

# Adding Scan-to-Email Destinations

Copytech's guide to adding Email destinations on Konica Minolta MFDs



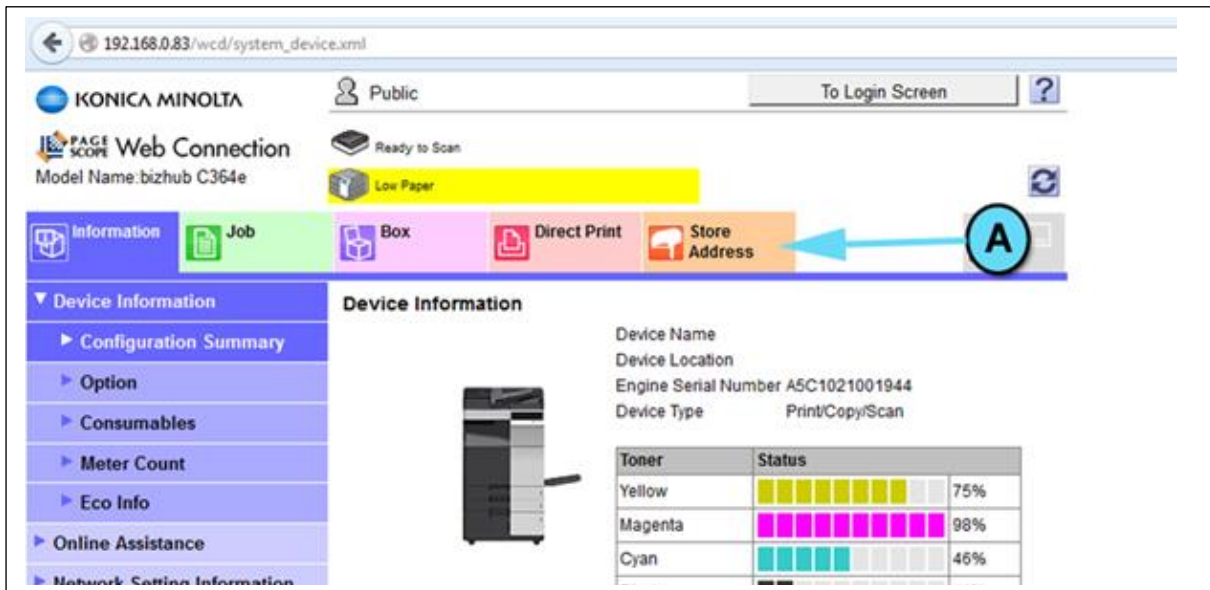
**Time required per destination :** Less than 1 minute

**Engineer required:** No

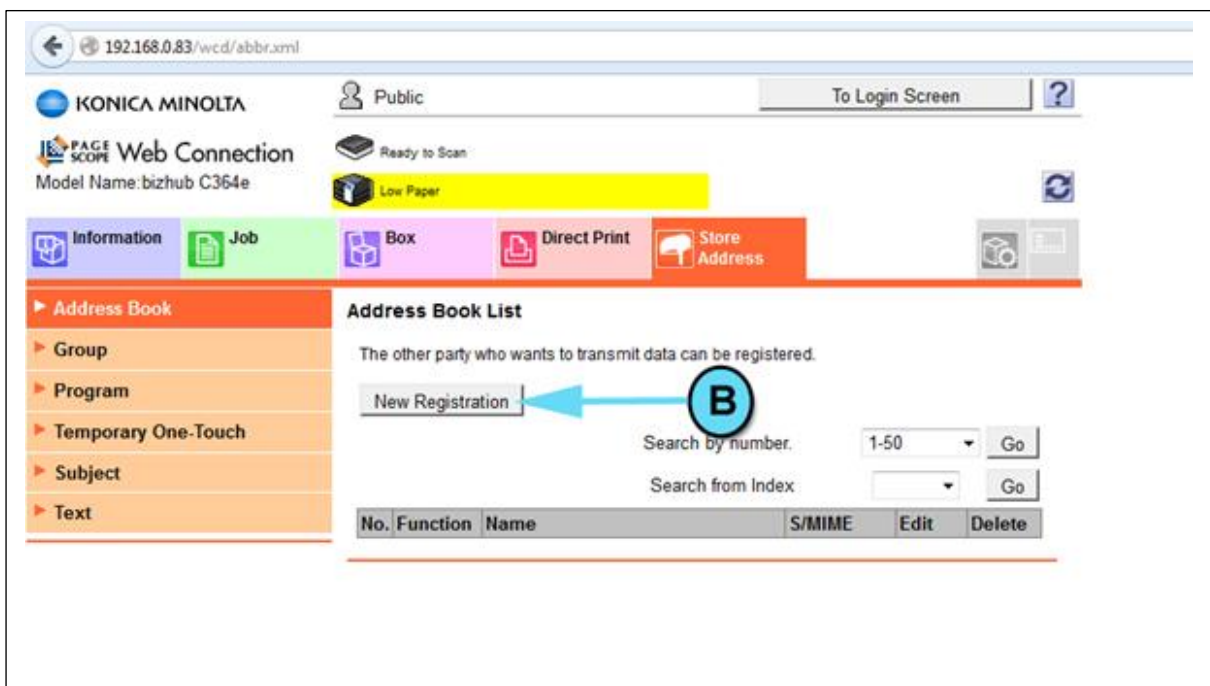
## Adding a Scan-to-Email destination

On your PC, open Internet Explorer, Firefox or other web browser  
 In the address bar enter the IP Address\*\* of the Konica Minolta MFD and then tap enter  
 PageScope Web Connection (the machines embedded website) will open (If PageScope opens at the login screen. select login as User or Public User and then click Login)

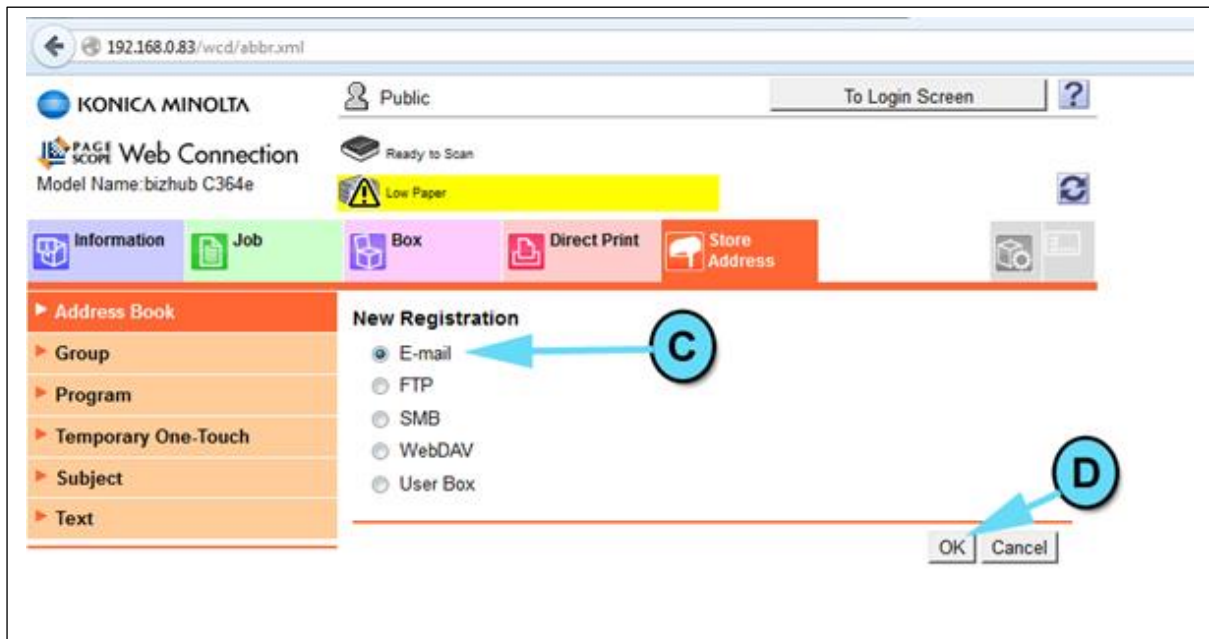
Click on the **Store Address** tab. **A**



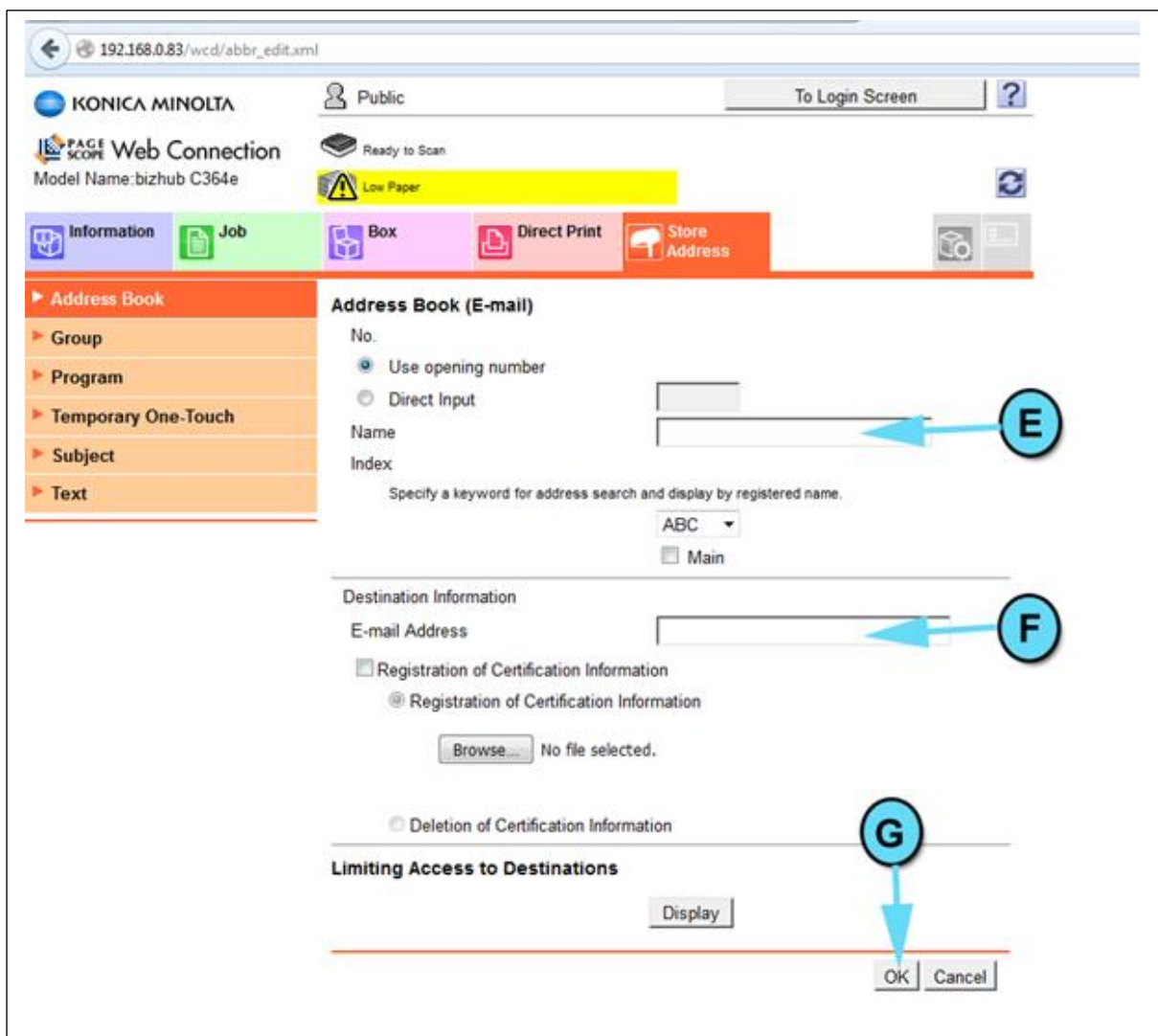
Click on the **New Registration** button. **B**



Click on the **Email** option. **C**



Click on **OK**. **D** The Address Book (Email) entry page will open



Leave "Use opening number" option selected, and then give your scan destination a Name **E**

*Note: This will become the name of the button that appears on the MFD panel.*

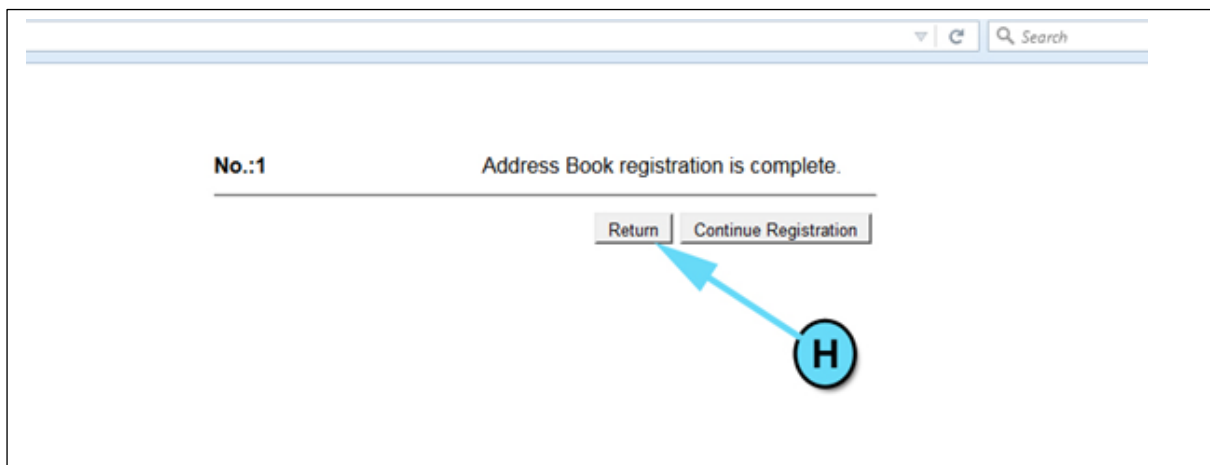
Choose the alphabetical index tab for the name you have selected

Tick the Main button if you want this destination to appear on the MFDs default main scan screen

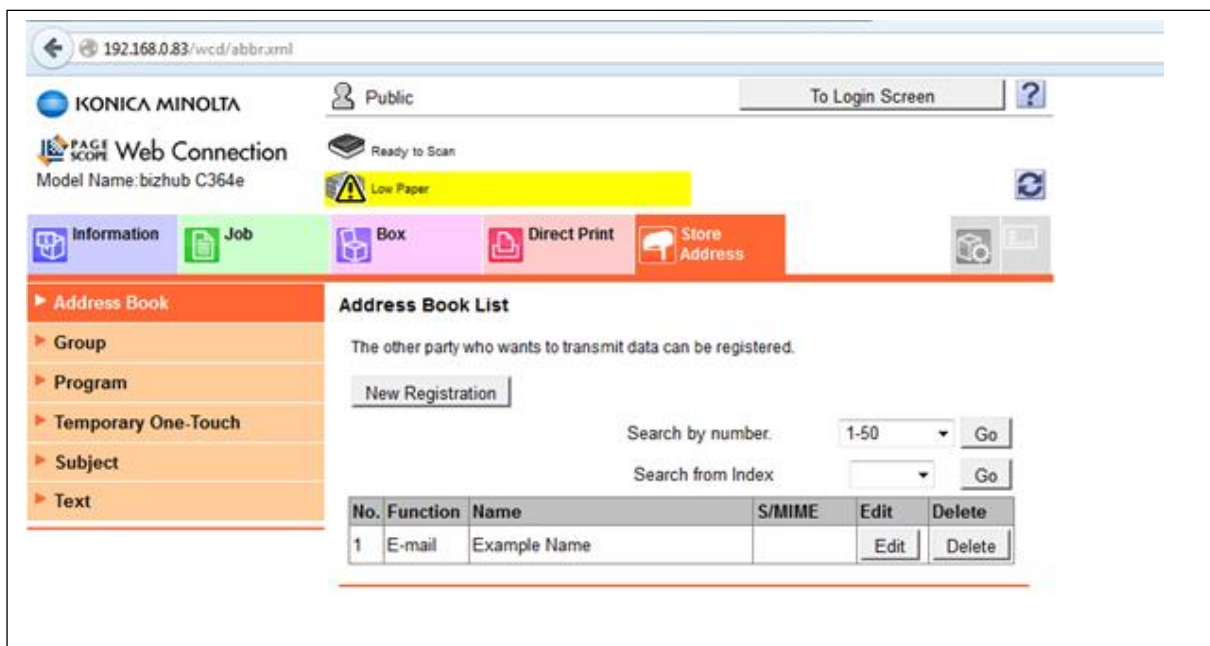
Enter the users Email address. **F**

Click on the **OK** button **G**

Click on the **Return** button to go back return to the Address Book list. **H.** (Or click on Continue Registration to add further destinations)



The Email destination has been created



**\*\* If you do not know the machines IP Address, please refer to the Copytech guide, "IP Address ?"**