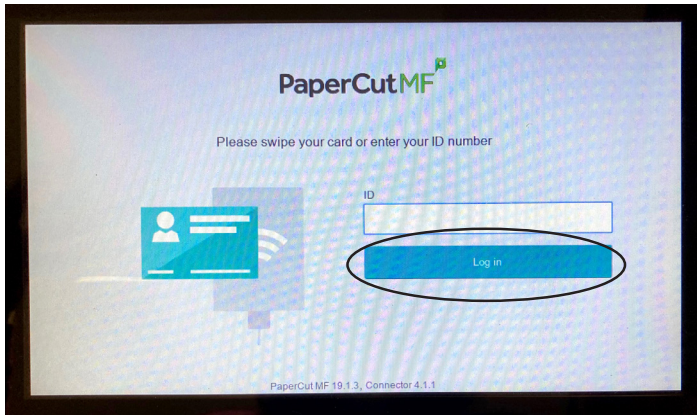
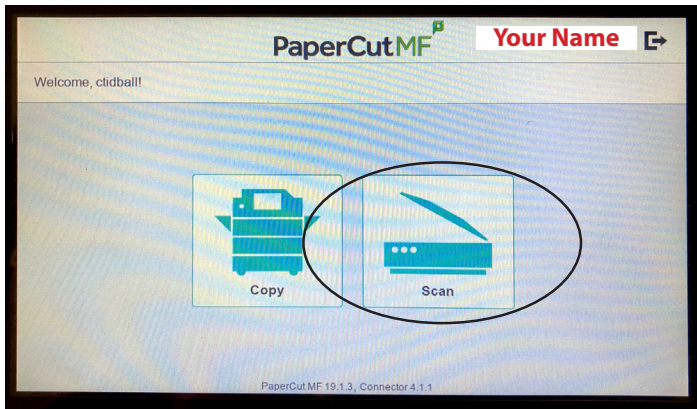


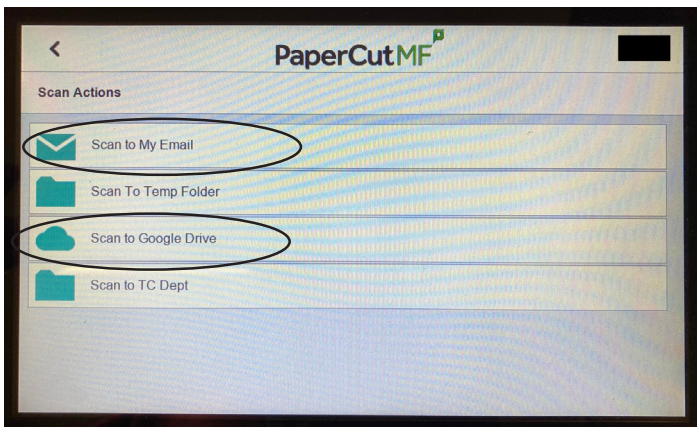
How to Scan from a Konica Minolta Bizhub 808



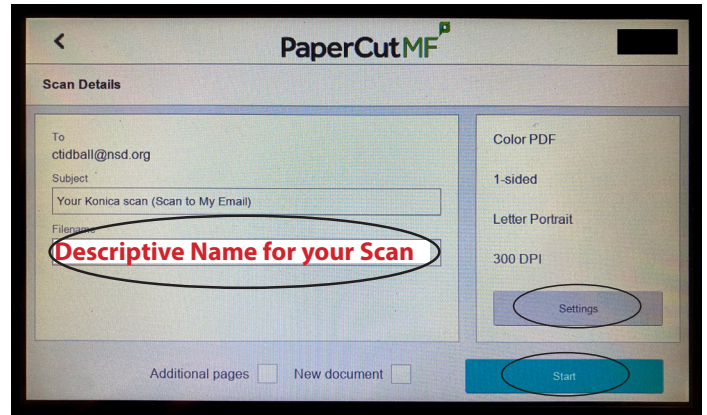
PaperCut ID: Enter your Employee Number and press "Log In."



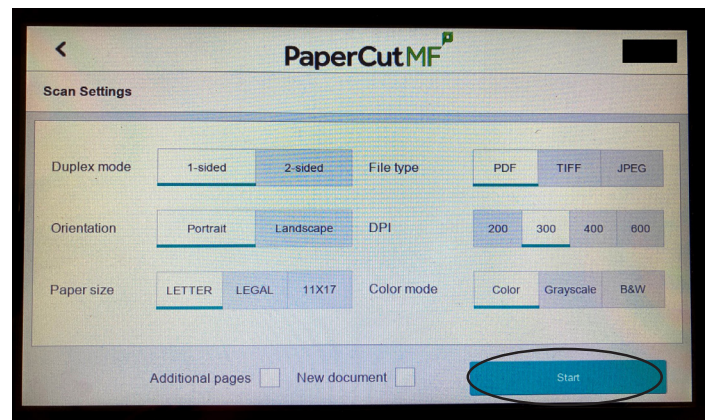
Check that your name appears in the upper right corner. Select "Scan."



Choose One: "Scan to Email" OR "Scan to Google Drive."



Under "File Name" enter a descriptive name for your scan. Check the settings on the right side of the screen. If no changes are needed, select "Start." If adjustments are needed, Select "Settings."



- Choose as least 300dpi
- Color or Grayscale
- 1-sided or 2-sided Originals
- Paper Size
- Save as PDF recommended

Place job face up in the scan feeder tray
OR place directly on glass

Hit Start!

Items automatically goes to your Email or Google Drive!

