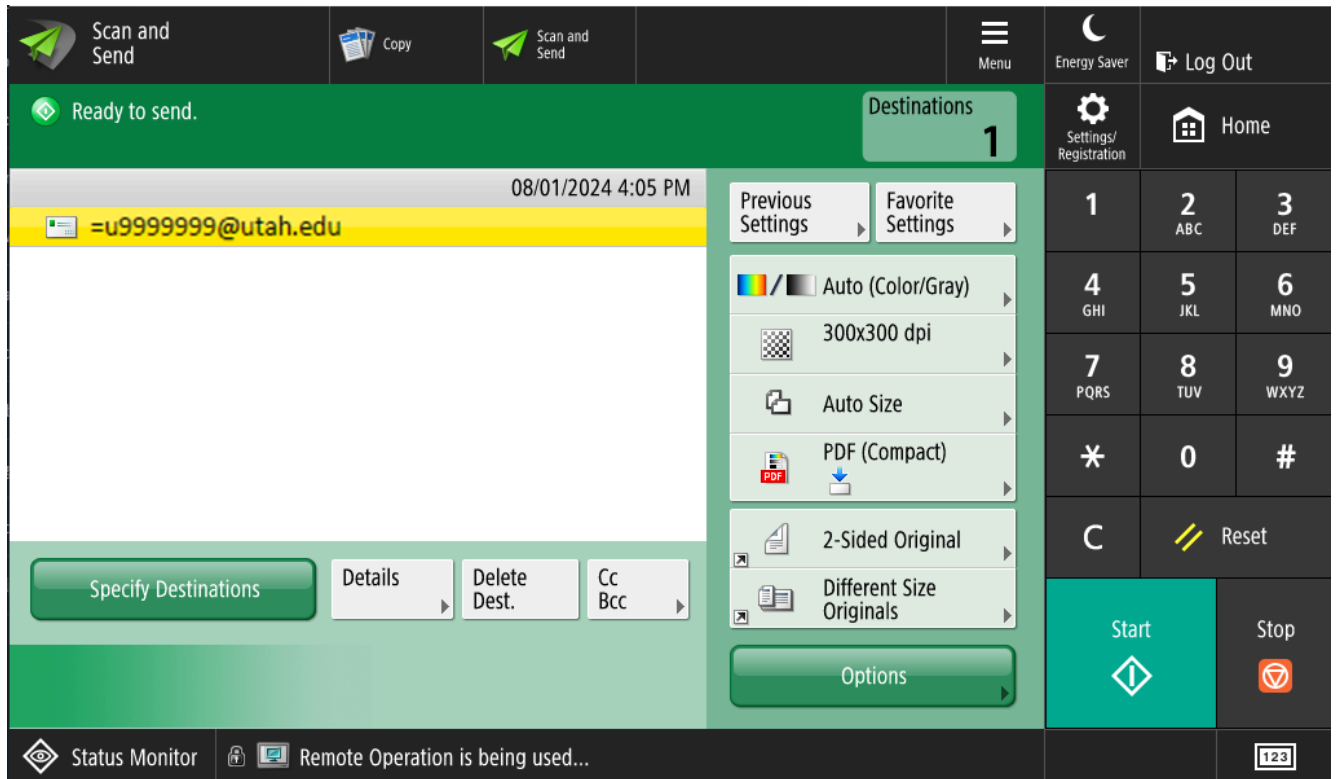


3. Clicking on Scan and Send will show the screen below (device models will vary on options shown). From this screen you can specify a destination email to send the scan to. If you wish to send the scan to your preferred email address in CIS, select the Send to Myself option.

Note: The mobile portal and personal folder options are not supported or configured.

4. On the Send to Myself screen, you will be shown the email the scan will be sent to. If this email is not correct, click the home page and start the Scan and Send process again, selecting a new destination where you can enter the email address manually. In either scenario, once the email address is selected or approved, place the documents in the printer for scanning and select Start to scan and email the document.



5. Once you are completed with your work at the device, remember to logout of the device by selecting the Logout Icon, Logout link, or by tapping your UCard/Mobile Credential on the card reader at the device.



Please tap your ucard/mobile credential or enter your username and password



Username

Password

Log in

PaperCut MF 24.0.1



Status Monitor



Remote Operation is being used...



Energy Saver



Settings/
Registration



Home

1

2

3

ABC

DEF

4

GHI

5

JKL

6

MNO

7

PQRS

8

TUV

9

WXYZ

*

0

#

C



Reset

Start



Stop



123