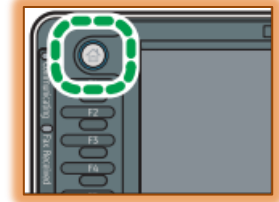


Scan

Documents may be scanned and sent directly to your email. The email addresses come directly from the Active Directory and can be accessed from the Scan Menu. Email addresses of people who are not in the Active Directory can be entered manually. Your name can be added to the Scanner Panel so that you don't have to search for it each time. Please send a message to ghill@sienaheights.edu with the names of people in your area who would like to have this done.

SEND FILE BY EMAIL

- ☞ Press the **Home Key** (see illustration at right). This is the **Blue** key that appears in the **top left corner** of the **Control Panel**.
- ☞ Place the **Originals** on the **Document Feeder** or the **Exposure Glass**.
- ☞ Do one of the following:
 - ★ Press the **Scanner Icon** on the **Home Screen**.
 - ★ Press the **Scanner Key** on the left side of the **Control Panel**.
- ☞ Press the **Reset** button to make sure that previous settings are removed. This is the **Yellow** key on the **left side** of the **Control Panel**.
- ☞ Press the **Email Tab**.
- ☞ Press the **Search Dest** button at the top of the **Scan** window.
 - ★ Make sure the **sienahts.edu** tab is selected.
 - ★ Use the keypad to input your **Username**.
 - ★ Press **OK**. This button appears in the upper right corner of the screen.
 - ★ Press the **Start Search** button in the bottom left corner of the screen.
 - ★ When the **Search** process is complete, press your **Email Address**.
 - ★ Press **OK**.
- ☞ Specify the **Scan Settings** according to the **Original** document that is being scanned.
 - ★ **Scan Settings** – Use this menu to select the resolution, scan size, and other settings of the original document.
 - ★ **Original Feed Type** – This area allows you to select the **Original Orientation** and **Original Settings** for the document.
 - ★ **Send File Type/Name** – To select the type of document that is to be sent, select this option.
 - ▲ **Single Page** – Each page of the document is sent as a single file to your email. Documents can be sent in PDF, TIFF or JPEG format. The default is PDF.
 - ▲ **Multi-Page** – The document, whether it is one page or several pages in length, is sent as one file. The document can be sent in TIFF or PDF format. PDF is the default.
- ☞ When all the options have been specified, press the **Start Key**. This is the **Green** key on the right side of the **Control Panel**.



ENTER EMAIL ADDRESS MANUALLY

- ☞ Press **Manual Entry** on the **Scan Screen**.
- ☞ Enter the **Email Address**.
- ☞ Press the **OK** button in the upper right side of the screen.

SELECT A RECENT ADDRESS

This feature allows you to select an address to which a recent document had been sent.

- ☞ Press **Recent** on the **Scan Screen**.
- ☞ Select the **Email Address** from the list.

