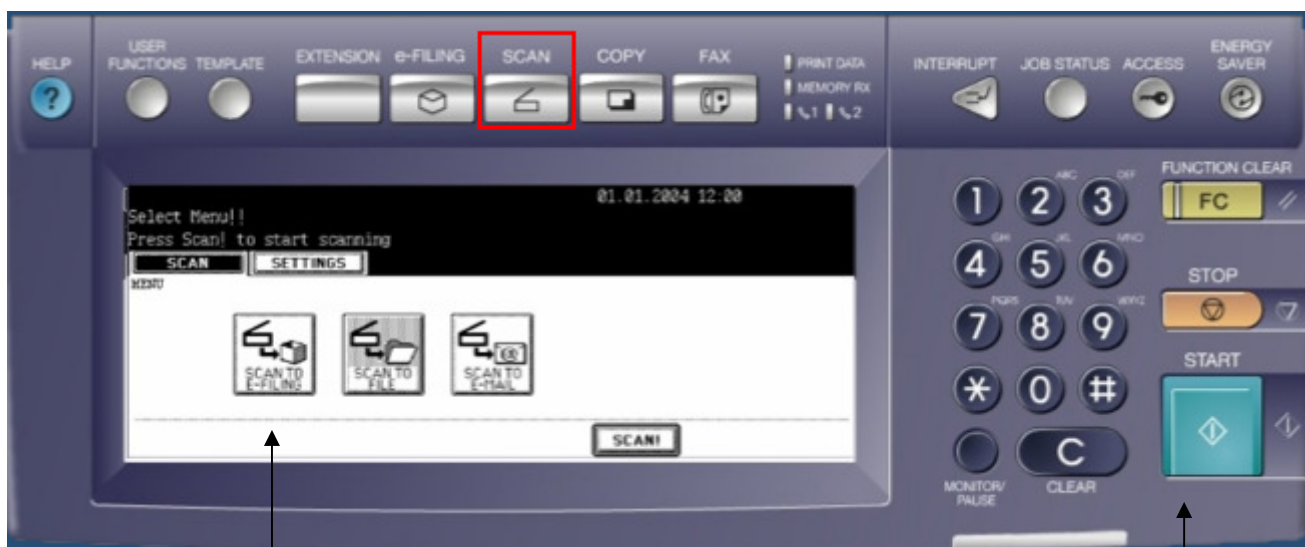


Send fax message through multifunction device (MFD) – Konica

**Scan to E-Mail** function on your <sup>1</sup>multifunctional device is required to scan and send a fax document which is available in only hard copy format.

This quick reference card outlines the generic procedure to scan and send a document via email on a Konica multifunction device. It is not specific to any particular product model. Location of the options on the LCD screen may be different for different product models.

1. Press the scan button on the Console.



LCD Screen

Console

2. Press the **Email** option on the LCD screen.
3. (Optional) Press the **File name** button if you know the file name of the document. If this area is left blank then the device attaches a filename based on the time and date on the device.
4. Press the **Enter address** option to enter the fax number of the intended recipient.

**Note:** In PC Faxing, a fax is sent as a mail message. Fax numbers are entered in an email address format. For Example: 098124578@fax.monash.edu.au.

<sup>1</sup> A multifunctional device is a machine that has photocopy, scan to mail, and print capabilities.

Fax Destination	Format for entering the fax number
General format to send fax	(recipient's fax number)@fax.monash.edu.au
If you would like to address fax to a specific person	"Name/Company"<recipient's fax number@fax.monash.edu.au> For example: "Bob Martin/IT Solutions"<098023365@fax.monash.edu.au> "Betty Yen/Monash University"<54125@fax.monash.edu.au>
Internal to Monash University	(extension number)@fax.monash.edu.au For example: 51233@fax.monash.edu.au
External to Monash University	0(fax number)@fax.monash.edu.au For example: 091234568@fax.monash.edu.au
Outside Victoria	0(areacode)(fax number)@fax.monash.edu.au For example: 00291234568@fax.monash.edu.au
Outside Australia	0(0011)(countrycode)(areacode)(faxnumber)@fax.monash.edu.au For example: 0001161491234598@fax.monash.edu.au

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**Tip:** You may also type in your email address to have a copy of the fax sent to yourself.

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5. (Optional) Press the **Sub/Msg. body** button to add a message to the recipient(s).
  6. (Optional) Press the **From** button to change the email address of the person sending the fax. If no information is entered then the default email address that is stored in the device is taken.
  7. Place the document in the document feeder for scanning.
  8. Press the **Start** button on the console to send the fax document.
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**Note:** Failure delivery message will be sent to the email account attached to the device. Please contact your Fax Representative if you need further clarification.

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