

Scanning Using the MFDs (Multi-Functional Devices) – You will need funds in your Smart Card!

HOW TO SCAN TO EMAIL

(There is no charge for this service)

Defaults: Single-sided, PDF (image only), Auto Detect Colour.

At the MFD

1. Place document on the document feeder face up, or on the glass plate face down.



2. Insert your Smart Card into the reader and press the red **Stop** button.
3. On the touch screen, select **Email**.



4. Select **New Recipient**, enter the email address into the **To** field and select **Add**. Other email addresses can also be entered into the **To** field. Make sure you select **Add** after entering each email address.



5. Select **Close** when you have finished adding email addresses.
6. Select **Subject** and/or **File Name** to change the default entries. Select **OK**.
7. Press the large green **Start** button on the MFD.
8. When you have finished, press the yellow **AC/Clear All** button TWICE to clear all settings.
9. Press the red **Stop** button on the reader to remove your card from the reader.

HOW TO SCAN TO USB

(There is no charge for this service)

Defaults: Single-sided, PDF (image only), Auto Detect Colour.

At the MFD

1. Place document on the document feeder face up, or on the glass plate face down.
2. Insert your Smart Card into the reader and press the red **Stop** button.
3. On the touch screen, select **Workflow Scanning**.
4. On the touch screen, select **USB** and insert your USB into the USB port to the left of the touch screen.
5. If you want, select **File Name** to change the default entry. Select **OK**.
6. Press the large green **Start** button on the MFD. Wait until **Completed** is displayed.
7. When you have finished, press the yellow **AC/Clear All** button TWICE to clear all settings.
8. Remove your USB from the MFD.
9. Press the red **Stop** button on the reader to remove your card from the reader.