

# Scan to email (Staff)

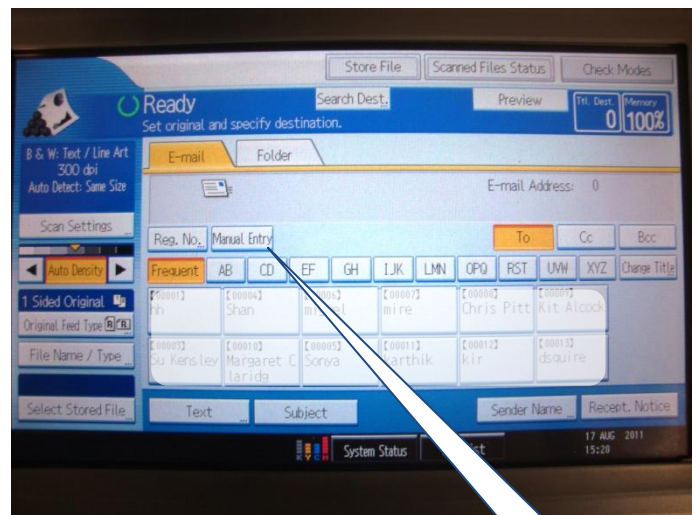
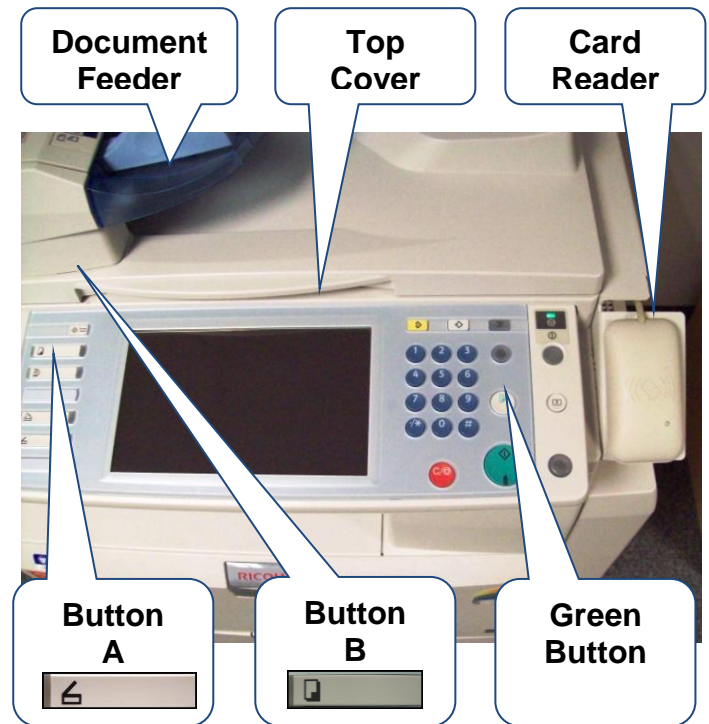
This function sends a PDF copy of a document to your email account. There is no charge for using the facility

## At the Printer/Copier

- ❖ If the printer/copier is in hibernation mode lift the **Top Cover**
- ❖ Swipe your print card over the **Card Reader**
- ❖ Select logon using the touch screen.

If your card fails, logon to the printer using the touch screen and complete your scan then contact the Service Desk to check your card

- ❖ Select the print control **Button A**
- ❖ Place your document face up on the **Document Feeder**
- ❖ Select **Manual Entry** on the screen
- ❖ Enter your university email address
- ❖ Click OK
- ❖ Click the **Green Button**
- ❖ Select print control **Button B**
- ❖ Select Logout
- ❖ When you receive the email save and rename the file with a meaningful name



**Manual Entry**