Scan To Email From Xerox Printer

Step 1 Swipe your VSU ID card or guest card. Be sure that the Copy tab is selected rather than the Print tab.
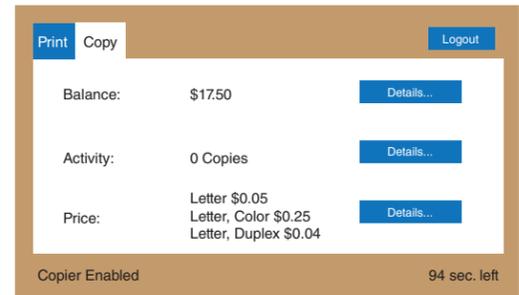
Step 2 Click the **Services Home** physical button on the left.

Services Home

Step 3 Tap **E-mail** on the touch screen.

Step 4 If an email address is listed, tap it and then tap **Remove**. Tap **New Recipient**.

 New Recipient

Step 5 Type in the email address you wish to send the attached document to. Tap **Add** to save recipient email. Tap **Close** to exit digital keyboard.

Add **Close**

Step 6 Select desired settings. **2-Sided** or **1-Sided** scanning.

Step 7 Load paper in top tray located above scan bed for scanning multiple documents at once.

Note: The side that is facing up will be the first side to be scanned.

Step 8 Press the **Start** button located on the bottom right of the touch screen to begin scanning to email.

An email will be sent to the address(es) you supplied and will include your scanned document attached as a PDF file.

Step 9 Tap the recipients email you wish to delete, then tap **Remove**.

Step 10 Tap **Exit** on the cardswipe touchscreen