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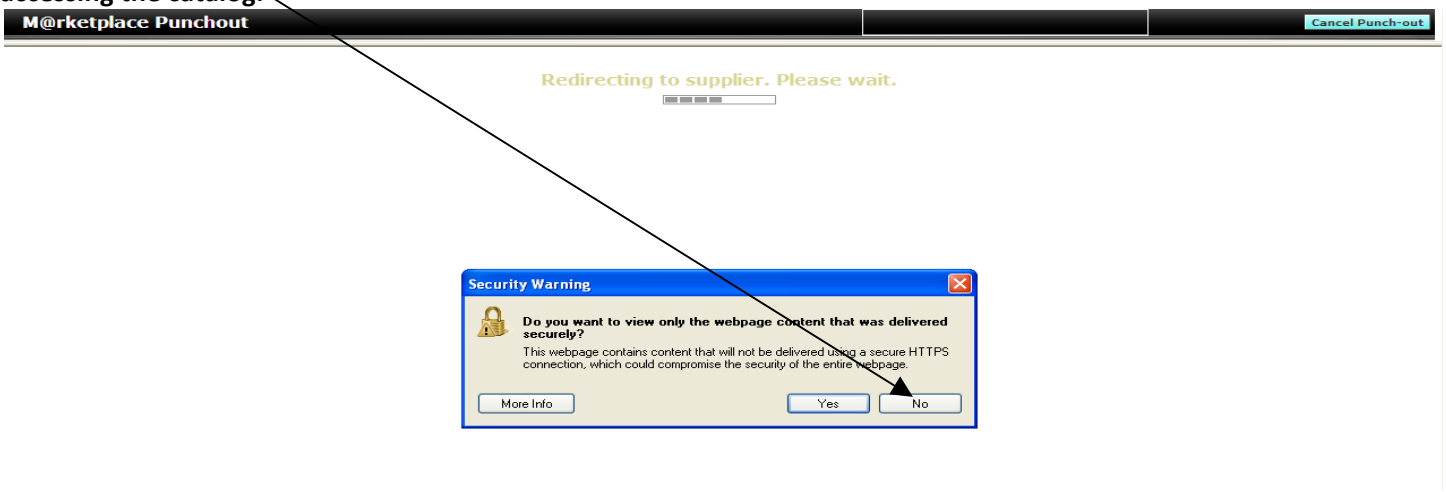
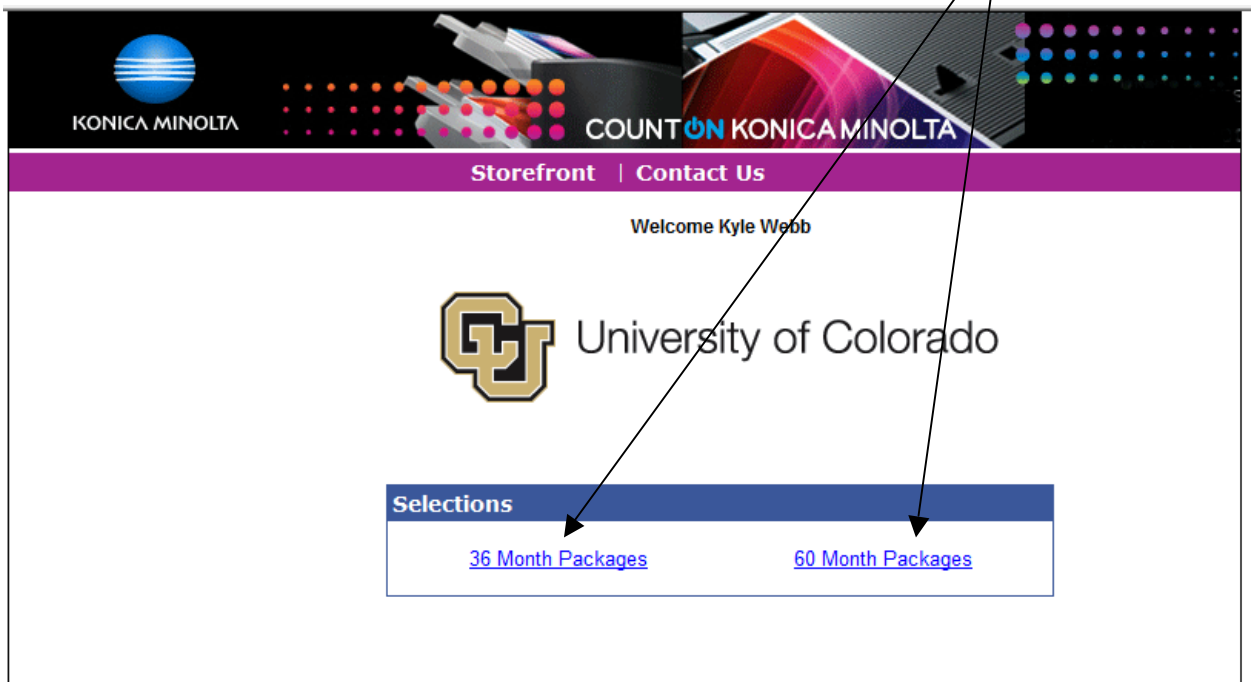
Konica Minolta Punch-out User Guide

If you're using Internet Explorer as your internet browser, you must answer "NO" to the security warning when first accessing the catalog.



! Important! Please work with your Konica Sales Representative to determine the correct machine and accessories needed to satisfy the department requirements, before placing any order.

To begin shopping for your new Konica Machine select one of the two available rental terms. Konica machines can be rented for a period of 3 or 5 years (36 months & 60 months)



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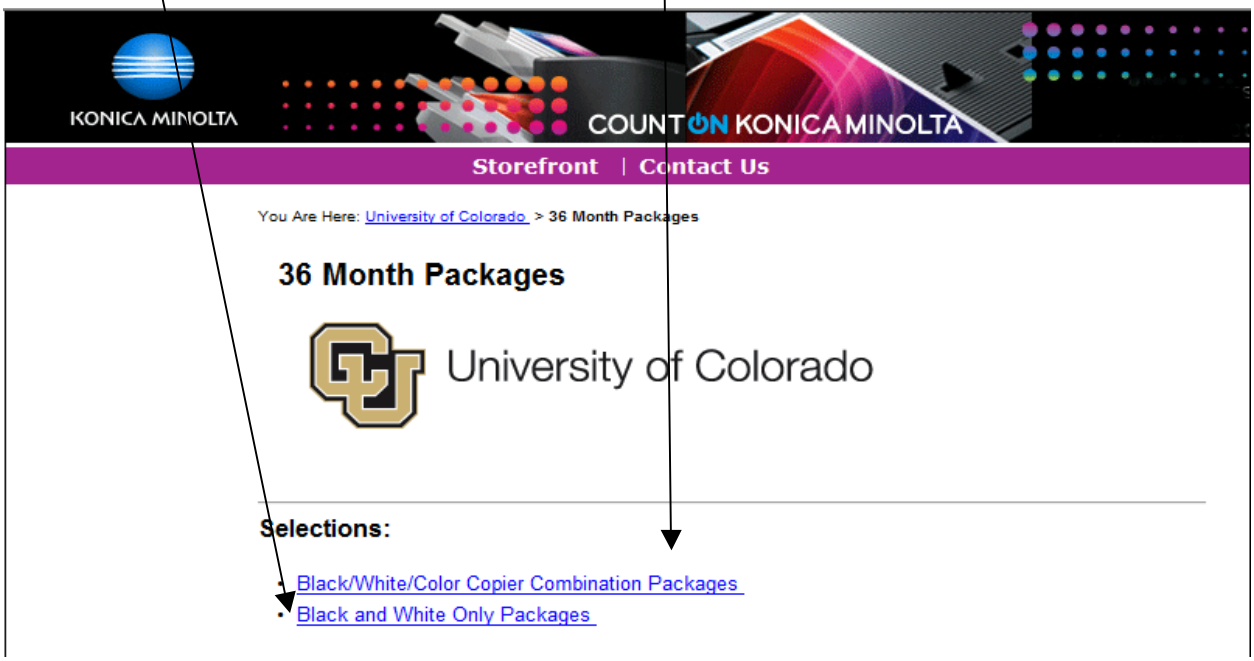
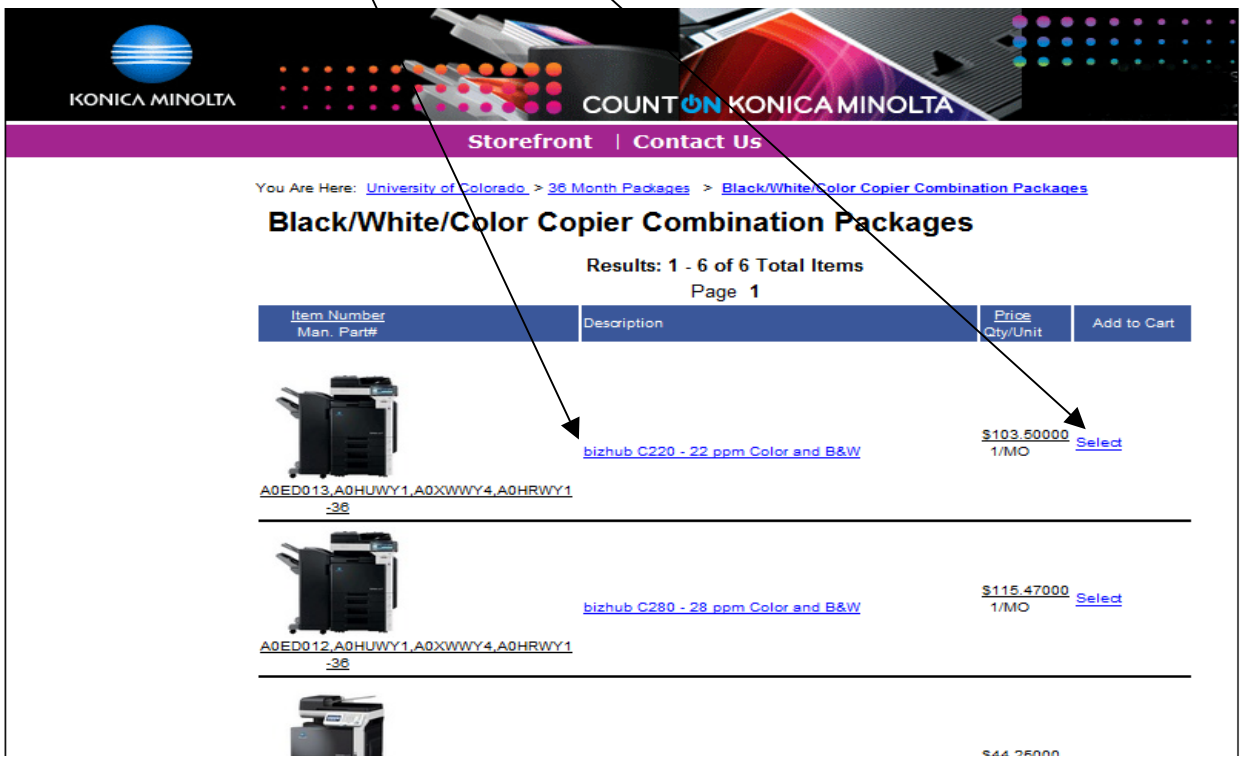
After selecting the rental contract terms, you'll be directed to the next page where you'll select the type of machine you'll be using: Either Black & White only, or Black/White/Color Combination.



The next page will show the Konica copier standard configurations available to the University. Locate the machine you wish to rent and select it by clicking on the description or "select" radio button:



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The next page will show the machine you've selected along with a listing of available accessories. Each accessory will include an "add" or "decline" radio button. You'll need to work with you Konica Minolta sales representative to determine the needs of the department and the accessories required to meet those needs. You'll notice that the first two accessory selections are for copier usage. These buttons will remain checked as they represent the copy usage lines that will pass to your CU M@rketplace purchase order. As the machine in this example is a color machine, two usage lines will be present. With the B&W only 1 will be present.

Each accessory listing will include a brief description along with the associated monthly cost. To add an accessory, simply click on the "add" radio button. If you are unsure of the accessories your machine will need, or you are unsure about an accessory's description, please contact your Konica Minolta Sales representative. For a listing of current Konica Minolta sales representatives visit the PSC website https://www.cu.edu/psc/traininghelp/learningresources/cu_marketplace/ and select CU Marketplace Catalog Supplier Information Matrix on the right hand side.

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Once you've selected all needed accessories, you'll need to scroll to the bottom of the page to begin the checkout process. The bar located at the bottom of the screen provides you with the monthly base cost, minus the added accessories. If the information/ machine are correct, select the "add to cart" button to proceed.

Item Number Man. Part#	Description	Price Qty/Unit	Add to Cart
			Add to Cart
A0ED013,A0HUWY1,A0XWWY4,A0HRWY1 -36	bizhub C220 - 22 ppm Color and B&W	$103.50000 1/MO	36 CART LIST
			Add to Cart

The next page will provide a summary of the machine and accessories listed. The description next to the machine is for Konica Minolta internal use only. The lines below the machine are the accessories you've selected along with the monthly associated cost and the entire cost for the encumbrance period.

Product code	Description	Unit / Price	Quantity		Ext. Price
				Clear Cart	
A0ED013,A0HUWY1,A0XWWY4,A0HRWY1-36	bizhub C220 - 22 ppm Color and B&W, - A0XWWY1-36-Decline, - A0XWWY2-36-Decline, - A0XWW13-36-Decline, - A10DWY1-36-Decline, - A10FWY1-36-Decline, - A0U7WY1-36-Decline, - A0PD012-36-Decline, - A0PD015-36-Decline, - A0PD01A-36-Decline, - A0YDWY1-36-Decline, - 7640005064-36-Decline, - 7640005261-36-Decline, - 7640006869 / A165WY1-36-Decline, - A0X9WY1-36-Decline, - A0Y9WY1-36-Decline, - A0YCWY1-36-Decline, - A0YCWY2-36-Decline, - A163WY1-36-Decline, - A0D9WY1-36-Decline, - A0W4WY1-36-Decline, - 7640008394-36-Decline, - 7640015657-Decline Redo This Selection Get more of these	MO / $103.50000	36	Update Remove	$3,726.00000
	7640014723-36-Innovolt Power Manager 120V/15amp	EA / $4.27000	36		$153.72000
15LB	36-Add - FK-502 Fax Second Line (requires 1st line)	EA / $10.47000	36		$376.92000
15LB / A0YAWY1	36-Add - FK-502 Fax Board with MK-720 Mount Kit	EA / $11.58000	36		$416.88000
A10EW11	36-Add - PK-517 2/3 Hole Punch Kit (for FS-527)	EA / $4.76000	36		$171.36000
Line	BizHub C220 Usage - Estimated # of copies (black/ white or color depending on machine) to be used over the encumbrance period of the PO.	EA / $0.06740	1	Update	$0.06740
Line	BizHub C220 Usage - Estimated # of copies (black/ white or color depending on machine) to be used over the encumbrance period of the PO.	EA / $0.00980	1	Update	$0.00980
				Subtotal	$4,844.95720

There will also be 1 or 2 boxes (depending if the machine is B&W only or Color) at the bottom of the page where you'll need to enter the estimated copy usage for the machines rental period. If your department averages 1,000 BW copies per month, you'll want to enter 36,000 in the B&W box.

Line	BizHub C360 Usage - Estimated # of copies (black/ white or color depending on machine) to be used over the encumbrance period of the PO.	EA / $0.00830	36,000	Update	$0.00830

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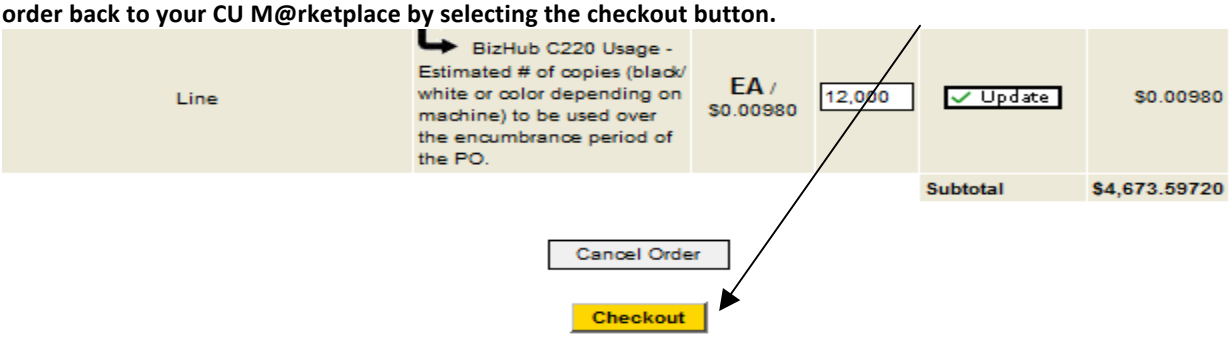
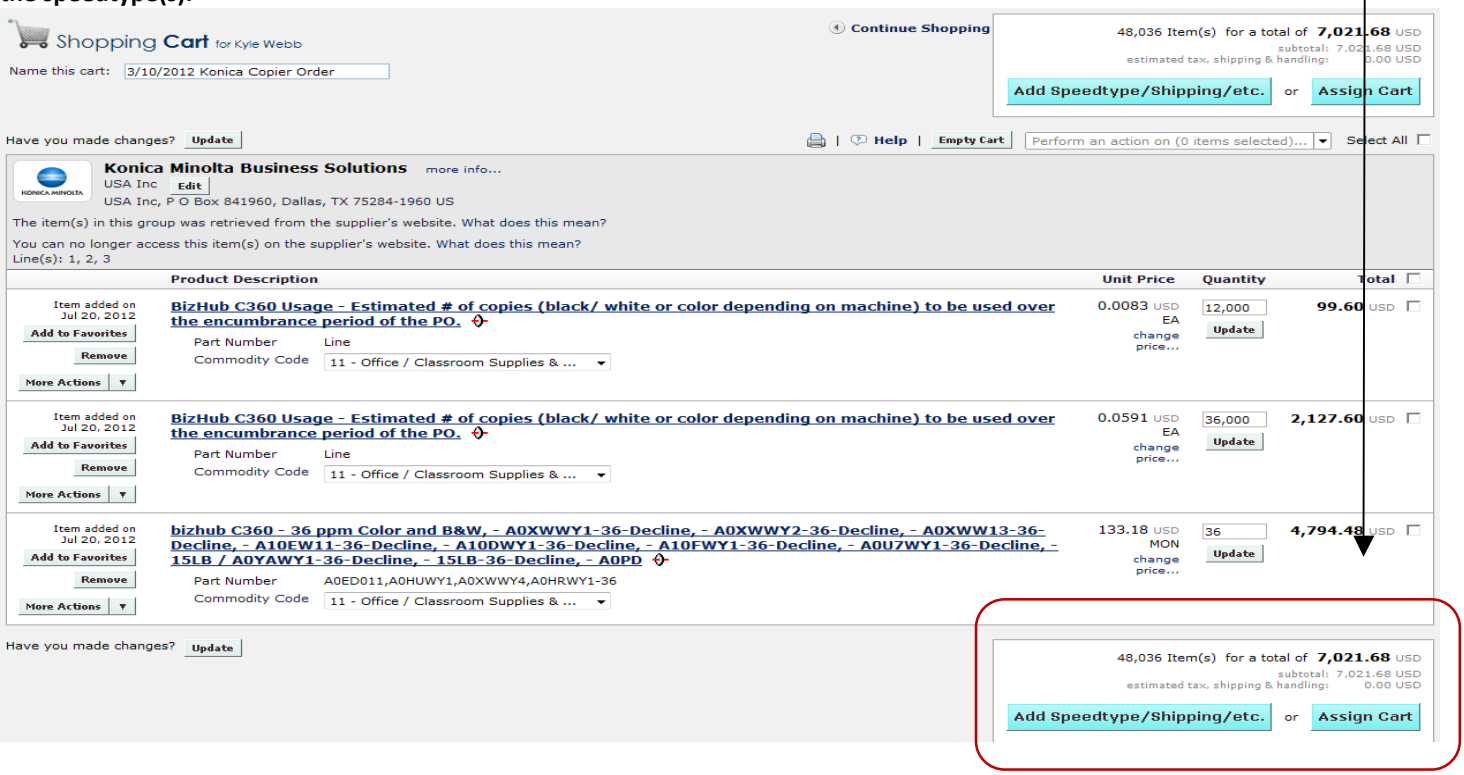
If you're renting a color copier, you'll need to repeat this procedure for the color estimated copy line.

You can determine your estimated usage by looking at invoices for existing or old machines. If this is the first machine for your department, we usually suggest a base number of 2000 per month for B&W and 500 for color. This number can be adjusted during the life of the purchase order by sending an email to changeorder@cusys.edu, requesting the quantity changes needed.

After you've reviewed your machine and added in the estimated copy usage for the rental period. You can finish and return your order back to your CU M@rketplace by selecting the checkout button.



Your order is almost complete. Now that you are back in your CU M@rketplace shopping cart, you can review your order, add speedtype(s), select your shipping address, and submit for final processing. Please note this amount will not encumber against the speedtype(s).



Don't forget to "name your cart"!

Success! Now you can Add Speedtype/Shipping/etc. **or** Assign Cart **accordingly.**