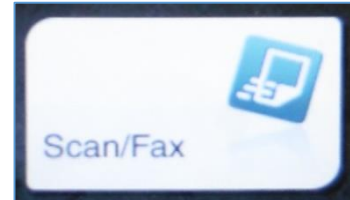


## **Scan to University E-mail address**

Place the paperwork either in the ADF or onto the MFD glass panel

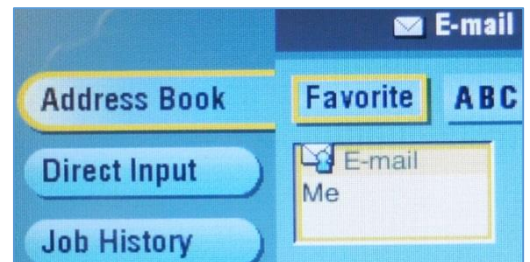
Scan the ID card at the front of the MFD to open the account.

Press the SCAN/FAX option



The top option Address Book will be highlighted, touch the E-mail Me option

Press the Blue start button



The MFD will begin scanning the document and this will in turn be transferred to the account that is associated with the card that has been presented.

## **Scan to an external E-mail address**

To send a scanned document directly to an external address proceed as above but instead of selecting E-mail Me select the Direct Input button and then the E-mail option.

The virtual keyboard will display, input the e-mail address in the field along the top and then select OK

Press the Blue start button

The MFD will begin scanning the document and this will in turn be transferred to the e-mail address input.

