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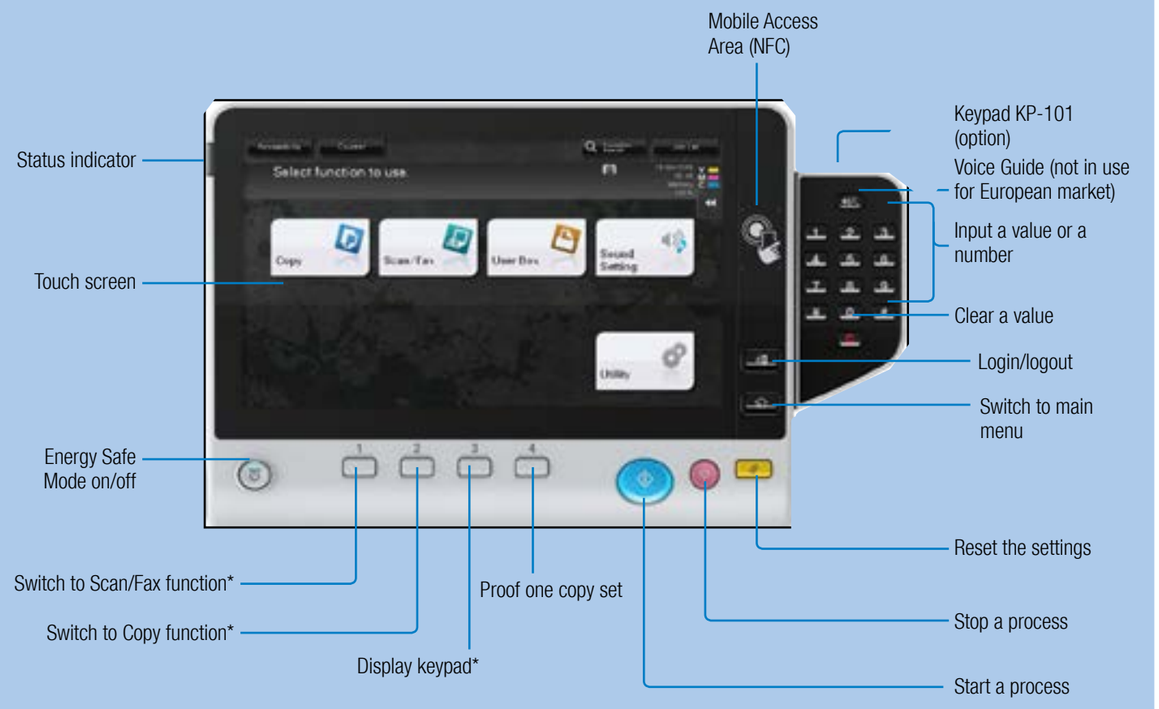
KONICA MINOLTA

How to use the system – Panel



*This is a Register key. In the Administrator Settings it can be assigned to any function.

Touch screen – Main menu

*Up to 24 shortcut keys assigned to any function can be displayed here.
By default, the main menu shows Copy, Scan/Fax, User Box, Sound Setting, and Utility. Utility is always displayed.

Operating the touch screen*

1. Tap to select or determine a menu.

2. Double-tap to retrieve detailed information or enlarge a thumbnail image.

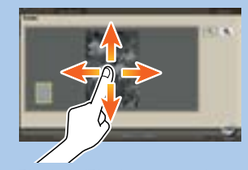
3. Drag to move a display position on an application or preview screen.

4. Flick to scroll an address or job list and feed thumbnail-view pages.

5. Long-tap to display the icon related to the document.

6. Drag & Drop to move a document to the intended place.

7. Pan to move a displayed image.



8. Pinch-in/Pinch-out to enlage or reduce a preview image.

9. Rotate two fingers to rotate a preview image.

*Available touch functions vary depending on displayed screen.

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Operation of keypad*

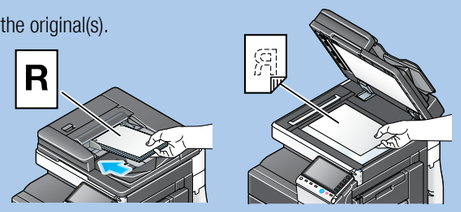
1. Tap the numerals or the input area on the screen to display the keypad.

2. If necessary, touch the upper side of the keypad and drag it to another display position.

*If the system is equipped with the optional hardware keypad KP-101, it can be used instead.

Basic copy functions – Make a copy

1. Position the original(s).

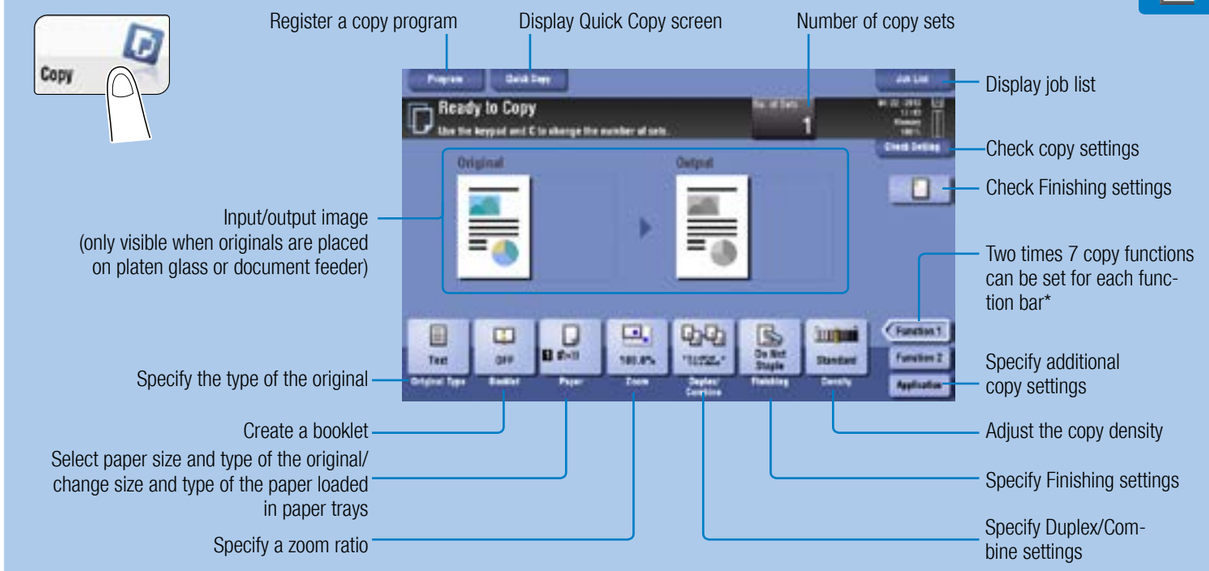


2. Tap Copy in the main menu.

3. Tap the input area to display the keypad.
4. Type in the number of copies.

5. Press the Start key.

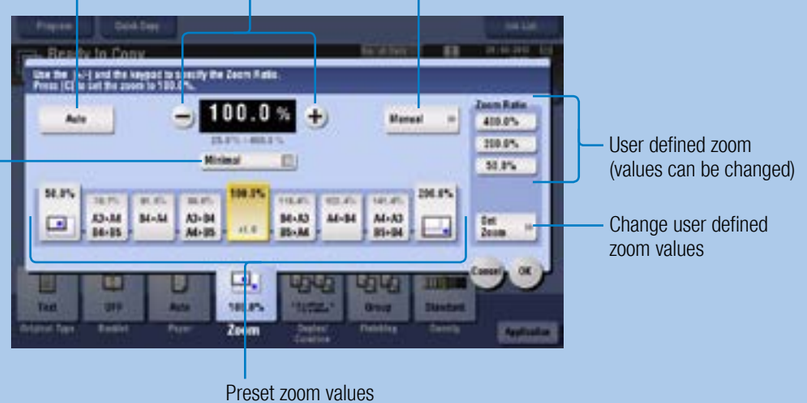
Copy operations – Basic copy screen



*Available functions depend on system configuration.

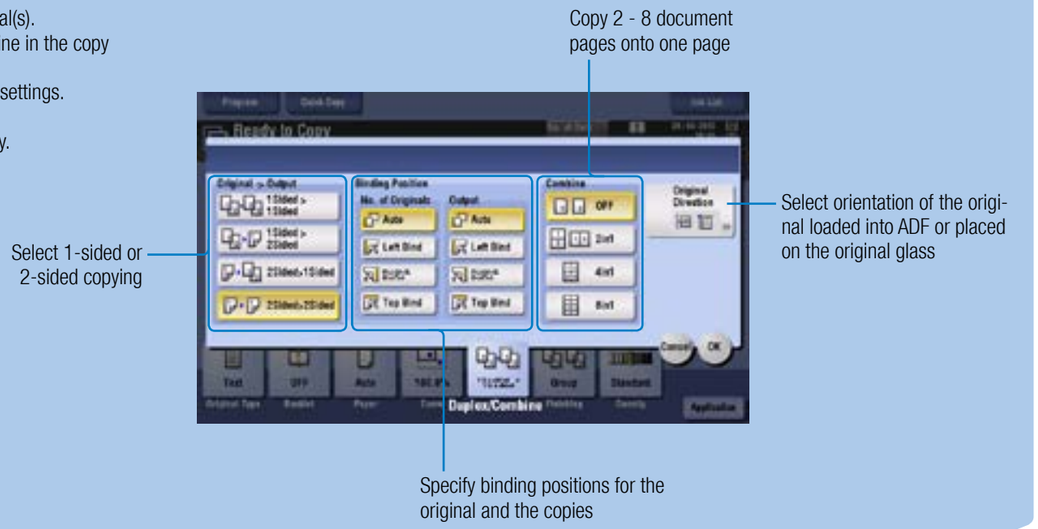
Zoom

1. Position the original(s).
2. Tap Zoom in the copy screen.
3. Make the desired settings.
4. Tap OK.
5. Press the Start key.



Duplex/Combine

1. Position the original(s).
2. Tap Duplex/Combine in the copy screen.
3. Make the desired settings.
4. Tap OK.
5. Press the Start key.



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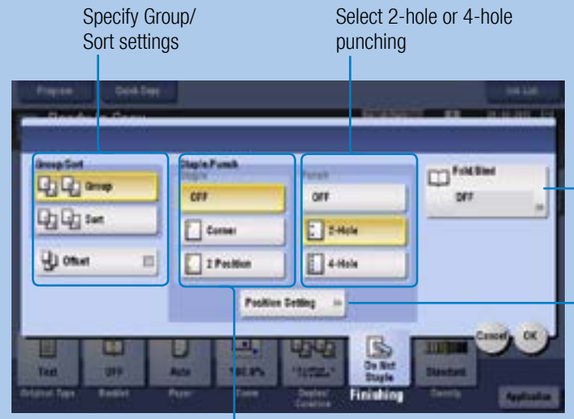
Finishing

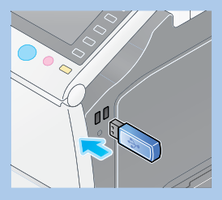
1. Position the original(s).
2. Tap Finishing in the copy screen.
3. Make the desired setting(s)*.
4. Tap OK.
5. Press the Start key.



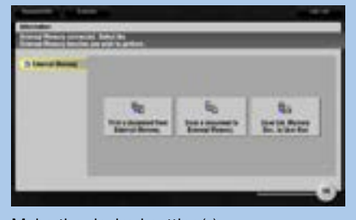
*Available functions depend on system configuration.

Scan to USB memory – (Direct input)

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



3. Tap Save a document to External Memory.



4. Make the desired setting(s).
5. Press the Start key.

*Do not insert the USB memory device into the USB port close to the rear panel of this machine.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap Scan/Fax in the main menu.
3. Tap Direct Input.

4. Tap E-mail.
5. Enter the destination address.

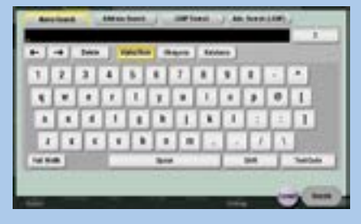
6. Tap OK.
7. Press the Start key.

Scan operations – Scan/Fax screen*

*Available functions depend on system configuration.

Search for a destination

1. Tap Scan/Fax in the main menu.
   The destinations categorized into Favorite are displayed.
2. Tap Addr. Search > Search.
3. Tap Name Search or Address search.
4. Enter the search text and tap Search.
5. Select the destination from the search result.
6. Press the Start key.



Sending data to multiple destinations

1. Position the original(s).
2. Tap Scan/Fax in the main menu.
   The destinations categorized into Favorites are displayed.
3. Tap Add. Type.
4. Select the desired type of destination.
5. Specify two or more destinations.
6. Press the Start key.

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Register a destination

1. Tap Scan/Fax in the main menu.
2. Tap Address Reg.
3. Tap Input new Address.
4. Select the type of destination you want to register.
5. Enter the destination information and tap Register.

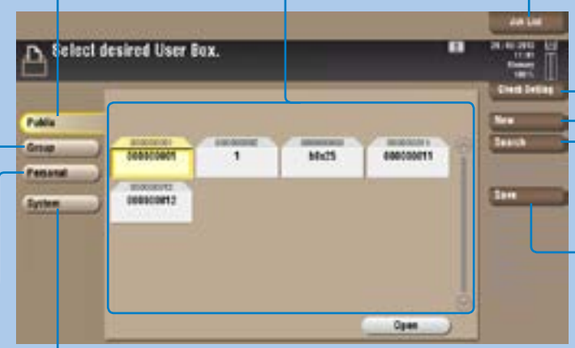
Box operations – User Box screen

1

Display public user boxes (documents can be stored here by all users)

Registered user boxes

Display job list



Check scan settings

Create a user box

Search for a user box

Save file in a user box

Display Group user boxes (only users belonging to the same group can store and use documents)*

Display Personal user boxes (Only accessible by a personal user logged in to the system)*

Display System boxes (used by the system to temporarily store files)

*Only available if user authentication is enabled. Not displayed when an unauthorized user has logged in.

Save file in a public user box

1

1. Position the original(s).
2. Tap User Box in the main menu.
3. Tap Public.
4. Select the desired user box and tap Save.
5. Set the file save options and scan settings if necessary.
6. Press the Start key.
   The file is saved.

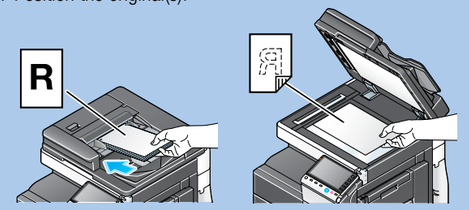
Create a user box

1

1. Tap Utility in the main menu.
2. Tap One-Touch/User Box Registration.
3. Tap Create User Box.
4. Tap Public/Personal User Box.
5. Tap New.
6. Enter the registration information and tap OK.

Fax operations (only with fax option) – Send a fax

1. Position the original(s).



2. Tap Scan/FAX in the main menu.

3. Press the keypad button.

4. Type in the fax number.

5. Press the Start key.

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