
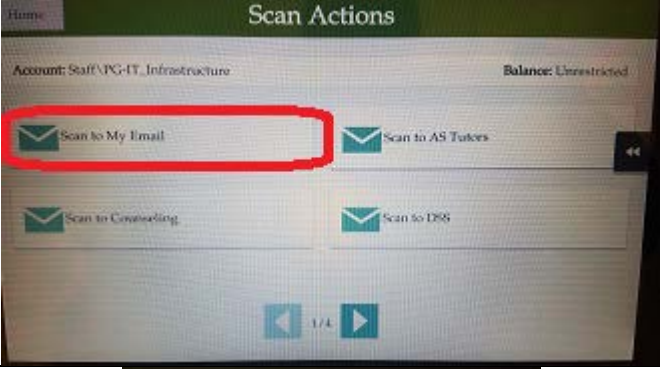
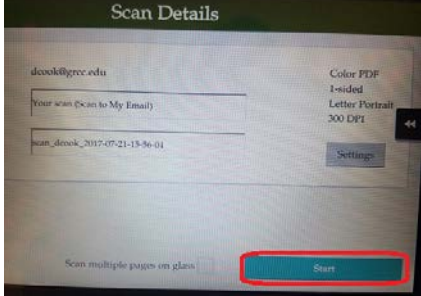
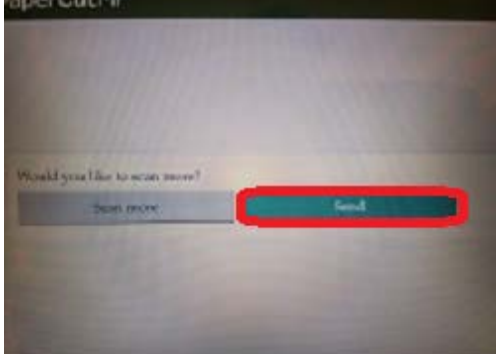

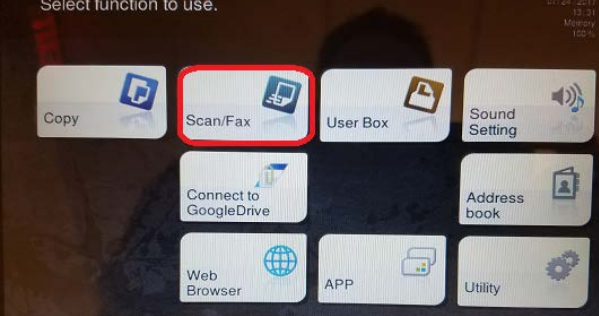
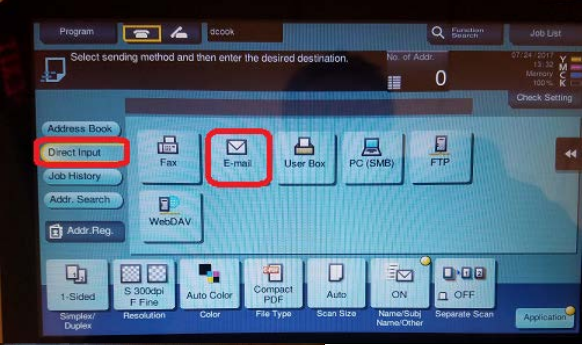



Scan to Your E-Mail

1. Login to the printer.	
2. Press the Scan Button	 The screenshot shows the PaperCut MF Home interface. At the top, it says 'Home' and 'dcook Log Out'. Below that, it indicates '2 print jobs pending, total pages: 3' and a 'Print All' button. There are three main icons: 'Print release', 'Device functions', and 'Scan'. The 'Scan' icon, which depicts a scanner, is highlighted with a red rectangular box.
3. Press the “Scan to Myself” Button	 The screenshot shows the 'Scan Actions' screen. At the top, it says 'Home' and 'Scan Actions'. Below that, it shows 'Account: Staff\PG-IT_Infrastructure' and 'Balance: Unrestricted'. There are four email destination options, each with a checkmark icon: 'Scan to My Email', 'Scan to AS Tutors', 'Scan to Counseling', and 'Scan to DSG'. The 'Scan to My Email' option is highlighted with a red rectangular box.
4. Optionally change the Subject or Scan Settings, the press the Start button	 The screenshot shows the 'Scan Details' screen. It has a header 'Scan Details' and a user email 'dcook@grec.edu'. There are two input fields: 'Your scan (Scan to My Email)' and 'scan_dcook_2017-07-21-15-46-01'. To the right, there are settings for 'Color PDF', 'In-sided', 'Letter Portrait', and '300 DPI', along with a 'Settings' button. At the bottom, there is a 'Start' button highlighted with a red rectangular box.
5. After scanning the first page, select “Scan More” or “Send”	 The screenshot shows a screen with the question 'Would you like to scan more?'. There are two buttons: 'Scan more' and 'Send'. The 'Send' button is highlighted with a red rectangular box.

Scan to a different E-Mail

<p>1. Press the Device Functions button</p>	
<p>2. Select Personal or Department. Click OK at the "logged in" screen.</p>	
<p>3. Press the Scan/Fax button.</p>	
<p>4. Press the "Direct Input Button" followed by "Email"</p>	
<p>5. Type in the address of the recipient. Press Shift to reveal the @ symbol, located on the "2" key</p>	
<p>Press the Start button to Scan to send the e-mail.</p>	
