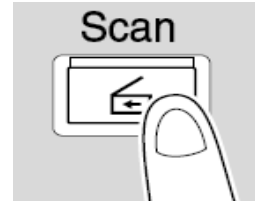


CSULB Departmental Copier Program

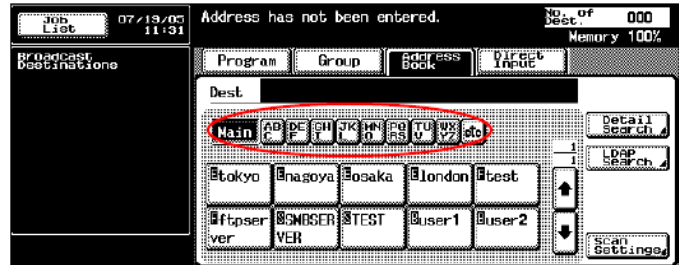
Instructions to Scan to an Existing E-Mail on the Konica 420 Copier

Scan to E-Mail is useful for scanning less than 10 pages at a time, depending on the resolution that is chosen. If required, enter a password to activate the copier. Position your originals face up on the document feeder or face down on the document glass.



To start, press **Scan on the keypad**.

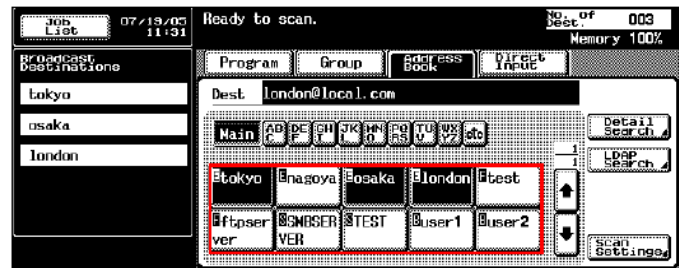
The saved E-Mail addresses in memory are either organized by folder alphabetically, or grouped in the “etc” folder.



Don't forget to use the **up and down arrows** to scroll through pages if there are a lot of addresses in one folder.



Select just one or several E-Mail addresses that you want to send your scan job to by touching them. They will darken when selected.



If you are scanning simple documents and you want to accept default scan settings, then there is no need to go any further. **Press Start on the keypad** to send your scan.

Touch Scan Settings to access all the various scanning options.



If your document is on two sides, make sure you **touch Simplex/Duplex, touch 2-sided**, and then **touch OK**. You can also change the File Type (**PDF** is recommended) and Resolution (**300 or 400dpi** is recommended) from this screen. After you are done changing the scan settings, **press Start on the keypad** to send your scan. Retrieve your originals and your scanned images will be waiting for you in your selected E-Mail account.

