Setting Up Konica Minolta Scanners

Follow these steps to set up a Konica Minolta scanner for use with Performance Matters Scan Engine.

Prerequisites

- Existing operational network utilizing TCP/IP
- Networked (internet connected) scanner that supports scan to FTP functionality
  - FTP Client Port is enabled on the device
- Color quality: gray scale or color
- Scanner Resolution: 200 dpi or greater
- File type: TIF or PDF
- Additional details: see *Scanner Requirements*

Create Address Book Entry

In order to scan to FTP, you will need to enter the FTP server credentials via the address book. Using the address book eliminates the need to enter your credentials every time you want to scan.

To create an address entry on your Konica Minolta machine, you must use a computer on the same network and follow these steps.

1. Log on to the printer via a web browser using the IP address (e.g. 168.24.45.32).
2. Once logged on, select the Scan button at the top right of the main menu.

3. With Address Book selected in the left menu, click the New Registration button.

4. Select FTP for the new registration, then Next to continue.

5. On the Address Book page, you'll need to enter the following.

- Name = enter a name that identifies the address as Performance Matters
- Index = select the set that contains the first letter of the name entered above
- Host Address = scansb01.performancematters.com
- File Path = /
- User ID = enter the user name provided by your Performance Matters support team
- Password = enter the password provided by your Performance Matters support team
- Anonymous = Disable
- PASV Mode = Enable
- Proxy = Disable
- Port Number = 21

6. Save your settings by clicking the Apply button. The new address book entry will display on the list page.

Set Up Program Key

While in the web interface, you can set up a program key to store the resolution and image settings. (The program key can be set up from the device panel as well.)

1. Select the Scan button at the top right of the main menu.
2. Select the Program button from the left menu.

3. Enter the following settings. (The options may vary depending on the device model.)
   - Resolution = 200 dpi or greater
   - File Type = PDF or TIFF
   - File Name = enter a name or acronym that describes the location you're scanning from; keep in mind, whatever name you choose must be followed by the underscore symbol (for example, abc_)
4. Save your settings by clicking the Apply button.

At this point the setup is now complete and you can proceed with testing your setup. Please print out a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the profile you just created. For more details, see *Scanning with Konica Minolta Scanners*.