Scan to email using DOCUMENT FEEDER:

1) Place document in feeder
2) Select Paper Tray/Size
3) Press “SCAN”
4) Press “E-MAIL”
5) eMail Address: Press “TO”
6) Press “INPUT”
7) Type address Press “OK”
8) Press “START”
9) Press “START”
10) SCANNING Begins
11) Message Sent
MANUAL scan to email :: ONE PAGE per Message:

1) Document FACE DOWN
2) Press “SCAN”
3) Press “SCAN SETTING”
4) Press “Original Size” + OK

5) Press “E-MAIL”
6) eMail Address: Press “TO”
7) Press “INPUT”
8) Type address Press “OK”

9) Press “START”
10) SCANNING Begins
11) Message Sent
THE COIN BOX is for COPIES Only.

PRINT RELEASE TERMINALS for Computer Users are located in the COMPUTER LAB and on the Counter by the STAIRS.

Computer Printing Costs are paid @ the Information Desk.