Konica Scan to E-mail / Fax Basics

TO SCAN TO E-MAIL

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Press **Fax/Scan** button (next to Copy button)
3. Choose your desired **E-mail** address destination(s)

Note: Direct Input allows you to manually enter destinations

4. Choose your desired **Simplex/Duplex, Resolution, Color, File Type, Scan Size** and **E-mail Setting**
5. Press **Start** button

TO FAX

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Press **Fax/Scan** button (next to Copy button)
3. Choose your desired **Fax** address destination(s)

        Or

    Dial your fax number with the 10-digit keypad
4. Press **Start** button