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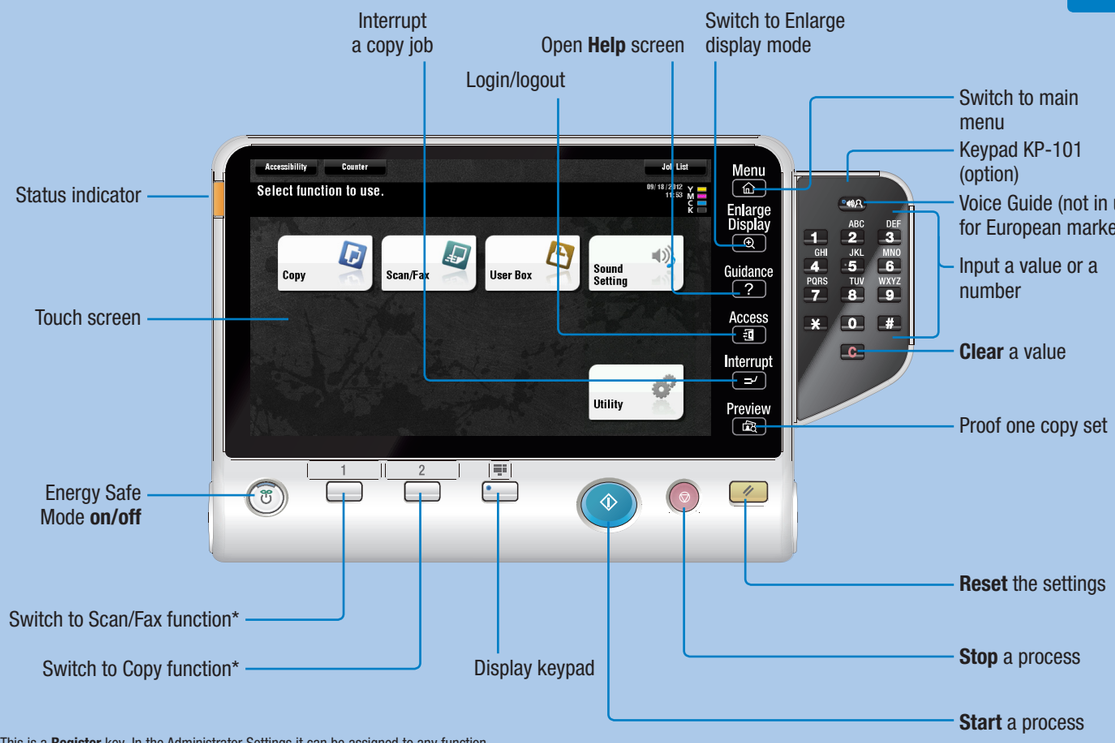
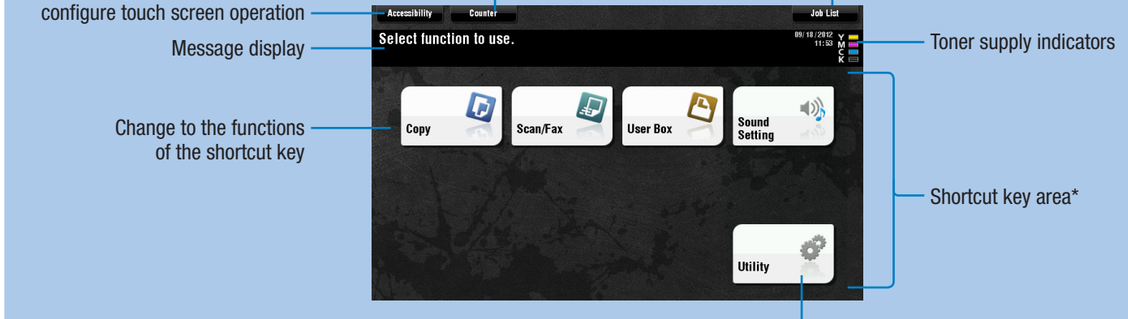
KONICA MINOLTA

How to use the system – Panel



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

Touch screen – Main menu



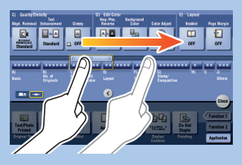
*Up to 24 shortcut keys assigned to any function can be displayed here.
By default, the main menu shows **Copy**, **Scan/Fax**, **User Box**, **Sound Setting**, and **Utility**. **Utility** is always displayed.

Operating the touch screen*

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

2. **Double-tap** to retrieve detailed information or enlarge a thumbnail image.

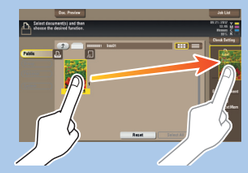
3. **Drag** to move a display position on an application or preview screen.



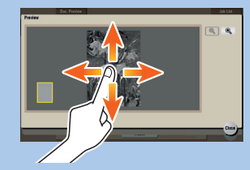
4. **Flick** to scroll an address or job list and feed thumbnail-view pages.

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 enlage 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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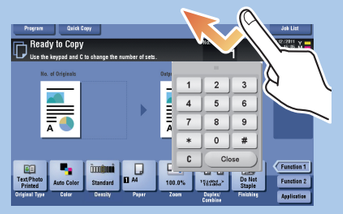
Operation of keypad*

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

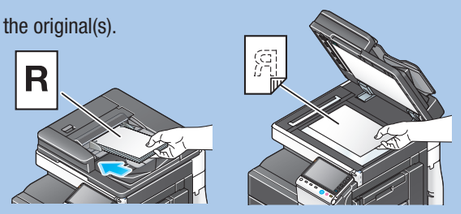


2. If necessary, touch the upper side of the keypad and drag it to another display position.

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

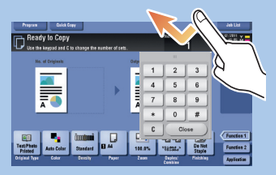
Basic copy functions – Make a copy

1. Position the original(s).



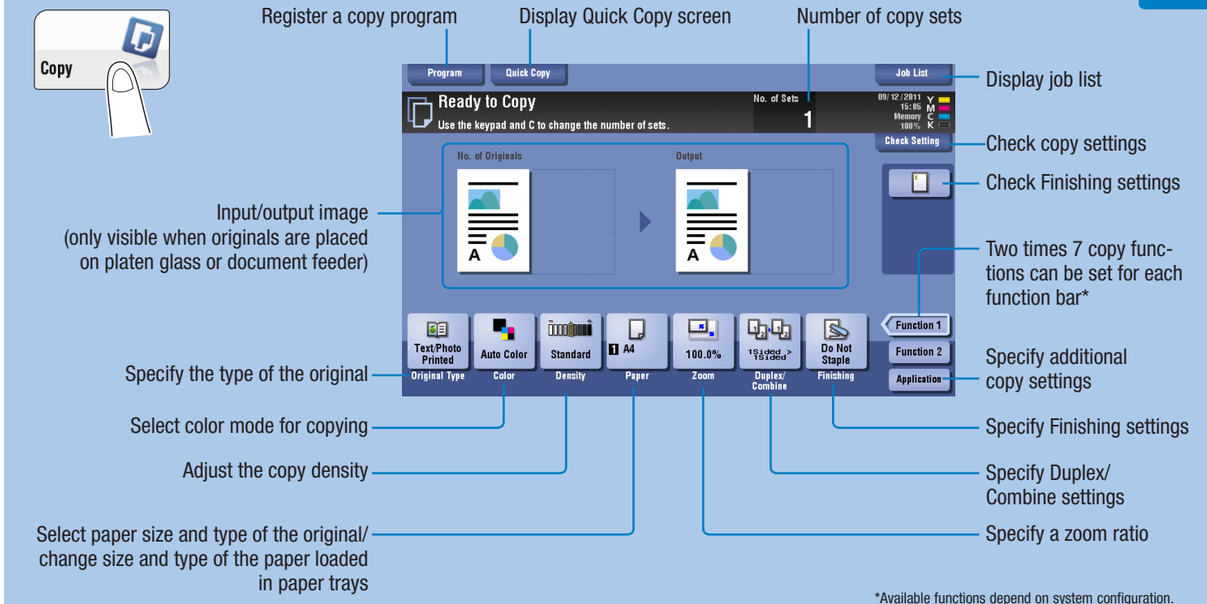
2. Tap **Copy** in the main menu.

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



5. Press the **Start** key.

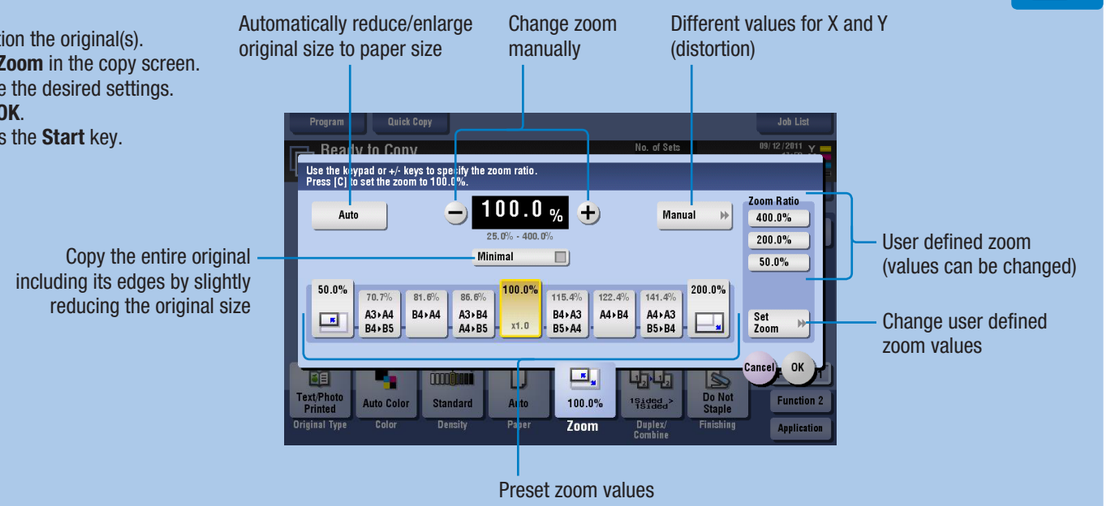
Copy operations – Basic copy screen



*Available functions depend on system configuration.

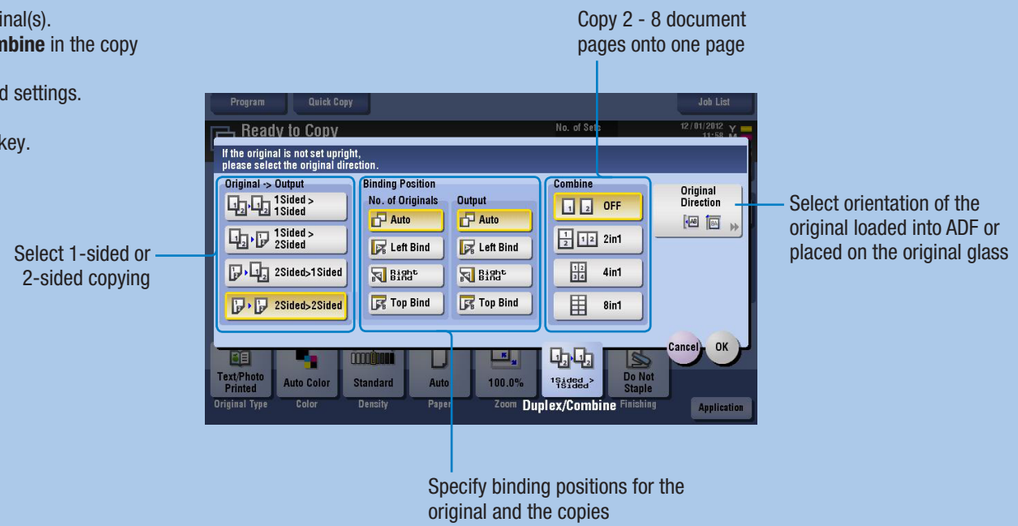
Zoom

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.



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.



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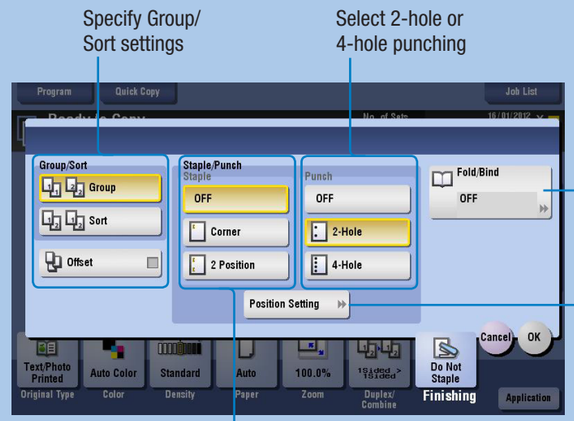
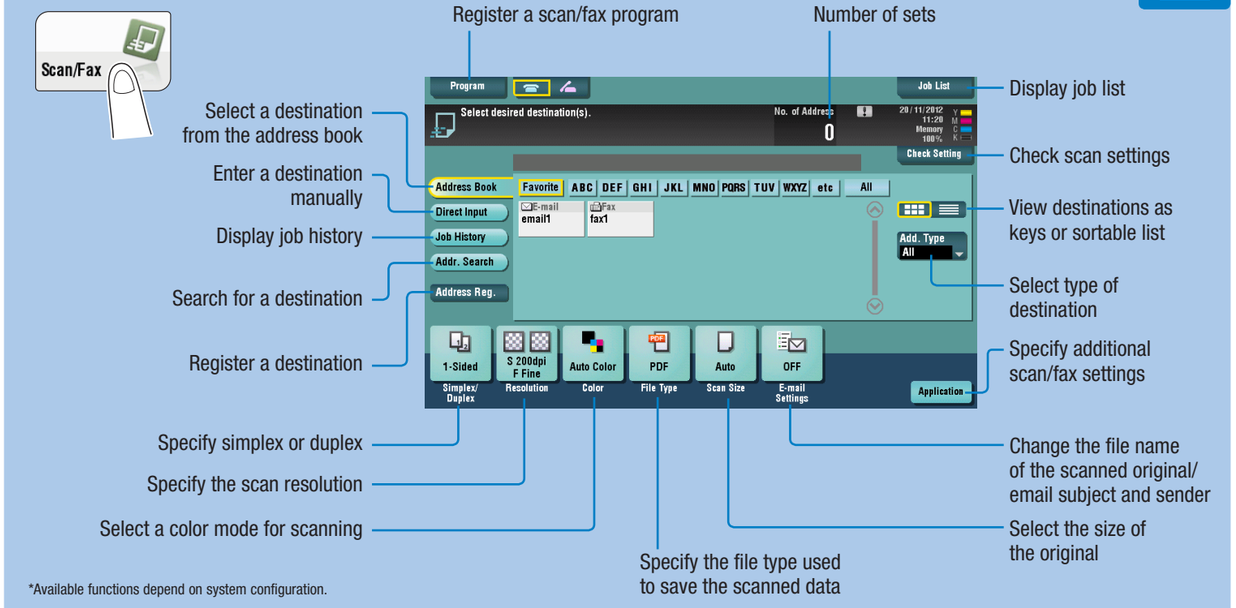
Finishing

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 system configuration.

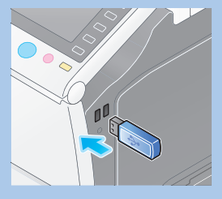
Scan operations – Scan/Fax screen*



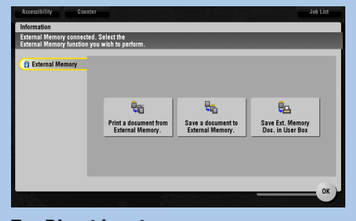
*Available functions depend on system configuration.

Scan to USB memory – (Direct input)

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



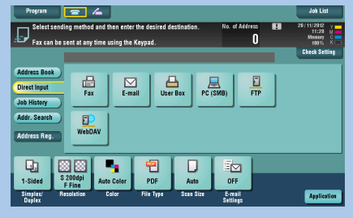
2. Position the original(s).
3. Select **Save a document to External Memory** and tap **OK**.



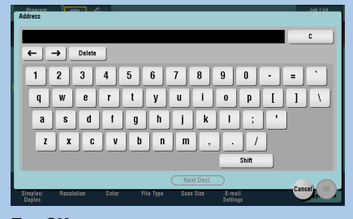
4. Tap **Direct input**.
5. Enter a document name.
6. Tap **OK**.
7. Press the **Start** key.

Scan to e-mail (Direct input)

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



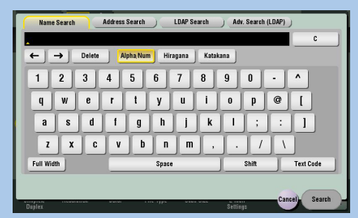
4. Tap **E-mail**.
5. Enter the destination address.



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

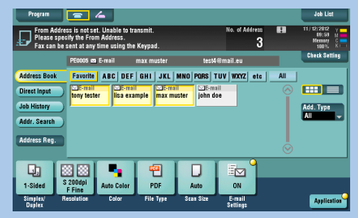
Search for a destination

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.



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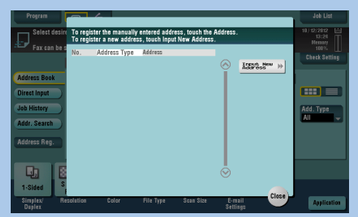
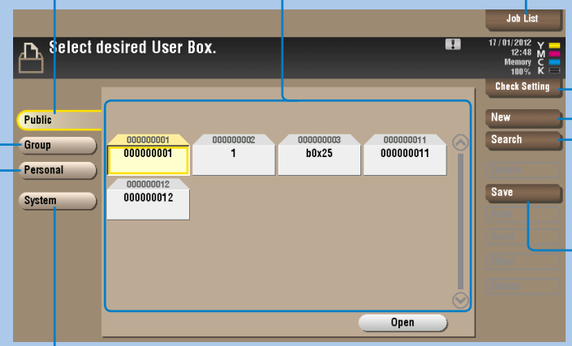
Register a destination

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

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)*

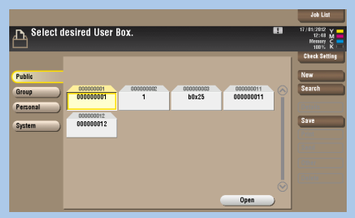
Display **Personal** user boxes (Only accessible by a personal user logged in to the system)*

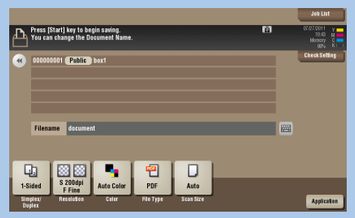
Display **System** boxes (used by the system to temporarily store files)

*Only available if user authentication is enabled. Not displayed when an unauthorized user has logged in.

Save file in a public user box

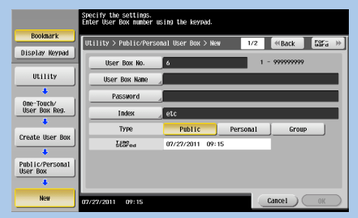
1. Position the original(s).
2. Tap **User Box** in the main menu.
3. Tap **Public**.
4. Select the desired user box and tap **Save**.
5. Set the file save options and scan settings if necessary.
6. Press the **Start** key.
   The file is saved.





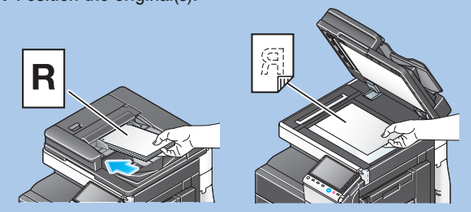
Create a user box

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.