

# Before You Scan...



Press  
Function Clear

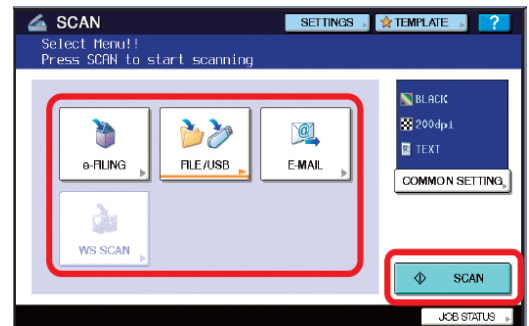
To clear the previous session, especially when emailing scans.

## Photocopier Scanning to USB

Press **Scan** button

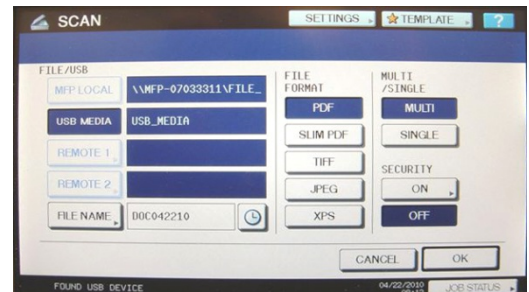
From Touch Screen:

1. Press **File/USB** (USB port located on left side of copier)
2. Press **MFP Local**, then **USB Media**, choose **file format (PDF)**, and **File Name** (type in name)
3. Press **OK**
4. Choose **Subject** and **File Name** to enter information.
5. Press **Common Settings** to make changes (if needed)
6. Press **OK**
7. Press **Scan**
8. When done, press **Job Finish**



To print (must log-on):

1. Press **Print**
  2. Press **USB** to see scan on device(may take about a minute)
  3. On your USB, file will be named "Scan."  
Open and choose document.
  4. Press **Print**
  5. **Log-off**
- Remove **USB** only when touch screen on bottom left says "USB Device can be removed."



# Photocopier E-mailing using Scanning

Press **Scan button**

**From Touch Screen:**

**Press E-mail:**

1. Press Input @
2. Type in email address (use buttons/keypad for NUMBERS)  
*\* can only be Purdue email address*
3. Press OK
4. Press OK again
5. Choose **Subject** and **File Name** to enter information.
6. Press **Common Settings** to make changes (if needed)
7. Press **OK**
8. Press **Scan**
9. When done, press **Job Finish**
10. Email has been sent
  - To print from USB, file has to be a .pdf

