

Scan to E-Mail from the Multi-Function Printer

We are providing these instructions as a quick guide to introduce you to scanning to your E-Mail from a Multi-Function Printer. (Note: This only impacts network scanners and will not impact USB Scanners connected directly to your device)

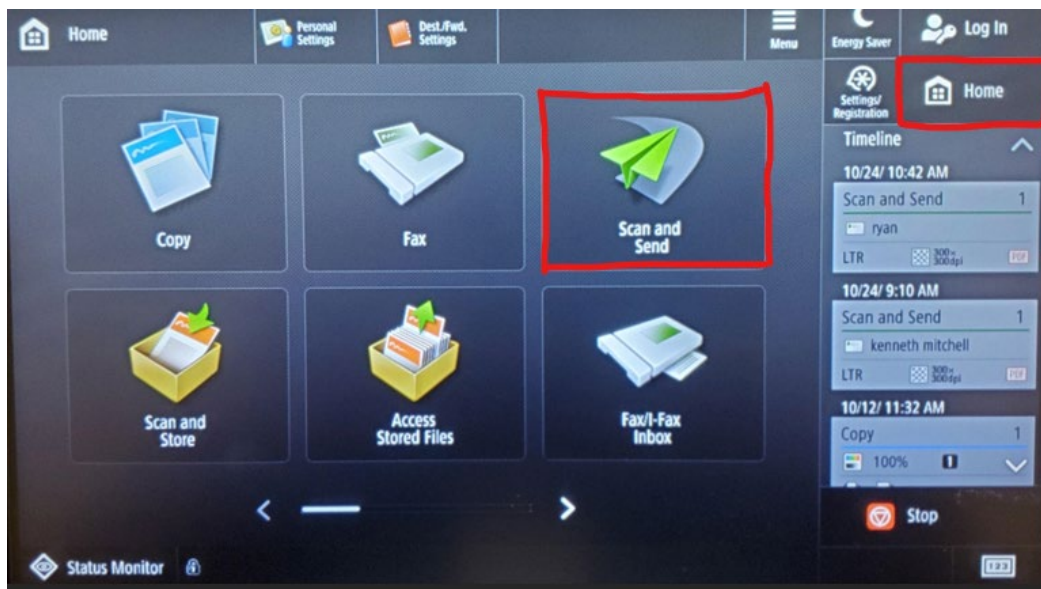
On Friday 11/3, your personal folders are being migrated to OneDrive. As users were previously scanning to a scans folder in their home drives, the process for scanning will be updated in place for you to be able to scan directly to your e-mail starting on 11/6.

DTI will be configuring all of the multifunction's printer address books to include your E-Mail address.

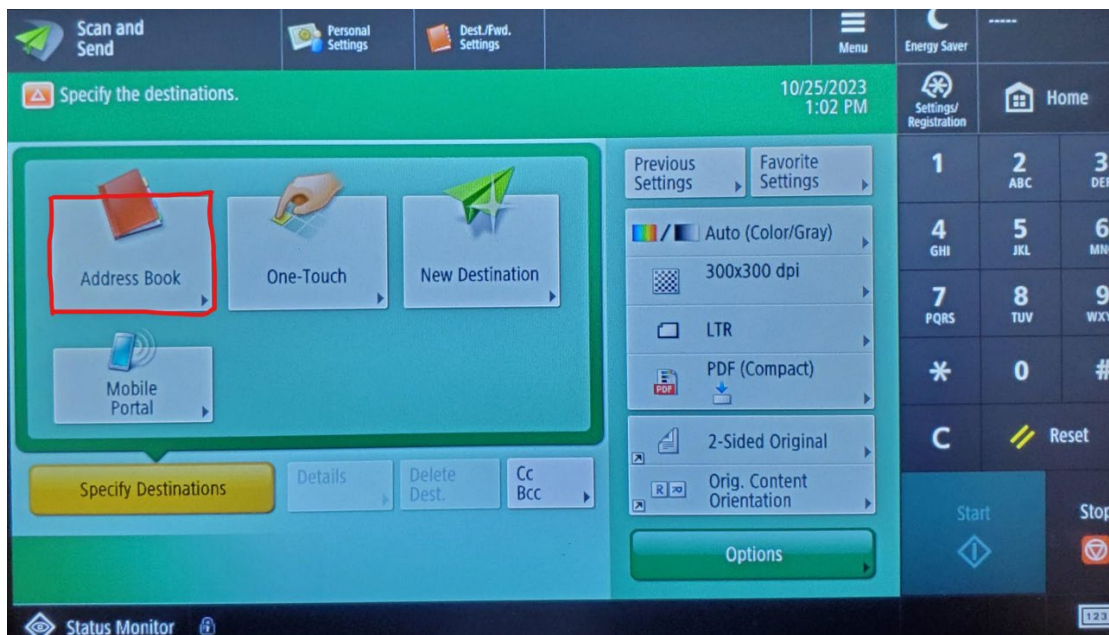
Directions:

From Infront of the multifunction printer, insert the paper you would like to scan as normal.

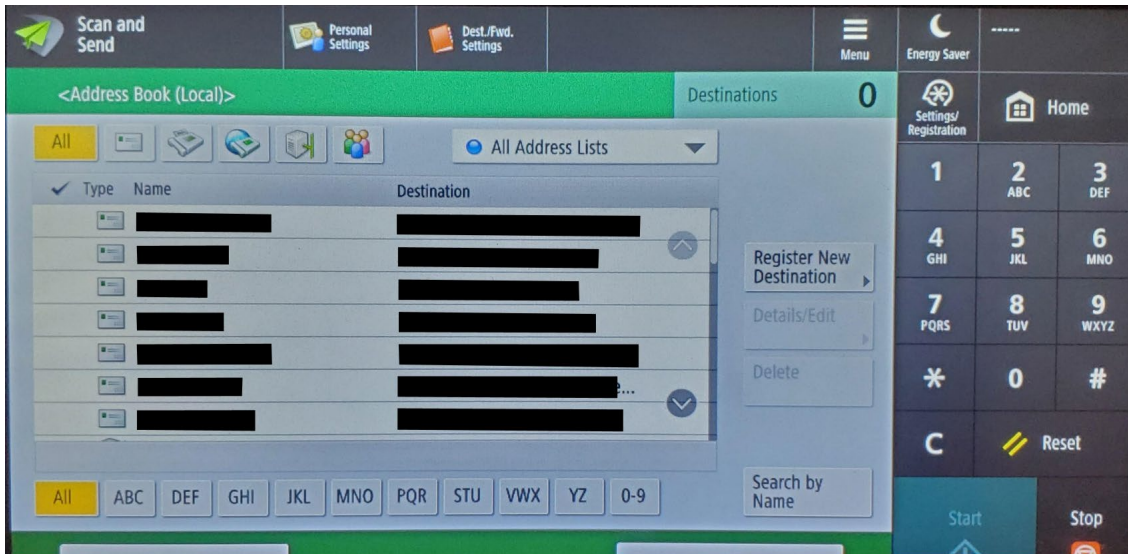
On the Multifunction touch screen, Select the Home Icon and the select the "Scan and Send" tile



On the following Screen, select the address book tile.



Find your E-Mail address in the Address book list. Then, select the start button to have the Multi-Function scan the document to your E-Mail. (Note: the alphabet buttons at the bottom of the address book list can help you quick navigate to your E-Mail address)



In your E-Mail, find the E-Mail containing the scanned attachment sent to you from the scanner.

From here, you can forward the scan to someone else, or save the file and continue working on it.

(Tip: you can Right-Click on the attachment from your e-mail, and find quick options such as Save As or Upload attachment to OneDrive to be able to quickly save an attachment where you'd like to work with it in the future.

