

Scan Items and Send them to Your Email Account.

## Copier/Multi-Function Device

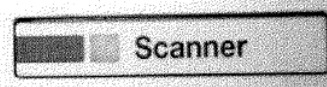


### Insert Your Buck ID

(No Amount Will Be Deducted)

1

Press the **scanner** button on the photocopy machine.  
(It is located in the bottom left of corner)



2

Click the **Manual Input** button on the touch screen.

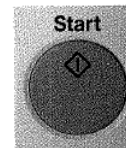
3

Enter your Email Address completely and click the **OK** button on the touch screen.

(The button is located on the lower right side of the touch screen)

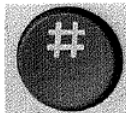
4

Scan the item you want by placing it on the exposure glass and pressing the **Start** button.



5

You have **60 seconds to scan another page** or you may stop scanning and send by pressing the **#** button. (the # button is located on the number pad)



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