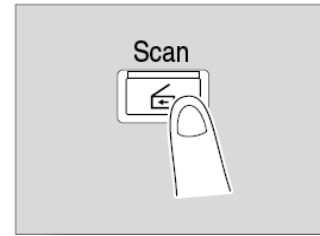


CSULB Departmental Copier Program

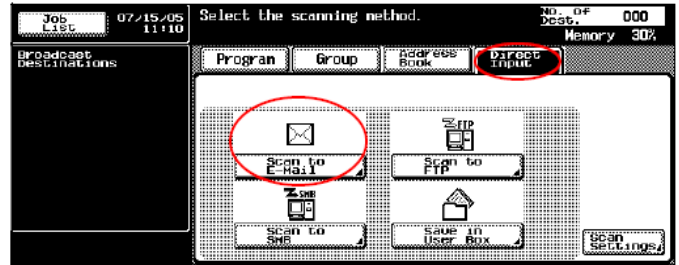
Instructions to Scan to a Temporary E-Mail Address on the Konica 420 Copier

The following procedure will allow you to scan to a temporary e-mail address that is not listed in the copier. 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.**



Touch the **Direct Input** tab and then **touch Scan to E-mail.**



After you touch the Scan to E-mail button, the keyboard on the right should come up. **Enter the temporary E-mail address by touching the letters/numbers on the touchscreen.** Touch **OK** when you are finished.



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.

