



KONICA MINOLTA

Scanning (and Faxing)

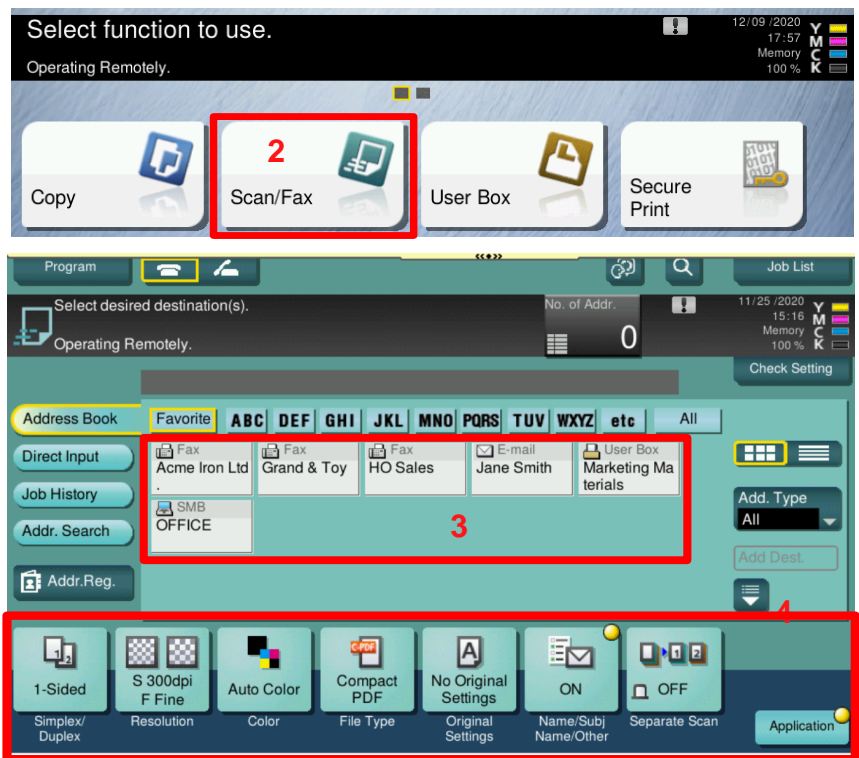
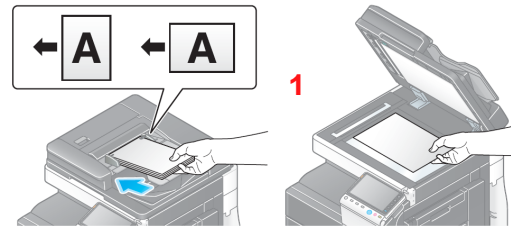
Make & Models: Konica Minolta bizhub: **iSeries.**



What's It Do?

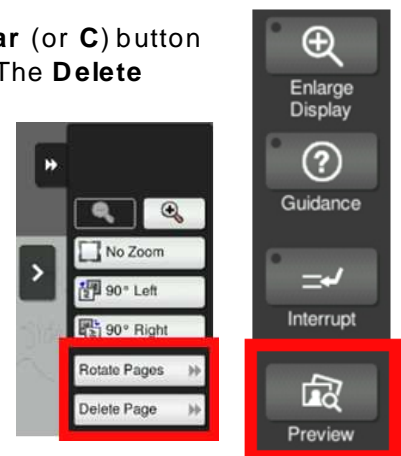
Once your network administrator has set up the scan function, you can scan documents into digital file formats.

1. Place your originals face up in the document feeder or face down on the document glass.
2. From the Home (main menu) screen select **Scan/Fax** or **Scan**.
3. Select your preprogrammed destination using 1-touch buttons or press the Direct Input button to manually type in an email address. For fax dialing use the 10-Keypad to enter the fax #.
4. If desired, select the scan settings needed from the Function buttons along the bottom of the screen, or select the Application button for more options. ***See page 2 of this cheat sheet for information on the common scan settings.**
5. Press the **Start** button to begin scanning **OR** press the **Preview** button to digitally preview your scan or fax prior to sending. ***See notes below in Tips & Tricks regarding Preview.**



Tips & Tricks

- ◆ In **Name/Subj Name/Other**, to delete the whole file name at once, select the **Clear** (or **C**) button to the right of the name (*or the **C** key on the optional 10-Keypad, if you have it). The **Delete** button will delete only one character at a time.
- ◆ Select the **Preview** button to generate a digital preview of your scan or fax prior to sending it. From the Preview screen you can "pinch" and rotate individual pages 90° at a time, to ensure every page is oriented properly. You can also delete any unwanted pages or rotate multiple images at once by selecting the **double arrow** to the right of the screen and selecting **Delete Page** or **Rotate Pages**.
- ◆ ***NOTE:** Preview is found on the right side of the touch screen (*in the **Classic Style** screen mode). It may be in a different location than shown in the picture on the right.





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Common Scan Settings



What's It Do?

When scanning documents to any destination (USB, email, PC, etc.) the device will use certain default settings to scan your document before sending it to you. You may change any settings you need before pressing Start.



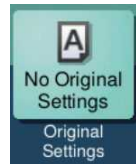
***Please Note:** The Function buttons above are all shortcuts. Your panel may not look the same as the picture above. If you cannot see the Function button you need on the bottom of the screen, you will find it in the Application Ribbon. Selecting the **Application** button in the bottom right corner of the screen will display all scan functions.



Simplex/ Duplex — Scan double sided originals. Cover + 2-sided can be used when you have a 2-sided document with a 1-sided cover sheet.



Resolution — Adjust the resolution of your scan. The factory default is **300 dpi**. You can select 200, 400, or 600 dpi. ***Keep in mind:** the higher the resolution, the bigger the file size.



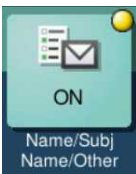
Original Settings:

- 1. Mixed Originals** — This allows you to scan documents comprised of multiple standard size (ie. mixed letter and legal pages, or tabloid, legal and letter pages). You will end up with a file of mixed sizes.
- 2. Blank Page Removal** — When 2-sided is selected, but your document is a mix of single and double sided originals, the Blank Page Removal function will remove all the blank pages. ***NOTE:** Use **Preview** to rotate multiple images and/or delete other unwanted pages.

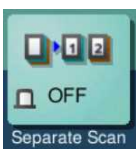


File Type:

- 1. File Type** — Select the type of file you wish the device to create. Factory default is **Compact PDF**, to compress the file to an email friendly size, but still maintains the PDF file format. Options include: PDF, JPEG; TIFF; XPS/Compact XPS, and PPTX (PowerPoint). ***NOTES:** **1)** If the **LK-110** option is installed, you can also choose DOCX/XLSX & Searchable PDF. **2)** If the **LK-105** option is installed you can choose Searchable PDF.
- 2. Page Separation** — Allows you to place a stack of pages in the document feeder and have the device separate them into multiple files at the specified page interval. The default page interval is **1** page.



Name/Subj Name/Other — When you choose a scan location, the default name of the file is usually the device name and the date & time the file is sent. Press the Clear or C button and use the keyboard on the screen to enter a new file name. That way you don't have to save the scan to your desktop and rename it.



Separate Scan — Scan your document in separate batches, but still end up with one file. This is useful when you have documents that: contain more pages than can fit in the document feeder at once; or are stapled and require scanning one page at a time off the glass; or are a mix of full size sheets and small originals (eg. receipts, ID's, business cards, or cheques), which cannot be fed through the document feeder. When scanning is complete, the device will compile all the batches into one file, in the order that you scanned the originals.