



KONICA MINOLTA

# Scanning to USB Memory

## Make & Models:

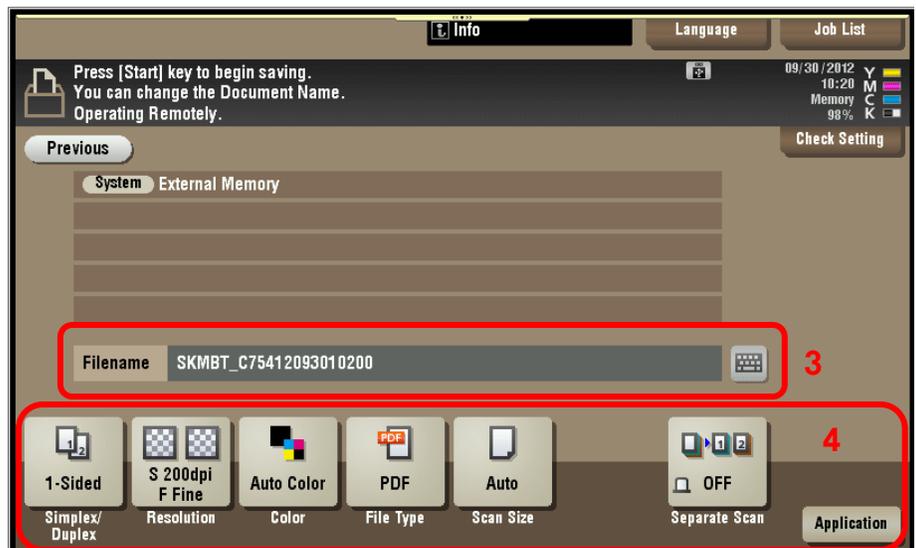
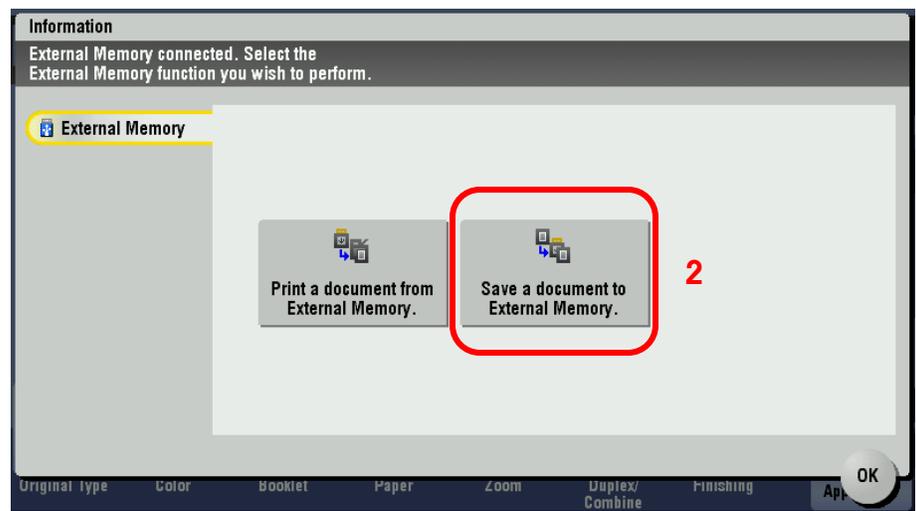
Konica Minolta bizhub: INFO-Palette series (model numbers end in 4, 4e, 7, 8, & 9) Desktop  
Colour models: C3351/C3851/C3851FS



## What's It Do?

You can scan files directly to the root drive of your USB memory stick in PDF, JPEG, TIFF, XPS, and PPTX file formats. With optional accessories, you may also scan to DOCX, XLSX, and encrypted PDF formats.

1. Insert your USB stick into the port on the right side of your device.
2. From the screen select Save a Document to External Memory (Note: this screen takes roughly 4-7 seconds to appear, depending on the device model).
3. **IF** desired change the default file name to your own custom name. Tap your finger into the File Name field to bring up the keyboard.
4. **IF** desired, select the Scan Settings\* needed from the Function buttons along the bottom of the screen, or select the Application button to show more options.  
**\*See the back side of this cheat sheet for common scan settings that can be changed.**
5. Press the **Start** button to begin scanning. DO NOT remove the USB stick while the device is saving the file.
6. When finished scanning simply remove the USB stick. There is no Eject button.



## Tips & Tricks

- ◆ To delete the whole file name at once select the Clear button to the right of the name, or the C key below the zero key on the 10-key number pad. The delete button will delete only one character at a time.



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# Common Scan Settings



## What's It Do?

When scanning documents to any destination (USB, email, PC, etc.) the device will use certain default settings to scan your document before sending it to you. You may change any settings you need before pressing Start.



**Please Note:** The Function buttons above are all shortcuts, and can be customized on every panel. Your panel may not look the same as the one pictured above. If you cannot see the Function button you need on the bottom of the screen you will find it in the Application ribbon. Select the Application button in the bottom right corner of the screen to display all scan functions. (Circled above).



**Simplex/Duplex** — Scan double sided originals. *Cover + 2-Sided* can be used when you have a 2-sided document with a 1-sided cover sheet.



**Resolution** — Adjust the resolution of your scan. The factory default is 200dpi. You can choose 300, 400, or 600dpi. Keep in mind: the higher the resolution, the bigger the file size.



### Functions found in the Original Settings button:

- 1. Mixed Originals** — This allows you to scan documents comprised of multiple standard sizes (ie. mixed letter and legal pages, or tabloid, legal and letter pages). You will end up with a file of mixed sizes.
- 2. Blank Page Removal** — When 2-Sided setting is selected, but your document is a mix of single and double sided originals, the Blank Page Removal function will remove all the blank pages.



### Functions found in the File Type button:

- 1. File Type** — Select the type of file you wish the device to create. Factory default is PDF. Options include: Compact PDF, to compress the file to an e-mail friendly size, but still maintain PDF file format; JPEG; TIFF; XPS/ Compact XPS, and PPTX (PowerPoint). If the LK-110 upgrade kit is installed, you can also choose DOCX.
- 2. Page Separation** — Allows you to place a stack of pages in the document feeder and have the device separate them into multiple files at the specified page interval. The default page interval is 1 page.



**Scan Size** — When scanning small originals off the glass the device will not automatically just scan a letter sized area. Use the Scan Size button to specify what size area the device should scan. Choose from preset standard sizes or set a custom size.



**Separate Scan** — Scan your document in separate batches, but still end up with one file. This is useful when you have documents that contain more pages than can fit in the document feeder at once, or are stapled and require scanning one page at a time off the glass, or are a mix of full size sheets and small originals such as receipts, ID's, business cards, or cheques, which cannot be fed through the document feeder. When scanning is complete the device will compile all the batches into one file in the order in which you scanned the originals.