

## How to scan to email

This reference guide will explain:

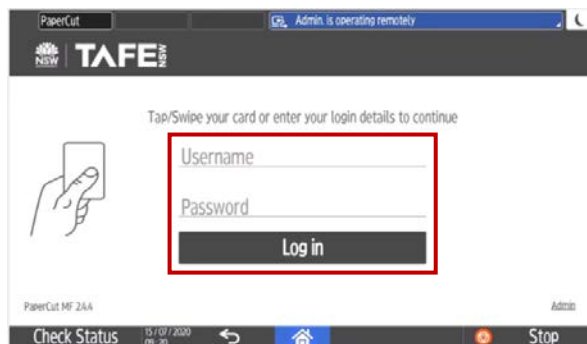
1. How to scan a document to your email using the automatic document feeder

### Scan a document to your email using the automatic document feeder

1. Touch the display screen to wake up the device.



2. The log in screen is displayed. If you do not have a TAFE card, enter your TAFE **username** and **password**, then press **Login**.



3. If your TAFE card has a magnetic stripe on it, **swipe it downwards** through the card reader.



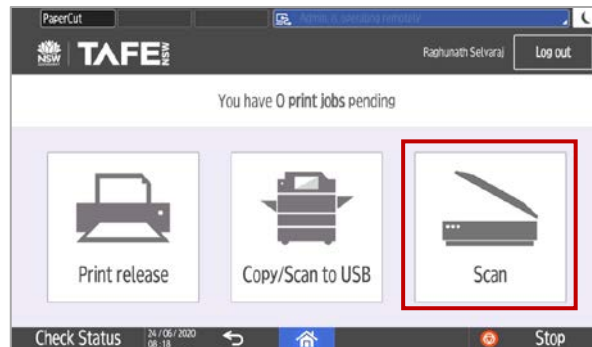
Alternatively, if your TAFE card **does not** have a magnetic stripe on it, tap it on the card reader.



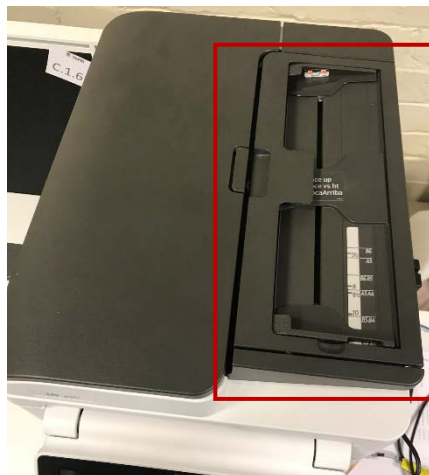
- If prompted, enter your TAFE network **Username** and **Password**. Press **Associate** to complete the registration process.



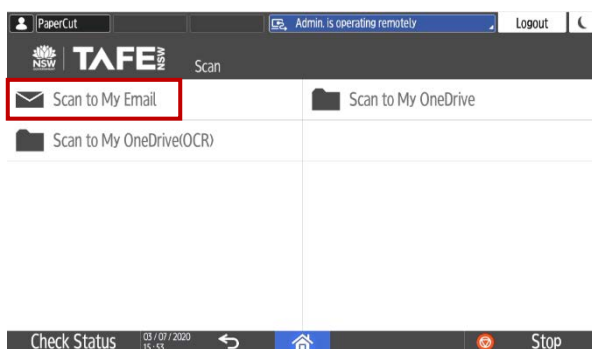
- From the landing screen select **Scan**.

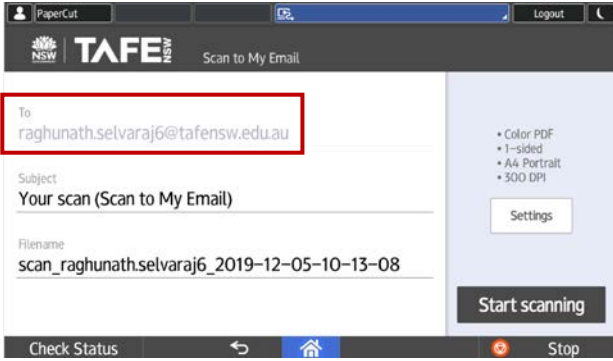

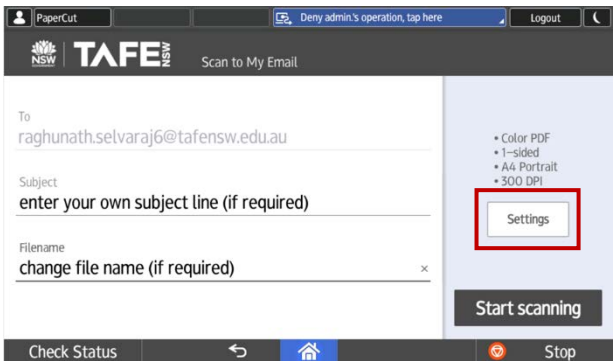



- Place the originals (facing upwards) in the automatic document feeder.

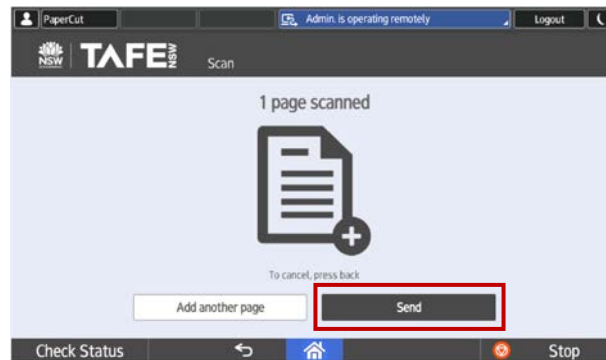


- Select **Scan to My Email**.



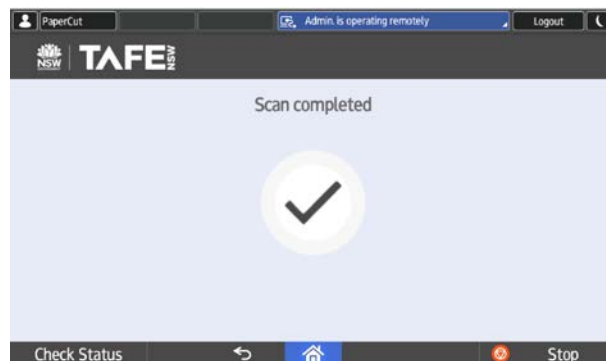
|   |  |
|---|--|
| <p>8. The destination email address is shown and <b>cannot</b> be changed.</p> <p>The email subject and filename will default as shown.</p>   |    |
| <p>9. To change the email <b>Subject</b>, click into the field and enter the required details.</p> <p>To change the <b>Filename</b>, click into the field and enter the required details.</p> |    |
| <p>10. To view the scan settings, click <b>Settings</b>.</p>  |   |
| <p>11. The default settings for scanning are shown. These details can be changed by selecting the desired options.</p> <p>When you are ready to scan, press <b>Start scanning</b>.</p>        |  |

12. Once the pages have been scanned, you can add more pages or send the document. In this example, there are no further pages required. Press **Send**.



13. The document will be sent and a confirmation message will be displayed.

**Note: If the scanned document size exceeds 35mb, it cannot be sent. A message will be displayed on the device to advise you the scan job has exceeded the maximum file size.**



14. You will automatically be returned to the home screen. Press **Log out**.

**Note: You will automatically be logged out after 60 seconds of inactivity.**

