



**Asian Disaster Preparedness Center**  
*safer communities and sustainable development through disaster risk reduction*

# User's Manual

## Konica Minolta Multifunction Printer

Updated: February 2022



# Introduction

Konica Minolta printers are used to provide shared multifunction printer service for ADPC staffs, these printers offer optimum speed and high-quality color printing capability. You can print, copy or scan in color or black & white anytime you need. While these printers will keep record of your print/copy usage for charge cost back to each the project and the department at the end of each month.

## Location of printers

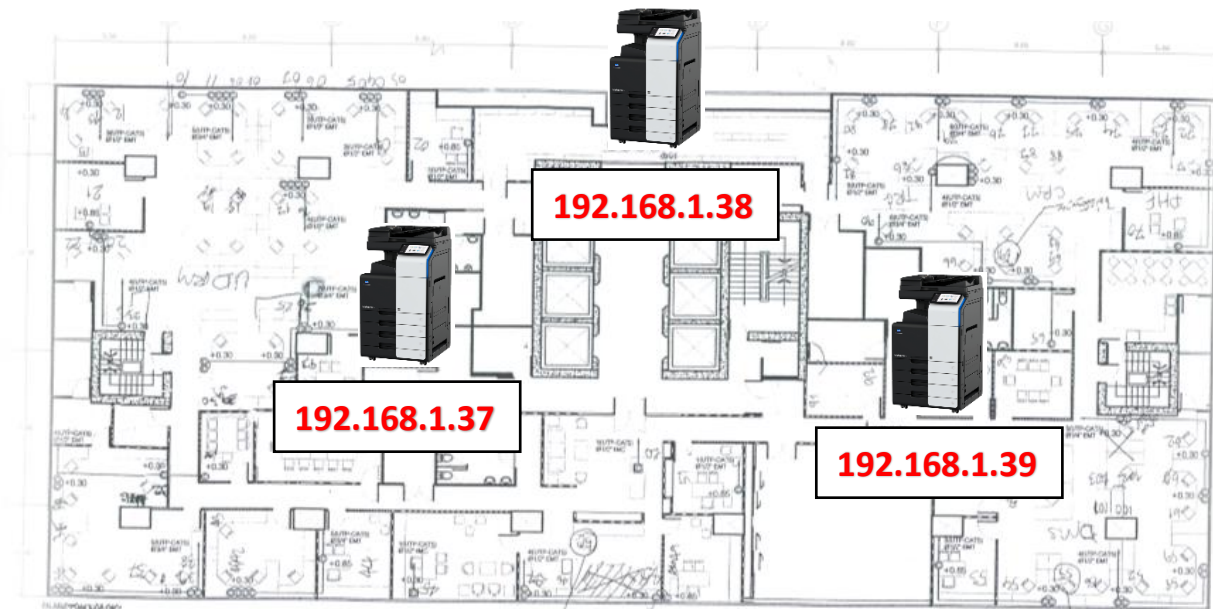
We have 3 Konica Minolta printers located at each corner of ADPC Bangkok office.

These printers are identified by IP address as follows;

IP 192.168.1.37 – near URR and CLR area

IP 192.168.1.38 – In library area

IP 192.168.1.39 – near IT room



## Cost-charge rate (included cost of paper, ink, rental)

Print and Copy for Black & White = 1.20 THB per page

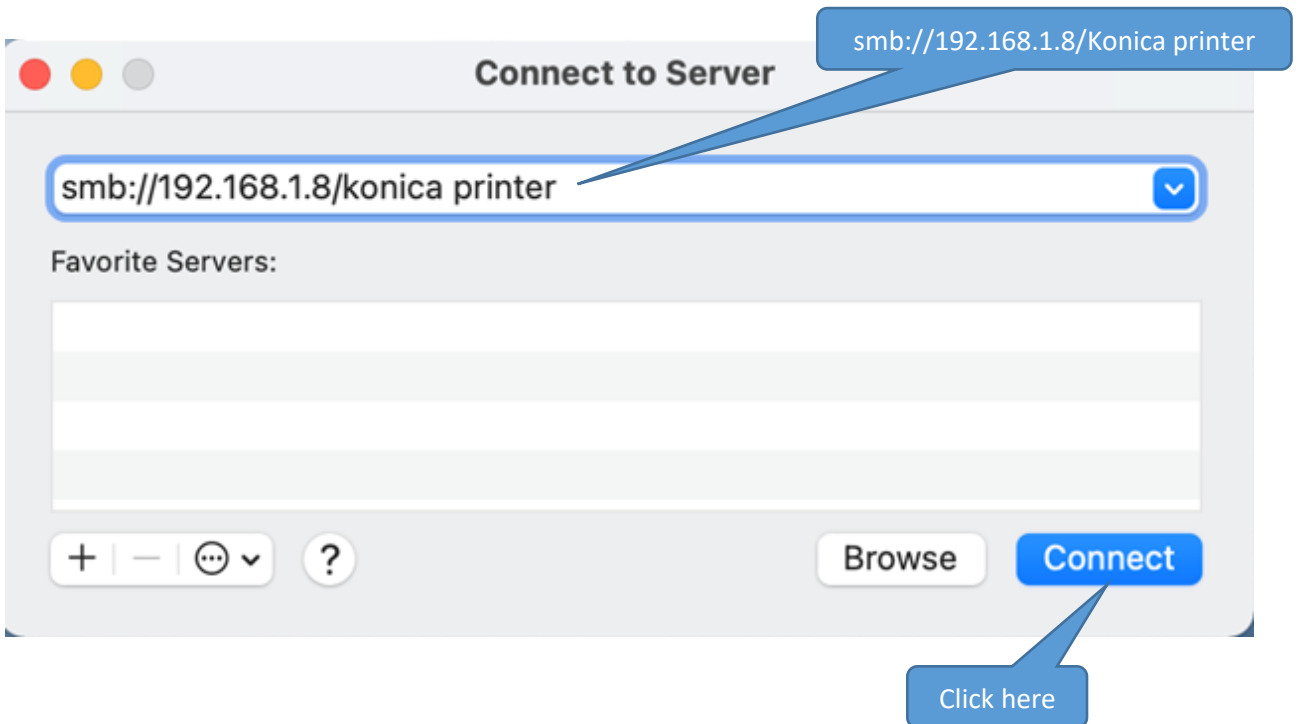
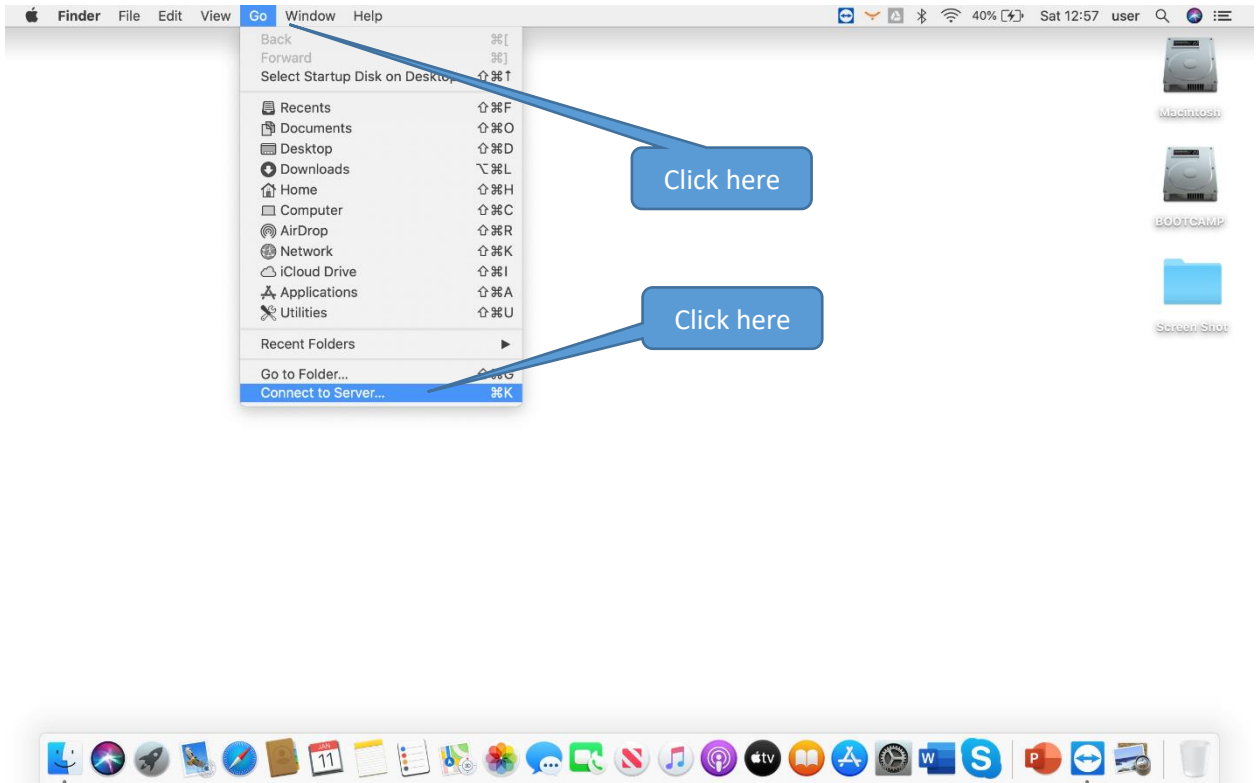
Print and Copy for Color = 3.90 THB per page

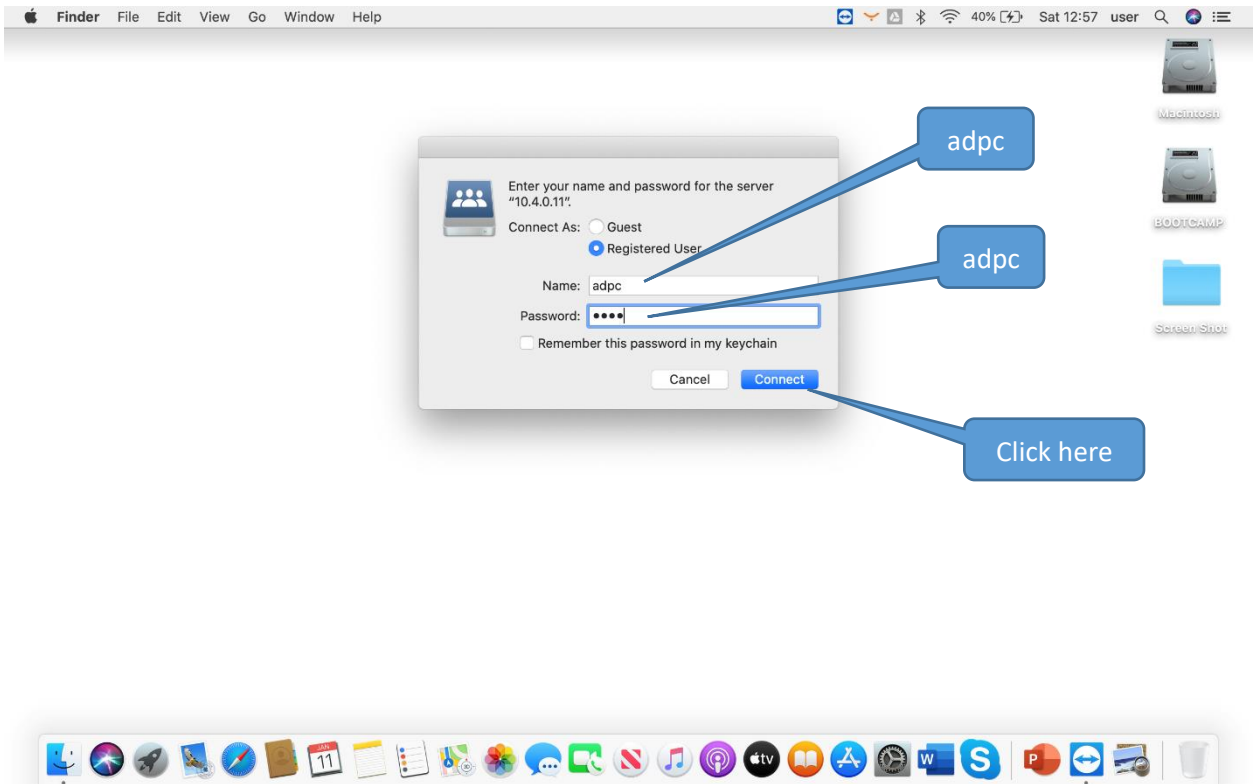
Scan = Free

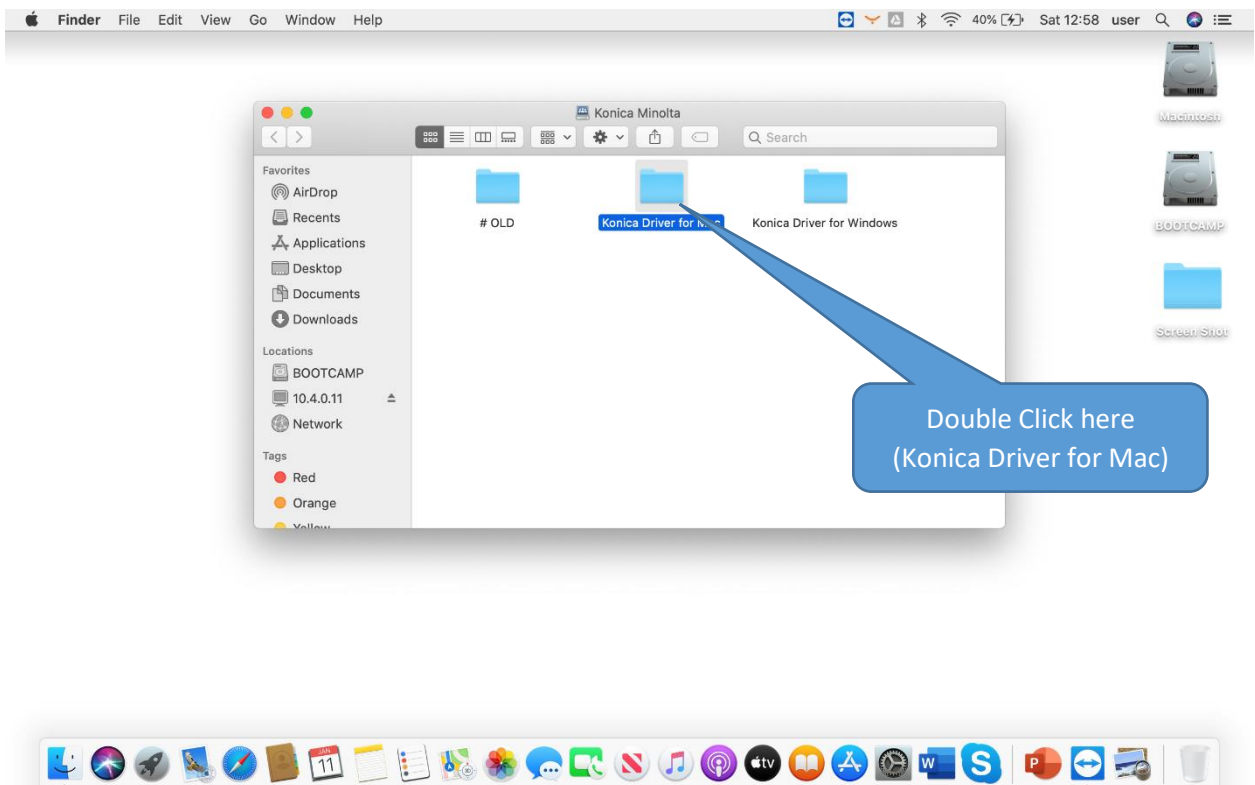
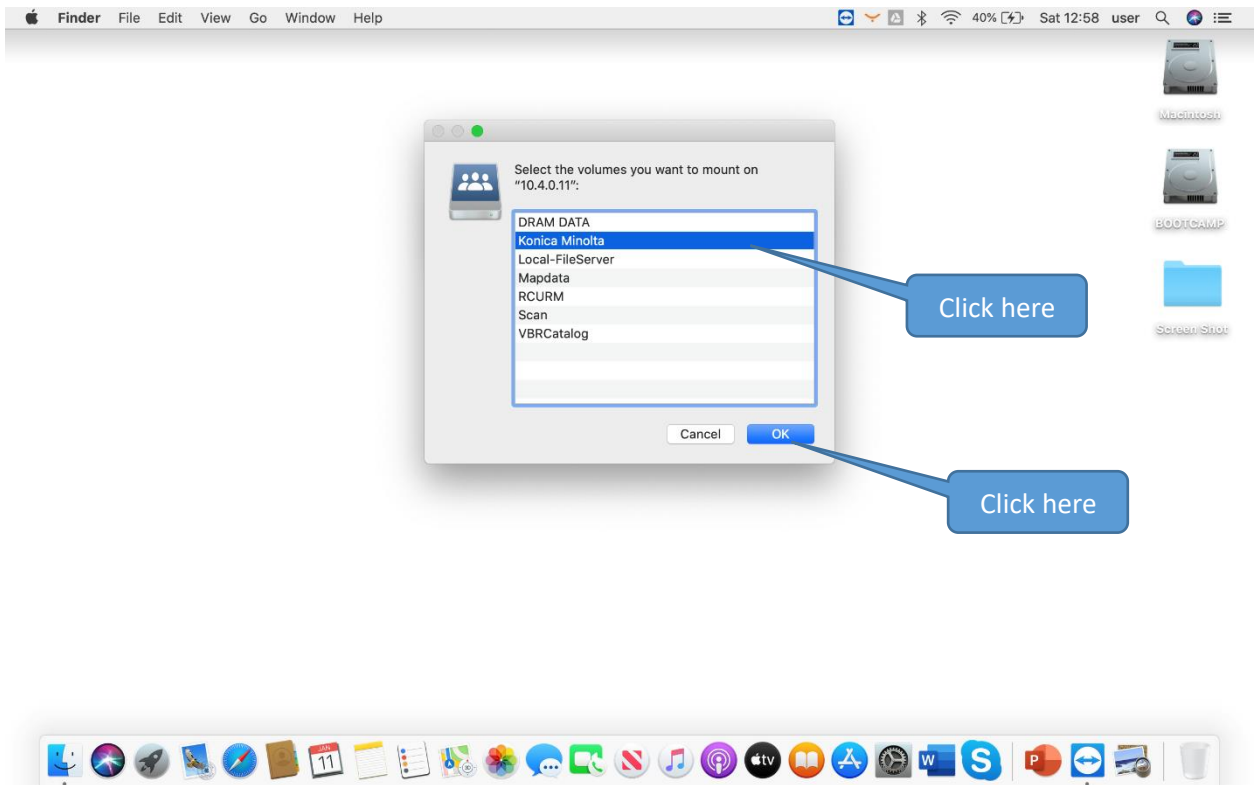
The following pages will show you how to setup Fuji Xerox multifunction printer on your computer

# Setup Printer

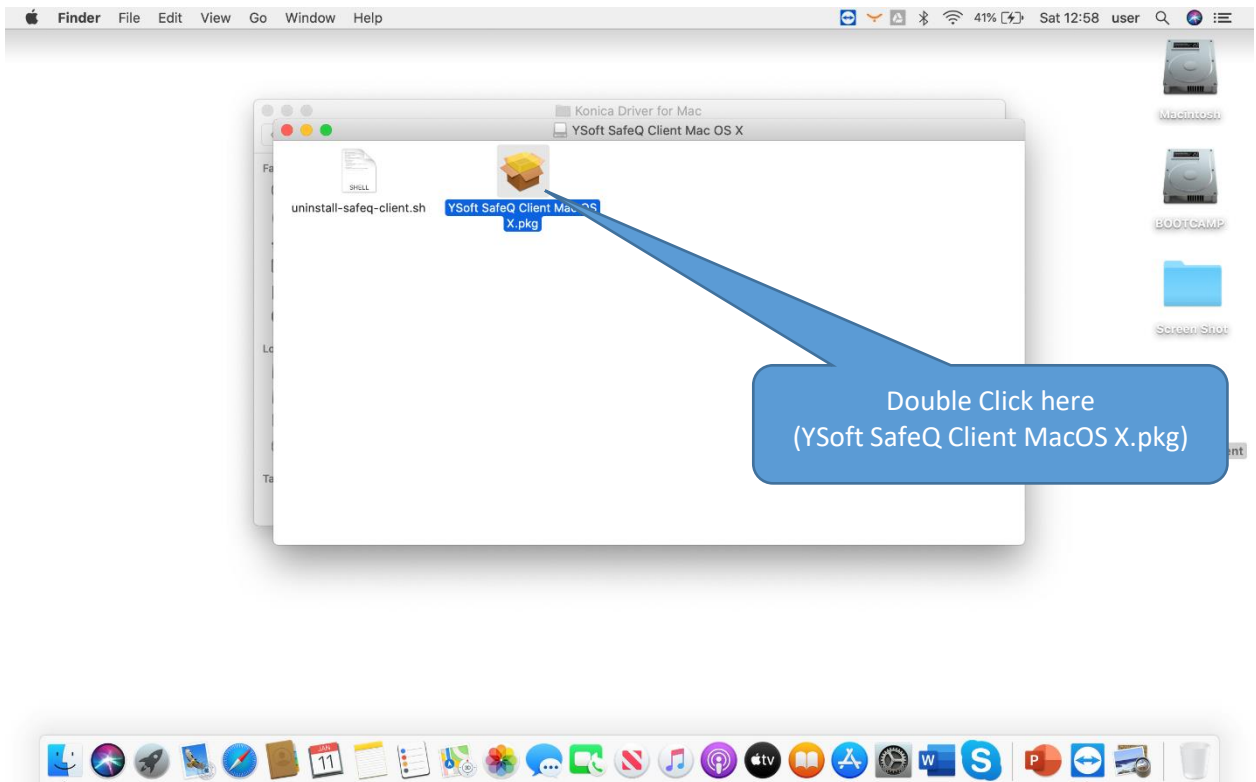
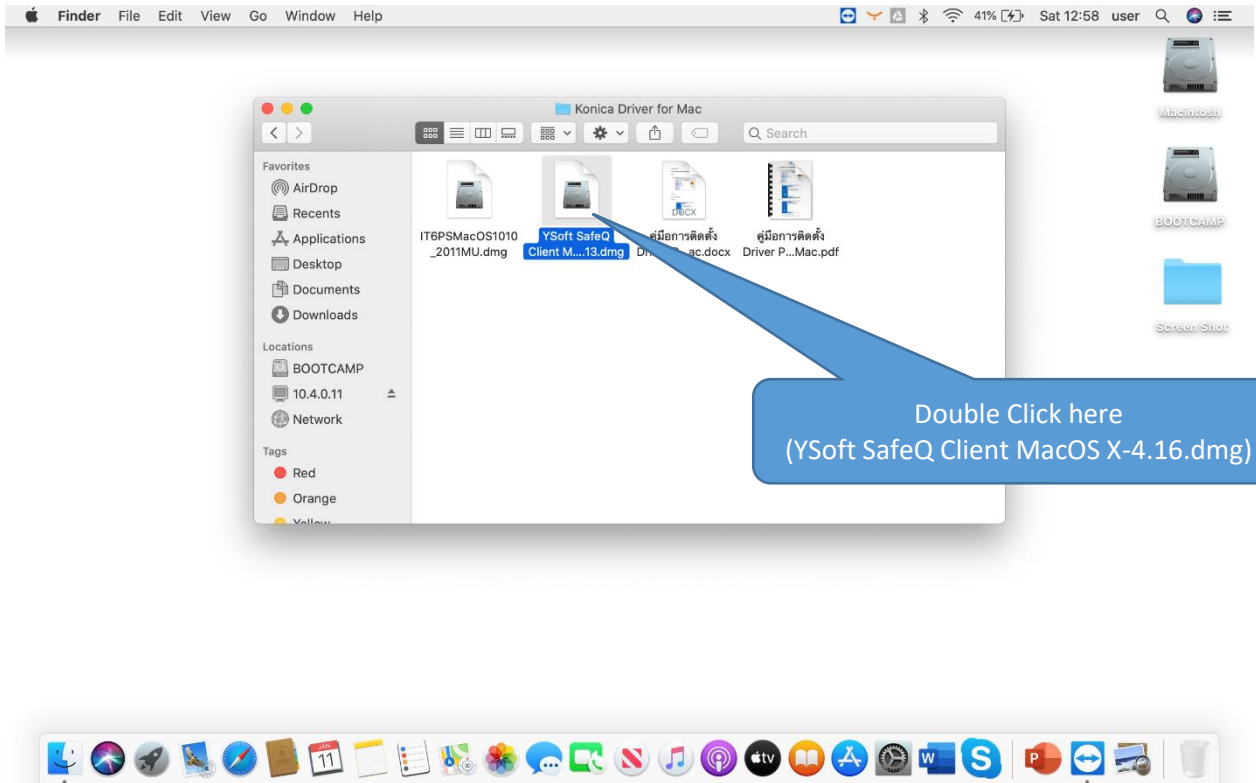
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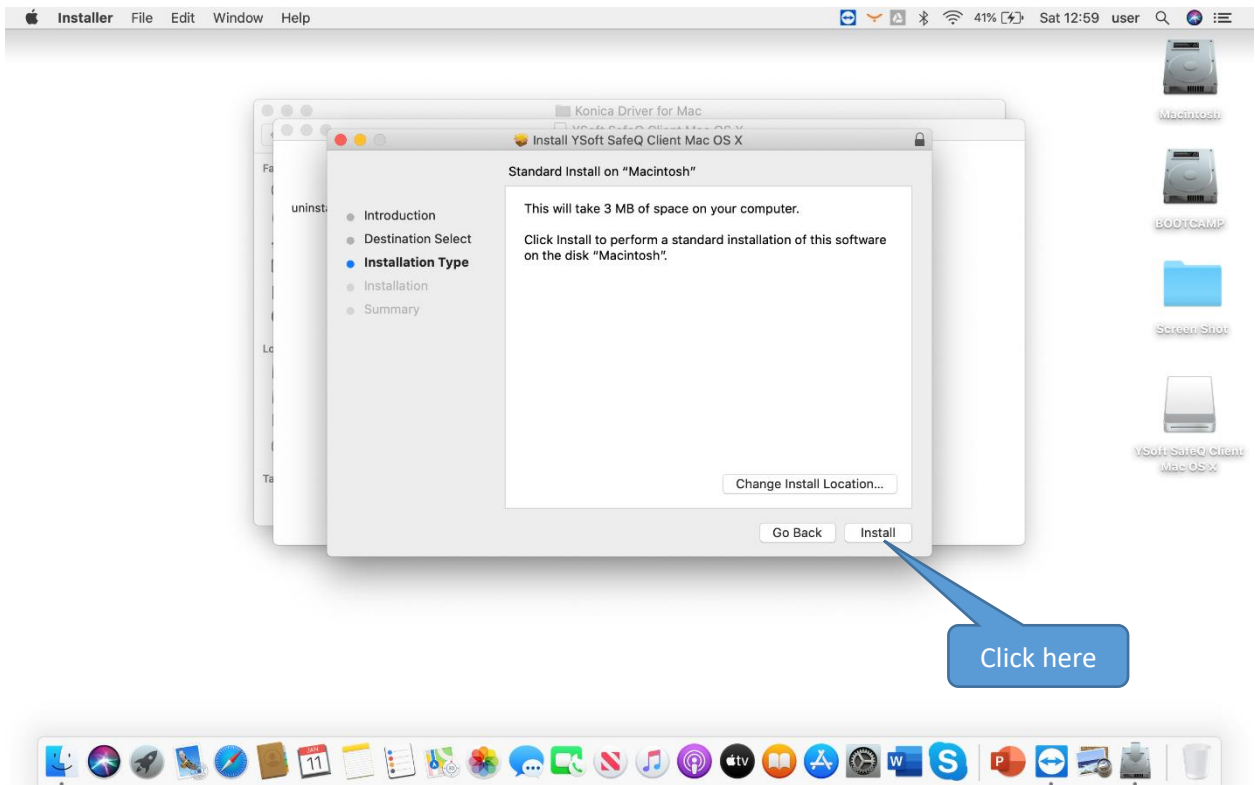
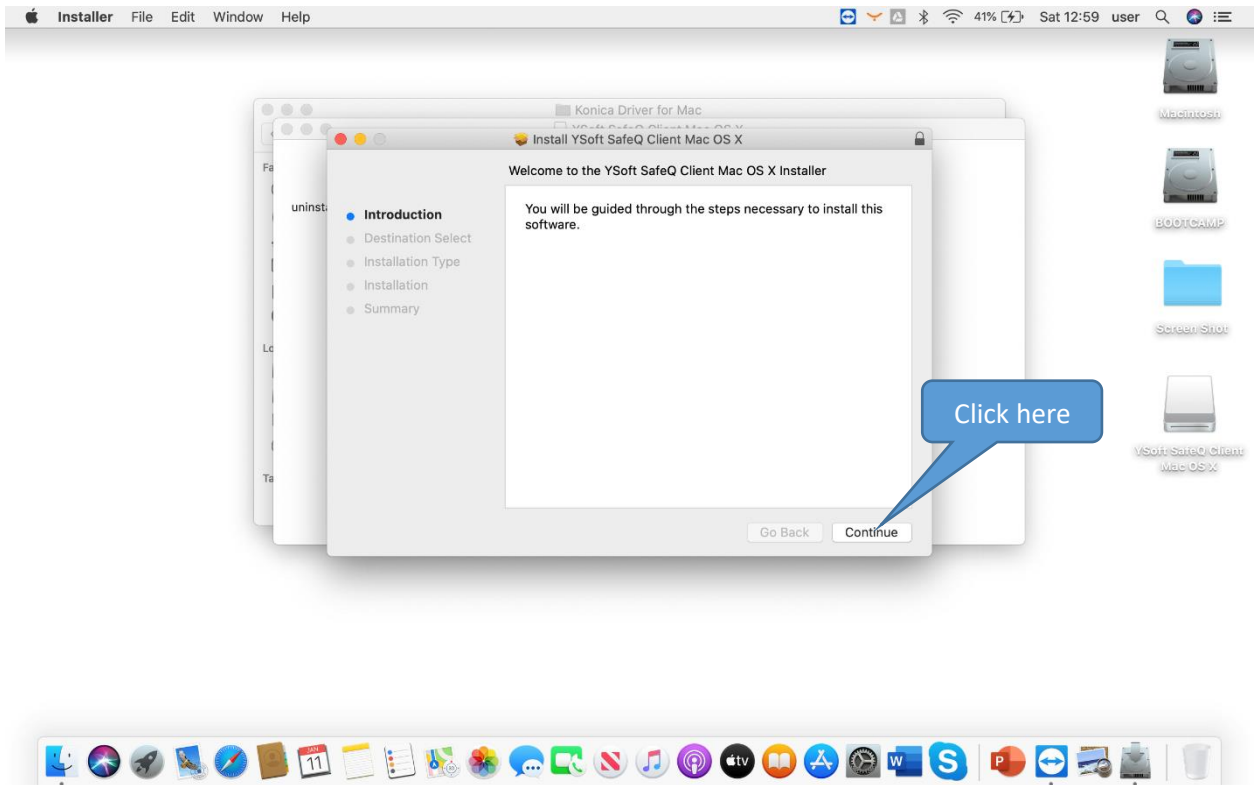


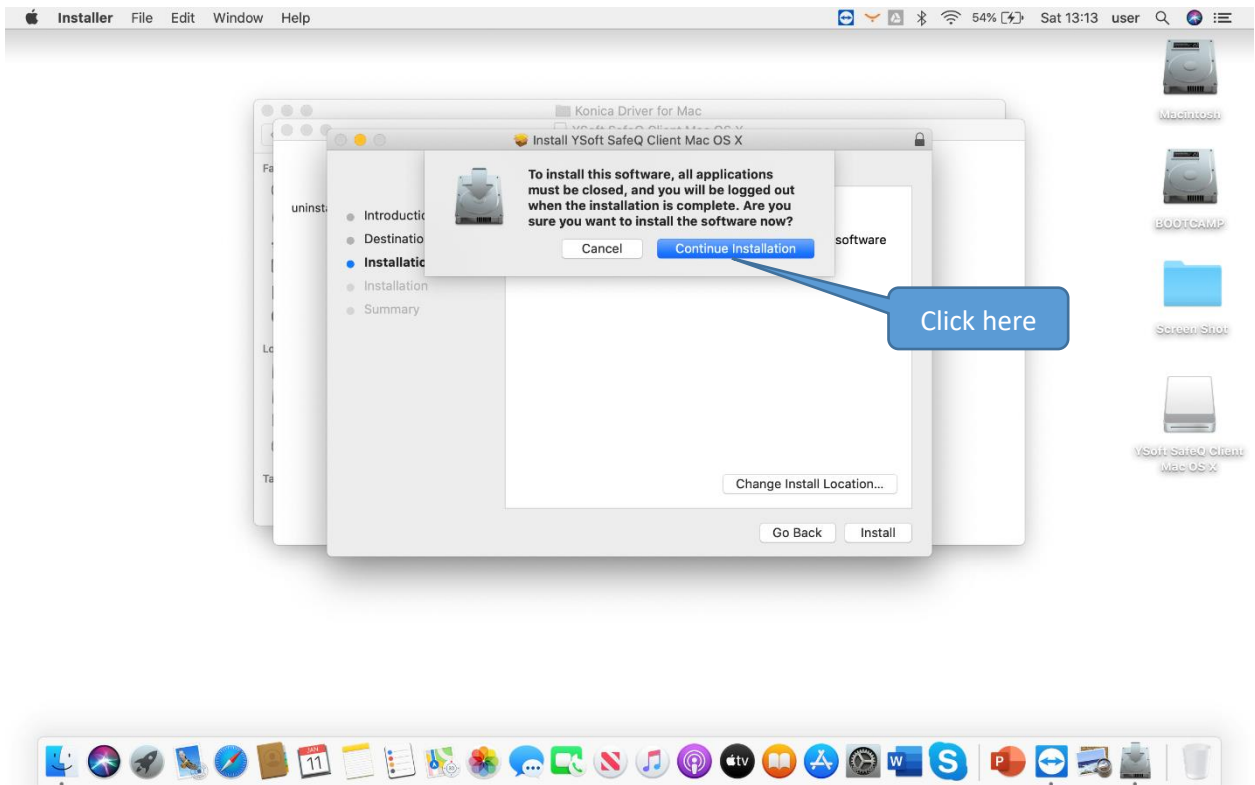
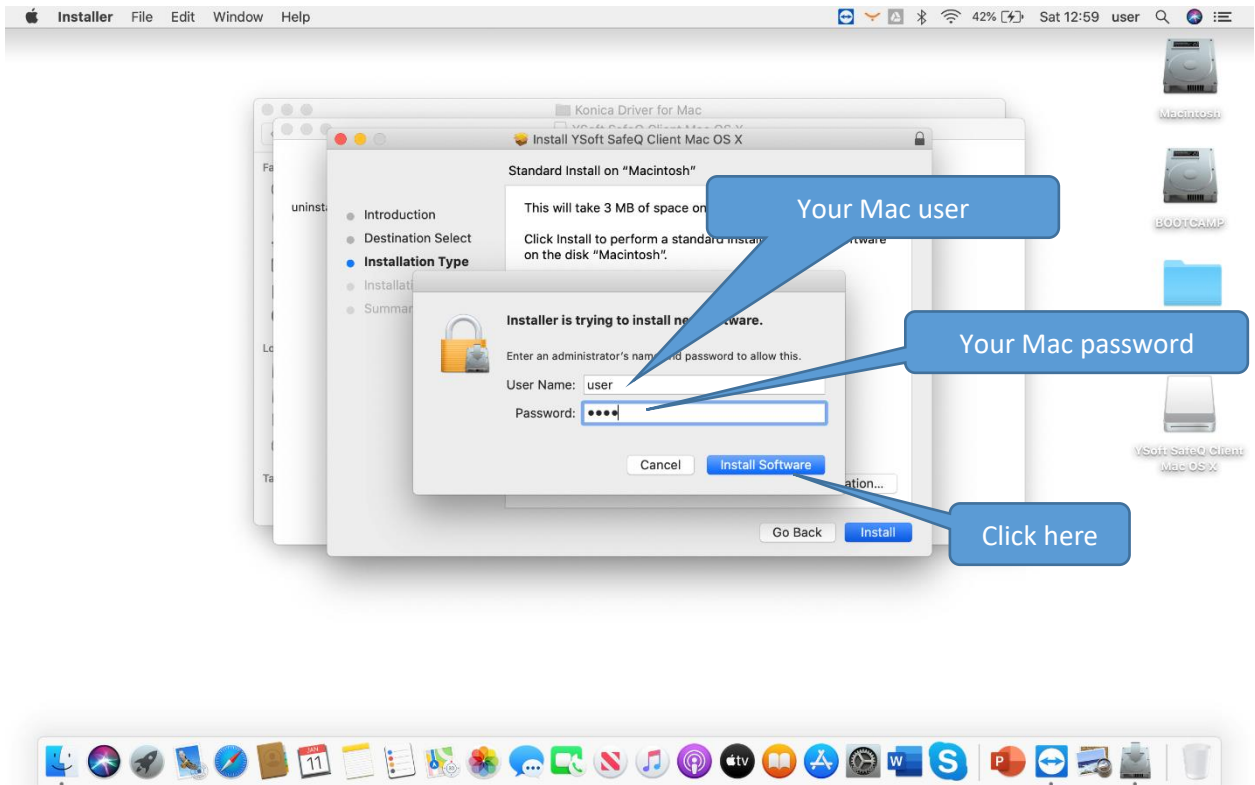




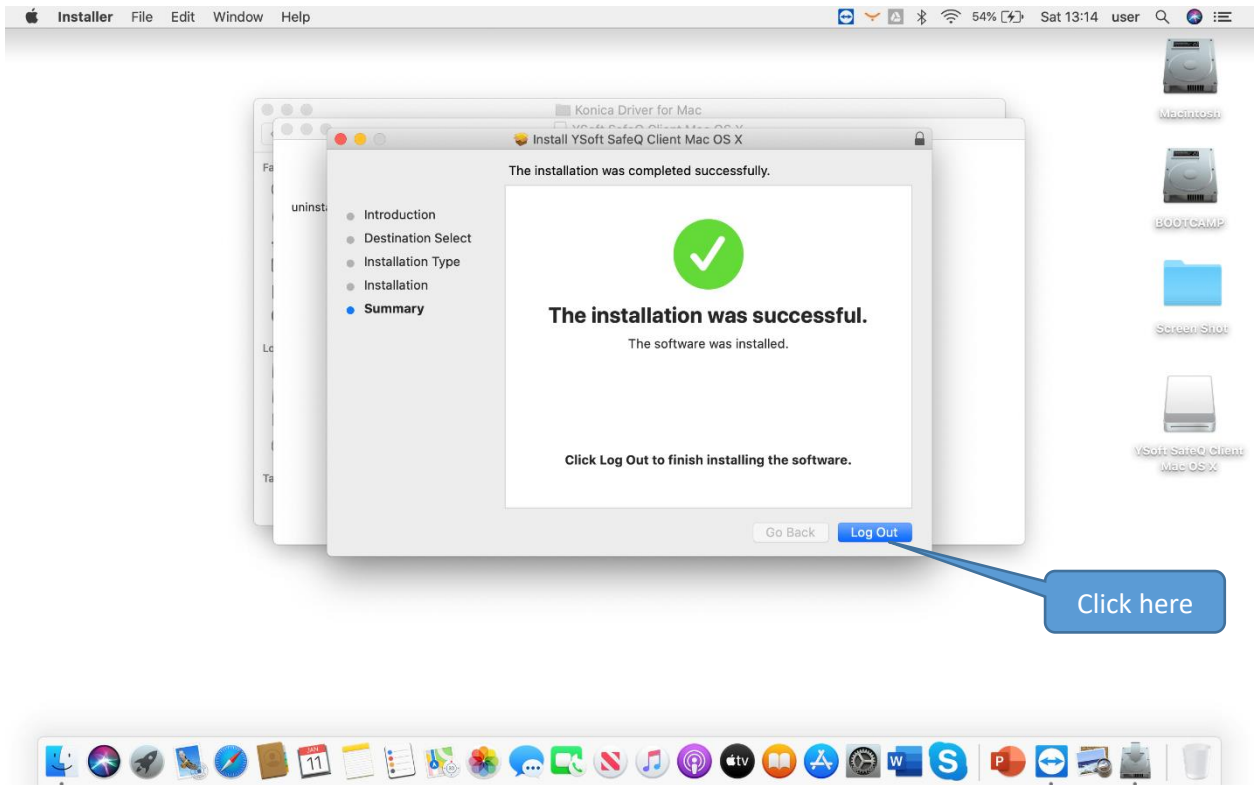
### Setup YSoft





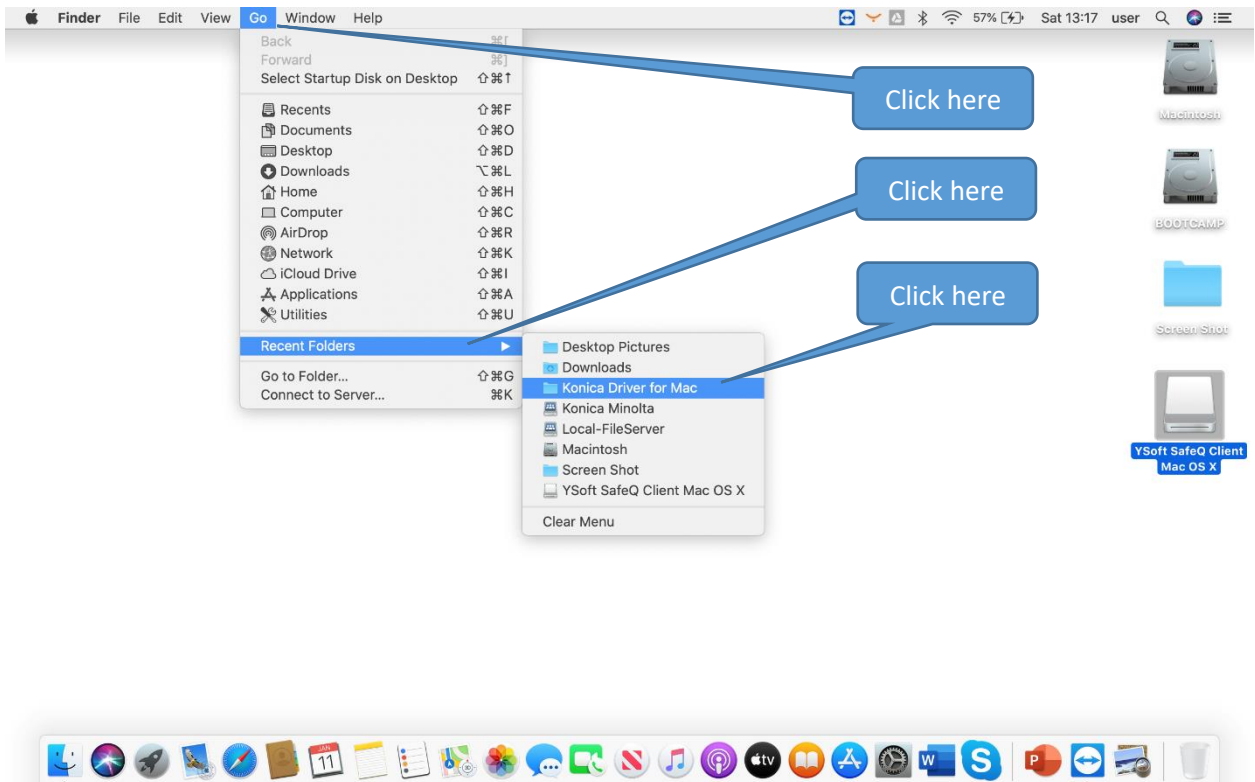


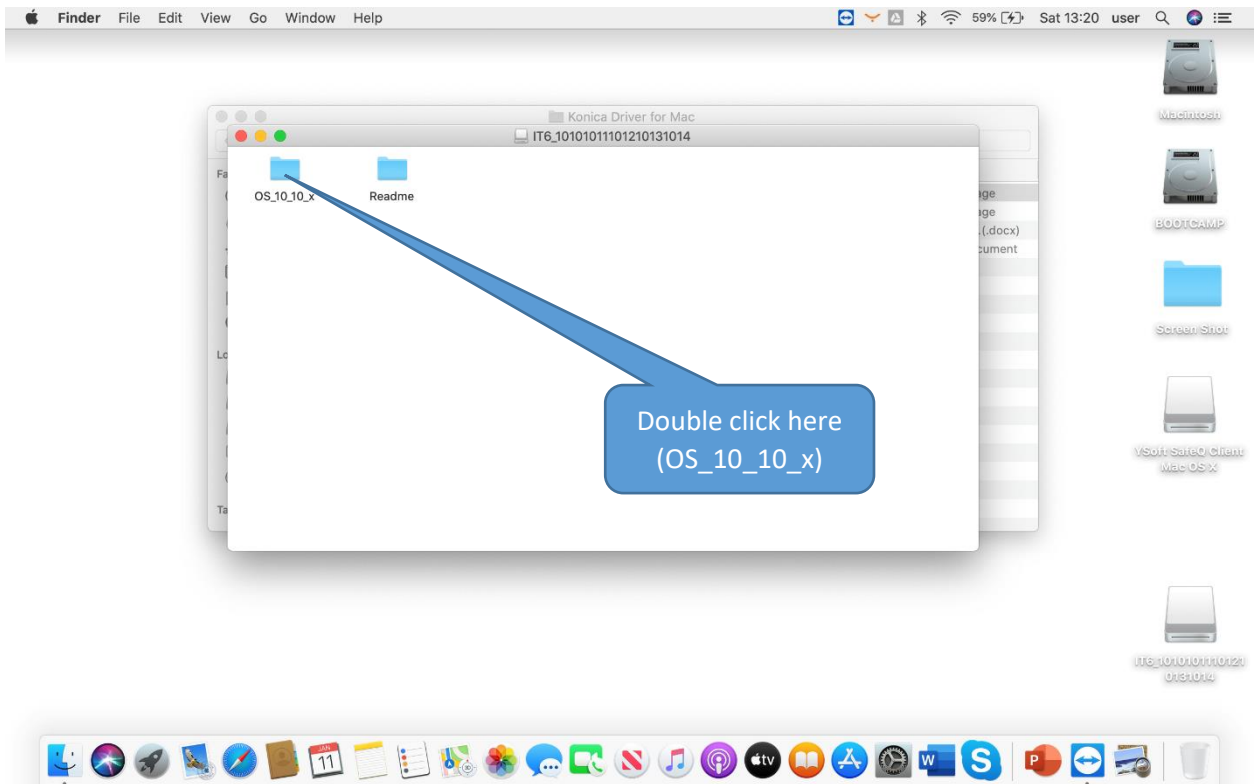
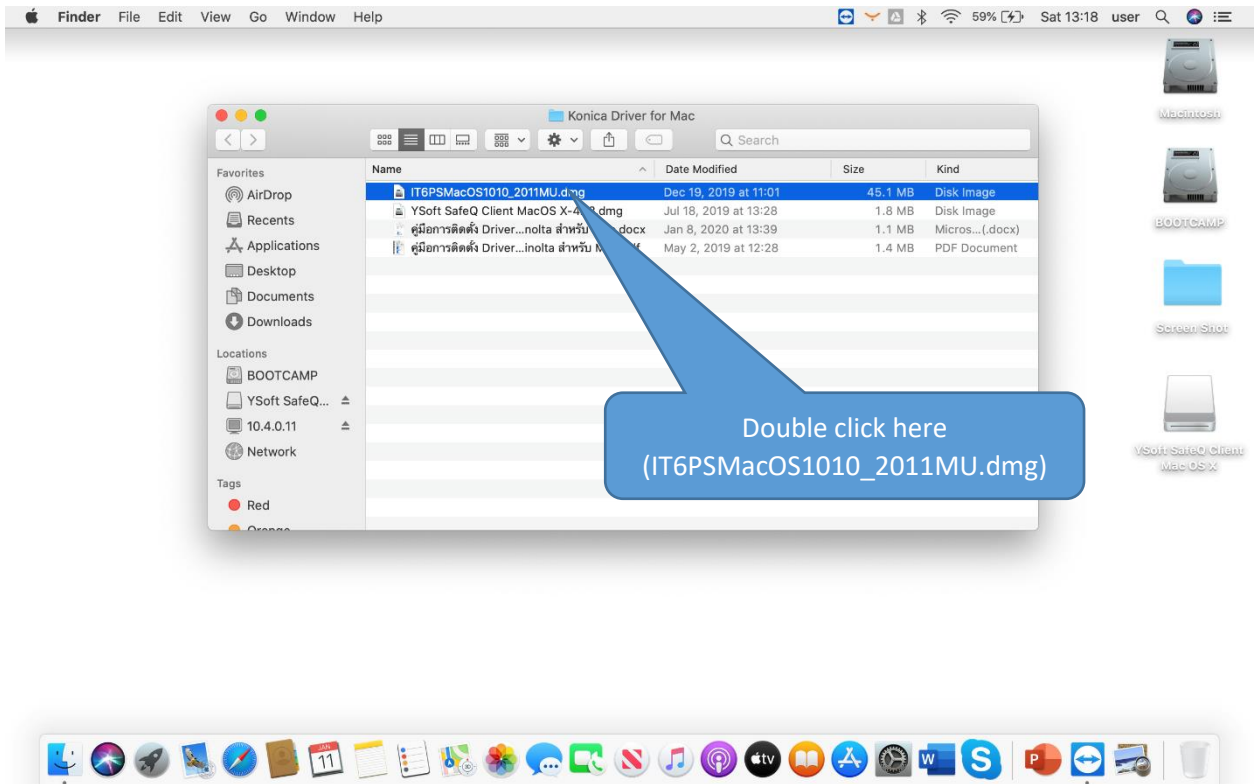


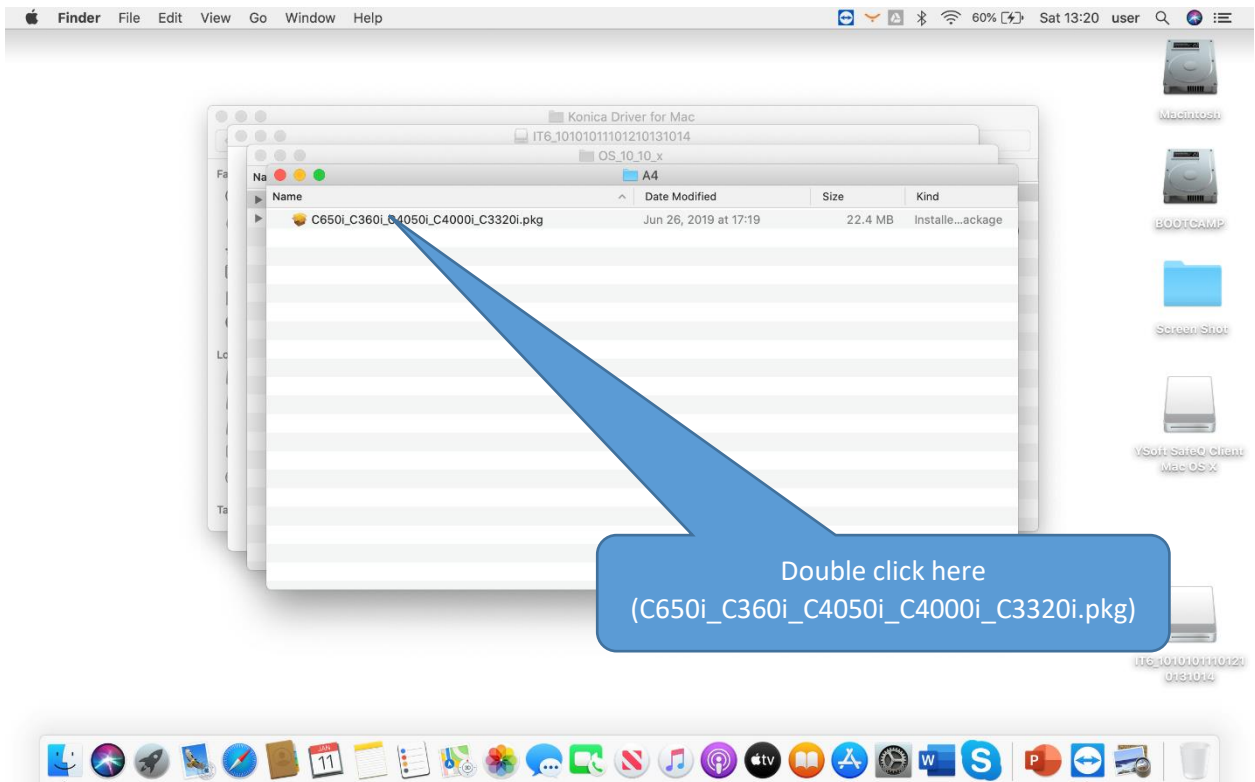
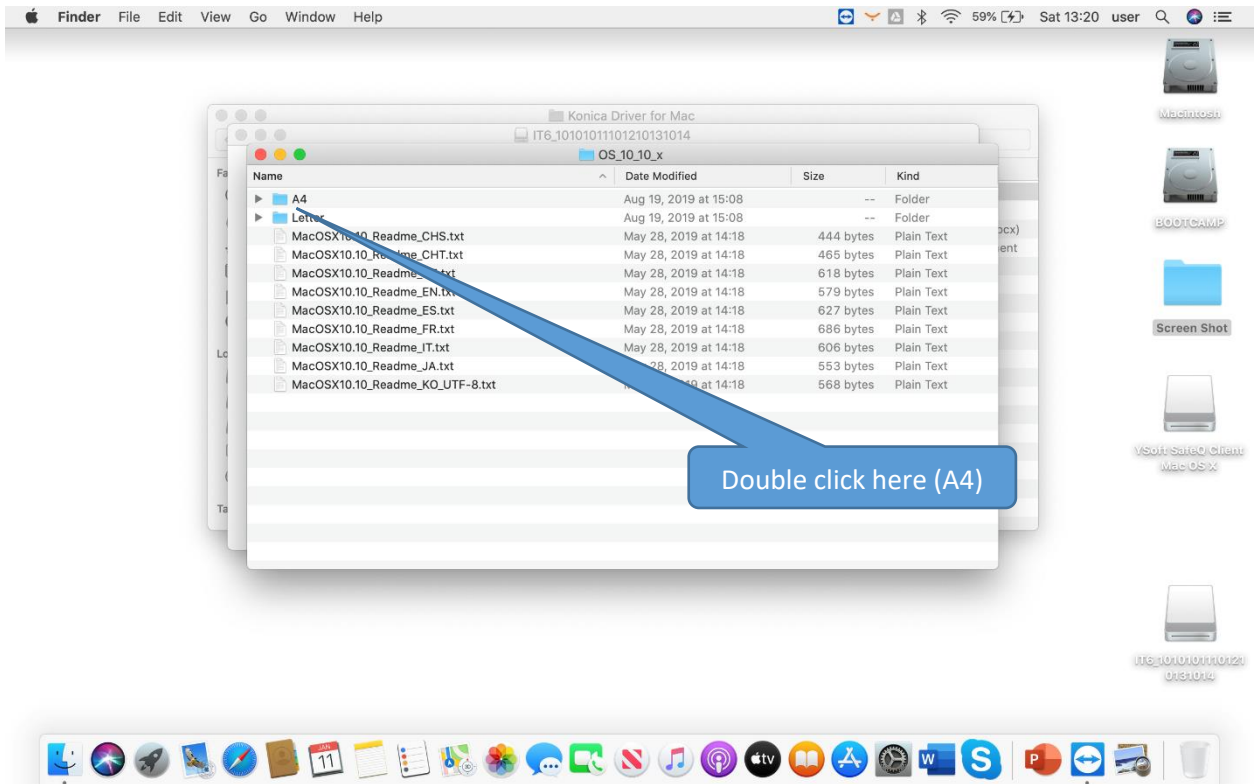


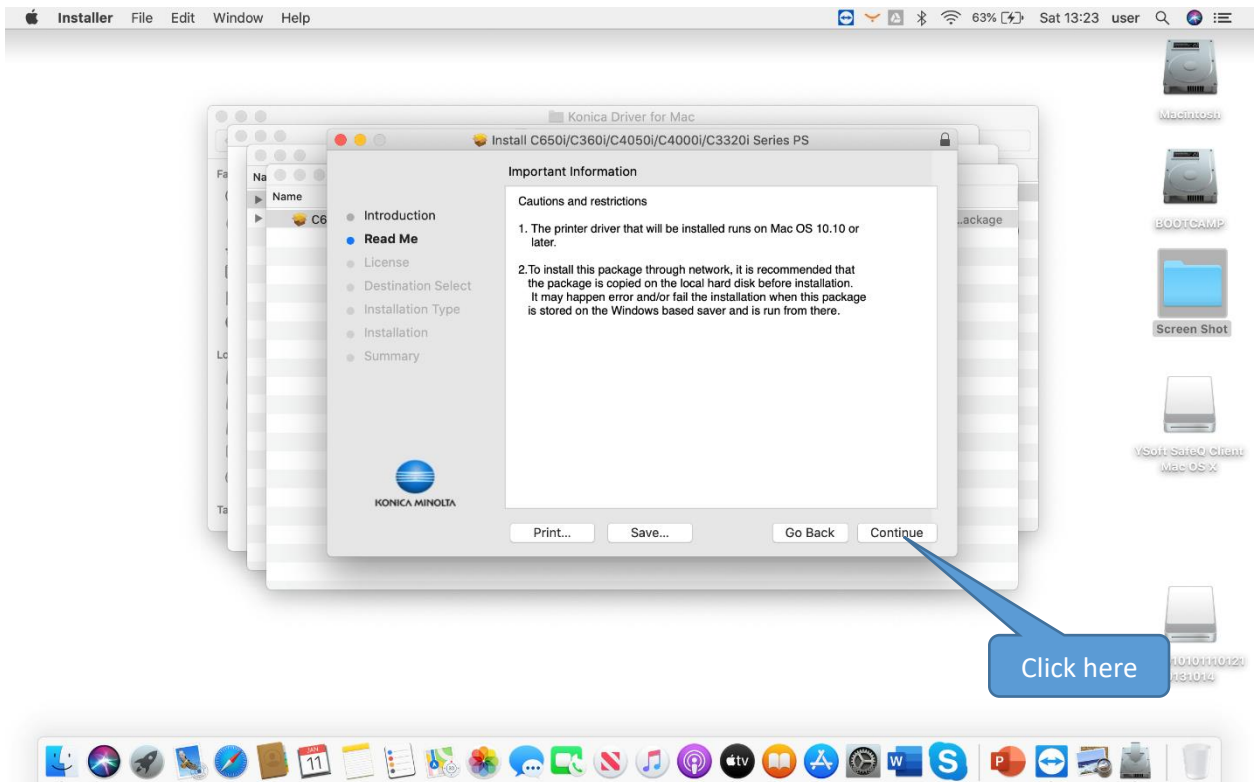
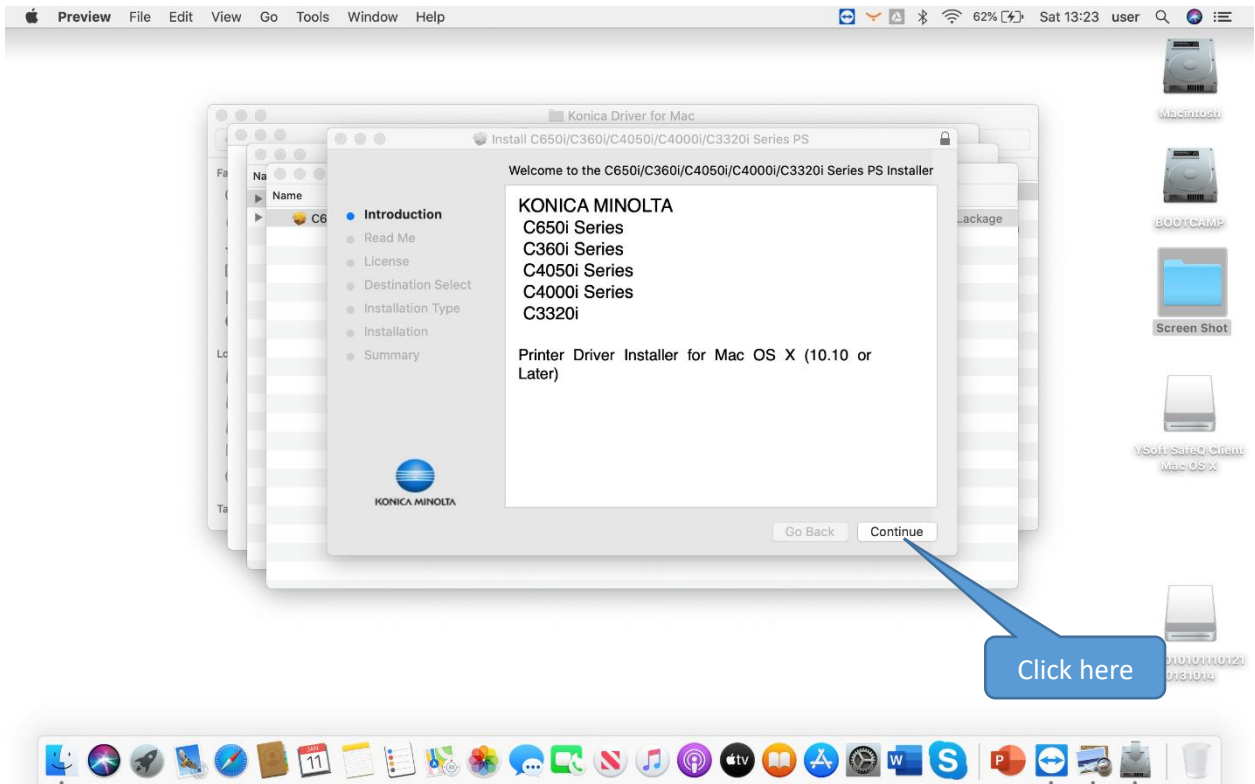
Your computer will logout and then, please login back.

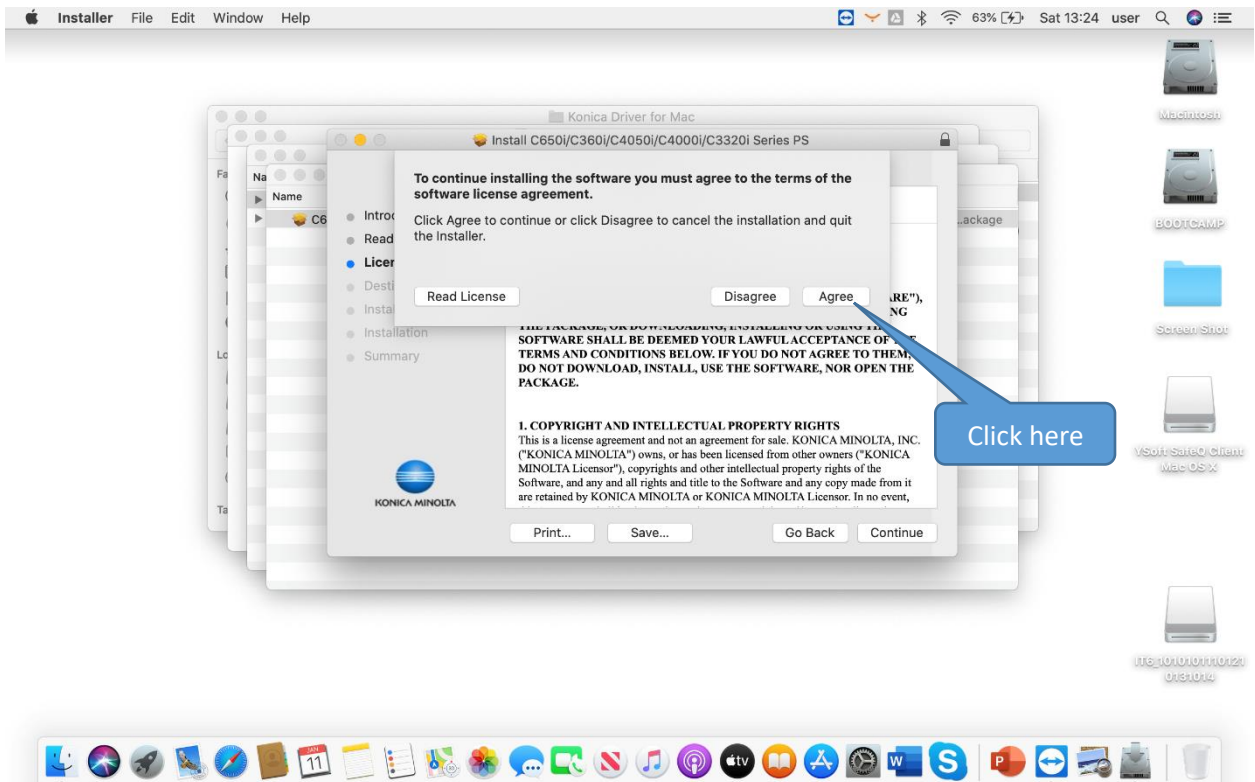
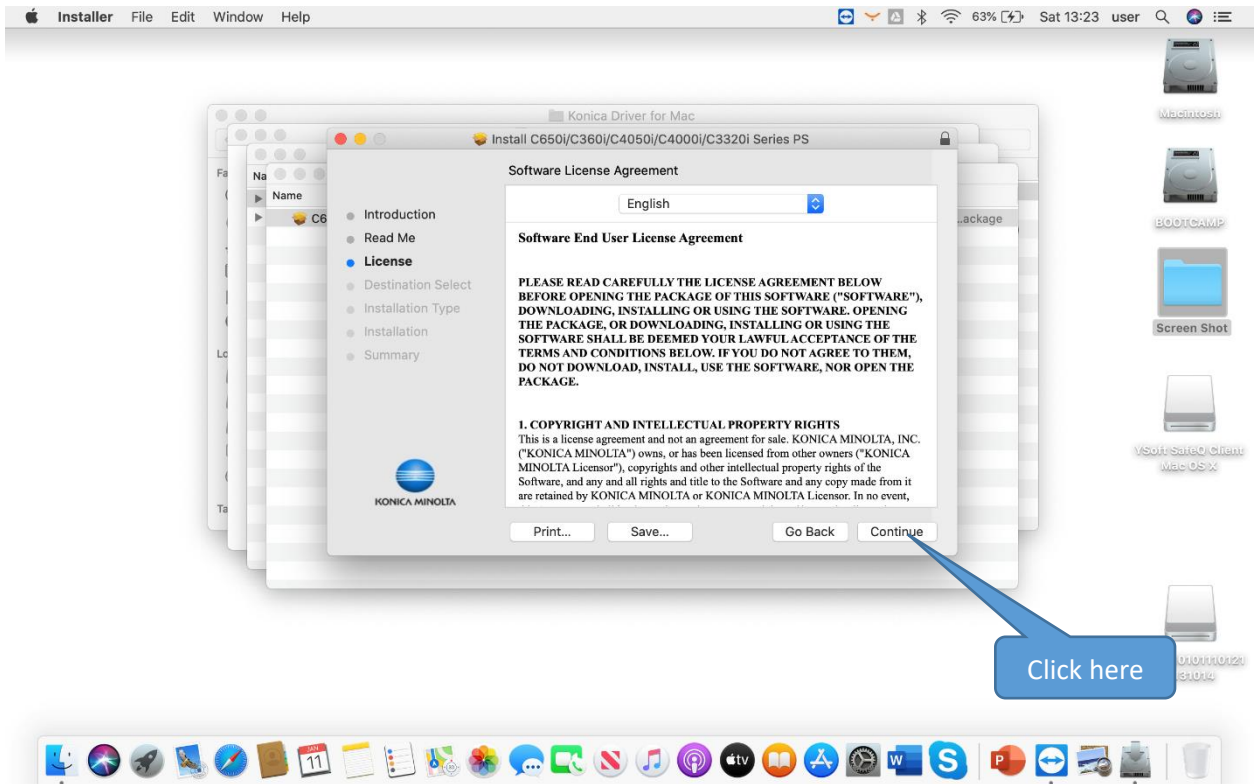
### Setup Printer Driver

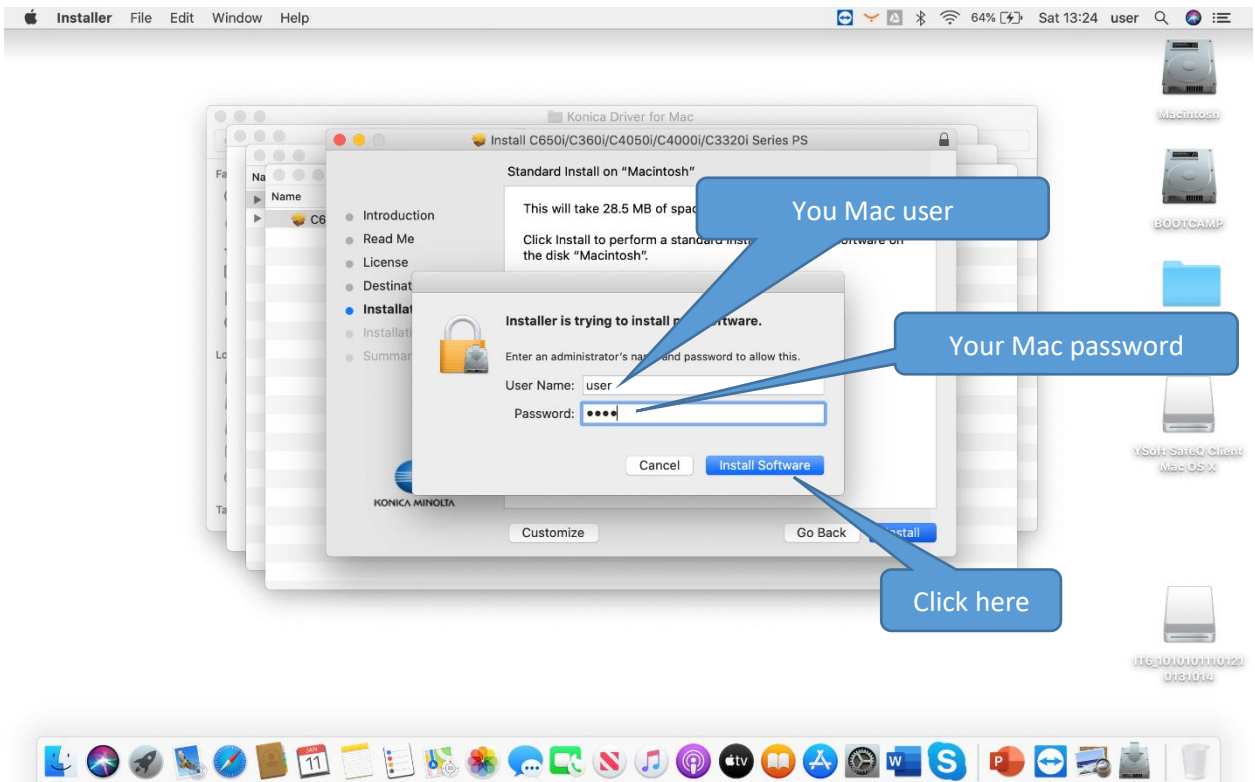
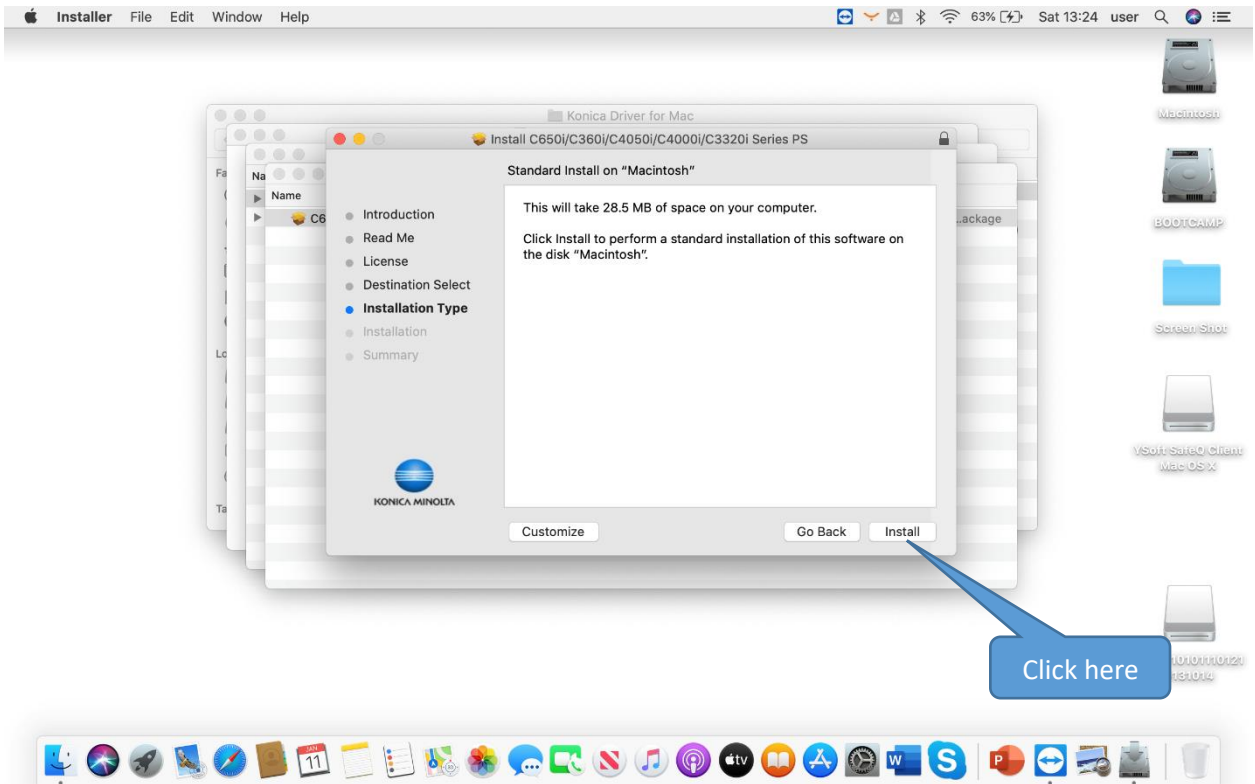


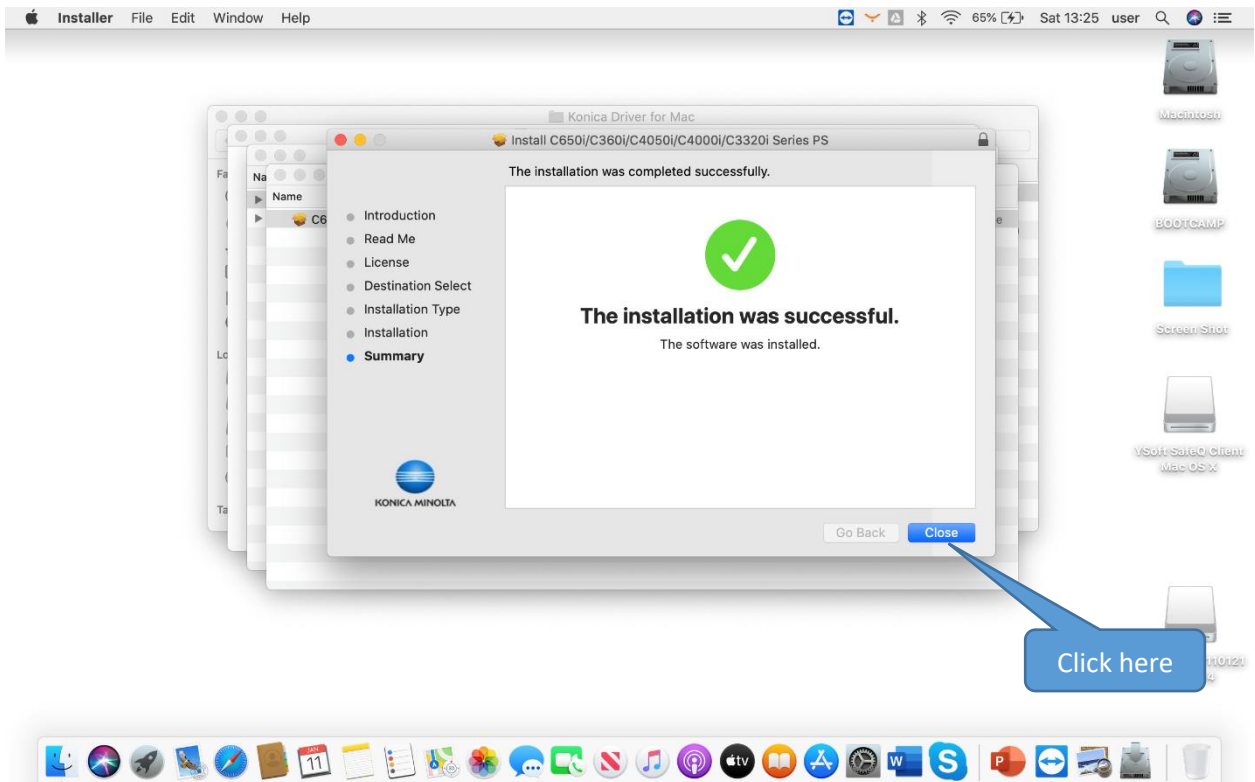
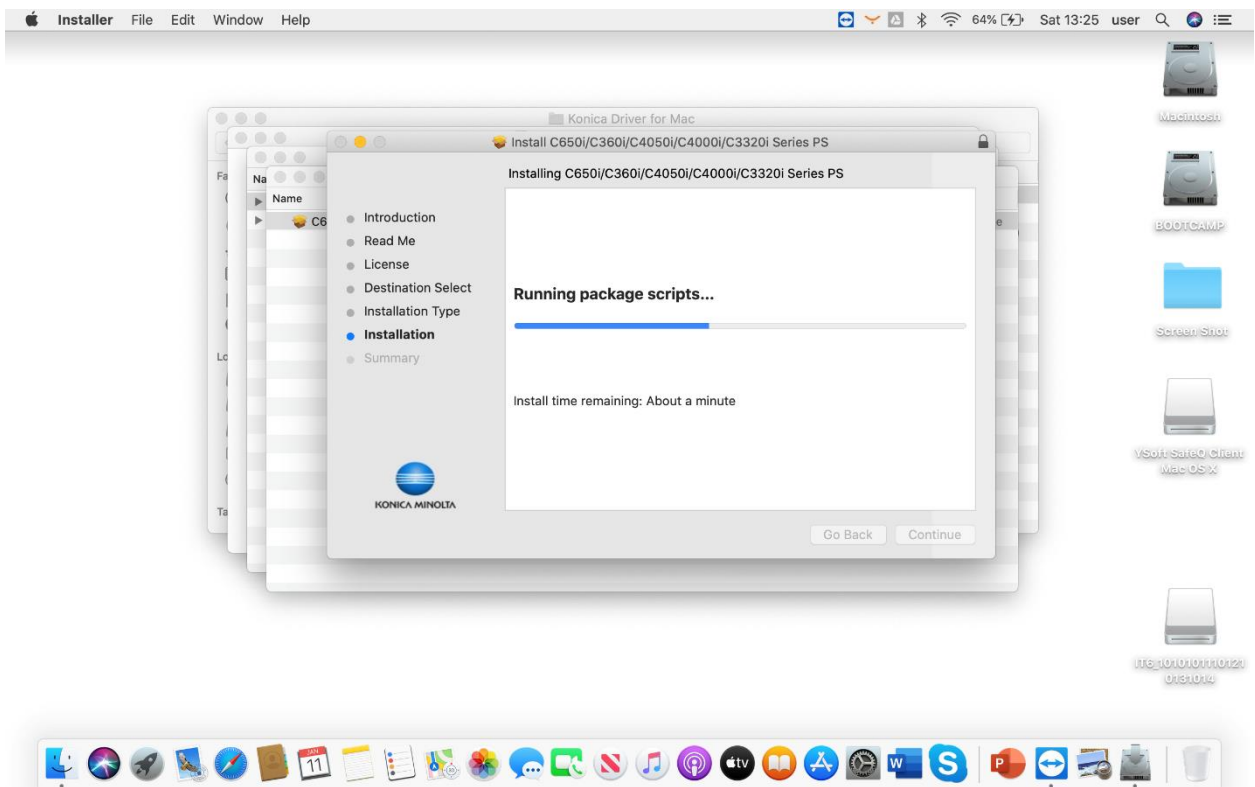


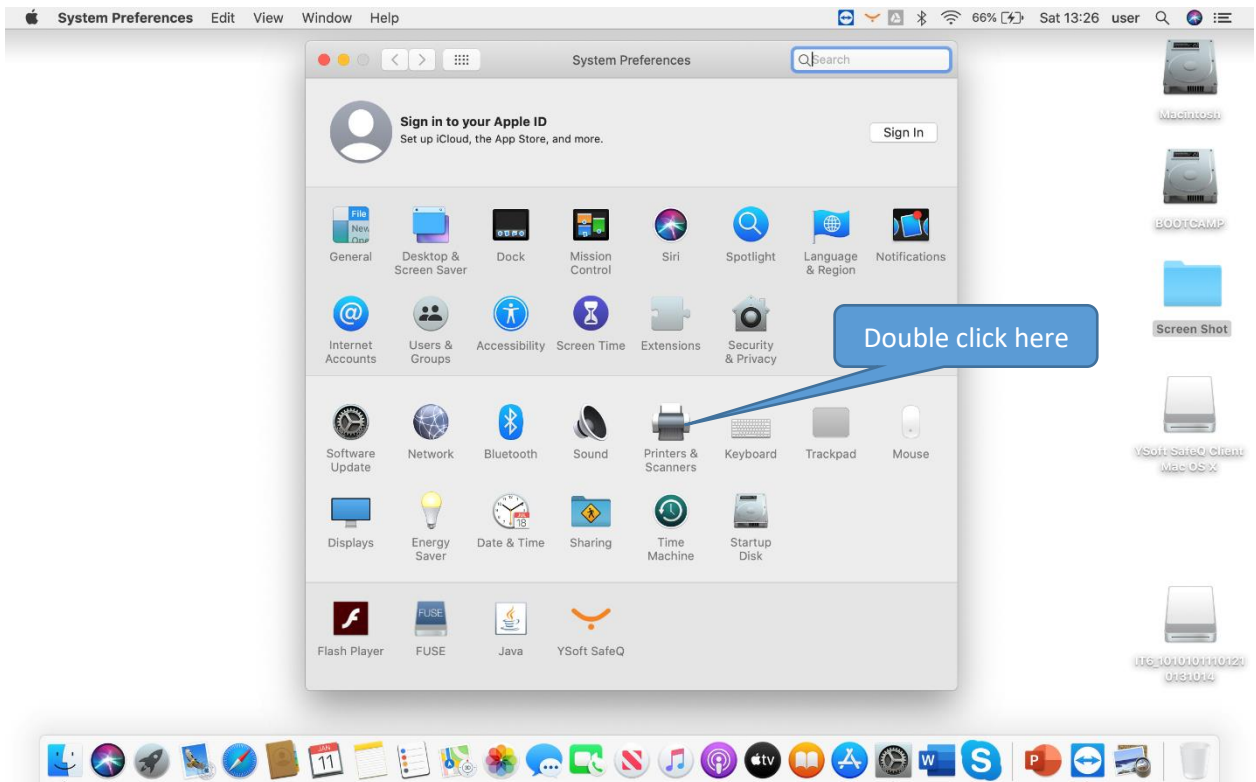
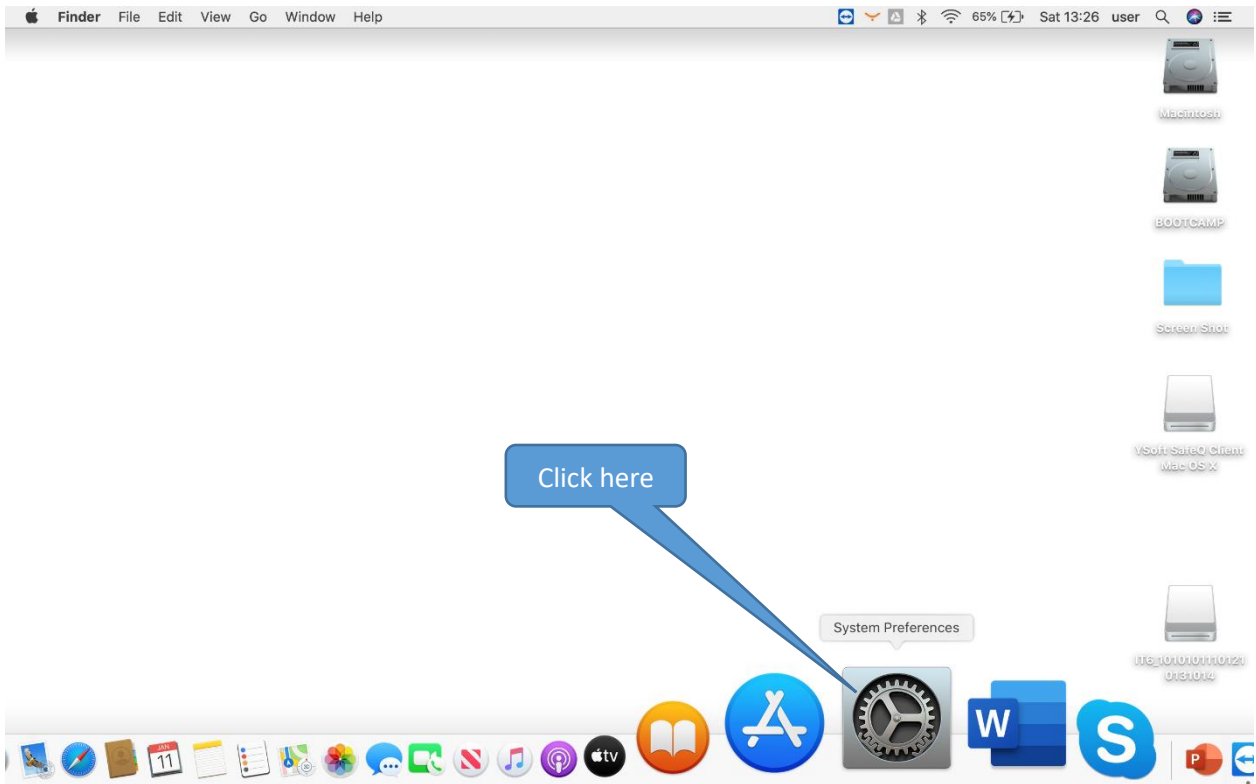




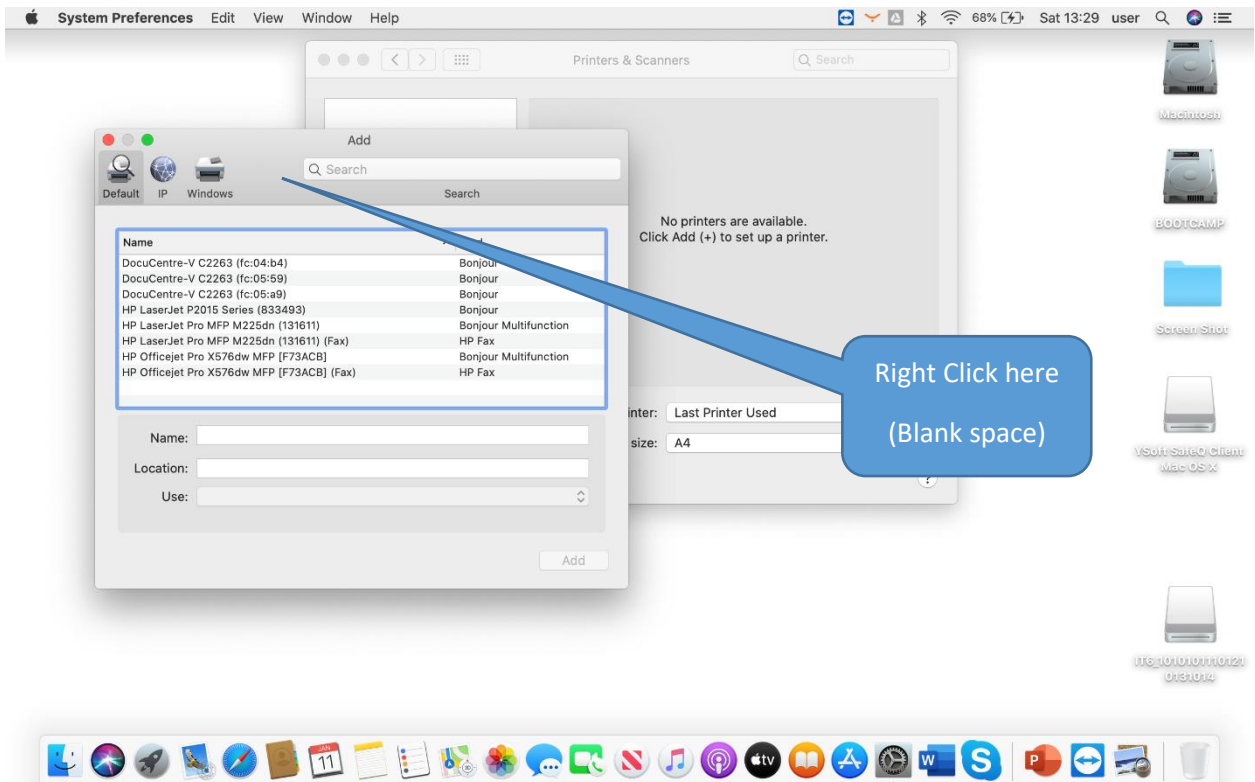
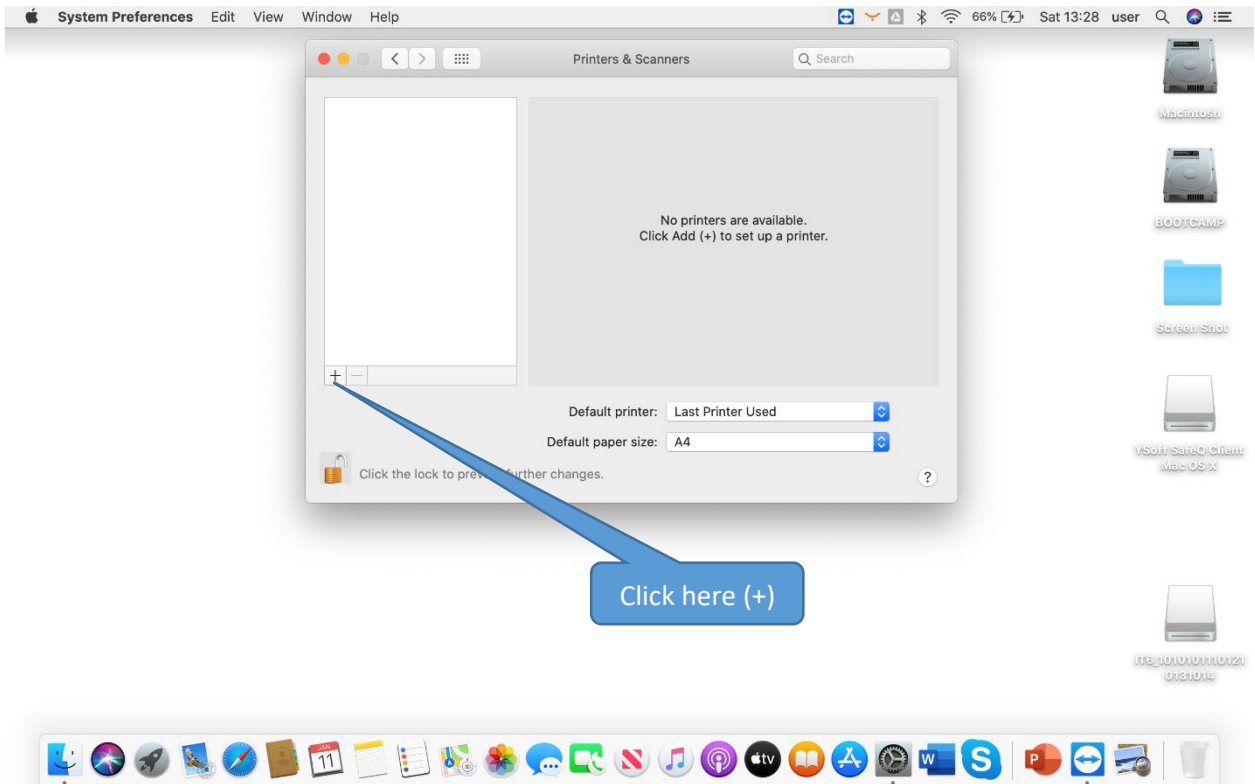


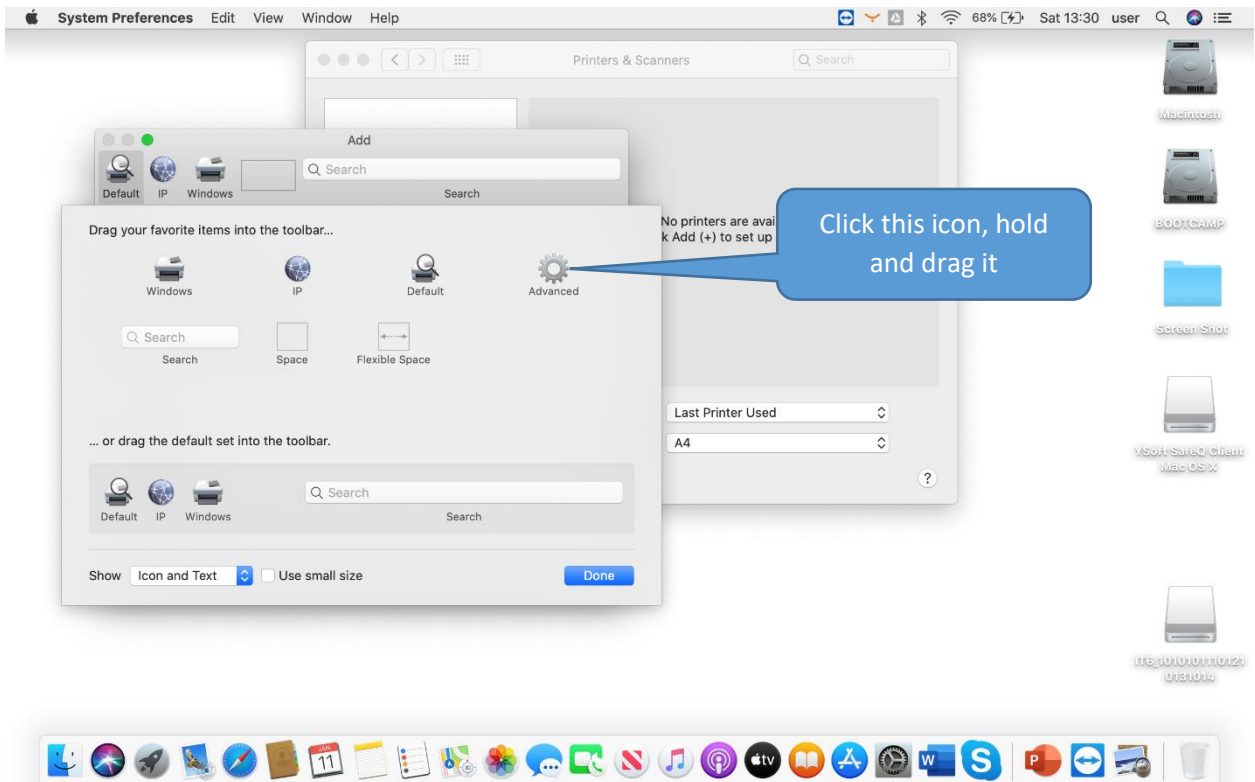
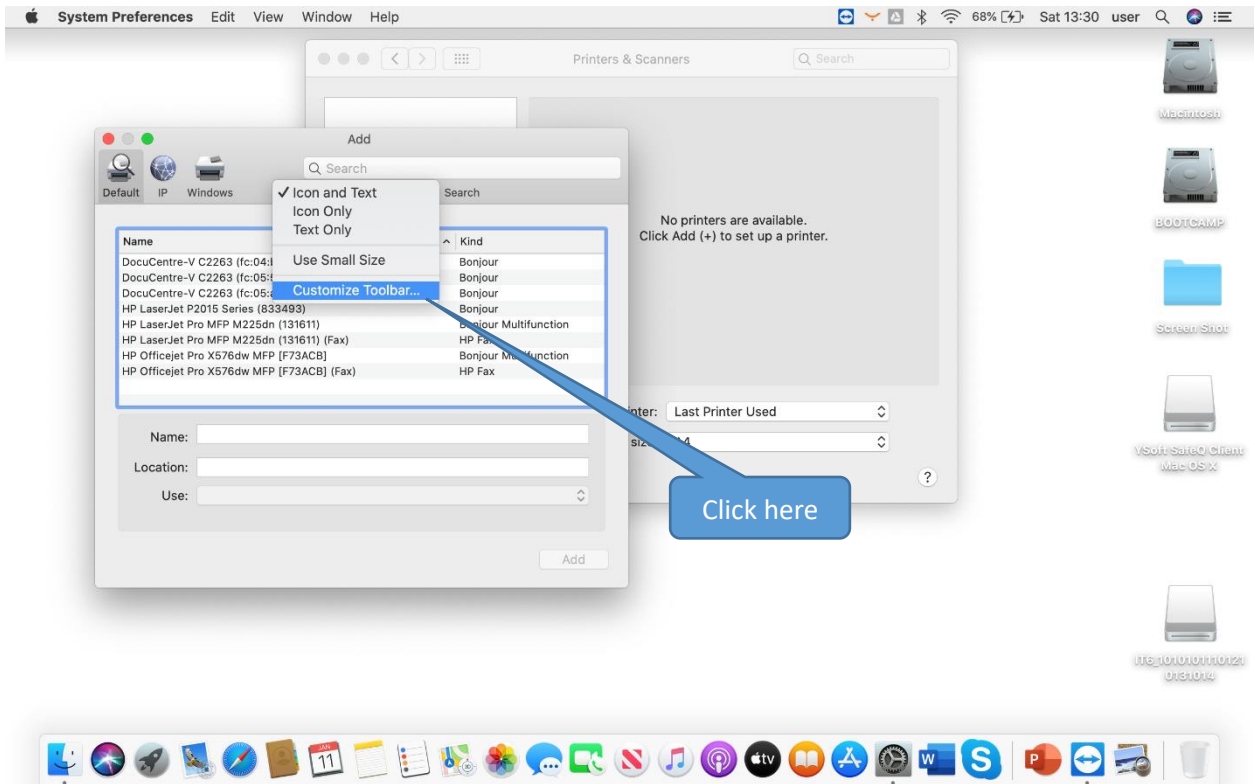


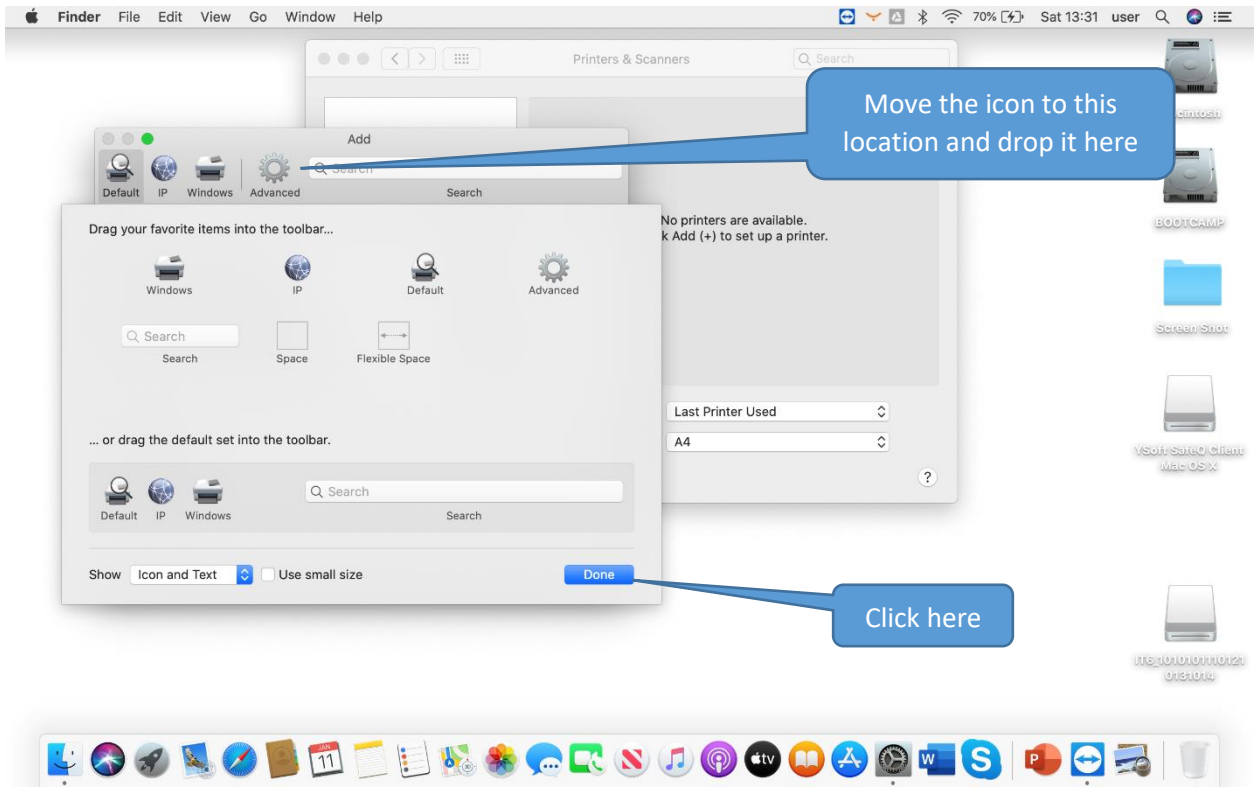




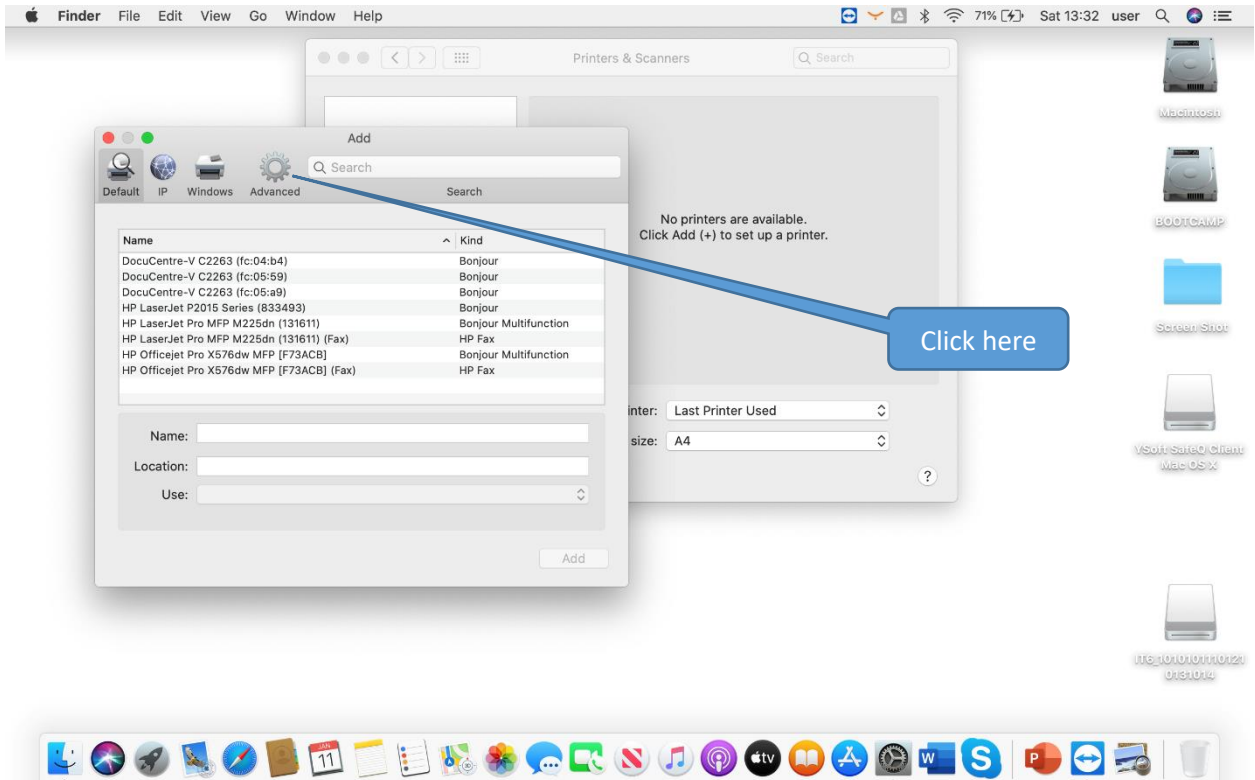


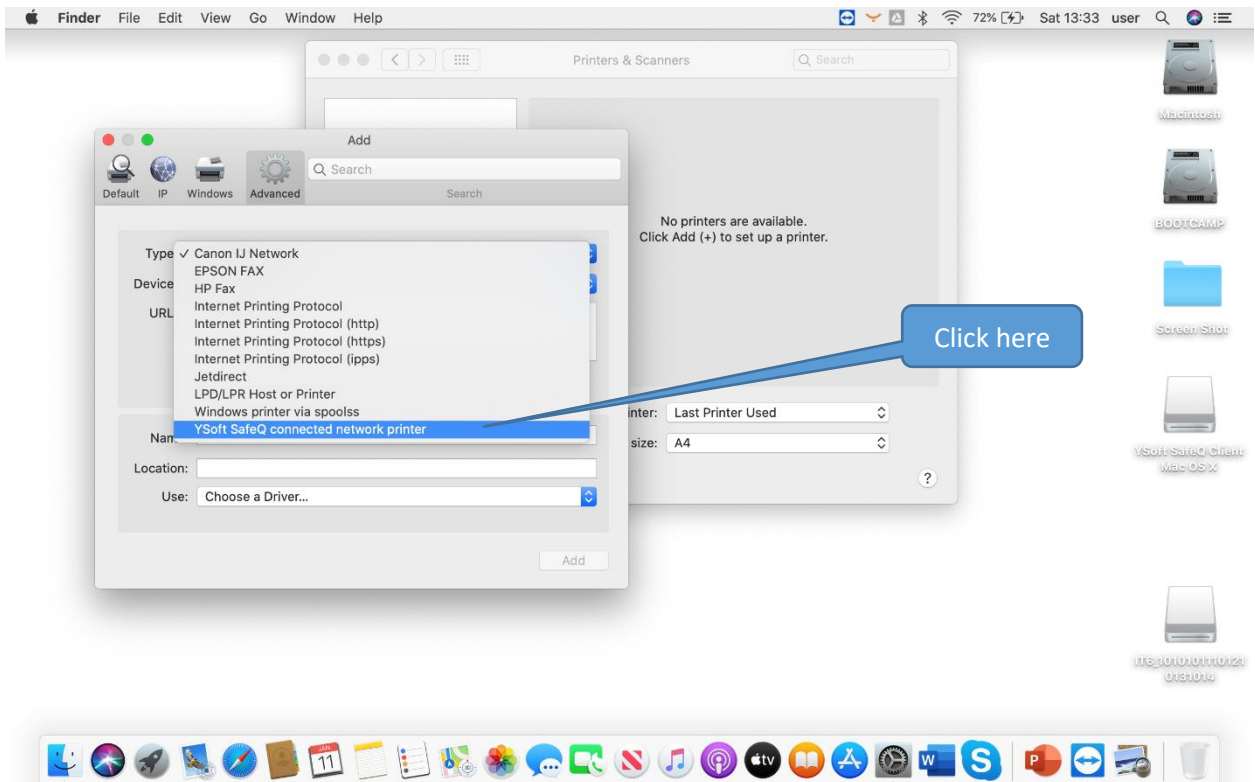
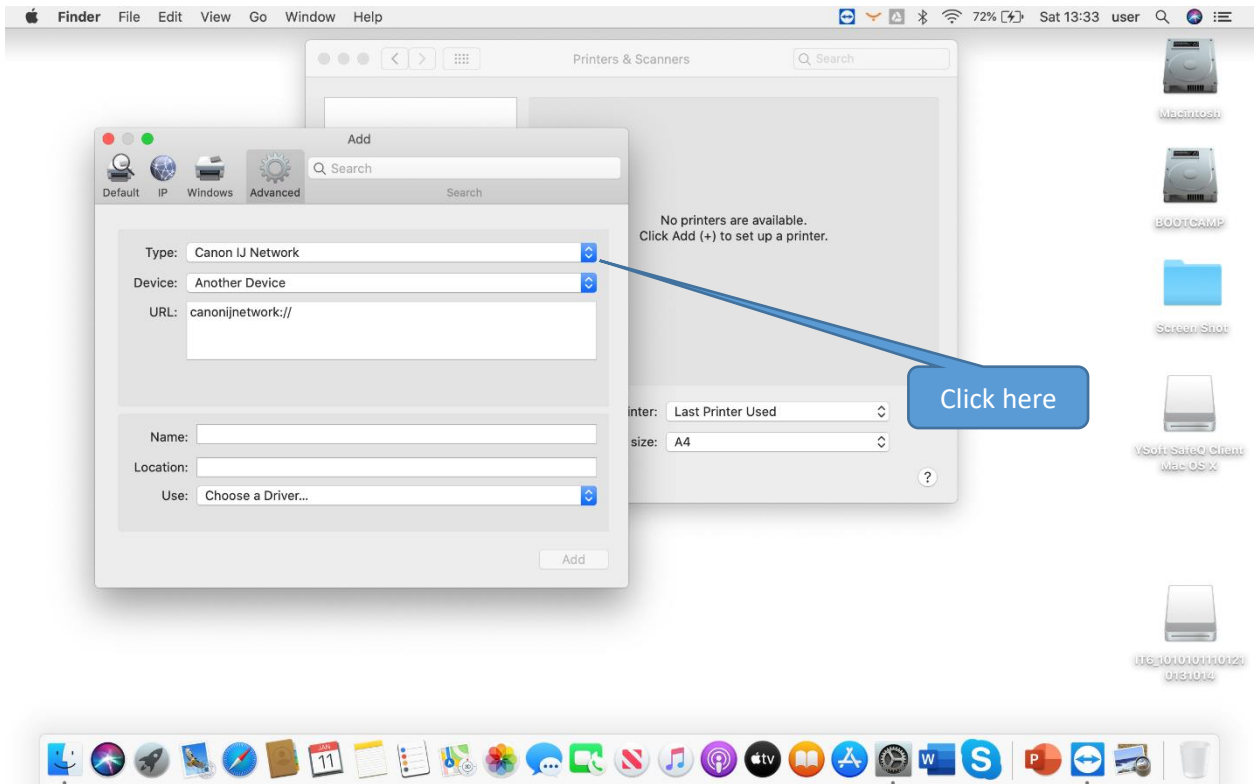


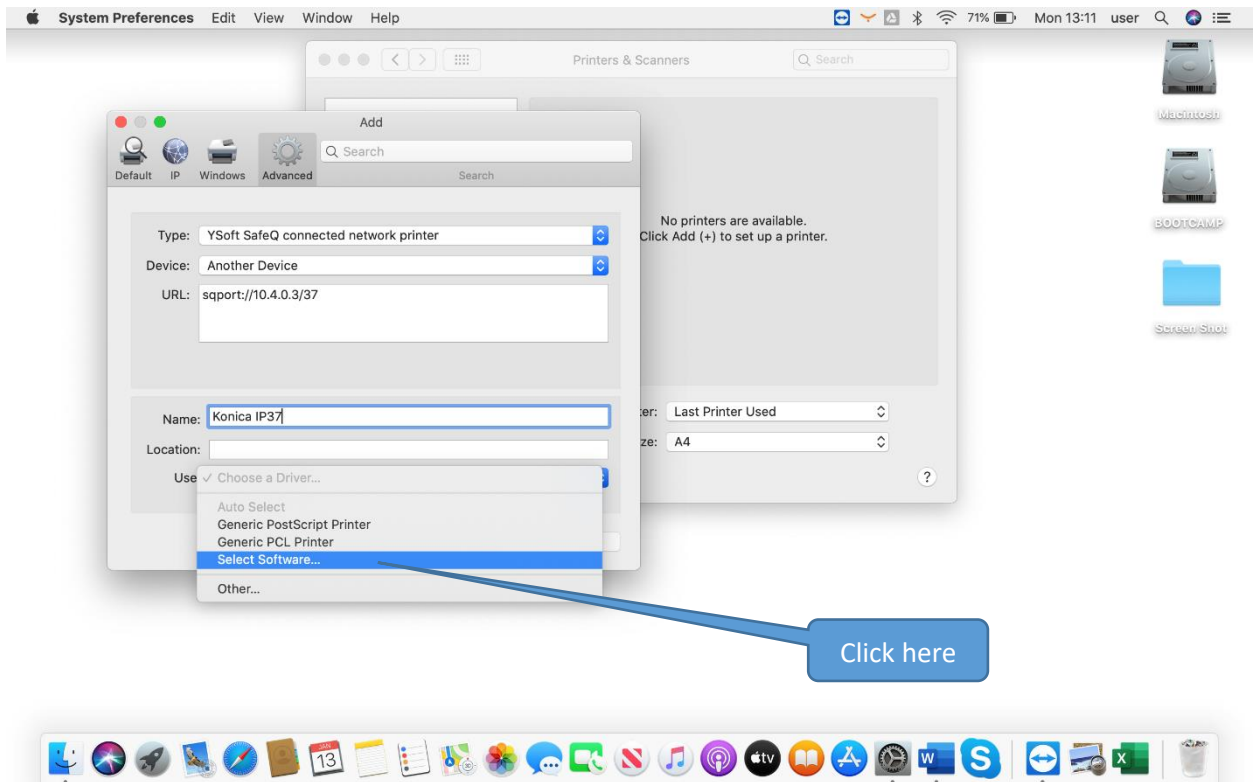
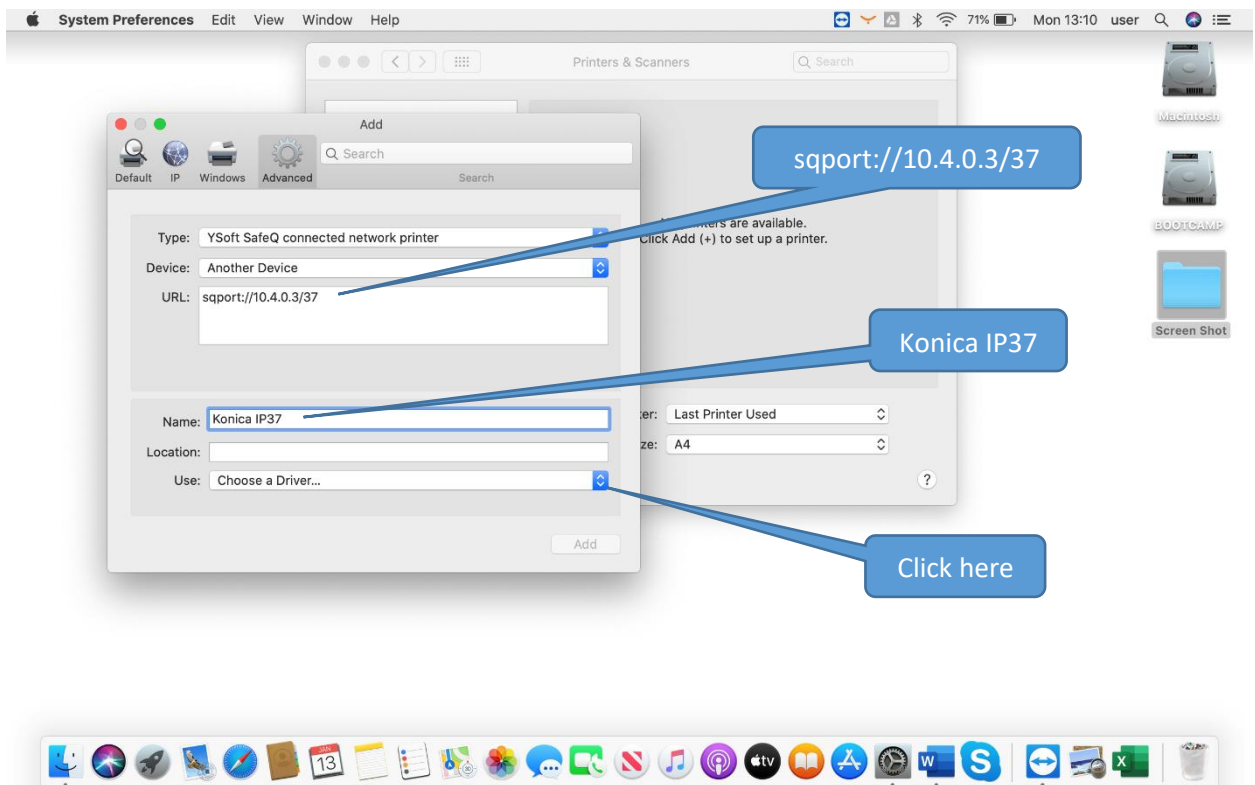


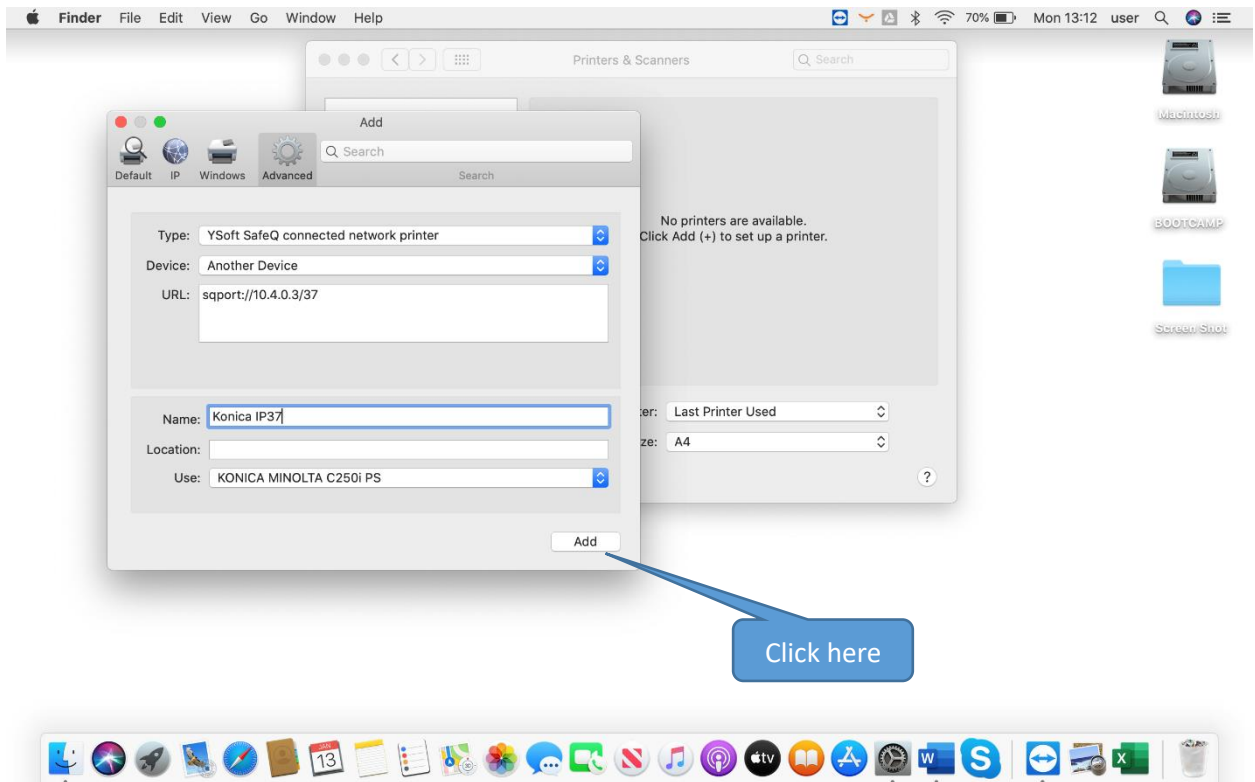
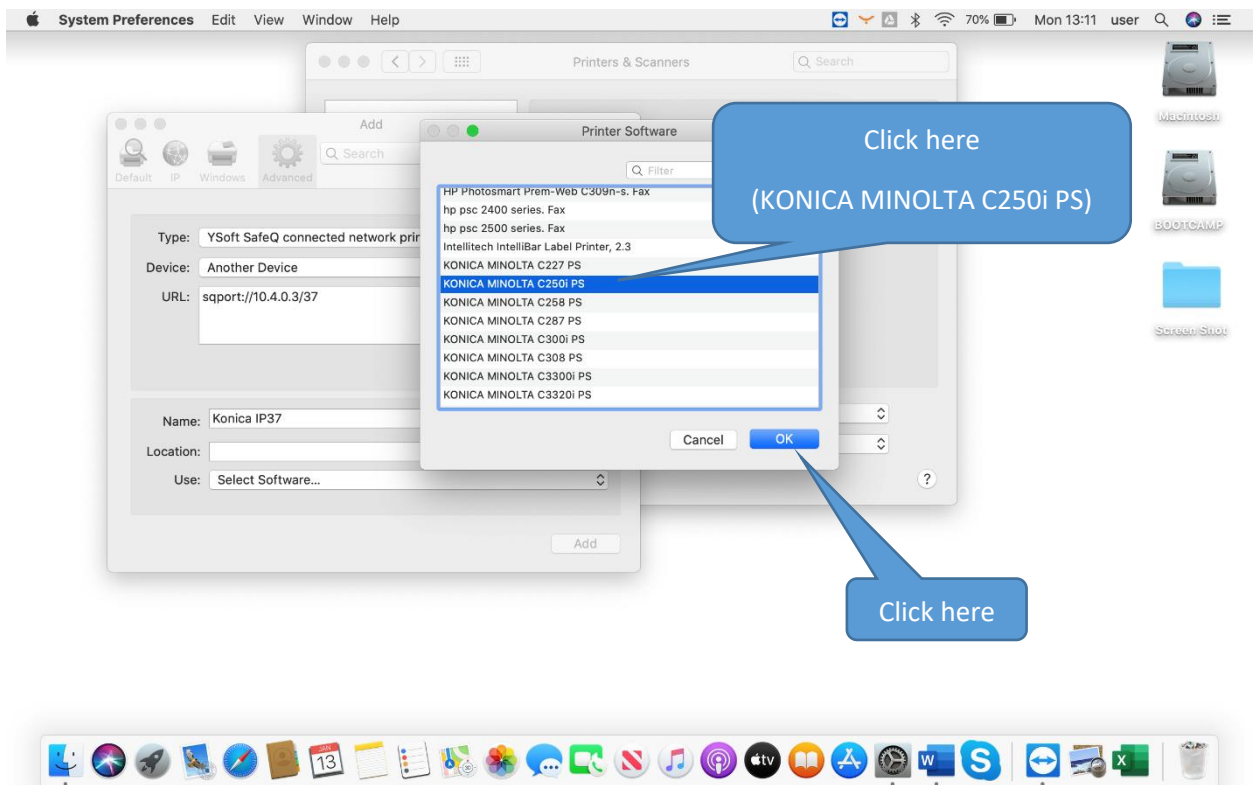


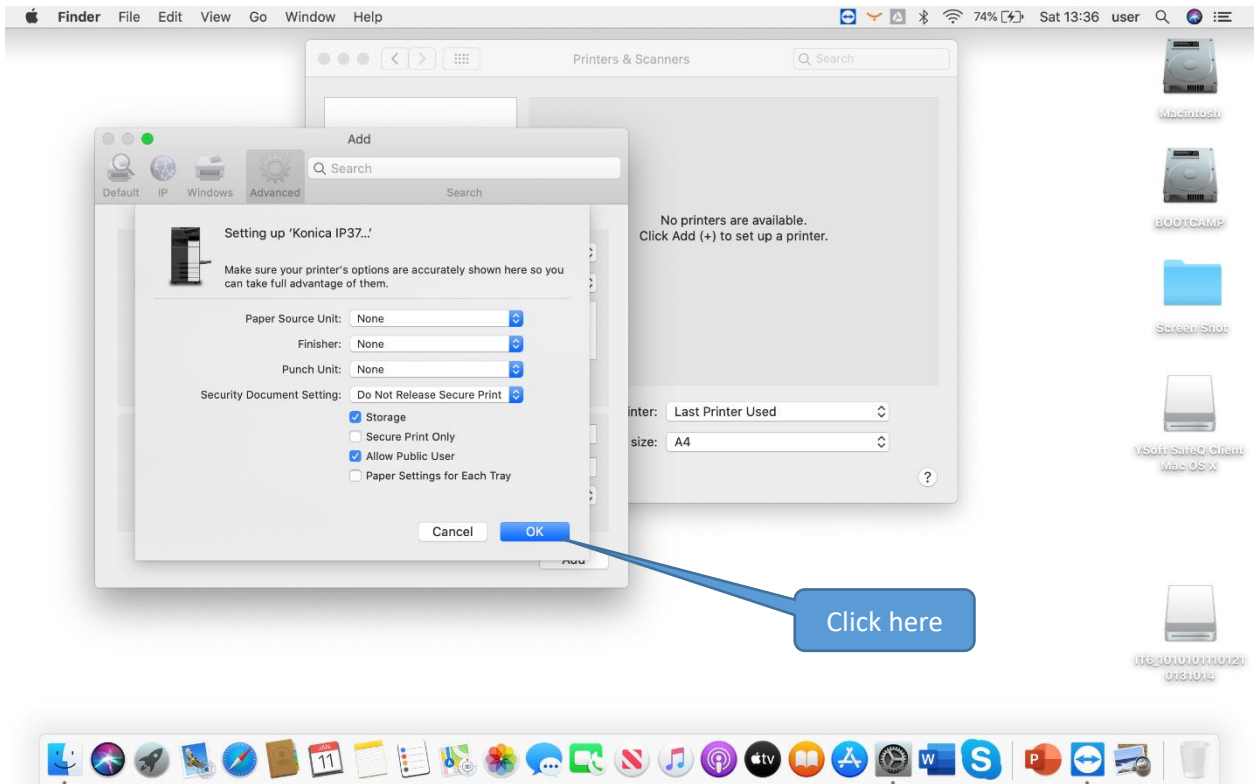
**Get Konica IP37**



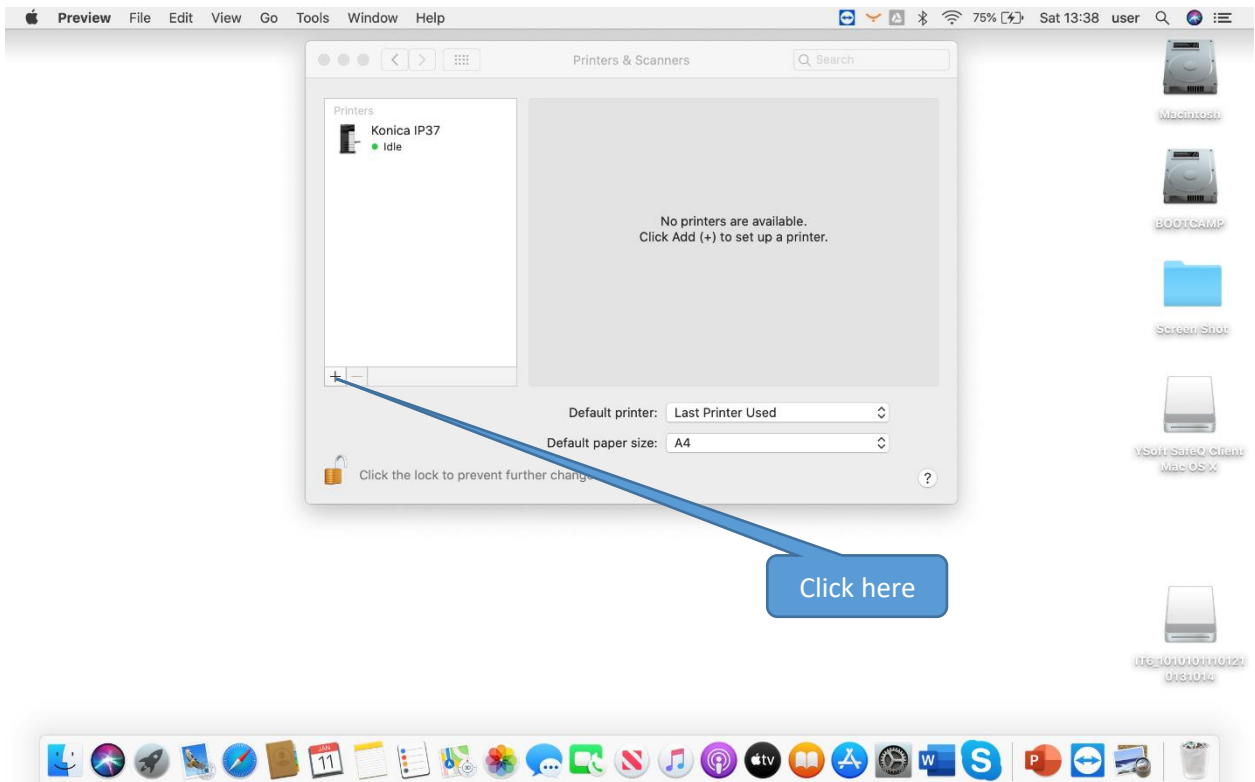


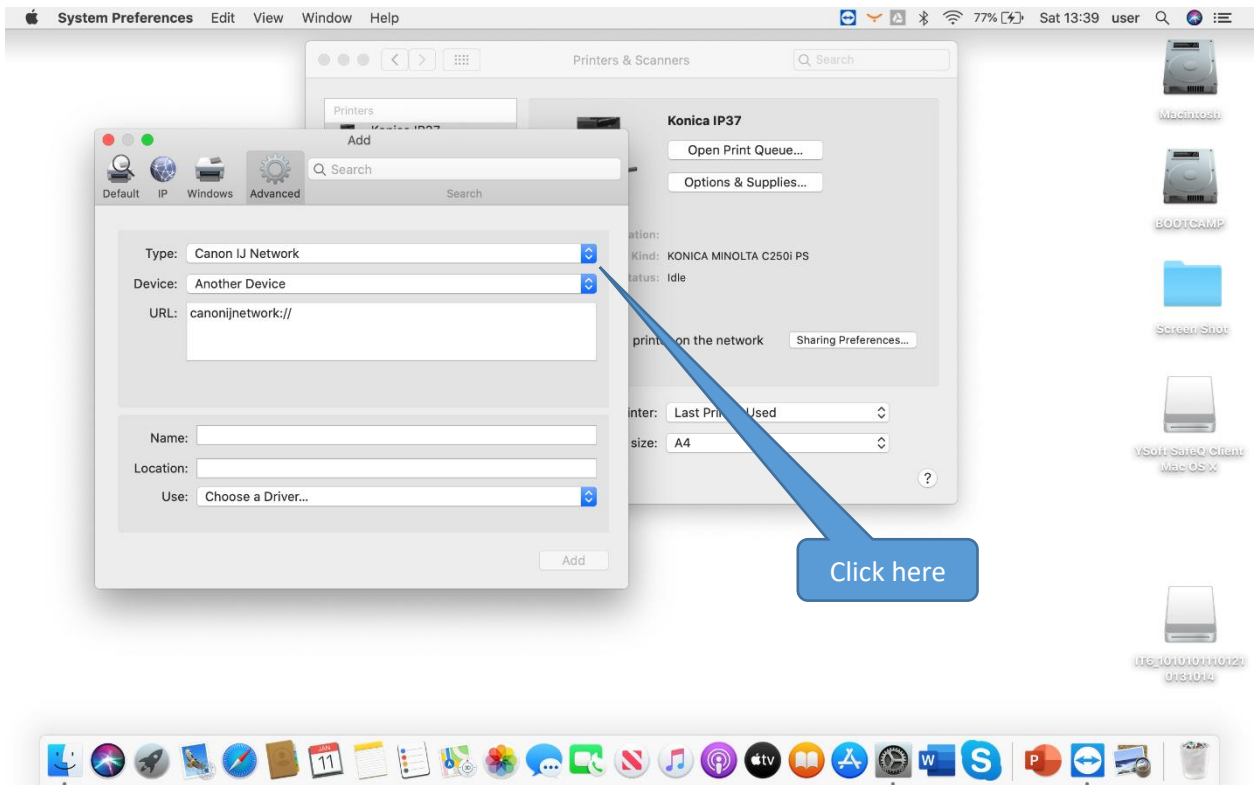
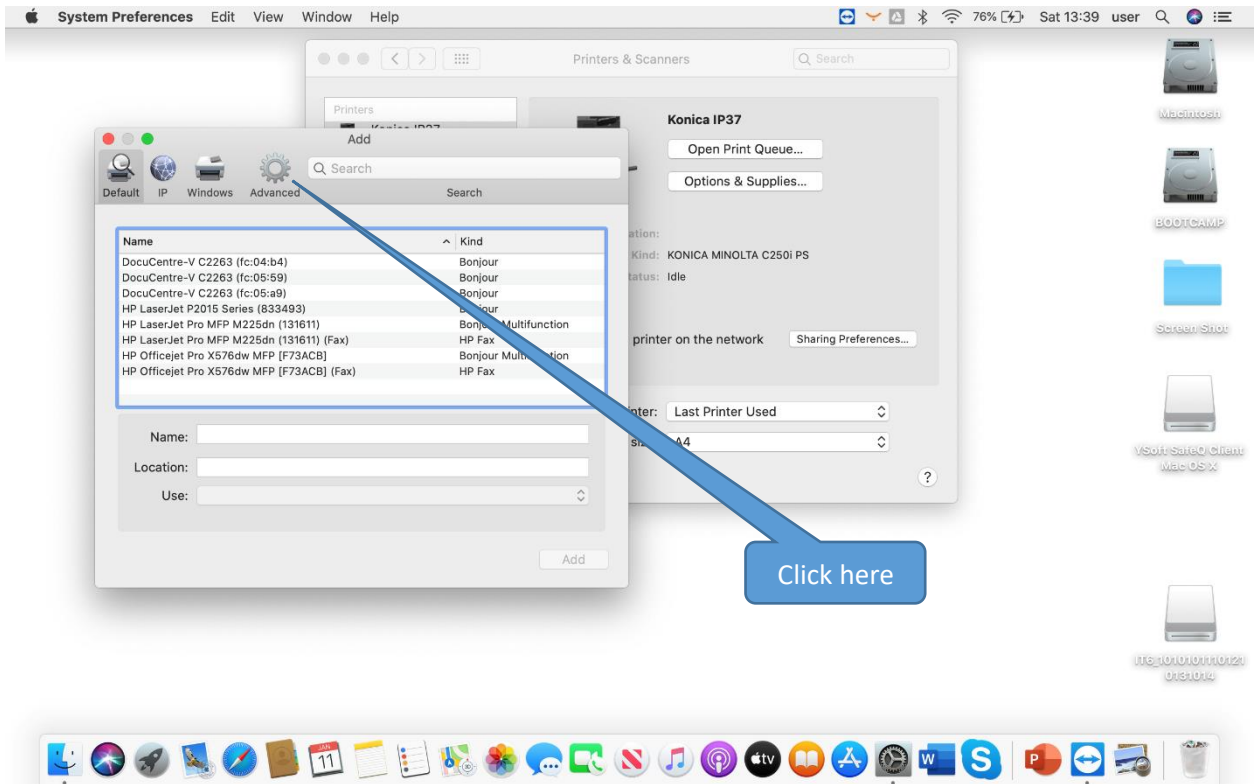




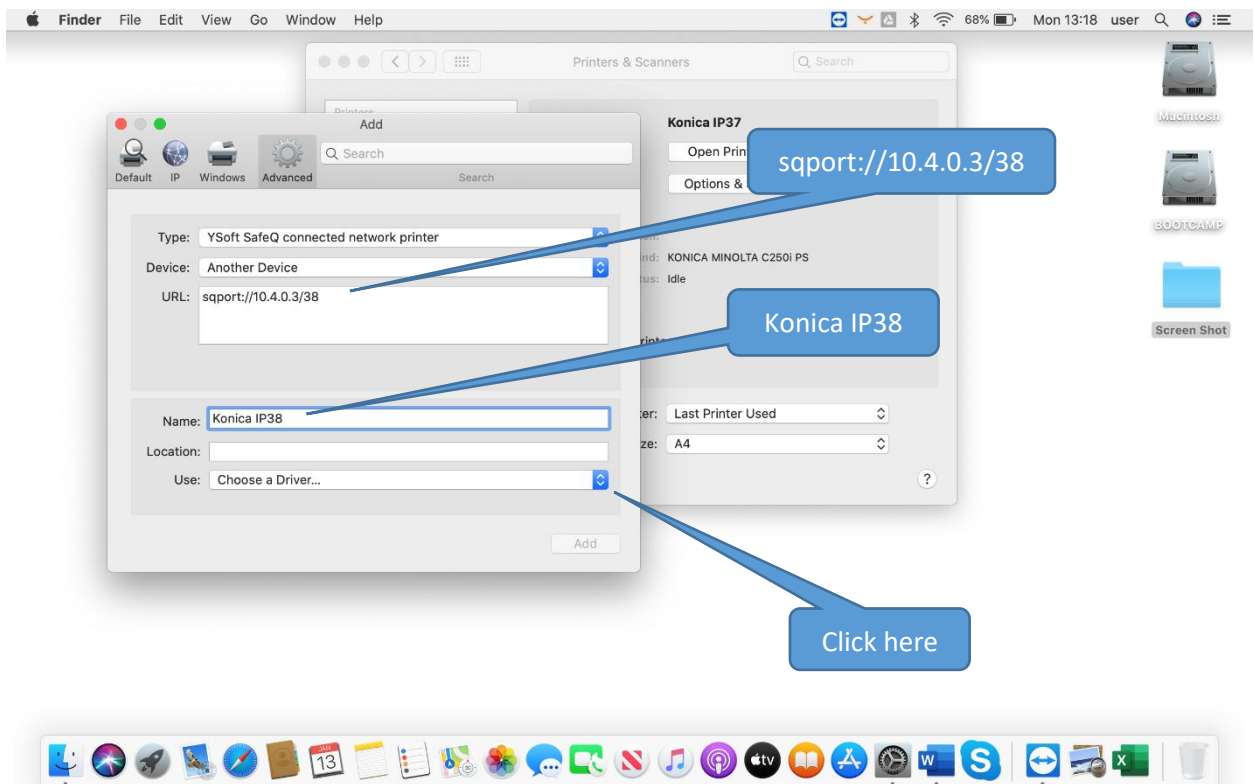
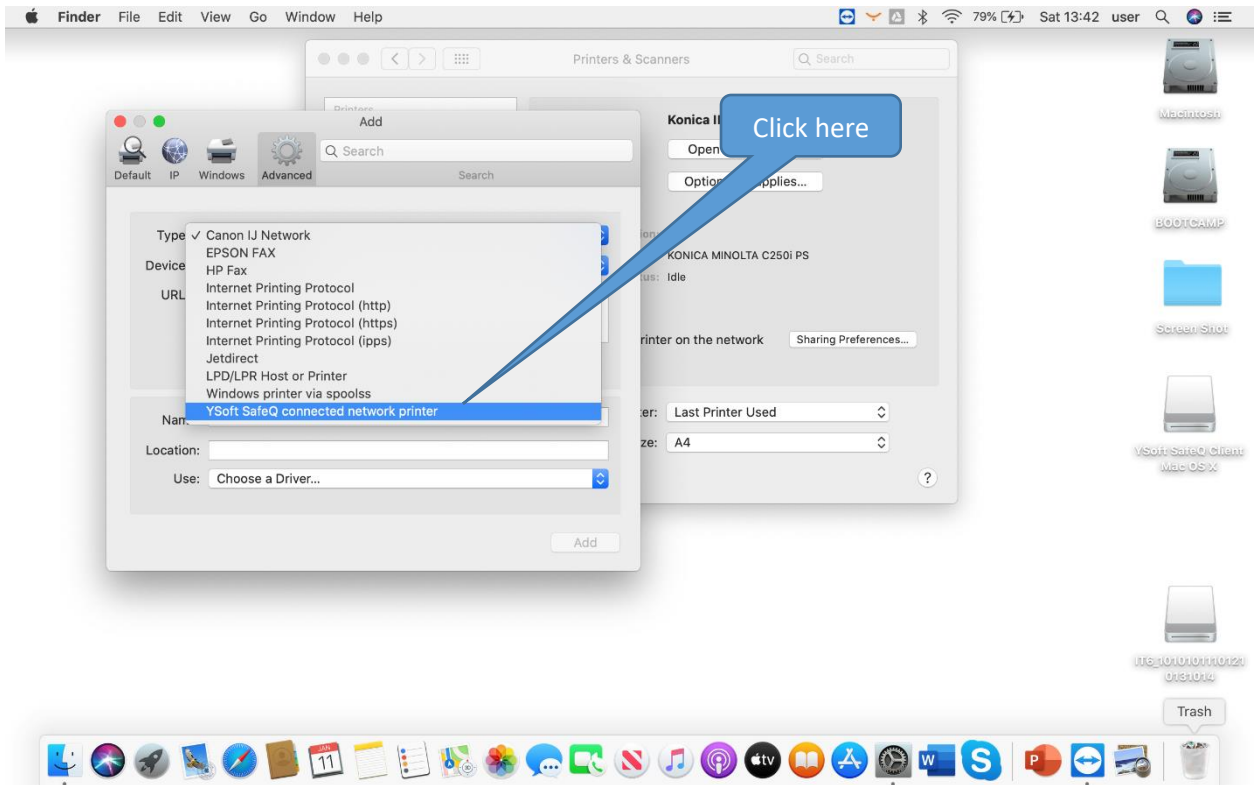


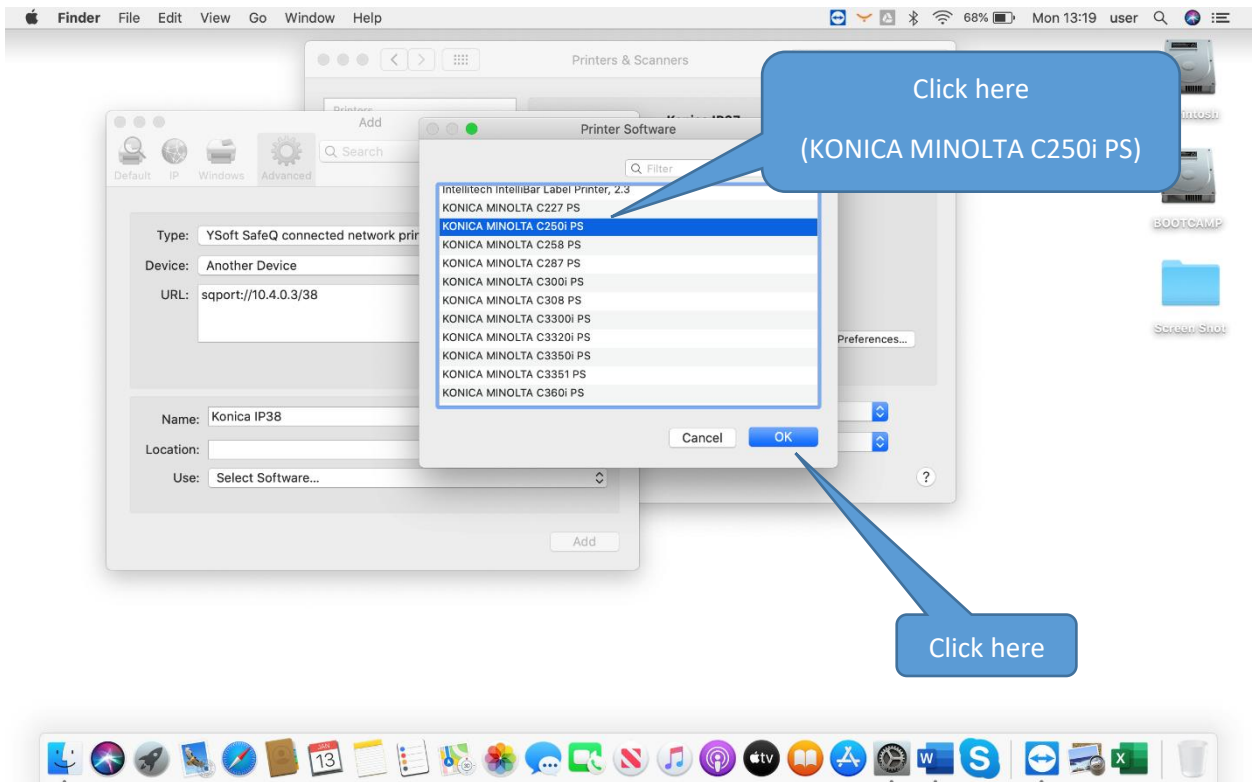
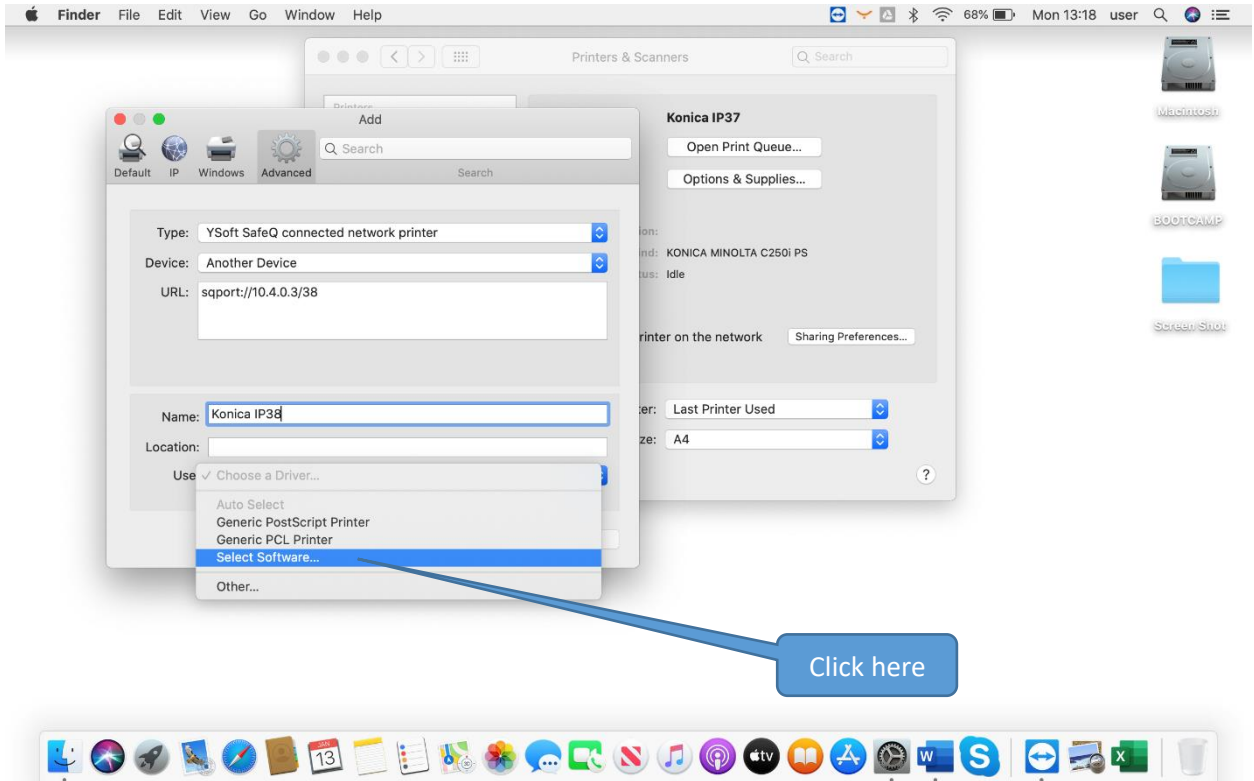
**Get Konica IP38**

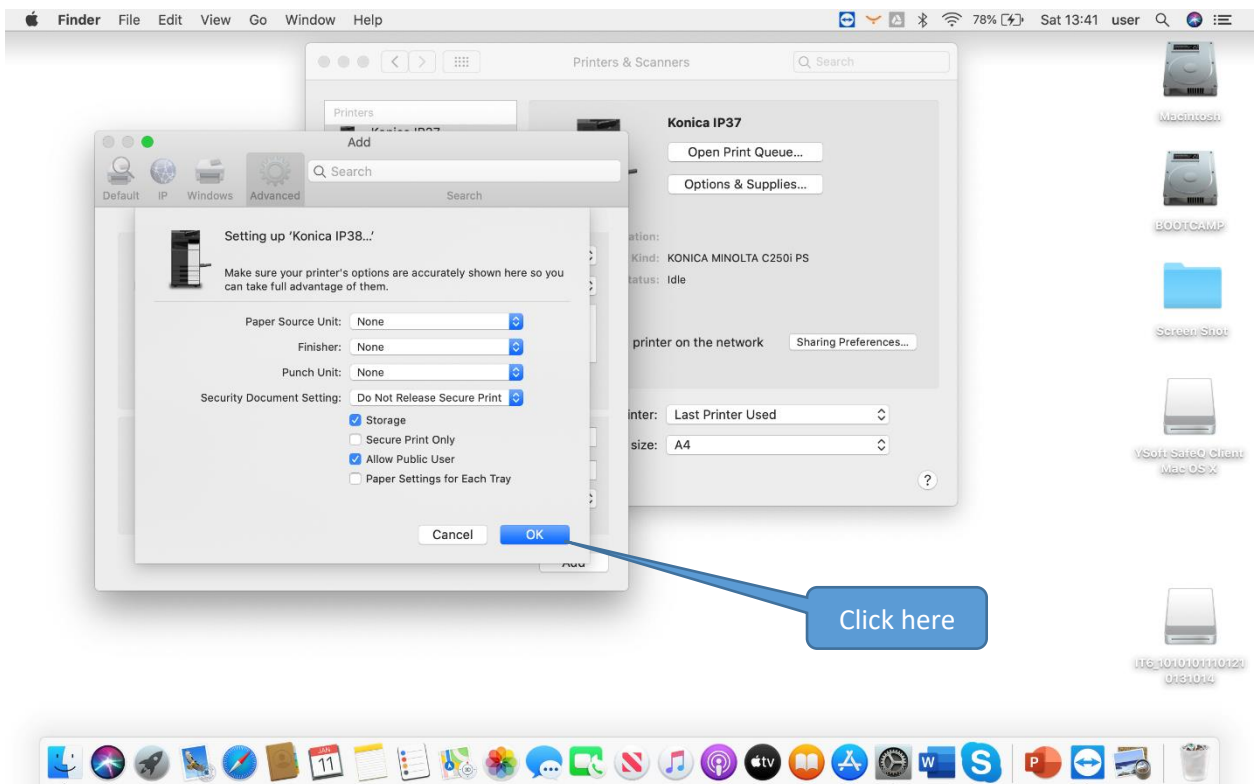
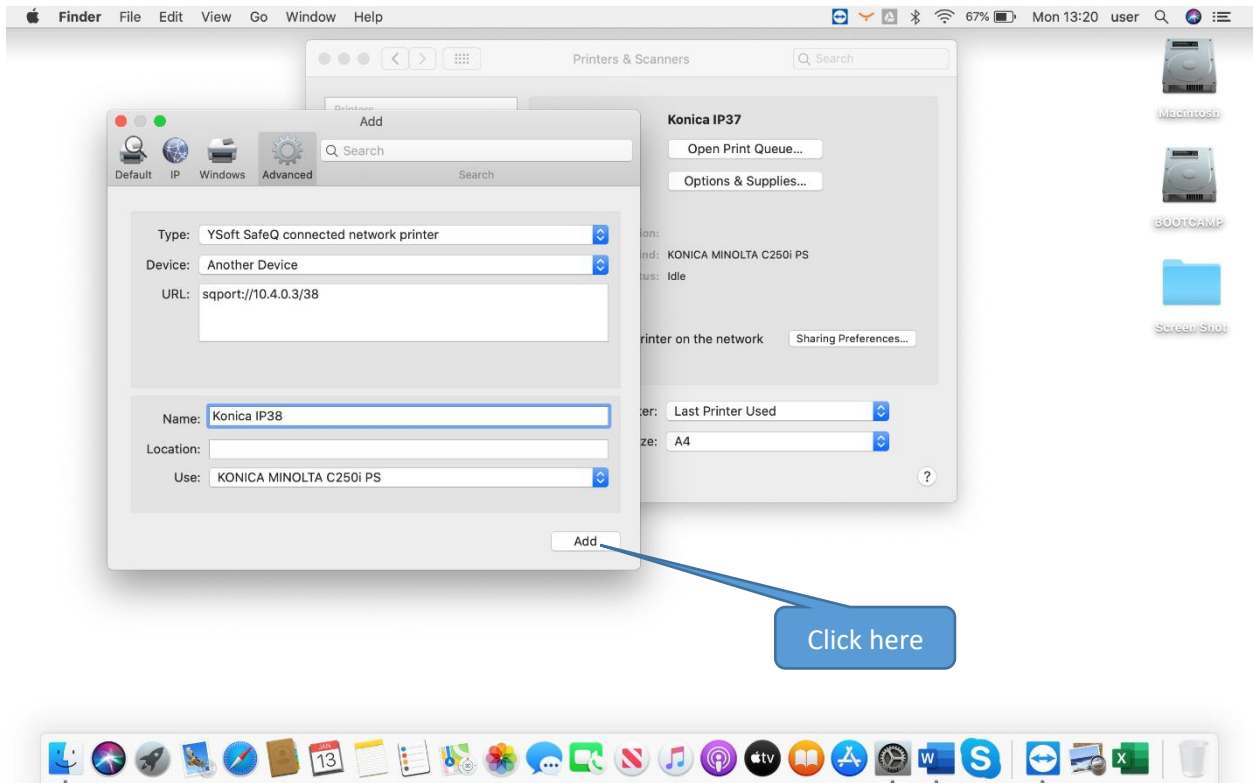




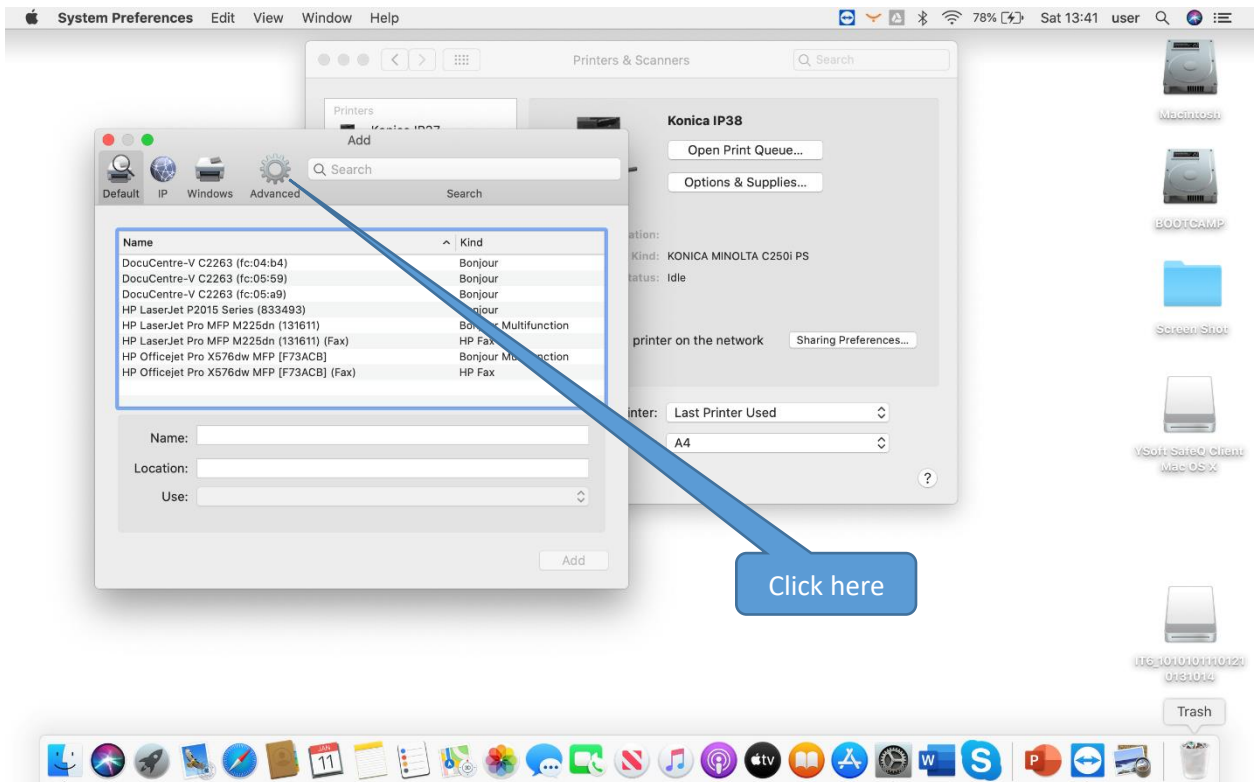
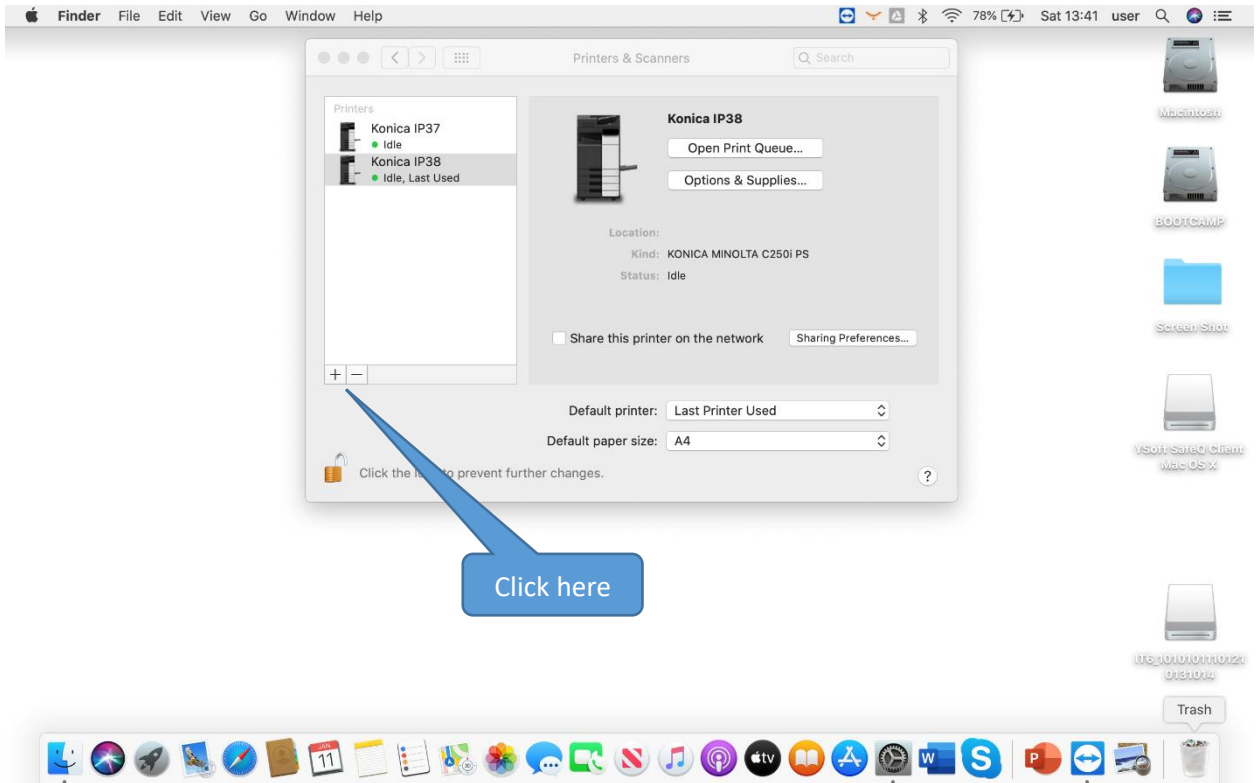


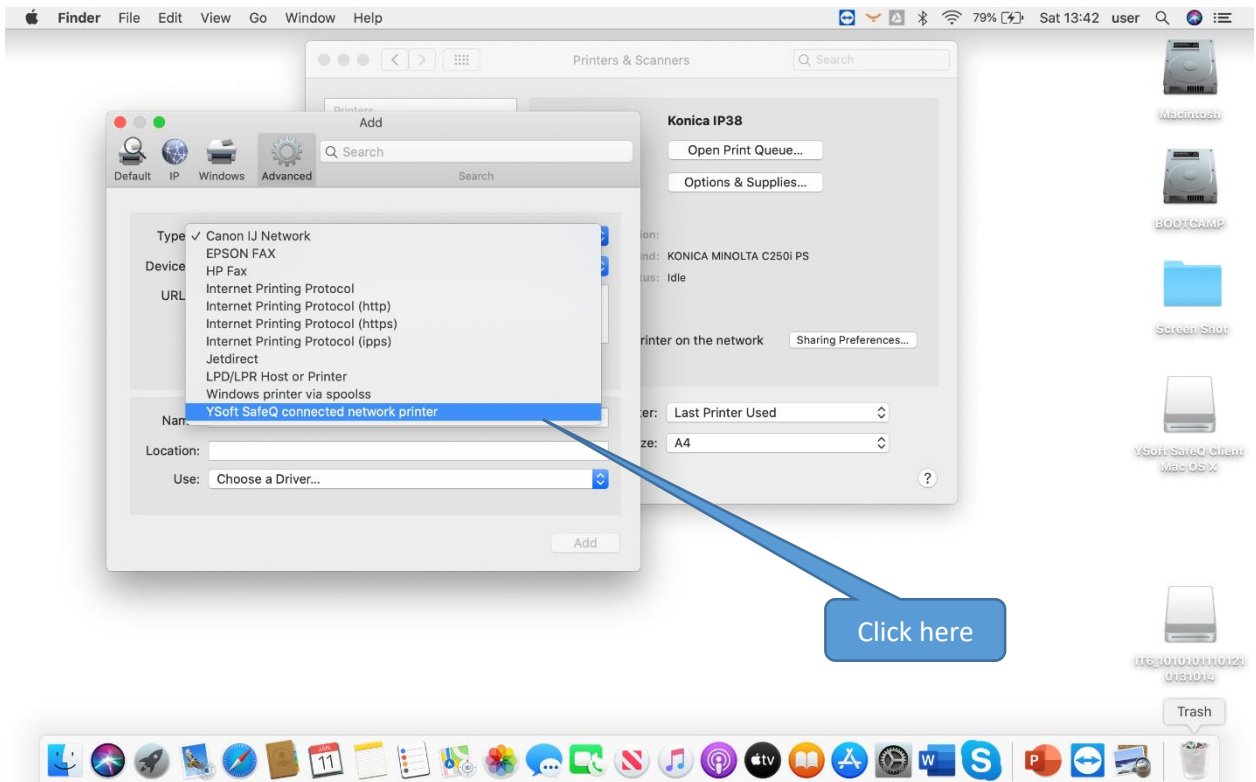
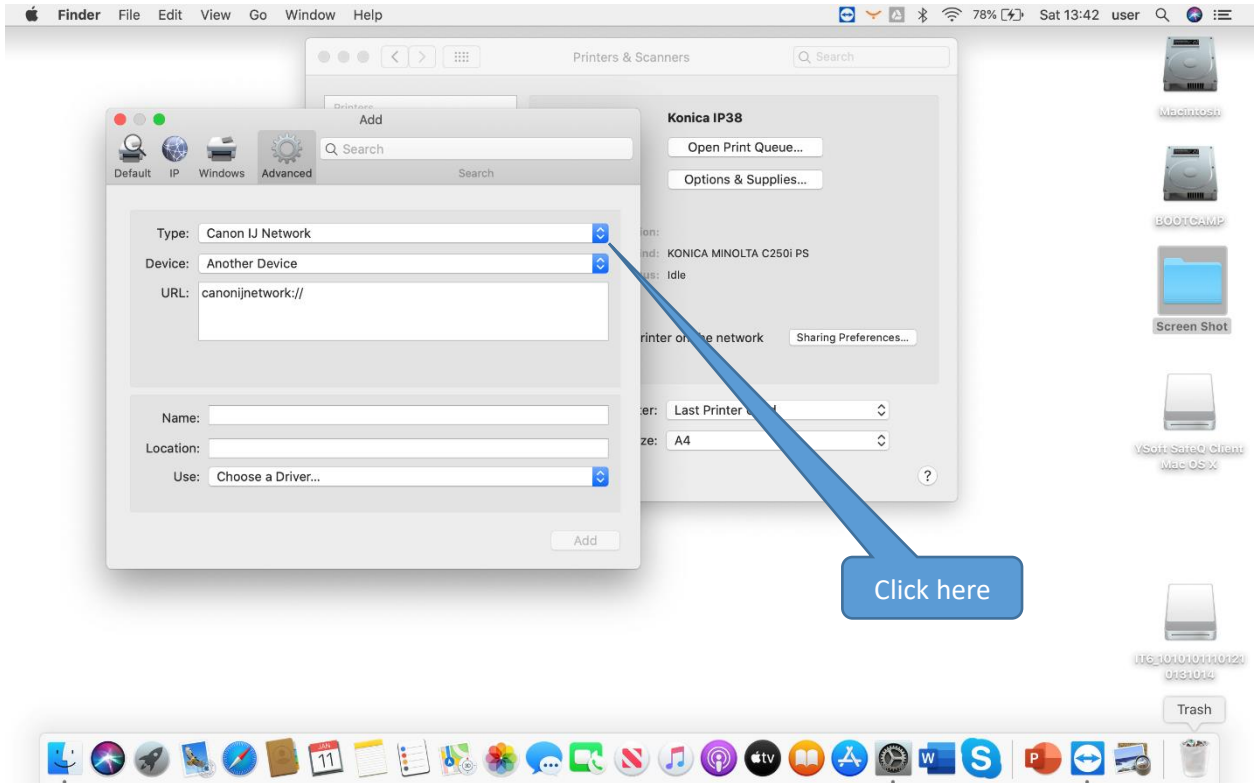


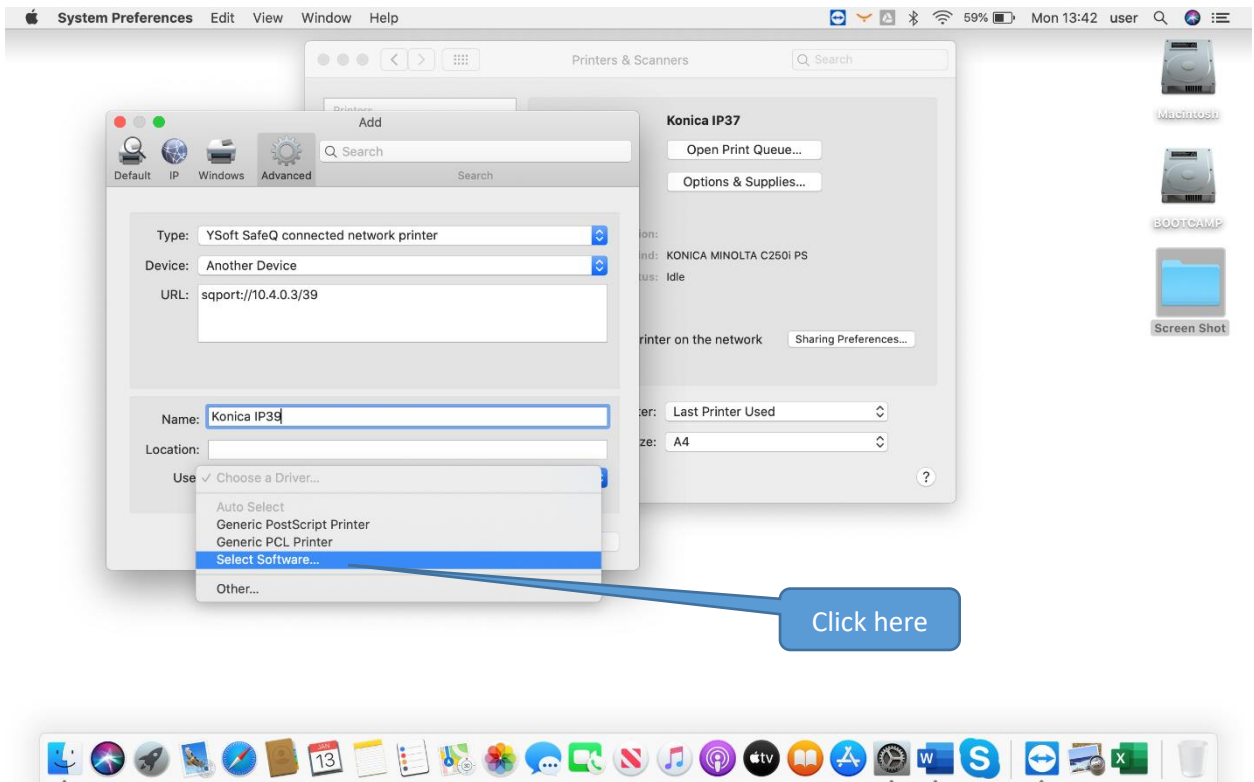
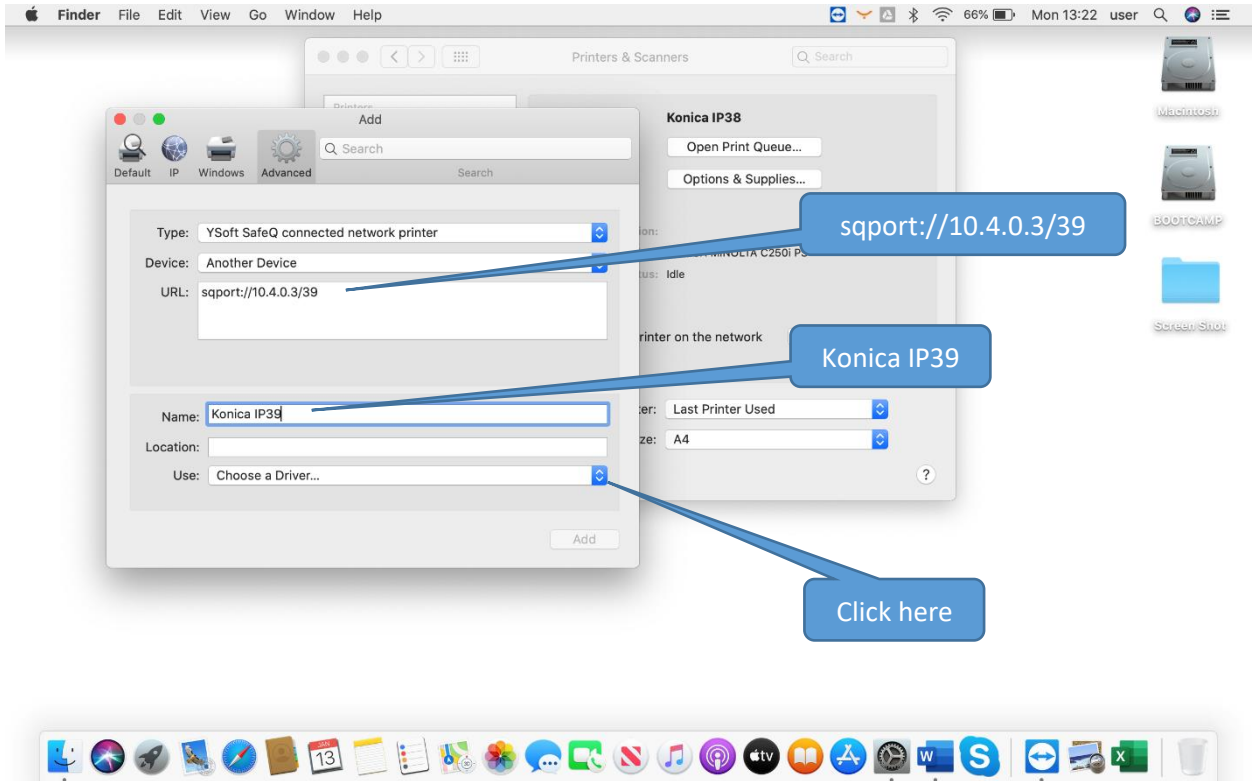


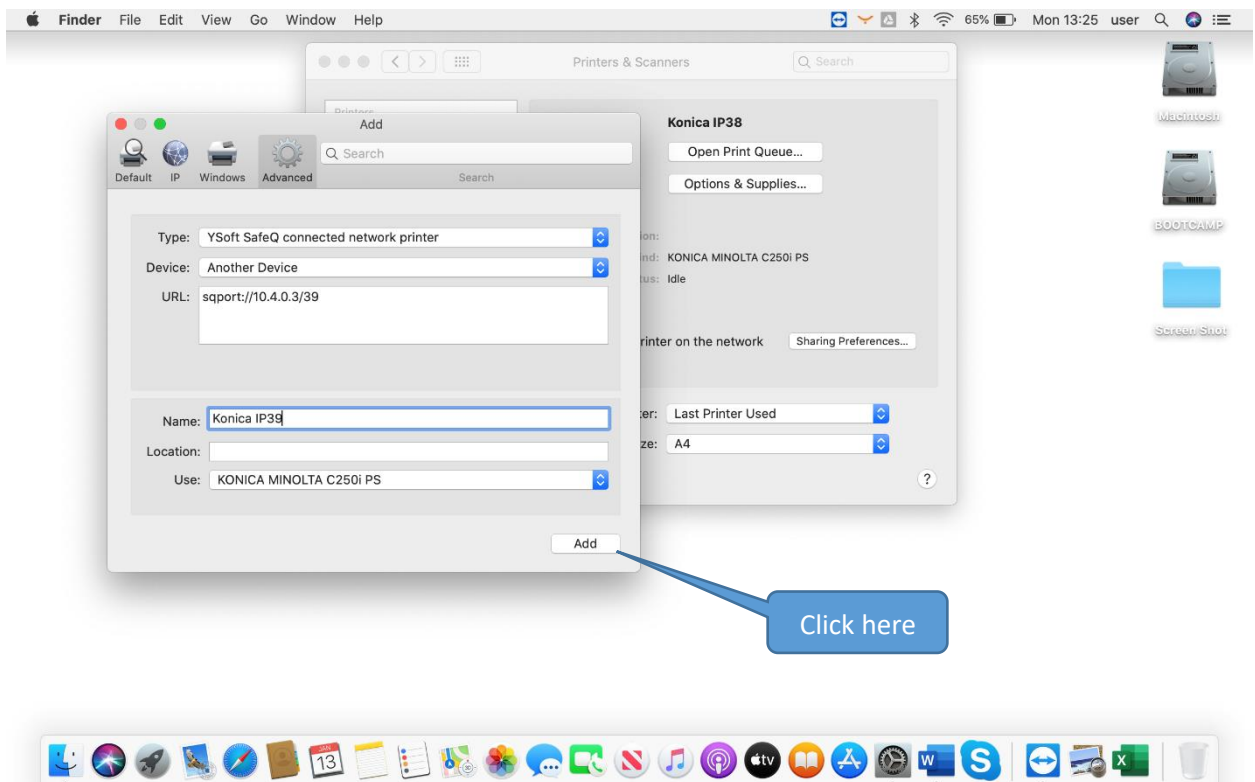
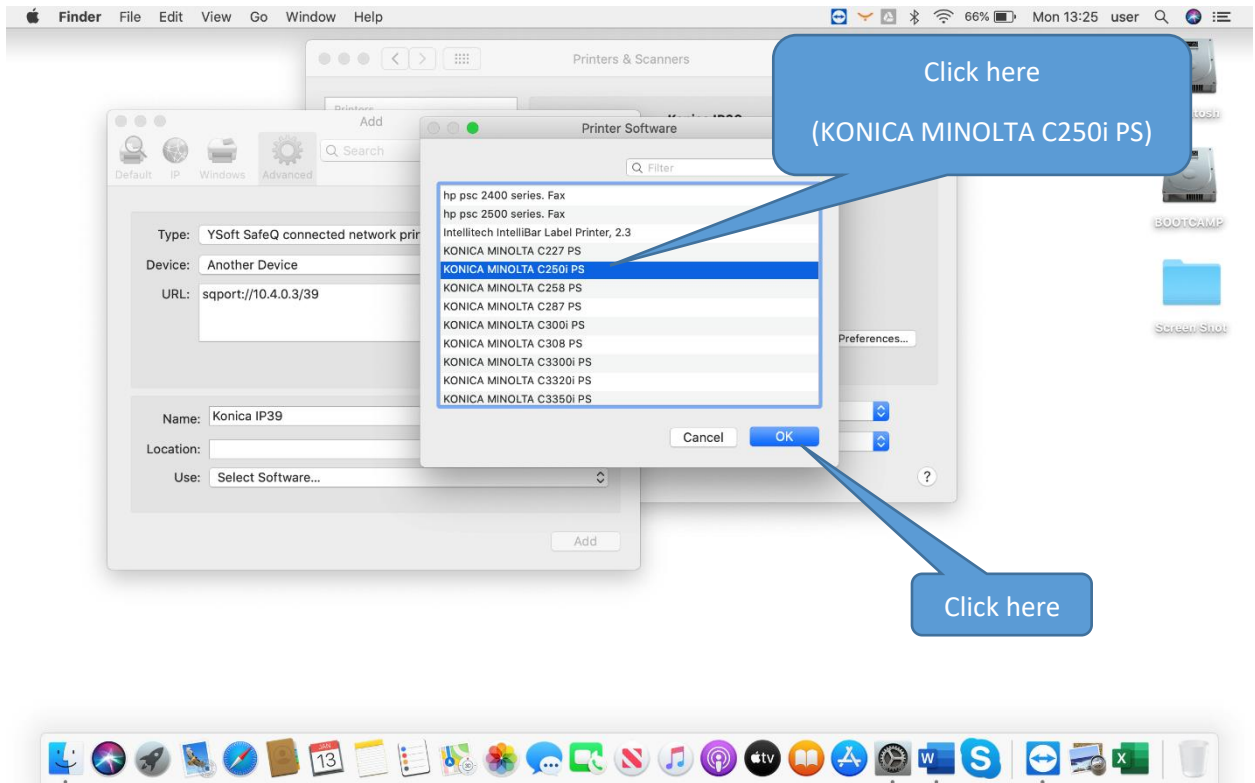


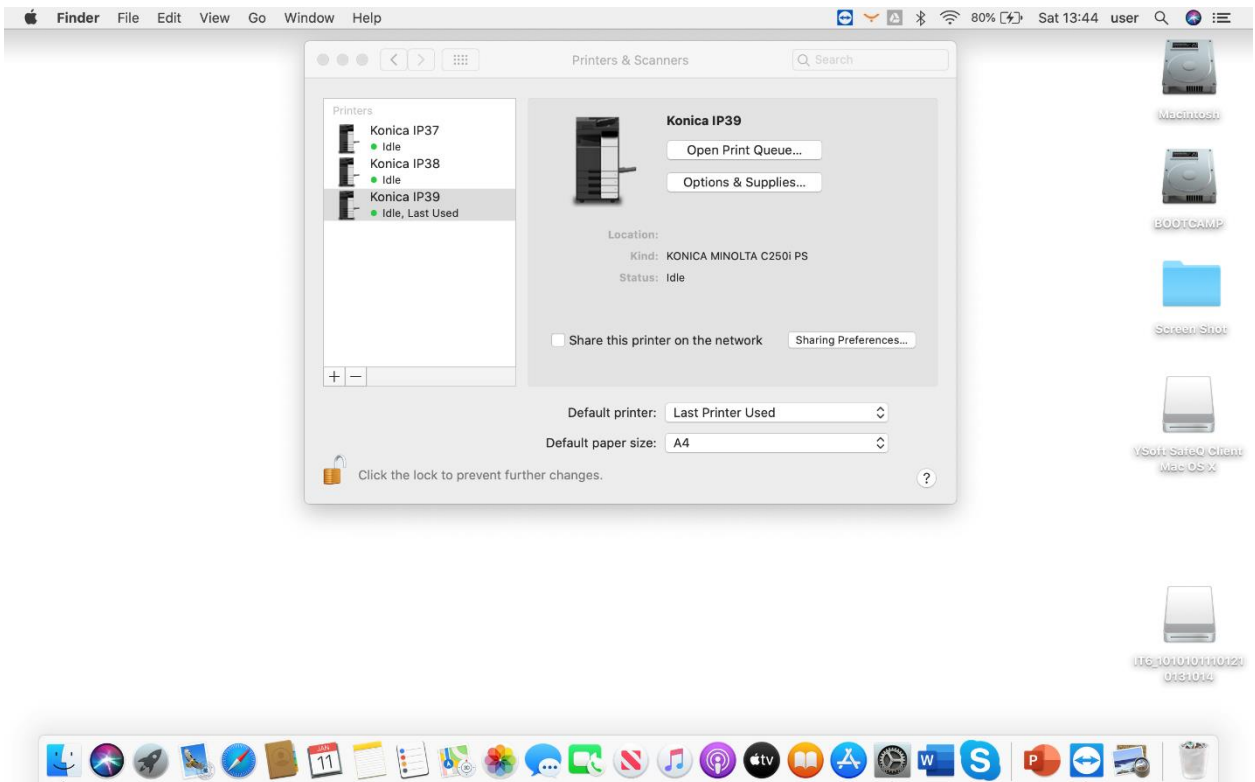
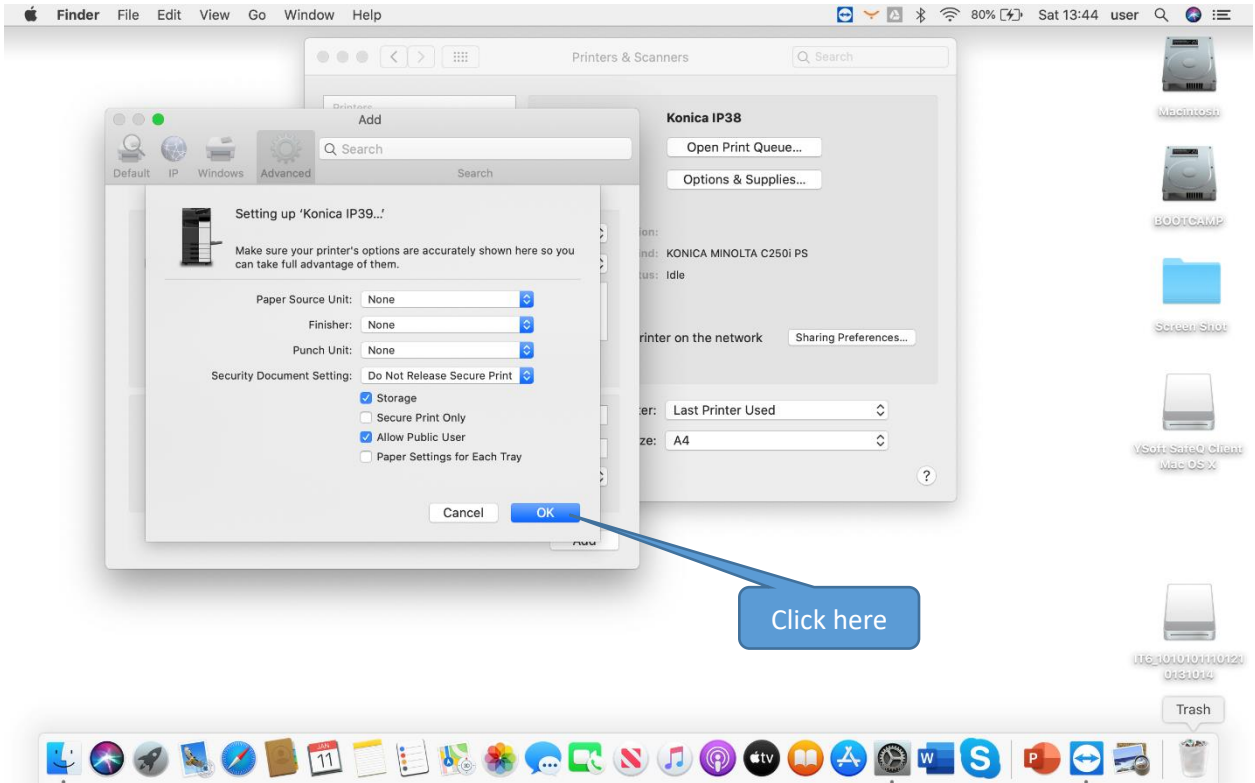
## Got Konica IP39





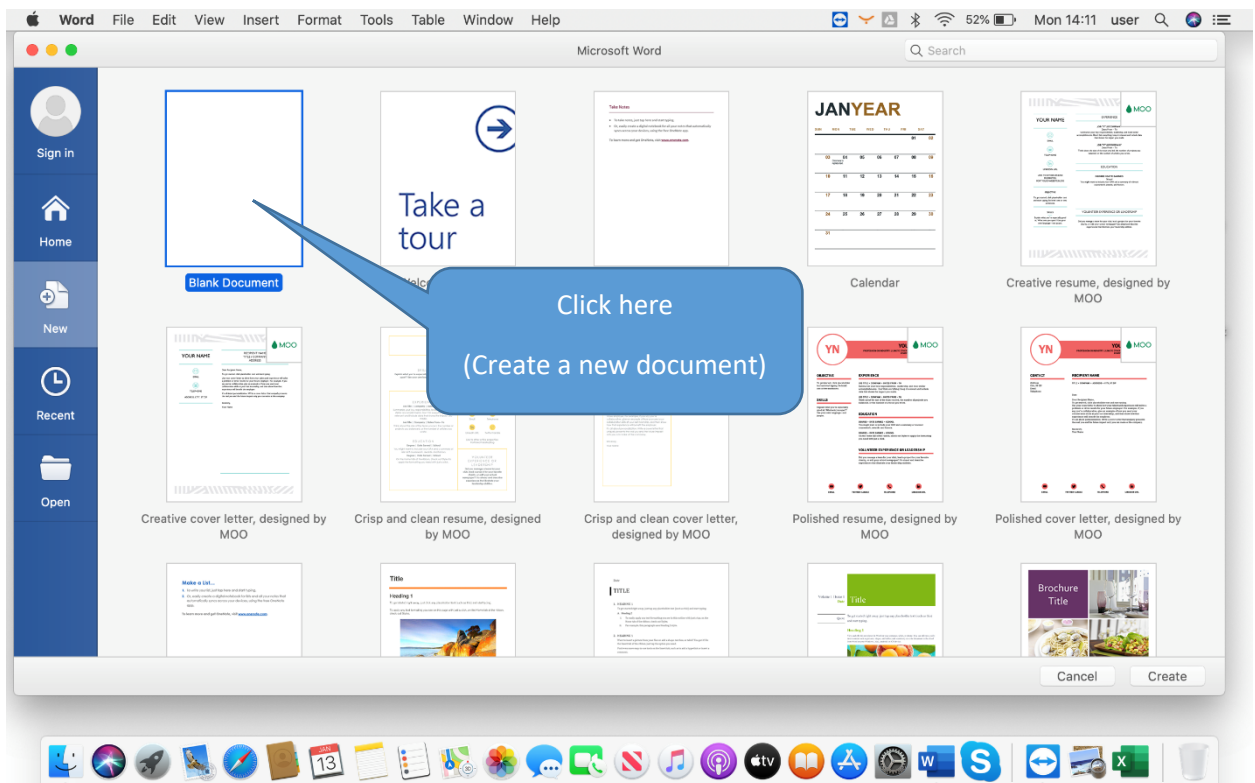
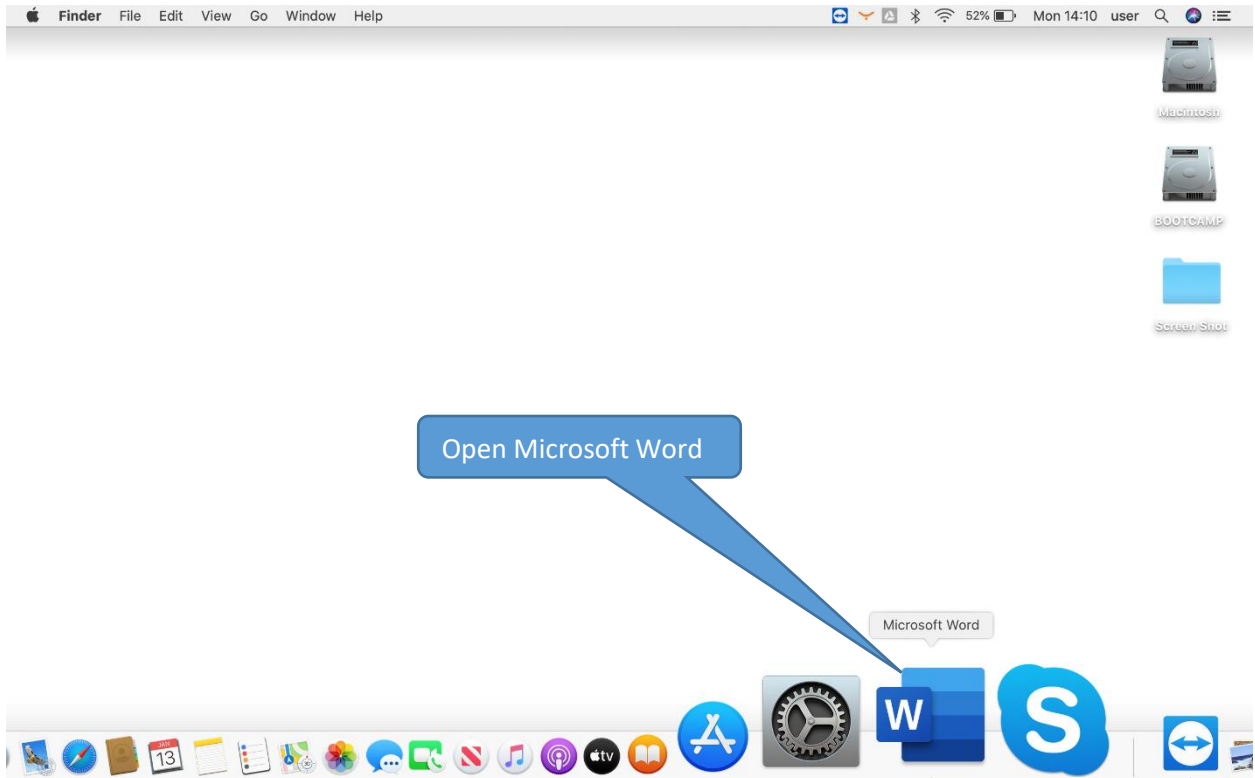


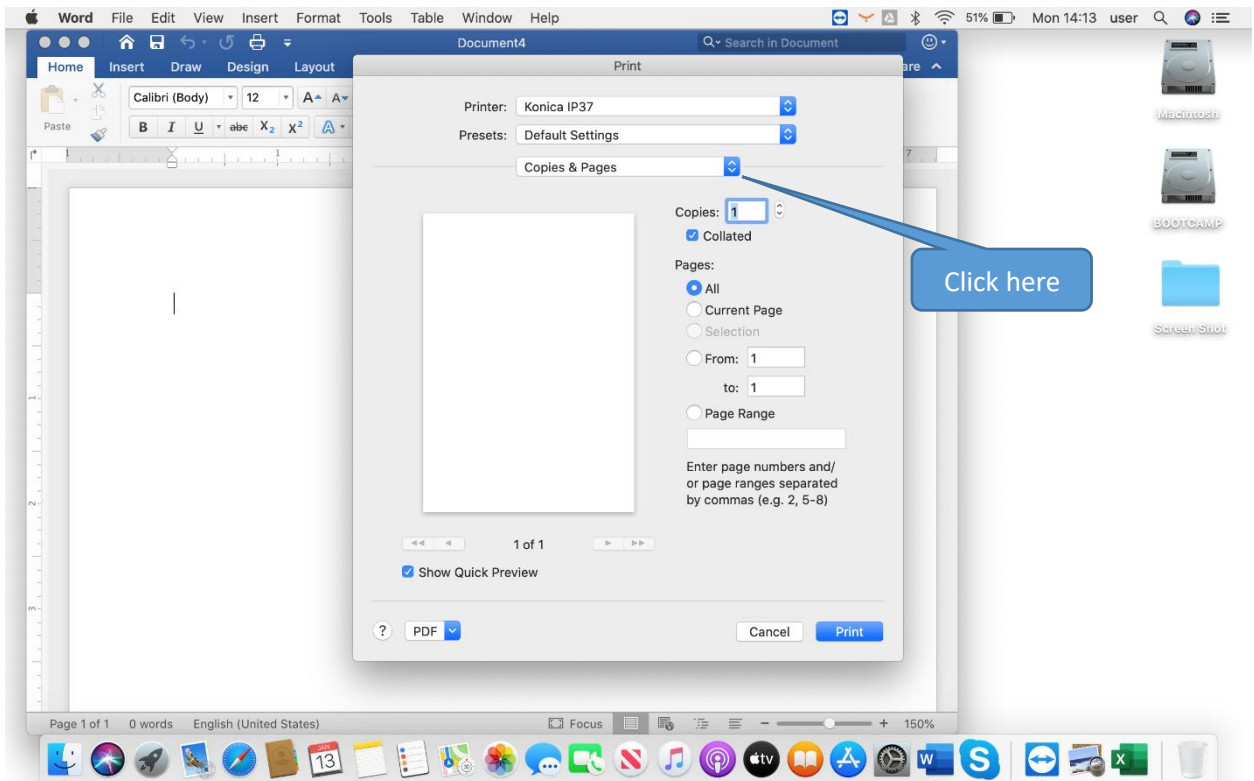
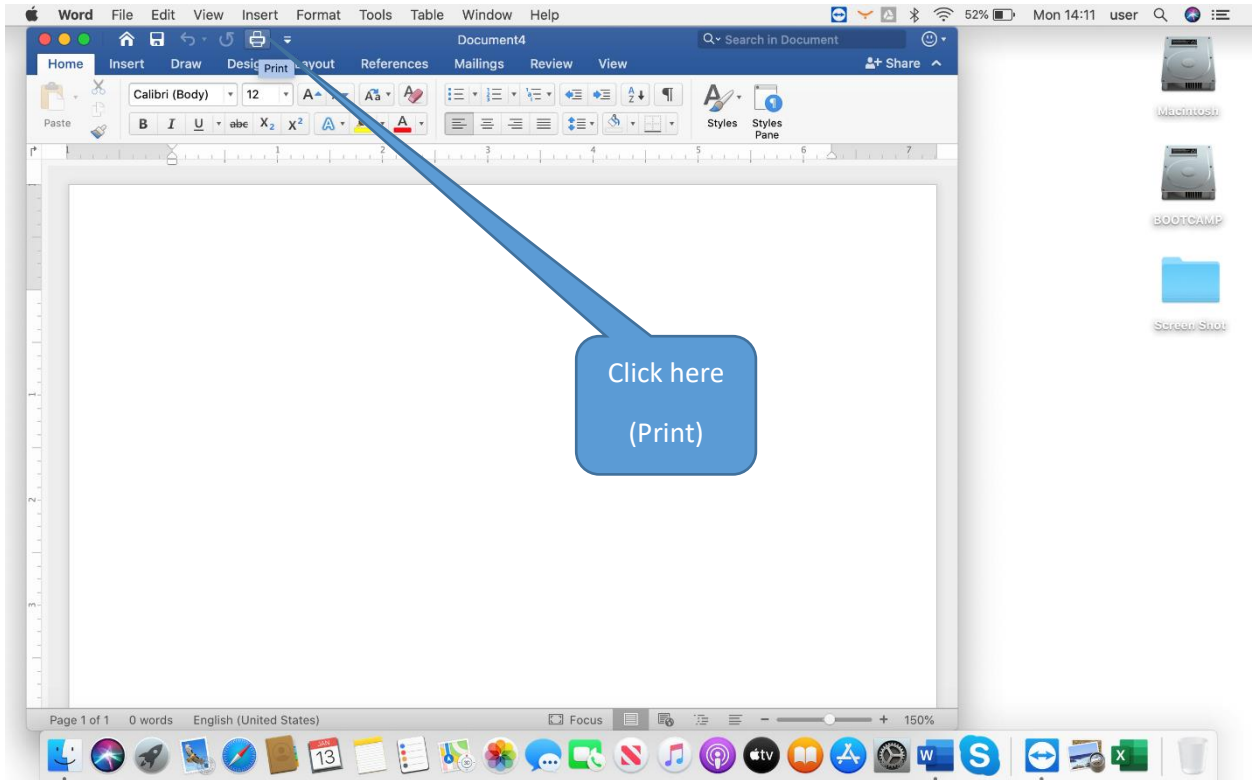


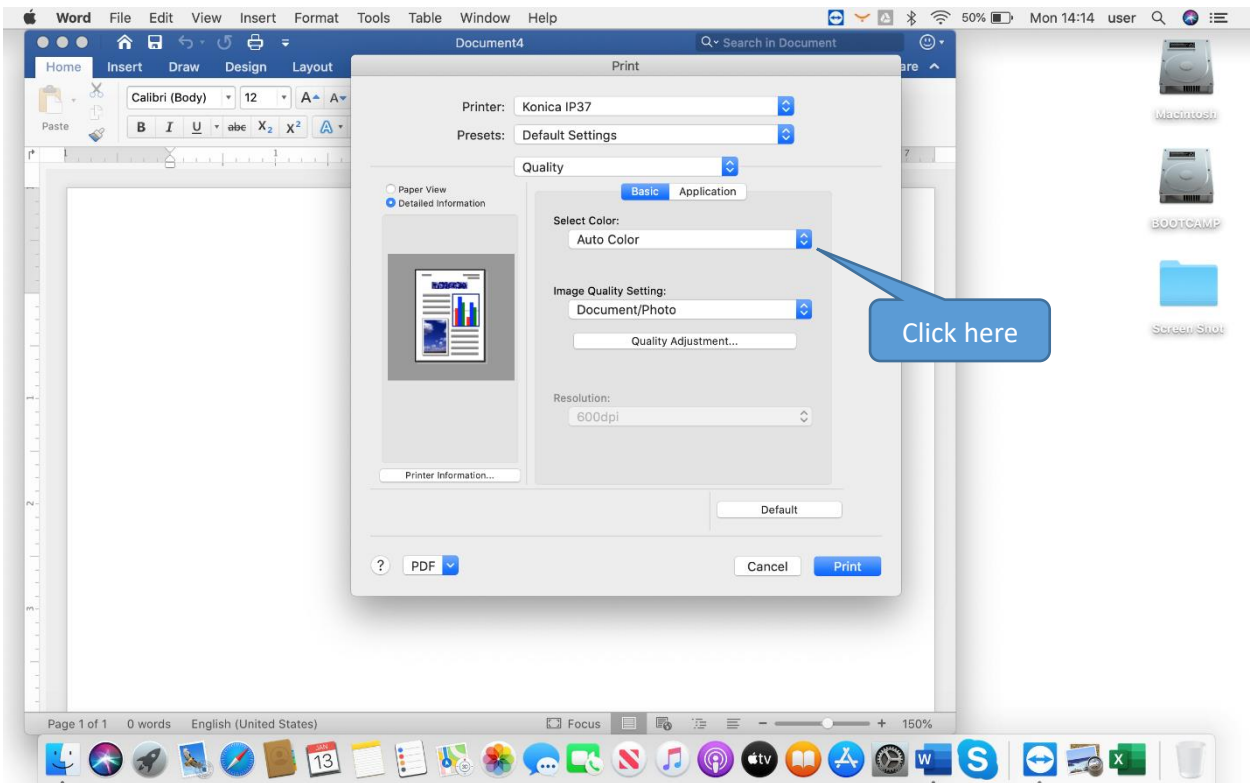
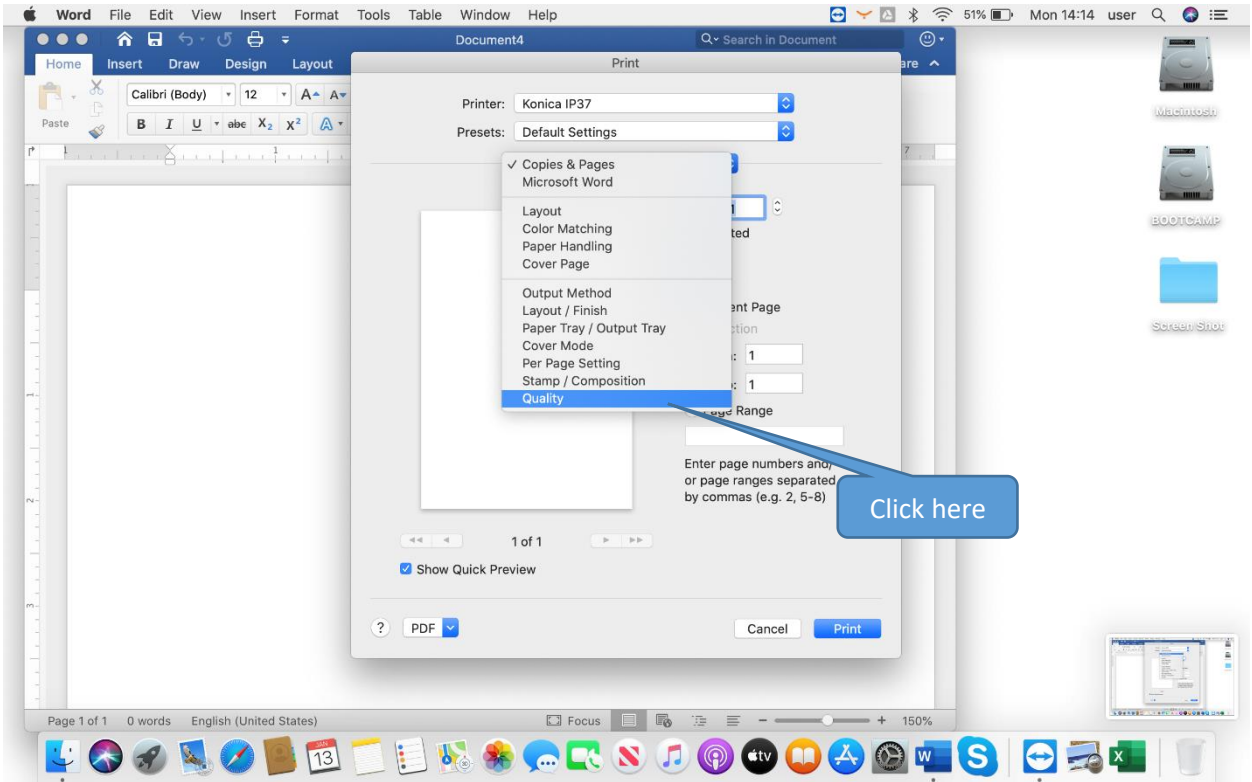


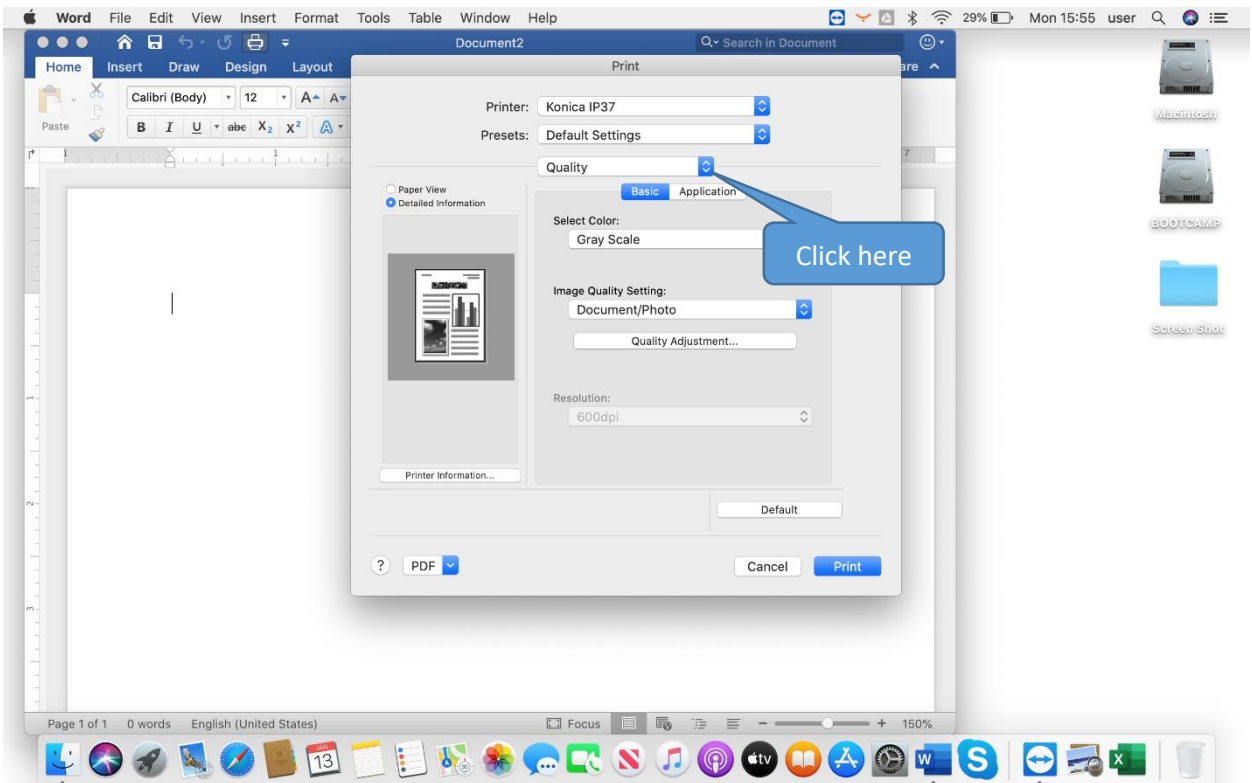
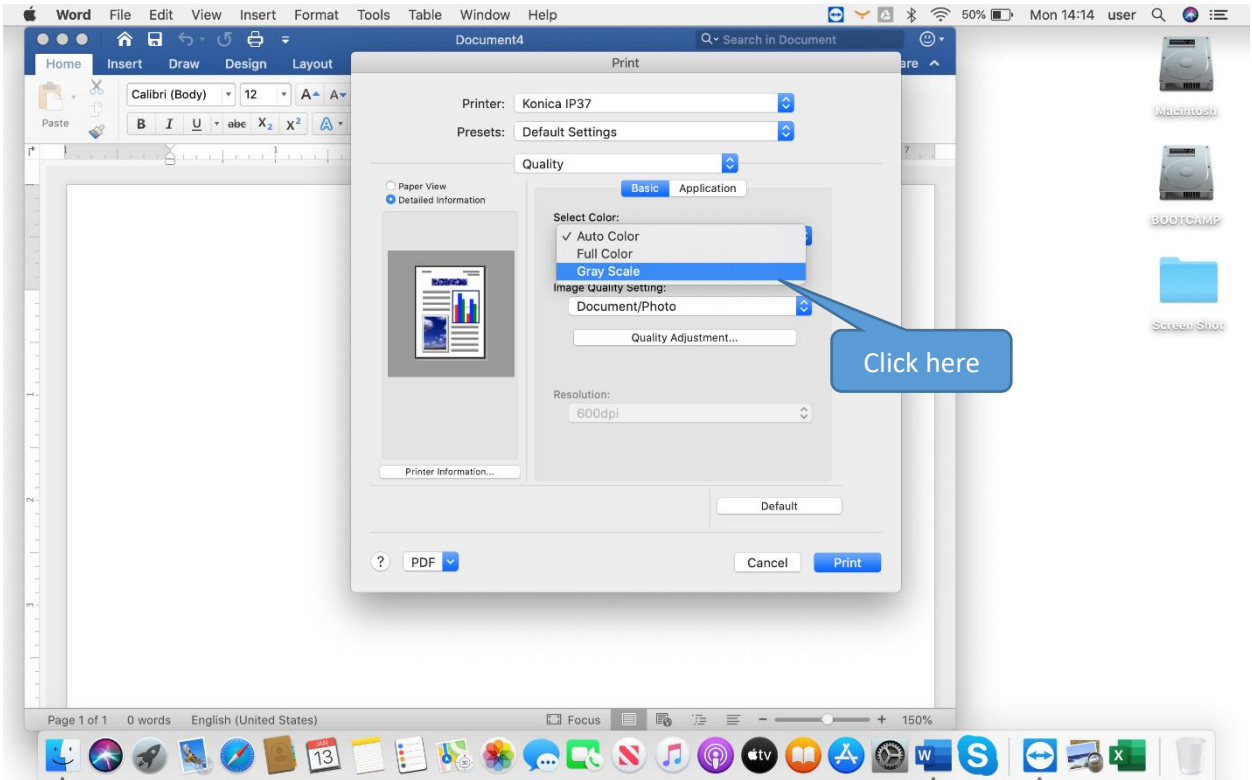


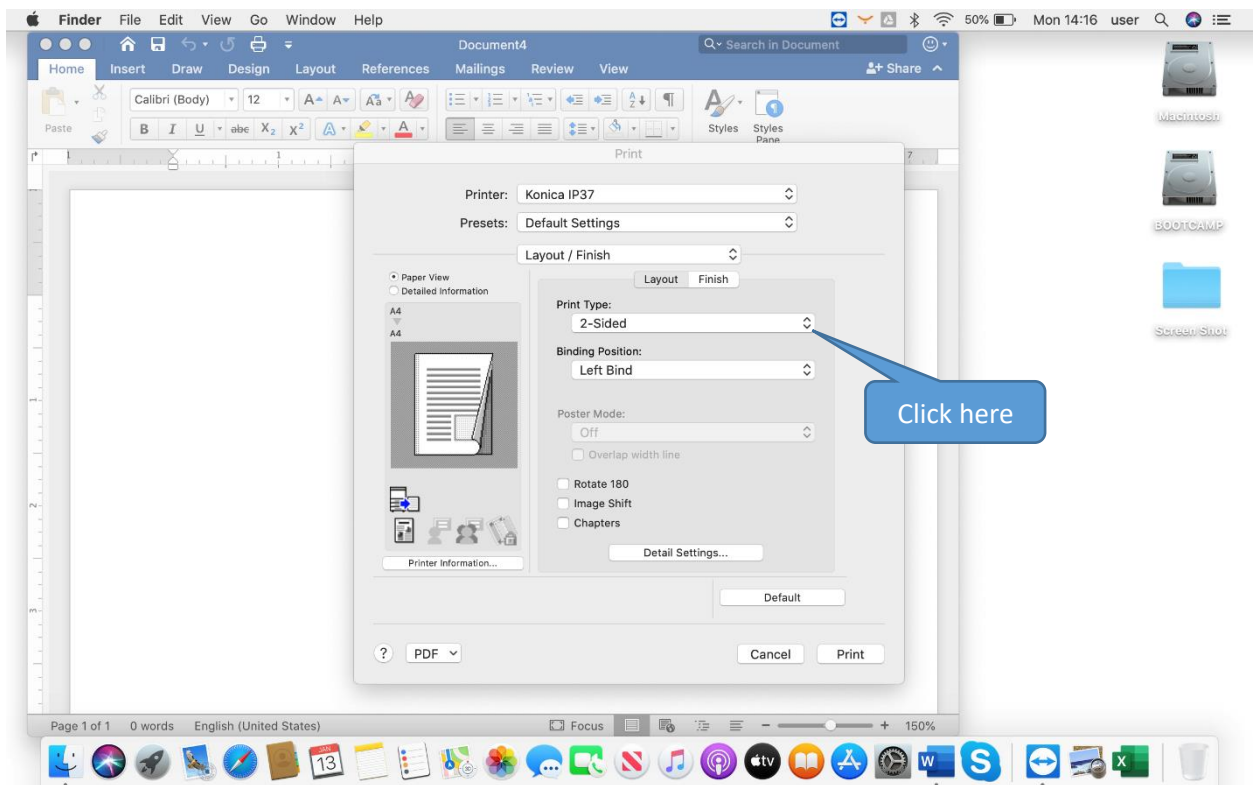
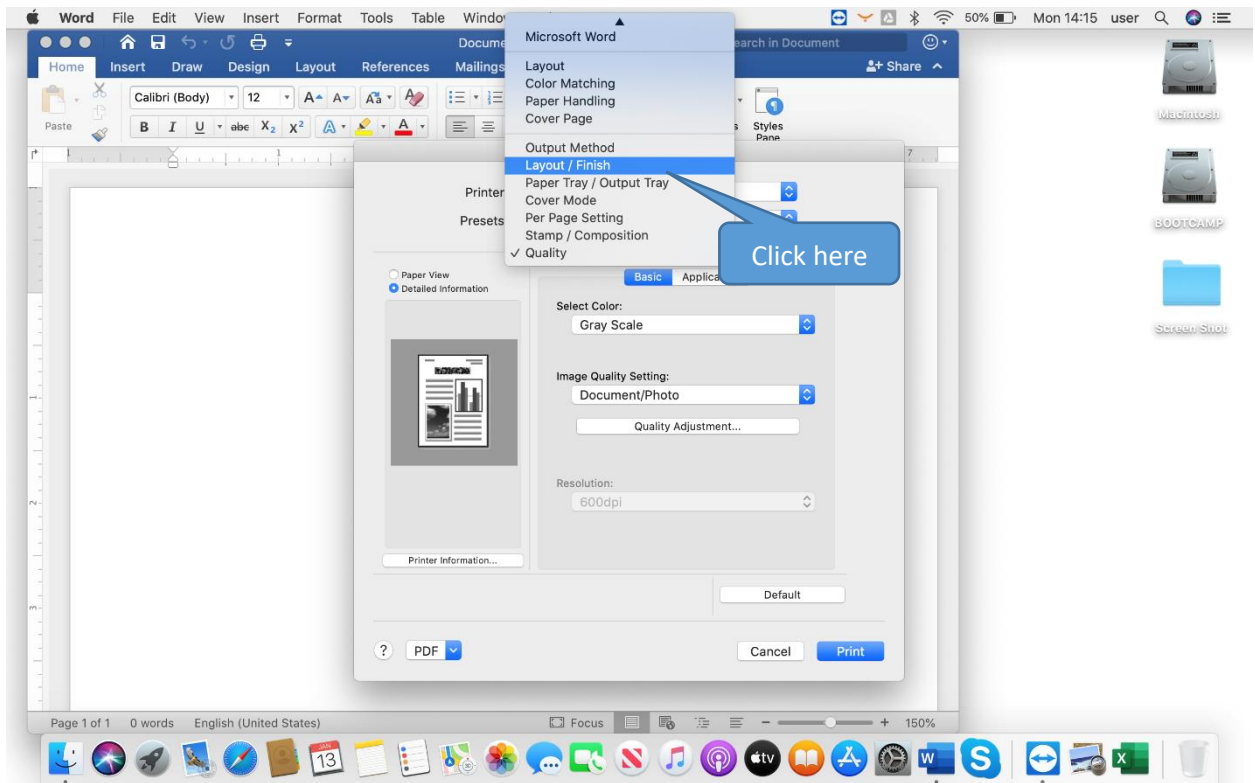
**Setup preset for select print in color or B&W**

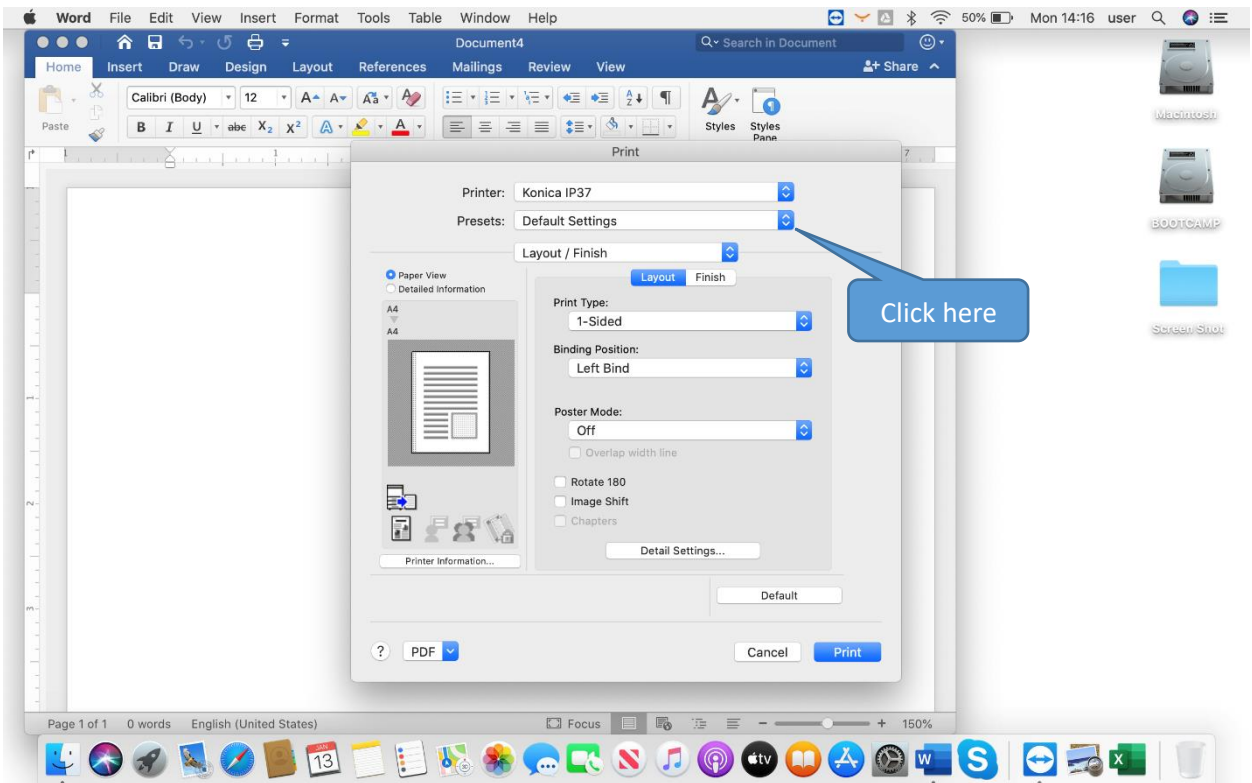
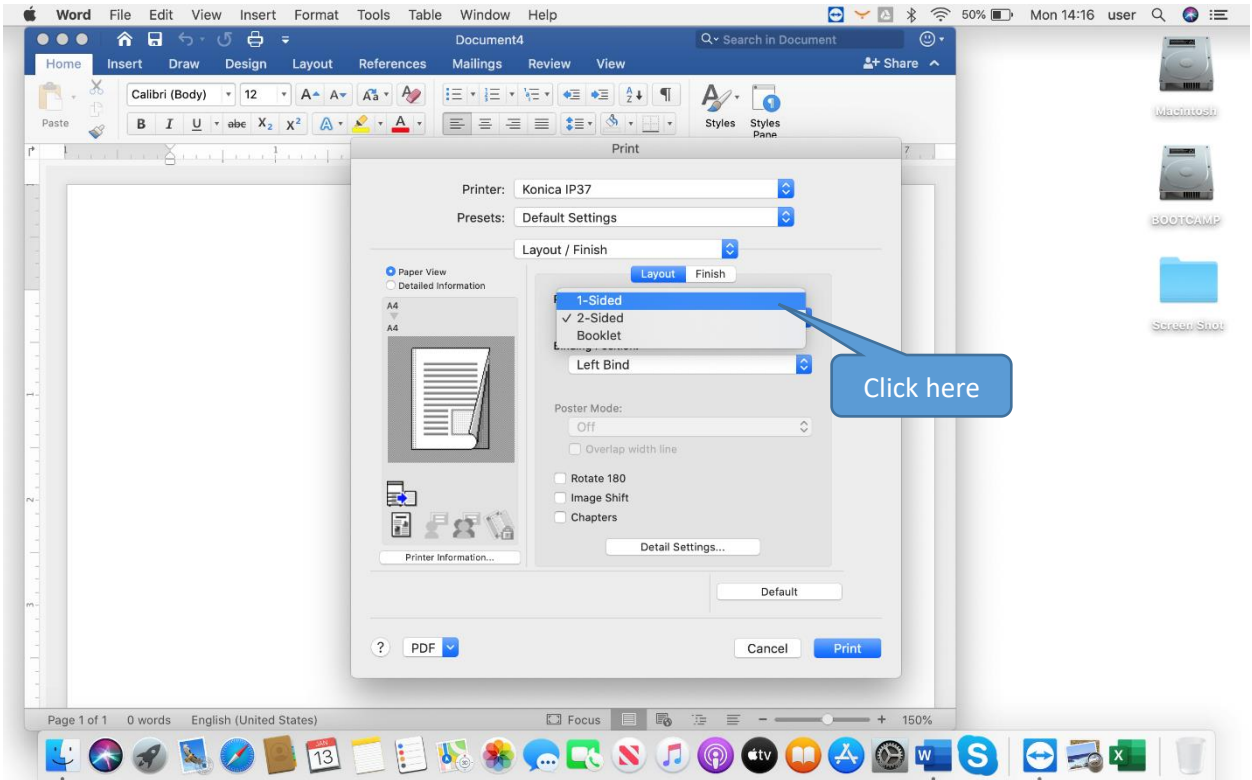


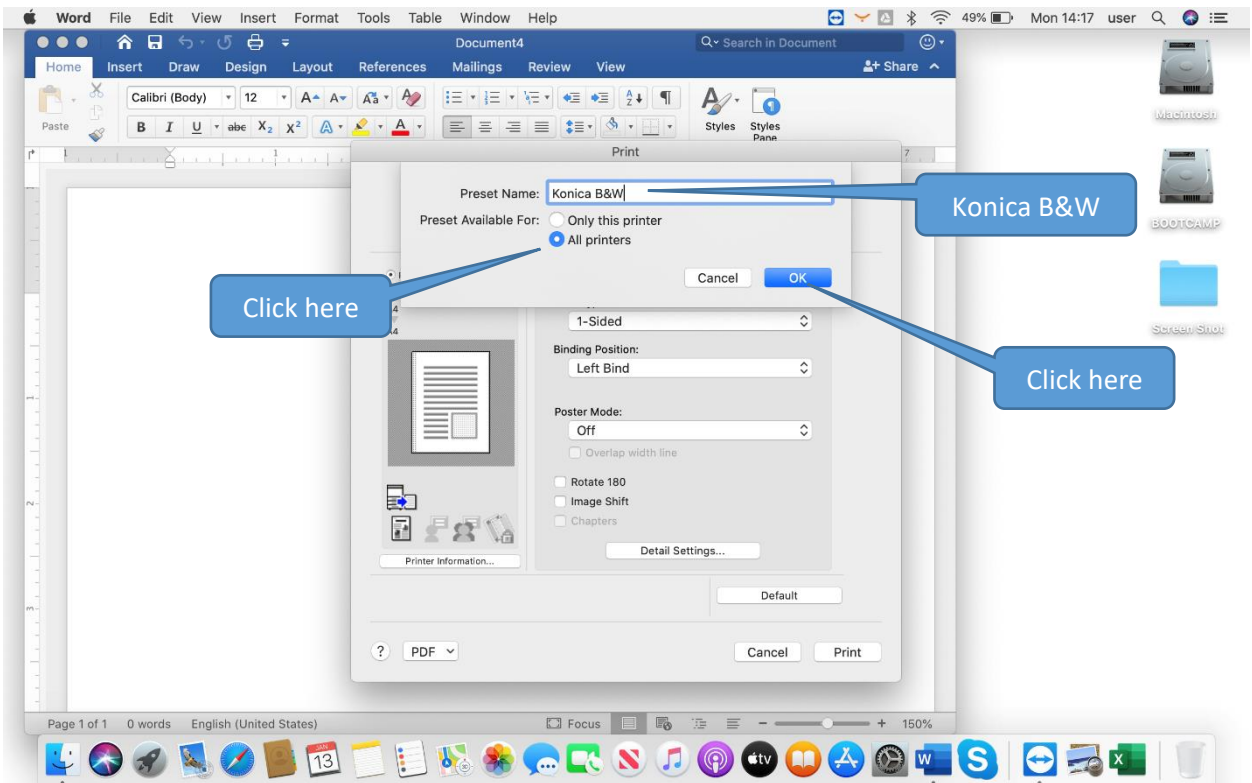
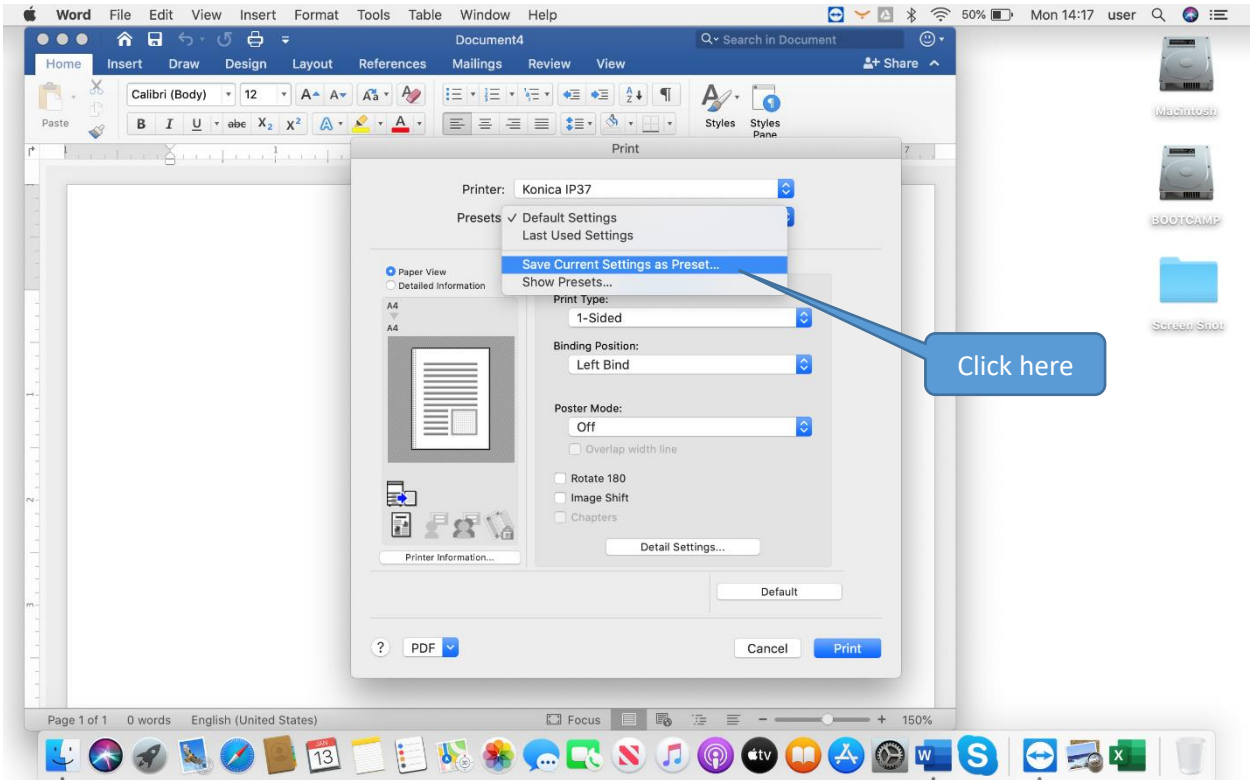


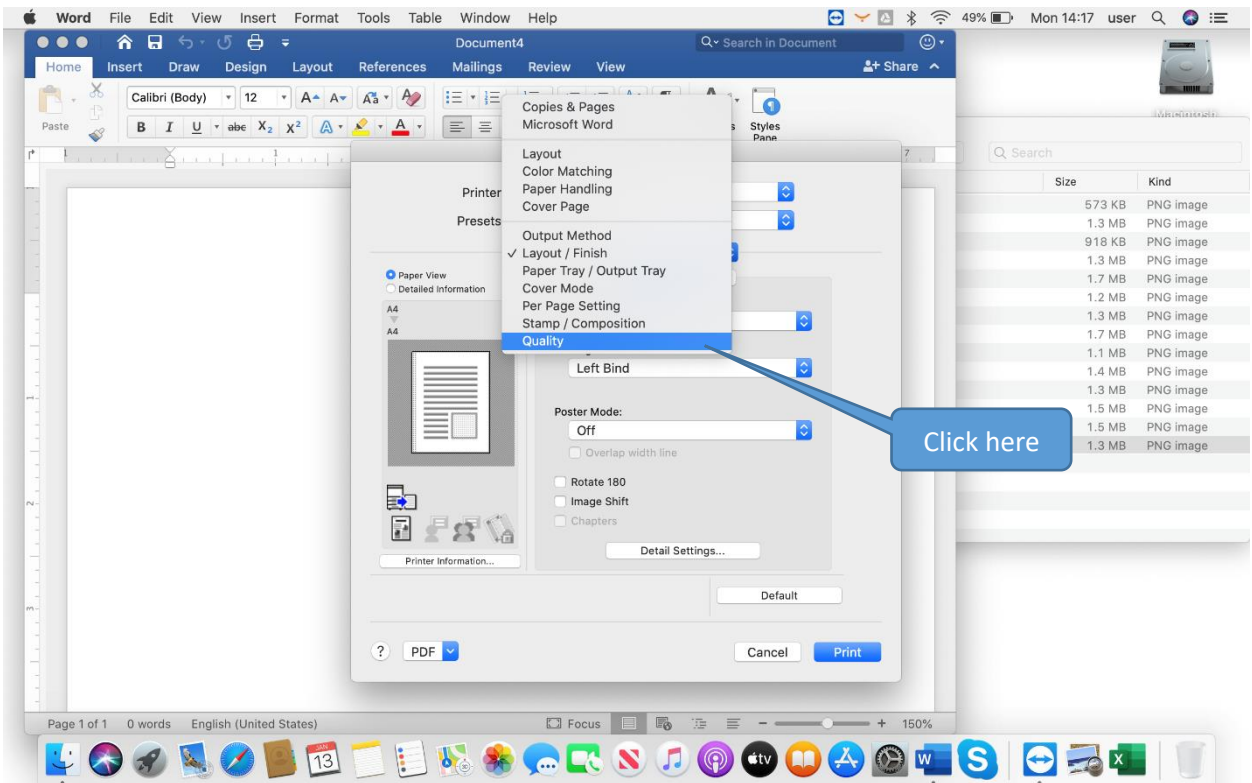
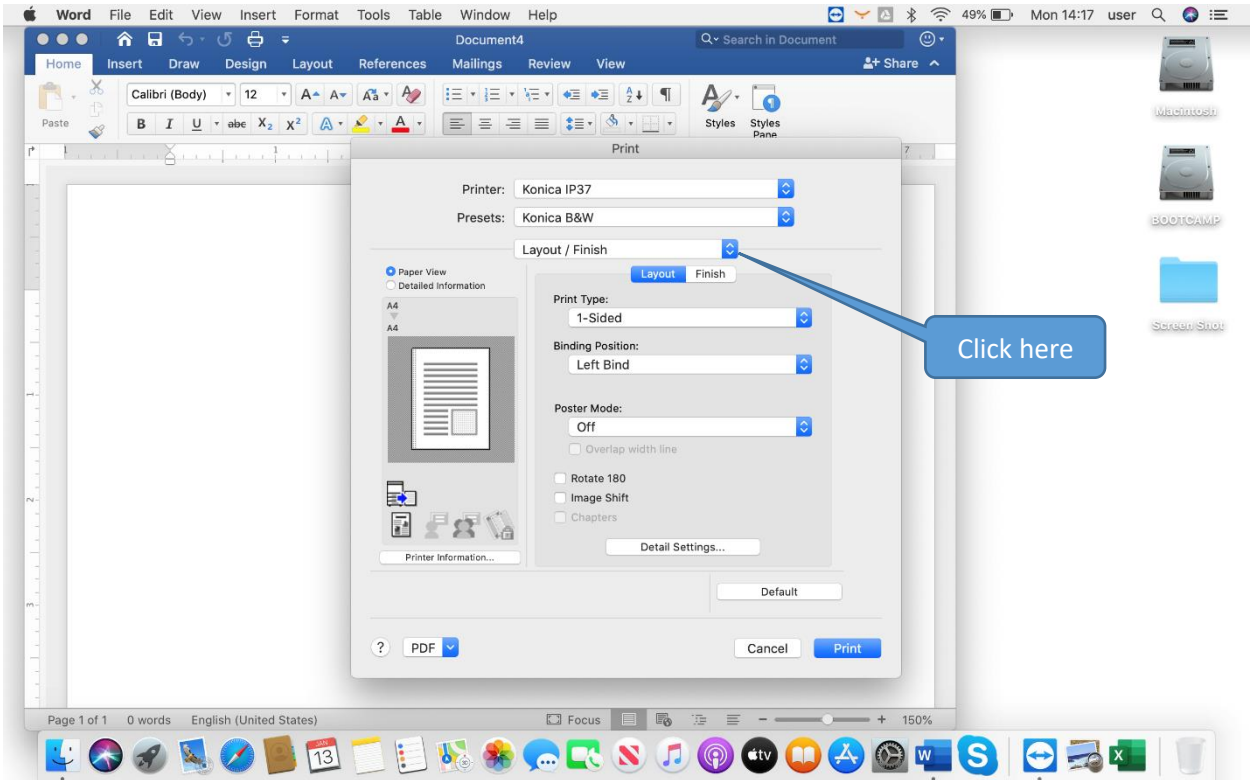




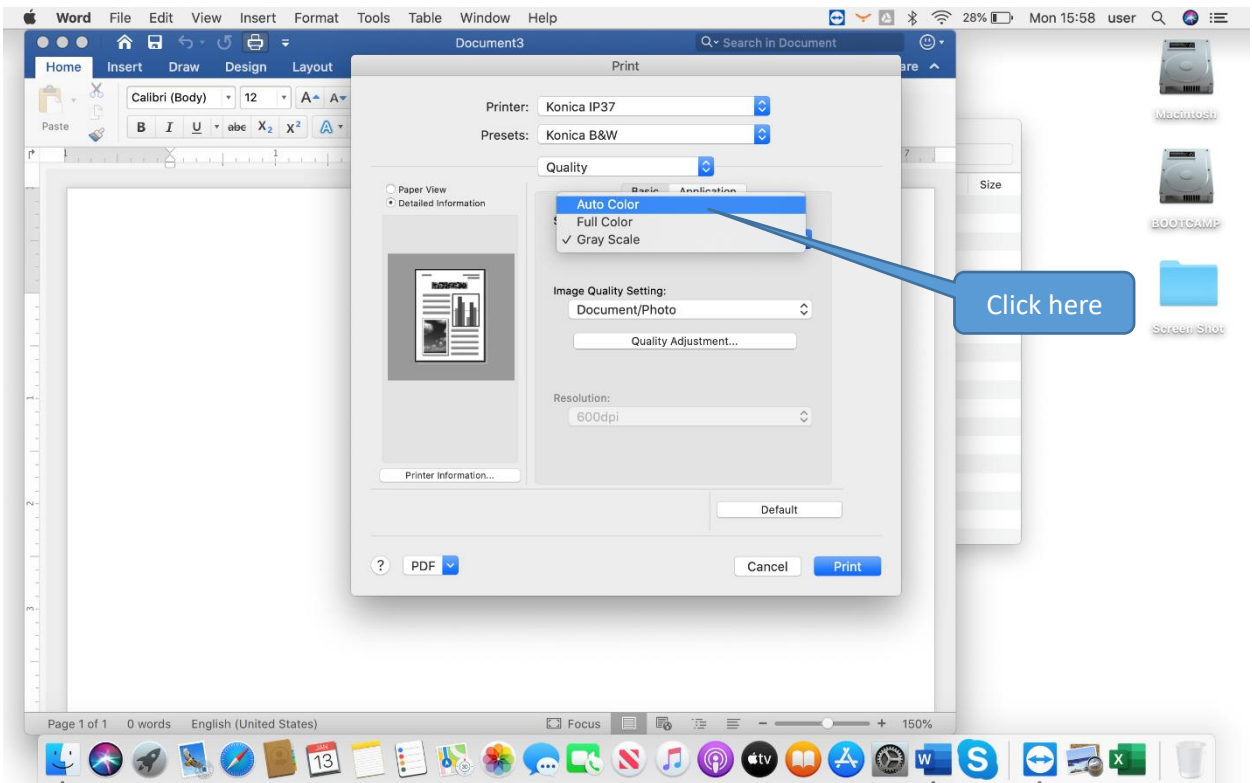
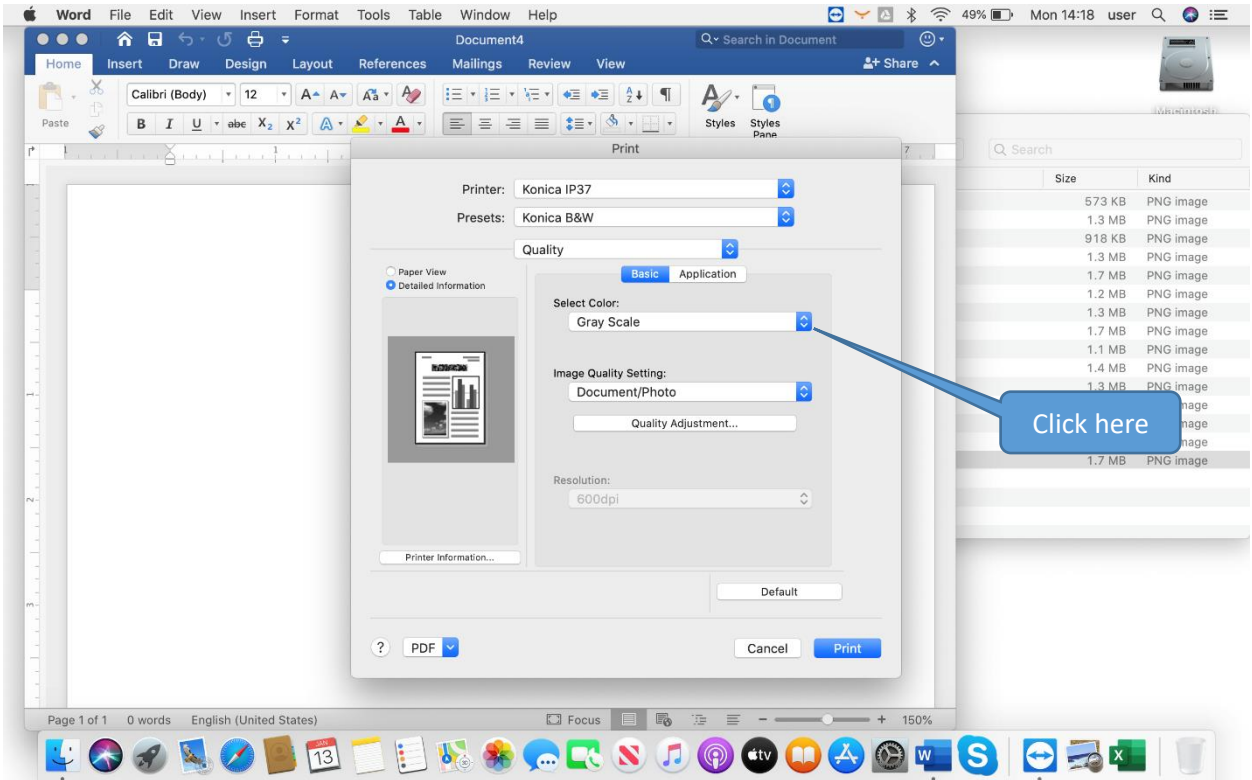


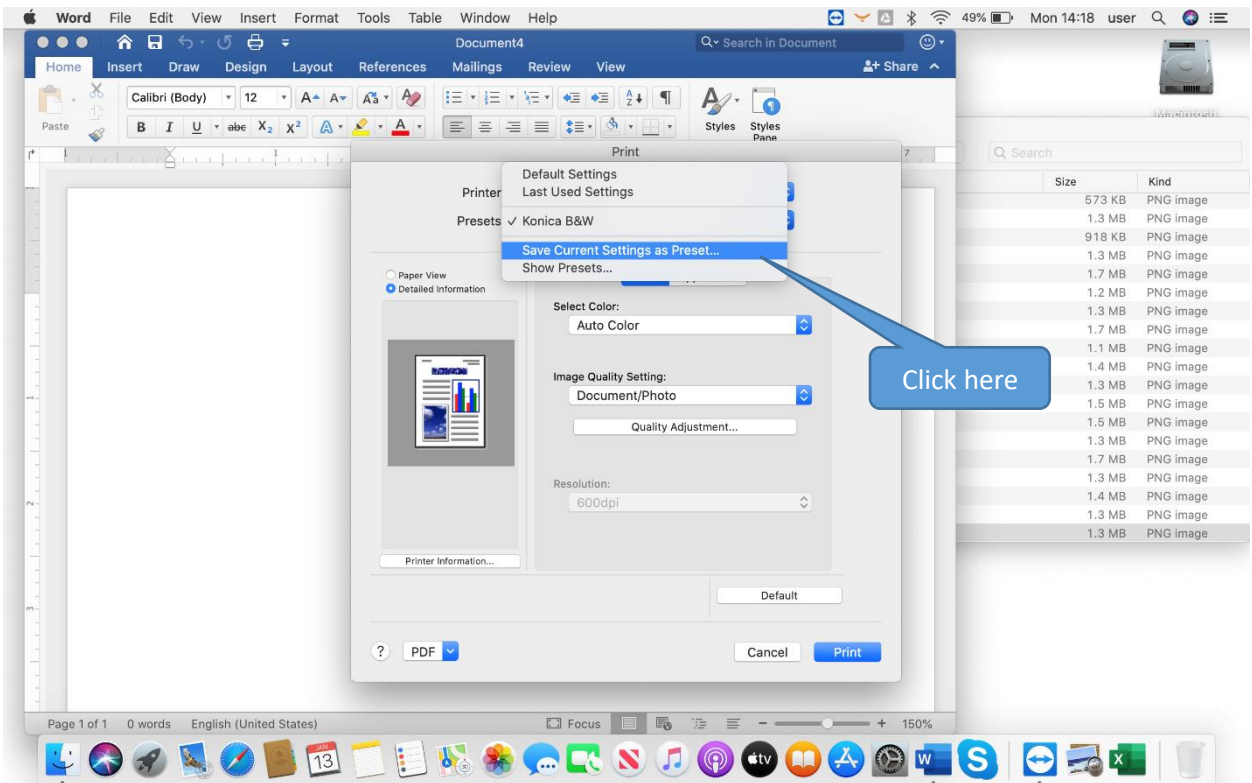
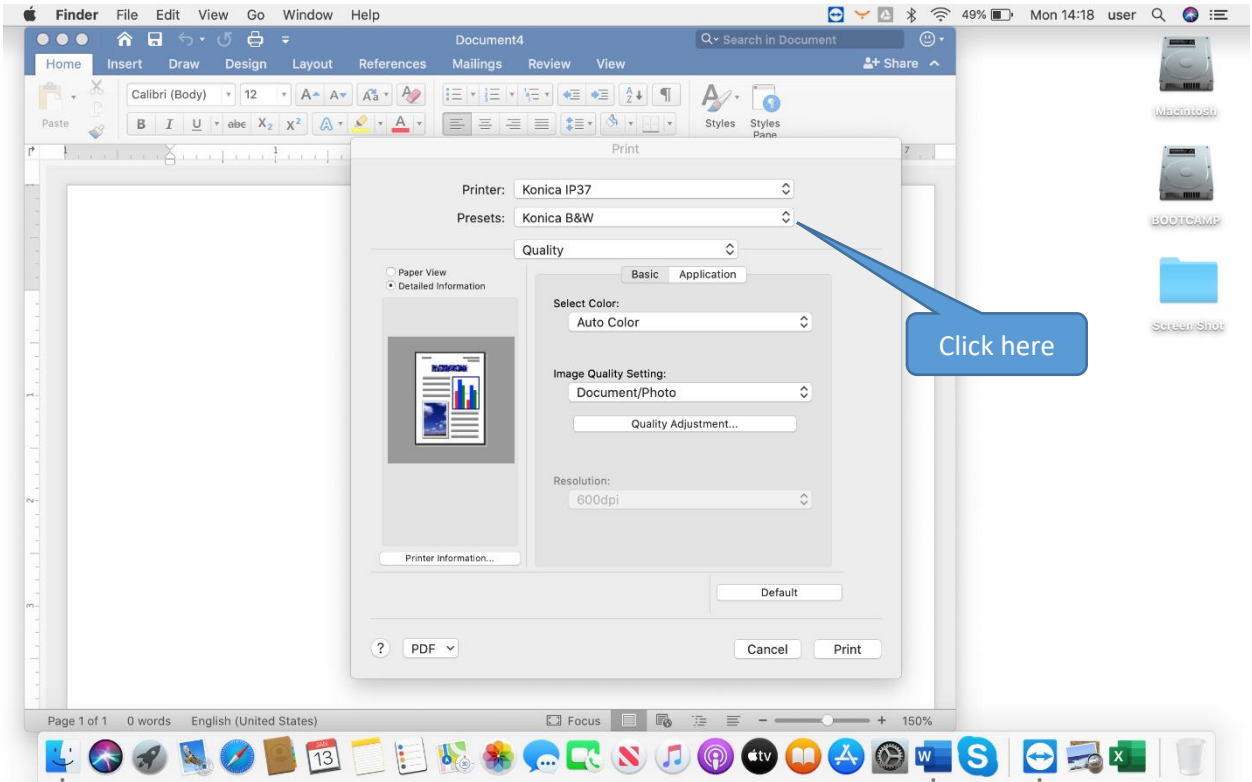


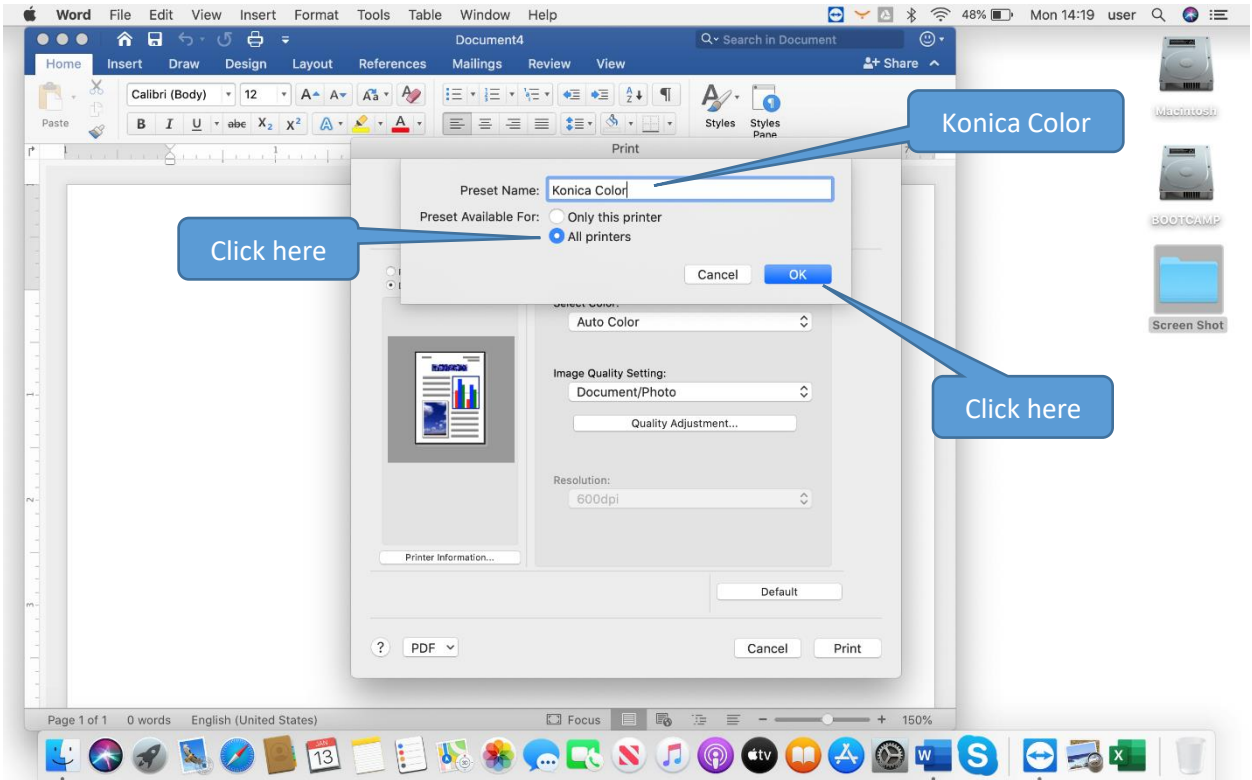




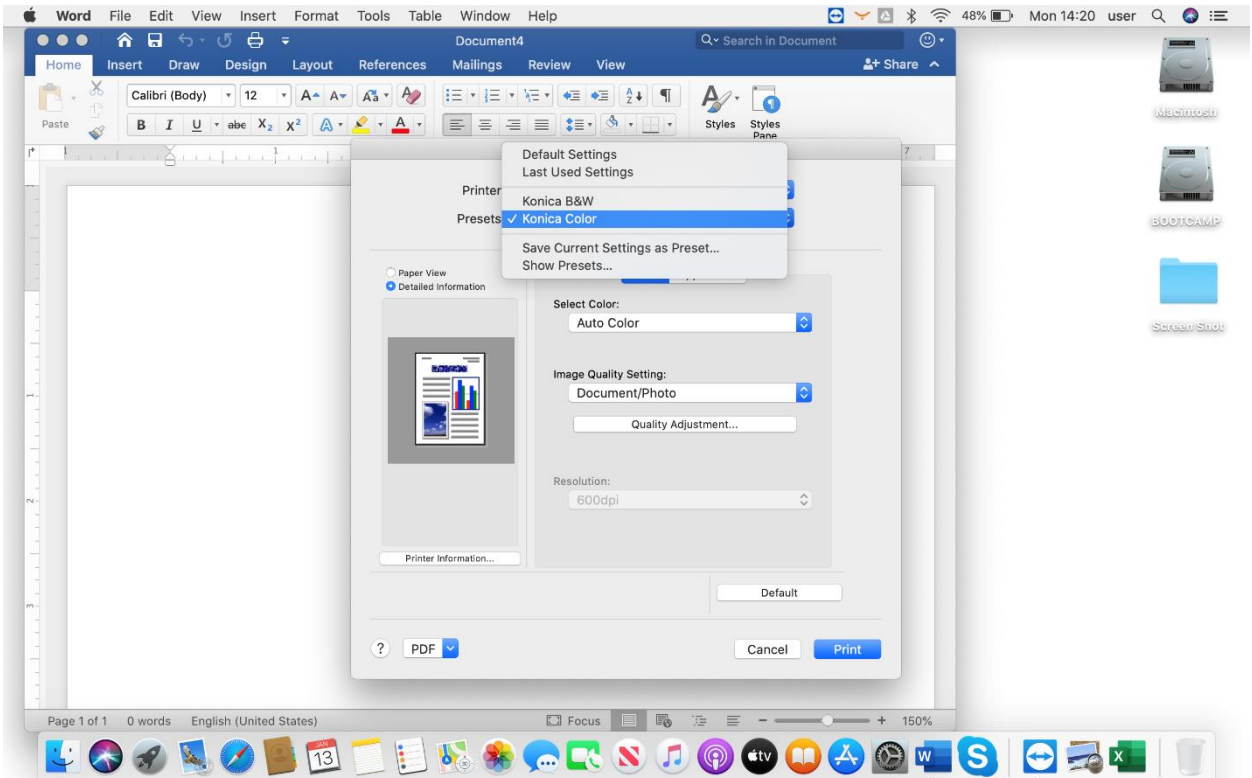




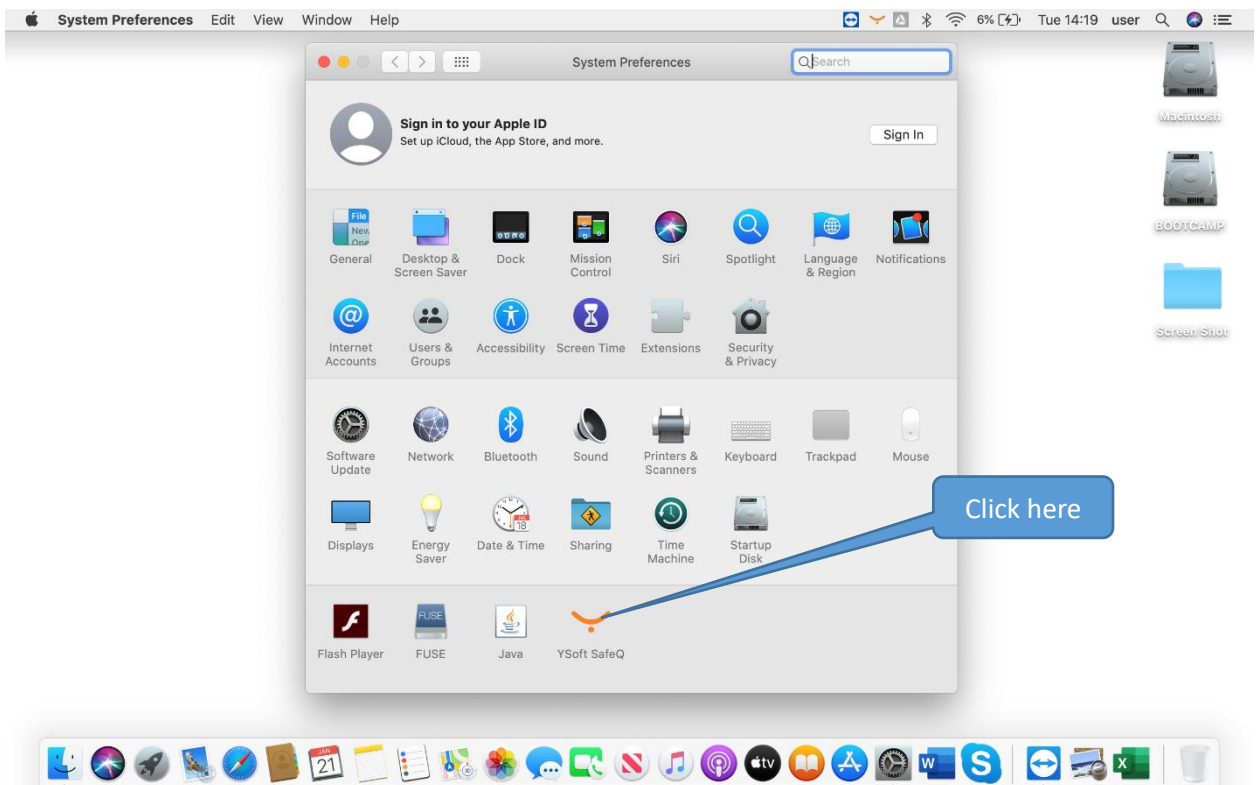
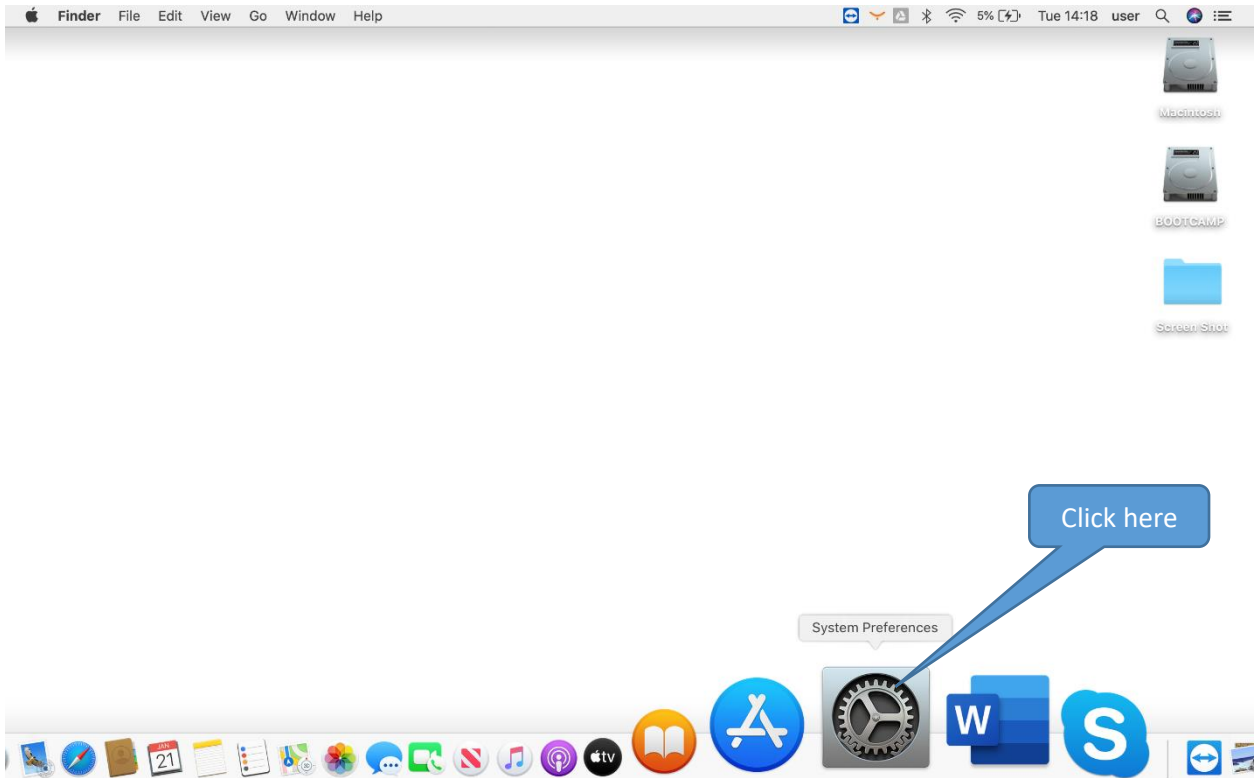


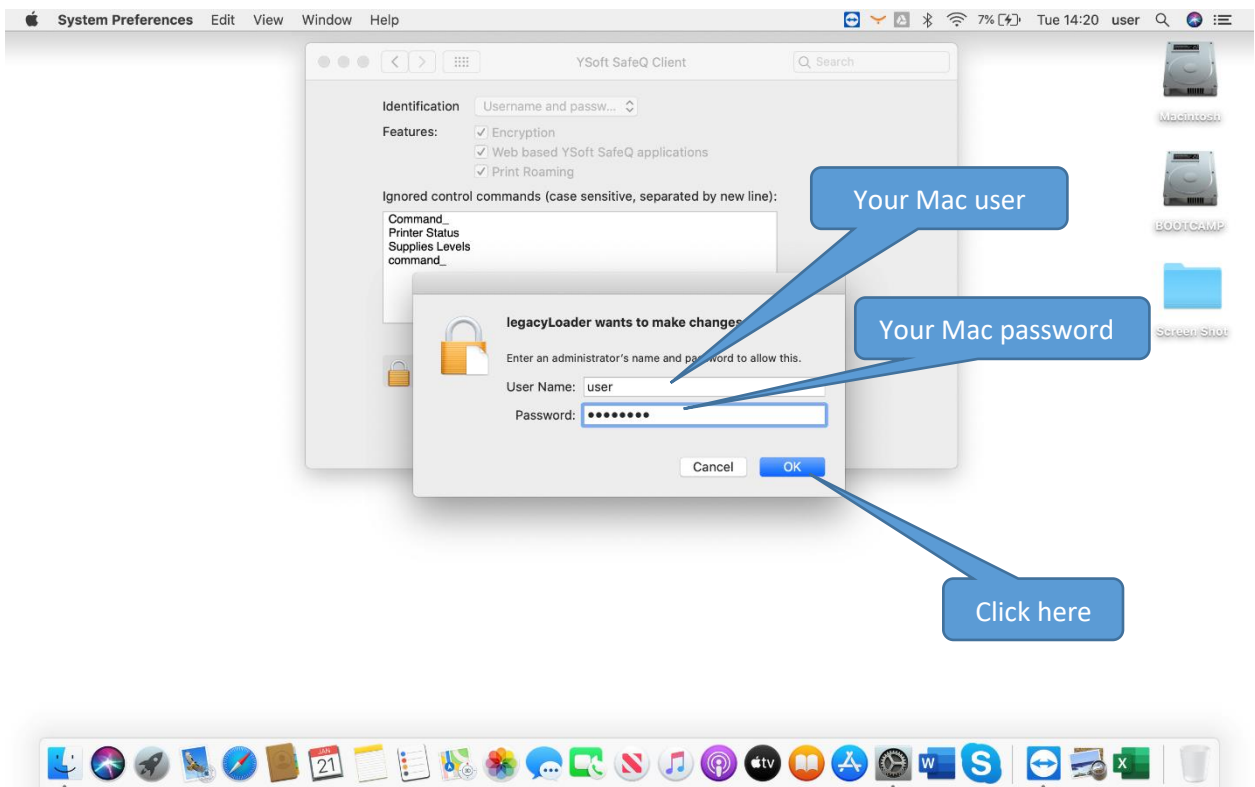
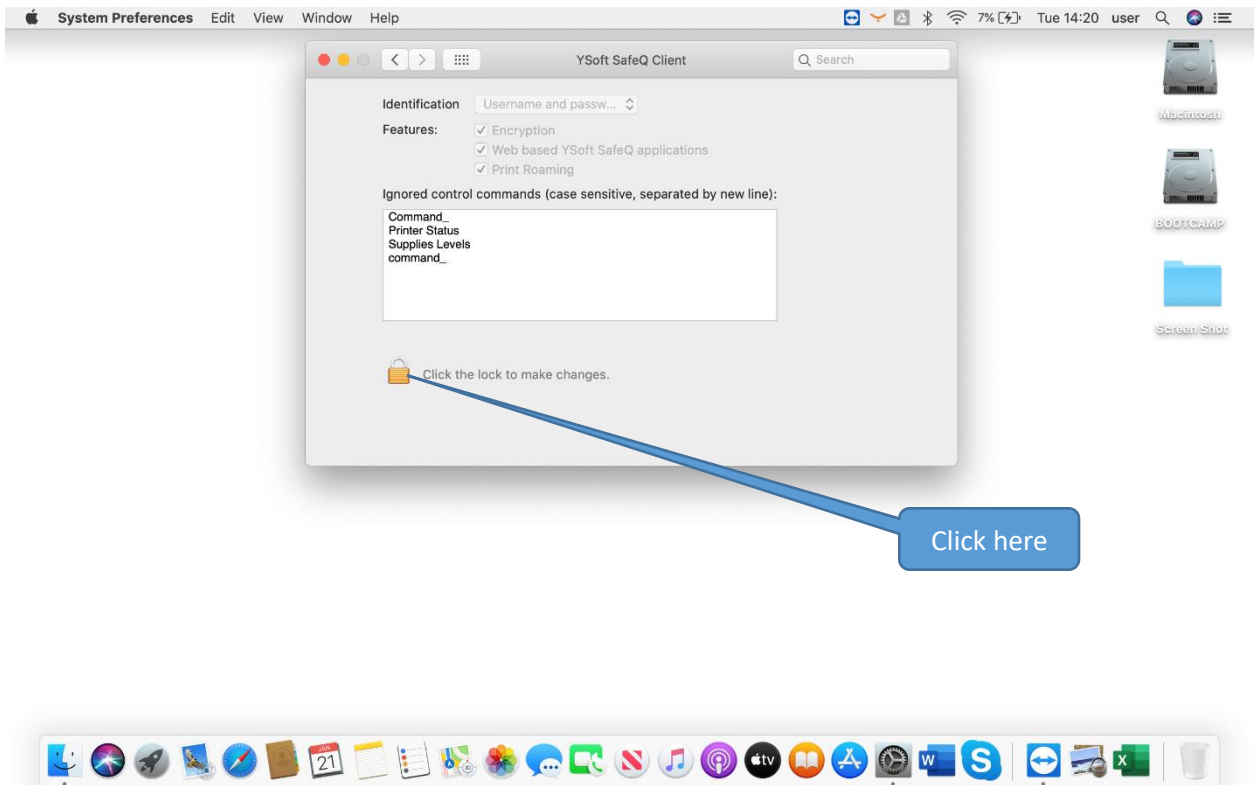


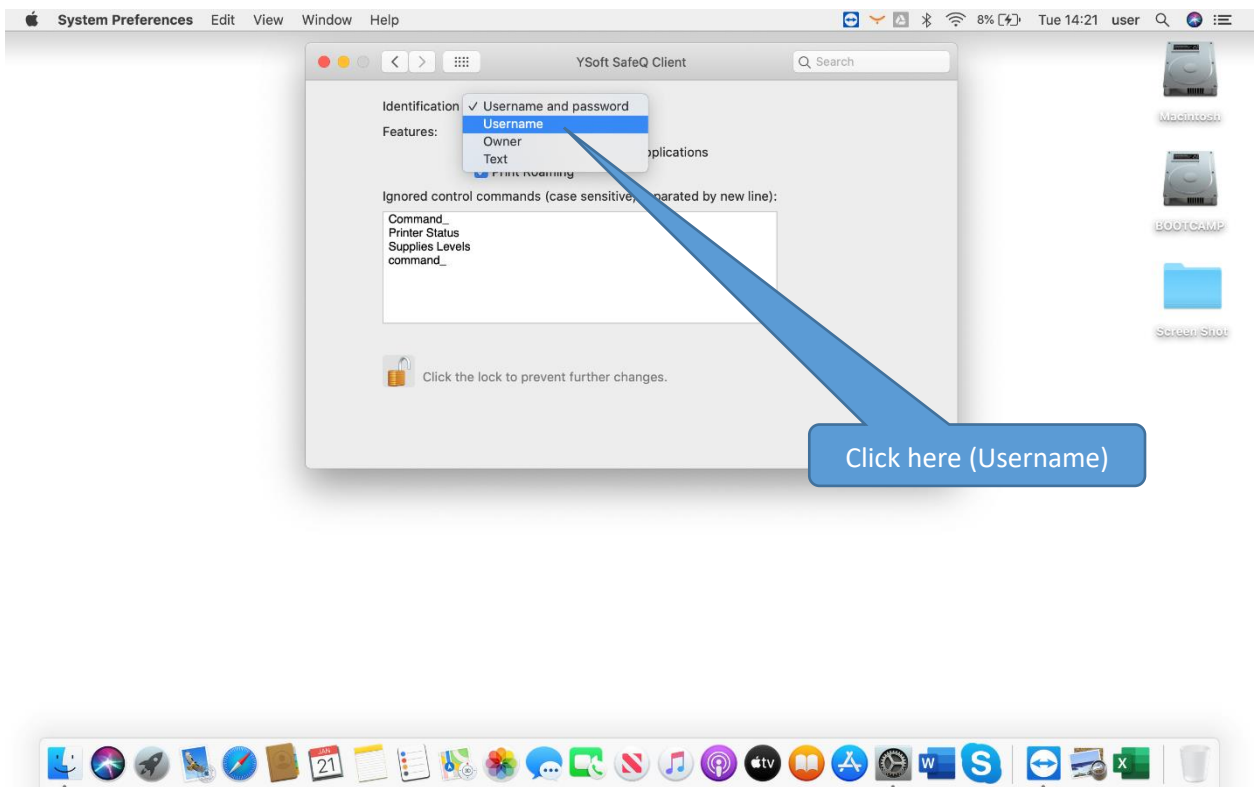
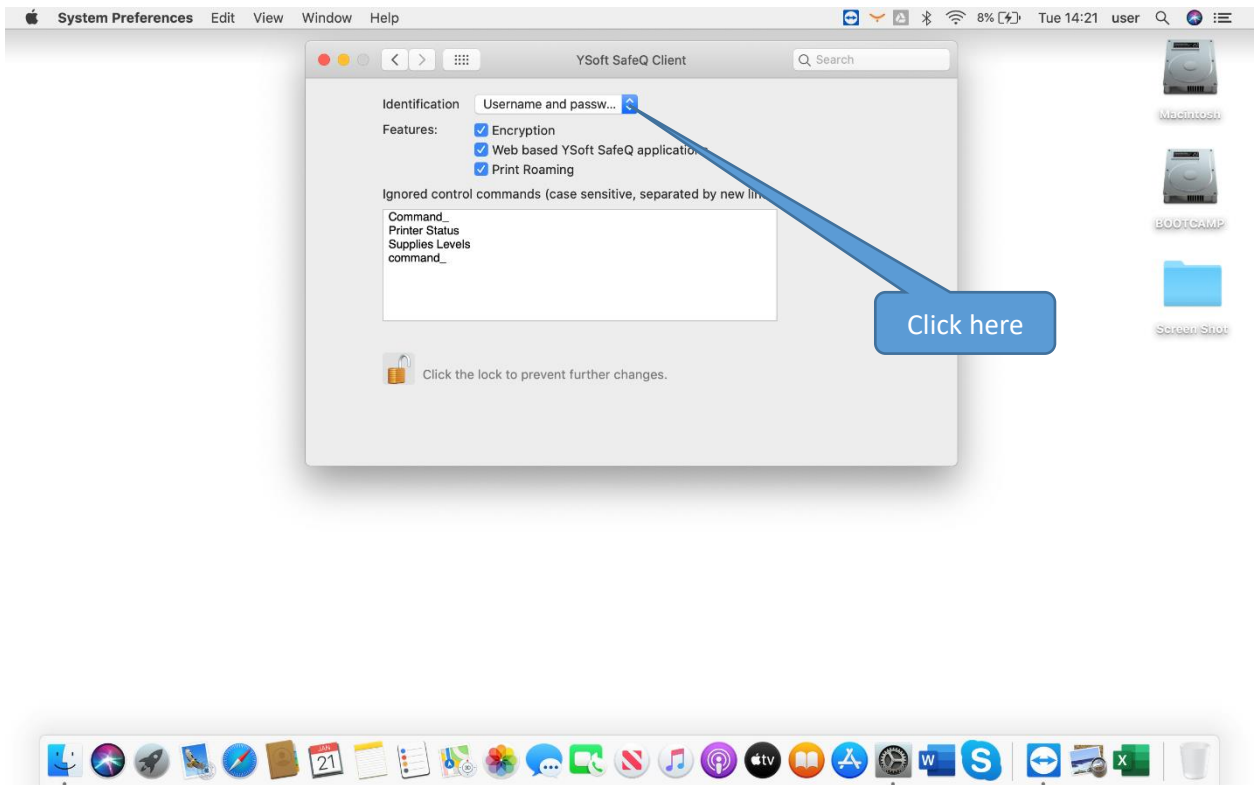
**Now you got 2 preset for select print in color or B&W**

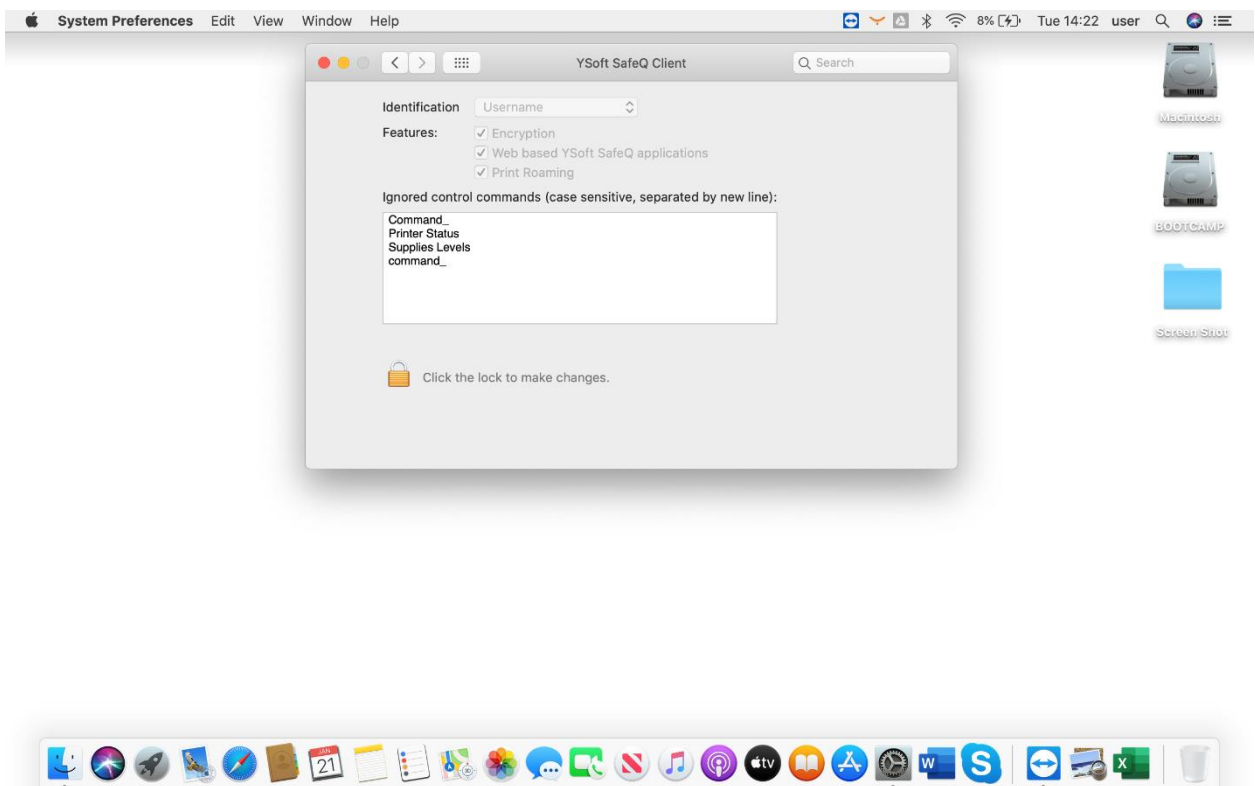
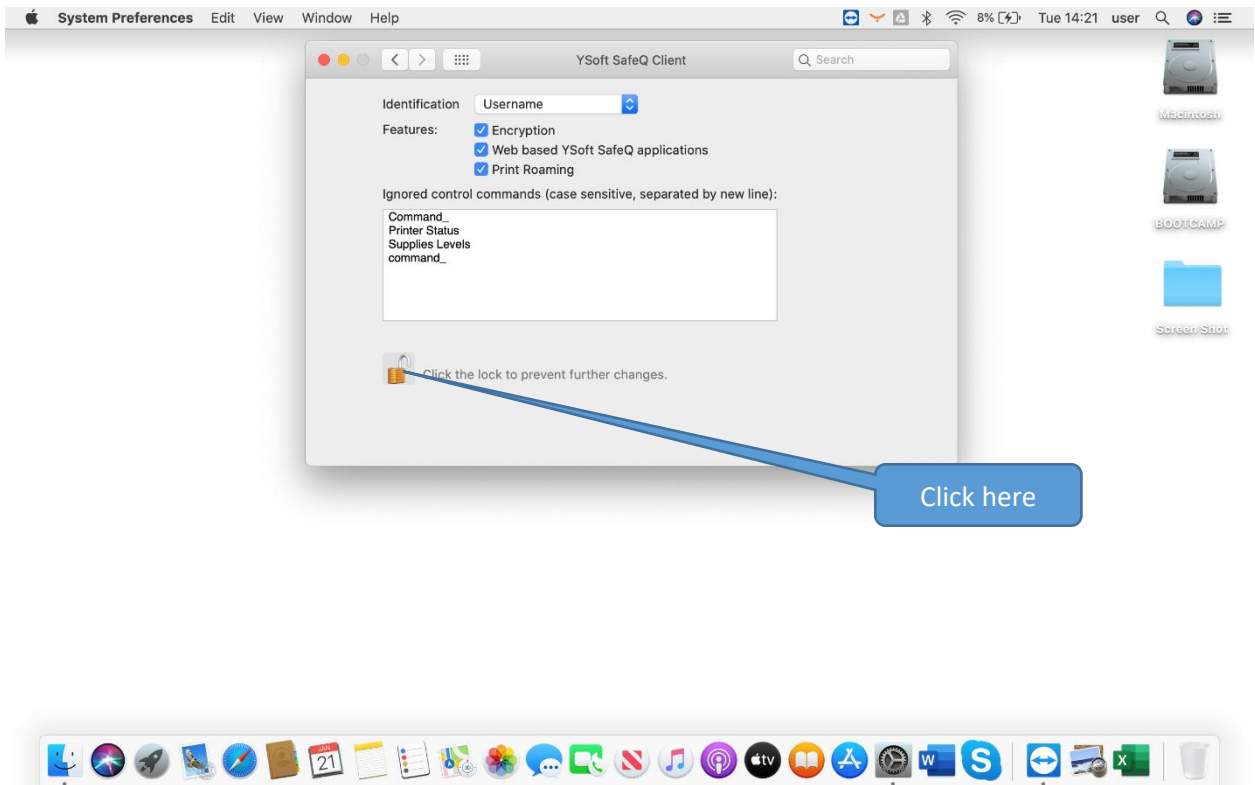


## Configure the Ysoft







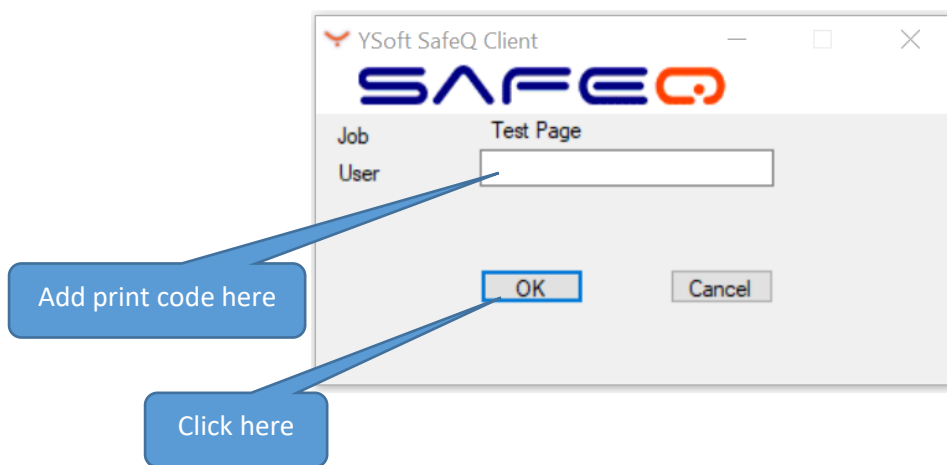


**DONE**

## Enter Print Code

Print code will be required when you print (from computer) or copy (at printer) from Konica Minolta Printers. There are 2 type of print code that you may use;

- (1) **Department** print code – This print code will charge back to the department
- (2) **Project** print code – This print code will charge back to the project (project manager or admin of your team will coordinate with IT to generate / remove this print code)



### **Cost-charge rate (included cost of paper, ink, rental)**

Print and Copy for Black & White = 1.20 THB per page

Print and Copy for Color = 3.90 THB per page

Scan = Free

If you don't know the print code, please seek advice from your team or check at IT room.

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