

Scan to Email

Here is how to use the Xerox scan-to-email function. The Xerox can scan a paper document to PDF format and email it to your email account. The maximum number of pages per document depends on what is on the paper (e.g. words or pictures). I am not sure what the average maximum number of pages is but there is a limit to the size of what you can scan.

NOTES:

- you can only send to people with Law email addresses
- if you want to send it to someone outside of Law, scan it to yourself and then forward it to them and **then delete it from your Inbox and Sent Items to save mailbox space**
- the only Xerox that does not have scan-to-email is the SS-LMRS-EastUpXerox (on the second floor of LMRS)

How to do scan-to-email:

(in this example, we will scan-to-email to Bernie Flinn and Dillon Johnston)

1. At the Xerox, press the "Email" button.
2. Then press the "To" button.
3. Enter "fl" (without the quotes) on the keyboard to search for Bernie Flinn (a few letters will do).
4. Press "Enter" and a list will pop up starting at last names beginning with "fl".
5. Scroll down if necessary to find the name and then **touch the name to highlight it.**
6. Press "Add" to add the address to your list.
7. If you are finished, jump to step #13.
8. If you want to add another recipient, either scroll the list with the up and down arrows or press the "Keyboard" button.
9. On the keyboard use the backspace button to delete the "fl".
10. Enter "jo" (without the quotes) on the keyboard to search for Dillon Johnston.
11. Scroll down if necessary to find the name and then **touch the name to highlight it.**
12. Press "Add" to add the address to your list.
13. To finish, press the "Done" button.
14. You should now see the complete address list you have made.
15. Put your document into the document feeder.
16. Push the green START button to scan and send.
17. Logout of the Xerox.