

QUICK REFERENCE



bizhub 361i/301i

How to use the system - Panel

Labels for the panel diagram:

- Status indicator
- Touch panel
- Keypad KP-102 (option)
- Log in/log out
- Voice guide
- Return to home screen
- Display help
- Enlarge display*
- Enter a value or a number
- Clear a value
- Reset the settings
- Stop a process
- Start a process
- Power indicator
- Energy Save Mode on/off

*with Classic Style

Touch screen - Home

Labels for the touch screen diagram:

- Login/logout
- Display active or standby jobs
- Check warnings or notices
- Check device information
- Display a message
- Shortcut key area*
- Page indicator
- User ID (shown when menu is open)
- Configure settings/display use status
- Change display language (temporarily)
- Customize home screen
- Open/close menu

*Available shortcut keys depend on machine configuration.

Operating the touch screen*

Screen gestures

- 1. Tap** to select or determine a menu.
- 2. Flick** to scroll a list or a page.
- 3. Drag** to move a scroll bar or document.
- 4. Pan** to move a displayed image.

Displaying the keypad

Tap the numerals or the input area to display the keypad.
(If the system is equipped with the optional hardware keypad KP-102, it can be used instead.)


Moving the keypad

Touch the upper side of the keypad and drag it to another display position.

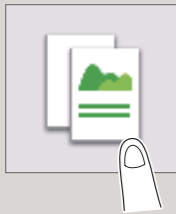
*Available touch functions vary depending on displayed screen.

Basic copy functions - Make a copy


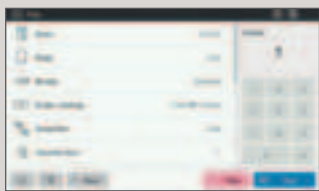
1. Position the original(s).




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



3. Set copy options as needed.



4. Tap **Start**.



Copy operations - Basic Copy Screen/Quick Copy Screen*

Set current settings as default/
Return settings to factory default

Specify copy settings

Return to home screen

Login/logout

Return settings to default

Zoom

Paper

Density

Duplex Settings

Group/Sort

Separate Scan

100.0%

Auto

Standard

1-Sided

Auto

>

1

1 2 3

4 5 6

7 8 9

0

Stop

Start

Scroll bar

Number of copy sets

Enter number of copy sets

Start a copy job

Stop a copy job

Select further settings

Enter number of copy sets

Quick Copy

Auto

Sheet System

A4 Tray 1

100%

1

1 2 3

4 5 6

7 8 9

0

Original Type

Combine

Original Direction

Mixed Original

Thin Paper Original

Z-Folded Original

Blank Page Removal

Multi-Feed Detection

Original Size

Automatic Image Rotation

Specify copy settings

Start

Setting*	Description
Zoom	Specify enlargement or reduction ratio
Paper	Select paper size and type of the original/change size and type of the paper loaded in paper trays
Density	Adjust the brightness of the copy
Duplex Settings	Specify 1-sided or 2-sided scanning/copying
Staple	Staple the copied sheets/Select the binding position and the orientation of the original
Punch	Punch the copied sheets/Select the punching position and the orientation of the original
Group/Sort	Feed out copy sets separately by set or page
Separate Scan	Scan a large number of originals in several batches/scan originals using both ADF and original glass
Original Type	Select the image quality level of the original
Combine	Copy multiple pages on a single sheet
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Mixed Original	Scan originals of different sizes
Thin Paper Original	Adapt the original feed speed to thin originals
Z-Folded Original	Adapt the size detection of folded originals in the ADF
Blank Page Removal	Skip blank pages
Multi-Feed Detection	Prevent scanning errors
Original Size	Specify the size of the original when it is not detected correctly
Automatic Image Rotation	Rotate the original image according to paper direction (switched on as default)

*Available settings depend on system configuration.

Zoom

1. Position the original(s).

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

3. Tap **Zoom**.

4. Tap **Other paper sizes**.

5. Make the desired settings.

6. Tap **OK**.

7. Tap **Start**.

Automatically reduce/enlarge original size to paper size

Change zoom manually

Copy in the same size as the original

Preset zoom values

Zoom

100.0%

Reduce

Enlarge

A3 B4 A4 B5

B4 A3 B5 A4

B5 A4

A4 B5

100.0%

100.0%

115.4%

130.4%

Cancel

OK

Giving Shape to Ideas

Duplex Settings

1. Position the original(s).

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

3. Tap **Duplex Settings**.

4. Tap .

5. Make the desired settings.

6. Tap **OK**.

7. Tap **Start**.



Select 1-sided or 2-sided scanning > copying

Specify the binding position of the original

Specify the binding position for the copies

Select orientation of the original loaded into ADF or placed on the original glass

Scan to e-mail (Direct input)

1. Position the original(s).

2. Tap **Scan to Email** on the home screen.



3. Tap +.

4. Enter the destination address.

5. Tap **OK**.

6. Specify settings as needed.



7. Tap **Start**.

The file is sent.

Save file on a PC

1. Position the original(s).

2. Tap **Scan to PC** on the home screen.



3. Select the desired destination.



4. Specify settings as needed.

5. Tap **Start**.

The file is saved.

Scan operations - Settings*

View scan destinations as buttons or as list



Setting*	Description
Color	Select the scan color mode (Full Color, Black&White)
Scan Size	Specify the original size
Resolution	Specify the scan resolution
File Type	Specify the file type for saving
Duplex Settings	Specify 1-sided or 2-sided scanning
Document Name/Subject/Other	Change the file name, e-mail subject, or message text.
Separate Scan	Scan a large number of originals in several batches / scan originals using both ADF and original glass
Mixed Original	Scan originals of different sizes
Thin Paper Original	Adapt the original feed speed to thin originals
Z-Folded Original	Adapt the size detection of folded originals in the ADF
Blank Page Removal	Skip blank pages
Multi-Feed Detection	Prevent scanning errors
Original Direction	Select orientation of the original loaded into ADF or placed on the original glass
Original Type	Select the image quality level of the original
Density	Adjust the scan brightness
Background Removal	Adjust the the background brightness (e.g. for originals with colored background)

*Available settings depend on system configuration.

Sending data to multiple destinations/using the address book

1. Position the original(s).

2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.

3. Select the destination tab. 

4. Specify two or more destinations.
or
Specify a group.

5. Tap **OK**.

6. Tap **Start**.

The file is sent.



Giving Shape to Ideas



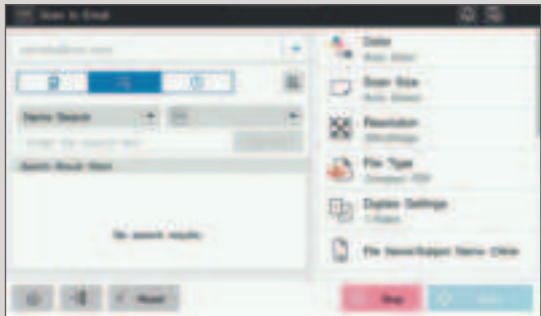
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Search for a destination (address book)



1. Position the original(s).
2. Tap **Scan to Email**, **Scan to Box** or **Scan to PC**.
3. Select the search tab.
4. Select **Name Search**, **Address Search** or **Search Box No.**



5. Enter the search text and tap **Search**.
6. Specify the target destination from the search result.
7. Tap **Start**.
The file is sent.

Register a destination (address book)



1. Tap **Utility** on the home screen.
2. Tap **Utility > Store Address > Address Book**.
3. Tap **New Registration**
4. Select the type of destination you want to register.

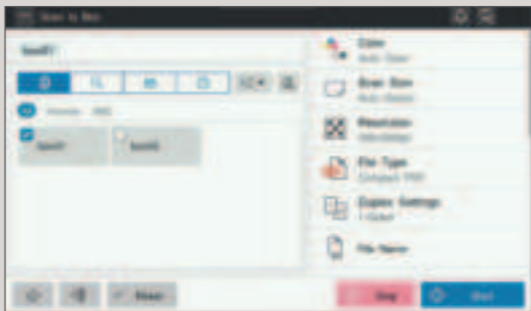


5. Enter the destination information and tap **OK**.

Save file in a user box



1. Position the original(s).
2. Tap **Scan to Box** on the home screen.
3. Select the desired user box.

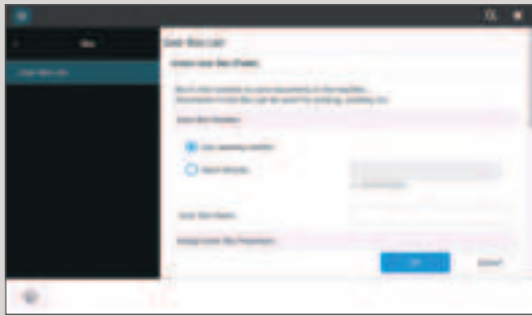


4. Specify settings as needed.
5. Tap **Start**.
The file is saved.

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**.



Print from USB memory



1. Position the original(s).
2. Plug the USB memory device into the USB port.



3. Tap **USB Mem. Print** on the home screen.
4. Select the desired file.



5. Specify settings as needed.



6. Tap **Start**.
The file is printed.

Fax operations - Send a fax (direct input)*



1. Position the original(s).



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



3. Tap the direct input tab.

4. Enter the fax number.



5. Tap **OK**.
6. Specify settings as needed.
7. Tap **Start**.



The file is sent.

* only with fax option