

**From:** Walker, Glen (Law)  
**Sent:** Thursday, August 24, 2017 5:23 PM  
**To:** \*ALL EXCHANGE USERS  
**Subject:** Scanning from Canon & Konica Devices for Electronic Case Filing

The Canon & Konica Minolta Multi-Function Devices (MFDs) that are managed by Operations are set, by default, to scan documents in order to produce the smallest possible file size of resulting PDFs. These settings produce PDFs that are not in compliance with some Courts requirements for electronic filing.

It is possible to change the defaults, however, prior to scanning documents in order to produce PDFs that are acceptable for electronically filing with courts. The two attached PDF guides describe how to accomplish this on either type of MFD. Please keep in mind that there are limits to the size of a single email and, to counteract those limitations, the machines are configured to automatically create multiple emails and PDFs when scanning materials that exceed that limitation.

In the coming weeks, for your convenience, we will be placing the attached guides, as signs, near all of the MFDs. In addition, the guides have been posted to the [Manuals & Guides page](#) on the Operations intranet webpage.

**Glen M. Walker**  
*Assistant Director*  
Operations Division  
New York City Law Department  
Phone: (212) 356-3553  
Fax: (212) 356-3569  
Mobile: (917) 821-0339



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... *here for you*

## QUICK SCAN GUIDE FOR COURT FILING

(Canon ImageRunner 6565i)

1. Press **PDF Compact** from the right hand portion of the touch screen.
2. On the right hand side, deselect **Compact** by touching that option (so it is no longer highlighted in yellow).
3. Press **OK** and scan as normal.



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## QUICK SCAN GUIDE FOR COURT FILING

(Konica Minolta BizHub C558)

1. Press **Compact PDF** from the lower portion of the touch screen.
2. Under **File Type** press **PDF** instead of "Compact PDF."
3. Press **OK** and scan as normal.