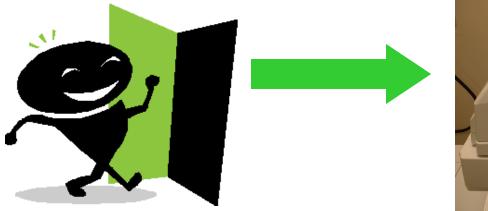


## Scan to Me

You can scan a document and email an electronic copy of it to yourself and other campus users on copiers with the **Scan to Me** feature.

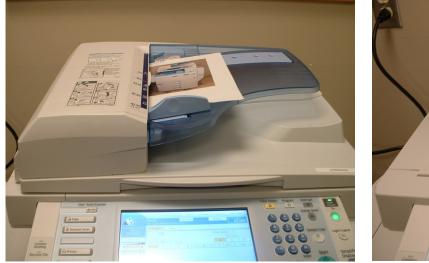
Follow the steps below to use the Scan to Me feature:

1. Go to a copier with the Scan to Me feature





2. Place a document in the copier's feeder or on the copier's glass screen to scan

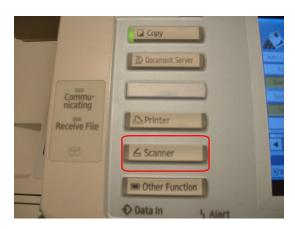




**NOTE:** You may need to press the power button to turn the copier on



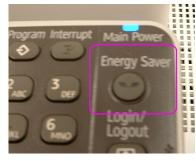
3. Press the copier's **Scanner button** 



**NOTE:** Copier model numbers that end in 02, example—4502, have home screens and home buttons that you will need to interact with.

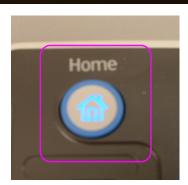


**NOTE:** If the home screen is black, the copier is in sleep mode. Press the | **Energy Save button** to wake it up



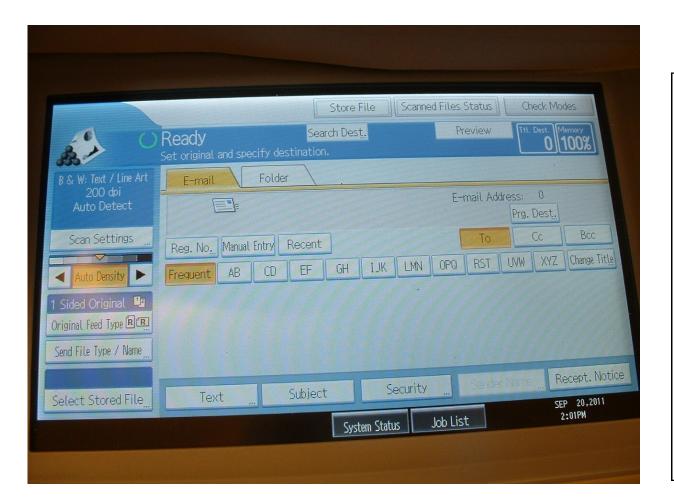
Tap on **Scanner** on the Home screen to start using the scanner

Press the **Home** button to return to the home screen





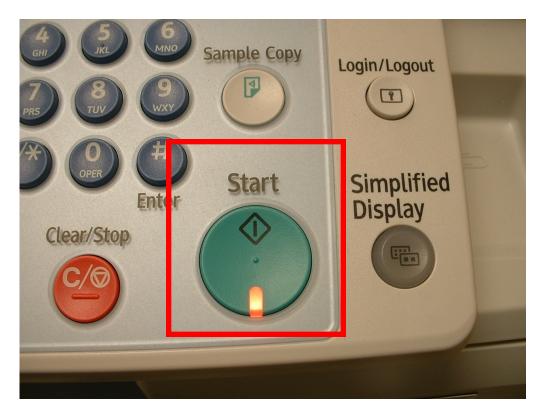
JUN 5,2012 4:08PM 4. You will see the screen shown below on the copier's touch panel. You will use the controls on this screen to select the settings for your scan such as resolutions, color, users to email it to etc:



**Hint:** If you have problems tapping on the screen's buttons with your fingertip, use your finger nail or a stylus like the one shown below to tap on the buttons:



5. After selecting your settings, press the **Scan** button



NOTE: If you used the copier's glass screen to scan your document, you will need to press the # key after you press the Scan button to send your scan



The scan is sent as a PDF document attached to an email message to a user's mailbox.

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🛿 🕘 qp13015mfp@sinclair.edu	Message from "RNP0026732E6AA3"	Tue 9/20/2011 10:51 AM		444
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From: qp13015mfp@sinclair.edu   To: Stewart, Cheryl; Hyson, David		Sent: Wed 9/21/2011 1	0:46 AM	
Cc: Subject: this is another test scan				
Message 20110921104610073_0001.pdf (137 KB)				
This E-mail was sent from "RNP002673	2E6AA3 (ATICIO MP C3501).			
Scan Date: 09.21.2011 10:46:09 (-040	0)			
Queries to: <u>qp13015mfp@sinclair.edu</u>				
This is a test scan. david - let me	know if you get it and if you see the text			

Detailed Scan to Me instructions are available at:

http://itpolicies.sinclair.edu/equ/scntomedet.pdf

For questions or additional information, contact the IT Help Desk at 937-512-HELP (4357) or at helpdesk@sinclair.edu