bizhub 754/654 QUICK REFERENCE 1/4

KONICA MINOLTA

How to use the system – Panel

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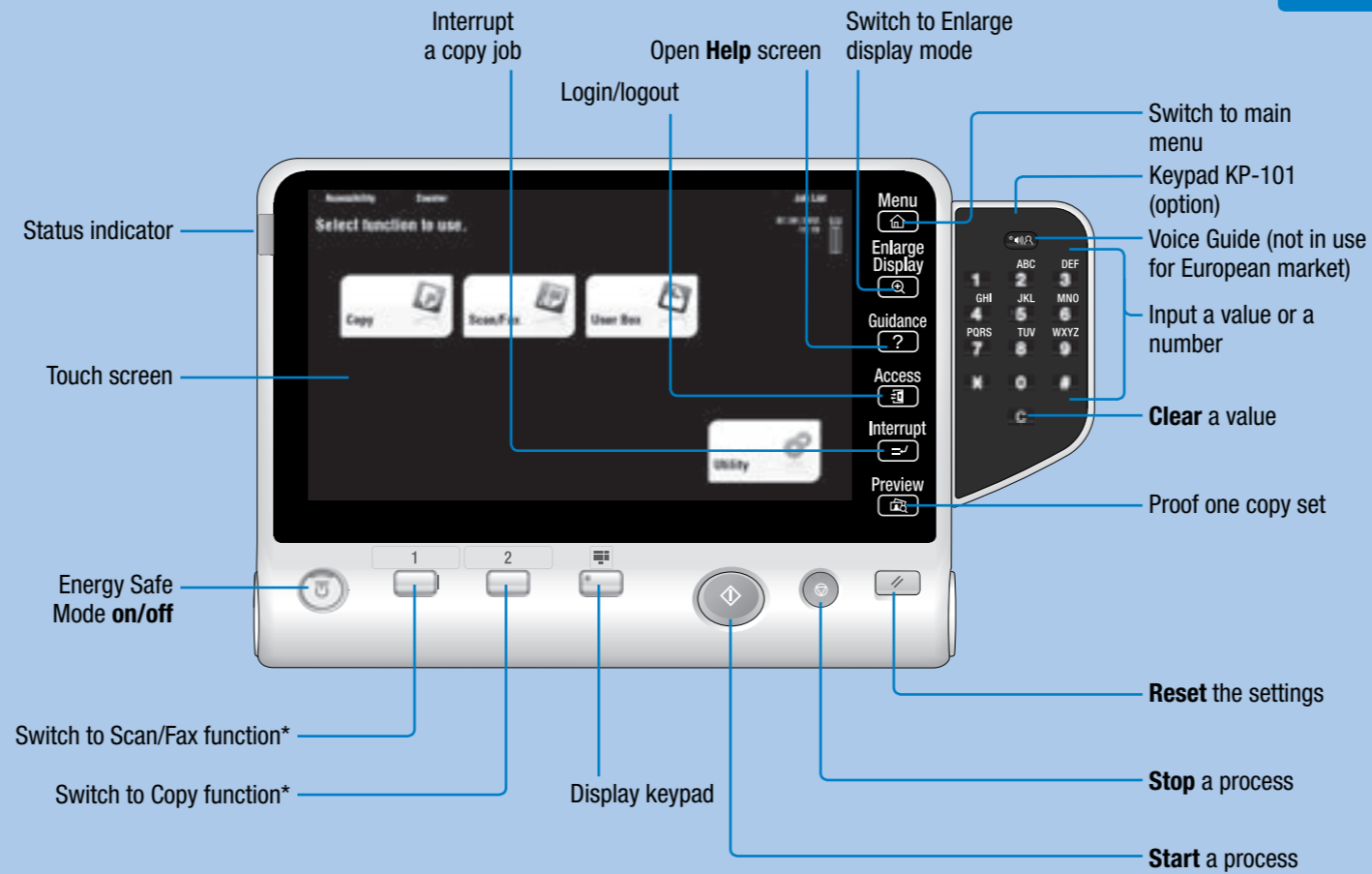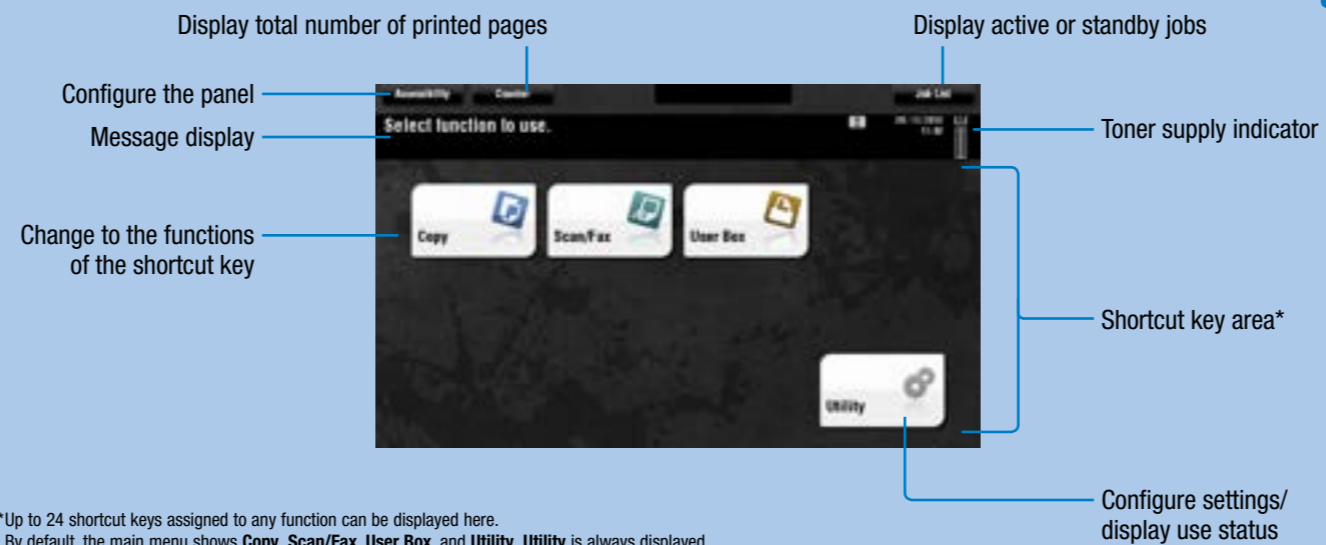- **Start** a process

Menu
Enlarge Display
Guidance
Access
Interrupt
Preview
Utility

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

Touch screen – Main menu

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

Select function to use.
Copy   Scan/Fax   User Box
Utility

*Up to 24 shortcut keys assigned to any function can be displayed here.
By default, the main menu shows **Copy**, **Scan/Fax**, **User 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.
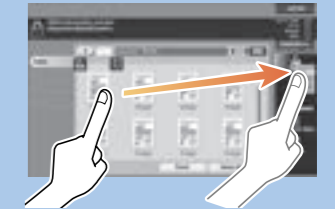
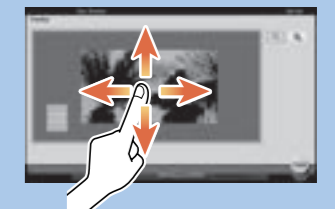4. **Flick** to scroll an address or job list and feed thumbnail-view pages.

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.

bizhub 754/654

KONICA MINOLTA

✐ Operation of keypad

1. Tap the numerals or the input area on the screen to display the keypad.
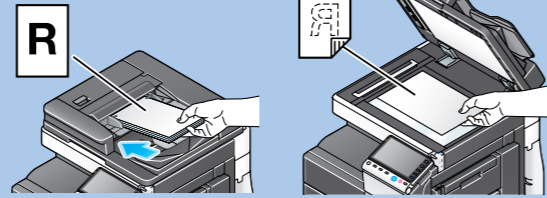
2. Touch the upper side of the keypad and drag it to another display position.
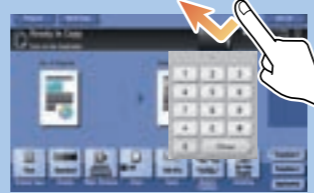
✐ Basic copy functions – Make a copy

1. Position the original(s).

R

2. Tap **Copy** in the main menu.

3. Tap the input area to display the keypad.
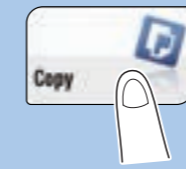
4. Type in the number of copies.

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 the type of the original

Specify additional copy settings

Adjust the copy density

Specify Finishing settings

Adjust the background density

Specify Duplex/Combine settings

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

Specify a zoom ratio

*Available functions depend on system configuration.

✐ 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

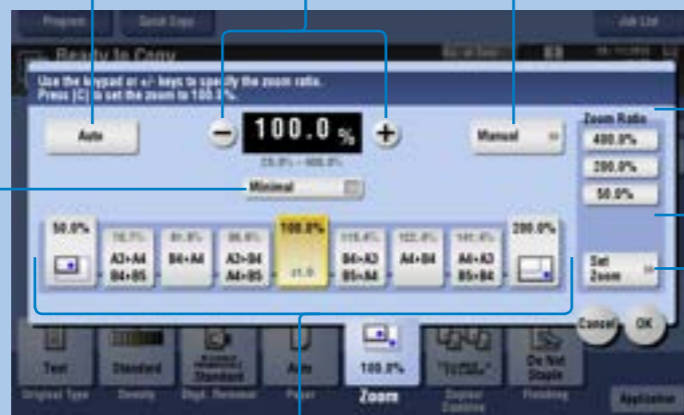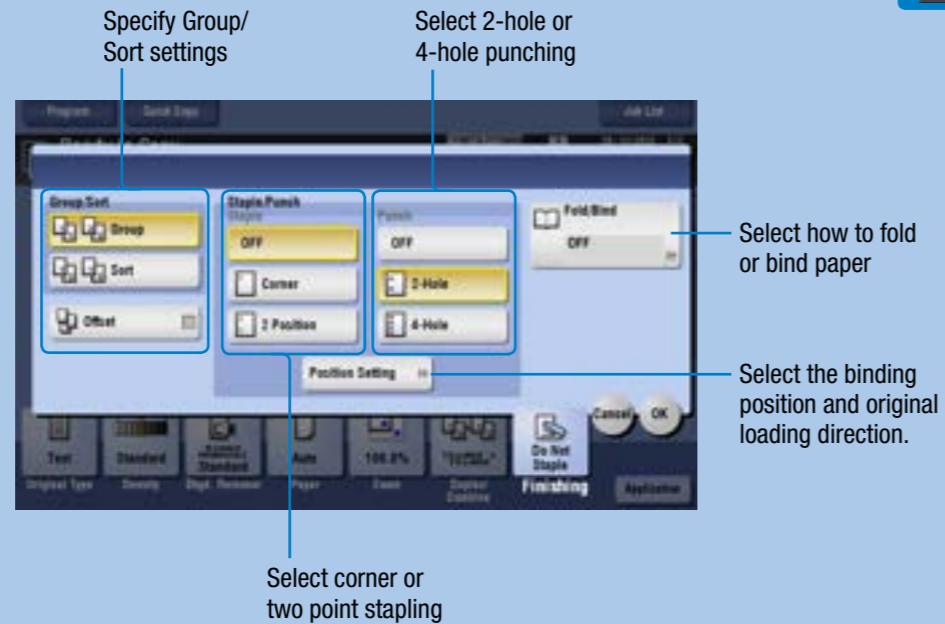Specify binding positions for the original and the copies

✐ 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)

100.0 %

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

KONICA MINOLTA

✒ Finishing
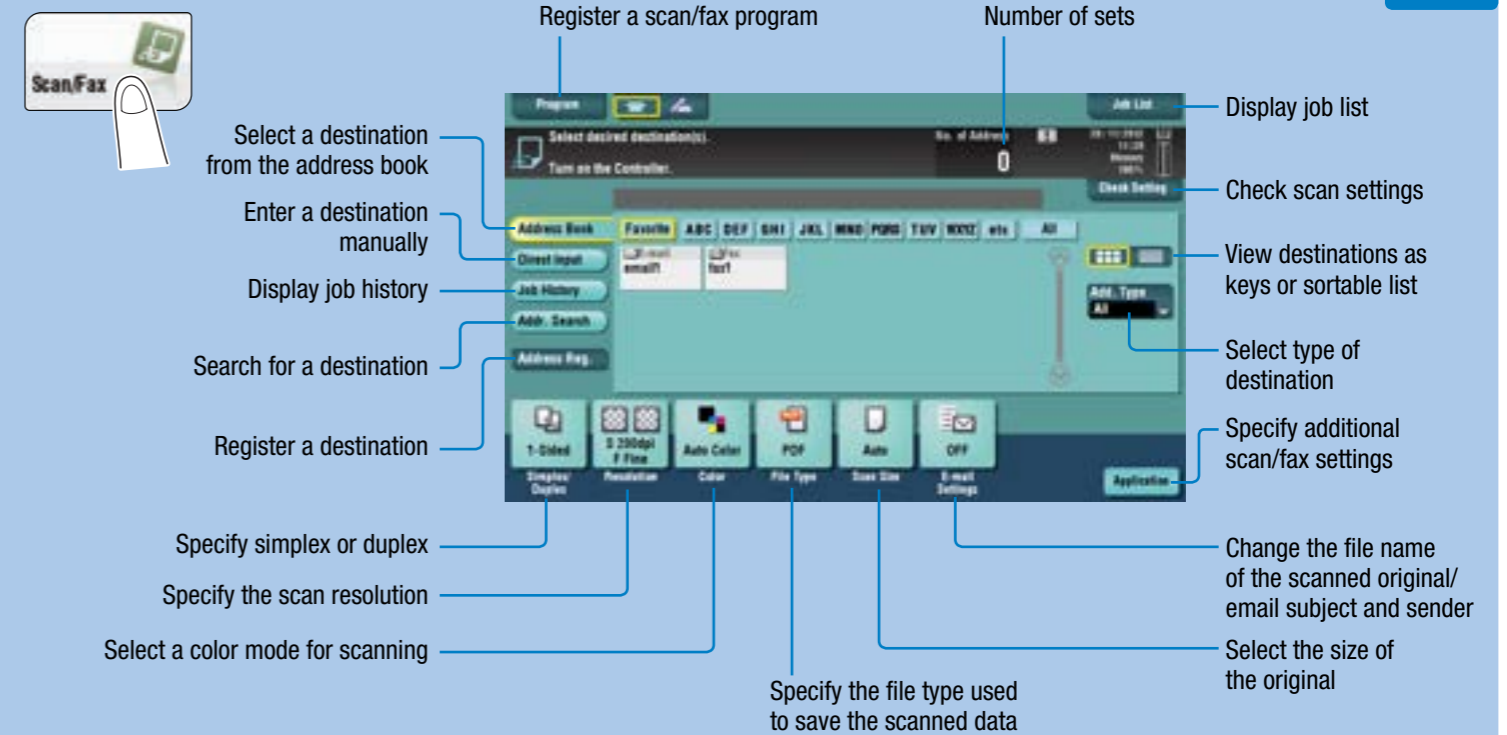
Specify Group/
Sort settings

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)*.
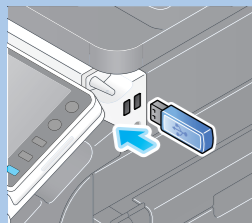4. Tap **OK**.
5. Press the **Start** key.

Select how to fold
or bind paper

Select the binding
position and original
loading direction.

*Available functions depend on system configuration.

Select corner or
two point stapling

✒ Scan operations – Scan/Fax screen

Register a scan/fax program

Number of sets

Select a destination
from the address book

Display job list

Enter a destination
manually

Check scan settings

Display job history

View destinations as
keys or sortable list

Search for a destination

Register a destination

Select type of
destination

Specify additional
scan/fax settings

Specify simplex or duplex

Change the file name
of the scanned original/
email subject and sender

Specify the scan resolution

Select a color mode for scanning

Select the size of
the original

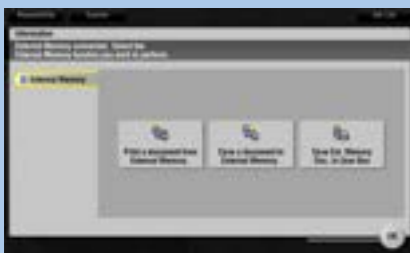Specify the file type used
to save the scanned data

✒ 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.

✒ 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.

✒ Search for a destination

1. Tap **Scan/Fax** in the main menu.
   The destinations categorized into **Favorites** 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.
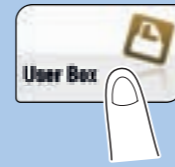6. Press the **Start** key.

Giving Shape to Ideas

bizhub 754/654

KONICA MINOLTA

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)

*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 if necessary.
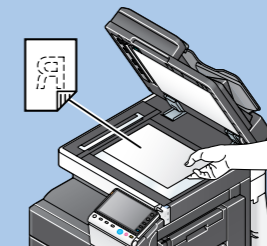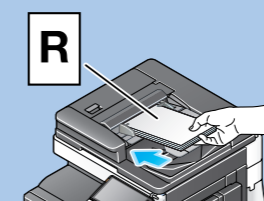6. Press the **Start** key. The file is saved.

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**.

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.