



Article	GEN: Kyocera MFD Scanning to PC/Mac Email	Level	BASIC
Symptom	Wish to scan an image from a Kyocera MFD to an email address		
Cause	Not Applicable		
Resolution	Select recipient address from the University directory service		
Dated	Monday, July 14, 2008 11:57 AM		

SUMMARY

You wish to scan one or more pages, using the Kyocera FS-1118 MFD (Multi Function Device), and then email to either yourself or another staff member.

RESOLUTION

1. Insert the document that you wish to scan
2. Press the **Send** key.
The Enter Destination screen is displayed.
3. Touch Address Book.
4. Touch Ext Address Book.
5. Select **Menu** and then touch the Search (Name) option.
6. Enter an appropriate name and press **OK**.
7. Touch the appropriate name and press **OK**.
8. The selected person's email address will be displayed and highlighted; then press **OK**.
9. Modify the scan settings as required.
10. Press the green **Start** key to begin scanning the document.

Once the scan is complete the file(s) will be emailed to your computer.

RELATED INFORMATION

- Should you encounter any problems please refer to the Kyocera printer and scanner documentation for more information.