Konica Minolta iSeries – Scan and Fax

For Classic Screen
Scanning and Faxing are both used to send documents to a different location, so are grouped together on the machine.

Choosing the destination:

Either select the address 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. Multiple destinations can be selected at once. A shortcut to dial for fax would be to simply select the "10-Key" button, which brings up the keypad.

Function Settings:

1-2 Sided: Select this button to toggle between 1-sided and 2-sided originals. If **Cover + 2-sided** is chosen, this will scan the first page as 1-sided and remaining pages as 2-sided.


Color: Select this button to toggle between color options for scanning. (There is no fee to scan, the options will just impact the file size.)
Auto Color – Determines which pages have color, and only saves color data for those pages. (Best option for every day scanning.)
Full Color – Saves color data for all pages, even if black page.
Gray Scale – Scans document to show full range of shades of gray.
Black – Will scan as black only – no gray shading. (Best used for a text-only document.)
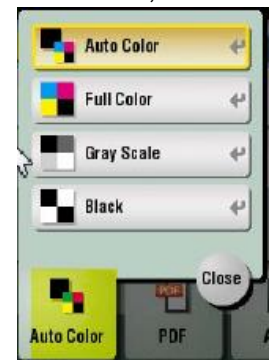
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Resolution: Ability to change the DPI (dots per inch) on scans. Basic text documents are fine at 200x200 or 300 x 300. Ma want higher for high-quality photos or smaller writing. The higher the DPI (or the fineness on faxes), the bigger the file.

File Type: Choose between multiple options for file types.
> **PDF/Compact PDF** – Opens with Adobe Reader. Compact PDF compresses the file size to keep that a little smaller.
> **TIFF** – Opens with Microsoft Imaging.
> **JPEG** – Image file, used for photos.
> **XPS/Compact XPS** – A general Microsoft extension. Compact XPS compresses the file size to keep that a little smaller.
> **PPTX** – Opens with Microsoft PowerPoint.
> Additional file types may be available with the purchase of additional licensing software.

Page Separation (within file type): Used to split out a multi-page document into separate files.
The default is set to Multi Page – which takes all sheets scanned and saves as 1 document.
If page separation is chosen, the document is split into multiple files.
If page separation is chosen, there is an option to send multiple files all as 1 email or send 1 file per email.

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File Name/Subject Name/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. The machine is assigned an email address and that will always be the email that is used to send the document.
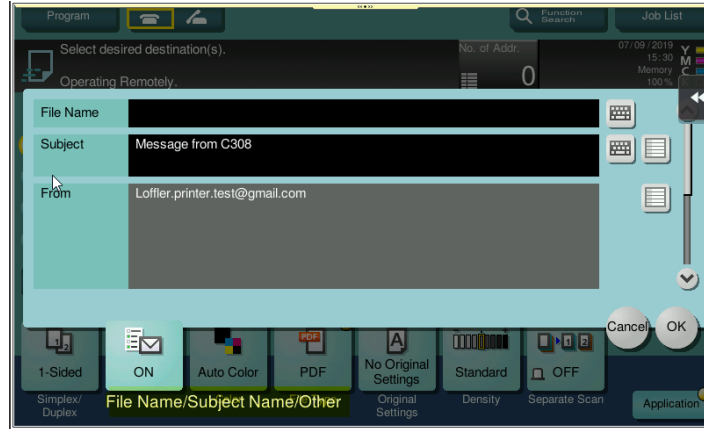

Application: This function has additional scan settings, including Blank Page Removal (located in "original settings"), book original, separate scan (this allows to scan, then it will stop and allow more pages to be added to the same scan), date/time page numbering, etc.…

QUICK GUIDE

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From the Home menu, if the option for Basic Screen is chosen, the images below will be what the Scan screen looks like. Not all options are available from the Basic Screen.
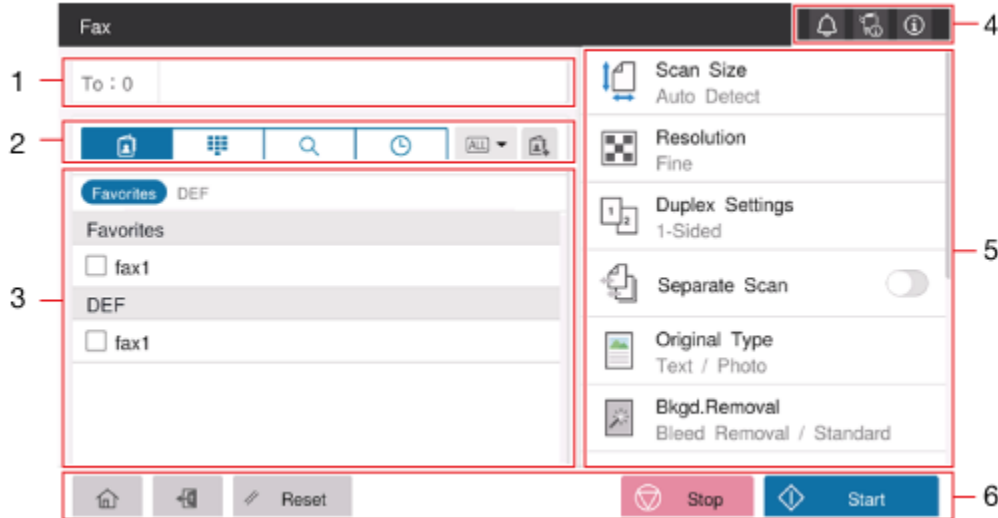
<u>For Basic Screen</u>
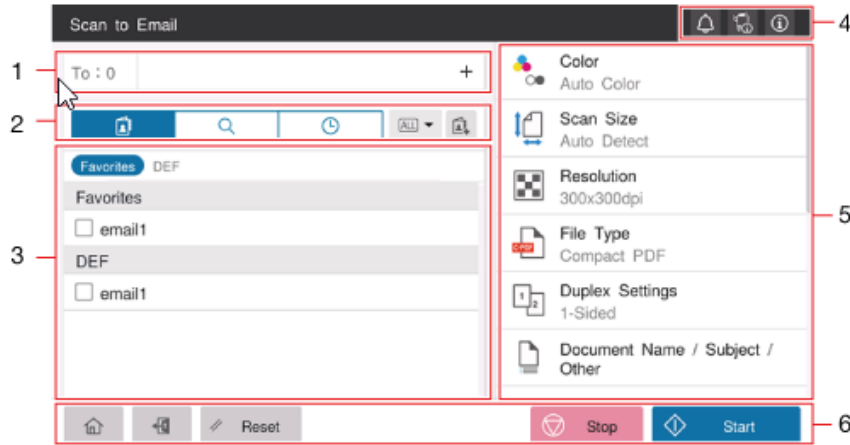
1. **Destination Display Area**: Shows the number of destinations and the destination information.
2. **Display Switch Tab**: Switches the method of choosing a destination.
   Address Book (highlighted above), Users choose destinations from a list.
   Search tab (looks like a magnifying glass), allows users to search for the destination registered on the machine or the LDAP server (if set up this way).
   History tab ("clock"), Users can specify the destination from a job history list.
   Address Registration Key (4th from the left), allows users to register a destination in the address book on the machine.
3. **Destination Specification Area**: Specify the destination to suit the selected tab.
4. **Notification Icon**: Warnings or messages related to the status of the machine can be checked.

   Notification Icon:

   Device Information Icon:

   Information Icon:

5. **Function Setting Key**: Users can specify options such as Resolution, File Type, Duplex, etc.
6. **Process Bar**:
   Start: Scans the original and starts transmission.
   Stop: Stops scanning the original.
   Reset: Returns the settings to the default.
   Access Key: Performs login or logout when codes are in use.
   Home Key: Returns to the home screen.

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If the machine is in Basic, the Home screen will have a separate button for Faxing (in Classic mode the two are combined).

This is the main screen of the Fax feature:

1. **Destination display area:** Shows the number of destinations and the destination information. If a user taps the number of destinations, the list screen will be displayed where destinations can be checked, edited or deleted.
2. **Display Switch Tab:** Users can switch the destination specification method.
    Destinaton Tab: Select the desired destination from a list registered to the machine.

    Direct Input Tab: Directly enter the destination.

    Search Tab: Search for the destination registered on the machine or the LDAP server.

    History Tab: Specify the desired one from the job history list.

    Address Registration Key: Allows users to register a destination in the address book while at the machine.
3. **Destination Specification Area:** Specify the destination to suit the selected tab.
4. **Warnings/Messages**: Users can check warnings or messages related to the status of the machine

    Notification Icon

    Device Information Icon

    Information Icon
5. **Function Setting Key:** Specify transmission options as needed.
6. **Start, Stop, Reset, Access Key and Home Key:** Explained in the scan section on previous page.