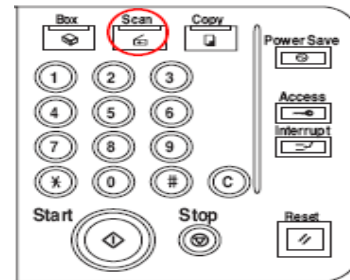


CSULB Departmental Copier Program

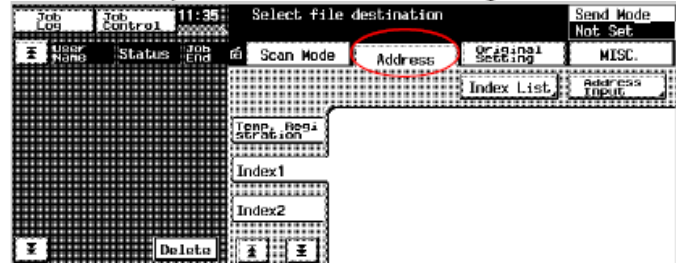
Instructions to Scan to an Existing E-Mail Address on the Konica c350 Copier

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

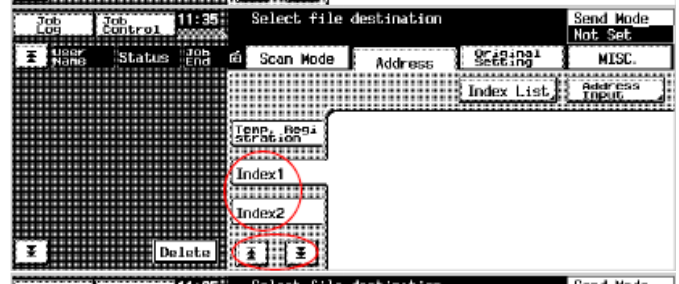
If required, enter a password to activate the copier. Position your originals face up on the document feeder or face down on the document glass.



Touch the Address tab.



Touch the various Index tabs(they may be named something different) to find the person you want to send the scanned document(s) to. Don't forget to use the **up and down arrows** if your department has many users.



You should see the name of the person you want to send the scanned document(s) to in the red rectangle on the right. **Touch the name(s)** you want to send your scanned documents to.



If you are scanning simple documents and you want to accept default scan settings. **Press Start on the keypad** to send your scan.

If your document is on two sides, you will want to **touch the Original Setting tab** as shown circled on the right. **Touch 2** for two-sided scanning.



The Scan Mode tab is where you can change various scan options such as file type and resolution. To start, **touch the Scan Mode tab** as shown circled on the right. If you want to change the resolution, just **touch Resolution** as shown in the red rectangle. If you want to change the file type, just **touch the Scan Mode tab again and then touch Color/File** in the red rectangle. You can also change other various options by following the same steps. When you are done 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.

