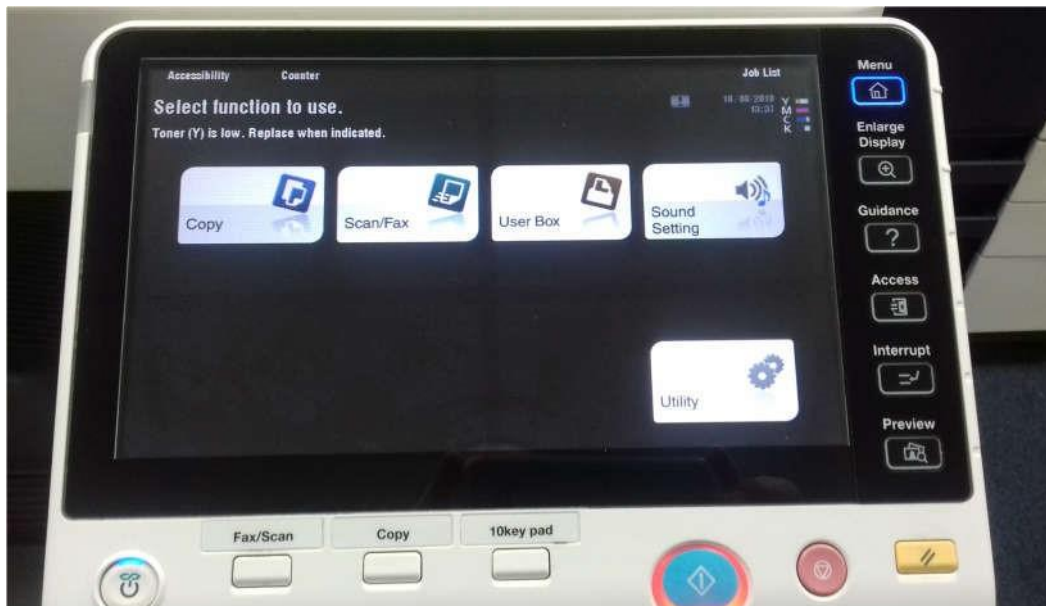


solutions in technology

IT SERVICES • TELECOMS • COPIERS • CCTV

Defaulting 4 and 8 series Konica Minolta To Black and White.

First go to home screen (picture below).



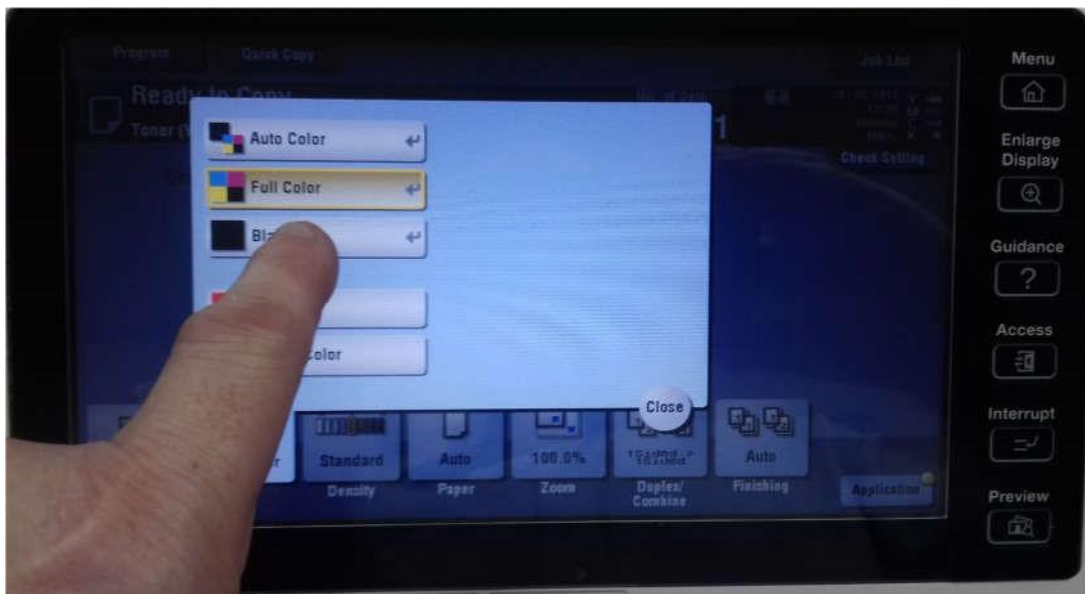
Select the copy tab (see screen below)



Then touch the 'Color' tab (as seen below).



Then touch the Black tab (See below).



Then go to the home screen by pressing the top right hand side marked menu with a home sign.

Then press utility (see picture below).



1. Then tap (utility)
2. Select (user settings)
3. Select (copier settings)
4. Select (Default copy settings)
5. then you will see below.
6. Ensure the current setting tab is Selected (Orange) tap ok on the screen.



The above sequence 1 to 6 must be done quickly or it will time out.

Then press close till you see the home screen and you are done

You will now see on the copy screen that the colour tab is now black.