

CSULB Departmental Copier Program

Instructions to Add an E-Mail Address via the Web to the Konica C350 Copier

****note**** In order to register an e-mail address to the Bizhub C350, the IP address for your specific copier is required. If you need this information, please contact the Departmental Copier Program (copierprogram@csulb.edu or ext. 5-5329).

After you enter your correct webpage address, the following screen should show up.
Click on the Scan button.

http://134.139.13.14/psl/cgi-bin/index.cgi - Windows Internet Explorer

http://134.139.13.14/psl/cgi-bin/index.cgi

KONICA MINOLTA

Ready

Black toner nearly empty

C350

Admin Password

Log-in

System File Print Scan

Summary

Detail

Counter

Online Assistance

WebTools

Device Status

Copier Memory : 512 MByte

Printer Memory : 128 MByte

Printer HDD : 7.6 GByte

Duplex : Installed

Input Tray : Tray 1,2 + LCT

Output Tray : Single Staple Finisher

Network : Ethernet 10/100Base-T

ADF : Installed

Scanner : Installed

Start

Nathan Cho - Inbox - L...

Quick How to Guides

Copier Program

Registering Email - c35...

http://134.139.13.1...

Internet

100%

3:10 PM

You should now see the following page after clicking on the Scan button. Now under the Index heading, please **click on the Index name** that you want to add the e-mail address under(i.e. Index1, Index2, etc...).

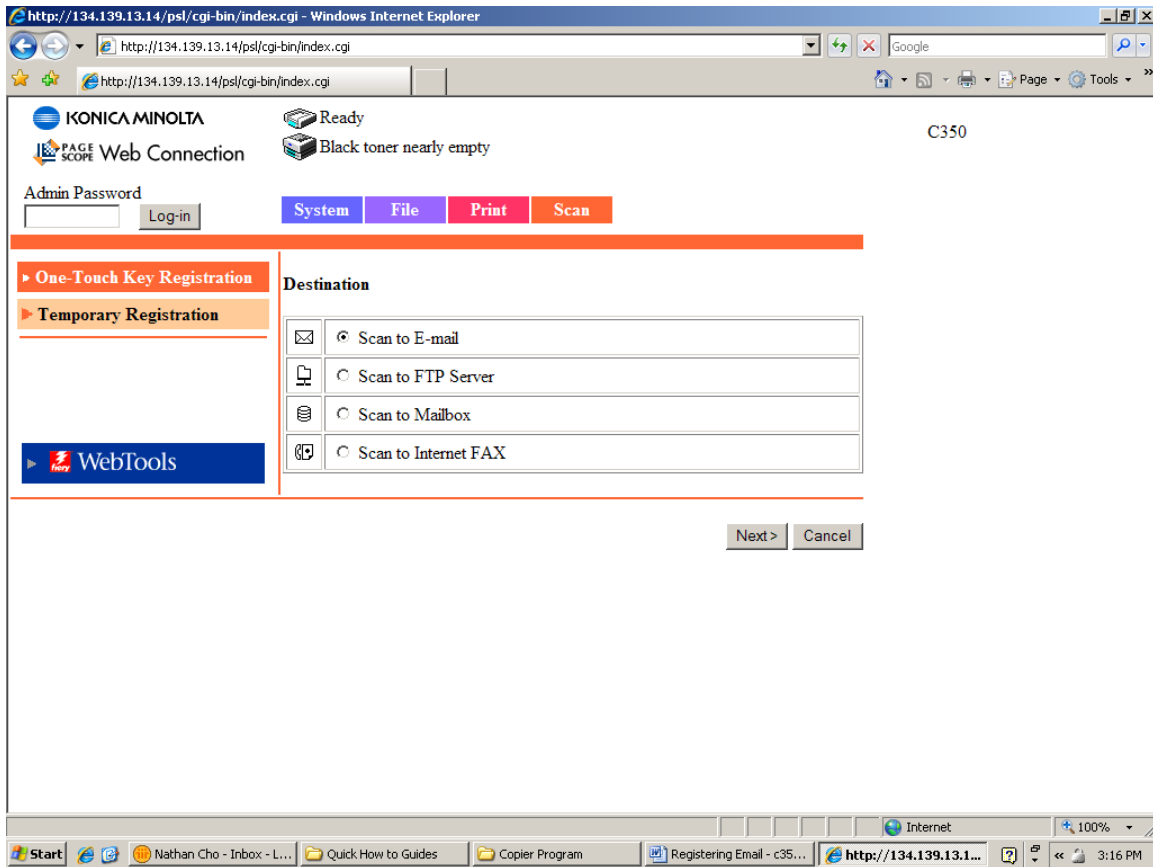
Now under the specific Index name heading(i.e. Index 1), **click on a blank space** signified by three dashes(---). If there is no blank space, then you will have to choose another Index name(i.e. Index2, Index3, etc...) in which a blank space is available.

The screenshot shows a web browser window displaying the Konica Minolta C350 printer's administration interface. The page title is "http://134.139.13.14/psl/cgi-bin/index.cgi - Windows Internet Explorer". The interface includes a navigation bar with tabs for "System", "File", "Print", and "Scan". Below the navigation bar, there are two registration options: "One-Touch Key Registration" and "Temporary Registration". The main content area is titled "Index" and contains a table with eight columns labeled "Index1" through "Index8". Below this table, there is a section for "Index 1" which includes a table with columns for names and checkboxes, and a "Delete" button. The interface also features a "WebTools" button and a "Log-in" button for the Admin Password.

Index1	Index2	Index3	Index4
Index5	Index6	Index7	Index8

Index 1				
<input type="checkbox"/> Linda	<input type="checkbox"/> Bill	<input type="checkbox"/> Dyanne	<input type="checkbox"/> Shirley	---
<input type="checkbox"/> Sean	<input type="checkbox"/> Elva	<input type="checkbox"/> Carol	<input type="checkbox"/> Ted	---
<input type="checkbox"/> Jean	<input type="checkbox"/> Mishelle	<input type="checkbox"/> Robyn	<input type="checkbox"/> DAF	---

After clicking on the three dashes, you should see the following screen. Make sure that Scan to E-mail is selected and click on Next>.



You should now be at the following screen. In the box to the right of Destination Name, enter the name of the person's e-mail account. In the box to the right of Address(To:), enter the e-mail account(i.e. Joe@csulb.edu). After you have filled out both boxes, click on Create to create the e-mail account on the copier. Congratulations, you have successfully entered a new scan to e-mail account.

