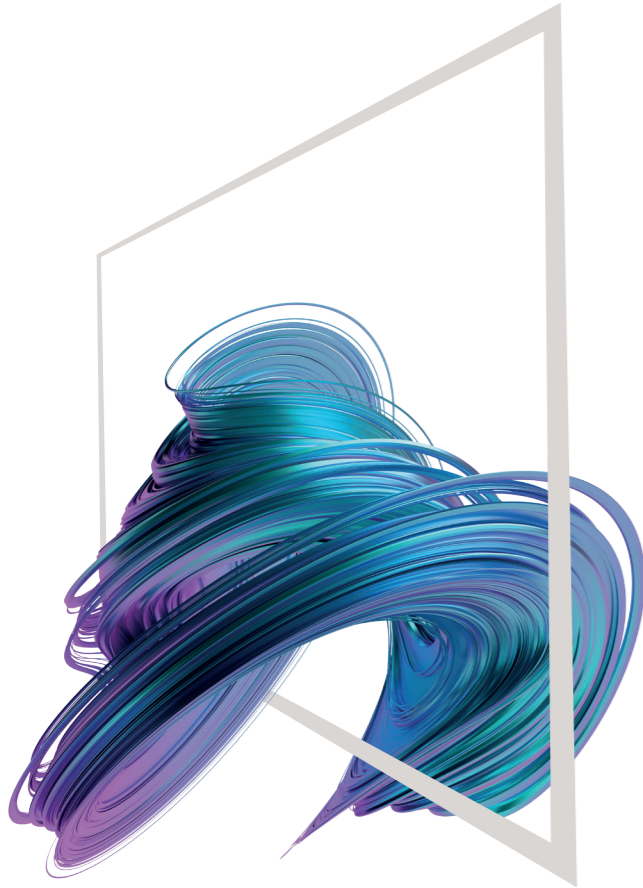




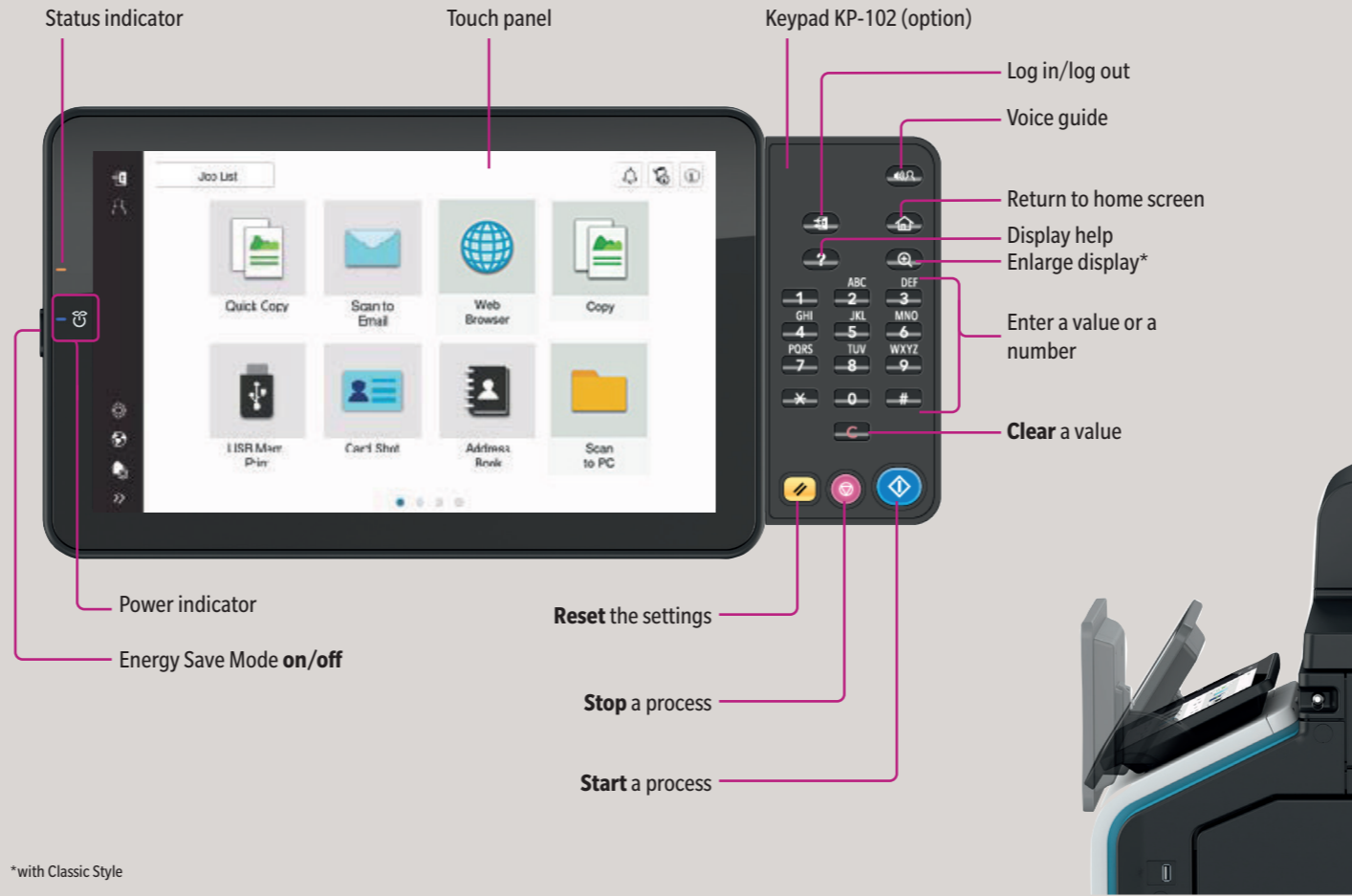
KONICA MINOLTA

bizhub 751i

QUICK REFERENCE



How to use the system - Panel



Operating the touch screen*

Screen gestures

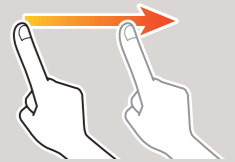
1. **Tap** to select or determine a menu.



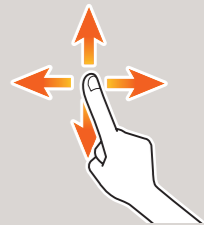
2. **Flick** to scroll a list or a page.



3. **Drag** to move a scroll bar or document.

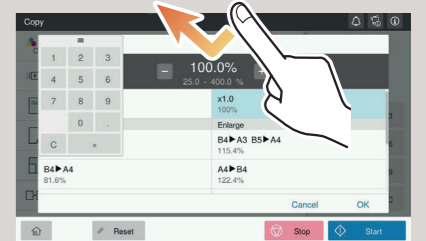


4. **Pan** to move a displayed image.



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.)



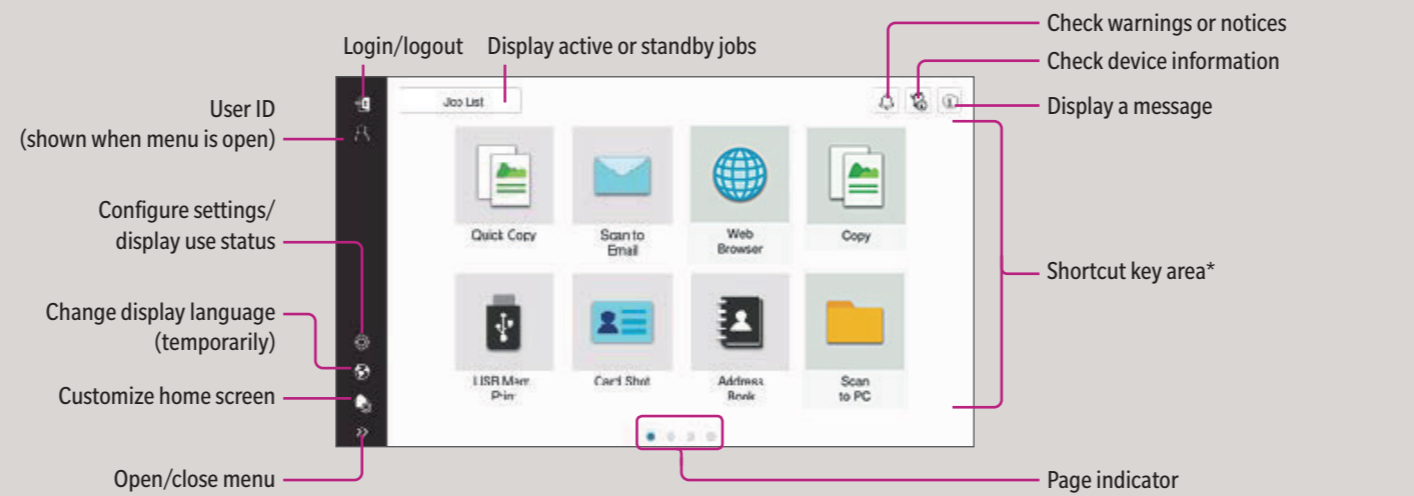
Moving the keypad

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



*Available touch functions vary depending on displayed screen.

Touch screen - Home



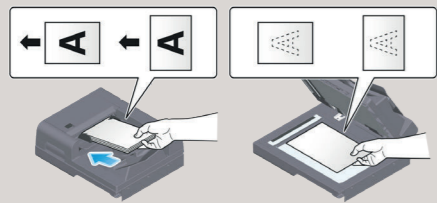
*Available shortcut keys depend on machine configuration.



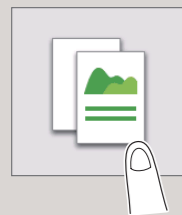
Basic copy functions - Make a copy



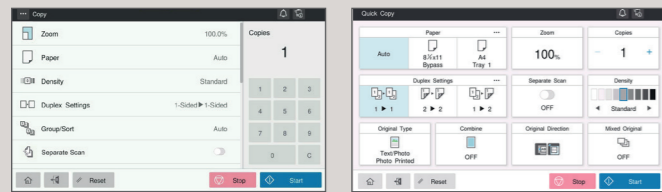
1. Position the original(s).



2. Tap **Copy** or **Quick Copy** on the home screen.



3. Set copy options as needed.



4. Tap **Start**.



Copy operations - Basic Copy Screen/Quick Copy Screen*



Labels in the annotated screenshots include:

- Set current settings as default/ Return settings to factory default
- Scroll bar
- Specify copy settings
- Return to home screen
- Login/logout
- Return settings to default
- Number of copy sets
- Enter number of copy sets
- Start a copy job
- Stop a copy job
- Select further settings
- Enter number of copy sets
- Specify copy settings

| 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 |
| Staple | Staple the copied sheets/Select the binding position and the orientation of the original |
| Punch | Punch the copied sheets/Select the punching position and the orientation of the original |
| 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 |
| Thin Paper Original | Adapt the original feed speed to thin originals |
| Z-Folded Original | Adapt the size detection of folded originals in the ADF |
| Blank Page Removal | Skip blank pages |
| Multi-Feed Detection | Prevent scanning errors |
| Original Size | Specify the size of the original when it is not detected correctly |
| Automatic Image Rotation | Rotate the original image according to paper direction (switched on as default) |

*Available settings depend on system configuration.

Zoom



1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Zoom**.
4. Tap **Other paper sizes**.
5. Make the desired settings.
6. Tap **OK**.
7. Tap **Start**.

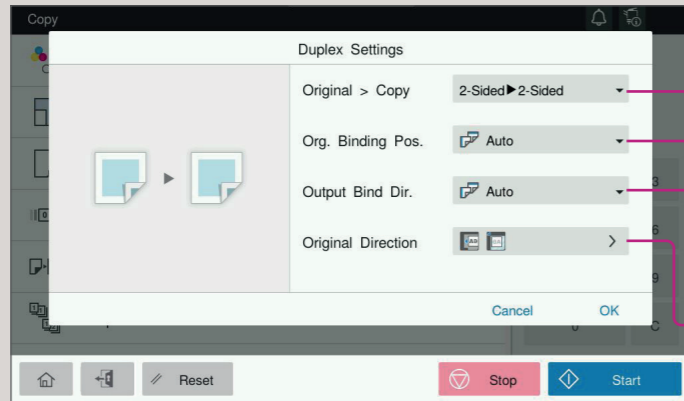
Labels in the annotated screenshot include:

- Automatically reduce/enlarge original size to paper size
- Change zoom manually
- Copy in the same size as the original
- Preset zoom values



Duplex Settings

1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Duplex Settings**.
4. Tap
5. Make the desired settings.
6. Tap **OK**.
7. Tap **Start**.



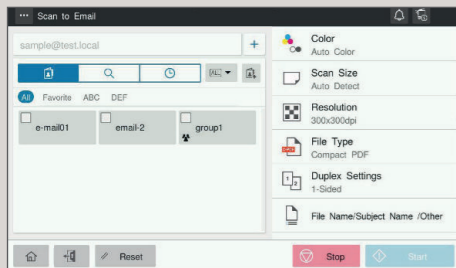
- Select 1-sided or 2-sided scanning > copying
- Specify the binding position of the original
- Specify the binding position for the copies
- Select orientation of the original loaded into ADF or placed on the original glass

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap **Scan to Email** on the home screen.



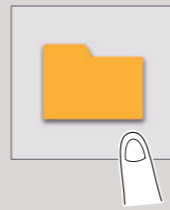
3. Tap **+**.
4. Enter the destination address.
5. Tap **OK**.
6. Specify settings as needed.



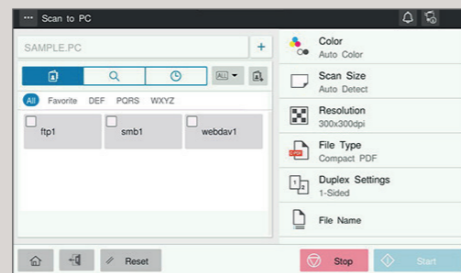
7. Tap **Start**.
The file is sent.

Save file on a PC

1. Position the original(s).
2. Tap **Scan to PC** on the home screen.



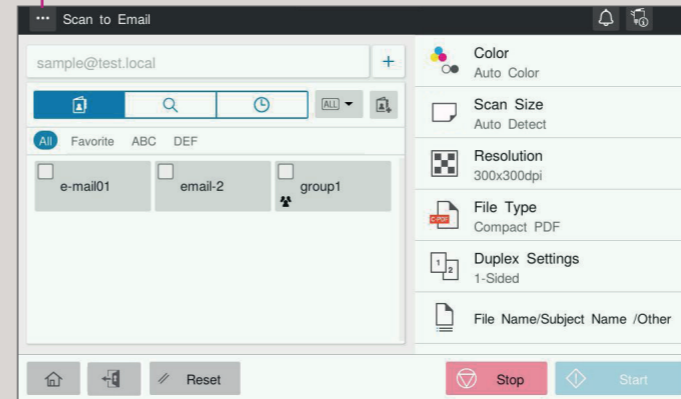
3. Select the desired destination.



4. Specify settings as needed.
5. Tap **Start**.
The file is saved.

Scan operations - Settings*

View scan destinations as buttons or as list

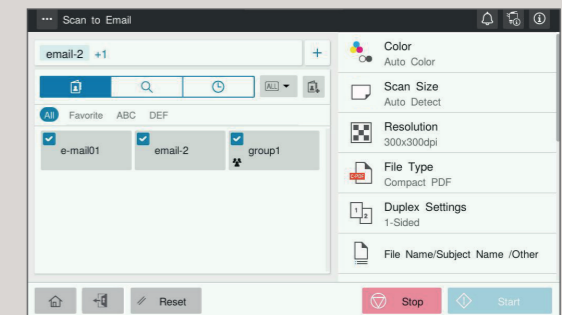


| Setting* | Description |
|------------------------------------|--|
| Color | Select the scan color mode (Full Color, Black&White) |
| Scan Size | Specify the original size |
| Resolution | Specify the scan resolution |
| File Type | Specify the file type for saving |
| Duplex Settings | Specify 1-sided or 2-sided scanning |
| Document Name/Subject/Other | Change the file name, e-mail subject, or message text. |
| Separate Scan | Scan a large number of originals in several batches / scan originals using both ADF and original glass |
| Mixed Original | Scan originals of different sizes |
| Thin Paper Original | Adapt the original feed speed to thin originals |
| Z-Folded Original | Adapt the size detection of folded originals in the ADF |
| Blank Page Removal | Skip blank pages |
| Multi-Feed Detection | Prevent scanning errors |
| Original Direction | Select orientation of the original loaded into ADF or placed on the original glass |
| Original Type | Select the image quality level of the original |
| Density | Adjust the scan brightness |
| Background Removal | Adjust the the background brightness (e.g. for originals with colored background) |

*Available settings depend on system configuration.

Sending data to multiple destinations/using the address book

1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
3. Select the destination tab.
4. Specify two or more destinations.
or
Specify a group.
5. Tap **OK**.
6. Tap **Start**.
The file is sent.

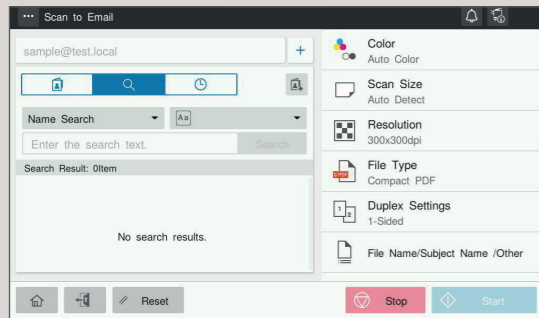




Search for a destination (address book)



1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
3. Select the search tab.
4. Select **Name Search**, **Address Search** or **Search Box No.**

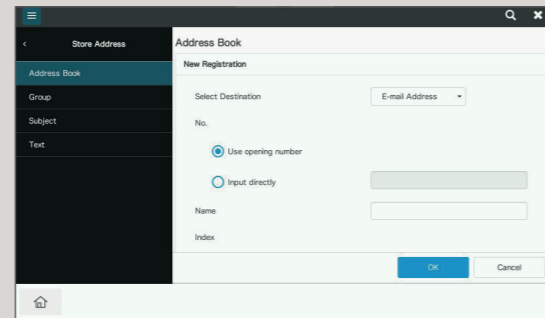


5. Enter the search text and tap **Search**.
6. Specify the target destination from the search result.
7. Tap **Start**.
The file is sent.

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.

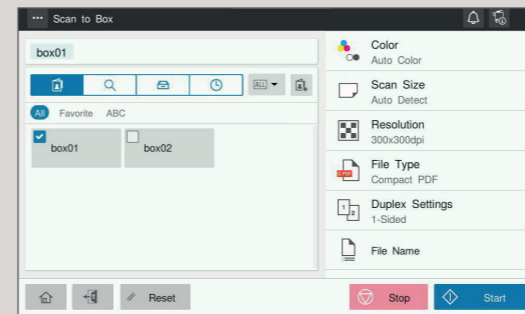


5. Enter the destination information and tap **OK**.

Save file in a user box



1. Position the original(s).
2. Tap **Scan to Box** on the home screen.
3. Select the desired user box.

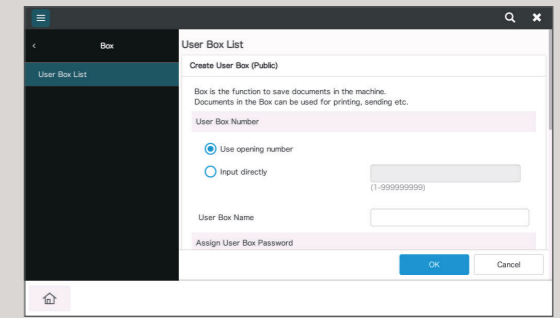


4. Specify settings as needed.
5. Tap **Start**.
The file is saved.

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**.



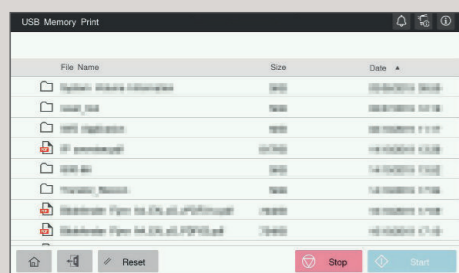
Print from USB memory



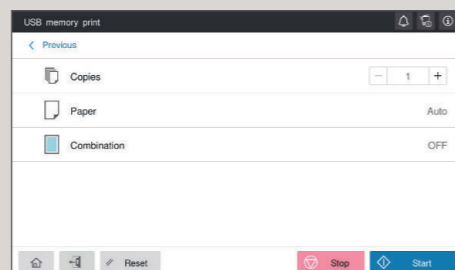
1. Position the original(s).
2. Plug the USB memory device into the USB port.



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



5. Specify settings as needed.

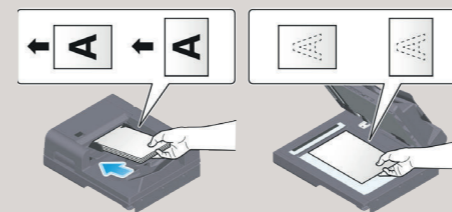


6. Tap **Start**.
The file is printed.

Fax operations - Send a fax (direct input)*



1. Position the original(s).

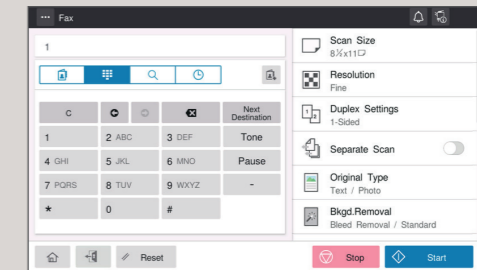


2. Tap **Fax** on the home screen.



3. Tap the direct input tab.

4. Enter the fax number.



5. Tap **OK**.
6. Specify settings as needed.
7. Tap **Start**.



The file is sent.

* only with fax option