bizhub Evolution
CONVERT TO EXCEL

- User's Guide
- Version: 1.2

KONICA MINOLTA

Giving Shape to Ideas

bizhub Evolution
smart services from Konica Minolta

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"Convert to Excel" supports you

Convert digital and paper documents into Excel files.

You can use "Convert to Excel" to create Excel files from your digital documents and hard copy originals. The page layout remains largely intact, so you can continue working on it directly.

Specifications

The following file formats can be converted into Excel files using "Convert to Excel":

- PDF
- TIFF
- PCX
- BMP
- JPG/JPE/JPEG/JPEG2000
- JBIG2
- PNG
- GIF
- XPS

Requirements

To use "Convert to Excel", please ensure that:

- You have access to bizhub Evolution.
- You are registered on bizhub Evolution.
- You have a Konica Minolta multifunctional printer available in your bizhub Evolution environment so that you can convert hard copy originals, for example.
- The "Convert to Excel" service has been assigned to you.
- You are connected to the Internet.

How to use "Convert to Excel"

Converting digital files

1. Start up your bizhub Evolution, e.g. on your PC.

2. In the menu bar, select [MY SERVICES] and then [Overview].

3. Start up the "Convert to Excel" service.

4. Drag and drop your file into the "Files" window.
   The file is uploaded.
   or
   Click on [browse] and select your file via the file selection window.
   The file is uploaded.

5. Click on the [Choose target] window.

6. Specify the storage location, e.g. [E-mail].

   NOTE
   Using the optionally available connectors enables you to save your files to Dropbox, Google Drive or Microsoft OneDrive, for example.

7. Click on [Convert to Excel].

8. Confirm the status message with [OK].
   Conversion starts. The files are then saved in the storage location you selected or sent to you by e-mail.

Converting hard copy originals

1. Authenticate yourself on the multifunctional printer.

2. Start up the bizhub Evolution "Convert to Excel" service.

3. Place your hard copy original in the document feeder.
   or
   Place your hard copy original on the document glass.

   PLEASE NOTE
   Not all hard copy documents are suitable for processing with the document feeder.
   For detailed information on which documents are suitable for the document feeder and which should be placed on the document glass, see the User's Guide for your multifunctional printer. Please follow the instructions in the User's Guide.

4. Adjust the scan settings, if required.

5. Specify the storage location, e.g. [E-mail].

   NOTE
   Using the optionally available connectors enables you to save your files to Dropbox, Google Drive or Microsoft OneDrive, for example.

6. Press [Scan].
   The scanning process starts. The files are then saved in the storage location you selected or sent to you by e-mail.

Have any questions?

If you have any questions about how to use this service or if you encounter any problems, please contact the system administrator in your company. If your system administrator is not able to answer your questions or resolve your problem, they can contact Konica Minolta Support for further assistance.