

KOMAX

Business Systems



Bizhub How To Guide

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Bizhub How To Guide

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Secure Print

You can send your print job to the copier and retrieve at your leisure.

What to know before you start:

This method will help eliminate jobs getting lost, thrown away and will free up the copier when others have large print jobs.

This also helps with security issues. Your job will not print until you are physically there at the copier to release the job, thus no one can see your private documents.

To send your print job to the copier:

- Open your document
- Select **File, Print**
- Select your **Bizhub driver**
- Go to **Properties** (choose options such as stapling, 2 sided...etc..)
- Under the Basic tab go to **OUTPUT METHOD** and select **SECURE PRINT** (usually defaulted to print, box will pop up first time for you to key in your id)
- In the **SECURE PRINT ID** field key in a numeric code, one that is easy to remember like a phone extension, last 4 digits of social...etc., **leave password blank**
- Select **OK, OK, Print**

Note: The PC will store your print ID, if you need to change your secure print ID go to the tab that says user settings and change.

To retrieve from copier:

- Touch **Home Button** (lower left corner of screen)
- Select **Secure Print** (see instruction below to setup shortcut on screen)
- Enter the **Document Id** - the same ID that you used at your PC (leave password Blank, just like you did at your PC)
- Highlight your document or touch select **All** and **OK**...you also still have options to add finishing options and duplex. It would be better to send those settings with your document.

Note: Once your document is printed it will automatically delete, if you forget to print your document, it will automatically delete after one day or the time that your administrator has pre-determined. You can manually delete it

Secure Print

(continued)

To set up secure print shortcut on screen:

- Touch Home Button (left corner of screen)
- Select Utility on screen
- Select Administrator (key in code **1,2,3,4,5,6,7,8** touch **OK**)
- Select **System Settings**
- Scroll to **Main Menu Default** (classic style)
- Select **Assignment Number**. (one that is not set)
- Select **Edit** (upper right corner of screen)
- See **Function Name** - scroll down to system user box (shortcut key should say secure print)
- Select **OK, OK**
- Select **X** to close out

Secure Print Delete time (default is 24 hours):

- Select **Home Key** (left corner or screen)
- Select **Utility** on screen
- Select administrator on screen key in **1,2,3,4,5,6,7,8** touch **OK**
- Select **SYSTEM SETTINGS**
- Select **USER BOX SETTING**
- Select **DELETE TIME SETTING**
- Under auto delete secure document: Specify days-from drop down choose days (how long before auto delete)
- Touch **OK** (very important to touch OK to lock in)

Printing On Tabs

Recommended tabs are the Avery Dennison 20406 long edge single reversed, or reverse collated.

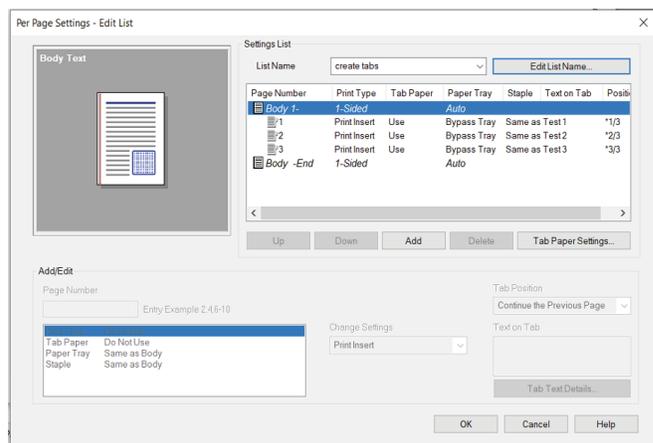
At the bizhub:

TOUCH FINISHING, DESELECT OFFSET

- Load the tab paper in Bypass (tray on side) with tabs facing out
- Screen will pop up, page down to page 2 and select **INDEX PAPER-touch Close**

From the computer:

- Create a blank word document for each tab that you want to print on (example-5 tabs equals 5 blank sheets)
- Once blank pages created click **File/Print** and click on **Printer Properties**
- Go to **BASIC** tab
- Under original size-scroll down and select **8 1/2 x 11 TAB** (a confirm settings dialog box will open asking to change settings to paper type = tab and print type = 1 sided - click **YES**)



- Go to **COVER MODE** tab at top of page and select **PER PAGE SETTINGS**
- Click **EDIT LIST** and select first available list (these lists can be renamed) (default setting is 5 tabs, if you have more or less tabs select **TAB PAPER SETTINGS** and change number of tabs - touch **OK**)
- Select **ADD**
- Under **PAGE NUMBER** type **1**

See box: print type-change settings to **PRINT INSERT**

- » Tab paper-change settings to **USE** (have to change paper tray first) Paper Tray-change settings to **BYPASS TRAY**
- » Staple-leave as same as body
- Go to box that says **TEXT ON TAB** and type in your text (can do two lines), if you need to change font, orientation, color or position go to **TAB TEXT DETAILS**)
- To do the rest of your tabs repeat the above steps that start with **ADD** and start With page 2
- Once all your tab info is added touch **OK, OK,** and **print.**

Insert/Print On Tabs

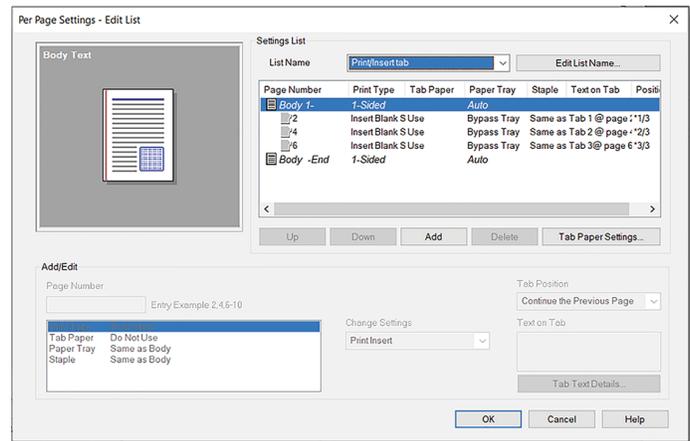
Recommended tabs are the Avery Dennison 20406 long edge single reversed, or reverse collated.

At the bizhub:

- ❑ Touch **FINISHING**, deselect **OFFSET**
- ❑ Load the tab paper in Bypass (tray on side) with tabs facing out
- ❑ Screen will pop up, page down to page 2 and select **INDEX PAPER**, touch **OK**

From the computer:

- ❑ Pull up document, **File/Print** and click on **Properties**
- ❑ If your document is all two sided go to layout and select **2 Sided** (the default is single sided, if mixed you will have to do per page setting and program each page or pages)
- ❑ Go to **COVER MODE** tab at top of page and select **PER PAGE SETTINGS**
- ❑ Click **EDIT LIST** and select first available list (these lists can be renamed)



Note: Default setting is 5 tabs, if you have more or less tabs select **TAB PAPER SETTINGS** And change number of tabs

- ❑ Select **Add**
- ❑ Under **PAGE NUMBER** type the page number where you want the tab to be printed and inserted
- ❑ See box:
 - » Paper Tray-change settings to **BYPASS TRAY**
 - » Tab paper-change settings to **USE** (have to change paper tray first)
 - » Print type-change settings to **INSERT BLANK**
 - » Staple-leave as **same as body**
- ❑ Go to box that says **TEXT ON TAB** and type in your text (can do two lines), if you need to change font, orientation, color or position go to **TAB TEXT DETAILS**)
- ❑ To do the rest of your tabs repeat the above steps that start with **ADD** and start with the page number where you want to print and insert tab
- ❑ Once all your tab info is added touch **OK, OK,** and **Print**

PC Faxing

Requires the optional fax kit

How to fax from your pc:

- Open your document, select **File/Print** and choose your **Bizhub fax driver**, Select **OK**
- Key in **name of the recipient** (who you are faxing to)
- Key in **fax number and select ADD RECIPIENT** (recipient list will populate)

You can choose from pre-programmed numbers:

- » **PHONE BOOK** - This will take you into the address book that you created from you PC. This option is unique to YOUR PC.
- » **ADDRESS BOOK LIST** - takes you to the address book of your copier. Select Get Abbr. Info and this will take you to the complete list of numbers that you have programmed into the copier.
- When you make your selection from phone book or address Book list, **make sure that you select Add Recipient and touch OK.**
- Select **Cover** sheet if you wish to attach (see instructions on how to create). If you want to key in recipient info you need to select **LOAD SET INFORMATION** and manually key in the receiving info such as: Company, department, name and fax number.
- Select **OK** to send

How to create pc fax coversheet:

Note: If you are using a 64 bit PC you can include a coversheet but you can't type comments or add recipient info

- Select **File/Print** and choose your **Bizhub fax driver -OK**
- Select **Properties**, check mark **COVERSHEET**
- Select settings and use keypad to enter info under each tab for your cover
 - » **Basic** - style/subject/date/pages/comments (choose what you want to include). Recipient info can't be entered until you are sending the fax
 - » **Sender** - Company/dept./name/phone/fax/email (this is your info)
 - » **Image** - You can browse and pull in a logo if you have it stored as a BMP.
- To Save: When you have keyed and set up the info for your coversheet click add to save your profile. You can create different coversheets.
- Select **OK** several times until you get to the main screen.

How to create/store fax numbers in phonebook:

PC Faxing

(continued)

- Select **File/Print**, choose your **bizhub fax driver** , select **OK**
- Select **Properties**
- Select **Phone Book Entry**, first time it will ask you where to save the phone book, choose a location such as, desktop or a certain drive.
- Select **Add New**
- Key in info **OK,OK,OK,OK**

Note: These numbers will store under the personal list

How to create groups:

Note: Numbers must be stored under personal list before you can Add to a group.

- Select **File/Print**, choose your **Bizhub fax driver**, Select **OK**
- Select **Properties**
- Select **Phone Book Entry**
- Select **(+) Group tab** (left side of page)
- Right click on **Group** to rename, use the keypad to enter the **new group name**, Select **OK**
- Add recipients by dragging names from personal list into your named group.

How to send a group:

- Choose **add from phone book**
- Left click on the **group tab**
- Right click on the **name group**
- Select add **recipients** and touch **OK**

How to turn on pc fax conformation:

- Press **Utility/Counter** (hard key on right of key pad)
- #3 Administrator Settings** key in **1,2,3,4,5,6,7,8 OK**
- #8 Fax settings**
- #7 Report settings**
- Page down** to page 3
- Highlight **PC=FAX TX ERROR REPORT**-choose **ON**

Mobile Printing With APP

Can be used with Apple or Android devices.

Download Konica Minolta Mobile Print Productivity APP

Note: Copier and mobile Wi-Fi have to be on same network.

- ❑ Launch the APP

Load The Driver:

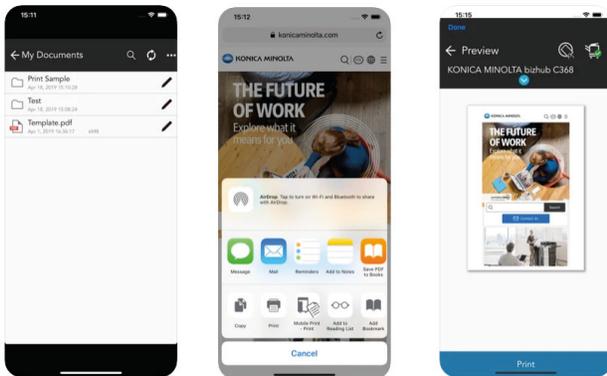
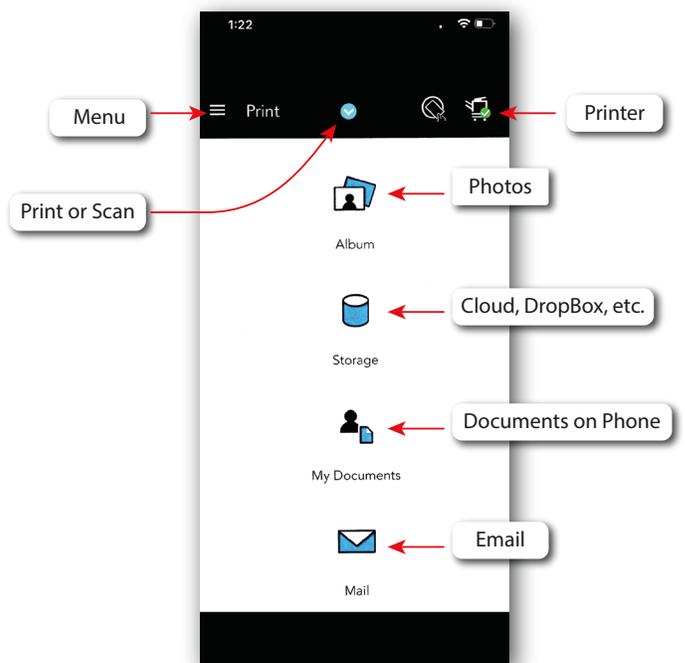
- ❑ Touch **icon** of printer in right corner of app
- ❑ Touch **+ bar** to add printer (select one of the following)
 - » **Auto** - will automatically search for printer
 - » **Manual Select** - you can key in IPS of copier (to get IP-on copier touch **Menu, Utility, Device Info..See IPV4**)

To Print or Scan:

- ❑ Touch the **blue down arrow** & choose function **Print**

Note: You can choose from settings such as two sided, color..etc, bring up doc

- ❑ Touch **OK**
- ❑ Go to top of screen and look for blue arrow Down button and you will see some setting, if more are Needed touch **Details**
- ❑ Select your destination:
 - » **Album** - photos
 - » **Storage** (cloud/drop box...etc)
 - » **My Documents** - docs scanned to phn
 - » **Mail** - email has to be set up in settings via the app Scan - will scan to your phone
- ❑ Put doc in feeder or glass and touch **scan**, you can also change scan settings such as DP/)



Using Airprint

Print directly from your Apple device to your bizhub copier.

What to know before you start:

Airprint will only work with apple products and you have to be logged on to Wi-Fi that is on same network segment as copier.

Airprint cannot be used if user authentication or account track is enabled on your copier.

Airprint is not same thing as Bluetooth.

To Activate On Your i-Series Copier

Note: i-Series Copiers ONLY

- Touch **Home** button
- Select **Utility** on screen
- Select **Admin** and key in admin code **1,2,3,4,5,6,7,8 - OK**
- Select **Network**
- Select **Air Print Settings**
- Select **Print Settings - turn on**
- Select **OK** touch **Home** button

To Activate On Your Non-i-Series Copier

Note: Any series other than an i-Series

- Touch **Menu**
- Select **Utility**
- #3 Admin Settings** key in admin code **1,2,3,4,5,6,7,8 - OK**
- #5 Network Settings**
- Go to page 2
- #9 Air Print Settings, turn On**

Note: Warning message "network data being processed...message will eventually go away.

- OK, OK** and **Close**

To use:

- Pull up document or picture
- go to **up arrow icon, swipe up** and look for print button
- Select your **Konica Minolta printer**

i-Series User Boxes

Used to set up to store documents on a temporary or a permanent bases.

What to know before you start:

This should be determined when the box is created. Boxes can also be created via the web connection. This is a great way to store/retrieve repetitive type forms.

If you just need a box to hold a job temporarily the best method would be to use the secure print option.

To set up box via the copier:

- Touch **Home** icon in left corner (takes you to main menu)
- Select **Utility / Utility**
- Select **Box / select User box list**
- Select **New Registration**
- Select user **box name** and **key in the name of your box** - **DO NOT HIT OK**
- Scroll down to and select **Auto Delete Document** - **DO NOT DELETE**
- Select **OK**

Note: If you want to assign your box a number you can do so under Input direct. Otherwise it will assign chronological (1,2,3,4...). You may also password protect your box.

To copy/save to copier with advanced settings:

- Select **Copy Mode**, choose your settings: staple, hole punch, booklet...etc
- Select **Applications** (right corner)
- Select Letter **J “SAVE IN USER BOX”** - Turn **On**
- Touch **Paper Icon** on right select box to save to-**OK**
- Touch **Key Pad Icon** on right and touch **C to clear field**, name your document, select **OK, OK, Close**
- Place your doc on feeder or glass and touch **Start**

To copy/save quick 1 page documents with no settings:

- Touch **Menu**
- Select **User Box** - choose your box
- Select **Save**
- To name file.. touch the picture of a key pad to the right of the line that says file name, touch **red C** to clear field, type in file name and touch **OK**

i-Series User Boxes

(continued)

To print to user box from your pc:

- Open your document, select **File/Print**, choose your **Konica driver (PCL/PS)**
- Select **Properties** or **Preferences**
- On your basic tab under OUT PUT METHOD select SAVE IN USER BOX
 - » A box will pop up and allow you to enter the name of your document and your box number... the box pops up the very first time that you select "save in user box" the next time that you want to utilize it, you will need to select user settings (tab under save in user box) so that you can change the name of the document each time. You can also select your options such as staple, duplex...etc, and your settings will save with your document.

To Retrieve From Your User Box Via Copier :

Note: You can also retrieve/print documents from your user box via we connection

- Touch **menu/select** user box
- Select the box that you want to pull from
- Select **open** (right hand corner)
- Highlight your document
- Touch **Print**

Note: If you did not send selections with your document, you can make them before you print

- Select number of copies or sets if more than 1 is needed
- Touch **Start**

i-Series Envelopes From The Bypass

You need to set your settings on the copier first!

What to know before you start:

The envelopes will automatically pull from the copier without having to manually select the bypass once you have printed from the PC.

You can load up to 10 envelopes in bypass

To set up the copier:

- Make sure you are in copy mode
- Place envelopes in by-pass face side down, short end into copier
- Menu will pop up (left side of screen is paper type, right side of screen to paper size)
 - » Under paper type - **leave on plain paper**
 - » Under paper size - choose **Envelope/4x6** then choose **Comp 10**
- Message: Envelopes cannot be selected in this mode choose another paper
- Select **OK** - Select **Close**
- Go back to paper type (left side of screen) scroll or arrow up and choose **Plain Paper**

Note: Basically your paper type should be plain and paper size should be comp 10

- Select **Close** (right corner of screen)

On the computer:

- Using MS Word, go to **Mailings/Envelopes**
- Key in **your address**
- Go to **Options/Printing** options:
 - » Feed method - choose **5th picture over**
 - » Choose - **Face Down**
 - » Feed from - choose **Bypass**
- Choose **OK** and **Print**

i-Series Envelopes From Tray 1

You need to set your settings on the copier first!

What to know before you start:

The envelopes will automatically pull from the copier without having to manually select the bypass once you have printed from the PC..

You can load tray 1 with up to 70 envelopes

To set up the Copier:

- Make sure you are in **Copy Mode**
- Place envelopes face up in tray 1 and make sure the guides are secure all the way round
- On copy screen, **Tray #1 should be highlighted** go to the bottom of the paper column & select **SETTINGS**
- Menu will pop up-under paper type leave on plain paper
 - » Under paper size choose **Envelope/4x6** then choose **Comp 10**
 - » Message: envelopes cannot be selected in this mode choose another paper
- Select **OK-Select Close**
- Go back to **Paper Type** (left side of screen) scroll or arrow up and choose **Plain Paper**
 - » (Basically your paper type should be plain and paper size should be comp 10)
- Select **Close** (right corner of screen)

Note-if you leave paper type to envelope and paper size to Comp 10 the copier will beep when you print and you and you will manually have to highlight the tray and select start for envelope to pull.

To set up on computer to print:

- In word go to **Mailings/Envelopes**
- Key in your address
- Go to **Options/Printing** options:
- Feed method-choose 5th picture over
- Choose **Face Up**
- Feed from-choose **Bypass**
- Choose **OK** and **Print**

i-Series Separate Scan

Can be used in multiple ways.

- » Scan a file using the document feeder, the glass and toggling between single and double and different sizes and keeps it as one file
- » Scan batches from the glass, for example: you can cover your glass with a batch of checks or receipts (anything that you can't put thru feeder) press start, then remove that batch a replace with another batch until you are done.
- » Scan more pages to scan than your document feeder will hold (older machine hold 100 some of the newer ones hold 300). Just keep in mind if you are scanning to email sometimes your incoming mailbox will not allow you to scan larger files.

To use:

Note: Will not work using colored paper

- Select your **Destination**, at bottom of scan screen
- Select **Separate Scan**, turn **On** and screen will prompt you
- When finished touch **Finish**, touch **Start**

To scan single sided and double sided as one file:

- Select your **destination**, from tabs at bottom of scan screen
- Select **2 sided** (from simplex duplex tab)
- Select **Blank Page Removal** (from no of original settings)
- Put your docs in feeder and touch **Start**.

To scan, fax and copy same document at same time or any combination:

- Highlight your scan destination, **highlight or input your fax number(s)** and choose the **SAVE AND PRINT** function at the bottom of the screen.
 - » When you select save and print you can output your copy 2 sided, do multiple sets and staple if you have a stapling finisher.
 - » i-Series model note: the SAVE AND PRINT function is now under applications in the right hand corner of screen)

i-Series Register One Touch Fax Destinations From Copier

Can be done via web connection.

Getting Started:

- ❑ Select **Home** icon (left corner of screen)
- ❑ Select **Address Book** on screen
- ❑ Select **New** (bottom on screen)
 - » See Address Type-choose **Fax** from drop down
 - » See Name-Touch icon of Key Pad and key in name - OK
(touch favorites if you want to display on main screen)
- ❑ Touch Fax Number and input number from keypad icon
(make sure to include 1 or 9 if you are required to use)
- ❑ Touch **Register**-touch **OK**

Note: you can also delete or edit from this screen once you highlight the previous record that you created)

I Series Register one touch email destinations at copier:

Note: Your copier must already have been set up for scanning and this can also be done via web connection from your PC

- ❑ Select **Home** icon (left corner of screen)
- ❑ Select **Address Book** on screen
- ❑ Select **New** (bottom on screen)
 - » See Address Type-choose **Email** from drop down
 - » See Name-Touch icon of **Key Pad** and key in name -**OK**
(touch favorites if you want to display on main screen)
 - » See email-touch icon and key in your email address-**OK**
(touch shift to get @ symbol)
- ❑ Touch **Register** - touch **OK**

Note: you can also delete or edit from this screen once you highlight the previous record that you created)

Faxing From Your i-Series Bizhub

Getting Started:

- Select **Home** screen (lower left corner)
- Select **Scan/Fax**
- Select **Direct Input, Fax** and key in your fax number (use 1 or 9 if applicable)

Note: If you have a pre-programmed number select it

- Touch blue start button to send

Note: You can enter multiple destinations if you select "next destination" at bottom of screen

Faxing Tips: Check the progress of your fax by touching job list, set up groups, fax from your PC, program one touch buttons, fax scan and make copies all at the same time, Fax 2 sided and use separate scan.

I Series Register one touch Fax destinations from copier:

Note: Can be done via web connection

- Home** icon (left corner of screen)
- Select Address Book on screen
- Select New (bottom on screen)
 - » See **Address Type**-choose fax from drop down
 - » See **Name**-Touch icon of **Key Pad** and key in name -**OK** (touch favorites if you want to display on main screen)
 - » Touch **Fax Number** and input number from **Keypad** icon (make sure to include 1 or 9 if you are required to use)
 - » Touch **Register**-touch **OK**

Note: You can also delete or edit from this screen once you highlight the previous record that you created

Confirmation:

- Select **Home** button
- Select **Utility**
- Select **Administrator** enter **1,2,3,4,5,6,7,8 - OK**
- Select **Fax Settings**
- Select **Report** settings
- Select **TX Report** and select **On Off** or only if fails.

Faxing From Your i-Series Bizhub

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Header:

- Select **Home** button
- Select **Utility**
- Select **Administrator** enter **1,2,3,4,5,6,7,8** **OK**
- Select **Fax Settings**
- Select **Header Info**
- Select **Sender Fax No.** and key in your fax number
- Scroll to TTI select **No 1**
- Touch **Edit** and key in your company name, touch **OK**

To print TX (sent) or RX (received) or both reports:

Note: You can't print off an individual confirmation report but you can print a report log showing multiple records

- Select **Job List** in upper right corner of screen, select **Comm. List**
- Go to right side off screen under report type and choose which report you need
- Select **CONFIRM** at bottom of screen and select **Start**

Note: If the sending fax institution does not have their fax name and/or number programed into the machine you will not see that info and won't know who or where the fax came from

i-Series USB Thumb Drive

You only have to activate one time.

What to know before you start:

If color restrict or account track is turned you would have to set external memory to allow when setting up codes and will have to log in to utilize this feature.

Supports PDF, JPEG, TIFF and PowerPoint Formats

To activate:

- Touch **Home** icon in left corner of screen
- Select **Utility** (on screen)
- Select **Administrator Settings** and key in **1,2,3,4,5,6,7,8 OK**
- Select **Systems Settings**
- Select **User Box Settings**
- Select **Usb Flash Drive Function Settings**
- Turn all options to **ON**

To use:

- Plug in** your drive to the **USB port** of the right side of the machine. If it's compatible a menu will pop up in a few seconds with your options (see Below)

Print a document from external memory:

- Highlight your file/folder select your finishing options such as duplex, staple, color etc
- Touch blue start button to print from your thumb drive.

Save a document to external memory:

- Choose this option to save documents To your thumb drive to make them portable.
- You can name your file by going to right side of screen beside file name and touching the icon that looks like a Keyboard, touch the C button to clear the field and enter the name. Don't use Dashes, slashes or periods or when naming as this will cause your file to fail.

Scan a document from external memory to user box:

- You can scan docs to public user boxes if you have them set up.

A USB port is standard equipment, located on the side of the main unit's operation panel. After inserting a USB flash drive, printing procedures pop up in the touch screen, and the flash drive data can be directly printed or saved to a box in the unit with a few easy steps.



Blank Page



KONICA MINOLTA

KOMAX
Business Systems

Clean Planet Program

NATURE GIVES.
IT'S TIME TO GIVE BACK.



**A smaller ecological footprint is to everyone's advantage.
Konica Minolta is leading the way.**

Whether you have a Konica Minolta desktop printer, a whole fleet of bizhub® MFPs or professional AccurioPress and AccurioPrint printers, it's never been easier to recycle your consumables — toner cartridges, imaging units, waste toner bottles, developer units and drums. The recycling process is simple. For full details, just visit our Clean Planet website: www.cleanplanetus.com.





CLEAN PLANET RECYCLING PROGRAM. A better way to handle your consumables.

HOW OUR PROGRAM PROTECTS THE ENVIRONMENT

No consumables in landfills. Konica Minolta has partnered with Close the Loop, Inc., a leading global recycler of imaging consumables to process returned consumables in an environmentally safe and responsible manner. All cartridges are recycled with zero waste to landfill and zero incineration.

Creating new and useful materials. Using state-of-the-art material separation processes, all consumables are processed, extracted and recovered for reuse. Recovered component materials are reengineered so they can again be manufactured into useful products such as asphalt and plastic modifiers.

RECYCLING IS EASY AND AT NO COST TO YOU

No additional cost. Unlike some recycling plans, Konica Minolta's Clean Planet Recycling Program doesn't require you to pay shipping or recycling costs.

All Konica Minolta consumables can be recycled. We now accept toner cartridges, imaging units, waste toner bottles, developer units and drums — all the consumables from every Konica Minolta model, not just selected models. No matter what volume of consumables you use, there's a recycling program to fit your needs.

A total commitment to the environment. For years, Konica Minolta has led the industry in policies and technologies designed to protect our planet — saving energy, minimizing pollution and reducing environmental impact through the entire lifecycle of our products.



For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com

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Unique end-user online portal.

On our website, you'll find complete instructions on how to order our exclusive Clean Planet recycling boxes. We've streamlined the process so that now all recycling boxes received in your kit have a pre-paid return label applied to the box.

Tracking and reviewing your orders.

A new feature of our online portal includes the ability to track your orders so you'll know exactly when your Clean Planet recycling boxes will arrive at your location.

Online reporting.

Provides the ability to view and print reports that provide year-to-date information on the estimated bulk weight of all materials and total number of pieces you have sent back for recycling by location.

Small and home office customers:

"Create Your Own Clean Planet Box."

The Create Your Own Clean Planet Box program is designed for customers who use 3 consumables per month. Simply consolidate at least 5 Konica Minolta consumables in your own spare box (any box that you have on hand is fine to use), affix the UPS shipping label after printing it from our website, and ship. Please note, this return method is only to be used with Konica Minolta branded materials.

For our mid-sized customers.

A recycling box designed to hold 10–15 items (consumables only, no shipping materials) can be ordered from the CleanPlanet website. Just assemble the box and place it in your office. When the box is full, simply secure the liner with the included zip ties, tape the lid and schedule a pick up with UPS through our Clean Planet website. Please note, only Konica Minolta Clean Planet boxes can be accepted.

For high-volume customers.

Konica Minolta can arrange for the delivery and pickup of recycling pallets that hold a larger quantity of consumable items (not shipping materials). Please check our Clean Planet website for details.

For our Managed Print Services customers.

MPS is now part of Konica Minolta's Clean Planet Program, giving you one consolidated method for easily returning and recycling all your consumables.



KONICA MINOLTA

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CountOnKonicaMinolta.com



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