

QUICK REFERENCE









bizhub 4751i/4051i



Displaying the keypad

Tap the numerals or the input area to display the keypad.

(If the system is equipped with the optional hardware keypad KP-102, it can be used instead.)

Moving the keypad

Touch the upper side of the keypad and drag it to another display position.





*Available touch functions vary depending on displayed screen.





- 3. Tap Zoom.
- 4. Tap Other paper sizes.
- 5. Make the desired settings.
- 6. Tap OK.
- 7. Tap Start.

Copy operations - Basic Copy Screen/Quick Copy Screen*





Setting*	Description
Zoom	Specify enlargement or reduction ratio
Paper	Select paper size and type of the original/change size and type of the paper loaded in paper trays
Density	Adjust the brightness of the copy
Duplex Settings	Specify 1-sided or 2-sided scanning/copying
Group/Sort	Feed out copy sets separately by set or page
Separate Scan	Scan a large number of originals in several batches/scan originals using both ADF and original glass
Original Type	Select the image quality level of the original
Combine	Copy multiple pages on a single sheet
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Mixed Original	Scan originals of different sizes
Blank Page Removal	Skip blank pages
Original Size	Specify the size of the original when it is not detected correctly

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*Available settings depend on system configuration.

Giving Shape to Ideas





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9*	Description
	Select the scan color mode (Full Color, Black&White)
ze	Specify the original size
tion	Specify the scan resolution
be	Specify the file type for saving
Settings	Specify 1-sided or 2-sided scanning
ent Name/ t/Other	Change the file name, e-mail subject, or message text.
te Scan	Scan a large number of originals in several batches / scan originals using both ADF and original glass
Original	Scan originals of different sizes
Page val	Skip blank pages
al Direction	Select orientation of the original loaded into ADF or placed on the original glass
al Type	Select the image quality level of the original
y	Adjust the scan brightness
round val	Adjust the the background brightness (e.g. for originals with colored background)

Giving Shape to Ideas



Search for a destination (addre	ess book)
 Position the original(s). Tap Scan to Email, Scan to Box or Select the search tab. Q Select Name Search, Address Sea 	Scan to PC. Irch or Search Box No.
··· Scan to Email	¢ 5
sample@test.local +	Auto Color
	Scan Size
Name Search Aa	Resolution 300x300dpi
Search Result: Oltern	File Type Compact PDF
	Duplex Settings 1-Sided
No search results.	File Name/Subject Name /Other
ක 📆 🖉 Reset	Stop Start

- 5. Enter the search text and tap Search.
- **6.** Specify the target destination from the search result.
- 7. Tap Start.
- The file is sent.

Register a destination (address book)

- 1. Tap Utility on the home screen.
- 2. Tap Utility > Store Address > Address Book.
- 3. Tap New Registration

4. Select the type of destination you want to register.

5	store Address	Address book		
		New Registration		
Group		Select Destination	E-mail Address 🔹	
Subject		No.		
Text		O Use opening number		
		O Input directly		
		Name		
		Index		
			OK	Cancel

5. Enter the destination information and tap OK.



Print from USB memory

- 1. Position the original(s).
- 2. Plug the USB memory device into the USB port.



- 3. Tap USB Mem. Print on the home screen.
- 4. Select the desired file.

File Name	Size	Date A
C Taplaci Mains Internetes	100	IN-Section Sect
	100	and the set of
	1000	100.000000.0000
D II provide pair	10/240	18100018 (3.8
	14-01	14/02/08 13:0
C Transmitt, Names	1400	Services 1716
Interview Part In US all Philipage	(mark)	THE PARTY NAME
Interference Prov. Int. 201, pl. PDP-01, pd.	7940	HERDON CO.

5. Specify settings as needed.

Copies	- 1 +
Paper	Au
Combination	OF
A +1 / Basat	Stop Stop

The file is printed.



Fax operations - Send a fax (direct input)*



3. Tap the direct input tab.

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Create a user box



- 1. Tap **Utility** on the home screen.
- 2. Tap Utility > Box > User Box List.
- 3. Tap New Registration
- 4. Enter the destination information and tap **OK**.

				۹	×
	Box	User Box List			
		Create User Box (Public)			
		Box is the function to save documents in t Documents in the Box can be used for prin	he machine. nting, sending etc.		
		User Box Number			
		O Use opening number			
		O Input directly			
			(1-99999999)		
		User Box Name			
		Assign User Box Password			
			ОК	Cancel	
合					

