



KONICA MINOLTA

bizhub Evolution **SMART CONVERT**

▮ User's Guide
▮ Version: 1.2



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"Smart Convert" supports you

"Smart Convert" gives you all three services in one package:

- Convert to Word,
- Convert to Excel and
- Convert to PDF.

Turn your digital documents and hard copy originals into editable files in Office format or searchable files in PDF/A-1b format, which are ideal for digital archiving.

Load documents onto the bizhub Evolution platform or scan them via a connected multifunctional printer. Select the target format, e.g. DOCX, XLSX or Searchable PDF/A-1b. The final files will then be sent to you by e-mail.

You can achieve even greater flexibility with the optionally available connectors, which enable you to save the final files directly to your cloud storage service.

Specifications

The following file formats can be converted using the "Convert" services:

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

Requirements

To use the "Convert" services, 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 "Smart Convert" service has been assigned to you.
- You are connected to the Internet.

How to use the "Convert" services

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 service you require, e.g. "Convert to Excel".
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] to start the process.
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 service, e.g. "Convert to Excel".
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.



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