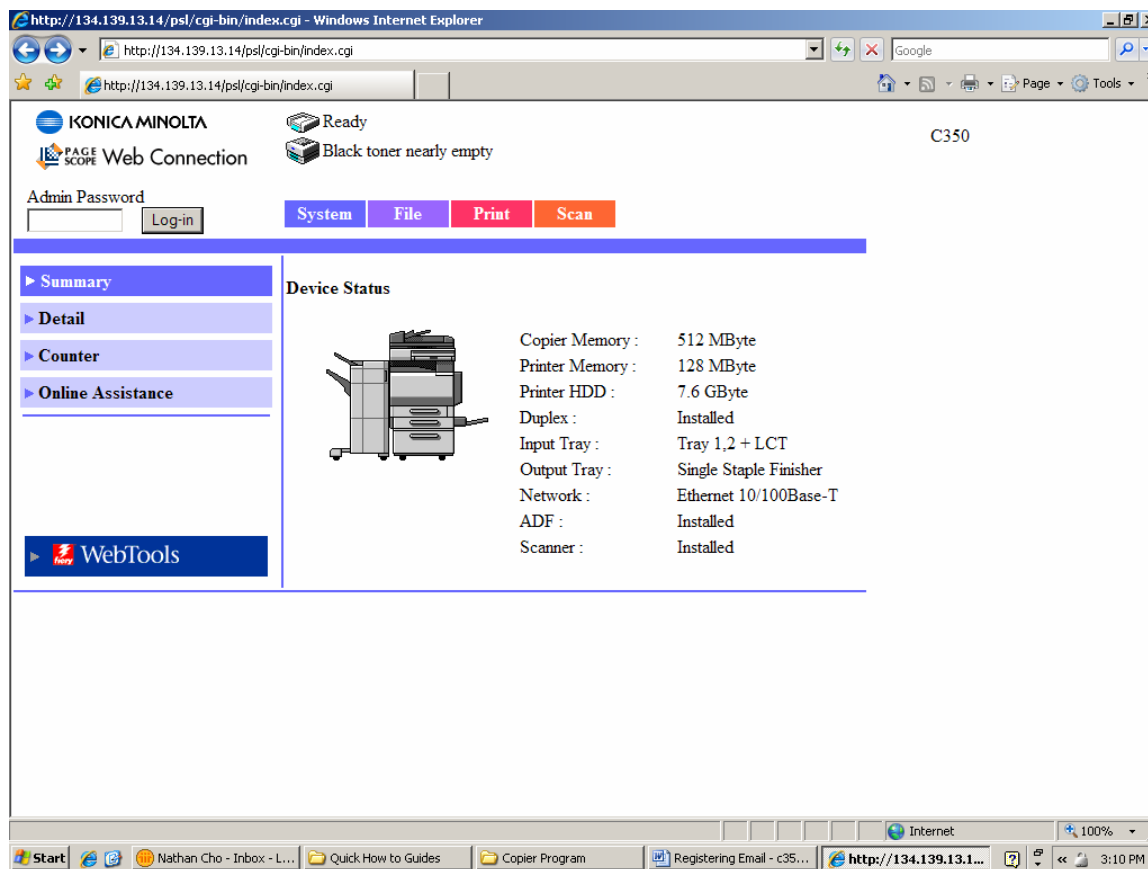


CSULB Departmental Copier Program

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, you need to first have the correct webpage address for your specific copier. If you need the specific webpage address for your department, please give Susan Ransom (ext. #5329) a call.

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



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 control panel interface. The page title is "http://134.139.13.14/cgi-bin/index.cgi - Windows Internet Explorer". The browser address bar shows "http://134.139.13.14/cgi-bin/index.cgi". The page content includes the Konica Minolta logo, a "Ready" status indicator, and a "Black toner nearly empty" warning. There are navigation buttons for "System", "File", "Print", and "Scan". A "Web Connection" section shows "Admin Password" and a "Log-in" button. The main content area is titled "Index" and contains a grid of buttons labeled "Index1" through "Index8". Below this, the "Index 1" section is active, showing a list of names with checkboxes and a "Delete" button. The names listed are Linda, Bill, Dyanne, Shirley, Sean, Elva, Carol, Ted, Jean, Mishelle, Robyn, and DAF. The "Delete" button is located at the bottom right of the "Index 1" section.

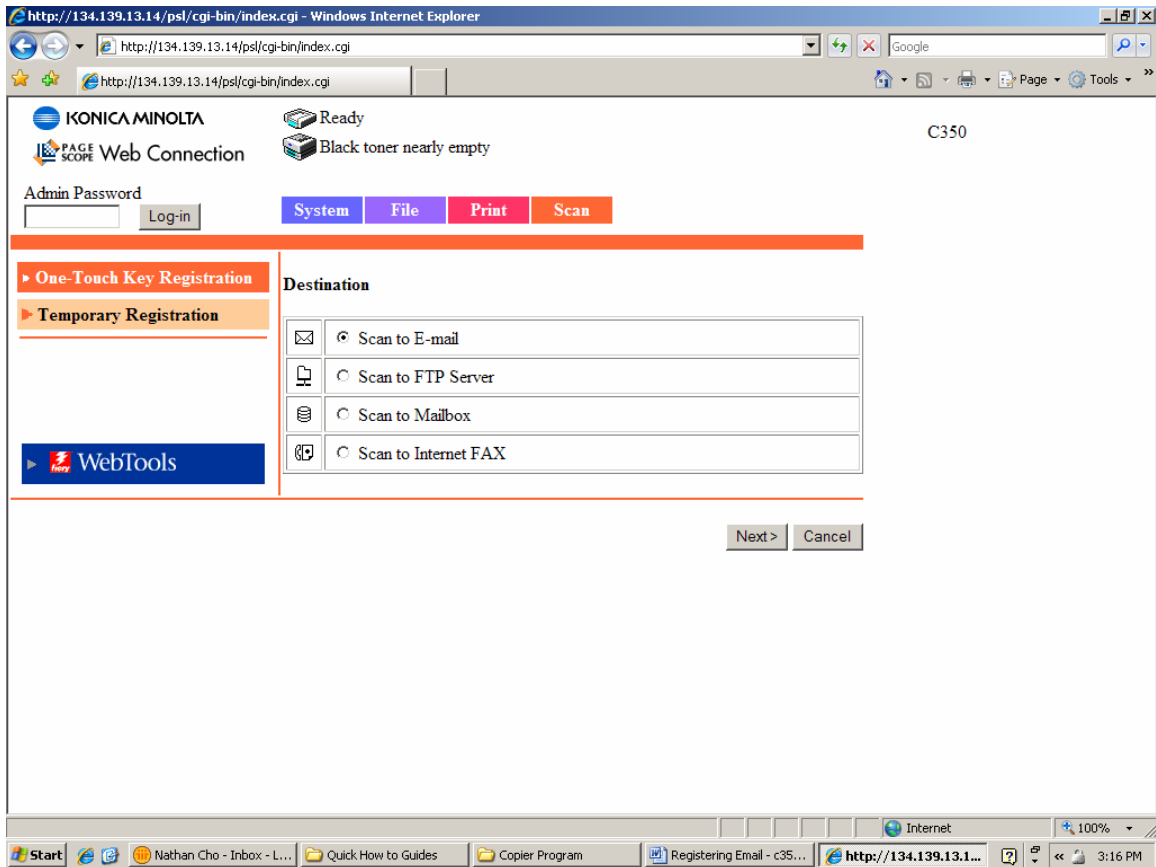
Index			
Index1	Index2	Index3	Index4
Index5	Index6	Index7	Index8

Index 1

Index1				Apply
<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 checked="" type="checkbox"/> DAF	---

Delete

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.

