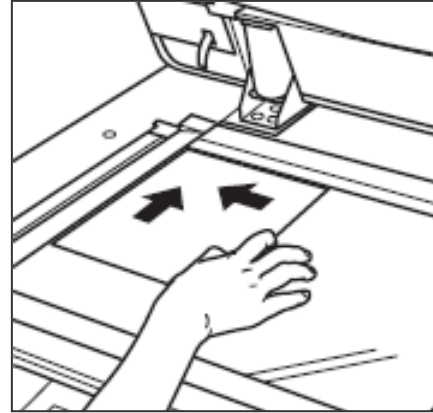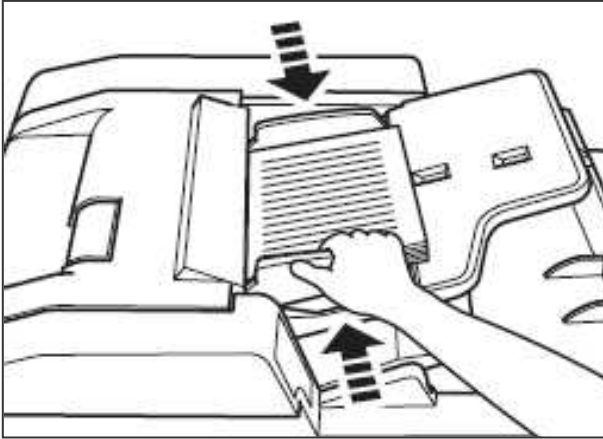
The essentials of imaging

Replace Toner

When **Please add toner** or this signal appears,
Please replace the toner

READY

Place the original on the document feeder (max 100 sheets 80g/㎡, face up), or using original glass (face down)

Separate Scan

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

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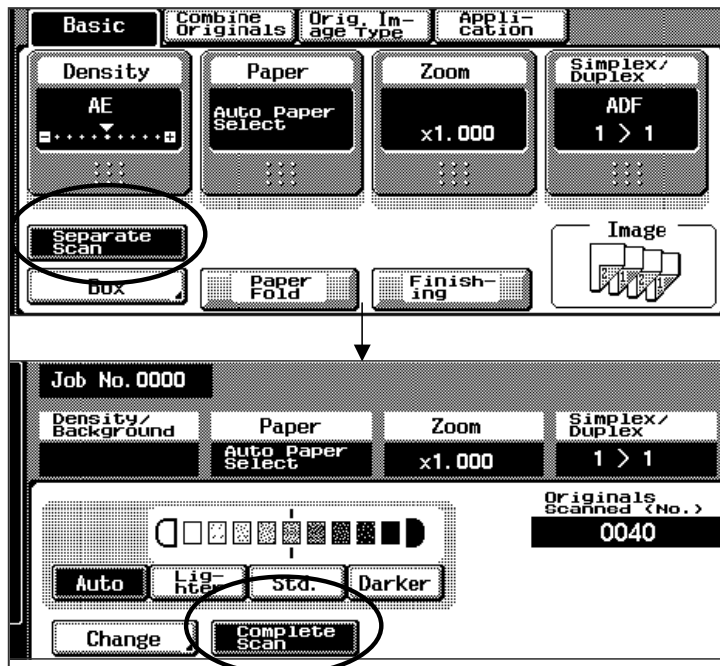2. Position originals, then press **Start**

    -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.
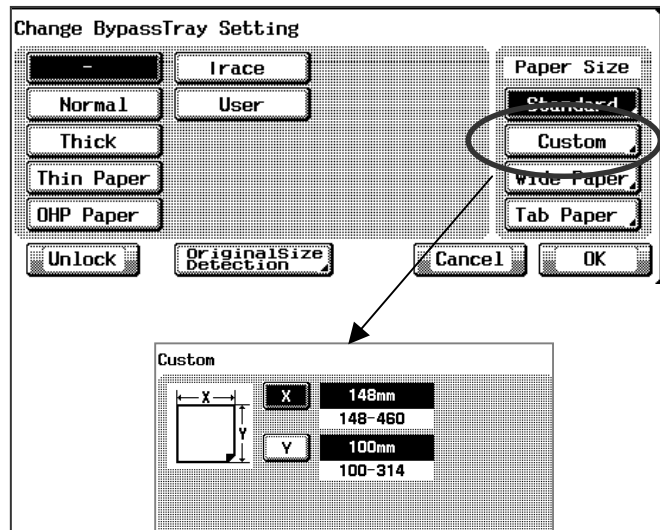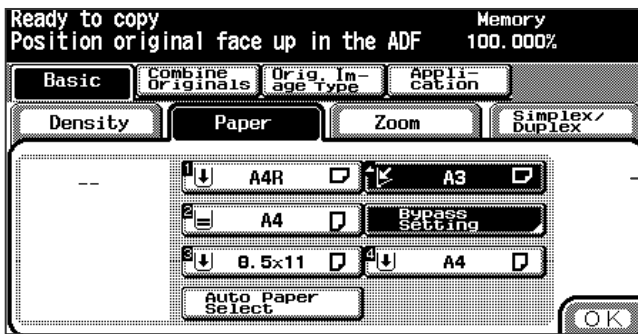3. After scan, touch Complete scan and press start

The essentials of imaging

Change Paper Size

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

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**
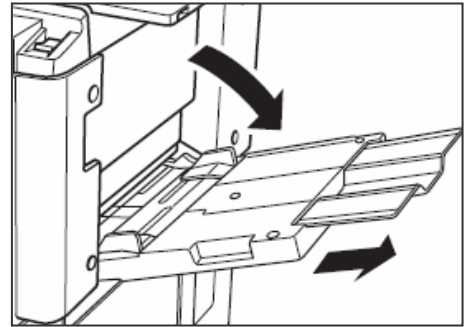
Density Adjustment

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

The essentials of imaging
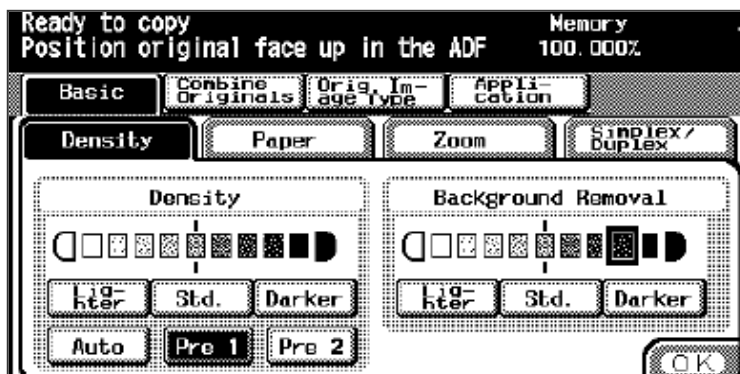
Zoom

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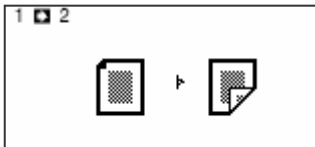3. Touch **Ok** to confirm

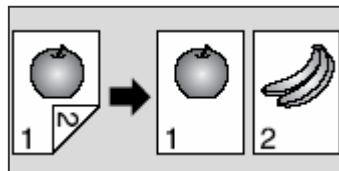The essentials of imaging
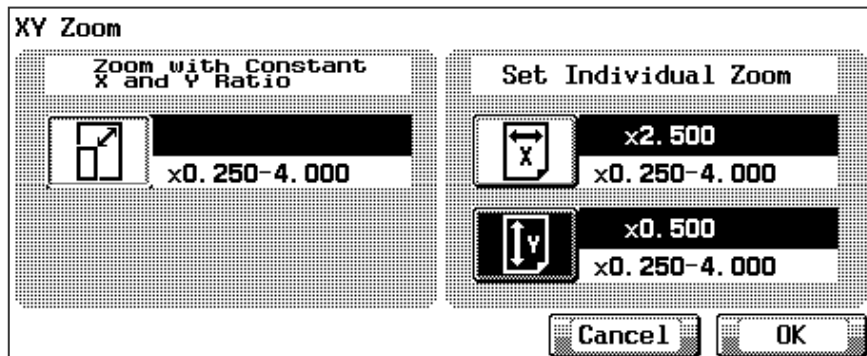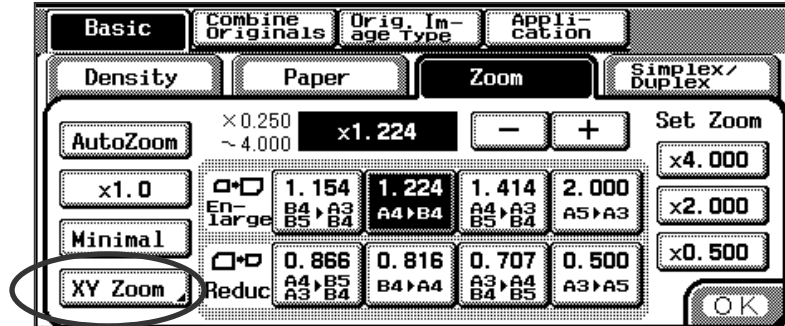
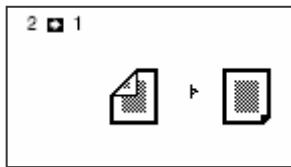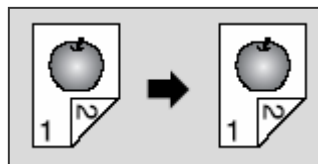**--Simplex / Duplex**

Touch **Simplex** / **Duplex**
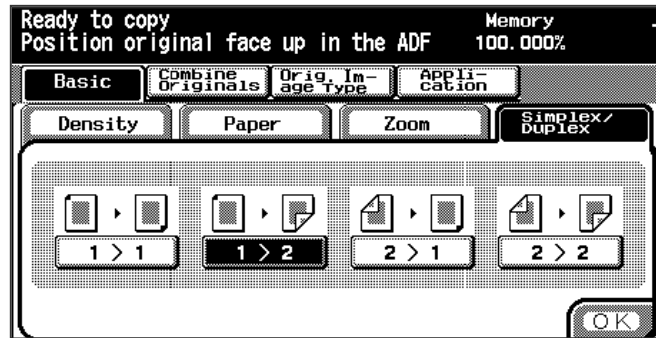
Can choose

a. Single side original to double side copy 1 ▸ 2

b. Double side original to single side copy 2 ▸ 1

c. Double side original to double side copy 2 ▸ 2

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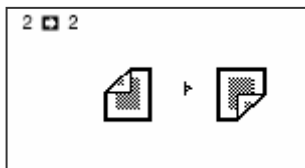
Combine Originals

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

Touch **Combine Originals**

Choose **2in1**，**4in1**
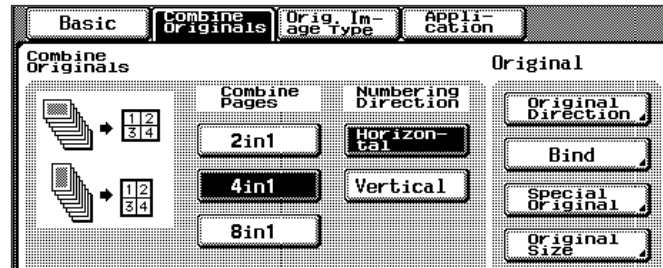
Special Orig.

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

Bind

1. **Combined Original**
2. Touch **Bind**

   Choose different binding direction

   For example **Left**
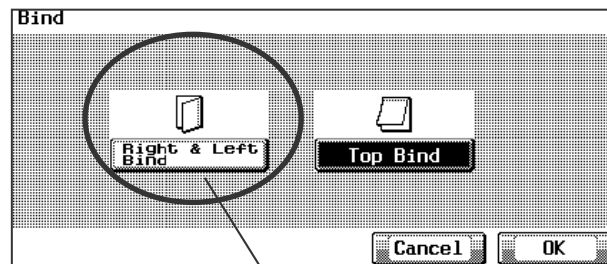
Original Size

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
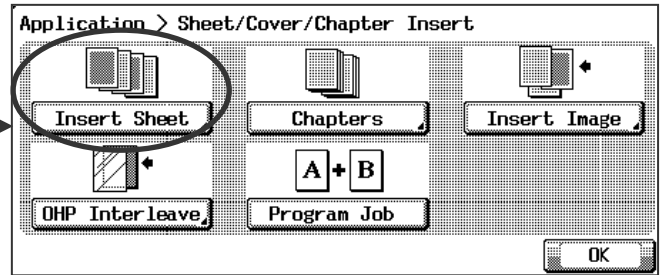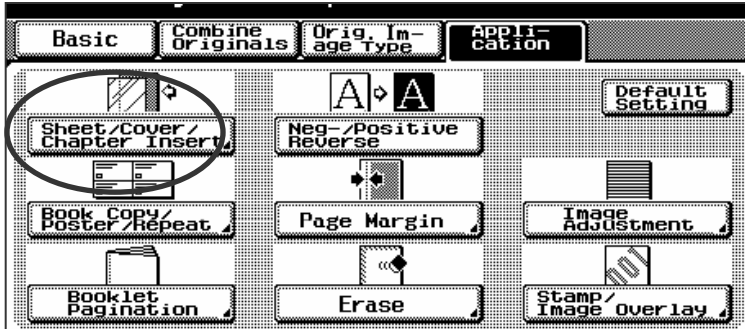
Sheet / Cover /Chapter Insert

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**
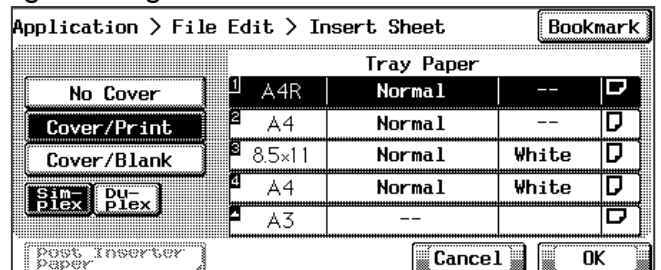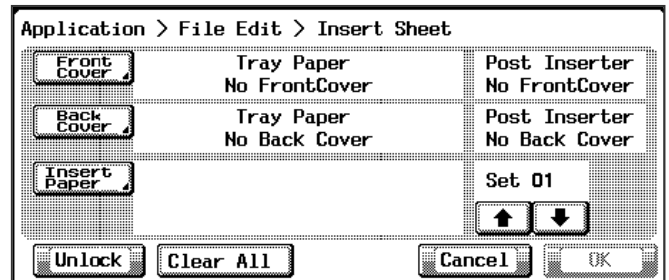
For page insertion, please repeat step 1-3
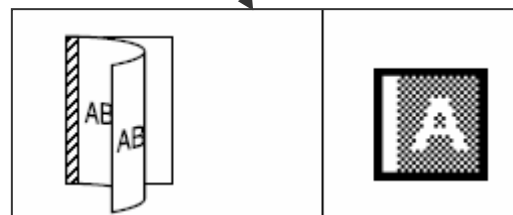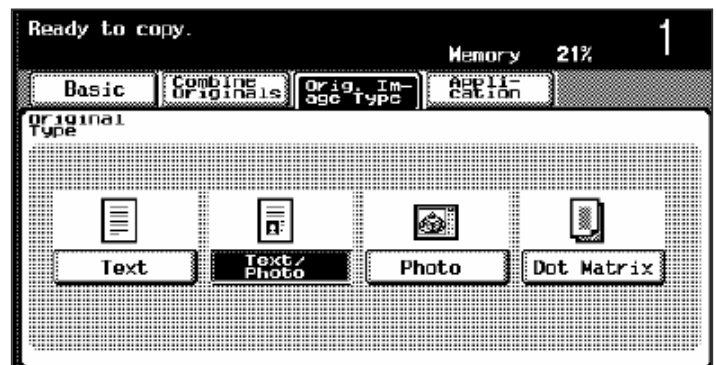
1. Touch **Insert Paper**
2. Touch **Page Setting** to input location of page insertion
3. Use ",(comma)" for between pages or "-(hyphen)" for consecutive pages
4. Choose **Fix** after finished input
5. Choose which tray for the page insertion
6. Touch **OK**
7. Touch **Start**

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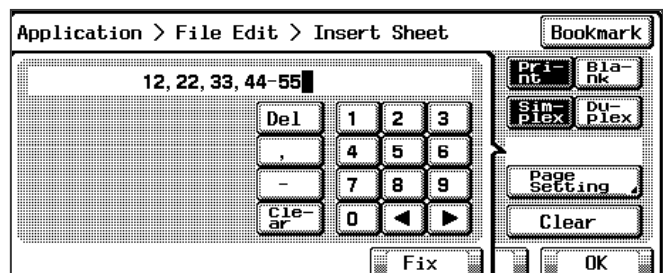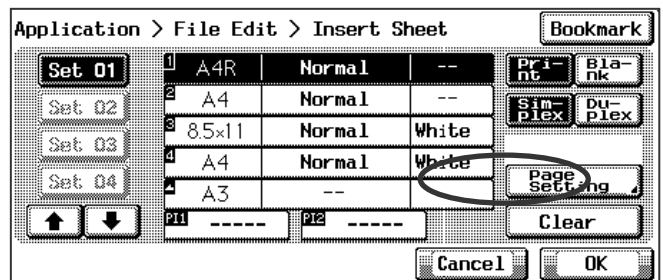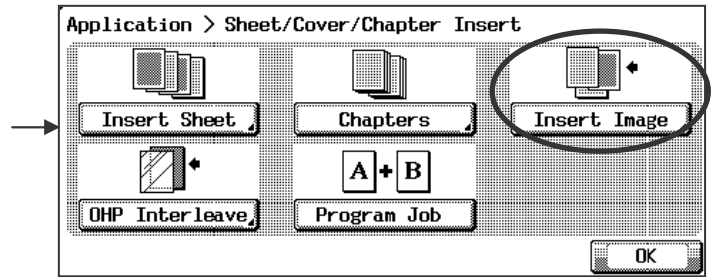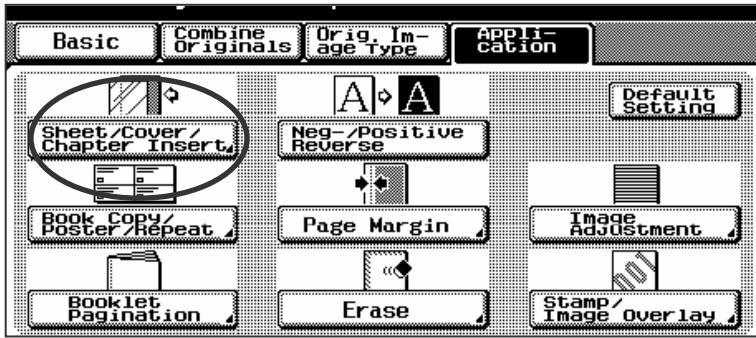
Insert Image

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Image**
4. 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**
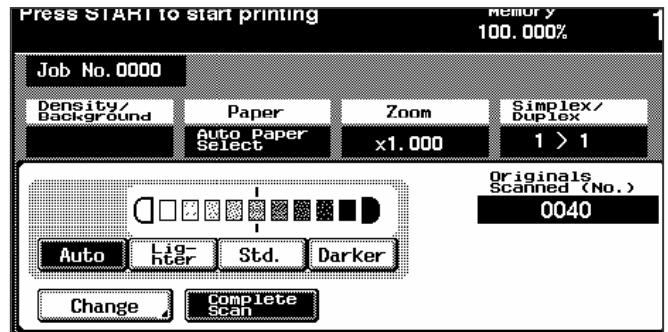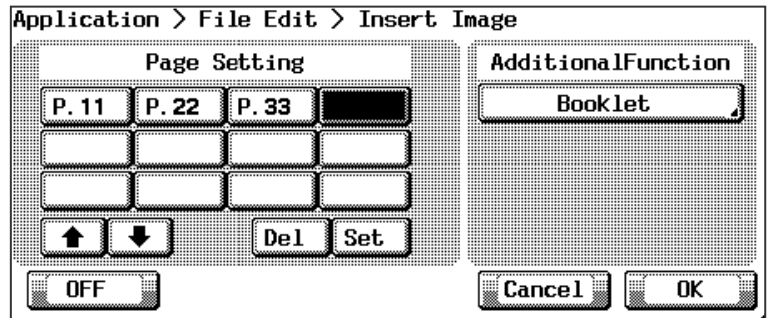
Program Job

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**

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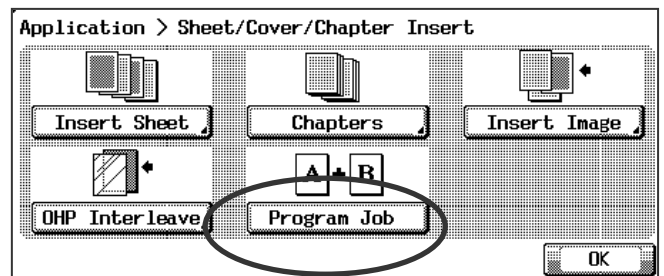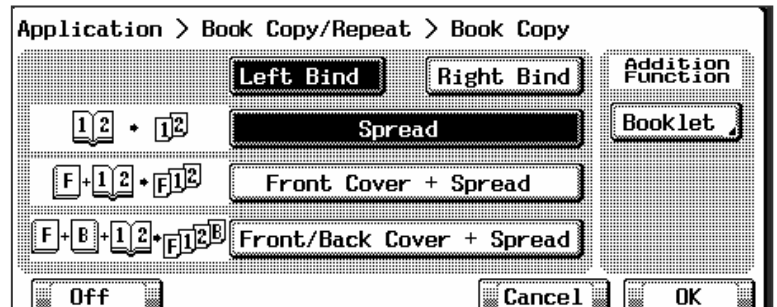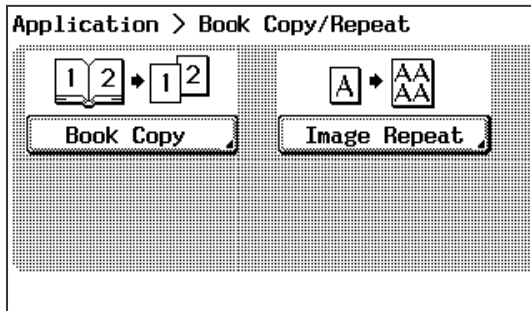
Book Copy

1. Touch **Application**
2. Touch **Book Copy /Poster/Repeat**
3. Touch **Book Copy**
4. And touch **Left Bind/Right Bind**, and **Front Cover** can choose at the same time
5. 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**
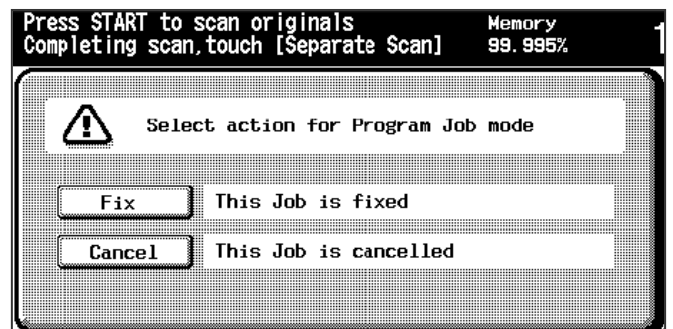7. And touch **Start**

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**

The essentials of imaging
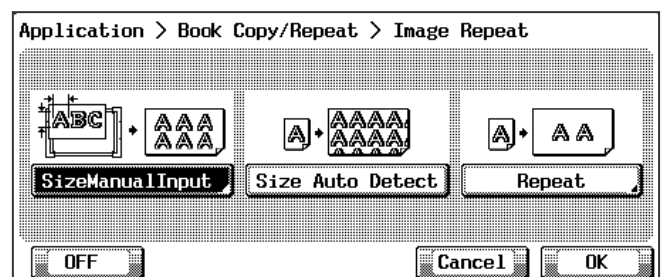
Booklet Pagination

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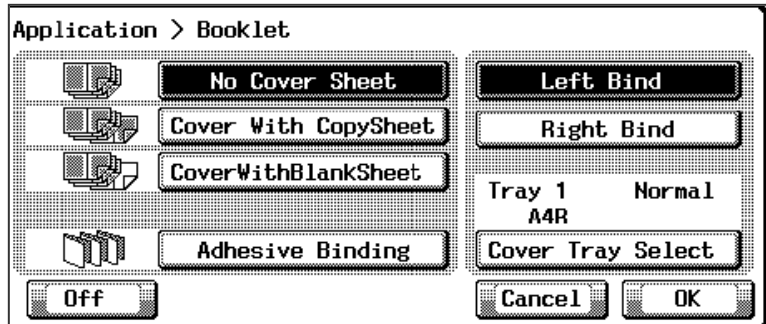
Page Margin

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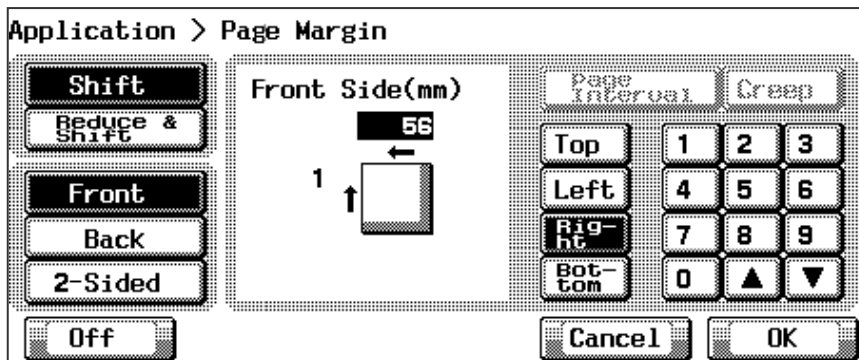
Neg. Pos. Reverse

1. Touch **Application**
2. Touch **Neg. Pos. Reverse**
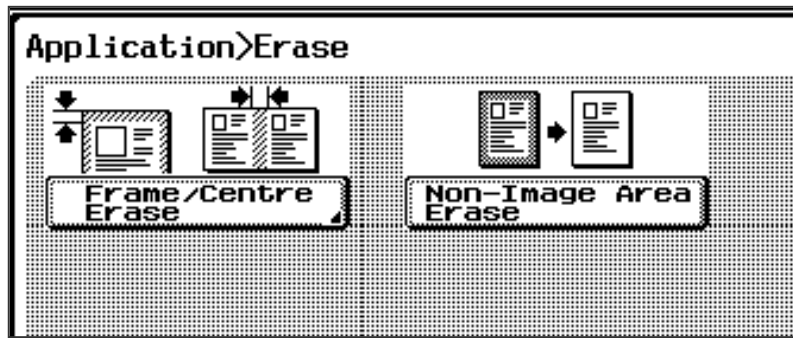
Erase

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**

Non-Image Area Erase

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

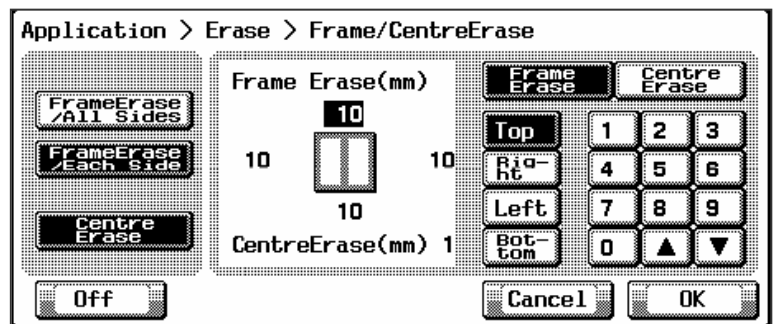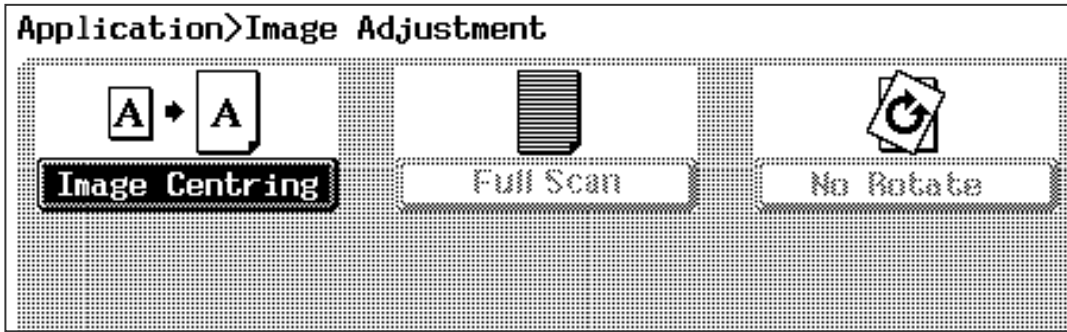The essentials of imaging

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Application>Image Adjustment

| Image Centring | Full Scan | No Rotate |

1. Touch **Application**
2. Touch **Image Adjustment**
3. Touch **Image Centring**
4. Touch **Start**

ABCD

"Centering" selected
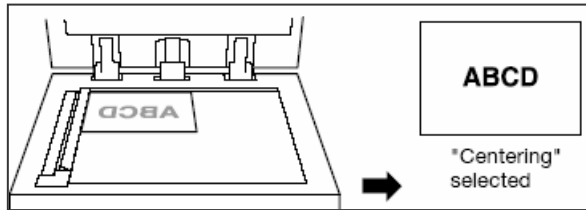
1. Touch **Application**
2. Touch **Image Adjustment**
3. Touch **No Rotate**
4. Touch **Start**

ABCD

"No Rotate" selected

Application>Image Adjustment

| Image Centring | Full Scan | No Rotate |

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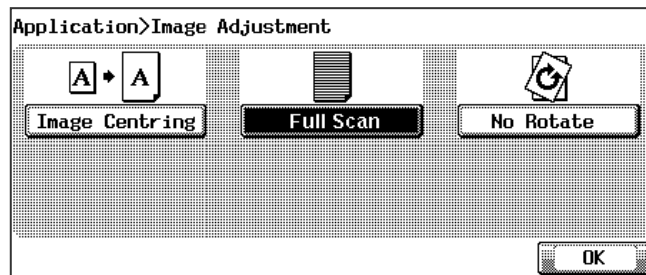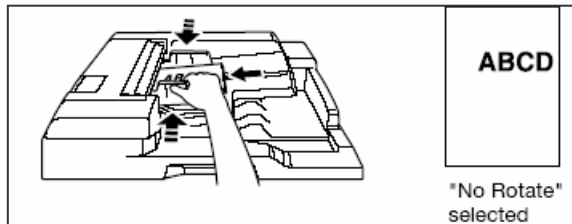
1. Touch **Application**
2. Touch **Image Adjustment**
3. Touch **Full Scan**
4. Touch **Start**

ABCD

"Full Scan" selected

The essentials of imaging
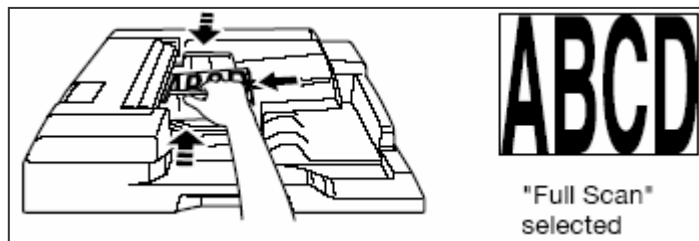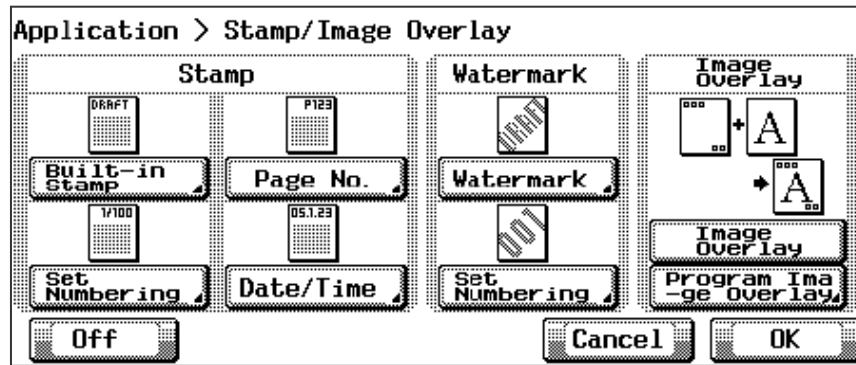
Date / Time

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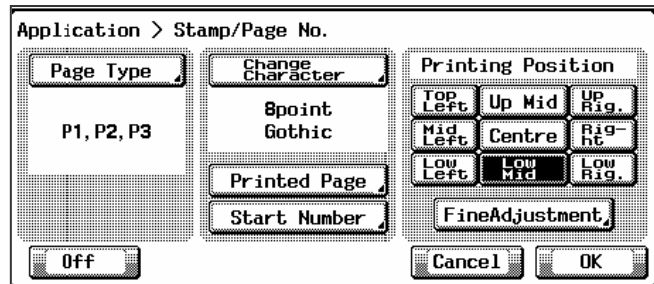
Page #

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**
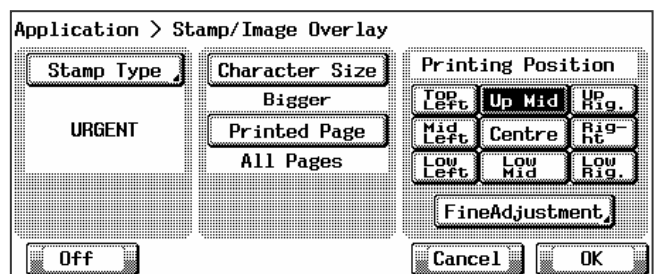
Stamp

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**

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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**
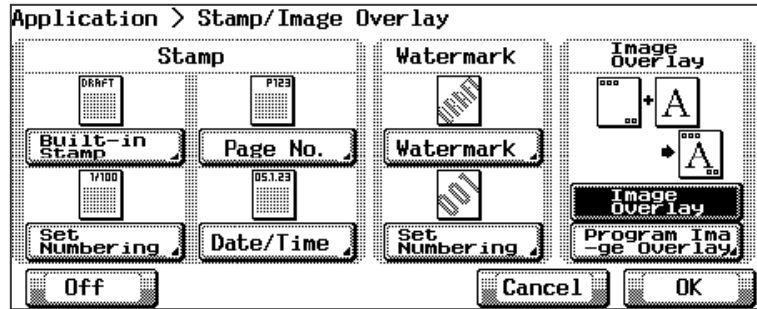6. And place the **Overlaid** original on the document feeder or glass
7. Touch **Start**
8. Touch **Complete Scan**
9. Touch **Start**

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**
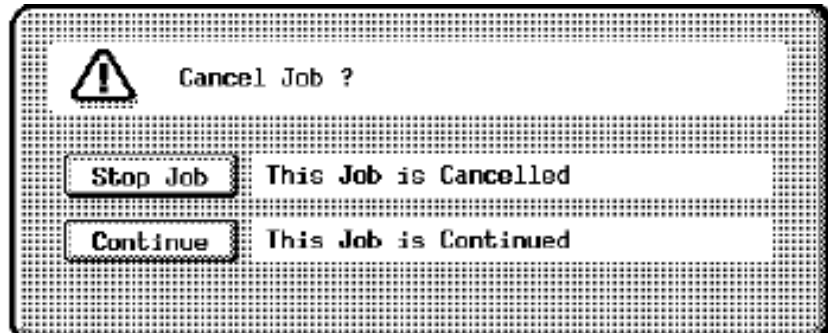
Overlay Image II
7. Choose the name of the image from the list, Touch **OK**
8. Place the original on the document feeder, Touch **Start**

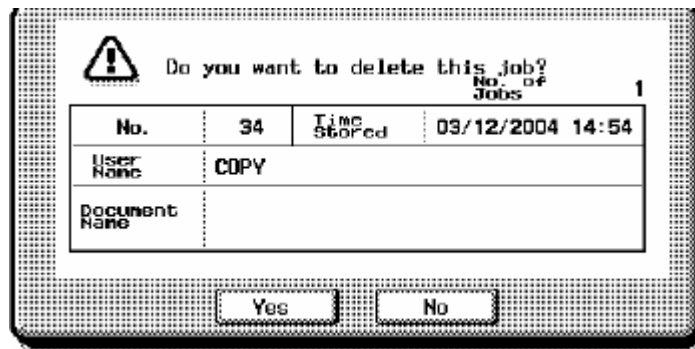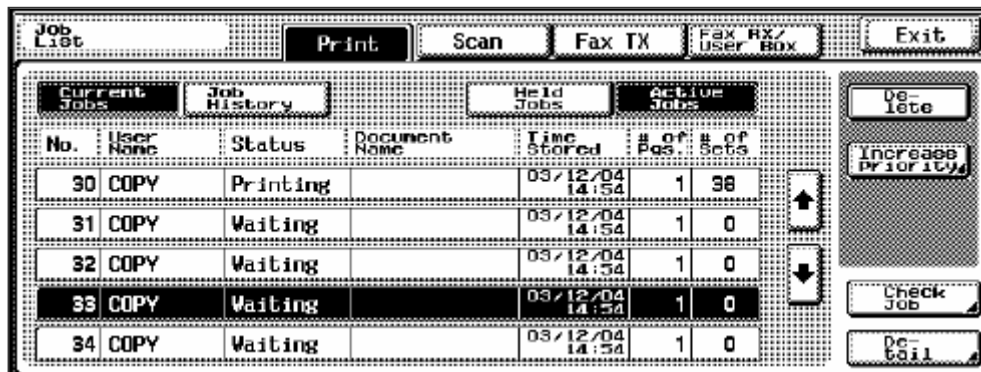The essentials of imaging

To cancel job

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

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

部門熱線Particulars	聯絡方法Contact us

市務科 **Marketing Division**
➢ 銷售熱線Sales Hotlines
  • 查詢產品及銷售詳情
    New Product and Sales Enquires
	電話Tel : 2565 2111
	
	電郵Email : bhkg_sales@bhk.konicaminolta.hk

服務科 **Technical Service Division**
➢ 維修熱線Repair Hotline
  • 多功能產品之維修服務
    MFP Repair Services
	電話Tel : 2565 2176
	傳真Fax : 2856 1024

服務科 **Technical Service Division**
➢ 產品之技術支援熱線
  • 軟件及網絡支援
    Application, Network and System Support
	電話Tel : 2565 2178

客戶服務**Customer Service Department**
➢ 客戶服務熱線 Customer Service Hotlines
  • 保養合約查詢
    Maintenance Agreement
  • 新客戶之產品培訓
    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 2190
	傳真Fax : 2565 2128
	
	電話Tel : 2856 4306
	
	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

財務科 **Finance Division** ➢ 月結單查詢 Statement Enquiries	電話Tel : 2856 4710 傳真Fax : 2516 9177
行政科 **Administration Department** ➢ 客戶的建議及意見反映 Other Suggestions & Comments	電話Tel : 2565 8181 按Press " 0 "
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Giving Shape to Ideas