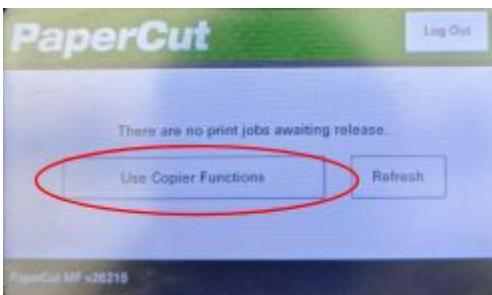


# SCANNING TO EMAIL USING THE KYOCERA MULTI-FUNCTION PRINTERS

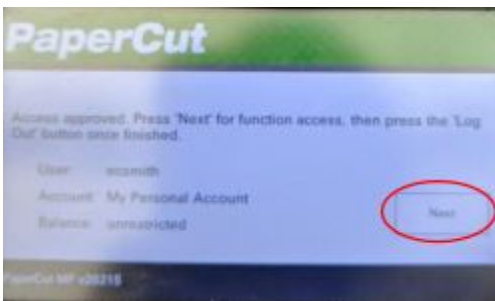
1. Swipe your Albion 1card:



2. Use the touch screen to select "Use Copier Functions":



3. Select "Next":

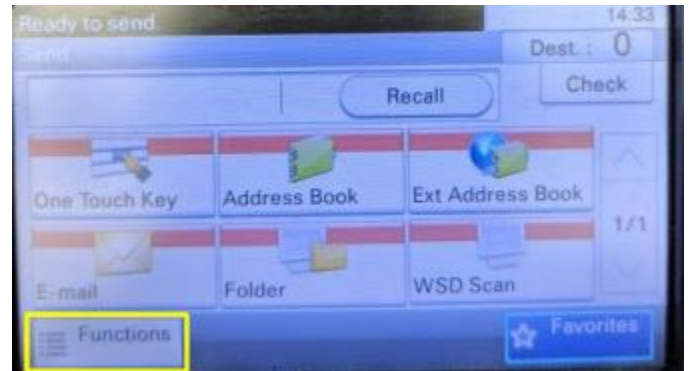


4. Push the "Send" button to the left of the touchscreen:

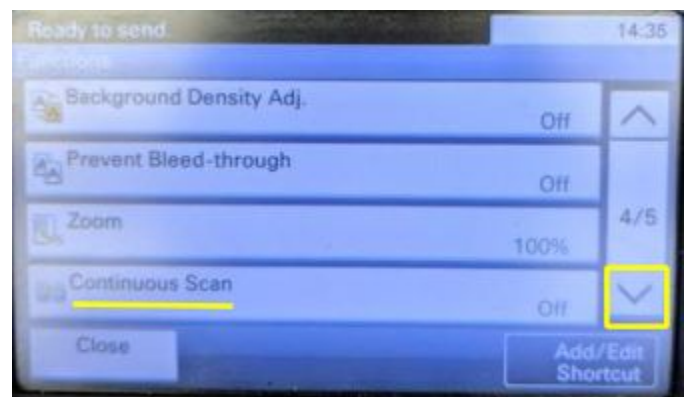


*Do you have multiple pages to scan? If yes, complete steps 5-7. If no, skip 5-7.*

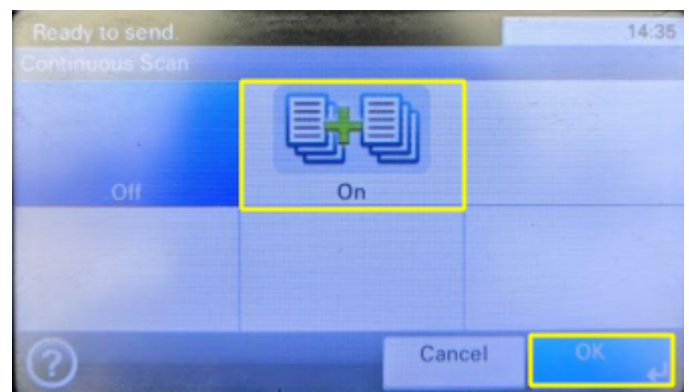
5. Use the touch screen to select "Functions":



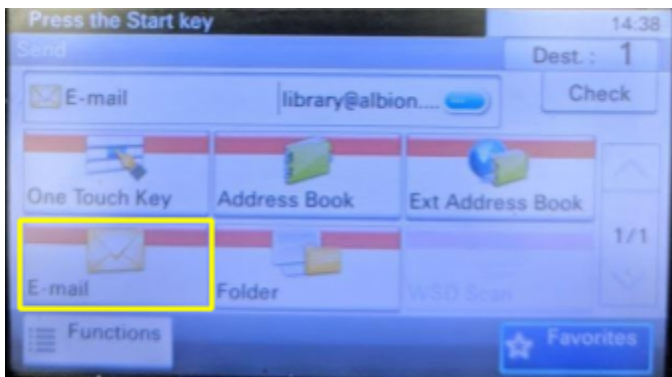
6. Use the down arrow to scroll down to "Continuous Scan":



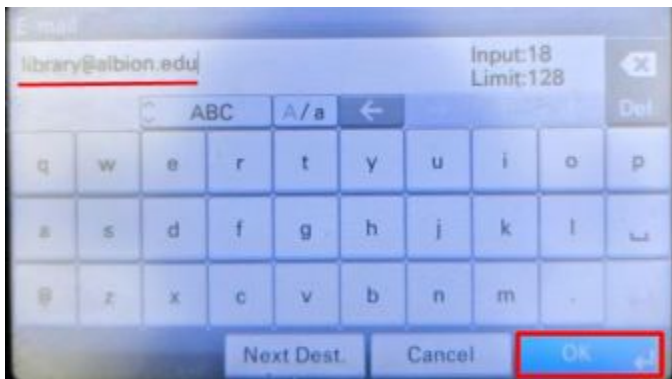
7. Select "On":



8. Use the touch screen to select “E-mail”:



9. Use the touch screen to enter your email address and select “OK”:



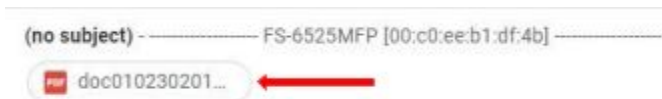
10. Place your document face down on the glass.  
11. Press the green “Start” button on the keypad to scan.



**12. Do you only have one page?**

If yes, you are done. Press the “Logout” button on the keypad.

You will receive a message in your email with the scanned document attached as a pdf. If it is a large file, it may take a few minutes to go through:



**12. (cont.) Do you have multiple pages?**

If yes, place them on the glass one at a time and press the green “Start” button. When you have finished scanning all pages, select “Finish Scan” and press the “Logout” button on the keypad:

