KONICA MINOLTA

✎ How to use the system – Panel

- Status indicator
- Touch screen
- Energy Safe Mode on/off
- Switch to Scan/Fax function*
- Switch to Copy function*
- Display keypad*
- Proof one copy set
- Mobile Access Area (NFC)
- Keypad KP-101 (option)
- Voice Guide (not in use for European market)
- Input a value or a number
- Clear a value
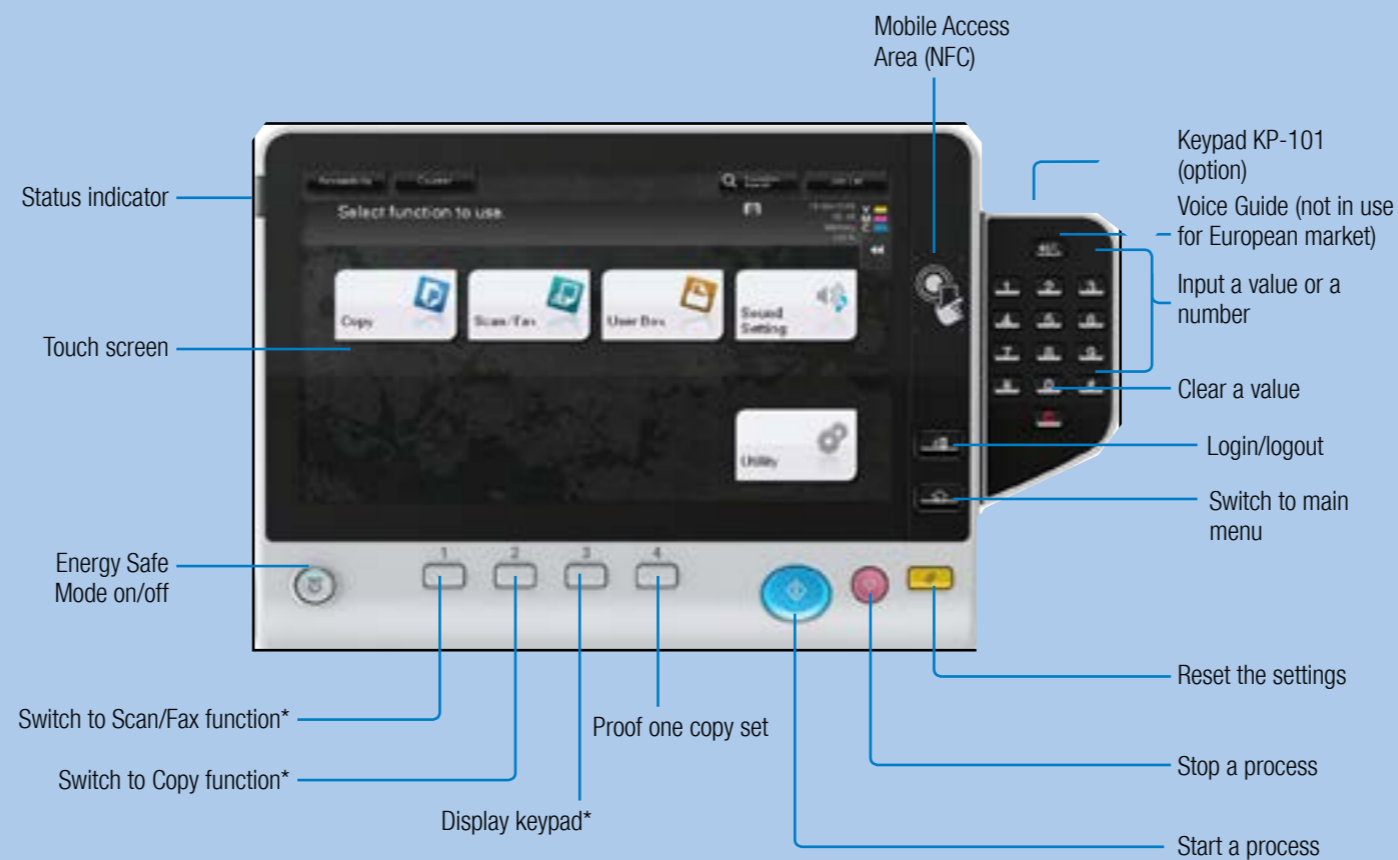- Login/logout
- Switch to main menu
- Reset the settings
- Stop a process
- Start a process

*This is a Register key. In the Administrator Settings it can be assigned to any function.

✎ Touch screen – Main menu

- Display total number of printed pages
- Adjust the touch screen / configure touch screen operation
- Message display
- Change to the functions of the shortcut key
- Display active or standby jobs
- Toner supply indicator
- Shortcut key area*
- Configure settings/ display use status

*Up to 24 shortcut keys assigned to any function can be displayed here.
 By default, the main menu shows Copy, Scan/Fax, User Box, Sound Setting, and Utility. Utility is always displayed.

✎ 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.

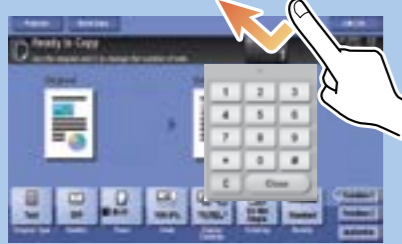*Available touch functions vary depending on displayed screen.

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Giving Shape to Ideas

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✎ Operation of keypad*

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

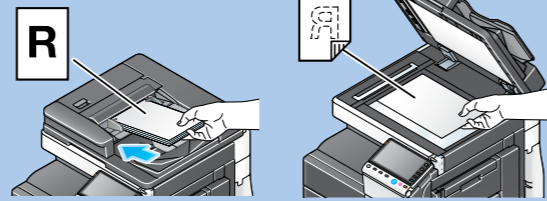2. If necessary, touch the upper side of the keypad and drag it to another display position.

*If the system is equipped with the optional hardware keypad KP-101, it can be used instead.

✎ Basic copy functions – Make a copy

1. Position the original(s).

R

2. Tap Copy in the main menu.

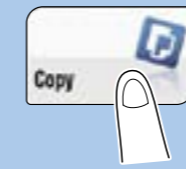3. Tap the input area to display the keypad.

4. Type in the number of copies.

5. Press the Start key.

✎ Copy operations – Basic copy screen

Register a copy program

Display Quick Copy screen

Number of copy sets

Display job list

Check copy settings

Check Finishing settings

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

Two times 7 copy functions can be set for each function bar*

Specify additional copy settings

Specify the type of the original

Adjust the copy density

Create a booklet

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

Specify Finishing settings

Specify Duplex/Combine settings

Specify a zoom 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. Press the Start key.

Automatically reduce/enlarge original size to paper size

Change zoom manually

Different values for X and Y (distortion)

User defined zoom (values can be changed)

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. Press the Start key.

Copy 2 - 8 document pages onto one page

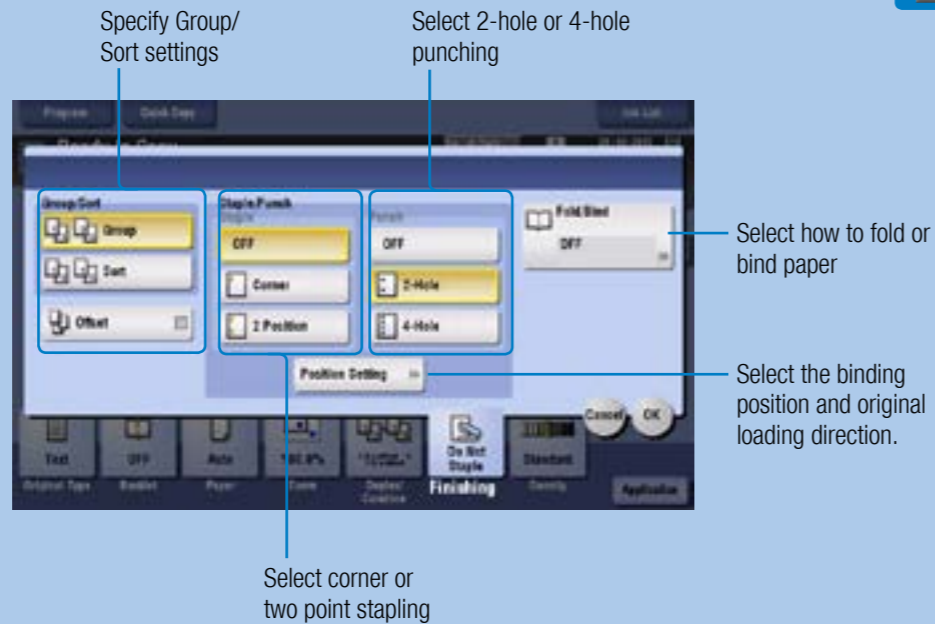Select orientation of the original loaded into ADF or placed on the original glass

Select 1-sided or 2-sided copying

Specify binding positions for the original and the copies

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✎ Finishing

Specify Group/Sort settings

Select 2-hole or 4-hole punching
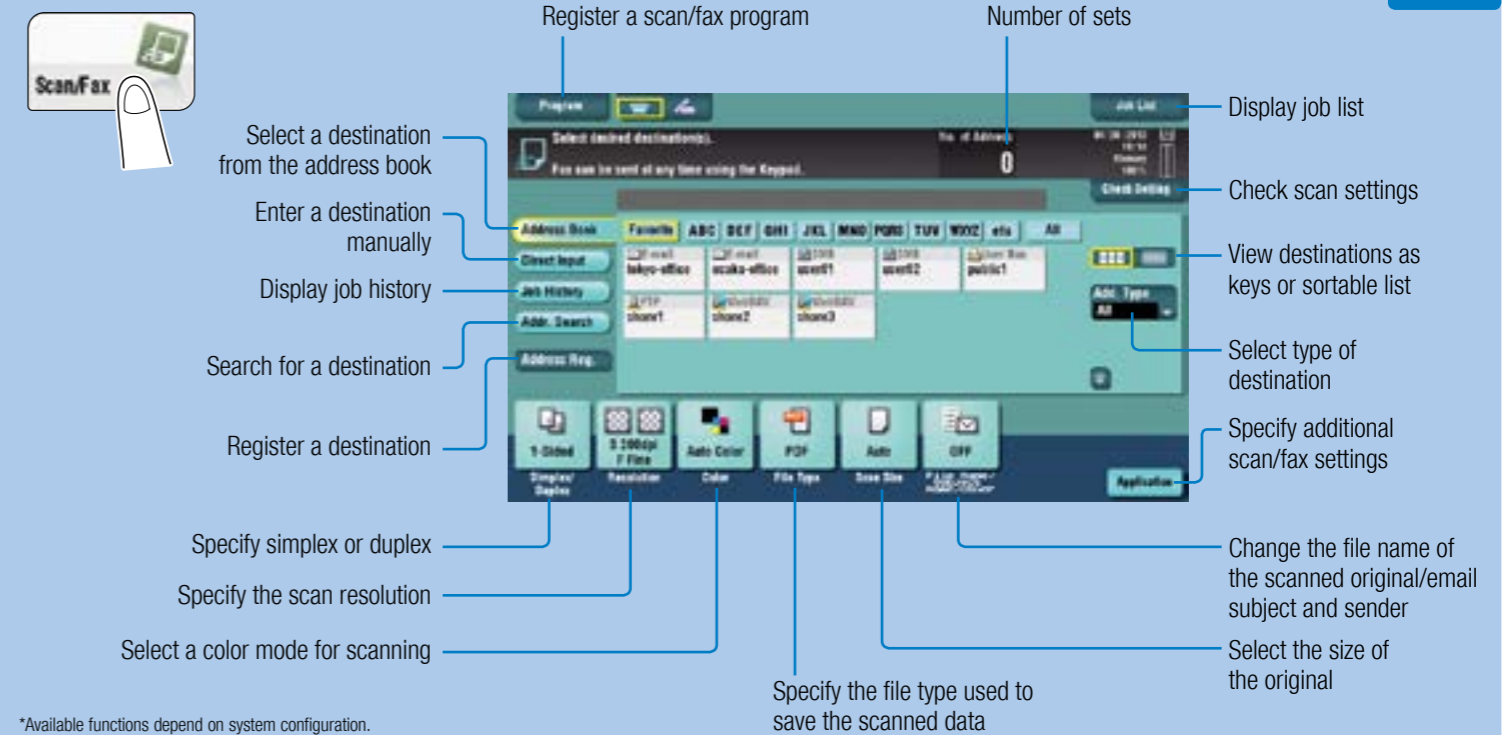
1. Position the original(s).
2. Tap Finishing in the copy screen.
3. Make the desired setting(s)*.
4. Tap OK.
5. Press the Start key.

Select how to fold or bind paper

Select the binding position and original loading direction.

Select corner or two point stapling
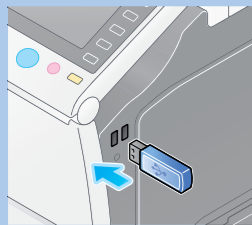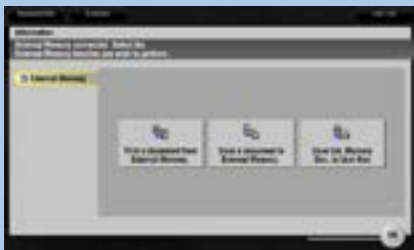
*Available functions depend on system configuration.

✎ Scan to USB memory – (Direct input)

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

3. Tap Save a document to External Memory.

4. Make the desired setting(s).
5. Press the Start key.

*Do not insert the USB memory device into the USB port close to the rear panel of this machine.

✎ 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. Press the Start key.

✎ Scan operations – Scan/Fax screen*

Register a scan/fax program

Number of sets

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

Display job list

Check scan settings

View destinations as keys or sortable list

Select type of destination

Specify additional scan/fax settings

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.

✎ Search for a destination

1. Tap Scan/Fax in the main menu.
   The destinations categorized into Favorite are displayed.
2. Tap Addr. Search > Search.
3. Tap Name Search or Address search.
4. Enter the search text and tap Search.
5. Select the destination from the search result.
6. Press the Start key.

✎ Sending data to multiple destinations

1. Position the original(s).
2. Tap Scan/Fax in the main menu.
   The destinations categorized into Favorites are displayed.
3. Tap Add. Type.
4. Select the desired type of destination.
5. Specify two or more destinations.
6. Press the Start key.

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Register a destination

1. Tap Scan/Fax in the main menu.
2. Tap Address Reg.
3. Tap Input new Address.
4. Select the type of destination you want to register.
5. 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

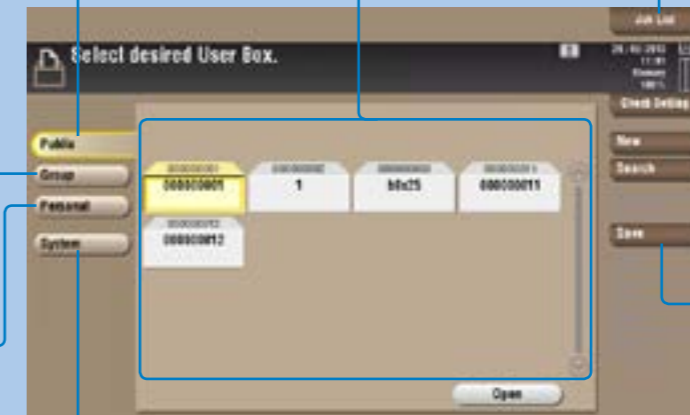Display job list

Check scan settings

Create a user box

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

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. Press the Start key.
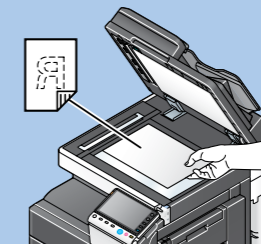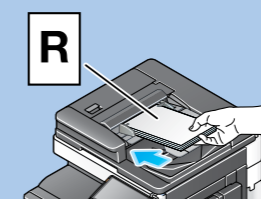   The file is saved.

Create a user box

1. Tap Utility in the main menu.
2. Tap One-Touch/User Box Registration.
3. Tap Create User Box.
4. Tap Public/Personal User Box.
5. Tap New.
6. Enter the registration 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. Press the keypad button.

4. Type in the fax number.

5. Press the Start key.