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|  | **Konica Minolta Bizhub**  **How to Use a Certification Stamp Setting with WorkTrack** |

**NOTE**: *These steps will need to be followed* ***EACH*** *time a user chooses to add* ***THEIR*** *programmed certification stamp to a WorkTrack Scan.*

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| 1. Select the **WorkTrack Button.** |  |
| 1. Select the **Application Button.** |  |
| 1. Press the **Right arrow** or move the **slide** until you can see Header/Footer. Select **Header/Footer.** |  |
| 1. Select **ON** and select the **Header/Footer** you want to use then select **OK.** |  |
| 1. Select **Close.** |  |
| 6. Press **Start Button** on the Bizhub to start WorkTrack scanning. | |