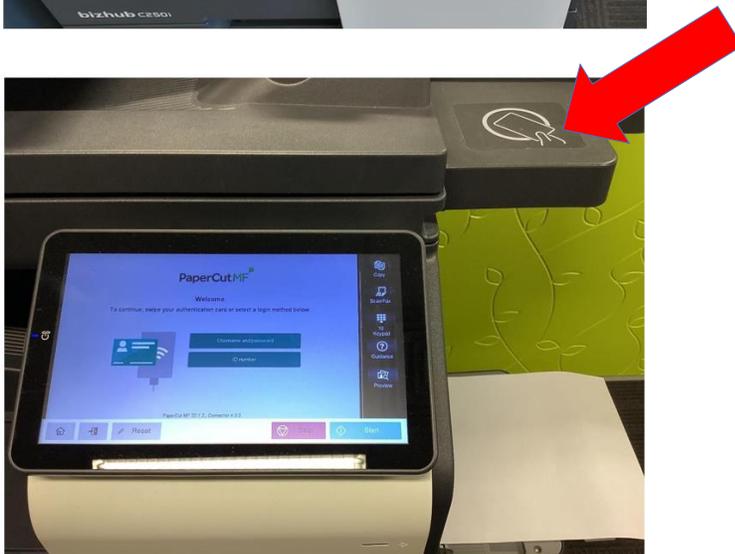


If your copier is set up with the standard UP print configuration, it means that you can login to the copier and scan a document and have it sent to an email address.

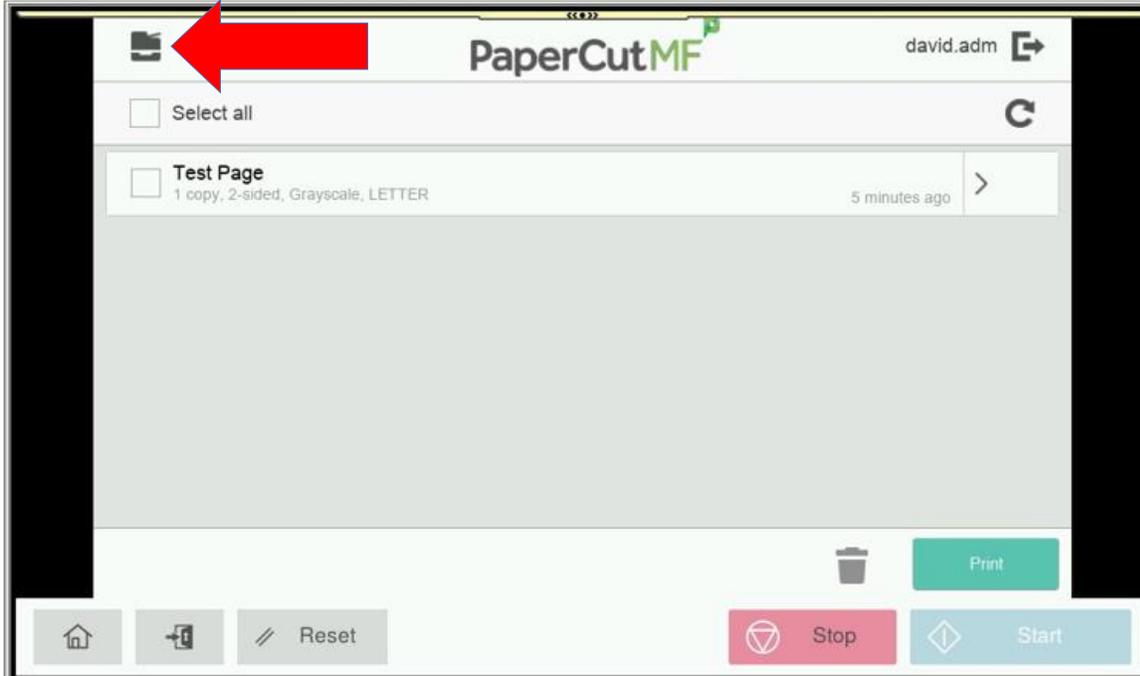
Step 1: Walk up to the copier, tap and hold your print card on the card reader to login. If you don't have a print card you can login by entering your work credentials on the copier screen. Your username is your primary work email address and password.

Your copier and card reader might look different to the example below depending on the copier brand your site has.

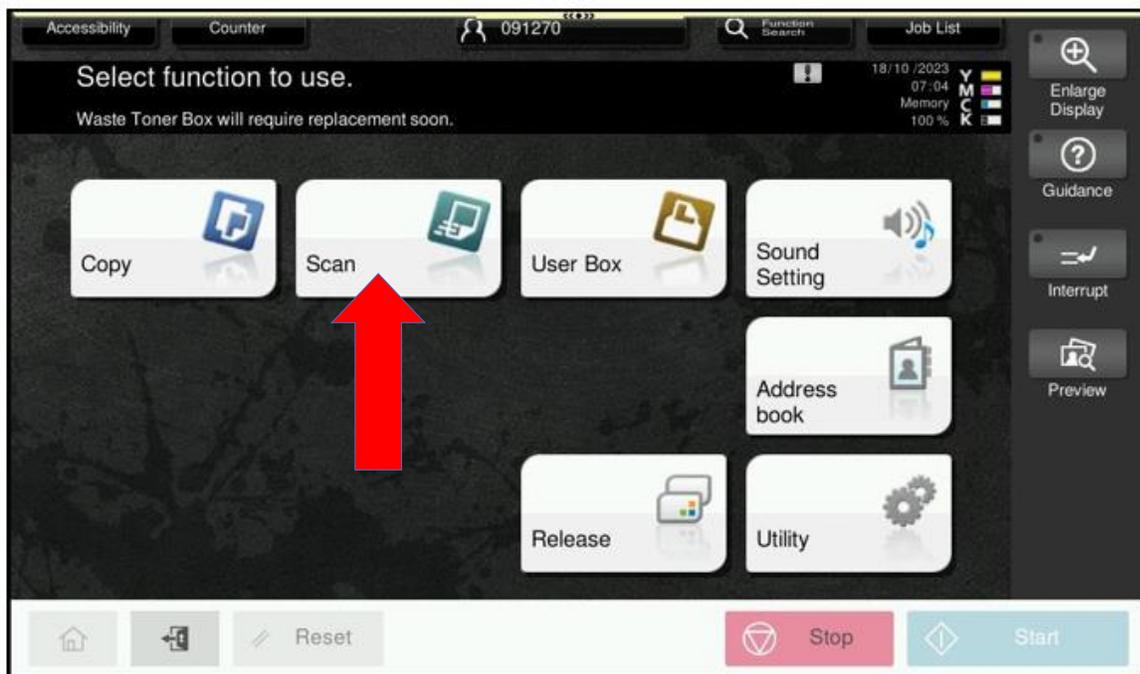


Step 2: Once logged in, look for the **Scan** option. Load the tray with the document you wish to scan and email.

If you have print jobs pending, press the “Access Copier” button



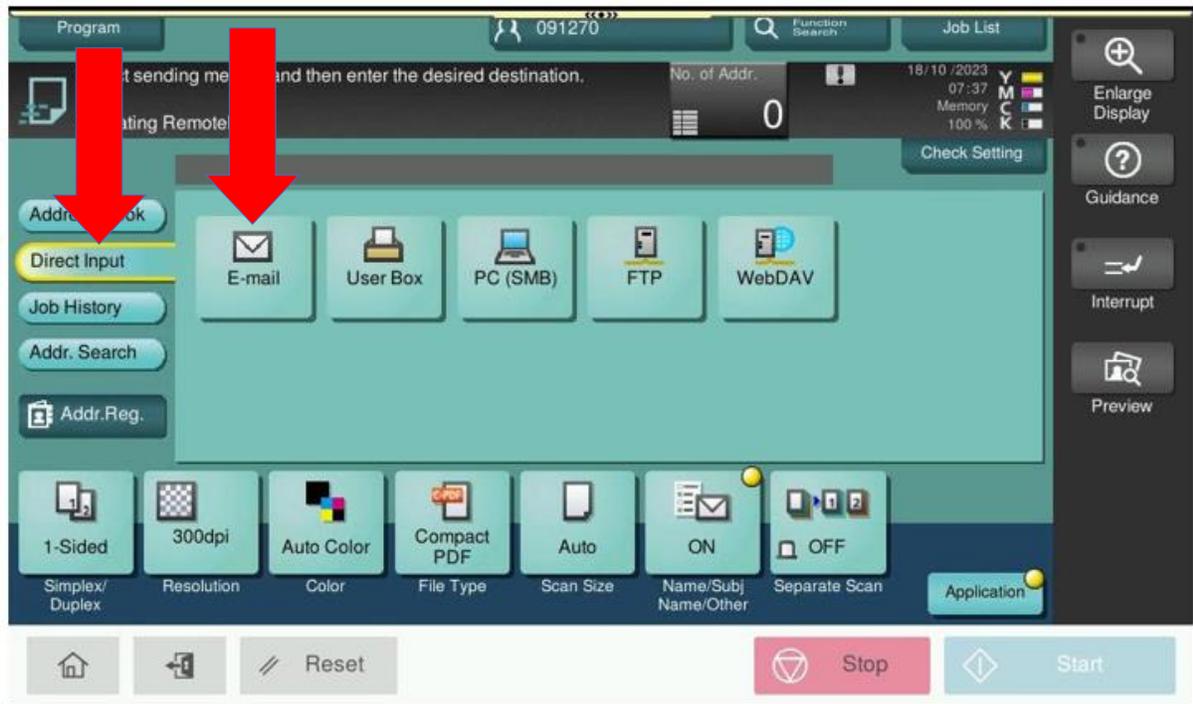
Your screen options might look different to the examples below depending on the copier brand your site has.



Step 3: If you want to send the document to yourself, then select **Me**. If you want to send it to someone else, then use the Letter keys along the top to find the persons name. Once the recipient is selected tap **Start**.



Alternatively, you can type in the recipients address manually. Press **Direct Input** and then tap **Email**.



Input the recipients email address and tap **OK** Then tap **Start**.

