



How to use the system – Control Panel

Labels in diagram: ID Card Reader (only for bizhub 5020i), Back to previous menu, Input a value or a number, Power On/Off, WiFi status indicator*, Cancel an operation, Return to Home screen, Touchscreen.

***WiFi status indicator**

- on Connected to a wireless access point
- off Connected to a wireless device in Ad-Hoc-Mode
- blinking Connecting or wireless connection is down

Functions screen

Labels in screenshot: View details, Wireless Status, Message display, Cover is Open, Detail, WiFi, Access Settings menu, Remaining Toner life/Access Toner menu, Modes, Fax, Copy, Scan, Shortcuts, Date/Time, Access Shortcuts screen.

Modes

	Fax	Send and receive faxes.
	Copy	Copy documents.
	Scan	Scan a document and save it as a file.
	Secure Print	Print out confidential print jobs.
	USB	Print documents from a USB flash drive, or scan documents and save them to a USB flash drive.
	2 in 1 ID Copy	Copy both sides of an ID Card on one page

Add a Shortcut

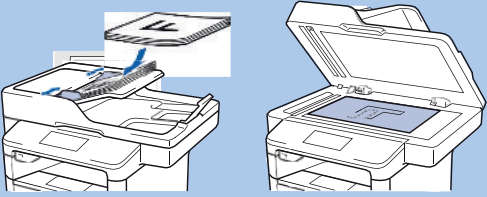
1. Press **Shortcuts**.
2. Press a tab from 1 to 8.
3. Press where you have not added a shortcut.
4. Select **Fax, Copy or Scan**.
5. Select the desired presets.
6. Press **Save as Shortcut**.

Label in screenshot: Access Functions screen

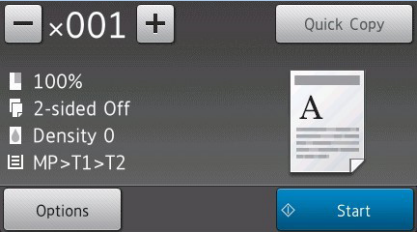


Copy a document

- Place the original(s) in the ADF or on the scanner glass.



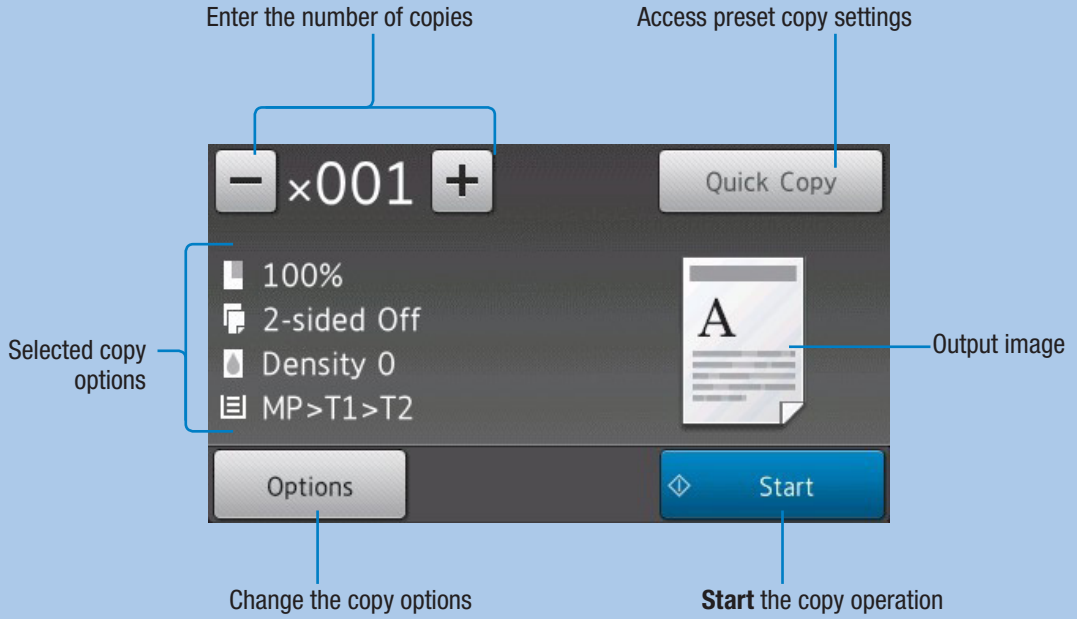
- Press **Copy** on the Functions screen. Enter the number of copies.



- Press **Options** to change the copy settings, if needed.
- Press **Start**.

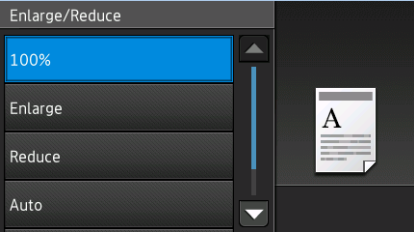
Copy Options

Option	Description
Quality	Select the copy quality for your type of document.
Enlarge/Reduce	Enter an enlargement or reduction ratio.
Density	Increase/decrease density to make text darker/lighter.
Contrast	Increase/decrease contrast to make an image clearer/more subdued.
Stack/Sort	Select to stack or sort multiple copies.
Page Layout	Make N in 1 or 2 in 1 ID copies.
2-sided Copy	Select to copy on both sides of the paper.
2-sided Copy > Page Layout (only for bizhub 5020i)	Select long edge binding or short edge binding.
Tray Use	Select a paper tray.
Save as Shortcut	Save current settings as a shortcut.

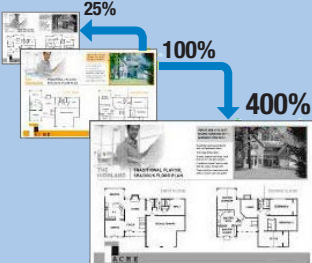


Enlarge/Reduce Copies

- Place the original(s) in the ADF or on the scanner glass.
- Press **Copy** on the Functions screen.
- Press **Options > Enlarge/Reduce**.
- Select the desired option.

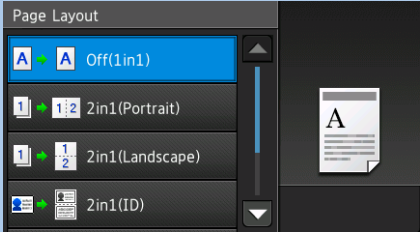


- Make the desired settings.
- Press **OK**.
- Press **Start**.




Make N in 1 Copies

- Place the original(s) in the ADF or on the scanner glass.
- Press **Copy** on the Functions screen.
- Press **Options > Page Layout**.
- Select the desired option.

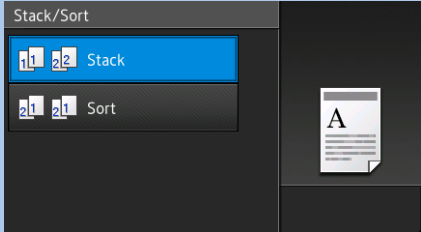


- Press **OK**.
- Press **Start**.

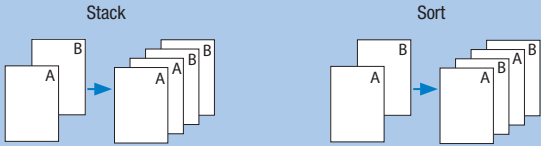


Stack or Sort copies

- Place the original(s) in the ADF or on the scanner glass.
- Press **Copy** on the Functions screen.
- Press **Options > Stack/Sort**.
- Select the desired option.

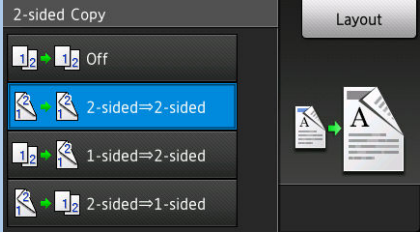


- Press **OK**.
- Press **Start**.



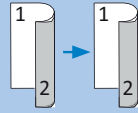
Copy on both sides of the paper

- Place the original(s) in the ADF or on the scanner glass.
- Press **Copy** on the Functions screen.
- Press **Options > 2-sided Copy**.
- Select the desired option.
- Press **OK**.
- Press **Start**.

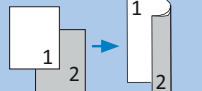


Portrait

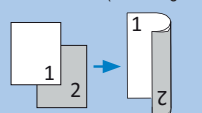
2-sided to 2-sided



1-sided to 2-sided (Long Edge Flip)

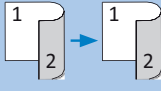


1-sided to 2-sided (Short Edge Flip)

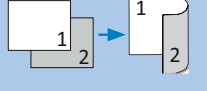


Landscape

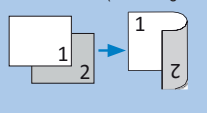
2-sided to 2-sided



1-sided to 2-sided (Long Edge Flip)



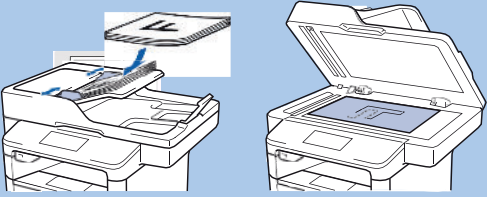
1-sided to 2-sided (Short Edge Flip)



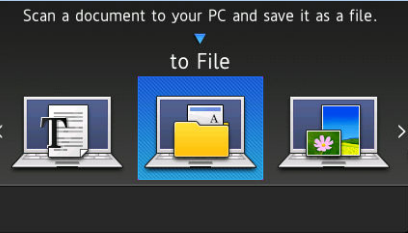


Scan a Document (Basic Procedure)

- Place the original(s) in the ADF or on the scanner glass.



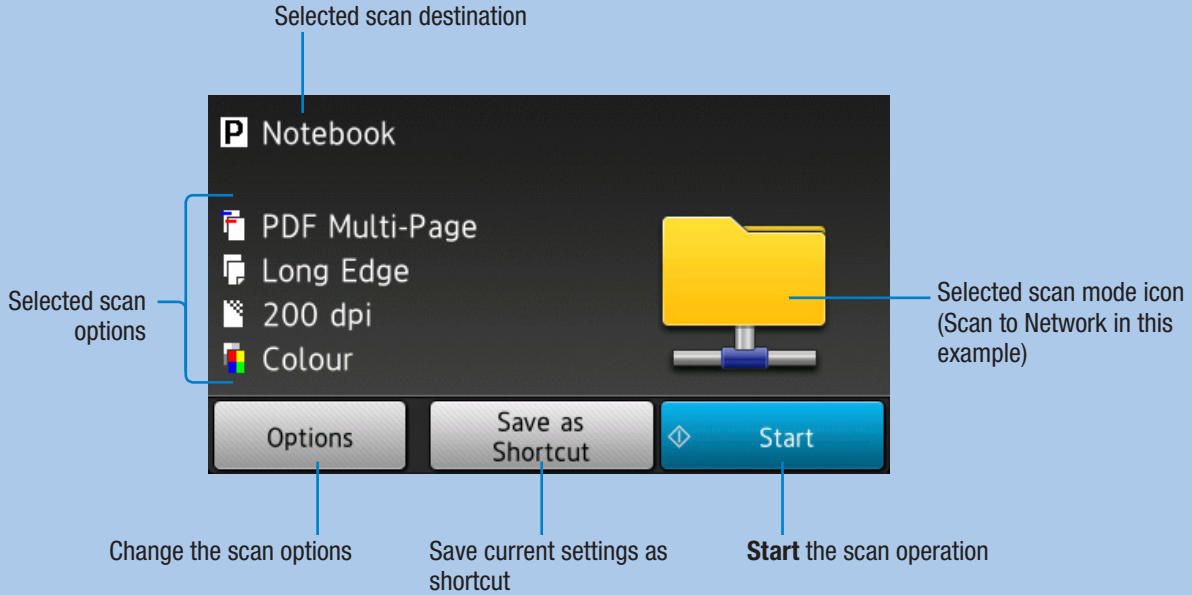
- Press **Scan** on the Functions screen.
- Swipe left or right to display the desired scan mode icon.



- Press the desired scan mode icon.
- Select the scan destination.
- Press **Options** and change the scan options, if needed.
- Press **Start**.

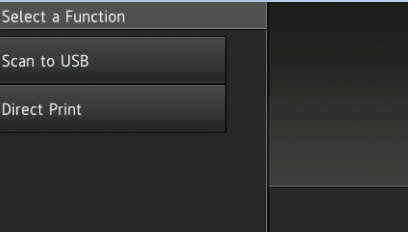
Scan Options

Option	Description
2-sided Scan	Scan 2-sided documents
Scan Type	Scan in Color, Grey or Black and White.
Resolution	Select the scan resolution in dpi.
File Type	Select the file type in which your scan should be output.
Document Size	Select the paper size of your original.
Brightness	Increase/decrease the brightness of your scan.
Contrast	Increase/decrease contrast to make an image clearer/more subdued.
ADF Auto Deskew	Select Auto to correct a skewed document or turn the setting Off .
Skip Blank Page	Skip blank pages for scanning On/Off.
Remove Background Color	Remove the base color of documents.

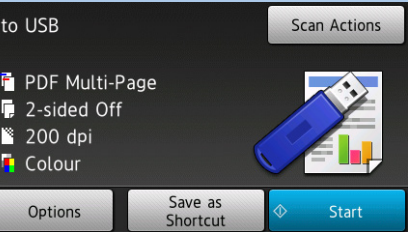


Scan to a USB flash drive

- Place the original(s) in the ADF or on the scanner glass.
- Insert a USB flash drive into your machine.
- Press **Scan to USB**.



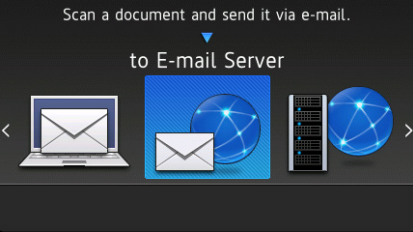
- Press **Options** and change the scan options, if needed.



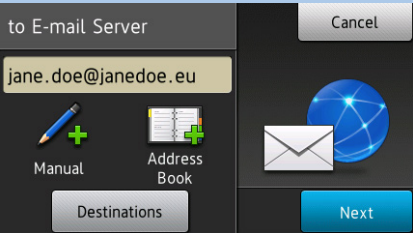
- Press **Start**.

Send a Document via E-mail

- Place the original(s) in the ADF or on the scanner glass.
- Press **Scan** on the Functions screen.
- Press **to E-mail Server**.



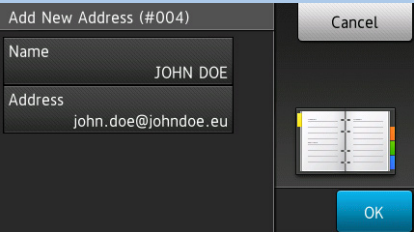
- Enter one or multiple e-mail destinations manually or from the address book, then press **Next**.



- Press **Options** and change the scan options, if needed.
- Press **Start**.

Store E-mail Destinations

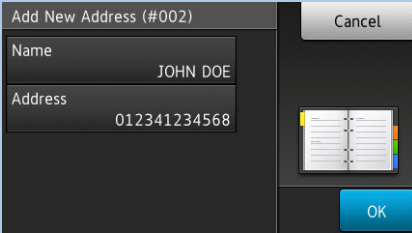
- Press **Scan** on the Functions screen.
- Press **to E-mail Server**.
- Press **Address Book**.
- Press **Edit**.
- Press **Add New Address**.
- Press **Name** and enter the recipients' name.
- Press **Address** and enter the e-mail address.



- Press **OK**.

Store Fax Numbers

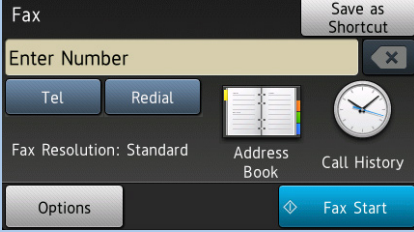
- Press **Fax** on the Functions screen.
- Press **Address Book**.
- Press **Edit**.
- Press **Add New Address**.
- Press **Name** and enter the recipients' name.
- Press **Address** and enter the fax number.



- Press **OK**.

Send a Fax

- Place the original(s) in the ADF or on the scanner glass.
- Press **Fax** on the Functions screen.
- Press **Options** and change the fax options, if needed.



- Enter the fax number using the dial pad, via the **Address Book** or via **Call History**.
- Press **Fax Start** or **Apply**.