



KONICA MINOLTA

SCAN



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BASIC COPYING

- Press "Copy" on Panel
 - Place Originals in the Document Feeder Face Up.
 - Select copy quantity then press "Start".
- ➔ **Note:** Delicate originals photos or books place on Platen Glass.



PROOF COPY (check first completed set.)

- Place Originals in Document Feeder
 - Select the desired settings for the copy job.
 - Enter copy quantity
 - Press "Proof Copy".
- ➔ **Note:** To continue or cancel press "Yes" or "No" on Touch Screen.



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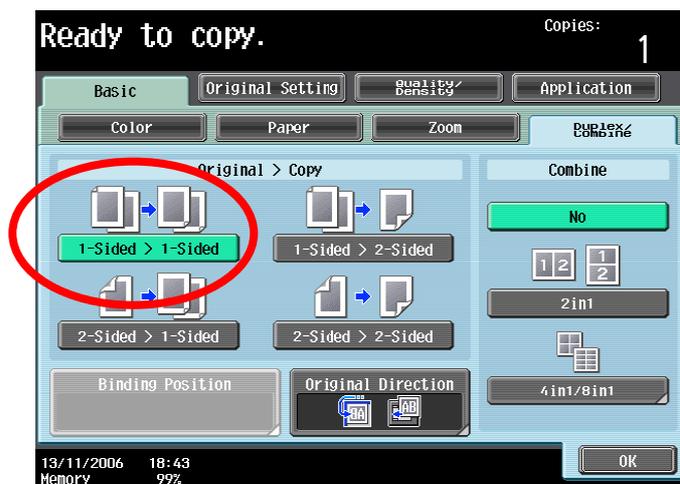
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DOUBLE SIDING

- Place Originals in Document Feeder
- Press "Simplex/ Combine".



- Choose desired setting eg. "1 > 2" Single Originals to Double Copies. Enter copy quantity.
- Press "OK".



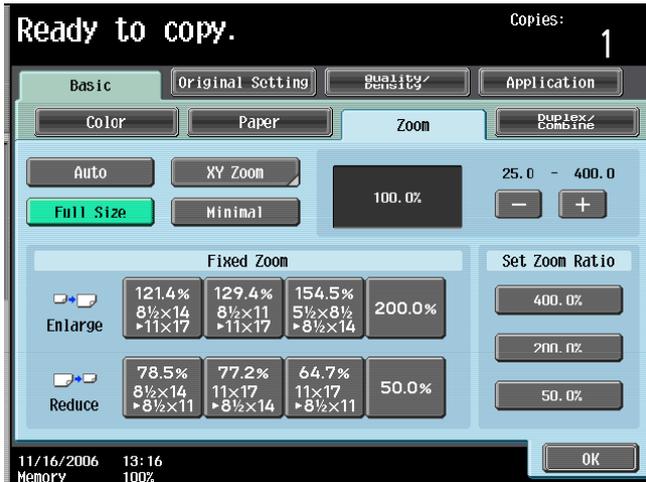
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REDUCING & ENLARGING

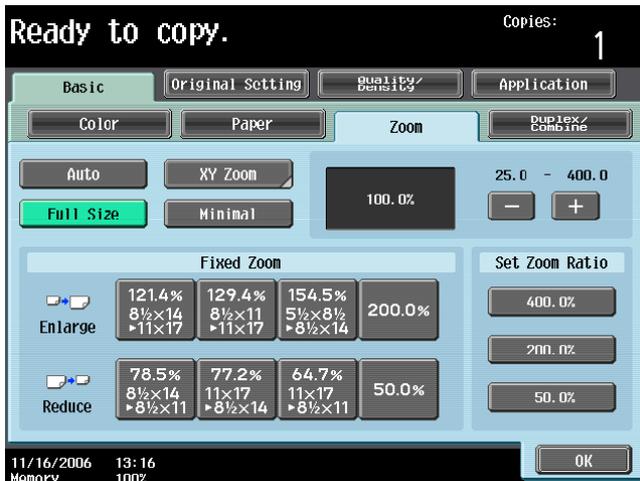
- Place Originals in Document Feeder.
- Press "Zoom" on touch screen.



- Select a preset ratio on touch screen eg. "1.414 A4 > A3"
 ➔ **Note:** when enlarging A4 > A3 Place A4 original in document feeder in landscape position.

MANUAL REDUCING & ENLARGING

- Select "XY Zoom" on touch screen.



- Choose a ratio between .250% & 4.000% using numeric key pad
- Press "OK"



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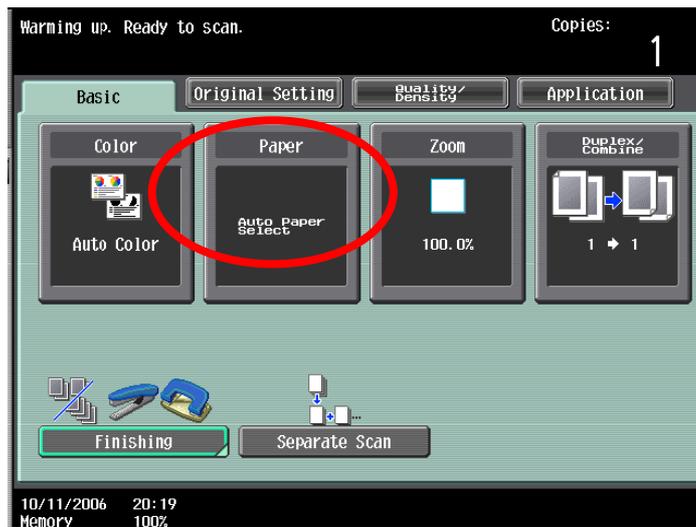
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PRINTING ON CARD OR OHP

- Press "Paper" on touch screen



- Select the "bypass tray"





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Continued....

- Press "Change tray settings"
 - ➔ **Note:** This screen will automatically appear if you place paper in the bypass tray before making any of the previous selections.



- Select the appropriate setting eg. "Thick 1"
- Press "OK" on touch screen



- Then press "Start".



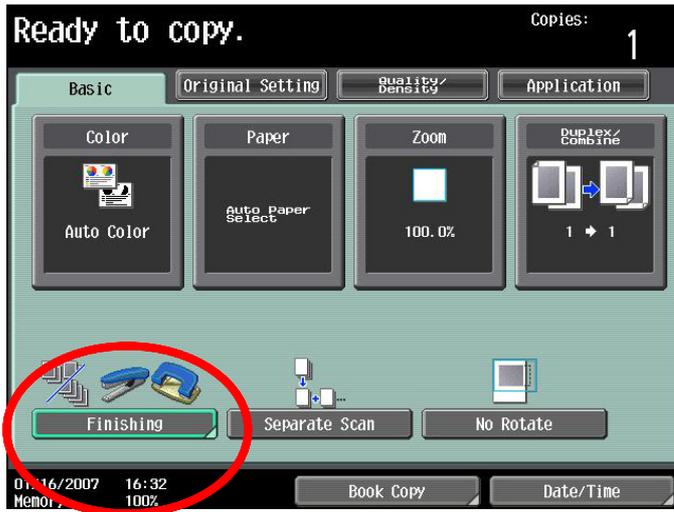
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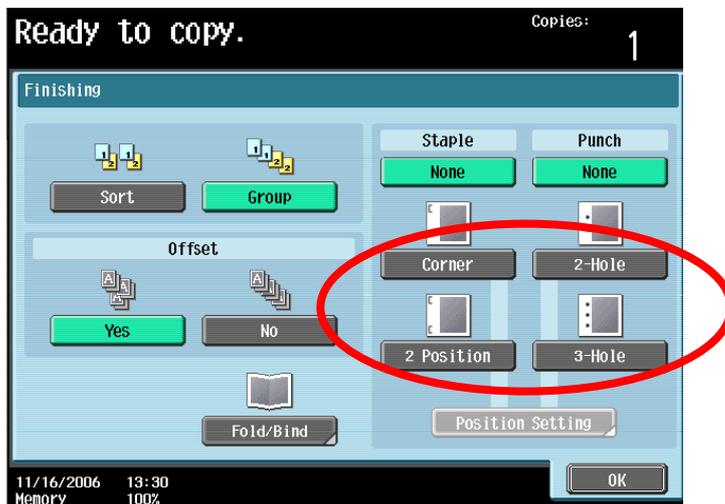
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STAPLING & HOLE PUNCHING

- Press "Finishing" on touch screen



- Select desired setting



- Press "Ok"



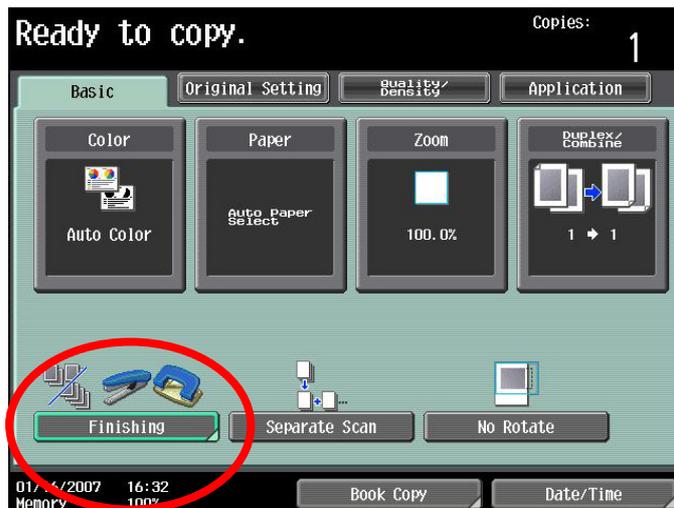
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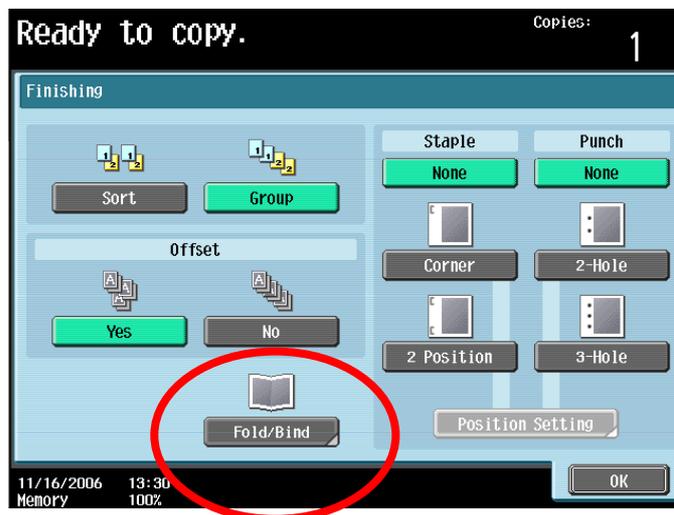
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BOOKLETS

- Press "FINISHING" on touch screen



- Select "Fold & Bind"



- Press "OK"
- Then press "Start".

➔ **Note:** When creating A3 folded to A4 booklets select A3 paper in paper trays before pressing start.



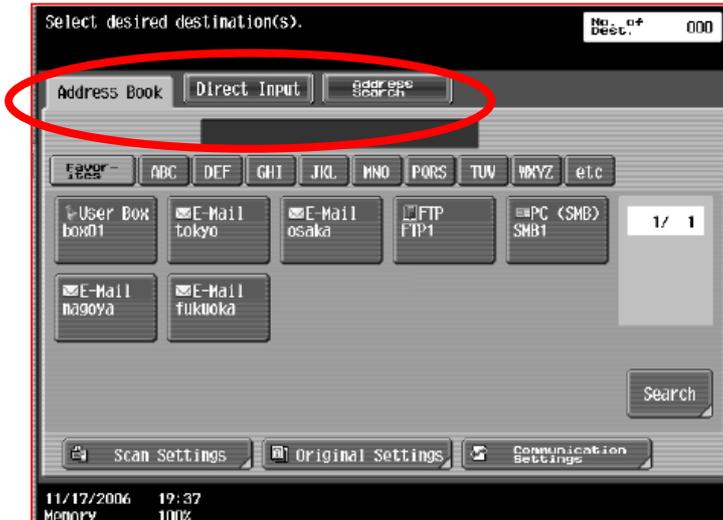
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SCANNING

- Press "FAX/SCAN" button (next to COPY button)



Location maybe on main screen or under alpha

- Place Originals in the Document Feeder Face Up.
- Choose location in default area or go to "Program" "Group" or "Address Book" to find correct location.
 - ➔ **Note:** You may also set email address in Direct Input for one off emails.
- Press "Start" to scan using default settings

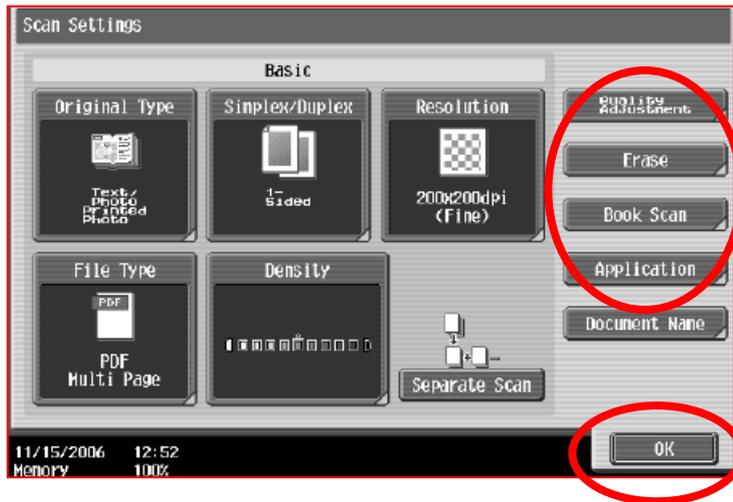


- Press "Scan Settings" to make any Changes



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● Select desired settings



Select desired settings such as file type, simplex/duplex and colour.

Original Type - Text/photo, text, photo, dot matrix or copied paper

Simplex/Duplex- select if your original document is printed on one side or two sides

Resolution - Choose between 200, 300, 400, 600dpi (Quality of scan)

File Type - Choose the file format of your scanned attachment - JPEG, TIFF, PDF, Compact PDF (must select full colour, 300 dpi)

Density – Adjusts the lightness and darkness of your document

Separate Scan - Select if scanning more than 100 originals through RADF or more than 1 original from the glass to keep as one file

● press "Ok"

● Then press "Start"

➔ **Note:** Scanning can be setup as scan to email, FTP, SMB or box scanning. Consult your IT department for setup.



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FAXING

- Press "Fax/Scan" on Panel
- Place Originals in the Document Feeder Face Up.



Using the keypad, enter in the fax number, or select a pre-programmed number on the screen

BEFORE SENDING FAX

Press **Scan Settings** to select other options such as to change Original type, Simplex/Duplex and Resolution and File Type



- Then press "Start"