



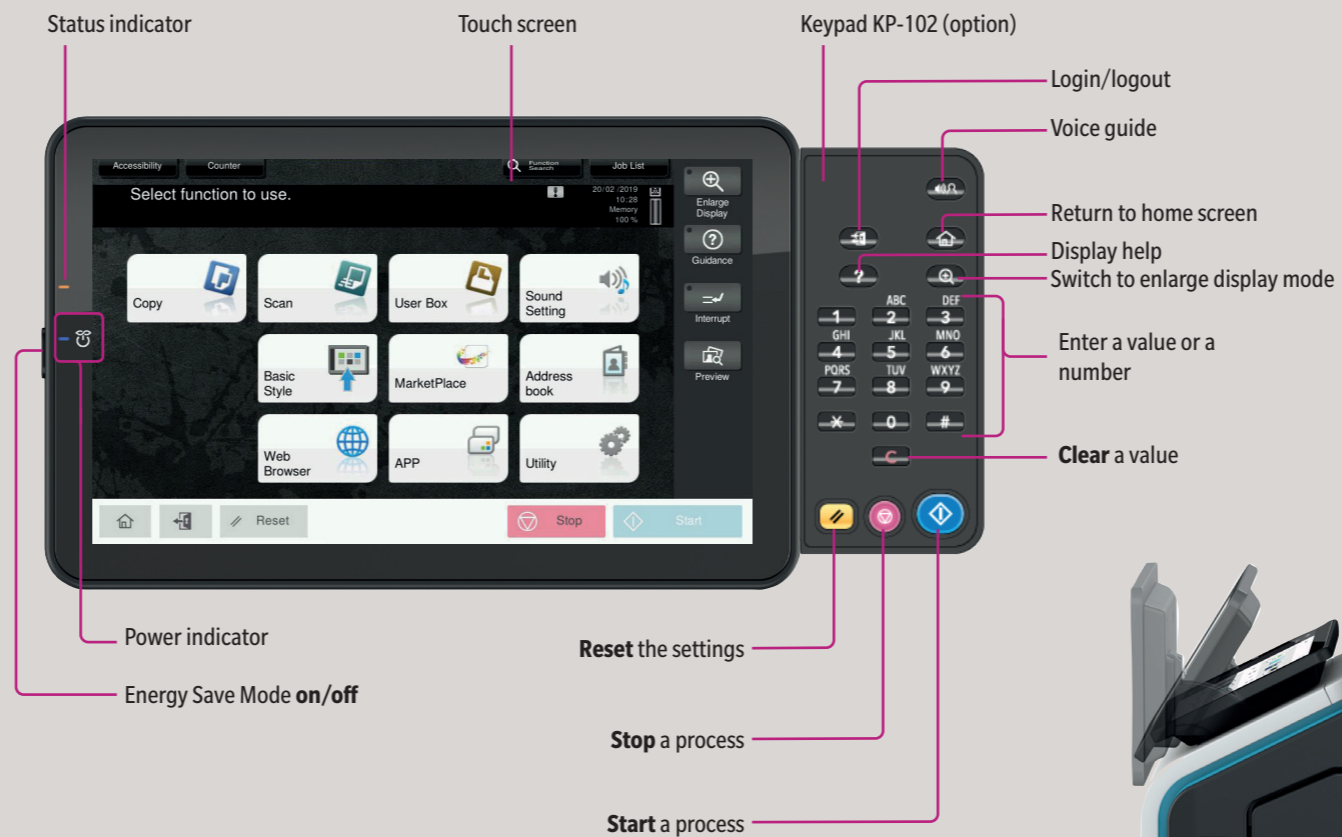
KONICA MINOLTA

bizhub 361i/301i

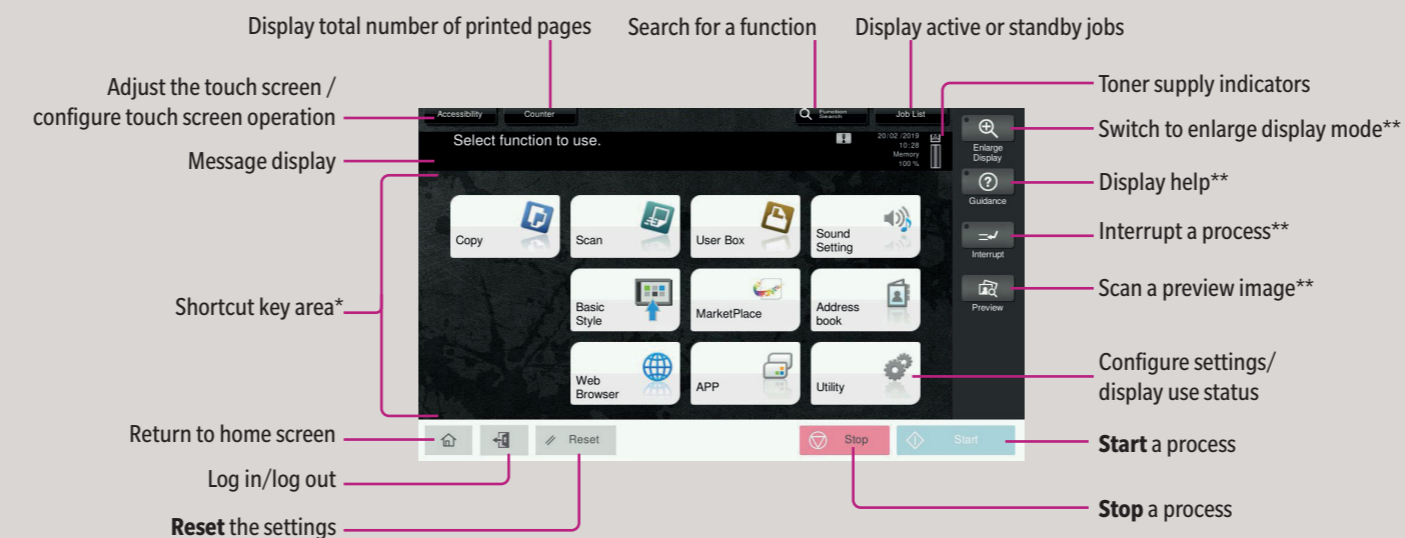
QUICK REFERENCE



How to use the system - Panel



Touch screen - Home



*Up to 25 shortcut keys assigned to any function can be displayed in three screens. **Utility** is always displayed fixed on the lower right of the first page.

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

Operating the touch screen*

- Tap** to select or determine a menu.
- Double-tap** to retrieve detailed information or enlarge a thumbnail image.
- Drag** to move a display position on an application or preview screen.
- Flick** to scroll an address or job list and feed thumbnail-view pages.
- Long-tap** to display the icon related to the document.
- Drag & Drop** to move a document to the intended place.
- Pan** to move a displayed image.
- Pinch-in/Pinch-out** to enlarge or reduce a preview image.
- Rotate** two fingers to rotate a preview image.

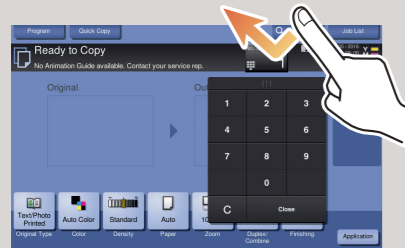
*Available touch functions vary depending on displayed screen.



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.

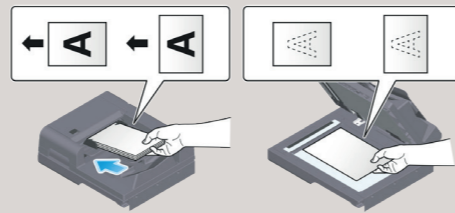


*If the system is equipped with the optional hardware keypad KP-102, it can be used instead.

Basic copy functions - Make a copy



1. Position the original(s).



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

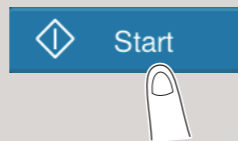


3. Tap the input area to display the keypad.



4. Type in the number of copies.

5. Tap **Start**.



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
- Specify additional copy settings
- Specify Finishing settings
- Specify Duplex/Combine settings
- Specify enlargement or reduction ratio

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

Select the image quality level of the original

Adjust the copy density

Adjust the background density

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

*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. Tap **Start**.

Automatically reduce/enlarge original size to paper size Change zoom manually Different values for X and Y (distortion)

- Copy the entire original including its edges by slightly reducing the original size
- User defined zoom (values can be changed)
- 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. Tap **Start**.

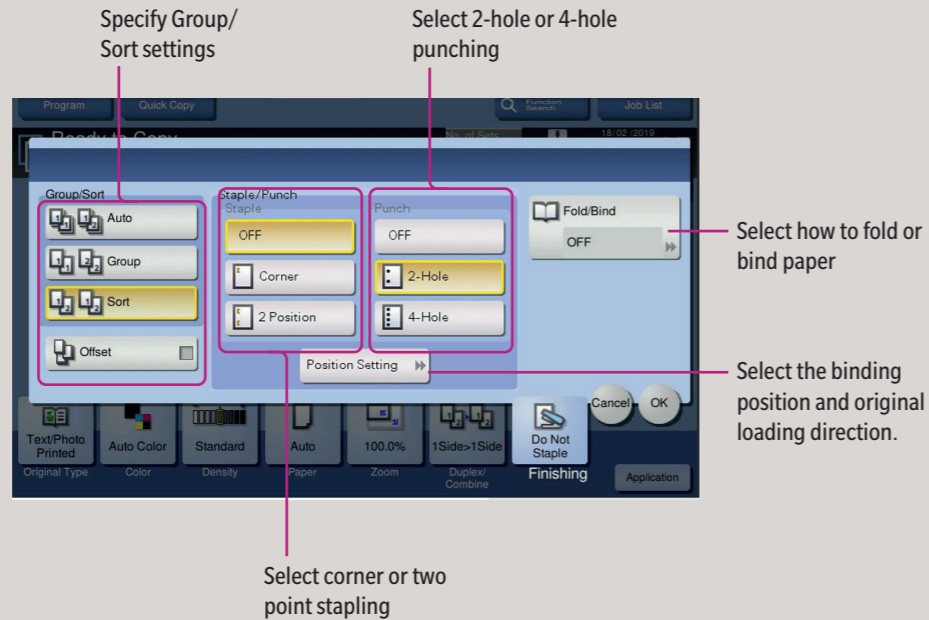
Copy 2 - 8 document pages onto one page

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



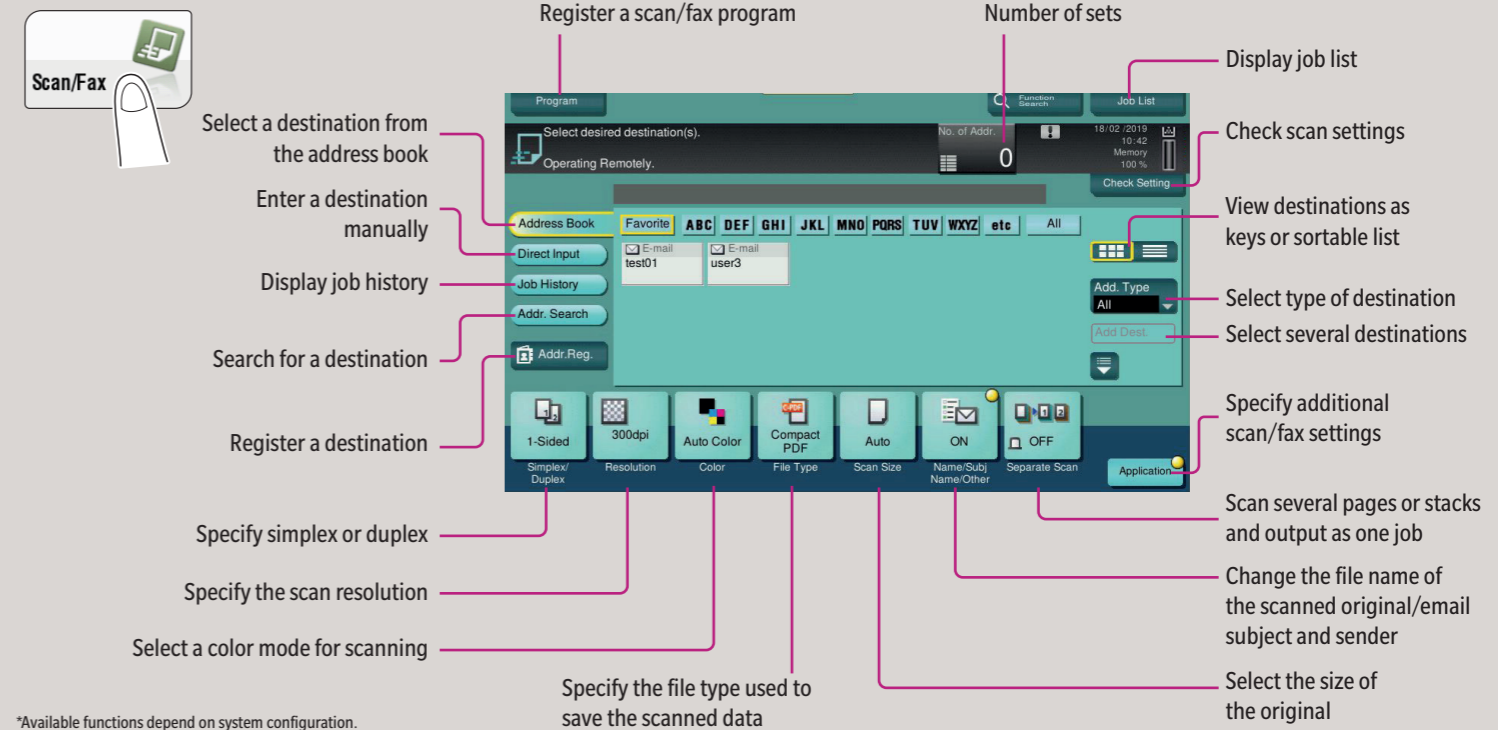
Finishing

1. Position the original(s).
2. Tap **Finishing** in the copy screen.
3. Make the desired setting(s)*.
4. Tap **OK**.
5. Tap **Start**.



*Available functions depend on system configuration.

Scan operations – Scan/Fax screen*



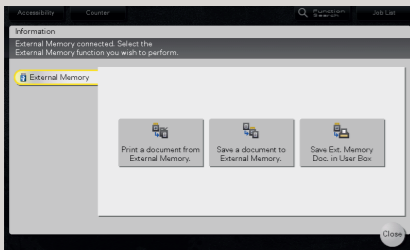
*Available functions depend on system configuration.

Scan to USB memory – (Direct input)

1. Plug the USB memory device into the USB port.



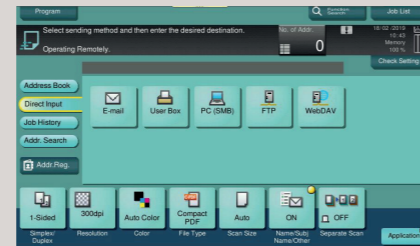
2. Position the original(s).
3. Tap **Save a document to External Memory**.



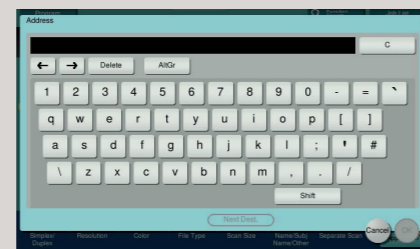
4. Make the desired setting(s).
 5. Tap **Start**.
- The file is saved.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Tap **Scan/Fax** in the main menu.
3. Tap **Direct Input**.



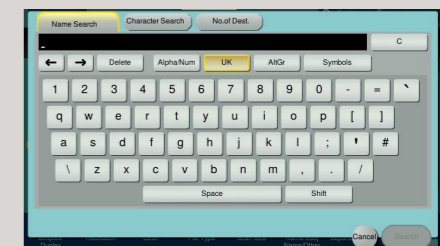
4. Tap **E-mail**.
5. Enter the destination address.



6. Tap **OK**.
 7. Tap **Start**.
- The file is sent.

Search for a destination

1. Tap **Scan/Fax** in the main menu.
The destinations categorized into **Favorite** are displayed.
2. Tap **Addr. Search**.
3. Tap **Name Search**, **Character Search**, or **No. of Destination**.
4. Enter the search text and tap **Search**.
5. Select the destination from the search result.
6. Tap **Start**.
The file is sent.



Sending data to multiple destinations

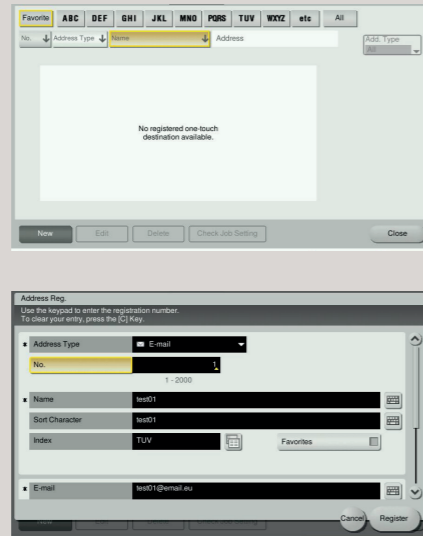
1. Position the original(s).
2. Tap **Scan/Fax** in the main menu.
The destinations categorized into **Favorite** are displayed.
3. Tap **Add. Type**.
4. Select the desired type of destination.
5. Specify a destination.
6. Tap **Add Dest**.
7. Specify the next destination and confirm with **Yes**.
8. Repeat Step 6 and 7 until all desired destinations are specified.
9. Tap **Start**.
The file is sent.





Register a destination

1. Tap **Address Book** in the home screen.
2. Tap **New**.
3. Select the type of destination you want to register.
4. 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

Search for a user box

Save file in a user box

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

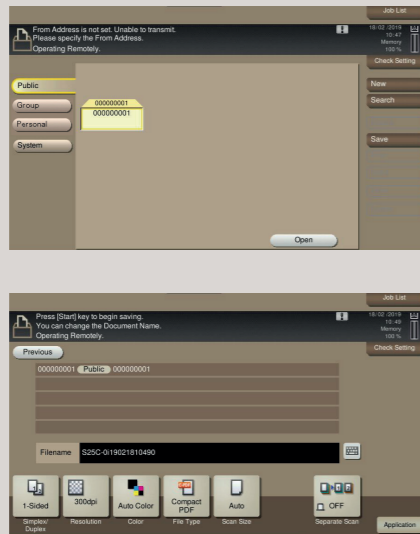
Display **Personal** user boxes (Only accessible by a personal user logged in to the system)*

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.

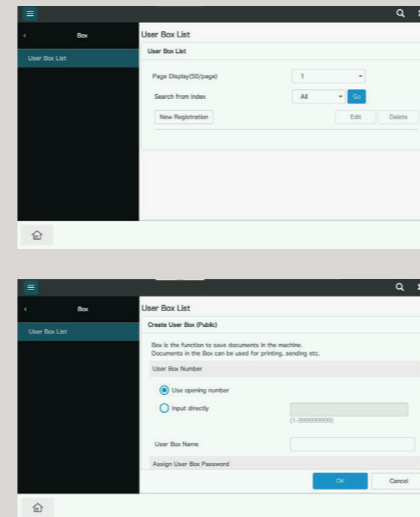
Save file in a public user box

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. 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**.



Fax operations (only with fax option) - Send a fax

1. Position the original(s).
2. Tap **Scan/Fax** in the main menu.
3. Specify the fax destination.
4. Tap **Start**. The file is sent.

