Konica Minolta

This machine is capable of printing and scanning documents. Follow the steps below to scan to email and/or a network drive that is accessible by most employees at your community.
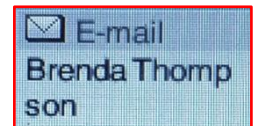
Scan to Email Guide:

1) Place paper in scanner tray.

2) Press the "Scan/Fax" icon on the control panel
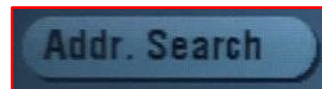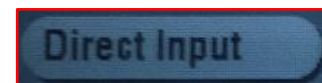
3) You can now:

    i)   Select a preconfigured Email Address
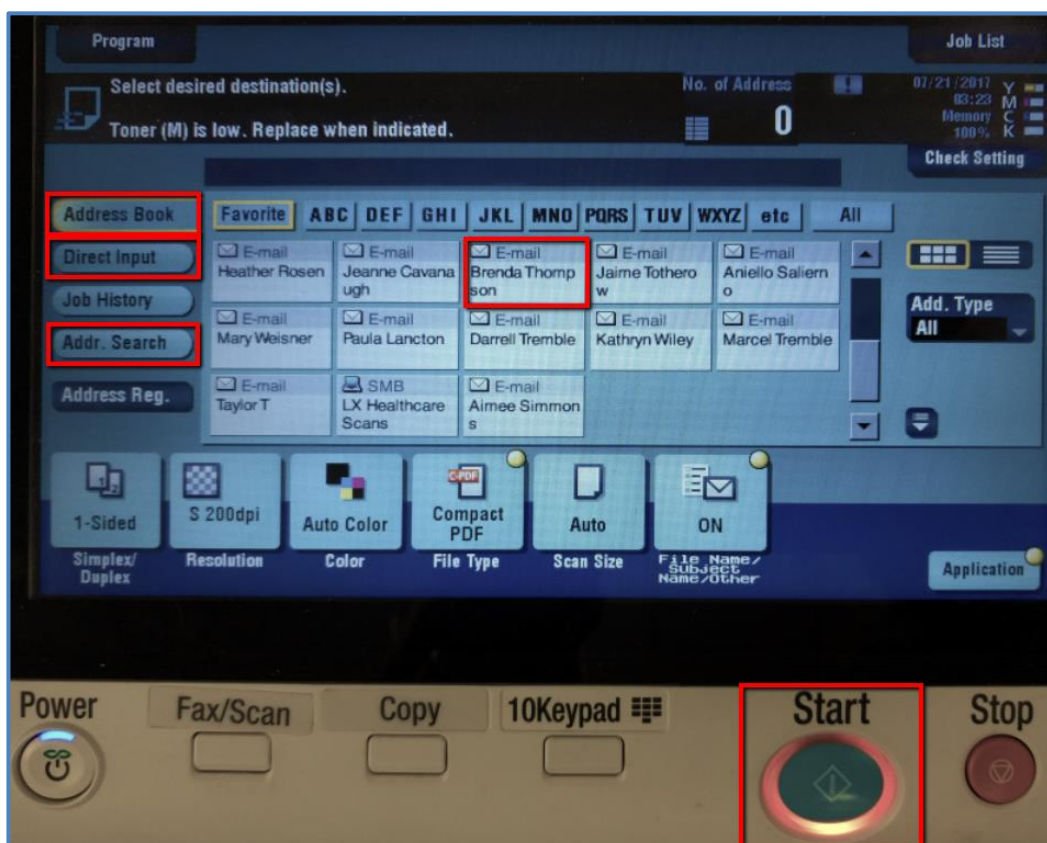
    ii)   Search for an Address

    iii) Manually type an Email Address

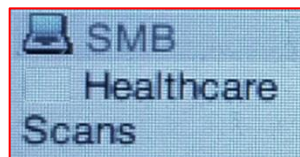4) When you are done with your selections, press "Start"

Scan to Network Drive:
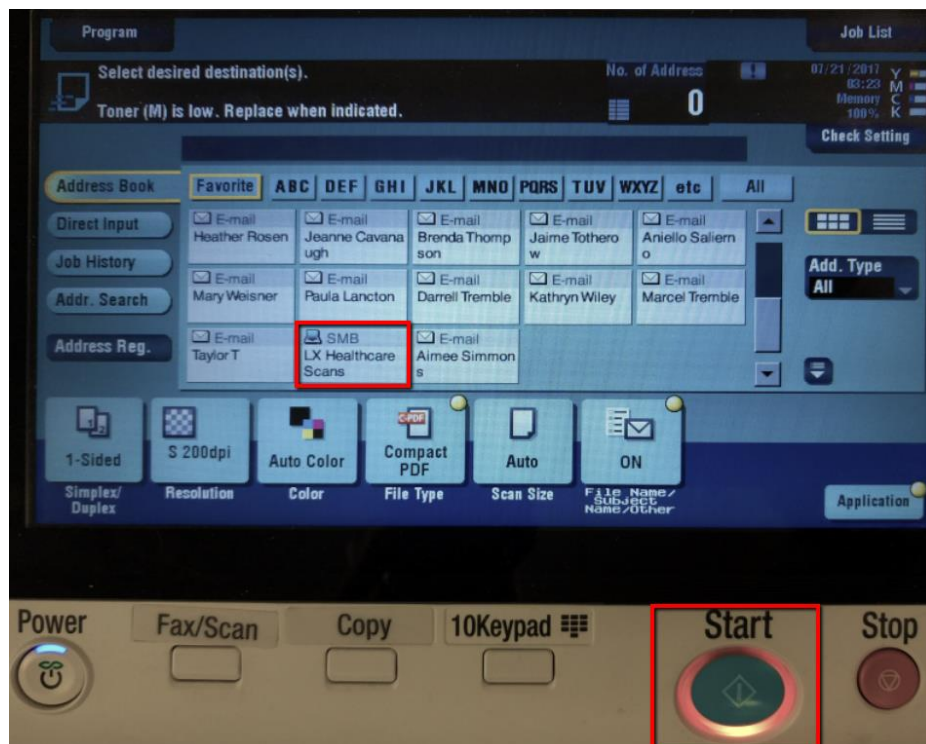
1) Place paper in scanner tray.

2) Press the "Scan/Fax" icon on the control panel

3) Find and Select the "SMB" button. Below is an example of what the button will look it:

4) When you are done with your selections, press "Start". The file will now be available in the appropriate Network Drive available on your computer.

ITS.Maxwell-Group.com

helpdesk@maxwell-group.com

704-815-7348