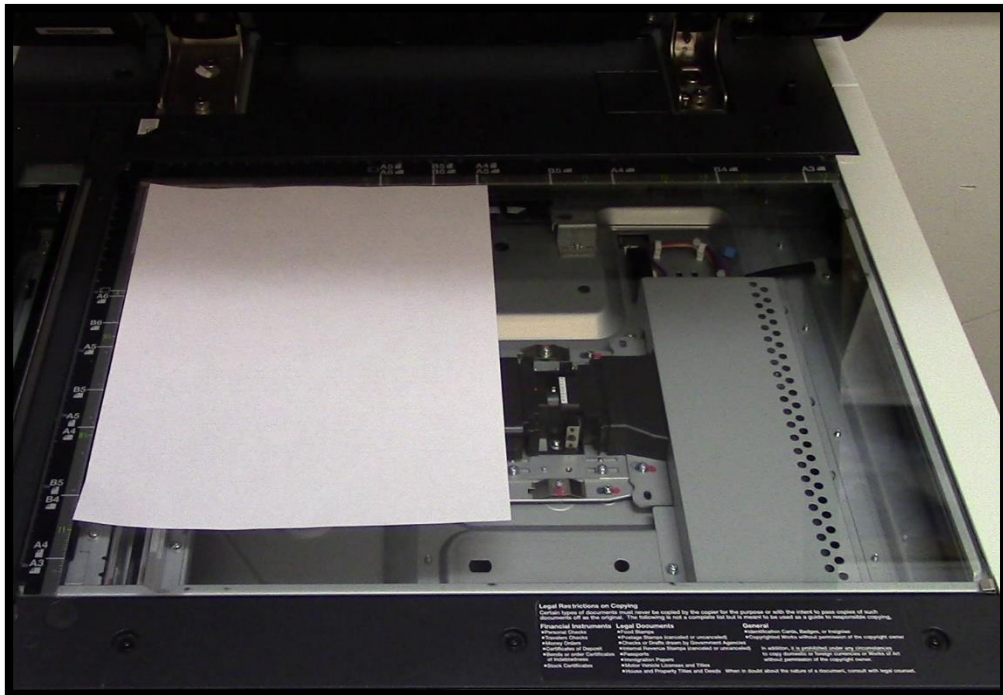


Konica Multifunction Printer: Scan to Email Guide

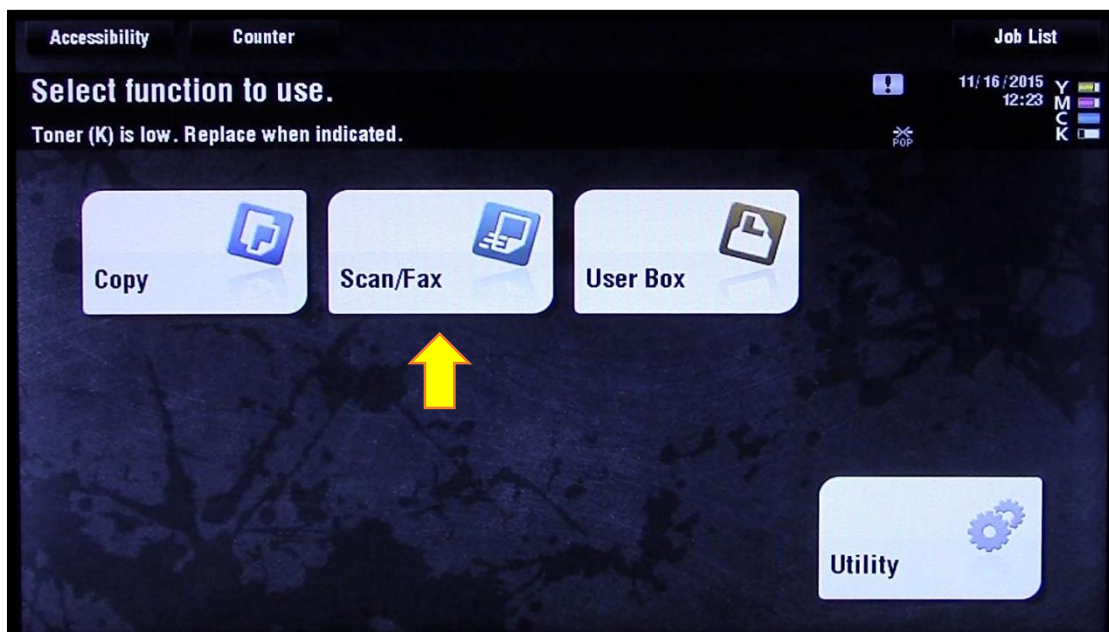
Step 1

Insert your document(s) within the input tray or on the glass scanning surface face down as shown below. It is recommended to use the input tray if 8.5"x11" document(s) are being scanned. All other sized document(s) should be placed on the glass scanning surface.



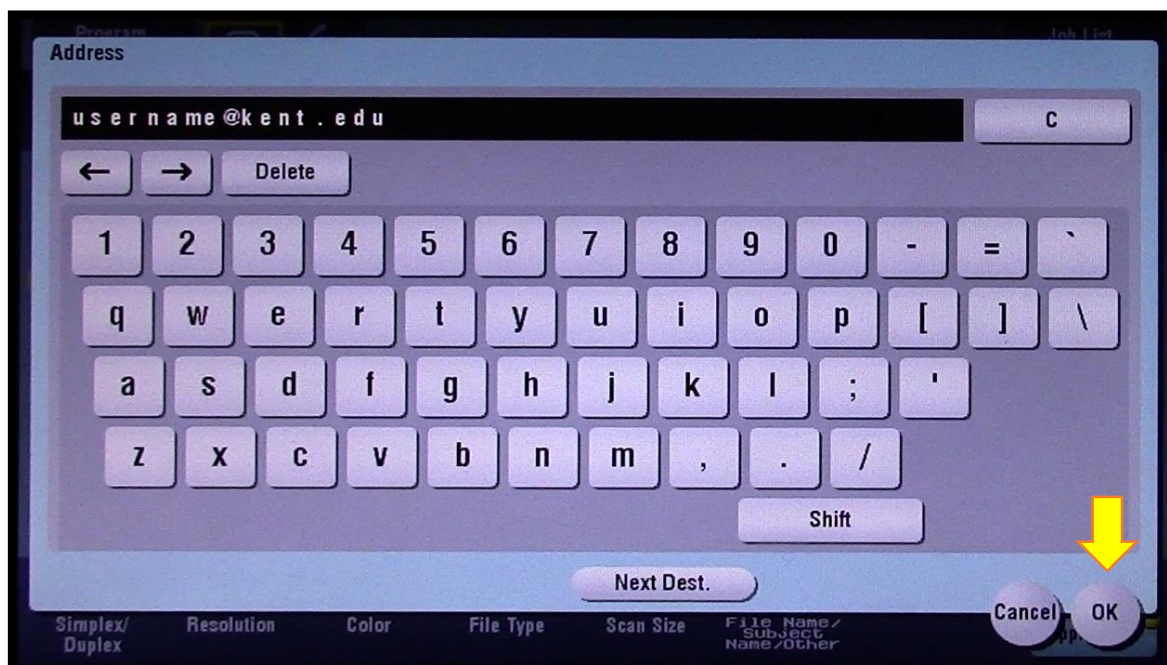
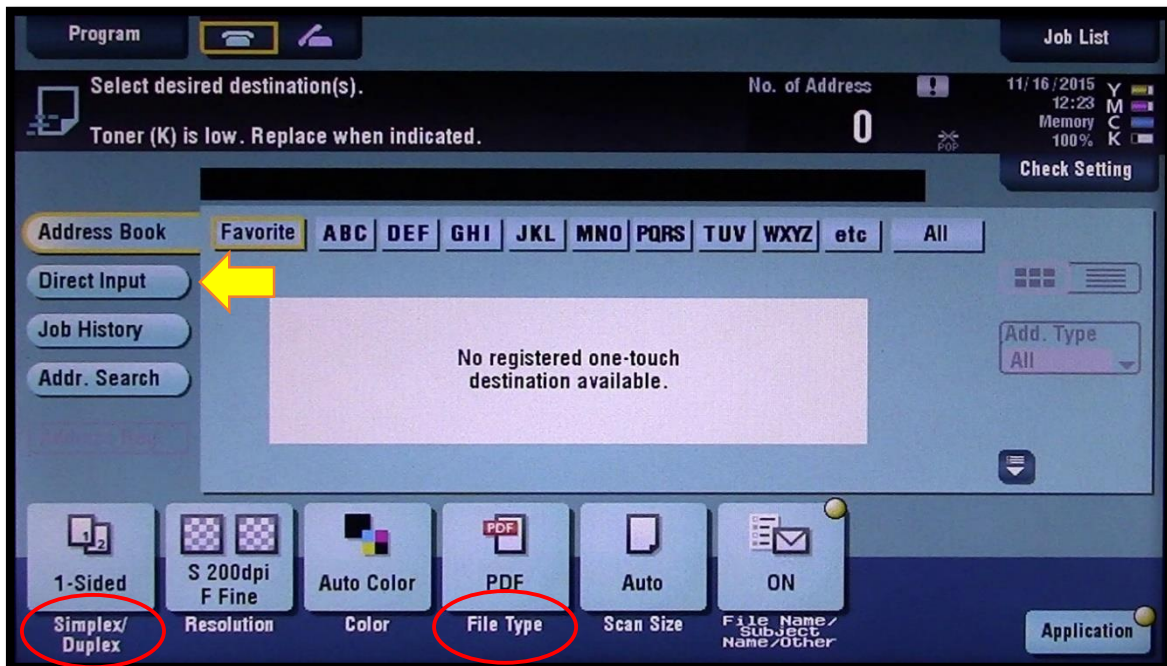
Step 2

Tap the “Menu” button to display the menu options. Next select the “Scan/Fax” option on the touch screen display.



Step 3

Once inside the “Scan/Fax” screen, a user can select options such as 2-sided scanning and file type. By default 1-sided scan and PDF file format is chosen. To begin entering your email address to receive a digital copy of your document(s), tap “Direct Input”. Now the user must type the intended email address into the “Address” popup window. After this task is completed, tap “Ok”.



Step 4

Finally push the “Start” button to initiate the process of scanning and emailing your document(s).

