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

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Scanning Documents

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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

Konica Minolta, Bizhub 363 and c363
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