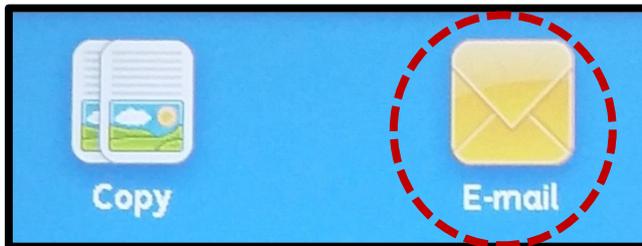# Scan and send a document to your email account

NOTE: You can use any email account to send your document using the photocopiers in the libraries.
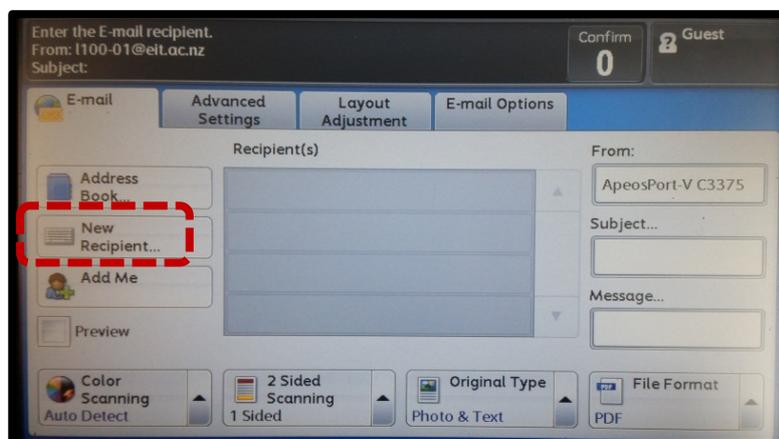
1. Swipe your Student ID Card.
   Press "**Use Copier Functions**" button
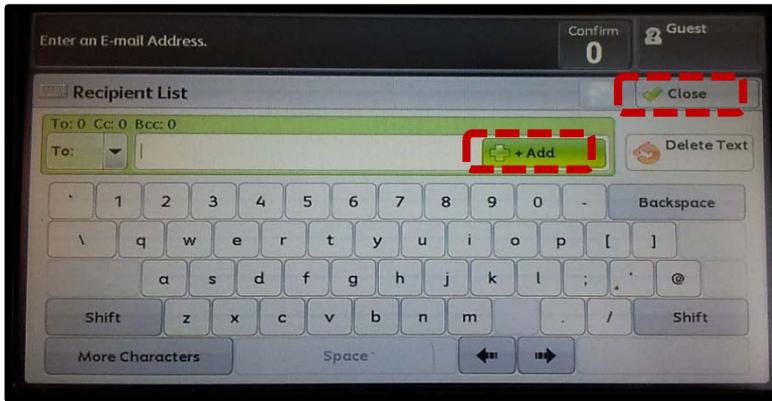   Press "**Next**" button


2. Press "**Email**"

3. Your student email will display automatically. If you do not want to use your student email account then tap on the student email and press "**Remove**".

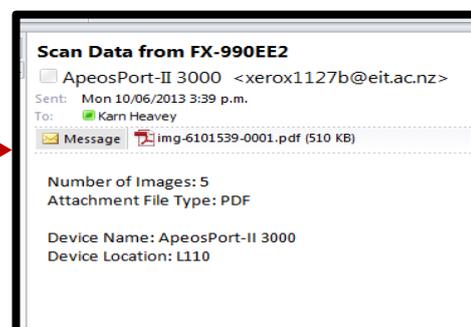4. Press "**New Recipient**…" to add your email address

5. Enter your email address and press "**+Add**" then "**Close**" button. You will see your email address on screen.

6. Place your document(s) in the feeder (**facing up**) or (**face down**) underneath the lid.
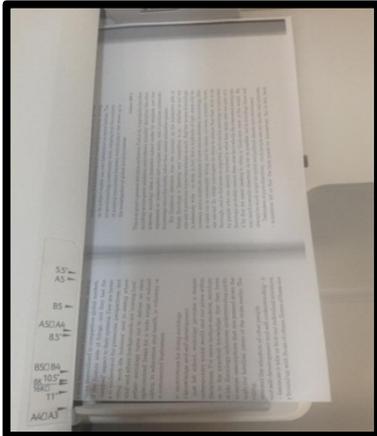
7. Adjust the layout settings as required. Press the **green "Start"** button. The machine will scan and send it to your email account.

8. Once you are finished, Log Out by pushing the green "**Log In/Out**" button on photocopier