KONICA MINOLTA

bizhub 4751i/4051i

QUICK REFERENCE

How to use the system - Panel

Status indicator

Touch screen

Keypad KP-102 (option)

Login/logout

Voice guide

Return to home screen

Display help

Switch to enlarge display mode

Enter a value or a number

Clear a value

Power indicator

Energy Safe Mode **on/off**

Reset the settings

Stop a process

Start a process

Touch screen - Home

Display total number of printed pages

Search for a function

Display active or standby jobs

Adjust the touch screen / configure touch screen operation

Message display

Shortcut key area*

Return to home screen

Log in/log out

Reset the settings

Toner supply indicators

Switch to enlarge display mode**

Display help**

Interrupt a process**

Scan a preview image**

Configure settings/ display use status

Start a process

Stop a process

*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 enlarge or reduce a preview image.

9. **Rotate** two fingers to rotate a preview image.

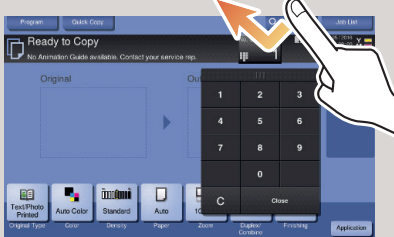*Available touch functions vary depending on displayed screen.

Giving Shape to Ideas

Operation of keypad*

1. **Tap** the numerals or the input area on the screen to display the keypad.
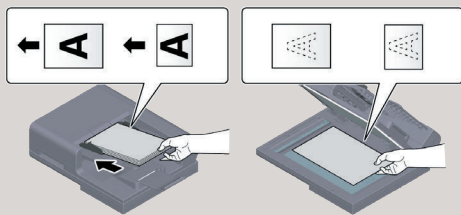
2. If necessary, touch the upper side of the keypad and drag it to another display position.

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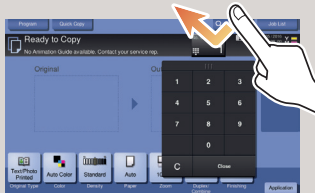
Basic copy functions - Make a copy

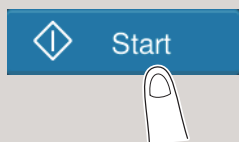1. Position the original(s).

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

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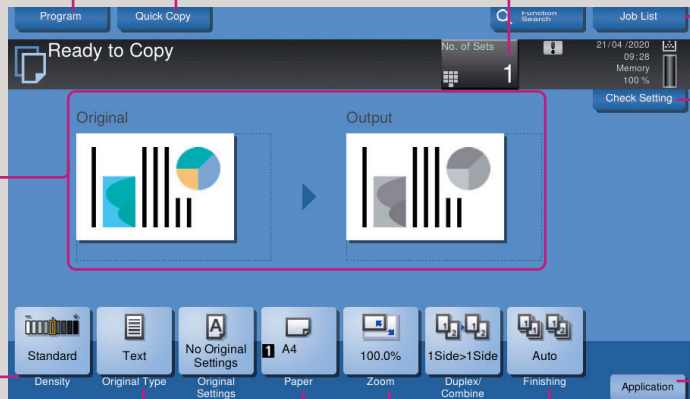
4. Type in the number of copies.

5. Tap **Start**.

Copy operations – Basic copy screen

Register a copy program

Display Quick Copy screen

Number of copy sets

Display job list

Check copy settings

Input/output image
(only visible when originals are placed on platen glass or document feeder)

Adjust the copy density

Specify additional copy settings

Select the image quality level of the original

Specify Finishing settings

Select the size of the original

Specify Duplex/ Combine settings

Select paper size and type of the original/ change size and type of the paper loaded in paper trays

Specify enlargement or reduction ratio

*Available functions depend on system configuration.

Zoom

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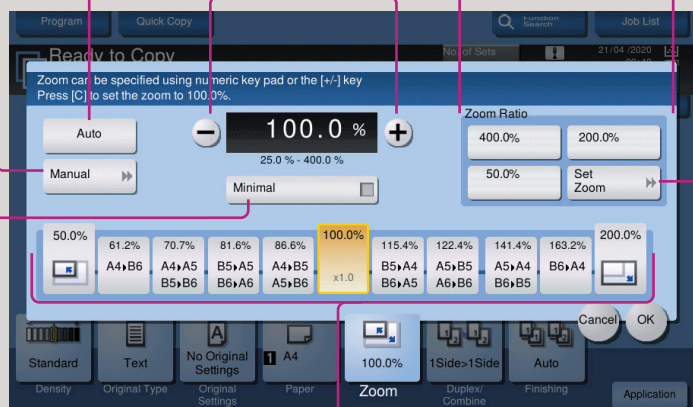4. Tap **OK**.
5. Tap **Start**.

Automatically reduce/enlarge original size to paper size

Change zoom manually

User defined zoom (values can be changed)

Different values for X and Y (distortion)

Copy the entire original including its edges by slightly reducing the original size
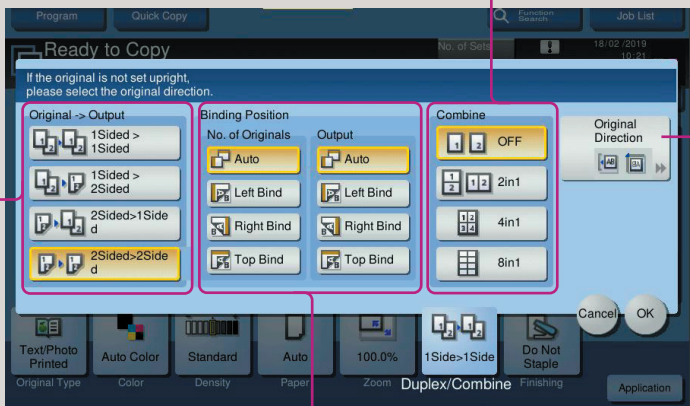
Change user defined zoom values

Preset zoom values

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**.

Copy 2 - 8 document pages onto one page

Select orientation of the original loaded into ADF or placed on the original glass

Select 1-sided or 2-sided copying

Specify binding positions for the original and the copies

Giving Shape to Ideas
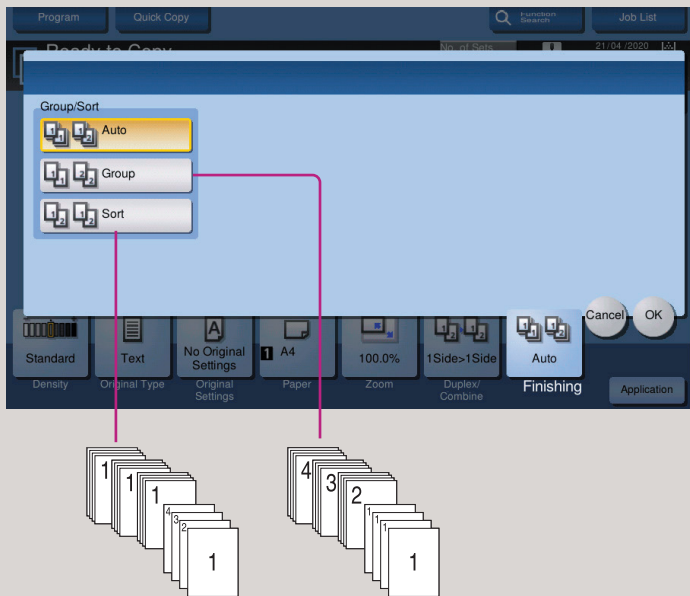
Finishing

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 operations – Scan/Fax screen*

Register a scan/fax program

Number of sets

Display job list

Select a destination from the address book

Enter a destination manually

Display job history

Search for a destination

Register a destination

Check scan settings

View destinations as keys or sortable list

Select type of destination

Select several destinations

Specify additional scan/fax settings

Scan several pages or stacks and output as one job

Specify simplex or duplex

Specify the scan resolution

Select a color mode for scanning

Specify the file type used to save the scanned data

Change the file name of the scanned original/email subject and sender
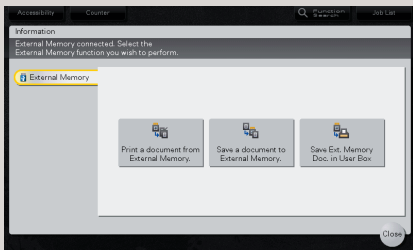
Select the size of the original

*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).
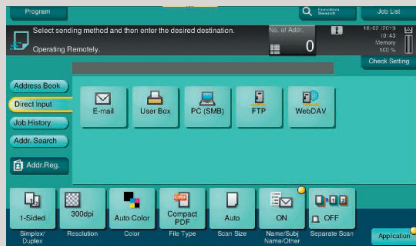3. Tap **Save a document to External Memory**.

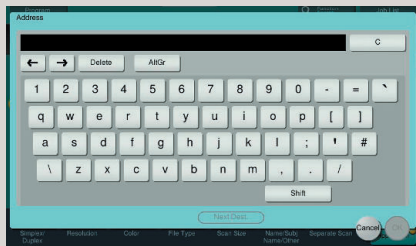4. Make the desired setting(s).
5. Tap **Start**.
   The file is saved.

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**.
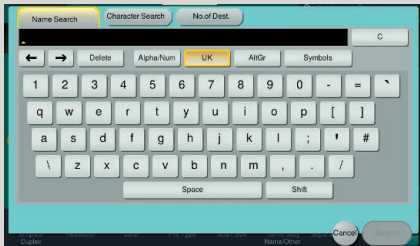5. Enter the destination address.

6. Tap **OK**.
7. Tap **Start**.
   The file is sent.

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.
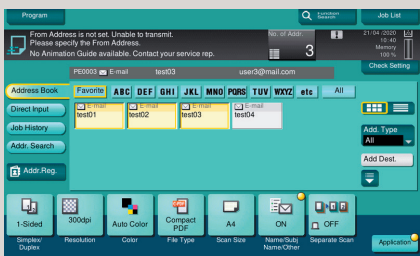
Register a destination

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**.
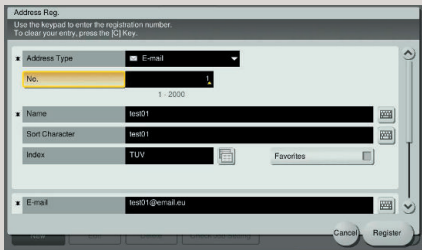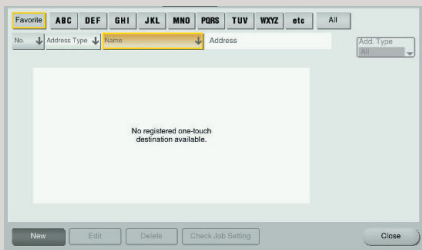
Box Operations - User Box screen

User Box

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

Registered user boxes

Display job list

Check scan settings

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

Create a user box

Search for a user box

Save file in a user box

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.
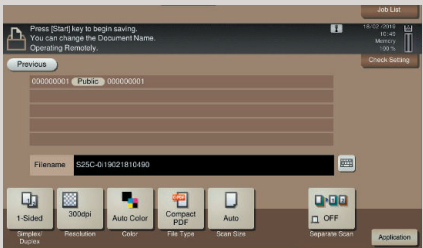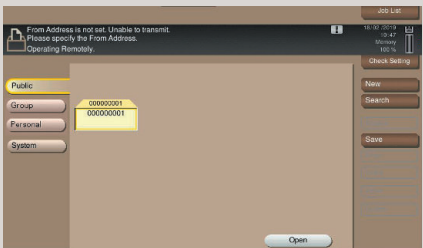
Create a user box

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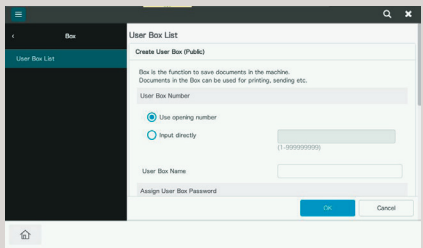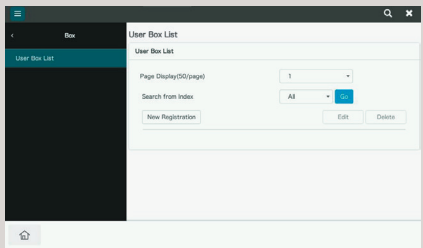
Fax operations (only with fax option) - Send a fax

1. Position the original(s).

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

Scan/Fax

3. Specify the fax destination.

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

Start