

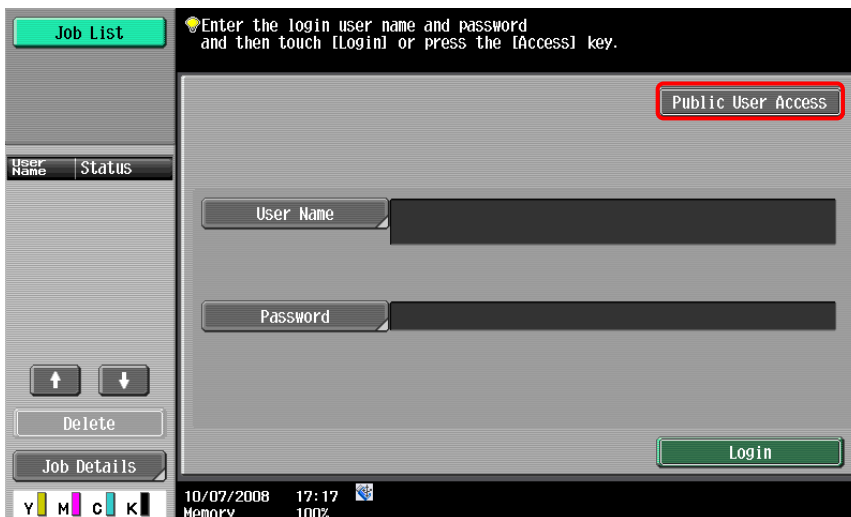


# JUDSON UNIVERSITY

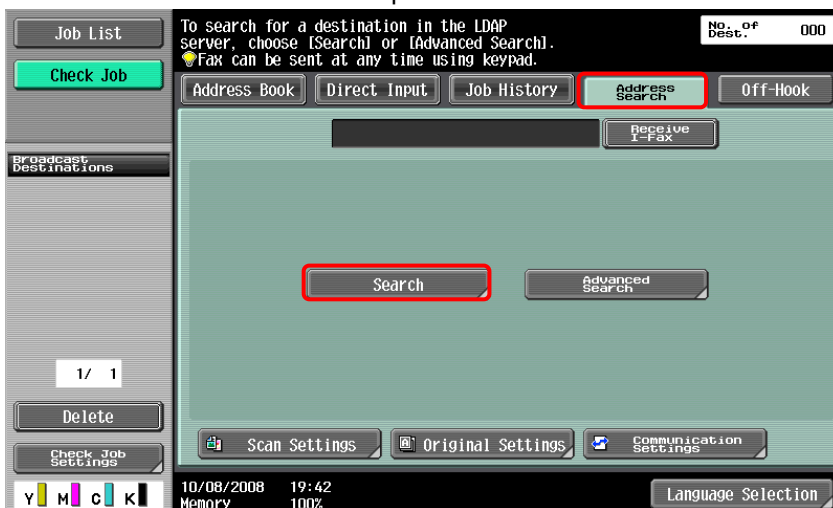
## Information Technology Department

### Searching for an E-Mail Address on a Konica Minolta Printer

1. Press "Public User Access" on the touch screen.



2. Press "Address Search" at the top of the touch screen.



3. Press "Search".
4. Enter the first three characters of your first or last name into the search bar.
5. Press the "Start Search" button.
6. Your name should appear on the touch panel. (If not, scroll down to view the entire address list.)
7. After your name is selected, press the blue "Start" key.