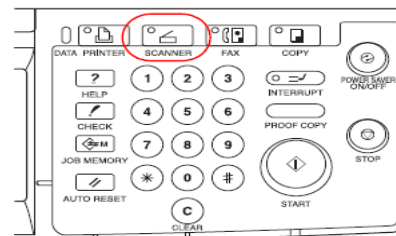


CSULB Departmental Copier Program

Instructions to Scan to an Existing 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.

Scan to E-Mail is useful for scanning less than 10 pages at a time. To start, **press Scanner (or Scan/Server) on the keypad.**

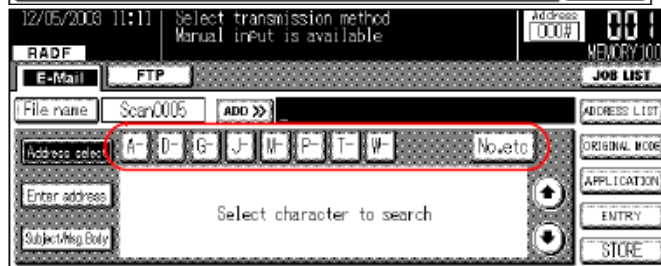


Touch the [E-Mail] key on [Scanner mode basic] screen.

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



The saved E-Mail addresses in memory are either organized by folder alphabetically, or grouped in the “No.etc” folder.



Touch the [↑] or [↓] key to switch the screen.


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



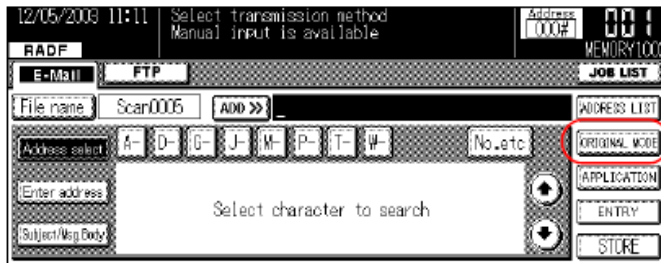
→ The selected destination is displayed inverted.

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.

The Original Mode button is where all of your scan options are. **Touch Original Mode** to see how it will scan your document.



→ The [Original mode] screen is displayed.

If your document is on two sides, make sure you **touch Two-sided** on this screen. You can also change the File Form(PDF is recommended) and Quality(300 or 400dpi is recommended) from this screen. When you are finished changing the 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.

