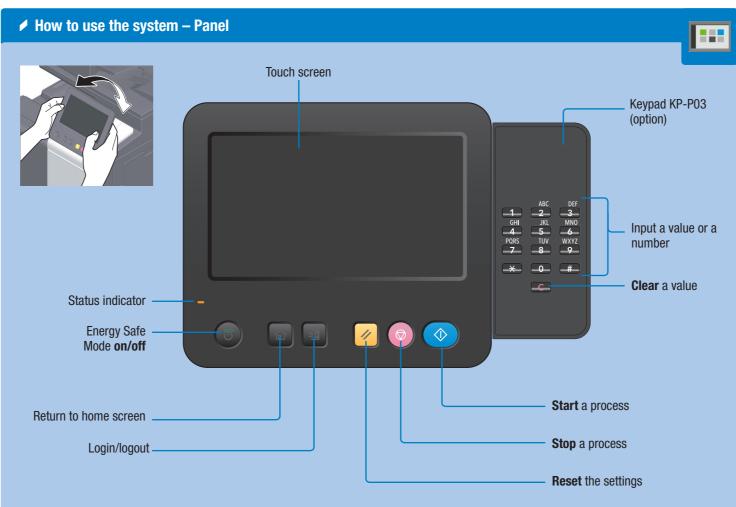
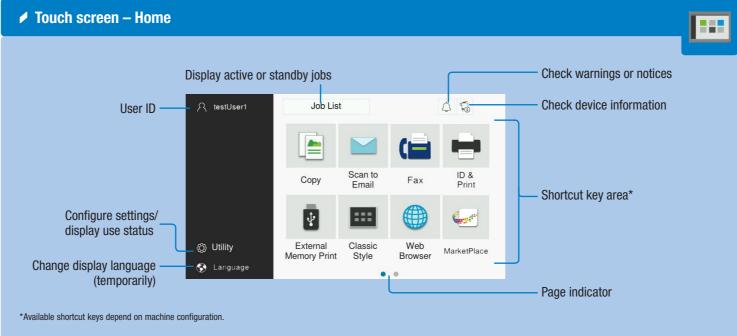
QUICK REFERENCE 1/3

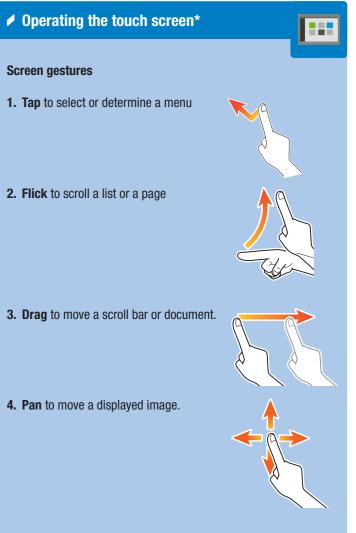












Displaying the keypad

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.

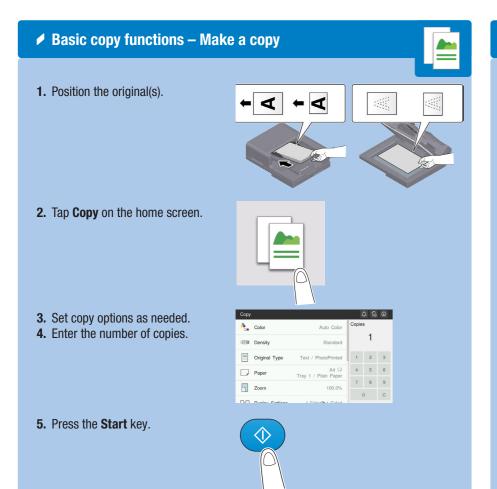




*Available touch functions vary depending on displayed screen.

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QUICK REFERENCE 2/3

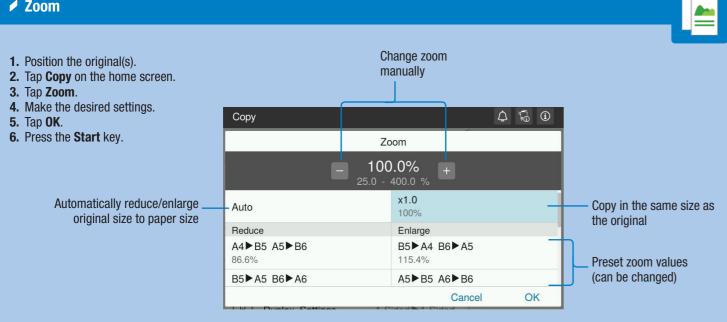


Copy operations – Basic copy screen

Setting*	Description		
Color	Select the copy color mode (e.g. Full Color, Black & White)		
Density	Adjust the brightness of the copy		
Original Type	Select the image quality level of the original		
Paper	Select paper size and type of the original / change size and type of the paper loaded in paper trays		
Zoom	Specify enlargement or reduction ratio		
Duplex Settings	Specify 1-sided or 2-sided scanning / copying		
Combine	Copy multiple pages on a single sheet		
Mixed Original	Scan originals of different sizes		
Original Size	Specify the size of the original when it is not detected correctly		
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass		
Separate Scan	Scan a large number of originals in several batches / scan originals using both ADF and original glass		

	Сору		
ſ	•	Color	
		Density	
Specify copy— settings		Original Type	Te
		Paper	Tra
		Zoom	
U		Duplay Cattinga	

Zoom

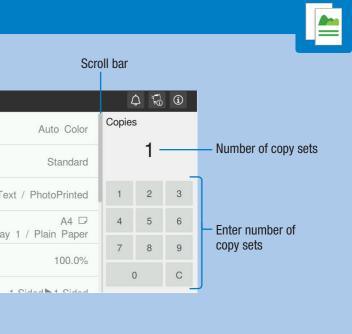


Duplex Settings

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







*Available functions depend on system configuration.

x Setting	gs	¢	Ş. ()	Select 1-sided or 2-sided scanning > copying
Сору	2-5	Sided►2-Sided		
ng Pos.	P	Auto		Specify the binding position of the original
d Dir.	P	Auto	*_	
rection	Ab		>	Specify the binding position for the copies
		Cancel	OK	
	orig	ect orientation jinal loaded in ced on the orig	to ADF or	

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QUICK REFERENCE 3/3

Scan operations – Settings*

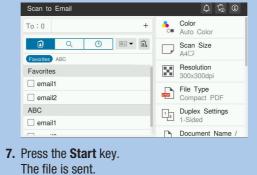
Scan to Email	
To:0 +	Sector Color
Image: ABC	Scan Size
Favorites	Resolution 300x300dpi
email1 email2	File Type Compact PDF
ABC	Duplex Settings
	Document Name /

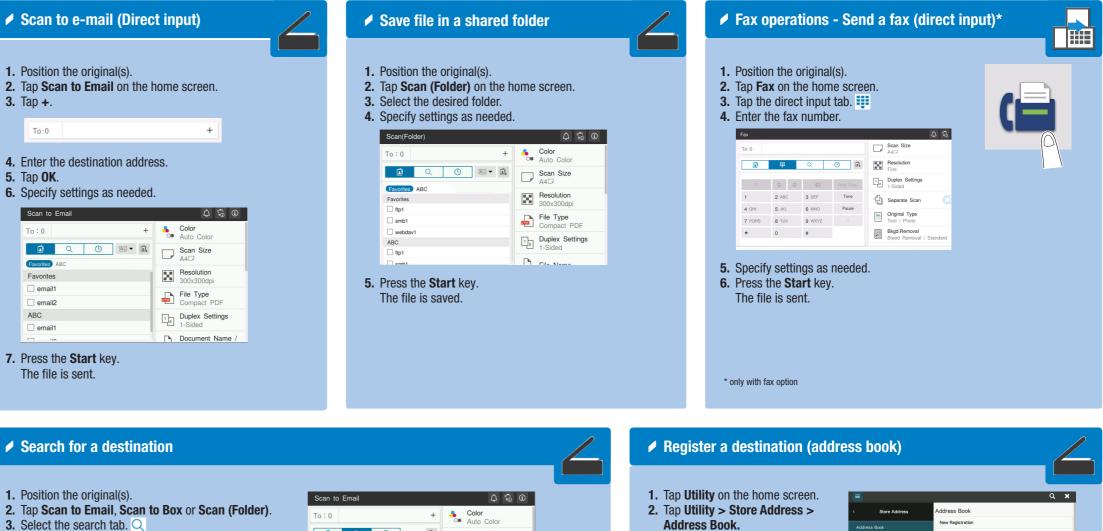
Setting*	Description	
Color	Select the scan color mode (Full Color, Black&White)	
Scan Size	Specify the original size	
Resolution	Specify the scan resolution	
File Type	Specify the file type for saving	
Duplex Settings	Specify 1-sided or 2-sided scanning	
Document Name/ Subject/Other	Change the file name, E-mail subject, or mes- sage 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	
Blank Page Removal	Skip blank pages	
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.

Scan to e-mail (Direct input) 1. Position the original(s). 2. Tap Scan to Email on the home screen. 3. Tap +. To:0 +

- 4. Enter the destination address.
- 5. Tap OK.
- 6. Specify settings as needed.





3. Select the search tab. \bigcirc

Search for a destination

- 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. Press the Start key.

The file is sent.

1. Position the original(s).

Scan to Email	↓ *® U
To:0 +	Color • Auto Color
	Scan Size
Name Search Case Sensitive Enter the search text. Search	Resolution 300x300dpi
Search Result: 0ltm	File Type Compact PDF
No search results.	Duplex Settings 1-Sided
	Document Name /

Sending data to multiple destinations / using the address book

1. Position the original(s).

- 2. Tap Scan to Email, Scan to Box or Scan (Folder).
- 3. Select the destination tab.
- 4. Specify two or more destinations. or
- Specify a group.
- 5. Tap OK.
- 6. Press the Start key. The file is sent.

Scan to Email	4 5
To:0 +	Sector Color Auto Color
	Scan Size
Favorites	Resolution 300x300dpi
email1 email2	File Type Compact PDF
ABC	Duplex Settings
	Document Name /

Print from USB memory

3. Tap New Registra 4. Select the type of

want to register.

5. Enter the destinati and tap **OK.**

- **1.** Position the original(s).

- 4. Select the desired file.
- **5.** Specify settings as needed. 6. Press the Start key.
 - The file is printed.



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nome screen. • Address >	E Store Address	Address Book	Q X
Addicos	Address Book	New Registration	
tion lestination you	Group Subject	Select Destination	E-mail Address 🔹
on information	Text	Use opening number	
minormation		Input directly Name	
			OK Cancel

2. Plug the USB memory device into the USB port. 3. Tap External Memory Print on the home screen.



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