KONICA MINOLTA

QUICK REFERENCE

How to use the system – Control Panel

ID Card Reader

Power On/Off

Touchpanel

Touchscreen*
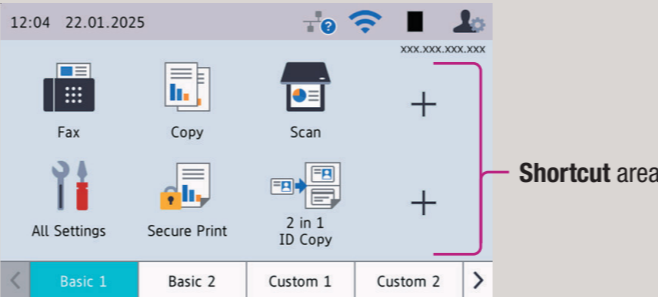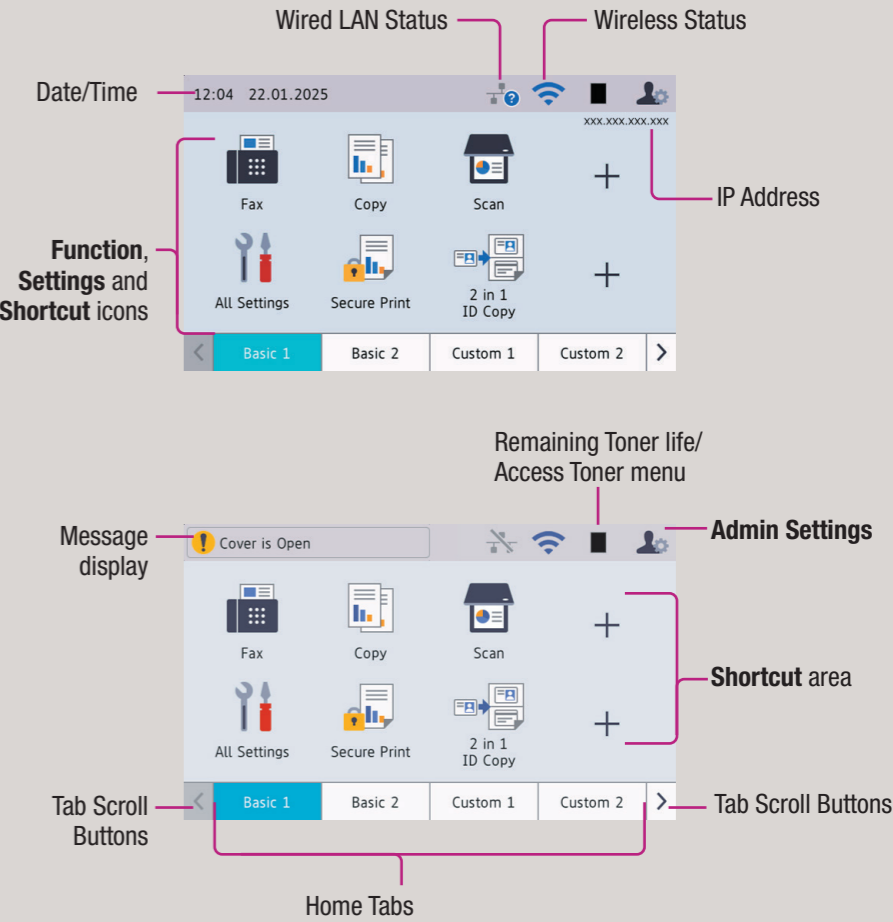
LED Power indicator
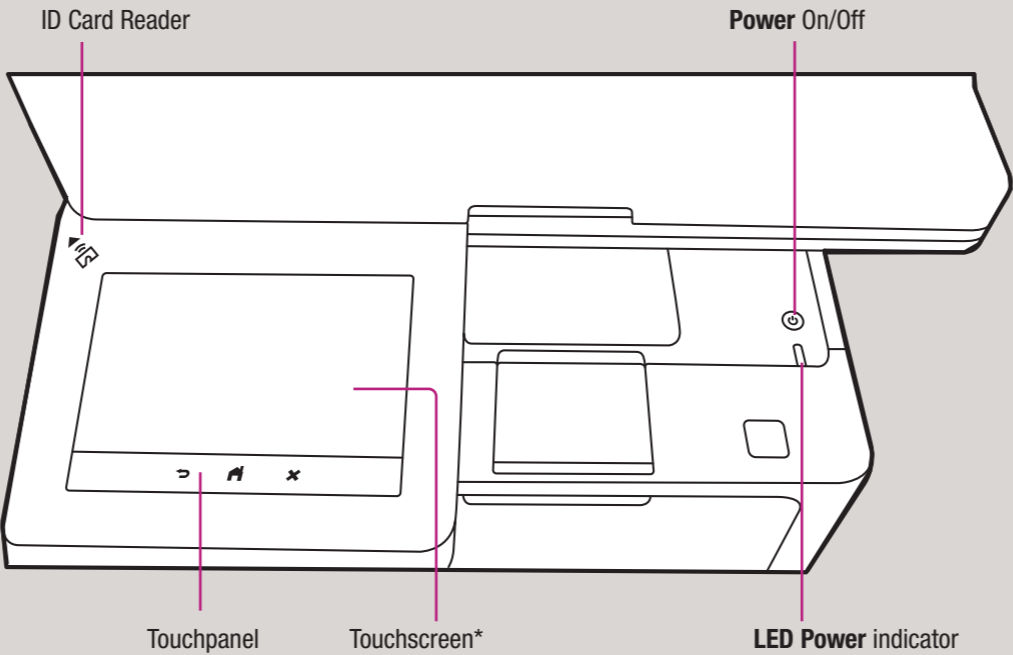
*Touchscreen:
There are eight tabbed screens (referred to as Home screens).
Each Home screen can hold up to eight icons (functions, machine settings and shortcuts).

Add a shortcut

1. Press ✛ where you have not added a shortcut.
2. Select **Fax**, **Copy**, **Scan**, **Web Connect**, or **Apps Shortcut**.
   (Some Shortcut menus are not available depending on your model.)
3. Select the desired presets.
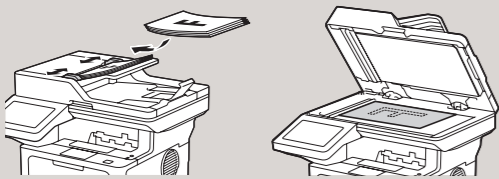4. Press ✛ **Save as a Shortcut**.
5. Press **OK**.

12:04 22.01.2025   xxx.xxx.xxx.xxx

Fax | Copy | Scan
All Settings | Secure Print | 2 in 1 ID Copy
Basic 1 | Basic 2 | Custom 1 | Custom 2

Shortcut area

Touchscreen

Date/Time

Wired LAN Status

Wireless Status

12:04 22.01.2025   xxx.xxx.xxx.xxx

IP Address

Function, **Settings** and **Shortcut** icons

Fax | Copy | Scan
All Settings | Secure Print | 2 in 1 ID Copy
Basic 1 | Basic 2 | Custom 1 | Custom 2

Remaining Toner life/
Access Toner menu

Message display

Cover is Open

Admin Settings

Fax | Copy | Scan
All Settings | Secure Print | 2 in 1 ID Copy
Basic 1 | Basic 2 | Custom 1 | Custom 2

Shortcut area

Tab Scroll Buttons

Tab Scroll Buttons

Home Tabs

Basic icons and features

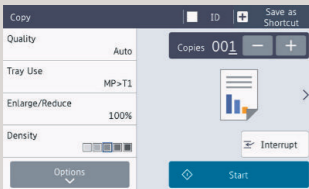|	
All Settings	Access the machine's settings menu.
Fax	Send and receive faxes.
Copy	Copy documents.
Scan	Scan a document and save it as a file.
Secure Print	Print out confidential print jobs.
USB	Print documents from a USB flash drive, or scan documents and save them to a USB flash drive.
2 in 1 ID Copy	Copy both sides of an ID Card on one page.
Eco Mode	Access machine's Eco Mode settings.
✛ **Shortcuts**	Create shortcuts for frequently used operations.

Giving Shape to Ideas

Copy a document

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

2. Press **Copy**.
   Enter the number of copies.

3. Change the copy settings, if needed.
4. Press **Start**.

Copy options

Option	Description
Quality	Select the copy quality for your type of document.
Tray Use	Select a paper tray.
Enlarge/Reduce	Enter an enlargement or reduction ratio.
Density	Increase/decrease density to make text darker/lighter.
2-sided Copy	Select to copy on both sides of the paper.
2-sided Copy > Page Layout	Select long edge binding or short edge binding.
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.
Auto Deskew	Set the machine to automatically correct skewed copies.

Copy an ID Card — Save current settings as shortcut

Selected copy options

Enter the number of copies

Output image

Access **Quick Copy**

Interrupt a copy job

Change the copy options

Start the copy operation

Enlarge/Reduce copies
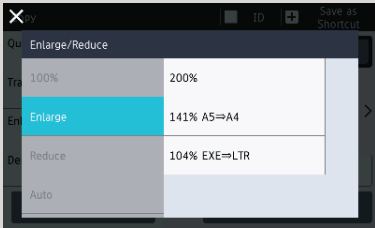
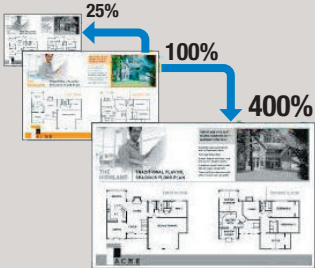1. Place the original(s) in the ADF or on the scanner glass.
2. Press **Copy**.
3. Press **Enlarge/Reduce**.
4. Select the desired option.
5. Make the desired settings.

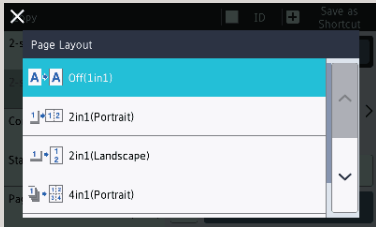6. Press **Start**.

25%
100%
400%

Make N in 1 copies

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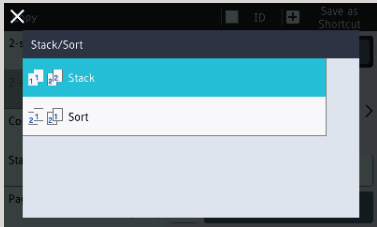4. Select the desired option.

5. Press **Start**.

Stack or sort copies

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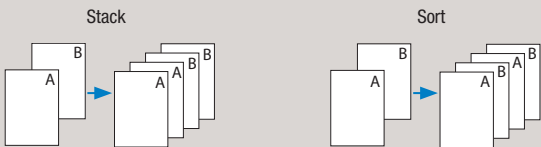3. Press **Options** > **Stack/Sort**.
4. Select the desired option.

5. Press **Start**.

Stack   Sort
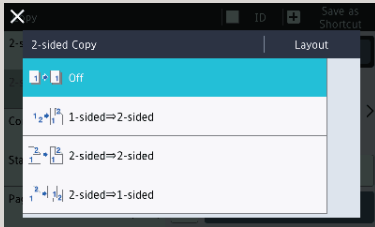
Copy on both sides of the paper

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

Portrait

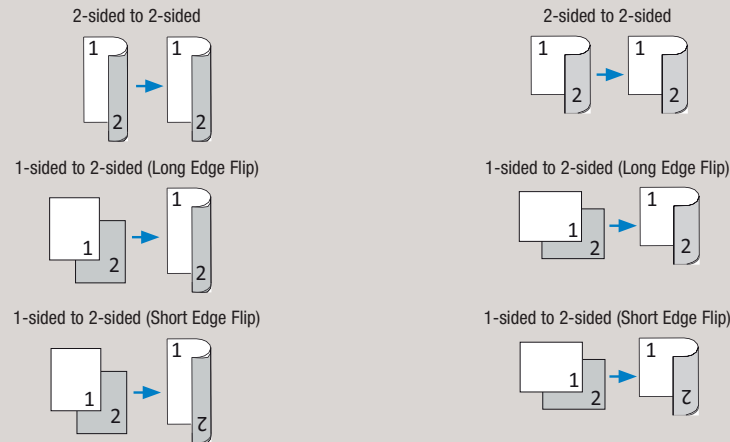2-sided to 2-sided

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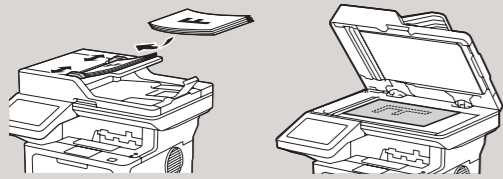
1-sided to 2-sided (Short Edge Flip)

Giving Shape to Ideas
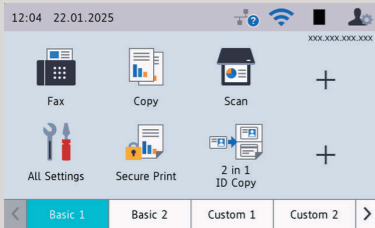
KONICA MINOLTA

bizhub 5021i

Scan a document (Basic procedure)

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

2. Press **Scan**.

3. Select the desired scan destination.
4. Change the scan options, if needed.
5. Press **Start**.

Scan options

Option	Description
2-sided Scan	Scan 2-sided documents
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 orginal.
Brightness	Increase/decrease the brightness of your scan.
Contrast	Increase/decrease contrast to make an image clearer/more subdued.
ADF Auto Deskew	Select Auto to correct a skewed document or turn the setting Off.
Skip Blank Page	Skip blank pages for scanning on/off.
Skip Blank Page Sensitivity	Select the sensitivity level for detecting blank pages.
Remove Background Color	Remove the base color of documents.
B&W TIFF Compress	Select the TIFF compression option for a black and white document.

Selected scan destination

Save current settings as shortcut

Selected scan options

Selected scan mode icon (Scan to USB in this example)

Change the scan options

Change scan mode

Start the scan operation

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**.

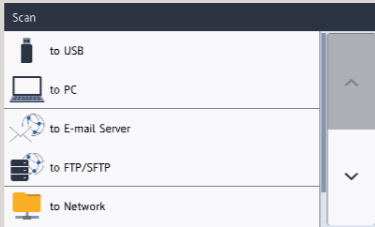4. Change the scan options, if needed.

5. Press **Start**.

Send a document via e-mail

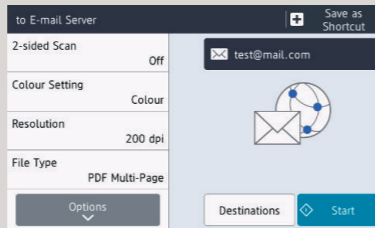1. Place the original(s) in the ADF or on the scanner glass.
2. Press **Scan**.
3. Press **to E-mail Server**.

4. Enter one or multiple e-mail destinations manually or from the address book, then press **Next**.
5. Change the scan options, if needed.

6. Press **Start**.

Store e-mail destinations

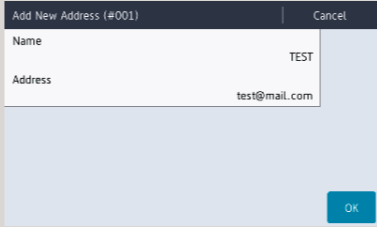1. Press **Scan**.
2. Press **to E-mail Server**.
3. Press **Address Book**.
4. Press **Edit**.
5. Press **Add New Address**.
6. Press **Name** and enter the recipients` name and press **OK**.
7. Press **Address** and enter the e-mail address and press **OK**.

8. Press **OK**.
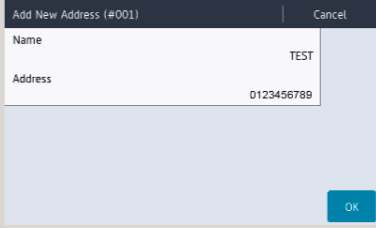
Store fax numbers

1. Press **Fax**.
2. Press **Address Book**.
3. Press **Edit**.
4. Press **Add New Address**.
5. Press **Name** and enter the recipients` name and press **OK**.
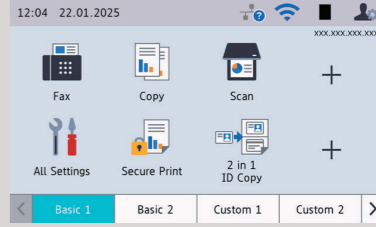6. Press **Address** and enter the fax number and press **OK**.

7. Press **OK**.

Send a fax

1. Place the original(s) in the ADF or on the scanner glass.
2. Press **Fax**.

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**.

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