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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 | |  |