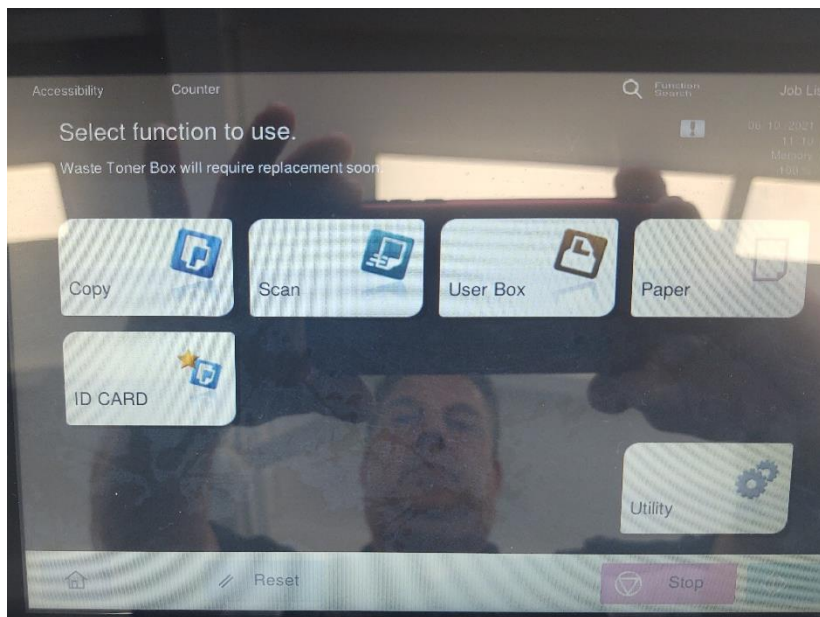


How to customize the main menu and add a copy or scan program key on a Bizhub “i” series
It is a two-part process.

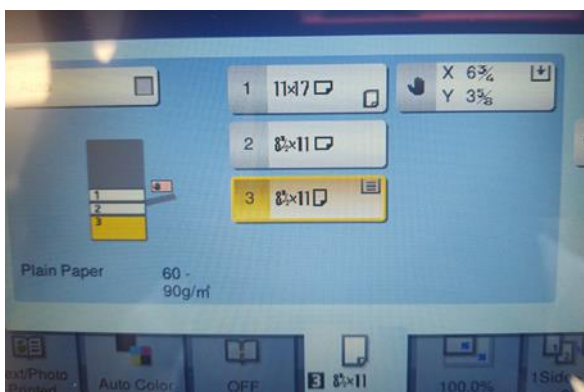
You must first create a copy or scan program job. I have found the easiest way to do setup a “copy program” is at the machine.

The completed customization will look like this:



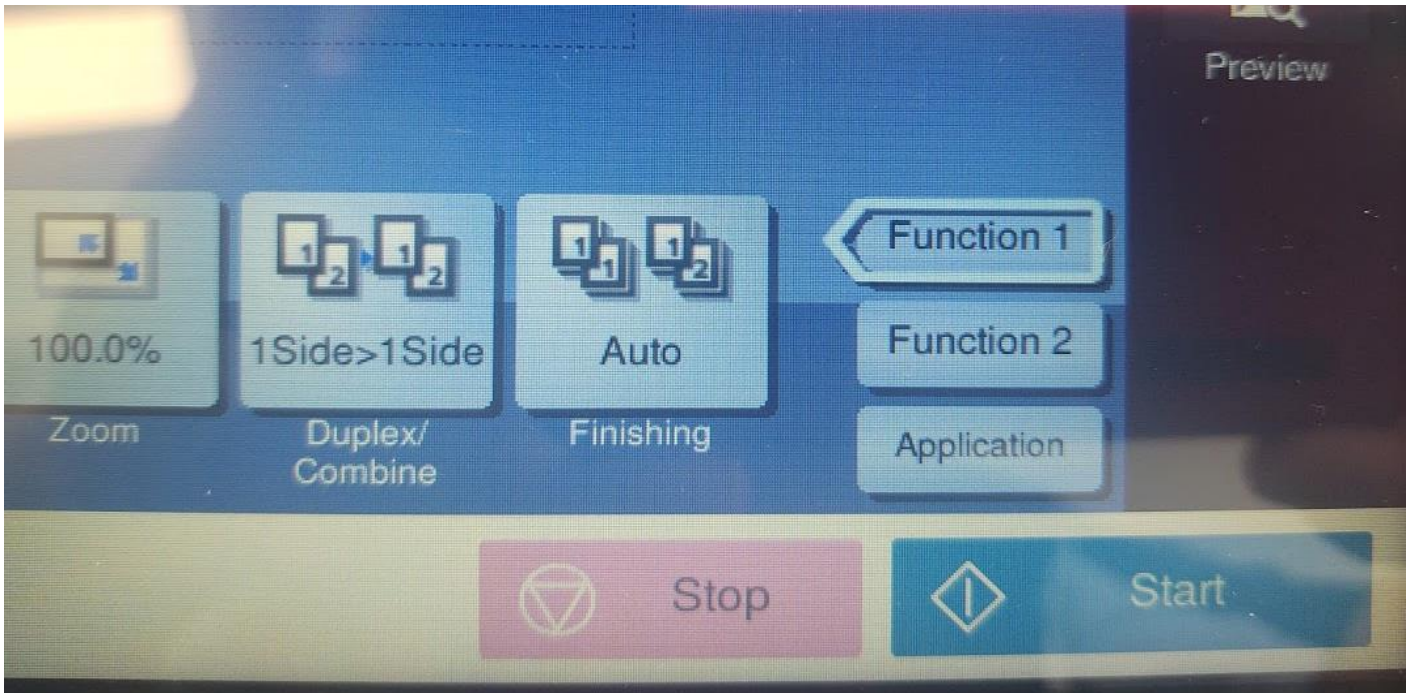
At your bizhub “i” series machine select “Copy”.

Next select the paper normally 8 ½ x 11.

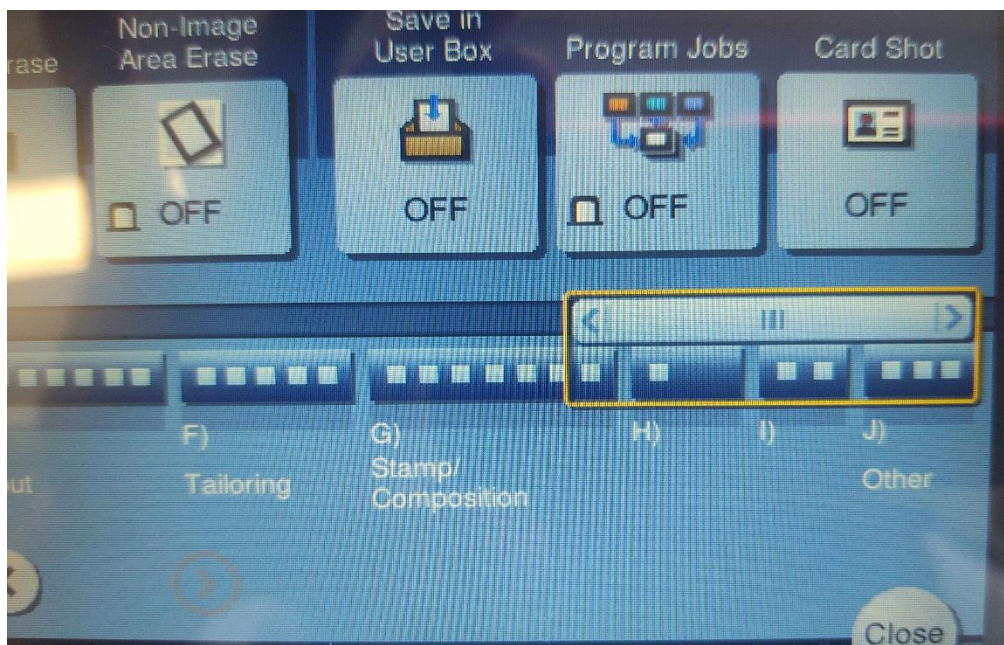


In my case it was drawer 3.

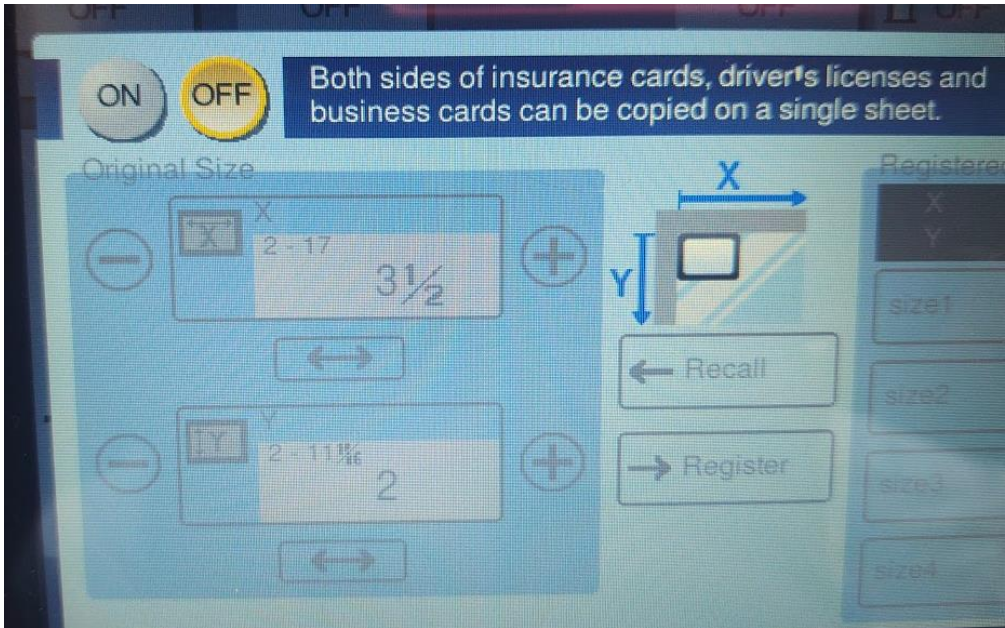
Next select “Application” on the bottom right side of the screen.



Scroll all the way to the right and select “Card Shot” it is the last option.

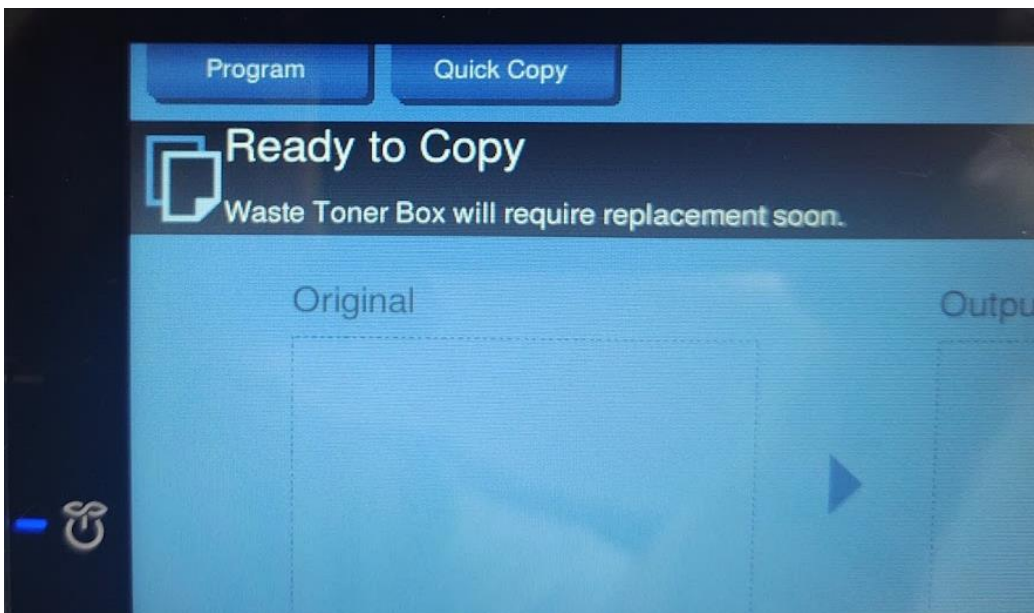


Turn "ON" card shot. In most cases just leave the default values.



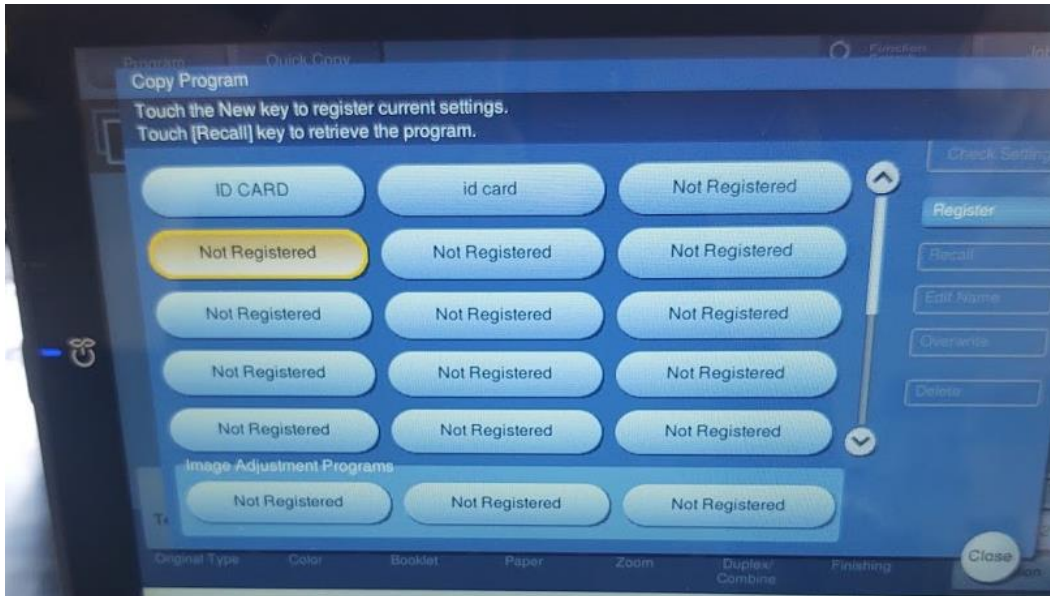
Next select "OK" and then select "close" on the next page. This should take you back to the main copy screen.

From the main copy screen select "Program", top left corner.



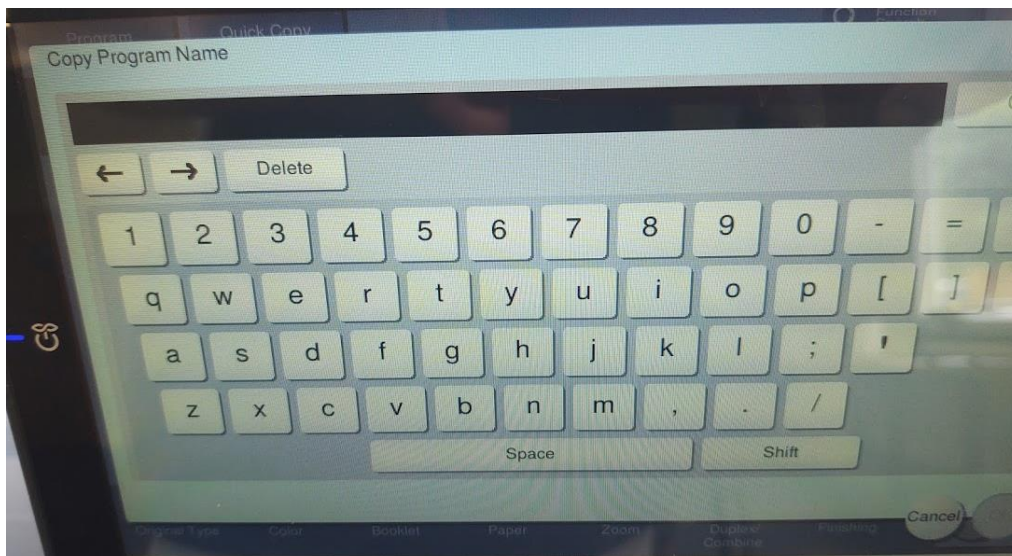
On the program screen select the first box in the top left that says, “not registered”.

Next on the right side select “register”



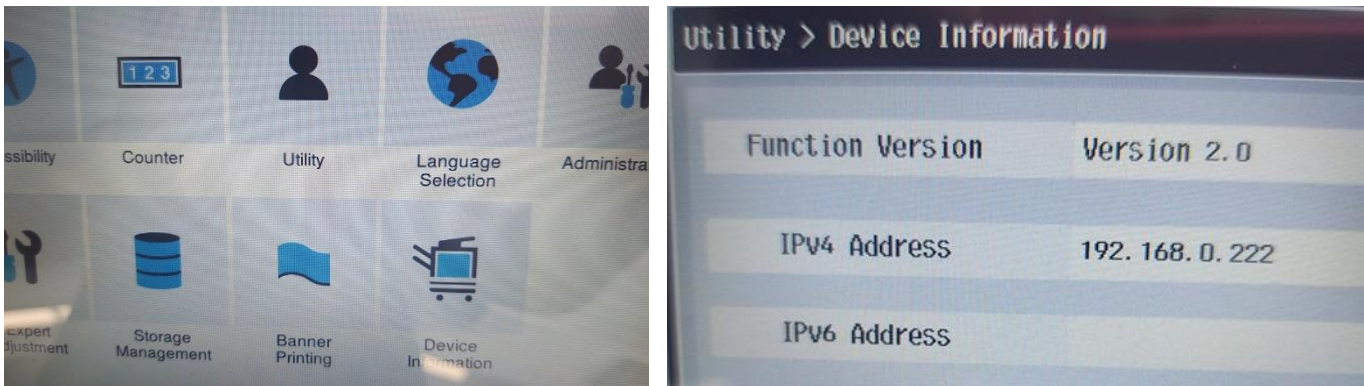
Choose a name for your copy or scan program then click "OK", then "close"

I used "ID CARD" as the name

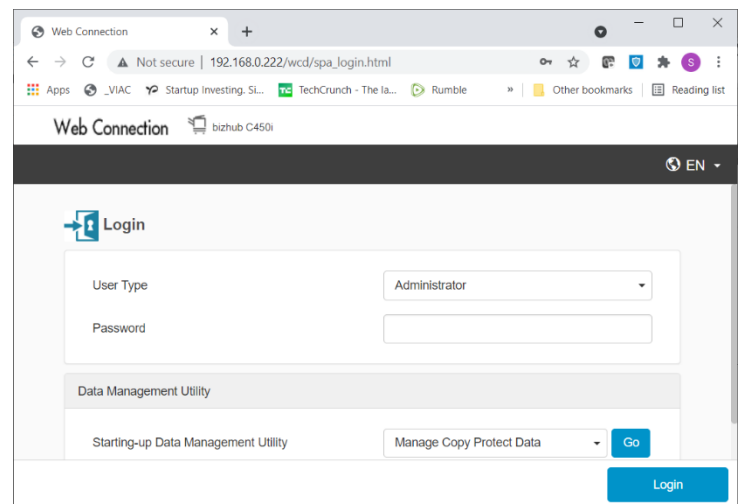
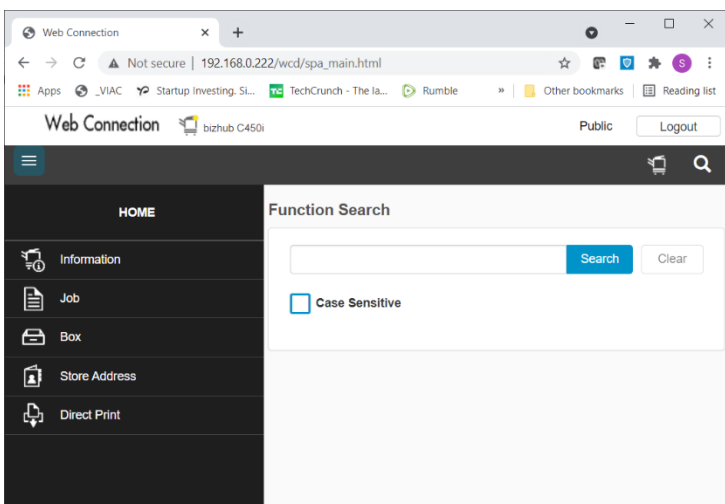


You now have a copy program setup that you can recall. If you wish you can go a step further and add a button to the main menu screen.

Enter the machines IP address into your favorite web browser at your computer. The IP address can be found at the machine, choose "Utility", then "Device Information". Record the IPv4 Address

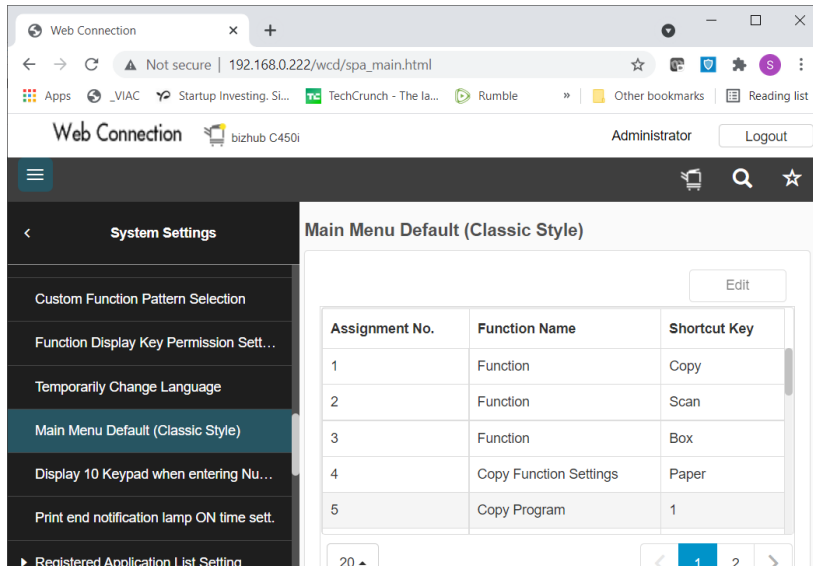


Your screen should like the below screen shot. First thing is to select Logout, so that you can login as administrator.



Select Administrator from the drop-down list. The default password is 1234567812345678

After you are logged in select “system settings” from the left side menu. Then scroll down and select “main menu default (classic style)”.



Highlight Assignment No. 5 and select “edit”. It should say “not set”.

Next

Function name change to “Copy Program” Select short cut key #1 it this is the first copy program.

Web Connection

Not secure | 192.168.0.222/wcd/spa_main.html

Administrator Logout

System Settings

- Enlarge Display Settings
- Registered Key Settings
- Main Menu Display Settings
- Preview Settings
- List/Counter
- Custom Function Pattern Selection
- Function Display Key Permission Sett...
- Temporarily Change Language
- Main Menu Default (Classic Style)**
- Display 10 Keypad when entering Nu...
- Print end notification lamp ON time sett.
- Registered Application List Setting

Main Menu Default (Classic Style) (Edit Screen)

[*] mandatory fields

Assignment No. 5

Function Name Copy Program

Shortcut Key

* Scan program shortcut key

Specify Icon

Registered icon

Cancel OK

After you enter all the info select “ok” at the bottom right and then logout.

Verify the machines main menu to see ID Card (or whatever you named the program)

