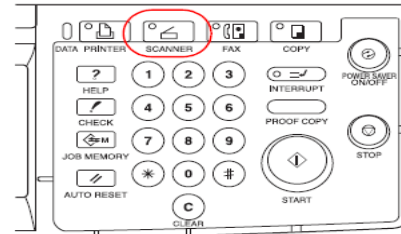


CSULB Departmental Copier Program

Instructions to Add an E-Mail Address on the Konica 7145 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.

Adding an E-Mail address to the copier is fast and easy. To start, **press Scanner** (or **Scan/Server**) on the keypad.



Touch the [E-Mail] key on [Scanner mode basic] screen.

Now **touch E-Mail**. (Sometimes it will already be selected).



Touch the [ENTRY] key.

Touch Entry on the right side of the touchscreen.



→ The [Registration/edit menu] screen is displayed.

Touch E-Mail Register (on some machines it will be called **Addr.Reg./Edit**) to create a new E-Mail address in memory.



Start by **touching E-Mail Address**. This will bring up a small keyboard. **Enter the address and touch OK**.

Now **touch Name**. This will bring up that same keyboard. **Enter the name of the person and touch OK**.

If you want to store the E-Mail addresses alphabetically, then **touch one of the other buttons: A-, D-, G-, J-, M-, P-, T-, W-**.

If you want to store the E-Mail address in one large folder, then **touch No.etc**.



Touch Entry to save the e-mail address you just entered. After touching Entry, you can either add another e-mail address or **touch Back** to return to the main screen.

