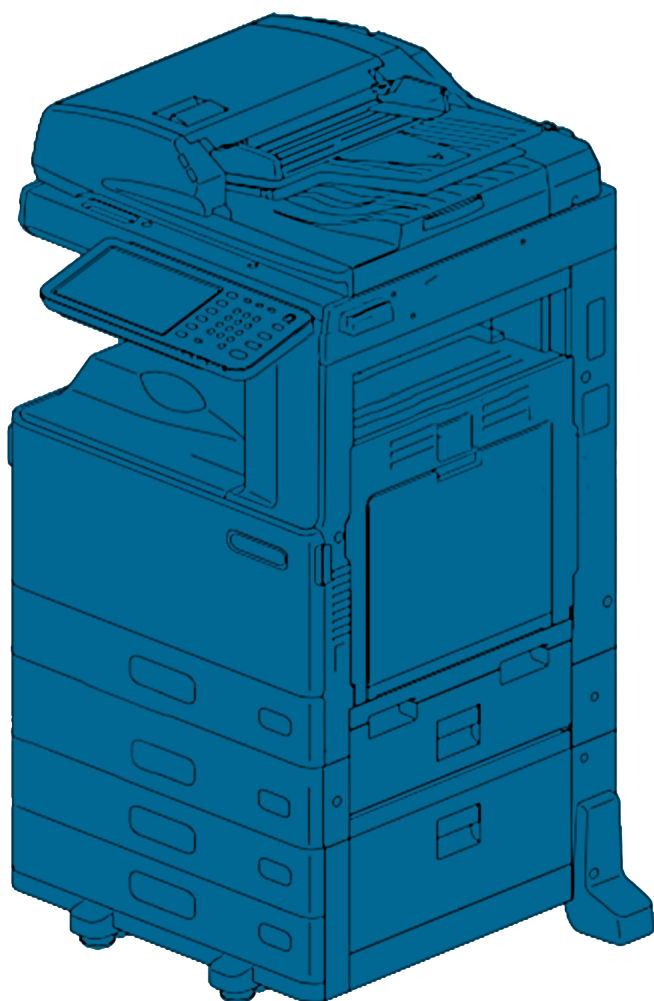


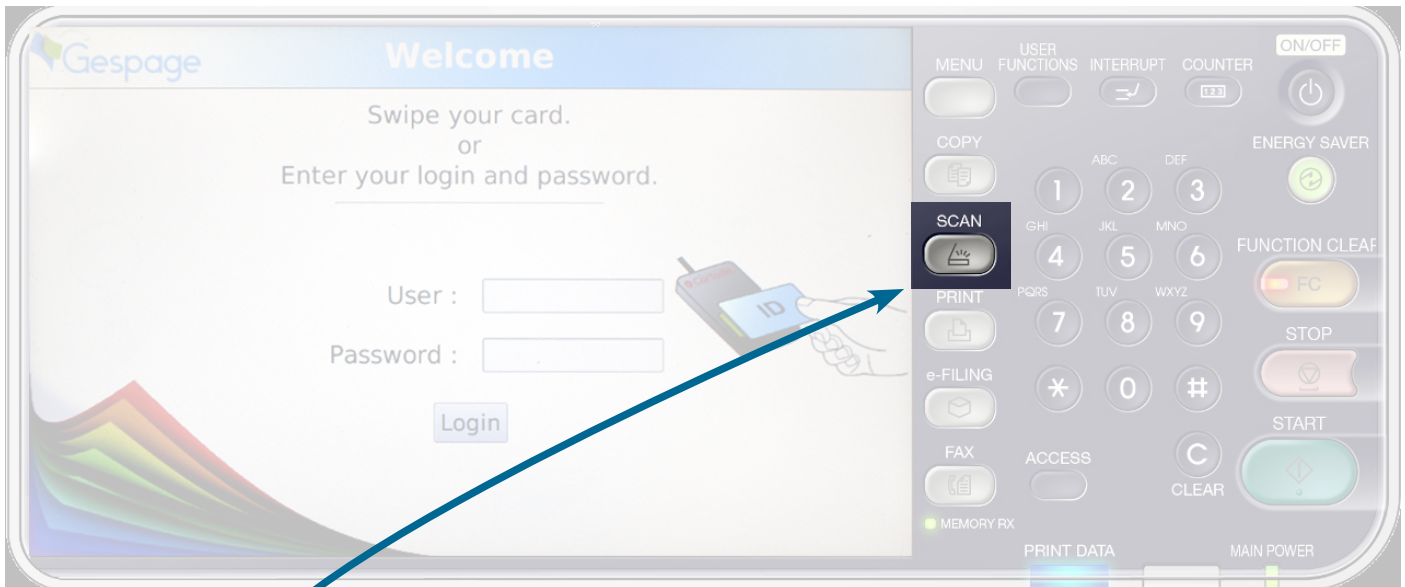
NCAD **DUBLIN** *On Campus Print*

Scan to Email

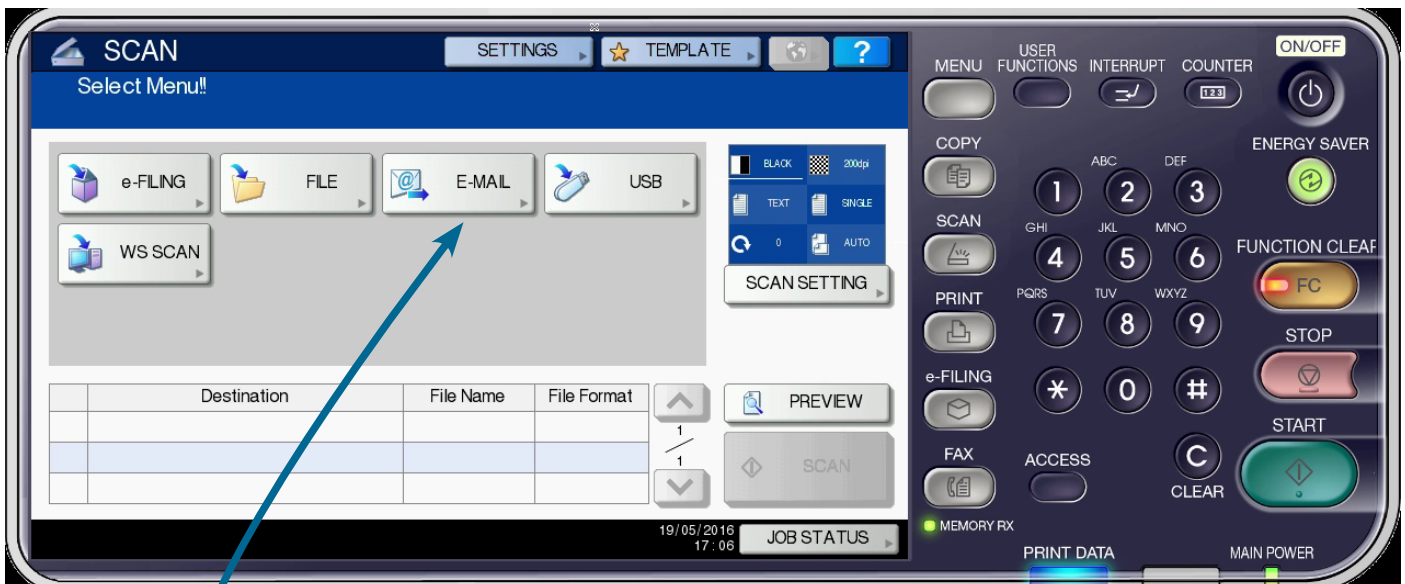


Scanning to EMAIL

Log into the MFP by swiping your card or entering your UserID and Password.
(See 'Logging into MFP' document for details)



Push the 'SCAN' button

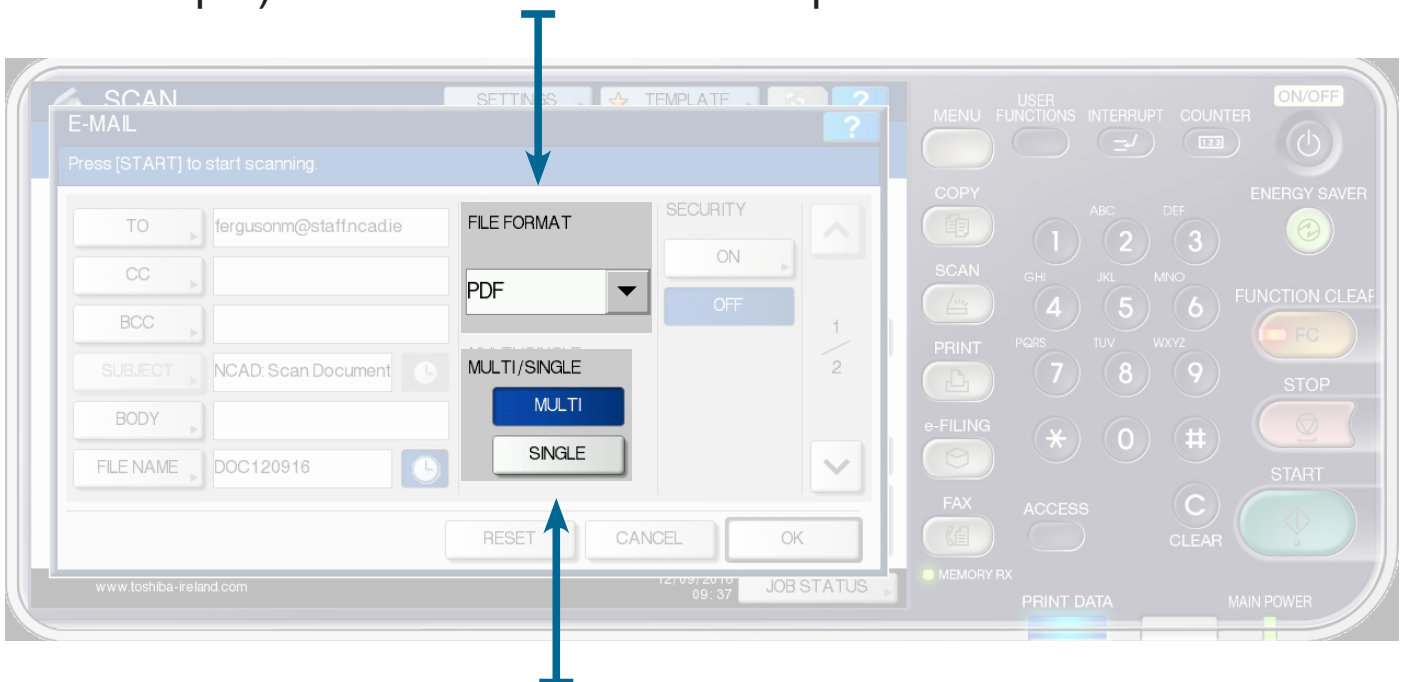


Tap the 'E-MAIL' button

Scanning to EMAIL

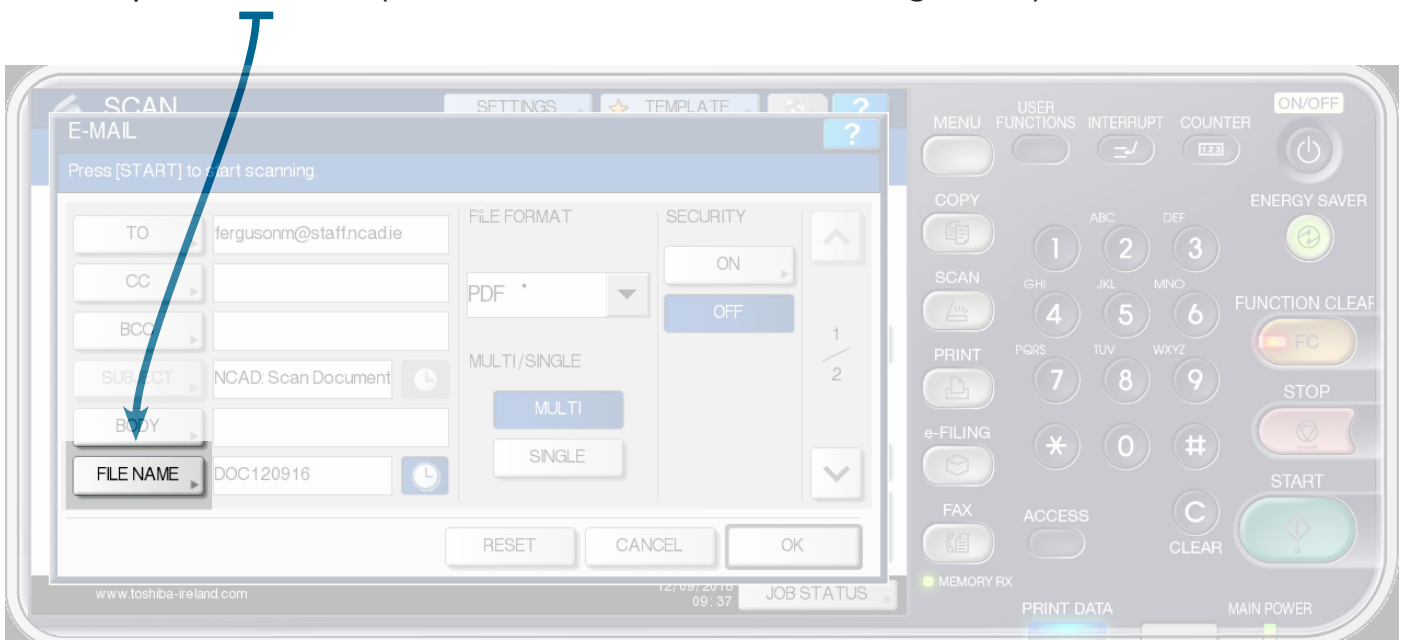
You will now see the file options panel.

You can tap the downward arrow under 'File Format' to choose what type of file you want to scan to. PDF is generally a good option. If you want to open the image for editing (in Photoshop for example) TIFF would be a better option.



Under 'Multi/single' tap 'Multi' if you want to scan more than one sheet to a single 'PDF'.

Next Tap 'FILENAME' (the button, not the box to the right of it)



Scanning to EMAIL

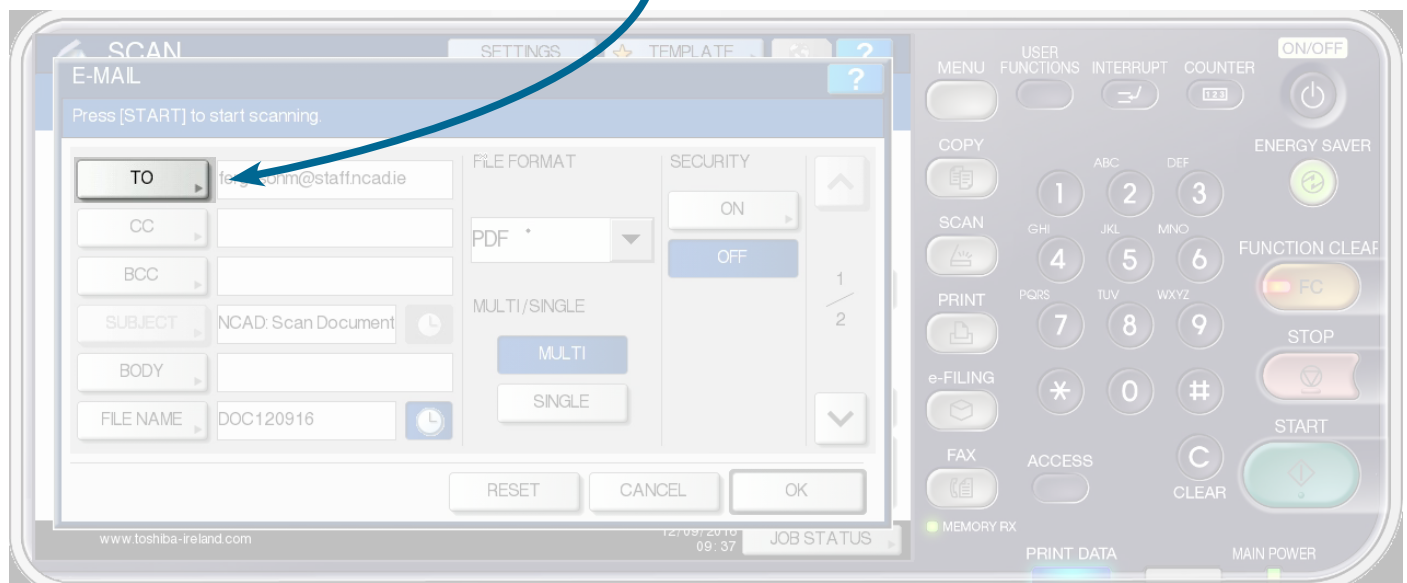
Tap the 'Clear' button and use the onscreen keyboard to enter your own filename.



When finished tap 'OK'

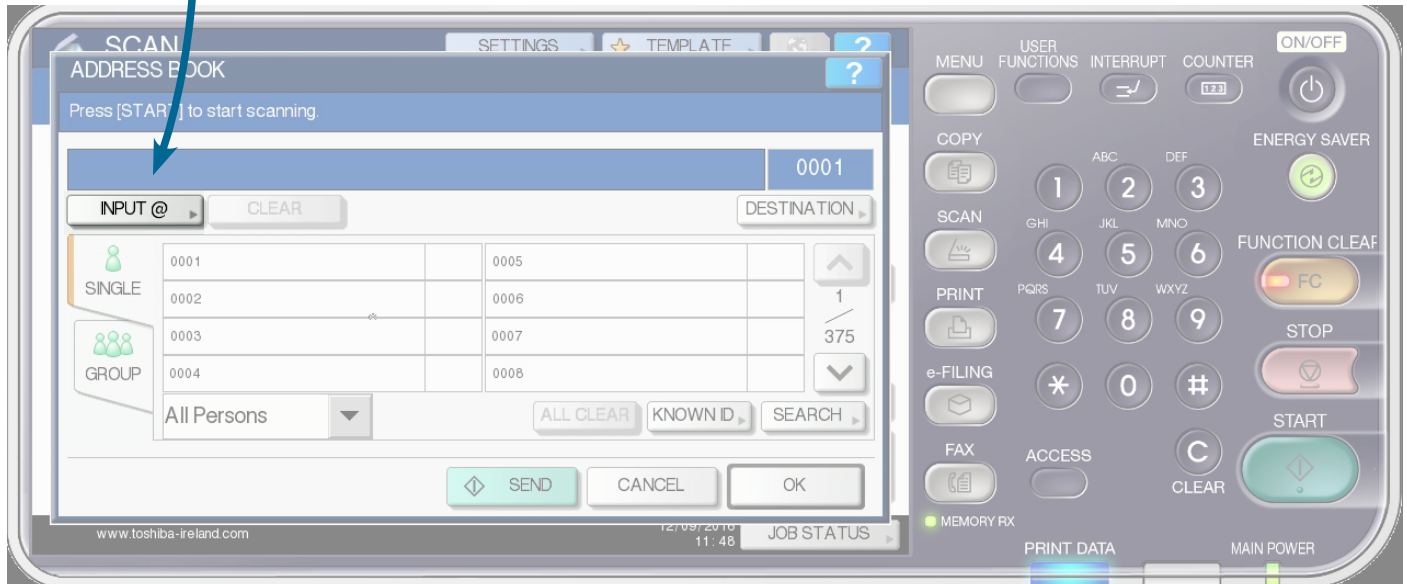
By default the email will be sent to your email address. You can send the file to as many addresses as you wish but it will be faster to send it to your own account and then forward that email to the other addresses.

You can add more recipients tap the 'TO' button.

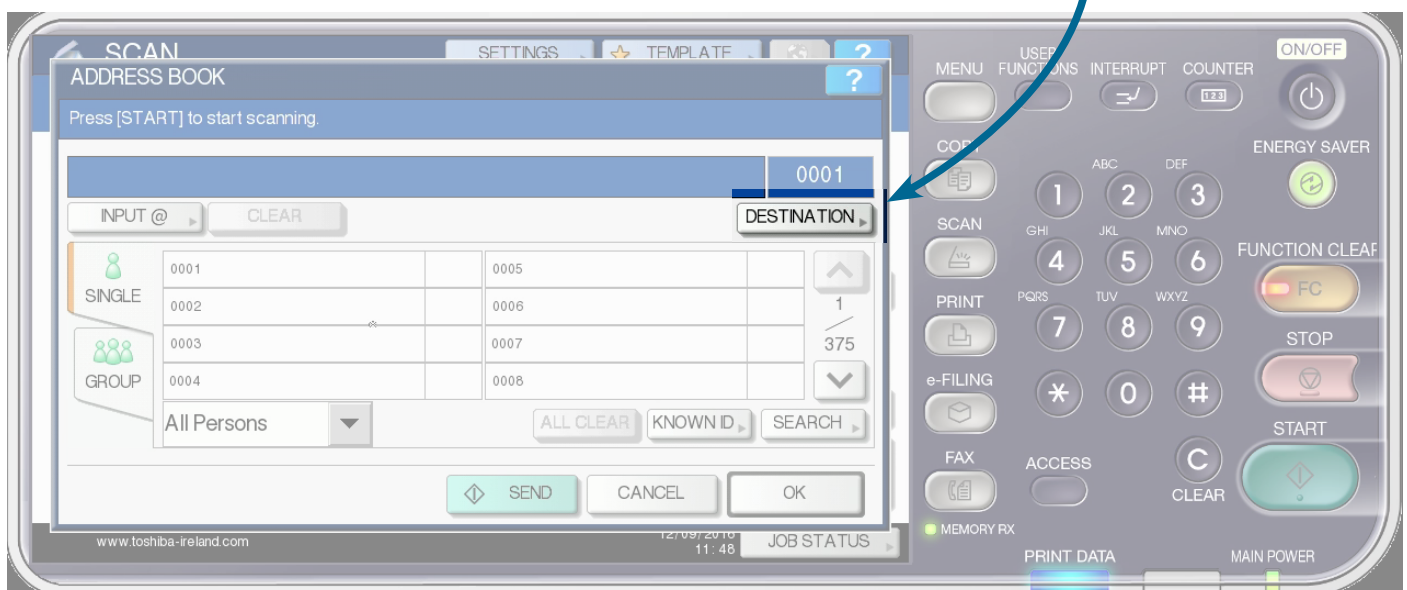


Scanning to EMAIL

Tap the 'INPUT @' button to open the add another email address.

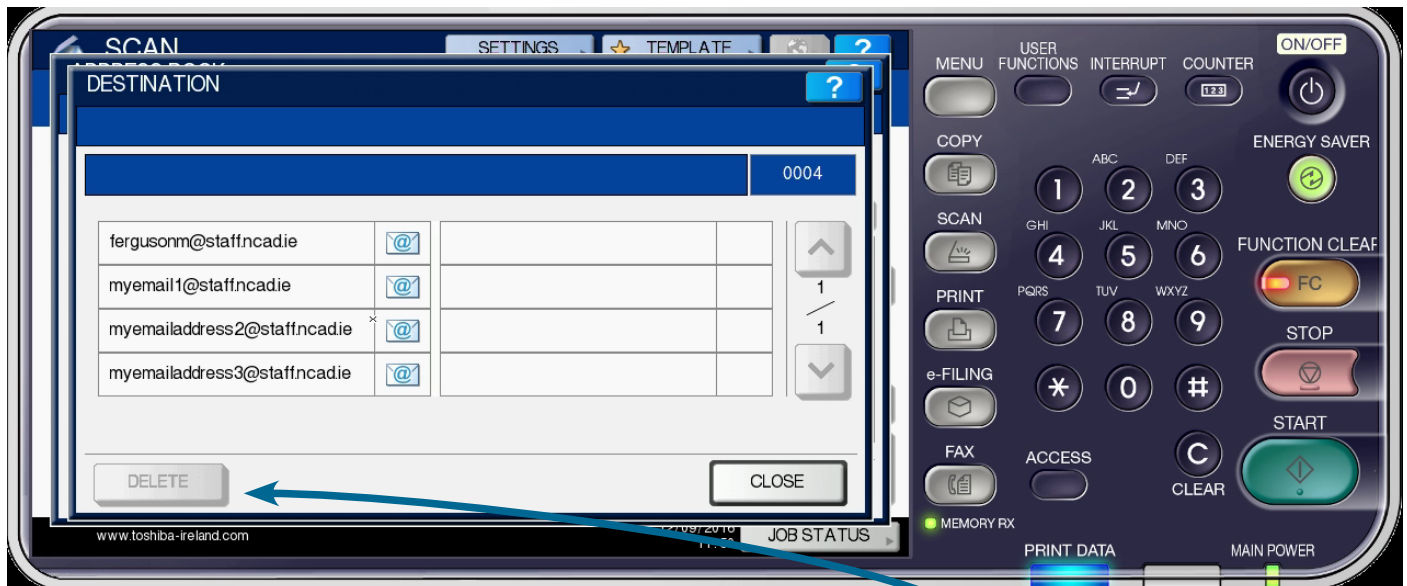


Use the onscreen keyboard to enter the email address and tap 'OK'.
 You can repeat this process as many times as you need to add multiple email addresses.
 To check which addresses the file will be sent to tap the 'DESTINATION' button.



Scanning to EMAIL

Here you will see the list of addresses you entered. You can select an address by tapping on them.

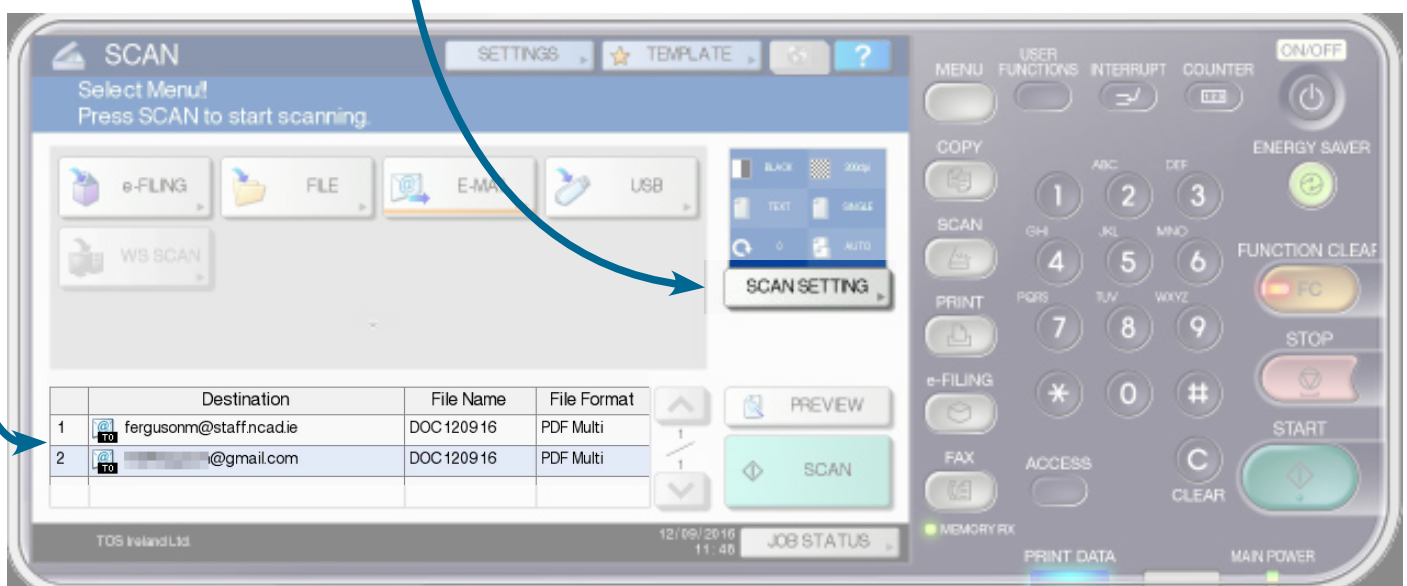


You can remove the selected addresses by tapping the 'DELETE' button.

When finished tap the 'CLOSE' button to return to the 'ADDRESS BOOK', Then tap 'OK' to return to the main scanning screen.

You will see the addresses you entered listed at the bottom.

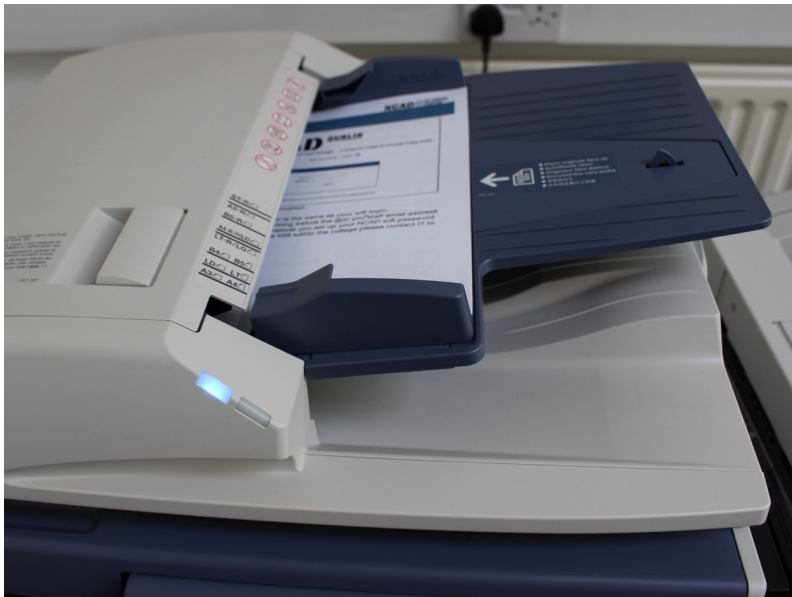
Click on the 'SCAN SETTINGS' button.



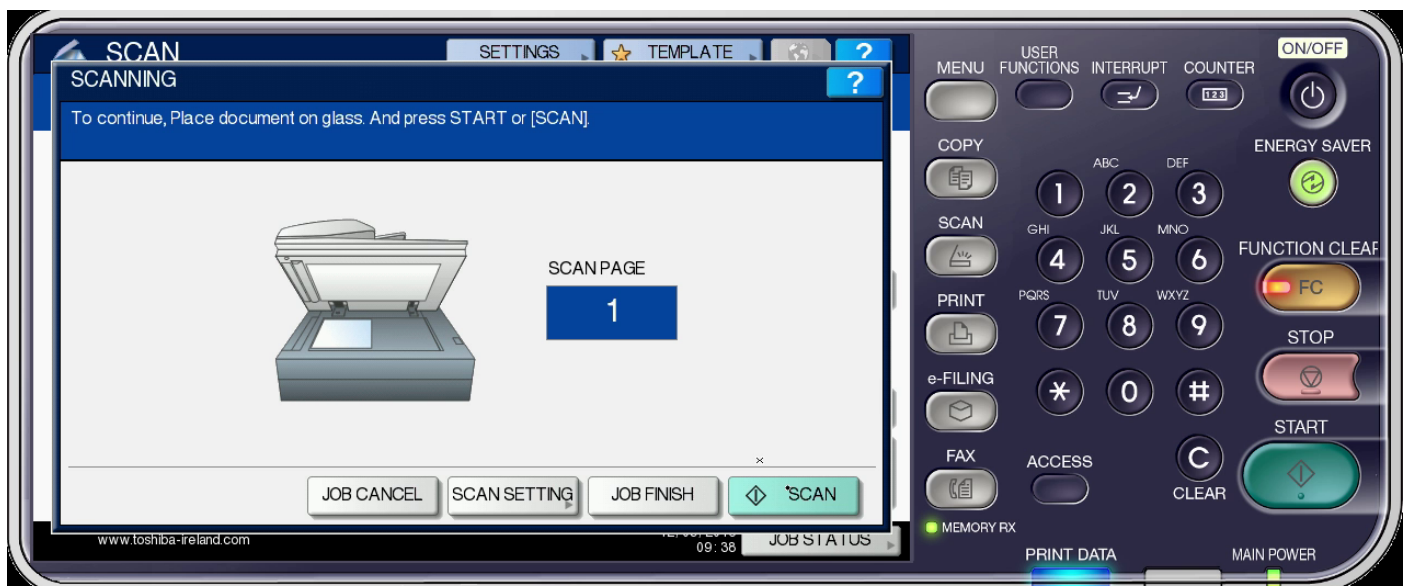
Scanning to EMAIL

There are two options for scanning your document. You can use the 'automatic document feed' at the top of the MFP or the scanner.

USING AUTOMATIC DOCUMENT FEED



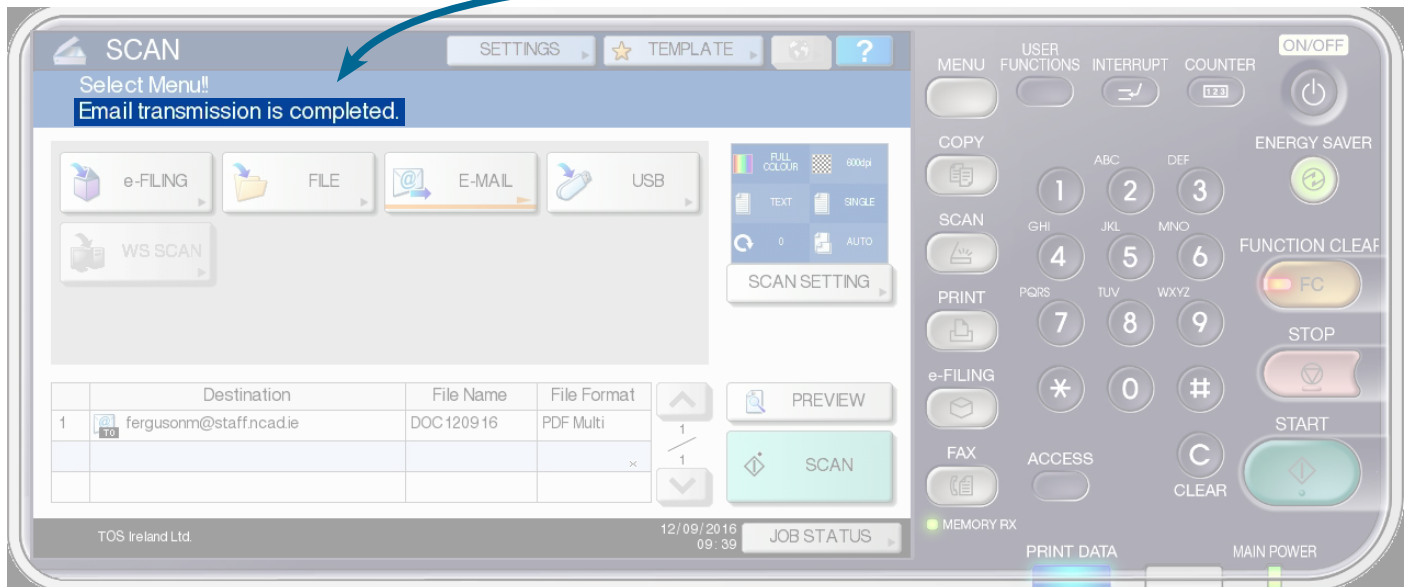
If you are using the automatic document feed place the sheets in just as you would for copying and press the green 'SCAN' button. The scanner will load each page and scan it.



You will see the screen above. This shows the progress of your scan. When the scanner has finished it will send the files as an email attachment. You will see the word 'SENDING' in the black bar at the bottom of the screen.

Scanning to EMAIL

When the email has been sent the message 'Email transmission is completed' will appear.

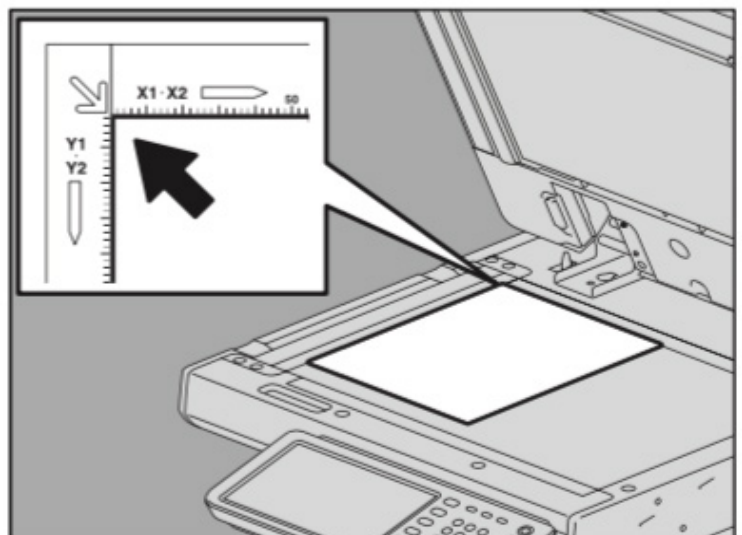


You can then log out of the MFP.

USING THE SCANNER

If the automatic document feed is empty when you tap the SCAN button the MFP will presume you want to use the scanner.

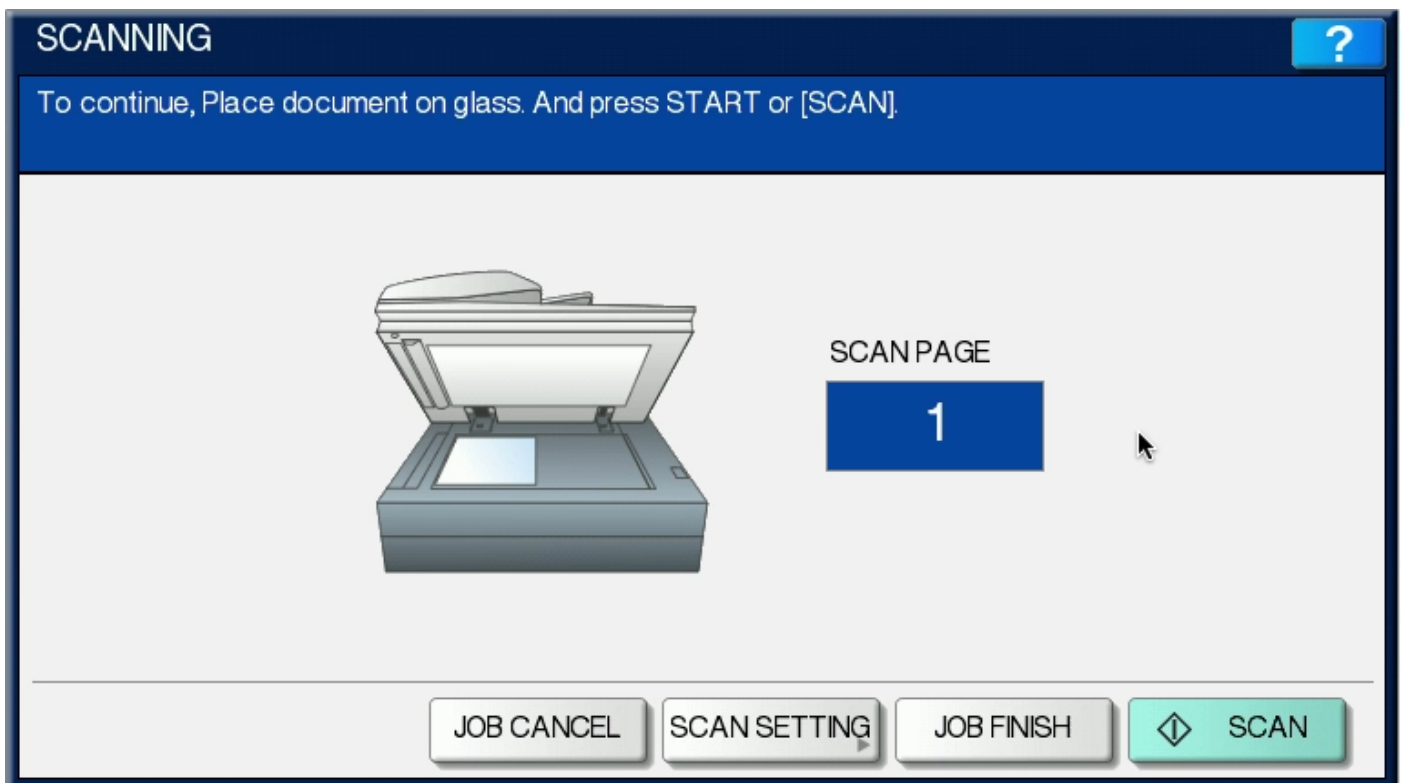
Place your first sheet onto the scanner with the first page facing down and its top left corner against the rear left corner of the scanner glass. Close the scanner.



Scanning to EMAIL

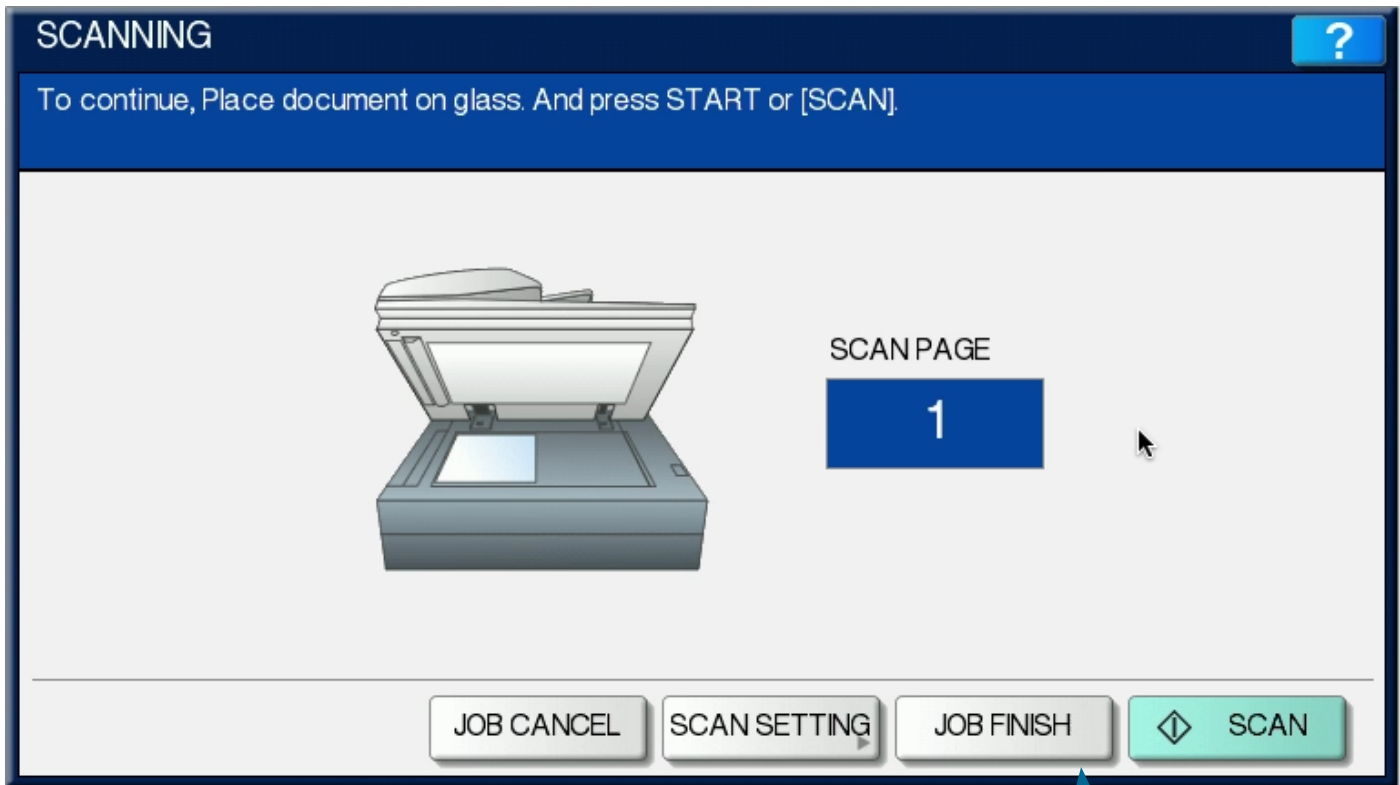


Tap the 'SCAN' button.



The 'SCANNING' window will open and the scanner will scan the first page

Scanning to EMAIL



If you are doing 2-sided scanning open the scanner and turn your sheet over. If you are doing 1 sided scanning place the next page in the scanner. Tap the 'SCAN' button.

Repeat this process until you have scanned all your pages. When finished tap the 'JOB FINISH' button.

You will see the sending message in the black bar at the bottom of the screen followed by the 'Email transmission is completed' confirmation message. You can then log out of the MFP.