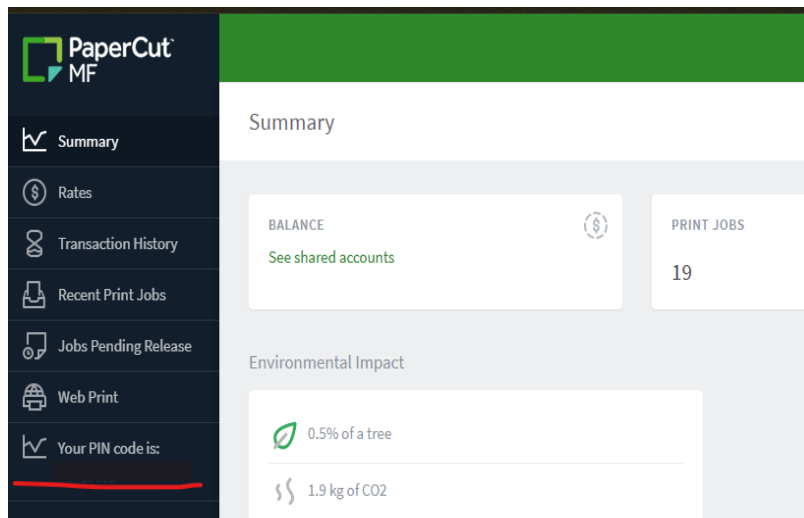
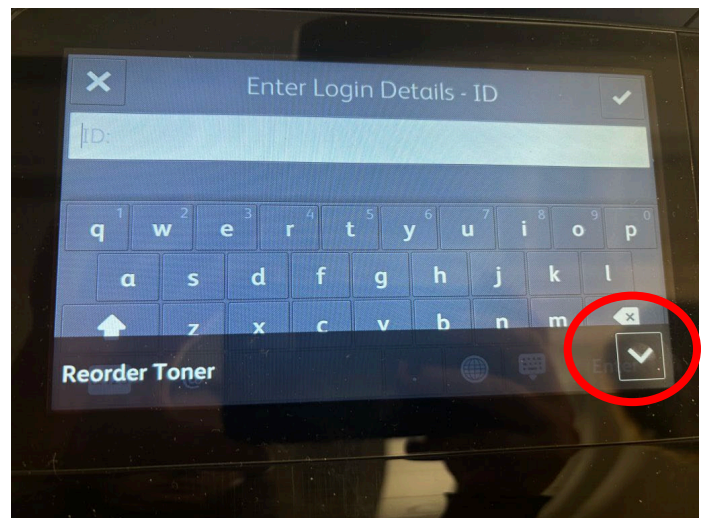
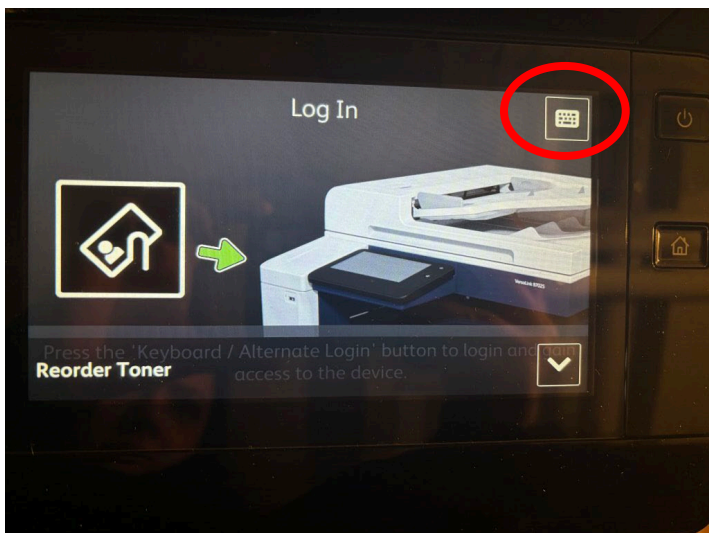


Scanning to Email Directions

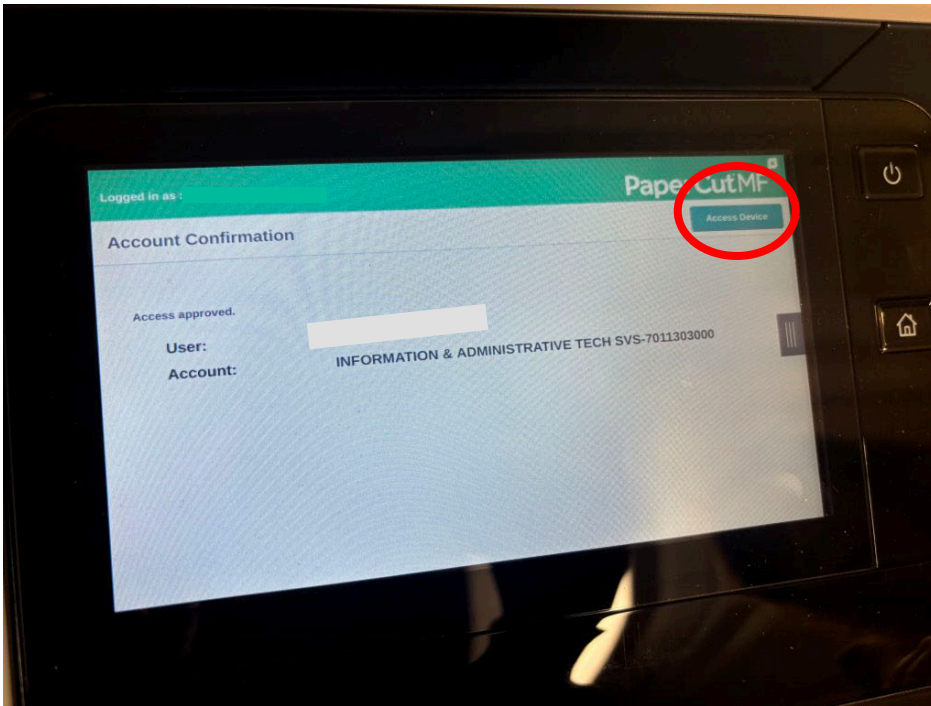
1. Obtain pin code from PaperCut:
 - To find your personal print code (to make copies at printer):
 - Go to papercut.sru.edu
 - Enter your First, Last and SRU password
 - In the left menu you will find “Your PIN code is:”



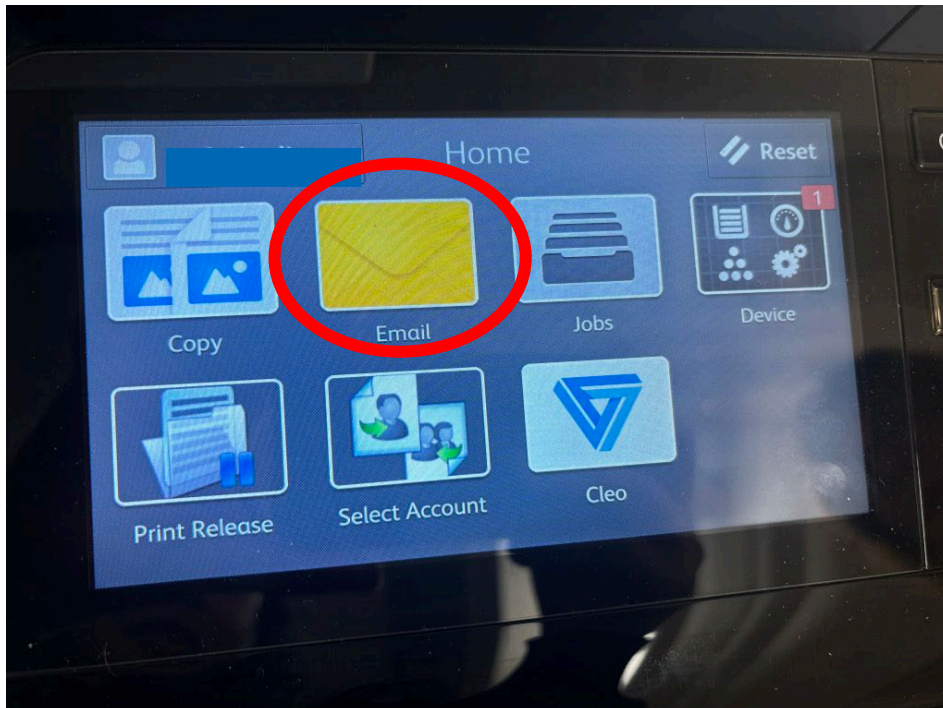
2. Tap on Login from Xerox machine and type in your Pin code you obtained from PaperCut. Note: If “Reorder Toner” appears on screen, tap the check point icon and then type in your PaperCut pin code.



3. Select "Access Device"

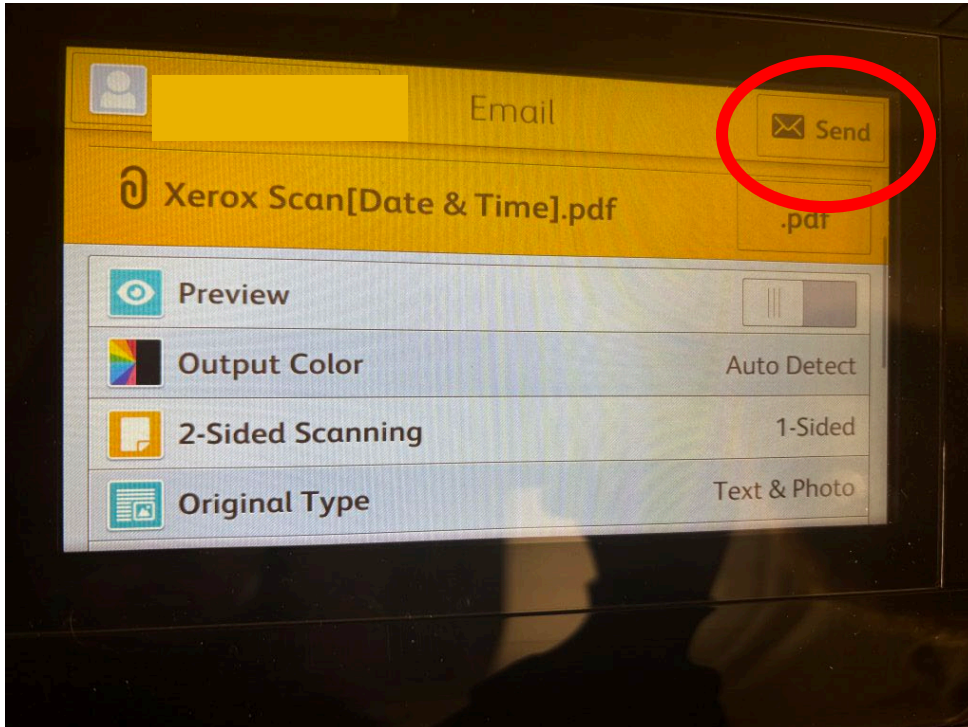


4. Select "Email"



5. Select from the scroll menu, on how the output should look like (double sided, original type etc.) and select “Send” from the top right corner.

Note: When the user Sends the document, a popup would appear. User should click “Done” so the scanner can finish the job.



6. User should log out by selecting the profile icon at the top left and select “log out” whenever they are done using the machine.

