



KONICA MINOLTA



bizhub C652/C552/C452/C360/C280/C220 scan job shops



full color printer/copier/scanner/fax



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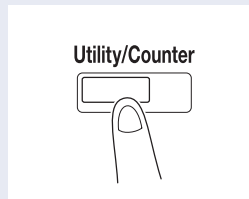
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Registering Scan Subject Lines

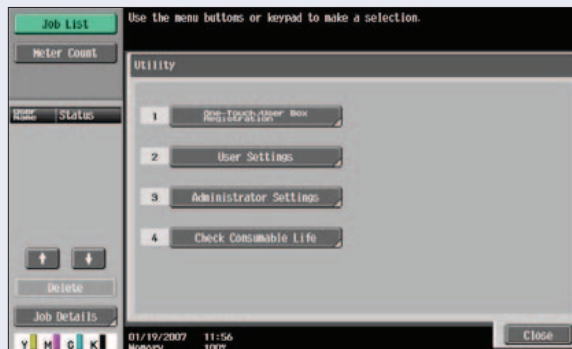
A Real Estate office employs many agents, each of which must communicate with their clients on a daily basis in an efficient and productive manner. The ability to pre-register default subject lines allows the realtor to store commonly used subject lines and retrieve them in an instant.

Up to 10-Email subjects can be registered. Once registered, it is easily accessible when sending an Email.

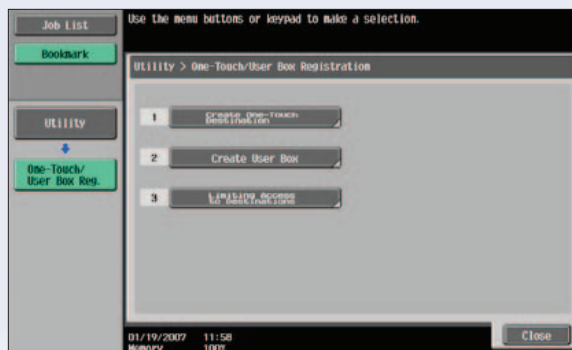
1. Press the **Utility/Counter** key.



2. Touch **One-Touch/User Box Registration**.

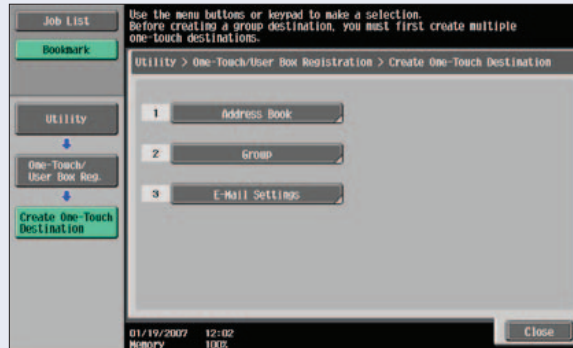


3. Touch **Create One-Touch Destination**.

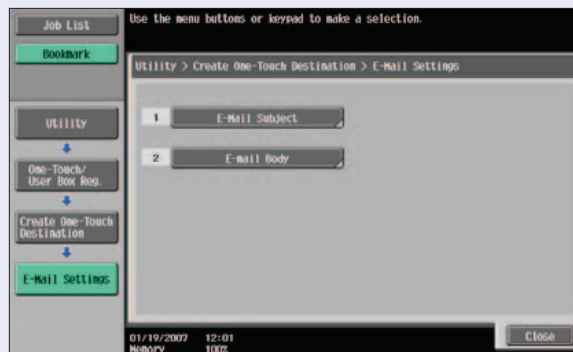


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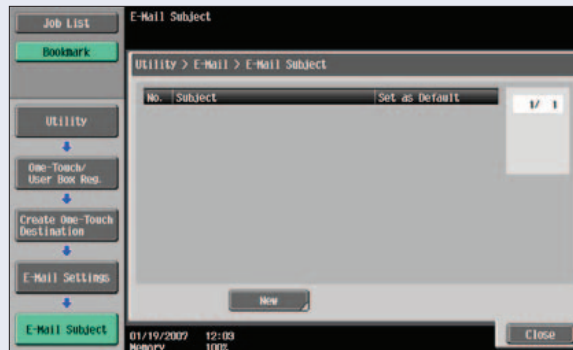
4. Touch **Email Settings**.



5. Touch **Email Subject**.

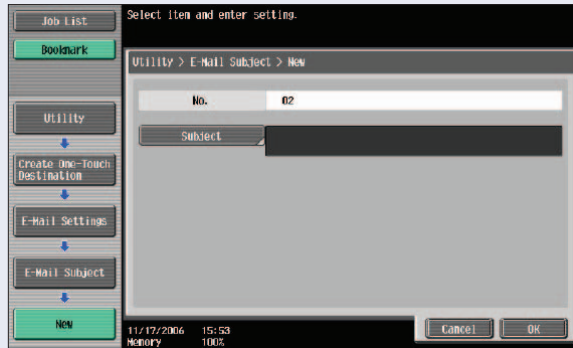


6. Touch **New**.



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7. Touch **Subject**.
8. Enter Subject, up to 64 characters can be entered (type "Title Documents").
9. Press **OK** twice.
10. The Email subject has been registered.
11. Press **Close** until you return to the main screen.



Selecting a Pre-registered Subject Line when sending an Email

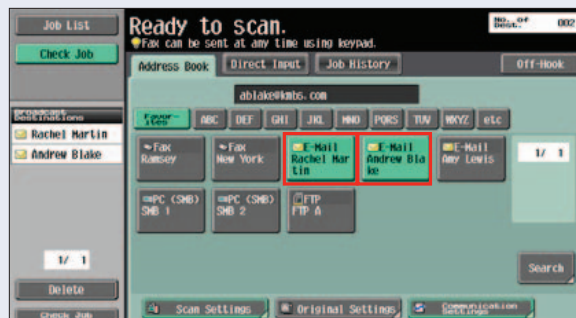
1. Press **Fax/Scan** key.



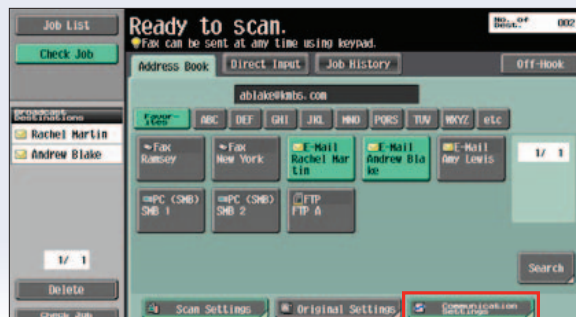
2. Load Original.



3. Touch **Address Book** and select an **Email destination(s)**.



4. Touch **Communication Settings**.

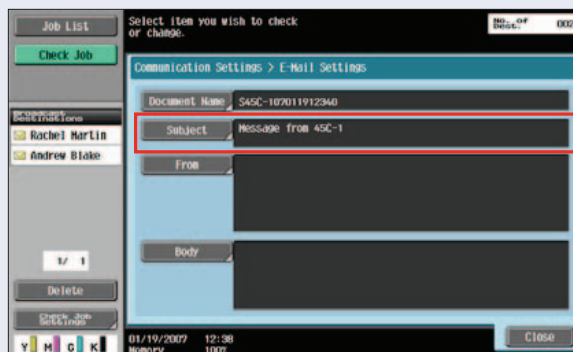


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5. Touch **Email Settings**.



6. The **Document Name**, **Subject**, **From** and **Body** fields appear. The default document name and default subject line appear in their respective fields.

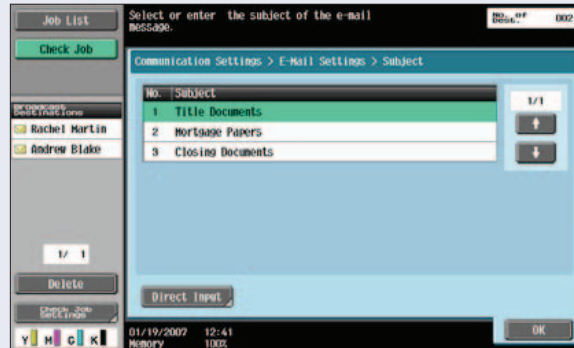


7. Touch **Subject** to view the subjects that have been pre-registered ("Title Documents" from the previous job shop will appear).

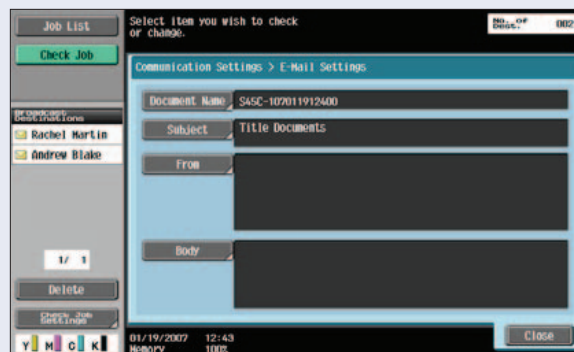


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8. Highlight the desired subject (“Title Documents”) and touch **OK**.



9. The registered subject selected in the previous step will appear in the subject line (and the selected subject will appear in the subject line of the received Email message).
10. Touch **Close** until you return to the main screen.
11. Press **Start** to send the Email.



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Changing the “From Address” when sending an Email

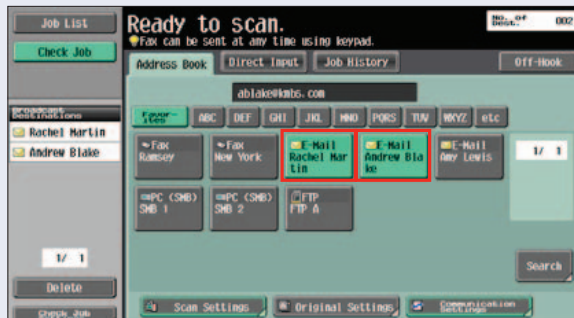
1. Press **Fax/Scan** key.



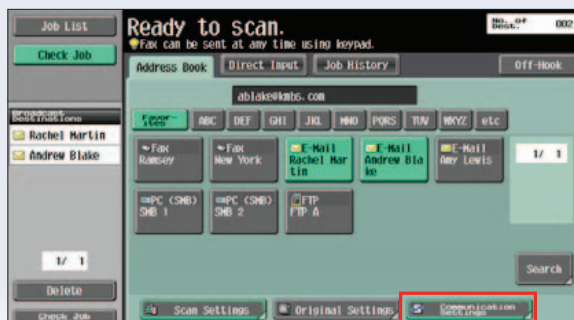
2. Load Original.



3. Touch **Address Book** and select an **Email destination(s)**.

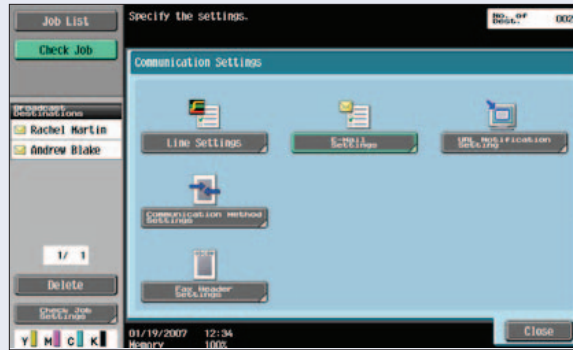


4. Touch **Communication Settings**.

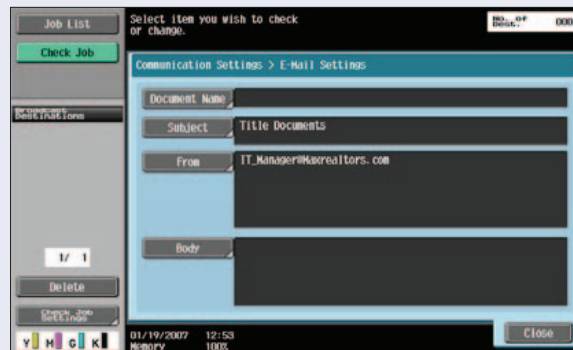


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5. Touch **Email Settings**.



6. The **Document Name, Subject, From** and **Body** fields appear. The default document name and default subject line appear in their respective fields. If the Administrator has entered their Email address, it will also appear (as shown below).



7. Touch **From** and then touch **Direct Input**.

NOTE: In order to change "From" address, setting must be set to "Allow".

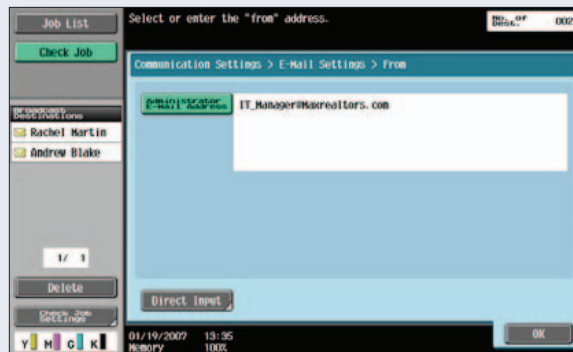
Utility/Counter → Administrator Settings

→ Enter Password →

Press OK → System

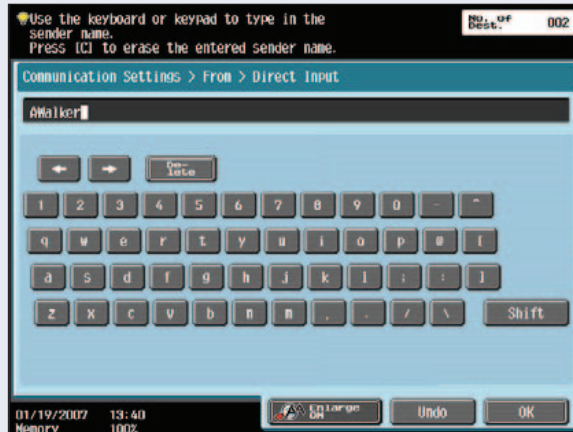
Settings → Restrict User Access → Restrict Access to Job Settings →

Change **From** address to **Allow**.

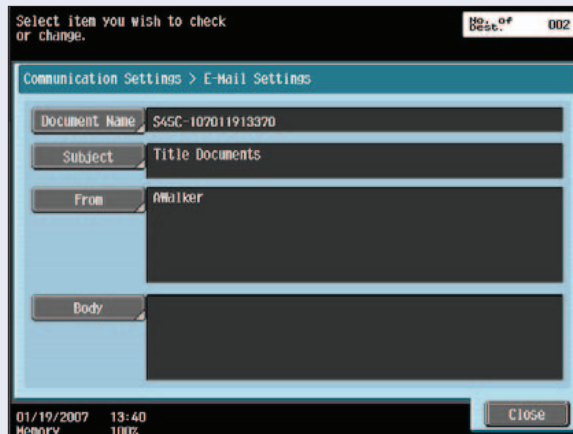


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8. Touch **Clear** on the keypad to remove present address.
9. Enter the **From** information using the keypad.

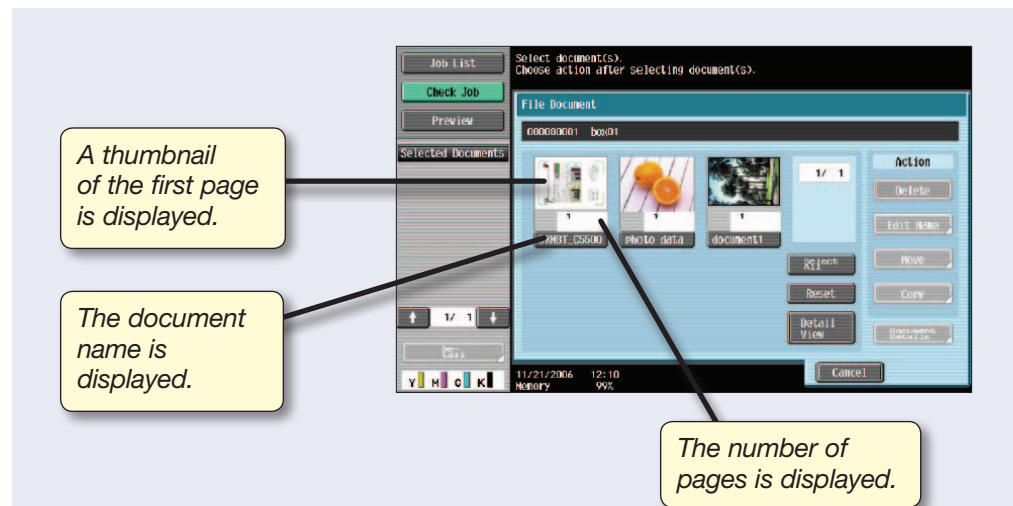


10. Touch **OK**.
11. Touch **Close** until you return to main screen.
12. Press **Start** to send the Email.



Thumbnail Preview

Thumbnail Preview allows you to view the first page of the stored document, the name of the document and the number of document pages. This feature enables the user to verify that they are accessing the correct document.



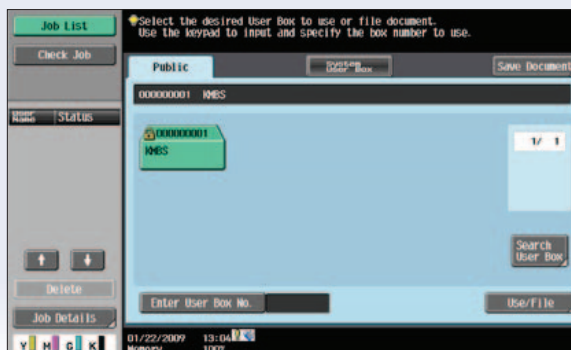
1. Press the **User Box** key.



2. Touch the button for the desired User Box.

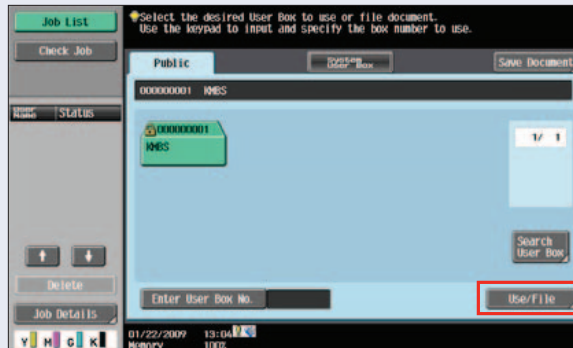
NOTES: The Personal Tab only displays the User Boxes registered to the User that is logged on when User Authentication is enabled.

3. The Group Tab only displays the User Boxes registered for the account associated with the user when Account Track is enabled.



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4. Touch **Use/File**.



5. Enter the Password assigned to the User Box.
6. Touch **OK**.



7. The list of documents stored in the User Box is displayed.

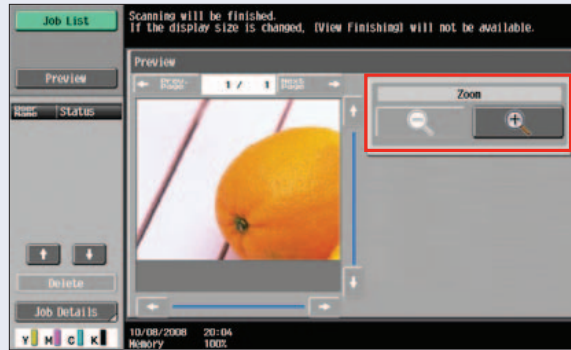
Note: The contents of an Encrypted document CANNOT be previewed.



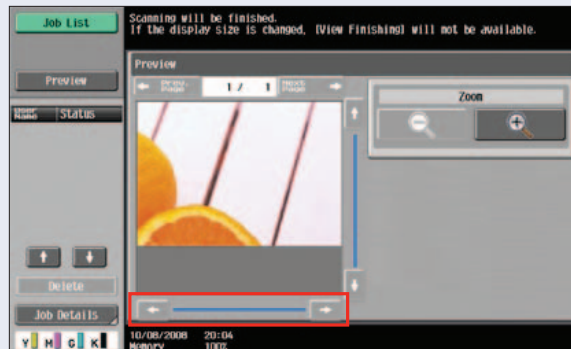
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ENLARGING THE THUMBNAIL PREVIEW

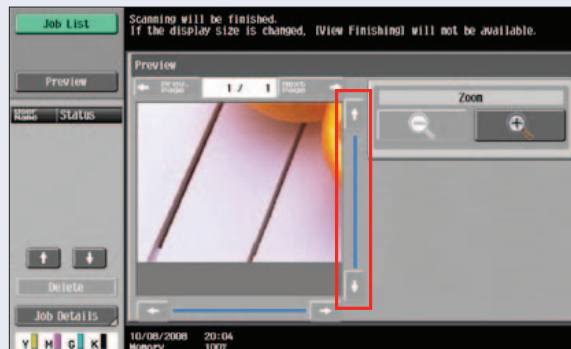
1. Highlight the document you want to preview.
2. Press **Document Details**.
3. Touch **Preview**.
4. Touch the **Zoom** buttons.
5. Other Enlargement views include 2%, 4% and 8% Zoom.



6. To select a different area to be enlarged, touch the **Scroll Bar Arrows** at the bottom of the image. The left and right arrows will move the image left and right.



7. You can also move the image up and down by touching the **Scroll Bar Arrows** to the right of the image.
8. Touch **Close** when you have completed previewing the first page of the stored document.



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Create a Password Encrypted PDF File Type/Send via Email/Save in Password Encrypted PDF User Box

Prerequisites:

Create an **Email Destination One-Touch** button prior to beginning the job shop.

Confirm that print from **PageScope Web Connection** is set to **YES** in the **Printer Settings** under **Administrator Settings**.

CREATE A PASSWORD ENCRYPTED PDF FILE TYPE

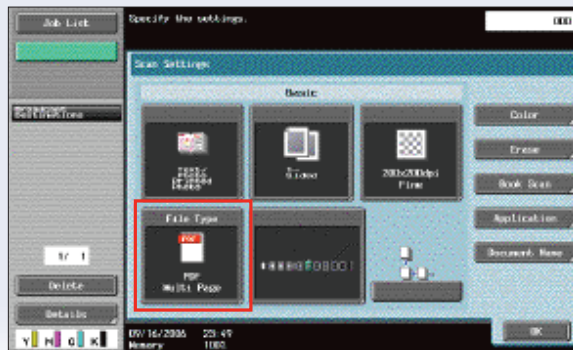
1. Load Original.
2. Press **Fax/Scan** key.



3. Touch **Scan Settings**.



4. Touch **File Type**.



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5. Touch **Encryption**.
6. Select Encryption Level: **High Level**.
7. Touch **Password**. Enter document changing permissions password. Enter **X**.
8. Touch **Password Confirmation**. Enter **X**.
9. Touch **OK**.
10. Touch **Document Permissions**. Enter password for recipient to open document. Enter **Y**.
11. Touch **Password Confirmation**. Enter **Y**.
NOTE: Document Permission Password cannot be the same as Encryption Password.
12. Touch **OK**.
13. Touch **Detail Settings**.
14. Touch **Low Resolution** under **Printing Allowed**.
15. Touch **Allow** under **Enable Copying of Text, Images and Other Content**.
16. Touch **Forward** →.
17. Touch **Commenting, Filling in Form Fields and Signing**.
18. Touch **OK** 4x until you're back at the **Fax/Scan** screen.

SEND FILE VIA EMAIL

19. Select **Email Destination**.
20. Press **Start**.
21. Document is scanned and sent.



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SAVE FILE IN PASSWORD ENCRYPTED PDF USER BOX

22. Go to PC and launch
Email Client
(i.e. Outlook Express).
23. Click on **(In Box)**.
24. Click on **Send/Receive**.
25. Email will appear.
26. Click to open file.
27. Click on attachment.
28. A window will appear. Enter your **Password**.
29. Click **OK**.
30. Encrypted document will now open.
31. Password encrypted file will now open.
32. Save the **File** to the **Desktop**.
33. Web into the MFP via **Web Connection**.
34. Click on **Direct Print** tab.
35. Click on **Browse** button and locate the **File** on the **Desktop**.
38. Click **OK**.
39. File is sent to the MFP.

To print this file refer to Job Shop:

"Printing a PDF Encrypted Document from the User Box".

Printing a PDF Encrypted Document from the User Box

In order to print a document saved in the Encrypted User Box, the password specified when the document was saved must be entered.

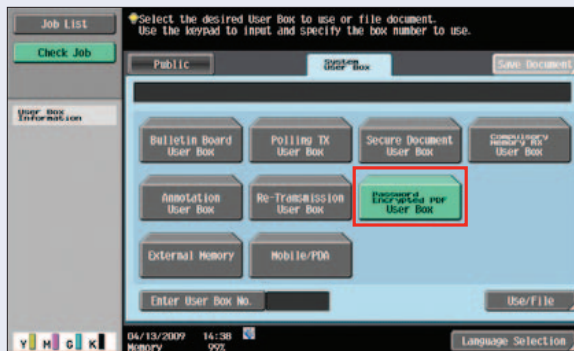
1. Press **User Box** Key on the control panel.



2. Touch **System User Box**.

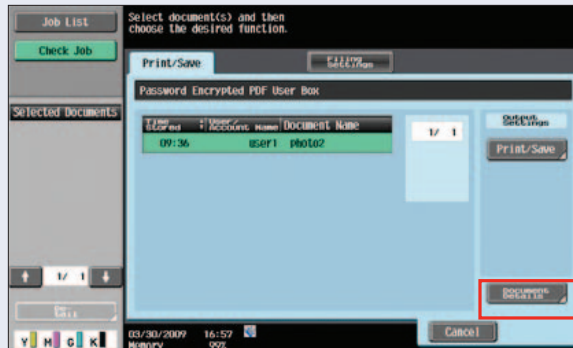


3. Touch **Password Encrypted PDF User Box**.

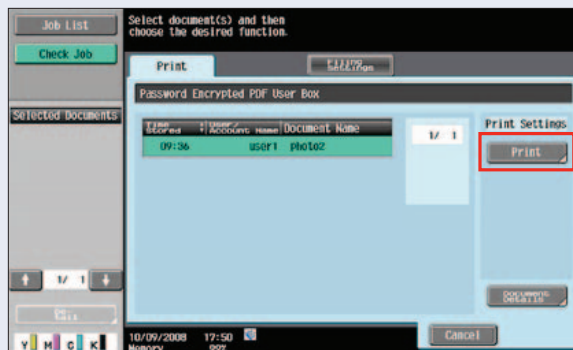


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4. Touch **Use/File**.
5. A list of documents appears.



5. Select the document to be printed.
6. Under **Output Settings** touch **Print/Save**.

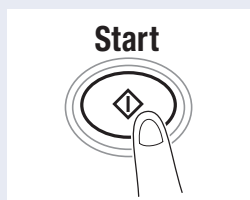


7. Type in password.



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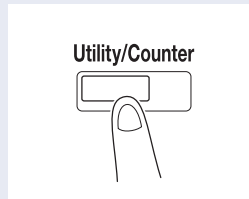
8. Press **Start**.



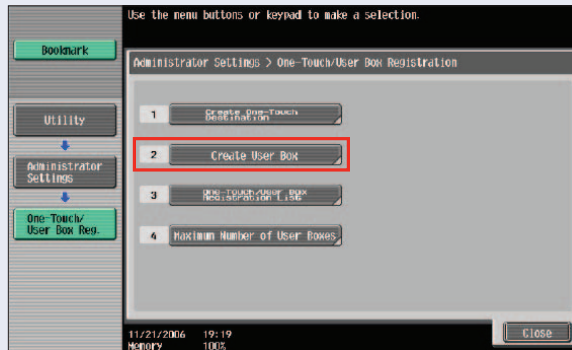
Annotation (Bates Stamping) User Box

The Annotation User Box function is performed by first programming the data (set-up) required for a specific “Bates Stamp”. This data is saved and accessed through an **Annotation User Box** registration.

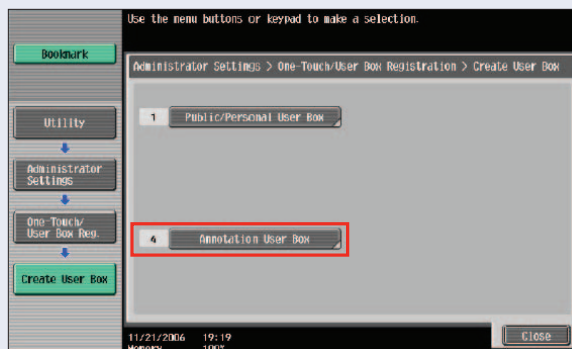
1. Press the **Utility/Counter** key.



2. Touch **Administrator Settings**.
3. Enter Password **12345678** and touch **OK**.
4. Touch **One-Touch/User Box Registration**.
5. Touch **Create User Box**.

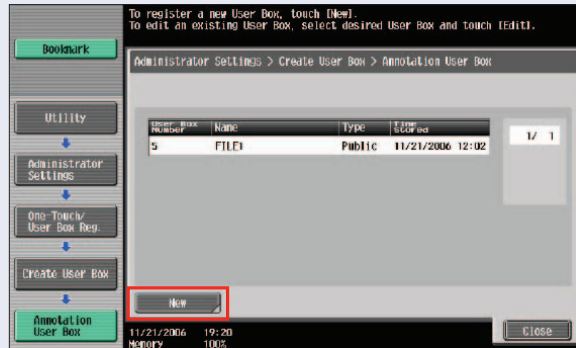


6. Touch **Annotation User Box**.



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7. Touch **New**.



8. Touch **User Box Name**.

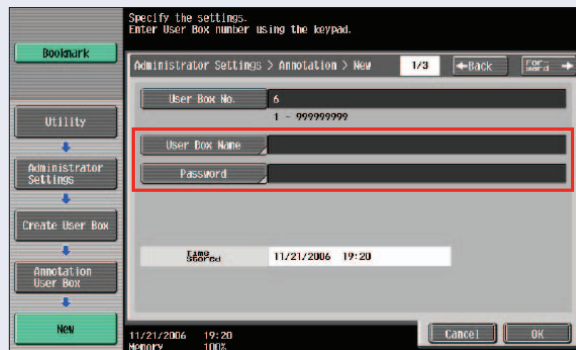
9. Enter **Name**.

10. Touch **OK**.

11. Touch **Password**.

12. Enter **Password**.

13. Touch **Password Confirmation**.



14. Enter **Password**.

15. Touch **OK**.

NOTE: Passwords can be one to eight characters in length; be all numeric; all alphabetic; or alpha-numeric.

HINT: Choose a short password like your initials or your age.

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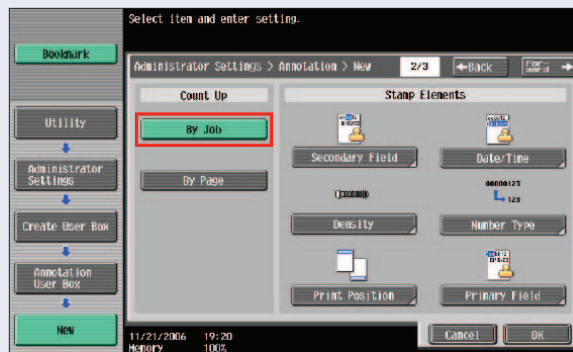
16. Touch **Forward** to access screen 2/3.
17. Choose a **Count Up** parameter (By Job or By Page).

NOTE: The “Count Up” parameter defines how the sequential numbering of the Bates Stamping will be determined.

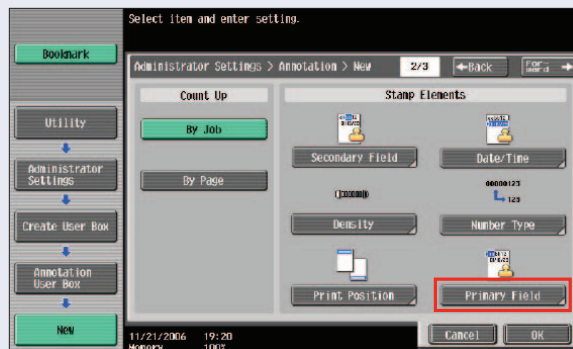
“By Job” – Jobs are sequentially numbered as they are scanned.

“By Page” – Pages are sequentially numbered in each job. The sequence continues with each subsequent scan.

18. Press **By Job**.



19. Begin programming the specific details of the “Stamp”.
20. First enter document information in the **Primary** and **Secondary** fields.



21. Touch **Primary** Field.

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22. Enter the desired data.

This information is the first to appear in the **Annotation** field. Enter a simple name.

i.e. ABC Company vs. XYZ



23. Touch **OK**.

24. Touch **Secondary Field** and enter data.

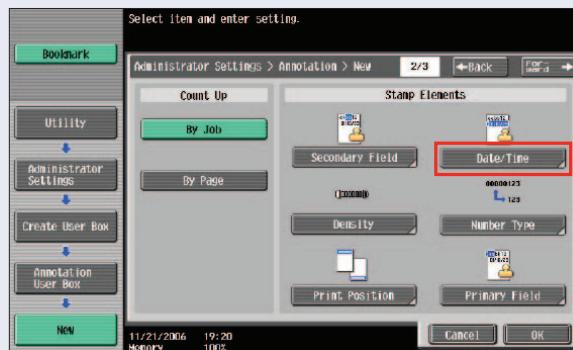
i.e. Court Records



25. This field will appear as a second set of text in the Annotation data field.

26. Touch **OK**.

27. Touch **Date/Time**. This field offers a choice of date and formats.

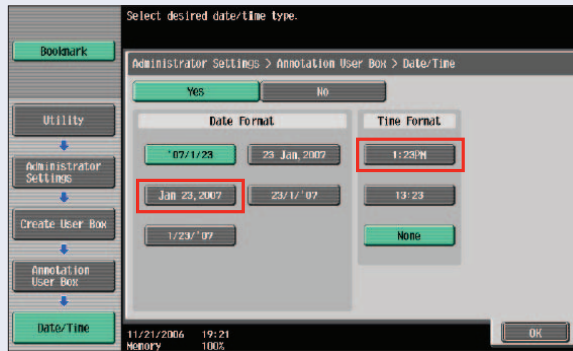


28. Touch **Yes**.

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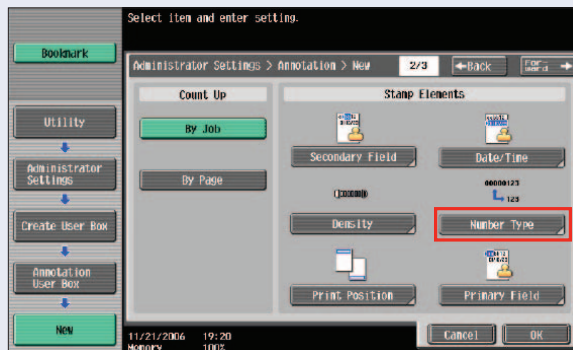
29. Touch **Jan. 23, 2007** format.

30. Touch **1:23PM** time format.



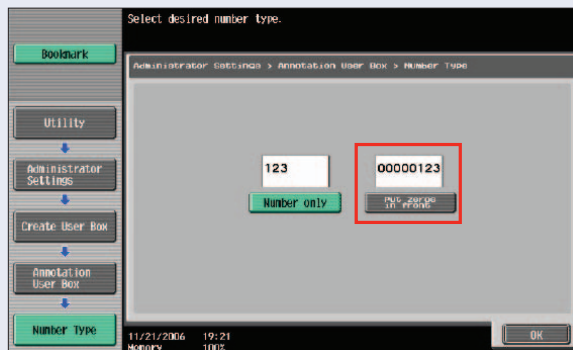
31. Touch **OK**.

32. Touch **Number Type**.



33. Touch **0000123** format.

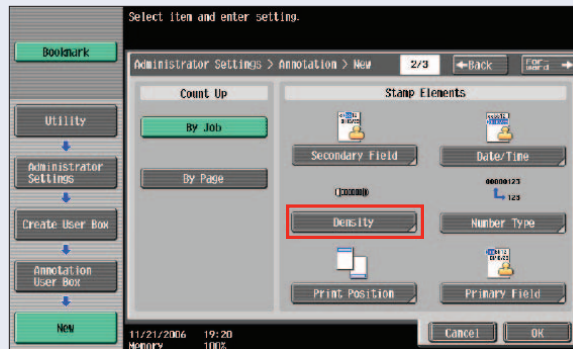
34. Touch **OK**.



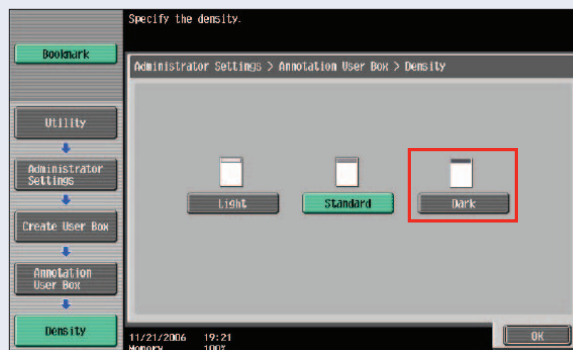
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35. Touch **Density**.

This determines how dark the **Annotation Stamp** will be imprinted on the scanned image.

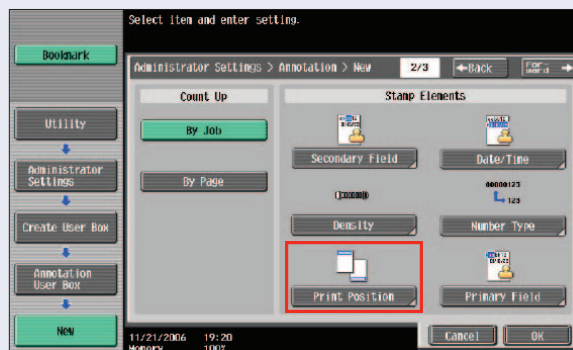


36. Choose **Dark**.



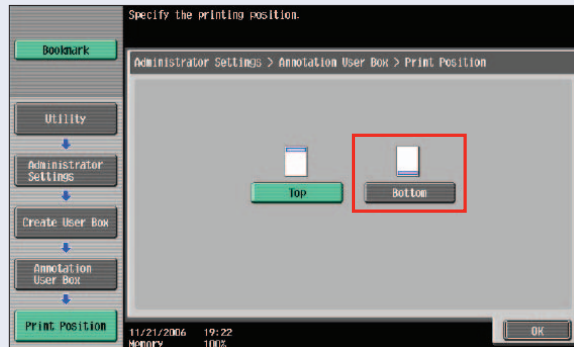
37. Touch **OK**.

38. Touch **Print Position**
This choice places the **Annotation Stamp** at either the top or the bottom of the page.



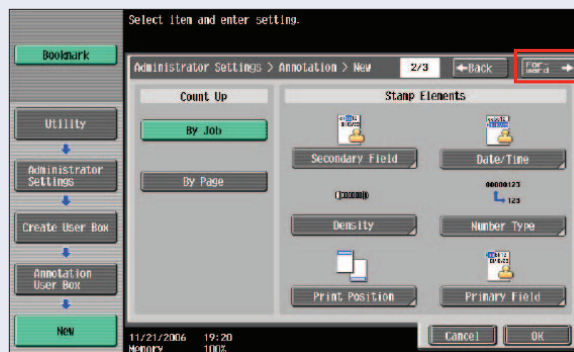
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39. Touch **Bottom**.



40. Touch **OK**.

41. Touch **Forward**
to display screen 3/3.

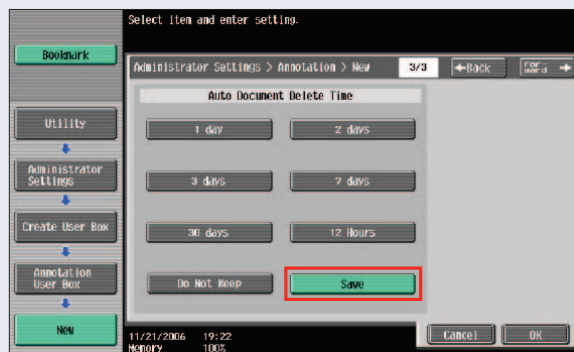


42. This is the **Auto Document Delete Time**. Choose a time after which the **Annotation Stamp** data will be erased or choose **Save**.

43. Touch **Save**.

44. Touch **OK**.

45. The annotation registration (set-up) is now complete.



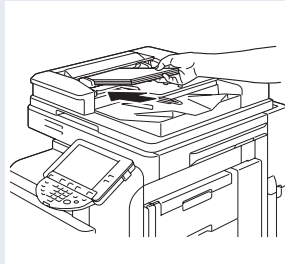
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APPLYING THE ANNOTATION TO A SCANNED DOCUMENT

The Annotation “Bates” Stamp is applied to scanned documents

Note: Some electronic document management applications can apply a “Bates Stamp” after pulling the scan into the application via Twain scanning.

1. Place an eight page original in the RADF.



2. Press the **Fax/Scan** key.



3. Touch **Scan Settings**.



4. Touch **Document Name**.

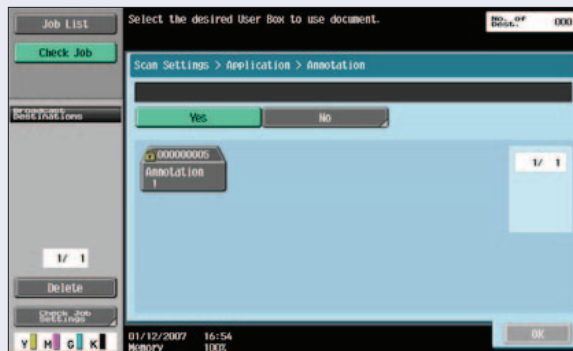
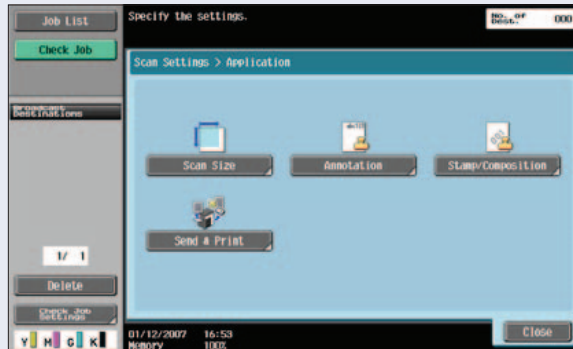


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5. Enter a name for the scan (for this exercise use "Bates").
6. Touch **OK**.
7. Touch **File Type**.
8. Touch **PDF**.
9. Touch **Multi Page** in the field on the right-hand side of the screen.
10. Touch **OK**.
11. Touch **Application**.
12. Touch **Annotation**.



13. Choose desired registered **Annotation User Box**.



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14. Touch **OK**.

15. Press **Start**.

16. A scan has now been sent with “Bates Stamping” per

the programming performed in the exercises above.



In order to check the Annotation Stamp applied, follow these steps:

17. Press **User Box** hard key.

18. Touch **System User Box**.

19. Touch **Annotation User Box**.

20. Touch **Use/File**.

21. Touch the registered **Annotation User Box**.

22. Touch **OK**.

23. Enter **Registered Annotation User Box Password**.

24. Touch **OK**.

25. Select the document you've scanned.

26. Select **Print**.

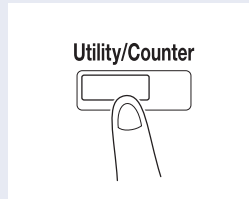
27. Press **Start**.

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Shortcut Keys

Two keys can be placed on the opening screen of the Fax/Scan mode as a shortcut to over 20 additional fax/scan functions not available on the opening screen.

1. Touch **Utility/Counter** key on the control panel.



2. Touch **User Settings**.



3. Touch **Custom Display Settings**.

Note: Two "Shortcut Keys" can also be programmed for the "Copy Mode" and "User Box".



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4. Touch **Scan/Fax Settings**.



5. Touch **Shortcut Key 1**.

NOTE: To cancel the Shortcut Key, touch "Off"



6. Touch **ON**.

7. Touch **↓**.

8. Scroll to **2/3**.

9. Touch **Header/Footer**.

10. Touch **OK**.

NOTE: All fax related functions will be enabled when the fax option is installed



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11. Touch **Shortcut Key 2**.

12. Touch **ON**.

13. Scroll to Page 3/3 and select **Email Settings**.

14. Touch **OK** 2x.

15. Press **Close** until you return to the **Basic** screen.



16. Verify that the 2 shortcut keys are visible at the bottom of the screen in the black area.



Scan Shortcut Keys

Limiting Access to Destinations

OVERVIEW

The MFP allows you to enter User Names into the address book. These users can have access to Email and fax destinations registered in the address book. This is a workgroup device, and is usually placed in a location where many users will have access to it. This could cause problems.

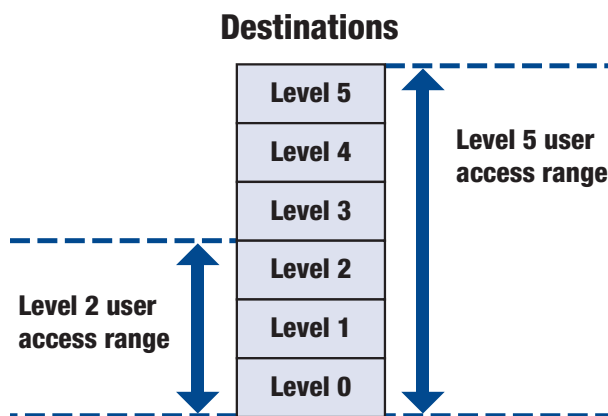
Within a workgroup, there are usually multiple position levels with varying authority; you may not want everyone to have access to all the Email and fax destinations in the device address book. This function **Limiting Access to Destinations** will allow you to assign Users to Groups, assign Permission Levels for Users, Groups and Destinations, thus permitting/denying access to destinations without denying access to other functions in the device.

Access permission levels can be set to one of six levels between 0 and 5, where 0 is the public access level and 5 is the highest level of security.

The Destinations accessed by Users, can be limited according to the level assigned for the user and destination.

Level 5	Highest level of Security
Level 4	Secure
Level 3	Secure
Level 2	Secure
Level 1	Secure
Level 0	Public Access

For example, a Level 2 User can access destinations in levels 0 through 2, but cannot access destinations in levels 3 through 5. A Level 5 User can access all destinations in Levels 0 through 5.



Note: After you have set up “Limiting Access to Destinations” whatever access level you have assigned for each user, destination and group, the same levels can be used when User Authentication settings are specified.

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Pre-Requisites/System Requirements

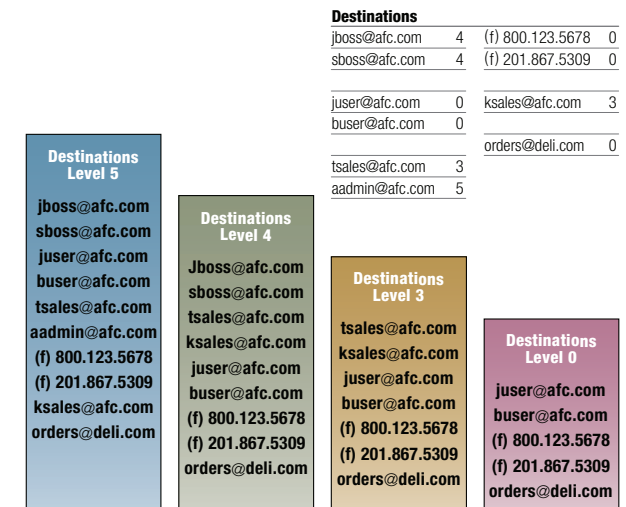
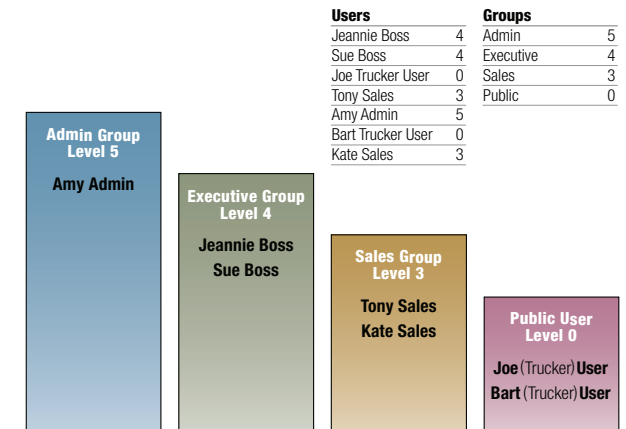
- A networked bizhub MFP is all that is required.
- Please check with your Network Administrator to ensure that all the network settings have been made. For assistance, please contact your local authorized Konica Minolta technical representative.

APPLICATION

A branch operation of a large logistics company called AFC Trucking has purchased an MFP on your recommendation. The MFP will have numerous destinations programmed into the address book — both Email addresses and fax numbers. Since there are 5 people in the office and each has a different title and responsibility,

Jeannie, the boss, does not want everyone who walks up to the device to have access to every destination listed in the address book. For example, there are truckers that use the device that need access to fax numbers to fax their bills-of-lading, but do not need access to the sales department or the boss' Emails. On the other hand, everyone needs access to the corner deli to order lunch. The permission/levels, users, groups and destinations are pictured in the graphic to the right.

Amy (Administrator), who is the MFP key-operator, is looking forward to today because you are coming in to set up the much raved about function “Limiting Access to Destinations”.



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JOB REQUIREMENTS

1. Enable **User Authentication**.
2. Enter the **Users**.
3. Enter the **Destinations** (name and the respective Email address)
4. Enter **Groups**.
5. Assign **Users to Groups**.
6. Assign **Levels to Users**.
7. Assign **Levels to Destinations**.
8. Assign **Levels to Groups**.
9. Sending an Email after all the data has been entered.

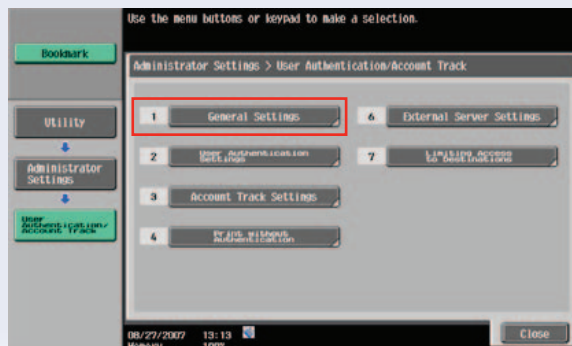
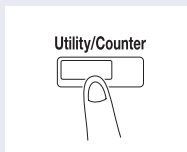
DEVICE SETUP

Note: As you are setting up the device, each of the 8 steps has you start from the basic screen in case you get lost. If you want to omit those repetitive first few steps you can jump to the next step starting at the next screen to where an input is required. Follow the arrow to the step number indicated (i.e. → 6.)

TURN ON USER AUTHENTICATION

Press the "Utility/Counter" Key

1. Touch **Administrator Settings**.
2. Enter password (**12345678**).
3. Touch **OK**.
4. Touch **User Authentication/Account Track**.
5. Touch **General Settings**.
6. Touch **User Authentication**.



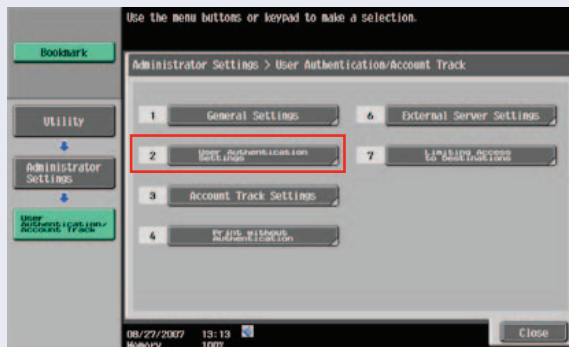
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7. Under **Job Setting** touch **ON MFP**.
8. Touch **Public User Access**.
9. Under Job Setting Touch **ON** (Without Login).
10. Touch **OK**.
11. A screen will appear: "Are You Sure You Want to Clear All Data?"
12. Touch **Yes**.
13. Touch **OK** until you are back at **User Authentication/Account Track** screen so you can begin to enter users.

ENTER USERS

Enter users (all Email one-touches) in address book

1. Press the **Utility/Counter** key.
2. Touch **Administrator Settings**.
3. Enter password (**12345678**).
4. Touch **OK**.
5. Touch **User Authentication/Account Track**.
6. Touch **User Authentication Settings**.
7. Touch **User Registration**.
8. Touch **Empty One-Touch** key.
9. Touch **Edit**.
10. Touch **User Name**.
11. Enter **Jeannie Boss**.



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12. Touch **OK**.
13. Touch **Password** → enter **X** (for this job always use lower case **x** as password).
14. Touch **Password Confirmation** and enter **X** again to confirm → **OK**.
15. Enter **Email address** → *jboss@afc.com* → touch **OK**.
16. Touch **OK**.

You're back at empty one touch keys.
17. Enter next User... repeat steps 8-16 to enter the data for Sue, Joe, Tony, etc.
18. Touch **Close** back to Administrator Screen → **2**.

ENTER DESTINATIONS

1. Press the **Utility/Counter** key.
- 2. Touch **One-touch/ User Box Registration**.
3. Touch **Create One Touch Destination**.
4. Touch **Address Book**.
5. Touch **Email**.
6. Touch **New**.
7. Touch **Name**.
8. Enter **Jeannie Boss**.
9. Touch **OK**.
10. Touch **Email address**.
11. Enter *jboss@afc.com*.
12. Touch **OK**.
13. Touch ↓ to access screen **2/2**.
14. Touch **Index**.
15. Touch **Favorites**.



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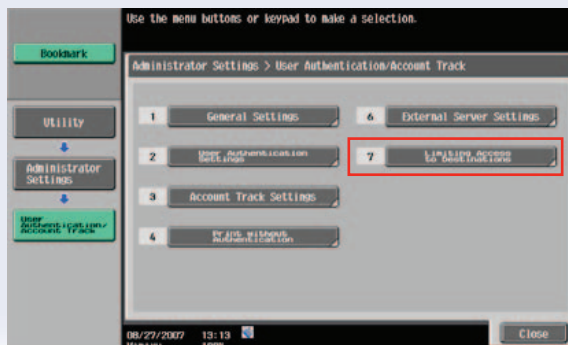
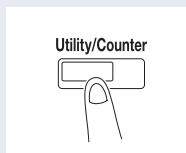
16. Touch **OK**.
17. Touch **OK** until you are back at the **Email** screen.
18. Repeat steps 6-15 and enter Destinations for:
 - Sue Boss,
 - Joe User,
 - Bart User,
 - Tony Sales,
 - Kate Sales,
 - Amy Admin,
 - the (2) fax numbers
 - orders for deli
19. Touch **Close** until main screen appears.

Now let's confirm the Destinations we entered are there.
20. Press **Fax/Scan** key.
21. Touch **Address Book**.

All 8 Email and 2 fax one-touch destinations should be there.

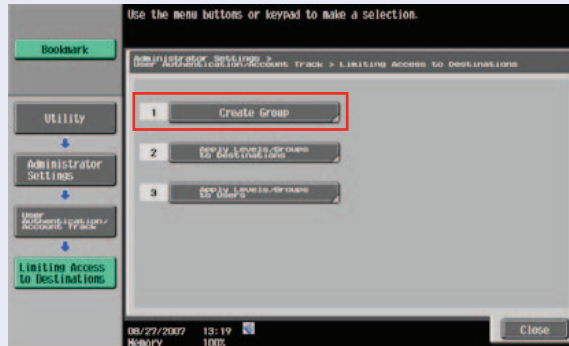
SPECIFYING A GROUP SETTING

1. Press the **Utility/Counter** key.
2. Touch **Administrator Settings**.
3. Enter password (**12345678**).
4. Touch **OK**.
5. Touch **User Authentication/Account Track**.
6. Touch **Limiting Access to Destinations**.

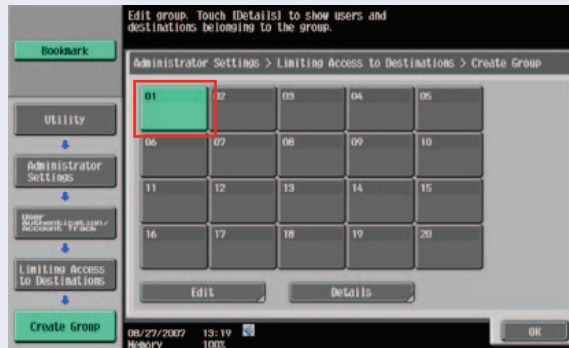


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7. Touch **Create Group**.
8. Select a **Group (01-20)**.



9. Select **Group 01** button.
10. Touch **Edit**.
11. Touch **Group Name**.
12. Enter **Admin**.



13. Touch **OK**.
Select an Access Allow (permission) level (0-5).



14. Select **5**.
15. Touch **OK**.
16. Touch **Details** to view group parameters.
17. Touch **Group**.
18. Touch **Close** until you're back at the **Group** button screen.
19. Repeat steps 10—19 for Executive, Sales and Public.
20. Touch **Close** until you are back at the **Administrator** screen.

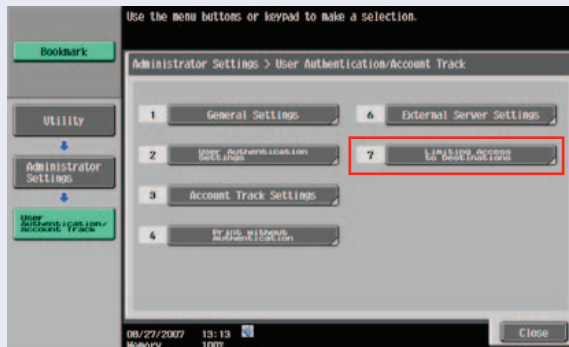
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SPECIFYING A DESTINATION

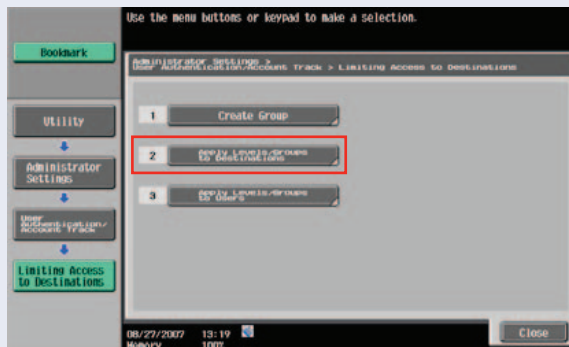
1. Press the **Utility/Counter** key.
- 2. Touch **Administrator Settings**.
3. Enter password (**12345678**).
4. Touch **OK**.



5. Touch **User Authentication/Account Track**.
6. Touch **Limiting Access to Destinations**.



7. Touch **Apply Levels/Group to Destinations**.



8. Touch **Address Book**.



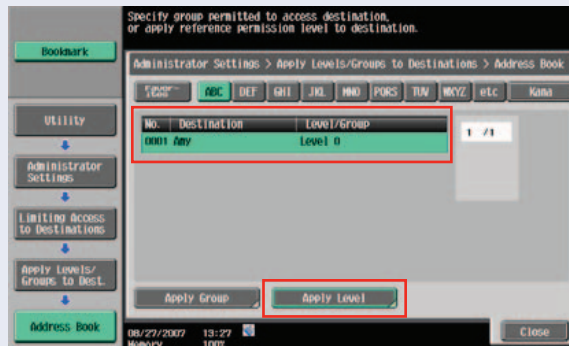
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9. Touch **Amy Admin.**

10. Touch **Apply Level.**

Either an Access Permission Level or an Access Permission Group can be specified for each destination.

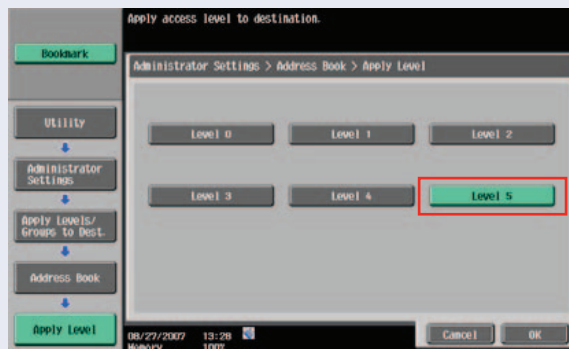
Only ONE Access Permission Group can be specified for a single destination.



11. Touch **Level 5.**

12. Touch **OK.**

13. Repeat steps 8-11 for Sue Boss, Joe User, Bart User, Tony Sales, Kate Sales, Amy Admin, the (2) fax numbers, & orders for deli.



14. Touch **Apply Group** (the destination must be selected).

15. Select **Admin.**

16. Touch **OK.**

17. Re-select destination and touch **Apply Level.**

18. Touch the Level you wish to apply – select Level 5.

19. Touch **OK.**

20. Repeat **Steps 14-19** for every individual..

21. On the **Apply Group** Screen → Touch **Details** to check the Destinations and User names belonging to that Group.

22. Repeat for Executive, Sales and Public.

23. Touch **Close** until you return to the **Apply Levels/Group to Destinations** screen.

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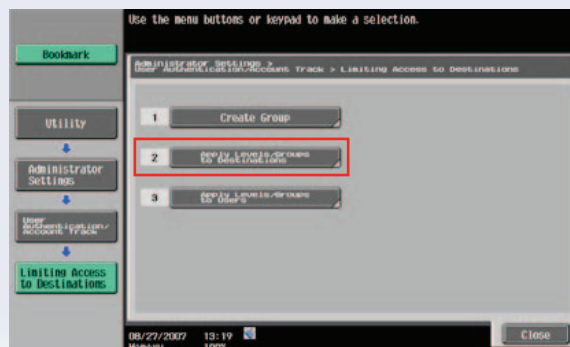
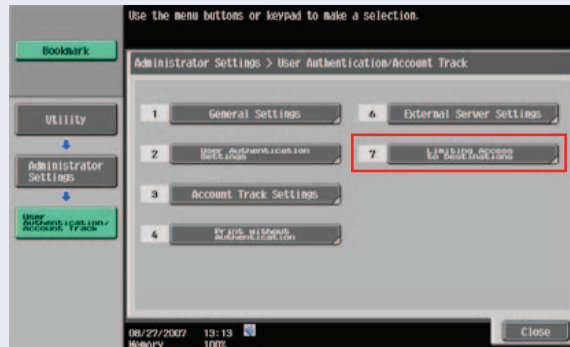
SPECIFYING A USER LEVEL

1. Press the **Utility/Counter** key.
2. Touch **Administrator Settings**.
3. Enter password (**12345678**).
4. Touch **OK**.
5. Touch **User Authentication/Account Track**.
6. Touch **Limiting Access to Destinations**.



7. Touch **Apply Levels/Group to Users**.
8. Select **Personal User Box**.

continued

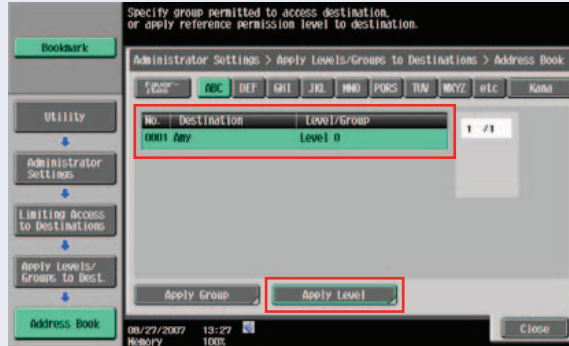


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9. Select **Jeannie Boss**.

The **Public User Box** and **Personal User Box** settings appear only when access by a public user is permitted.

If use by a public user is permitted, "Public" appears as the User Name. As a default, Level 0 is specified.

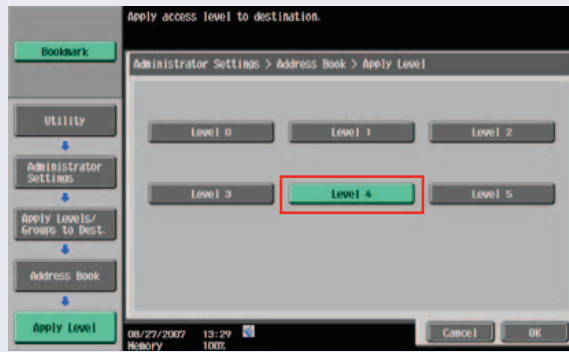


10. Touch **Apply Level**.

11. Select **Level 4**
(Jeannie Boss is Level 4).

12. Touch **OK**.

Both an access permission level and an access permission group can be specified for each user.



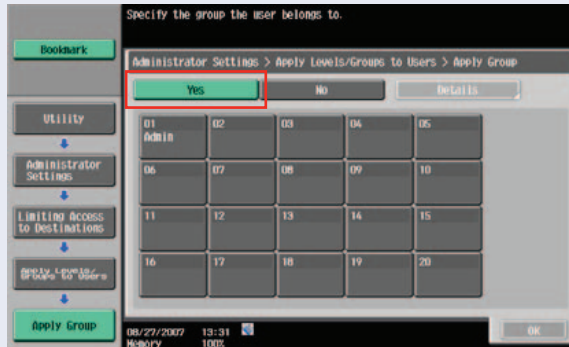
A single user can be registered in multiple access permission groups.

13. Repeat steps 8-11 for Sue Boss, Joe User, Bart User, Tony Sales, Kate Sales, Amy Admin, the (2) fax numbers, & orders for deli.

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TO SPECIFY THE USER GROUP

1. Touch **Jeannie**.
2. Touch **Apply Group**.
3. Touch **Yes**.
4. Touch **Admin** (Jeannie Boss is in Admin Group).
5. Touch **OK**.
6. Repeat for Sue Boss, Joe User, Bart User, Tony Sales, Kate Sales, Amy Admin, the (2) fax numbers, & orders for deli.
7. Touch **Details** to check the Destinations and names of Users belonging to the group.
8. Touch **Close** to go back to **User Authentication/Account Track** screen.



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SPECIFYING LIMITED ACCESS SETTINGS

Level settings can be specified for registered address book destinations, group destinations, and Fax/Scan program destinations.

Note: The level for a registered destination is "0". The level and group cannot be set higher than the level specified for the user who is logged on. In order to specify a group for a destination, the group must first have been registered in administrator mode.

Log on as a user with a level that allow settings to be specified

1. Press the **Utility/Counter** key.

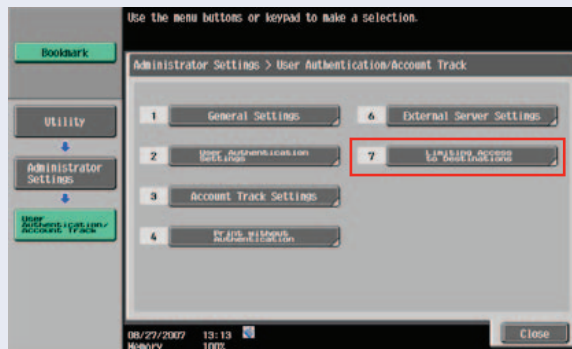


2. Touch **Administrator Settings**.

3. Enter password (12345678).

4. Touch **OK**.

5. Touch **User Authentication/Account Track**.

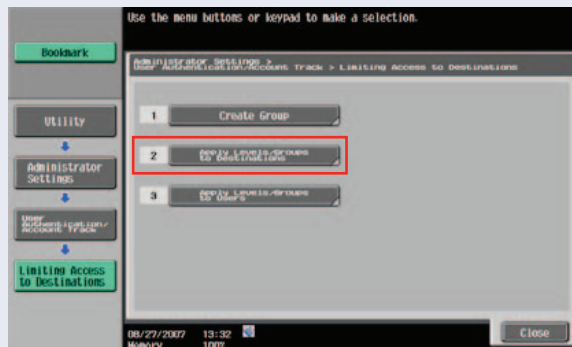


6. Touch **Limiting Access to Destinations**.

7. Touch **Apply Levels/Groups to Destinations**.

8. Select the destination type.

9. Touch **Apply Group**.



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PERFORMING THE SCAN JOB

Now let's send a scan job from a User to the Destinations programmed.

1. Press **Fax/Scan** key on the control panel.

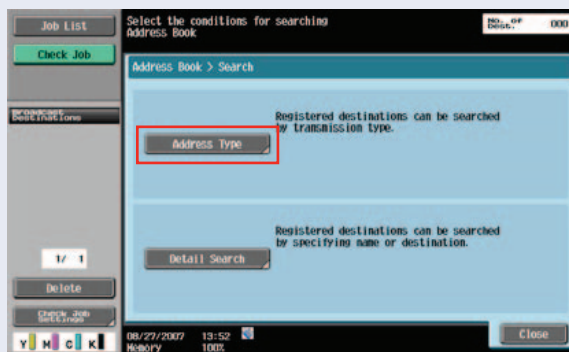


2. Touch **Search**.

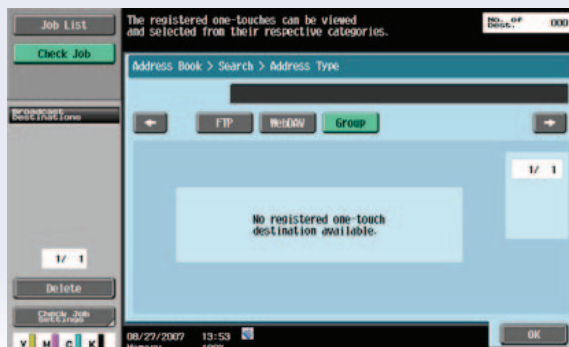


3. Touch **Address Type**.

4. Touch **Group**.



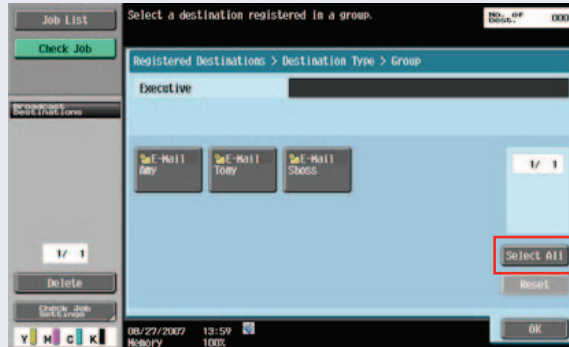
5. The Destinations registered as groups appears.



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6. Touch **Executive** group destination.
A list of destinations registered in the group appears
Select the destination to where the data is to be sent.

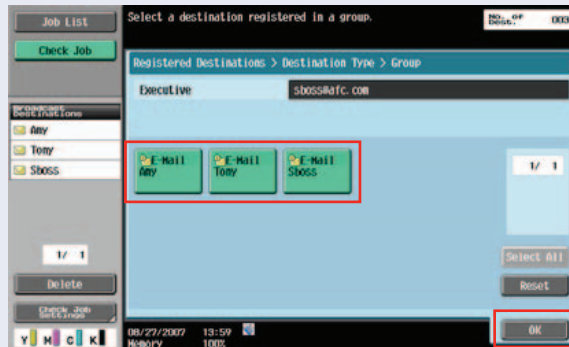
7. Touch *sboss@afc.com*
and *ksales@afc.com*
and *buser@afc.com*
and 201.867.5309.



8. Touch **OK**.
To select all destinations,
touch **Select All**.

To deselect all destinations,
touch **Reset**.

Additional destinations
can be added by directly typing in the address.
The button appears selected, and the destination
appears under “Broadcast Destinations”.



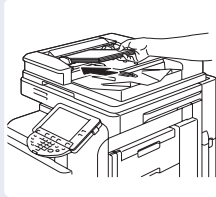
9. Touch **OK** until the **Fax/Scan** screen appears.

10. Make any **Scan Settings**,
Original Settings, **Comm.**
Settings.



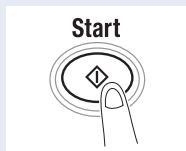
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11. Load the document into the feeder.



12. Press the **Start** Key.

Scanning of the documents begins and the data is sent.



HOW TO SELL FEEDBACK — LIMIT ACCESS TO DESTINATIONS

- If an organization has color – this will help them manage usage.
- Limit access to G3 fax – control costs.
- Provide direct access.
- Medical – MFP in nurses station to Doctor or to Pharmacy.
- No need to go through other Email addresses to find the desired one.
- Volume control (Limit documents) or number of Emails flowing into an Email address if only a few have access to the Email destination.
- Many permission applications are used in finance shipping/receiving and major accounts.

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4. Touch **Group**.
5. The destination registered as groups appear.



6. Touch the button for the group destination.
7. A list of destinations registered in the group appears.
8. Select the destination to where the data is to be sent, touch **OK**.



9. To select all destinations, touch **Select All**.
10. To deselect all destination, touch **Reset**.
11. Additional destinations can be added by directly typing in the address. The button appears selected, and the destination appears under **Broadcast Destinations**.



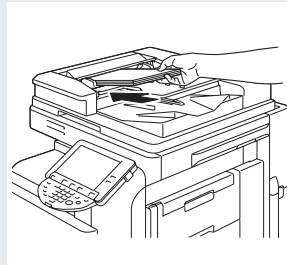
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12. Touch **OK** until the **Fax/Scan** Screen appears.

13. Make any **Scan Settings**, **Original Settings**, **Comm. Settings**.

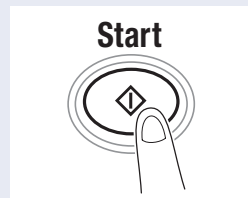


14. Load the documents into the document feeder.



15. Press the **Start** Key.

16. Scanning of the documents begins and the data is sent.



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Send and Print

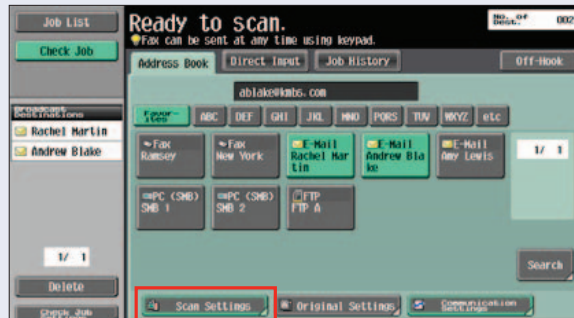
This function allows the user to make copies of the document being scanned in one operation.

Parameter	Description
Copies	Use the keypad to type in the number of copies to be printed. A number between 1 and 9999 can be specified
Simplex/Duplex	Select whether a single-sided or double-sided copy is to be printed
Staple	Select whether or not the prints will be stapled. If they will be stapled, select the number of staples and the position.

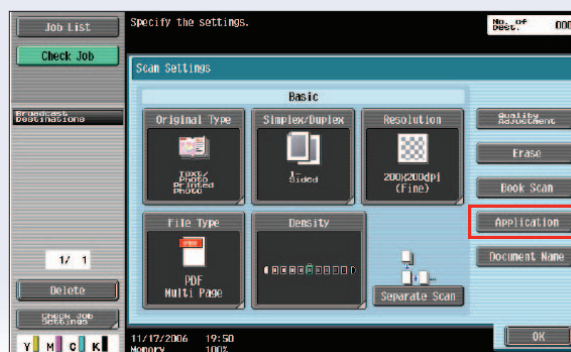
1. Press **Fax/Scan** Button.



2. Touch **Scan Settings**.

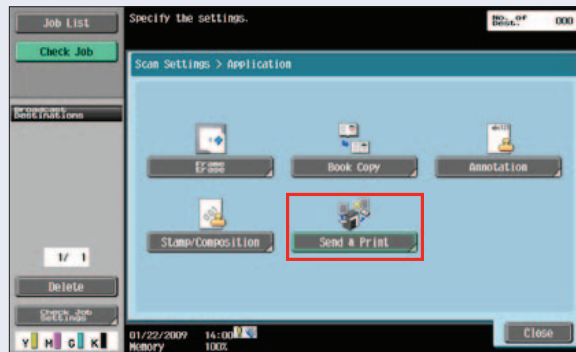


3. Touch **Application**.

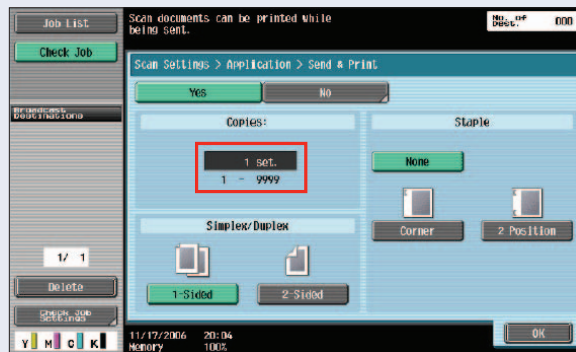


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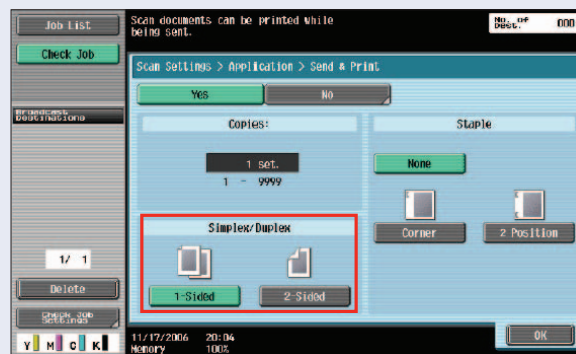
4. Touch **Send & Print**.



5. Enter **# of Sets** (1-9999) using numeric keypad.



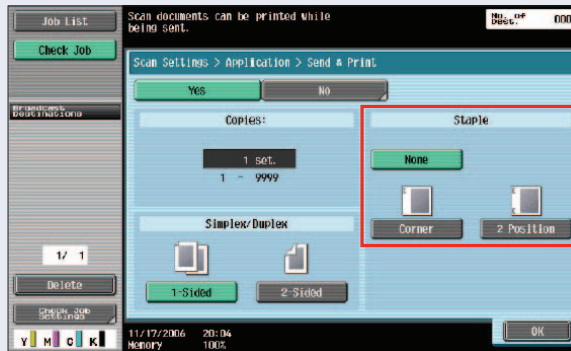
6. Select **1-sided** or **2-sided** output.



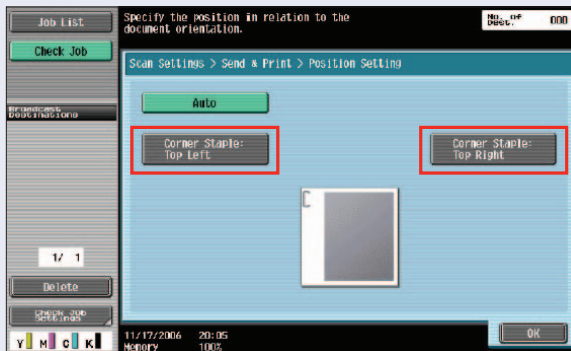
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7. Select **Finishing**
(Staple: "None", "Corner",
"Position Setting"*).

* If "2-Position and Position
Setting" is selected, then choose
the position of the staple.



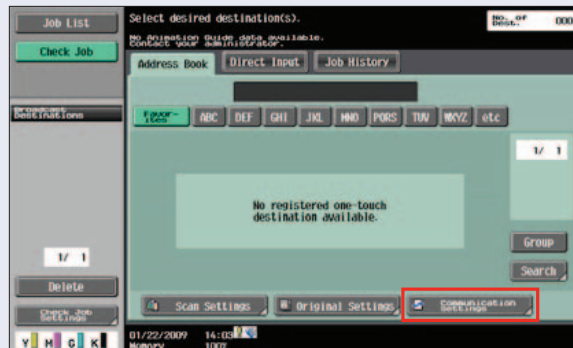
8. Touch **OK**.
9. Touch **Close**.
10. Touch **OK**.
11. Select **Destination**.



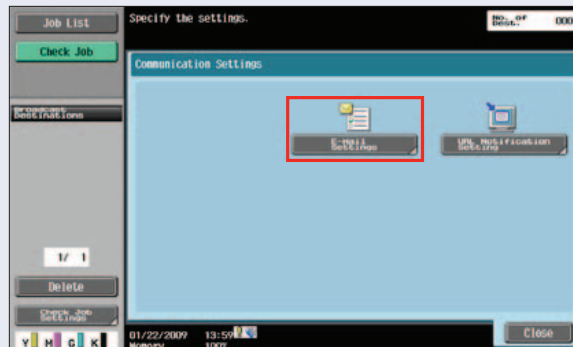
bizhub C652/C552/C452/C360/C280/C220 Scan Job Shops

The following steps are required if User Authentication is activated on the device.

12. Select **Communication Settings**.



13. Select **Email Settings**.



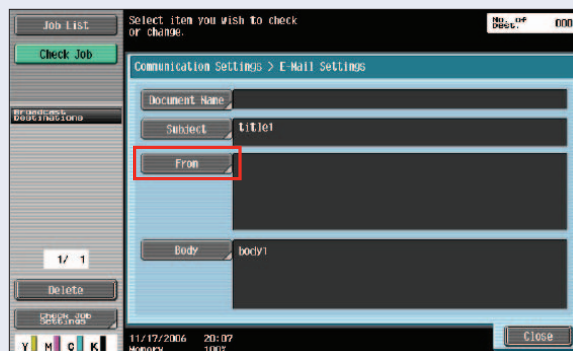
14. Enter **From** information (when **User Authentication** is activated).

15. Press **Start**.

NOTE: In order to change "From" address, setting must be set to "Allow".

Utility/Counter → Administrator Settings

→ Enter Password → Press OK → System Settings → Restrict User Access → Restrict Access to Job Settings → Change From address to Allow.



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Scanning Z-Folded Originals

Parameter	Description
Mixed Original	Select this setting when documents of different sizes are loaded into the ADF (optional). The scan speed is decreased since the size of each page is detected before it is scanned.
Z-Folded Original	Select this setting to detect the size of a zigzag-folded document by the length fed through the ADF.
Long Original	Select this setting for documents that are longer than the standard size.
Original Direction	Select the orientation of the document. After the document is scanned, the data is processed so that it is correctly oriented.
Binding Position	Select the binding position, such as when holes are punched in the document or the document is stapled. This adjusts the scan of double-sided documents so that the binding position is not reversed. Left Select this setting for a document with binding on the left side. Top Select this setting for a document with binding at the top. Auto: The binding is on the long side if the page is 297 mm or less, or it is on the short side if the page is more than 297 mm.
Despeckle	Select this setting to reduce the effect that dust on the left partition glass has on images when the document is loaded into the ADF.

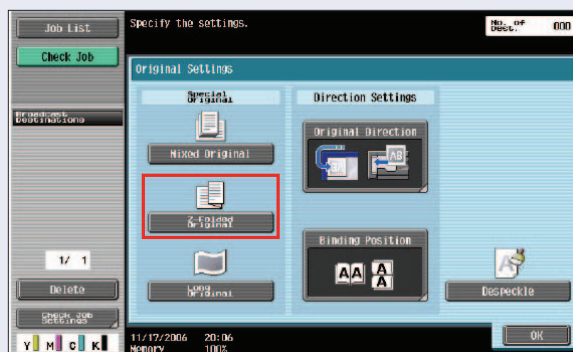
FUNCTION

This can be used in both the Fax/Scan mode or Copy mode

1. Press **Fax/Scan** or **Copy**.
2. Touch **Original Setting**.

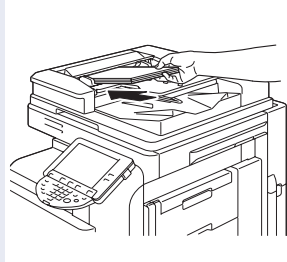


3. Touch **Z-Folded Original**.



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4. Place Original in ADF.

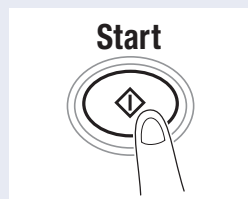


5. Touch **OK**.

6. Select **Destination**.



7. Touch **Start**.



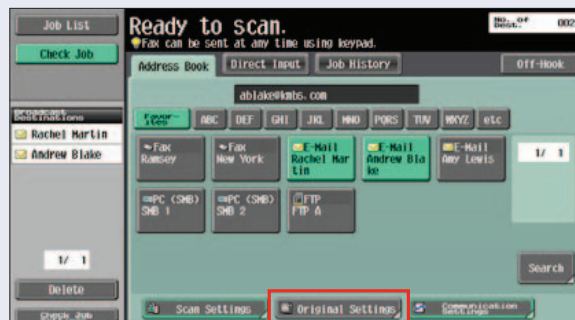
Scanning Long Originals

This setting is selected when you are scanning documents that exceed the maximum document size (11" x 17"). This would apply to those documents that are longer than 17" in length (maximum length supported is 39.25").

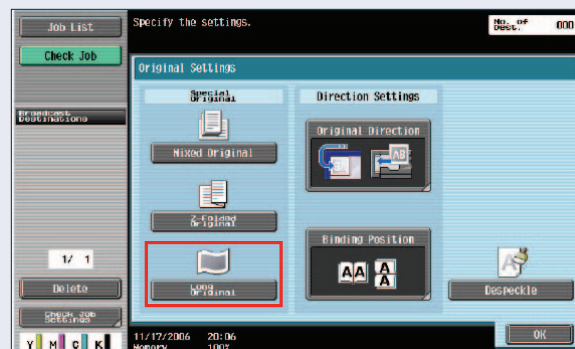
1. Press **Fax/Scan**.



2. Touch **Original Setting**.



3. Touch **Long Original**.



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4. Place Original in ADF.

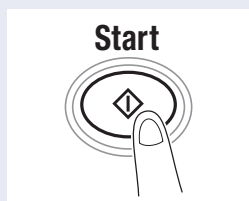


5. Touch **OK**.

6. Select **Destination**.



7. Press **Start**.



Scan-to-USB

WHAT & WHY

“Scan-to-USB” feature allows you to scan your originals to your USB device through the MFP.

It is a fast and easy way of converting your hard copies to electronic format and store them.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory

- ▶ USB Memory formatted as FAT32 required.
- ▶ Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported

- ▶ Cannot use devices that draw more than the rated power consumption.

Protective Function

- ▶ If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions

- ▶ Do not remove external memory while data is being saved (or printed).
- ▶ *Do not use 2 USB memory devices at the same time.*
- ▶ Do not use a USB hub.

APPLICATION

Your customer collected good amount of paper during a series of meetings. He was complaining about what he is going to do with all that paper and mentioned that it would be great if he could keep them in digital format rather than as hard copies.

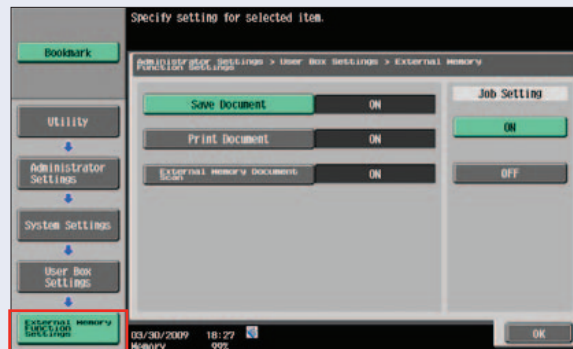
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HOW

Pre-Requisites

You will need a USB Thumb Drive and a hard copy original. In addition, you will need access to Administrator Settings via a password. The default password is **12345678**.

1. Plug in your USB Thumb Drive into the USB port on the front right corner of the MFP.
2. A icon comes up on the MFP that tells you an external memory is connected (in the black area on the lower part of the screen).
3. Let's first enable **External Memory Function Settings**.
4. Press the **Utility/Counter** button on the keyboard.
5. Touch **#3 Administrator setting**.
6. Enter the administrator password: **12345678**.
7. Press **OK**.
8. Touch **#1 System Settings** tab.
9. Touch **#0 User Box Settings** tab.
10. Touch **#7 External Memory Function Settings**.
11. Touch **Save Document** tab.
12. Touch **ON**.
13. Touch **OK**.
14. **Close** until you return to the default **Basic** screen.
15. Place your original on RADF.



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16. Press **User Box** hard key on the control panel.
17. Touch **Save Document** tab.
18. Touch **User Box**.
19. Touch **System User Box**.
20. Touch **External Memory**.
21. Touch **Save Document**.
22. Touch **Document Name** tab.
23. Press **C** to clear the name assigned by the machine.

24. Type "test".

If the keyboard is too little to touch — try the Enlarge Display!

25. Touch **OK**.

26. Touch **Scan Settings** tab.

27. Touch **File Type**.

Notice the default file type is PDF

28. Touch **JPEG** tab.

29. Touch **OK** 2x.

NOTE: If necessary, specify any other print settings by touching "Original Settings".

30. Press **Start**.

Remember to remove your USB device.

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HOW TO SELL FEEDBACK — SCAN-TO-USB

- No laptop boot up required.
- Can I have that file? — quick print.
- Load files on thumb drive – go to meeting – download at device – no PC required.
- Real Estate – upload house to prospect.
- Financial/Mortgage – Loan Documents, supporting documentation, capture info → electronic file.
- Legal – in the courtroom – print necessary documents on the spot from files on USB, no need to recess and reconvene just for documentation – reduces court costs.
- From USB → Microsoft Briefcase to synch files on thumb drive.
- Medical vertical – Multiple MFPs not networked, different domains, Scan-Print.
- Local Mom/Pop Stores, UPS stores, PFP applications.
- Me Too!! Toshiba, Sharp etc. already have it.
- Hardcopy to USB for file distribution.
- After a product launch in Ramsey, Scan-to-USB will keep my luggage under the airline 50 lb. max.
- Tested – Device will overwrite the USB document with the scanned document if they have the same name.
- No Scan-to-USB in high security area.
- Carry large print files from office to office.
- Portable backup of important job.
- With our 78 opm (C652/C552/C452)/70 opm (C360/C280/C220) scanner – convenience.
- To make it difficult for thieves, when public user is **ON** – external memory must be **OFF**.

Scan-to-USB with User Authentication

WHAT & WHY

“Scan-to-USB with User Authentication” feature allows you to restrict/allow scanning operations to your USB device by user.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory

- ▶ USB Memory formatted as FAT32 required.
- ▶ Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported

- ▶ Cannot use devices that draw more than the rated power consumption.

Protective Function

- ▶ If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions

- ▶ Do not remove external memory while data is being saved (or printed).
- ▶ *Do not use 2 USB memory devices at the same time.*
- ▶ Do not use a USB hub.

APPLICATION

Your customer wants to allow specific users to be able to scan to their USB devices while others cannot.

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HOW

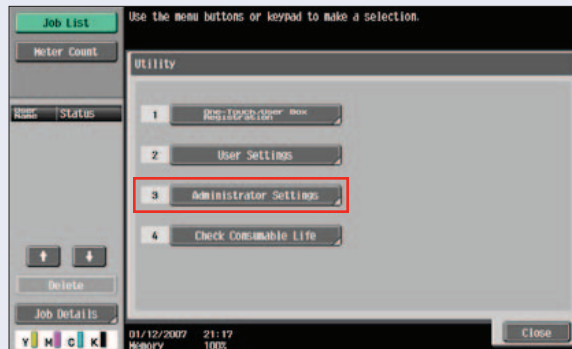
Pre-Requisites

You will need a USB Thumb Drive and a hard copy original. In addition, you will need access to Administrator Settings via a password. The default password is **12345678**.

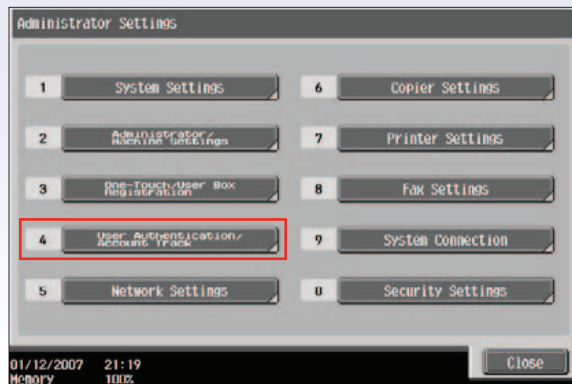
1. Plug in your USB Thumb Drive into the USB port on the front right corner of the MFP.
2. A icon comes up on the MFP that tells you an external memory is connected (in the black area on the lower part of the screen).

Before continuing, confirm that External Memory Function is enabled.

3. Press the **Utility/Counter** button on the keyboard.
4. Touch **#3 Administrator Settings**.
5. Enter the administrator password: **12345678**.
6. Press **OK**.

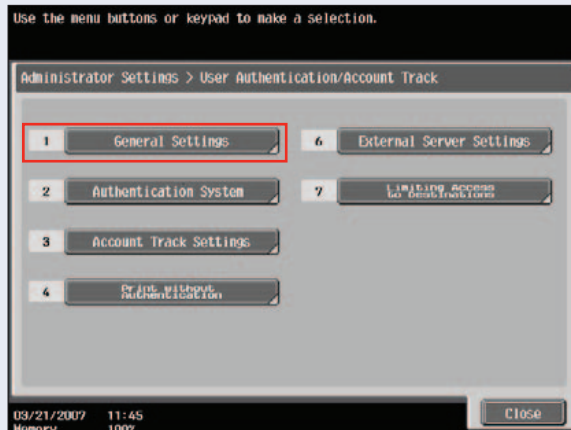


7. Touch **#4 User Authentication/Account Track** tab.



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- Touch **#1 General Settings**.



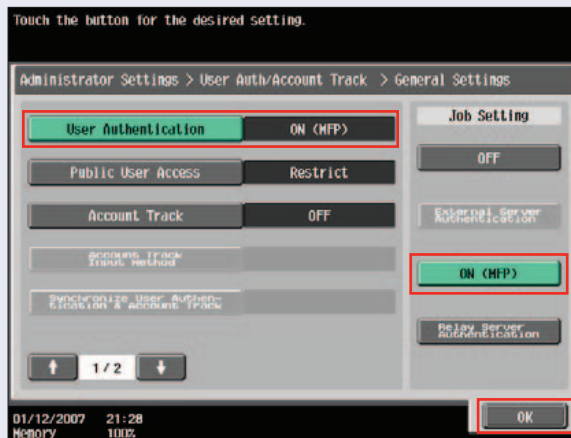
- Touch **User Authentication** tab.

- Select **ON MFP**.

- Touch **OK**.

- A screen will ask: "Are you sure you want to clear all data?"

- Select **Yes**.



- Touch **OK**.

- Touch **#2 User Authentication Settings**.

- Touch **#2 User Registration**.

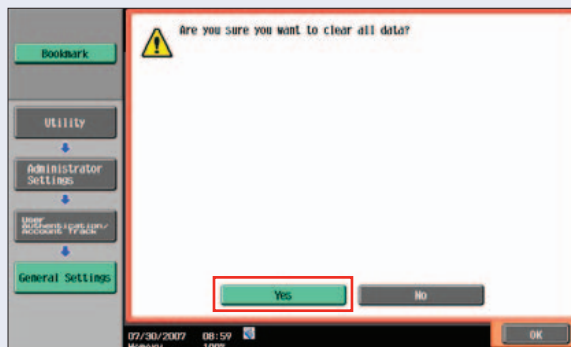
- Select **Box 001**.

- Press **EDIT**.

- Touch **User Name** – Enter **mktg**.

- Touch **OK**.

- Touch **Password** – Enter **mktg**.



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22. Touch **Password Confirmation**. Enter **X**.
23. Touch **OK**.
24. Touch **Function Permission** tab.
25. Scroll down to Page 2.
26. Touch **Save to External Memory** tab.
27. Select **Allow**.
28. Press **OK** – 2 times.
29. Press **Close** until you get back to the main screen.

Note that the default is RESTRICT.

User Access Restrict/Allow Scan-to-USB

WHAT & WHY

“User Access Restrict/Allow Scan-to-USB” feature allows you to restrict/allow scanning operations to your USB device without disabling Print to USB feature.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory

- ▶ USB Memory formatted as FAT32 required.
- ▶ Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported

- ▶ Cannot use devices that draw more than the rated power consumption.

Protective Function

- ▶ If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions

- ▶ Do not remove external memory while data is being saved (or printed).
- ▶ *Do not use 2 USB memory devices at the same time.*
- ▶ Do not use a USB hub.

APPLICATION

Your client wants to restrict the scanning operations to USB devices in their marketing department; however, he wants to be able to print from USB.

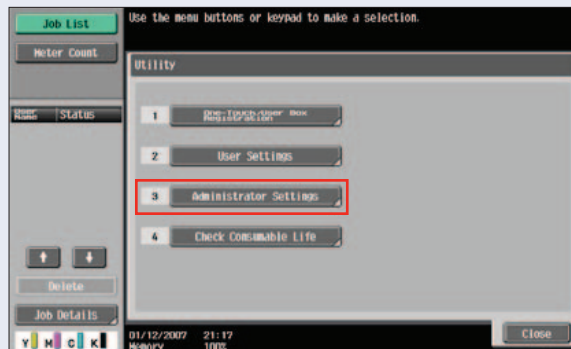
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HOW

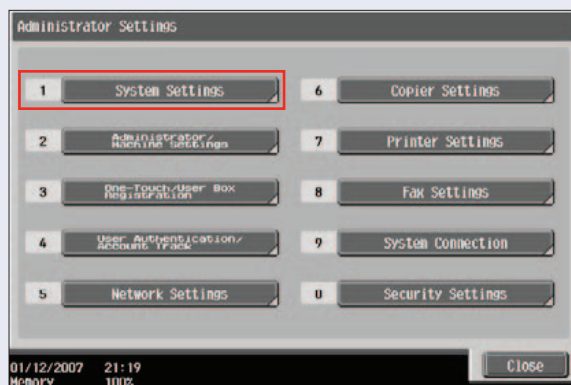
Pre-Requisites

You will need a USB Thumb Drive and a hard copy original. In addition, you will need access to Administrator Settings via a password. The default password is **12345678**.

1. Plug in your USB Thumb Drive into the USB port on the front right corner of the MFP.
2. A icon comes up on the MFP that tells you an external memory is connected (in the black area on the lower part of the screen).
3. Press the **Utility/Counter** button on the keyboard.
4. Touch **#3 Administrator Settings**.
5. Enter the administrator password: **12345678**.
6. Press **OK**.



7. Touch **#1 System Settings** tab.
8. Touch **#0 User Box Settings**.
9. Touch **#7 External Memory Function Settings**.
10. Touch **Save Document**.
11. Select **OFF**.



Please note that when you want to allow users to scan Select ON.

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12. Press **OK**.
13. Press **CLOSE** until you get back to the main screen.

NOTE: When OFF mode is selected the "Scan-to-USB" function will be disabled, however, the "Print from USB" function will still be available. This functionality is only to restrict or allow users to scan to USB devices.

Scan-to-WebDAV

The Traditional method for uploading content to a web server is File Transfer Protocol (FTP), but using this approach has its disadvantages.

- Using FTP requires that you open additional ports on your firewall and this can increase the attack surface of your network and make it more susceptible to penetration by attackers. This is obviously undesirable from the perspective of keeping your network secure.
- FTP has no file locking mechanism, so it's possible for two users to upload different versions of the same file simultaneously causing one to be overwritten. This can mean lost time troubleshooting why an uploaded file is different from what you expect.
- The FTP approach means you have to edit your content locally on the client. In other words, to edit a page already on the web server you would have to download it to the client, edit it there, and then upload it again to the web server. This is a time-consuming and inefficient approach to managing content.

The solution to these problems is WebDAV, a protocol used for publishing and managing content to web servers. WebDAV is an extension of the HTTP/1.1 protocol described in RFCs 2518, and 3253. WebDAV overcomes the three issues described above as follows:

- WebDAV uses port 80, the same port used by HTTP for web access. So using WebDAV means you don't have to open any extra ports on your firewall.
- WebDAV lets only one user modify a file at a time, while allowing multiple users to read it. This allows files to be locked while they are being edited, preventing unexpected changes from occurring.
- WebDAV lets you edit files on the server instead of needing to download them first to the client. Editing files remotely using WebDAV is as easy as if they were locally present, and the whole process is transparent to the content producer.

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WHAT IS WEBDAV? www.webDAV.org

Briefly: WebDAV stands for “Web-based Distributed Authoring and Versioning”. It is a set of extensions to the HTTP protocol which allows users to collaboratively edit and manage files on remote web servers.

WHAT ARE THE MAJOR FEATURES AND BENEFITS?

WebDAV provides a network protocol for creating interoperable, collaborative applications. Major features of the protocol include:

Locking (Concurrency Control) — Long-duration exclusive and shared write locks prevent the overwrite problem, where two or more collaborators write to the same resource without first merging changes. To achieve robust Internet-scale collaboration, where network connections may be disconnected arbitrarily, and for scalability, since each open connection consumes server resources, the duration of DAV locks is independent of any individual network connection.

Properties — XML properties provide storage for arbitrary metadata, such as a list of authors on Web resources. These properties can be efficiently set, deleted, and retrieved using the DAV protocol. DASL, The DAV Searching and Locating protocol, provides searches based on property values to locate web resources.

Namespace Manipulation — Since resources may need to be copied or moved as a Web site evolves, DAV supports copy and move operations. Collections, similar to file system directories, may be created and listed.

HOW TO SELL FEEDBACK — SCAN-TO-WebDAV

- Like SharePoint
- Great for high security environments, more secure

Scan-to-Home

OVERVIEW SUMMARY APPLICATION

The Scan-to-Home Function is a supplementary protective security measure that compliments the numerous forms of security already available through bizhub MFP devices. When Scan-to-Home is enabled in an Active Directory environment, documents scanned at the compatible MFP are sent to a folder on an authorized network share, which is typically an individual's shared network folder (as defined in Active Directory). Scan-to-Home can only be used with External Server Authentication using Windows Active Directory.

Note: The User Name and Password should be entered at the MFP is the same user name and password entered at the PC (Windows Login).

The following procedures describe how to specify the necessary settings on multifunctional products through web-based access to output documents using the Scan-to-Home Function.

APPLICATION

Your prospect works for a local law firm as a legal secretary. As a legal secretary, your prospect assists the firm by preparing and filing legal document in addition to managing office processes. As depositions come in to the office from witnesses, insurance companies submit their affidavits for cases, and presiding judges issue and submit their rulings on summary judgments, your prospect wants to ensure that the clients' information remains confidential. Violating attorney-client privilege would be severely damaging to the firm. Therefore, your prospect wants to ensure that their scanned files are confidential when sending and have them routed to a specific folder on the network. This will ensure that the scanned documents are not routed to any unauthorized location. You've suggest the Scan-to-Home function, and your prospect has asked you to show them how this could be accomplished.

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HOW

Pre-Requisites

- One Demo Original 8.5" x 11" with text or graphics
- User Authentication must be enabled with an assigned User Name and Password. Account Tracking is optional.
- A Scan-to-Home One-Touch button must first be created.
- Ensure that the bizhub MFP id logged into Windows Active Directory.

Note: Press the "Reset" Key before beginning this job shop

1. Press the **Utility/Counter** hard key.
2. Touch **Administrator Settings**.
3. On the keypad or LCD Panel enter the **Administrator Code**.
(The default is **12345678**).
4. Touch **OK**.
5. Touch **User Authentication/Account Track**.
6. Touch **Scan to Home Settings**.
7. Touch **Enable**.
8. Touch **OK**.
9. Touch **Close**.
10. Touch **Close**.
11. Touch **Close**.

Note: Scan-to-Home is enabled. You should be back at the login screen.

Using Scan-to-Home

Note: Press the "Reset" Key before beginning this job shop

1. Place a **Letter Size Original** into the **Document Feeder**
2. Touch **User Name** and enter the user name.
3. Touch **Password** and enter the password.
4. Press the **Fax/Scan** hard key

5. Touch the **Scan-to-Home**
(PC SMB Home)
One-Touch

6. Notice that **[Home]**
is displayed

*Note: The Folder
Destination will be
displayed above the
button and to the left
under the User Name/
Status Field*



7. Press **Start**
8. Go to your PC
9. Open the **Assigned Network** folder
10. Open the scanned document you sent to the **Scan-to-Home** folder

Scan-to-Me

OVERVIEW SUMMARY APPLICATION

The Scan-to-Me Function is a supplementary protective security measure that compliments the numerous forms of security already available through bizhub MFP devices. When Scan-to-Me is automatically enabled in an Active Directory environment, documents scanned at the compatible MFP are sent to an authorized Email address (Scan-to-Me), which is the individual's Email address as it appears in Active Directory. Once the confidential documents are scanned to the individual's Email address, it is easier for the network to track if these highly sensitive documents are forwarded to other destinations, especially if unauthorized.

Scan-to-Me is a function associated with Windows Active Directory Authentication. Scan-to-Me can also be used with External Server Authentication using Windows Active Directory or with MFP Authentication as long as the users Email address has been entered during the User registration.

Note: The User Name and Password should be entered at the MFP is the same user name and password entered at the PC (Windows Login).

The following procedures describe how to specify the necessary settings on multifunctional products through web-based access to output documents using the Scan-to-Me Function.

APPLICATION

Your prospect manages health records for Hudson Medical, a practice specializing in orthopedic surgery. In order to set appointments for surgery, your prospect needs to send the proper health records to authorized personnel at the patient's insurance company and the hospital where the surgery will be performed. Due to regulations that govern the electronic transmission of health records set forth by the Health Insurance Portability and Accountability Act (HIPAA), your prospect is very concerned with transmitting these documents securely. A HIPAA violation could cost thousands. You recognize the need for efficient, secure electronic transmission of documents, so you've suggested the Scan-to-Me Function. You tell your prospect that health records would be scanned to their Email address, which they could access to send the records to authorized personnel at any authorized location. Your prospect likes this idea and has asked you to show them how this could be accomplished.

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HOW

Pre-Requisites

- One Demo Original “8.5 x 11” with text or graphics
- Ensure that the bizhub MFP is logging into the Windows Active Directory Server. *NOTE: This is NOT MFP User Authentication. This IS an External Server Authentication.*
- Create a Scan-to-Me One-Touch button.

Note: Press the “Reset” Key before beginning this job shop

1. Place a **Letter Size Original** into the **Document Feeder**
2. At the login screen, touch **User Name** and enter the user name.
3. Touch **Password** and enter the password.
4. Touch **Login**.
5. Press the **Fax/Scan** hard key
6. Touch the **Scan-to-Me (Email Me) One Touch**
7. [Me] is displayed

Note: The Email Destination Address will be displayed above the button and to the left under the User Name/Status Field



8. Press **Start**
9. Go to your PC
10. Open the **Email Client**
11. Open the **Inbox**
12. Click on **Send/Receive**
13. Click on **Inbox**
14. Double click on the Email in the inbox
15. Open the Email attachment

Multiple File Attachment to Email using the Attachment Method Function

WHAT & WHY

Send separate, multiple documents to an Email destination with the bizhub C452. The Multiple File Attachment feature using the Attachment Method function enables users to scan several documents, attach the documents as separate files, and send them all via one Email. Multiple data arrangements circumvent the need to combine very different documents into one file or send multiple Emails to keep the documents separate.

FUNCTION DESCRIPTION

Multi Page – Select to combine all scanned original data and save as a single file. This setting cannot be selected if “JPEG” is selected for the file type.

Page Separation – Select to divide the scanned data at a specified page. Using the keypad, enter the number of pages to be saved in a file. (Notice that this number appears on the Scan Setting screen in the File Type box.)

Email Attachment Method – Specify the method for attaching a file to an Email when Page Separation is selected.

All Files Sent as (1) Email – Attaches all files to one Email.

- File attachment maximum to one Email is 300. If the file count exceeds 300, files are split and sent as multiple Email messages.

One (1) File per Email – Attaches one file to one Email.

NOTE: When saving a document in a User Box, it is saved with [Multi Page] while Page Separation is specified.

Page Separation is enabled when sending by Email, SMB, or FTP.

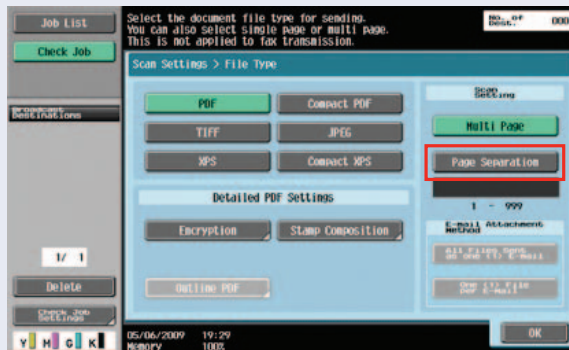
APPLICATION

An office coordinator needs to send a copy of an expense report, time sheet, and travel directions to a colleague at a remote location. The coordinator wishes to scan the hard copy documents and send them via Email. However, sending these separate files via one Email with a single attachment really isn't an option; how will her colleague retrieve and file all the separate documents without manipulating the attached file? Sending each document as a separate Email would just be wasting time. You've indicated that using the Attachment Method function on the bizhub C452 provides multiple options for sending separate, multiple files via one Email. The office coordinator has asked you to show them how to enable this function.

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HOW

1. Press **Fax/Scan** key.
2. Touch **Scan Settings**.
3. Touch **File Type**.
4. Touch **Page Separation**.
Note: This will enable the Email Attachment Method area.
5. Select how your Email attachments should be configured:
 - a. All Files Sent as one (1) Email.
 - b. One (1) File per Email.
6. Press **OK** 2x.
7. Select **Destination(s)**.
8. Press **Start**.



Data Export/Import USB Memory/User Boxes (Save from USB to User Box)

WHAT & WHY

The MFP offers users an opportunity to save important files from a USB Flash Drive to their User Box on the MFP. Files saved in the User Box can then be printed and re-printed as needed without accessing the printer driver at a computer.

APPLICATION

A sales rep at a local business has just returned from a conference on sales skills for new products being offered that year. As part of the conference's materials, the sales rep received a USB Flash Drive with support materials like hands on activities, brochures, and other great marketing materials. This sales person would like to ensure that the materials are available to her colleagues. So, she'll save them to a departmental public user box. She'll need to import those files from the USB Flash Drive to the user box on the office's new bizhub C452. She's asked you to show her how.

Pre-requisite

- Confirm that User Authentication is "Off" or that proper permissions are assigned before you begin this activity.
- Ensure that you have created a User Box prior to beginning this job shop.
- Have a thumb drive available that contain files with supported file formats such as: PDF, JPEG, TIFF, XPS
- Enable the function in Administrator Settings

1. Press **Utility/Counter** key.
2. Touch **Administrator Settings**.
3. Enter default **Password 12345678** and touch **OK**.
4. Touch **User Authentication/Account Track**.
5. Touch **User Authentication Settings**.
6. Touch **Administrative Settings**.
7. Touch **Default Function Permission** and scroll from **1 of 1** to **2 of 2**.
8. Touch the **Allow** button next to the **Save to External Screen** field.
9. Touch the **Allow** button next to **External Memory Doc Scan** field.
10. Touch **OK** to exit all of the screens.

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ENABLE THE FUNCTION

1. Press **Utility/Counter** key.
2. Touch **Administrator Settings**.
3. Enter default **Password 12345678**.
4. Touch **System Settings**.
5. Touch **User Box Settings**.
6. Touch **External Memory Function Settings**.
7. Touch **Save Document**. Select **ON**.
8. Touch **Print Document**. Select **ON**.
9. Touch **External Memory Document Scan**. Select **ON**.
10. Touch **OK**.
11. Touch **Close** until you get back to the main screen.

SAVING YOUR FILE

Plug your thumb drive into the MFP USB port and a window appears stating:
External Memory has been detected (installed); select the External Memory Function you wish to perform.

The buttons that appear are as follows:

- Print a Document from External Memory.
- Save a Document to External Memory.
- Save a Document from External Memory to a User Box.

1. Touch **Save a Document from External Memory to a User Box**.
Note: A list of thumb drive documents appear (only those with supported file formats).
2. Touch/highlight the document you want to save.
3. Touch **Save to User Box**.
4. Touch/Select your **User Box**.

If Authentication is turned ON, each user must be given permission to use the External Memory function.

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5. Touch **OK**.
6. Press **Start**.
7. Wait until the thumb drive and Data light stop flashing.
8. Your document is now in your User Box.

SAVING YOU FILE FROM USER BOX TO EXTERNAL MEMORY

1. Press **User Box** key.
2. Touch/select your **User Box**.
3. Touch **Use/File**.
4. Enter **Password** and touch **OK**.
5. Select **File**.
6. Press **Filing Settings**.
7. Press **Save to External Memory**.
8. Press **Start**.

Searchable PDF

WHAT & WHY

Searchable PDF refers to a function that creates a text searchable PDF file by pasting transparent text data on the area of a document in which characters are recognized through an OCR process.

You can create a searchable PDF file when saving or sending an original in the PDF or compact PDF format using the scan or User Box function. The searchable PDF function supports multiple languages. When creating a searchable PDF file, select an appropriate language according to the original for correct OCR Processing. Also, you can improve the accuracy of OCR processing by automatically correcting the page direction.

APPLICATION

Users who have a database of documents stored for their clients, customers, or patients can dynamically search the stored documents to find the necessary documents quickly. Some businesses currently store their documents hard copy in an elaborate, large, costly, and time-consuming filing system. These users can scan those originals, use the Search PDF function, and save the files in an electronic filing system that could save them time and money while improving efficiency and overall document security.

HOW

Pre-requisite

In order to manage paper-based documents in electronic format, it will be convenient to use the searchable PDF function to convert documents into a text-searchable PDF file.

REFERENCE

- This function is available when i-Option LK-105 is registered with the MFP.
- For details on the scan function, refer to the “User’s Guide Network Scan/Fax/Network Fax Operations”.
- For details on User Box functions, refer to the “User Guide Box Operations”.

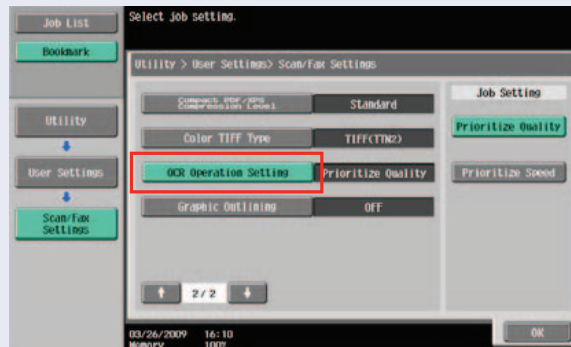
CONFIGURING THE OCR OPERATION SETTING

Before creating a searchable PDF file, you can specify whether to give priority to accuracy or speed for the OCR processing.

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OCR OPERATION SETTING

1. Press the **Utility/Counter** key.
2. Press **User Settings**.
3. Press **Scan/Fax Settings**.
4. In **Scan/Fax Settings (2/2)**, press **OCR Operation Setting**.
5. Select the OCR operation.
6. Select **Priority** of either **“Prioritize Quality”** or **“Prioritize Speed”**.
7. Press **OK**.
8. Touch **OK** 2x.



NOTE: In regards to selection of “Prioritize Quality”, inclination of the original is adjusted automatically. In regards to selection of “Prioritize Speed”, inclination of the original is not adjusted.

SEARCHABLE PDF SETTING

1. Press the **Fax/Scan** key.
2. Touch **Scan Settings**.
3. Touch **File Type**.
4. Touch **Searchable PDF**.
5. Select **English** for language selection.
6. Select **Adjust** for **Adjust Rotation** and select **OK** 3x.



Automatic Image Rotation (Auto Orientation on the List)

WHAT AND WHY

When the original orientation is different from paper orientation, the image is rotated depending on the setting. Configure when the image is automatically rotated.

This function appears on the Copier Setting screen when you enable Administrator User Level 1 under [Administrator Settings].

SETTING DESCRIPTIONS

[Level 1] Allows the user to change the following settings.

- [Power Save Settings]
- [Auto Zoom (Platen)]
- [Auto Zoom (ADF)]
- [Specify Default Tray when APS Off]
- [Select Tray for Insert Sheet]
- [Automatic Image Rotation]
- [Card Shot Settings]

[Level 2] Allows the user to change the following settings.

- All settings allowed in Level 1
- [Output Settings]
- [AE Level Adjustment]
- [Blank Page Print Settings]
- [Change Email Address]
- [Print Jobs During Copy Operation]

[Prohibit]

Does not allow the user to change the settings allowed in Level 1 and Level 2.

Factory default

[Prohibit]

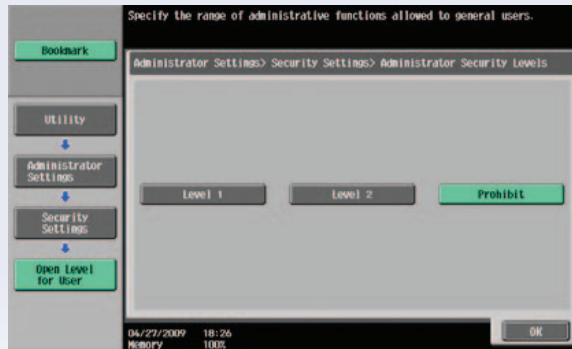
APPLICATION

Office personnel who need to make a copy of any item can duplicate without concern that the original will be reproduced with the incorrect orientation on the page. For instance, an office MFP user wishes to make copies of receipts for an expense report. The MFP detects the orientation of the receipts on the platen glass and correctly orients them on to the selected paper.

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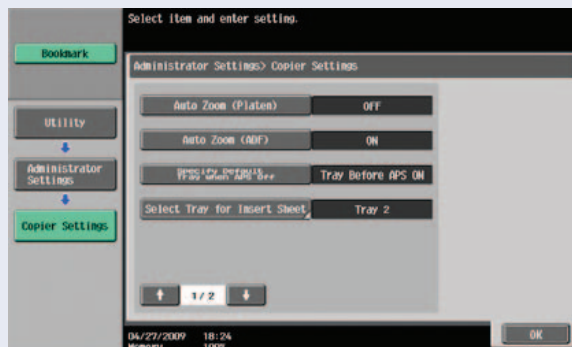
Let's enable Level 1 permissions first:

1. Press **Utility/Counter** key.
2. Touch **Administrator Settings**.
3. Enter password **12345678**.
4. Touch **OK**.
5. Touch **Security Settings**.
6. Touch **Administrator Security Levels**.
7. Select **Level 1**.
8. Touch **OK**.
9. Now, the function should appear in the **Copier Setting** screen.
10. Press **Close** until you get back to the main screen.



Use the Automatic Image Rotation function:

1. Press **Utility/Counter** key.
2. Touch **User Settings**.
3. Touch **Copier Settings**.
4. Scroll down to screen **3/4**.
5. Touch **Automatic Image Rotation**.
6. Four functions appear.
7. Select **"When Auto Paper/Auto Zoom is Set"** so under either circumstance the image will be rotated and placed correctly on the selected paper.
8. Press **OK**.
9. Press **Close** until you get back to the main screen.



Automatic Image Rotation with Searchable PDF

WHAT & WHY

Typically, when you scan in a multi-page document where some pages are portrait and some are landscape, the PDF document will show the pages in the way they were scanned and you would need to rotate the pages individually.

The idea behind the Auto Orientation feature is that when a document is scanned as a PDF, the landscape pages will be automatically rotated in the PDF file. This ONLY works when Searchable PDF is used, since the OCR engine must rotate the page in order to read the image and create the OCR file behind the scenes.

APPLICATION

A user scans hundreds of documents daily into an electronic document management system. The challenge is that not all documents are orientated in the same direction. You suggest using Searchable PDF with Auto Orientation to help them with their task.

Prerequisite: Prior to beginning this job

1. Complete Searchable PDF and Automatic Image Rotation jobs
2. Scan to SMB folder set up on the PC desktop and a One-Touch destination button set-up on the MFP

Prerequisite: For this job

3. Two 8.5" x 11" originals: One page typed in the portrait direction. One page typed in the landscape direction

The following two sections take you through the difference in file orientation when using Searchable PDF:

Steps/Keystrokes:

1. Load both originals "portrait" orientation into the document feeder.
2. Press **Fax/Scan** key.
3. Touch **Scan-to-SMB** destination (One-Touch button).
4. Press **Start** to scan (withOUT Searchable PDF).
5. Go to PC and open up the shared folder on the Desktop containing the scanned document and you will see that the 2nd page is still in the original orientation.

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Next,

1. Again load both originals “portrait” orientation into the document feeder.
2. Press **Fax/Scan** key.
3. Touch **Scan-to-SMB One-Touch** button.
4. Touch **Scan Settings**.
5. Touch **File Type**.
6. Touch **Searchable PDF**.
7. Touch **OK** 3 times.
8. Press **Start**.
9. Touch **Send**.
10. Go to PC, open up the shared folder on the Desktop containing the scanned document, and view the pages – the second page is rotated and oriented to be readable.

*On the right you will see Adjust Rotation options.
Selecting “Adjust” will allow you to adjust the Auto Orientation.*

Outline PDF

Enable this function when you select [Compact PDF] for the file type. This function performs outline processing for characters, ensuring a smooth display image. It is also available when editing data using an application such as Adobe Illustrator.

Note: This function allows you to specify the accuracy of outline processing when creating an outline PDF.

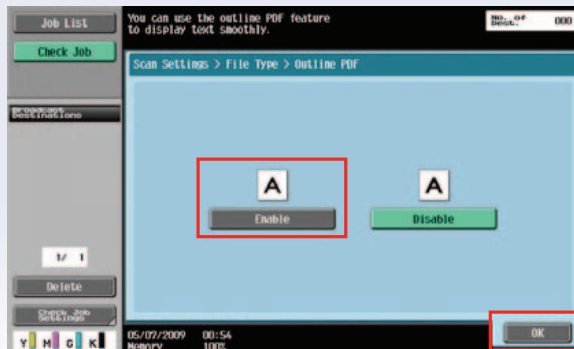
GRAPHIC OUTLINING

This function enables you to specify the accuracy of outline processing when creating an outline PDF. Scanned document data is separated into text and image, and image is subjected to outline processing. Specify the level of outline processing from [OFF] to [HIGH]. The outlining level becomes higher in the order of [LOW], [MIDDLE], and [HIGH]. If [OFF] is specified, the image will not be outlined.

APPLICATION

The Outline PDF function is perfect for users who need to scan originals, but want the opportunity to manipulate the image according to their quality specifications. Adobe Illustrator enables users to detect the outlines for this purpose.

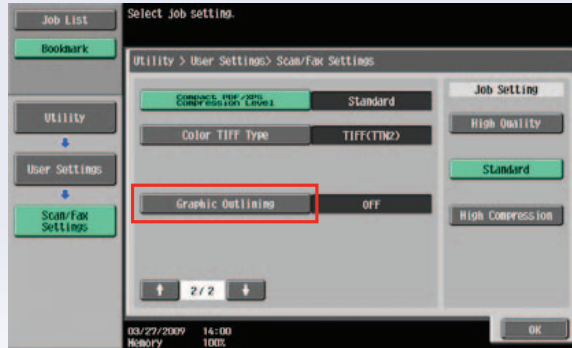
1. Press **Fax/Scan** key.
2. Touch **Scan Settings**.
3. Touch **File Type**.
4. Touch **Compact PDF**.
5. Touch **Outline PDF**.
6. Touch **Enable**.
6. Press **OK**.



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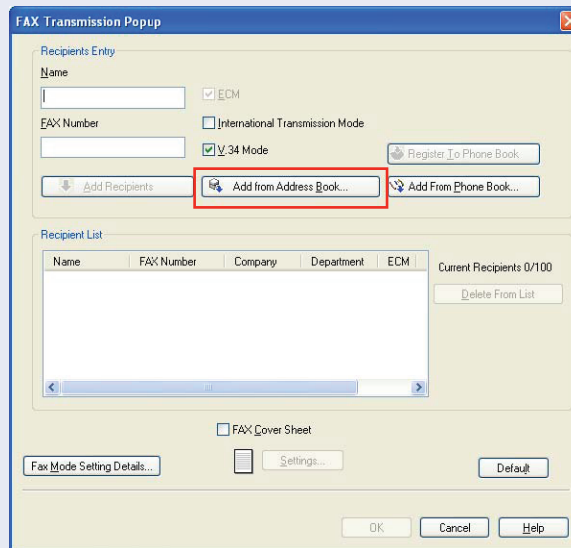
Now let's make the necessary change via the **Administrators Mode**

7. Press **Utility/Counter** key.
8. Touch **User Settings**.
9. Touch **Scan/Fax Settings**.
10. Scroll to **2/2**.
11. Touch **Graphic Outlining**.
12. Select **High/Middle/Low**.

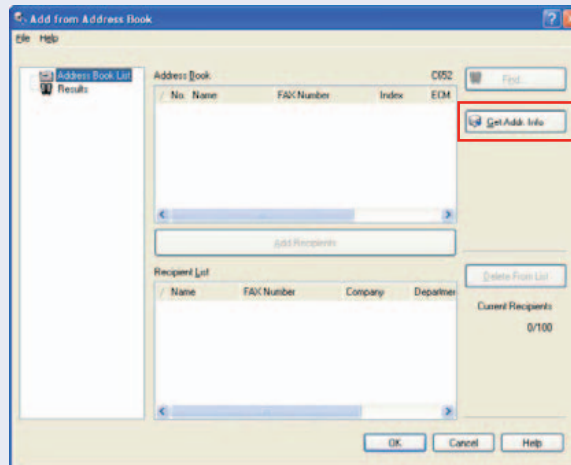


Selecting an Address from the MFP Address Book

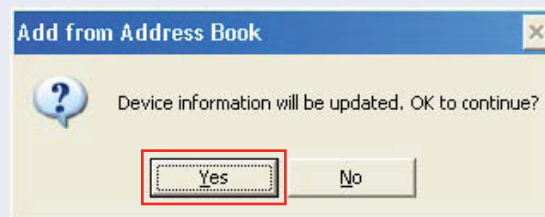
1. Open a document.
2. Press **File**.
3. Press **Print**.
4. Press **OK**.
5. Click **Add from Address Book**.



6. Click **Get Addr. Info**.

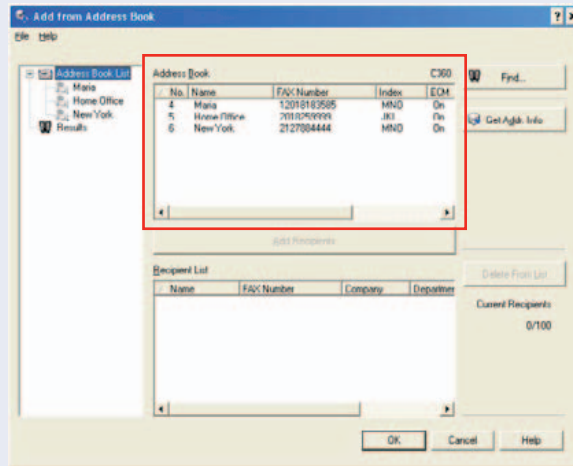


7. Message appears: **“Device information will be updated. Ok to Continue?”**. Click **Yes**.

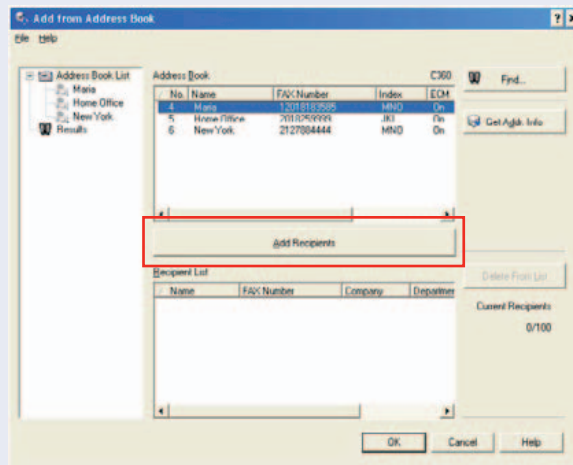


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8. Select a recipient from the **Address Book List**.



9. Click **Add Recipients**.
10. Repeat steps 7 & 8 for every address you wish to retrieve from the MFP.
11. Click **OK**.



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