

bizhub C3110/C3100P QUICK REFERENCE 1/2

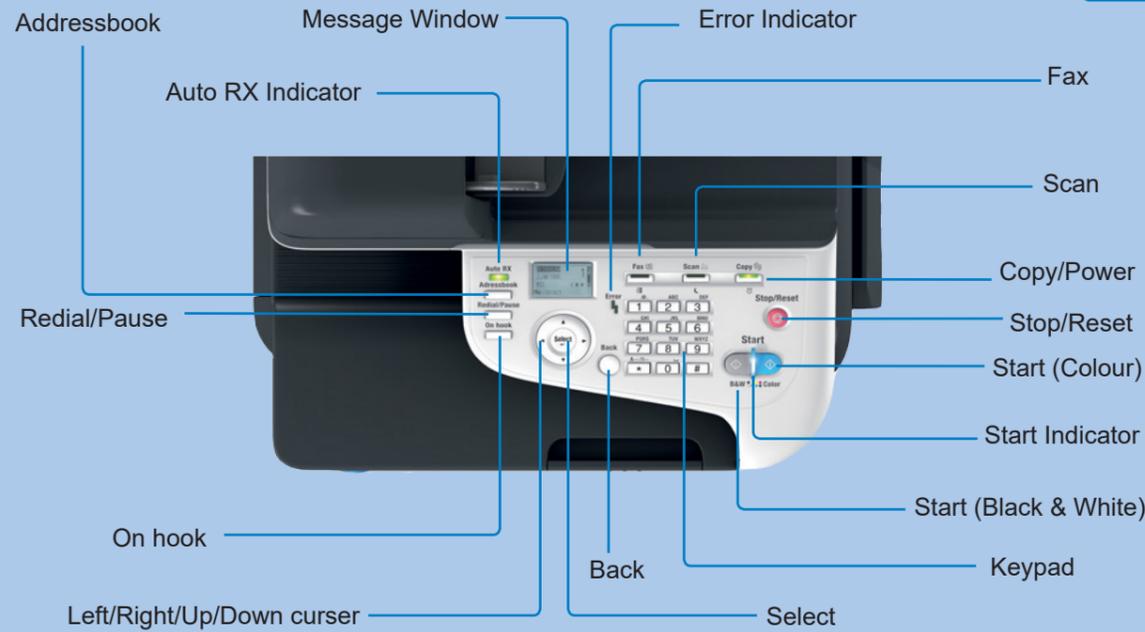


KONICA MINOLTA

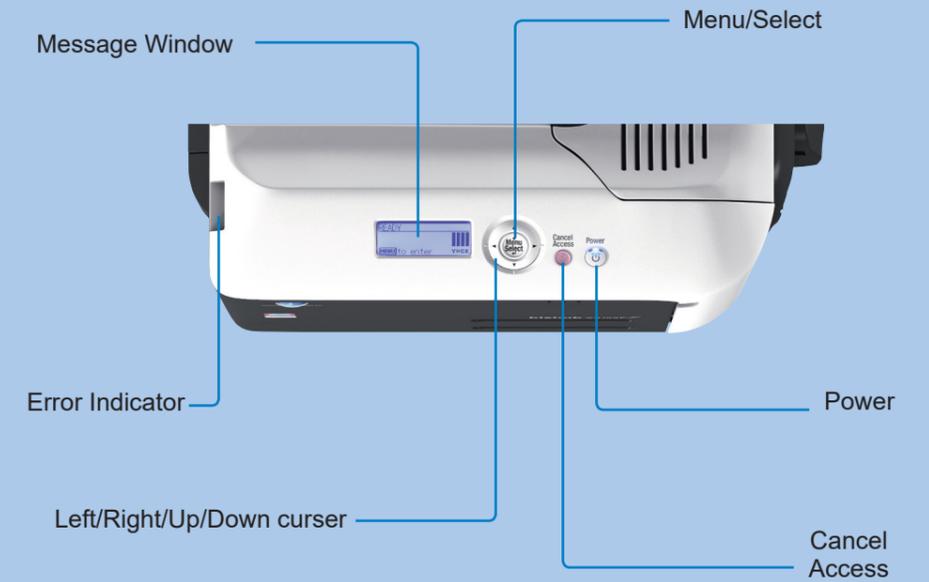


bizhub C3110

bizhub C3110 - How to use the control panel

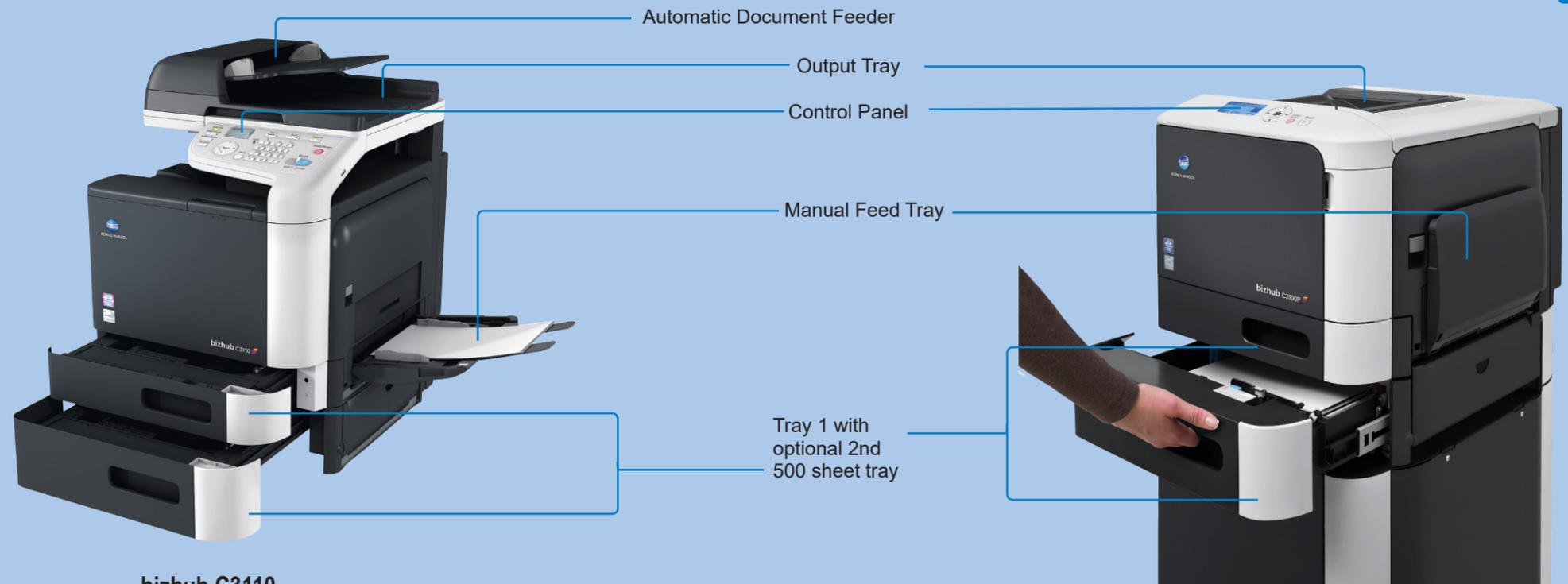


bizhub C3100P - How to use the control panel



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Learning about the printers - Printer configurations



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C3110 - How to do a basic Copy

1. Load document(s) in tray face up or place document(s) on glass face down



2. Select **Copy** from the control panel



3. Enter the number of copies from the keypad



4. Press **Start**



C3110 - How to change Copy settings

1. Load document(s) in tray face up or place document(s) on glass face down



2. Select **Copy** from the control panel



3. Select required copy settings using the **selection pad** to scroll up/down then press the centre of the pad to make selection. For example zoom, duplex, etc



4. Enter the number of copies from the keypad

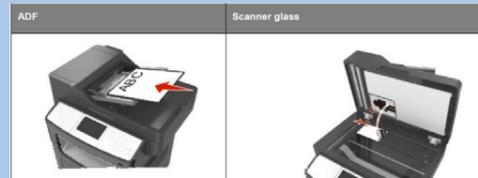


5. Press **Start**

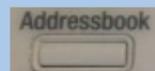


C3110 - How to send a basic Scan

1. Load document(s) in tray face up or place document(s) on glass face down



2. Press the addressbook button



3. Select the desired scan address using the **selection pad** to scroll up/down then press the centre of the pad to make the selection.

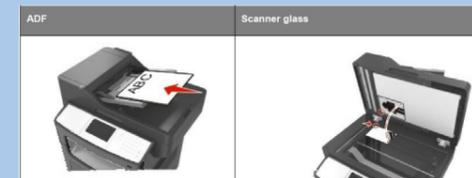


4. Press the **Start** button

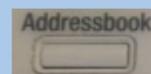


C3110 - How to change Scan settings

1. Load document(s) in tray face up or place document(s) on glass face down



2. Press the addressbook button



3. Select the desired scan address using the **selection pad** to scroll up/down then press the centre of the pad to make the selection. For example, duplex, resolution, file type, etc...



4. Press the **Start** button



C3110 - How to send a basic Fax

1. Load document(s) in tray face up or place document(s) on glass face down



2. Select the **Fax** icon from the main menu



3. Select required fax settings using the **selection pad** to scroll up/down then press the centre of the pad to make selection. For example, duplex.



4. Press **Start**

