

QUICK
REFERENCE



How to use the system - Panel

Labels for the panel:

- Status indicator
- Touch screen
- Keypad KP-102 (option)
- Power indicator
- Energy Safe Mode on/off
- Reset the settings
- Stop a process
- Start a process
- Login/logout
- Voice guide
- Return to home screen
- Display help
- Switch to enlarge display mode
- Enter a value or a number
- Clear a value

Touch screen - Home

Labels for the touch screen:

- 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.

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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.



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Operation of keypad*

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



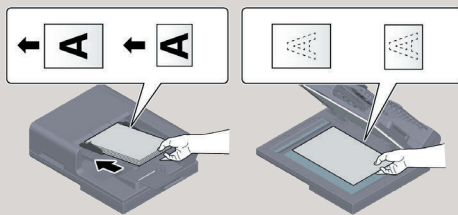
2. If necessary, touch the upper side of the keypad and drag it to another display position.



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

Basic copy functions - Make a copy

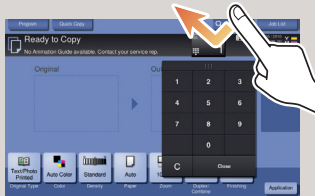
1. Position the original(s).



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

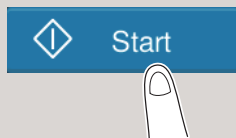


3. Tap the input area to display the keypad.

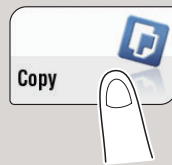


4. Type in the number of copies.

5. Tap **Start**.



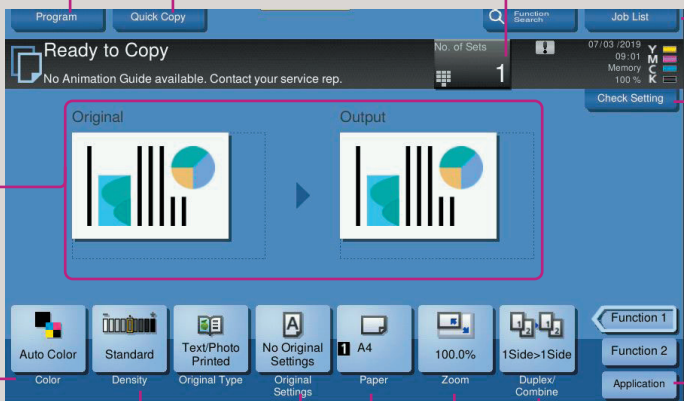
Copy operations - Basic copy screen



Register a copy program

Display Quick Copy screen

Number of copy sets



Display job list

Check copy settings

Input/output image

Select the copy color mode (e.g. Full Color, Black & White)

Adjust the brightness of the copy

Select the image quality level of the original

Specify scan settings

Specify additional copy settings

Specify Duplex/Combine settings

Specify enlargement or reduction ratio

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

*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**.

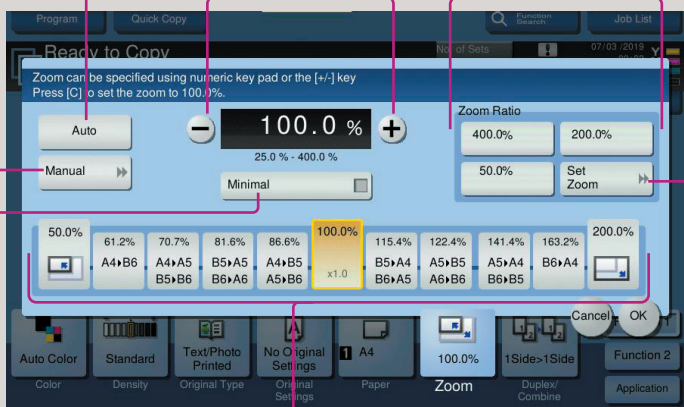
Automatically reduce/enlarge original size to paper size

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

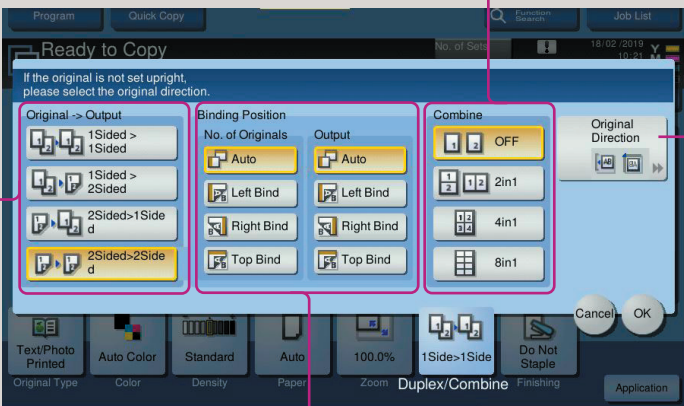
Preset zoom values

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 1-sided or 2-sided copying



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

Specify binding positions for the original and the copies

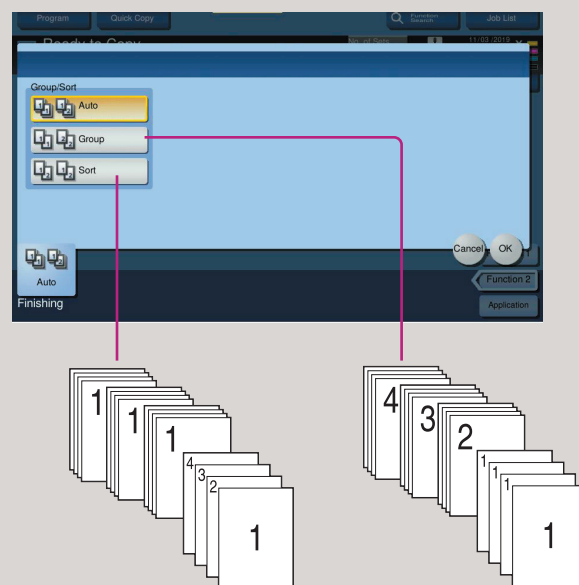


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Finishing

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



Scan operations – Scan/Fax screen*

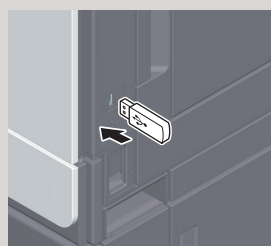


- Register a scan/fax program
- Number of sets
- Display job list
- Select a destination from the address book
- Enter a destination manually
- Display job history
- Search for a destination
- Register a destination
- Specify simplex or duplex
- Specify the scan resolution
- Select a color mode for scanning
- Check scan settings
- View destinations as keys or sortable list
- Select type of destination
- Specify additional scan/fax settings
- Scan several pages or stacks and output as one job
- Change the file name of the scanned original/email subject and sender
- Select the size of the original
- Specify the file type used to save the scanned data

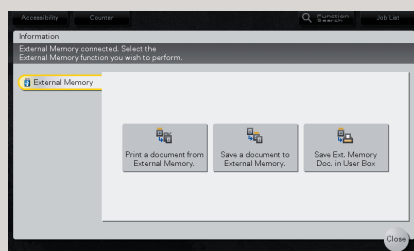
*Available functions depend on system configuration.

Scan to USB memory – (Direct input)

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



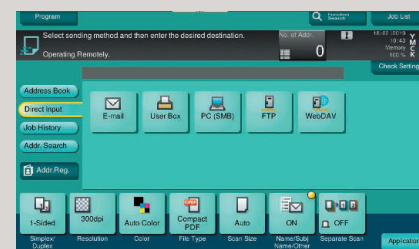
2. Position the original(s).
3. Tap **Save a document to External Memory**.



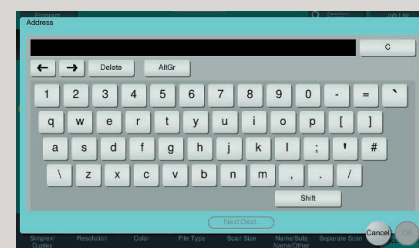
4. Make the desired setting(s).
 5. Tap **Start**.
- The file is saved.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap **Scan/Fax** in the main menu.
3. Tap **Direct Input**.



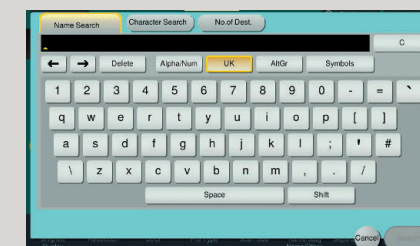
4. Tap **E-mail**.
5. Enter the destination address.



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

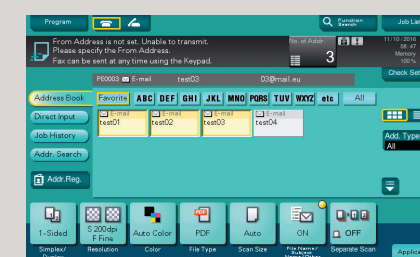
Search for a destination

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 two or more destinations.
6. Tap **Start**.
The file is sent.



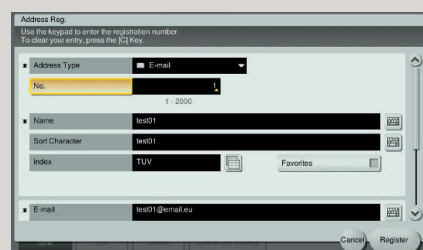
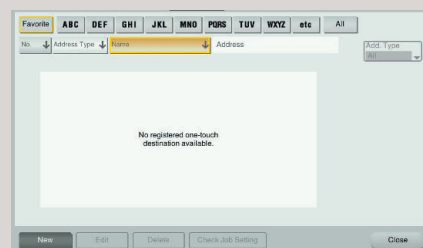


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Register a destination

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

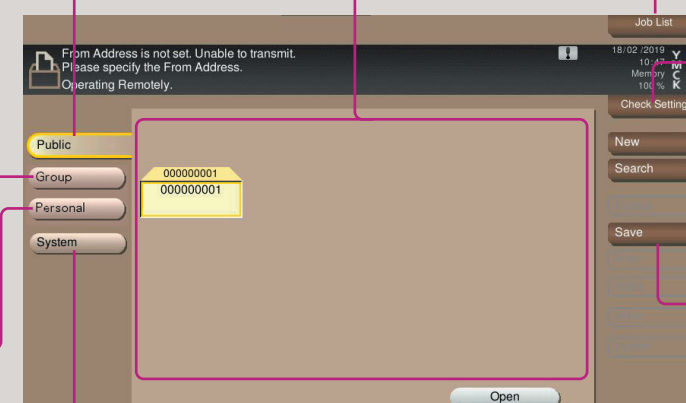
Create a user box

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)*

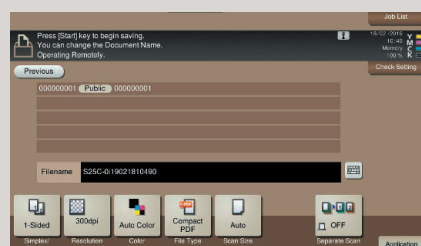
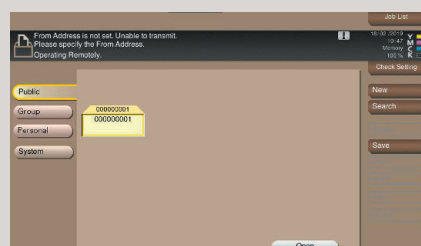


Display **System** boxes
(used by the system to temporarily store files)

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

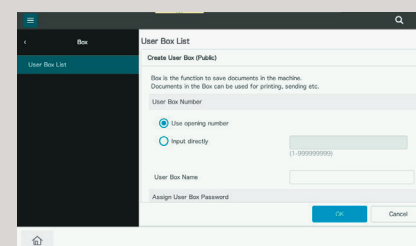
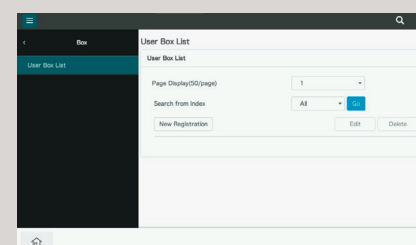
Save file in a public user box

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. Select the type of destination you want to register.
5. 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.

