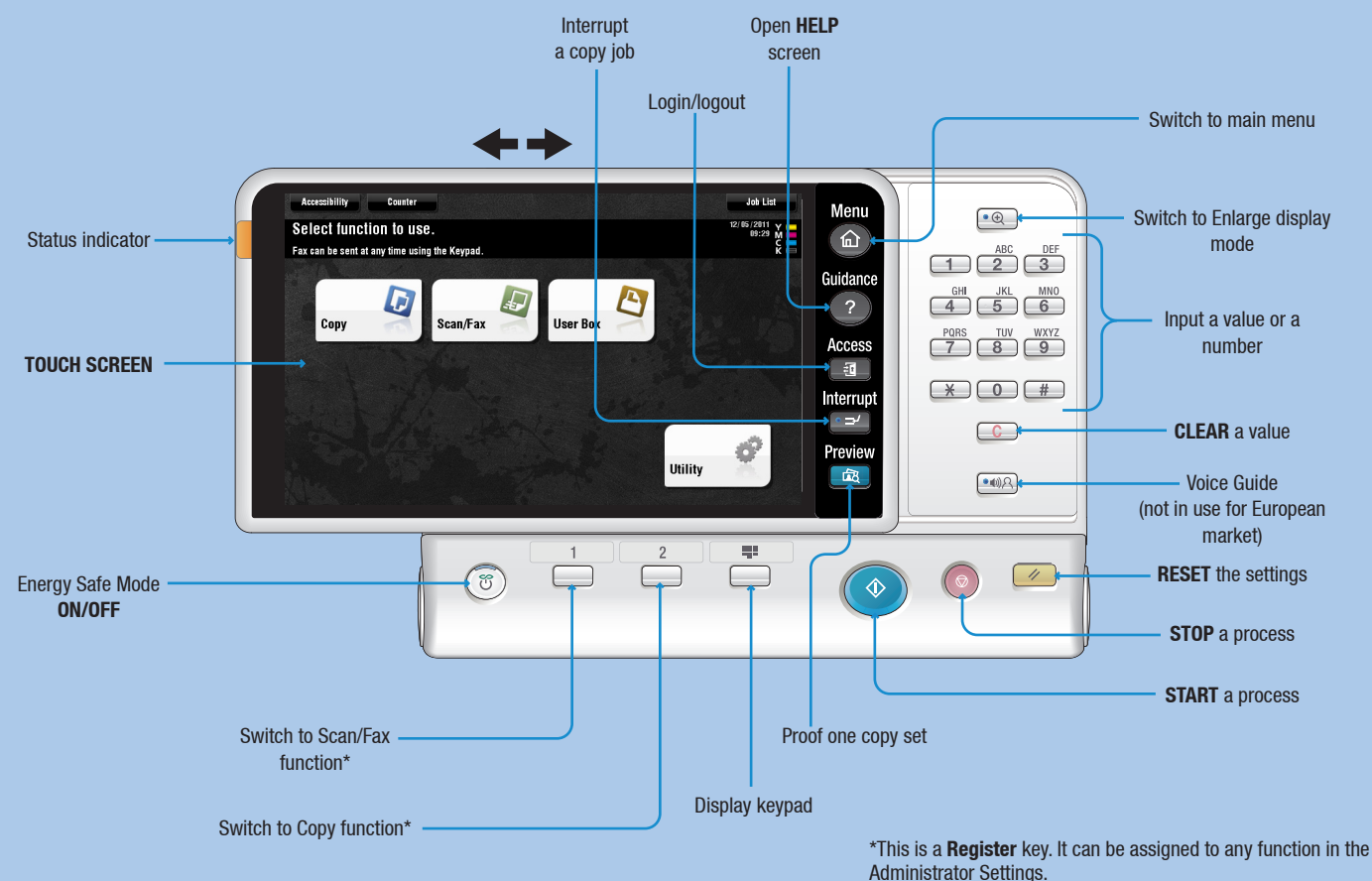
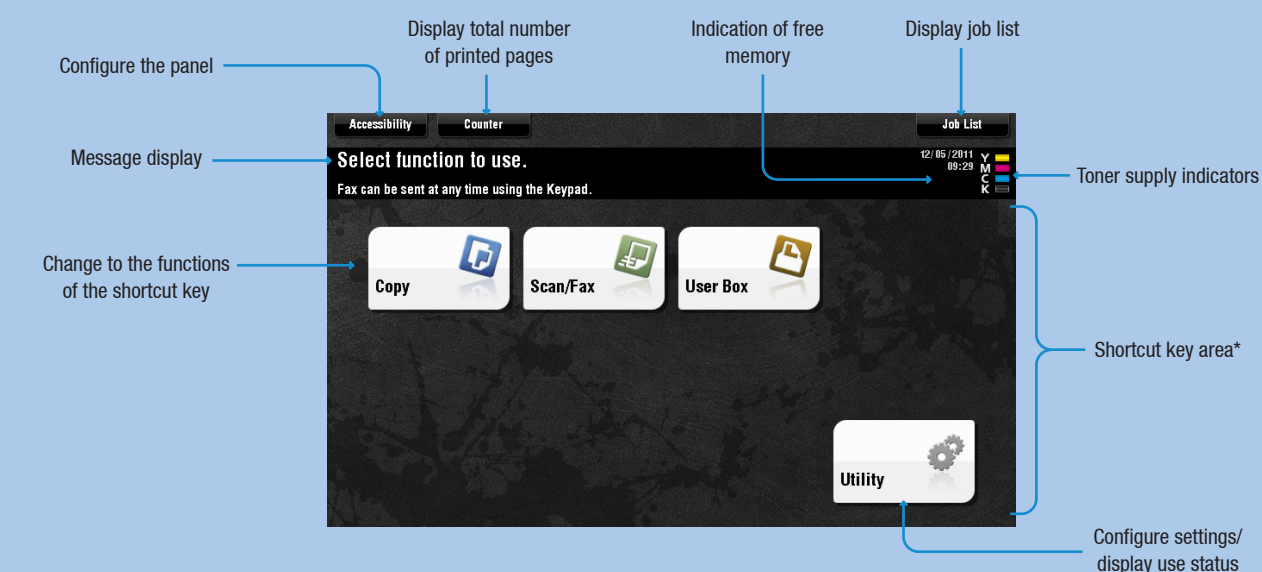


# Manages color and black/white

## → How to use the machine Panel



## → Touch Screen (Main Menu)



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

## → Operating the Touch Screen

1. **TAP** to select or determine a menu.



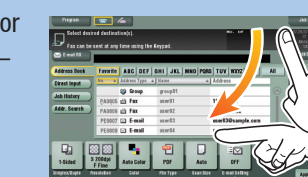
2. **DOUBLE-TAP** to retrieve detailed information or enlarge a thumbnail image.



3. **DRAG** to move a display position on an application or preview screen.

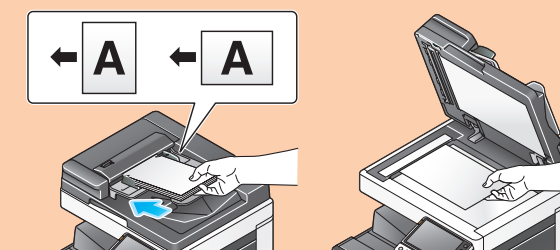


4. **FLICK** to scroll an address or job list and feed thumbnail-view pages.

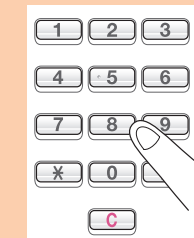


## → Basic copy functions Make a copy

1. Position the original(s).



2. Type in the number of copies.



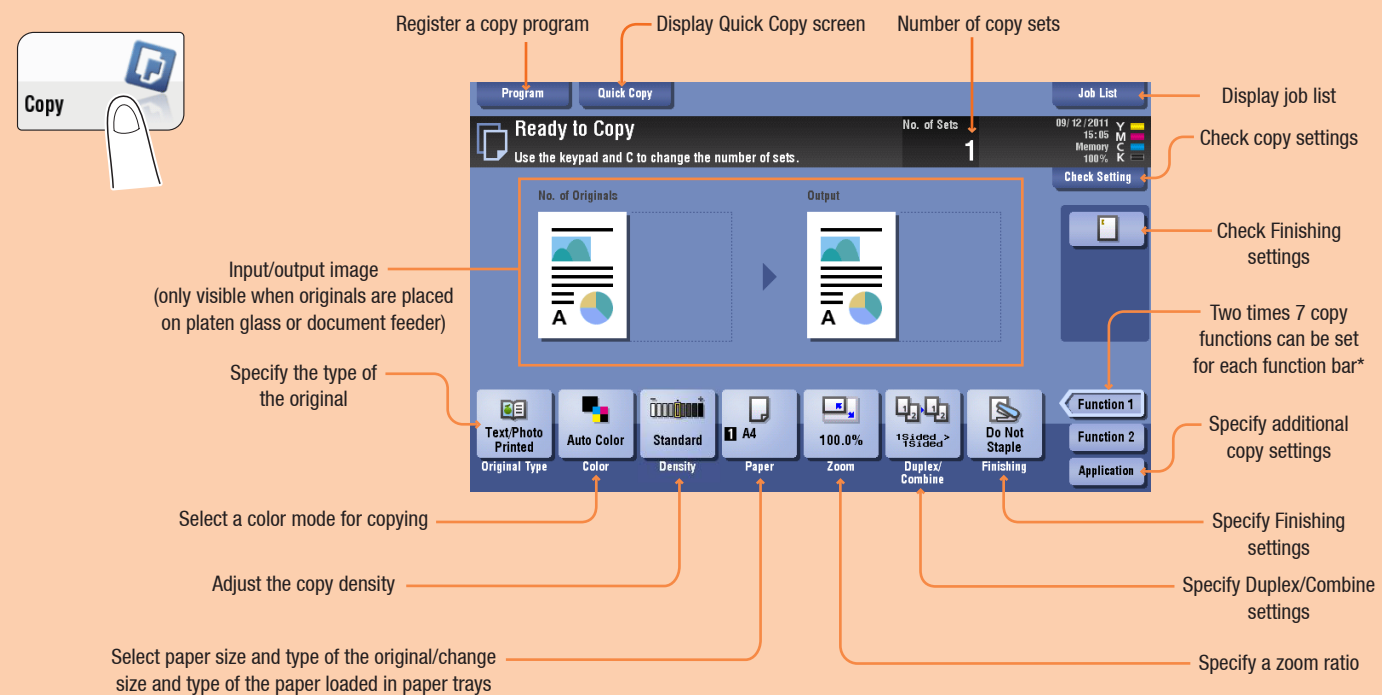
3. Press the **START** key.



# Manages color and black/white

## → Copy operations

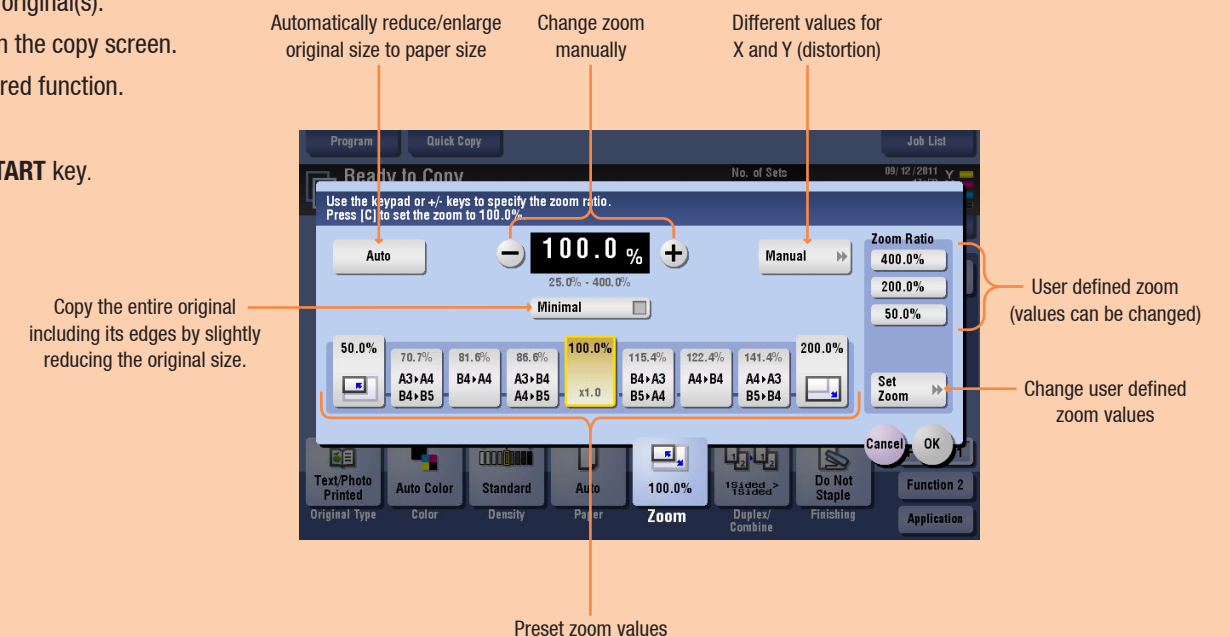
Basic copy screen\*



\*Available functions depend on device configuration.

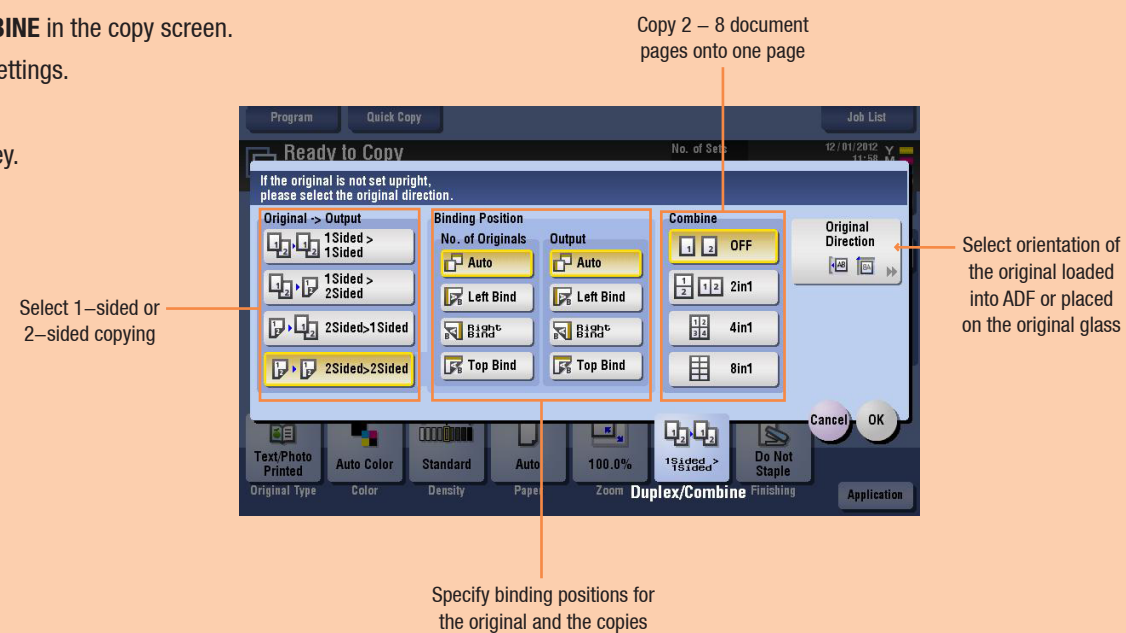
## → Zoom

1. Position the original(s).
2. Tap **ZOOM** in the copy screen.
3. Tap the desired function.
4. Tap **OK**.
5. Press the **START** key.



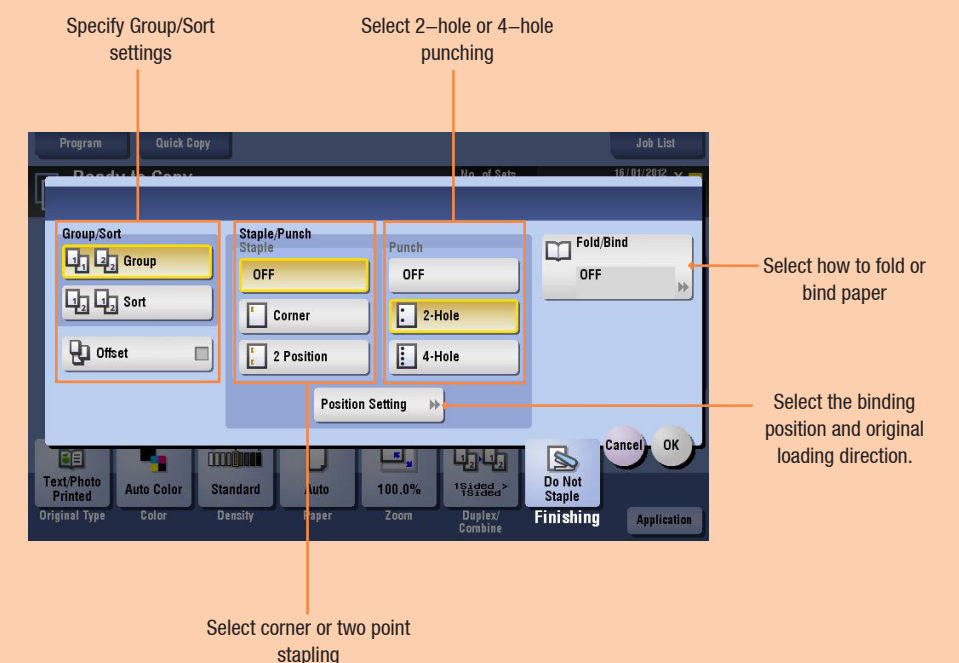
## → Duplex/Combine

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.



## → Finishing

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.



\*available functions depend on machine/finisher.



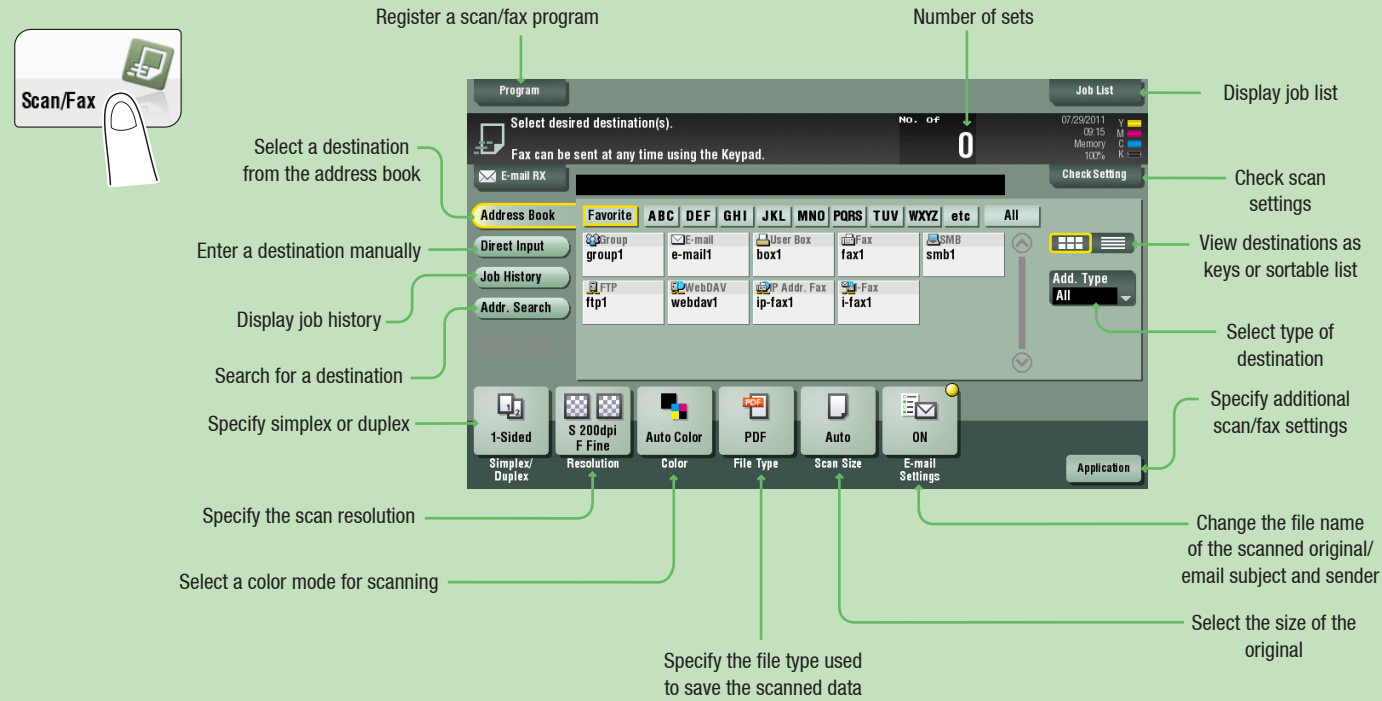
KONICA MINOLTA

Giving Shape to Ideas

# Manages color and black/white

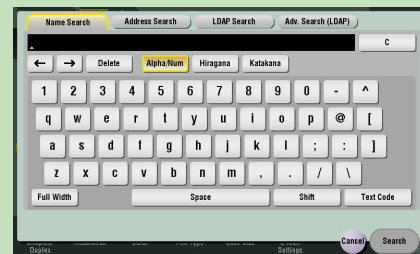
## → Scan operations

Scan/Fax screen



## → 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.



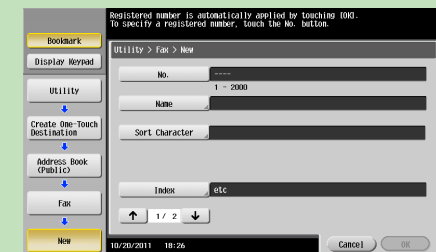
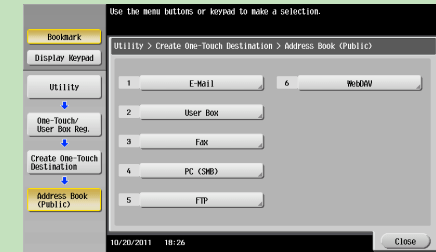
## → Sending data to multiple destinations

1. Position the original(s).
2. Tap **SCAN/FAX** in the main menu.  
The destinations categorized into **FAVORITE** are displayed.
3. Tap **ADD. TYPE**.
4. Select the desired type of destination.
5. Specify two or more destinations.
6. Press the **START** key.



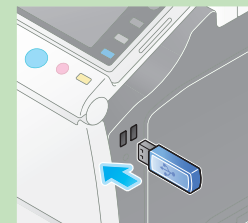
## → Address registration (public address book)

1. Tap **UTILITY** in the main menu.
2. Tap **ONE-TOUCH/ USER BOX REGISTRATION**.
3. Tap **CREATE ONE-TOUCH DESTINATION**
4. Tap **ADDRESS BOOK (PUBLIC)**.
5. Select the type of destination you want to register.
6. Tap **NEW**.
7. Enter the destination information and tap **OK**.

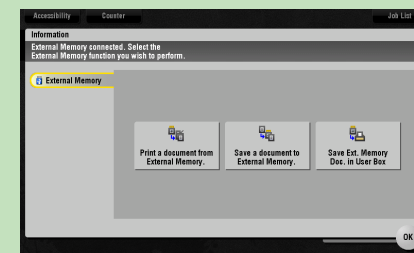


## → Scan to USB memory (Direct Input)

1. Plug the USB memory device\* into the USB HOST port



2. Position the original(s).
3. Select **SAVE A DOCUMENT TO EXTERNAL MEMORY** and tap **OK**.

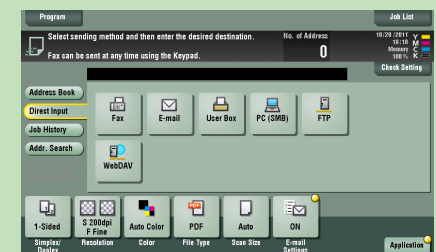


4. Tap **DIRECT INPUT**.
5. Enter a document name.
6. Tap **OK**.
7. Press the **START** key.

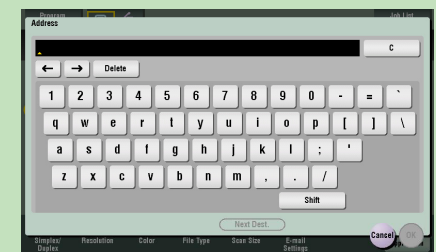
\*USB interface version 2.0/1.1, FAT32 format files, memory size up to 2 GB are supported.

## → 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.

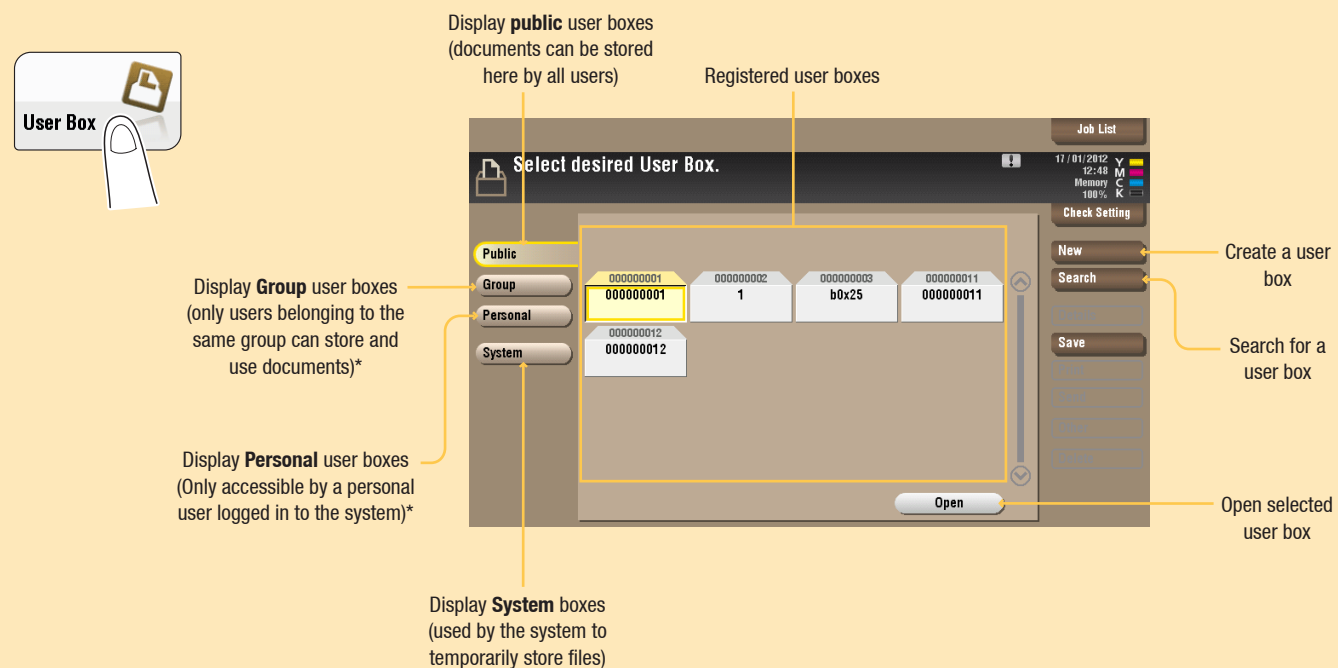


6. Tap **OK**.
7. Press the **START** key.



# Manages color and black/white

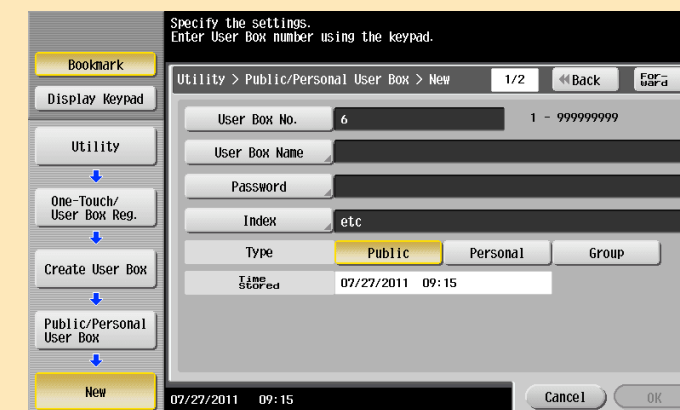
## → Box operations User Box Screen



\*not displayed when an unauthorized user has logged in.

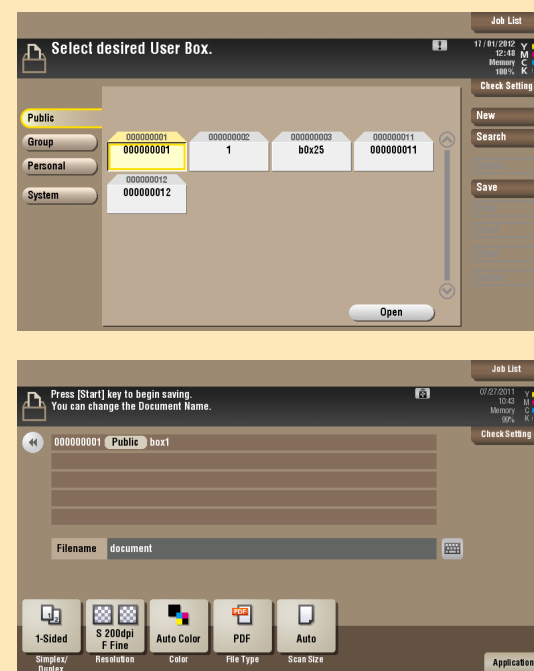
## → Create a user box

1. Tap **UTILITY** in the basic screen.
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**.



## → 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 if necessary.
6. Press the **START** key.  
The file is saved.



## → Fax operations (only with fax option) Send a fax

1. Position the original(s).
2. Tap **SCAN/FAX** in the main menu.
3. Enter the fax number and press the **START** key.

