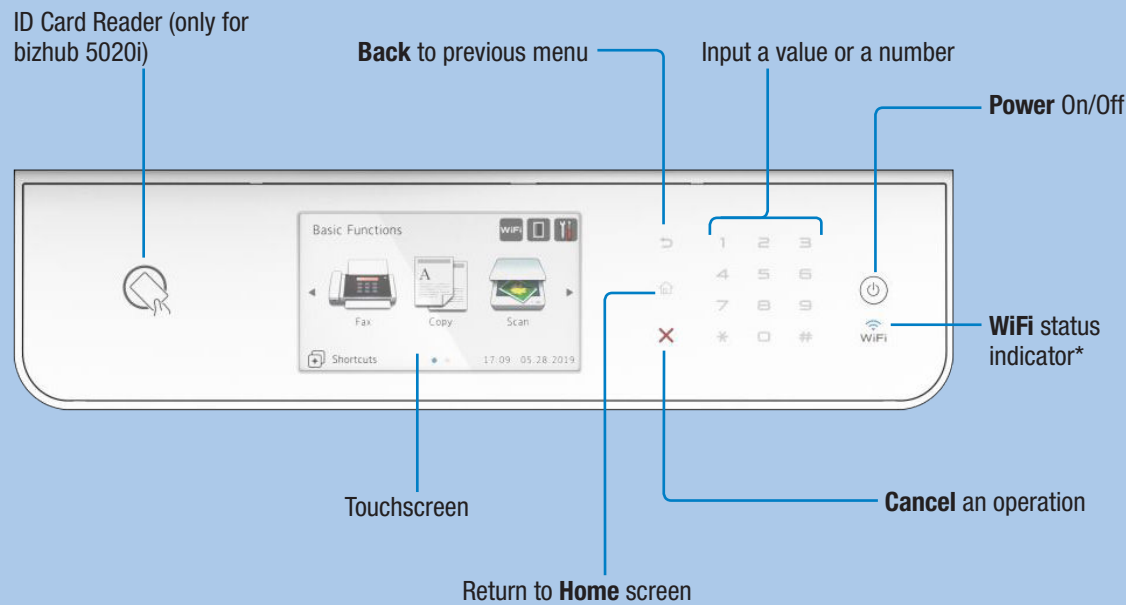




How to use the system – Control Panel



**\*WiFi status indicator**

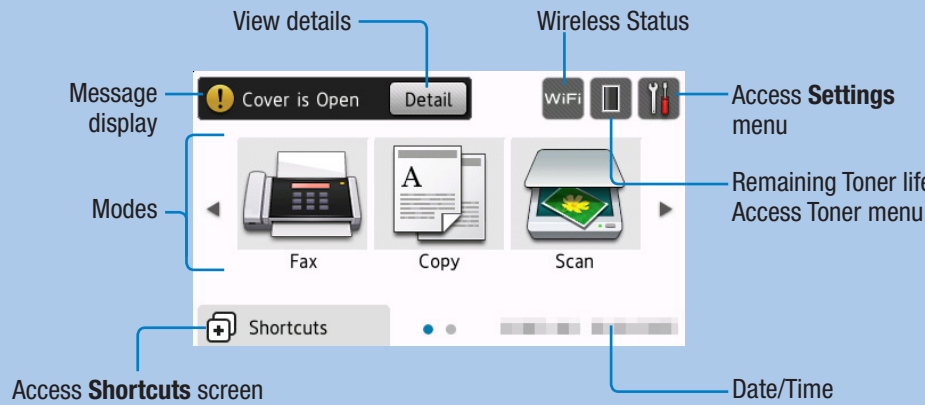
- on Connected to a wireless access point
- off Connected to a wireless device in Ad-Hoc-Mode
- blinking Connecting or wireless connection is down

Add a Shortcut

1. Press **Shortcuts**.
2. Press a tab from 1 to 8.
3. Press **+** where you have not added a shortcut.
4. Select **Fax**, **Copy** or **Scan**.
5. Select the desired presets.
6. Press **Save as Shortcut**.



Functions screen



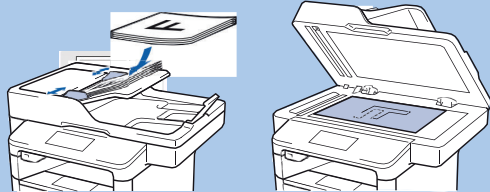
Modes

|                                                                                       |                |                                                                                               |
|---------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------|
|  | Fax            | Send and receive faxes.                                                                       |
|  | Copy           | Copy documents.                                                                               |
|  | Scan           | Scan a document and save it as a file.                                                        |
|  | Secure Print   | Print out confidential print jobs.                                                            |
|  | USB            | Print documents from a USB flash drive, or scan documents and save them to a USB flash drive. |
|  | 2 in 1 ID Copy | Copy both sides of an ID Card on one page                                                     |

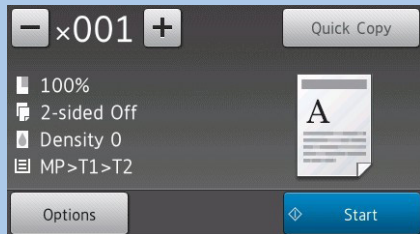
Copy a document



1. Place the original(s) in the ADF or on the scanner glass.



2. Press **Copy** on the Functions screen.  
Enter the number of copies.

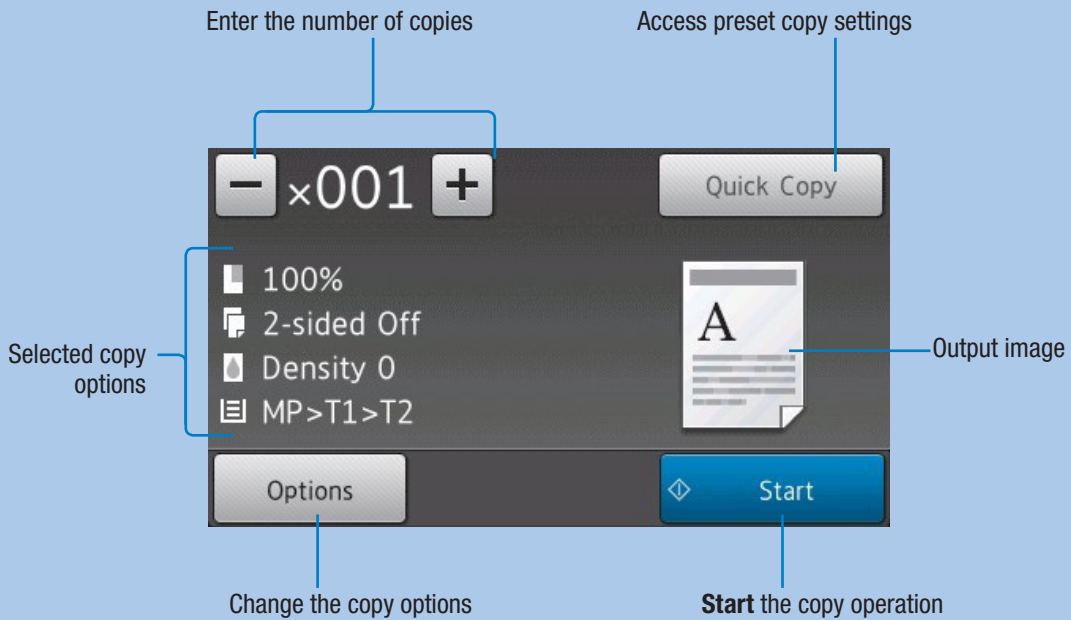


3. Press **Options** to change the copy settings, if needed.  
4. Press **Start**.

Copy Options



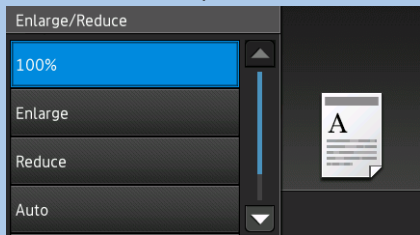
| Option                                             | Description                                                       |
|----------------------------------------------------|-------------------------------------------------------------------|
| Quality                                            | Select the copy quality for your type of document.                |
| Enlarge/Reduce                                     | Enter an enlargement or reduction ratio.                          |
| Density                                            | Increase/decrease density to make text darker/lighter.            |
| Contrast                                           | Increase/decrease contrast to make an image clearer/more subdued. |
| Stack/Sort                                         | Select to stack or sort multiple copies.                          |
| Page Layout                                        | Make N in 1 or 2 in 1 ID copies.                                  |
| 2-sided Copy                                       | Select to copy on both sides of the paper.                        |
| 2-sided Copy > Page Layout (only for bizhub 5020i) | Select long edge binding or short edge binding.                   |
| Tray Use                                           | Select a paper tray.                                              |
| Save as Shortcut                                   | Save current settings as a shortcut.                              |



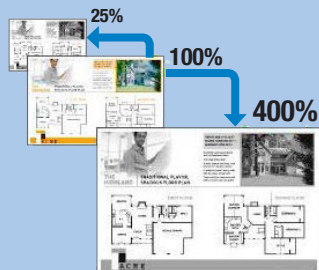
Enlarge/Reduce Copies



1. Place the original(s) in the ADF or on the scanner glass.  
2. Press **Copy** on the Functions screen.  
3. Press **Options > Enlarge/Reduce**.  
4. Select the desired option.



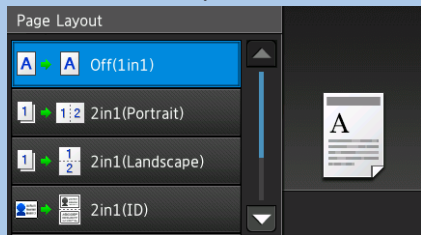
5. Make the desired settings.  
6. Press **OK**.  
7. Press **Start**.



Make N in 1 Copies



1. Place the original(s) in the ADF or on the scanner glass.  
2. Press **Copy** on the Functions screen.  
3. Press **Options > Page Layout**.  
4. Select the desired option.



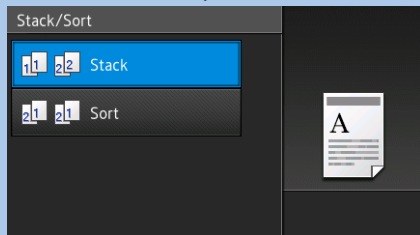
5. Press **OK**.  
6. Press **Start**.



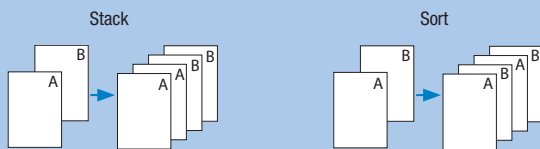
Stack or Sort copies



1. Place the original(s) in the ADF or on the scanner glass.  
2. Press **Copy** on the Functions screen.  
3. Press **Options > Stack/Sort**.  
4. Select the desired option.



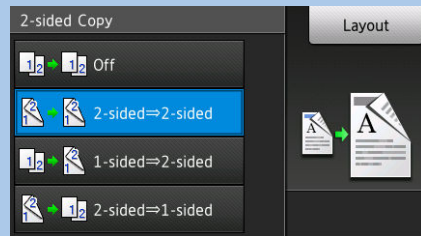
5. Press **OK**.  
6. Press **Start**.



Copy on both sides of the paper

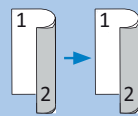


1. Place the original(s) in the ADF or on the scanner glass.  
2. Press **Copy** on the Functions screen.  
3. Press **Options > 2-sided Copy**.  
4. Select the desired option.  
5. Press **OK**.  
6. Press **Start**.

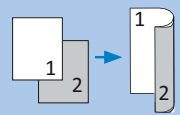


Portrait

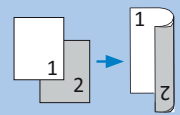
2-sided to 2-sided



1-sided to 2-sided (Long Edge Flip)

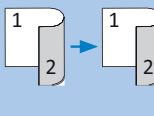


1-sided to 2-sided (Short Edge Flip)

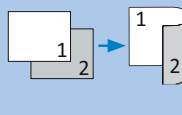


Landscape

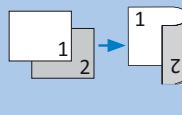
2-sided to 2-sided



1-sided to 2-sided (Long Edge Flip)



1-sided to 2-sided (Short Edge Flip)

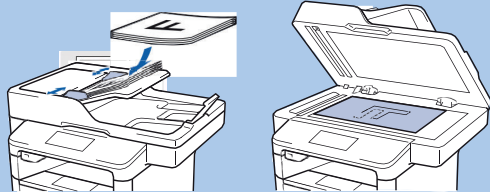




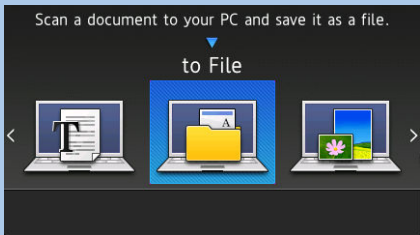
## Scan a Document (Basic Procedure)



1. Place the original(s) in the ADF or on the scanner glass.



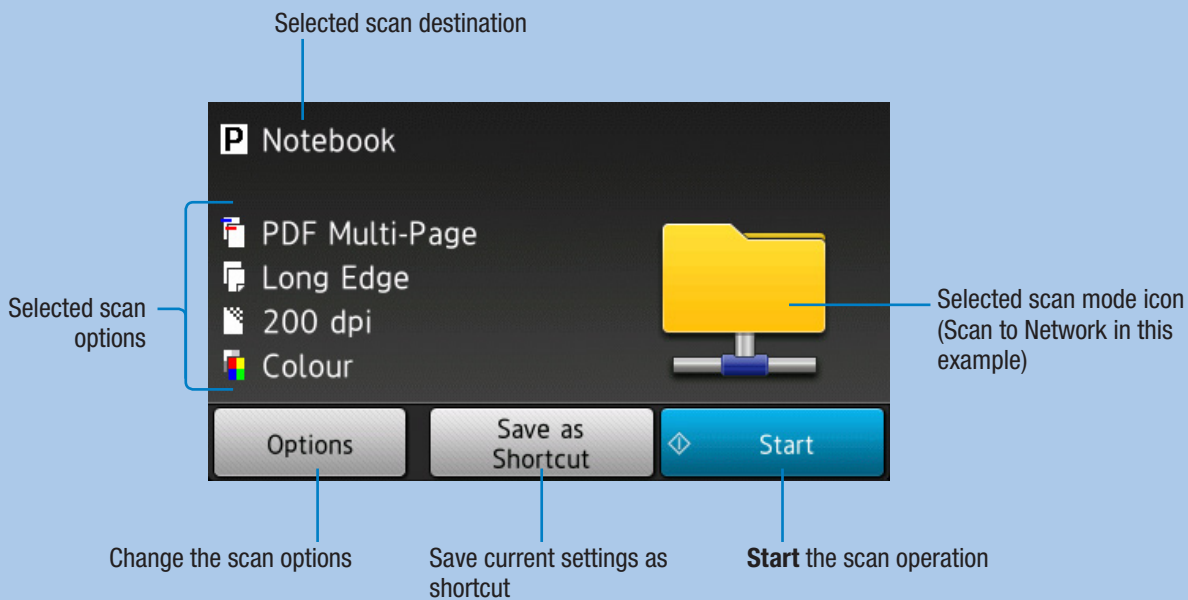
2. Press **Scan** on the Functions screen.
3. Swipe left or right to display the desired scan mode icon.



4. Press the desired scan mode icon.
5. Select the scan destination.
6. Press **Options** and change the scan options, if needed.
7. Press **Start**.

## Scan Options

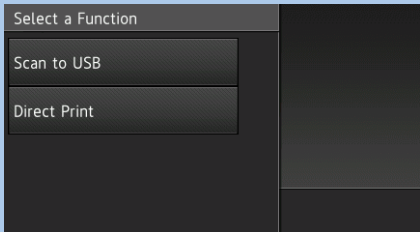
| Option                  | Description                                                                      |
|-------------------------|----------------------------------------------------------------------------------|
| 2-sided Scan            | Scan 2-sided documents                                                           |
| Scan Type               | Scan in Color, Grey or Black and White.                                          |
| Resolution              | Select the scan resolution in dpi.                                               |
| File Type               | Select the file type in which your scan should be output.                        |
| Document Size           | Select the paper size of your original.                                          |
| Brightness              | Increase/decrease the brightness of your scan.                                   |
| Contrast                | Increase/decrease contrast to make an image clearer/more subdued.                |
| ADF Auto Deskew         | Select <b>Auto</b> to correct a skewed document or turn the setting <b>Off</b> . |
| Skip Blank Page         | Skip blank pages for scanning On/Off.                                            |
| Remove Background Color | Remove the base color of documents.                                              |



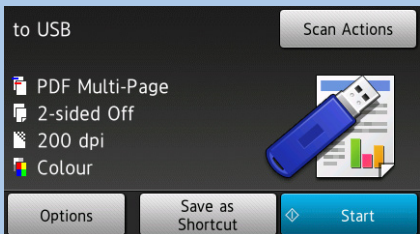
## Scan to a USB flash drive



1. Place the original(s) in the ADF or on the scanner glass.
2. Insert a USB flash drive into your machine.
3. Press **Scan to USB**.



4. Press **Options** and change the scan options, if needed.

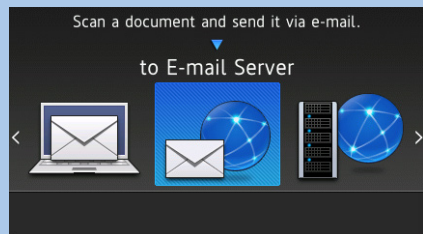


5. Press **Start**.

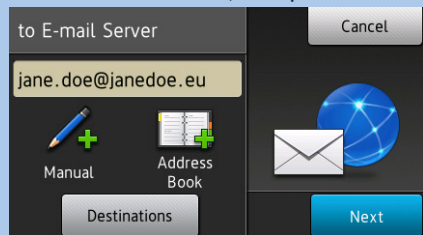
## Send a Document via E-mail



1. Place the original(s) in the ADF or on the scanner glass.
2. Press **Scan** on the Functions screen.
3. Press **to E-mail Server**.



4. Enter one or multiple e-mail destinations manually or from the address book, then press **Next**.

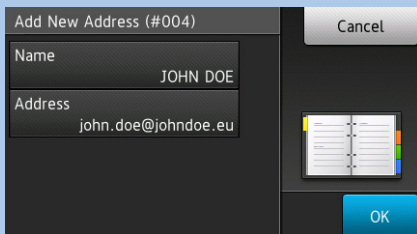


5. Press **Options** and change the scan options, if needed.
6. Press **Start**.

## Store E-mail Destinations



1. Press **Scan** on the Functions screen.
2. Press **to E-mail Server**.
3. Press **Address Book**.
4. Press **Edit**.
5. Press **Add New Address**.
6. Press **Name** and enter the recipients' name.
7. Press **Address** and enter the e-mail address.

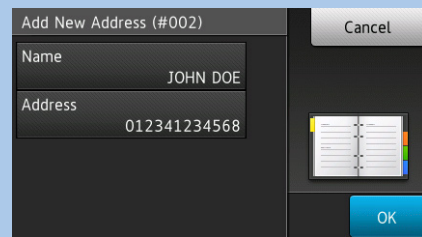


8. Press **OK**.

## Store Fax Numbers



1. Press **Fax** on the Functions screen.
2. Press **Address Book**.
3. Press **Edit**.
4. Press **Add New Address**.
5. Press **Name** and enter the recipients' name.
6. Press **Address** and enter the fax number.

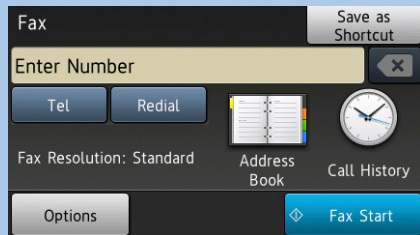


7. Press **OK**.

## Send a Fax



1. Place the original(s) in the ADF or on the scanner glass.
2. Press **Fax** on the Functions screen.
3. Press **Options** and change the fax options, if needed.



4. Enter the fax number using the dial pad, via the **Address Book** or via **Call History**.
5. Press **Fax Start** or **Apply**.