

HOW TO SCAN A DOCUMENT INTO THE NEW KONICA MINOLTA BizHub 600 COPIER MACHINE



Instructions to scan to STAFF HOME DIRECTORY (staff only)

- ☞ Place your document face up onto the Copier Document Feeder
- ☞ Select option SCAN TO STAFF
- ☞ Preview your document
- ☞ Select document setting if you wish to password protect your file or Create searchable content PDF file (s)
- ☞ Select Next
- ☞ Login with your windows credentials
- ☞ Browse to your Home Directory to save the file
- ☞ Define File Name
- ☞ Select DONE

Scan to email (Staff and Students)

- ☞ Place your documents(s) on copier document feeder
- ☞ Select Scan to email
- ☞ Preview your document
- ☞ Select document setting if you wish to password protect your file or Create searchable content PDF file (s)
- ☞ Select Next
- ☞ Define File Name
- ☞ Define the To Address, then SELECT SEND
- ☞ Select DONE