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|  | **How to Add a Certification Stamp on a Konica Minolta Bizhub Copier** *\* PICTURES ARE BASED ON THE 8 SERIES WEB INTERFACE.  THE 4 SERIES INTERFACE WILL LOOK DIFFERNT, BUT THE STEPS ARE THE SAME* |
| 1. Log in as admin
 |  |
| 1. Select System Settings
 |  |
| 1. Select Stamp Settings
 |  |
| 1. On a blank line, select:
	1. Edit and name it “Certification”
	2. Enter the following:
		1. NAME Employee’s name or initials
		2. All Pages
		3. Footer text:

ORIGINAL APPEARS TO BE GENUINE (enter certification employee’s initials and job title)i.e. **ORIGINAL APPEARS TO BE GENUINE DMW DM** * + 1. Change Date/Time Setting to **PRINT**
		2. Serial Number: DO NOT PRINT
 | All Pages… |
| 1. Select OK
 |  |