

# How to **SCAN** *and* **SEND to EMAIL**

## Pay-for-Print Instructions

1. **Pay-for-print machines set a 90-second timer that must not expire during the scanning process or else your scan will be canceled.**

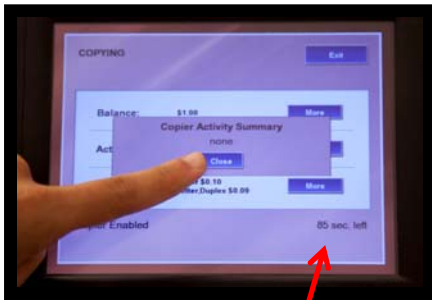
The 90-seconds starts after swiping the ID card but the timer can be restarted anytime during this process (see instructions below). Keep a close eye on the timer and restart as needed.

### a. To Restart the Timer

Touch any blue **MORE** box



Touch **CLOSE** box on the pop-up window



Timer restarts at 90-seconds

2. **Must have at least \$.10 on ID card to start but no fees are deducted for scanning.**
3. Touch the blue **COPYING** box on the bottom left of the pay-for-print touchpad
4. **Swipe your ID card** through the card reader located on the touch pad. **NOTE:** Timer in the bottom right corner begins to countdown.
5. Proceed with the scanning to email instructions.

## Scanning to Email Instructions

1. Place document **face up** in the automatic feeder or **face down** along the top left side of the glass
2. Press **PROGRAM** button - left side of panel
3. Touch **SCAN TO EMAIL** box – top left of screen
4. Touch **E-MAIL ADDR ENTRY** box – right side of screen
5. Touch **EMAIL ADDRESS** box - top left of screen (a keyboard screen will appear)
6. **Type in Email Address**, then touch **OK** box– bottom right of screen  
Note: @ symbol - bottom right on keyboard  
use backspace or arrows for corrections
7. Verify email address is correct, touch **OK** box– bottom right of screen

### OPTIONAL: To Scan in Color

Touch Color Image box – bottom of screen  
Touch Color Selection box – top right of screen  
Touch Full Color box – bottom of screen  
Touch OK box – bottom right of screen

8. Press green **START** button – bottom right of panel
  - a. To scan multiple pages from the glass:  
change document, press START, repeat until done
9. Touch **SCAN FINISH** - bottom right of screen  
**\*\*\*This action SENDS the EMAIL\*\*\***

### To Scan Another Set of Documents to the Same Email Address

Touch **RECALL** box – middle of screen on the right  
Place documents in automatic feeder or on the glass  
Press green **START** button – bottom right of panel  
Touch **SCAN FINISH** box – bottom right of screen