

## Scan to Email or USB from Copier at College of Education

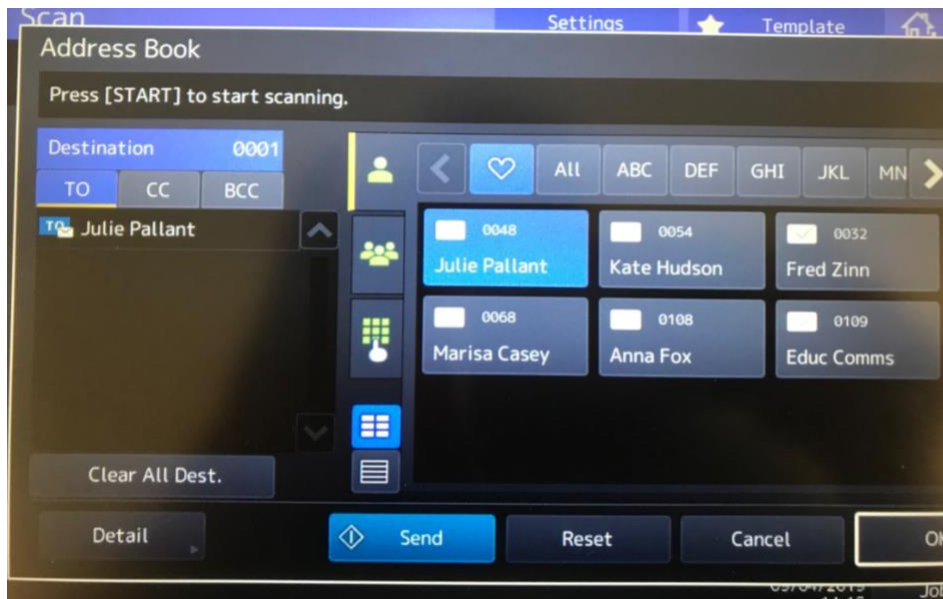
Home Screen – choose Scan



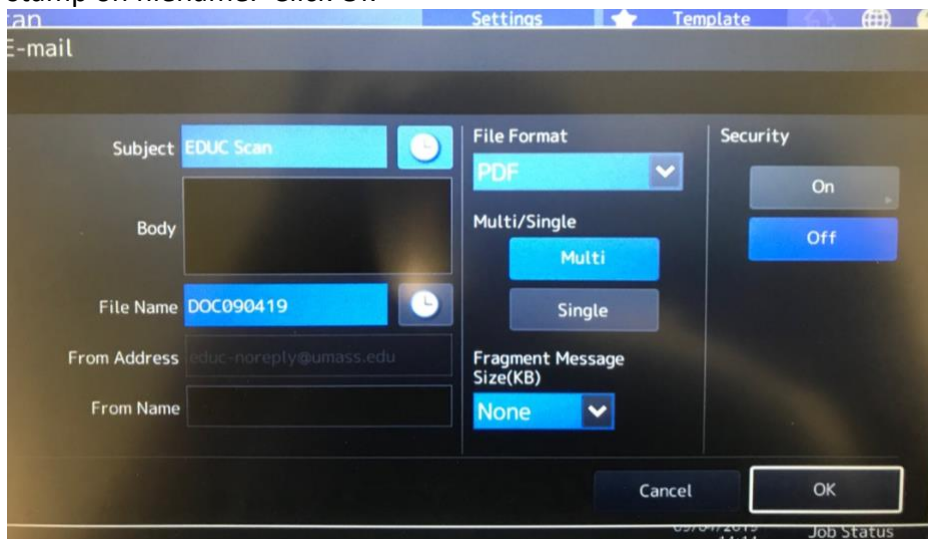
Choose where you will be saving document – Email or USB



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.



Detail: Change file Name in File Name Field, if you click on the clock icon, it will add a date/time stamp on filename. Click Ok



Click OK and Send or the Blue button to scan.