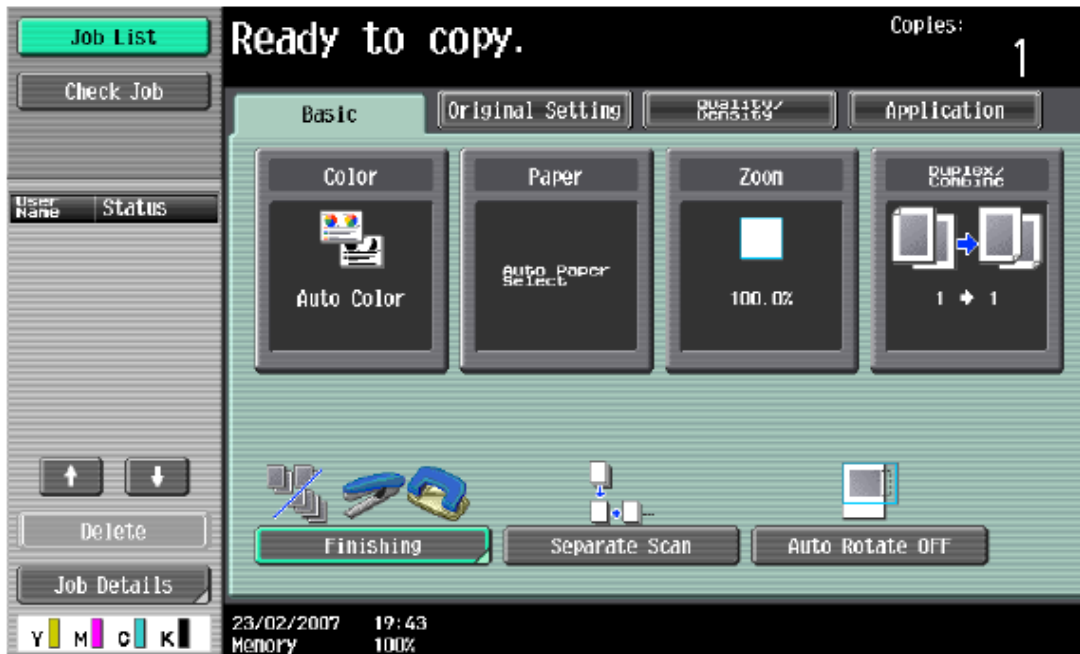


# **bizhub**

## Quick Guide for C451/C550/C650



**KONICA MINOLTA**

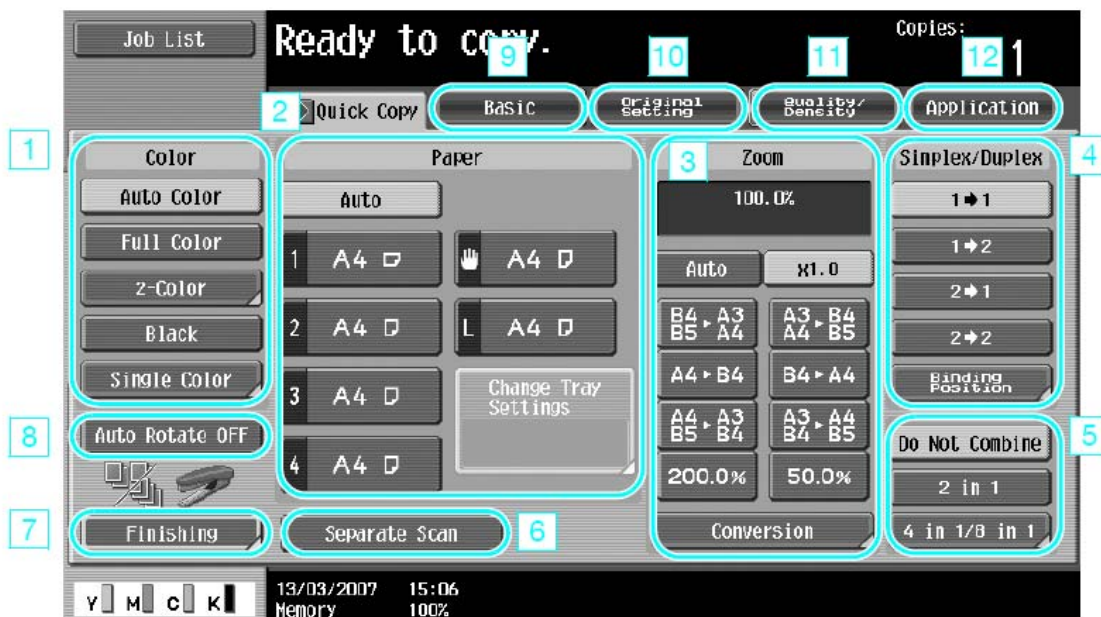


**This is the BASIC copy screen. All common settings are located on this user friendly, color touch screen.**



**This is the Quick Copy screen. It has all of the same basic functions as the Basic screen but it is displayed in an open format so you can see all of your options.**

**\*\*\*Either the Quick Copy screen or the Basic screen can be set as a default**



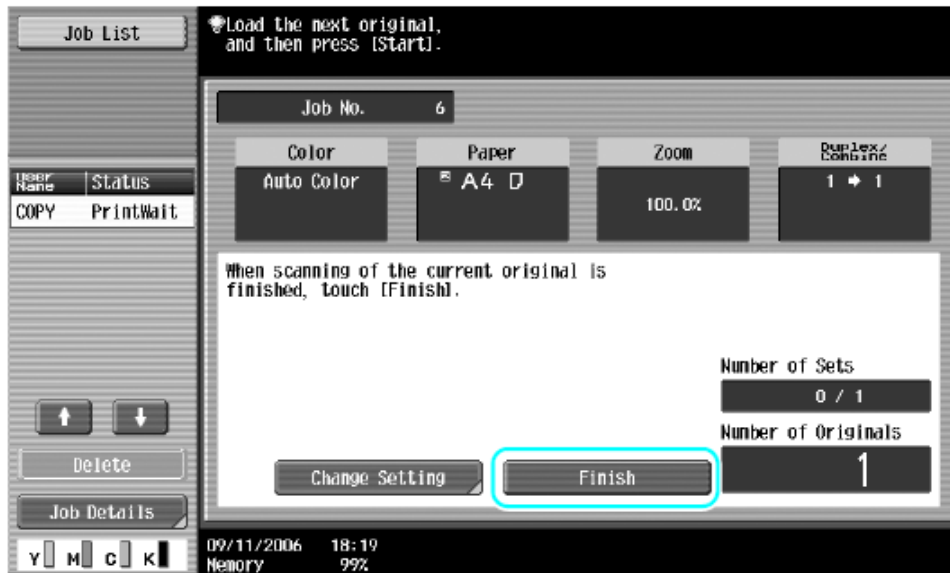
No.	Parameter	Description
1	Color settings	Select the print color.
2	Paper settings	Select the type and size of paper to be copied.
3	Zoom settings	The zoom ratio can be set in order to make a copy on paper with a size different than the document or to enlarge or reduce the size of the copy image.
4	Simplex/Duplex settings	Select whether the document and copy is single-sided or double-sided.
5	Combine settings	Select the setting for combining document pages in copies.
6	[Separate Scan] key	Select whether a document scanned in different batches is to be treated as a single copy job.
7	Finishing settings	Select the settings for sorting, grouping, offsetting, stapling, or hole punching.
8	[Auto Rotate OFF] key	Select whether copies are to be printed with the image not rotated to fit the orientation of the loaded paper.
9	Basic tab	Press to display the Basic screen.
10	Original Setting tab	Press to display the Original Setting screen.
11	Quality/Density tab	Press to display the Quality/Density screen.
12	Application tab	Press to display the Application screen.

**The Staple and Sort functions are located under the Finishing tab.**

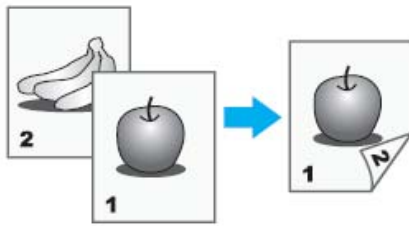
**The factory default is Group and No Offset.**

**\*Be aware that when changing the default to Sort it will affect the glass copy function.**

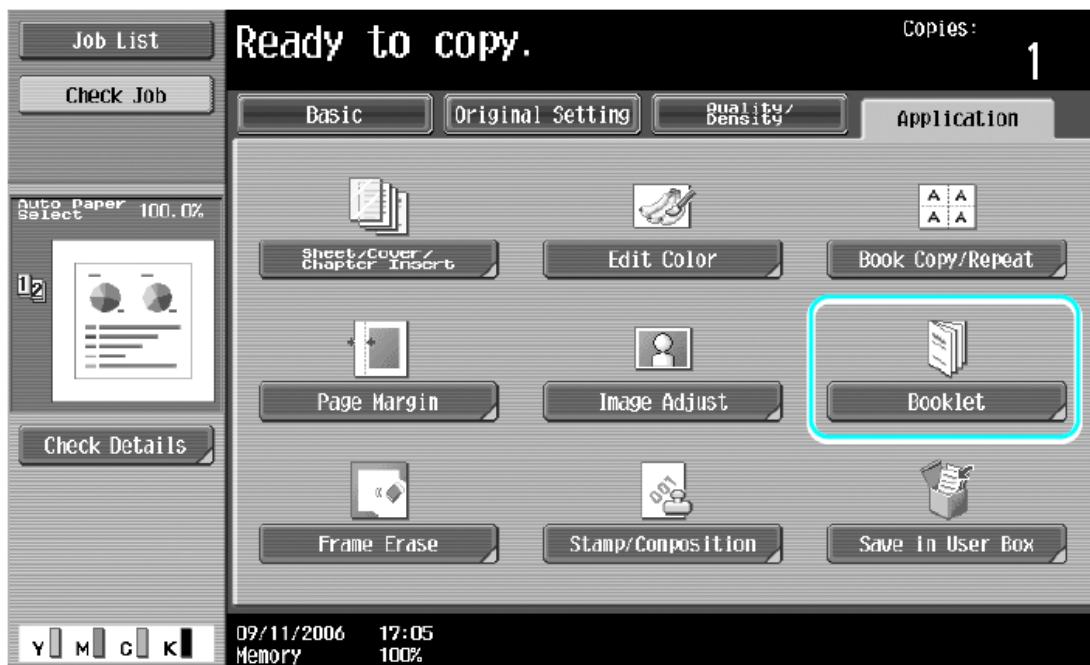
# Start



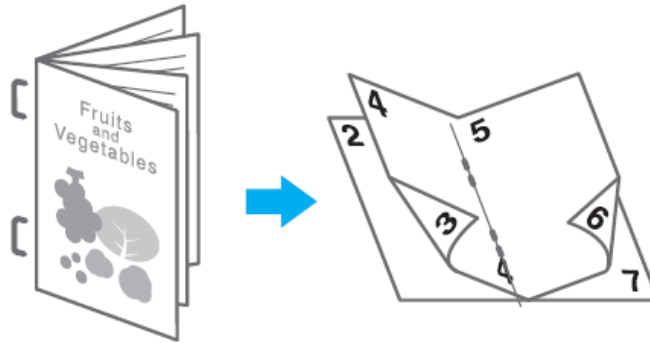
**After putting your original on the glass and pressing START you will need to touch Finish and the Start button again when you are done scanning in order to have your last page printed out. \*\*Please note that after defaulting Sort on this Finish screen is a normal function of the machine.**



## Making Booklets from single sided originals:







**Touch Finishing if you would like to Staple and Fold your booklet. \*\*Note you must have the Saddle Stitch Staple Finisher in order to Staple and Fold, however you can use the booklet function without the fold and staple finisher.**

**If you have a feature(s) that you commonly use, set a shortcut button.**

## Mode Memory





## Mode Memory

