

QUICK
REFERENCE



bizhub C4051i/C3351i

How to use the system - Panel

Labels for the panel diagram include: Status indicator, Touch panel, Keypad KP-102 (option), Log in/log out, Voice guide, Return to home screen, Display help, Enlarge display*, 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.

*with Classic Style

Touch screen - Home

Labels for the touch screen include: Login/logout, Display active or standby jobs, Check warnings or notices, Check device information, Display a message, Shortcut key area*, Page indicator, User ID (shown when menu is open), Configure settings/display use status, Change display language (temporarily), Customize home screen, Open/close menu.

*Available shortcut keys depend on machine configuration.

Operating the touch screen*

Screen gestures

- 1. Tap** to select or determine a menu
- 2. Flick** to scroll a list or a page
- 3. Drag** to move a scroll bar or document.
- 4. Pan** to move a displayed image.

Displaying the keypad

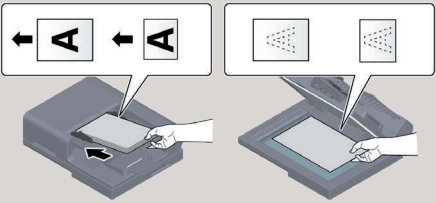
Tap the numerals or the input area to display the keypad.
(If the system is equipped with the optional hardware keypad KP-102, it can be used instead.)

Moving the keypad

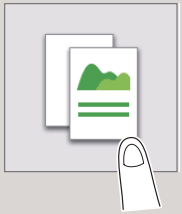
Touch the upper side of the keypad and drag it to another display position.

Basic copy functions - Make a copy

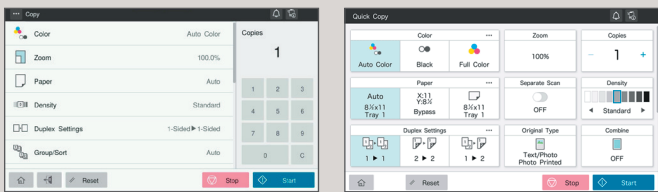
1. Position the original(s).



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



3. Set copy options as needed.



4. Tap **Start**.



Copy operations - Basic Copy Screen/Quick Copy Screen*

Set current settings as default/
Return settings to factory default

Specify copy settings

Return to home screen

Login/logout

Return settings to default

Copy

Color

Zoom

Paper

Density

Duplex Settings

Group/Sort

Auto Color

100.0%

Auto

Standard

1-Sided▶1-Sided

Auto

1

2

3

4

5

6

7

8

9

0

C

Stop

Start

Number of copy sets

Enter number of copy sets

Start a copy job

Stop a copy job

Scroll bar

Select further settings

Enter number of copy sets

Quick Copy

Color

Zoom

Paper

Density

Duplex Settings

Original Type

Combine

Auto Color

Black

Full Color

100%

8 1/2 x 11 Tray 1

X:11 Y:8 1/2 Bypass

8 1/2 x 11 Tray 1

OFF

Standard

1▶1

2▶2

1▶2

Text/Photo Photo Printed

OFF

Stop

Start

Specify copy settings

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

*Available settings depend on system configuration.

Zoom

1. Position the original(s).

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

3. Tap **Zoom**.

4. Tap **More**.

5. Make the desired settings.

6. Tap **OK**.

7. Tap **Start**.

Automatically reduce/enlarge original size to paper size

Change zoom manually

Copy in the same size as the original

Preset zoom values

Copy

Zoom

Auto

Reduce

A3▶B4 A4▶B5

86.6%

B4▶A4

81.6%

100.0%

25.0 - 400.0 %

Enlarge

B4▶A3 B5▶A4

115.4%

A4▶B4

122.4%

Cancel

OK

Reset

Stop

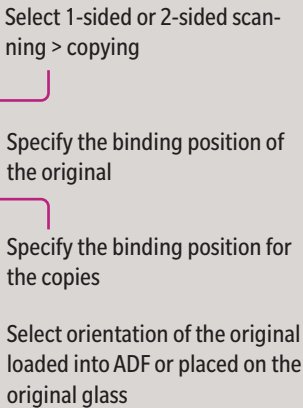
Start

Giving Shape to Ideas



bizhub C4051i/C3351i

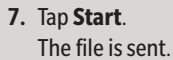
1. Position the original(s).
2. Tap **Copy** on the home screen.
3. Tap **Duplex Settings**.
4. Tap .
5. Make the desired settings.
6. Tap **OK**.
7. Tap **Start**.



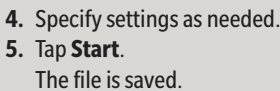
1. Position the original(s).
2. Tap **Scan to Email** on the home screen.



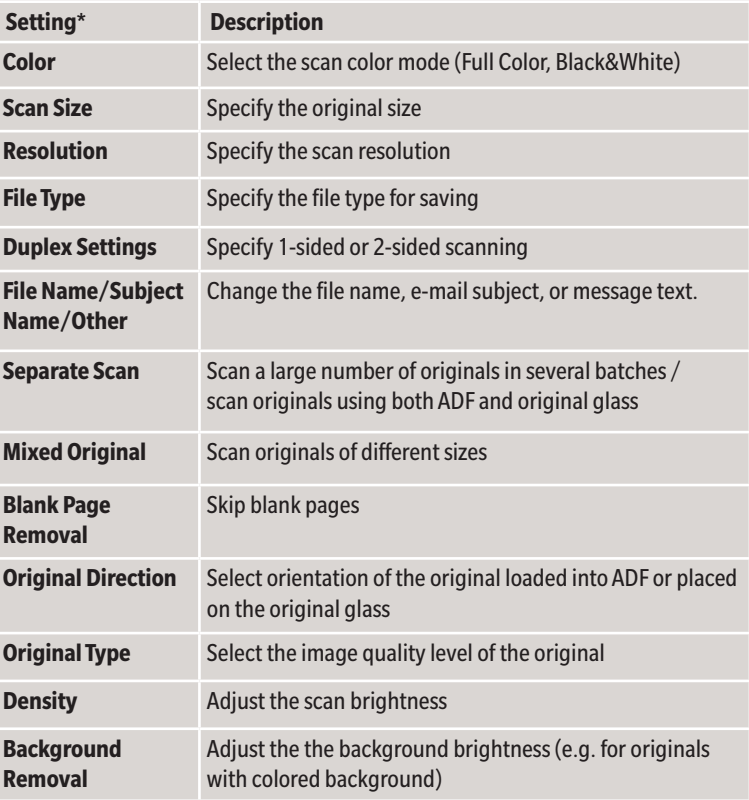
4. Enter the destination address.
5. Tap **OK**.
6. Specify settings as needed.



1. Position the original(s).
2. Tap **Scan to PC** on the home screen.



View scan destinations as
buttons or as list



*Available settings depend on system configuration.

1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
3. Select the destination tab. 
4. Specify two or more destinations.
or
Specify a group.
5. Tap **OK**.
6. Tap **Start**.
The file is sent.





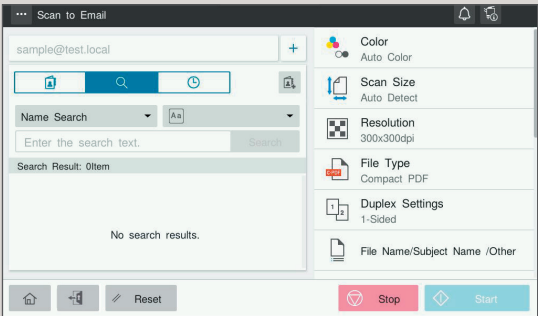
KONICA MINOLTA

bizhub C4051i/C3351i

Search for a destination (address book)



1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
3. Select the search tab.
4. Select **Name Search**, **Address Search** or **Search Box No.**

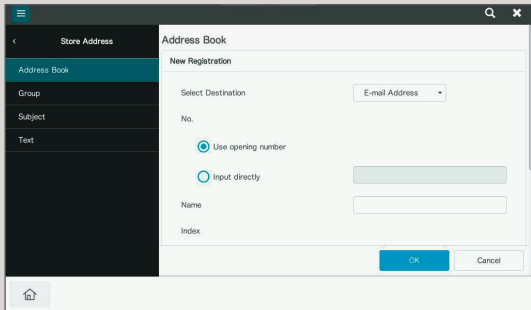


5. Enter the search text and tap **Search**.
6. Specify the target destination from the search result.
7. Tap **Start**.
The file is sent.

Register a destination (address book)



1. Tap **Utility** on the home screen.
2. Tap **Utility > Store Address > Address Book**.
3. Tap **New Registration**
4. Select the type of destination you want to register.

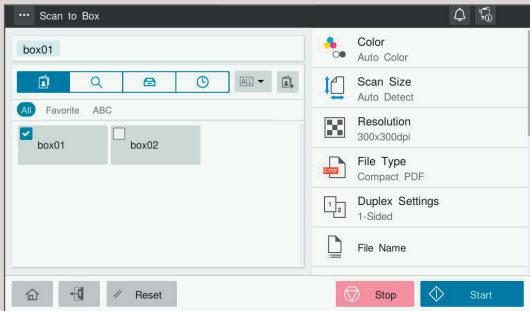


5. Enter the destination information and tap **OK**.

Save file in a user box



1. Position the original(s).
2. Tap **Scan to Box** on the home screen.
3. Select the desired user box.

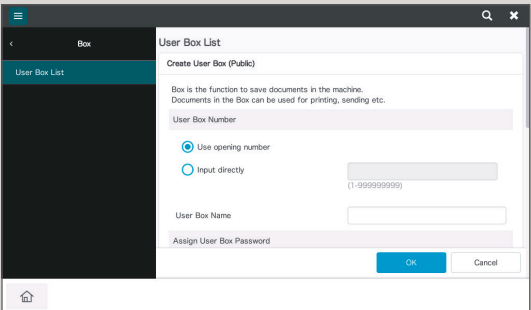


4. Specify settings as needed.
5. Tap **Start**.
The file is saved.

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**.



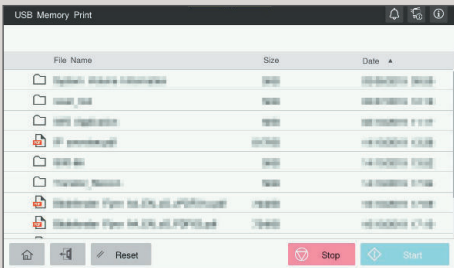
Print from USB memory



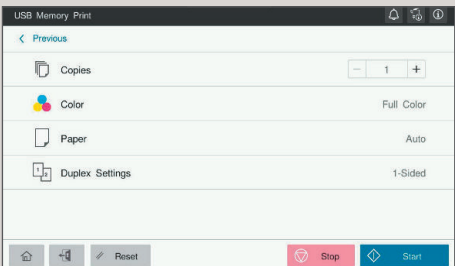
1. Position the original(s).
2. Plug the USB memory device into the USB port.



3. Tap **USB Mem. Print** on the home screen.
4. Select the desired file.



5. Specify settings as needed.

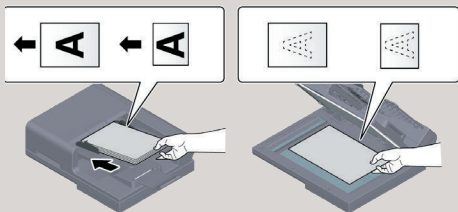


6. Tap **Start**.
The file is printed.

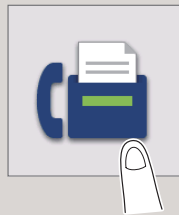
Fax operations - Send a fax (direct input)*



1. Position the original(s).

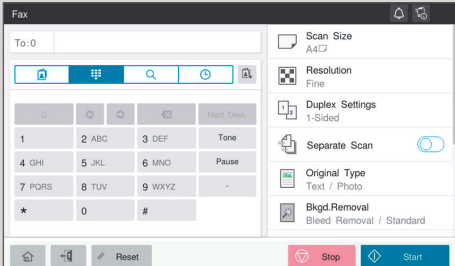


2. Tap **Fax** on the home screen.



3. Tap the direct input tab.

4. Enter the fax number.



5. Tap **OK**.
6. Specify settings as needed.
7. Tap **Start**.



The file is sent.

* only with fax option