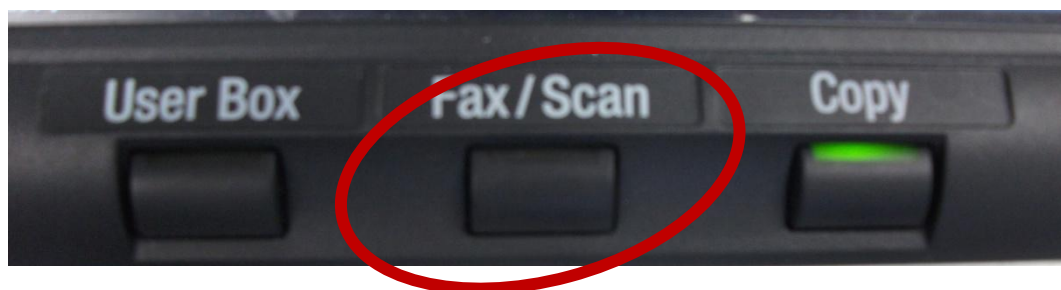
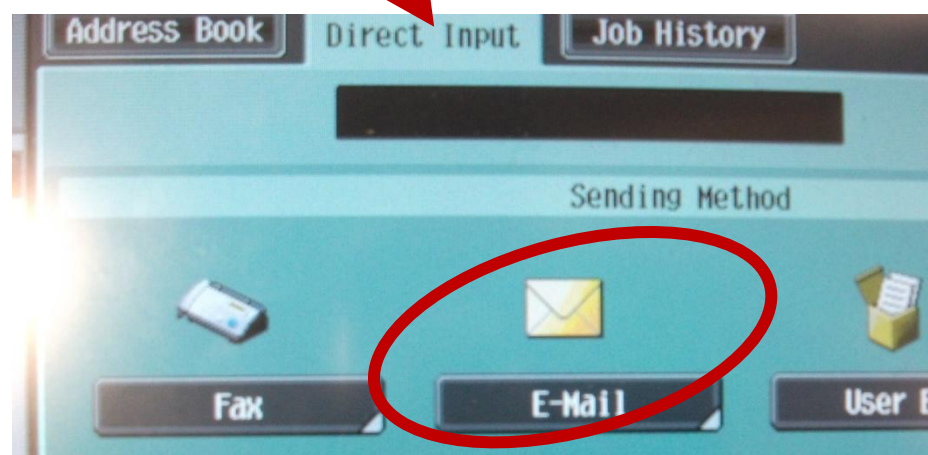


# SCAN-TO-EMAIL

1. Login to the Konica Minolta MFD by swiping your student I.D. card.
2. Once logged-in, press the 'Fax/Scan' button under the touch screen.



3. This will bring up the Fax and Scan Page. At the top of the screen touch the 'Direct Input' Tab



4. Now touch the 'E-Mail' Icon. This will bring up an on-screen keyboard. Enter your full email address - Once finished, touch 'OK'.

5. You will now see an options page. Place your documents in the doc. feeder on top of the MFD (or face-down on the glass).

*By touching the 'Scan Settings' button on the lower left of the screen you can modify settings such as scan format (pdf, tiff or jpg), resolution (for higher quality image) and multi-sided originals.*

## SCANNING MULTIPLE PAGES OFF THE GLASS?

Go into 'Scan Settings' and touch 'Separate Scan' This will allow you to scan multiple pages into a single .pdf document. **(NOTE - The File Type must be .pdf)** If the book you're copying from is not a standard size, go into 'Scan Size' and program the correct dimensions.

6. Hit the 'Start' Button. Your documents will be scanned and sent to your email address.

