



Alameda County

SUSTAINABILITY

Local Action, Global Impact.

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

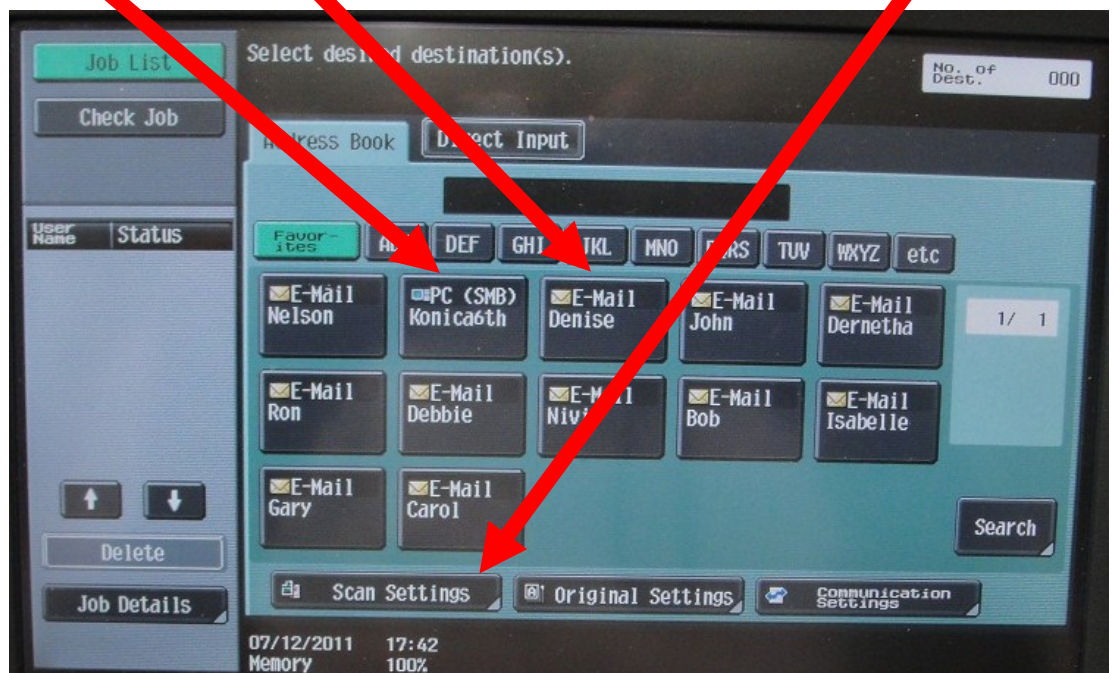
Easy to distribute and saves paper!

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



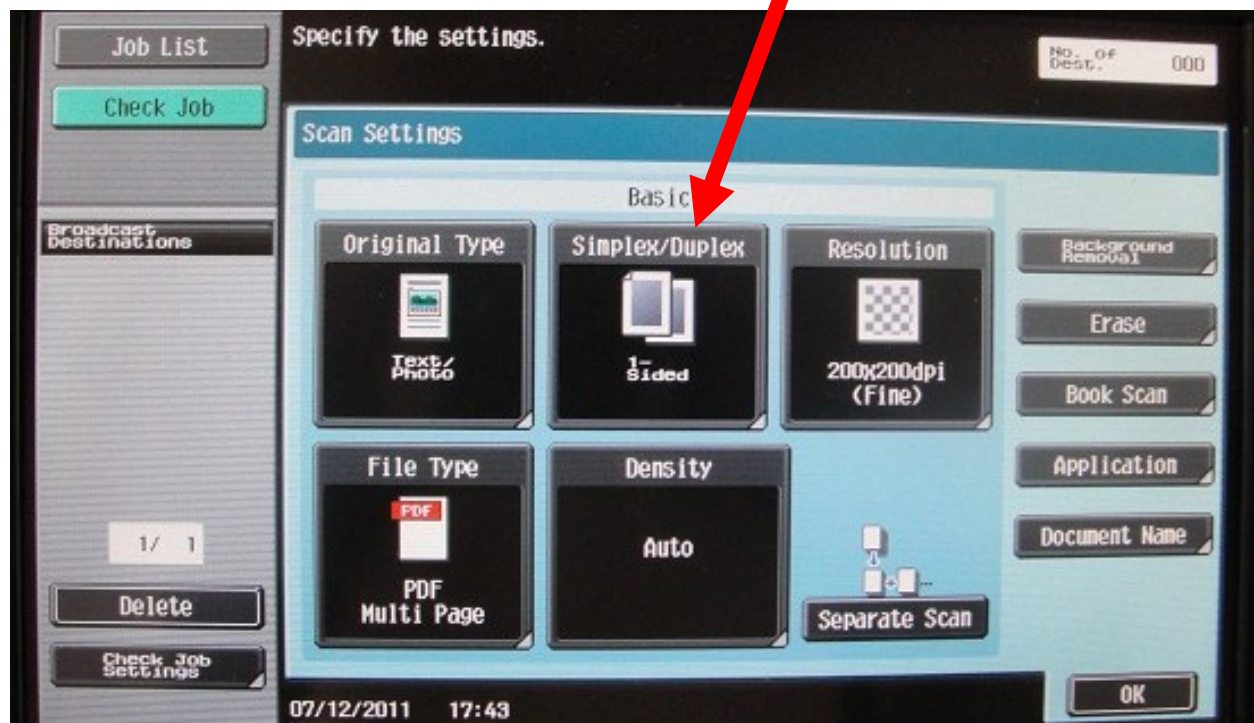
2. Choose Destination

3. Press Scan Settings

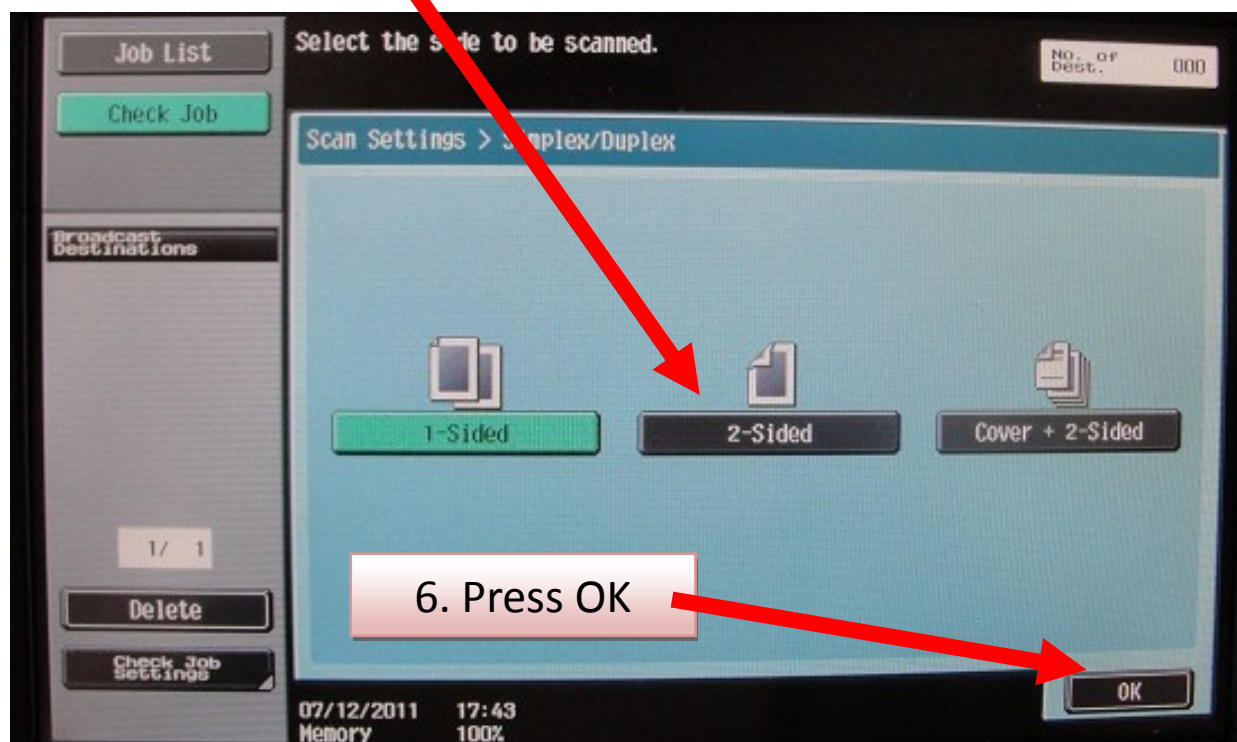


4a. If the original is single sided, skip to Step 7

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



5. Then select 2-sided

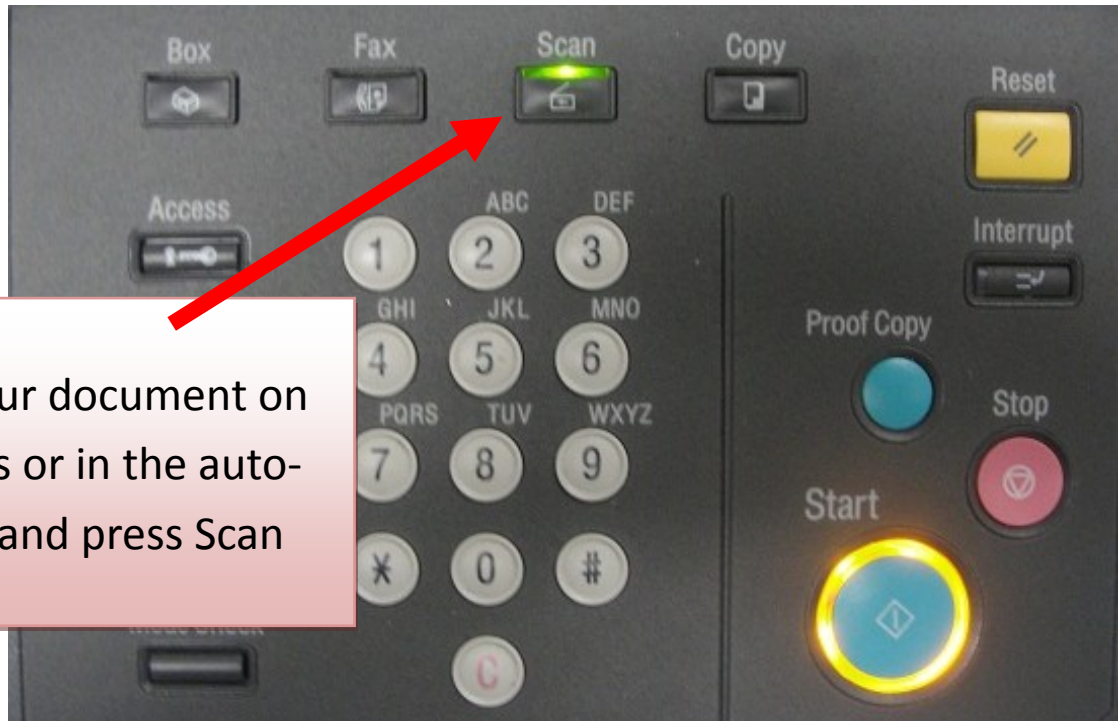


7. Press Start to scan your document



Scanning Documents

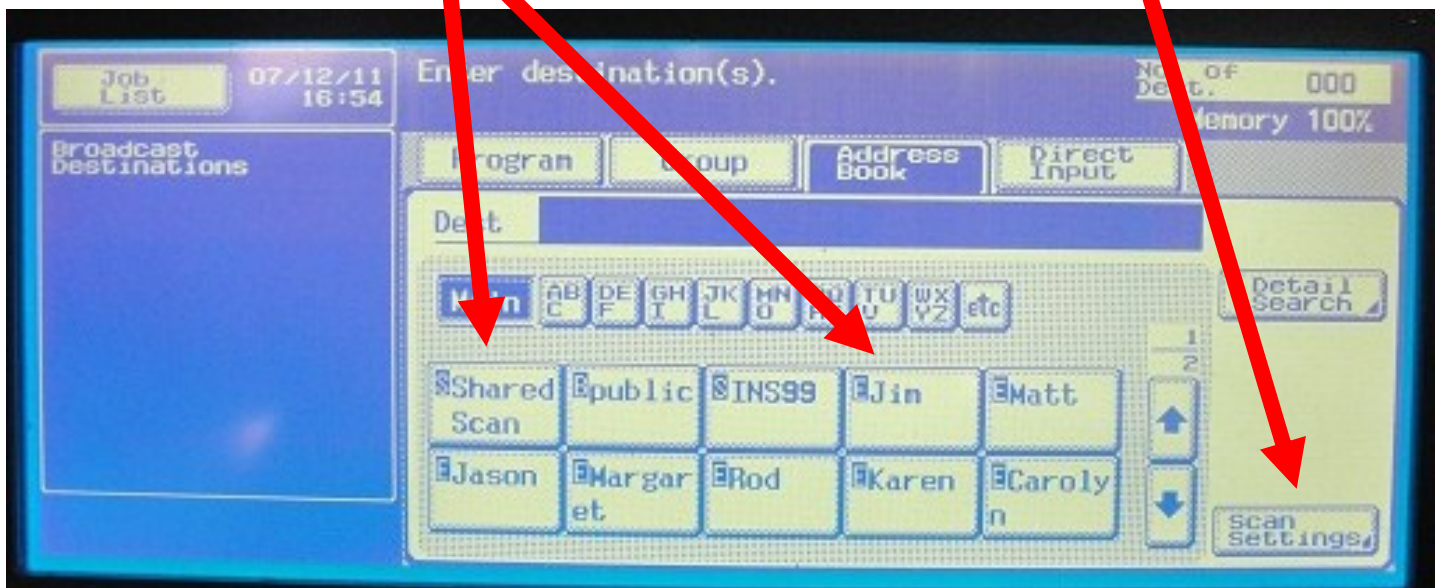
Easy to distribute and saves paper!



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

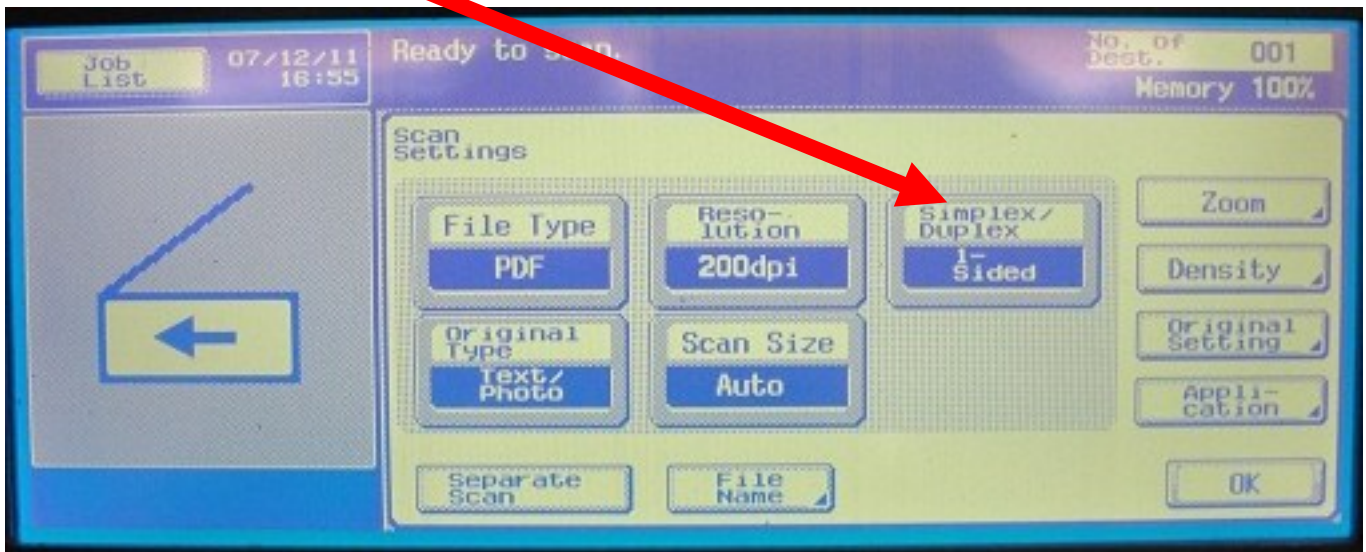
2. Choose Destination (shared folder or email)

3. Press Scan Settings



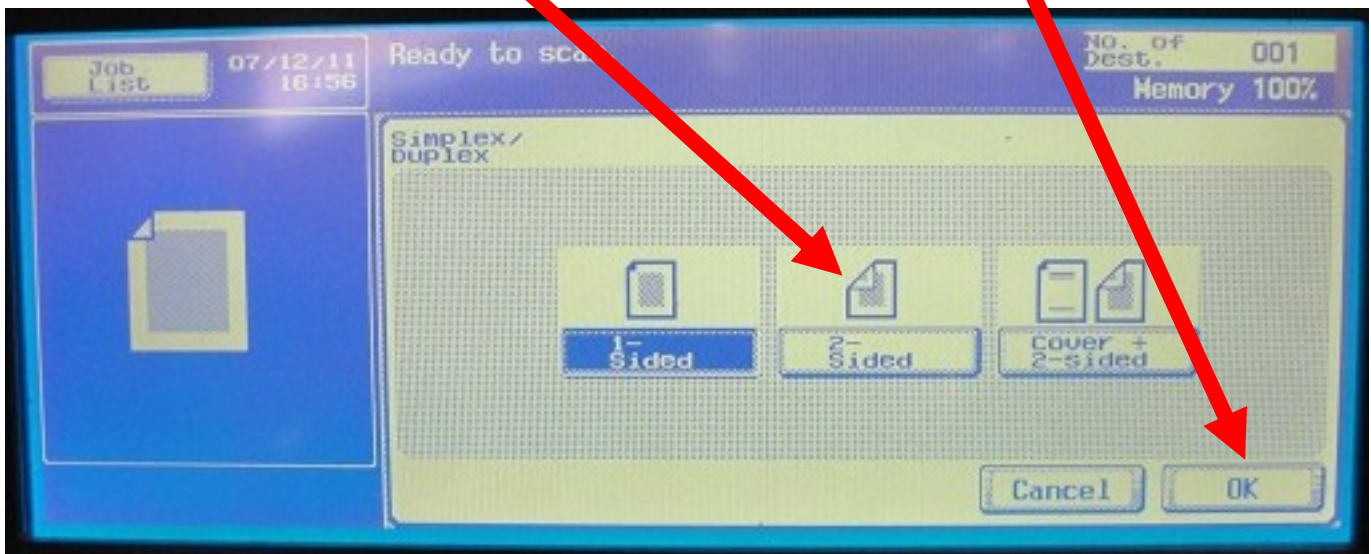
4a. If the original is single sided, skip to step 7

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

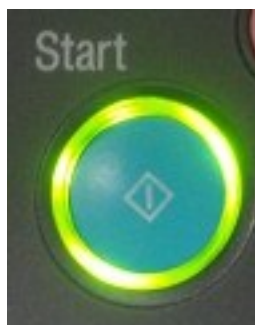


5. Then select 2-sided

6. Press OK



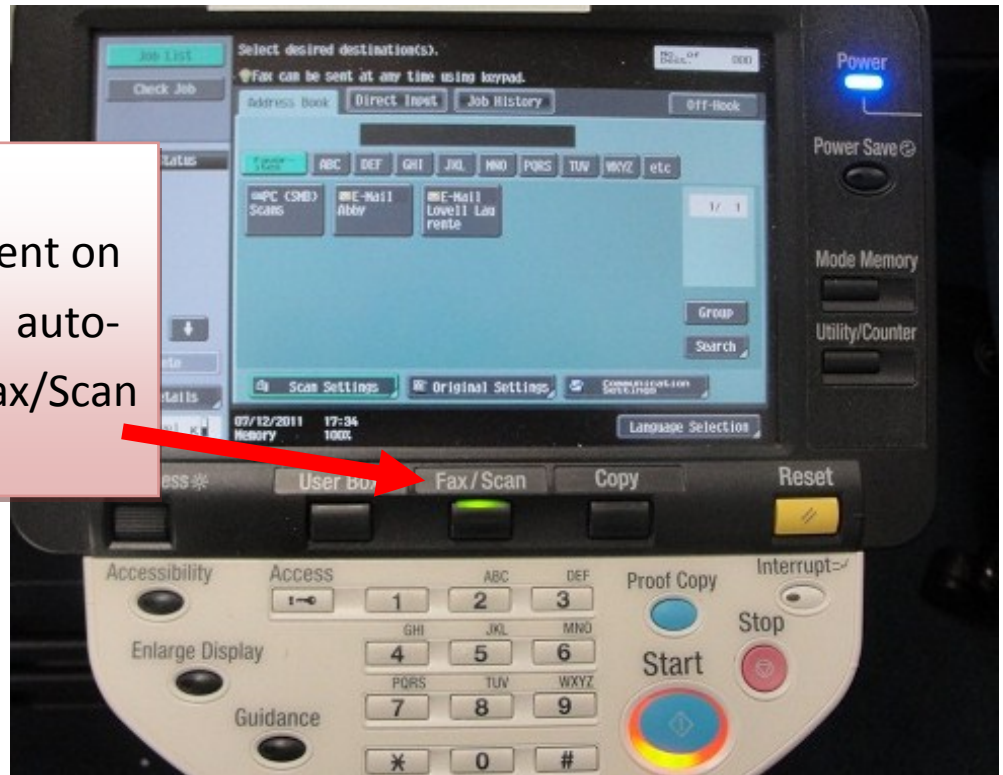
7. Press Start to scan your document



Scanning Documents

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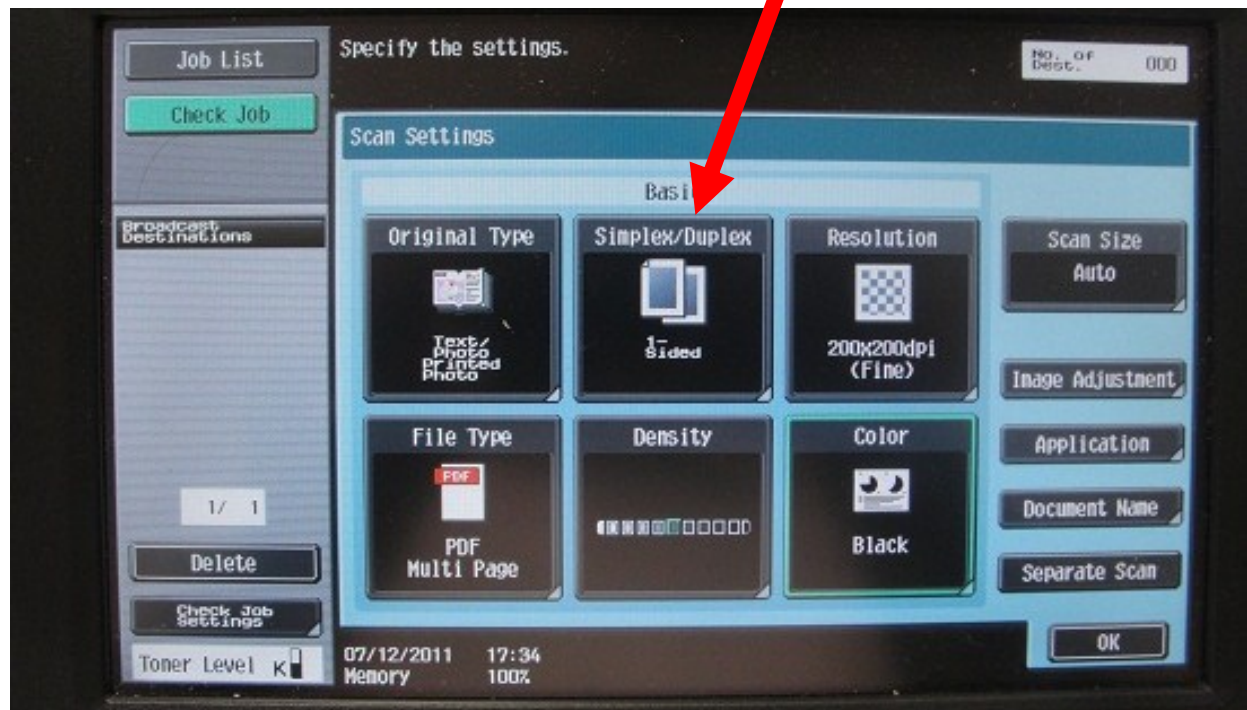
2. Choose Destination (shared folder or email)

3. Press Scan Settings



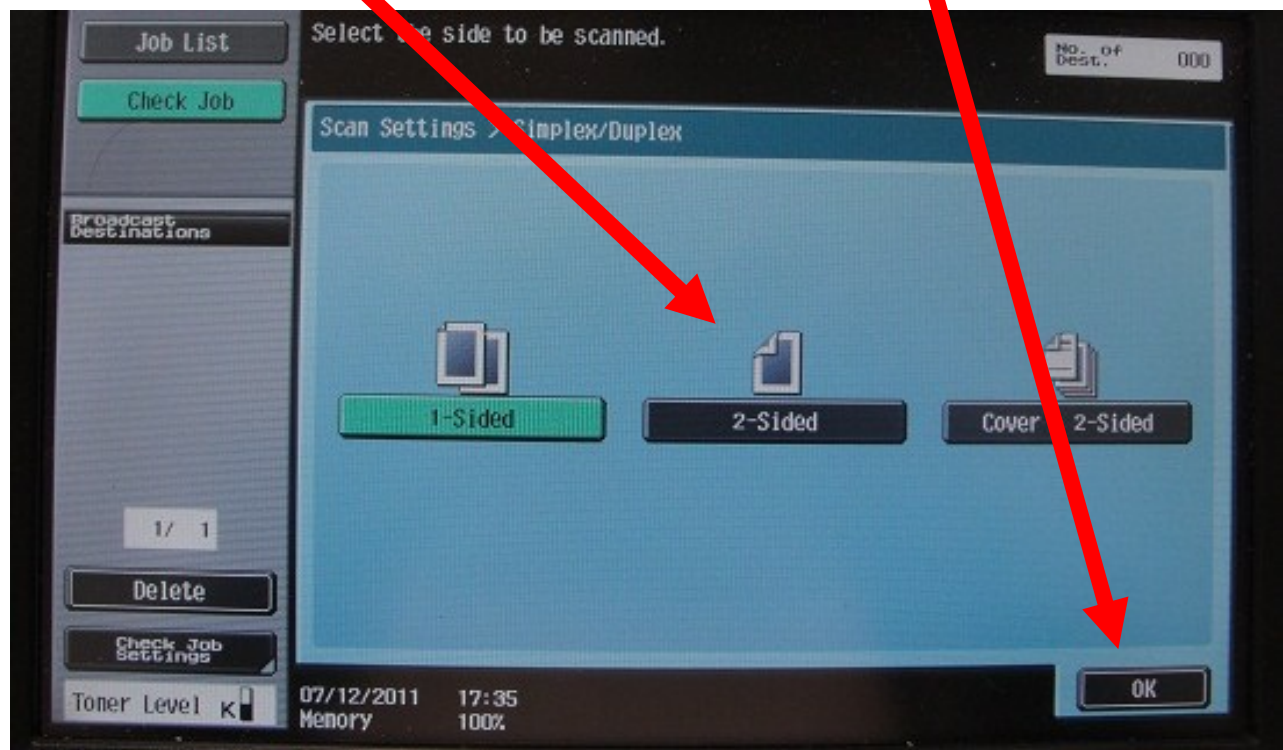
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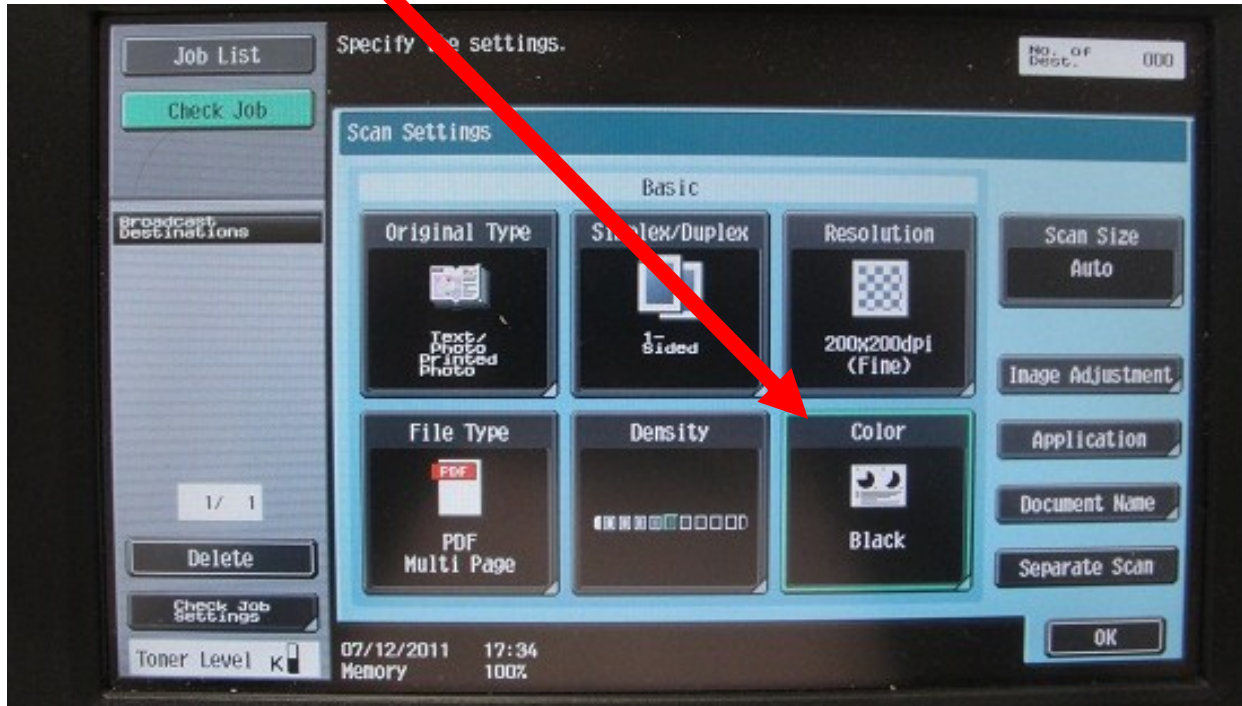


5. Then select 2-sided

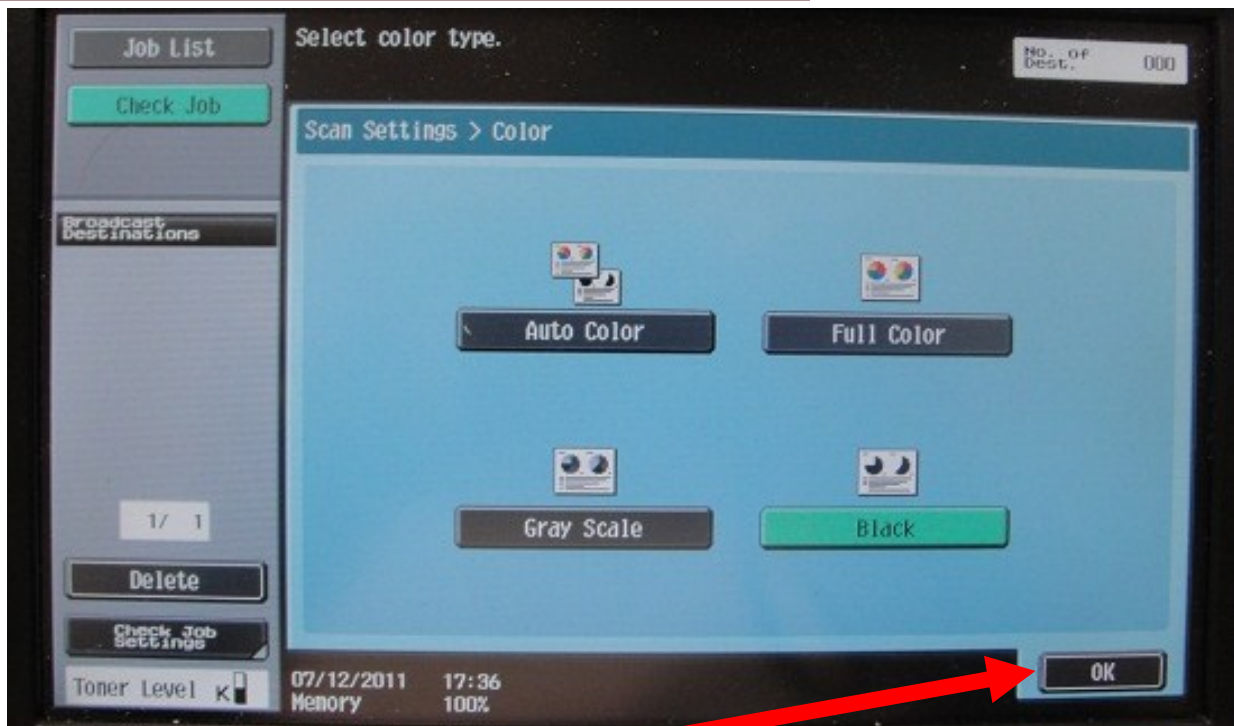
6. Press OK



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

