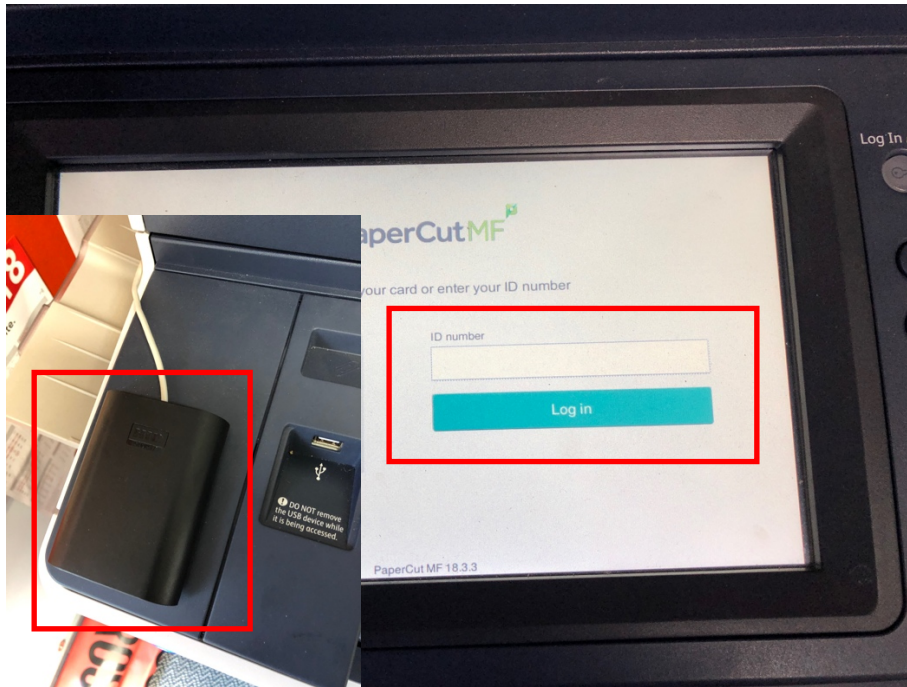
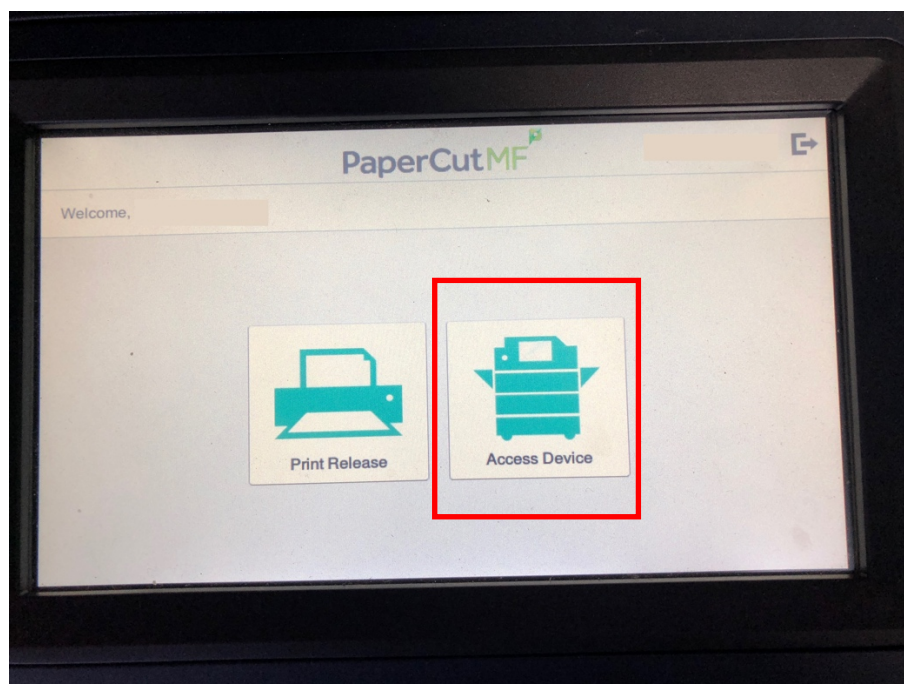


How to Scan-to-Email

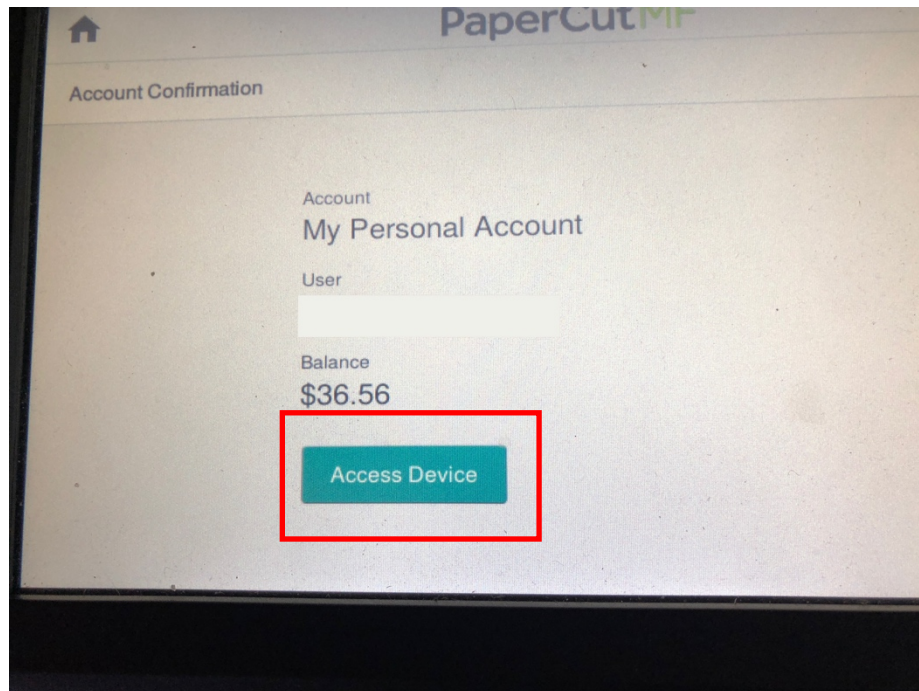
1. Open the top lid of the printer and put the document you are scanning in the top left of the glass. **Login** to the PaperCut terminal by using your T.O number or by scanning your card on the card reader.



2. Once logged in, select **Access Device** on the screen



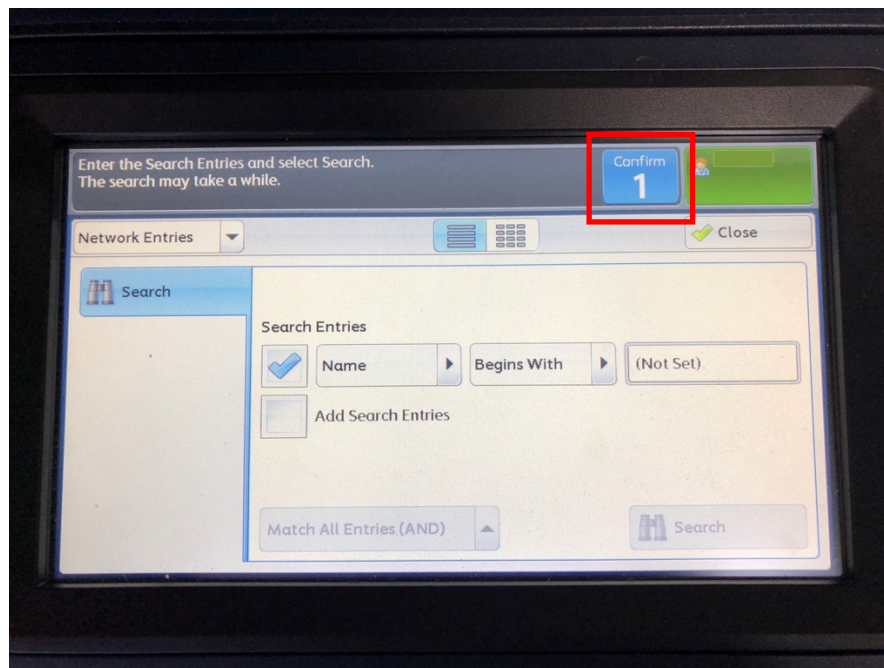
3. Should get another screen that shows your details, select **Access Device** again.



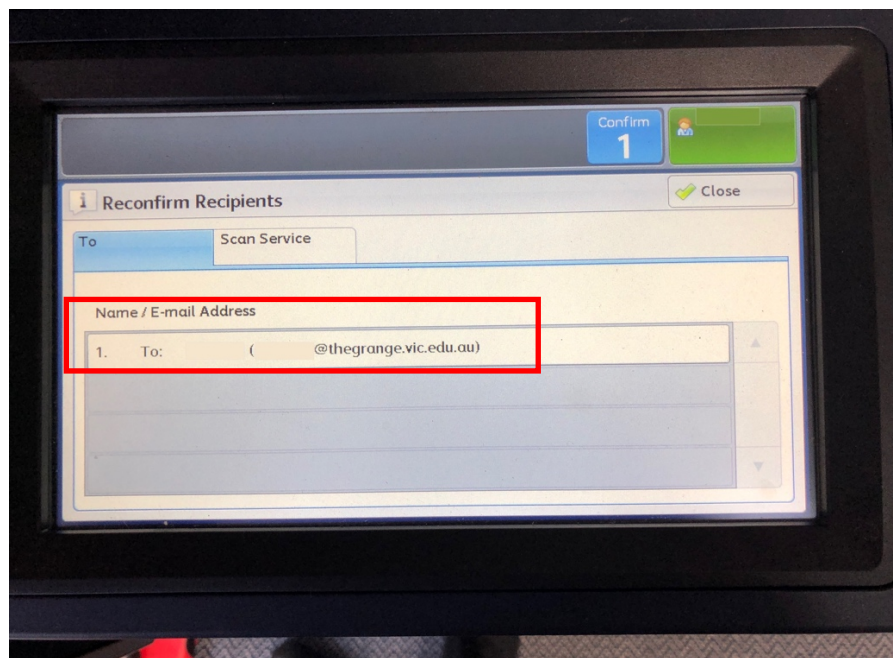
4. Select the **E-Mail** function



5. Select **Confirm 1** in the top right next to your username



6. Confirm it is your username/email address, if nothing pops up or it is incorrect, select 'Close' and on the previous screen you can search for your email address and add it to the list.



7. While still on the confirm screen, select **Start** (the green button) on the printer to begin scanning. Once complete you should receive the scan to your T.O@thegrange.vic.edu.au email address.

