KONICA MINOLTA

✏ How to use the system – Panel

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

Job List

ID
testUser1

Copy — Scan to Email — Fax — ID & Print

External Memory Print — Classic Style — Web Browser — MarketPlace

Utility

Language

*with Classic Style

✏ Touch screen – Home

login/logout

Display active or standby jobs

Check warnings or notices

Check device information

User ID

Configure settings/ display use status

Change display language (temporarily)

Shortcut key area*

Page indicator

ID
testUser1

Job List

Copy — Scan to Email — Fax — ID & Print

External Memory Print — Classic Style — Web Browser — MarketPlace

Utility

Language

*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

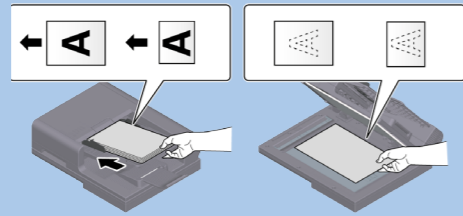Touch the upper side of the keypad and drag it to another display position.

*Available touch functions vary depending on displayed screen.

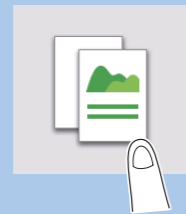**bizhub** C360i / C300i / C250i

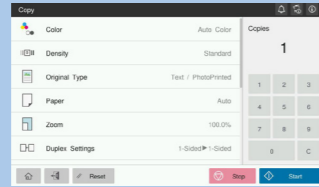**KONICA MINOLTA**

Basic copy functions – Make a copy

1. Position the original(s).

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

3. Set copy options as needed.
4. Enter the number of copies.

5. Tap **Start**.

Start

Copy operations – Basic copy screen

Setting*	Description
Color	Select the copy color mode (e.g. Full Color, Black & White)
Density	Adjust the brightness of the copy
Original Type	Select the image quality level of the original
Paper	Select paper size and type of the original / change size and type of the paper loaded in paper trays
Zoom	Specify enlargement or reduction ratio
Duplex Settings	Specify 1-sided or 2-sided scanning / copying
Combine	Copy multiple pages on a single sheet
Staple/Punch	Specify staple position / number and position of punch holes / binding position
Mixed Original	Scan originals of different sizes
Original Size	Specify the size of the original when it is not detected correctly
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Separate Scan	Scan a large number of originals in several batches / scan originals using both ADF and original glass
Automatic Image Rotation	Rotate the original image according to paper direction (switched on as default)

*Available functions depend on system configuration.

- Scroll bar
- Number of copy sets
- Specify copy settings
- Enter number of copy sets
- Start a copy job
- Return to home screen
- login/logout
- Stop a copy job
- Return settings to default

Copy — Color Auto Color — Density Standard — Original Type Text / PhotoPrinted — Paper Auto — Zoom 100.0% — Duplex Settings 1-Sided ▶ 1-Sided — Copies 1 — Stop — Start

Zoom

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

- Change zoom manually
- Automatically reduce/enlarge original size to paper size
- Copy in the same size as the original
- Preset zoom values (can be changed)

Copy — Zoom — 100.0% — 25.0 - 400.0 %

Auto	x1.0 100%
Reduce	Enlarge
A3▶B4 A4▶B5 86.6%	B4▶A3 B5▶A4 115.4%
B4▶A4 81.6%	A4▶B4 122.4%

Cancel OK

Duplex Settings

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

Copy — Duplex Settings
- Original > Copy: 2-Sided ▶ 2-Sided
- Org. Binding Pos.: Auto
- Output Bind Dir.: Auto
- Original Direction
- Cancel OK
- Stop — Start

- Select 1-sided or 2-sided scanning > copying
- Specify the binding position of the original
- Specify the binding position for the copies
- Select orientation of the original loaded into ADF or placed on the original glass

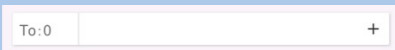**bizhub** C360i / C300i / C250i
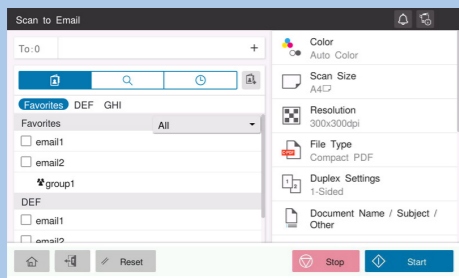
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✎ Scan to e-mail (Direct input)

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

3. Tap **+**.

4. Enter the destination address.
5. Tap **OK**.

6. Specify settings as needed.
7. Tap **Start**.
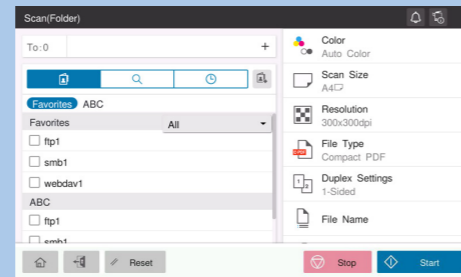   The file is sent.

✎ Save file in a shared folder

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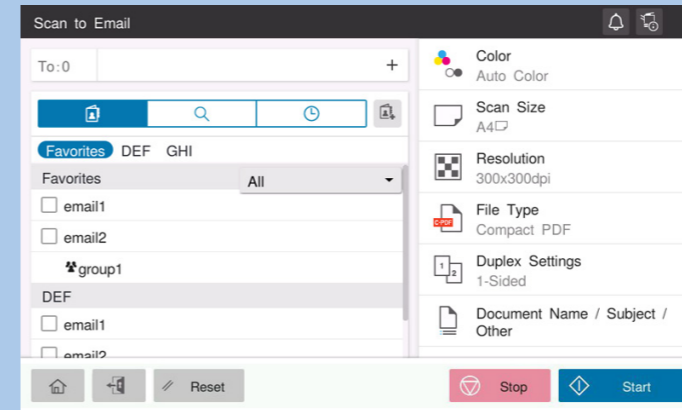2. Tap **Scan (Folder)** on the home screen.

3. Select the desired folder.

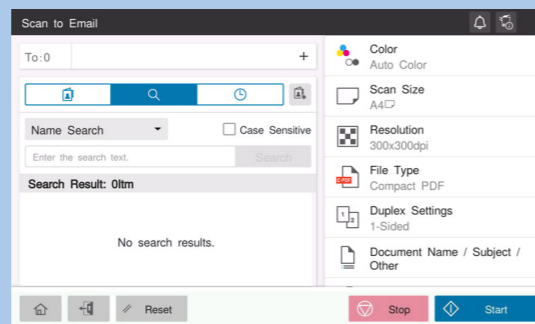4. Specify settings as needed.
5. Tap **Start**.
   The file is saved.

✎ Scan operations – Settings*

Setting*	Description
Color	Select the scan color mode (Full Color, Black&White)
Scan Size	Specify the original size
Resolution	Specify the scan resolution
File Type	Specify the file type for saving
Duplex Settings	Specify 1-sided or 2-sided scanning
Document Name/ Subject/Other	Change the file name, E-mail subject, or message text.
Separate Scan	Scan a large number of originals in several batches / scan originals using both ADF and original glass
Mixed Original	Scan originals of different sizes
Blank Page Removal	Skip blank pages
Binding Position	Specify the binding position of the original
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Original type	Select the image quality level of the original
Density	Adjust the scan brightness
Background Removal	Adjust the the background brightness (e.g. for originals with colored background)

*Available settings depend on system configuration.
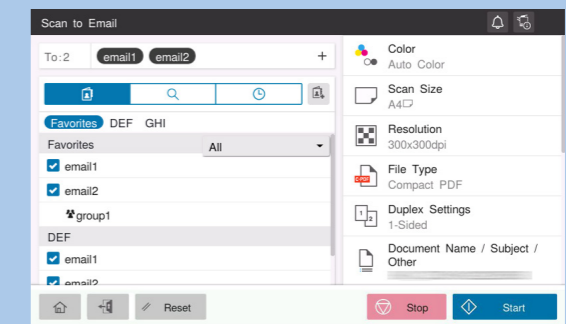
✎ Search for a destination

1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan (Folder)**.
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.

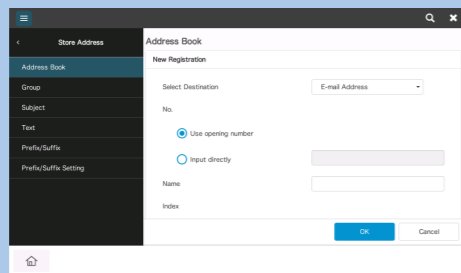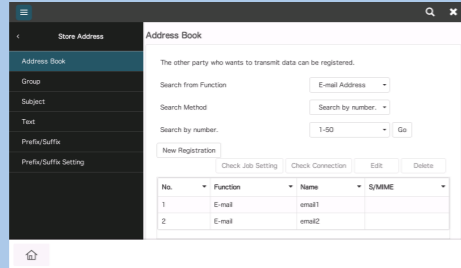## ✎ Sending data to multiple destinations / using the address book

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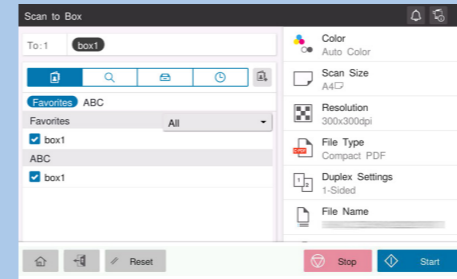5. Tap **OK**.
6. Tap **Start**.
   The file is sent.

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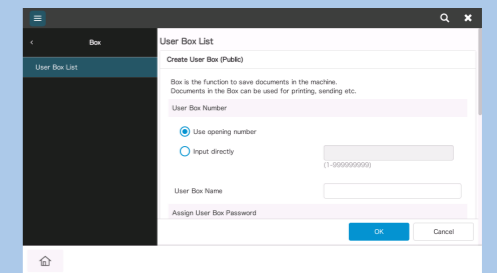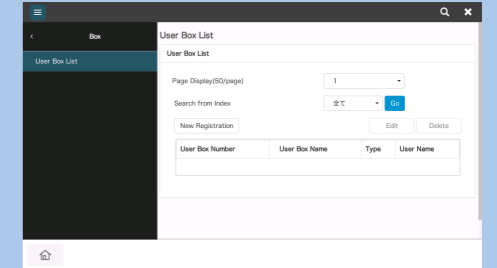5. Enter the destination information and tap **OK.**

✎ 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**
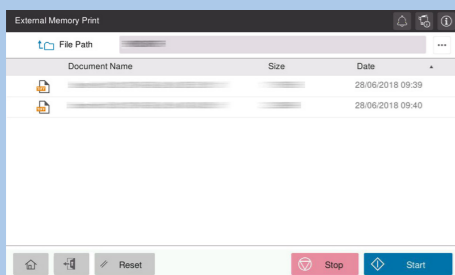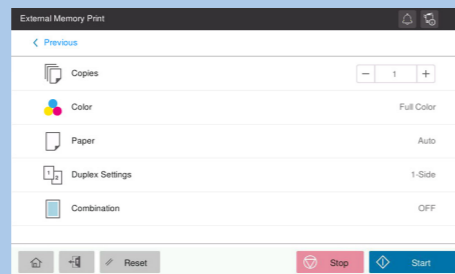4. Enter the destination information and tap **OK.**

✎ Print from USB memory

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

3. Tap **External Memory Print** on the home screen.
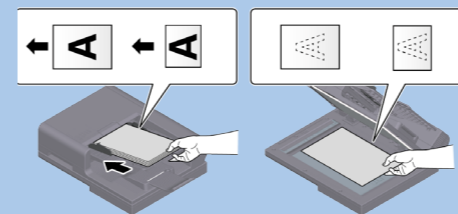4. Select the desired file.

5. Specify settings as needed.

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

✎ Fax operations - Send a fax (direct input)*
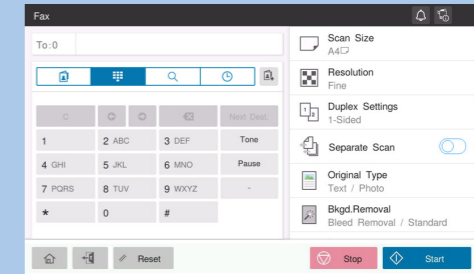
1. Position the original(s).

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

3. Tap the direct input tab. ⌗

4. Enter the fax number.

5. Specify transmission options as needed.
6. Tap **Start.**

⬦ Start

The file is sent.

*only with fax option

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