

# bizhub C3851/C3351 BASIC OPERATIONS



KONICA MINOLTA



## How to use the system – Panel

Warning indicator

Touch screen

Power Save mode on/off

Switch to Scan/Fax function\*

Switch to Copy function\*

Display keypad

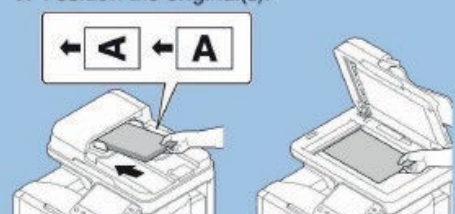
Reset the settings

Stop a process

Start a process

## Fax operations - Send a fax

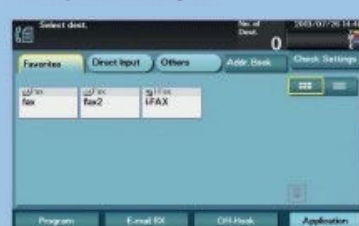
1. Position the original(s).



2. Tap Fax in the main menu.



3. Tap Direct Input.



4. Tap Fax.



5. Type in the fax number.



6. Press the Start key.

## Touch screen – Main menu

Adjust the touch screen / configure touch screen operation  
Message display

Switch to the functions of the shortcut key

Display total number of printed pages

Display active or standby jobs

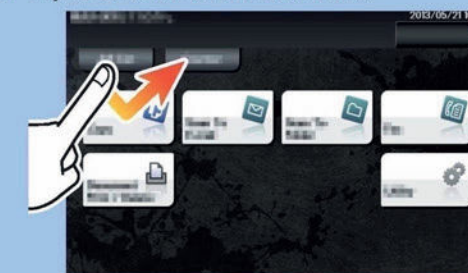
Toner supply indicators

Shortcut key area

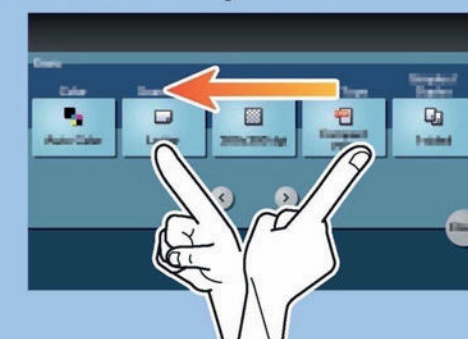
Configure settings/ check consumable life

## Operating the touch screen\*

1. Tap to select or determine a menu.



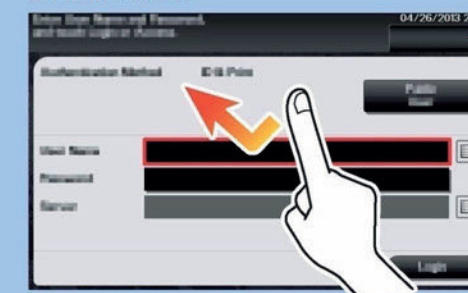
2. Flick to scroll through menus.



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



4. Tap a target input area or icon to switch to the entry or selection screen.

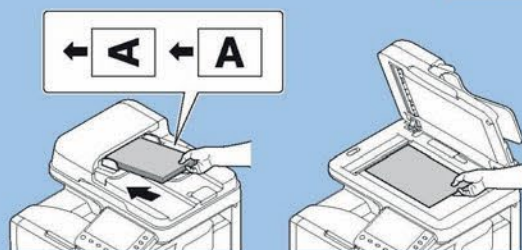


\*Available touch functions vary depending on displayed screen.



## 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.



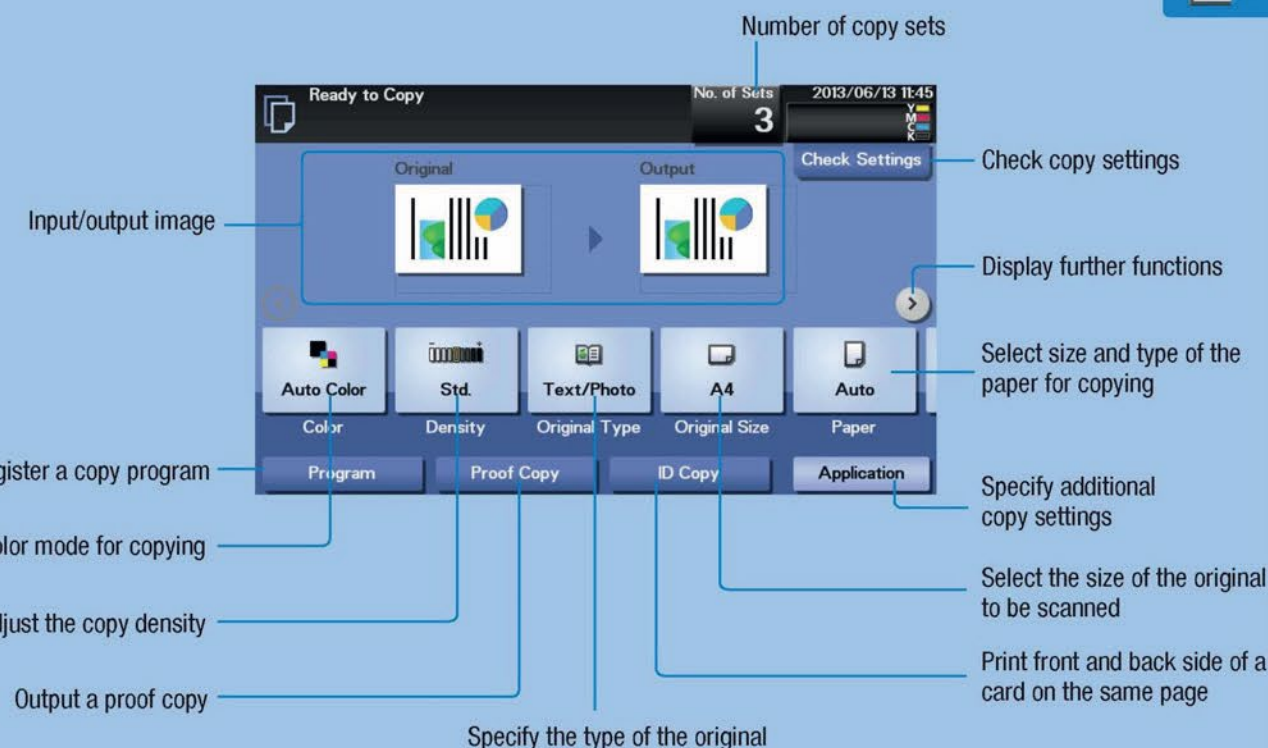
## Finishing

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

Specify Group/  
Sort setting



## Copy operations – Basic copy screen

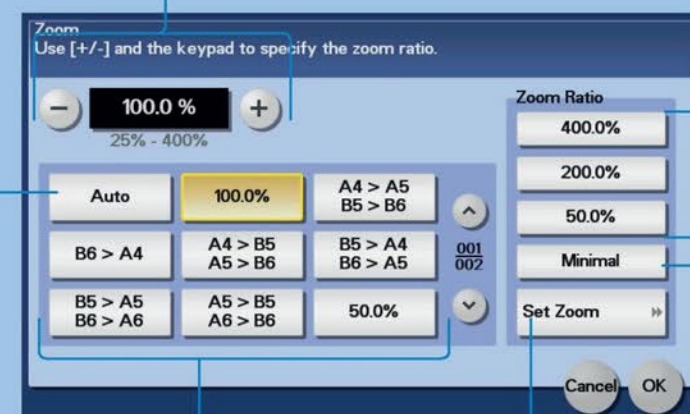


## Zoom

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

Change zoom  
manually

Automatically reduce/enlarge  
original size to paper size

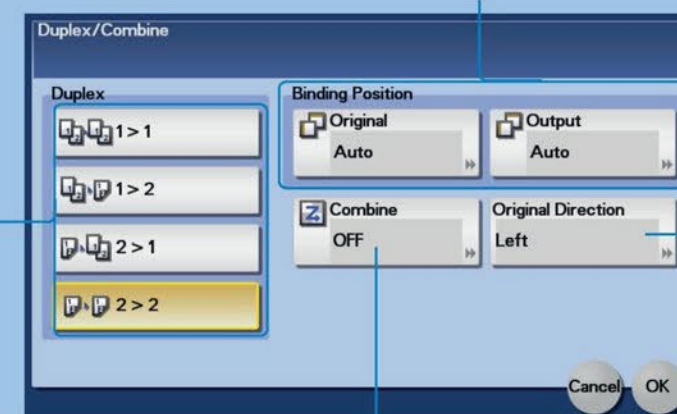


## Duplex/Combine

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

Specify binding positions for the  
original and the copies

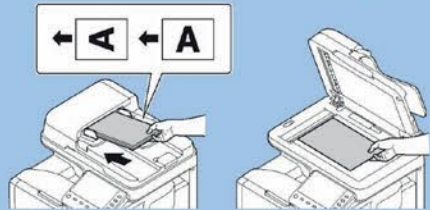
Select 1-sided or  
2-sided copying



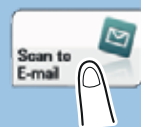


## Basic Scan Operation - Send a scan

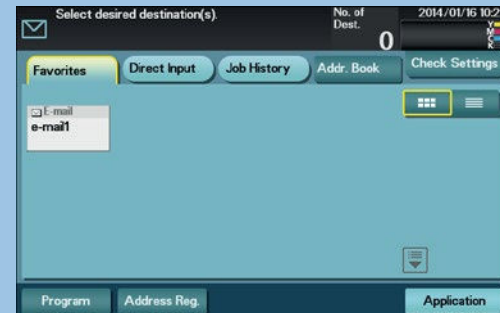
1. Position the original(s).



2. Tap **Scan to Email** in the main screen.



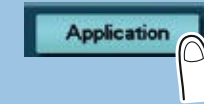
3. Tap the **Address book** and select a destination.



4. Press the **Start** key.

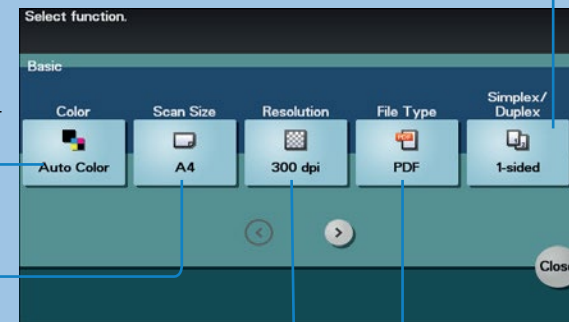


## Scan Settings - Application



Select a colour mode for scanning.

Select the size of the original to be scanned.



Specifying the resolution to scan the original.

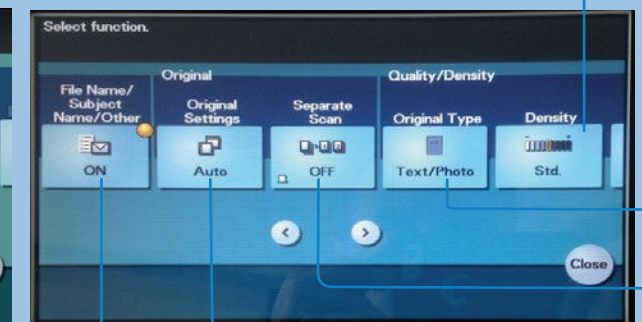
Choose to scan 1 or 2 sides of the original document.

Specifying the file type to save the scanned original data.

Adjusting quality/density of the original.

Specify the type of original.

Scanning a number of originals in several batches.

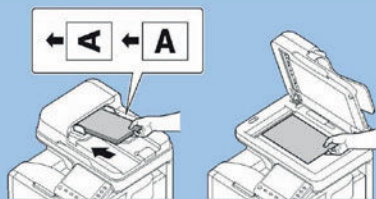


Change the file name, E-mail subject, or body.

Specify the orientation of the loaded original.

## Scan using LDAP

1. Position the original(s).



2. Tap **Scan to Email** in the main screen.



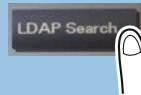
3. Select **Addr.Book**.



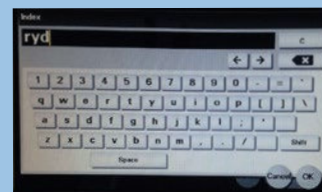
4. Select **LDAP**.



5. Select **LDAP Search**.

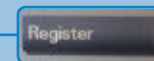
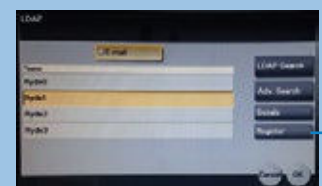


6. Tap the empty box beside **Index** then type in the name to be searched. Press **OK**.



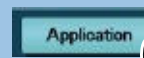
7. Select **Search**.

8. Select the name in the list then select **OK**. Press **Register** to save the destination to the **Address Book**.



9. Select **Close**.

10. Select **Application** to select scan settings.



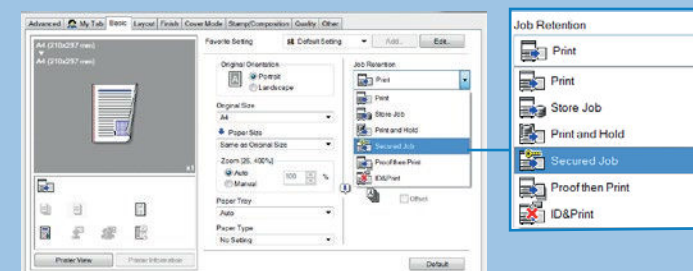
11. Press the **Start** key.



## Secure Printing

### Send a job to print

1. In an open document select **File, Print** then **Printing Preferences**. Under the Basic tab select **Secured Job** from the Job Retention drop down box.



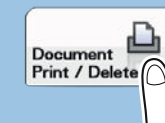
2. Type in a **Password** then select **OK**.



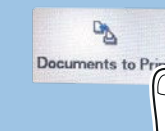
3. Select **OK**, then **Print**.

### Release Secure Print

1. Tap **Document Print/Delete** in the main screen.

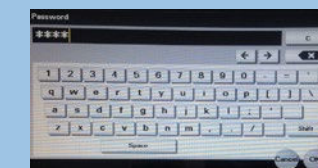


2. Select **Documents to Print**.



3. Select a User, then select a document to release.

4. Tap the blank space next to Password, then type in the password.



5. Enter amount of copies to print then press **OK**.