Scan to Email or USB from Copier at College of Education

Home Screen – choose Scan



Choose where you will be saving document - Email or USB

Scan	Setting	js 📕 🚖 Template	्रिक् 😁 🕐
Select menu!!			
		Auto Color	200dpi
E-mail		Text	Q A⇒A
잘 USB		Single	Auto
			Scan Setting
Destination	File Name	File Format	C Preview
		09/04/20	Job Status

EMAIL: Check address book for email (note: staff/faculty are alphabetized by first name) or type in email address by pressing the keypad button. To change the file name, click on the Detail button.

Scan			Settin	ngs	*	Temp	late	62	
Address Book									
Press [START] to start scanning.									
Destination0001TOCCBCC	•	< 💙	All	ABC	DEF	GHI	JKL	MN >	
🕵 Julie Pallant	**	0048 0054 Julie Pallant Kate Hudson				Fre	0032 Fred Zinn		
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Clear All Dest.									
Detail	> Sen	d	Rese	et	c	ancel		Ok	
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Detail: Change file Name in File Name Field, if you click on the clock icon, it will ad a date/time stamp on filename. Click Ok

E-mail	File Format	
	File Format	
	File Format	
Subject EDUC Scan	PDF 🗸	Security
Body	Multi/Single Multi	On Off
File Name DOC090419	Single	
From Address educ-norepty@umass.edu	Fragment Message Size(KB)	
From Name	None 🗸	
- And I was seen by	Cancel	OK Job Status

Click OK and Send or the Blue button to scan.