

Scanning to Email on the Konica Minolta Printer

Following are the steps to take when scanning a document to email using the Konica Minolta printer.

1. Place the paper in the top tray of the printer.
2. Select the **SCAN** button.

To send to a TAMUQ email address:

1. Select **Address Book**
2. Select **LDAP Search**
3. Select **Basic Search**
4. Type in the first 3 letters of the name of the recipient.
5. Select recipient's email from list.
6. Press **OK**
7. Press the **Start**

To send to an email address outside TAMUQ:

1. Select **Direct Input** tab
2. Type in the recipient's email address
3. Press **OK**
4. Press the **Start** button