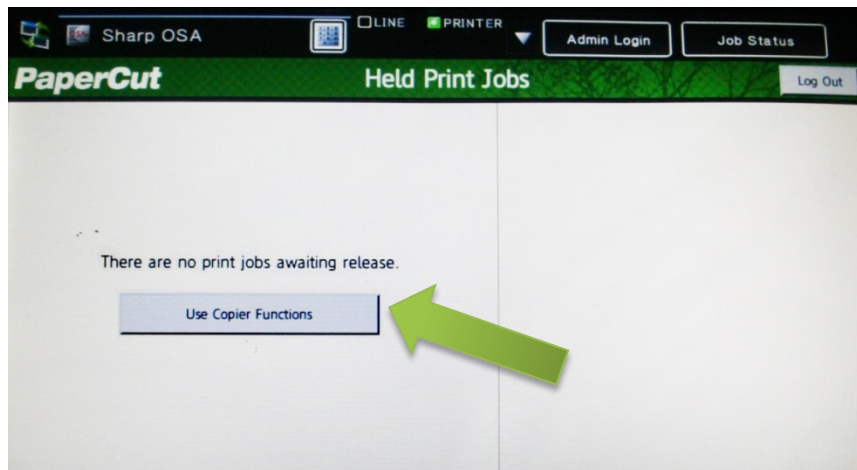


## How to scan to E-mail

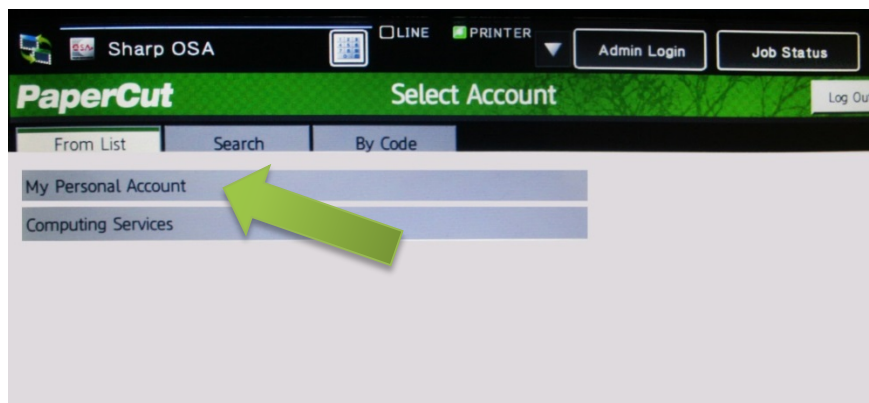
- Authenticate at the photocopier - You should present your card at the reader on the right hand side of the device. The reader is embedded within the machine.



- Select "Use Copier Functions" from the PaperCut Home Screen



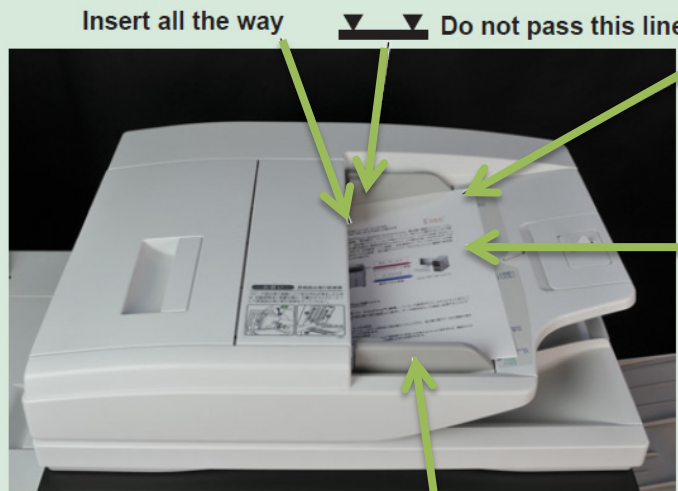
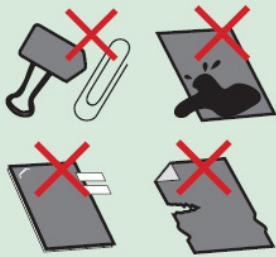
- Select "My Personal Account" from the Select Account screen. You will be redirected to Account Confirmation screen, where you have to press OK to access the copier functions.



## Placing the original

You can use the automatic document feeder or you can put the document on the glass

### Place the original in the automatic document feeder



Insert all the way

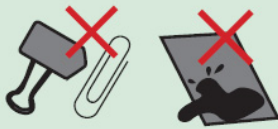
Do not pass this line

Align the edges

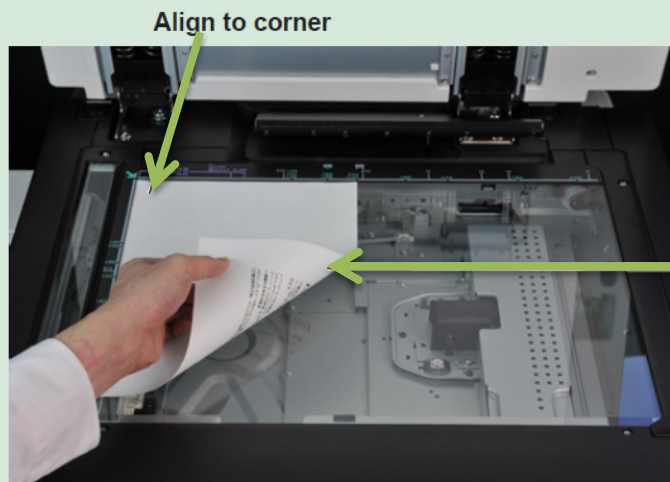
Place image side up

Adjust to original size

### Place the original on the document glass



Placing a thick book



Align to corner

Place image side down

Lift open



## Scanning to E-mail

- Select the “Scan to E-mail” icon on the Device Home Screen.



- The “Scan to Email” icon takes you directly into E-mail mode. Scan to Email allows you to scan directly back to your own E-mail account.



- Once the documents have been inserted into the document feeder the “Start” button on the right bottom-hand side of the control panel will begin the scan process.
- At the completion of all your scanning, remember to log out by pressing the button on the top right-hand side of the control panel