

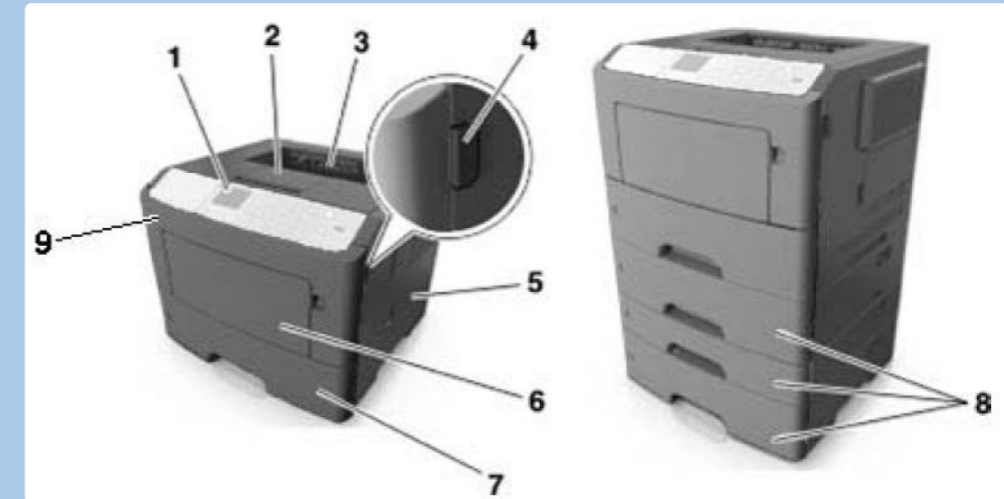


* Printing from a flash drive (bizhub 4700P only)

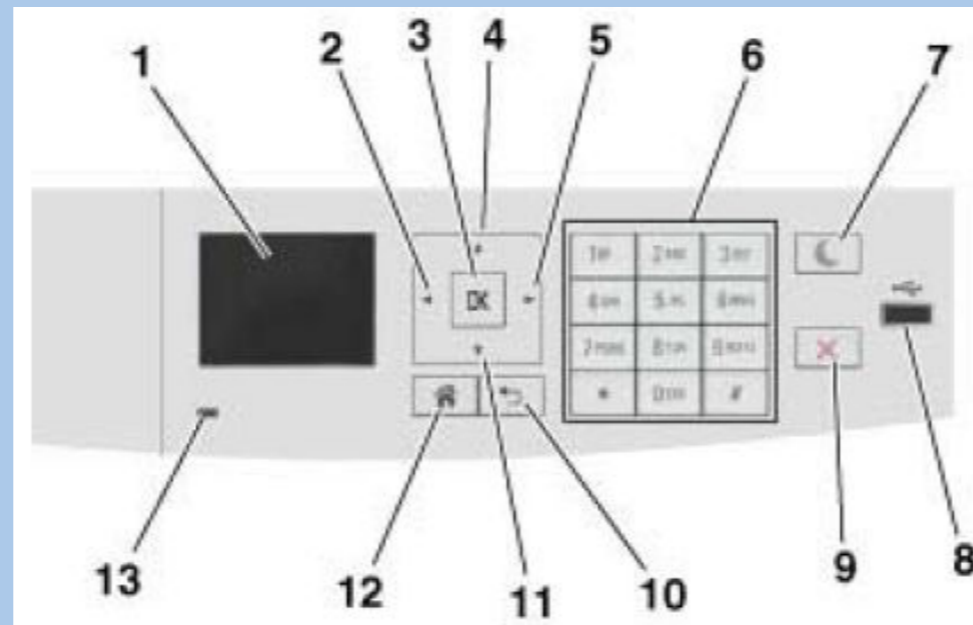
Learning about the Printer – Printer Configurations



No	Item
1	Printer control panel
2	Paper stop
3	Standard bin
4	Front door release button
5	Controller board access door
6	100-sheet multipurpose feeder
7	Standard 250-sheet tray
8	Optional 250- or 550-sheet trays
9	Front door



How to Use the Printer Control Panel



No	Item	Take
1	Display	View the printer status and messages. Set up and operate the printer.
2	Left arrow button	Scroll to the left.
3	Select button	Select menu options. Save settings.
4	Up arrow button	Scroll up.
5	Right arrow button	Scroll to the right.
6	Keypad	Enter numbers, letters, or symbols.
7	Sleep button	Enable Sleep mode or Hibernate mode.
8	USB port	Connect a flash drive to the printer. Notes: • Only the front USB port supports flash drives. • bizhub 4700P Only.
9	Stop or cancel button	Stop all printer activities.
10	Back button	Return to the previous screen.
11	Down arrow button	Scroll down.
12	Home button	Go to the home screen.



Basic print functions – PC users

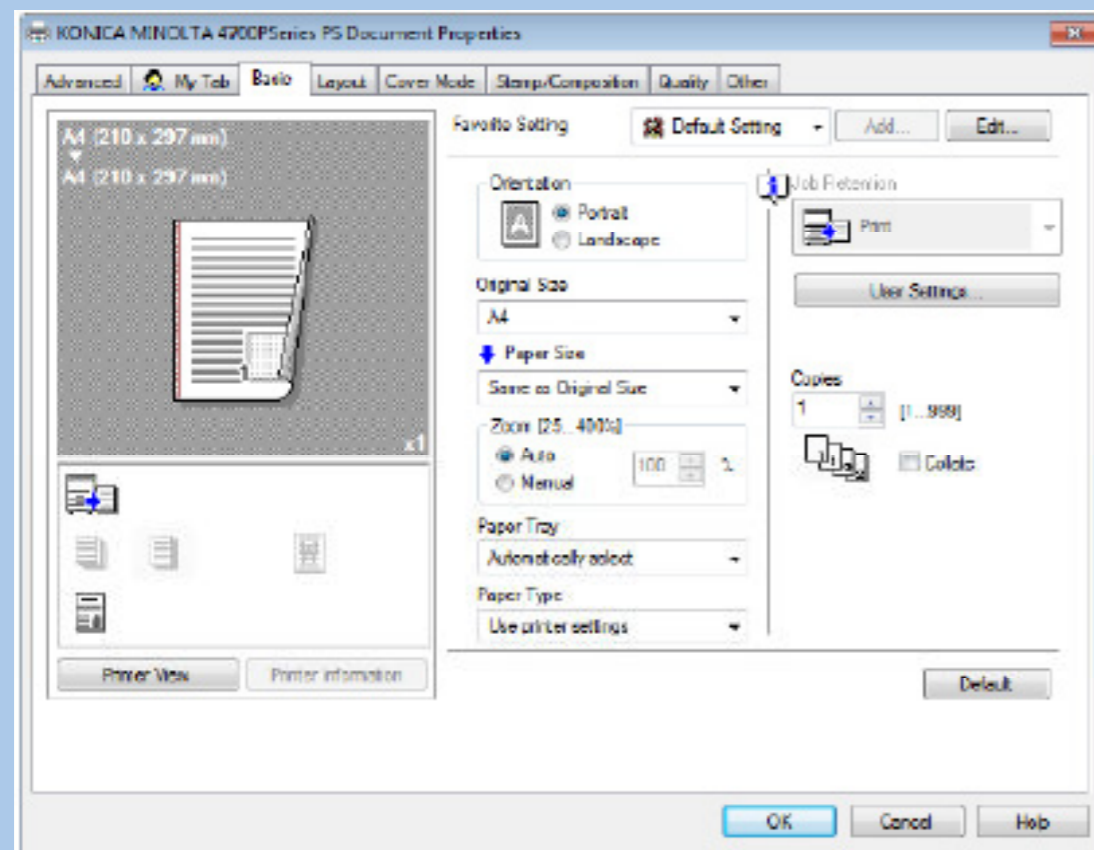


Printing a Document

1. From the Paper menu on the printer control panel, set the paper type and size to match the paper loaded.
2. Send the print job:

For Windows users

- a. With a document open, click **File >Print**.
- b. Click **Properties, Preferences, Options, or Setup**.
- c. Adjust the settings, if necessary.
- d. Click **OK >Print**.



Basic print functions – Macintosh users



Printing a Document

- a. Customize the settings in the Page Setup dialog if necessary:
 1. With a document open, choose **File >Page Setup**.
 2. Choose a paper size or create a custom size to match the paper loaded.
 3. Click **OK**.
- b. Customize the settings in the Page Setup dialog if necessary:
 1. With a document open, choose **File >Print**.
If necessary, click the disclosure triangle to see more options.
 2. From the Print dialog and pop-up menus adjust the settings if necessary.

Note: To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.

3. Click **Print**.

