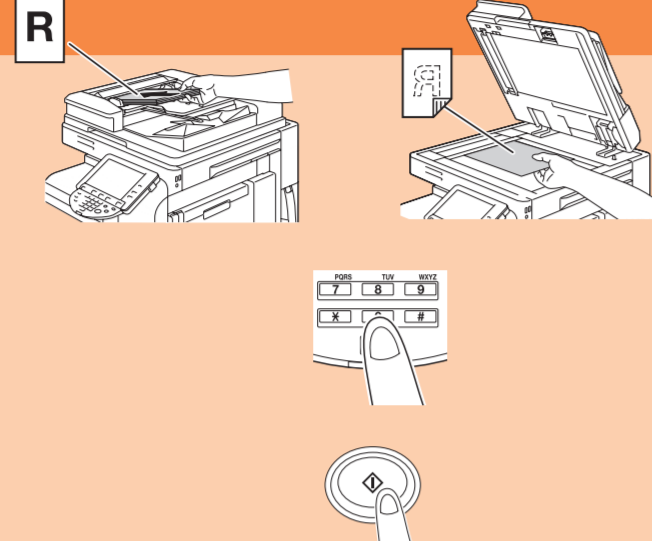# Manages color
and black/white
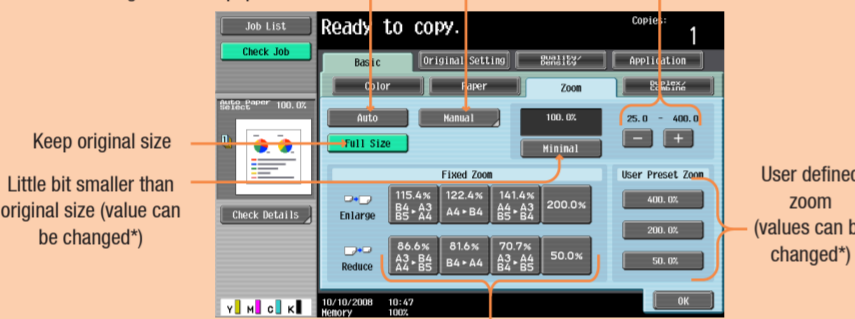
Basic functions
Make a copy

R

1. Position the original(s).

2. Type in the number of copies.

3. Press the **START** key.

Zoom

1. Position the original(s).
2. Touch **ZOOM** in the basic screen.
3. Touch the desired function.
4. Touch **OK**.
5. Press the **START** key.

Automatically reduce/enlarge original size to paper size

Different values for X and Y (distortion)

Change zoom manually

Keep original size

Little bit smaller than original size (value can be changed*)

User defined zoom (values can be changed*)

*refer to User Manual for Copy Operations

Preset zoom values

Duplex

1. Position the original(s).
2. Touch **DUPLEX/COMBINE** in the basic screen.
3. Touch the desired function.
4. Touch **OK**.
5. Press the **START** key.

1-Sided > 1-Sided

1-Sided > 2-Sided

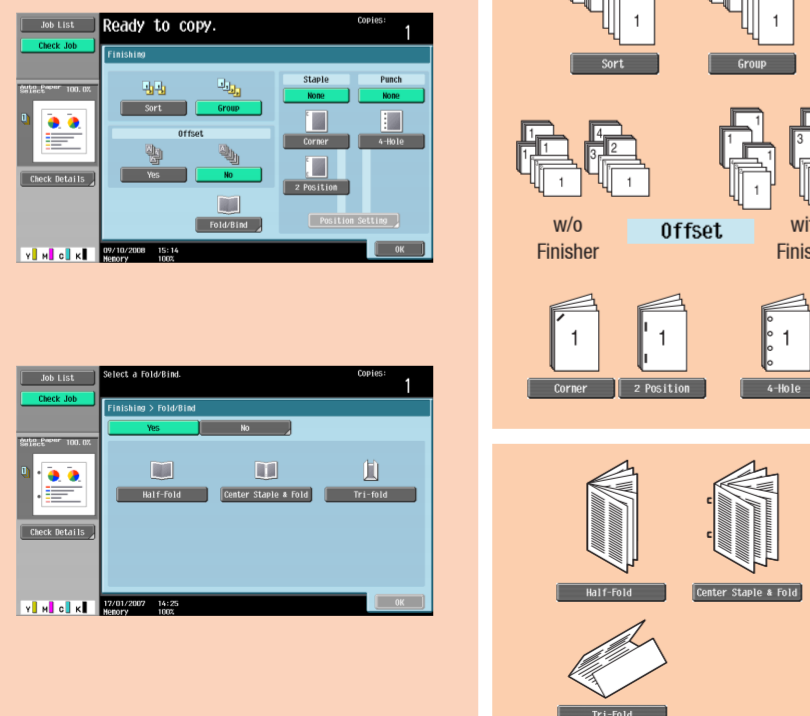2-Sided > 1-Sided

2-Sided > 2-Sided

Finishing (only with Finisher)

1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch the desired function.*
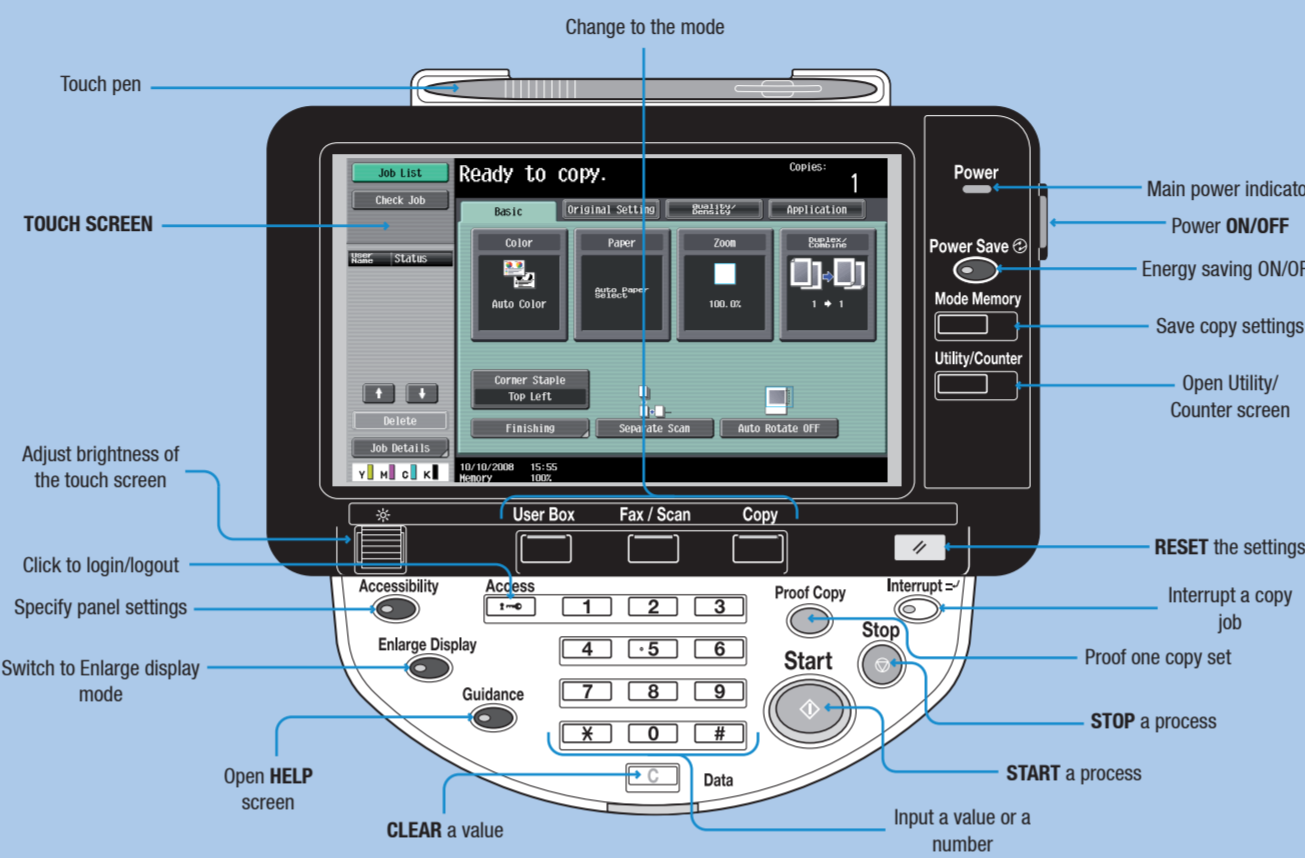4. Touch **OK**.
5. Press the **START** key.

CREATE A BOOKLET
1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch **FOLD/BIND**.
4. Touch the desired function.
5. Touch **OK** (2×).
6. Press the **START** key.
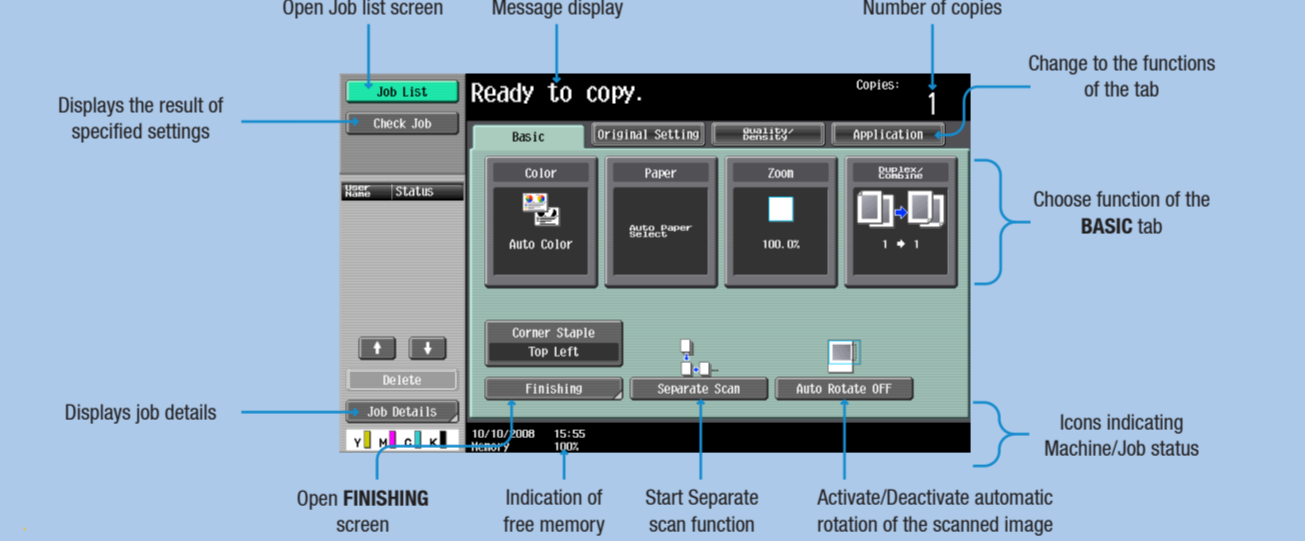
*available functions depend on machine/finisher

w/o Finisher

Offset

with Finisher

Sort

Group

Corner

2 Position

4-Hole

Half-Fold

Center Staple & Fold

Tri-Fold

How to use the machine
Panel

Change to the mode

Touch pen

TOUCH SCREEN

Adjust brightness of the touch screen

Click to login/logout
Specify panel settings

Switch to Enlarge display mode

Open **HELP** screen

CLEAR a value

Power
Main power indicator
Power **ON/OFF**
Power Save
Energy saving ON/OFF
Mode Memory
Save copy settings
Utility/Counter
Open Utility/Counter screen

User Box   Fax / Scan   Copy

Accessibility
Access

Enlarge Display

Guidance

Proof Copy
Interrupt
Stop
Start
Data

RESET the settings

Interrupt a copy job

Proof one copy set

STOP a process

START a process

Input a value or a number

Touch Screen (Basic screen)

Open Job list screen
Message display
Number of copies

Displays the result of specified settings

Displays job details

Open **FINISHING** screen

Indication of free memory

Start Separate scan function

Activate/Deactivate automatic rotation of the scanned image

Change to the functions of the tab

Choose function of the **BASIC** tab

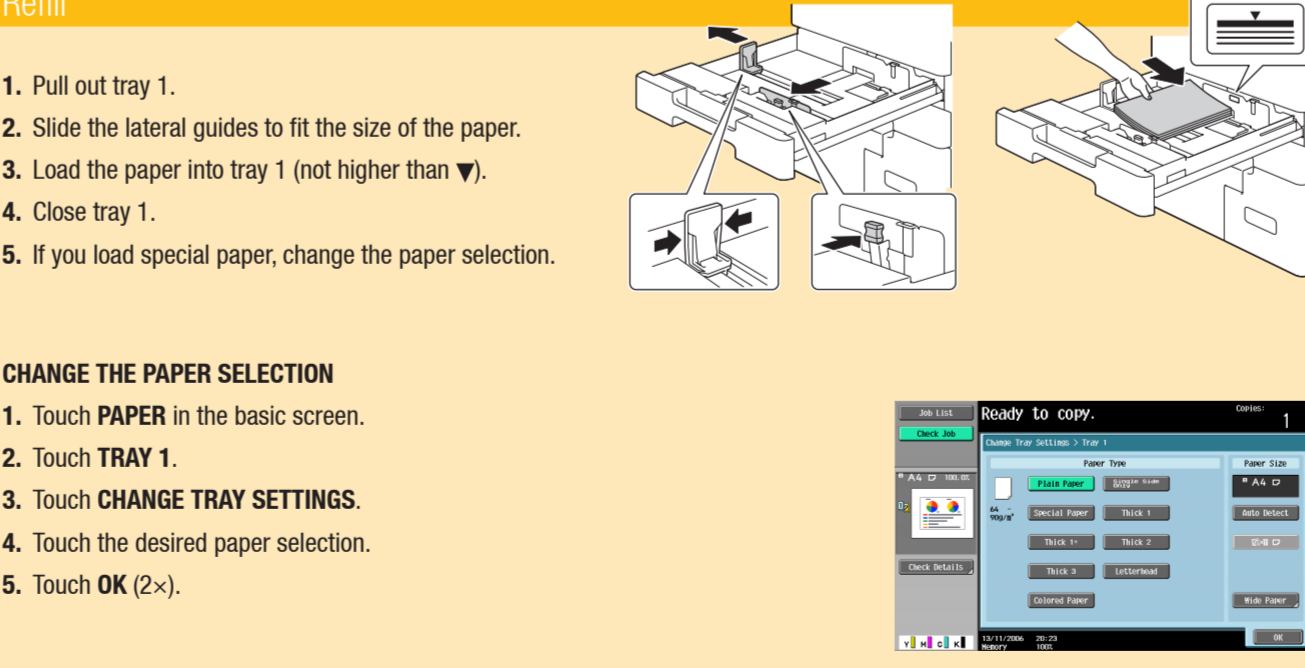Icons indicating Machine/Job status

Load paper in tray 1
Refill

1. Pull out tray 1.
2. Slide the lateral guides to fit the size of the paper.
3. Load the paper into tray 1 (not higher than ▼).
4. Close tray 1.
5. If you load special paper, change the paper selection.
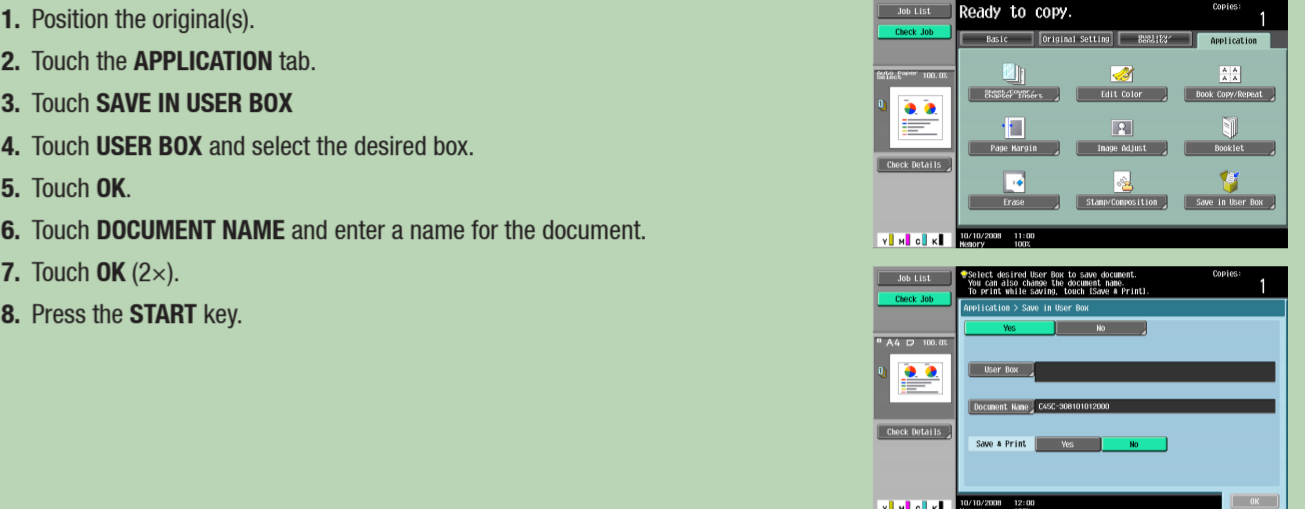
CHANGE THE PAPER SELECTION
1. Touch **PAPER** in the basic screen.
2. Touch **TRAY 1**.
3. Touch **CHANGE TRAY SETTINGS**.
4. Touch the desired paper selection.
5. Touch **OK** (2×).

Advanced functions
Save in user box

1. Position the original(s).
2. Touch the **APPLICATION** tab.
3. Touch **SAVE IN USER BOX**
4. Touch **USER BOX** and select the desired box.
5. Touch **OK**.
6. Touch **DOCUMENT NAME** and enter a name for the document.
7. Touch **OK** (2×).
8. Press the **START** key.

Scan to e-mail (direct input)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **DIRECT INPUT**.
4. Touch **E-MAIL**.
5. Enter the destination address.
6. Touch **OK**.
7. Press the **START** key.

Fax/Scan

SEARCH FOR AN E-MAIL ADDRESS
1. Press the **FAX/SCAN** key on the panel.
2. Touch **ADDRESS BOOK**.
3. Touch **SEARCH**.
4. Touch **DETAIL SEARCH**.
5. Touch **NAME** or **ADDRESS**.
6. Input a keyword.
7. Touch **OK** (2×).
8. Touch **CLOSE**.

Fax/Scan

Send a fax (only with Fax option)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **DIRECT INPUT**.
4. Touch **FAX**.
5. Enter the fax number.
6. Touch **OK**.
7. Press the **START** key.

Fax/Scan

bizhub C652/C552