Scanning instructions for Konica Minolta multi-function devices (copiers).

Page 2-3: Bizhub 601
Page 4-5: Bizhub 600
Page 6-8: Bizhub 363 and c363

Questions? Contact greenpuchasing@acgov.org
Scanning Documents

Easy to distribute and saves paper!

1. Place your document on the glass or in the auto-feeder and Press Fax/Scan

2. Choose Destination

3. Press Scan Settings

Konica Minolta
Bizhub 601
4a. If the original is single sided, skip to Step 7
4b. If original is 2-sided, press Simplex/Duplex

5. Then select 2-sided

6. Press OK

7. Press Start to scan your document
Scanning Documents

Easy to distribute and saves paper!

1. Place your document on the glass or in the auto-feeder and press Scan

2. Choose Destination (shared folder or email)

3. Press Scan Settings

Konica Minolta, Bizhub 600
4a. If the original is single sided, skip to step 7
4b. If original is 2-sided, press Simplex/Duplex

5. Then select 2-sided

6. Press OK

7. Press Start to scan your document

Konica Minolta, Bizhub 600
**Scanning Documents**

Easy to distribute and saves paper!

1. Place your document on the glass or in the auto-feeder and Press Fax/Scan

2. Choose Destination (shared folder or email)

3. Press Scan Settings

Konica Minolta
Bizhub 363 and c363
4a. If the original is single sided, skip to step 7
4b. If original is 2-sided, press Simplex/Duplex

5. Then select 2-sided

6. Press OK
7. To scan in color, press Color (for c363 only)

8. Select your desired option

9. Press OK

10. Press Start to scan your document

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