



NEW Print Release Stations in Buttrick Rm 342

How to scan:



1. Tap ID Card on PaperCut reader
2. Access approved message should appear - **Click Ok**

Scanner surface: a) Lift lid , b) Place document on the paper feed at the top of the printer face down


Feeder: Place sheet(s) in the feeder tray, face up



3. On display screen - **Select Email**
4. Complete the following Fields:

- **From Field:** your name should appear here by default
- **To:** add name of recipient and select ok
- **Subject:** type an appropriate subject and select ok
- **File Name:** type an appropriate file name and select ok

More Options are available at the bottom of screen. For example selecting 2-sided scan

5. Select **Send Email** at the top of the screen
 - if this is a frequent recipient and you would like to add the recipient to the *global* (everyone can view it) address book, select add to address book
6. When document is finished sending **Status** should read "**success**"
7. Select **OK** and select Home  button
8. Sign out by selecting the **Sign Out** button



- Didn't bring your id card to the printer? No Problem

Use the sign in option and sign in with your network username and password. **Note: If you have just received a new ID card it can take a few days to be active.

