KONICA MINOLTA

Manages black
and white

➜ How to use the machine
Panel

Change to the mode

TOUCH SCREEN

Ready to copy.   Copies: 1

Main Power — Main power indicator

Power — Power **ON/OFF**

Mode Memory — Save copy settings

Utility/Counter — Open Utility/ Counter screen

Adjust brightness of the touch screen

RESET the settings

Brightness ☀   User Box   Fax / Scan   Copy   Reset

Click to login/logout

Energy saving ON/OFF — Power Save   Access

Specify panel settings — Accessibility

Switch to Enlarge display mode — Enlarge Display   Help

Open **HELP** screen

CLEAR a value

Proof Copy   Interrupt — Interrupt a copy job

Stop   **STOP** a process

Start   **START** a process

Input a value or a number

Data

➜ Touch Screen (Basic screen)

Open Job list screen   Message display   Number of copies

Warning up. Ready to scan.   Copies: 1

Displays the result of specified settings

Change to the functions of the tab

Choose function of the **BASIC** tab

Density Auto   Auto Paper Select   Zoom 100.0%   Duplex/Combine 1 → 1

Displays job details

Icons indicating Machine/Job status

Finishing   Separate Scan   Auto Rotate OFF

Open **FINISHING** screen   Indication of free memory   Start Separate scan function   Activate/Deactivate automatic rotation of the scanned image.

➜ Basic functions
Make a copy

1. Position the original(s).

R
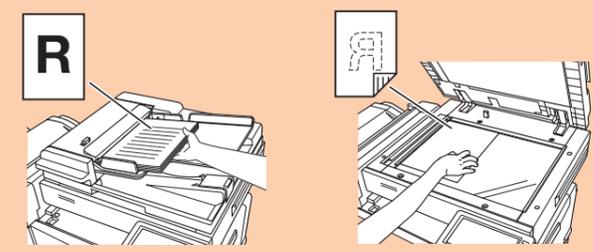
2. Type in the number of copies.
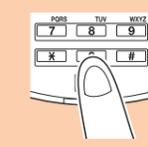
3. Press the **START** key.

➜ Stop a copy process

1. Press the **STOP** key.

➜ Clear a value

1. Press the **CLEAR** key.

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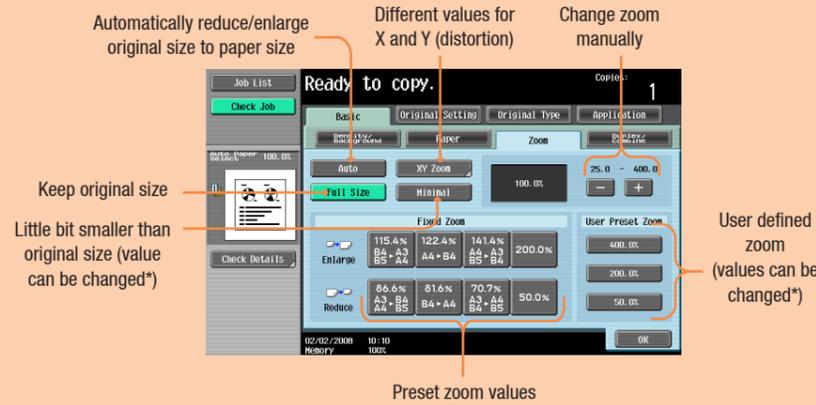
Short Guide 1/3

Manages black
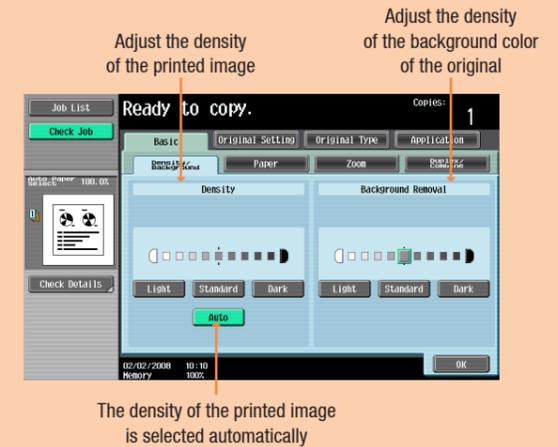## and white

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Basic functions
Zoom

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

Automatically reduce/enlarge original size to paper size

Different values for X and Y (distortion)

Change zoom manually

Keep original size

Little bit smaller than original size (value can be changed*)

User defined zoom (values can be changed*)

Preset zoom values

*refer to User Manual for Copy Operations

Density/Background

1. Position the original(s).
2. Touch **DENSITY/BACKGROUND** in the basic screen.
3. Touch the desired function.
4. Touch **OK**.
5. Press the **START** key.

Adjust the density of the printed image

Adjust the density of the background color of the original

The density of the printed image is selected automatically

Duplex

1. Position the original(s).
2. Touch **DUPLEX/COMBINE** in the basic screen.
3. Touch the desired function.

4. Touch **OK**.
5. Press the **START** key.

1-Sided > 1-Sided

2-Sided > 1-Sided

1-Sided > 2-Sided

2-Sided > 2-Sided

Finishing (only with Finisher)

1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch the desired function.*

4. Touch **OK**.
5. Press the **START** key.

*available functions depend on machine/finisher

Sort

Group

Corner

2 Position

w/o Finisher

Offset

with Finisher

4-Hole

Create a booklet

1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch **FOLD/BIND**.
4. Touch the desired function.*

5. Touch **OK** (2×).
6. Press the **START** key.

*available functions depend on machine/finisher

Half-Fold

Center Staple & Fold

Application functions
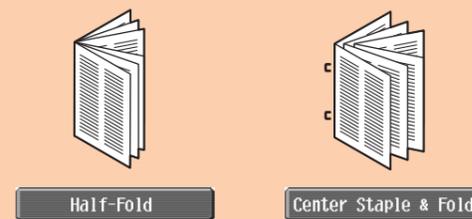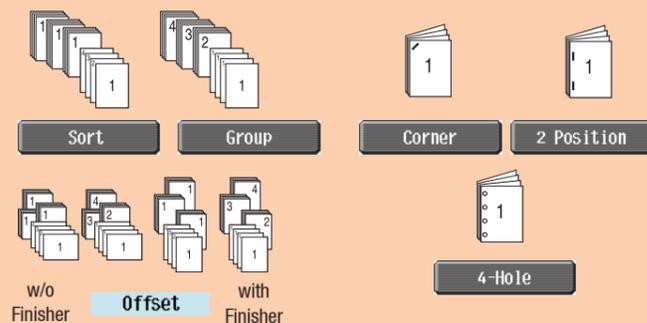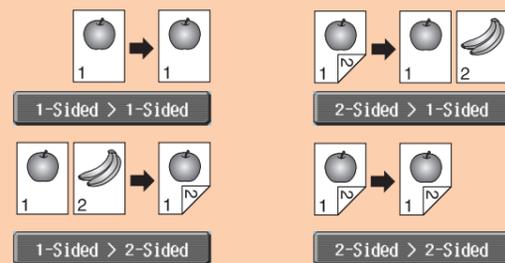### Image adjust

Centers the original image on copy paper.

1. Position the original(s).

2. Touch **IMAGE ADJUST** in the application screen.

3. Touch **CENTERING**.
4. Touch **OK**.
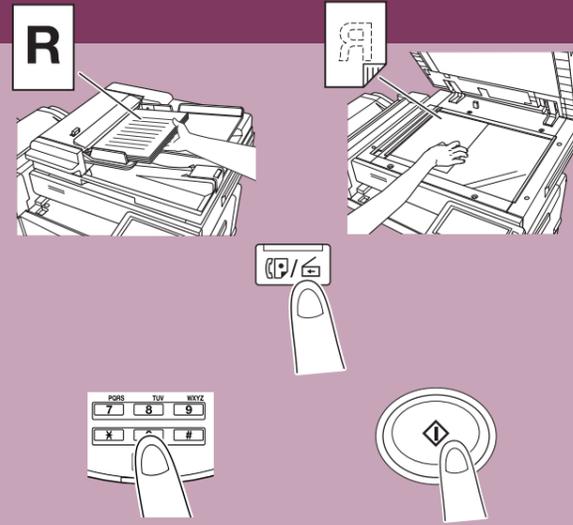5. Press the **START** key.

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

1. Position the original(s).

2. Press the **FAX/SCAN** key on the panel.

3. Enter the fax number and press the **START** key.

➔ Network scan operations
Search for an e-mail address (LDAP)

1. Press the **FAX/SCAN** key on the panel.
2. Touch **ADDRESS SEARCH**.
3. Touch **SEARCH**.
4. Input a keyword.
5. Touch **START SEARCH**.
6. Touch **OK**.

➔ Application functions
Save in user box

1. Position the original(s).
2. Touch **SAVE IN USER BOX** in the application screen.

3. Touch **USER BOX**.

4. Touch the desired box.
5. Touch **OK**.
6. Touch **DOCUMENT NAME**.
7. Enter a document name.
8. Touch **OK** (2×).
9. Press the **START** key.

➔ Box operations
Print from user box

1. Press the **BOX** key on the panel.
2. Touch **USE DOCUMENT**.

3. Touch the desired box. Input a password if required.
4. Touch the desired document.

5. Touch **PRINT**.
6. Press the **START** key.

➔ Scan to e-mail (Direct input)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **DIRECT INPUT**.
4. Touch **E-MAIL**.

5. Enter the destination address.
6. Touch **OK**.
7. Press the **START** key.

➔ Sending data to multiple destinations

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **ADDRESS BOOK**.

4. Specify two or more recipients.
5. Press the **START** key.

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