



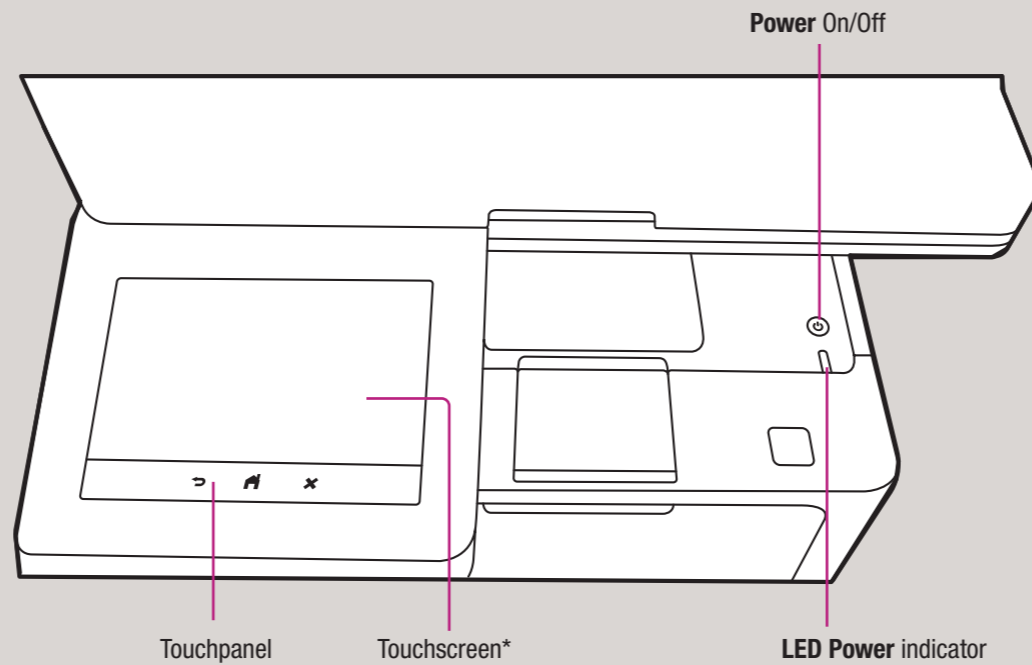
KONICA MINOLTA

**bizhub 4221i**

# QUICK REFERENCE



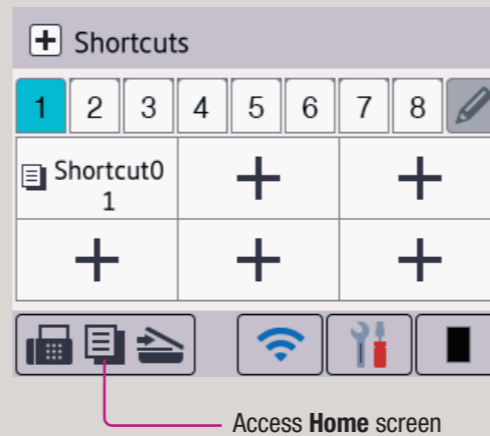
## How to use the system – Control Panel



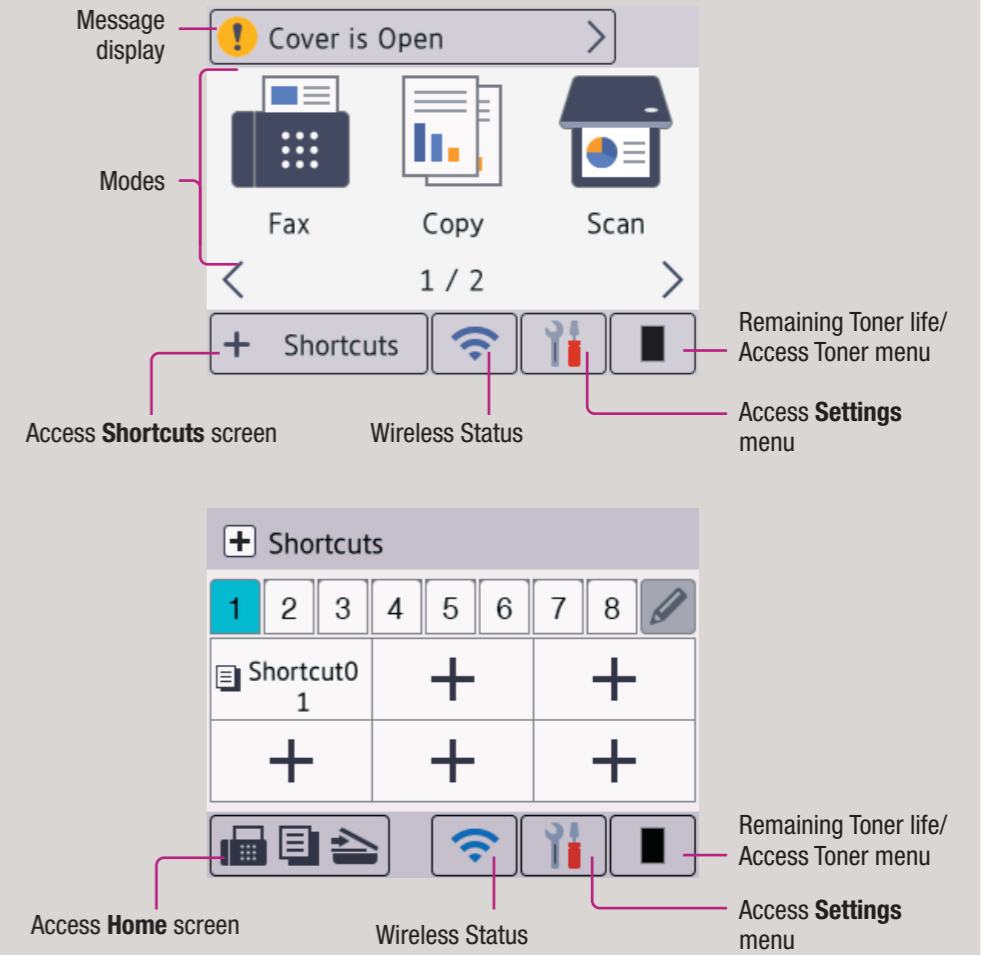
\*Touchscreen:  
There are two types of screens to set as the Main Home screen:  
Home screens and Shortcut screens.

## Add a shortcut

1. Press **+ Shortcuts**. (If **+ Shortcuts** is displayed.)
2. Press a tab from **1** to **8**.
3. Press **+** where you have not added a shortcut.
4. Select **Fax**, **Copy**, **Scan**, **Web Connect**, or **Apps Shortcut**.  
(Some Shortcut menus are not available depending on your model.)
5. Select the desired presets.
6. Press **OK**.



## Touchscreen



### Modes

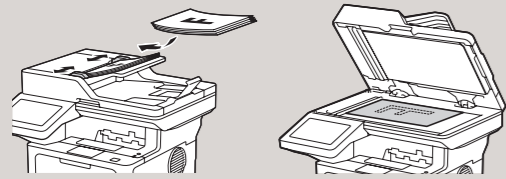
- Fax** Send and receive faxes.
- Copy** Copy documents.
- Scan** Scan a document and save it as a file.
- Secure Print** Print out confidential print jobs.
- USB** Print documents from a USB flash drive, or scan documents and save them to a USB flash drive.
- 2 in 1 ID Copy** Copy both sides of an ID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



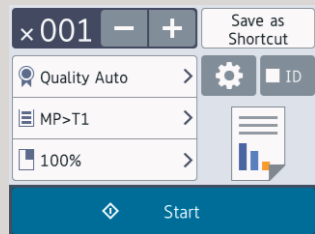
Copy a document



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



2. Press **Copy** on the **Home** screen. Enter the number of copies.



3. Change the copy settings, if needed.  
4. Press **Start**.

Copy options



Option	Description
Quality	Select the copy quality for your type of document.
Tray Use	Select a paper tray.
Enlarge/Reduce	Enter an enlargement or reduction ratio.
Density	Increase/decrease density to make text darker/lighter.
2-sided Copy	Select to copy on both sides of the paper.
2-sided Copy > Page Layout	Select long edge binding or short edge binding.
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.
Auto Deskew	Set the machine to automatically correct skewed copies.

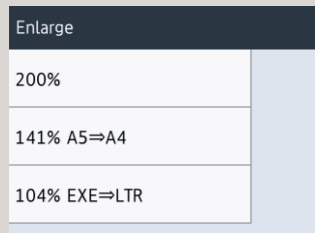
Annotations for the copy control panel:

- Enter the number of copies: Points to the 'x001' display and '+'/'-' buttons.
- Save current settings as shortcut: Points to the 'Save as Shortcut' button.
- Copy an ID Card: Points to the 'ID' button.
- Change the copy options: Points to the gear icon.
- Output image: Points to the image preview area.
- Start the copy operation: Points to the 'Start' button.
- Selected copy options: Points to the list of settings (Quality Auto, MP>T1, 100%).

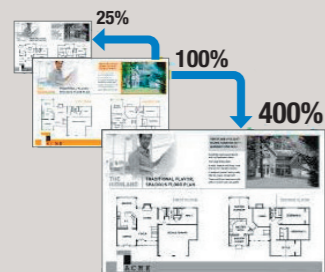
Enlarge/Reduce copies



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



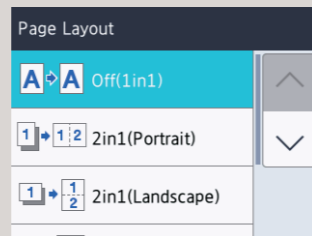
6. Press **OK**.  
7. Press **Start**.



Make N in 1 copies



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



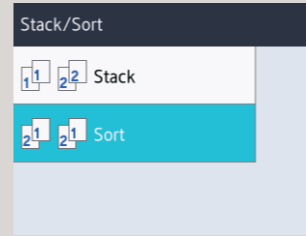
5. Press **OK**.  
6. Press **Start**.



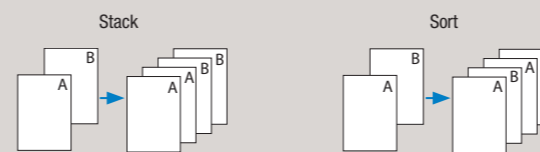
Stack or sort copies



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



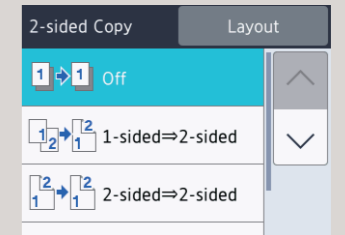
5. Press **OK**.  
6. Press **Start**.



Copy on both sides of the paper

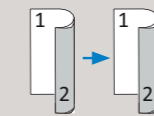


- Place the original(s) in the ADF or on the scanner glass.
- Press **Copy** on the **Home** screen.
- Press **Options** > **2-sided Copy**.
- Select the desired option.
- Press **OK**.
- Press **Start**.

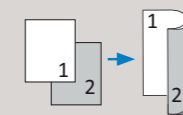


Portrait

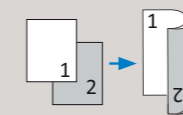
2-sided to 2-sided



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

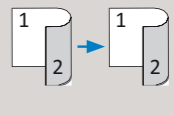


1-sided to 2-sided (Short Edge Flip)

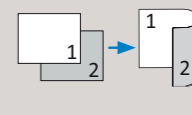


Landscape

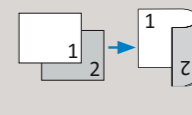
2-sided to 2-sided



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



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

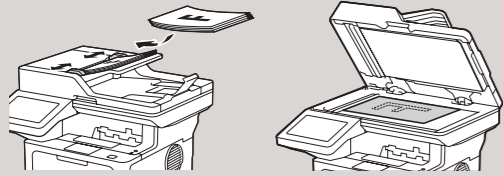




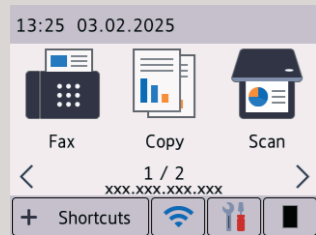
Scan a document (Basic procedure)



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



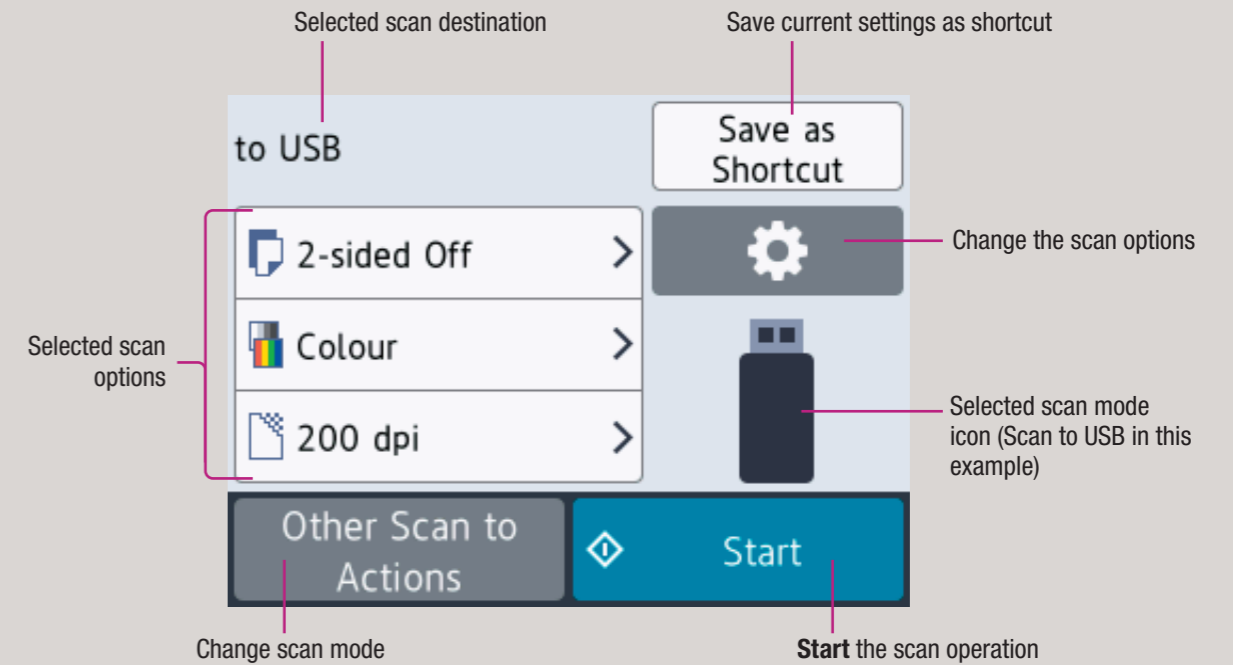
2. Press **Scan** on the **Home** screen.



- 3. Select the desired scan destination.
- 4. Press **Options** and change the scan options, if needed.
- 5. Press **Start**.

Scan options

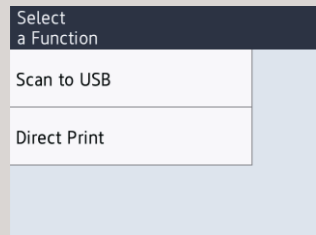
Option	Description
2-sided Scan	Scan 2-sided documents.
Resolution	Select the scan resolution in dpi.
File Type	Select the file type in which your scan should be output.
Document Size	Select the paper size of your original.
Brightness	Increase/decrease the brightness of your scan.
Contrast	Increase/decrease contrast to make an image clearer/more subdued.
ADF Auto Des skew	Select Auto to correct a skewed document or turn the setting Off.
Skip Blank Page	Skip blank pages for scanning on/off.
Skip Blank Page Sensitivity	Select the sensitivity level for detecting blank pages.
Remove Background Color	Remove the base color of documents.
B&W TIFF Compress	Select the TIFF compression option for a black and white document.



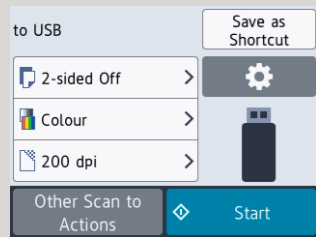
Scan to a USB flash drive



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



4. Change the scan options, if needed.

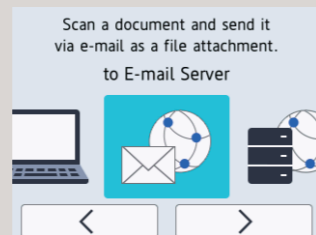


5. Press **Start**.

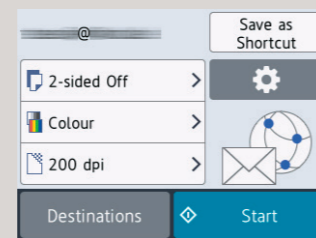
Send a document via e-mail



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



- 4. Enter one or multiple e-mail destinations manually or from the address book, then press **Next**.
- 5. Change the scan options, if needed.

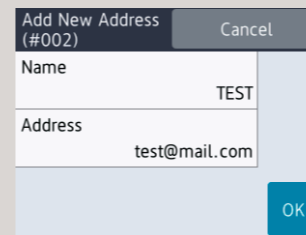


6. Press **Start**.

Store e-mail destinations



- 1. Press **Scan** on the **Home** screen.
- 2. Press **to E-mail Server**.
- 3. Press **Address Book**.
- 4. Press **Edit**.
- 5. Press **Add New Address**.
- 6. Press **Name** and enter the recipients' name and press **OK**.
- 7. Press **Address** and enter the e-mail address and press **OK**.

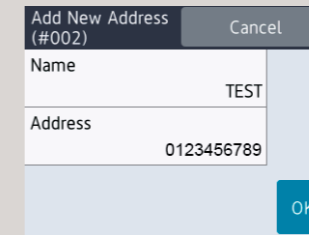


8. Press **OK**.

Store fax numbers



- 1. Press **Fax** on the **Home** screen.
- 2. Press **Address Book**.
- 3. Press **Edit**.
- 4. Press **Add New Address**.
- 5. Press **Name** and enter the recipients' name and press **OK**.
- 6. Press **Address** and enter the fax number and press **OK**.

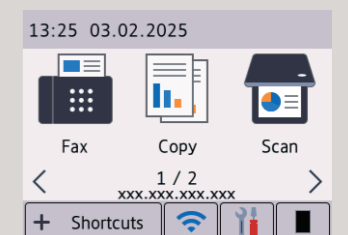


7. Press **OK**.

Send a fax



- 1. Place the original(s) in the ADF or on the scanner glass.
- 2. Press **Fax** on the **Home** screen.



- 3. Press **Options** and change the fax options, if needed.
- 4. Enter the fax number using the dial pad, via the **Address Book** or via **Call History**.
- 5. Press **Fax Start**.