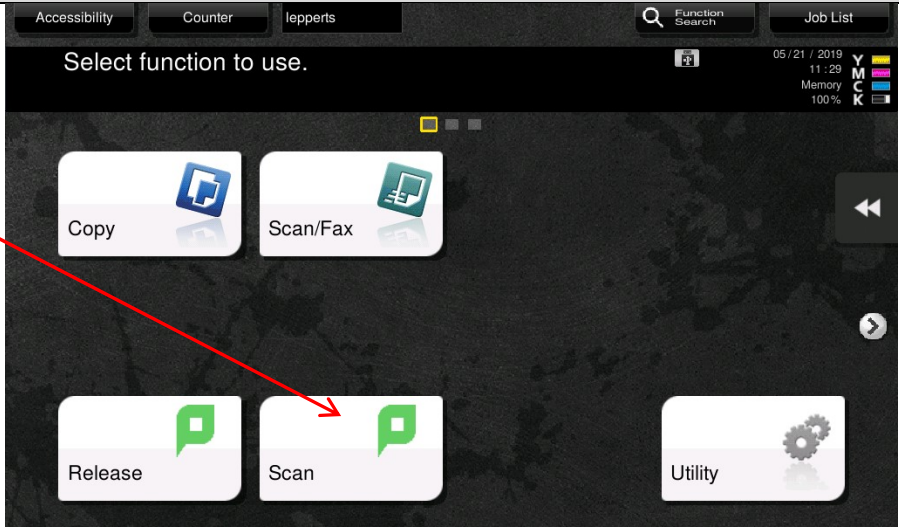
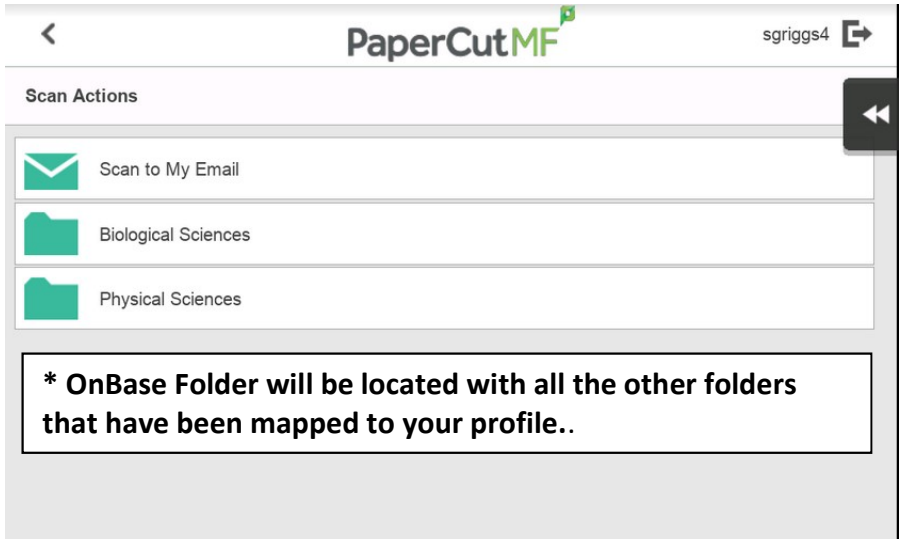




Scanning Using PaperCut: (Green Icons Are PaperCut Functions)

<p>Scan</p> <p>From the main menu select scan with the green icon (PaperCut scanning)</p>	
<p>PaperCut will take you to your scan options:</p> <ol style="list-style-type: none"> 1. Scan to My Email 2. Scan to a Network Folder/ Drive 3. Scan to OnBase <p>These are the folder are specific to you and your department.</p> <p>If you do not see a folder you need please call the Help Desk at 5050 to create a ticket to have the folders needed added.</p>	





- On this area you can:
1. Change the Subject of the Email.
 2. Change the name of the attached file
 3. Select Change Settings For More Options
 4. document.

- Scan setting options are:
1. Duplex
 2. Orientation
 3. Paper Size
 4. File Type
 5. DPI
 6. Color Mode

Press Start To Send Job

Once you select Start you will be logged out of PaperCut.

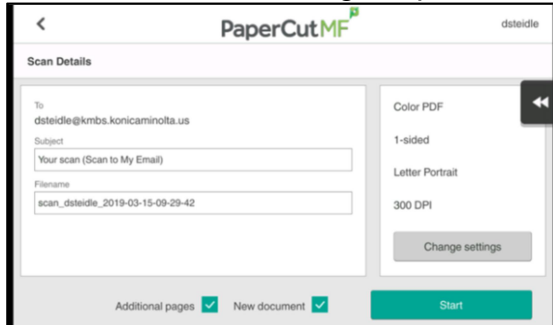




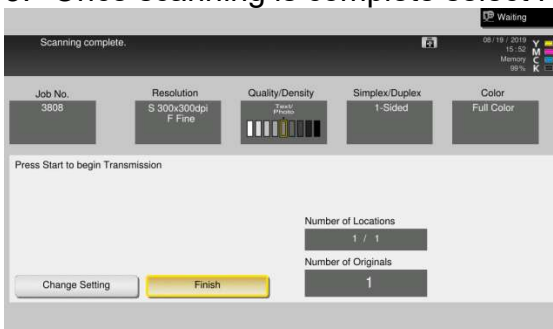
PaperCut Scanning Options Description:

Additional Pages-Additional pages allows for job build functionality from the document feeder and the glass to make one attachment.

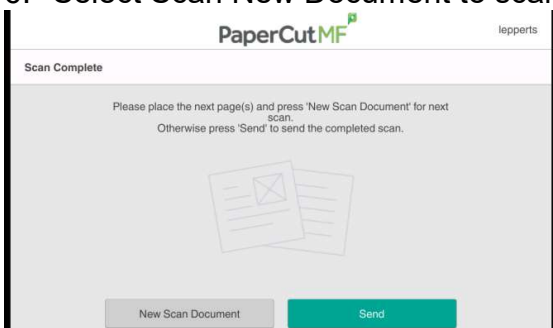
1. Select Additional Pages options.



2. Scan pages from the document feeder and/or glass
3. Once scanning is complete select Finish, this turns off memory



4. Then press Start (this will make one attachment)
5. Now you have the option of sending the document by pressing **Send** and being logged out OR
6. Select Scan New Document to scan another document to be sent in the same email.



Example: Scan 100 sheets from the document scanner, select additional pages, scan document from glass. Select scan and document will be sent as one document.

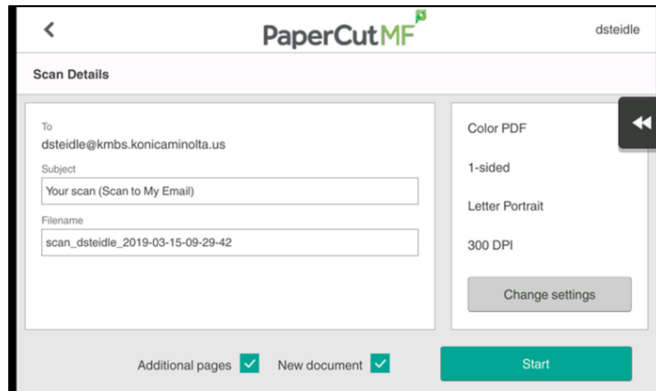


KONICA MINOLTA



New Document: Enables multiply documents to be scanned and sent in one email.

Example: Scan 1st document, select New Document, scan 2nd document. Select send and both documents will be sent in one email with two attachments.



KONICA MINOLTA

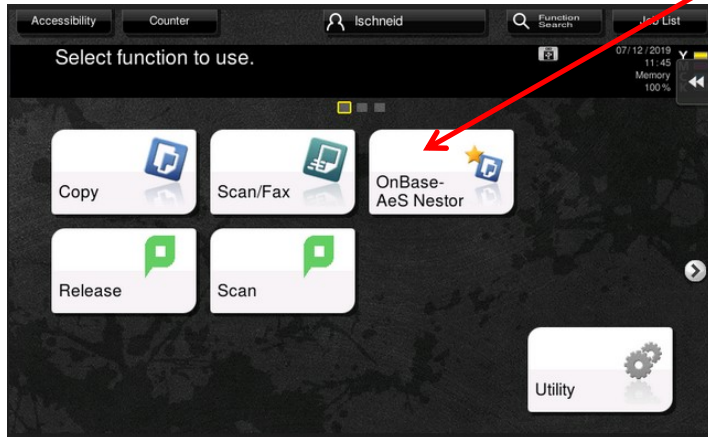


OnBase Users: Konica Minolta Scanning Process

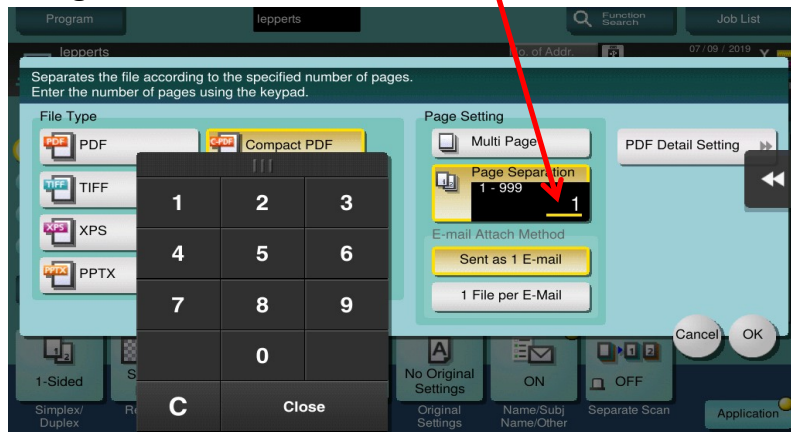
Recommend using KM scanning for applications that are multiply pages documents where each page needs to be an individual document sent to user directly into OnBase.

Option #1: Scanning documents directly into OnBase

1. Select OnBase folder located on main menu



2. Select Page Separation (it will default to 1) This will give you one document with each page being an individual attachment



3. Press Ok

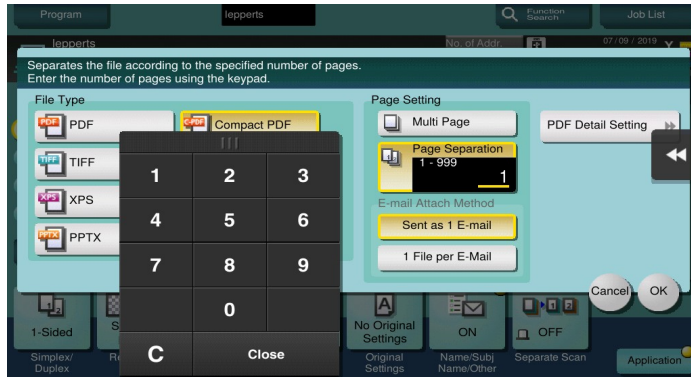
4. Select **Start** to send your job

After you select Start, you will return to the main Scan/Fax screen.



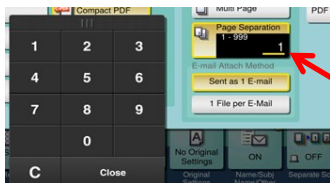


Konica Minolta Scanning Options Description:



Multi Page-This option will send the entire contents of what you put in the document feeder as one document

Page Separation: Enables a group of documents to be put into the document feeder to be scanned at one time and scanned as separate documents/attachments.



Example #1: 10 documents that are 10 pages. You can load the 100 pages into the document handler on top of MFD, select 10 in the Page Separation and every 10 pages will be scanned as one document. 10 documents will be in one email or scanned directly into OnBase as 10 separate documents if you have the OnBase icon on your desktop.

Example #2: 100 documents that are 1 page individual documents. You can load the 100 pages into the document feeder on top of MFD, select 1 in the Page Separation area and every 1 page will be scanned as one document. 100 documents will be sent to you in one email or if you have the OnBase icon they will be sent directly to OnBase.

Sent as 1 email: This option is the default, everything you scan will be sent in one email/document.

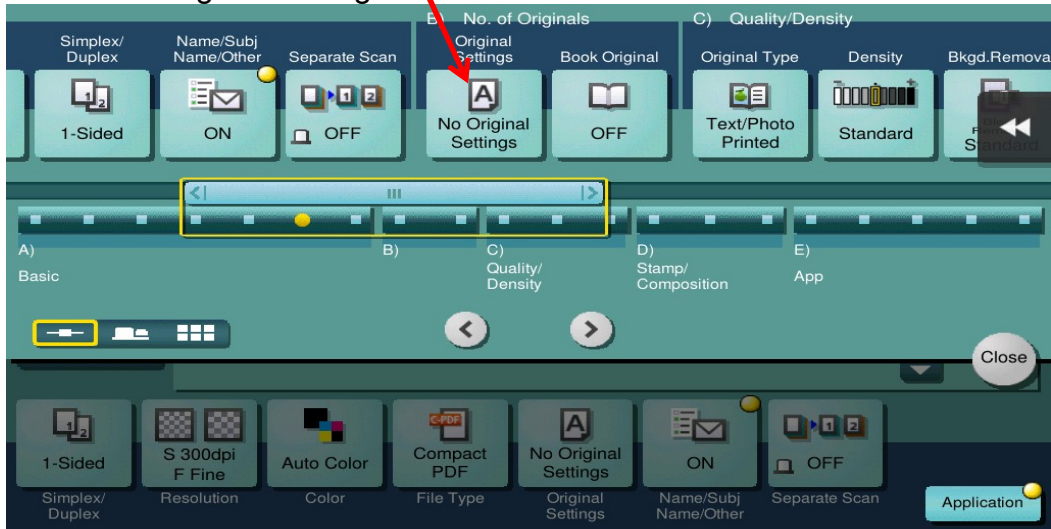
1 File Per Email- This option will take each page or group of pages if you have selected more than 1 page in the page separation option and send in a single email /document.



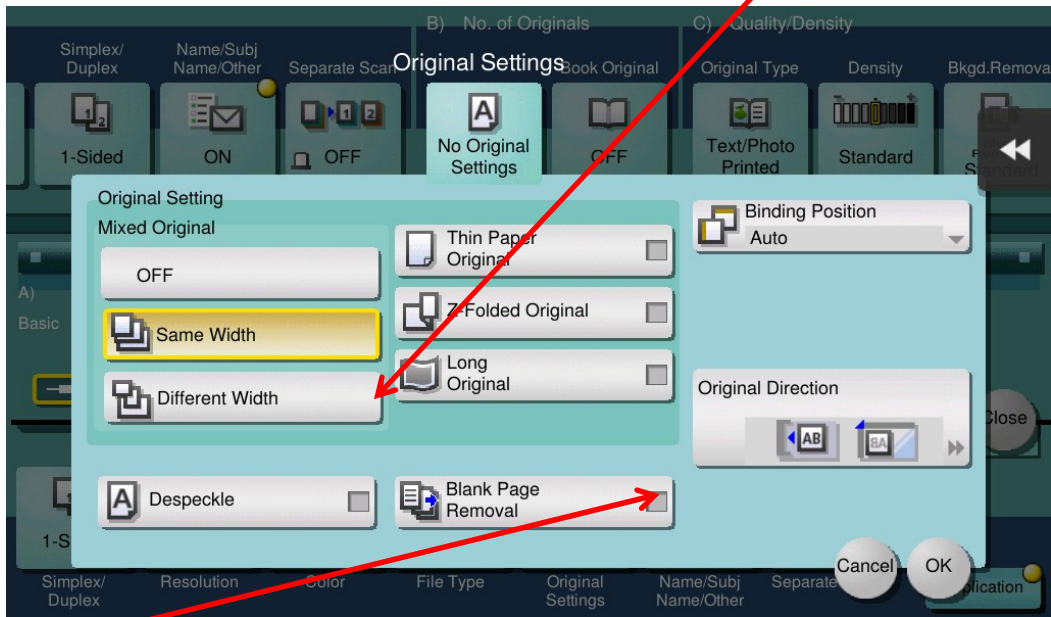


Mixed Originals: Select Mixed Originals when you have documents to be scanned that are the same width, 8.5x11 but are different lengths, 11” or 14”.

Select No Original Settings



Select Mixed Originals Same Width 8.5, but are different lengths, 11” or 14”.



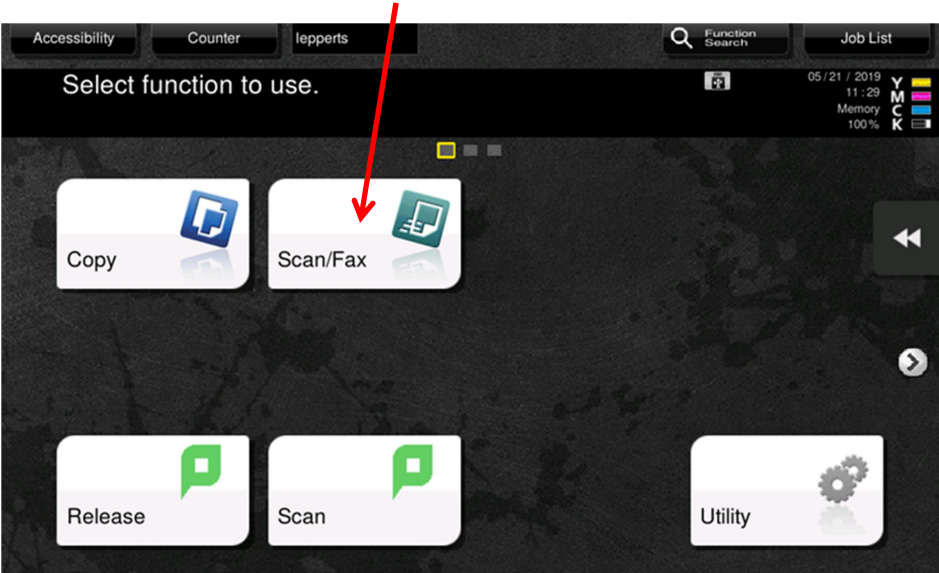
If you have selected to scan double sided and have both single sided and 2-sided documents by selecting the Blank Page Removal feature your blank pages automatically be removed.



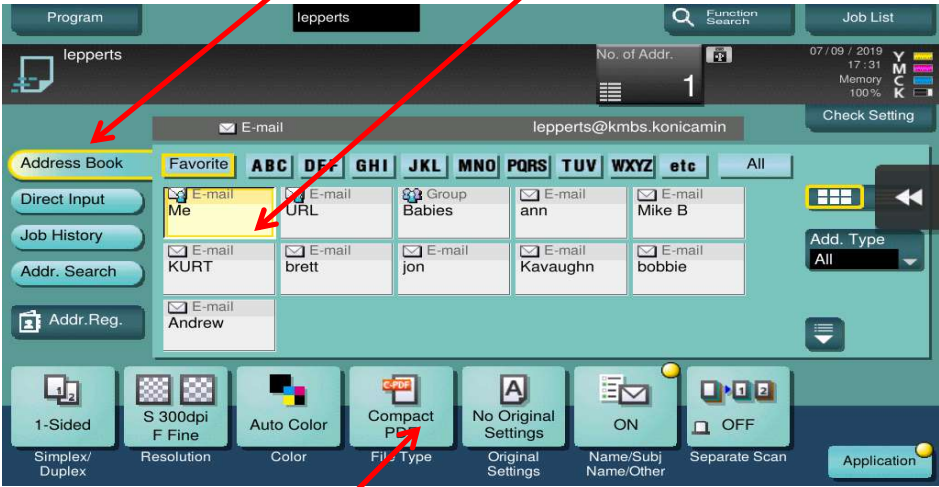


Konica Minolta Scanning to Email:

1. Go to main menu screen.
2. Select Scan/Fax .



3. Select Address Book
4. Select Me (Scanning to your email)

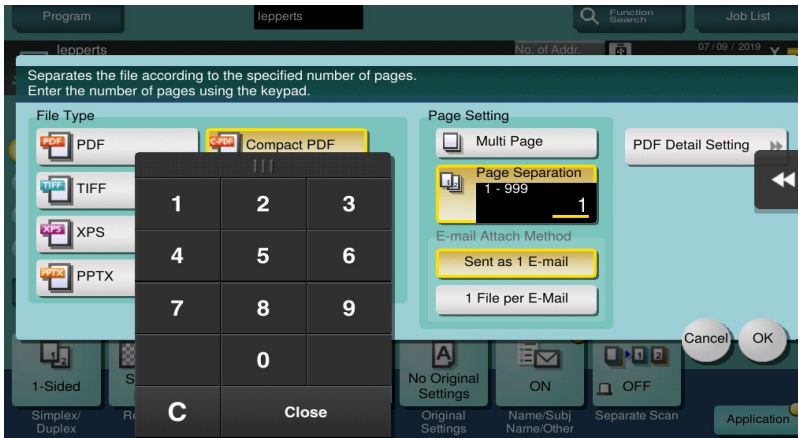


5. Touch File Type
6. Default will be Multi-Page and Compact PDF





7. **Select Page Separation** (it will default to 1) This will give you one email with each page scanned being an individual attachment.



- 8. Press OK
- 9. Select Start to send your job

