
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 greenpurchasing@acgov.org

Scanning Documents

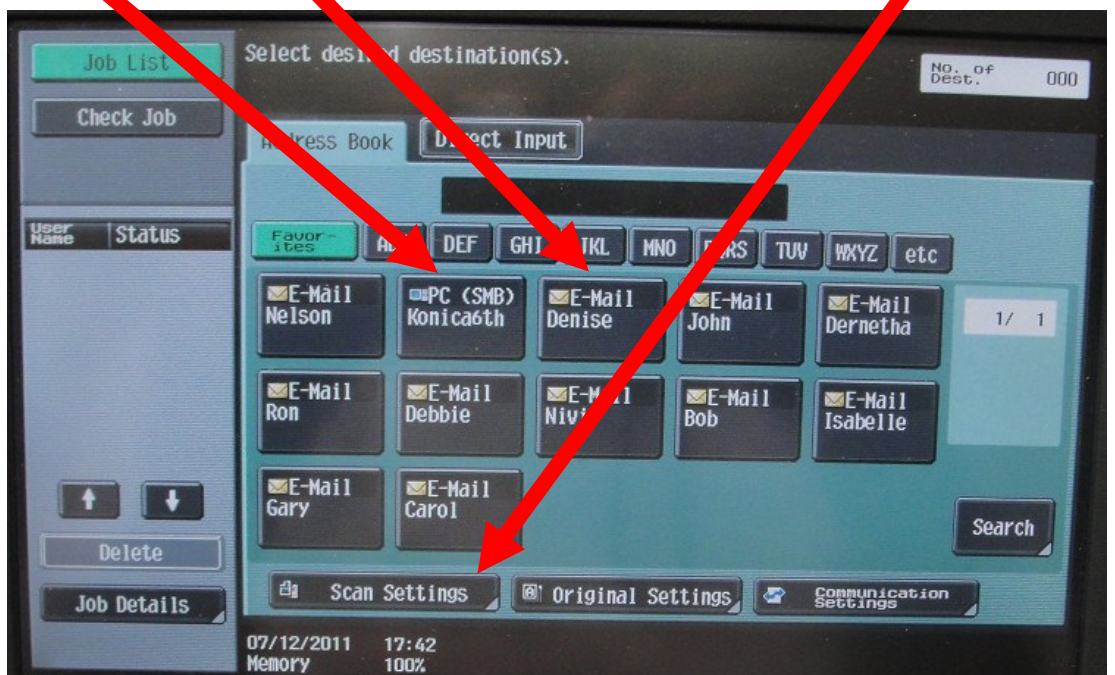
Easy to distribute and saves paper!

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

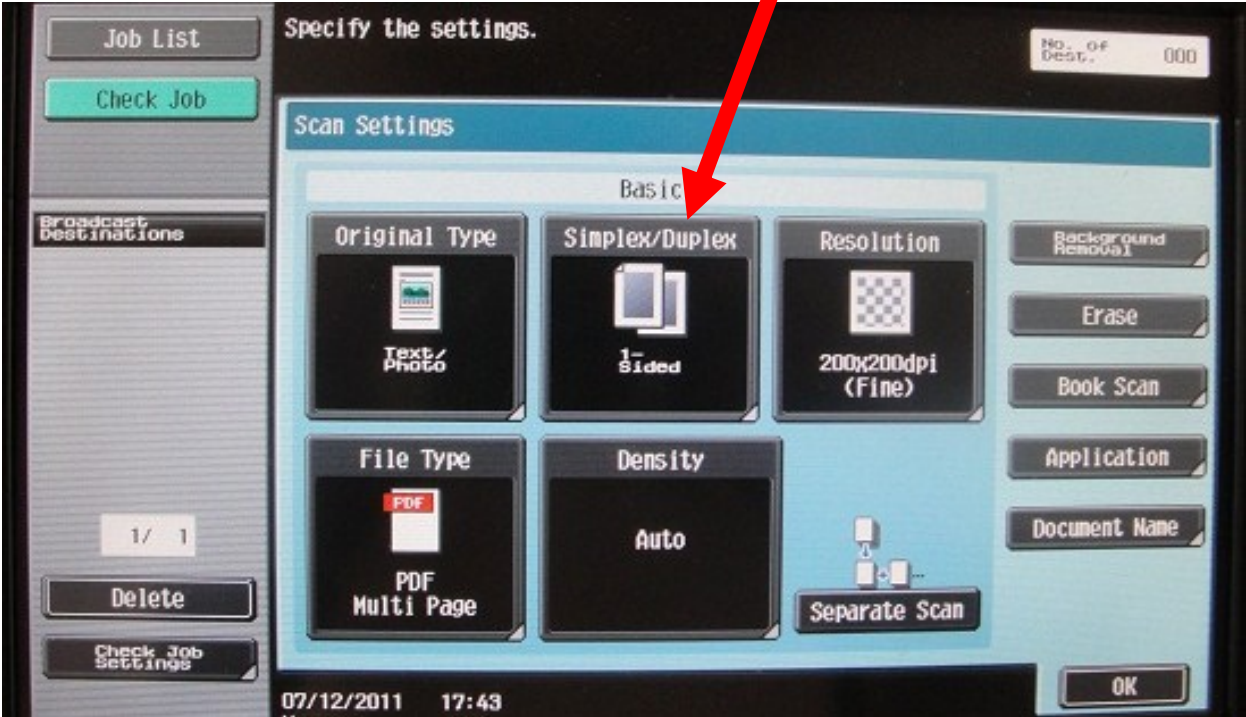


2. Choose Destination

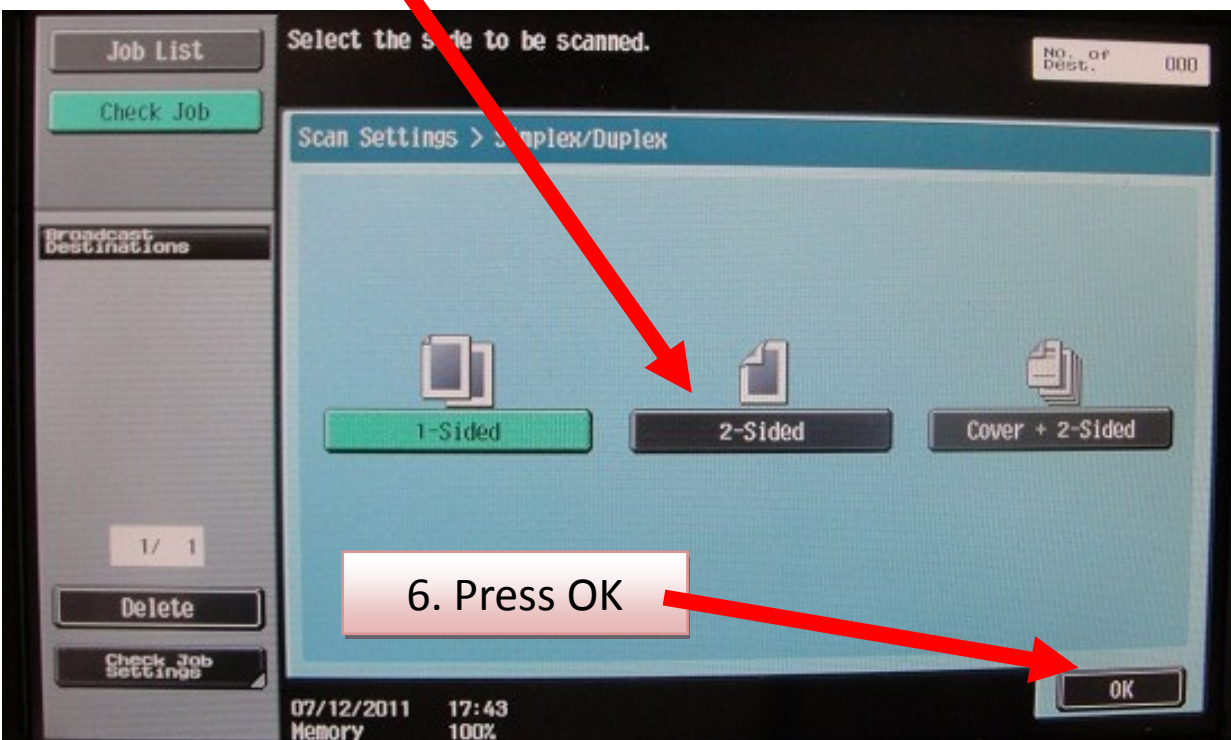
3. Press Scan Settings



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



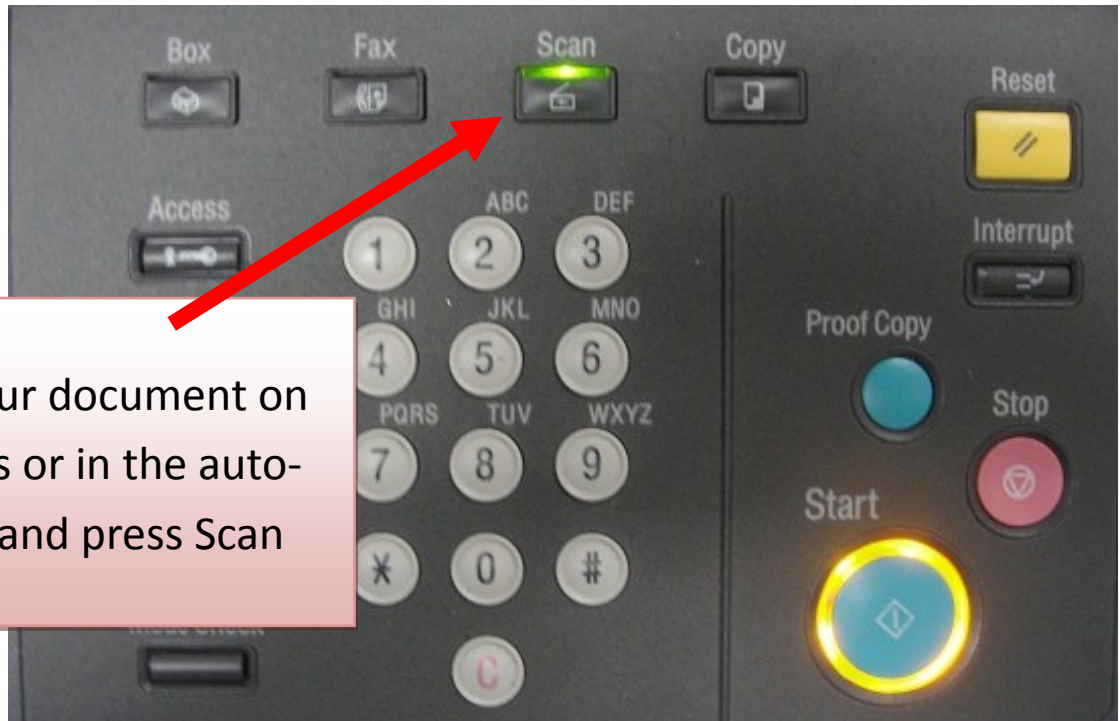
6. Press OK

7. Press Start to scan your document



Scanning Documents

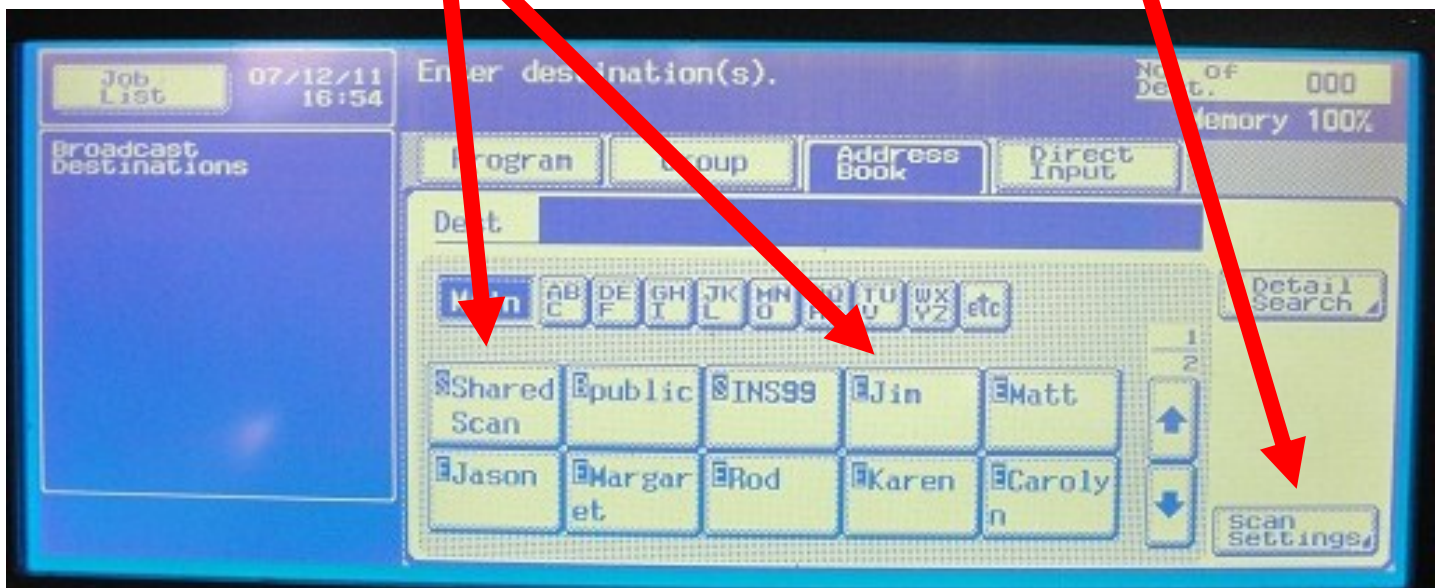
Easy to distribute and saves paper!



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

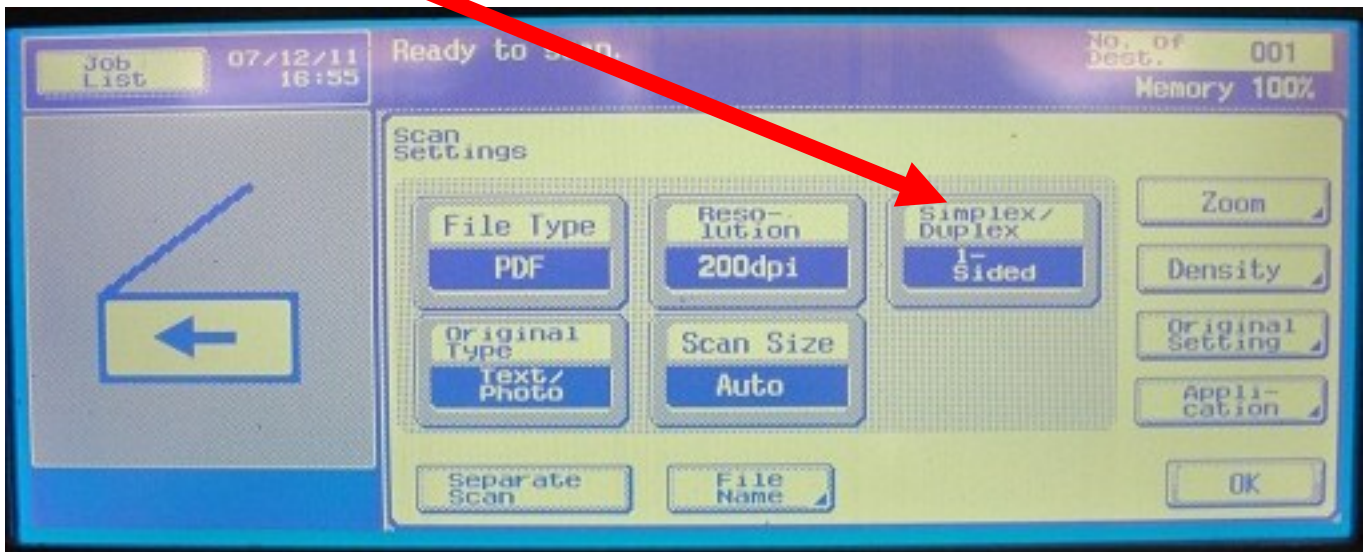
2. Choose Destination (shared folder or email)

3. Press Scan Settings



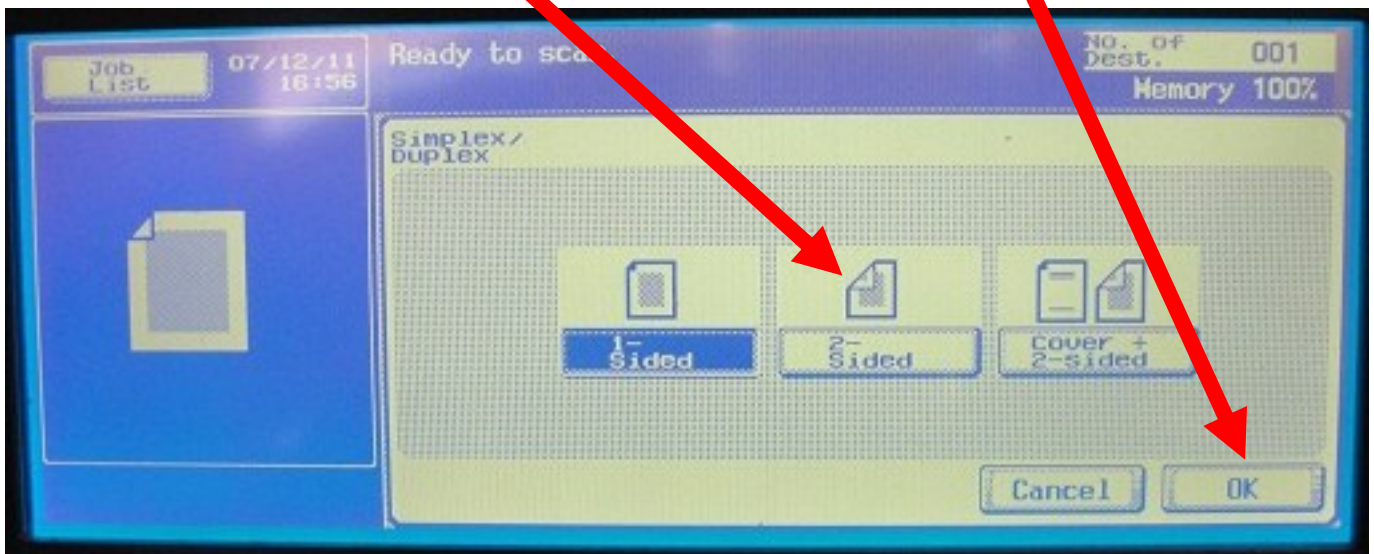
4a. If the original is single sided, skip to step 7

4b. If original is 2-sided, press Simplex/Duplex



5. Then select 2-sided

6. Press OK



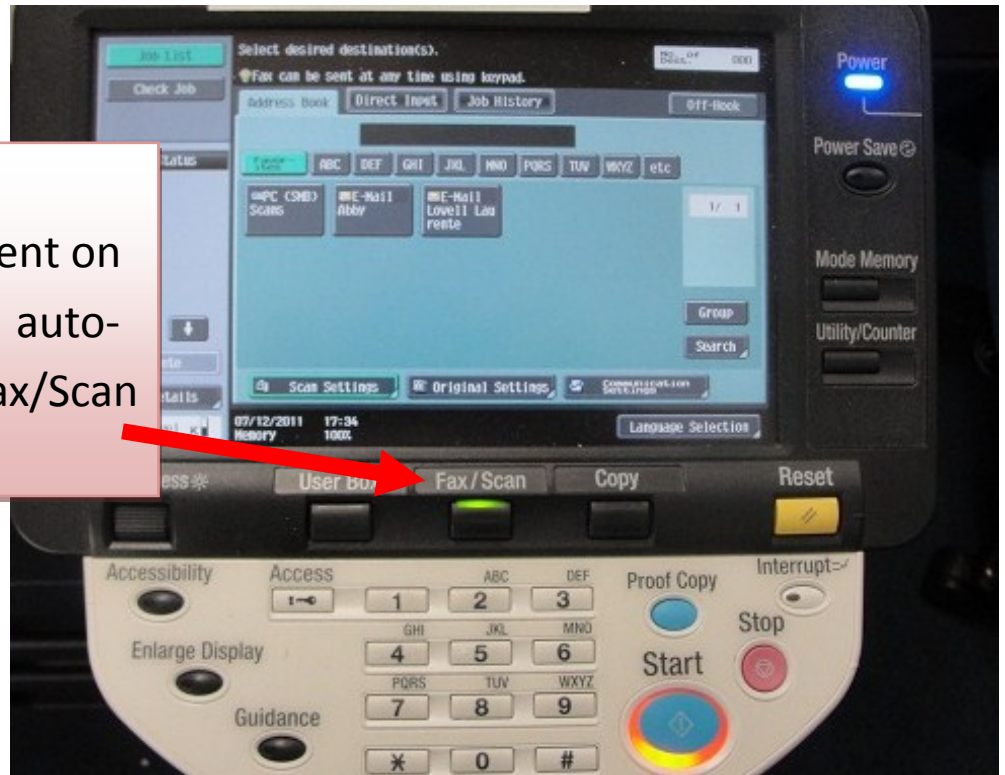
7. Press Start to scan your document



Scanning Documents

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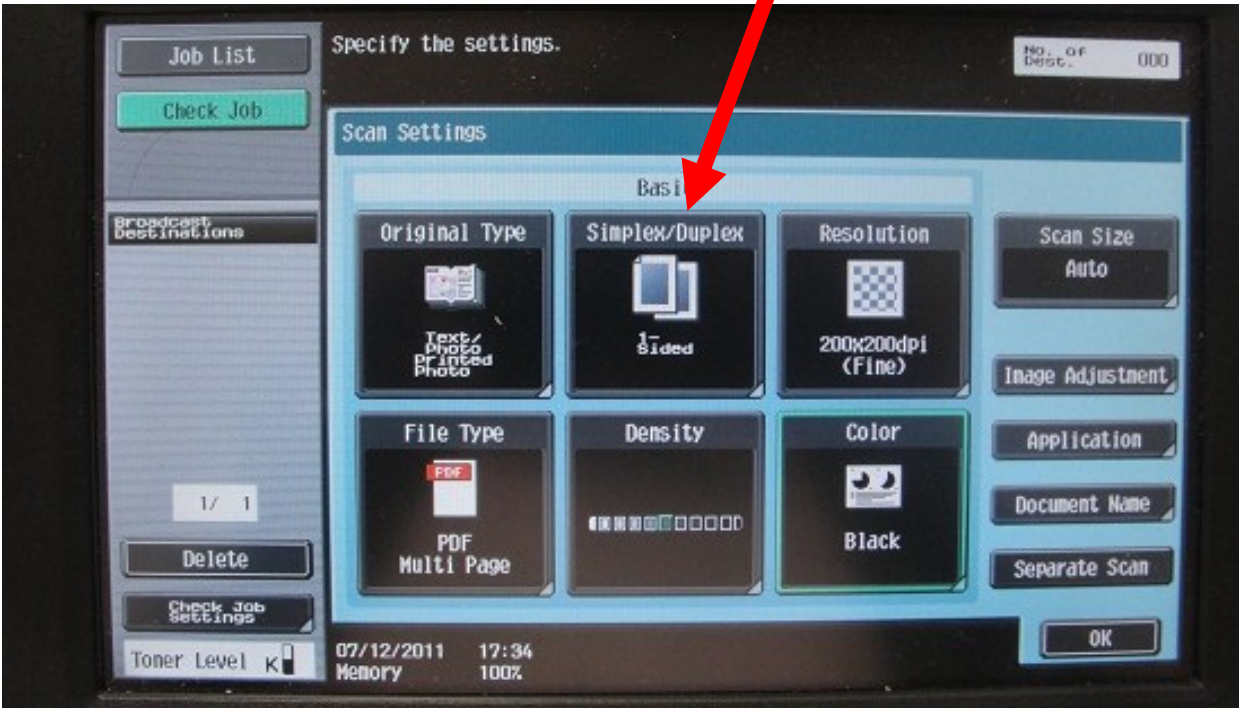


2. Choose Destination (shared folder or email)

3. Press Scan Settings

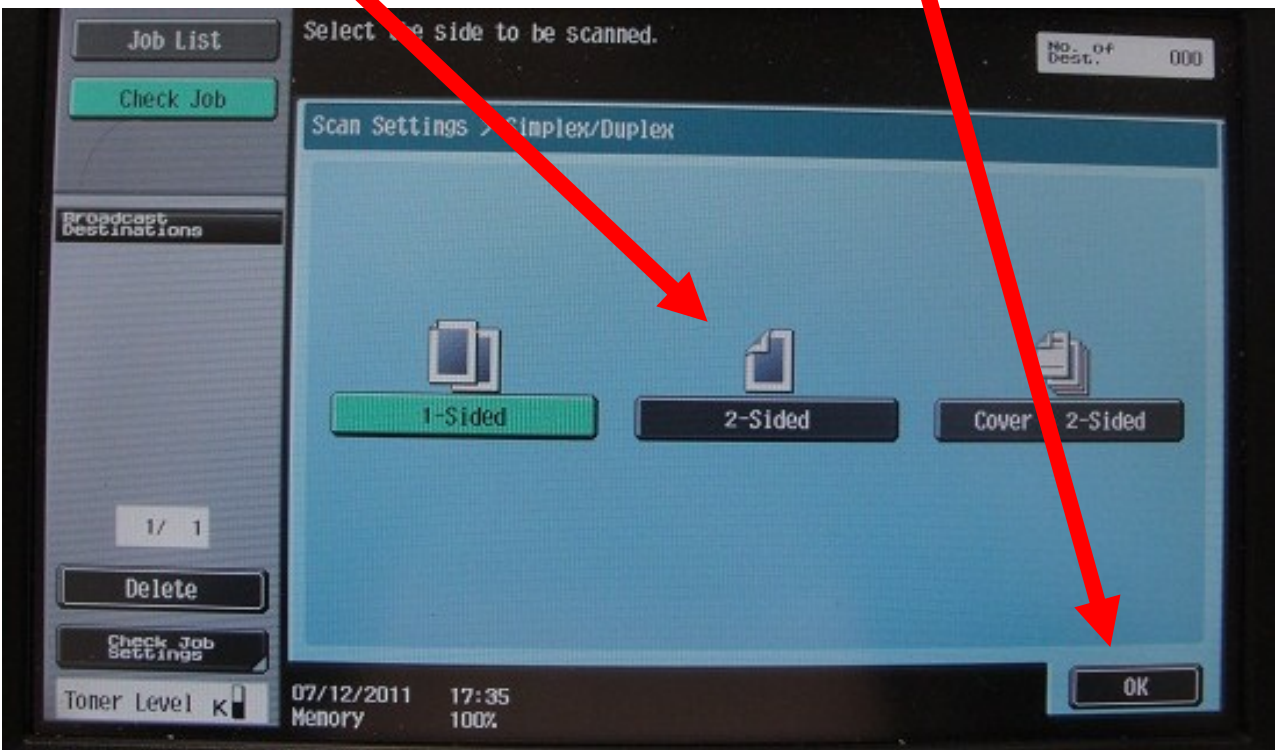


- 4a. If the original is single sided, skip to step 7
- 4b. If original is 2-sided, press Simplex/Duplex

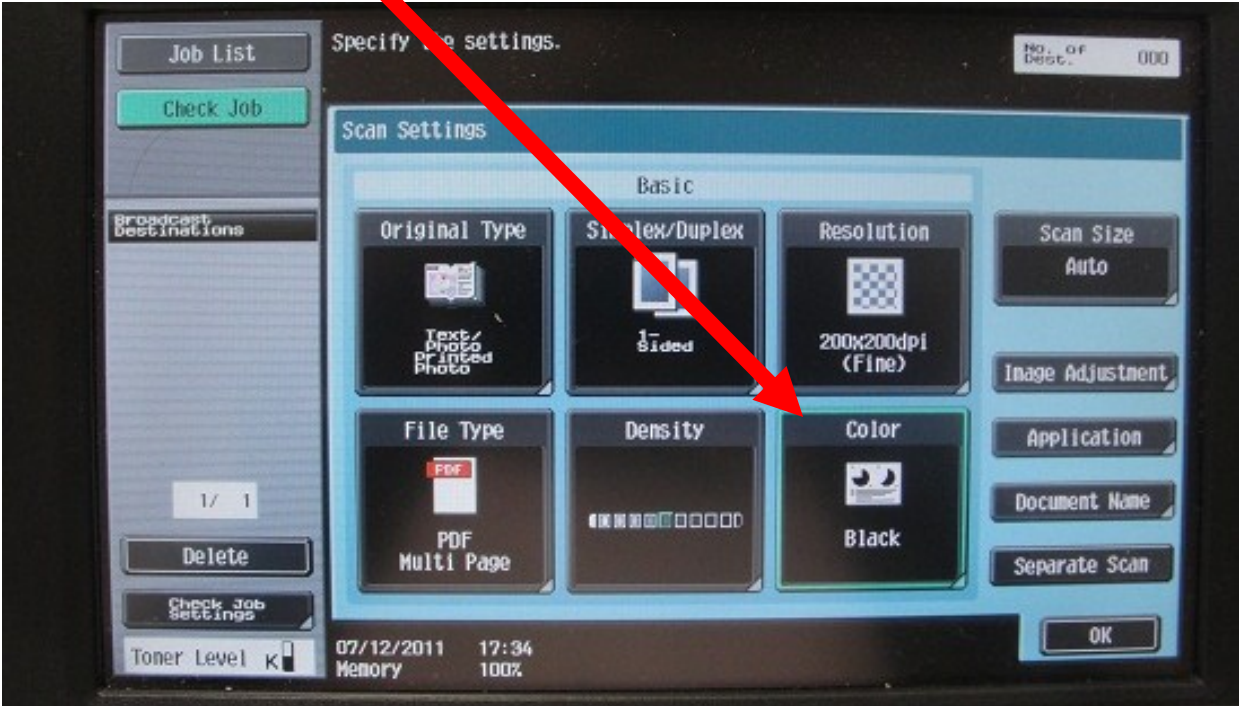


5. Then select 2-sided

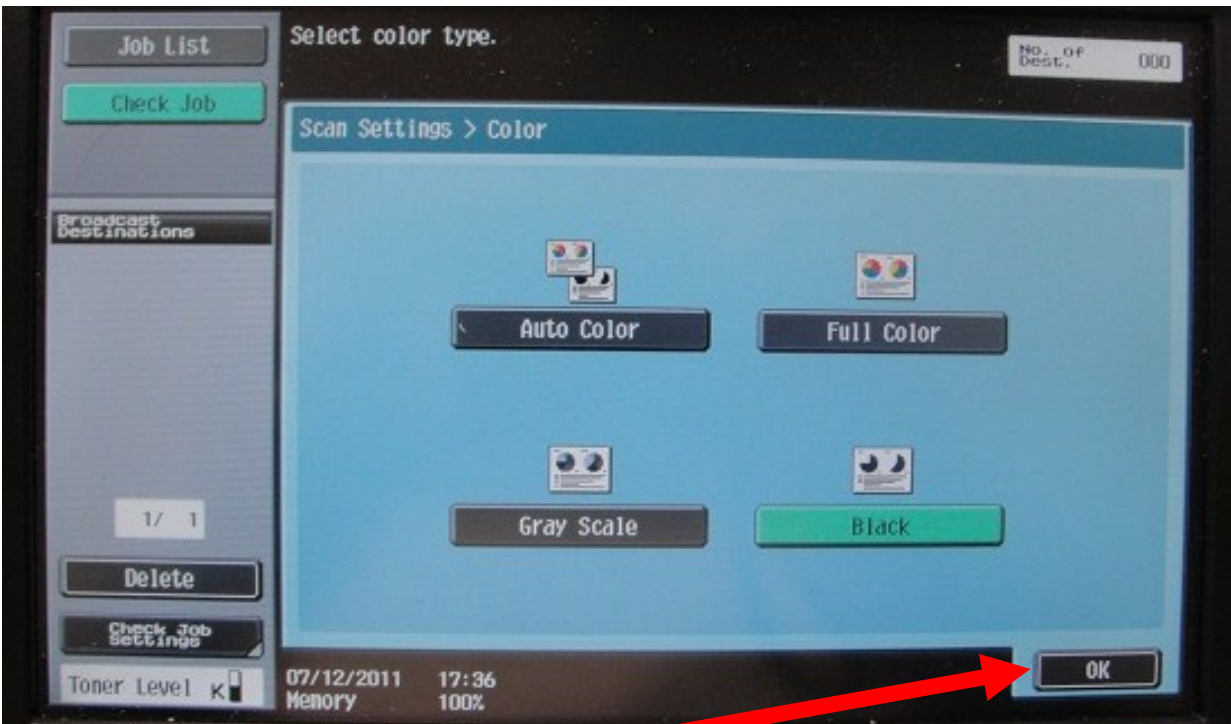
6. Press OK



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

Konica Minolta
Bizhub 363 and c363

