SCANNING DOCUMENTS TO E-MAIL

*Swipe your NEIU ID CARD on the Keypad/Card Reader and enter your PIN first.
*Do not close the cover of the copy machine if scanning books.
*Press “1” on Keypad/Card Reader for “Copy”

1. Press the “Fax/Scan” button on the copy machine.
2. Select “Direct Input”.
3. Select “E-Mail”.
4. Enter your e-mail address and select “OK”.

For scanning single document on glass or any sizes through document feeder continue to step 5-6.
If scanning multiple pages on glass, follow step 4a.-4e. before continuing to step 5-6.

5. Press the “Start” button on copier.
6. Press the red “Finish” button on the keypad/card reader when you are finished scanning.

Only for Scanning Multiple Pages on Glass

4a. Select “Scan Settings” on display panel.
4b. Select “Separate Scan” icon on bottom right of display.
4c. Select “OK”.
4d. Copy first page of document.
   Push “Start” button on copier for first page and each additional page.
4e. When finished scanning, push the “Finish” button on the display panel.
   Go to Step 5 above.