

SCAN to EMAIL

black/color A4/A3

1/ Login : place your pass campus card or COREP card on the card reader



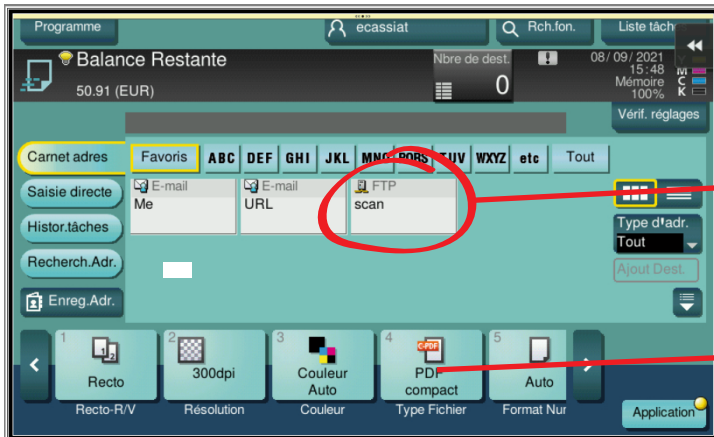
or enter your Unistra or Bnu ID on the copier dashboard

1



Choose the function scan : "Numéris." button

2



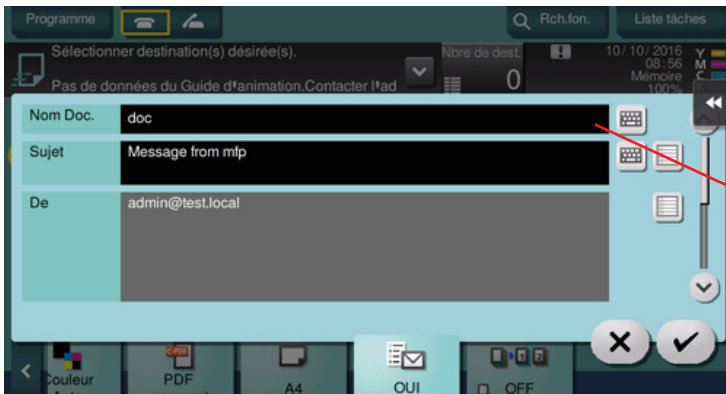
Select "FTP scan"

The email address associated with your account is selected, it appears at the top right of the screen.

Change eventually the scan settings

Validate by clicking on Application

3



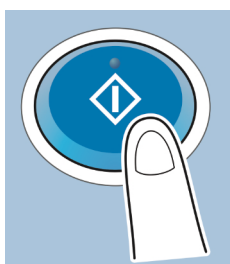
With the touch «Vérif. réglages», name your scan

4



Place your documents on the glass or in the feeder.

5



Press the "Start" button for each document to be printed.

The scan is sent to the email address associated with the account identified on the copier

You have finished ?
Log-out !



Others functions