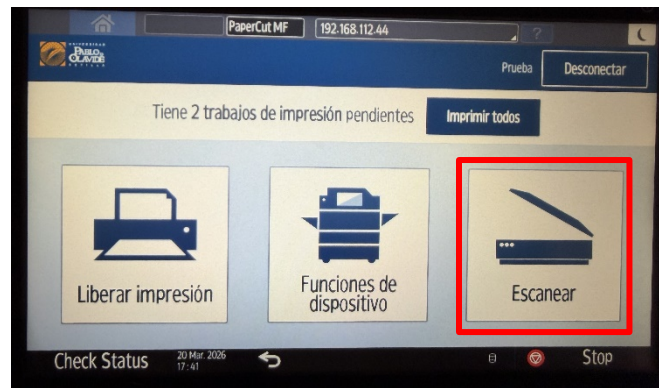
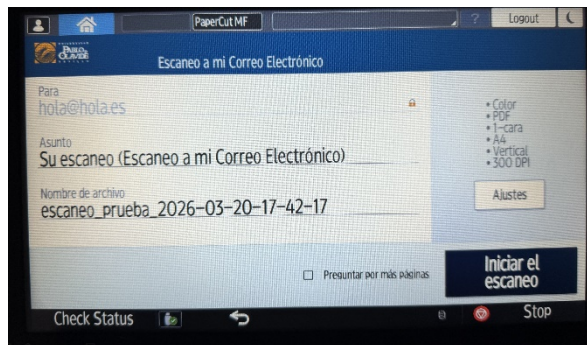


Scan to email address

1. After identifying yourself on the device (using your card or manually via Username and Password), press the “Escanear” button on the device’s home screen.

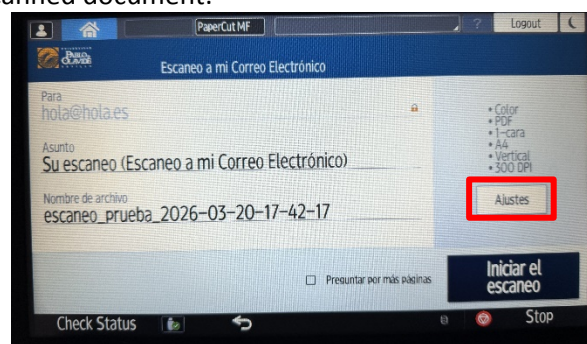


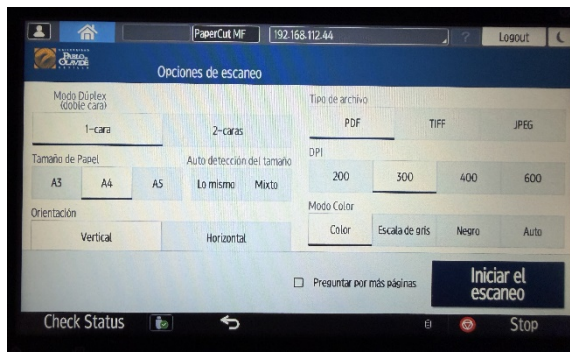
2. On the next screen, press the “Iniciar el escaneo” button to begin scanning your documents.



NOTA

- To scan documents correctly, they must be placed in the device’s feeder face up, with the first page at the top of the feeder.
- Since you have identified yourself on the device, you do not need to enter your email address; the device will send the documents directly to your email.
- You can use the “Asunto” and “Nombre de archivo” fields to modify the default names assigned.
- In the “Ajustes” button, you can choose the available settings for the scanned document:





- Single-sided / Double-sided
- Paper orientation and size
- File type (PDF, JPEG, TIFF)
- DPI (resolution)
- Color / Black and white / Grayscale