

PRINTER C364 – Reception

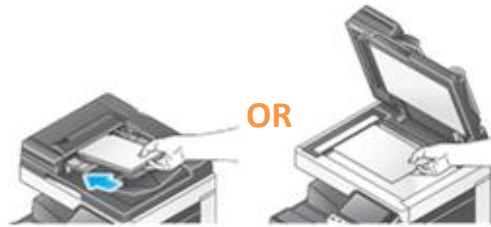
Please note that by default, the printers are set to black and white, duplex printing. These settings can be changed from the touchscreen, by selecting each setting icon at the bottom of the screen.

QUICKScan TO E-MAIL



To begin, touch your card to the card reader located on the right hand side of the printer closest to you

PLEASE ENSURE TO SLIDE THE TOUCHSCREEN BACK WHEN YOU ARE FINISHED.



1. Place the originals in the scanner. Multi-page documents should be placed face up in the tray on top. Alternatively can be placed face down on the glass pane, under the lid.



2. When you press Scan/Fax, your own university e-mail will come up as a 'Favourite' and be labelled 'Me' tap the grey box to select.



4. When you check your university e-mail address there should be an email from your own CrisID, this contains your scanned file as an attachment.



3. Press the start button



PLEASE REMEMBER TO LOGOUT WHEN YOU ARE FINISHED BY PRESSING THE ACCESS BUTTON.

