

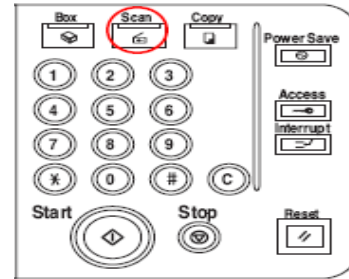
# CSULB Departmental Copier Program

## Instructions to Scan to a Temporary E-Mail Address on the Konica c350 Copier

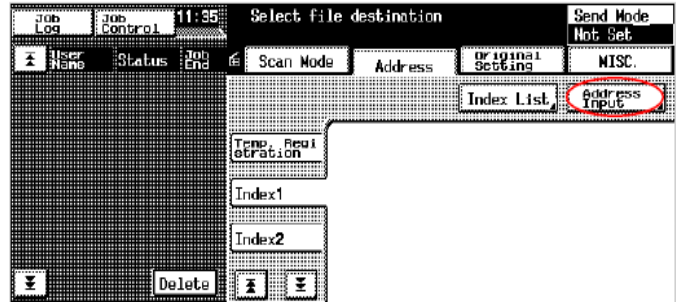
The following procedure will allow you to scan to a temporary e-mail address that is not listed in the index.

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 Scan** on the keypad.

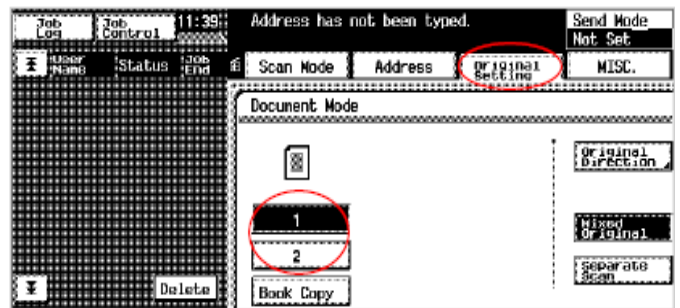


**Touch Address Input** as shown circled on the right. A keyboard should come up on screen. Enter the desired e-mail address you want to send your scan to. When finished entering the e-mail address, **touch Enter**.



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.

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.

