Help Centre

Scan multiple documents into single email

University of HUDDERSFIELD
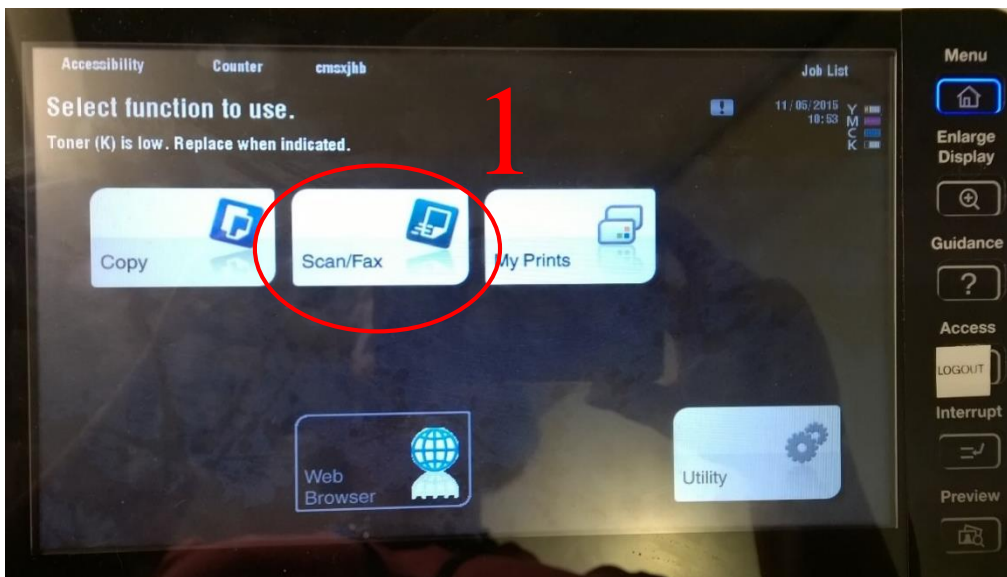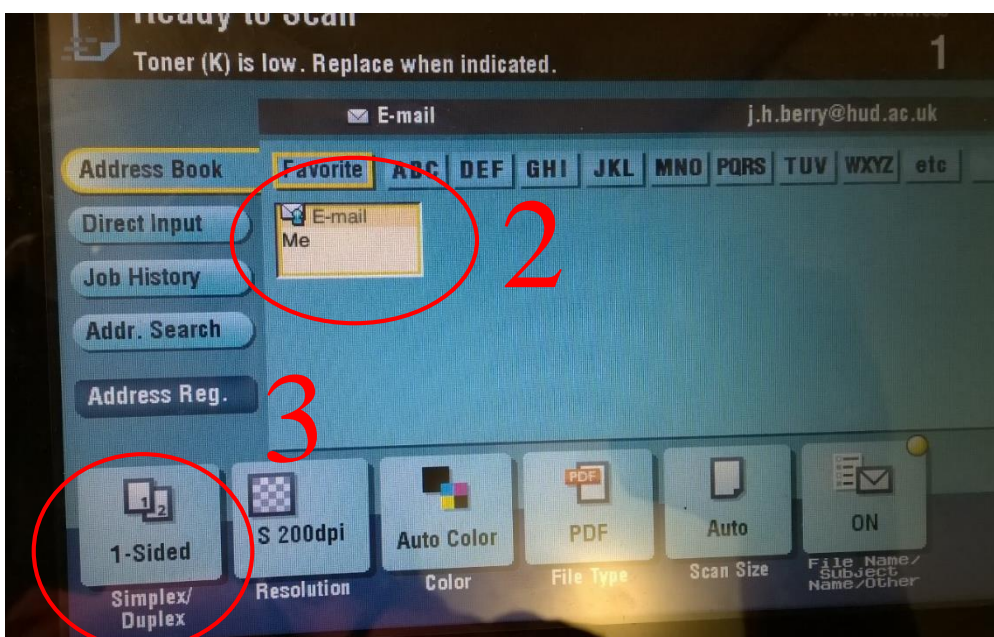
If documents can be fed into the automatic feeder at the top of the MFD, then the whole file will be automatically sent as one email. However, if copying a few pages from a book these will have to be copied as placed manually
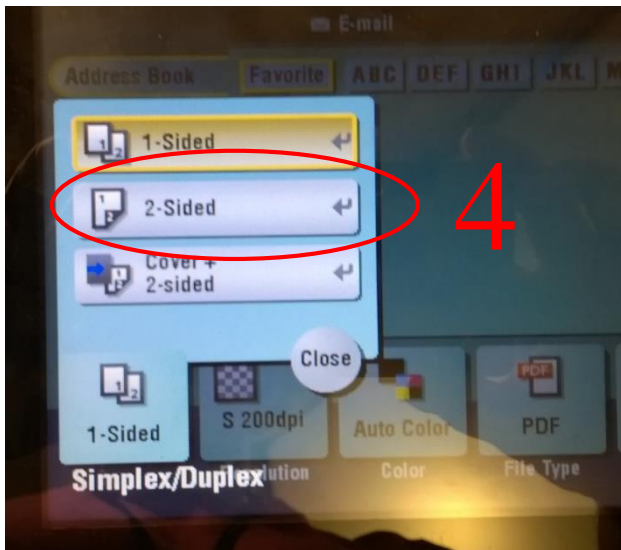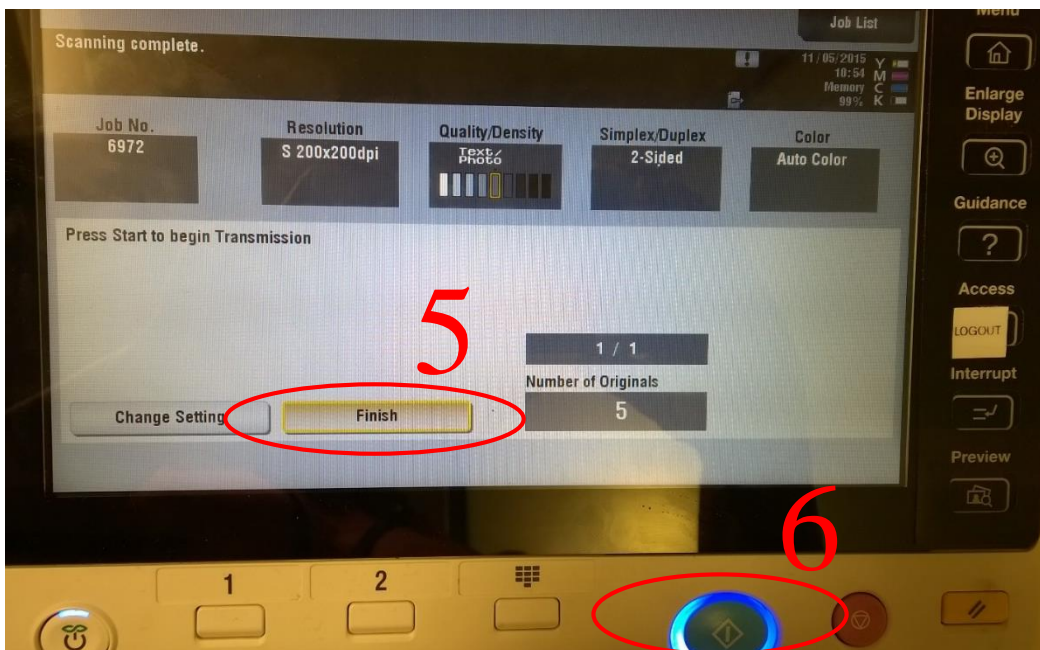
- Log in to the MFD
- Select Scan/Fax

- Select "Email me"

- Select "Simplex/Duplex"
- Select the "2-Sided" option

- Start scanning the document

- As you scan, the "Number of originals" will increase, showing the number of scans you have added to the file so far.

- Once you have scanned all the documents, select "Finish"

- Then press the Blue "Go" button to send the scan to your email.

- Logout