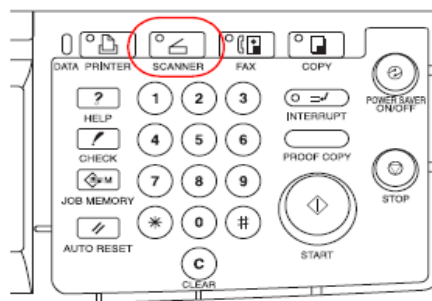


# CSULB Departmental Copier Program

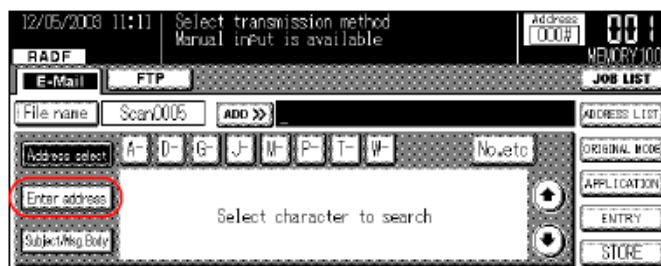
## Instructions to Scan to a Temporary E-Mail Address on the Konica 7145 Copier

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.

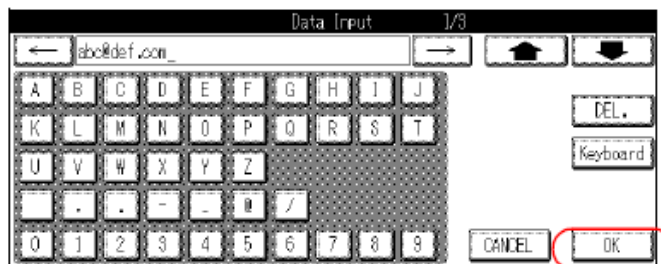
To start, **press Scanner (or Scan/Server) on the keypad.**




**Touch Enter address.**

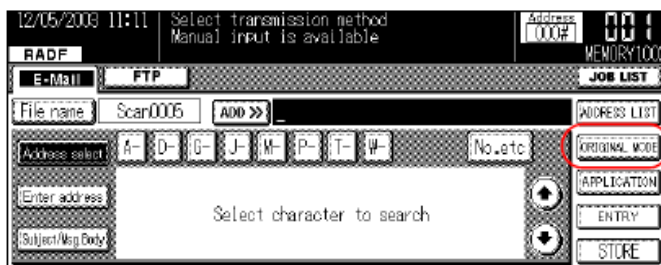


You should now see the following screen on the right. **Enter the temporary E-mail address by touching the letters/numbers on the touchscreen. Touch OK when you are finished.**



 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.

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.

