

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.





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

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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**.

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

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