

Konica Minolta e Series: Scanning and Faxing

Scanning and Faxing are both used to send documents to a different location, which is why they are grouped together on the machine. Type the fax number in for faxing, or choose the email/folder for scanning.

Choosing the destination:



Select the destination from the address book, or to type in choose “direct input.” Multiple destinations can be selected at once. A shortcut to dial for fax would be to simply hit the “10-Key” button, which brings up the keypad.

Function Settings:

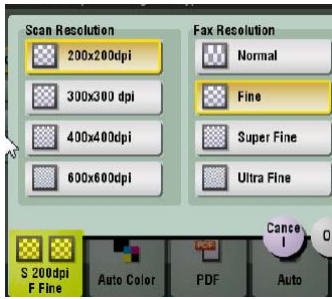


1-2 SIDED: Choose this button to toggle between 1-sided and 2-sided originals. If Cover + 2-sided is chosen, this will remove the first blank page in a document.



COLOR: Choose this button to toggle between color options for scanning. You are never charged for scanning in color, the options will just impact the file size (more color, more data.)

- 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 and white page.
- Gray Scale – Scans document to show full range of shades between black and white.
- Black – Much like a rubber stamp will only show 100% black – no gray shading. (Best used for a text-only document.)



RESOLUTION: The option to change the DPI (dots per inch) on scans. Basic text documents are fine at 200x200, would only move up higher for high-quality photos. Keep in mind that 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 – Used for Adobe software. Compact PDF shrinks the file size down a bit for ease of sending.
- TIFF – Image file, used mainly for clip art and graphics.
- JPEG – Image file, used for photos.
- XPS/Compact XPS – A general Microsoft extension. Compact XPS shrinks the file size down a bit for ease of sending.
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PAGE SETTING (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 instead, user could say “for every 1 page scanned in, I would like the machine to save it as a new document.”
 - Example - If 1-page separation chosen: Page 1 = Document 1, Page 2 = Document 2, etc...
 - Example – If 3-page separation chosen: Pages 1,2,3 = Document 1, Pages 4,5,6 = Document 2, etc...
- If page separation is chosen, there is an option to send multiple files all as 1 email, or send 1 file per email.



EMAIL SETTINGS: This function gives the option to rename the file and subject line. To change, select the keyboard to the right of the gray box.

- Please note that you should not change the “from” address. The machine has the email password linked, and trying to input your own address would cause the document to fail to send.

APPLICATION: This function has additional scan settings, including Blank Page Removal (located in “original settings”), book original, separate scan (grouping separate scan sheets into 1 document), date/time/page numbering, etc...

