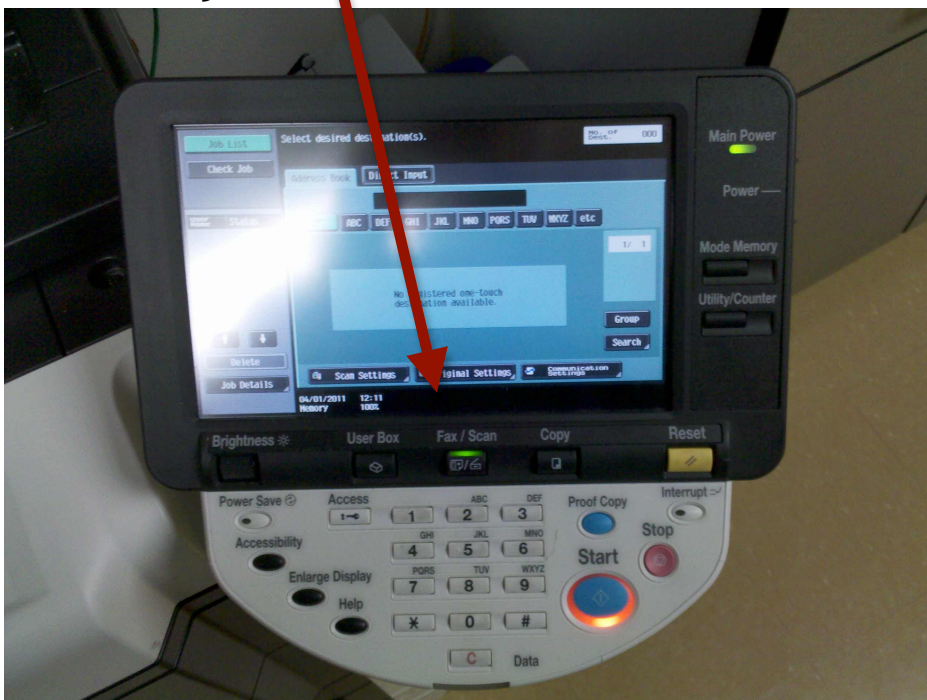


# How to Scan to e-mail from the Konica Minolta Copy machine



1. Insert paper to scan in the feeder (face up) or lift the lid and put page face down.

2. Push the "Fax/Scan" button on control module (in the bar below the screen)



3. On the touch screen, select your name from address book. Note: Names are organized by Last, First. (contact Anthony at ext. 3206 if your name is not in the list and he'll add it)

4. Press Start.

5. Document will be sent to you as a .pdf file attached to an e-mail. Don't forget to take your original from the glass or feeder.