

Briggs Hall Konica Minolta 601 Copiers

Scan to a Network Folder

Briggs Hall Konica Minolta 601 copiers allow users to quickly and easily scan paper documents into digital PDF files. Below are instructions to assist you in scanning and then locating the scanned files on the LU Network.

STEP ONE: Scan your Document

Basic Instructions:

1. Load document into feeder
2. Press **Fax/Scan**
3. Select your **Department name**
4. Press **Start** and return to your computer

Advanced Instructions (including scanning multiple copies to one PDF file):

1. Load document into feeder
2. Press **Fax/Scan**
3. Click on **Scan Settings** and select the desired settings
4. Continue to click **OK** until you return to main scan screen
5. Select your **Department name**
6. Press **Start** and return to your computer

STEP TWO: Locate and Move your Document

Scanned documents are automatically saved in your department's "scan" folder. This folder is located in your department's network space. (Note: By default, scanned documents have a generic file name usually starting with "KM" – this name can be changed before scanning by using the advanced scanning options or after scanning by renaming the file from your computer.)

Windows users:

1. Go to **My Computer**
2. Double-click on your department's X drive, for example: **geology\$ on 'elda' (X:)**
3. Open the **scan** folder
4. Locate your document, rename it and drag it to where you want it saved (if this action copies as opposed to moves the file, please delete the file from the scan folder)

Mac desktop users:

1. Go to your **department drive** located on your desktop
2. Open the **scan** folder
3. Locate your document, rename it and drag it to where you want it saved (if this action copies as opposed to moves the file, please delete the file from the scan folder)

Mac laptop users:

1. Connect your laptop (wired or wireless) to the LU Network
2. Go to your department drive located on your desktop (if you do not see your department drive then log off and on again)
3. Open the **scan** folder
4. Locate your document, rename it and drag it to where you want it saved (if this action copies as opposed to moves the file, please delete the file from the scan folder)