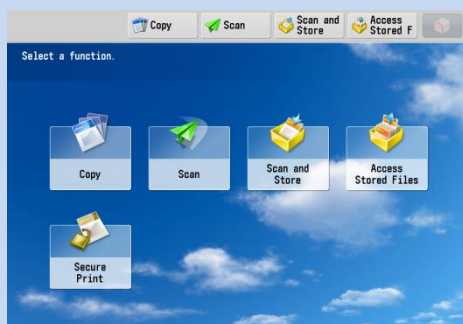


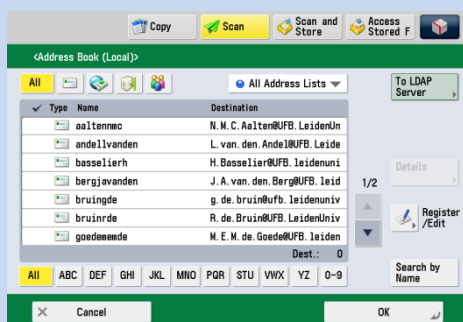
# Instruction card - Scanning to e-mail



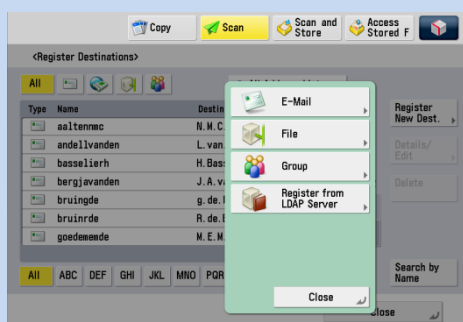
- A) Touchscreen: Change settings and select functions
- B) On/Off: Standby
- C) Start button: Start the job
- D) Stop button: Stop the job
- E) Reset button: Standard settings



- Tap the 'Scan' function button on the start screen of the operating panel.



- Tap the relevant e-mail address.
- *If the relevant e-mail address is not in the list, click on 'Register/Edit'*

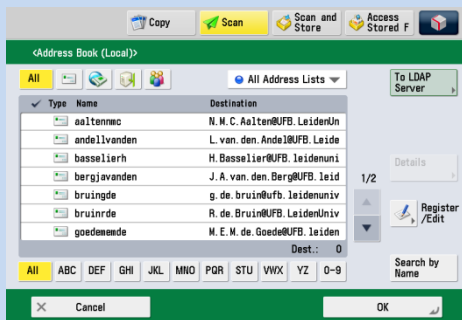


- Tap 'Register from LDAP server' to search in the online address book.
- Follow the instructions on screen to search for and add an e-mail address.

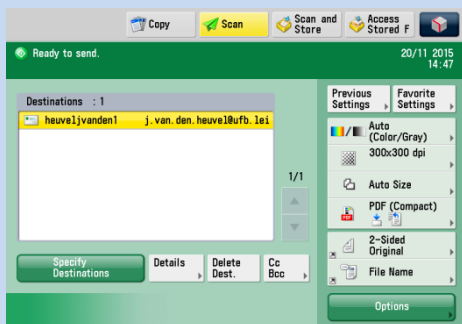


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# Instruction card - Scanning to e-mail



- Select the e-mail address, then tap OK.



You can change the scan settings here:

- Auto colour/greyscale
- Scan quality (standard: 300 x 300 dpi)
- Scan format (standard: auto size)
- Document type (standard: PDF Compact)
- Double-sided scanning (standard: one-sided)
- File name



- Put the original face up in the document feeder or put the document face down on the document glass.



- Push the green button to start photocopying.



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