

Konica Minolta Bizhub iSeries: Scan and Fax Basics

This guide will cover basic scan and fax features. Note: Fax is an optional feature, and some machines may not have it.



Either select the destination from the **Address Book** for those that have been pre-entered or select **Direct Input** to type in a one-time fax or scan location.

- **Start:** Use the start key to begin scan/fax after making setting selections.
- **Stop:** Stops the job in progress.
- **Reset:** Sets back to scan/fax default settings.
- **Home:** To get back to the main screen.
- **Job List:** To check results. **In Progress:** All current jobs in progress. **Log:** All past jobs. **Comm List:** Scan/Fax past jobs.
- **Program:** Create favorites by applying desired settings, then selecting **Program** and **New** to register/name. Afterwards, select the registered program and **Recall** to apply settings.

Basic Settings:

- **Simplex/Duplex:**
 - **1-2 sided:** Select this button to toggle between 1-sided and 2-sided originals.
 - **Cover + 2-sided:** Select this button to scan the first page 1-sided and the remaining pages as 2-sided.
- **Resolution:** DPI: Dots per inch (Recommended to increase if scanning photos and changing file type to JPEG)
- **Color:**
 - **Auto Color:** Automatically determines Full Color or Gray Scale.
 - **Full Color:** Scans in full color regardless of whether the original is in color or in black and white.
 - **Gray Scale:** Scans in gray scale regardless of whether the original is in color or in black and white.
 - **Black:** Scans an original in black or white without using gray scales.
- **File Type:** Different file options. **Page Separation:** Used to split a multi-page document into separate files.
- **Scan Size:** Will auto-detect standard sizes, may want to select specific size for unusual sizes.
- **File Name/Subject/Other:** This function gives the option to rename the file and subject line. To change, select the keyboard to the right of the gray box and type the desired file name. Please note that the From: address cannot be changed.
- **Separate Scan:** Allows to scan and stop then add more to the feeder or glass to combine all scans into one file. Turn On and continue pressing start until completed with all scans. When completed, select Finish Scan and Start to send.
- **Application:** Select for additional options.