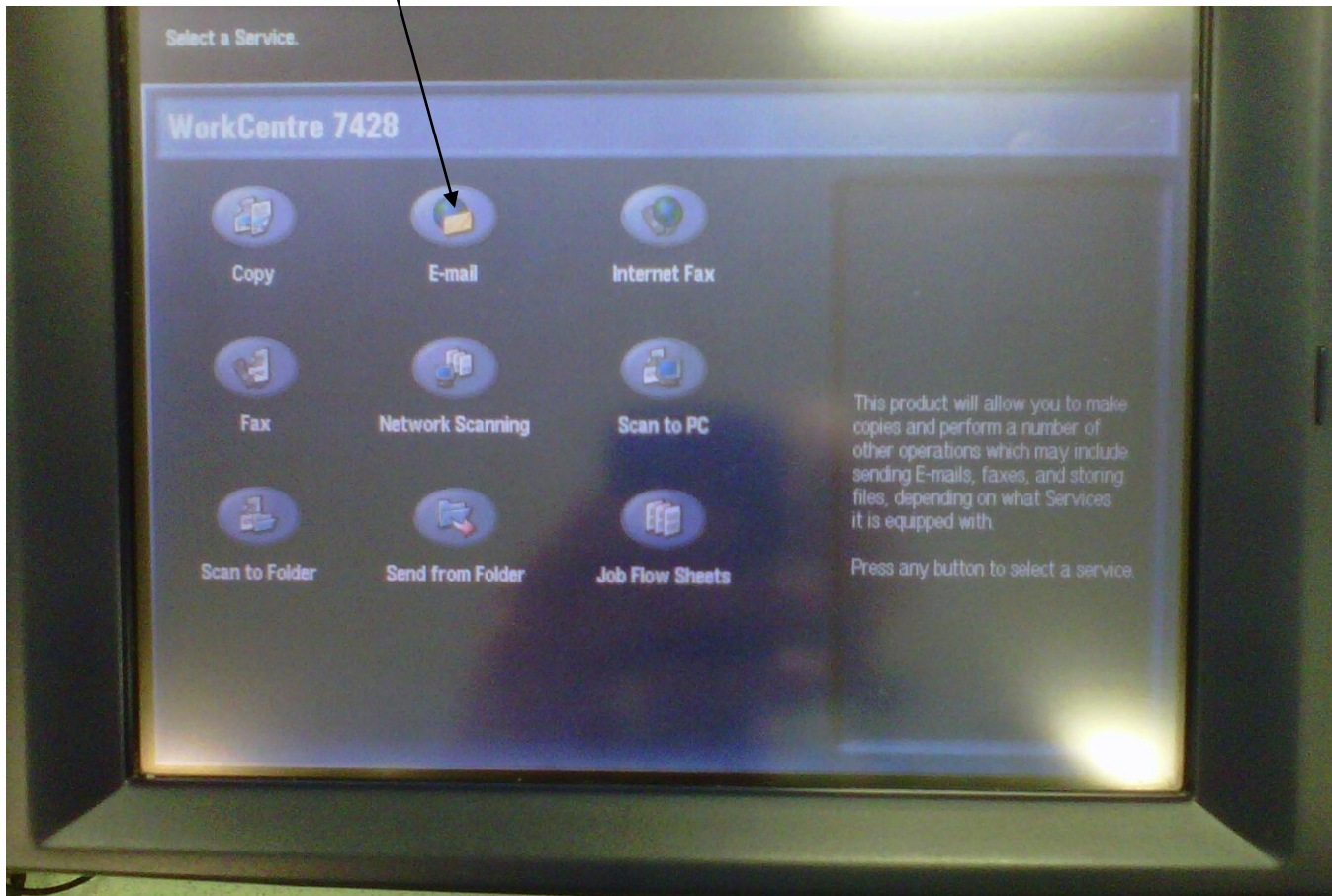


# HOW TO SCAN TO EMAIL USING OUR COLOR COPIERS

If you want to scan a few pages of print you must use the Scan to Email function on the Color Copiers unless you have been set up by the technical department with a special folder. For the rest of us, the first step when you go to the machine is to get the Scan to Email screen visible. The machines screen probably looks like this. If so, press the “All Services” button here.

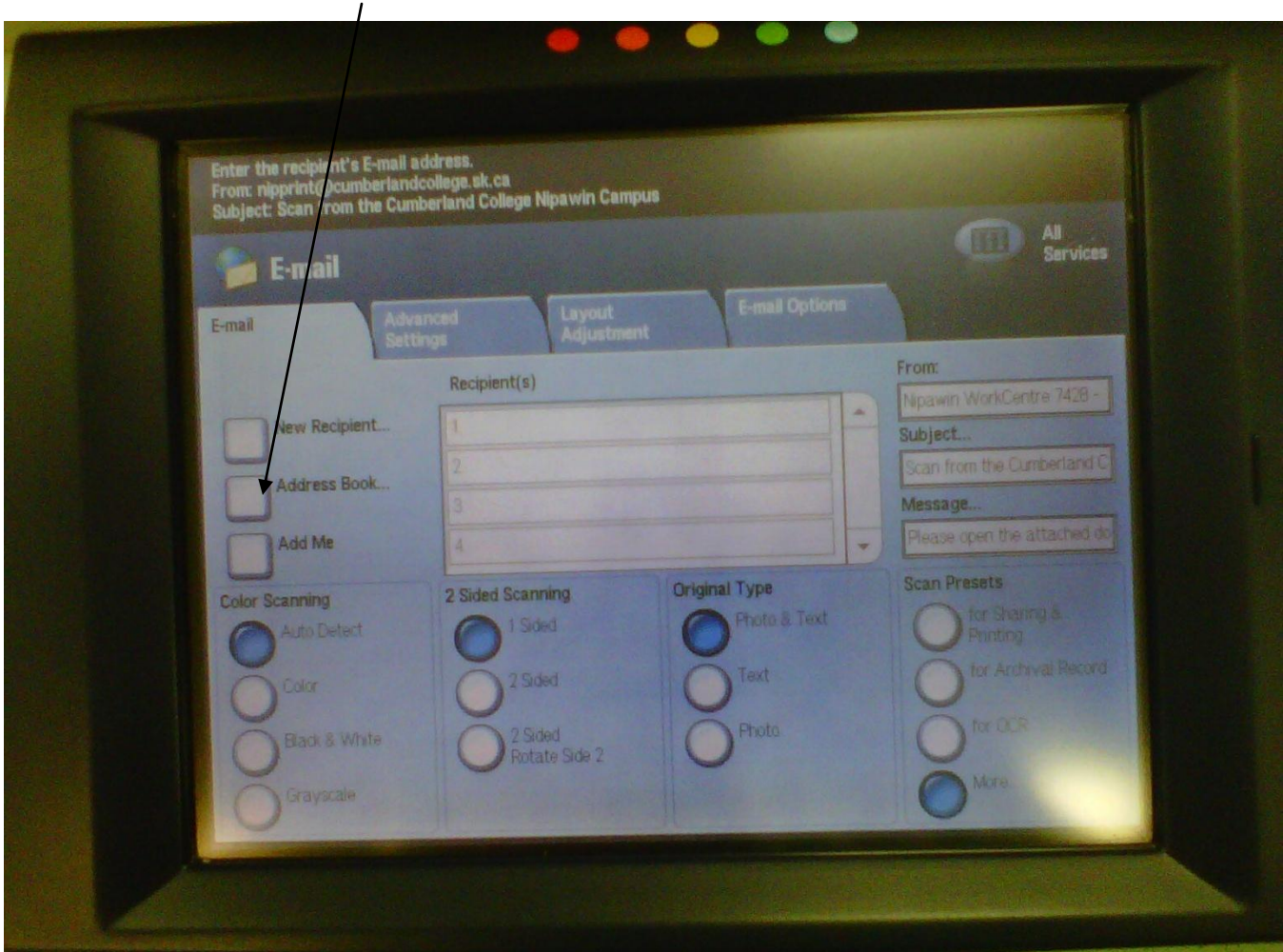


You will see this screen. Pick Email.

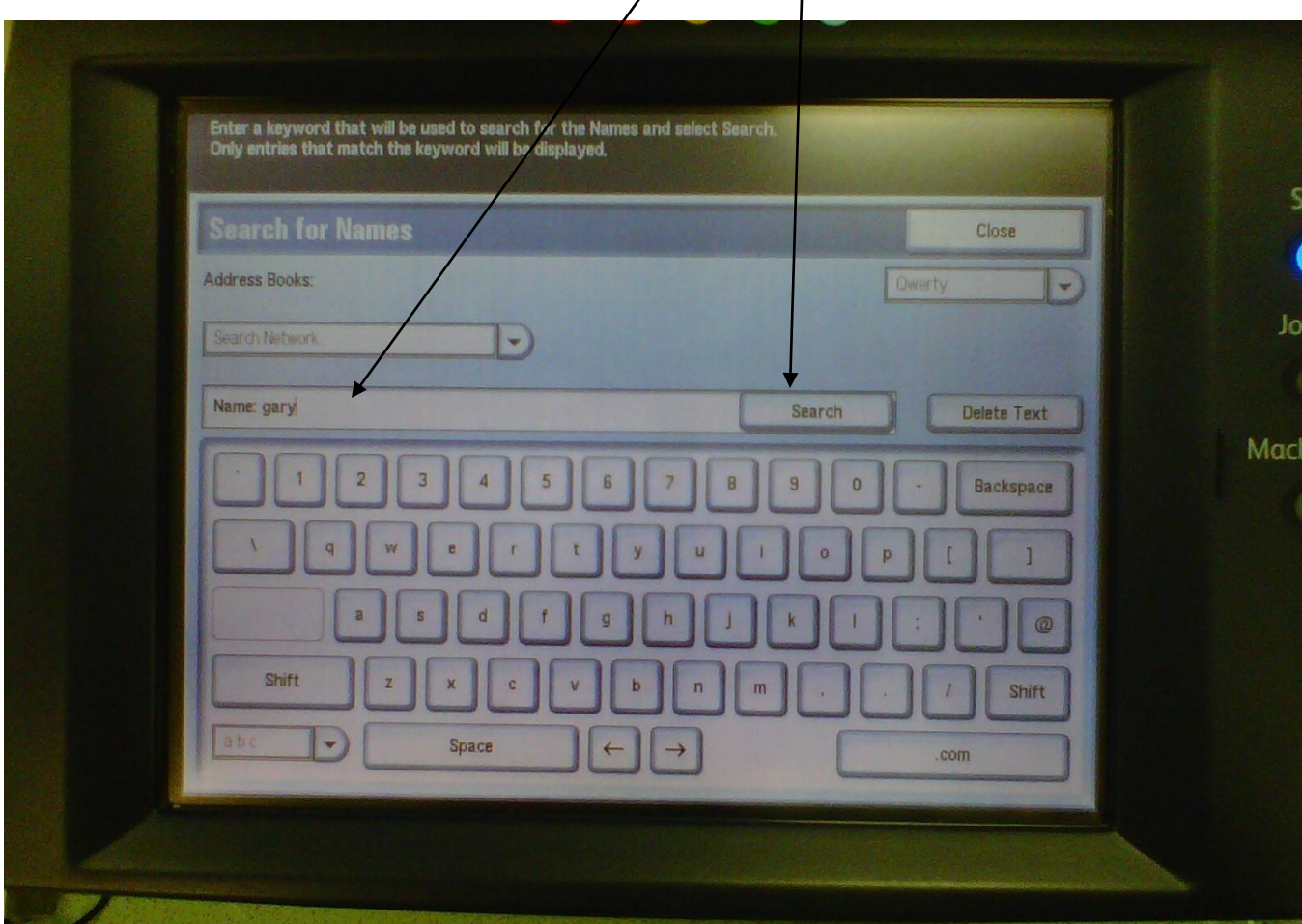




You will see this screen. Send the email to yourself (or anyone else within Cumberland College for that matter) by pressing Address Book.

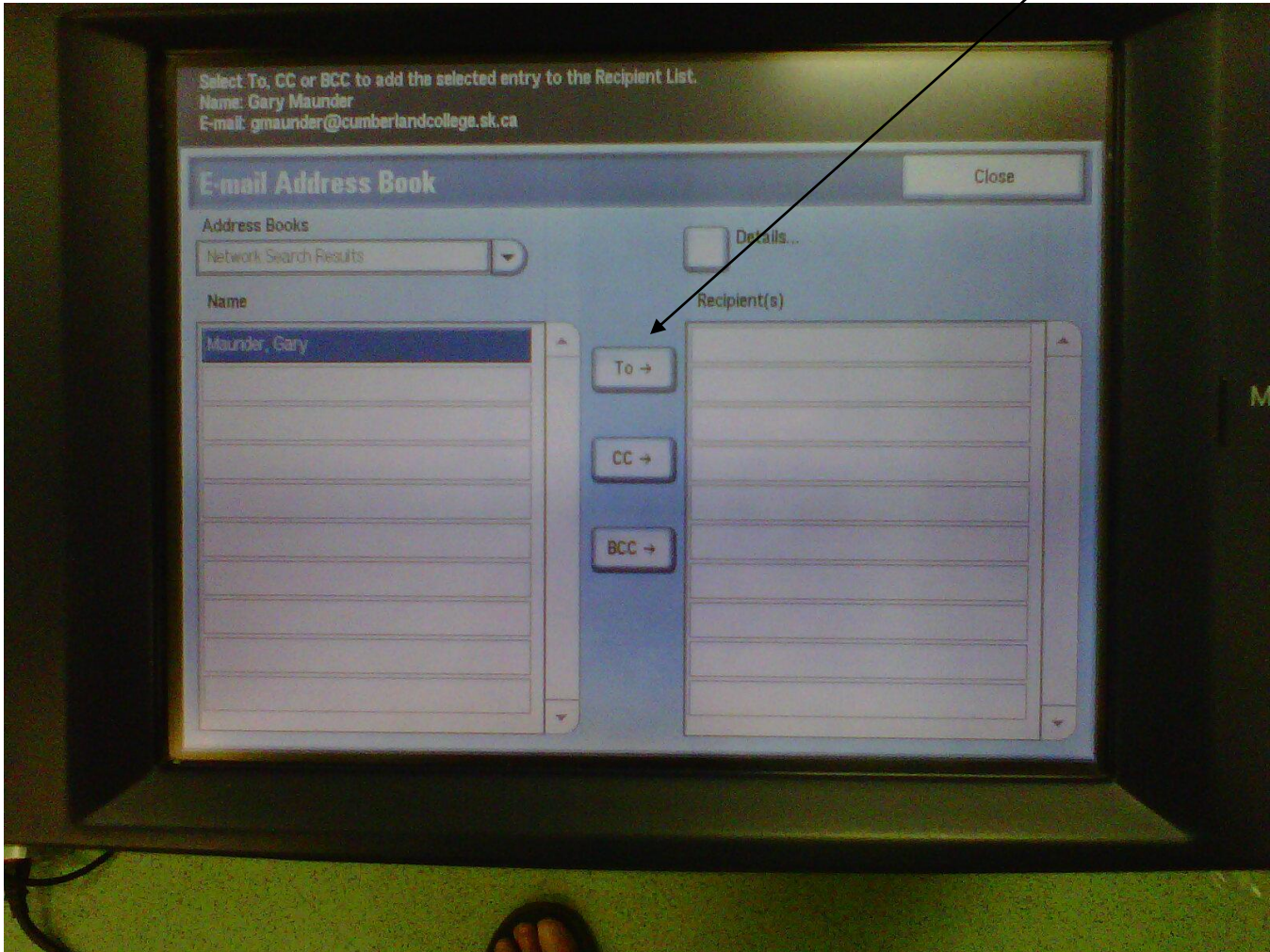


Next your will see this screen. Type the first name (or the last name) into this line by using the keyboard shown. In this case I am going to send it to myself. Then press Search.

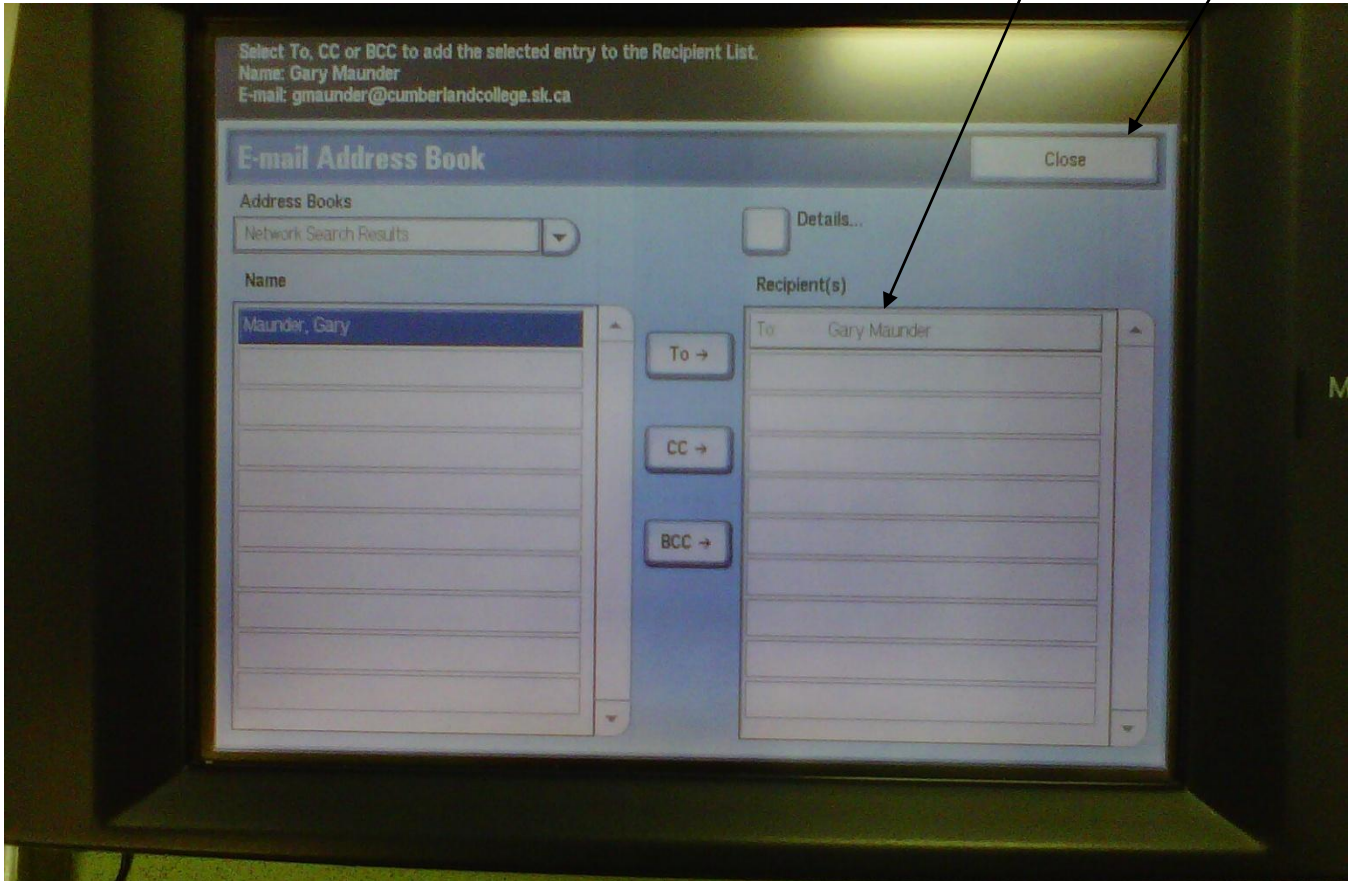




Be patient, it takes a few seconds. Soon you will see that it has found the person. Press the To: Cc: or Bcc: as the case may be.



You will then see that the address has been carried over to the appropriate field here and click Close.

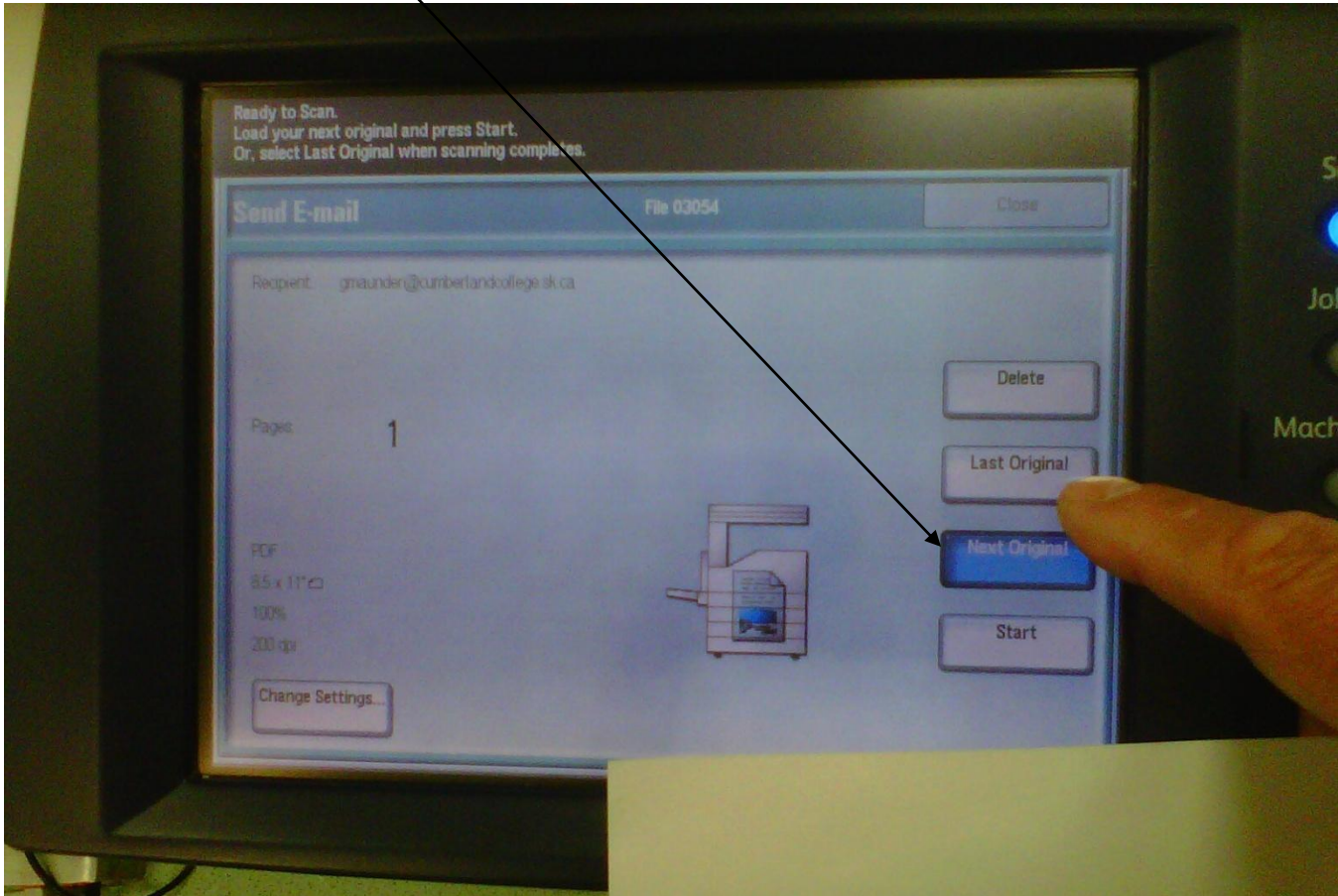




Next place your original on the glass screen (face down) and press the START button.



You will see this screen next. For single page documents press last original and you are done. For multi page documents, press Next Original while the first page is scanning.

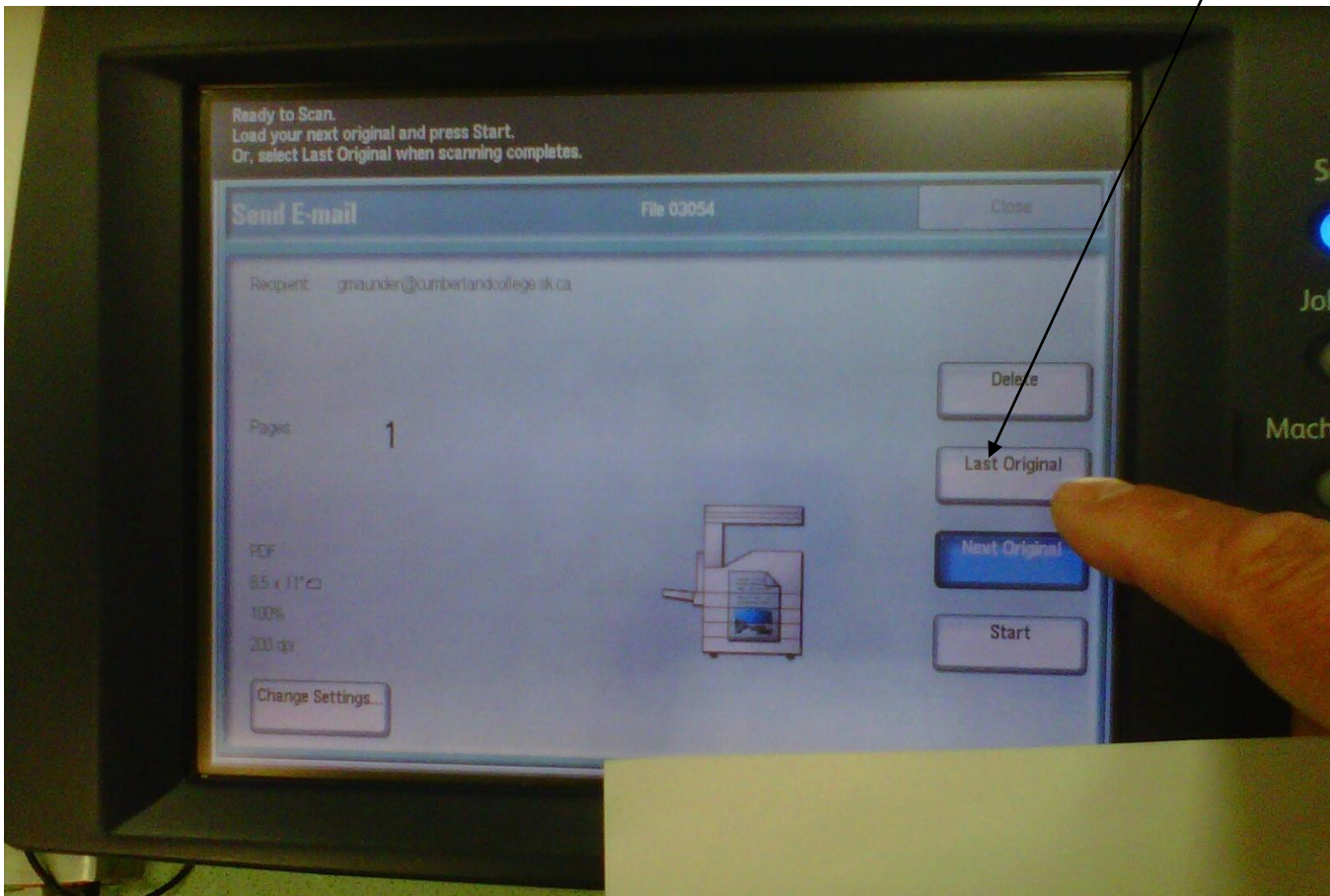




Place the next page.



When you have repeated this process and reached the end of your multi page document, press Last Original and place it on the copier glass.



The scanner will automatically send the document as a pdf file to the address specified. You will not see a confirmation screen or error screen.

Just go to your computer and check your email. If you right click the attachment, you will be able to save it into an appropriate folder.

