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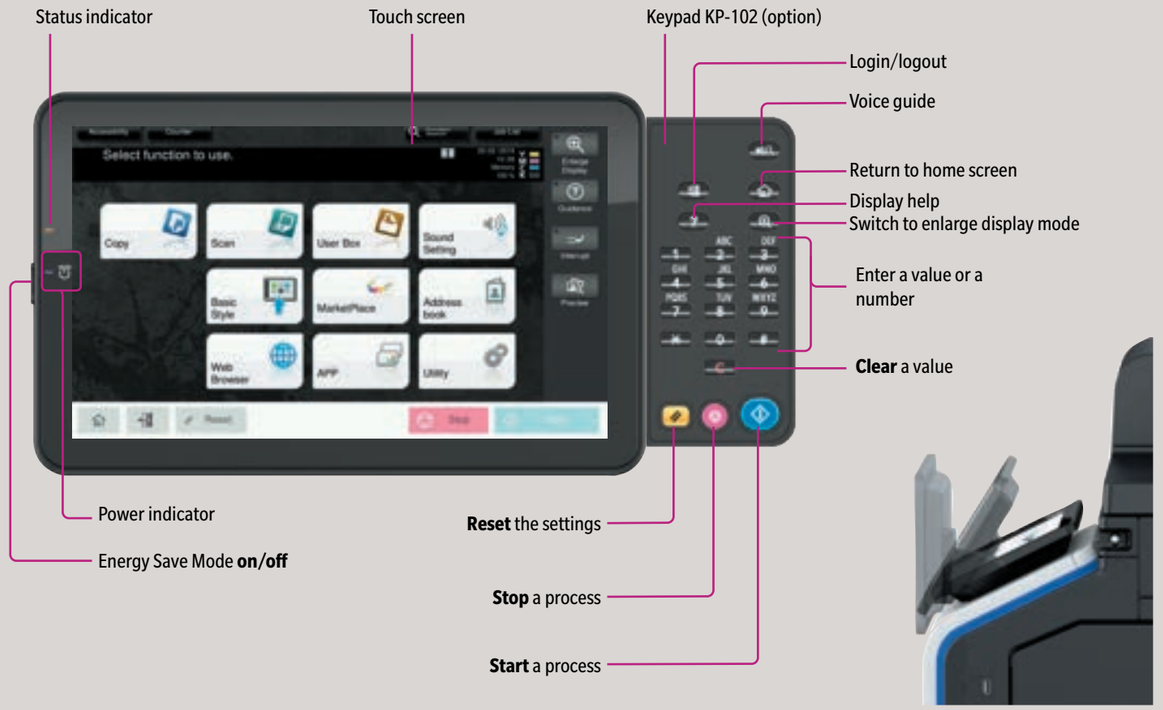
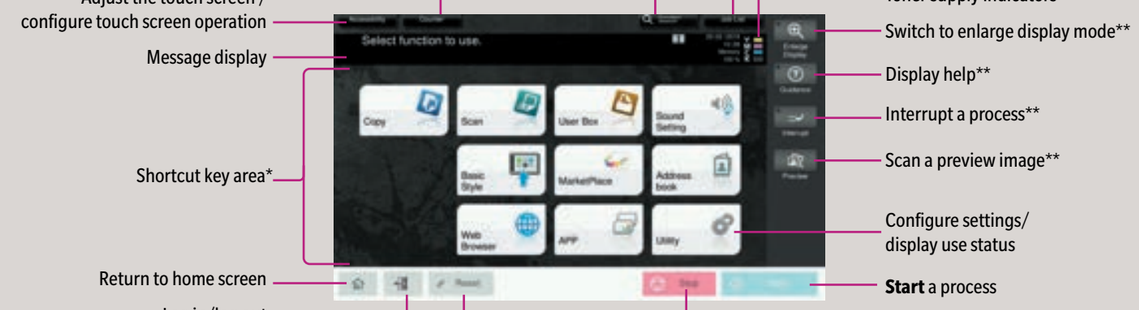
bizhub C651i/C551i/C451i/C361i/C301i/C251i

QUICK REFERENCE

How to use the system - Panel



Touch screen - Home



*Up to 25 shortcut keys assigned to any function can be displayed in three screens.
Utility is always displayed fixed on the lower right of the first page.

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

Operating the touch screen*

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

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

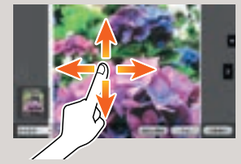
3. **Drag** to move a display position on an application or preview screen.

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

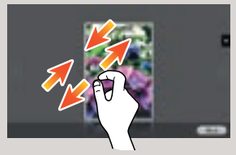
5. **Long-tap** to display the icon related to the document.

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

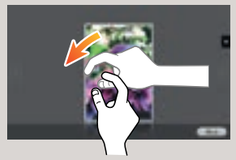
7. **Pan** to move a displayed image.



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*

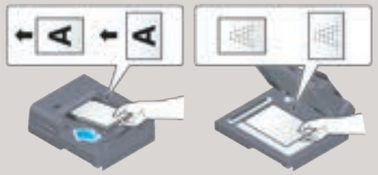
1. **Tap** the numerals or the input area on the screen to display the keypad.

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

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

Basic copy functions - Make a copy

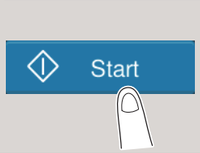
1. Position the original(s).



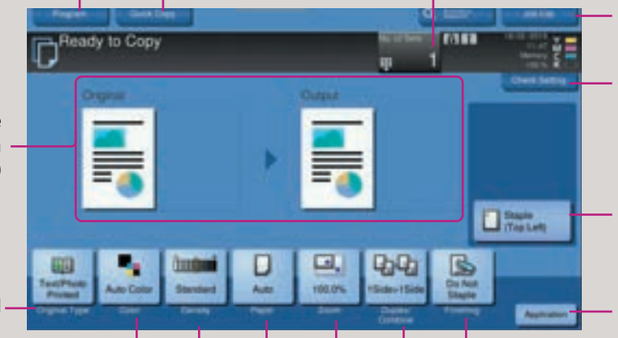
2. Tap **Copy** on the home screen.

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

5. Tap **Start**.



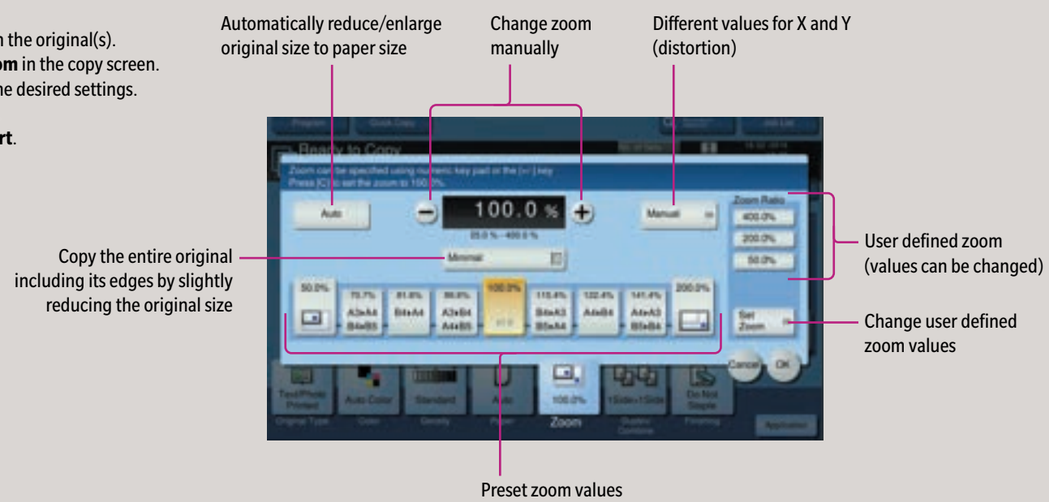
Copy operations – Basic copy screen



*Available functions depend on system configuration.

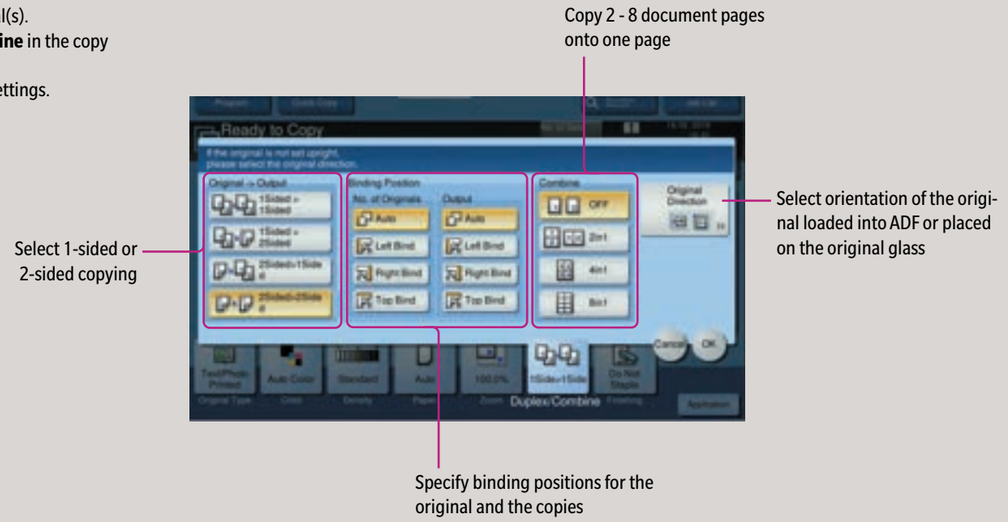
Zoom

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



Duplex/Combine

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



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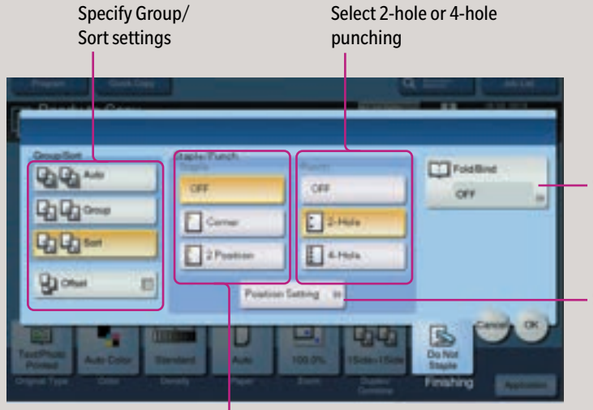
Finishing

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



*Available functions depend on system configuration.

Scan to USB memory – (Direct input)

1. Plug the USB memory device into the USB port.

2. Position the original(s).
3. Tap **Save a document to External Memory**.

4. Make the desired setting(s).
5. Tap **Start**.
   The file is saved.

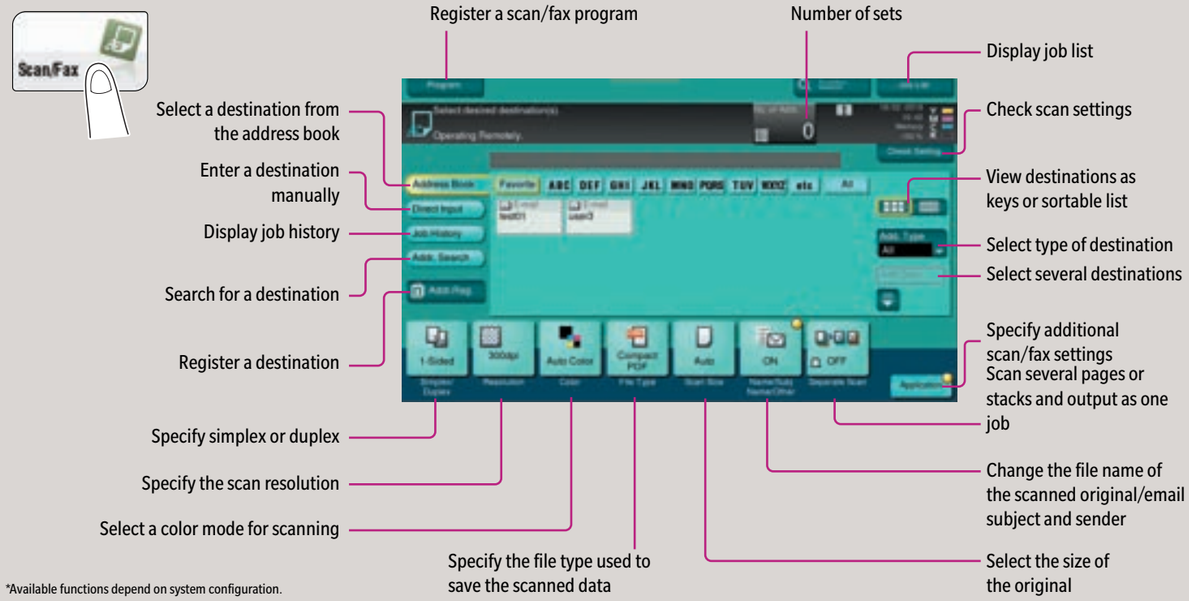
Scan to e-mail (Direct input)

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

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**.
3. Tap **Name Search**, **Character Search**, or **No. of Destination**.
4. Enter the search text and tap **Search**.
5. Select the destination from the search result.
6. Tap **Start**.
   The file is sent.

Sending data to multiple destinations

1. Position the original(s).
2. Tap **Scan/Fax** in the main menu.
   The destinations categorized into **Favorite** are displayed.
3. Tap **Add. Type**.
4. Select the desired type of destination.
5. Specify a destination.
6. Tap **Add Dest**.
7. Specify the next destination and confirm with **Yes**.
8. Repeat Step 6 and 7 until all desired destinations are specified.
9. Tap **Start**.
   The file is sent.

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Register a destination

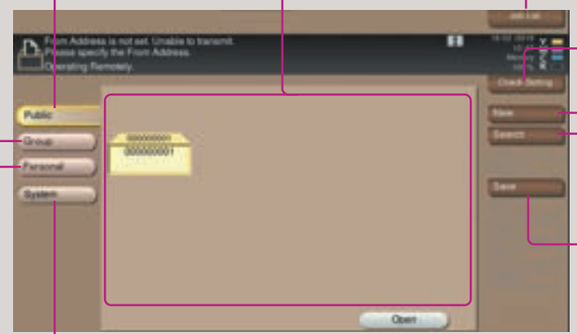
1. Tap **Address Book** in the home screen.
2. Tap **New**.
3. Select the type of destination you want to register.
4. Enter the destination information and tap **Register**.

Box Operations - User Box screen

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)

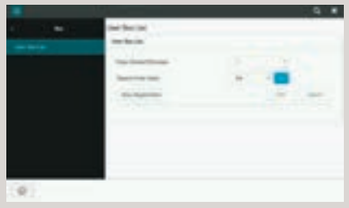
*Only available if user authentication is enabled. Not displayed when an unauthorized user has logged in.

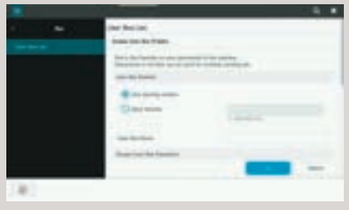
Save file in a public user box

1. 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. Tap **Start**.
   The file is saved.

Create a user box

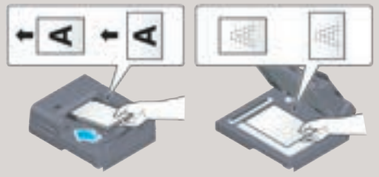
1. Tap **Utility** on the Home screen.
2. Tap **Utility>Box>User Box List**.
3. Tap **New Registration**.
4. Enter the destination information and tap **OK**.





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

1. Position the original(s).



2. Tap **Scan/Fax** in the main menu.

3. Specify the fax destination.

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

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